How to Create, Edit and Delete Stock Group
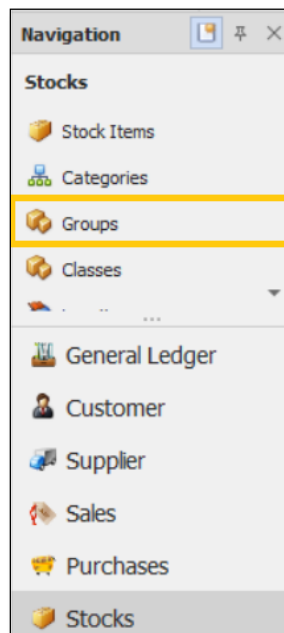
Overview:

Groups is a form that allows you to maintain a type group separate from the Stock Category and Class to which each of your stock items belongs. This function can be used to generate inventory reports.
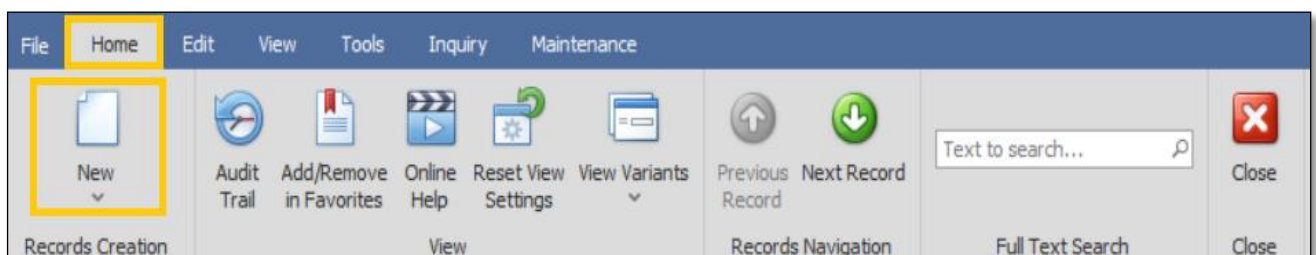
Procedure:

<u>How to Create Stock Group</u>
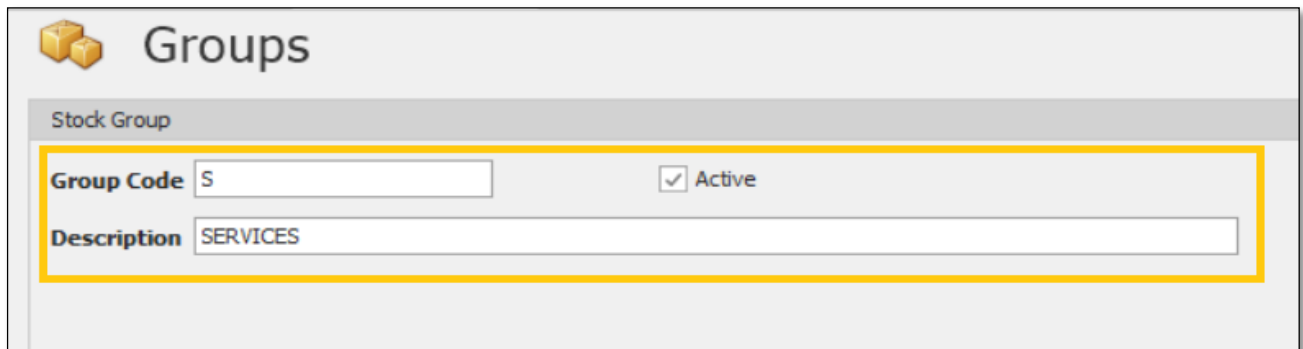
1. In **Navigation pane**, go to **Stocks > Groups**
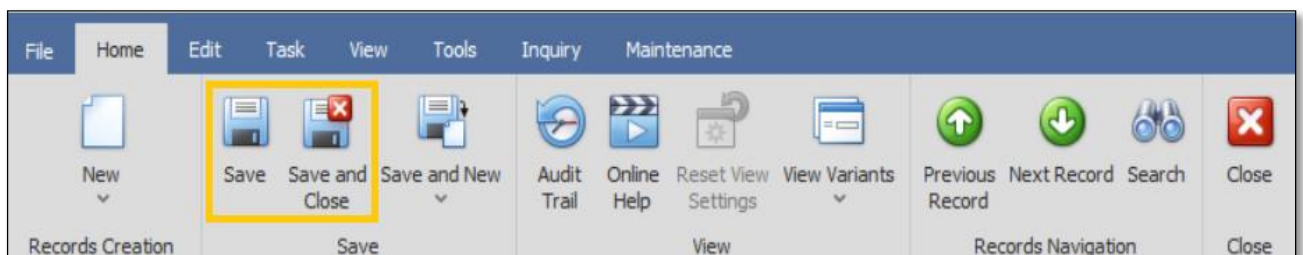

2. In Stock Group list view, click *New*

3. Supply the fields with data;

- **Group Code:** This is a compulsory field with maximum of 20 alphanumeric length
- **Name:** This is a compulsory field which you need to indicate the name of the Stock Category
- **Active:** This is a function to set if an Area is still used. If an Area will not be used anymore, disable the toggle to make as Inactive.
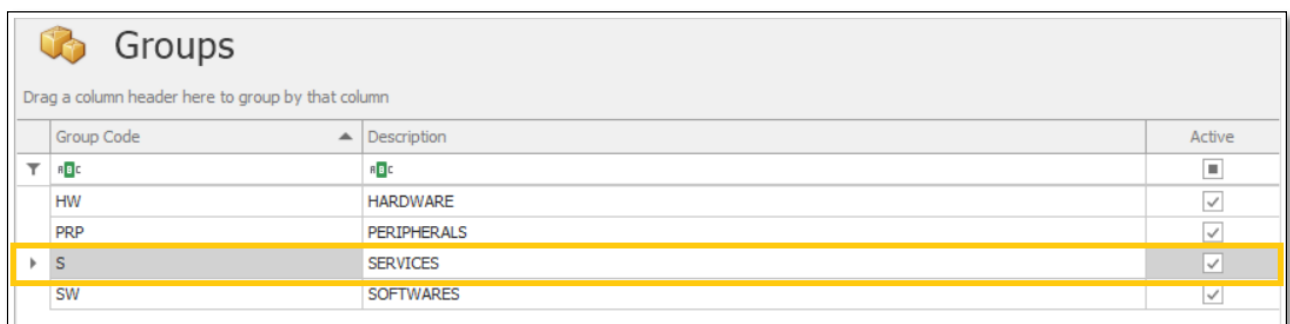

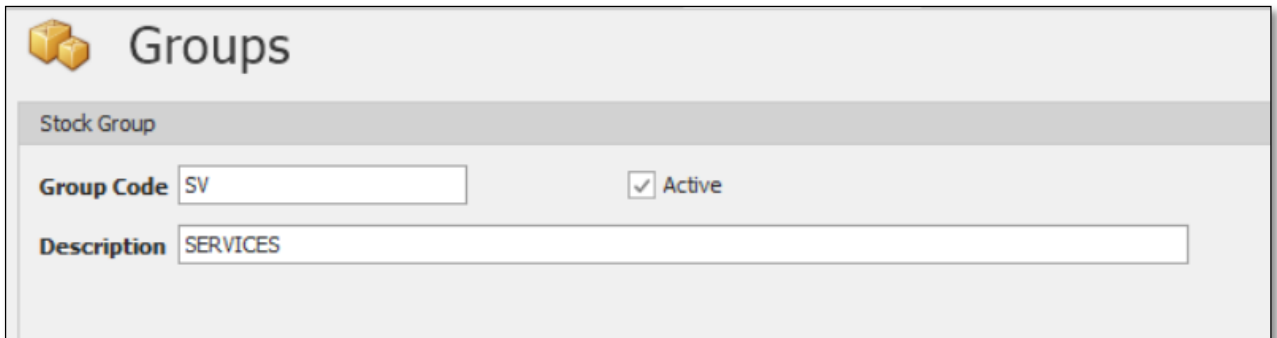4. Once done, click **Save** or **Save and Close.**

How to Edit Stock Group
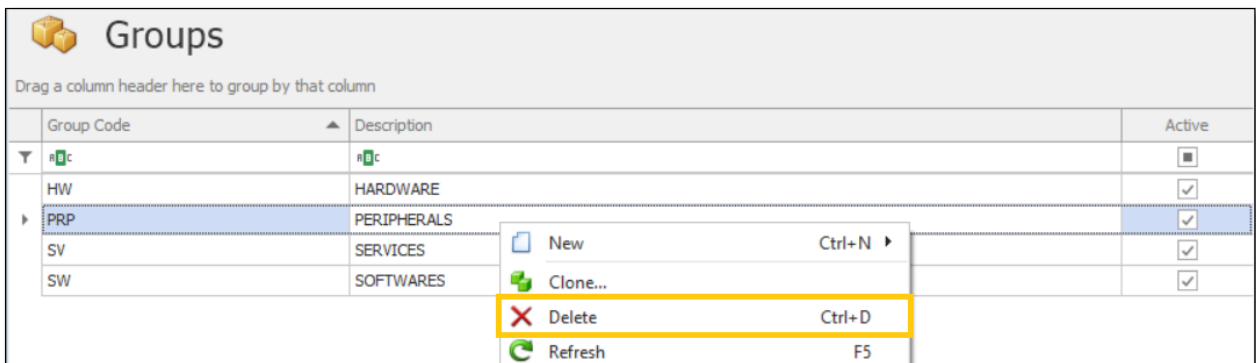
1. In Stock Group list view, **double click** the Group

2. Then Supply the Fields that needs to be edited. Once done, click **Save** or **Save and Close.**

How to Delete Stock Group

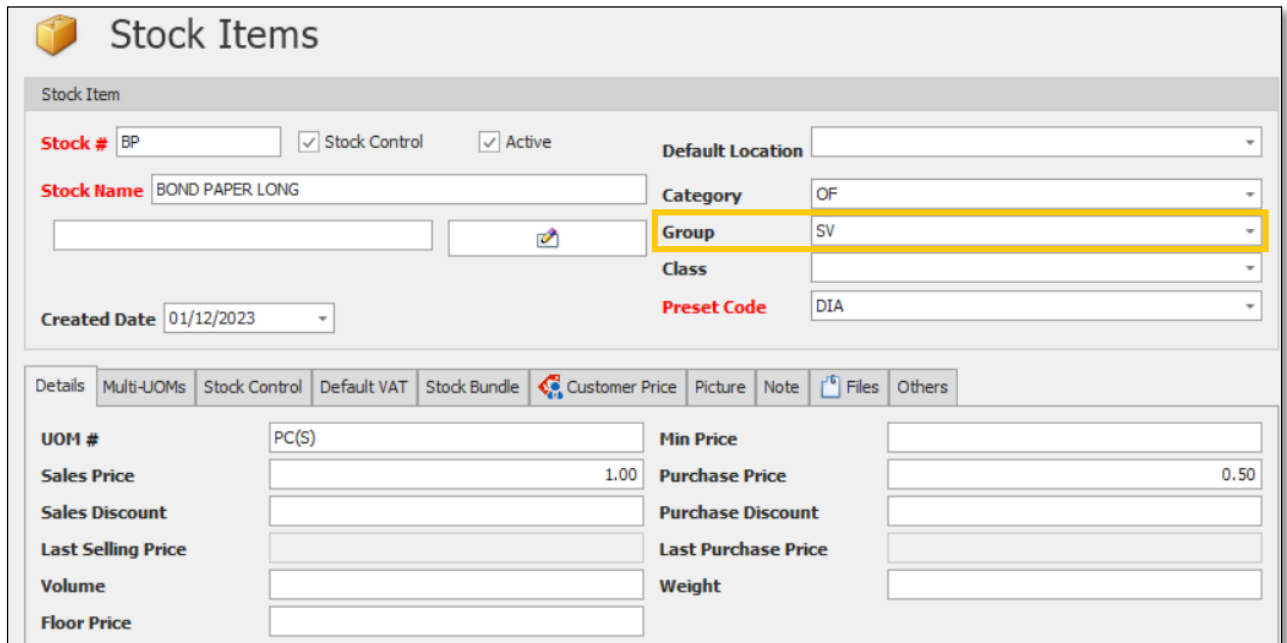1. In Stock Group List View, *right click* Stock Group then click **Delete**

2. When the confirmation message prompted, click **Yes**

Application:

Group is now available for selection in Stock Item Maintenance.

For further concerns regarding this matter, please contact support to assist you or create ticket thru this link https://support.qne.com.ph