How to Guide
Un-Archive a Stock Item

MRJ Consultants

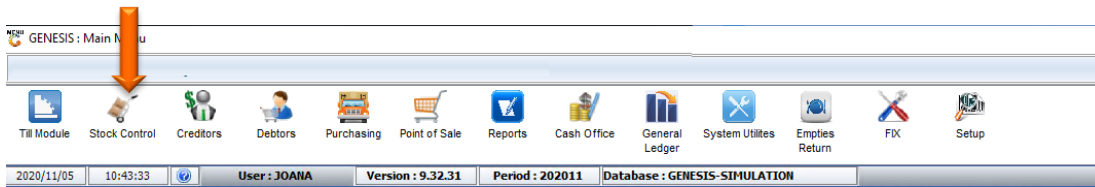*37 Weavind Ave, Eldoraigne, Centurion, 0157*

Tel: (012) 654 0300
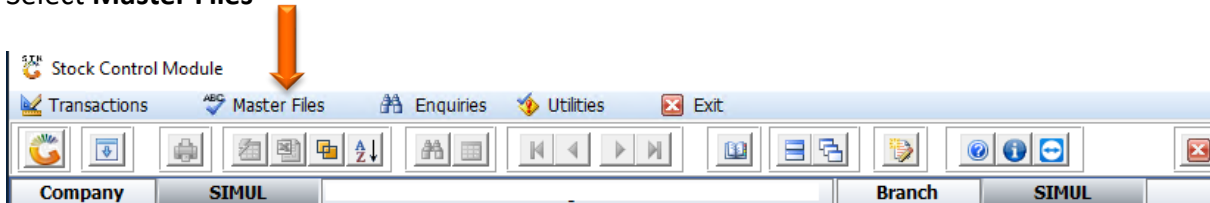
Mail: helpdesk@mrj.co.za
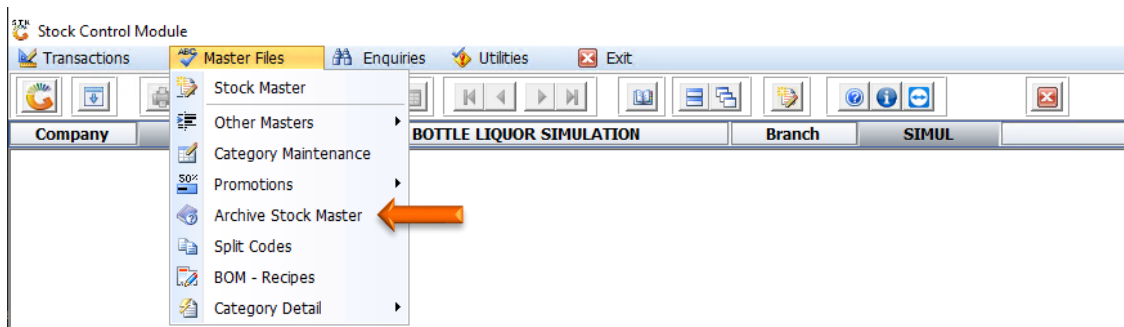
How Un-Archive a Stock item

1. Log into Genesis Menu
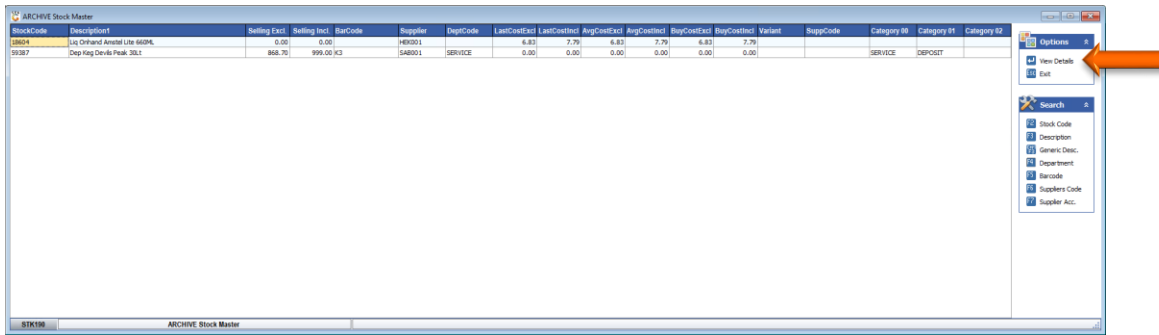2. Open **Stock Control** from the main menu
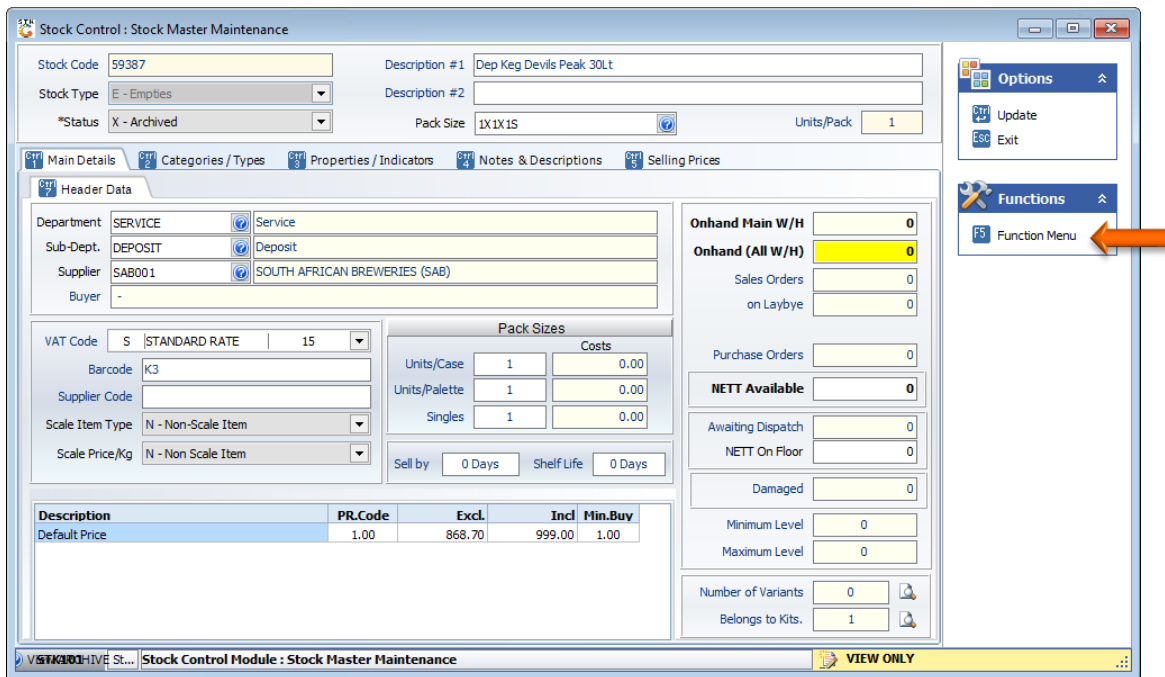

3. Select **Master Files**

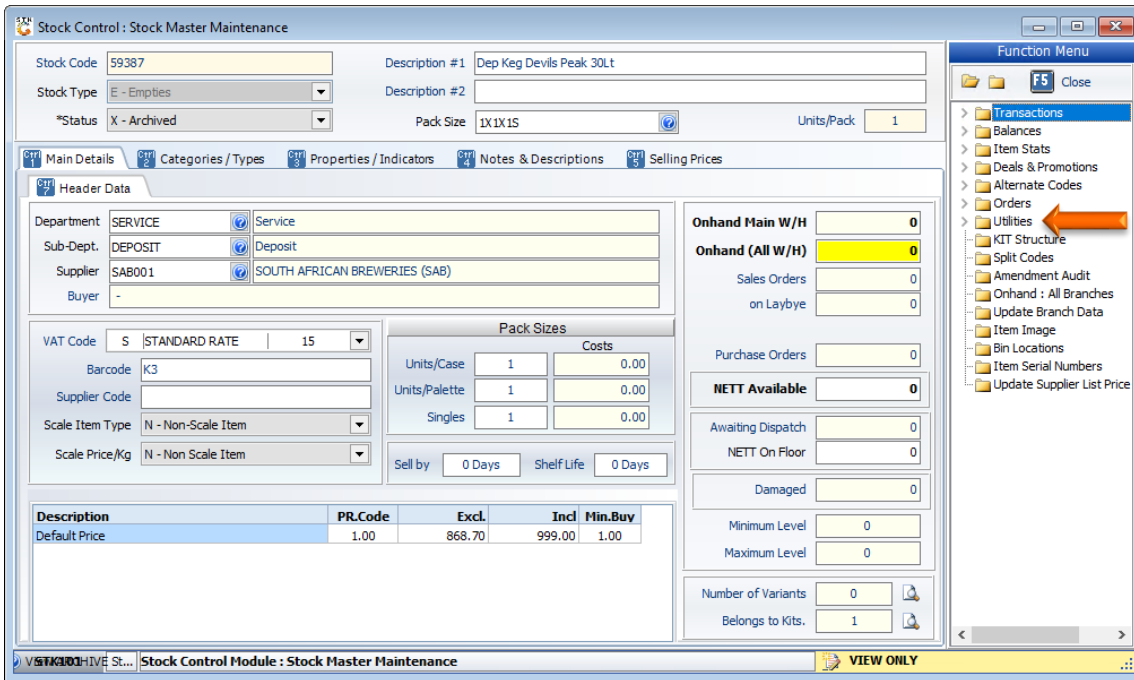4. Select **Archive Stock Master** from the Drop-Down menu

5. Select the stock item from the grid that you wish to Un-Archive and press **Enter** on your keyboard or click on **View Details** under the Options menu.
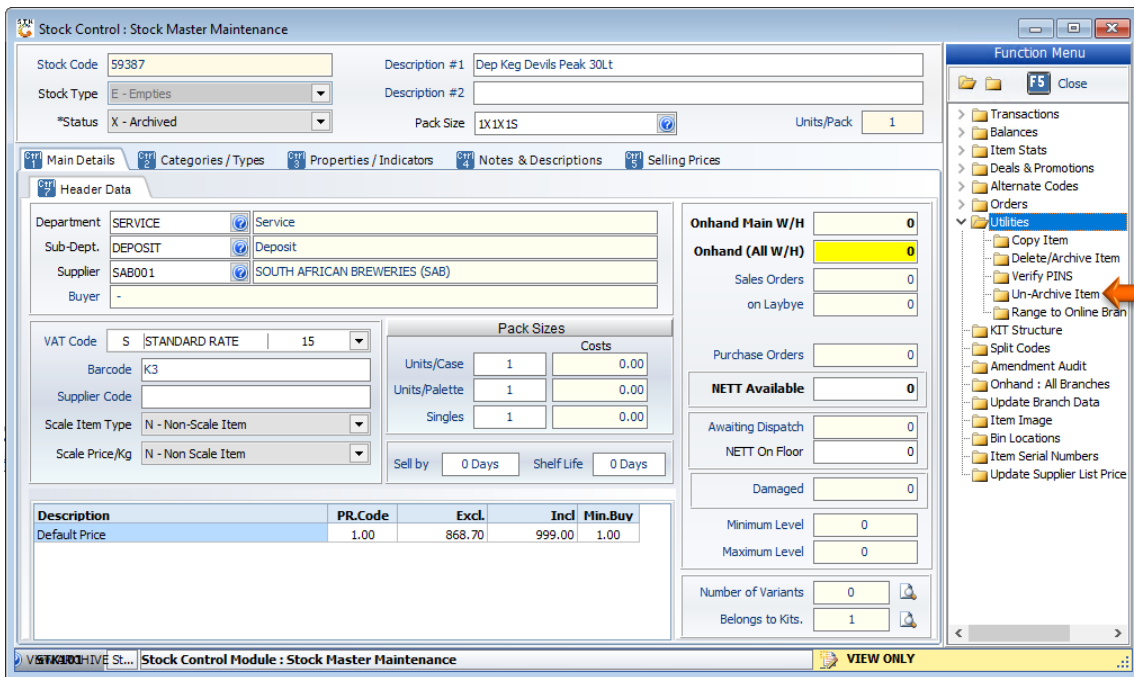
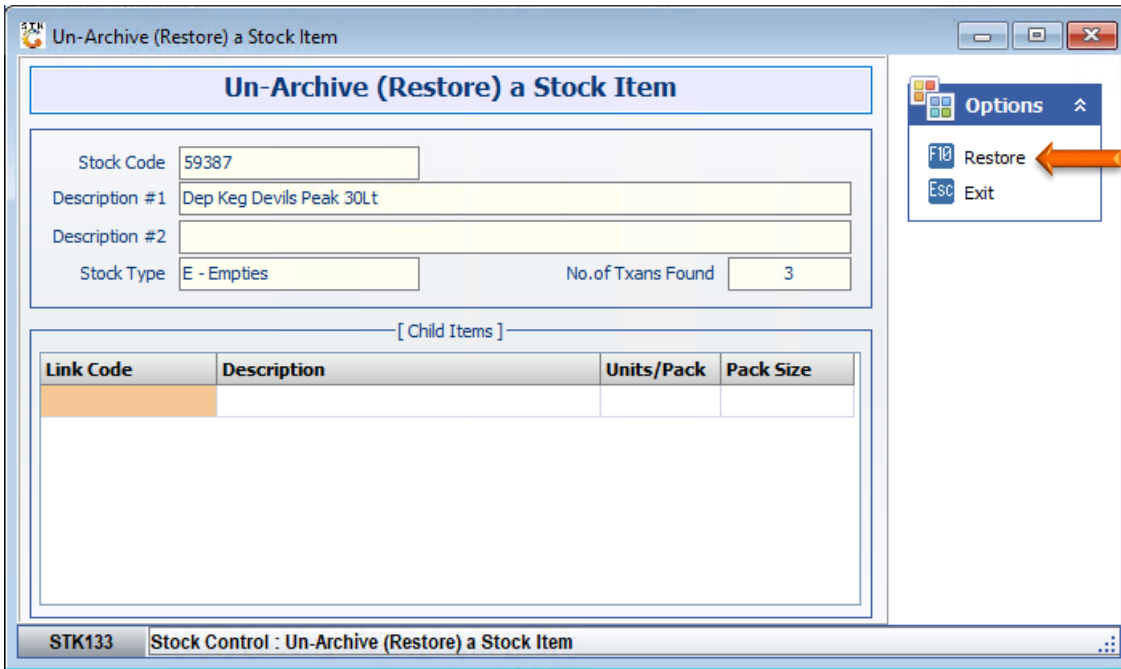6. Press **F5** or click on **Function Menu** on the right-hand side
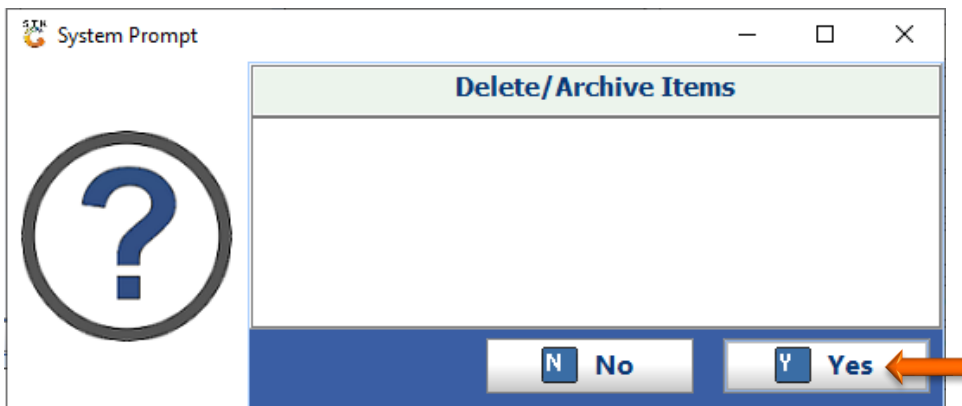

7. Click on **Utilities**
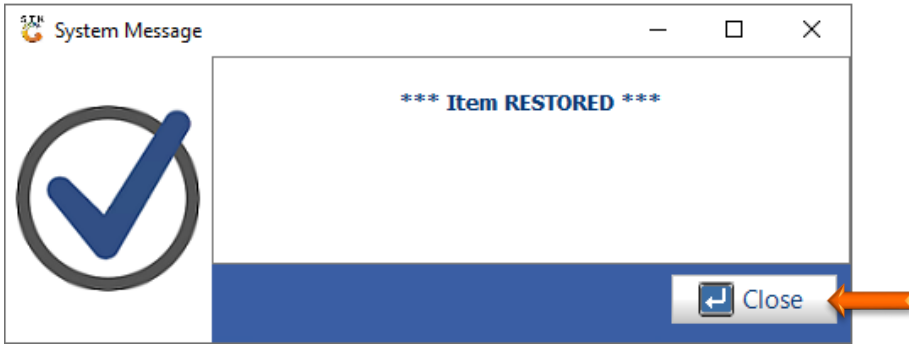
8. Click on **Un-Archive Item**

9. Press **F10** on your keyboard or click on **Restore** under the Options Menu

10. Press **Y** on your keyboard or click the **Yes** button.

11. Press **Enter** on your keyboard or click the **Close** button

And that concludes the User Guide😁