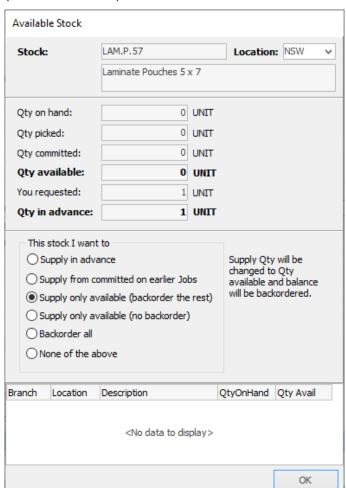# View Job and Add Stock When Insufficient Stock

This document will explain:

- How to add stock to a job where there is insufficient stock. Edit a job and add stock codes, quantities and pricing. Jim2 will indicate if there is insufficient quantity of stock to meet the job requirements. As a job progresses, stock codes are included to ensure all stock, labour, tests and checks are included in the finished job. Once all the codes are entered, they can be supplied or back ordered, priced and invoiced. Where there is insufficient stock quantity available, Jim2 can then report this information and ask the user for a specific response. There is then a process of purchasing to meet the back-ordered stock quantity requirements.

Skill Steps:

1. Open the required job in Edit mode.

2. Left click your mouse in the Stock Code field, or press Function KeyF4. To add a new line, press the down arrow or the Insert key on the keyboard.

3. Enter the applicable stock code.

4. Press Enter on your keyboard to move along the stock grid. Jim2 will display a window detailing available stock. It will provide options, including Supply in Advance, Supply from Committed on earlier Jobs, Supply only available (backorder the rest).

5. Select Supply only available (backorder the rest). Press Enter.

6. If the quantity required by the customer is greater than 1, enter the quantity of the stock code required by the needs of the job. Press Enter.

7. If the quantity required of the stock code is not available, Jim2 will then display the window as noted in point 4. Again, choose Supply only available (backorder the rest). Press Enter to move along the stock grid.

8. Edit pricing as required. Press Enter to continue to move, eventually to a new line, and add required stock codes, quantities and pricing.

9. Click Save or press Function Key F9.

For further information please go to Jim2 online Help file at http://jim2help.happen.biz/index.html and search CardFile.