Managing Stock

Updated: February 11, 2015

This document will walk you through:

Navigating to the Resource Details Page

1. Hover over **Resources**.
2. Click **Resource Library**.
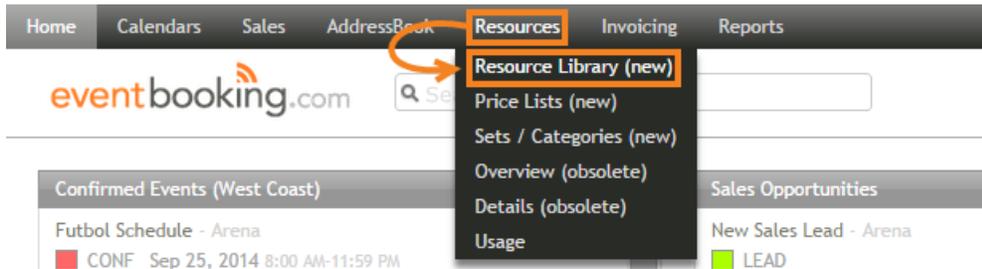
3. Click the name of the resource item for which you are looking. (For more information on searching for resources, please refer to this article.)

4. Click **Stock Register**.

Adding a Stock Quantity

1. Click **Add**.

Folding Chair

Cost and Pricing   Stock Register   Events

Add	Remove				
☑	EFFECTIVE	QUANTITY	NOTE		
☐	06/25/2013	1200	Bought 125 more		Edit
☐	06/11/2013	925	yard sale sold 75		Edit
☐	02/26/2013	1000			Edit

2. Set the date on which you want this stock quantity to be in effect.
3. Set the quantity of the resource that will be in possession as of the effective date.
4. Optionally enter a note for this stock quantity.
5. Click **Save**.

Add Stock Register   ✕

Effective	01/30/2015
Quantity	1300
Note	Bought 100 more

Save   Cancel

6. Your new stock quantity has been added.

Folding Chair

Cost and Pricing   Stock Register   Events

Add	Remove

☑	EFFECTIVE	QUANTITY	NOTE	
☐	01/30/2015	1300	Bought 100 more	Edit
☐	06/25/2013	1200	Bought 125 more	Edit
☐	06/11/2013	925	yard sale sold 75	Edit
☐	02/26/2013	1000		Edit

Editing a Stock Quantity

1. Click **Edit** next to the stock quantity you want to adjust.

Folding Chair

Cost and Pricing   Stock Register   Events

Add   Remove

	EFFECTIVE	QUANTITY	NOTE	
☐	01/30/2015	1300	Bought 100 more	Edit
☐	06/25/2013	1200	Bought 125 more	Edit
☐	06/11/2013	925	yard sale sold 75	Edit
☐	02/26/2013	1000		Edit

2. Set the new effective date, quantity or note for your stock quantity.
3. Click **Save**.

Edit Stock Register   ✕

Effective   06/25/2013

Quantity   1200

Note   Bought 275 more

Save   Cancel

Deleting Stock Quantities

1. Check the box next to all of the stock quantities you want to delete.
2. Click **Remove**.

Folding Chair

Cost and Pricing   Stock Register   Events

	EFFECTIVE	QUANTITY	NOTE	
☑	01/30/2015	1300	Bought 100 more	Edit
☑	06/25/2013	1200	Bought 275 more	Edit
☐	06/11/2013	925	yard sale sold 75	Edit
☐	02/26/2013	1000		Edit

Add   Remove

3. Confirm that you want to delete these stock quantities on the warning that displays.

The page at go.eventbooking.com says: ✕

Are you sure you want to delete the selected stock register(s)?

OK   Cancel

Recognizing Stock Warnings

With stock quantities set for a resource, the program will alert you when there is a conflict between events. Two of the ways it will do this are:

- When attempting to add a resource to an event, you will see the number of available units. (This is only a warning: users are still able to add any number of the resource to events.)
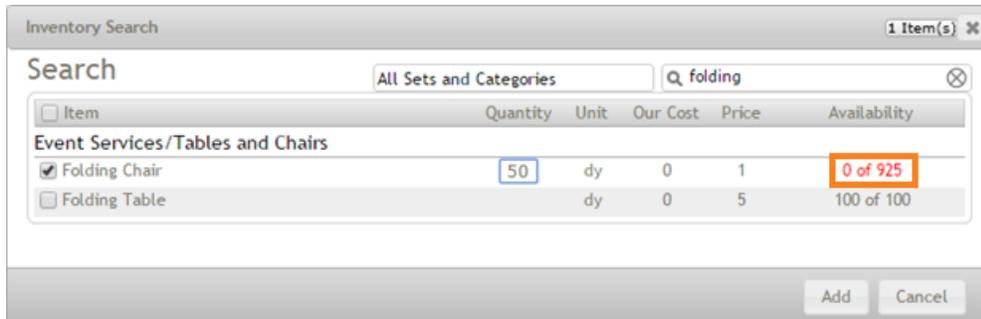
- When viewing resources that have been added to an event, the *Used Qty.* number will have a red warning symbol next to it if the resource is over-allocated.
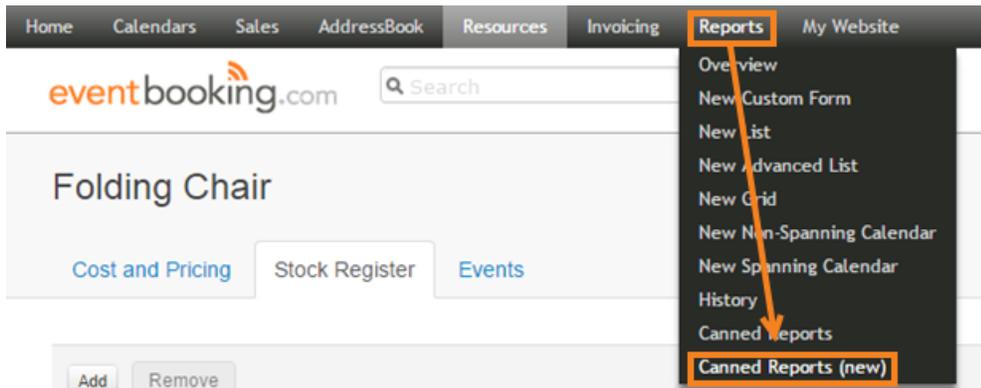
Running the Stock Alerts Report

1. Hover over **Reports**.
2. Click **Canned Reports**.

3. Click **Inventory**.
4. Click **Stock Alerts**.
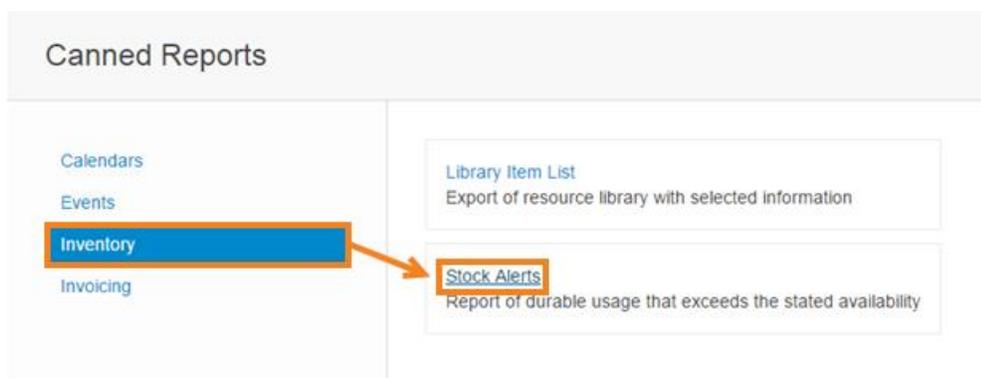
5. Set the date range on which you would like to run the report.

6. Click **PDF**.

Stock Alerts
Report of durable usage that exceeds the stated availability

CRITERIA	Hide Criteria
Date Range	01/30/2015 - 02/09/2015 🕐

OUTPUT

Format   PDF ▾

7. You will now have a PDF document showing you all stock conflicts for the specified date range.

Stock Alerts
Durable resources that are overcommited in the period 1/30/2015 to 2/9/2015

1/30/2015
No conflicts

1/31/2015
No conflicts

2/1/2015
No conflicts

2/2/2015
Resource: Folding Chair

Event Start	Event End	Event Name	Event Qty.	Inventory Qty.
2/2/2015 8:00 AM	2/2/2015 11:59 PM	Cougars 2014-2015 (Furious Furs)	800	
2/2/2015 8:00 AM	2/2/2015 11:59 PM	Cougars 2014-2015 (Comical Corpus)	200	
			1000	925

2/3/2015
No conflicts

2/4/2015
No conflicts

2/5/2015
No conflicts

2/6/2015
No conflicts

2/7/2015