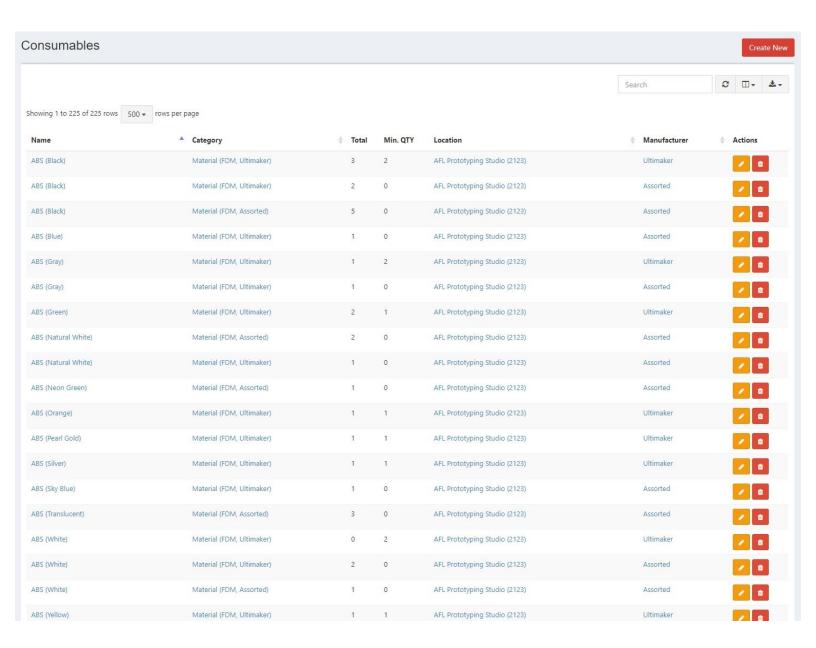


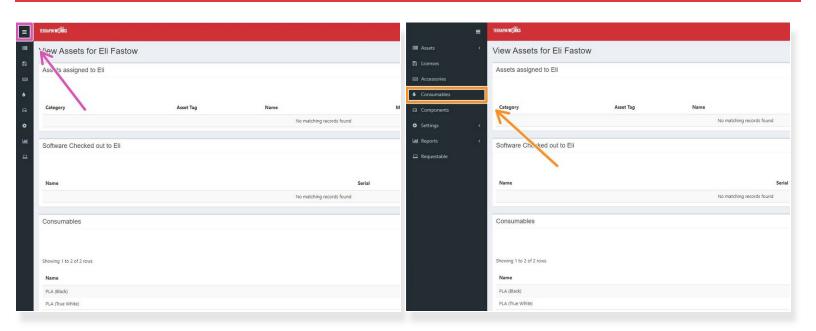
Navigating Consumables

About navigating the Consumables menu of the Asset Management System (AMS)

Written By: Rebecca Marie Hirshon

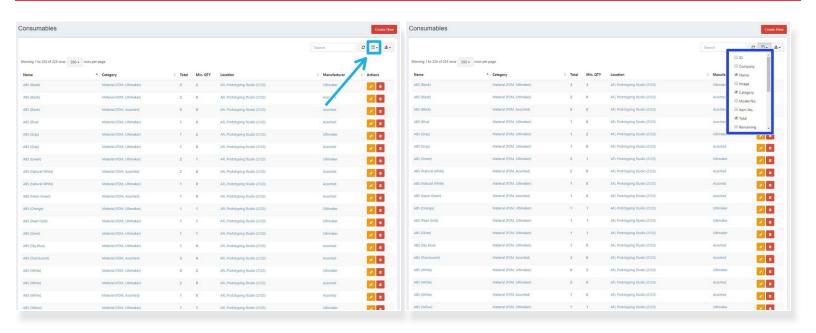


Step 1 — Viewing Consumables



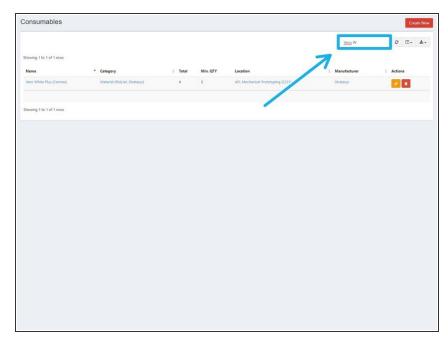
- Expand the menu on the left side of the screen
- Select Consumables

Step 2 — Organizing the Consumables list



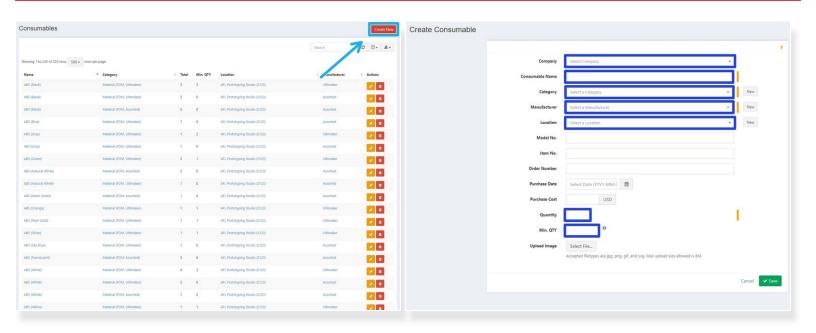
- Select the columns icon to the right above the pagination
- Select the relevant columns you need to view
 - Name
 - Category
 - Total
 - Min. QTY
 - Location
 - Manufacturer

Step 3 — **Searching Consumables**



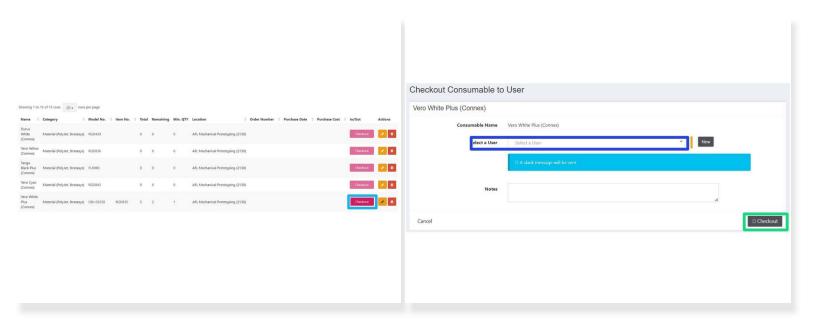
- Use the search bar to the top right of the consumables page
- Best fields to search for
 - Name
 - Category
 - Location
 - Manufacturer
- You do not need to hit enter; it will automatically update as you type each letter

Step 4 — Creating a New Consumable



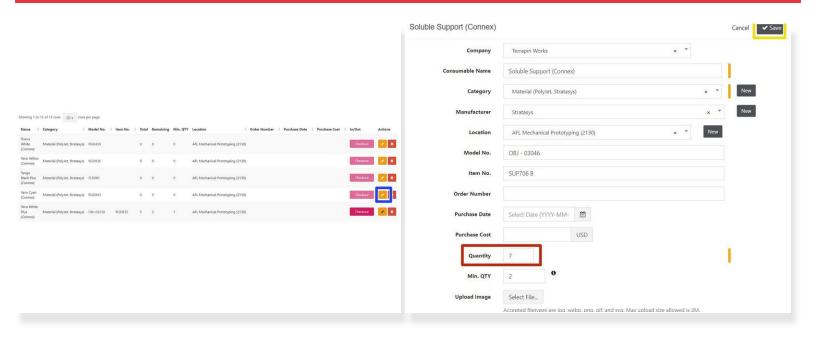
- Select Create New in the upper right corner
- Input necessary information
 - Select Terrapin Works as Company
 - Input the Consumable Name
 - Select the correct Category and the correct Manufacturer from their respective drop down menus
 - Input the correct Location, Quantity, and Min. QTY
 - Input Model No. and Item No. as needed
- Save

Step 5 — Checking Out a Consumable



- After opening a new container/package of a consumable, scroll to the right and select the dark pink
 'Checkout' button
 - Use the search bar to find the correct consumable as needed
 - If there is nothing remaining for a given consumable, the checkout button will be faded to a light pink
- Select the employee who opened the container
- Add any notes if needed and then click 'Checkout' in the lower right to finish checking out the consumable

Step 6 — Updating Consumable Quantity



- After a new order of a consumable has arrived, the quantity needs to be updated to reflect our refreshed stock
- Click the yellow pencil button
- Add the number of the consumable received to the 'Quantity' entry
 - i This number should never be decreased, only increased. That way the number of 'Remaining' on the main screen is accurate
- Click 'Save'