Warehouses

Assign inventory from the main storage facility into warehouses for ease of moving and invoicing these from job to job. IndusTrack provides 2 options for your warehouses – the physical structure and your vehicles.

Physical structures refer to offices or satellite warehouses that have fixed locations. Assign and manage inventory straight from these warehouses instead of your main storage facility.

You can also assign and manage inventory straight from your vehicles. These vehicles with inventory are the other **Warehouse** option in IndusTrack. Turn vehicles into warehouses for ease of maintaining and using supplies during the performance of services at the job site when needed.

To set up your warehouses go to **Settings > Inventory > Warehouses**.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				208	
E Membership	Filt	er: Filter		٤								/	ACTIONS +
🗮 Inventory 🚽] Name											
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Warehouses													
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Warehouses List

The Warehouses page defaults to the Warehouses List presented in table format.

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Warehouses														
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Purchase orders														
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Sort the Warehouses list

Click on the column header to sort the warehouse names alphabetically.

IndusTrack MAP	CUSTOM	ER ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS		208	0 🖓	\$ 2
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Warehouses												
Vendors												
Purchase orders												
Markups												
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Filter Bar

Key in the information you are looking for on the Filter bar and matching information will populate the Warehouses table.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS		208. (🖵 😯 🌼 🙁
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H Inventory	× L	□ Name ↓		$\overline{}$							
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Warehouses											
Vendors											
Purchase orders											
Markups											

List Per Page

Select the number of warehouses to be displayed per page. Options to choose from are 15, 25, and 50. Use the Previous and Next buttons to move from one page to another (if there is more than one page).

IndusTrack MAP	CUSTOME	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS		208 <u>)</u> (2 😯 🌼 🙁
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Warehouses											
Vendors											
Purchase orders											
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Actions Button

This button is used to create and delete warehouses.

IndusTrack MAP	CUSTOME	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS			208	- 0 🔅	8
Membership		Filter: Filter		Ē						-		ACTIONS .	
🗮 Inventory	~	■ Name ↓									+ Add ne	w Warehouse	
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Warehouses													
Vendors													
Purchase orders													
Markups													
Markups													

Set Up a New Warehouse

To create and manage warehouses, go to **Settings > Inventory > Warehouses**.

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				208	Ģ	00	9
Members!	hip	F	ilter: Filter										/	A	CTIONS ·	-
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Equipment																
Warehouses	-	-														
Vendors																
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Go to the Actions button and select + Add new Warehouse.

IndusTrack MAP	CUSTON	IER ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS		🕮 Ç 😯 🌣 🙁
Membership		Filter: Filter								ACTIONS +
H Inventory	~	Name							_	Add new Warehouse
Inventory list									ltems per page: 15 ▼ 0 of 0	📋 Delete
Equipment										
Warehouses										
Vendors										
Purchase orders										
Markups										

Fill in the item details on the Add Warehouse window. Fields with (*) are required.

General Information

Vehicle

- If the warehouse is a vehicle, select the one to be assigned with inventory from the drop-down list.
- This is not a required field for a fixed Warehouse facility.

l Warehouse			/					>
General	Vehicle [004] Cargo Nick Name* [004] Cargo V		Address	Street City State				
				ZIP				
Inventory List Assigned In	nventory							
Filter: Filter								
Name	Sku	Туре	Sales Description		Sales Price	Cost	Qty on Hande	Assign (Qty/Sn)
#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length		3	0.5	100	1
#2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black		1	0.15	100	1
#3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length		0.75	0.4	997	1
3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange		3.25	1.75	з	SELECT SERIAL NUMBERS
								CANCEL SAVE AND ASSIGN

Nick Name

• The vehicle's name (if selected) will auto-populate this field. Use this field to give the warehouse a name. This name will be reflected on the Warehouses List.

Add Wa	rehouse							Х
	General			Address				
		Vehicle [004] Cargo Van 1	×	Street			
		Nick Name* North	n West Region	1	City			
					State			
					ZIP			
Invent	ory List Assigned Ir	iventory						
Filter	: ni							
	Name	Sku	Туре	Sales Description	Sa	les Price Cost	Qty on Hande	Assign (Qty/Sn)
	3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.	25 1.75	3	SELECT SERIAL NUMBERS
	ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A	20	12	75	1
							items per page: 15 🔹	1 - 2 of 2 < < > >
								CANCEL SAVE AND ASSIGN

General				Address					
	Vehicle		~		Street				
	Nick Name*	Columbia Si	atellite 💧		City				
					State				
					ZIP				
Filter: Filter	Sku	Туре	Sales Description			Sales Price	Cost	Qty on Hande	Assign (Qty/Sn)
	<mark>5ku</mark> 26584	Type Inventory		bathroom cabinet that holds it	ems like toothbrushe	Sales Price	Cost 39	Qty on Hande	Assign (Qty/5n) 1
Name	26584		Cabinets store things, like a show all	bathroom cabinet that holds it					Assign (Qty/Sn)
Cabinets	26584	Inventory	Cabinets store things, like a show all A Cabinet handle is the attac show all		used to open and clos	39 25.99	39	156	1
Name Cabinets Cabinets:Cabinet Pulls	26584 s 11745236	Inventory Inventory	Cabinets store things, like a show all A Cabinet handle is the attac show all	hed piece of hardware that is	used to open and clos	39 25.99	39 25.99	156 422	1

Address

Key in the warehouse's address on the provided fields. Lease these blank if the warehouse is a vehicle.

- Street
- City
- State
- Zip

General				А	Address						
	Vehicle		~	·	Street	49th	Avenue				
	Nick Name*	Columbia Sa	atellite 🗎		City	Colu	imbia Heights				
					State	MN					
					ZIP	5542	21				
											J
nventory List Assigned In	ventory										
nventory List Assigned In Filter: Filter Name	sku	Туре	Sales Description				Sales Price	Cost	Qty on Hande	Assign (Qty/Sn)	
Filter: Filter		Type Inventory		like a bathroom	n cabinet that holds items like toothbrus	she	Sales Price	Cost 39	Qty on Hande	Assign (Qty/Sn) 1	
Filter: Filter	Sku		Cabinets store things, I show all		m cabinet that holds items like toothbrut te of hardware that is used to open and						
Filter: Filter Name Cabinets	Sku 26584	Inventory	Cabinets store things, I show all A Cabinet handle is the show all	e attached piece		clos	39 25.99	39	156	1	

Inventory List

This tab contains the list of all active inventory items at your main storage facility. From this list, select the items that will be assigned or relocated to the Warehouse.

Add Wa	rehouse										Х
	General				Address						
		Vehicle	[004] Cargo Va	n 1	*	Street					
		Nick Name*	North West Regi	on	٤	City					
						State					
						ZIP					
Inver	tory List Assigned In	ventory									11
Filte	r: Filter										
	Name	Sku		Туре	Sales Description		Sales Price	Cost	Qty on Hande	Assign (Qty/Sn)	
	#2 1" Bolt	80000019-142	5994317	Inventory	Bolt: number 2 thread, 1 inch length		з	0.5	100	1	
	#2 1" Bolt - Black	8000001E-142	7211280	Inventory	Bolt: number 2 thread, 1 inch length. Bla	ck	1	0.15	100	1	
	#3 1" Bolt	8000001D-142	6192795	Inventory	Bolt: number 3 thread, 1 inch length		0.75	0.4	997	1	
	3ft Cold Water PVC	INV - 4000		Inventory	3 feet Cold Water PVC Pipe, orange		3.25	1.75	з	SELECT SERIAL NUMBERS	
-											Ŧ
										CANCEL SAVE AND ASSI	IGN

Click on the column header to sort the list according to the preferred field.

Add Warehouse								
				ZIP				
Inventory List Assigne	d Inventory							
							/	
Filter: Filter							<u> </u>	
Name	Sku	Туре	Sales Description		Sales Price	Cost	Qty on Hande 🕈	Assign (Qty/Sn)
3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange		3.25	1.75	1	SELECT SERIAL NUMBERS
Is2 helmet		Inventory	Protect your Head		500	400	23	1
ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A		20	12	50	1
#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length		3	0.5	100	1
#2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black		1	0.15	100	1
Forged Piston Kit	fp3838	Inventory	Hi performance piston kit		450	318	425	1
#3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length		0.75	0.4	962	1
						ltems	per page: 15 💌	-7 of 7 < < > >
								CANCEL SAVE AND ASS

Use the **Filter option** to narrow down the list or quickly find an item.

l Wa	rehouse				IP				
				2	IP				
nvent	tory List Assigned In	wentory							
	, asigned in								
Filter	Filter								
	Name	Sku	Туре	Sales Description		Sales Price	Cost	Qty on Hande 🕈	Assign (Qty/Sn)
	3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange		3.25	1.75	1	SELECT SERIAL NUMBERS
	ls2 helmet		Inventory	Protect your Head		500	400	23	1
	ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A		20	12	50	1
	#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length		з	0.5	100	1
	#2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black		1	0.15	100	1
	Forged Piston Kit	fp3838	Inventory	Hi performance piston kit		450	318	425	1
	#3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length		0.75	0.4	962	1
							ltems	per page: 15 💌 1 -	7 of 7 < < > >
									CANCEL SAVE AND ASS

Select the number of inventory items to be displayed per page. Options to choose from are 15, 25, and 50. Use the Previous and Next buttons to move from one page to another (if there is more than one page).

Add Wa	irehouse									Х
					ZIP					-
Inven	tory List Assigned Inv	entory								
Filter	r: Filter									
	Name	Sku	Туре	Sales Description		Sales Price	Cost	Qty on Hande 🕈	Assign (Qty/Sn)	
	3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange		3.25	1.75	1	SELECT SERIAL NUMBERS	
	ls2 helmet		Inventory	Protect your Head		500	400	23	1	
	ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A		20	12	50	1	
	#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length		з	0.5	100	1	
	#21" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black		1	0.15	100	1	
	Forged Piston Kit	fp3838	Inventory	Hi performance piston kit		450	318	425	1	
	#3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length		0.75	0.4	962	1	
							ltems	per page: 15 💌	1-7 of 7 < < > >] [
										-
									CANCEL SAVE AND AS	SIGN

Assign Inventories

Find the inventory to be assigned to the warehouse. Tick the checkbox to the left of the inventory item.

rehouse				ZIP				
tory List Assigned In	iventory							
r: Filter								
Name	Sku	Туре	Sales Description		Sales Price	Cost	Qty on Hande	Assign (Qty/Sn)
#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length		з	0.5	100	1
#2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black		1	0.15	100	1
#3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length		0.75	0.4	997	1
3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange		3.25	1.75	3	SELECT SERIAL NUMBERS
ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A		20	12	75	1
Forged Piston Kit	fp3838	Inventory	Hi performance piston kit		450	318	425	1
ls2 helmet		Inventory	Protect your Head		500	400	39	1
						Items	per page: 15 💌 1	-7 of 7 < < > >
								CANCEL SAVE AND ASS
	Assigned In Filter Name #2 1" Bolt #2 1" Bolt - Black #3 1" Bolt 3ft Cold Water PVC ACU Filter#3 Forged Piston Kit	Assigned Inventory Filter Name Sku #2 1" Bolt - Black 80000019-1425994317 #2 1" Bolt - Black 80000019-1425994317 #3 1" Bolt - Black 80000010-1426192795 3ft Cold Water PVC INV - 4000 ACU Filter#3 INV 3000 Forged Platon Kit fg838	Kory List Assigned Inventory Filter Sku Type #2 1" Bolt 80000019-1425994317 Inventory #2 1" Bolt 80000016-1427211280 Inventory #3 1" Bolt 80000016-1427211280 Inventory #3 1" Bolt 80000016-1426192795 Inventory #3 1" Bolt 80000016-1426192795 Inventory #3 Cold Water PVC INV - 4000 Inventory ACU Filter#3 INV 3000 Inventory Forged Piston Kit fp3838 Inventory	Sku Type Sales Description # 21" Bolt 8000001E-1425594317 Inventory Bolt: number 2 thread, 1 inch length #21" Bolt 8000001E-1425211280 Inventory Bolt: number 2 thread, 1 inch length #31" Bolt 8000001E-1425211280 Inventory Bolt: number 2 thread, 1 inch length #31" Bolt 8000001E-142512795 Inventory Bolt: number 2 thread, 1 inch length #31' Bolt 8000001E-1426192795 Inventory Bolt: number 3 thread, 1 inch length #31' Bolt 1NV -4000 Inventory Stec Cold Water PVC Pipe, orange ACU Filter#3 INV 3000 Inventory regular filter for ACUs class A Forged Piston Kit fp3838 Inventory Hi performance piston kit	Skipeel Inventory Skipeel Inventory Pitter ************************************	Ski Type Sales Description Sales Price # 21" Bolt 8000019-1425994317 Inventory Bolt: number 2 thread, 1 inch length 3 # 21" Bolt 80000019-1425994317 Inventory Bolt: number 2 thread, 1 inch length 3 # 21" Bolt 80000019-1425994317 Inventory Bolt: number 2 thread, 1 inch length 3 # 21" Bolt 80000016-142711280 Inventory Bolt: number 3 thread, 1 inch length 1 # 31" Bolt 80000016-1426192795 Inventory Bolt: number 3 thread, 1 inch length 3.25 31t Bolt NV -4000 Inventory 3 feet Cold Water PVC Pipe, orange 3.25 ACU Filter#3 NV 3000 Inventory regular filter for ACUs class A 20 Forded Piston Kit fp338 Inventory Hi performance piston kit 450	Skipeel Inventory Type Sales Description Sales Price Cost # 21* Bolt 8000015-1425994317 Inventory Bolt: number 2 thread, 1 inch length 3 0.5 # 21* Bolt 8000015-1425994317 Inventory Bolt: number 2 thread, 1 inch length 3 0.5 # 21* Bolt 80000115-142511280 Inventory Bolt: number 2 thread, 1 inch length 3 0.5 # 21* Bolt 80000115-142511280 Inventory Bolt: number 2 thread, 1 inch length 3 0.5 # 21* Bolt 80000115-142511280 Inventory Bolt: number 2 thread, 1 inch length 3 0.5 # 21* Bolt 80000115-142511280 Inventory Bolt: number 2 thread, 1 inch length 0.75 0.4 11* Bolt 80000115-142511280 Inventory Stet Cold Water PVC Pipe, orange 3.25 1.75 ACU Filter#3 INV 3000 Inventory regular filter for ACUs class A 20 12 Forged Pikton Kit fp3838 Inventory Hip erformance piston Kit 450 318 Iz Ale Immer Inventory Froet your Head Forged Pikton Kit 500 400 <td>Skiped Inverse Type Sales Description Sales Price Cost Quant Handling # Tire 8000015-1425994317 Inventory Boit: number 2 thread, 1 inch length 3 0.5 100 # 21*Boit 8000015-1425994317 Inventory Boit: number 2 thread, 1 inch length 3 0.5 100 # 21*Boit 8000015-1425211280 Inventory Boit: number 2 thread, 1 inch length 1 0.5 100 # 21*Boit 8000015-142612795 Inventory Boit: number 2 thread, 1 inch length 0.75 0.4 97 # 21*Boit 8000015-142612795 Inventory Boit: number 2 thread, 1 inch length 0.75 0.4 97 # 21*Boit 8000015-142612795 Inventory Stetee Cold Water PVC Pipe, orange 0.25 1.75 3 ACU Filter#3 INV 4000 Inventory regular filter for ACUs class A 20 12 75 Kold Water PVC Inventory Inventory regular filter for ACUs class A 20 12 75 Kold Water PVC Inventory Inventory Hiperformance piston Nit 450 38 425 <</td>	Skiped Inverse Type Sales Description Sales Price Cost Quant Handling # Tire 8000015-1425994317 Inventory Boit: number 2 thread, 1 inch length 3 0.5 100 # 21*Boit 8000015-1425994317 Inventory Boit: number 2 thread, 1 inch length 3 0.5 100 # 21*Boit 8000015-1425211280 Inventory Boit: number 2 thread, 1 inch length 1 0.5 100 # 21*Boit 8000015-142612795 Inventory Boit: number 2 thread, 1 inch length 0.75 0.4 97 # 21*Boit 8000015-142612795 Inventory Boit: number 2 thread, 1 inch length 0.75 0.4 97 # 21*Boit 8000015-142612795 Inventory Stetee Cold Water PVC Pipe, orange 0.25 1.75 3 ACU Filter#3 INV 4000 Inventory regular filter for ACUs class A 20 12 75 Kold Water PVC Inventory Inventory regular filter for ACUs class A 20 12 75 Kold Water PVC Inventory Inventory Hiperformance piston Nit 450 38 425 <

Under the **Assign Qty/SN column**, set the quantity or select the serial number(s) of the item to be assigned.

Only inventory items with quantity on hand can be assigned. The quantity to be assigned must also not be greater than the quantity on hand. If it is, the system will not accept the data.

Inventory Count

- Set the quantity to be assigned. The default quantity is one, edit as may be needed.
- If the check box of an item is not ticked, there is no need to update the quantity or set the 1 to 0.

					ZIP				
Invento	Assigned Ir	nventory							1
Filter:	Filter								
-	Name	Sku	Туре	Sales Description		Sales Price	Cost	Qty on Hande	Assign (Qty/Sn)
	#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length		з	0.5	100	0.00
	#2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black		1	0.15	100	0.00
~	#3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length		0.75	0.4	997	35.00
	3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange		3.25	1.75	з	SELECT SERIAL NUMBERS
	ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A		20	12	75	1
	Forged Piston Kit	fp3838	Inventory	Hi performance piston kit		450	318	425	1
	is2 heimet		Inventory	Protect your Head		500	400	39	1
							ltems	per page: 15 💌 1 -	7 of 7 < < > >
									CANCEL SAVE AND AS

Serial Numbers

- Click the Select Serial Numbers option to bring up the list.
- Find the serial number(s) to be assigned. Use the Filter option to quickly find a serial number.
- Tick the checkbox(es) to select.
 - Untick the checkbox to deselect.

JVVd	rehouse								
					ZIP				
nven	tory List Assigned Ir	nventory							
Filter	r: Filter								
-	Name	Sku	Туре	Sales Description		Sales Price	Cost	Qty on Hande	Assign (Qty/Sn)
	#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length		з	0.5	100	0.00
	#2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black		1	0.15	100	0.00
/	#3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length		0.75	0.4	997	35.00
-	3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange		3.25	1.75	3	2 SELECTED
]	ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A		20	12	75	Q 6
ו	Forged Piston Kit	fp3838	Inventory	Hi performance piston kit		450	318	425	A46582
	ls2 helmet		Inventory	Protect your Head		500	400	39	A46591
							Items	per page: 15 💌	1 – 7 of 7

Continue to assign all inventories as applicable.

Once done, Save and Assign. The new warehouse will be added to the list.

						ZIP				
wentory List Assig	gned Inventory									
Filter: Filter										
Name	Sku		Ţ	уре	Sales Description		Sales Price	Cost	Qty on Hande	Assign (Qty/Sn)
#2 1" Bolt	800	00019-1425994317	7 Ir	nventory	Bolt: number 2 thread, 1 inch length		з	0.5	100	0.00
#2 1" Bolt - Black	800	0001E-1427211280) Ir	nventory	Bolt: number 2 thread, 1 inch length. Black		1	0.15	100	0.00
#3 1" Bolt	800	0001D-1426192795	5 Ir	nventory	Bolt: number 3 thread, 1 inch length		0.75	0.4	997	35.00
3ft Cold Water PV	C INV	- 4000	Ir	nventory	3 feet Cold Water PVC Pipe, orange		3.25	1.75	з	2 SELECTED
ACU Filter#3	INV	3000	Ir	nventory	regular filter for ACUs class A		20	12	75	25.00
Forged Piston Kit	fp38	38	Ir	nventory	Hi performance piston kit		450	318	425	0.00
Is2 helmet			Ir	nventory	Protect your Head		500	400	39	16.00
								items	per page: 15 🔻	1-7 of 7 < < > >
								items	perpage: 15 V	CANCEL SAVE AND ASSI
	CUSTOMER		SCHEDULE	INVOICES		REPOR	RTS	Items	per page: 15	CANCEL SAVE AND ASS
leports	< Filte	r: Filter	SCHEDULE	INVOICES		REPOR	RTS	. rems	per page: 15	CANCEL SAVE AND ASS
Reports Nobile App	¢	r: Filter				REPOR	RTS		Br page 15	CANCEL SAVE AND ASS
Reports Nobile App Nembership	< Filte	r: Filter Name				REPOF	RTS	isems	Rems per page: 15 +	CANCEL SAVE AND ASS
Reports Mobile App Membership Inventory	< Filte	r: Filter Name				REPOR	RTS	isems		CANCEL SAVE AND ASS
Reports Mobile App Membership nventory ntory list	< Filte	r: Filter Name				REPOF	RTS	isems		CANCEL SAVE AND ASS
Abbile App Membership nventory ntory list	< Filte	r: Filter Name				REPOF	RTS	isems		CANCEL SAVE AND ASS
Reports Mobile App Membership nventory Intory list prment shouses	< Filte	r: Filter Name				REPOR	RTS	icems		CANCEL SAVE AND ASS
Adobile App Mobile App Membership Inventory Intory list anouses ators	< Filte	r: Filter Name				REPOF	RTS	items		CANCEL SAVE AND ASS
bsTrack MAP C Beports Mobile App Membership Inventory entory list ipment rehouses dors chase orders kups	< Filte	r: Filter Name				REPOR	RTS	isems		CANCEL SAVE AND ASS

The count of assigned items will be automatically removed from the main storage facility's inventory. The quantity on hand on the Inventory List will be updated. The warehouse is now accountable for the inventory.

			z	IP			
iventory List Assigned I	inventory						
Name	Sku	Туре	Sales Description	Sales Price	Cost	Qty on Hande	Assign (Qty/Sn)
#2 1" Bolt	80000019-1425994317	Inventory	Bolt: number 2 thread, 1 inch length	3	0.5	100	1
#2 1" Bolt - Black	8000001E-1427211280	Inventory	Bolt: number 2 thread, 1 inch length. Black	1	0.15	100	1
#3 1" Bolt	8000001D-1426192795	Inventory	Bolt: number 3 thread, 1 inch length	0.75	0.4	962	1
3ft Cold Water PVC	INV - 4000	Inventory	3 feet Cold Water PVC Pipe, orange	3.25	1.75	1	SELECT SERIAL NUMBERS
ACU Filter#3	INV 3000	Inventory	regular filter for ACUs class A	20	12	50	1
Forged Piston Kit	fp3838	Inventory	Hi performance piston kit	450	318	425	1
ls2 helmet		Inventory	Protect your Head	500	400	23	1
					ltems	per page: 15 👻	1 - 7 of 7 < < > >
							CANCEL SAVE AND A

Assigned Inventory

This tab will be populated once the new warehouse is saved with assigned inventories. Review the assigned inventory item as needed.

To view and update, open the warehouse in edit mode. Go to the **Assigned Inventory tab** and go over the warehouse inventory list that was just created. Edit as may be needed. Once done, save the changes.

• The Warehouse Assigned Item quantity on hand is automatically updated when an item from the vehicle is used and invoiced.

	rehouse							
	General			,	Address			
		Vehicle	[004] Cargo Van 1	~	Street			
	Ni	ck Name*	North West Region	ă.	City			
					State			
					ZIP			
Inven	tory List Assigned Invento	ory						
		ory						
Filter	Filter							
	Name							
_		Sku		Туре	Sales Description	Sales Price	Cost	Qty/Sn
	ls2 helmet			Inventory	Protect your Head	500	400	16
	ls2 helmet ACU Fliter#3	Sku INV 30	00					
				Inventory	Protect your Head	500	400	16
	ACU Filter#3	INV 30		Inventory	Protect your Head regular filter for ACUs class A	500 20	400 12	16 25
	ACU Filter#3 3ft Cold Water PVC	INV 30	4000	Inventory Inventory Inventory	Protect your Head regular filter for ACUs class A 3 feet Cold Water PVC Pipe, orange	500 20 3.25	400 12 1.75 0.4	16 25 SELECT SERIAL NUMBERS 35

Update/Edit a Warehouse

Updating of warehouse inventory is limited to Office Users who have editing permissions.

From the Warehouse List, find the one to be updated. Click on the warehouse name to open the profile in edit mode.

ndusTrack MAP	CUSTOMER	R ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS				208	ļ 🗘	0 🔅
Mobile App		Filter: Filter		±									ACT	tions 👻
Membership		Name												
Inventory	~	North West	Region			*			Items per page:	15 👻	1 – 1 of 1	<	< >	
entory list														
upment														
rehouses														
ndors														
chase orders														
irkups														
PriceBooks	<													

Edit the General And Address information as may be needed.

Edit Wa	rehouse									X
	General				Address					
		Vehicle	[004] Cargo Var	n 1	~	Street				
		Nick Name*	North West Regio	on		City				
						State				
						ZIP				
Invent	ory List Assigned Inv	rentory								
Filter	Filter									
	Name	Sku		Туре	Sales Description		Sales Price	Cost	Qty on Hande	Assign (Qty/Sn)
	#2 1" Bolt	80000019-1425	5994317	Inventory	Bolt: number 2 thread, 1 inch length		3	0.5	100	1
	#2 1" Bolt - Black	8000001E-1427	7211280	Inventory	Bolt: number 2 thread, 1 inch length. Black		1	0.15	100	1
	#3 1" Bolt	8000001D-142	6192795	Inventory	Bolt: number 3 thread, 1 inch length		0.75	0.4	962	1
	3ft Cold Water PVC	INV - 4000		Inventory	3 feet Cold Water PVC Pipe, orange		3.25	1.75	1	SELECT SERIAL NUMBERS
										CANCEL SAVE AND ASSIGN

Update the warehouse's assigned inventory.

To **remove** an item from the list, unassign it.

	rehouse							
	General				Address			
		Vehicle	[004] Cargo Van 1	~	Street			
	N	ick Name*	North West Region	±	City			
					State			
					ZIP			
					LIP			
	/							
7	a Filter Name	Sku		Туре	Sales Description	Sales Price	Cost	Qty/Sn
נ	6	Sku		Type Inventory	Sales Description Protect your Head	Sales Price 500	Cost 400	Qty/Sn 16
) 9	Name	Sku INV 30	100					
)	Name Is2 helmet			Inventory	Protect your Head	500	400	16
iiter	Name Is2 helmet ACU Fliter#3	INV 30 INV - 4		Inventory	Protect your Head regular filter for ACUs class A	500 20	400 12	16 25
2	Name Is2 helmet ACU Filter#3 3ft Cold Water PVC	INV 30 INV - 4	4000	Inventory Inventory Inventory	Protect your Head regular filter for ACUs class A 3 feet Cold Water PVC Pipe, orange	500 20 3.25	400 12 1.75 0.4	16 25 SELECT SERIAL NUMBERS

To add another inventory item to the list, go back to the Inventory List tab and assign the item to the warehouse.

t Warehouse									
General				Address					
	Vehicle	[004] Cargo Va	in 1	~	Street				
	Nick Name*	North West Regi	ion	1	City				
					State				
					ZIP				
nventory List Assigned	nventory								
Inventory List Assigned	nventory								
Filter: Filter	nventory								
	nventory Sku]	Туре	Sales Description		Sales Price	Cost	Qty on Hande	Assign (Qty/Sn)
Filter: Filter		94317	Type Inventory	Sales Description Bolt: number 2 thread, 1 inch length		Sales Price	Cost 0.5	Qty on Hande 100	Assign (Qty/Sn) 1
Filter Filter	Sku								
Filter Filter Name #2 1" Bolt	Sku 80000019-14259	11280	Inventory	Bolt: number 2 thread, 1 inch length		3	0.5	100	1

To increase an item's assigned quantity, go back to the Inventory List tab and assign the additional quantity. This will be added to the warehouse's stocks on hand.

Name Sku Type Sales Description Sales Price Cost Qty on Hande Assignment #2 1' Bolt 80000019-1425994317 Inventory Bolt: number 2 thread, 1 inch length. 3 0.5 100 0.00 #2 1' Bolt - Black 8000001E-1427211280 Inventory Bolt: number 2 thread, 1 inch length. Black 1 0.15 100 0.00	
#21" Bolt 80000019-1425994317 Inventory Bolt: number 2 thread, 1 inch length 3 0.5 100 0.0 #21" Bolt - Black 8000001E-1427211280 Inventory Bolt: number 2 thread, 1 inch length. Black 1 0.15 100 0.0)
#2 1" Bolt 80000019-1425994317 Inventory Bolt: number 2 thread, 1 inch length 3 0.5 100 0.0 #2 1" Bolt - Black 8000001E-1427211280 Inventory Bolt: number 2 thread, 1 inch length. Black 1 0.15 100 0.0)
#2 1° Bolt - Black 8000001E-1427211280 Inventory Bolt: number 2 thread, 1 inch length, Black 1 0.15 100 0.00	
	н
#3 1° Bolt 8000001D-1426192795 Inventory Bolt: number 3 thread, 1 inch length 0.75 0.4 962 50.0	
	10
3ft Cold Water PVC INV - 4000 Inventory 3 feet Cold Water PVC Pipe, orange 3.25 1.75 1	LECT SERIAL NUMBERS
ACU Filter#3 INV 3000 Inventory regular filter for ACUs class A 20 12 50 0.00	1
Forged Piston Kit fp3838 Inventory Hi performance piston kit 450 318 425 0.00	1
Is2 heimet Inventory Protect your Head 500 400 23 0.00	J
Is2 helmet Inventory Protect your Head 500 400 23 0.00 Heims per page 15 ▼ 1-7817	

To reduce the item's assigned quantity, unassign this and assign the item again with the new quantity.

General			,	Address					
	Vehicle [004] Car	go Van 1	~	Street					
	Nick Name* North We	st Region		City					
				State					
				ZIP					
ntory List Assigned I	Inventory								
1									
er: Filter									
Name	Sku		Туре	Sales Description		Sales P	rice Co	ost Qty/Sn	
ls2 helmet			Inventory	Protect your Head		500	40		
ACU Filter#3	INV 3000		Inventory	regular filter for ACUs class A		20	12	2 25	
3ft Cold Water PVC	INV - 4000		Inventory	3 feet Cold Water PVC Pipe, orange		3.25	1.	.75 SELECT	SERIAL NUMBERS
#3 1" Bolt	8000001D-142619	2795	Inventory	Bolt: number 3 thread, 1 inch length		0.75	0.	.4 35	
						Items	per page: 15 👻	1 – 4 of 4 <	$\langle \rangle \rangle$
								CANCEL	SAVE AND UN
rehouse				70				CANCEL	SAVE AND UN
rehouse				ZIP				CANCEL	SAVE AND UN
rehouse tory List Assigned I	nventory			ZIP				CANCEL	SAVE AND UN
	nventory			ZIP				CANCEL	SAVE AND UN
	nventory			ZIP				CANCEL	SAVE AND UN
ory List Assigned I	nventory	Туре	Sales Description		Sales Price	Cost	Qty on Hande	CANCEL Assign (Q	/
tory List Assigned I		Type Inventory			Sales Price 3	Cost 0.5	Qty on Hande 100		/
tory List Assigned I	Sku		Bolt: number 2	sn				Assign (Q	/
Filter Filter #2 1" Bolt #2 1" Bolt - Black	Sku 80000019-1425994317	Inventory	Bolt: number 2 Bolt: number 2	on thread, 1 inch length	3	0.5	100	Assign (Q 0.00	/
Filter Filter Name #2 1" Bolt #2 1" Bolt - Black #3 1" Bolt	Sku 80000019-1425994317 8000001E-1427211280	Inventory	Bolt: number 2 Bolt: number 2 Bolt: number 3	on thread, 1 inch length thread, 1 inch length. Black	3	0.5 0.15	100	Assign (Q 0.00 0.00 0.00	/
Filter Filter Name #2 1" Bolt #2 1" Bolt - Black #3 1" Bolt	Sku 80000019-1425994317 8000001E-1427211280 8000001D-1426192795	Inventory Inventory Inventory	Bolt: number 2 Bolt: number 2 Bolt: number 3	on thread, 1 inch length thread, 1 inch length. Black thread, 1 inch length er PVC Pipe, orange	3 1 0.75	0.5 0.15 0.4	100 100 962	Assign (Q 0.00 0.00 0.00	ry/Sn)
Assigned I Filter Assigned I The filter Th	Sku 80000019-1425994317 8000001E-1427211280 8000001D-1426192795 INV - 4000	Inventory Inventory Inventory Inventory	Bolt: number 2 Bolt: number 2 Bolt: number 3 3 feet Cold Wat	on thread, 1 inch length thread, 1 inch length. Black thread, 1 inch length er PVC Pipe, orange er PVC Pipe, orange	3 1 0.75 3.25	0.5 0.15 0.4 1.75	100 100 962 1	Assign (Q 0.00 0.00 0.00	ry/Sn)
Assigned II Filter Name #2 1" Bolt #2 1" Bolt #3 1" Bolt 3ft Cold Water PVC ACU Filter#3	Sku 80000019-1425994317 8000001E-1427211280 8000001D-1426192795 INV - 4000 INV 3000	Inventory Inventory Inventory Inventory Inventory	Bolt: number 2 Bolt: number 2 Bolt: number 3 3 feet Cold Wat regular filter for	on thread, 1 inch length thread, 1 inch length. Black thread, 1 inch length er PVC Pipe, orange r ACUs class A : piston kit	3 1 0.75 3.25 20	0.5 0.15 0.4 1.75 12	100 100 962 1 50	Assign (Q 0.00 0.00 0.00 SELECT 12.00	ry/Sn)

Save the changes.

Delete a Warehouse

Remove a Warehouse from the list that is no longer in use or was created in error. It is wise to exercise caution when using this function. Deleting an item may have an effect on other functions, settings or data. This action can not be undone.

Before deleting a warehouse, check if it has **Zero (0) assigned items**. Any existing inventory will be deleted and will be unaccounted for. If there are assigned items to the warehouse, unassign these first before deleting the warehouse.

Edit Ware	house								Х
	Ge	eneral			Address				
		Vehicle	[005] Cargo Van 2	~	Street				
		Nick Name*	East West Region		City				
					State				
					ZIP				
Invento	ry List	Assigned Inventory							
Filter:	Filter								
	Name	Sku	Туре		Sales Description	Sales Price	Cost	Qty/Sn	
	#3 1" Bolt	8000001D-1426192	795 Inver	tory	Bolt: number 3 thread, 1 inch length	0.75	0.4	1 🦊	
						ltems per p	age: 15 💌	1-1of1 < <	$\rightarrow \rightarrow$
								CANCEL SAVE	AND UNASSIGN

Find the Warehouse name to be deleted from the list. Tick the checkbox to its left.

• To delete multiple warehouses from the list, tick the checkboxes to the left of all. If all items will be deleted, just tick the checkbox of the Name header.

IndusTrack MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS		208	🖵 🛛 🌣 🕲
Membership	E	ilter: Filter		Ă							ACTIONS +
🔛 Inventory	×	Name									
Inventory list		East West Re	-								
Equipment	L								ltems per page: 15 ▼ 1 - 2 of 2	< <	> >
Warehouses											
Vendors											
Purchase orders											
Markups											
PriceBooks	<										

Go to the Actions button and select Delete.

IndusTrack MAP	CUSTOMER	ES ES	TIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS		🕮 🖓 🔅 🤅
Membership		Filter:	Filter		1					_	ACTIONS +
🚊 Inventory	~		lame								+ Add new Warehouse
Inventory list		2	East West Reg	gion							Delete
Equipment			North West R	egion						Items per page: 15 💌 1 – 2 of 2	
Warehouses										torna pre prege. 12 - 1 - 2 0 2	
Vendors											
Purchase orders											
Markups											
RriceBooks	,										

A warning window will come up. Click the Yes button to continue with the deletion and Cancel to abandon the action.

Deleting Confirmation
Are you sure you want to delete the record(s) permanently?
CANCEL YES