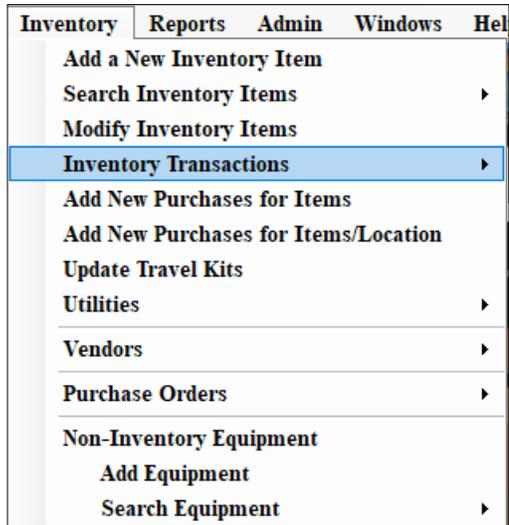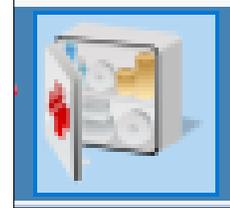# ATS:  Quick Inventory Transactions

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.

# ATS: Quick Inventory Transactions

First step is to choose a Location.

Select the Date.



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.*
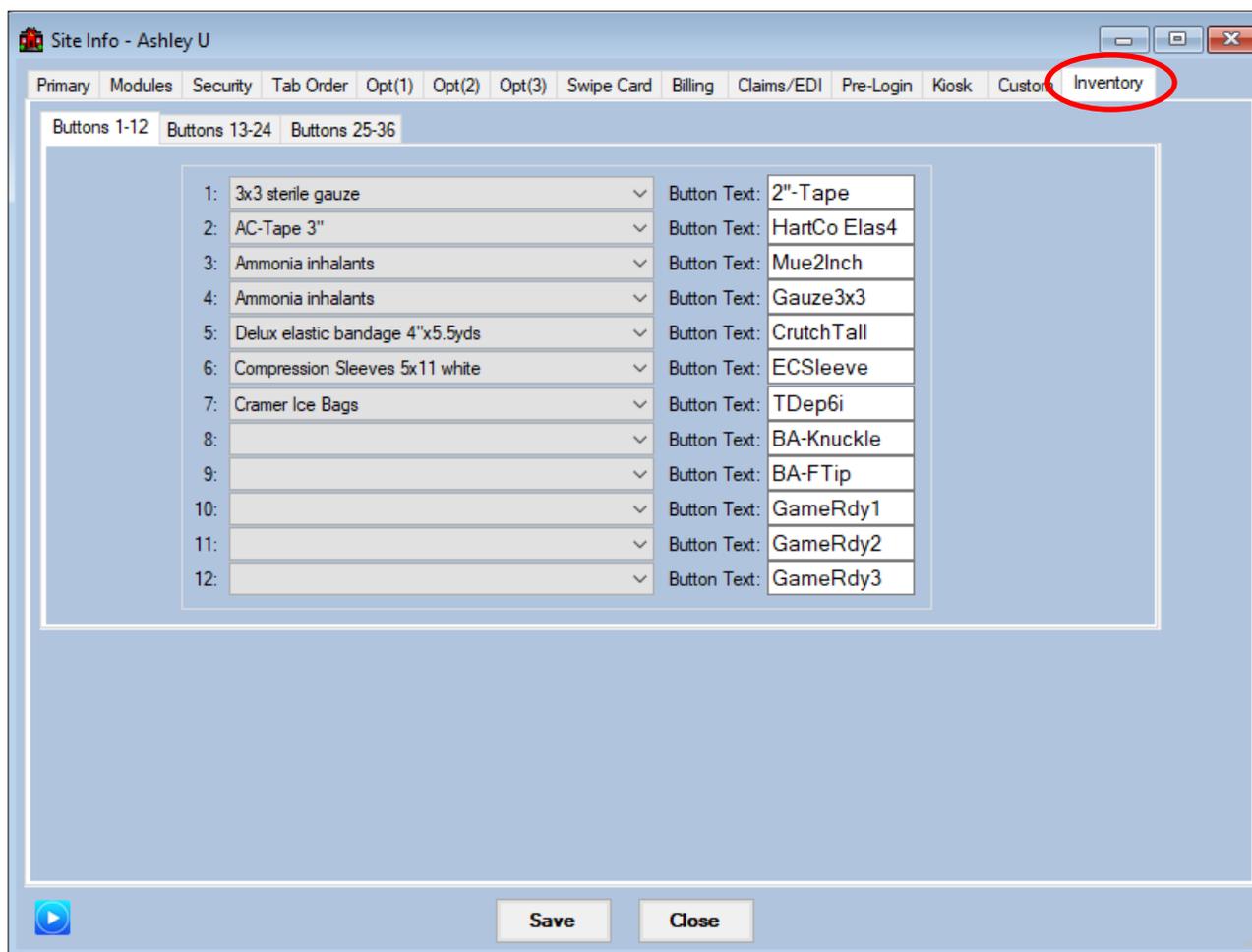
# ATS: Quick Inventory Transactions

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*