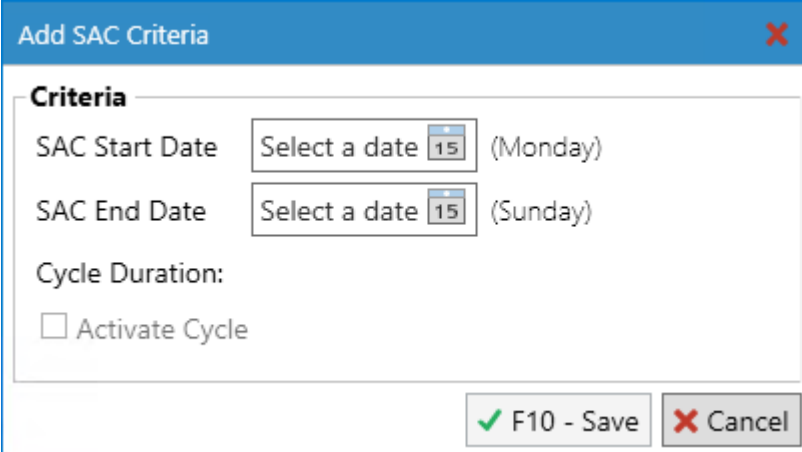


# Managing an Active SAC

## Adding a New SAC

 You can only add a new active SAC Criteria on the Monday it is due to start.

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



**Add SAC Criteria**

**Criteria**

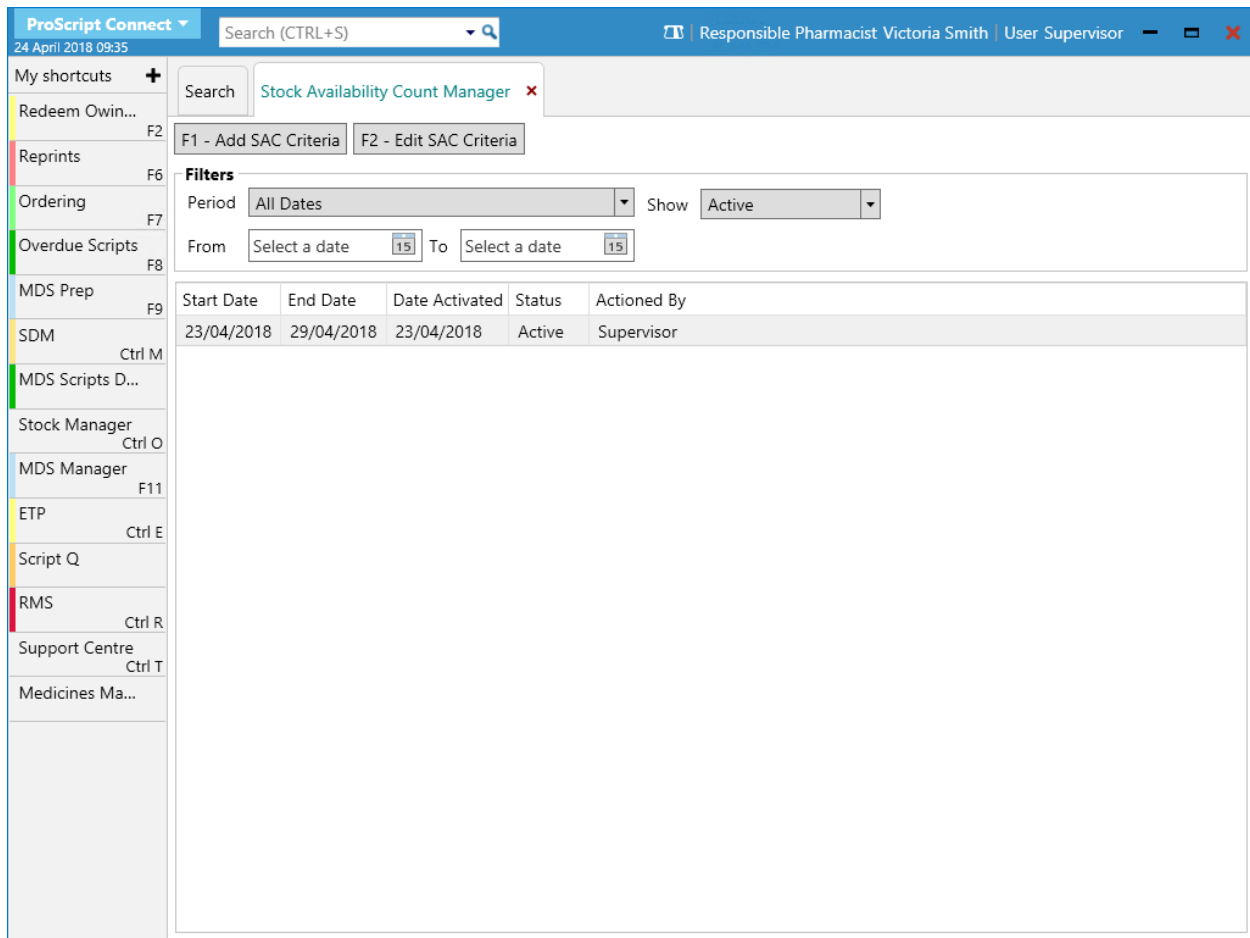
SAC Start Date  (Monday)

SAC End Date  (Sunday)

Cycle Duration:

Activate Cycle

3. From there, select the:
  - SAC Start Date, which should always be on a Monday
  - SAC End Date, which should always be on a Sunday
  - Select the *Activate Cycle* tick box
4. Select the **[F10 – Save]** button. The SAC Criteria displays with an *Active* status.



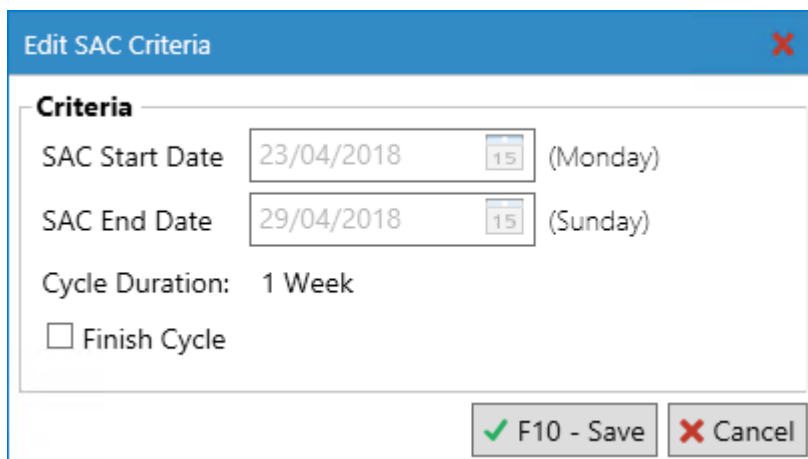
Start Date	End Date	Date Activated	Status	Actioned By
23/04/2018	29/04/2018	23/04/2018	Active	Supervisor

## Finishing an Active SAC Cycle



You can only finish a SAC Criteria if it is already active or activated.

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



**Edit SAC Criteria**

**Criteria**

SAC Start Date: 23/04/2018 (Monday)

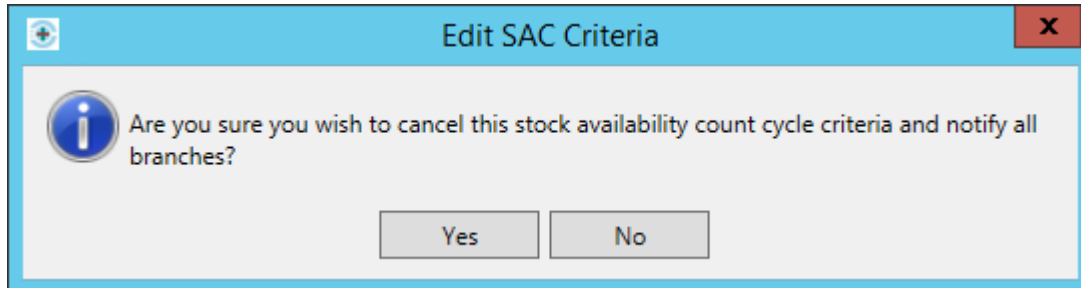
SAC End Date: 29/04/2018 (Sunday)

Cycle Duration: 1 Week

Finish Cycle

✓ F10 - Save    ✗ Cancel

3. Select the *Finish Cycle* tick box and select the **[F10 - Save]** button.
4. A pop-up window displays, asking whether you want to cancel this stock availability count criteria and notify all branches. Select the **[Yes]** button. The SAC criteria now displays as *Inactive*.



## Revision History

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

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### Contact us

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