



How to Create, Edit and Delete a Group

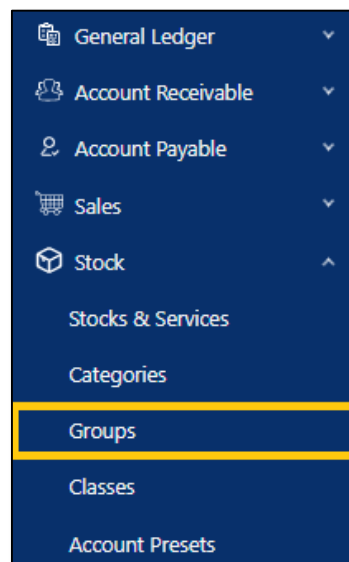
Overview:

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:

How to Create Stock Group

1. In **Navigation pane**, go to **Stock > Groups**

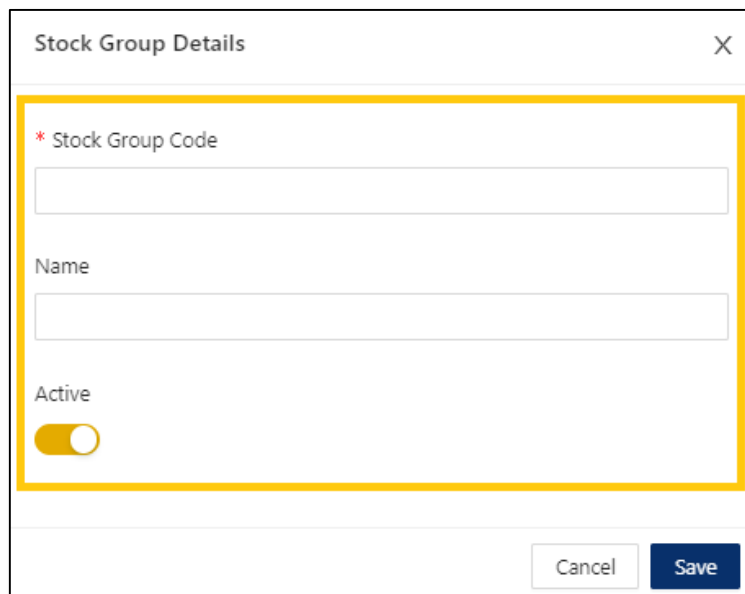


2. In **Stock Group** list view, click **Add**

Stock Groups			
			Add Delete Reload
<input type="checkbox"/>	Code	Name	Active
<input type="checkbox"/>	HW	HARDWARE	Active
<input type="checkbox"/>	PRP	PERIPHERALS	Active
<input type="checkbox"/>	SW	SOFTWARE	Active
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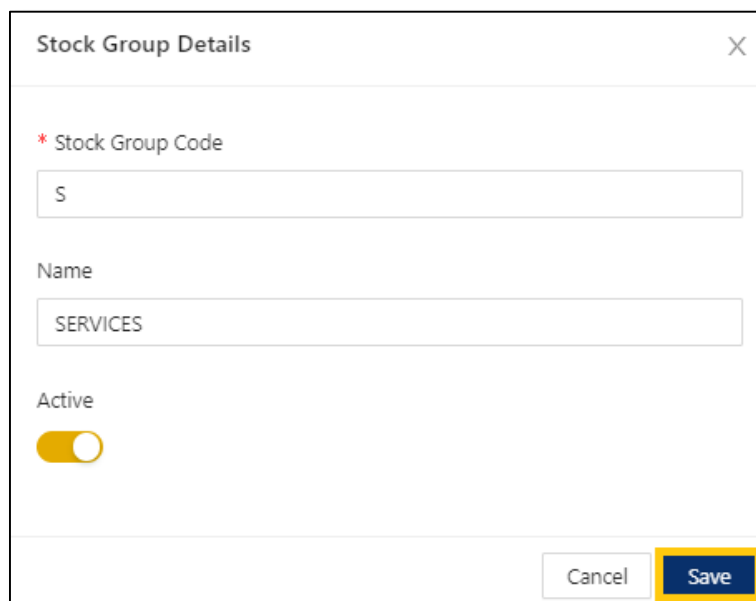
3. Supply the fields with data;

- **Stock 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 Group
- **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.



The image shows a 'Stock Group Details' dialog box. It has a title bar with a close button (X). The form contains three fields: 'Stock Group Code' (marked with a red asterisk), 'Name', and 'Active' (a toggle switch). The 'Active' toggle is currently turned on. At the bottom right, there are 'Cancel' and 'Save' buttons. A yellow rectangular box highlights the input fields.

4. Once done, click **Save**



The image shows the same 'Stock Group Details' dialog box, but now the fields are filled with data. The 'Stock Group Code' field contains the letter 'S', the 'Name' field contains the word 'SERVICES', and the 'Active' toggle is still turned on. The 'Save' button at the bottom right is highlighted with a yellow border.

How to Edit Stock Groups

1. In Stock Groups List View, click **Code** to open.

Stock Groups			
		Add	Delete Reload
<input type="checkbox"/>	Code	Name	Active
<input type="checkbox"/>	HW	HARDWARE	Active
<input type="checkbox"/>	PRP	PERIPHERALS	Active
<input type="checkbox"/>	S	SERVICES	Active
<input type="checkbox"/>	SW	SOFTWARE	Active
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2. Apply necessary changes. Once done, click **Save**

Stock Group Details

* Stock Group Code

SV

Name

SERVICES

Active

☒

Cancel

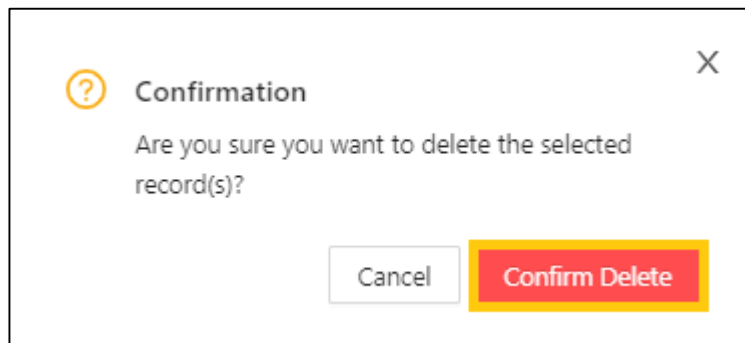
Save

How to Delete Stock Group

1. In Stock Group List View, tick a group then click **Delete**

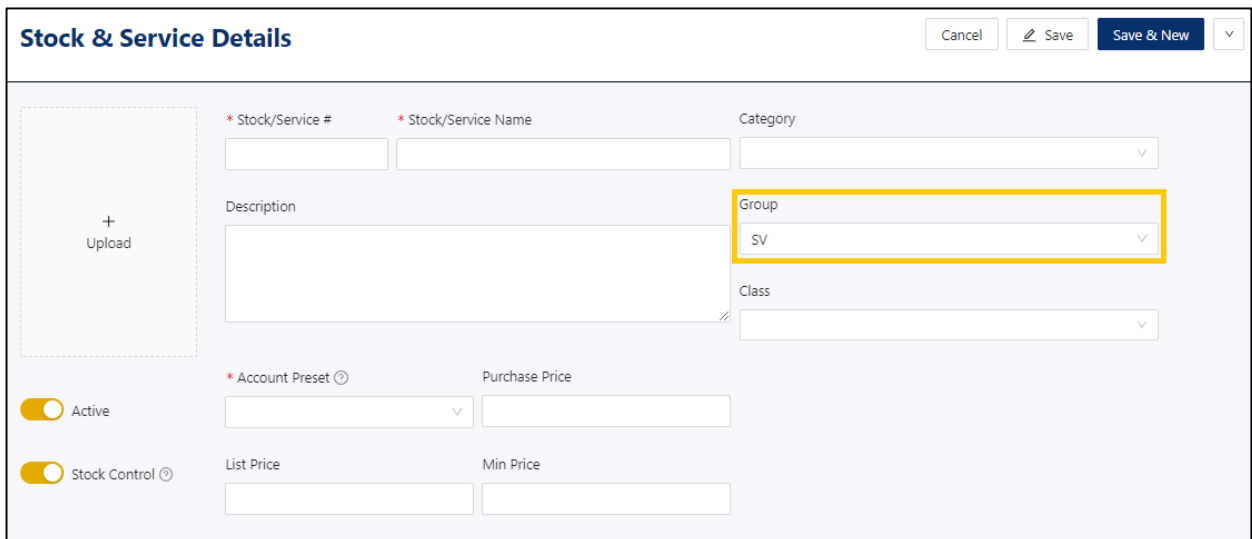
Stock Groups			
		Add	Delete Reload
<input checked="" type="checkbox"/>	Code	Name	Active
<input checked="" type="checkbox"/>	HW	HARDWARE	Active
<input type="checkbox"/>	PRP	PERIPHERALS	Active
<input type="checkbox"/>	SW	SOFTWARE	Active
1 - 4 of 4 < 1 > 10 / page			

2. When the confirmation message prompted, click **Confirm Delete**



Application:

Group is now available for selection in Stock & Service Details

A screenshot of the "Stock & Service Details" form. The form has a header with "Stock & Service Details" and buttons for "Cancel", "Save", "Save & New", and a dropdown arrow. The form fields include: "Stock/Service #" (text input), "Stock/Service Name" (text input), "Category" (dropdown menu), "Description" (text area), "Group" (dropdown menu, highlighted with a yellow box), "Class" (dropdown menu), "Active" (toggle switch), "Stock Control" (toggle switch), "Account Preset" (dropdown menu), "Purchase Price" (text input), "List Price" (text input), and "Min Price" (text input).

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