Stock Management Functionality

on2Site

Before you download the app

- **Register** for on2site at *www.jarussell.co.nz*

Integrate

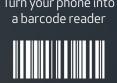- Check your integrate settings. Set file types & ensure you have set up a destination for *charge outs* to enable stock management functionality

Account

- Select the functionality you wish each employee to have access to

TIP!
Turn your phone into a barcode reader

DOWNLOAD THE on2Site APP
Download the on2Site app on your smartphone or tablet

Available on the App Store

ANDROID APP ON Google play

🔍 Search on2**Site** in your app store

Stock Management Functionality

Stock Management

How to set up a new Stock Entity & Add Products

Add & remove product lines from your stock entities
Create & edit your own products so that everything in your entity can be charged out & counted or replenished.

Allow time to set up your stock entity for the first time. Once this is set up, managing your stock & charging out will be quick & effortless

+ Create New

1. **Create a new entity**
   Select the type of entity & complete the relevant details
   It is always advisable to set a default entity

Add Products

2. **Add products**
   Select the products you wish to add from the J. A Russell Ltd catalogue or add your own items

   - Edit stock quantities - Using the edit tool, adjust quantities to ensure accurate stock holding

   - Set minimums - This is critical for replenishment

   - Transfer between entities - You can use this to manage assets

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How to Charge Out

To charge out ensure your email address is up to date in your account settings. Create your list of Jobs (charge out) to allocate product. Close your jobs off & send a file back to the office.

Charge Out

Create New

1. Create a new job to be charged out to

2. To charge out product from an entity to a job, select the relevant job & select the product & quantity to be charged

My Charge Out 🛒

3. Once the job is complete & all stock for this job has been charged out, review the charge out basket, complete & send to an email address &/or system

How to Replenish Stock

Automatically or manually replenish stock. Create a new order to be sent to your branch to replenish your stock

Replenish My Stock

Manually replenish by selecting **Create a new order** by working through your stocked items & adding to your cart

Create New Order

or

Auto replenish to create a cart of all products that will bring your stock levels back up to their set minimums
Note: You will have a chance to amend individual items before finalizing the order

Auto Replenish

My Replenish 🛒

Once your replenishment order is complete, review the **My replenishment basket**, check out & complete delivery details

How to Receive Stock Orders

Book in your replenishment orders when they arrive Receipt stock into your entity quickly & easily

Receive Order

You can manually adjust your order into your stock or automatically accept the order
Note: You will have a chance to amend individual items before receipting the order

Reports & Stocktake

A suite of reports are available to help you manage & track the activity within your entities

Reports

Stocktake functionality is available to use periodically to keep an accurate count on your stock

Stocktake Mode

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J. A. Russell Ltd
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