Stock Control – Adding Stock

Go to Stock Control.

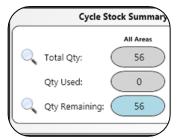Click the medication you wish to add more stock to.

Click on the **Adjust Stock** icon.

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