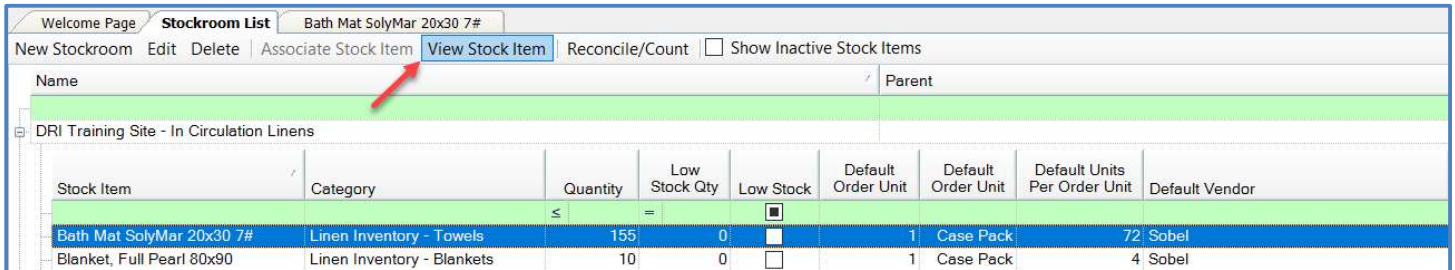


Diamond Resorts Linen Inventory Management – Entering Purchases & Discards

Note: The ability to view Stock Items and enter Transactions in Asgard is permission based. If you don't have this permission, and think you should, please contact support@katanasoft.com.

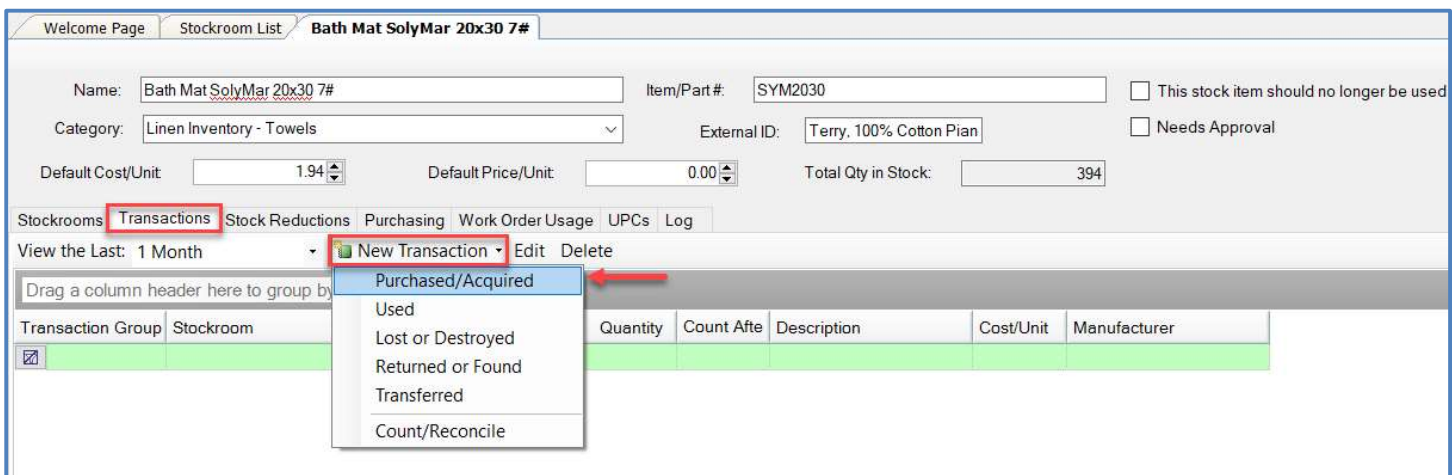
Step 1: From the Stockroom List, select an item and click the View Stock Item button.



The screenshot shows the 'Stockroom List' window for 'Bath Mat SolyMar 20x30 7#'. The 'View Stock Item' button is highlighted with a red arrow. Below the button, a table lists stock items:

Stock Item	Category	Quantity	Low Stock Qty	Low Stock	Default Order Unit	Default Order Unit	Default Units Per Order Unit	Default Vendor
Bath Mat SolyMar 20x30 7#	Linen Inventory - Towels	155	0	☐	1	Case Pack	72	Sobel
Blanket, Full Pearl 80x90	Linen Inventory - Blankets	10	0	☐	1	Case Pack	4	Sobel

Step 2: On the Stock Item page, click Transactions to switch to the Transactions tab. To enter a new purchase, click New Transaction and select Purchased/Acquired from the drop-down list.

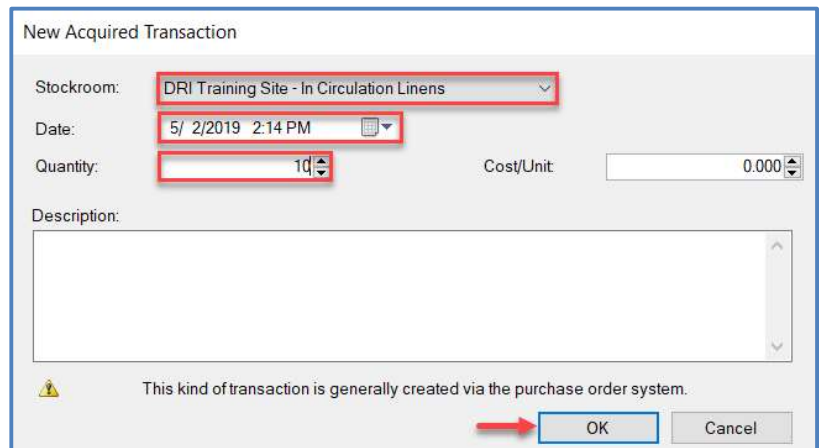


The screenshot shows the 'Stock Item' page for 'Bath Mat SolyMar 20x30 7#'. The 'Transactions' tab is selected. The 'New Transaction' dropdown menu is open, and 'Purchased/Acquired' is selected. The 'Purchased/Acquired' option is highlighted with a red arrow.

Step 3: When the New Reconciled Transaction window opens, select the appropriate stockroom and enter the appropriate Date and Quantity. Quantity is the actual number of the item.

Update the Cost/Unit or add a Description, if necessary.

Click OK.



The screenshot shows the 'New Acquired Transaction' window. The 'Stockroom' is set to 'DRI Training Site - In Circulation Linens', the 'Date' is '5/2/2019 2:14 PM', and the 'Quantity' is '10'. The 'Cost/Unit' is '0.000'. The 'OK' button is highlighted with a red arrow.

Step 4: To enter a discard transaction, click New Transaction and select Lost or Destroyed from the drop-down list.

The screenshot shows the 'Stockrooms Transactions' window. The 'New Transaction' dropdown menu is open, and 'Lost or Destroyed' is selected. The table below shows a transaction for 'Main Warehouse' with a quantity of 10 and a cost/unit of \$0.00.

Transaction Group	Stockroom	Quantity	Count Aft	Description	Cost/Unit	Manufacturer
	Main Warehouse	10	145		\$0.00	

Step 5: When the New Lost/Destroyed Transaction window opens, select the appropriate stockroom and enter the appropriate Date and Quantity.

! The following Description/Reasons are required.

- Biohazard – blood, vomit, etc.
- Damaged – Stain, torn, worn out, etc.

Click OK.

The 'New Lost/Destroyed Transaction' window is shown. The 'Stockroom' is 'DRI Training Site - In Circulation Linens', the 'Date' is '5/ 2/2019 2:43 PM', and the 'Quantity' is '5'. The 'Description' field contains 'Biohazard'. The 'OK' button is highlighted.

Note: To edit the Quantity, Cost/Unit, or Description of a transaction, select the transaction from the list and click the Edit button. When the Edit Transaction window opens, update the Quantity, Cost/Unit, or Description as needed.

The 'Edit Acquired Dated 5/2/2019 5:14:52 PM' window is shown. The 'Date' is '5/ 2/2019 5:14 PM', the 'Quantity' is '10', and the 'Cost/Unit' is '0.000'. The 'Description' field is empty. The 'OK' button is highlighted.

Note: To delete any transaction, select the transaction from the list and click the Delete button.

The 'Confirm Delete' dialog box is shown, asking 'Delete the selected Acquired transaction on 5/2/2019 5:14 PM?'. The 'Yes' button is highlighted.