USER MANUAL INVENTORY MANAGEMENT

The **Inventory Management** page lets you check and update bin stock in each yard. Active yard stock will also show on the dashboard for quick access.

Inventory Management

- **Date Range**: Select the start and end date to view stock records.
- **Stock Status Indicators**:
  - 🟩 **In Stock**: Available stock.
  - 🟨 **Limited Stock**: Low stock level.
  - 🟥 **Out of Stock**: No stock available.
- **Add Yard**: Create a new yard entry for managing bins.

Inventory Management

Bin	16/09/2025				
	Damage	Delivery	On Site	Pickup	Stock
2 m3	0	0	7	0	-4
6 m3	0	0	20	0	-10
8 m3	0	1	13	0	-13
4 m3	0	0	15	1	-8
10 m3	0	0	1	0	-1

The **Inventory Management** page lets you monitor and update stock levels for each yard. Active inventories will also appear on the dashboard.

- **Edit Yard (Pencil icon)**: Change yard details such as name, address, latitude, and longitude.
- **Set Default Yard (Green Tick icon)**: Mark this yard as the default location.
- **Update Stock (Blue Box icon)**: Open stock settings to adjust total bins, damaged bins, and on-site counts.

Note: Keeping yard details and stock levels up to date ensures accurate tracking and smooth operations.

Edit Yard

Edit Yard   ×

Name

Home Yard

Full Address

35-37 Jackson St, Glenorchy TAS 7010, Australia
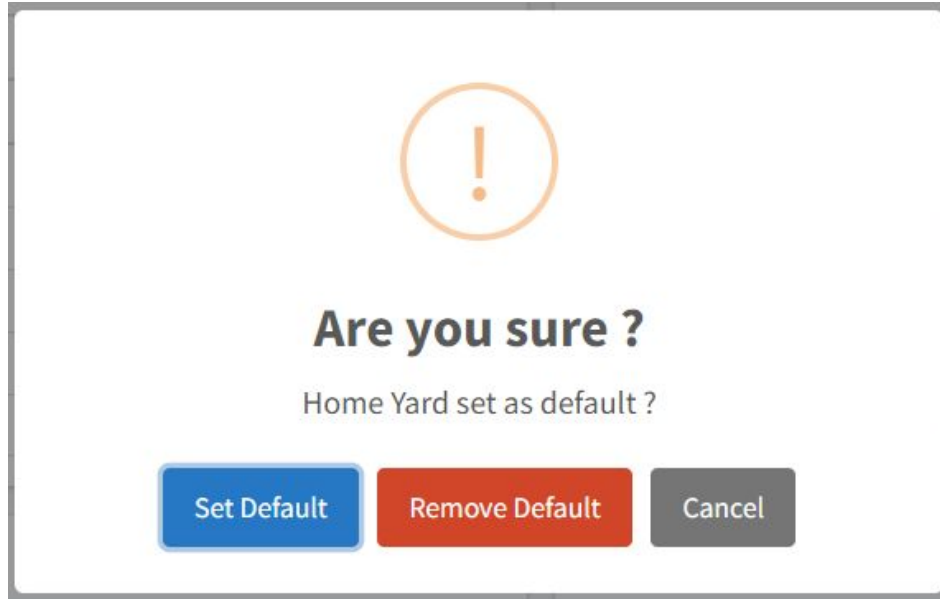
Latitude

Longitude

☑ **Is Active**

Cancel   Submit

- **Name**: The yard's name.
- **Full Address**: The yard's complete address.
- **Latitude & Longitude**: Coordinates for map tracking.
- **Is Active**: Tick to activate this yard.
- **Cancel / Submit**: Cancel changes or save updates.

Note: Always ensure the address and coordinates are correct for accurate yard management.

Set Default Yard

- **Set Default**: Mark this yard as the main/default yard.
- **Remove Default**: Unset this yard as default.
- **Cancel**: Close without changes.

Note: Only one yard can be set as default at a time.

Update Stock Level

Home Yard : Update Stock Level   ✕

Bin *	Damage Bin	Total Stock (Include damage bin)*
2 m3	0	3

Bin *	Damage Bin	Total Stock (Include damage bin)*
6 m3	0	10

Bin *	Damage Bin	Total Stock (Include damage bin)*
8 m3	0	1

Bin *	Damage Bin	Total Stock (Include damage bin)*
4 m3	0	7

Bin *	Damage Bin	Total Stock (Include damage bin)*
10 m3	0	0

Cancel   **Submit**

- **Bin**: Shows the bin size.
- **Damage Bin**: Number of damaged bins.
- **Total Stock (Include damage bin)**: Total bins available, including damaged ones.
- **Cancel / Submit**: Cancel changes or save updates.

Tip: Keep stock numbers accurate to avoid errors in operations and reporting.