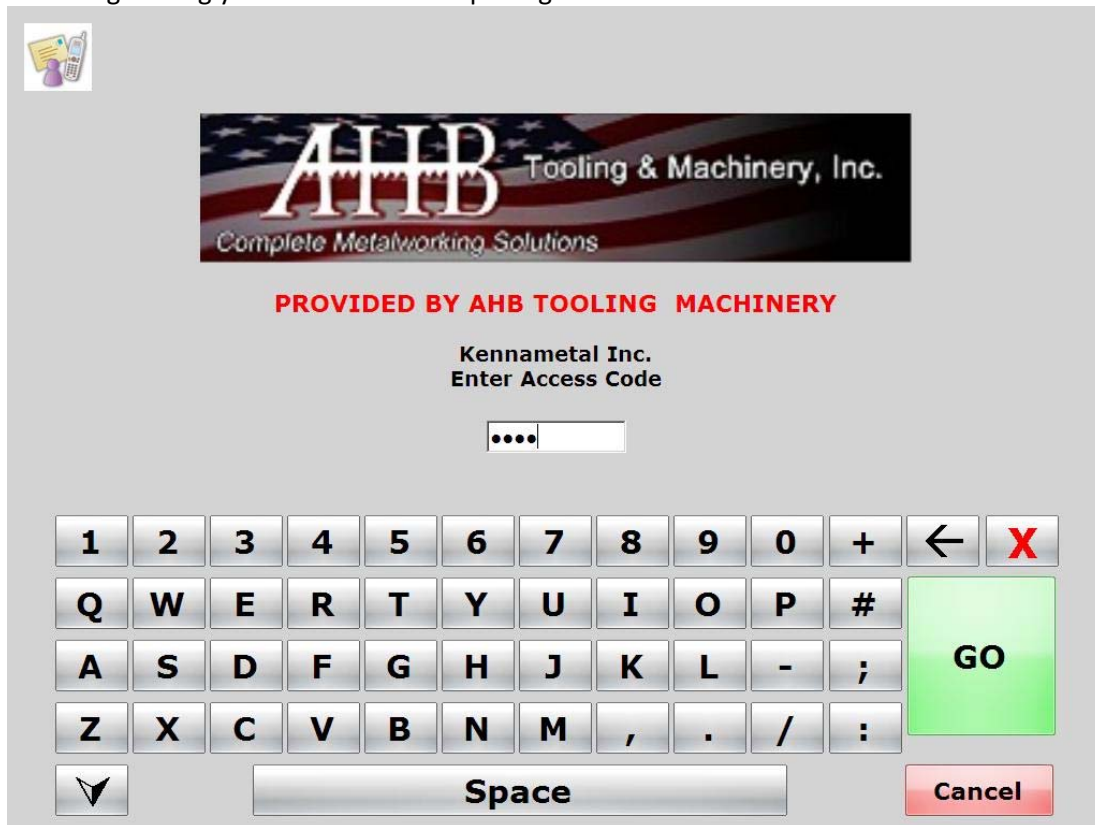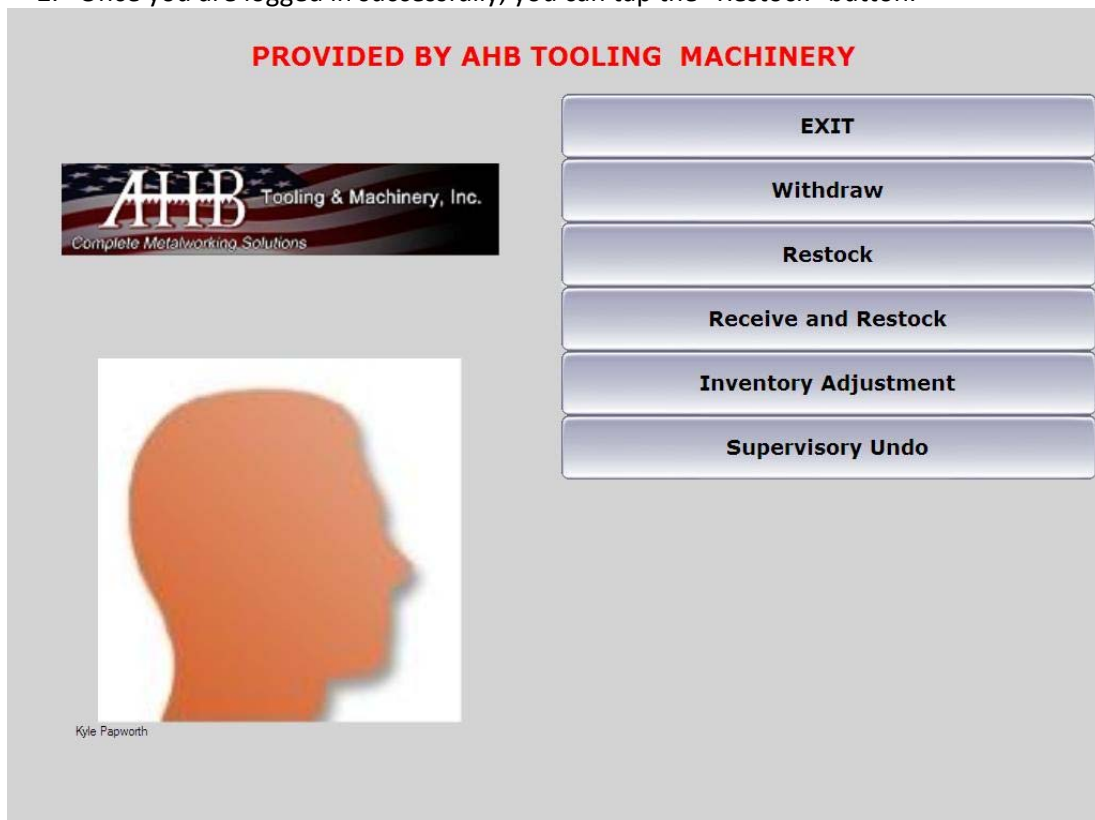# ToolBOSS - How to Restock Items

Monday, January 20, 2014   9:46 AM

1. Login using your access code. Tap the green "Go" button.

2. Once you are logged in successfully, you can tap the "Restock" button.

3. Tap the item that you would like to restock. Any items that are not at their max capacity will be displayed in the list.

Specify Item

Item 235542

Item	Description	Qty	Alias	Group	Sub Group
235542	1/4 Drill Bit	6			
Kyle-12345	Test Item	12			
MITS-290415	CNMG 432 MW U...	10			
MITS-292138	WNMG-332 MW ...	10			
MITS-355741	CNMG 433 MH U...	10			

Cancel   GO

4. Now select the quantity you would like to restock by pressing the numbers on the left side. For some items, a number pad will appear that will allow you to type in the quantity.

Restock - Qty

User	Kyle Papworth
Item	235542
Alias	
Supplier Part Number (Current)	
Description	1/4 Drill Bit
Type	New
Issue Qty	1
Space For	6

1
2
3
4
5
6

Cancel   GO

5. Your Item Basket will now be displayed. If you'd like to stock other items you can click the blue "Add another item" button and you will be taken back to the screen in step 3. If you're ready to proceed to restocking you can tap the green "Restock" button.

Restock : Item Basket : Choose Function Below

Item	Description	Qty	Type	Issue Qty	Image File	Qty	De
▸ 235542	1/4 Drill...	6	N	1	☒	📁	

Add another item	Restock	Main Menu	Log Off

6. Depending on your machine, a drawer will either open or the carousels will spin to the correct location and then the doors will unlock. A LED will turn on next to the door or on the front of the drawer so you know which location is open.

Restock : Drawer Open

Item   235542
Description   1/4 Drill Bit
Batch Number   NONE
User   Kyle Papworth

➡ 235542 | Put 1

➡ 235542 | Put 1

➡ 235542 | Put 1

➡ 235542 | Put 1

➡ 235542 | Put 1

➡ 235542 | Put 1

7. Proceed to load your items and then slide the door shut or push in the drawer.

8. Once you're finished restocking the items you will be asked if you would like to restock more of the same, a different item or if you're finished. You can tap the "Log Out" button once you're finished.