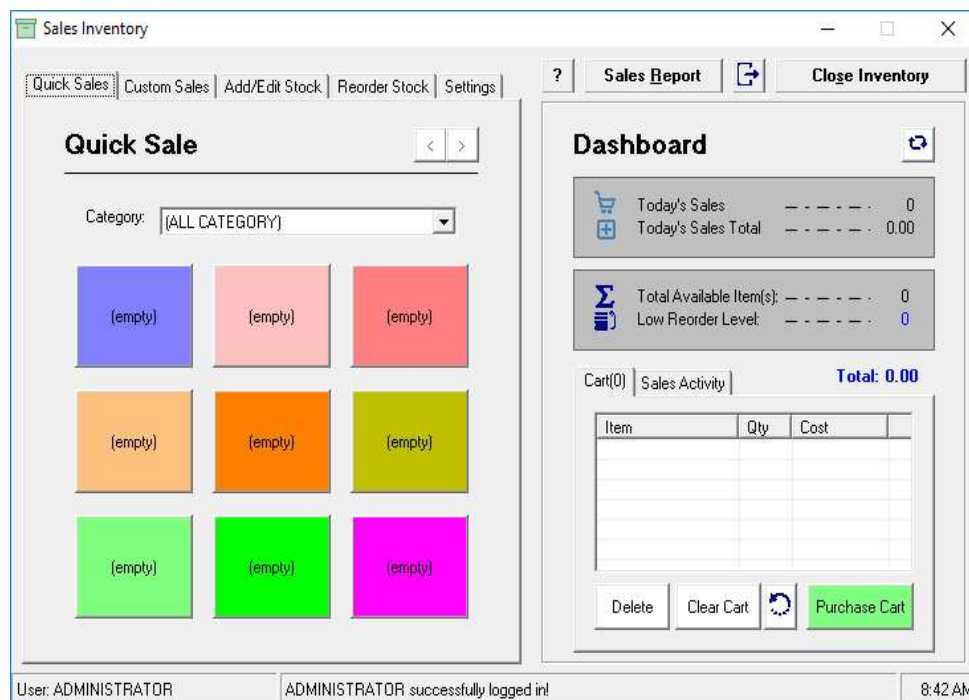# GOCYBETIX
STOCK INENTORY GUIDE

Quick Start

To Start using GoCybetix Inventory Tool, kindly login (user can be created in GoCybetix Option > User Account" and enter Stock Category in Settings.

Afterwards, Add/Edit Stock before purchases can be made. To Login you must have the privilege to use Inventory Tool under GoCybetix Option > User Tab.
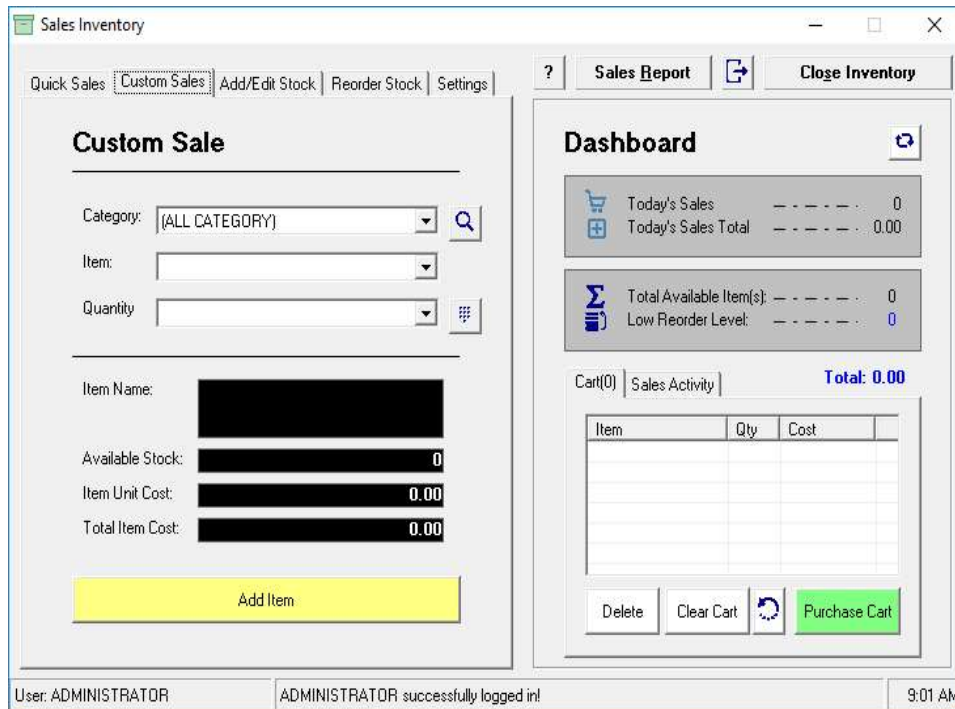
Quick Sales – This is a section used to quickly disburse sales. However, it can only disburse only unit of item at a time. To use kindly, click on the item want to disburse as display on the 9 colored button. If the item is not showing you can click the > button to go to then next set of items or narrow your item category by select the category they belong. If an item is not displayed on the buttons or you want to popular an (empty) button, kindly click on the tab Add/Edit Stock.

Once an Item is selected from the button, it is shown on the cart. To purchase, Click Purchase Cart.

Custom Sales – This section is used for purchasing large amount of item at the same time. Once an Item exist in your stock, kindly click on Category, then Stock Item, then enter the amount. You can also search for a stock quickly by click on ⌕ . Then Click Add Item. If the story is the stock is available, it will be added to cart.

Once an item is selected from the button, it is shown on the cart. To purchase, Click Purchase Cart.
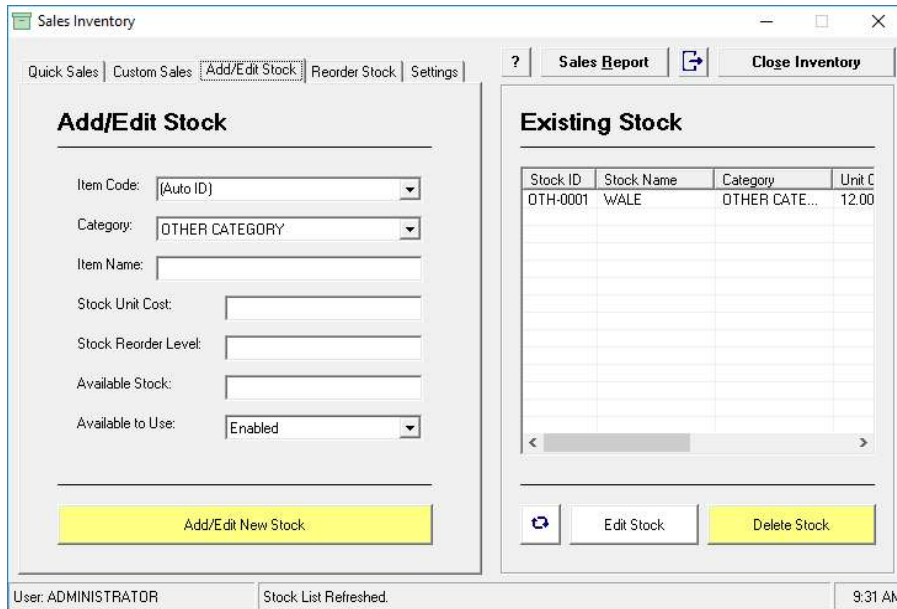

Add/Edit Stock – This section is to add new stock.

- Item Code – is a unit code assigned to an item. If you leave this as (Auto ID) this will be generated for you automatically.
- Category – Select Item Category. To enter new category, go to settings.
- Item name – Enter the name of the item
- Stock Unit Cost – Cost of Item
- Stock Reorder Level – is what number of stock that you will be prompted to restock as you sale. You can leave the number at zero (0), if you only want to be prompted when the stock is finished.
- Available Stock - is the number of stock available.
- Available to Use – When enabled allows the stock to be listed and sold, and when disabled removes the stock from been used.

After filling this items, you can Click on Add/Edit Stock.

To edit stock, select the stock from the list on the right and click Edit Stock. Update records on the left, and click Add/Edit Stock.

- **Reorder Stock** – This section is for restocking available items. Select an available stock or double click on the listed item in existing stock, then enter reorder quantity and press Reorder Stock.