

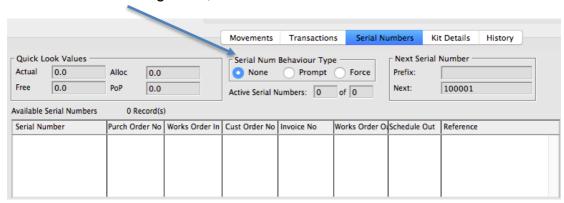




## How to add serial numbers to a Stock item

## **Procedure**

- 1. To add a serial number to a stock item, click on the "Stock Ledger" on the side navigation bar under the heading "Products".
- 2. Click on the stock item on the product list
- 3. Click on "Edit' on the bar along the top.
- 4. Click on the "Serial Numbers" tab.
- 5. Right click in the "Available Serial Numbers" box and click on "Add Serial Numbers".
- 6. Type in the serial numbers in the pop up box pushing return after each one if there are multiple serial numbers.
- 7. There is a Serial Number Behaviour option on this window to prompt for a serial number when moving stock, or force the use of a serial number.



8. Click on "OK" and then click on "Yes" in the next pop up box to add the serial numbers

