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.
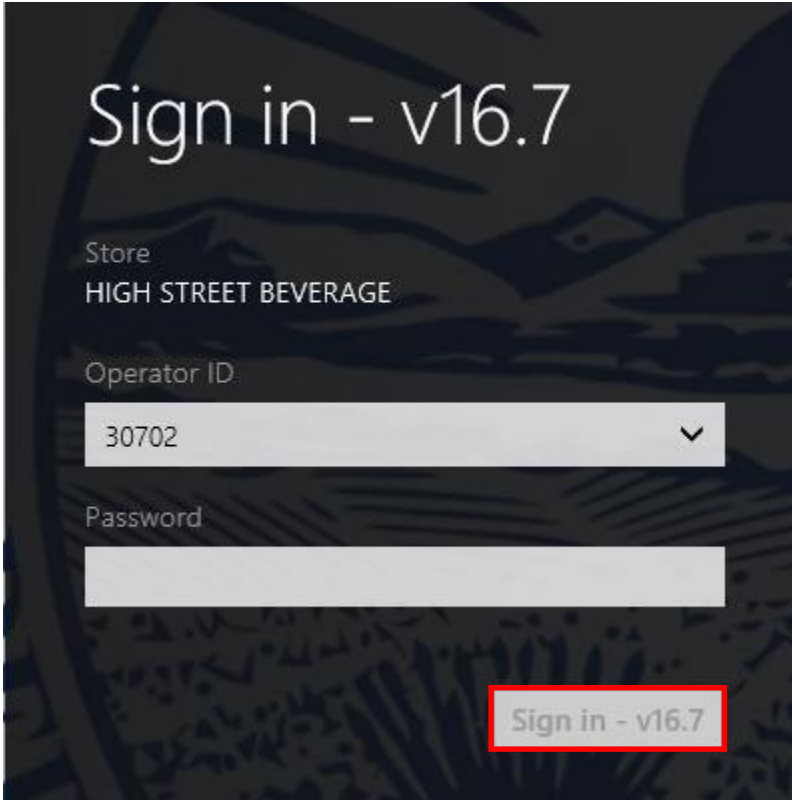
Helpful Hints

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.

2. Press **Open a new shift** to start the shift.

💡 The *Open shift* window will only display if the shift is not already opened.
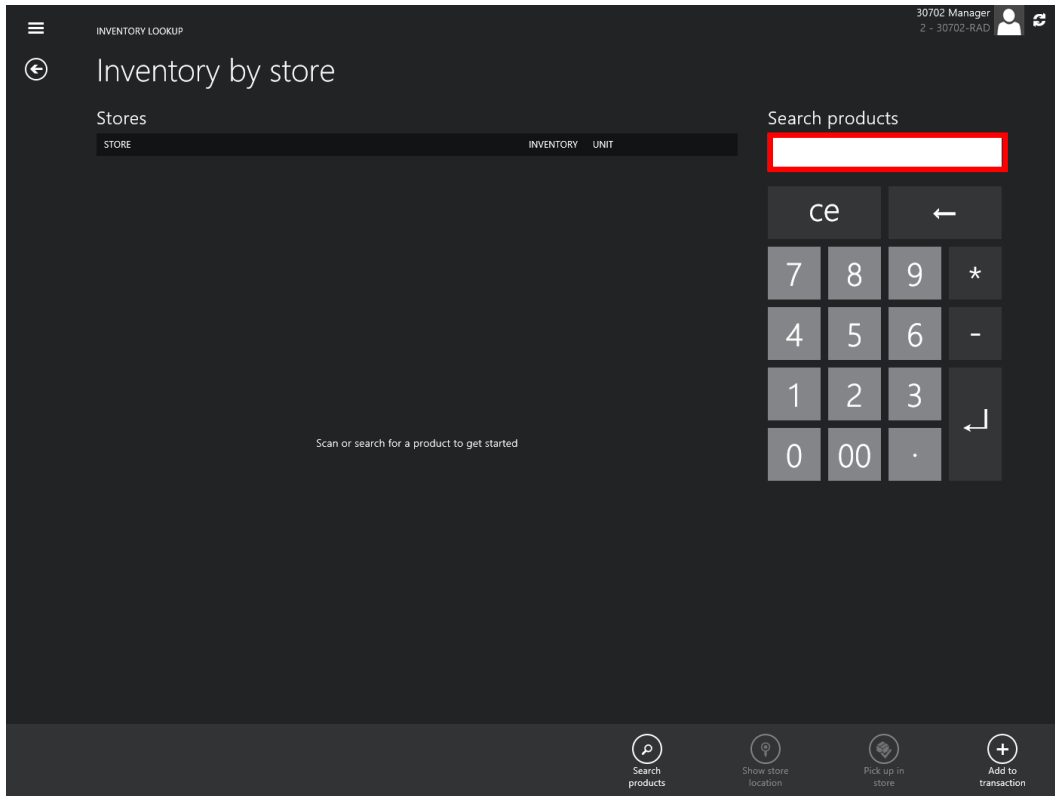
3. Press OPERATIONS to display the operations function "view on-hand inventory."
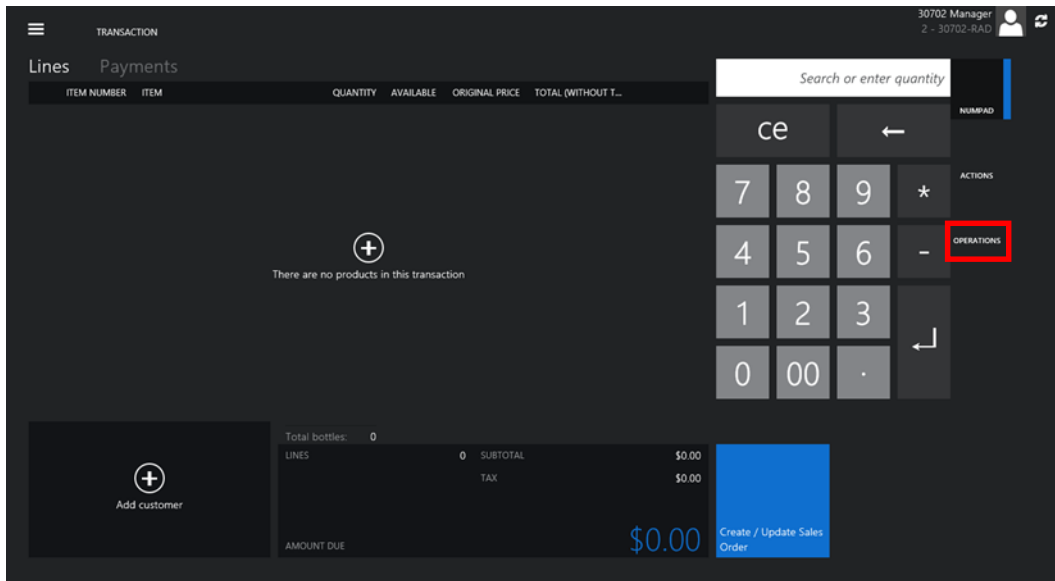
4. Press Inventory lookup to display the *Inventory by store* screen.

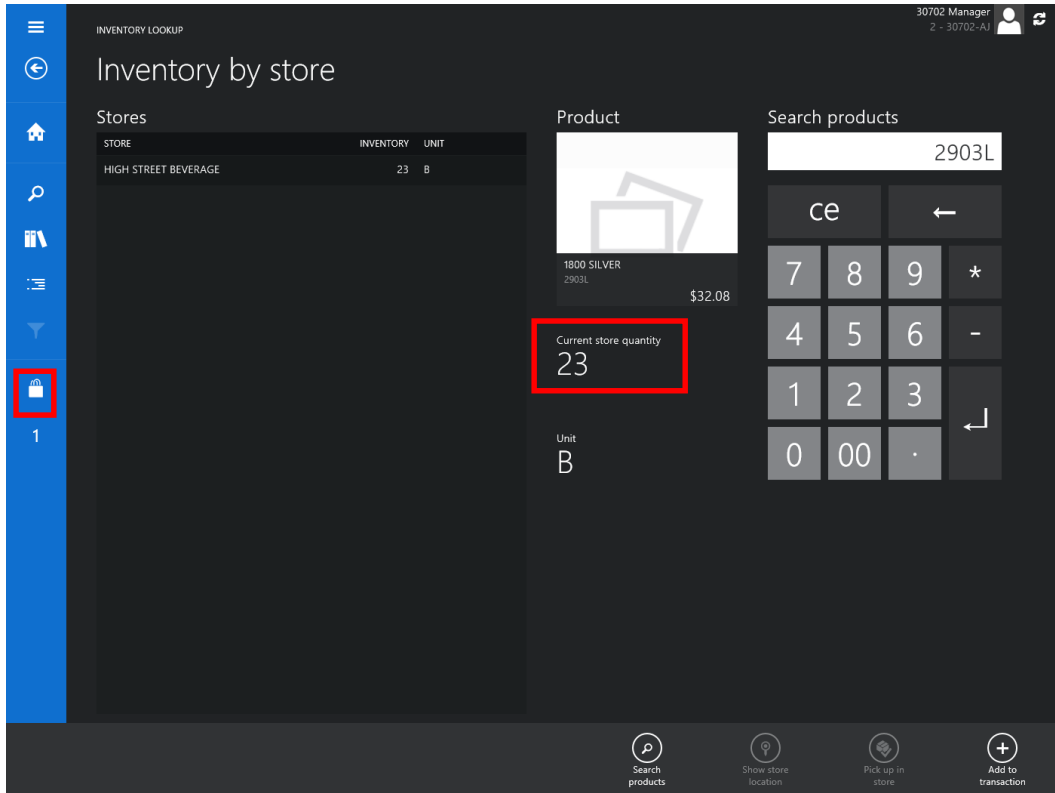01_ret_view available on-hand quantities_rev 1.pptm
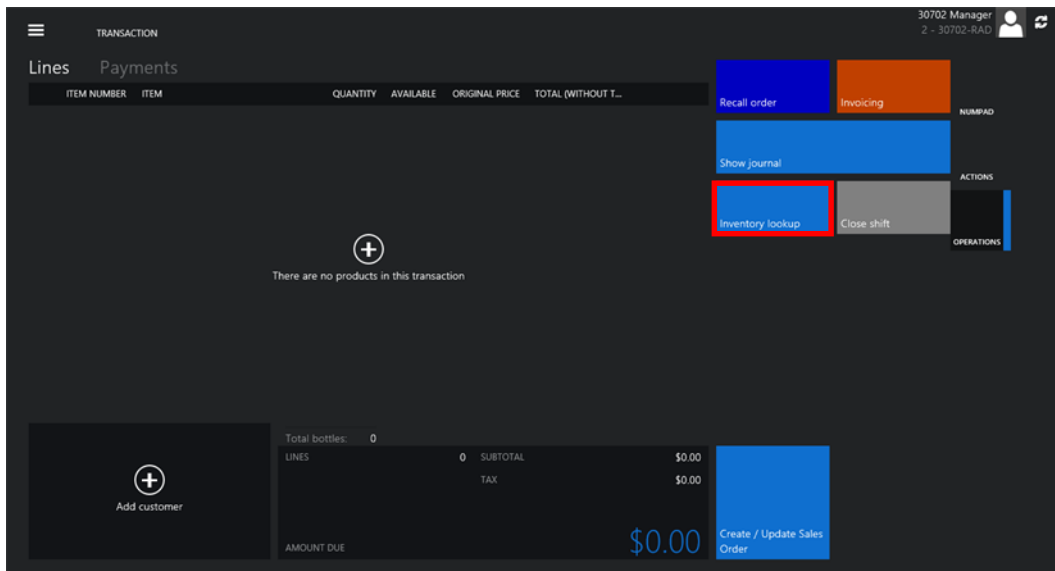
5. Enter the product number or UPC number in the **Search products** field. In this example, enter "2903L."

6. Press ⏎ to view the product.
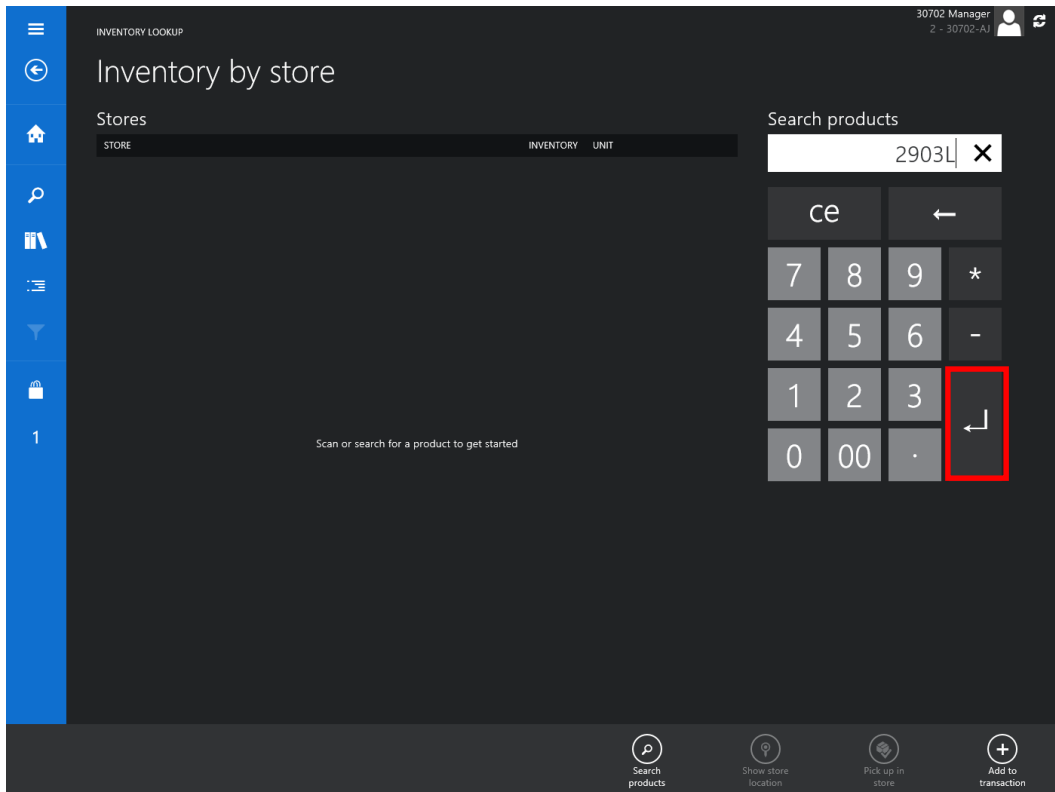
7. Review the item quantity.

8. Press 🛍 to return to the main screen.

Results

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

01_ret_view available on-hand quantities_rev 1.pptm