

Stock Control – Adding Stock



Go to Stock Control.



Click the medication you wish to add more stock to.



Click on the **Adjust Stock** icon.

Add New Stock

Total Quantity:

Location:

Pack Quantity:

Pack Quantity	Location
28	In Stock
28	In Stock

Comment:

In the **Add New Stock** box enter the total quantity (e.g. total number of tablets), add the storage location and the pack quantity (number of tablets in each pack). Select **Add**. You may need to add multiple packs. Enter a comment and click **Save**. Then click **Close**.

Cycle Stock Summary

All Areas

Total Qty: 56

Qty Used: 0

Qty Remaining: 56

Cycle Stock Summary shows the amount of that medication in stock for All Areas (total stock available) and what is available in the Dispensing Area.