

## Adding Shop Stock Locations and Parts

### Stock Location

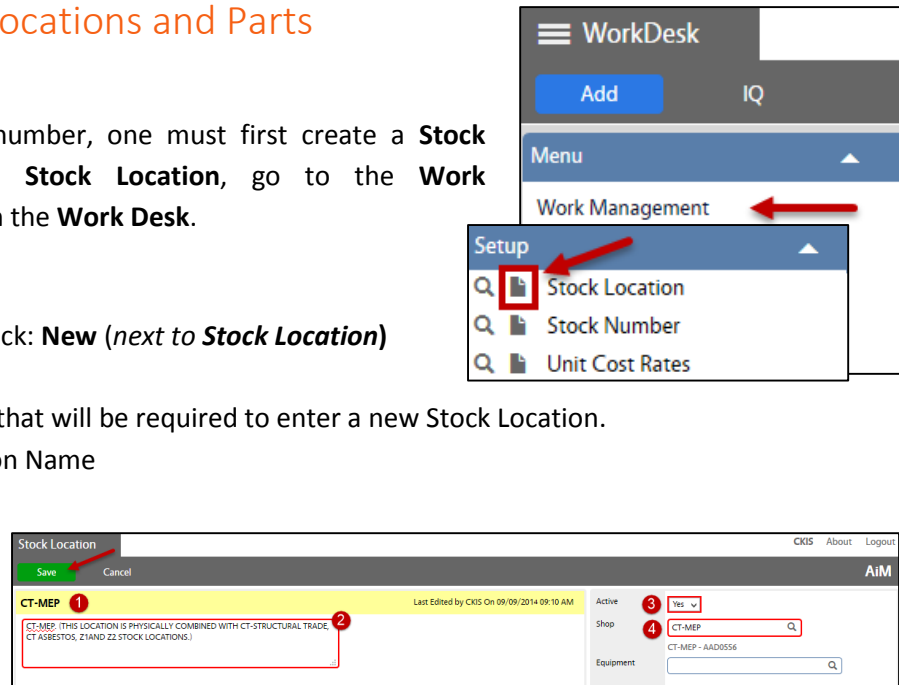
1. To enter a new stock number, one must first create a **Stock Location**. To find the **Stock Location**, go to the **Work Management Module** on the **Work Desk**.

2. From the Setup menu, click: **New** (next to **Stock Location**)

3. There will be four fields that will be required to enter a new Stock Location.

- Stock Location Name
- Description
- Shop
- Active

4. Click: **Save**



### Shop Stock Part

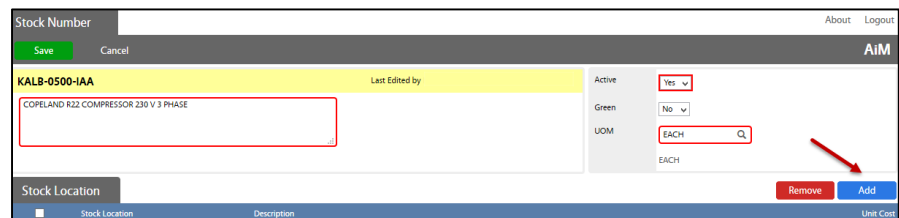
In order to enter a **Stock Number** there must be a **Stock Location**.

1. From the **Work Management** module, under the Setup menu, click: **New** (next to **Stock Number**)

2. Enter the following for a new Stock Location:

- Stock Number Name
- Description
- Active
- UOM (Unit of Measurement)

3. Click: **Add**, under the Stock Location section.



4. Enter the **Stock Location** for the **Stock Number** and a **Unit Cost**. After all information has been inputted, click: **Done**

5. Once the user verifies all data has been inputted, click: **Save**

