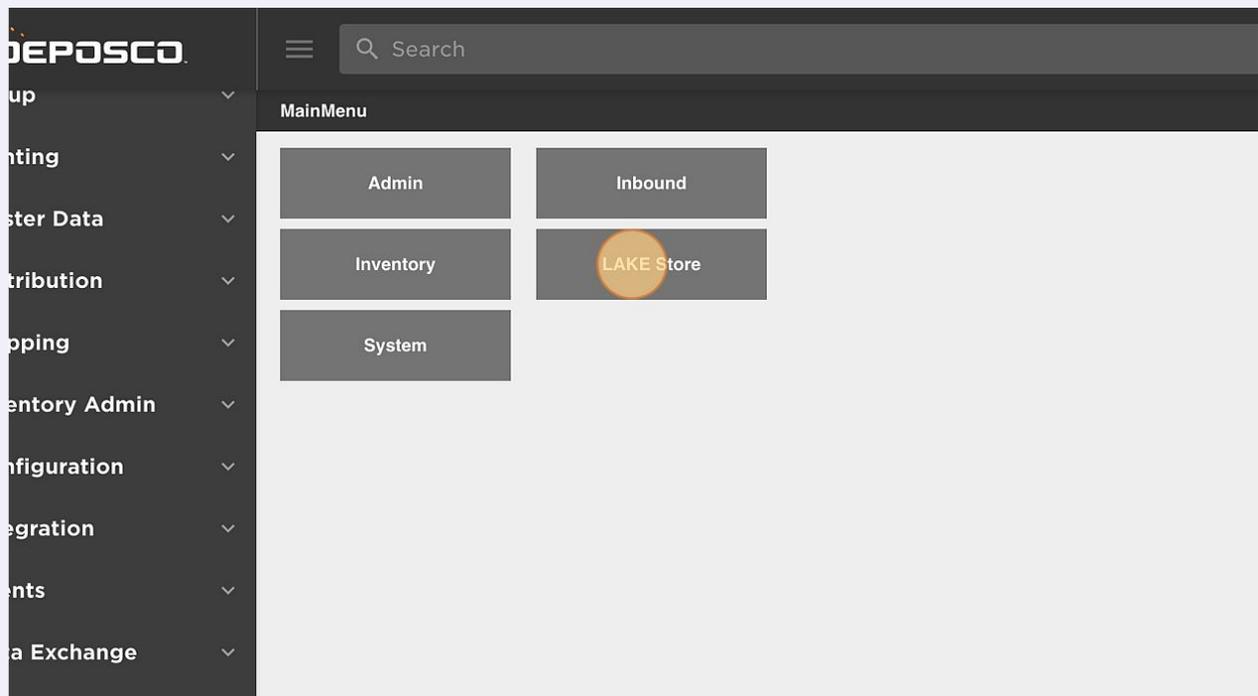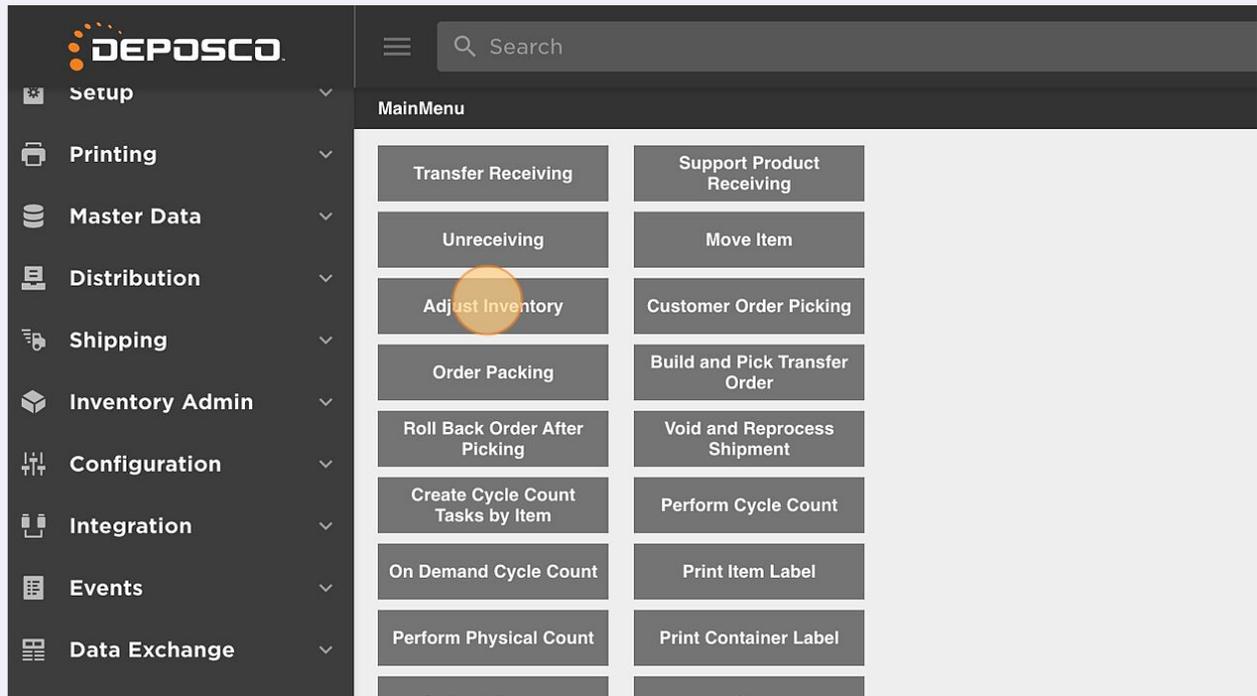# How to Adjust Inventory in Deposco

1 Grab a handheld and make sure when you login you are in "production"
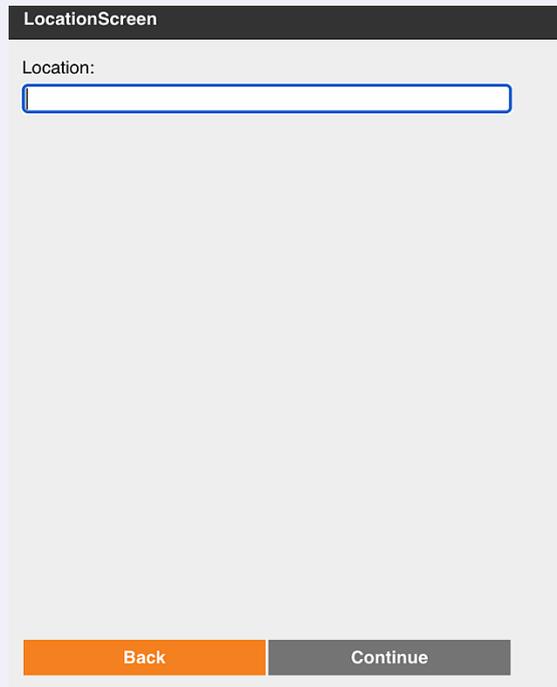
2 Click "LAKE Store"

3   Click "Adjust Inventory"

4   You will now be in the LocationScreen, where you will type or scan the location you are wanting to adjust inventory in. After typing in the location click "Continue"

5 You will then be brought to the OptionScreen, where you will see four options. We will only be using "Remove Item" or "Add Inventory". For this example we will be selecting "Add Inventory"

OptionScreen

Remove Item	Remove LPN
Remove All in Location	Add Inventory

6 After selecting "Add Inventory" you will be on the ScanItem screen. In the Item box you will type in or scan the item you are wanting to add
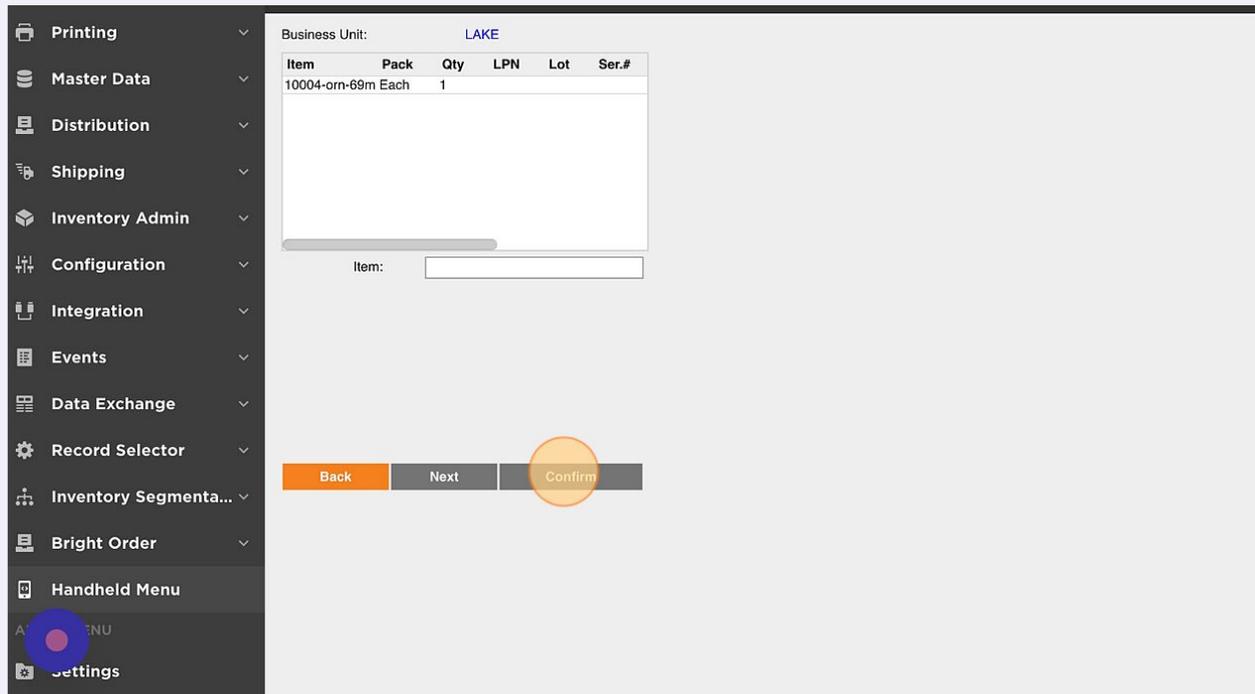
ScanItem

Business Unit: LAKE

Item	Pack	Qty	LPN	Lot	Ser.#	Borr

Item: [   ]

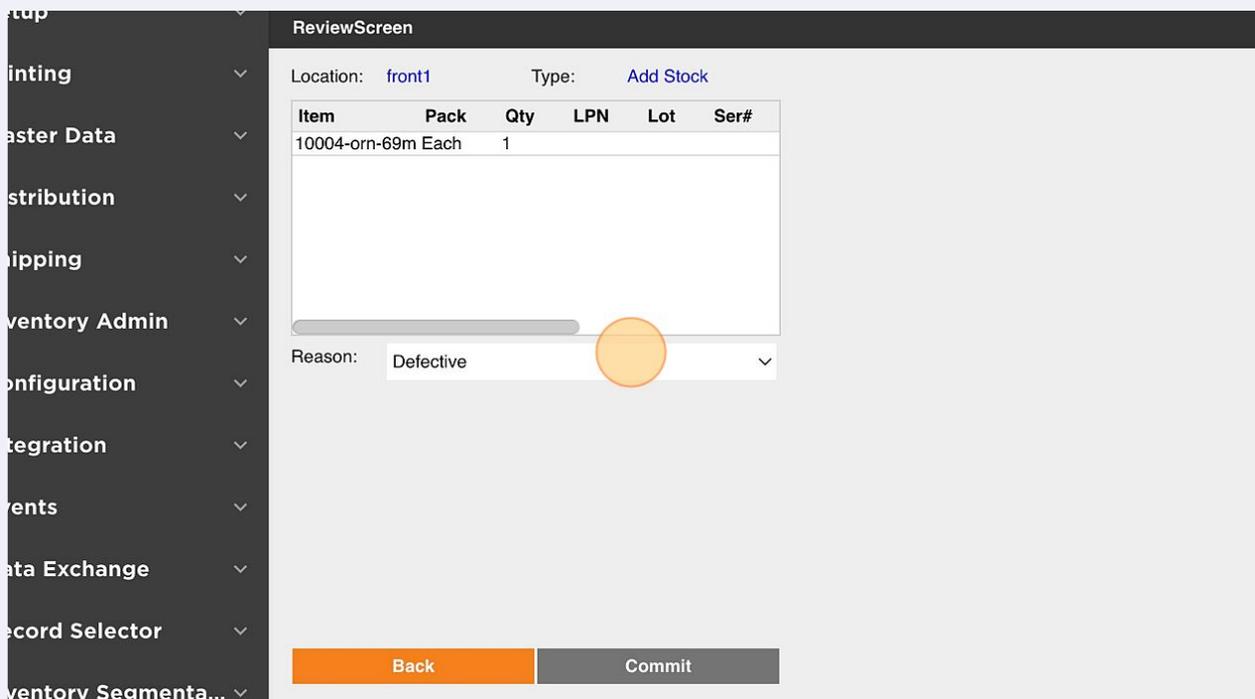| Back	Next	Confirm

7 You will then be prompted to enter in the quantity. After entering the quantity, you will then see the screen below and click "Confirm"
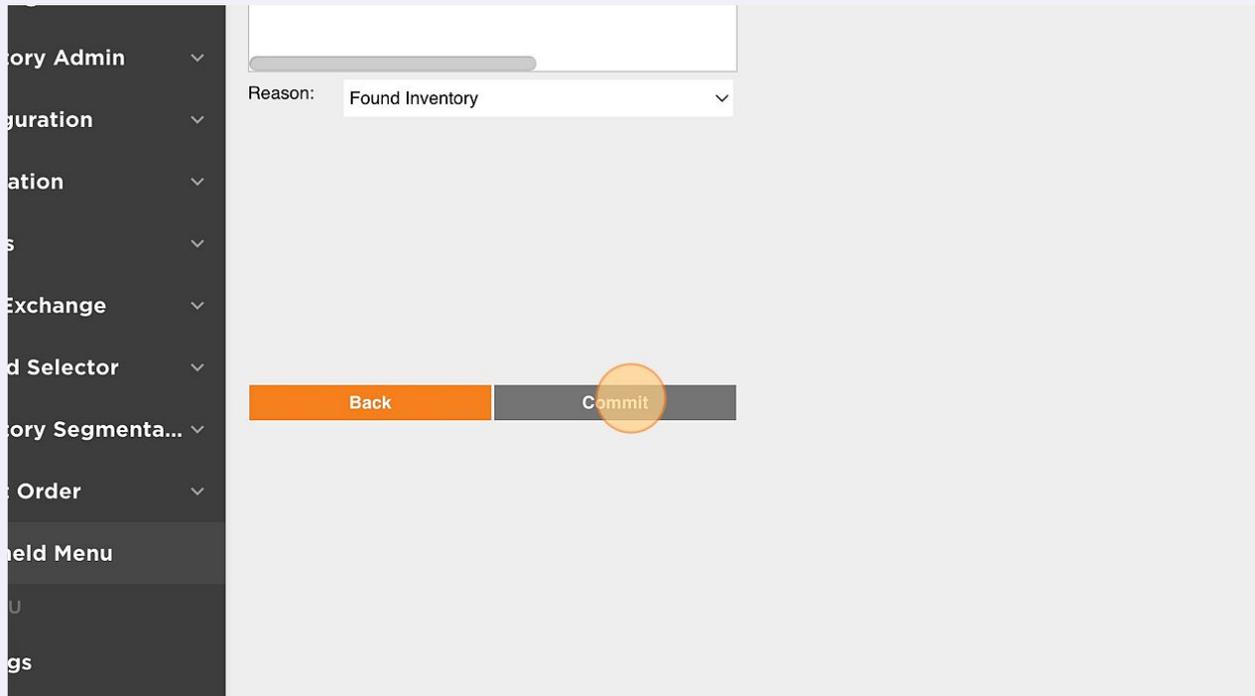

8 Click the Reason dropdown. If you are adding inventory you will select "Found Inventory" and if you are removing an item you will select "Shrink"

9 After selecting the reason code click "Commit"

10 You will then be brought back to the LocationScreen and see that your item was successful in adding or removing inventory