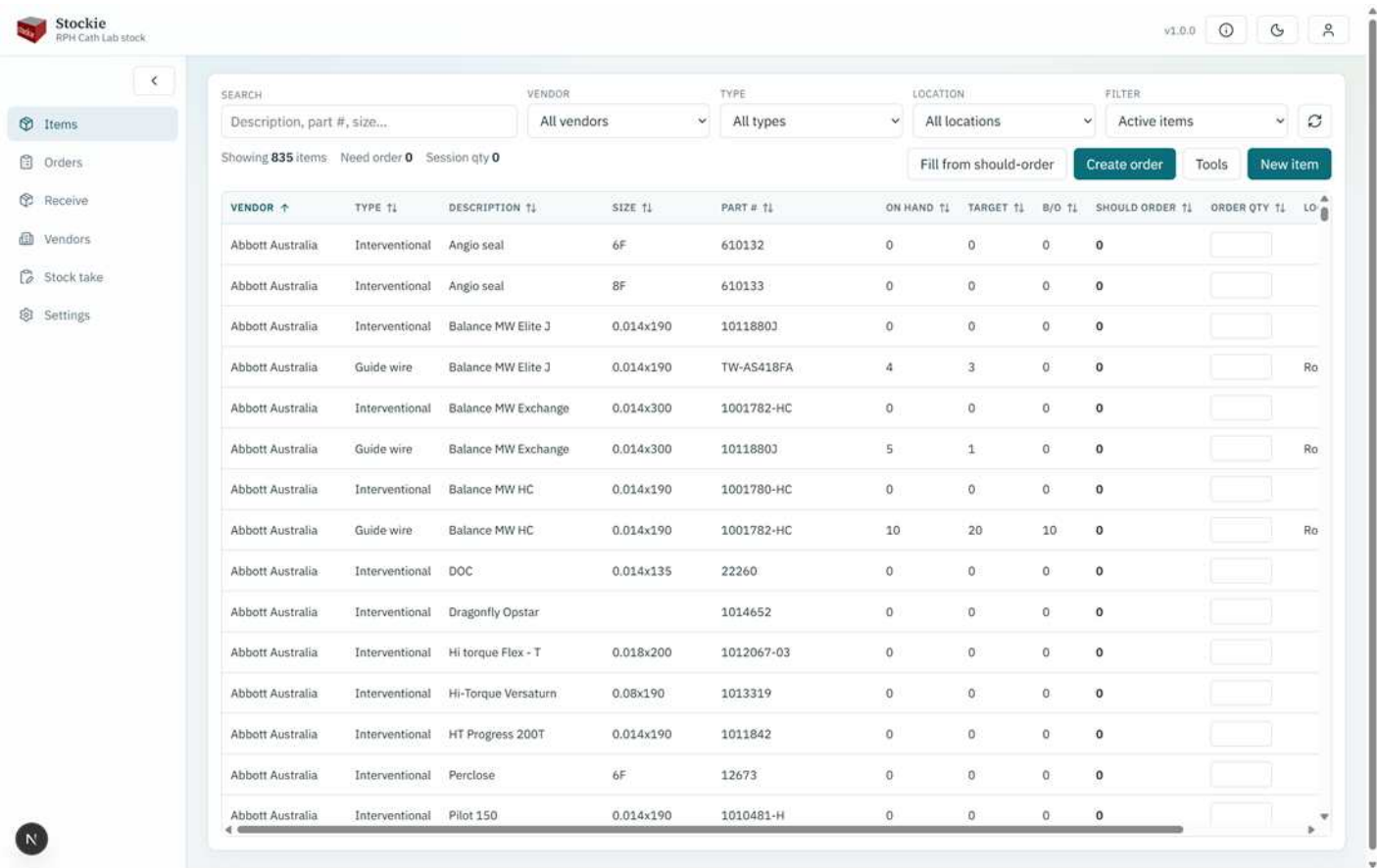


Catalogue grid

Catalogue grid

Items is the home screen. It shows the live catalogue: vendor, type, description, size, part number, on-hand, target, back order (B/O), should-order, order qty, location, and price.



Items catalogue with filters and session actions

Filters and sorting

- Search by description, part number, and related text.
- Filter by type, location, and list mode (for example active items, or items that need ordering).
- Click column headers to sort.

- Use the refresh icon at the end of the filter row to reload.

Opening an item

Click a row to open the item detail / edit screen. With write access you can also create a new item from the actions area.

Key quantities

Column	Meaning
On hand	Current stock count in the lab.
Target	Par / target level you want to hold.
B/O	Back order — quantity already on open purchase orders and not yet received.
Should order	How many more to order (see next topic).
Order qty	Your session cart quantity for this item.

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