

Getting started

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What Stockie is

Stockie is a stock and requisition web app.

The replenishment loop

1. Keep the catalogue up to date (on-hand, target/par, location, vendor, price).
2. Review **Should order** (target – on-hand – back order).
3. Fill the ordering session and create purchase orders (one per vendor).
4. Raise each requisition in hospital iProc and record the iProc number in Stockie.
5. Receive stock (full or partial) when deliveries arrive.

Two requisition numbers

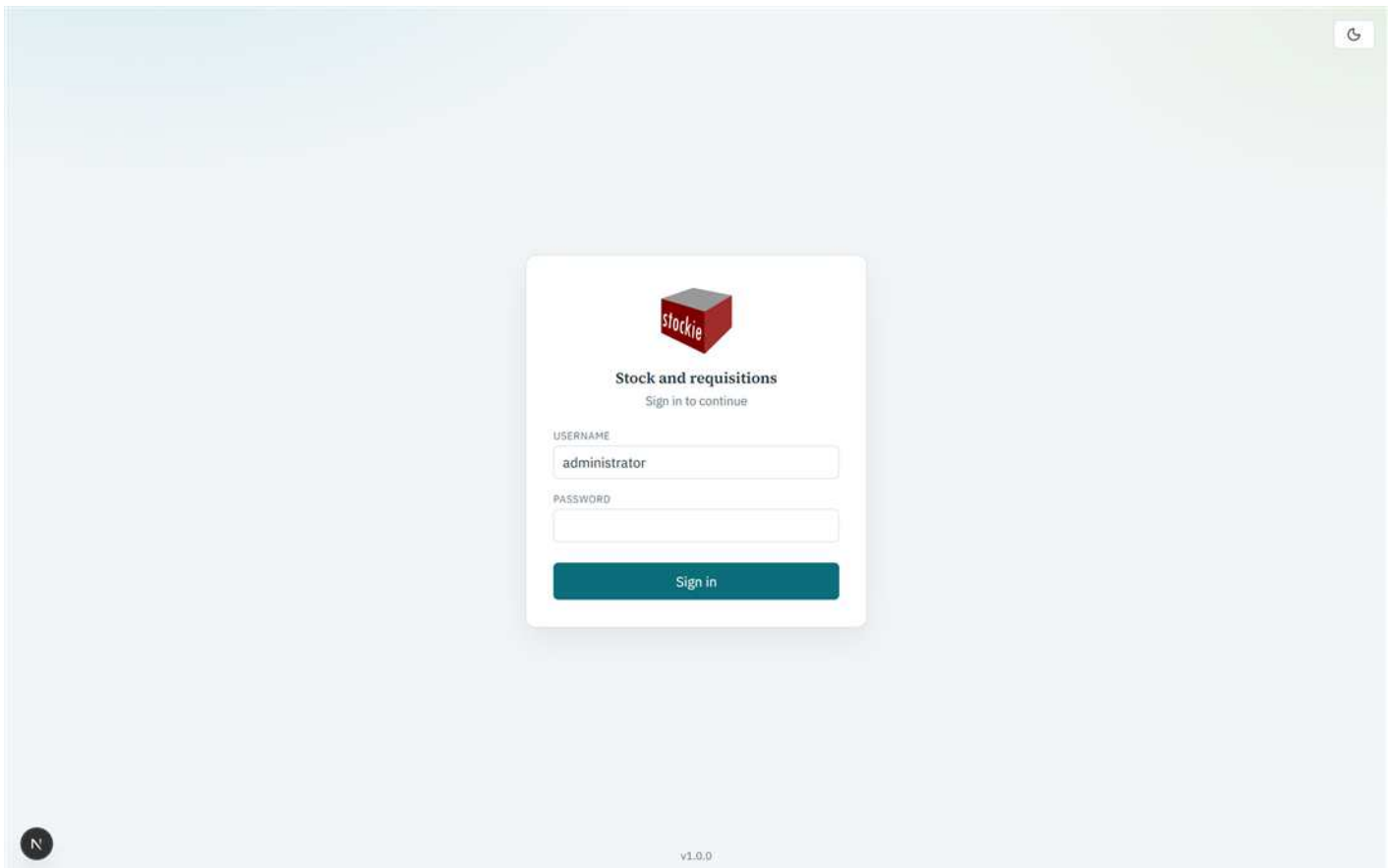
ID	Meaning
Internal req no	Allocated by Stockie when you create an order.
iProc	Hospital procurement number, entered after the buy is raised outside Stockie.

Receive lookup works with **either** number.

Sign in & MFA

Sign in & MFA

Open the Stockie web address provided by your site. Sign in with your **username** and **password**.

A screenshot of a web browser displaying the Stockie login interface. The page has a light blue background. In the center, there is a white login card. At the top of the card is the Stockie logo, which consists of a red 3D cube with the word 'stockie' in white lowercase letters. Below the logo, the text 'Stock and requisitions' is displayed in a bold, dark font, followed by 'Sign in to continue' in a smaller, lighter font. There are two input fields: the first is labeled 'USERNAME' and contains the text 'administrator'; the second is labeled 'PASSWORD' and is empty. Below these fields is a teal-colored button with the text 'Sign in' in white. In the bottom left corner of the browser window, there is a small circular icon with the letter 'N'. In the bottom right corner, the version number 'v1.0.0' is visible.

Login screen

Multi-factor authentication (MFA)

If MFA is enabled for the site, you may be asked to:

- **Set up email** the first time (enter a work email), then enter the code sent to that address; or
- **Enter a verification code** sent to your registered email on each sign-in.

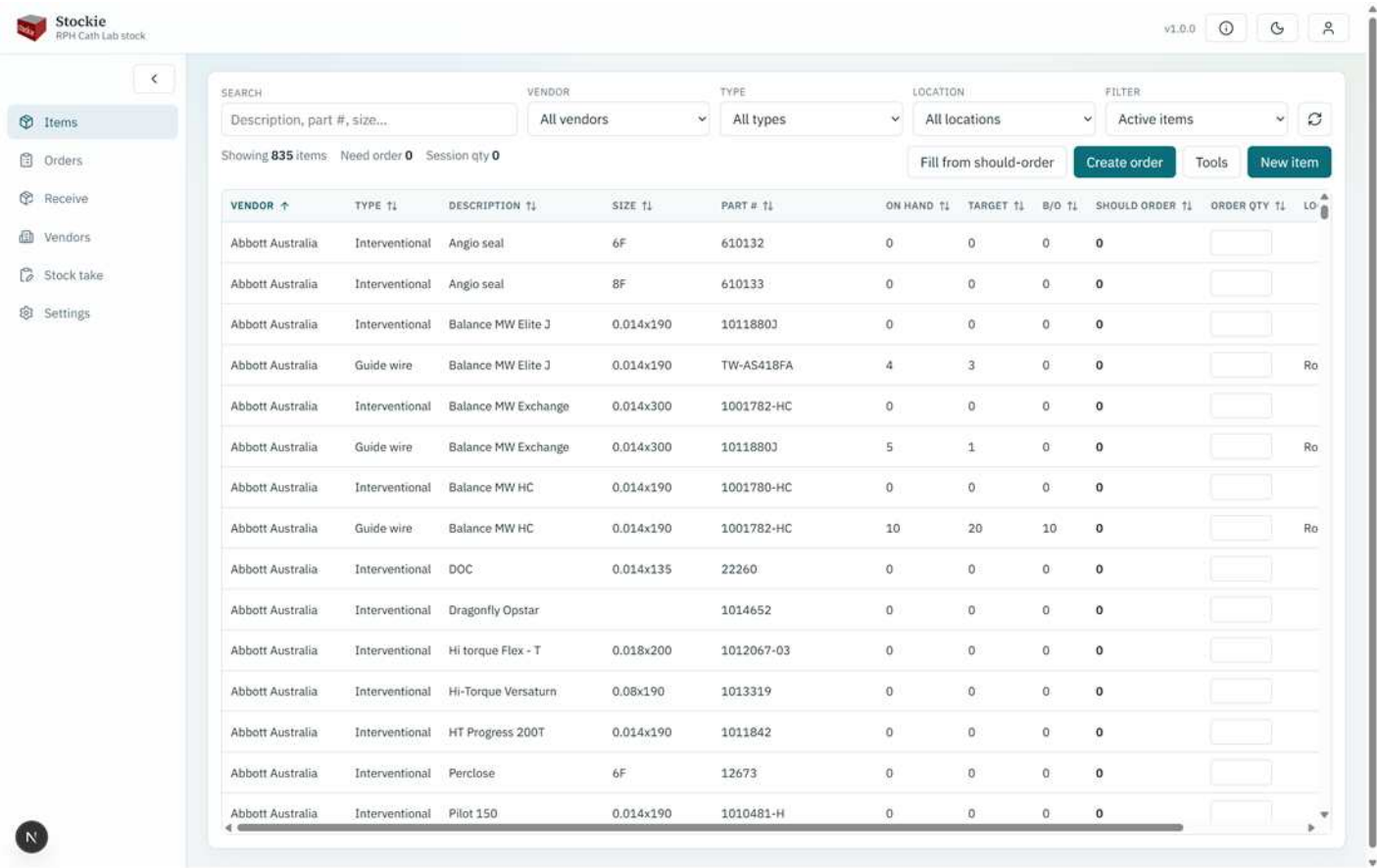
You can resend the code from the login screen if needed. After a successful sign-in you land on the Items catalogue.

Accounts are managed in Stockie (Settings → Security for administrators).

Getting around

Getting around

After sign-in, every screen uses the same shell: a collapsible side navigation, a top bar with site subtitle and version, and the main work area.



Side navigation with Items selected

Navigation

Menu	Purpose
Items	Catalogue, should-order, ordering session
Orders	Purchase orders / internal requisitions

Menu	Purpose
Receive	Look up an order and receive stock
Vendors	Supplier list used by items and order split
Stock take	Count stock and update on-hand
Settings	Administrators only — site coding, email, users, lookups, audit

Top bar

- **About** — app version and release notes
- **Theme** — light or dark
- **Account menu** — Profile and Sign out. Read-only users see an indication that they cannot change stock.

On small screens, open the menu with the hamburger control. Collapse the sidebar on desktop when you want more grid space.

Your profile

Your profile

Open the account menu (your name) → **Profile**.

The screenshot shows the 'My profile' page in the Stockie application. The page has a light blue header with the 'Stockie' logo and version 'v1.0.0'. A sidebar on the left contains navigation links: Items, Orders, Receive, Vendors, Stock take, and Settings. The main content area is titled 'My profile' and includes a subtitle 'Account details and multi-factor authentication for stockie Administrator.' Below this, there is a section for 'Your account MFA' with a status of 'Disabled' and an email field containing 'tristan@abitsystems.com.au'. There are buttons for 'Save email' and 'Enable MFA'. A 'Change password' section follows, with instructions to 'Enter a new password twice to confirm.' It includes input fields for 'NEW PASSWORD' and 'CONFIRM PASSWORD', and a 'Change password' button. The page is styled with a clean, modern aesthetic using light blue and white colors.

Profile: email, password, and MFA

What you can change

- **Email** — used for MFA codes when MFA is enabled
- **Password** — if site MFA is on, you may need a verification code to confirm the change
- **MFA for your account** — enable or disable (when the site allows MFA)

Roles & permissions

Roles & permissions

Access is controlled per staff member. The catalogue and orders remain visible for read-only users; write actions are hidden when you do not have write access.

Level	Typical access
Reader	View Items, Orders, Vendors, Receive lists. Cannot change quantities, create orders, receive, or save stock take.
Write	Update items, run the ordering session, create orders, receive stock, save stock take.
Administrator	Everything above, plus Settings (users, MFA/SMTP, hospital coding, lookups, audit). Administrators always have write access.

Module grants are configured under **Settings → Security**.