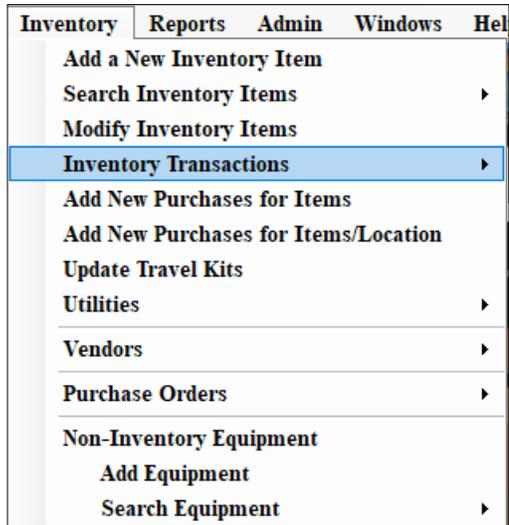
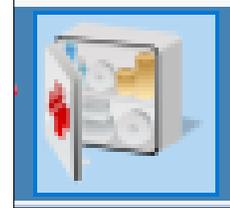


# ATS: Quick Inventory Transactions

The Quick Inventory Entry is a feature that allows you to quickly modify/ enter your transactions for the most commonly used items in the ATR. To access the Quick Inventory Entry use either the drop down menu choice: Inventory —> Inventory Transactions—> Quick Transaction, or click on the Quick Inventory Entry Icon.



OR



# ATS: Quick Inventory Transactions

First step is to choose a Location.

Select the Date.

Quick Inventory Entry

Location: [Dropdown] Date: [Dropdown]

2"-Tape HartCo Elas4 Mue2Inch Gauze3x3 CrutchTall ECSleeve

TDep6i BA-Knuckle BA-FTip GameRdy1 GameRdy2 GameRdy3

GameRdy4 Blistex Pkt Moleskin Hibi8oz FeverScan NGloves-Med

NGloves-Lg NGloves-Xlg Skinsitch HydPerox2oz Tuf-Skin 4oz JJ1.5Coach

JJ1Zonas BullFrog4.7 Kines2iBlue Kines2iRed TDepress6i WBoot-TS

WBoot-SS WBoot-TM WBoot-SM WBoot-TL WBoot-SL WBoot-TXL

Other... New Purchase For Existing Inventory [QR Code] Close

Choose the transaction type...

Choose the transaction type...

Damaged/Lost  
Checkout  
Checkin

OK Cancel

Click on the box listing the item you wish to edit. You will need to choose between Damaged/Lost, Check out, Check in. The next step is to enter the number of items involved. Once you click ok you will receive a notification when the transaction is complete.

*If you need an item that is not on your quick list select the Other button and you can choose from all the items currently in your inventory.*

ATS

Enter the quantity (-## for returns)

OK Cancel

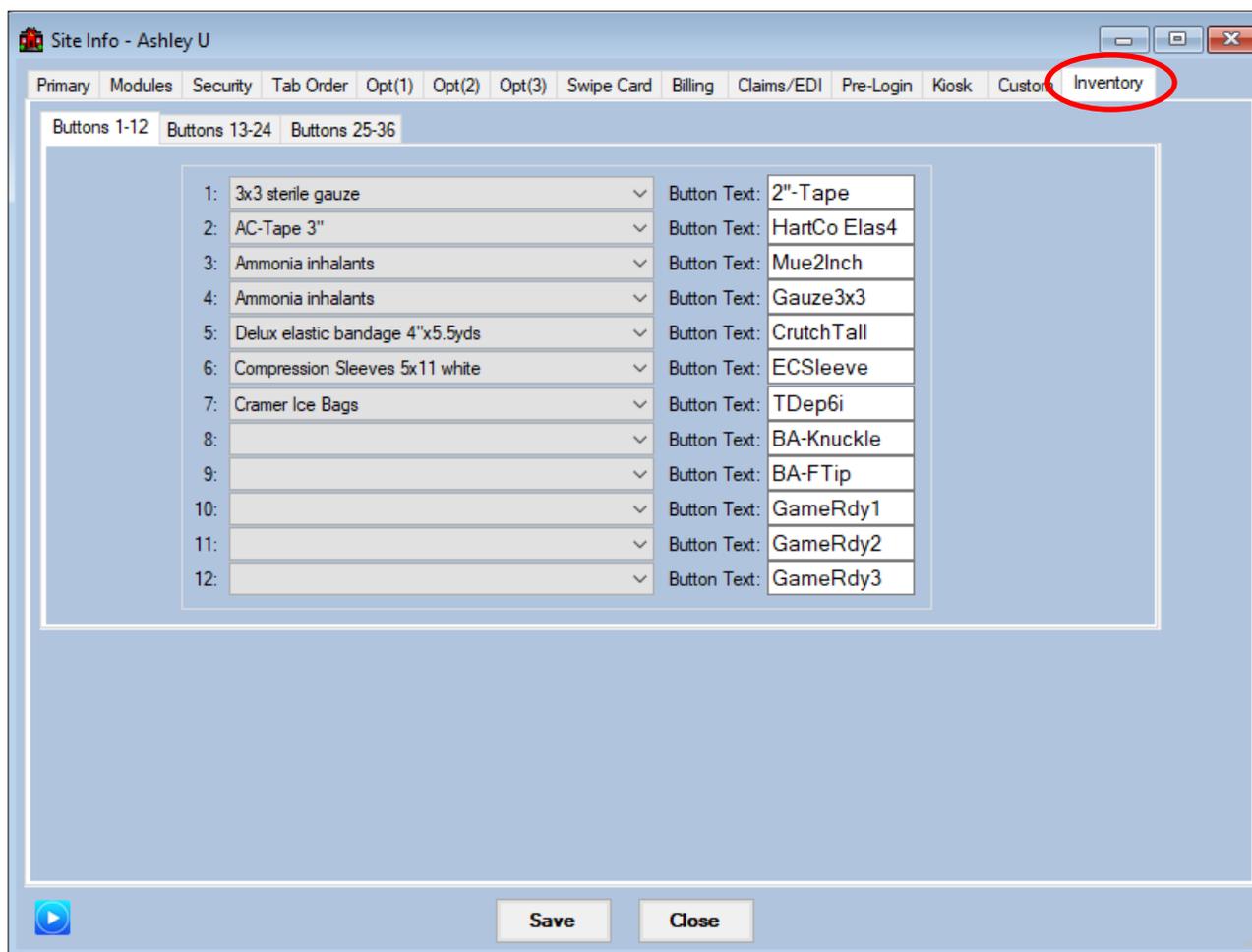
ATS

Transaction Saved.

OK

## ATS: Quick Inventory Transactions

To customize the buttons available on your Quick Inventory Entry Screen you will need to go to Site Info. Choose admin—> Site Info—> the Inventory tab once the Site Info screen has loaded.



There are 36 tabs available for customization. The left column is where you select the inventory item from the list of available items in your system. The right column allows you to customize what the button on your screen will say.

*\*If you cannot access the Site Info area contact your system administrator*