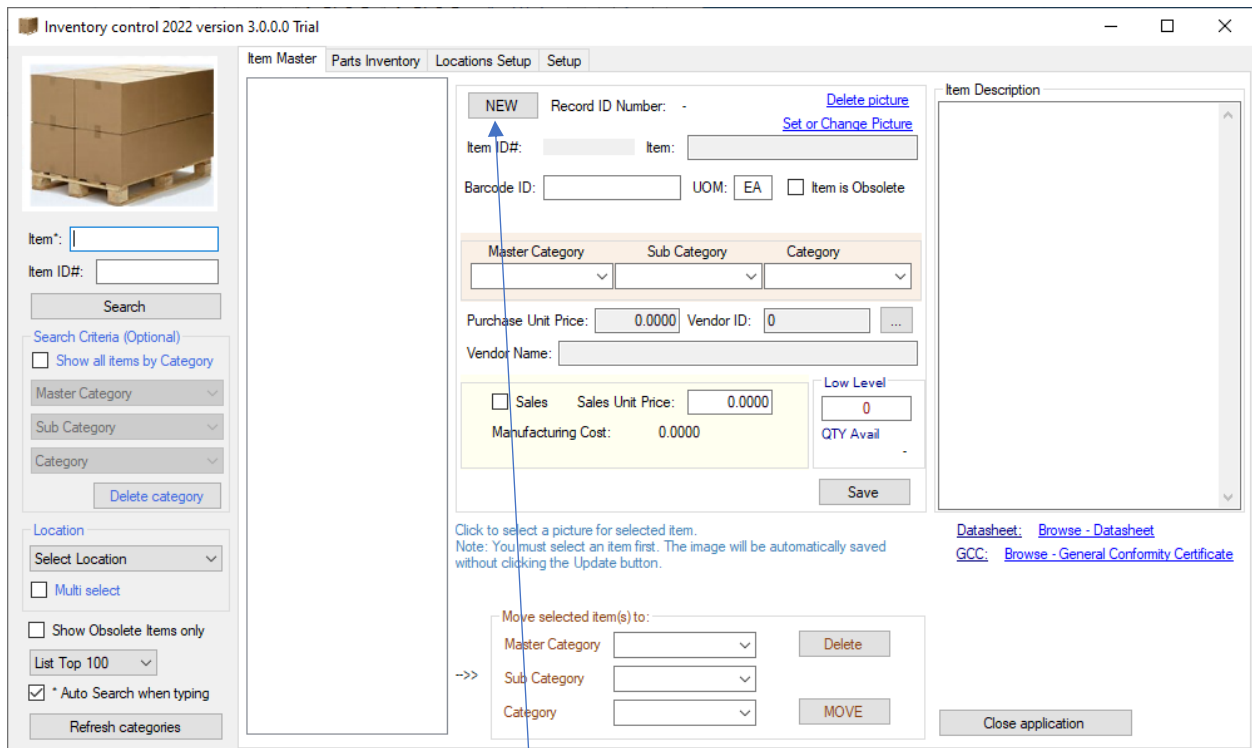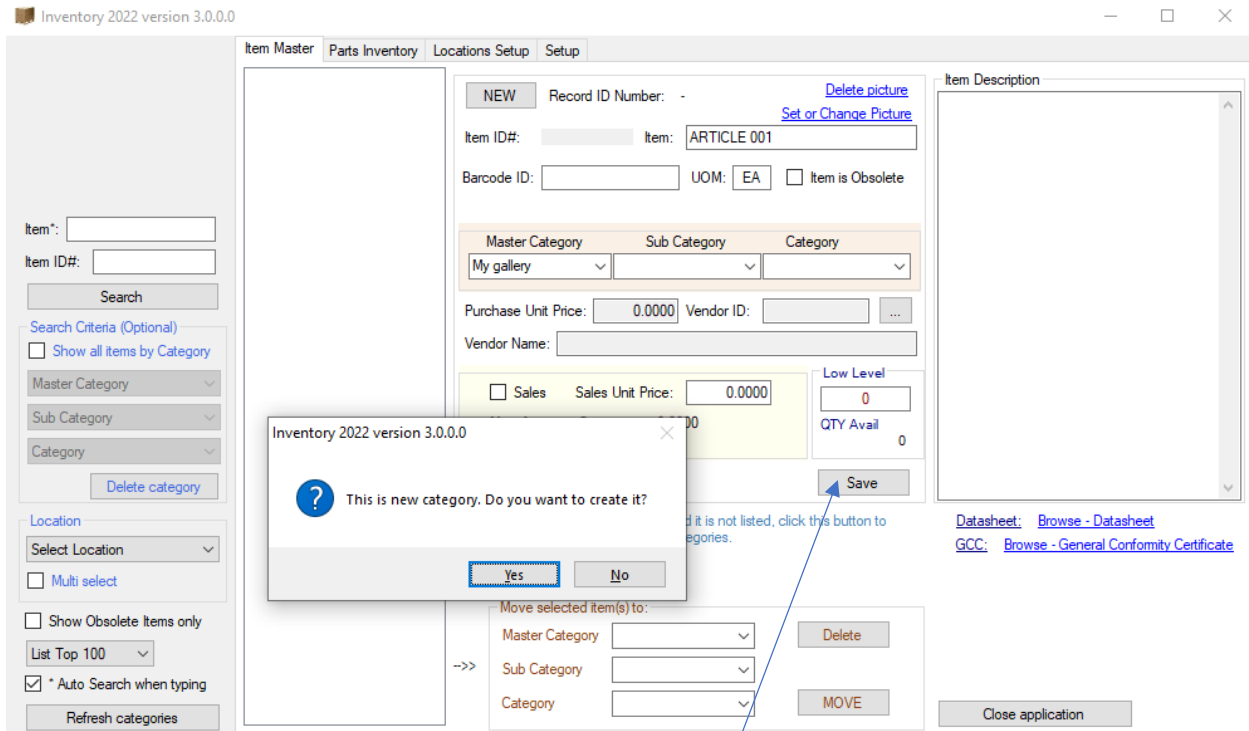# Inventory 2022 Get Started

When the application is open, you can change the layout (increase or decrease the window) - your window will be saved for the next time.

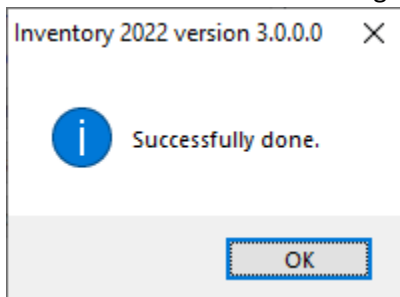To start entering your items, click on the "New" button.

Enter the item and the main category.

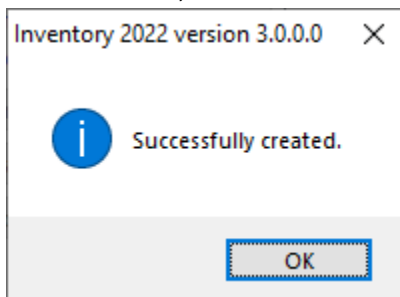When you enter a new category, you will be asked to confirm the creation - see below:

Click YES to create Master category. You should to have a confirmation:

If you want to organize your inventory using subcategories, you can create a subcategory and a category using the same method.

When finished, click the "Save" button to insert this item into the database.

The Master category must be used. The subcategory is the next level and the category the last level. You cannot use the category if the subcategory is empty. Similarly, the main category must not be empty to use the subcategory field.

The categories will be sorted every time the application is opened. When you create an item with a new category, it will not appear in the search criteria. If you need it immediately, you can click on "Refresh Categories" to reload the application and the categories.

To enter price and seller info, click on "…"

Start typing the vendor's name to find it.

But your database is empty, so you have to create it.

Click on "New vendor".

Enter the seller's name - other information is not required
Click on Apply
The vendor appears in the list

Click to select it

Enter the price and click on Update button

Vendor info and price will appear here

To enter quantity in a location, you must first create the location.
Click on the Location setup tab

Enter your location and click on the SAVE button
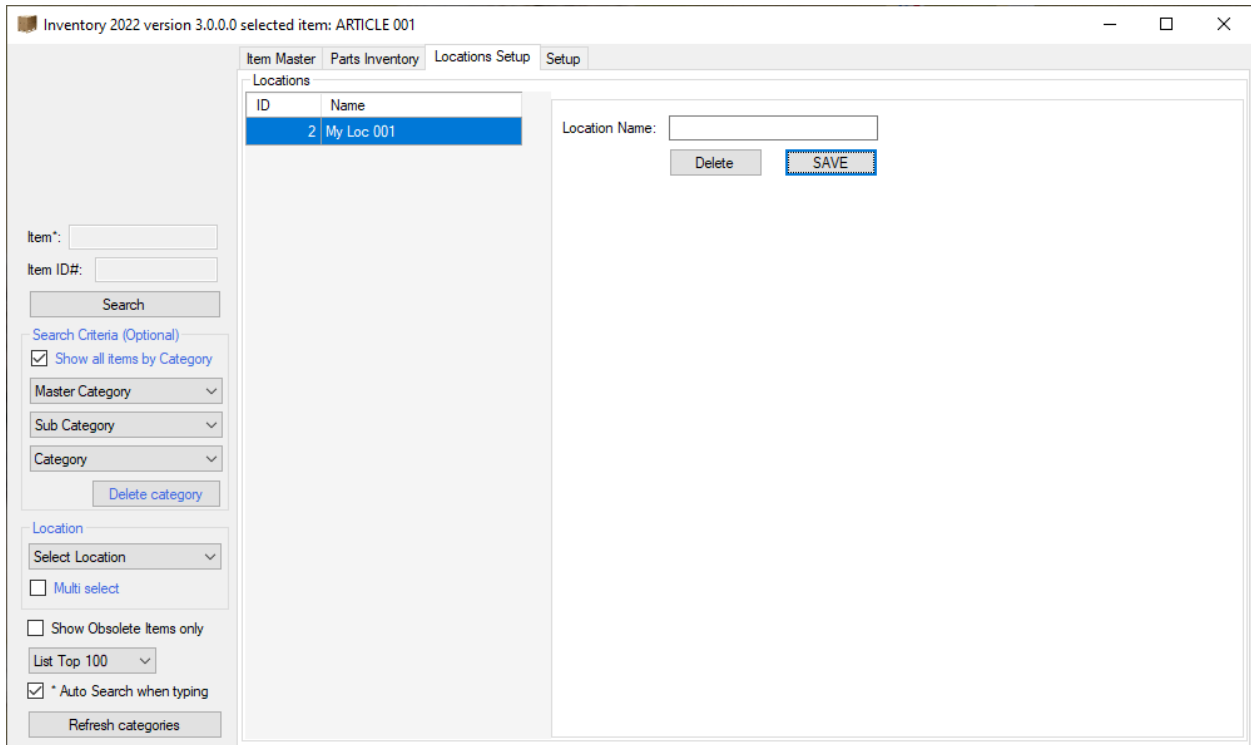
DONE

Now, click on the "Parts Inventory" tab

Select the location from the drop-down list, enter the quantity and click the SAVE button.
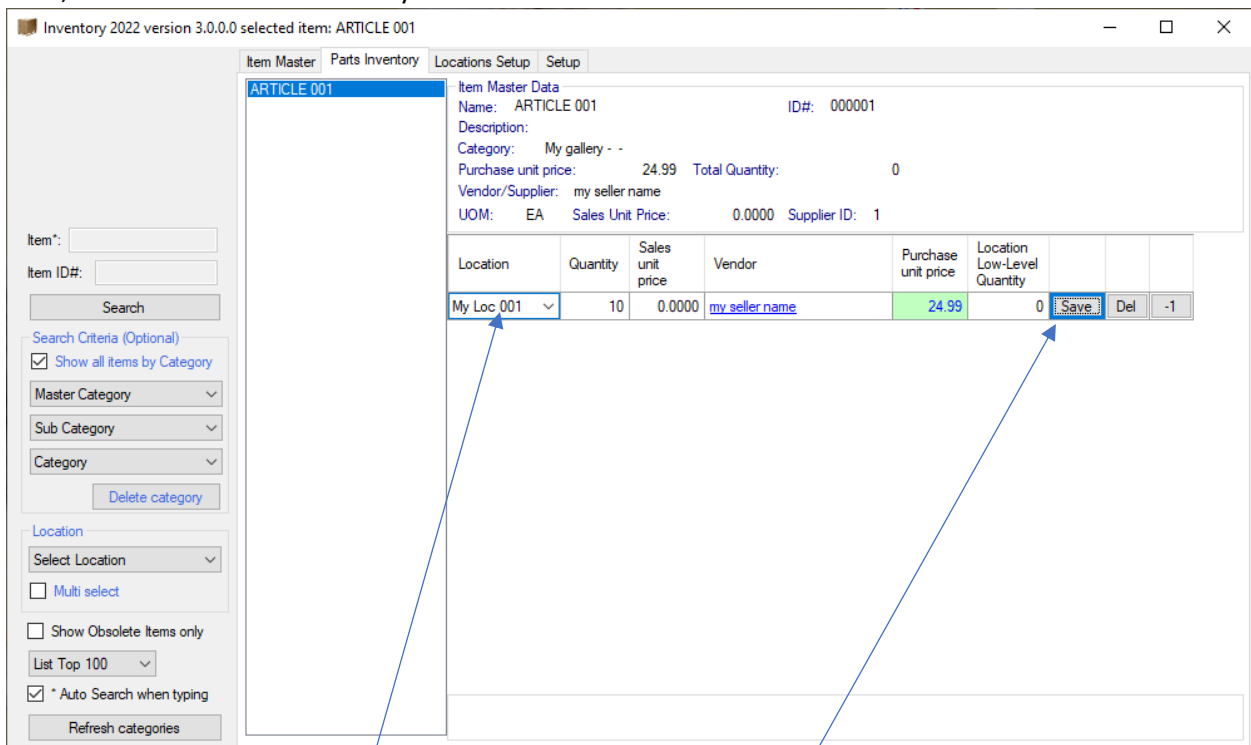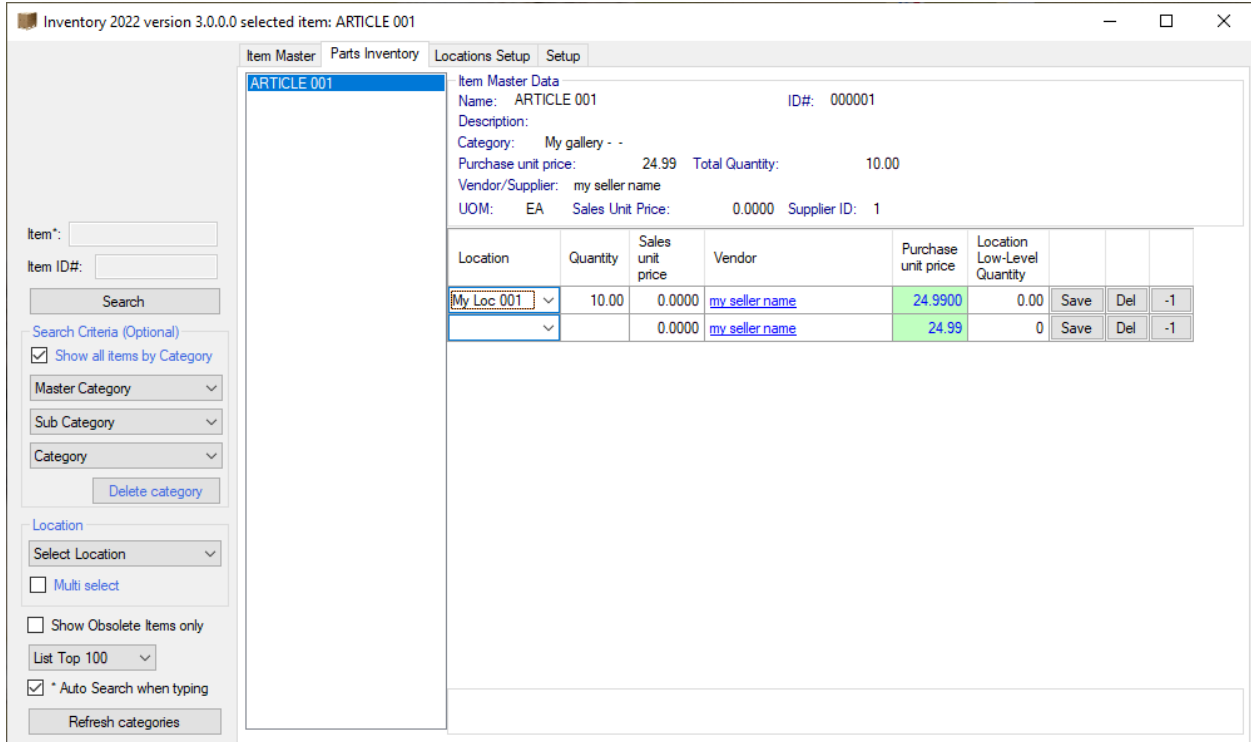
DONE

NOTE: If you want to change the location of this item, you can select another location from the drop-down list and click the SAVE button. This will create and move the quantity to the new location, but after creating the quantity in the new location, you must click the DEL button to delete the quantity in the current location.