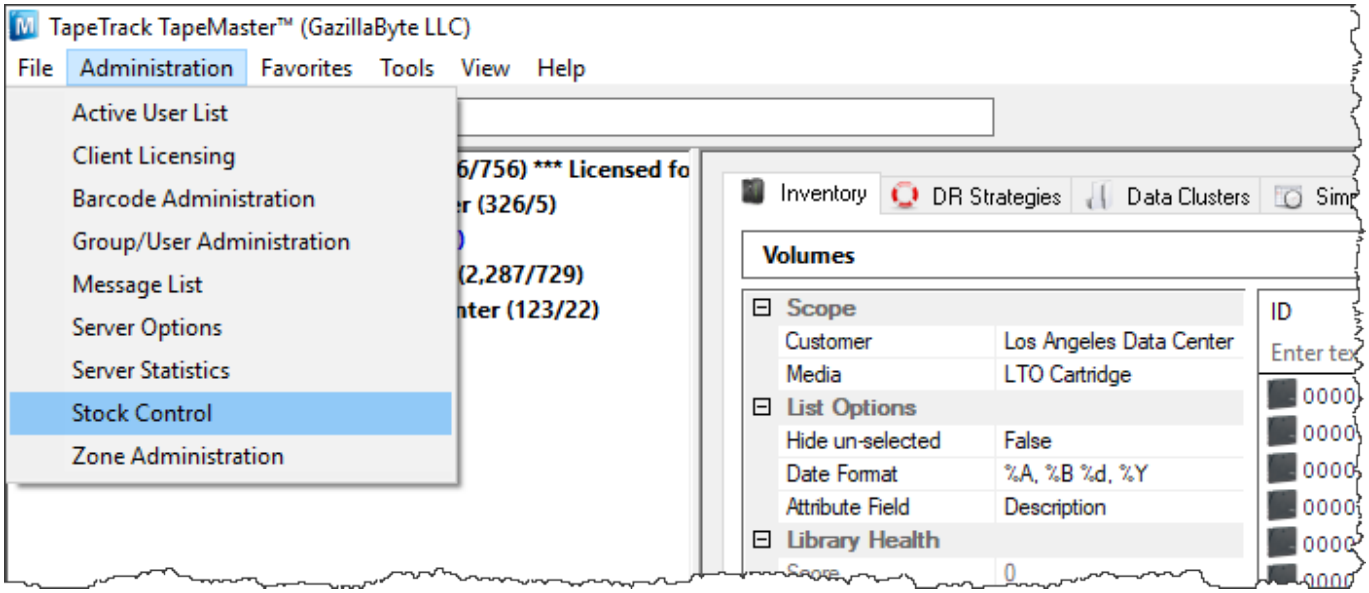
# Stock Control

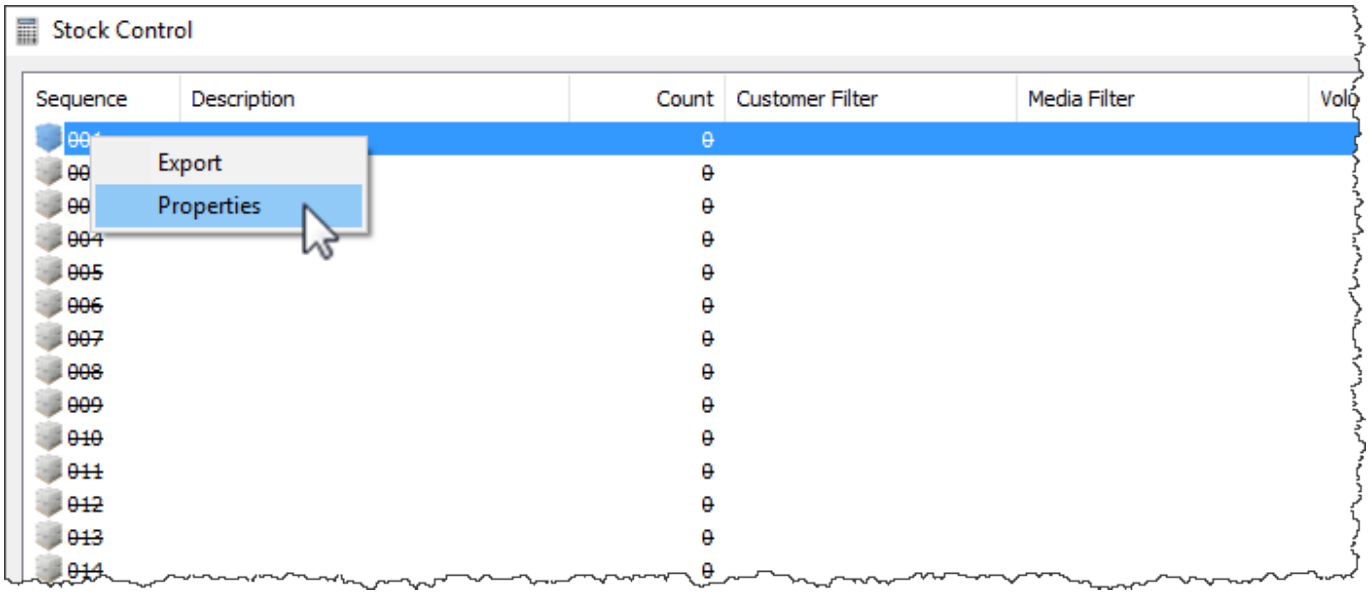
Stock control enables you to enter volumes into TapeTrack without Barcodes, to manage current stock levels and track history of new stock usage.

## Adding Stock Assignment Rules

From the menu click `Administration` → `Stock Control`




Right-click and select `Properties`, or double-click, on the first available stock control ID.

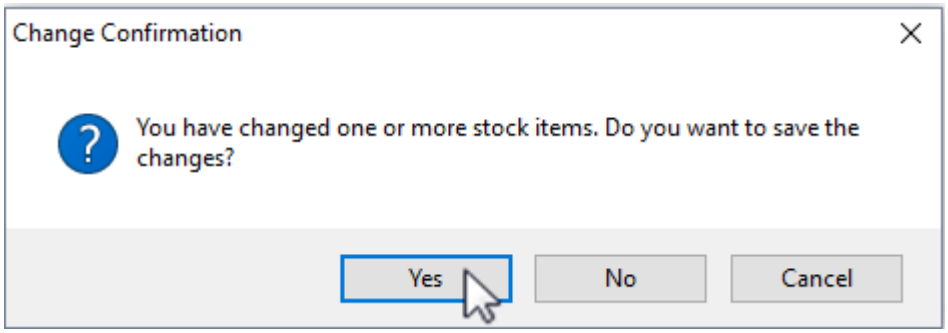



In the Stock Properties window:

- Description
  - Insert a descriptive name for the stock control rule, e.g. for all US customers and LTO4 volumes **US LTO 4**

- Filters
  - Add filter to select Customer-ID/s that will use this rule. e.g. For all US customers **US***
  - Add Media type this rule applies to. e.g. **LTO**
  - Add volume filter to enforce correct Volume-ID association. e.g. For a 8 character ID ending in L4 **??????L4**
- Totals
  - Insert minimum stock number before you are alerted of low stock levels (alert is a future enhancement).
  - Current total of volumes in stock (display only).
- Options
  - Change Enabled to **True** to make rule active.

Click OK once all data is correct and complete. Close the stock control window and click Save to commit the new rule/s to the TapeTrack Database.

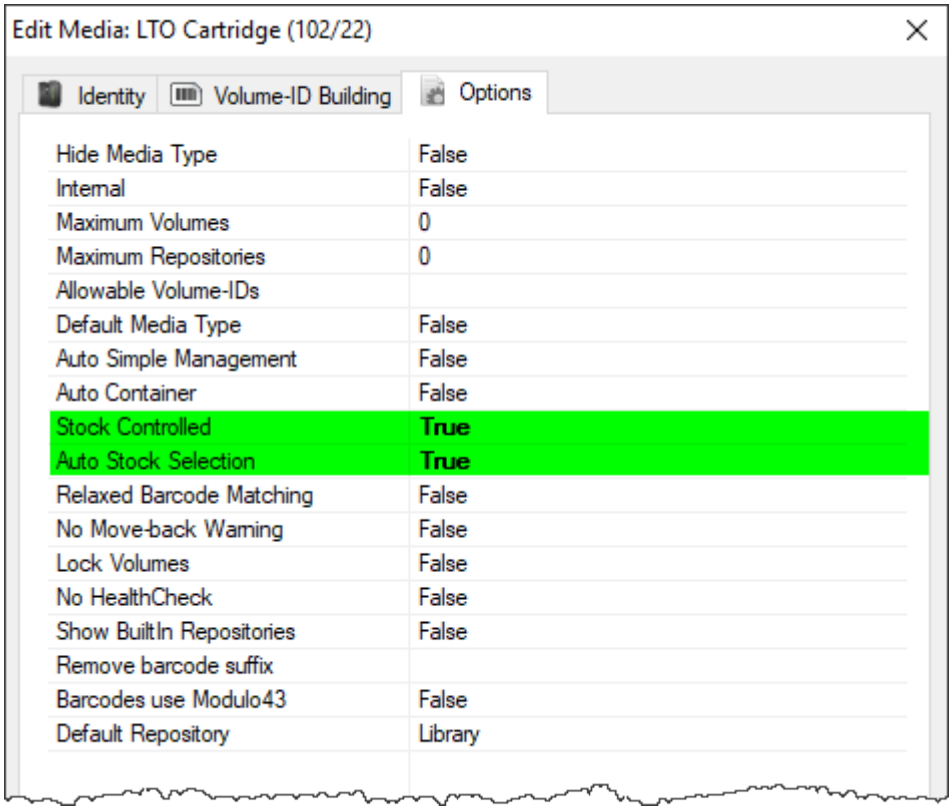



## Customer Media Settings

In the TapeMaster Customer Tree, right-click the media type on the Customer you want to apply stock control to and select `Properties`.

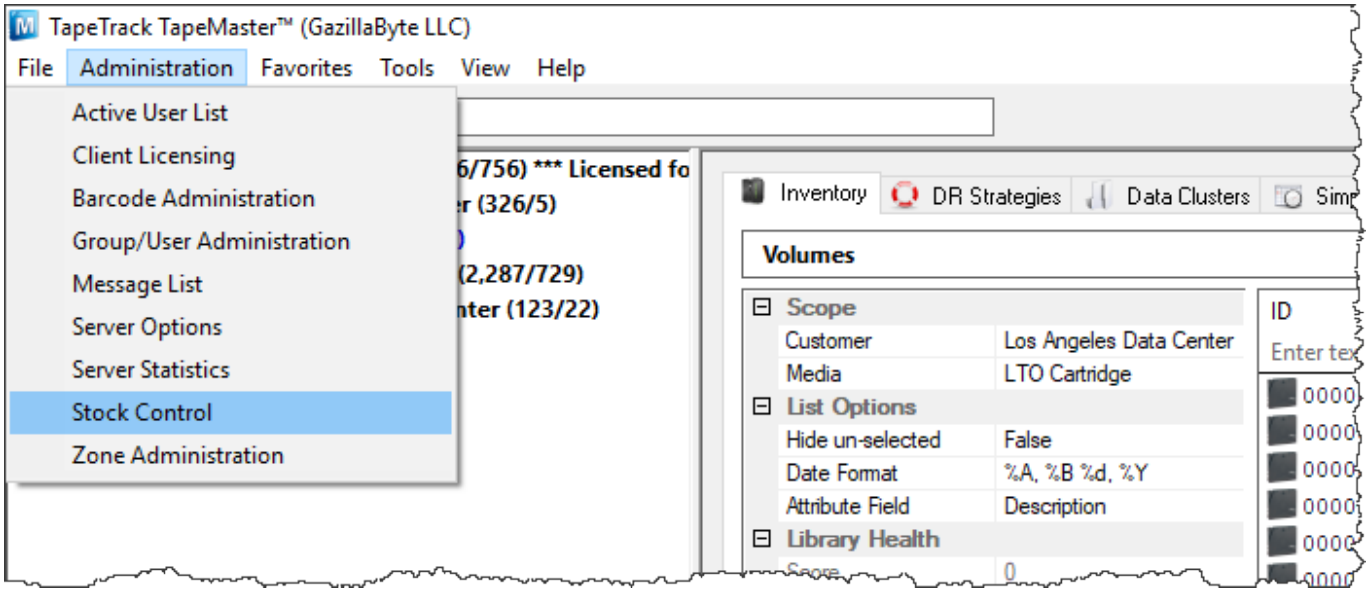
Change `Stock Control` to **True**.

If `Auto stock selection` is set to **False**, all new volumes must be added through the Stock Control window. If set to **True** volumes may be added directly from the inventory window in TapeMaster.

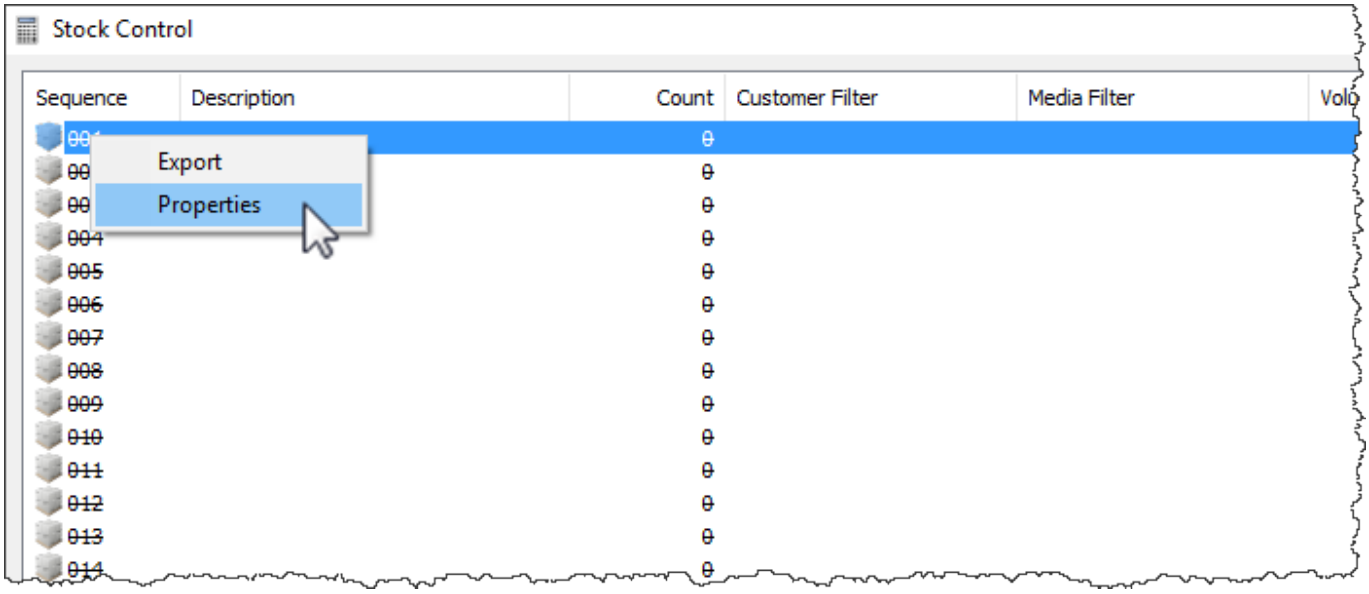



# Adding Stock

From the menu click `Administration` → `Stock Control`



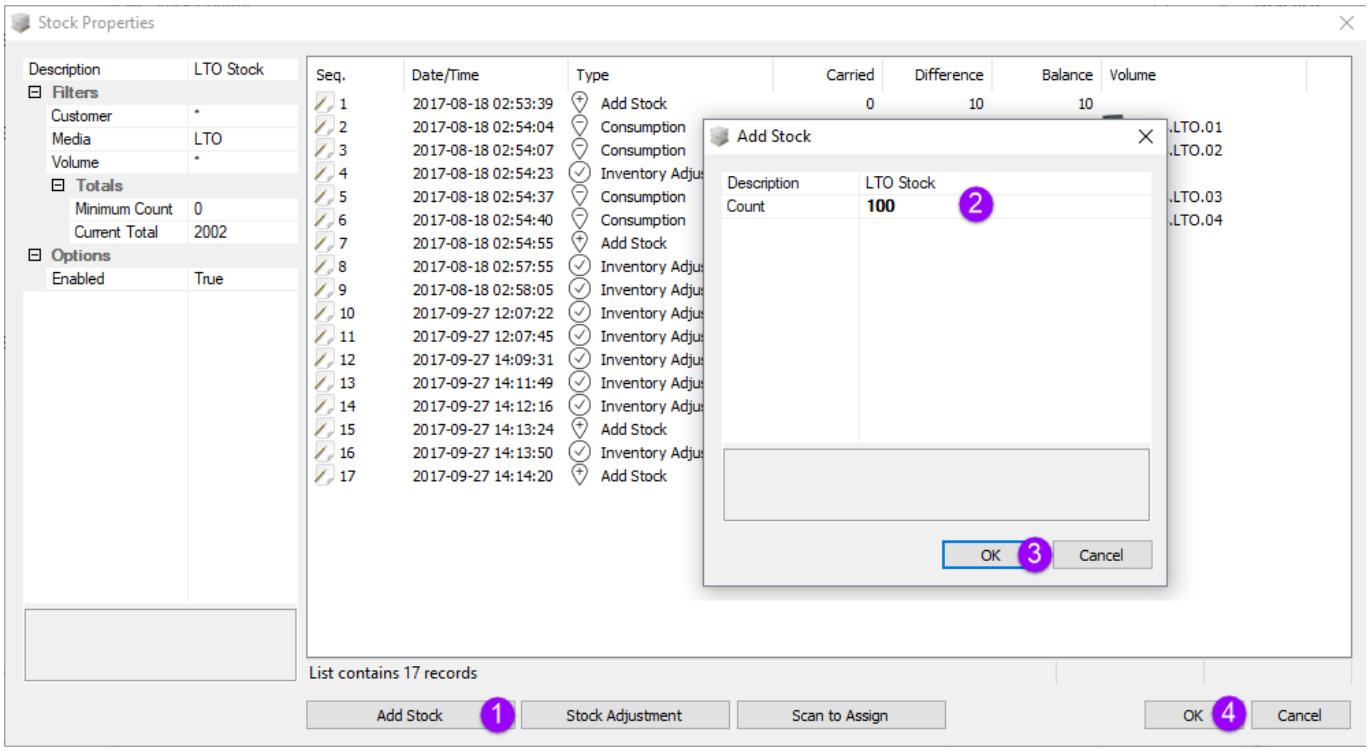

Right-click and select `Properties`, or double-click, on the first available stock control ID.




Click the `Add Stock` button (1) and add the new stock amount in the `Count` field (2).

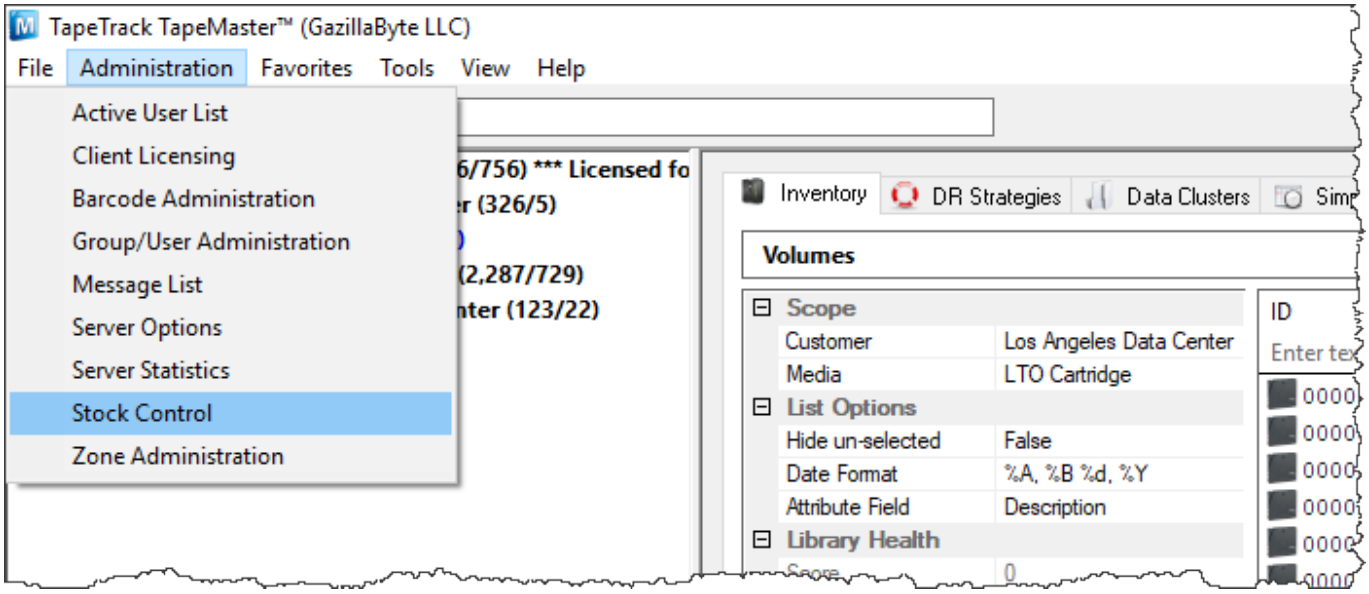
Click OK (3) to update the stock level.

Click OK (4) to close **Stock Properties** window.

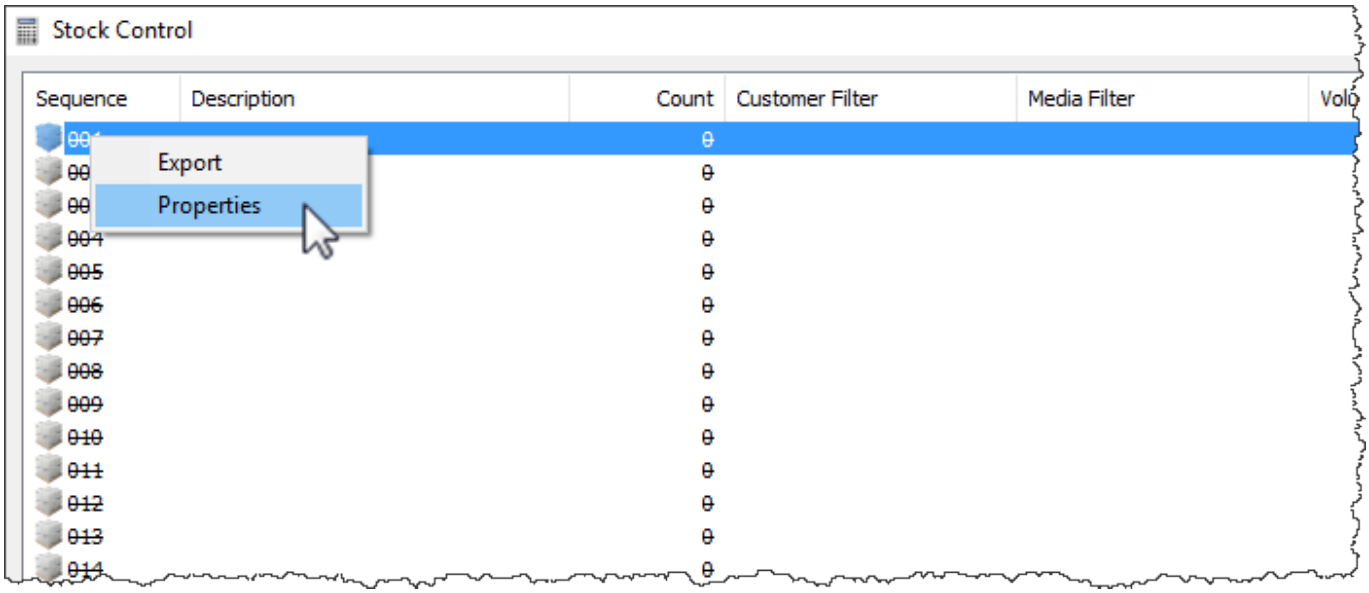



# Stock Level Adjustment

From the menu click `Administration` → `Stock Control`

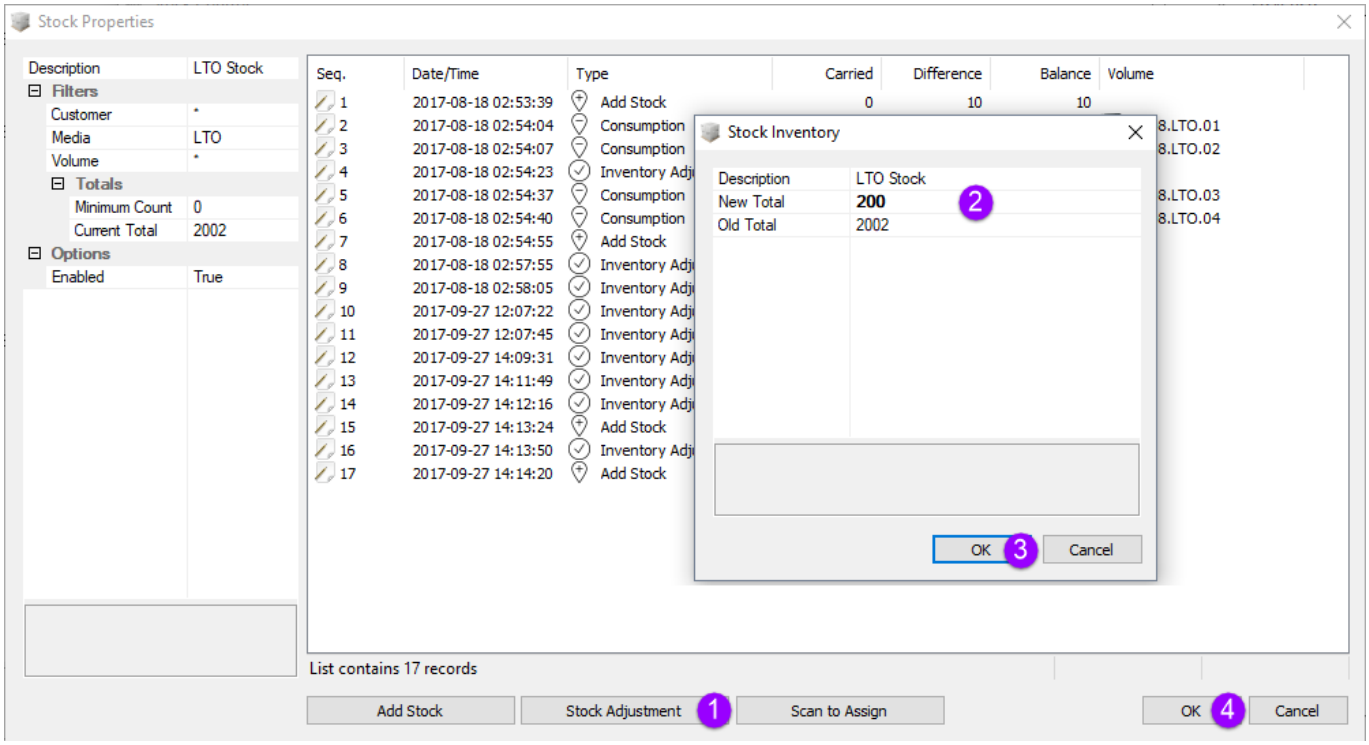



Right-click and select `properties`, or double-click, on the first available stock control ID.



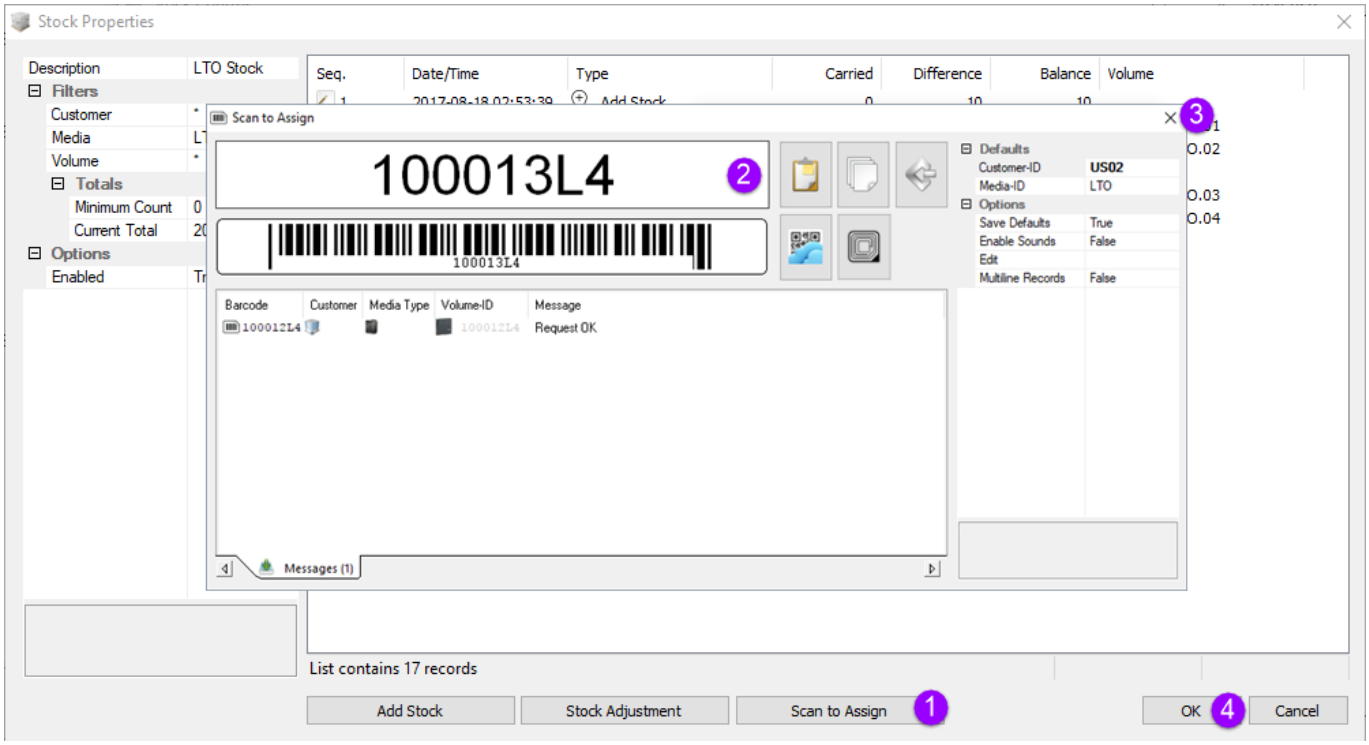

Click on the `Stock Adjustment` button and enter the correct number in the `New Total` field and click OK.

Click OK (4) to close **Stock Properties** window.




# Scan To Assign Volumes

To add new volumes, from the stock control window, open the rule you want to assign the new Volume-ID's to. Click on the `Scan To Assign` button to open the scan in window. Scan the new volume Barcode/s as required.

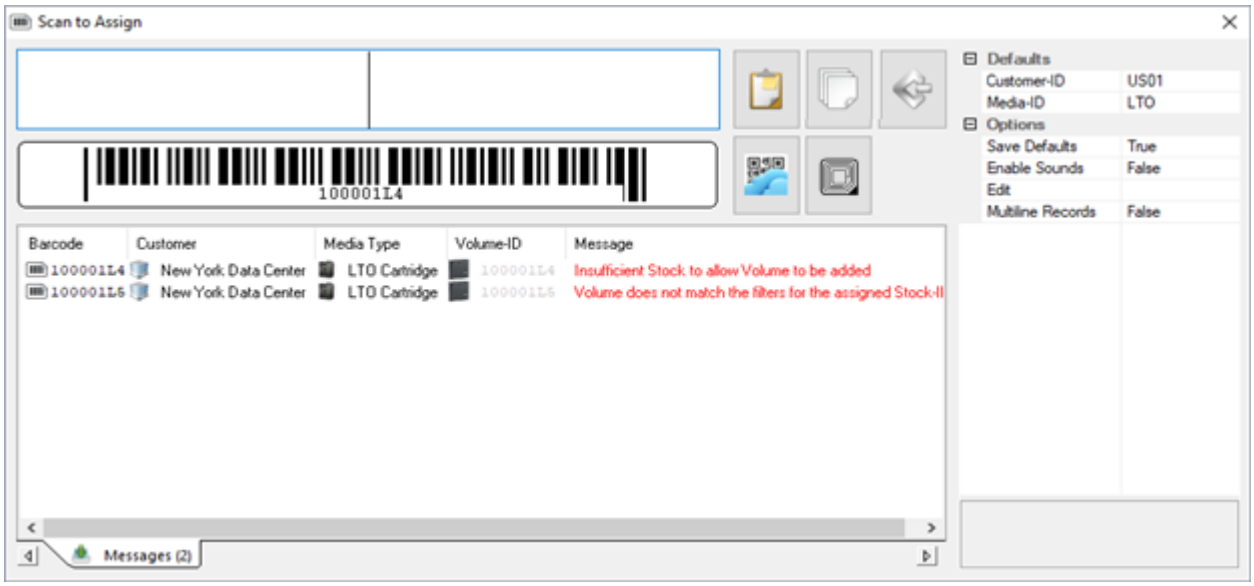



Barcodes that match the Volume-ID filter will be added to the default repository for that customer's media type.

If the scanned Barcode is outside the parameters of the Volume-ID filter, you will receive the message

**Volume does not match the filters for the assigned Stock-ID** and the volume will not be added.

Any attempts to add volumes without current stock will give an error message of **Insufficient Stock to allow Volume to be added**.




# Scan To Assign Volumes From TapeMaster Inventory Window

Volumes can be added directly from the customer inventory window in TapeMaster if the media options are set to allow this.

Right-click in the Inventory window and select `Special Operations` → `Scan` → `Scan To Add Volumes` to open the scan in window and scan in new Volume-ID's to default repository.

To add volumes to the desired repository (other than default), right-click the target repository and select `Scan` → `To  Add` to open the scan in window. Scan the new volume/s and close the scan window when complete.

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