

# Inventory List

Download Inventory List PDF

To set up your inventory list, go to:  
**Settings > Inventory > Inventory List**

The screenshot shows the IndusTrack software interface. The top navigation bar includes tabs for MAP, CUSTOMER, ESTIMATES, SCHEDULE, INVOICES, TIMESHEET, PROJECTS, P.O., and REPORTS. The left sidebar contains a menu with options: Mobile App, Membership, Expenses, Inventory (selected), Inventory list (highlighted), Equipment, Tools, Warehouses, Markups, Bar code generation, and Scheduling. The main content area features a search bar and an 'Actions' dropdown menu. Below these is a table of inventory items.

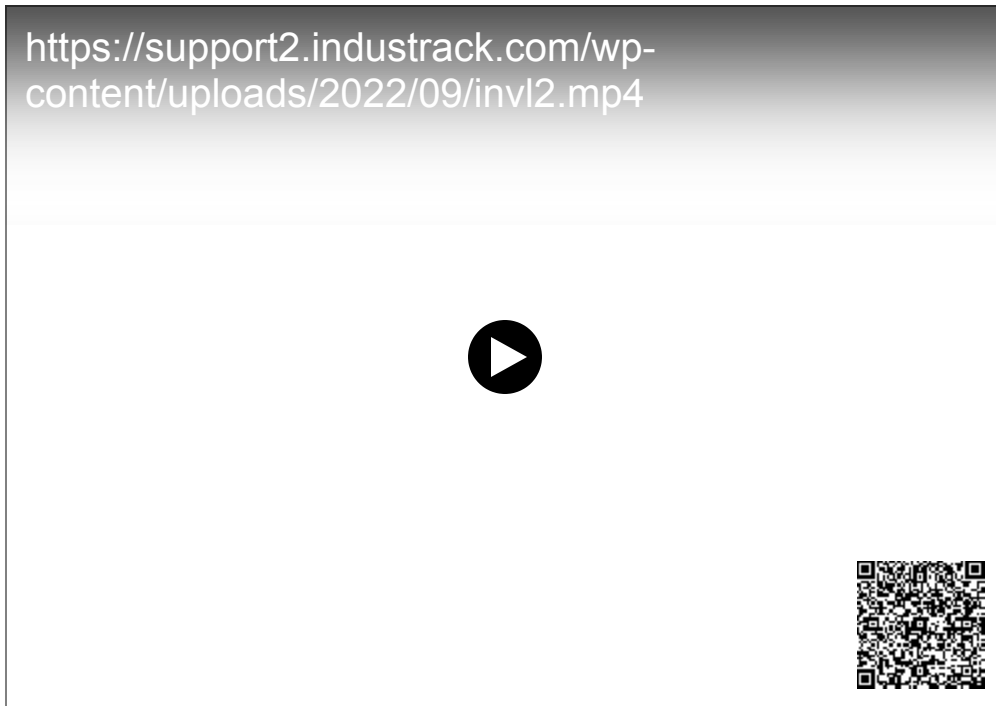
<input type="checkbox"/>	Name ↑	SKU	Type	Sales Description	Sales Price
<input type="checkbox"/>	01 Plans and Permits	09090	Service	Plans and Permits	\$250.00
<input type="checkbox"/>	01.2 Building Permits	56843rds	Service	Building Permits	\$100.00
<input type="checkbox"/>	01.3 City License	86532	Service	City License Fee	\$43.00
<input type="checkbox"/>	02 Site Work	87321	Service	Site Work	\$23.00
<input type="checkbox"/>	02.10 Demo	34091	Service	Demo	\$15.00
<input type="checkbox"/>	03 Excavation	32157	Service	Excavation	\$61.00
<input type="checkbox"/>	04 Concrete	67943	Service	Concrete	\$34.00
<input type="checkbox"/>	05 Masonry	68932	Service	Masonry	\$16.00
<input type="checkbox"/>	07 Wall	96321	Service	Wall Framing	\$39.00

## Overview

When you open the **Inventory List** page, you'll see a table with all your active inventory items. This includes:

- Inventory items
- Non-inventory items
- Service
- Assembly

You can **create**, **deactivate**, or **assign** items to **PriceBooks** from this page.



## Switching Between Active and Inactive Items

If you deactivate an item, it moves to the **Inactive Inventory** table.

To switch between **Active** and **Inactive** lists:

1. Click the **Actions** button.
2. Choose either **Show Active** or **Show Inactive**.



## Inventory Table Columns

Both the **Active** and **Inactive** tables have the same columns:

- **Name** – What you named the item.
- **SKU** – The item's inventory code.
- **Type** – Inventory, Non-inventory, Service, or Assembly.

- **Sales Description** – A short description of the item.
- **Sales Price** – The price you sell it for.
- **Cost** – How much it costs you to get the item.
- **Qty on Hand** – How many you have in stock (Not shown for Services or Assembly items).
- **Bar/QR Code** – A checkmark means the item has a barcode or QR code.

<input type="checkbox"/>	Name ↑	SKU	Type	Sales Description	Sales Price	Cost	Qty on Hand	Bar/QR Code
<input type="checkbox"/>	01 Plans and Permits	09090	Service	Plans and Permits	\$250.00	\$100.00		
<input type="checkbox"/>	01.2 Building Permits	56843rds	Service	Building Permits	\$100.00	\$50.00		
<input type="checkbox"/>	01.3 City License	86532	Service	City License Fee	\$43.00	\$22.00		
<input type="checkbox"/>	02 Site Work	87321	Service	Site Work	\$23.00	\$16.00		
<input type="checkbox"/>	02.10 Demo	34091	Service	Demo	\$15.00	\$8.00		
<input type="checkbox"/>	03 Excavation	32157	Service	Excavation	\$61.00	\$32.00		
<input type="checkbox"/>	04 Concrete	67943	Service	Concrete	\$34.00	\$17.00		
<input type="checkbox"/>	05 Masonry	68932	Service	Masonry	\$16.00	\$13.00		
<input type="checkbox"/>	07 Wall Frame	96321	Service	Wall Framing	\$39.00	\$24.00		
<input type="checkbox"/>	08 Roof Frame	69754	Service	Roof Framing	\$32.00	\$15.00		
<input type="checkbox"/>	09 Roof Flashing	87443	Service	Roofing, Flashing	\$17.00	\$7.00		
<input type="checkbox"/>	10 Exterior Trim & Decks	92211	Service	Exterior Trim & Decks	\$46.00	\$17.00		
<input type="checkbox"/>	11 Siding	65219	Service	Siding	\$14.00	\$6.00		
<input type="checkbox"/>	12 Doors & Trim	00874	Service	Doors & Trim	\$61.00	\$26.00		
<input type="checkbox"/>	13 Windows & Trim	70432	Service	Windows & Trim	\$27.00	\$12.00		
<input type="checkbox"/>	14 Plumbing	00765	Service	Plumbing	\$67.00	\$18.00		
<input type="checkbox"/>	15 HVAC	12575	Service	Heating & Cooling	\$42.00	\$24.00		
<input type="checkbox"/>	16 Electrical & Lighting	09765	Service	Electrical & Lighting	\$71.00	\$29.00		
<input type="checkbox"/>	17 Insulation	03215	Service	Insulation	\$107.00	\$49.00		
<input type="checkbox"/>	18 Interior Walls	09843	Service	Interior Walls	\$33.00	\$16.00		
<input type="checkbox"/>	19 Ceilings & Cover	67432	Service	Ceilings & Coverings	\$50.00	\$23.00		
<input type="checkbox"/>	20 Millwork & Trim	80765	Service	Millwork & Trim	\$33.00	\$17.00		
<input type="checkbox"/>	21 Cabinets & Vanities	43217	Service	Cabinets & Vanities	\$31.00	\$17.00		
<input type="checkbox"/>	22 Specialty	52147	Service	Specialties	\$46.00	\$21.00		

## Sorting Items

Click on any column header (like **Name**, **SKU**, **Type**, etc.) to sort the list. This works in both Active and Inactive tables.

## Searching the List

Use the **search bar** to quickly find an item by name or SKU:

1. Type what you're looking for.
2. Click the search icon.
3. Matching results will show up in the table.

## Items Per Page

You can choose how many items to display per page:  
**10, 25, 50, or 100**

Use the **Previous** and **Next** buttons to move between pages.

<https://support2.industrack.com/wp-content/uploads/2022/09/invl7.mp4>



## Actions Button

### In the Active Inventory Table:

You can:

- **Add** new inventory, non-inventory, service, or assembly items.
- **Create** new equipment records.
- **Deactivate** (make inactive) items.
- **Set Cost/Price** for multiple items at once.
- **Switch** to the Inactive Inventory list.
- **Print Labels** – generate barcodes or QR codes.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET PROJECTS P.O. REPORTS

Field Employees Vehicle Tracking Reports Mobile App Membership Expenses Inventory Equipment Tools Warehouses

Search

<input type="checkbox"/>	Name ↑	SKU	Type	Sales Description	
<input type="checkbox"/>	01 Plans and Permits	09090	Service	Plans and Permits	
<input type="checkbox"/>	01.2 Building Permits	56843rds	Service	Building Permits	
<input type="checkbox"/>	01.3 City License	86532	Service	City License Fee	
<input type="checkbox"/>	02 Site Work	87321	Service	Site Work	
<input type="checkbox"/>	02.10 Demo	34091	Service	Demo	
<input type="checkbox"/>	03 Excavation	32157	Service	Excavation	
<input type="checkbox"/>	04 Concrete	67943	Service	Concrete	
<input type="checkbox"/>	05 Masonry	68932	Service	Masonry	\$16.00
<input type="checkbox"/>	07 Wall	96321	Service	Wall Framing	\$39.00

Actions

- + Add new Inventory
- + Add new Non-inventory
- + Add new Service
- + Add new Assembly
- + Add new Equipment
- ⊖ Make Inactive
- \$ Set Cost/Price
- 🔍 Show Inactive Items
- 🖨️ Print Labels

### In the Inactive Inventory Table:

You can:

- **Reactivate** (make active) items.
- **Delete** items.
- **Switch** back to the Active Inventory list.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET PROJECTS P.O. REPORTS

Field Employees < Vehicle Tracking < Reports < Mobile App Membership Expenses < Inventory > Inventory list Equipment Tools Warehouses

Search [Q]

<input type="checkbox"/>	Name ↑	SKU	Type	Sales Description	
<input type="checkbox"/>	#3 1" Bolt edited	8000001D-1426192795	Inventory	Bolt: number 3 thread, inch length	
<input type="checkbox"/>	01.1 Plans	654321	Service	Plans	
<input type="checkbox"/>	06 Floor Frame	93212	Service	Floor Framing	\$17.00
<input type="checkbox"/>	100 amp service		Assembly	100 amp service	\$1,200.00
<input type="checkbox"/>	100 amp service labor		Service		\$800.00
<input type="checkbox"/>	100 service		Inventory		\$444.00
<input type="checkbox"/>	200 Amp service	MD 12121	Service	200 Amp service	\$2,000.00
<input type="checkbox"/>	65w In-line Duct	78238255	Inventory		\$267.51

Actions

- Make Active
- Delete
- Show Active Items

