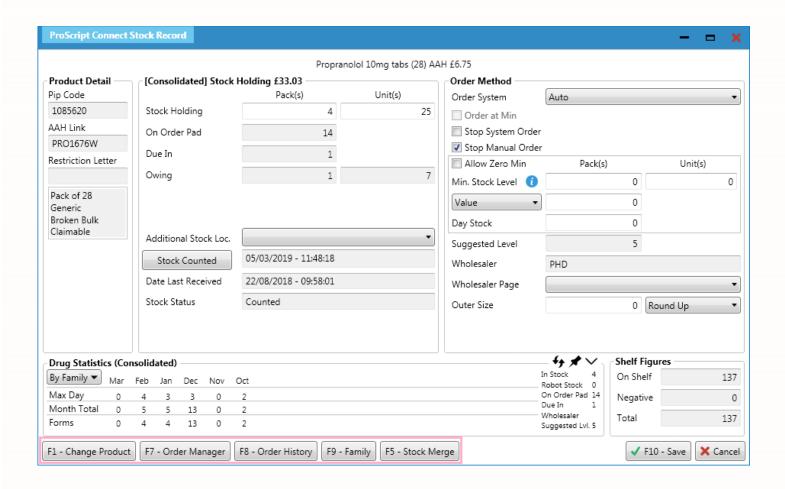


Stock Card Function Keys

The Stock Record Card function keys are located at the bottom of the window and enable you to switch to another item's stock card, directly access the Ordering Manager or Order History, enter stock levels for the item's family and merge stock.





Function Key	Explanation	
F1 - Change Product	View another item's Stock Record Card.	
F7 - Order Manager	Open the Ordering Manager in a new tab.	
F8 - Order History	View the item's order history in a new tab.	
F9 - Family	Open the Enter Stock Levels window to update/view the stock levels for all items within the selected item's family. From here, you can also view each item's <i>Stock Card</i> and <i>Product Usage</i> on the available tabs.	
l F5 - Stock Merge I	Merge the stock holding of two or more items with a target drug of the same dose, form and pack size. Stock can only be merged in non-consolidated stock mode.	

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 June 2019		Joanne Hibbert-Gorst

Contact us

For more information contact: **Telephone: 0344 209 2601**

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