

MPS Offsite Stock Management System User Manual

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1. Overview

MPS Datacentrix business unit is contractually obligated in varying degrees to ensure the constant operation of selected printers and printing devices as owned by or leased to the client. Most MPS clients have sites throughout South Africa and in order to fulfill this obligation each individual site is assessed and base stock of specific consumables placed there to enable replenishment at any point in time.

A system has been developed to enable the control of consumables at any off-site location where consumables are stored for the fulfillment of such function.

The system enables the control of the stock database on site via the update of quantities of stock according to "in" and "out" transactions and status changes. These would include transfer of stock when moved from Datacentrix Logistics centre or directly from the Datacentrix Supplier to the site as well as Usage transaction when a particular item is used in a machine, ortaken by an engineer to replace an empty consumable.

The system offers access to a Live-stock file and the functionality to do accurate stock counts as managed by the sites to be verified by MPS Consumables team in Samrand.

The off-site system also offers seamless integration and reconciliation through Datacentrix Order Entry system into Datacentrix ERP system – Microsoft Great Plains

1.1 Obtaining access to the system

Access will only be granted to Authorised users. To obtain authorization the following procedure is to be followed:

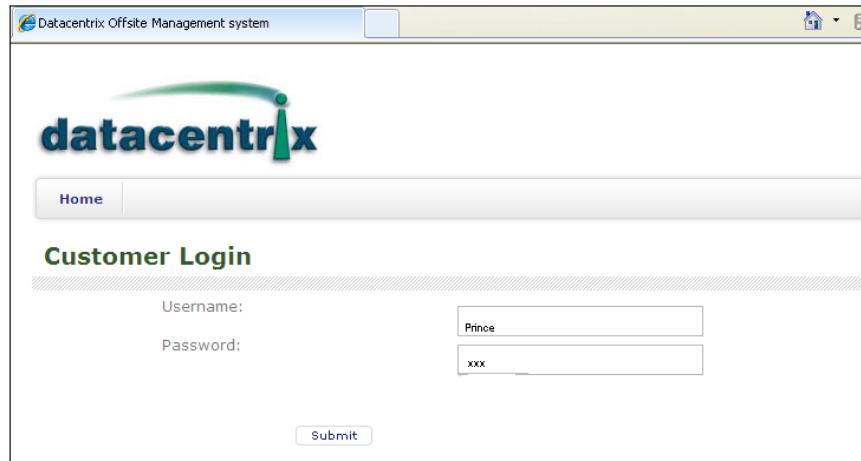
- Complete "Request to Create New Offsite Stock Management System User form". This can be obtained from the Datacentrix MPS consumables team
- Complete "SEOP28F01 - Acknowledgement of Debt Letter doc doc (Consumables)" This can be obtained from the Datacentrix MPS consumables team
- The above completed forms must be communicated to the MPS consumables team. (Please consult your service delivery manager should you not be sure of the person to be contacted in the MPS consumables team)
- This will be forwarded to the nessesary ERP team for access to be generated and your username and password will be communicated within 24hrs.

1.2 User Roles

Role	Function	Typical User
User	View User	On-site User
	View & Transact	
	View, Transact & Stock	
Power User	All Functions	Datacentrix MPS Consumables
Power User (View only)	View all Transactions only	Datacentrix SDM
Administrator	All Functions	Datacentrix ERP
	Manage Users	

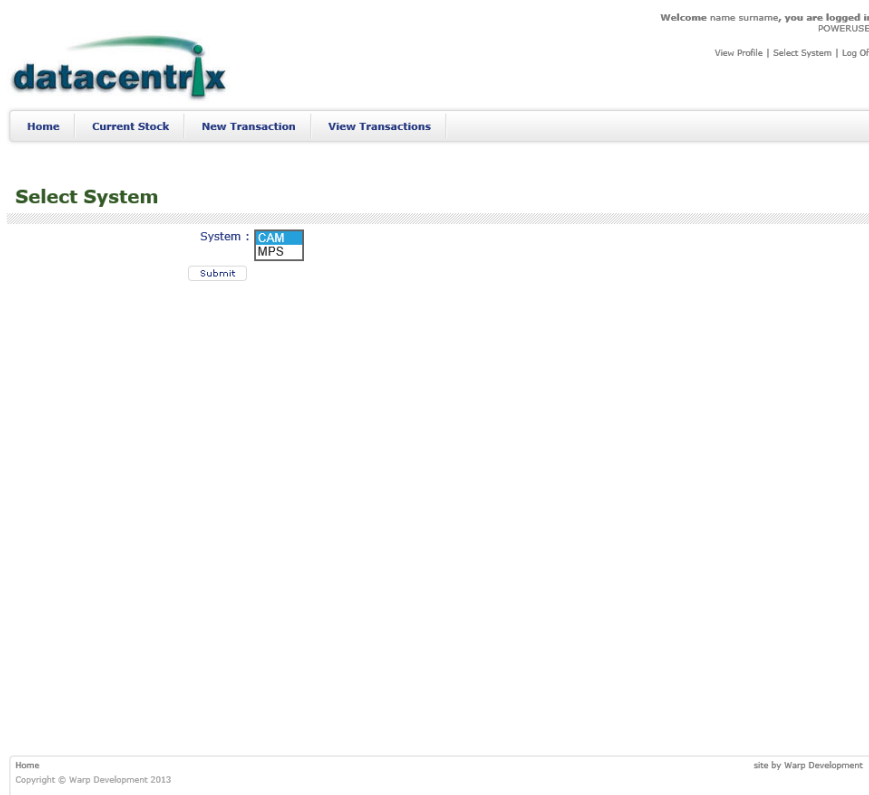
2. Logging onto the System

Users will be required to log onto the site with secure credentials, Click or type the following link on your browser: <http://offsite.datacentrix.co.za>
Type in your user name and password and click Submit



When you log in as a user and if you have more than one module assigned to you, you will then be directed to the Select System page, where you can select the system you want to work on and then click on submit.

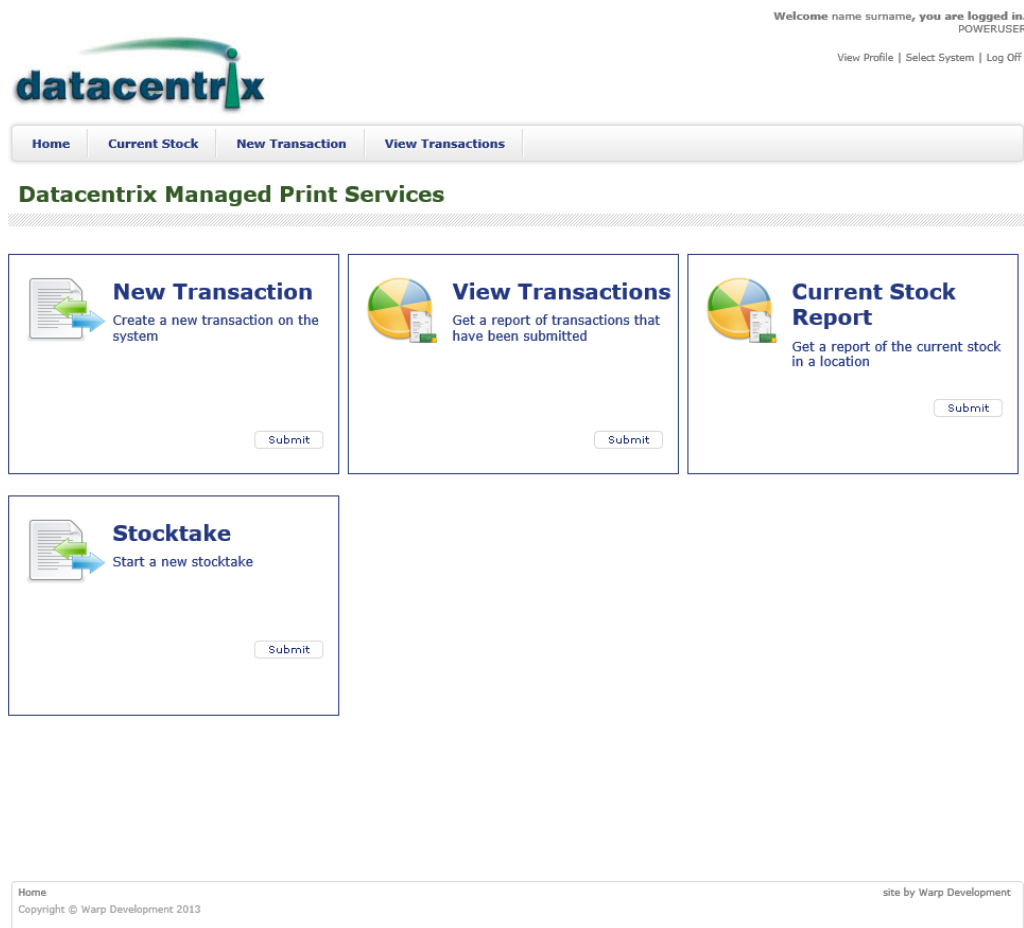
To access the MPS Offsite Stock Management System, select "MPS".



3. Home Page

Once you have logged in successfully you will be taken to your home page where your menu options will be available.

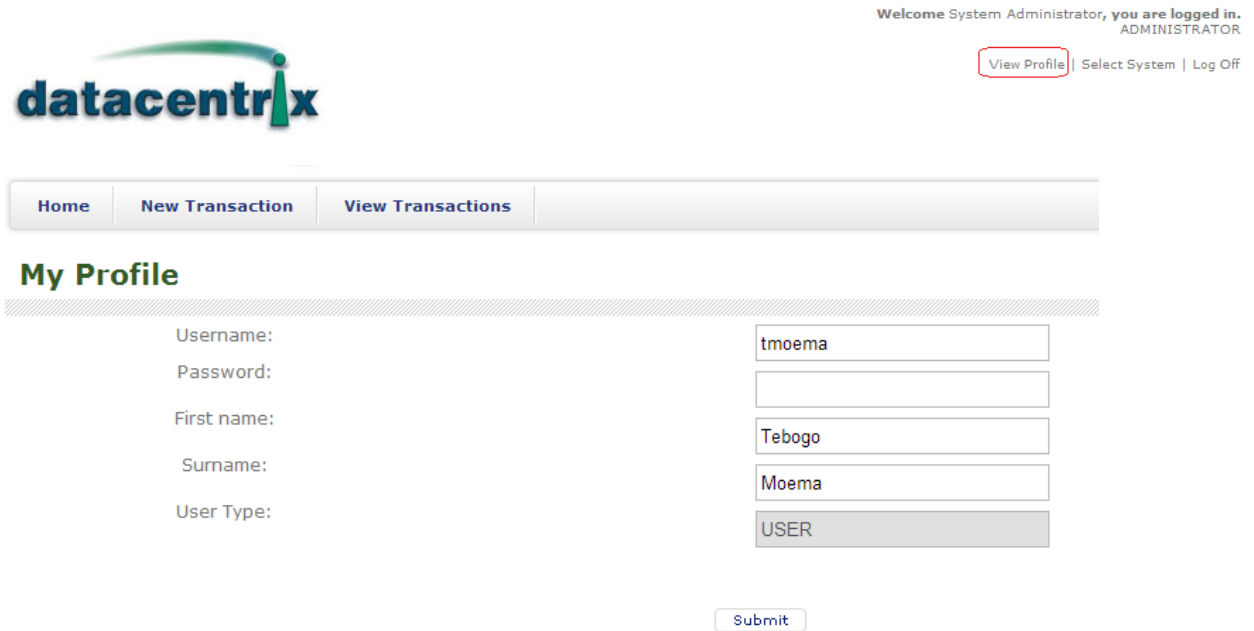
Please note that not all users will have access to the "Current Stock Report" option. This is reserved for Datacentrix internal staff.



The screenshot shows the Datacentrix Home Page. At the top right, it displays a welcome message: "Welcome name surname, you are logged in. POWERUSER" with links for "View Profile | Select System | Log Off". The Datacentrix logo is on the left. Below the logo is a navigation menu with buttons for "Home", "Current Stock", "New Transaction", and "View Transactions". The main heading is "Datacentrix Managed Print Services". There are four main action cards: "New Transaction" (Create a new transaction on the system), "View Transactions" (Get a report of transactions that have been submitted), "Current Stock Report" (Get a report of the current stock in a location), and "Stocktake" (Start a new stocktake). Each card has a "Submit" button. At the bottom, there is a footer with "Home", "Copyright © Warp Development 2013", and "site by Warp Development".

4. Changing Your Password

On the top right hand corner of the homepage, select "View Profile" to change your password.



The screenshot shows the Datacentrix user interface. At the top right, a welcome message reads "Welcome System Administrator, you are logged in. ADMINISTRATOR". Below this, there are three links: "View Profile" (highlighted with a red box), "Select System", and "Log Off". The Datacentrix logo is on the left. A navigation bar contains "Home", "New Transaction", and "View Transactions". The "My Profile" section contains a form with the following fields:

Username:	<input type="text" value="tmoema"/>
Password:	<input type="password"/>
First name:	<input type="text" value="Tebogo"/>
Surname:	<input type="text" value="Moema"/>
User Type:	<input type="text" value="USER"/>

A "Submit" button is located below the form.

5. Entering a Transaction

On the homepage, select "New Transaction", and you will be directed to the transaction entry screen.

Welcome System Administrator, you are logged in.
 ADMINISTRATOR
 View Profile | Select System | Log Off

Home Users

New Transaction Entry

Customer: FIFA
 Transaction Location: FIFA FIFA
 Transaction Number: FIFIF000025
 Transaction Type: PLEASE SELECT
 Call Number:
 Orig Trx Number:
 Supplier Invoice #:
 Supplier Name:
 Transfer Location:
 Waybill Number:
 Courier:
 Authorized By:
 Device#:
 Serial#:
 Reference Number:
 Page Count B & W:
 Page Count Colour:
 Total Page Count:

Client Name:
 Client Contact:
 Client Address:
 Client City:
 Comments:
 End User:

File Type	Select File	Upload
Supplier Invoice	Browse...	▲
Job Card	Browse...	▲
	Browse...	▲

Cancel

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When you begin a transaction, you will begin by selecting your Customer and Location from the drop-down fields. The system will automatically generate a transaction number for you. Each location has its own number sequence.

Next you will select the Transaction Type, which will determine which remaining fields will need to be completed.

The following transaction types are available:

- Receipt from Supplier
- Return to Supplier
- Transfer from DCX
- Transfer In
- Usage

5.1 Receipt from Supplier

This transaction type is used to record the receipt of stock from a supplier who has delivered stock directly to the offsite location, from a Datacentrix Purchase Order.

Once selecting this transaction type, you will enter the Purchase Order Number in the "Original Trx Number". When you have entered a valid Purchase Order, all the items on the Purchase Order will populate as the line items on the transaction, requiring you only to tick and confirm the line items that have physically been received.

Quantities will default from the quantities on the Purchase order, but can be changed. Any change to the original quantity will trigger an email alert to Datacentrix staff to investigate.

New Transaction Entry

Customer:	<input type="text" value="FIFA"/>	Client Name:	<input type="text"/>
Transaction Location:	<input type="text" value="FIFA FIFA"/>	Client Contact:	<input type="text"/>
Transaction Number:	<input type="text" value="FIFIF000025"/> ✓	Client Address:	<input type="text"/>
Transaction Type:	<input type="text" value="RECEIPT FROM SUPPLIER"/>	Client City:	<input type="text"/>
Call Number:	<input type="text"/>	Comments:	<input type="text"/>
Orig Trx Number:	<input type="text"/>	End User:	<input type="text"/>
Supplier Invoice #:	<input type="text"/>		
Supplier Name:	<input type="text"/>		
Transfer Location:	<input type="text"/>		
Waybill Number:	<input type="text"/>		
Courier:	<input type="text"/>		
Authorized By:	<input type="text"/>		
Device#:	<input type="text"/>		
Serial#:	<input type="text"/>		
Reference Number:	<input type="text"/>		
Page Count B & W:	<input type="text"/>		
Page Count Colour:	<input type="text"/>		
Total Page Count:	<input type="text"/>		

File Uploads

File Type	Select File	Upload
Supplier Invoice	<input type="text"/> Browse...	<input type="button" value="▲"/>
Job Card	<input type="text"/> Browse...	<input type="button" value="▲"/>
<input type="text"/>	<input type="text"/> Browse...	<input type="button" value="▲"/>

File Type	File Name	Preview

Inc	Item Number	Description	Lot Number	Qty

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5.2 Return to Supplier

This transaction is used to record the return of any items that were receipted from a Supplier that have been approved and instructed by Datacentrix staff to return.

Datacentrix staff will provide you with the "Original Trx Number", as well as the supplier's invoice number. This transaction type can only be submitted once a valid combination has been entered in these two fields.

Once a valid combination has been entered, the items on the original receipt will populate in your line item section, where you will tick the items that are being returned.

New Transaction Entry

Customer:	<input type="text" value="FIFA"/>		Client Name:	<input type="text"/>
Transaction Location:	<input type="text" value="FIFA FIFA"/>		Client Contact:	<input type="text"/>
Transaction Number:	<input type="text" value="FIFIF000025"/>	✓	Client Address:	<input type="text"/>
Transaction Type:	<input type="text" value="RETURN TO SUPPLIER"/>		Client City:	<input type="text"/>
Call Number:	<input type="text"/>		Comments:	<input type="text"/>
Orig Trx Number:	<input type="text"/>		End User:	<input type="text"/>
Supplier Invoice #:	<input type="text"/>			
Supplier Name:	<input type="text"/>			
Transfer Location:	<input type="text"/>			
Waybill Number:	<input type="text"/>			
Courier:	<input type="text"/>			
Authorized By:	<input type="text" value="20044044/Angelique Myburgh"/>			
Device#:	<input type="text"/>			
Serial#:	<input type="text"/>			
Reference Number:	<input type="text"/>			
Page Count B & W:	<input type="text"/>			
Page Count Colour:	<input type="text"/>			
Total Page Count:	<input type="text"/>			

File Type	Select File	Upload
Supplier Invoice	<input type="text" value="Browse..."/>	<input type="button" value="▲"/>
Job Card	<input type="text" value="Browse..."/>	<input type="button" value="▲"/>
	<input type="text" value="Browse..."/>	<input type="button" value="▲"/>

File Type	File Name	Preview
-----------	-----------	---------

Inc	Item Number	Description	Lot Number	Qty

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5.3 Transfer from DCX

This transaction is used to record the receipt of stock that has been replenished by Datacentrix via a stock transfer from the Samrand depot.

This stock will arrive with the transfer document, the transfer number being used for the "Original Trx Number" field. (This number begins with GTSTF)

Once a valid transfer number has been entered, the items on that transfer transaction will populate in your line item section, where you merely need to tick the items that have physically been received.

Quantities will default from the quantities on the Datacentrix transfer transaction, but can be changed. Any change to the original quantity will trigger an email alert to Datacentrix staff to investigate.

New Transaction Entry

Customer:	<input type="text" value="FIFA"/>	<input type="button" value="v"/>	Client Name:	<input type="text"/>
Transaction Location:	<input type="text" value="FIFA FIFA"/>	<input type="button" value="v"/>	Client Contact:	<input type="text"/>
Transaction Number:	<input type="text" value="FIFIF000025"/>	<input checked="" type="button" value="v"/>	Client Address:	<input type="text"/>
Transaction Type:	<input type="text" value="TRANSFER FROM DCX"/>	<input type="button" value="v"/>	Client City:	<input type="text"/>
Call Number:	<input type="text"/>		Comments:	<input type="text"/>
Orig Trx Number:	<input type="text"/>		End User:	<input type="text"/>
Supplier Invoice #:	<input type="text"/>			
Supplier Name:	<input type="text" value="DATACENTRIX"/>			
Transfer Location:	<input type="text"/>	<input type="button" value="v"/>		
Waybill Number:	<input type="text"/>			
Courier:	<input type="text"/>	<input type="button" value="v"/>		
Authorized By:	<input type="text"/>	<input type="button" value="v"/>		
Device#:	<input type="text"/>			
Serial#:	<input type="text"/>			
Config Number:	<input type="text"/>			
Page Count B & W:	<input type="text"/>			
Page Count Colour:	<input type="text"/>			
Total Page Count:	<input type="text"/>			

File Uploads		
File Type	Select File	Upload
Supplier Invoice	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="v"/>
Job Card	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="v"/>
	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="v"/>

File Type	File Name	Preview

Inc	Item Number	Description	Lot Number	Qty

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5.4 Transfer In

This transaction is used to record the receipt of stock that has been transferred to your site from another site, or to reverse an erroneous Usage transaction.

This stock would have been shipped with a transaction document, the transaction number of which will be your "Original Trx Number" value. If you are reversing a Usage transaction, the original Usage transaction number will be your "Original Trx Number" value.

Once a valid transfer number has been entered, the items on that transfer transaction will populate in your line item section, where you merely need to tick the items that have physically been received.

Quantities will default from the quantities on the other site's Transfer transaction, but can be changed. Any change to the original quantity will trigger an email alert to Datacentrix staff to investigate.

New Transaction Entry

Customer:

Transaction Location:

Transaction Number:

Transaction Type:

Call Number:

Orig Trx Number:

Supplier Invoice #:

Supplier Name:

Transfer Location:

Waybill Number:

Courier:

Authorized By:

Device#:

Serial#:

Reference Number:

Page Count B & W:

Page Count Colour:

Total Page Count:

Client Name:

Client Contact:

Client Address:

Client City:

Comments:

End User:

File Uploads

File Type	Select File	Upload
Supplier Invoice	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="▲"/>
Job Card	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="▲"/>
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="▲"/>

File Type	File Name	Preview

Inc	Item Number	Description	Lot Number	Qty

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When you select the Transfer In transaction type and you fill in your Orig Trx Number the items for this transaction will populate at the bottom, the first field will be a checkbox. You can check the items in the list that you want to use in your transaction, you can also edit the qty.

5.5 Usage

This transaction is used to record the usage (consumption) of a printer cartridge.

When this transaction type is selected, you need to enter the ITSM call number, which will automatically return the device and serial number information for the printer that this transaction is related to. You cannot use a call number that has been used on a previous Usage transaction.

Should you know the page counts at this point, they can be entered at the time of processing the transaction. If you do not know these values yet, they may be entered after the fact on the "View Transactions" page.

New Transaction Entry

Customer: FIFA
 Transaction Location: FIFA FIFA
 Transaction Number: FIFIF000013
 Call Number: 804999
 Transaction Type: USAGE
 Orig Trx Number:
 Supplier Invoice #:
 Supplier Name:
 Transfer Location:
 Waybill Number:
 Courier:
 Authorized By:
 Device #:
 Serial #:
 Reference Number:
 Page Count B & W: 22
 Page Count Colour: 45
 Total Page Count: 67

Client Name: PGWC DEPARTMENT
 Client Contact: ASHLEY ALEXANDER
 Client Address:
 Client City: CAPE TOWN
 Comments:
 End User:

File Uploads

File Type	Select File	Upload
Supplier Invoice	Browse...	▲
Job Card	Browse...	▲
	Browse...	▲

File Type	File Name	Preview
-----------	-----------	---------

Cancel

Item Number	Description	Qty

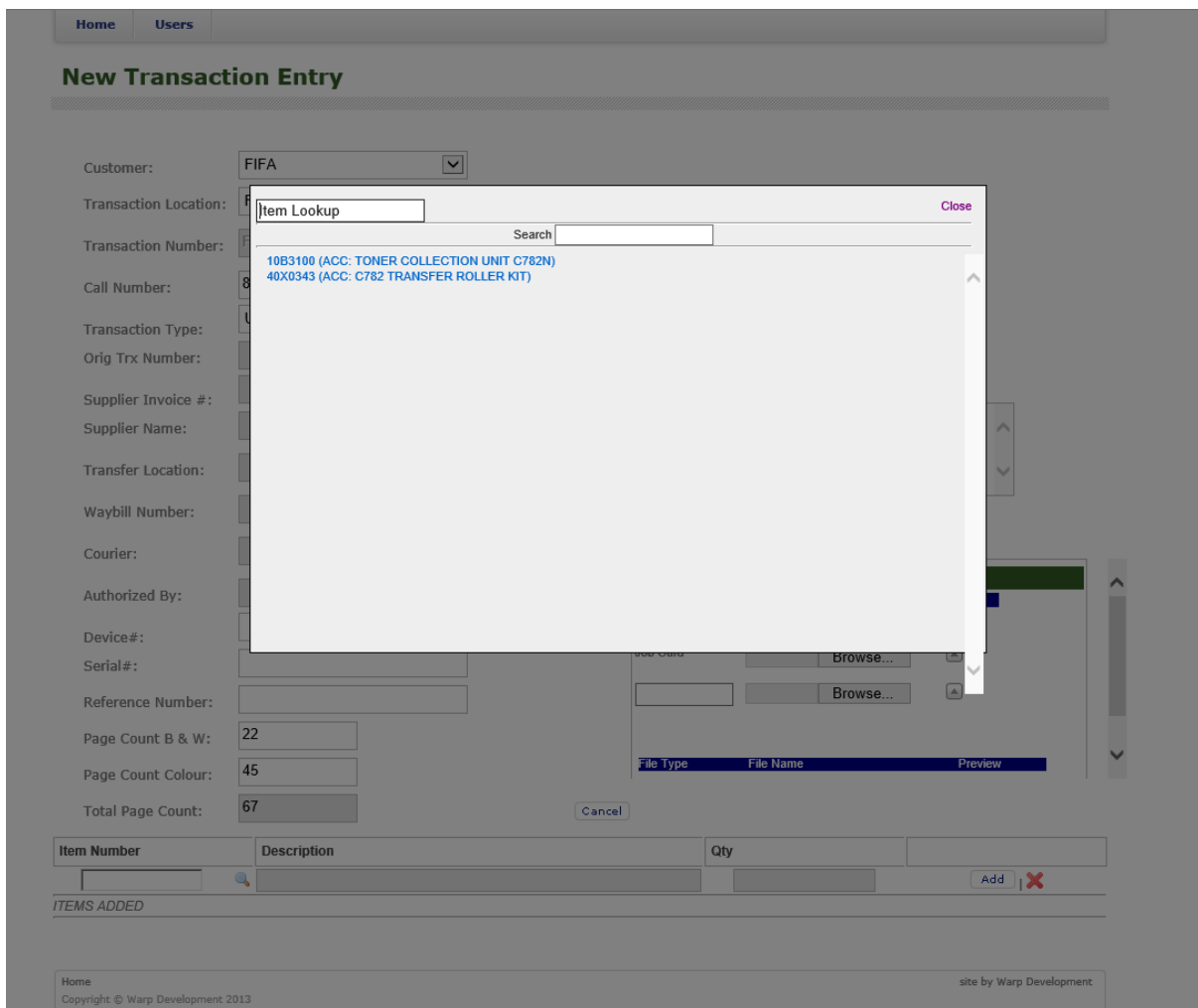
ITEMS ADDED

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To select the cartridge that is being used on the transaction, the item number can be manually entered or selected from the lookup by clicking the magnifying glass and selecting the item.

The description will automatically populate, and the quantity will default to 1. Only one cartridge can be entered per line.

Once you have selected your item, click the "Add" button to add this line to your transaction.



If you have added an item and realised it was an incorrect item, you can click on the red cross in the item line to delete the item.

When you click on submit the Transaction will be submitted and you will get an option to print the Transaction.

NB. If you have done a Usage transaction and need to reverse it, please see section 4.4 for Transfer In transactions, where you will use the Usage transaction number as your Original Trx Number.

5.6 Attaching Documents to Transactions

Scanned documents and any electronic files can be attached to any transaction using the "File Upload" section on the transaction header.

File Uploads			
File Type	Select File		Upload
Supplier Invoice	<input type="button" value="Choose File"/>	No f...sen	<input type="button" value="▲"/>
Job Card	<input type="button" value="Choose File"/>	No f...sen	<input type="button" value="▲"/>
<input type="text"/>	<input type="button" value="Choose File"/>	No f...sen	<input type="button" value="▲"/>
File Type	File Name		Preview

If you are attaching a Supplier Invoice, you just need to click on "Choose File" button, select your file from the file explorer, and then click on the Upload button.

As you attach documents, they will become available in the lower part of this section for Preview.

Supplier Invoices should be uploaded for all Receipts from Supplier, as well as for Transfers from DCX transactions.

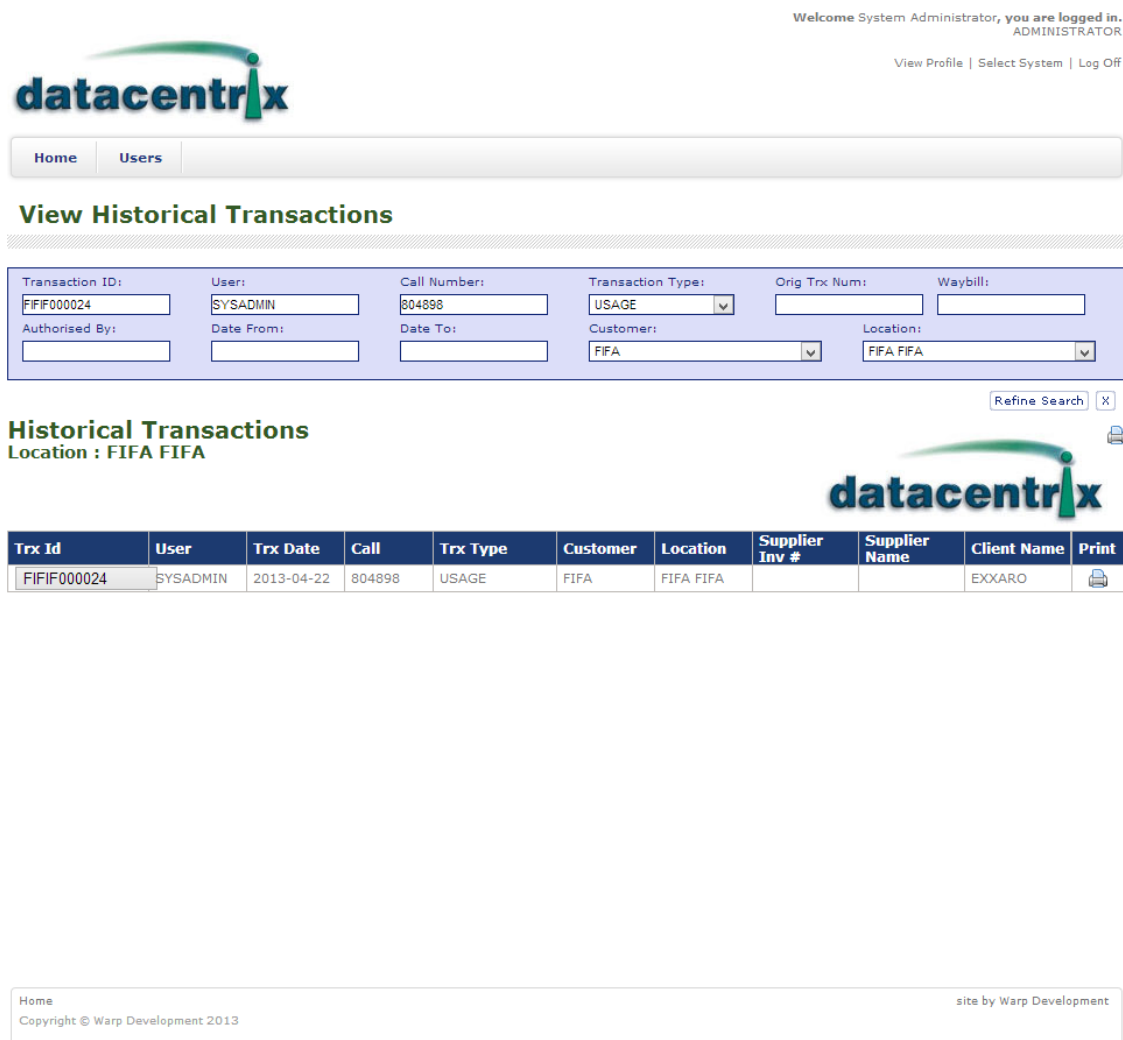
Job cards must be uploaded for all Usage transactions.

Files can also be attached to transactions after the fact, in the "View Transactions" window.

6. VIEW TRANSACTION

This feature is used to view transactions that have already been processed in the system.

Select the Customer and Location from the filter fields in the header, and click "Refine Search" to return the list of transactions. (The other filters may also be used to restrict the results that are returned.)



Welcome System Administrator, you are logged in.
 ADMINISTRATOR
 View Profile | Select System | Log Off

Home Users


View Historical Transactions

Transaction ID: FIFIF000024 User: SYSADMIN Call Number: 804898 Transaction Type: USAGE Orig Trx Num: Waybill:
 Authorised By: Date From: Date To: Customer: FIFA Location: FIFA FIFA

Refine Search X

Historical Transactions

Location : FIFA FIFA

Trx Id	User	Trx Date	Call	Trx Type	Customer	Location	Supplier Inv #	Supplier Name	Client Name	Print
FIFIF000024	SYSADMIN	2013-04-22	804898	USAGE	FIFA	FIFA FIFA			EXXARO	

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You can filter by Transaction Id, User, Call Number, Transaction Type, Orig Trx Num, Waybill, Authorized by, Date From, Date To, Customer and Location for the transaction that you want to view.

If you want to view the transaction detail you can click on the transaction Id button it will take you to the page displayed below. This page also allows you to upload documents to this transaction. When you click on the Preview button the uploaded document will be downloaded for you to view or save.

If it is a Usage transaction where the Page Count details have not been filled in, it will display on this page and you will be allowed to enter the Page Count info. Once the Page count details have been entered you will be redirected to the View Transactions List page. *Please note the page count data can only be entered once.*



[Home](#) [Users](#)

View Historical Transactions

Transaction ID: <input type="text"/>	User: <input type="text"/>	Call Number: <input type="text"/>	Transaction Type: ALL <input type="text"/>	Orig Trx Num: <input type="text"/>	Waybill: <input type="text"/>
Authorised By: <input type="text"/>	Date From: <input type="text"/>	Date To: <input type="text"/>	Customer: FIFA <input type="text"/>	Location: FIFA JOHANNESBURG ELLIS PARK <input type="text"/>	

[Refine Search](#)

Historical Transaction Detail : FIFIF000024



Item Number	Description	Serial/Lot Number	Quantity
E260X22G	ACC: BLACK DRUM X464	JHSRC020416	1.00000

File Uploads		
File Type	Select File	Upload
Supplier Invoice	<input type="button" value="Choose File"/> No f...sen	<input type="button" value="Upload"/>
Job Card	<input type="button" value="Choose File"/> No f...sen	<input type="button" value="Upload"/>
<input type="text"/>	<input type="button" value="Choose File"/> No f...sen	<input type="button" value="Upload"/>
File Type	File Name	Preview

Section	File Name	Preview
---------	-----------	---------

Print

Total: 1 page

Destination Save as PDF

Pages All
 e.g. 1-5, 8, 11-13

Layout Portrait
 Landscape

Margins

Options Headers and footers
 Background colors and images

Print using system dialog... (Ctrl+Shift+P)

6/18/13
Historical Transactions

Trx Id	User	Trx Date	Call	Trx Type	Customer	Location	Supplier Inv #	Supplier Name	Client Name	Print
FIFIF000024	SYADMIN	2013-04-22	804898	USAGE	FIFA	FIFA FIFA			EXXARO	<input type="button" value="Print"/>
FIFIF000021	SYADMIN	2013-04-19	804898	USAGE	FIFA	FIFA FIFA			EXXARO	<input type="button" value="Print"/>

If you want to print a list of the Historical Transactions, you can click on the printer image on the top right corner. A print screen as showed above will pop-up and you can print the list or cancel printing.

Print

Total: 1 page

Destination Save as PDF

Pages All
 e.g. 1-5, 8, 11-13

Layout Portrait
 Landscape

Margins


Options Headers and footers
 Background colors and images

Print using system dialog... (Ctrl+Shift+P)

6/18/13 Datacentrix Customer Stock Management System - FIFIF000024

Transaction Date : 2013-04-22 01:05:36 **TRANSACTION TYPE : USAGE** Date Printed : 2013-06-18 03:37:51

REPRINT



Transaction ID : FIFIF000024
 Location ID : FIFIFA
 Transaction Type : USAGE
 Transfer Location :
 Authorized By :
 Client Contact : ANNIE STRYDOME
 Client City : WITBANK
 Client Address :
 User ID : SYSADMIN
 Comments :

End User :
 Call Number : 804898
 Customer : FIFIFA
 Waybill :
 Transaction Location : FIFIFA
 Invoice :
 Client Name : EXOARO
 Device : DEV111
 Serial : SER222

TRXTYPE	ITEMNMBR	DESCRIPTION	SERLTNUM	QTY
USAGE	E260X22G	ACC. BLACK DRUM X164	JHSRC020416	1

Page Count B & W : 12
 Page Count Colour : 46
 Page Count Total : 58

PROOF OF RECEIPT DETAILS

RECIPIENT NAME : _____

RECIPIENT SIGNATURE : _____

DATE : _____ TIME : _____

If you want to print the transaction detail you can click on the printer image in the last column of the details page. The above print screen will pop- up and you can print the document or cancel.

7. CURRENT STOCK REPORT

This feature is only available to selected users.

You will select a customer and a location, and click "Refine Search" to generate a stock report for that customer and location.

Here you can filter by Item Number, Description, Status, Customer and Location and a list of the current stock according to your filter values will display.

Welcome System Administrator, you are logged in.
ADMINISTRATOR
View Profile | Select System | Log Off

Home Users

View Current Stock

Item Number: Description: Status: Customer: Location:

ALL FIFA FIFA FIFA

Export Refine Search X

Current Stock Holding For : FIFA - FIFA FIFA



ITEM#	ITEM DESCRIPTION	QTY ON HAND	STATUS
10B3100	ACC: TONER COLLECTION UNIT C782N	51	AVAILABLE
C9730A	CART: BLACK CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
C9730AC	CART: BLACK CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
C9731A	CART: HP CYAN CARTRIDGE FOR HP LJ5500	1	AVAILABLE
C9731AC	CART: HP CYAN CARTRIDGE FOR HP LJ5500	1	AVAILABLE
C9732A	CART: HP YELLOW CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
C9732AC	CART: HP YELLOW CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
C9733A	CART: HP MAGENTA CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
C9733AC	CART: HP MAGENTA CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
CB381AC	CART: HP CB381AC CYAN CONTRACT LASERJET TONER CARTRIDGE	2	AVAILABLE
CB382AC	CART: HP LASERJET CB382AC YELLOW PRINT CARTRIDGE - HP COLOR LASERJET CM6030MFP,	2	AVAILABLE
CB383AC	CART: HP LASERJET CB383AC MAGENTA PRINT CARTRIDGE - HP COLOR LASERJET CM6030MFP,	2	AVAILABLE
CB390AC	CART: HP LASERJET CB390AC BLACK PRINT CARTRIDGE - HP COLOR LASERJET CM6030MFP, C	3	AVAILABLE
CC364A	CART: LJ4014N/LJ4015N PRINTER CARTRIDGE-	2	AVAILABLE
CE255X	PRCON: HIGH YIELD CARTRIDGE P3005DN	1	AVAILABLE
CE255XC	CART: HP LASERJET CE255XC BLACK PRINT CARTRIDGE	2	AVAILABLE
CE264XC	CART: HP COLOR LASERJET CE264XC CONTRACT BLACK PRINT CARTRIDGE	1	AVAILABLE
CF031A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, CYAN (11,000 PAGES)	1	AVAILABLE
CF032A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, YELLOW (11,000 PAGES)	1	AVAILABLE
CF033A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, MAGENTA (11,000 PAGES)	1	AVAILABLE
Q5945A	CART: LASERJET 4345MFP CARTRIDGE	11	AVAILABLE
Q5945AC	CART: HP LASERJET CE505XC CONTRACT BLACK PRINT CARTRIDGE	2	AVAILABLE
Q7551X	CART: BLACK CARTRIDGE FOR LJ3050	18	AVAILABLE
Q7551XC	CART: HP LASERJET CONTRACT BLACK CARTRIDGE	4	AVAILABLE

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You can print the list by clicking on the top right printer image. A print screen will pop-up and you can Print the document or save it. If you click on the Export button (Button next to the Refine Search button) this will export the Current Stock Report to Excel, this file can then be saved or closed.

Print

Total: 1 page

Destination

Pages All

Layout Portrait Landscape


Margins

Options Headers and footers Background colors and images

[Print using system dialog... \(Ctrl+Shift+P\)](#)

6/19/13 Current Stock Holding

Current Stock Holding
For : FIFA - FIFA FIFA



ITEM#	ITEM DESCRIPTION	QTY ON HAND	STATUS
10B3100	ACC: TONER COLLECTION UNIT C782N	51	AVAILABLE
C9730A	CART: BLACK CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
C9730AC	CART: BLACK CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
C9731A	CART: HP CYAN CARTRIDGE FOR HP LJ5500	1	AVAILABLE
C9731AC	CART: HP CYAN CARTRIDGE FOR HP LJ5500	1	AVAILABLE
C9732A	CART: HP YELLOW CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
C9732AC	CART: HP YELLOW CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
C9733A	CART: HP MAGENTA CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
C9733AC	CART: HP MAGENTA CARTRIDGE FOR HP LJ 5500	1	AVAILABLE
CB381AC	CART: HP CB381AC CYAN CONTRACT LASERJET TONER CARTRIDGE	2	AVAILABLE
CB382AC	CART: HP LASERJET CB382AC YELLOW PRINT CARTRIDGE - HP COLOR LASERJET CM6030MFP.	2	AVAILABLE
CB383AC	CART: HP LASERJET CB383AC MAGENTA PRINT CARTRIDGE - HP COLOR LASERJET CM6030MFP.	2	AVAILABLE
CB390AC	CART: HP LASERJET CB390AC BLACK PRINT CARTRIDGE - HP COLOR LASERJET CM6030MFP, C	3	AVAILABLE
CC364A	CART: L34014N/L34015N PRINTER CARTRIDGE-	2	AVAILABLE
CE255X	PRCON: HIGH YIELD CARTRIDGE P3005DN	1	AVAILABLE
CE255XC	CART: HP LASERJET CE255XC BLACK PRINT CARTRIDGE	2	AVAILABLE
CE264XC	CART: HP COLOR LASERJET CE264XC CONTRACT BLACK PRINT CARTRIDGE	1	AVAILABLE
CF031A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, CYAN (11,000 PAGES)	1	AVAILABLE
CF032A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, YELLOW (11,000 PAGES)	1	AVAILABLE
CF033A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, MAGENTA (11,000 PAGES)	1	AVAILABLE
Q5945A	CART: LASERJET 4345MFP CARTRIDGE	11	AVAILABLE
Q5945AC	CART: HP LASERJET CE305XC CONTRACT BLACK PRINT CARTRIDGE	2	AVAILABLE
Q7551X	CART: BLACK CARTRIDGE FOR LJ3050	18	AVAILABLE
Q7551XC	CART: HP LASERJET CONTRACT BLACK CARTRIDGE	4	AVAILABLE


8. STOCK COUNT

This feature is used to capture a stock take.

Simply select you customer and location fields, and a list of stock that should be counted will be displayed. This can then be printed out for the person conducting the count to use as they count the physical stock.

Enter the name of the person who has conducted the count, and complete the quantities of the items counted. Comments are available for any of the line items should you wish to insert a comment for Datacentrix staff.

Welcome System Administrator, you are logged in.
 ADMINISTRATOR
[View Profile](#) | [Select System](#) | [Log Off](#)



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Users


New Stock Count Entry

Customer:

Location:

Stock Count ID: ✔

Counted By:



Item Number	Item Description	Qty	Comments	Added
092K90UN	CART: WT-861 (150K/5%) TONER			
092LC0UN	CART: WT-860 (25K/5%)			
0T2HN0EU	CART: TK-560K (12K) TONER			
0T2HNAEU	CART: TK-560Y (10K) TONER			
0T2HNBEU	CART: TK-560M (10K) TONER			
0T2HNCEU	CART: TK-560C (10K) TONER			
0T2K90NL	CART: TK-8705K(70K/5%) TONER			
0T2K9ANL	CART: TK-8705Y(30K/5%) TONER			
0T2K9BNL	CART: TK-8705M(30K/5%) TONER			
0T2K9CNL	CART: TK-8705C(30K/5%) TONER			
0T2KV0NL	CART: KYOCERA TK 590K TONER CARTRIDGE - BLACK			
0T2KVANL	CART: KYOCERA MITA TK-590Y TONER CARTRIDGE - YELLOW			
0T2KVBNL	CART: KYOCERA MITA TK-590M TONER CARTRIDGE - MAGENTA			
0T2KVCNL	CART: KYOCERA TK 590C 0T2KVCNL. TONER CARTRIDGE -CYAN			
0T2LCANL	CART: TK-8505Y(4550CI/5550CI,20K/5%) YELLOW			
0T2LCBNL	CART: TK-8505M(4550CI/5550CI,20K/5%)MAGENTA			
0T2LCCNL	CART: TK-8505C(4550CI/5550CI,20K/5%) CYAN			
0T2LK0NL	CART: KYOCERA TK-8305K(3050CI/3550CI,25K/5%) BLACK TONER			

CF033A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, MAGENTA (11,000 PAGES)		
Q5945A	CART: LASERJET 4345MFP CARTRIDGE		
Q5945AC	CART: HP LASERJET CE505XC CONTRACT BLACK PRINT CARTRIDGE		
Q7551X	CART: BLACK CARTRIDGE FOR LJ3050		
Q7551XC	CART: HP LASERJET CONTRACT BLACK CARTRIDGE		

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If you come across any items that are not on the list, custom line items can be added by clicking the "Add New Item" button at the bottom. Clicking this will provide you with a blank line to enter an item number and a description, as well as the quantity counted and any comments you may wish to add. *If the item number is known to the system, the description will default automatically.*

CE264XC	CART: HP COLOR LASERJET CE264XC CONTRACT BLACK PRINT CARTRIDGE		
CF031A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, CYAN (11,000 PAGES)		
CF032A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, YELLOW (11,000 PAGES)		
CF033A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, MAGENTA (11,000 PAGES)		
Q5945A	CART: LASERJET 4345MFP CARTRIDGE		
Q5945AC	CART: HP LASERJET CE505XC CONTRACT BLACK PRINT CARTRIDGE		
Q7551X	CART: BLACK CARTRIDGE FOR LJ3050		
Q7551XC	CART: HP LASERJET CONTRACT BLACK CARTRIDGE		
1234	TEST ITEM		

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If you click on Add the item will be added to existing Stock Count list with a red cross next to it. If you want to delete the added item, you can click on the red cross to delete it.

Before your Stock Count can be submitted, you can to accept the disclaimer then only will your Stock Count be submitted, you will then be redirected to the home page.

Customer:

Location:

Stock Count ID:

Counted By:

Item Number	Item Description	Qty	Comments	Added
10B3100	ACC: TONER COLLECTION UNIT C782N	11	IN BLACK ONLY	
C9730A	CART: BLACK CARTRIDGE FOR HP LJ 5500	23		
C9730AC	CART: BLACK CARTRIDGE FOR HP LJ 5500	22		
C9731A	CART: HP CYAN CARTRIDGE FOR HP LJ5500			
C9731AC	CART: HP CYAN CARTRIDGE FOR HP LJ5500			
C9732A	CART: HP YELLOW CARTRIDGE			
C9732AC	CART: HP YELLOW CARTRIDGE			
C9733A	CART: HP MAGENTA CARTRIDGE			
C9733AC	CART: HP MAGENTA CARTRIDGE			
CB381AC	CART: HP CB381AC CYAN CONT			
CB382AC	CART: HP LASERJET CB382AC Y			
CB383AC	CART: HP LASERJET CB383AC MAGENTA PRINT CARTRIDGE - HP COLOR LASERJET CM6030MFP,			
CB390AC	CART: HP LASERJET CB390AC BLACK PRINT CARTRIDGE - HP COLOR LASERJET CM6030MFP, C			
CC364A	CART: LJ4014NLJ4015N PRINTER CARTRIDGE-			
CE255X	PRCON: HIGH YIELD CARTRIDGE P3005DN			
CE255XC	CART: HP LASERJET CE255XC BLACK PRINT CARTRIDGE			
CE264XC	CART: HP COLOR LASERJET CE264XC CONTRACT BLACK PRINT CARTRIDGE			
CF031A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, CYAN (11,000 PAGES)			
CF032A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, YELLOW (11,000 PAGES)			
CF033A	CART: HP COLOUR LASERJET CP 4540 PRINT CARTRIDGE, MAGENTA (11,000 PAGES)			
Q5945A	CART: LASERJET 4345MFP CARTRIDGE			
Q5945AC	CART: HP LASERJET CE505XC CONTRACT BLACK PRINT CARTRIDGE			
Q7551X	CART: BLACK CARTRIDGE FOR LJ3050			
Q7551XC	CART: HP LASERJET CONTRACT BLACK CARTRIDGE			
1234	TEST ITEM			
			10 TESTING COMMENTS	

The page at localhost:47817 says:

You have to accept the disclaimer, before you can submit a Stock Count!

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