



Manage a Stock Number List

Overview

The Warehouse Management module Manage Stock Number Lists process provides the ability to create, update, and delete lists that are used for custom reporting. Stock Number Lists are managed and shared at different Enterprise Levels such as Logistics Program, Region, Site and Warehouse.

Sharing a Stock Number List allows other personnel access to the list within levels (Logistics Program, Region, Site, and Warehouse) of the Logistics Program.





Navigation

My ELMS > Manage Lists > STOCK NBR Lists

Procedures

View the Stock Number List

Select the STOCK NBR List menu item. *The STOCK NBR List grid appears.*

Stock Nbr List					
+ Add		Grid Options ▼			
		List Nm ▼	Is Shared? ▼	Share Lvl ▼	Owning User Nm ▼
 Edit	 Delete	123	Yes	Region	GROCEBP
 View		RS23	Yes	Logistics Program	MCCAULEYJC
		50 items per page		1 - 2 of 2 items	






Add a Stock Number List

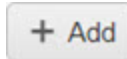
Navigation

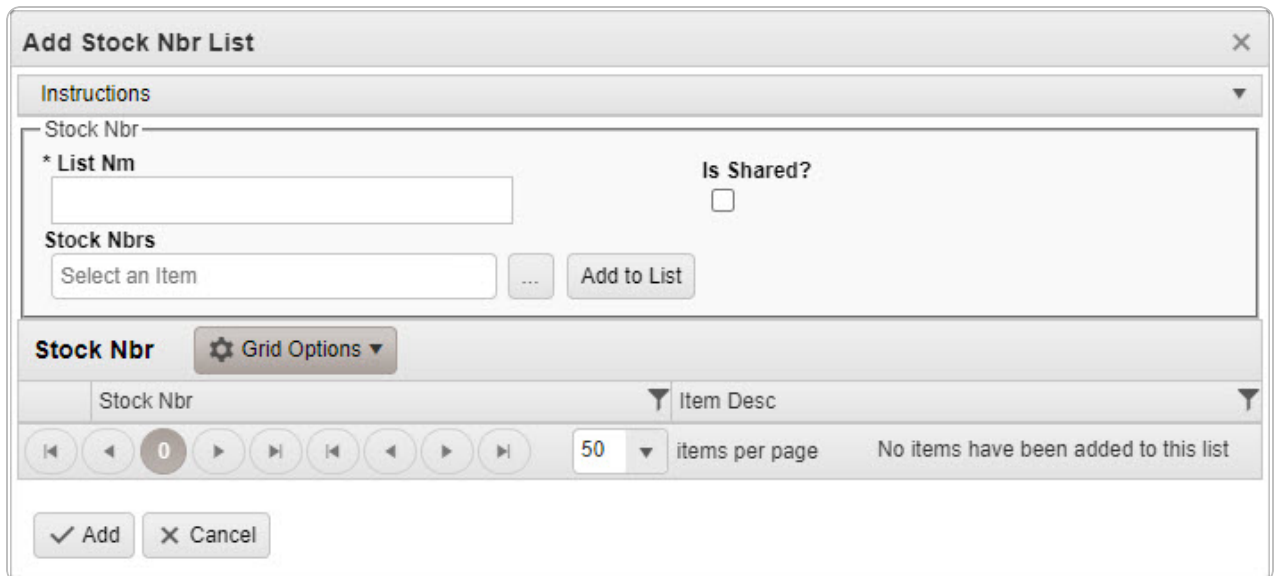
My ELMS > Manage Lists > STOCK NBR Lists >  > Add STOCK NBR List pop-up window

Procedures

Add a Stock Number List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to create a STOCK NBR List. The **Add Stock NBR List** pop-up window appears.

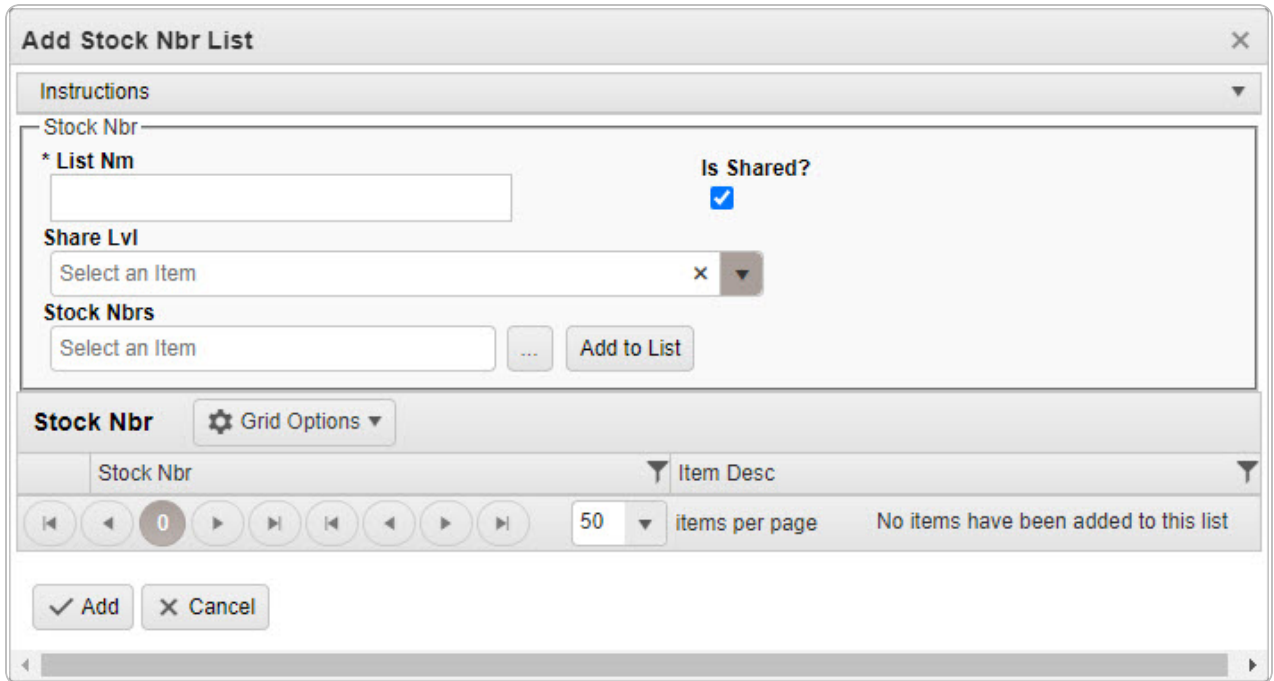


2. Enter the List NM in the field provided. *This is a 500 alphanumeric character field.*
3. Click 'Is Shared?' ☐. *This allows access to the STOCK NBR Lists. If 'Is Shared?' is selected (☒) use*





▼ to select the Share Lvl.



4. Enter the STOCK NBRS, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*
5. Select **Add to List** to add the STOCK NBR to the STOCK NBRS Grid. *The STOCK NBR appears in the grid provided.*
6. Repeat steps 4 and 5 to add more STOCK NBRS to the STOCK NBR Grid.

Delete a LIN/TAMCN

Select **Delete** next to the desired STOCK NBR. *The **Confirm DeleteStock NBR Delete** pop-up window appears.*

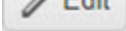
7. Select **Add**. *The **Add Stock NBR List** pop-up window closes, and the entry appears as a green row in the STOCK NBR List Grid.*






Update a Stock Number List

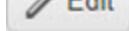
Navigation

My ELMS > Manage Lists > STOCK NBR Lists >  > Edit STOCK NBR List pop-up window

Procedures

Update a Stock Number List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired STOCK NBR List. The **Edit STOCK NBR List** pop-up window appears.





Help Reference Guide

Edit Stock Nbr List

Instructions

Stock Nbr

* List Nm

123

Is Shared?

☐

Stock Nbrs

Select an Item

...

Add to List

Stock Nbr

Grid Options

	Stock Nbr	Item Desc
X Delete	100500M010001	WEAPONS KIT
X Delete	1005013715639	SHOTGUN,12 GAGE,RIO

1

50

items per page

1 - 2 of 2 items

Update

Cancel

- Update the List NM, entering the revised name in the field provided. *This is a 500 alpha-numeric character field.*
- Verify the 'Is Shared?' contains the appropriate ☐ or ☒. *This allows access to the LIN/TAMCN Lists. If 'Is Shared?' selected (☒)*, update the Share Lvl, using to select the desired level.





Help Reference Guide

Edit Stock Nbr List [X]

Instructions [v]

Stock Nbr

* List Nm Is Shared? ☒

Share Lvl

Stock Nbrs ...

Stock Nbr [Grid Options]

	Stock Nbr	Item Desc
<input type="button" value="X Delete"/>	100500M010001	WEAPONS KIT
<input type="button" value="X Delete"/>	1005013715639	SHOTGUN,12 GAGE,RIO

items per page
 1 - 2 of 2 items

- Update the STOCK NBRs, using to browse for the revised number. *This is a 15 alpha-numeric character field.*
- Select to add the revised STOCK NBR to the STOCK NBR Grid. *The STOCK NBR appears in the grid provided.*
- Repeat steps 4 and 5 to add more STOCK NBRs to the STOCK NBR Grid.

Delete a LIN/TAMCN

- Select next to the desired STOCK NBR. *The **Confirm Delete STOCK NBR Delete** pop-up window appears.*
- Select . *The **Edit STOCK NBR List** pop-up window closes, and the entry appears as a green row in the STOCK NBR List Grid.*






Delete a Stock Number List

Navigation

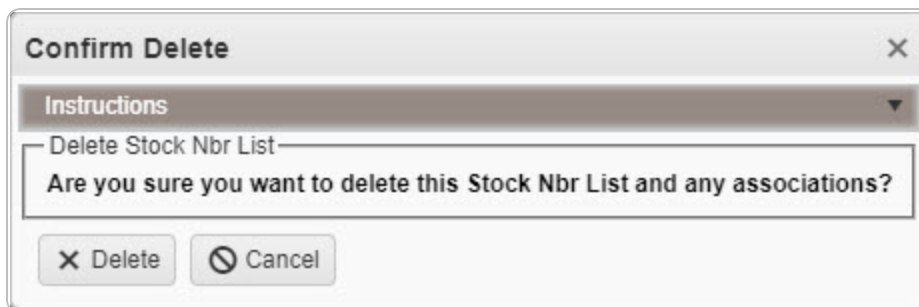
My ELMS > Manage Lists > STOCK NBR Lists >  > Confirm Delete STOCK NBR List Delete pop-up window

Procedures

Delete a Stock Number List


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired STOCK NBR List. The **Confirm Delete STOCK NBR List Delete** pop-up window appears.



2. Select . The **Confirm Delete STOCK NBR List Delete** pop-up window closes, and the entry is removed from the STOCK NBR List Grid.

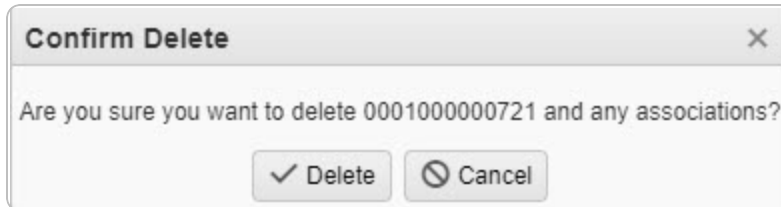
Delete a Stock Number


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





1. Select  next to the desired STOCK NBR. The **Confirm Delete Stock NBR Delete** pop-up window appears.




2. Select . The **Confirm Delete Stock NBR Delete** pop-up window closes, and the entry is removed from the STOCK NBR Grid.




View a Stock Number List

Navigation


My ELMS > Manage Lists > STOCK NBR Lists >  > View STOCK NBR List pop-up window

Procedures

View a Stock Number List

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired STOCK NBR List. *The **View STOCK NBR List** pop-up window appears.*

View Stock Nbr List	
<div> <div>Stock Nbr</div> <div>  Grid Options </div> </div>	
Stock Nbr	Item Desc
1004014523094	RUBBER BALL
1005000179546	HANDLE ASSEMBLY,CHA
<div> <div> <div>◀</div> <div>◀</div> <div>1</div> <div>▶</div> <div>▶</div> <div>◀</div> <div>◀</div> <div>▶</div> <div>▶</div> </div> <div> <div>50</div> <div>▼</div> </div> <div>items per page</div> <div>1 - 2 of 2 items</div> </div>	

2. Select . The **VIEW STOCK NBR List** pop-up window closes.

