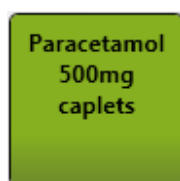


Stock Control – Adjust Stock

Making Small adjustments to stock. If an error was made for example.



Go to Stock Control.



Select the medication which needs the stock adjusting (e.g.: Paracetamol).



Click on the **Adjust Stock** icon.

Location	Pack Quantity
In Stock	21

Comment:

Please select row to adjust the Quantity

Quantity +/-

+ -

In the **Adjust Stock Level** box select the location where the stock is being adjusted so the line is highlighted.

Comment:

Dropped 2 whilst moving stock

Please select row to adjust the Quantity

Quantity +/-

2

+

-

Enter a comment and enter the quantity you will be increasing or decreasing the current quantity by. Click on the '+' to add or the '-' to deduct.

Location	Pack Quantity
In Stock	19

Comment:

Please select row to adjust the Quantity

Quantity +/-

+

-

The new stock is shown above and has been saved. Click on **Close**.