

👌 Asgard One Valley Lodge		
File Organization Site Facilities	Tools Help	
Directory Locations • Work Orders • PM	1 - Inspections - Supply Chain - Cleans -	
Welcome Page	Stock Item List	
Aasgard	Stockroom List Vendor List	

Step 2: Using the green filter bar, search for the Name of the Stock Item. Once located, highlight the item and either double-click or click the **Edit** button.

Directory Locations	Work Orders • PM • Inspec	ctions • Supply Chain • Cleans •		
Welcome Page Sto	ck Item List			
New Stock Item Assoc	iate Stockroom Edit Delete	Show Inactive Items Acquire • Lookup UPC:		
Drag a column header	here to group by that comm.			
Needs Approval	Category	Name	Part/Item #	Qty
-		square		=
	Plumbing	Square Toilet Seat		

Step 3: On the Stock Item screen, click the Transactions tab, open the New Transaction drop-down, and select Lost or Destroyed.

🙆 Asgard One	Valley Lodge		
File Organizat	ion Site Facilitie	s Tools Help	
Directory Locatio	ons - Work Orders -	PM + Inspections + Supply Chain	Cleans
Welcome Page	Stock Item List / Sq	uare Toilet Seat	
Name: So	uare Toilet Seat	Item/Part#: STS95	
Category: PI	umbing	~	External ID:
Default Cost/Unit	0.00	Default Price/Unit	0.00 🜩 Tota
Stockrooms Trans	actions Stock Reductio	ns Purchasing Work Order Usage U	PCs Log
View the Last: 1 N	fonth -	New Transaction - Edit Delete	
Drag a column he	eader here to group by	Purchased/Acquired	
Transaction Grou	Stockroom	Used	Quantity Count Af
		Lost or Destroyed	Guanaty Country
• •	One Valley Lodge	Returned or Found d	15
-p	Engineering Closet	Transferred	10

Step 4: Choose the Stockroom from which the Lost/Destroyed/Discarded stock item is being pulled. The **Date** defaults to today, but you can update it if needed. Enter the **Quantity*** as a positive number and add a **Description** if desired.

Stockroom:	Engineering Closet			~	
Date:	9/13/2024 1:38 PM				
Quantity:	2				
Description:					
dropped while	e unloading and items were bro	oken			
				OK	Canad
					Cance
					Cance
			-		Cance
r a positive	number in the Quar	ntity field. A	Asgarc	I will automa	tically s
r a positive nber of Disc	number in the Quar cards from the curre	ntity field. <i>A</i> ent Total. Ti	Asgarc	will automa	tically s
r a positive nber of Dise "Coun	number in the Quar cards from the curre at After Transaction"	ntity field. <i>F</i> ent Total. TI ' column ur	Asgarc he upo nder ti	I will automa dated Total w he Transactio	tically s vill displ
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