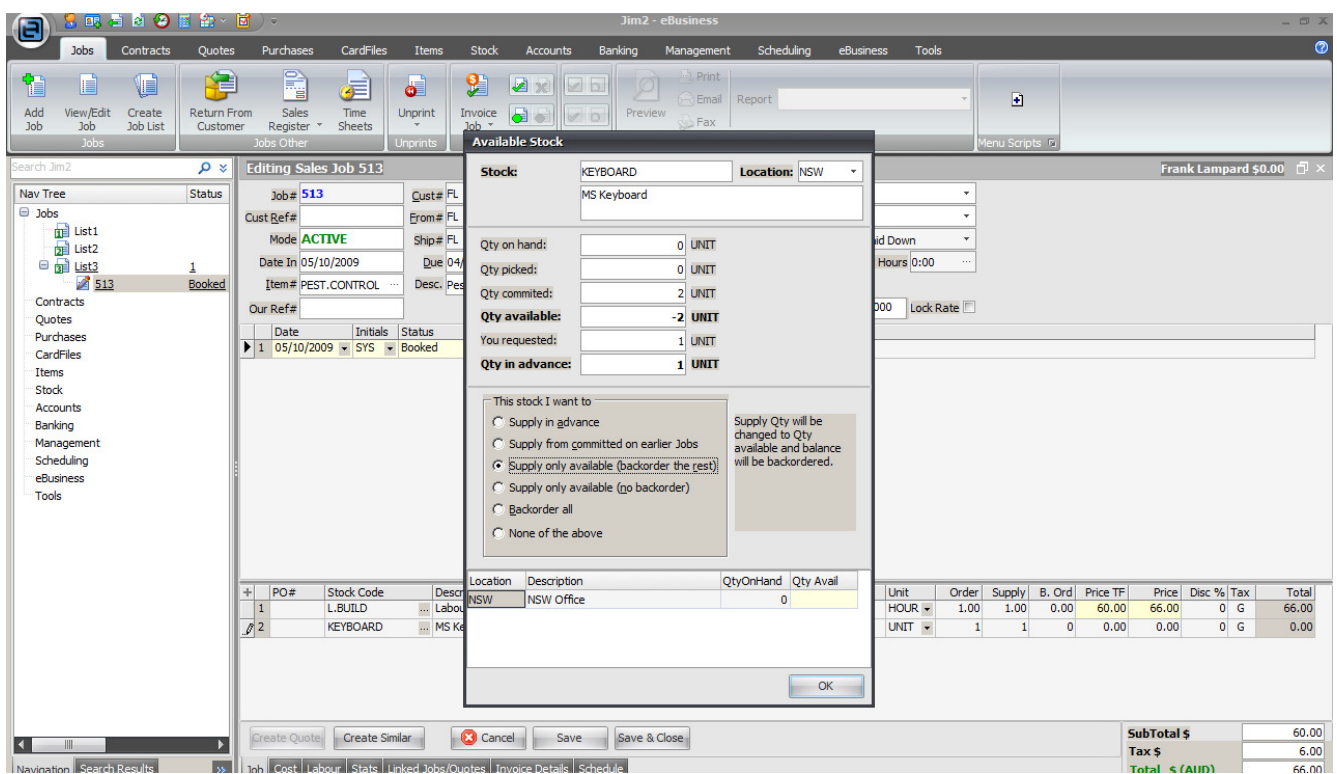


Skill: **Add Stock to a Job, where there is insufficient stock.** Who: **All users, all sites.**

Describe: Edit a job and add stock codes, quantities and pricing. Jim2 will indicate if there is insufficient quantity of stock to meet the job requirements.

Context: As a job progresses, stock codes are included to ensure all stock, labour and tests and checks are included in the finished job. Once all the codes are entered, they can be supplied or back ordered, priced and invoiced. Where there is insufficient stock quantity available, Jim2 can then report this information and ask the user for a specific response; there is then a process of purchasing to meet the "backordered" stock quantity requirements.



Skill Steps:

1. Open the required Job in edit mode.
2. Click mouse in the Stock code field, or press F4. To add a new line, press the Down arrow or the INSERT key on the keyboard.
3. Enter the applicable stock code.
4. Press <<Enter>> to move along the stock grid. Jim2 will display a window detailing Available Stock. It will provide options, including Supply in Advance, Supply from Committed on earlier Jobs, Supply only available (backorder the rest).
5. Select Supply only available (backorder the rest). Press <<Enter>>.
6. If the quantity required by the customer is greater than 1, enter the quantity of the stock code required by the needs of the job.
7. Press the <<Enter>> key. If the quantity required of the stock code is not available, Jim2 will then display the window as noted in point 4. Again, choose Supply only available (backorder the rest).
8. Press <<Enter>> to move further along the stock grid.
9. Edit pricing as required.

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10. Press the <<Enter>> key to continue to move, eventually to a new line, and add required stock codes, quantities and pricing.
11. Click Save or press F9 (Function Key F9).