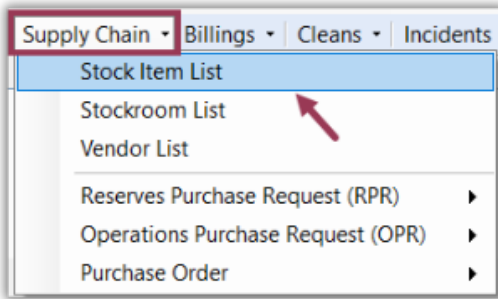
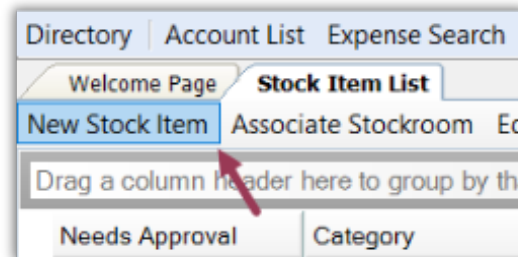


To add new stock items to Asgard, follow the steps outlined below. For this task, you must possess the necessary permissions to Edit Stock Items. A manager can authorize these permissions upon request.

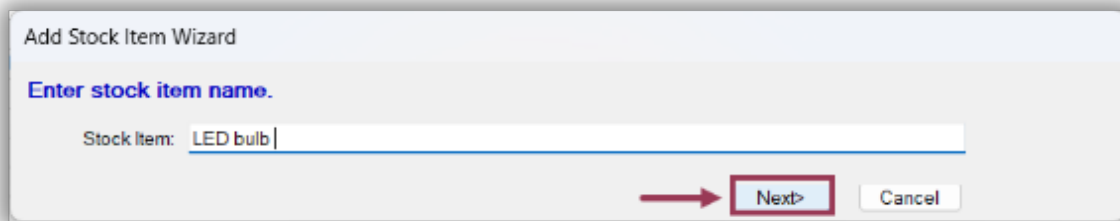
**Step 1:** From the Supply Chain drop-down, open the **Stock Item List**.



**Step 2:** Click the **New Stock Item** button.

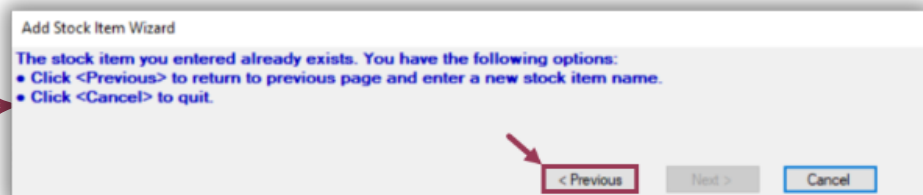


**Step 3:** On the Add Stock Item Wizard, enter the item's name and click **Next**.

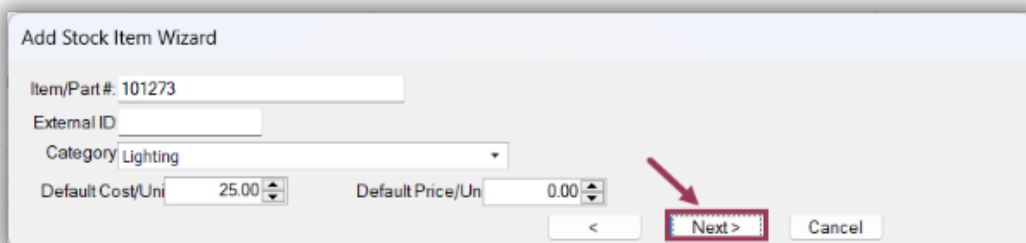


If the item already exists, you will get the following message.

Click **Previous** to change your item's name.



**Step 4:** Enter the Item/Part #, and an External ID (if applicable). Select a **Category** from the drop-down, or type in a new one. Enter a Default Cost/Unit or a Default Price/Unit if needed. (see the Note below). Click **Next**.



If your property uses mark-ups, use the Default Cost/Unit to ensure that the item cost is correctly billed. If you want to override the mark-ups, enter a Default Price/Unit. If you enter amounts in both the Cost and Price fields, Asgard will use the Price.

**Step 5:** To ensure that stock items added to work orders are deducted from the Total in Quantity, leave the **Generate Transactions From Work Order Usage Automatically** flag checked.

In the **Purchasing Defaults** box, update the purchasing unit (case, box, each, etc.) and specify the typical order quantity.

Adjust the **Change Low Stock Qty** for the chosen Stock Rooms, if necessary.

Check the boxes next to the **Stockroom(s)** where the item(s) will be stocked.

Once all the details are entered, click on **Finish**.

Add Stock Item Wizard

Generate Transactions From Work Order Usage Automatically

Cost Per Unit: 25.00 Price Per Unit: 0.00

Purchasing Defaults

Default Purchase Order is for: 1 Case

One Case contains: 12 Units

Select All Deselect Change Vendor on Selected to: Change Low Stock Qty on Selected to: 1

Selected	Stockroom	Default Vendor	Low Stock Qty
<input checked="" type="checkbox"/>	Engineering Closet		1
<input type="checkbox"/>	Housekeeping Closet		0
<input type="checkbox"/>	One Valley Lodge		0

< Previous Finish Cancel

**Step 6:** The **Stock Item List** page will update with your new item.

Welcome Page Stock Item List

New Stock Item Associate Stockroom Edit Delete Tools  Show Inactive Items  Show P/Os Acquire Lookup UPC:

Drag a column header here to group by that column.

Needs Approval	Category	Part/Item #	Name	Qty	Low Stock
<input type="checkbox"/>			led	1	<input type="checkbox"/>
<input type="checkbox"/>		1012/3	LED Bulb	1	<input type="checkbox"/>