

## Browse for a Stock Code.

## Who: All users, all sites.

Describe: Able to search through a catalogue of Stock Codes, using Description filtering.

Context: Used to locate stock code(s) from a range.

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Add View/Edit Greate Stock Stock Create	sfer Stock Packaging Stock Warehouse Stocktake Unprints Stock Other Stock Othe
Search Jim2 🔎 🤉	ि Stock List - 1 मिन्स् सिन्द्र
Nav Tree Count	Code Description Type Active §
List1	Drag a column header here to group by that column
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CardFiles MDALE 6 Items Stock Itel Accounts CardFiles C	View or Edit an Stock     X       Please enter the Stock Code you wish to view or edit       Stock Code        Image: Stock Code
CHOIST Banking Management Reports Scheduling eBusiness Tools Setups	Mew Edit

Skill Steps:

- 1. Select the Stock tab from the top of the Jim2 window.
- 2. Click View/Edit Stock in the Ribbon.
- 3. Click the "browse button" adjacent to Stock Code field (three little dots)

View or Edit an Stock			
Please enter the Stock Code you wish to view or edit			
Stock Code		🖌	
iii View	<u> </u>	Cancel	

- 4. Enter a key word from the Description of the stock.
- 5. Press <<Enter>>. Results will display on screen.
- 6. Double click on the stock record of choice.

