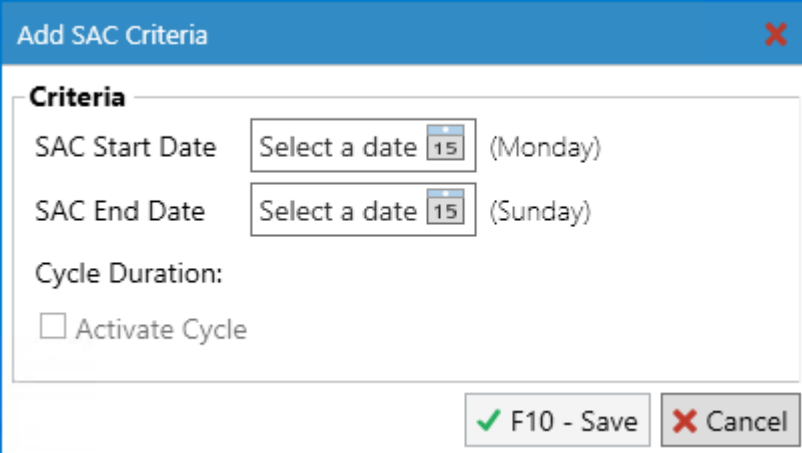# Managing a Pending SAC

Adding a New Pending SAC

1. From the Stock Availability Count Manager, press **[F1 – Add SAC Criteria]**.
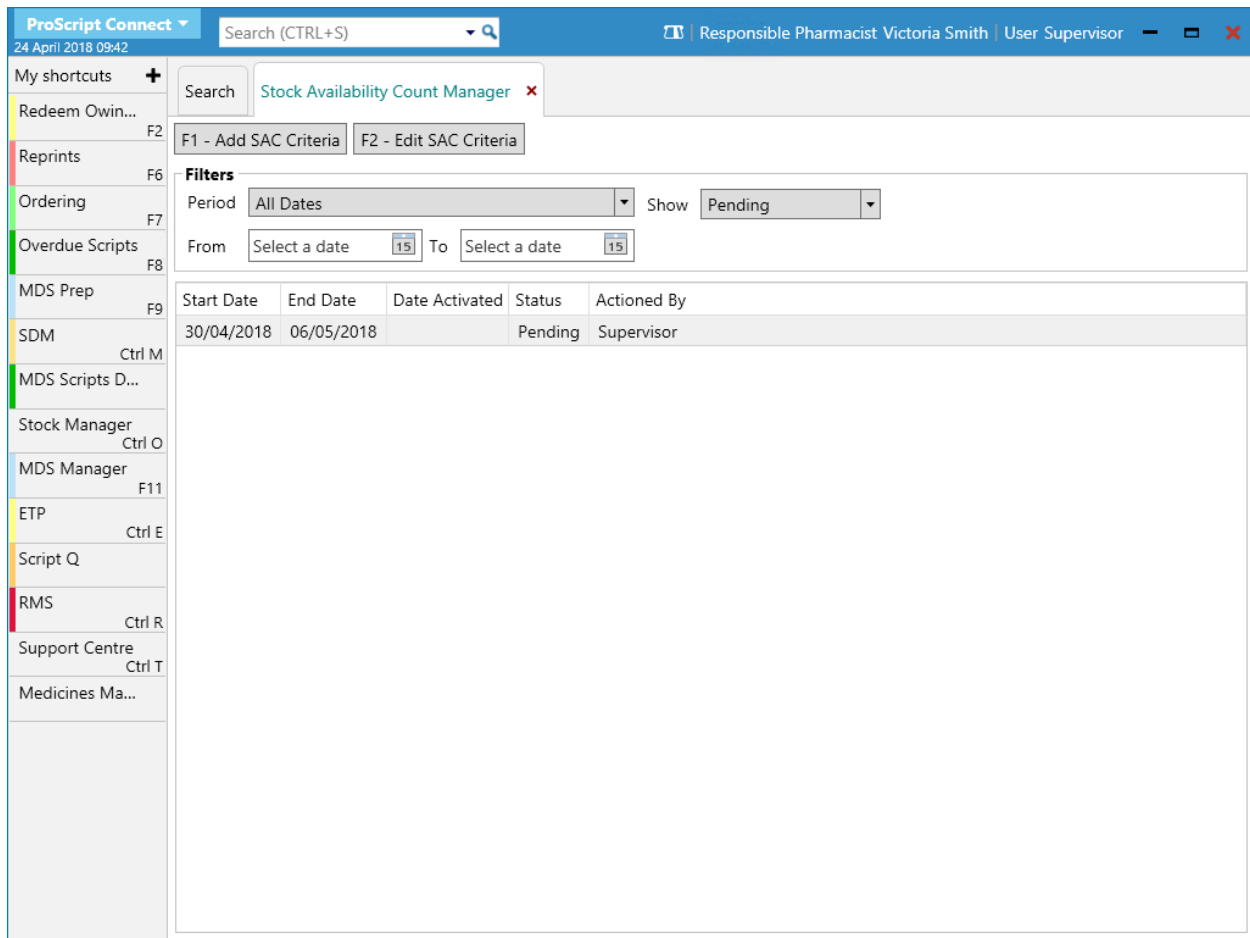2. A blank SAC Criteria window displays.

3. From there, select the:
   - SAC Start Date, which should always be on a Monday
   - SAC End Date, which should always on a Sunday
4. Press **[F10 – Save]**.
5. The SAC Criteria displays with a *Pending* status.

Activating a Pending SAC

⚠️ You can only have one active SAC at a time, and activating a SAC will only publish to branches on the Monday it is due to start.

1. From the Stock Availability Count Manager, highlight a SAC criteria marked as *Pending*.
2. Press **[F2 – Edit SAC Criteria]**.
3. The Edit SAC Criteria window displays.
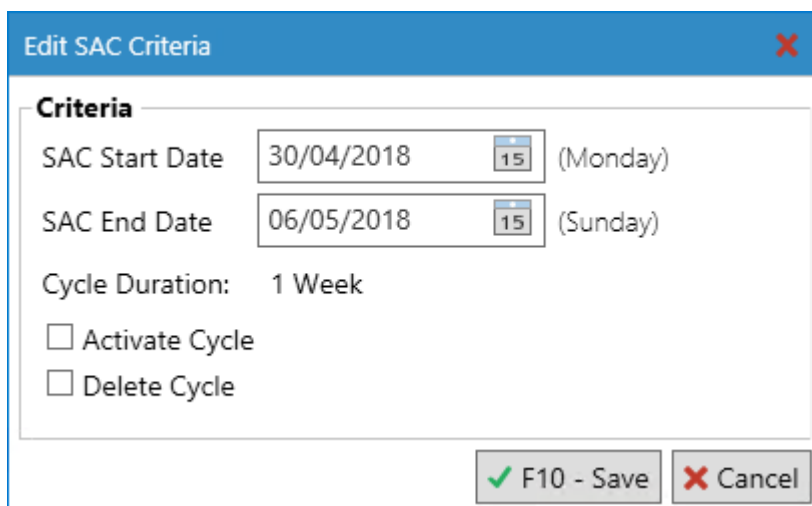
4. Select the *Activate Cycle* tick box.
5. Press **[F10 – Save]**.
6. The SAC Criteria displays with an *Active* status.

Editing a Pending SAC

⚠️ You can only edit a *Pending* SAC criteria.

1. From the Stock Availability Count Manager, highlight a SAC criteria marked as *Pending*.
2. Press **[F2 – Edit SAC Criteria]**.
3. The Edit SAC Criteria window displays.
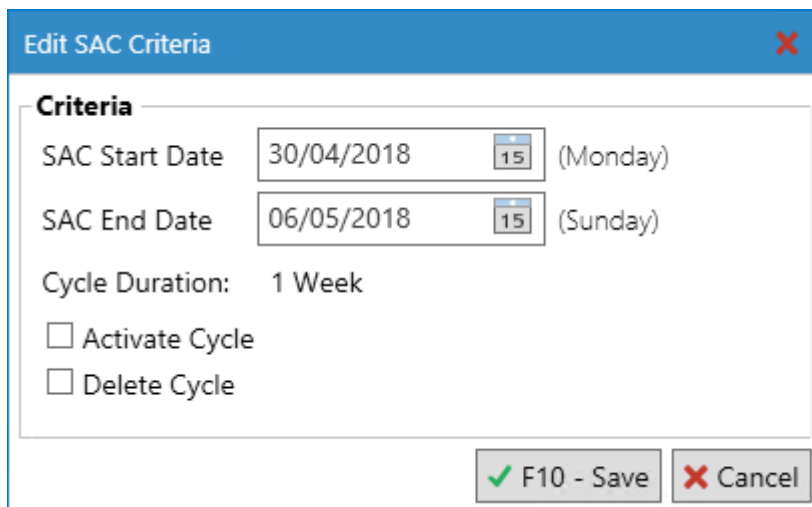

4. From there, you can:
   o Edit the SAC Start Date as required (can only be a Monday in the future)
   o Edit the SAC End Date as required (can only be a Sunday in the future)

5. Press **[F10 – Save]**.

Deleting a Pending SAC

⚠️ You can only delete a SAC Criteria <u>before</u> the Monday it is due to start.

1. From the Stock Availability Count Manager, highlight a SAC criteria marked as *Pending*. Please ensure the current date is not the criteria's start date.
2. Press **[F2 – Edit SAC Criteria]**.
3. The Edit SAC Criteria window displays.

4. Select the *Delete Cycle* tick box.
5. Press **[F10 – Save]**.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	16/08/2023		Joanne Hibbert-Gorst

Contact us

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