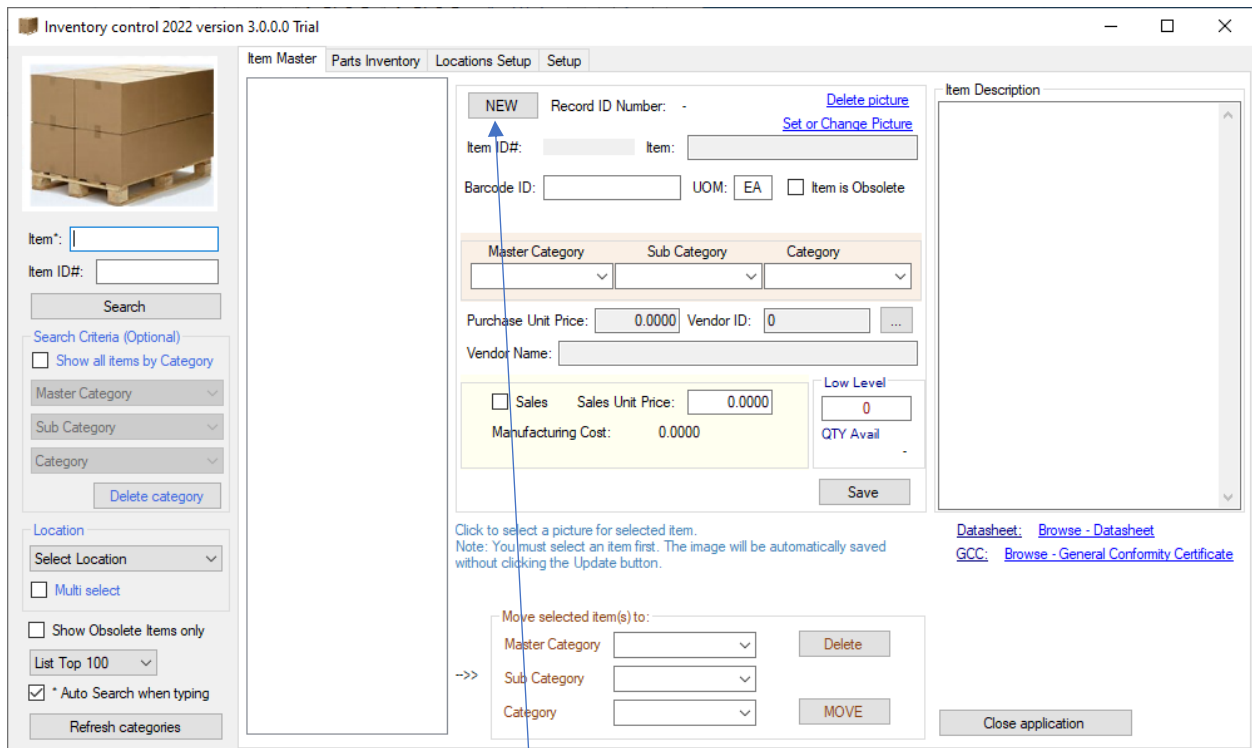


## Inventory 2022 Get Started



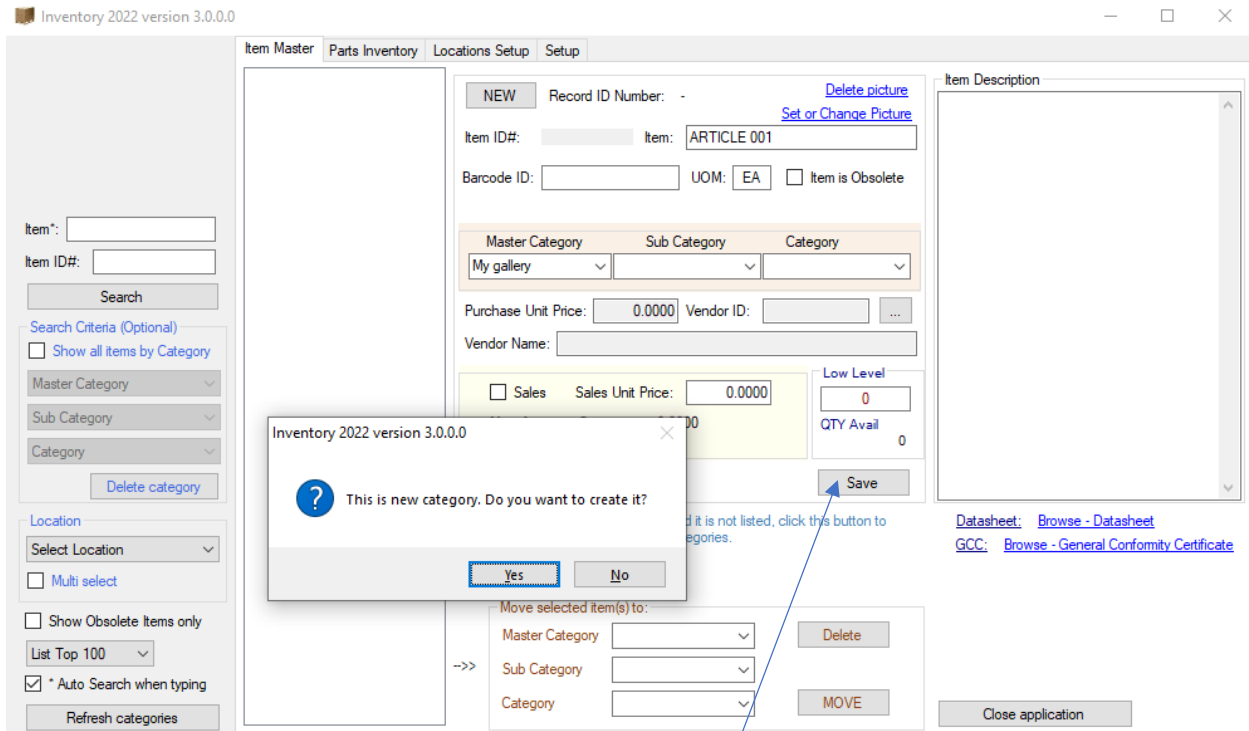
When the application is open, you can change the layout (increase or decrease the window) - your window will be saved for the next time.

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

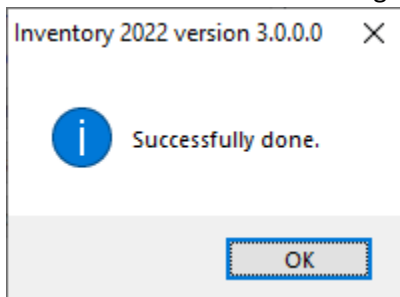
Enter the item and the main category.

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

# Inventory 2022 User Guide

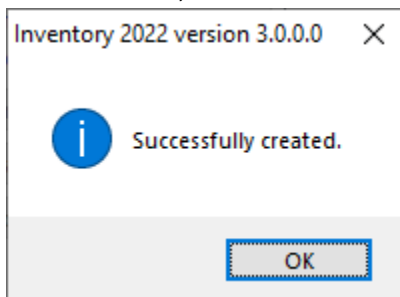


Click YES to create Master category. You should to have a confirmation:



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.

# Inventory 2022 User Guide

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

The screenshot shows the 'Inventory 2022 version 3.0.0.0' application window. The 'Item Master' tab is active, showing details for 'ARTICLE 001'. The 'Purchase Unit Price' is 0.0000 and the 'Vendor ID' is 0. A blue arrow points from the text 'To enter price and seller info, click on "..."' to the '...' button next to the Vendor ID field. Other fields include 'Item ID#', 'Barcode ID', 'UOM', 'Item is Obsolete', 'Master Category', 'Sub Category', 'Category', 'Sales Unit Price', 'Manufacturing Cost', 'Low Level', and 'QTY Avail'. There are also search criteria options and a 'Refresh categories' button.

The screenshot shows the 'Supply' dialog box for 'ARTICLE 001'. The 'Vendor ID' is 0 and the 'Unit price' is 0.0000. There is a table with columns 'Vendors' and 'Price'. Below the table are buttons for 'New Vendor' and 'Edit Vendor'. A 'Note' field is also present. At the bottom, there are '<< Top 100', 'Cancel', and 'Update' buttons. A blue arrow points from the text below to the 'New Vendor' button.

Start typing the vendor's name to find it.  
But your database is empty, so you have to create it.  
Click on "New vendor".

The screenshot shows a window titled "Address Book" with a sub-header "Add New Supplier". Below the sub-header is a table with two columns: "Field" and "Value". The "Full Name" field contains the text "my seller name". The "Description" field is highlighted in light blue. The other fields are empty. At the bottom of the window, there are two buttons: "Cancel" and "Apply".

Field	Value
Full Name	my seller name
Description	
Address 1	
Address 2	
City	
Province	
Postal code	
Country	
Phone	
Fax	
Email	
Web site	
Tax 1 Name	
Tax 1 number	

Enter the seller's name - other information is not required

Click on Apply

The vendor appears in the list

Inventory 2022 User Guide

The screenshot shows a window titled "Supply" with a close button (X) in the top right corner. The window is divided into sections. The top section, "Item Info", contains the following text: "Item ID: 000001", "Item: ARTICLE 001", and "Description:". Below this is the "Vendor" section. It features a text input field for the vendor name, which currently contains "my seller name ... #1". To the right of this field, the text "Vendor ID: 0" is displayed. Below the vendor name field, the text "Vendor:" is followed by another text input field containing "0.0000". To the right of this field is a table with two columns: "Vendors" and "Price". Below the table are two buttons: "New Vendor" (highlighted with a blue border) and "Edit Vendor". Below these buttons is a "Note:" label followed by a large empty text area. At the bottom left of the window, there is a "<< Top 100" link. At the bottom right, there are "Cancel" and "Update" buttons.

Click to select it

This screenshot shows the same "Supply" window as above, but with changes. The "Vendor ID" is now "1". The "Vendor:" text is followed by "my seller name". The "Unit price:" field now contains "24.99". The "New Vendor" button is no longer highlighted. The "Note:" text area remains empty. The "<< Top 100" link and "Cancel" and "Update" buttons are still present at the bottom.

Enter the price and click on Update button

## Inventory 2022 User Guide

Inventory 2022 version 3.0.0.0 selected item: ARTICLE 001

Item Master Parts Inventory Locations Setup Setup

ARTICLE 001

NEW Record ID Number: 1 [Delete picture](#)  
[Set or Change Picture](#)

Item ID#: 000001 Item: ARTICLE 001

Barcode ID: UOM: EA  Item is Obsolete

Master Category Sub Category Category  
My gallery

Purchase Unit Price: 24.99 Vendor ID: 1 [...](#)

Vendor Name: my seller name

Sales Sales Unit Price: 0.0000 Low Level: 0.00  
Manufacturing Cost: 0.0000 QTY Avail: 0

Save

Select, view or change the vendor/supplier

Datasheet: [Browse - Datasheet](#)  
GCC: [Browse - General Conformity Certificate](#)

Move selected item(s) to:  
Master Category Sub Category Category

Delete MOVE

Close application

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

Inventory 2022 version 3.0.0.0 selected item: ARTICLE 001

Item Master Parts Inventory Locations Setup Setup

Locations

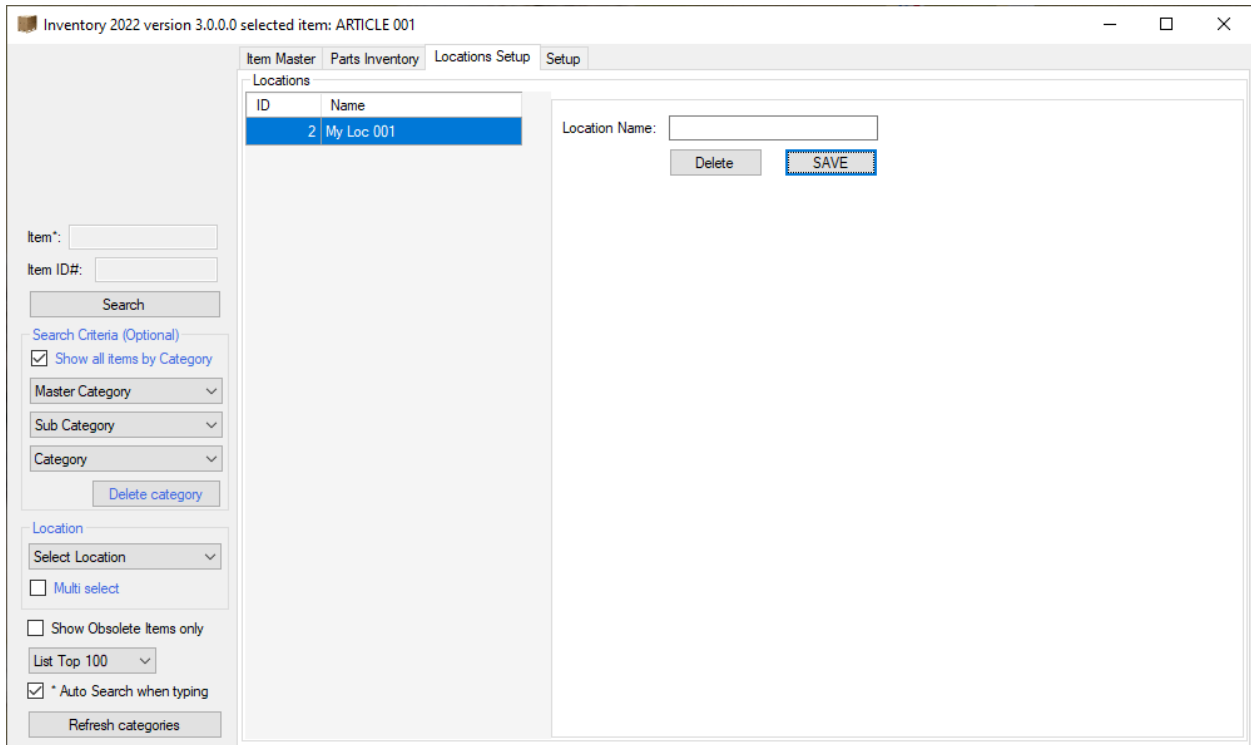
ID	Name
----	------

Location Name: My Loc 001

Delete SAVE

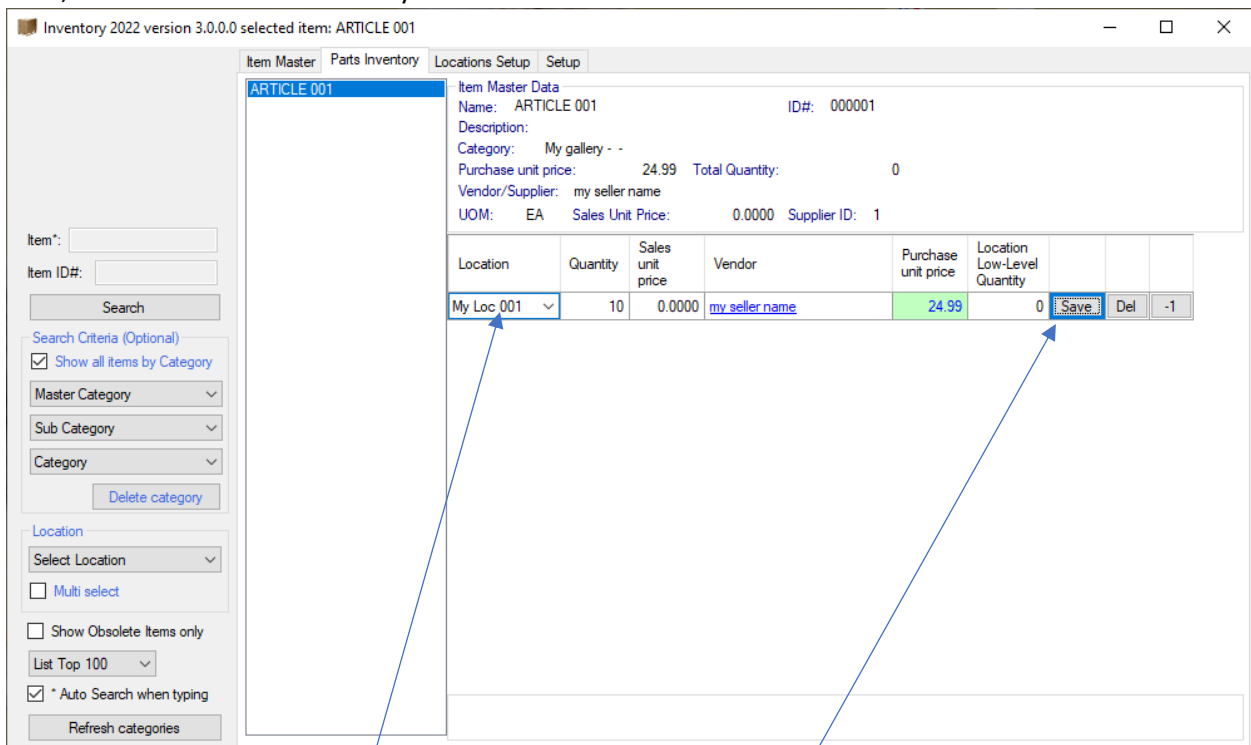
Enter your location and click on the SAVE button

# Inventory 2022 User Guide



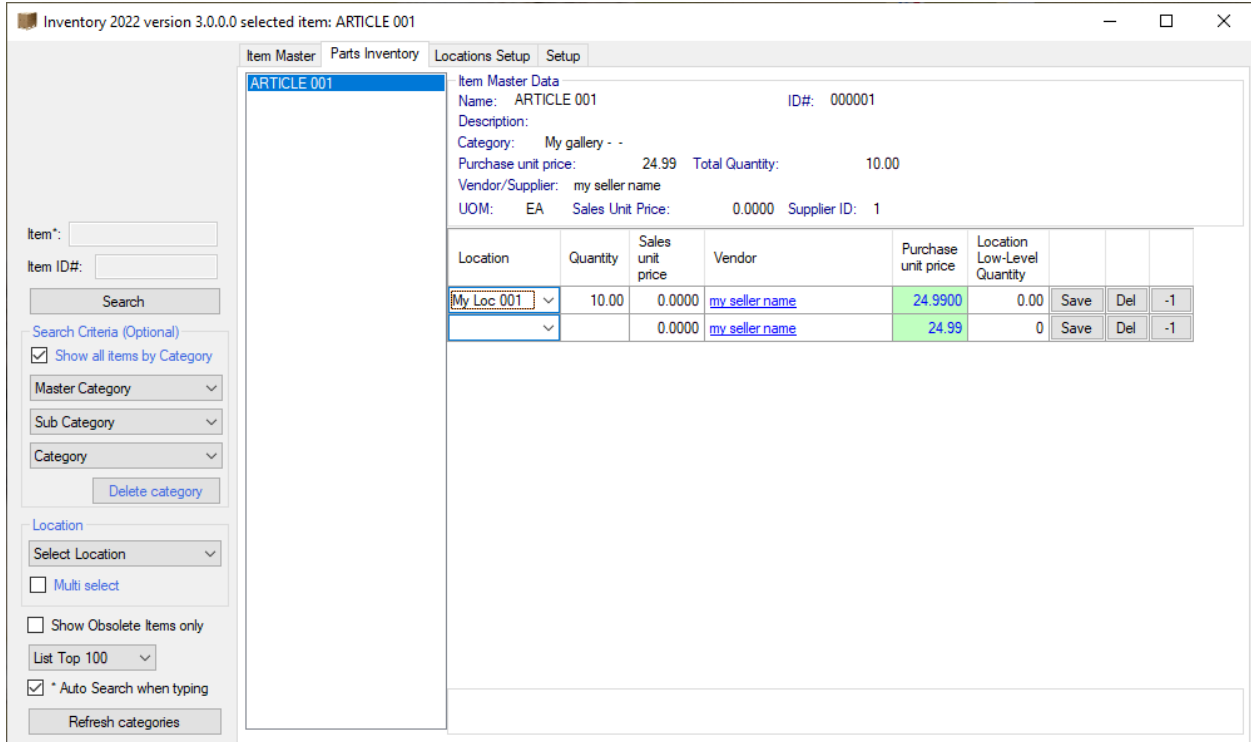
DONE

Now, click on the "Parts Inventory" tab



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

# Inventory 2022 User Guide



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.

