# Reorder Level Controller User guidance

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#### 1. General



A Reorder Level Controller Sub – Module manages the process of Stock replenishment. All part numbers, registered in the system, have minimum reorder and approach level.

The "Reorder Group" tab (chapter 2) is used to Create New Group and fill selected Group with parts and theirs reorder level.

The "Reorder Level" tab (chapter 3) is used to control reorder level for each group comparing with real qty on Stock. 1. To begin start this sub-module, press green "Reorder Level Controller" button.



### 2. Reorder Groups

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1. Select "Reorder Groups" tab.

2. In "Reorder Group" field type name of the group. In "Store" select name of store.

3. Press "Add" button to add new reorder group to the list.

4. You can see created group in the List of Reorder Groups. Select and highlight the group.

5. If you make a change in the "Reorder Group" field or in the "Store" field, press "Update" button to save a change. To remove the group, push on the "Delete", to clean "Reorder Group" field "Store" field, click on the "Refresh".



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To add any components or materials to the reorder group, do these steps.

6. Select necessary group from the List of Reorder Groups.

7. Use filters to find component quickly.

8. Select and highlight a line.

9. Press "+" button.

10. Set Approach Level and Reorder Level, where Approach Level > Reorder Level.

11. Press "OK" button.



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18	STING	VK0					_				
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12. To remove the component from the Reorder Group select, and highlight the line.

<sup>13.</sup> Press "-" button.



#### 3. Reorder Level

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PN: SEL Description: ReorderLevelQty: ApproachedLevelQty: 4559	Store_Qty: StQ_Subst: Order_Qty: Daily_Cons: Monthly_Cons: Revision	m: TaskCardRef: Check: AMM/IPC Ref: Uni
3		
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1. To Compare Real Qty on Stock, click on the "Reorder Level" tab.

2. Use filters to select store and reorder group name, then List will appear. Also, use "Filter PN" and check boxes to find correct components.

3. Note: If Qty on Stock less than Approach Qty then record will be yellow, if qty on stock less than reorder level then record will be red. Also, "Daily Cons" column (Daily consumption) shows daily consumption rate for last two months. Select the line.

4. To check Qty of selected Part on all Stocks press "Stock" button. To transfer data to excel, press "Table" button or "Store" table.