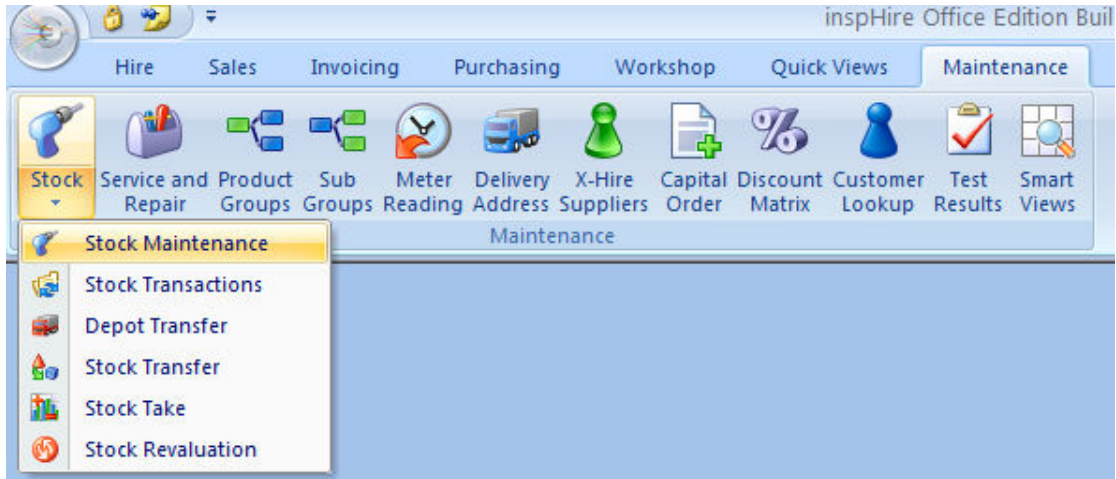


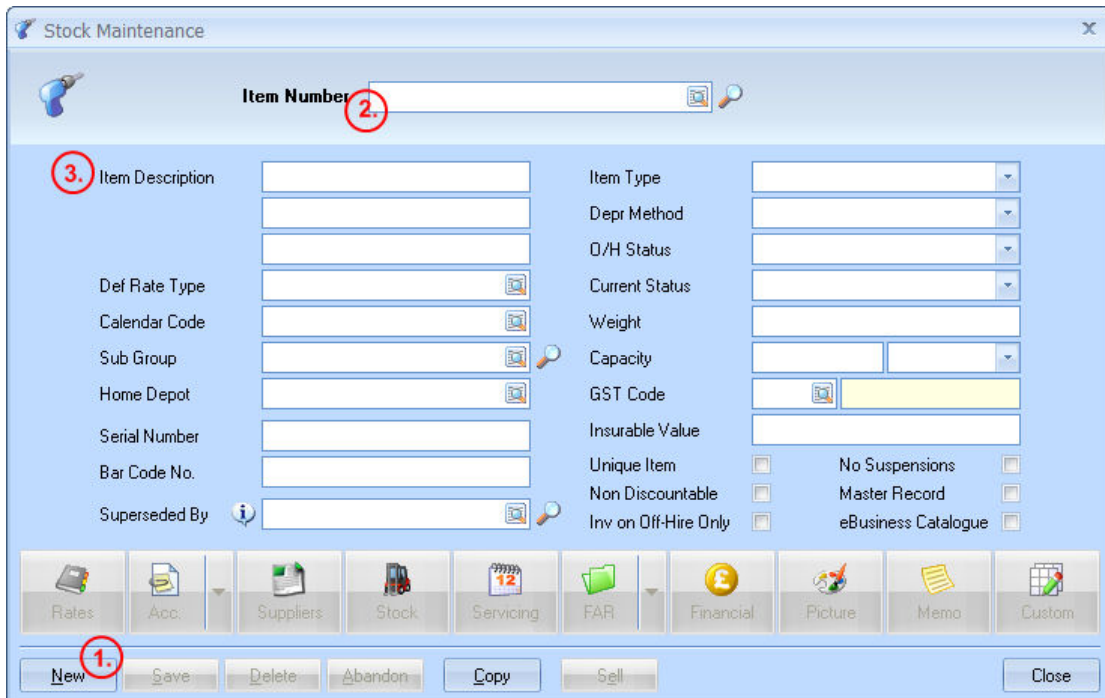


**InspHire Office Edition**  
**How to add a non-unique item to stock**

To add an item to the stock system in inspHire Express and Office, go to:  
Maintenance > Stock > Stock Maintenance



On this screen (shown below) I have labelled the areas in order of what you should do and described them below the images.



1. Click the new button to start the process of adding a new item. This will automatically put focus onto the area number 2 and fill in some default text.
2. Enter a new name, one you haven't used before is probably preferred. After you have chosen a desired item number. Press the TAB key, which is located on the left hand side of your keyboard,

about 3 keys down from the top. This will put focus onto the first option in section 3, Item Description.

3. This is a breakdown of this area:

- a. Item description
  - i. This is where you can put an item description, up to 30 characters in length and you have 3 lines in which you can use.
- b. Def Rate Type
  - i. This get pulled from the main parameters screen, you can change this (and any of the options by using the button on the end of the text field.)
- c. Calendar Code
  - i. As above.
- d. Sub Group
  - i. As above, you can type it in manually or use the search functions to add your item to a group. I.e. add a new plant pot item to sub group garden supplies.
- e. Home Depot
  - i. Assign it a default depot if you need to.
- f. Serial Number
  - i. If it is a unique item, you can give it a number here.
- g. Bar Code No.
  - i. As above.
- h. Superseded By
  - i. This option is not normally utilised, please see the information box next to the text field for more information.
- i. Item Type
  - i. Choose which item type you would like this item to be from one of the list.
    - 1. Hire
    - 2. Sale
    - 3. Fixed Asset
    - 4. Sold
    - 5. Lost
    - 6. Crew
    - 7. Scrapped
    - 8. Returned
- j. Depr Method
  - i. You can also set your depreciation method to be one of the following.
    - 1. Straight Line
    - 2. Reducing Balance
- k. O/H Status
  - i. You can set the items off-hire status too. This is the status the item will become when it's off-hired. Normally it's set to available but you can choose from any of the following.
    - 1. Available
    - 2. On-Hire
    - 3. In Repair
    - 4. In Repair (always Workshop)
    - 5. In Repair (never Workshop)
    - 6. In Service
    - 7. In Service (always Workshop)
    - 8. In Service (never Workshop)

l. Current Status

- i. Similar to the above but for current status, you can choose from the following.
  1. Available
  2. On Hire
  3. In Repair
  4. In Service
  5. In Transit

m. Weight

- i. You can put in a weight if you wish, numerical only.

n. Capacity

- i. Here you can set your items capacity, numerical only and also in the box to the right you can set the weight type from the following.
  1. Kilos
  2. Pounds
  3. Grammes
  4. Litres
  5. kVa

o. GST Code

- i. This is pulled through from the default, or can be changed.

p. Insurable Value

- i. You can also set a numerical value here, purely for insurance purposes.

q. Check box items

i. Unique Item

- 1. If you make an item unique, there will only be 1 in stock, if you are using barcodes or serial numbers then the item will probably be unique, or if simply, you only have 1 item to add, it will be unique.

ii. Non Discountable

- 1. Tick this box if you want this item to be non discountable

iii. Inv on Off-Hire Only

- 1. Tick is related to sale items, if it is not a sale item you do not need this item.

iv. No Suspensions

- 1. This, when ticked does not allow suspense from hire, it works by disallowing entry of a new suspension record.

v. Master Record

- 1. If an item is a master record, then the item may only be amended by users with the correct privileges.

vi. eBusiness catalogue

- 1. If the item is non-unique, when you select this option it will add the item to the eBusiness catalogue.

After you have completed this page, you will have noticed that there are options along the bottom, however because this is only a guide on how to add non-unique items, click on the Stock button.



Now on the screen below, you have even more option, these are however limited to the item in question.

**Stock -- Additional Info, Stock Levels**

General | **Stock Levels**

Product Group	<input type="text"/>	Qty per Pack	<input type="text" value="0"/>
Customer	<input type="text"/>	Days Unavailable	<input type="text" value="0"/>
Buying Price	<input type="text" value="0.00"/>	Height	<input type="text" value="0.00"/>
Average Cost	<input type="text" value="0.00"/>	Width	<input type="text" value="0.00"/>
Selling Price	<input type="text" value="0.00"/>	Depth	<input type="text" value="0.00"/>
Deposit	<input type="text" value="0.00"/>	Safe Working Load	<input type="text" value="0.00"/>
Nominal Analysis	<input type="text"/>	(Units)	<input type="text"/>
Line 50 Dept.	<input type="text"/>	Proof Load Applied	<input type="text" value="0.00"/>
Stock B/S	<input type="text"/>	(Units)	<input type="text"/>
Cost of Sales P&L	<input type="text"/>		

OK Cancel

- Product group
  - You can set this to any product group you like, if you have them setup. It's advised you make sure that this is the correct group if one is specified.
- Customer
  - You can specify this item is for a particular customer or it is a customer's own equipment.
- Qty per Pack
  - Boxes of nails etc
- Days Unavailable
  - After off-hire, you can state how many days unavailable due to for e.g. for inspection or service by default.
- Buying Price
  - What you paid for the item
- Average Cost
  - Auto fills in over several purchase orders.
- Selling Price
  - If you ever wish to sell the item, you can specify a default price here in advance.
- Deposit
  - If a cash customer you can put a recommended deposit for that item.
- Nominal Analysis
  - This is pulled from the items sub group, but can be overwritten
- Line 50 Dept
  - If using Sage Line 50
- Stock B/S
  - You can also choose the correct account for your balance sheets, talk to your account if need be.
- Cost of Sales P&L
  - Also can select the correct account for your profit and loss, again, talk to your account.

- Height, Width, Depth
  - All pretty self explanatory, these are the dimensions of the item.
- Safe working Load, Proof Load Applied
  - These are the safe working loads if using machinery or setting up machinery.

Once these settings have been applied, now go to the Stock Levels tab along the top.

- Free Stock
  - This is pulled automatically, and cannot be changed.
- Stock level
  - This is where the stock level is allocated.

This rest of this window is pretty self explanatory. Work through the options on this screen and the main screen, work through the buttons; once this is done you just click on Save on the main window. If you need further help then please refer to the help file located inside InspHire.