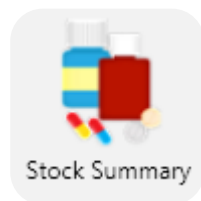


Reports – Viewing Stock Summary



Select the **Reports** icon.



Click on the **Stock Summary** icon.

Care Home:

All Units

Service User Status:

In residence

Service User:

All

☐ Controlled Drug Only

☐ Include Next Cycle

Choose which unit and resident you wish to view a stock summary for. You can choose to view a stock summary for **all units** and/or **all residents** too.



Click the **Run Report** icon. It is now ready to view.