



View Available On-hand Quantities

Description

Use this task to view available on-hand quantities in the Wholesale Terminal.

Trigger

Perform this task when there is a need to view on-hand quantities for items.


Prerequisites

There are items available in store inventory.

Helpful Hints

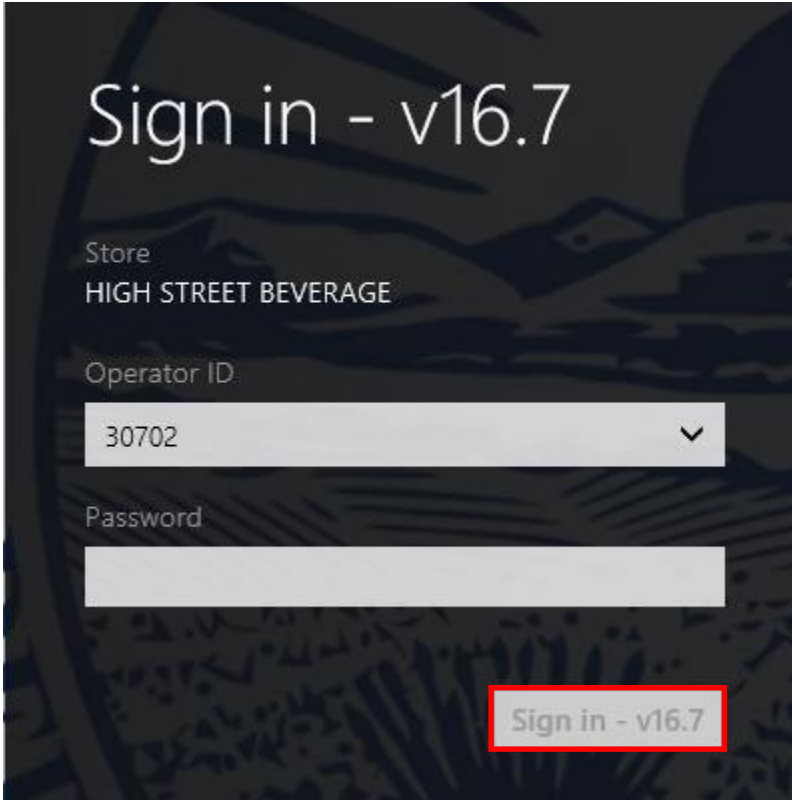
All actions performed in this job aid can be done using the keyboard and mouse.

Examples:

- Press  on Numpad or
- Press the **Enter** key on your keyboard

Procedure

1. Begin this task by signing into the Wholesale Terminal.



Sign in - v16.7

Store
HIGH STREET BEVERAGE

Operator ID

30702

Password

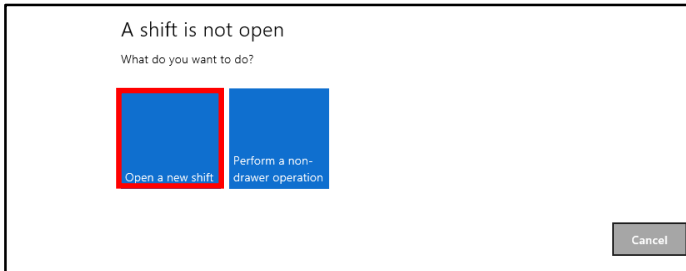
Sign in - v16.7

The image shows a sign-in screen for version v16.7. It features a dark background with a faint pattern. The text 'Sign in - v16.7' is at the top. Below it, the store name 'HIGH STREET BEVERAGE' is displayed. There are two input fields: 'Operator ID' with the value '30702' and a dropdown arrow, and 'Password'. A 'Sign in - v16.7' button is highlighted with a red border at the bottom right.

2. Press [Open a new shift](#) to start the shift.



The *Open shift* window will only display if the shift is not already opened.



A shift is not open
What do you want to do?

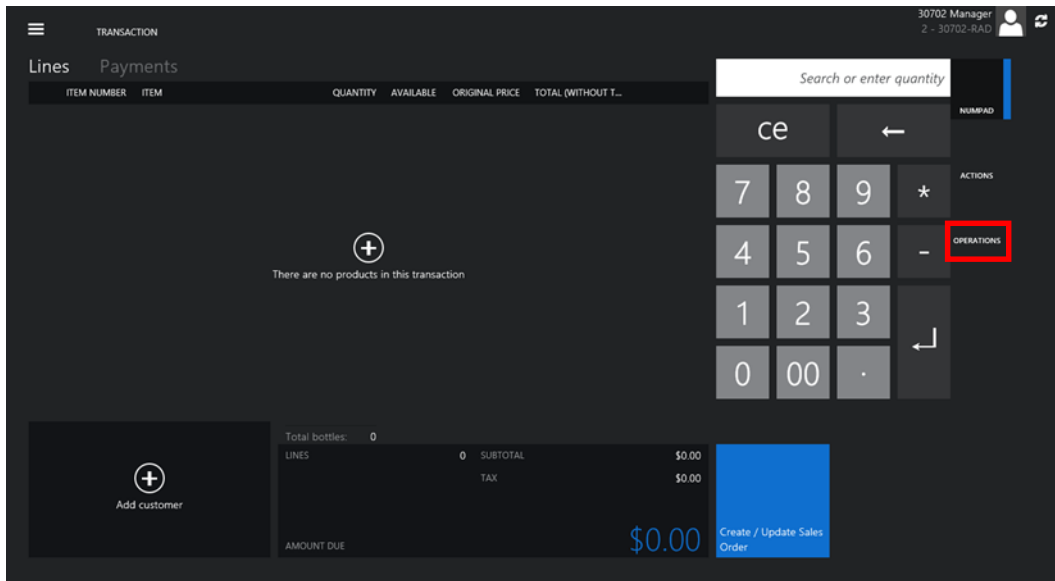
Open a new shift

Perform a non-drawer operation

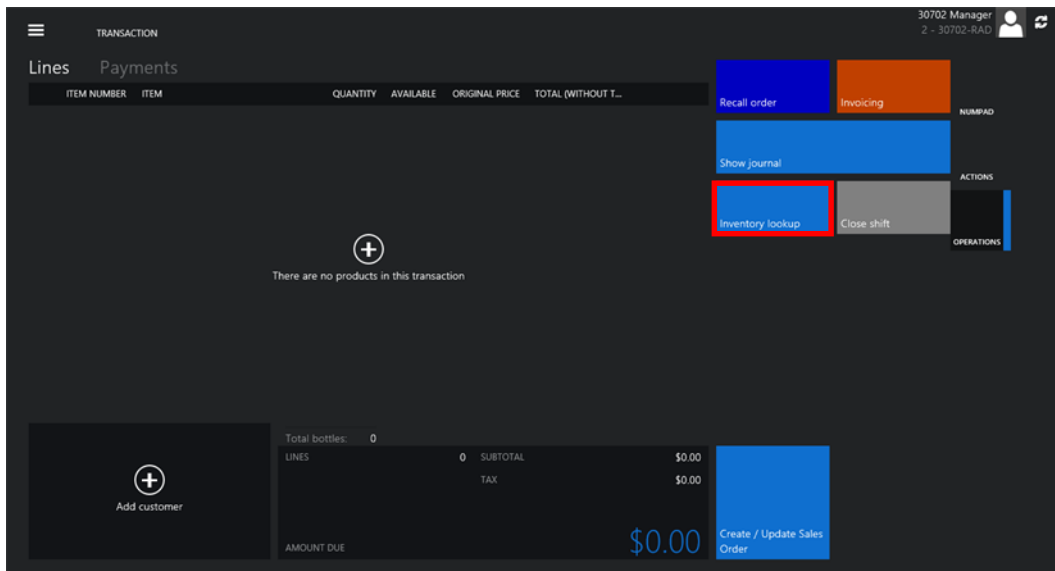
Cancel

The image shows a dialog box with a white background and a black border. The text 'A shift is not open' is at the top, followed by 'What do you want to do?'. Below this are two blue buttons: 'Open a new shift' (highlighted with a red border) and 'Perform a non-drawer operation'. A 'Cancel' button is located at the bottom right.

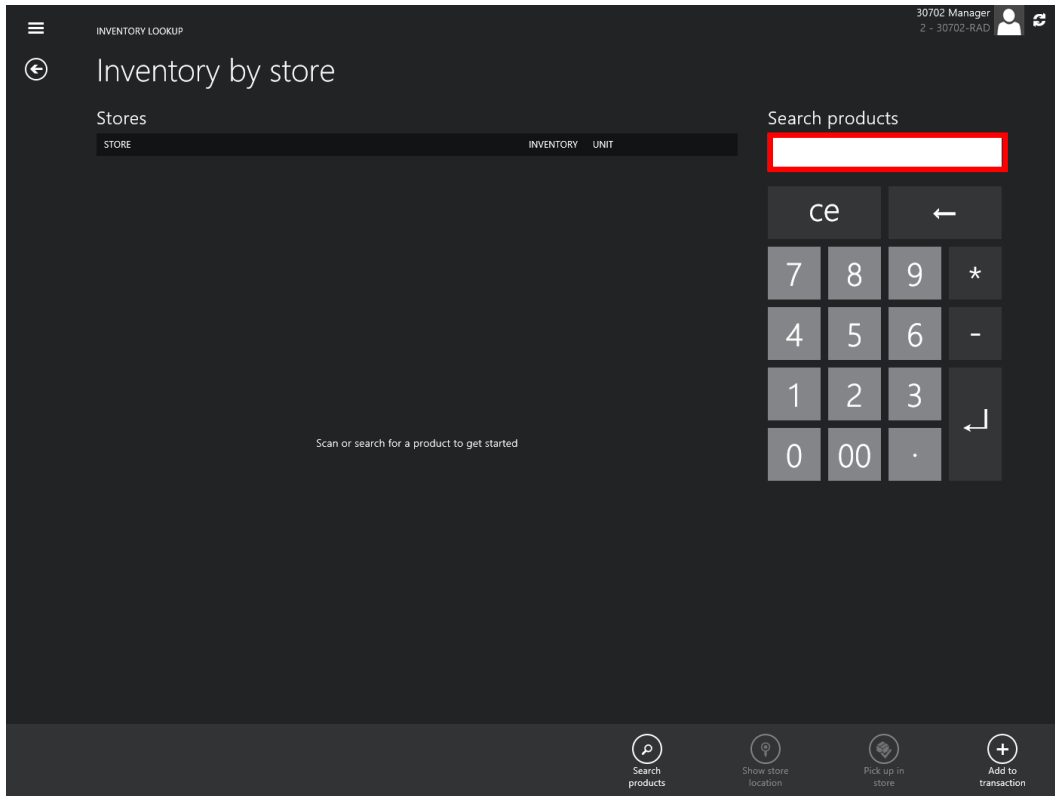
3. Press **OPERATIONS** to display the operations function “view on-hand inventory.”




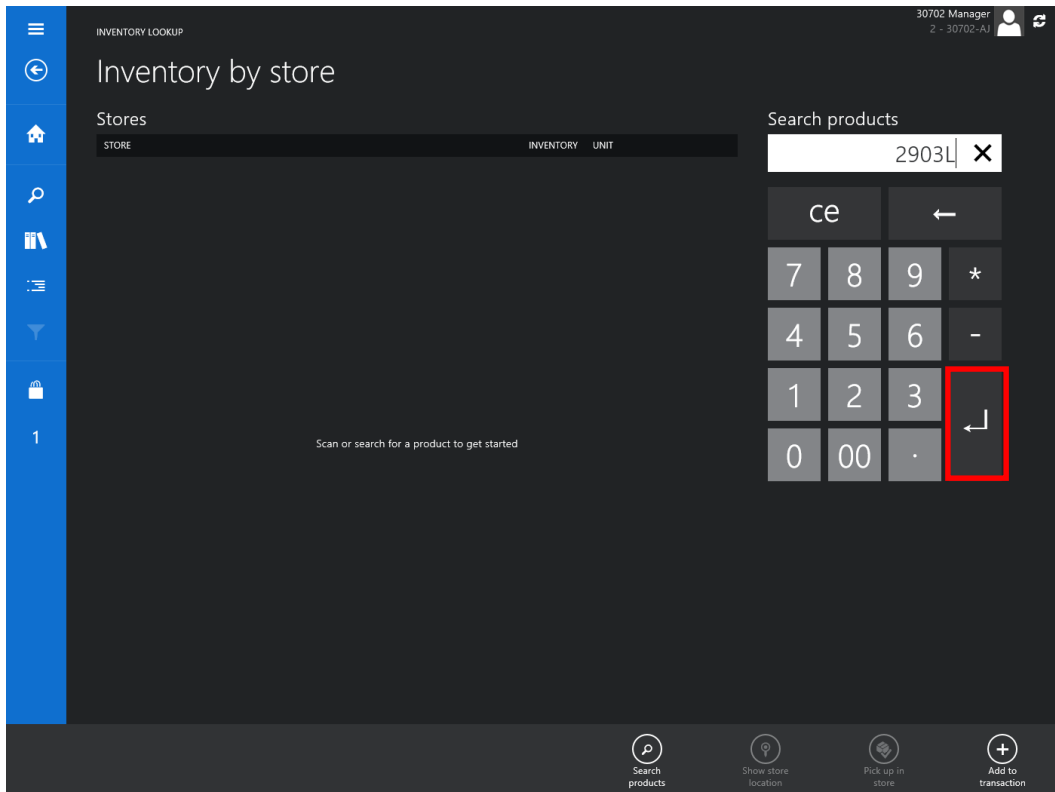
4. Press **Inventory lookup** to display the *Inventory by store* screen.




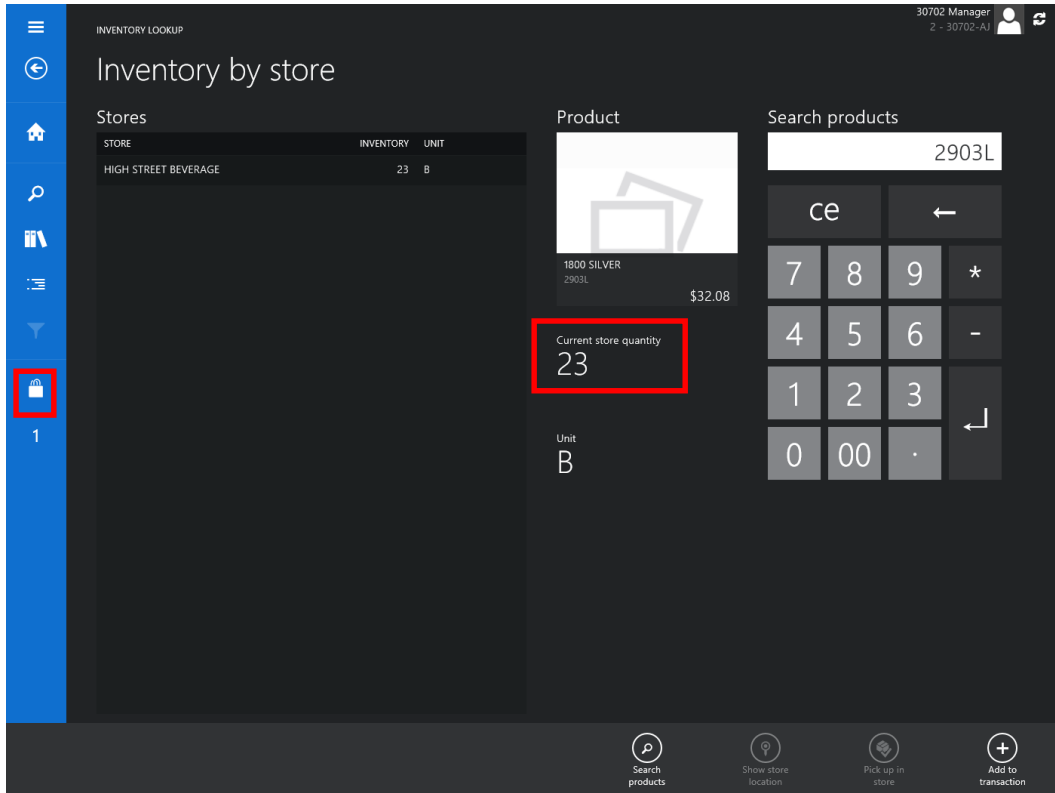
5. Enter the product number or UPC number in the **Search products** field. In this example, enter “2903L.”



6. Press  to view the product.



- Review the item quantity.
- Press  to return to the main screen.



Results

You have viewed available on-hand quantities of a product.