



How to Guide Range a Stock Item from Global

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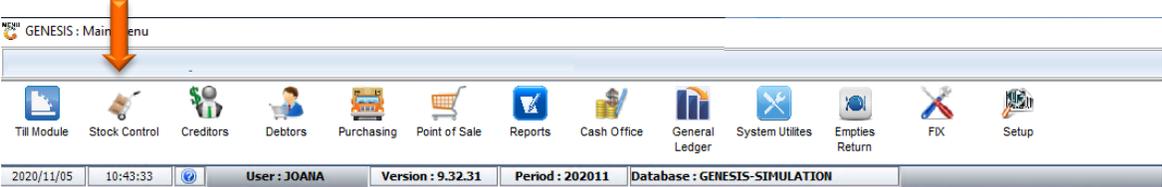
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How to Range a Stock Item from Global

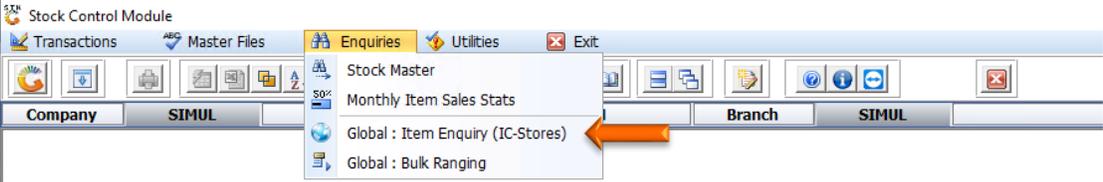
- 1. Log into Genesis Menu
- 2. Open **Stock Control** from the main menu



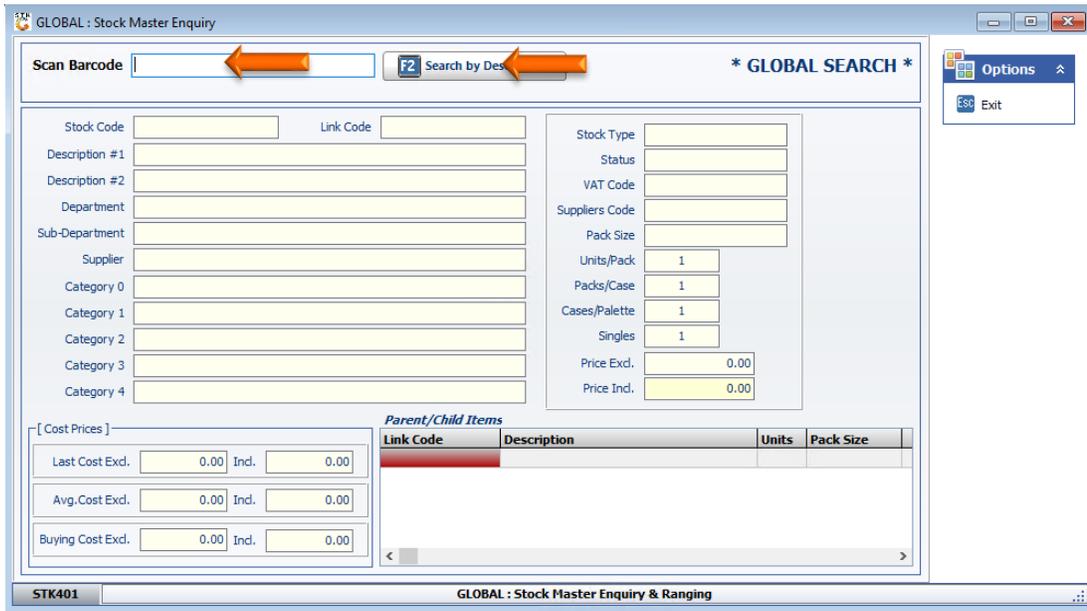
- 3. Select **Enquiries** from the main menu



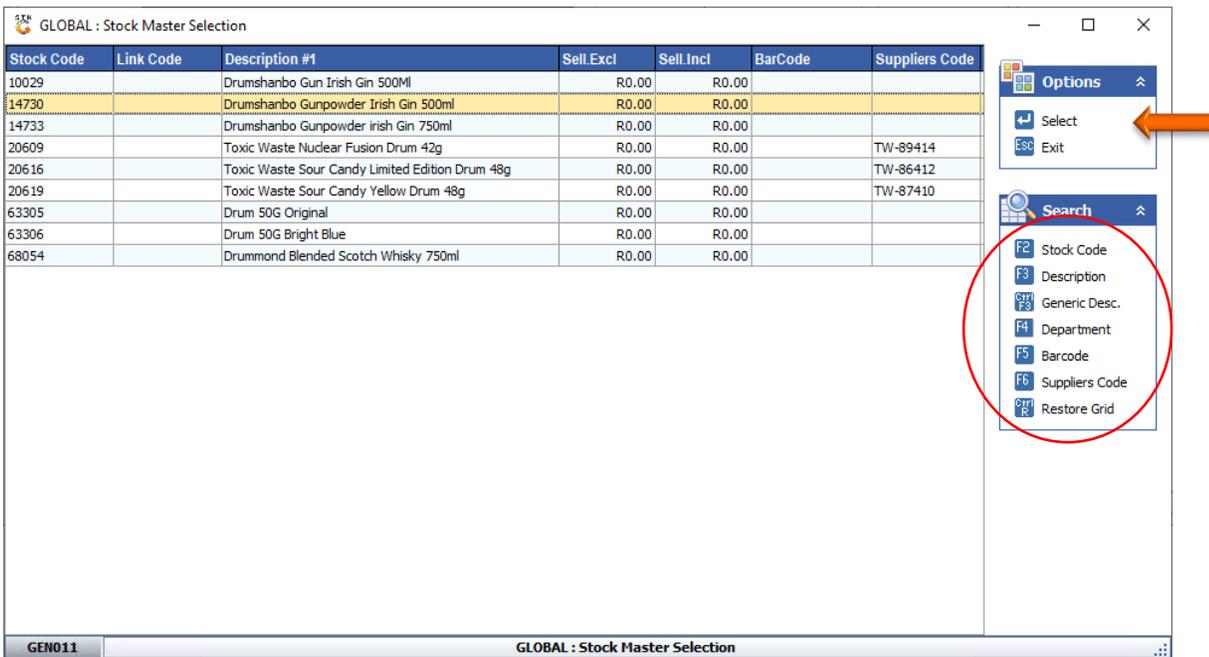
- 4. Select **Global: Item Enquiry (IC-Stores)** from the drop-down menu



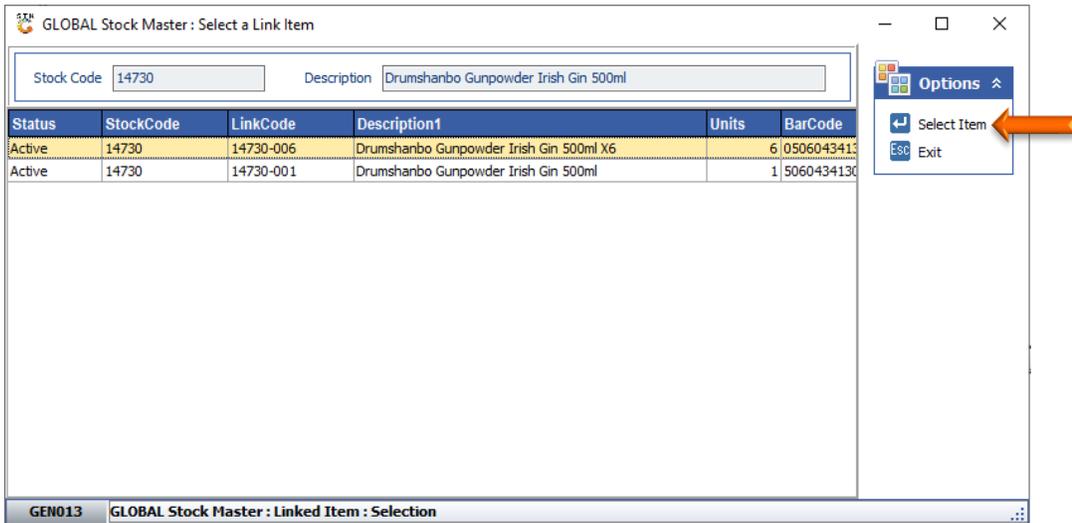
5. Scan or capture the barcode.
6. You may also search with the item description by capturing the description in the **Scan Barcode** field. Press **F2** on your Keyboard or click on **Search by Description**.



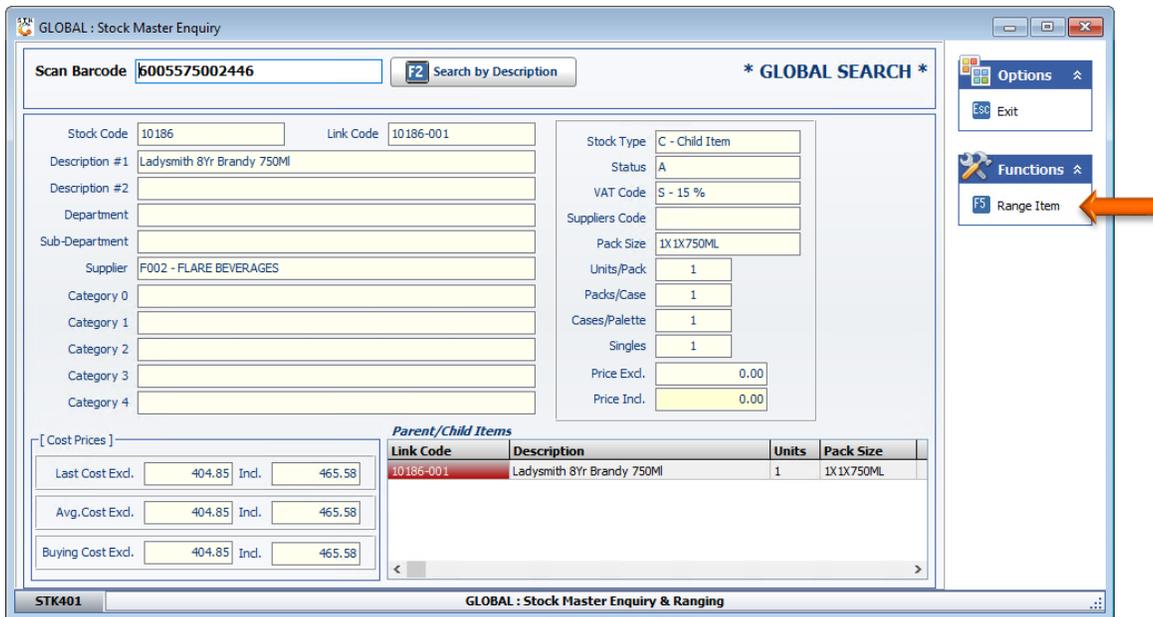
7. Select the stock item from the grid and press **Enter** on your keyboard or click on **Select** under the Option Menu. You can also search for the stock item by using the functions under the Search Menu.



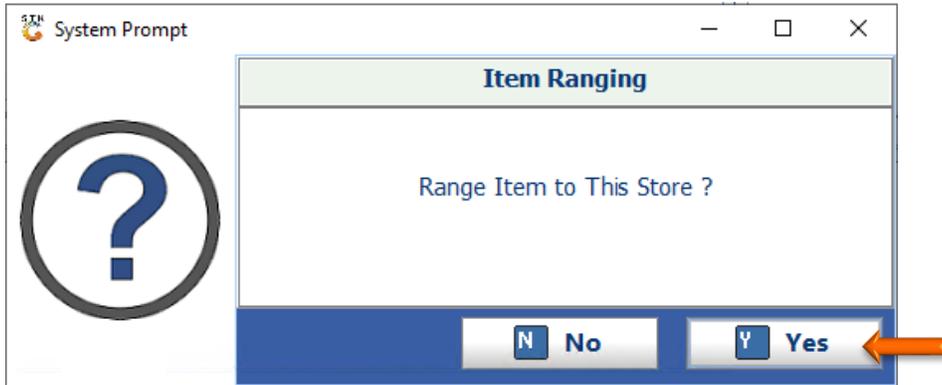
- Select the stock item from the grid and press **Enter** on your keyboard or click on **Select Item** under the Option Menu



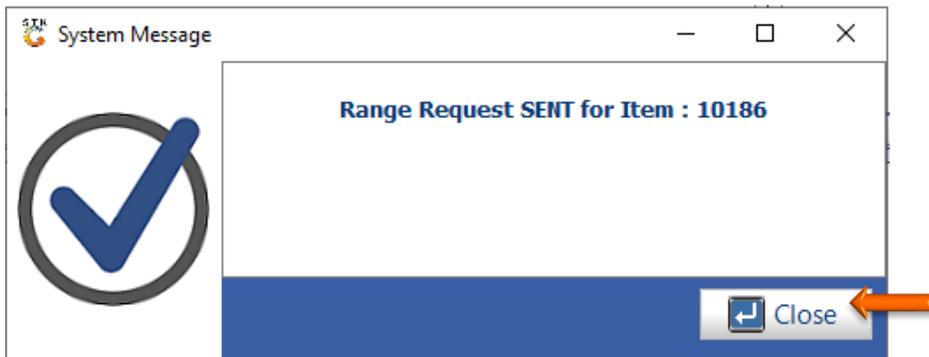
- Press **F5** on your keyboard or click on **Range Item** under the Function Menu



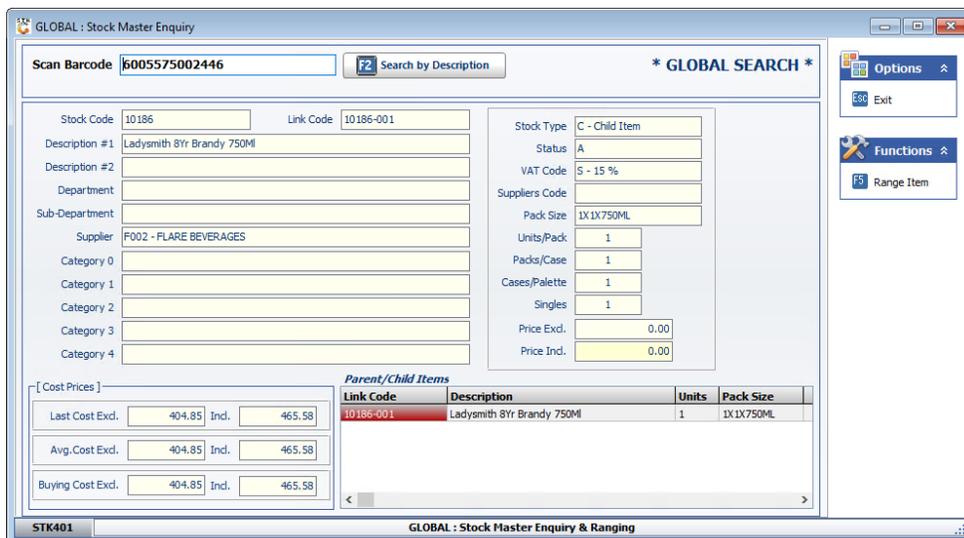
10. Press **Y** on your keyboard or click on the **Yes** button



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



12. Press **Esc** on your keyboard or click on **Exit** under the Option menu. The item will take a few minutes to range to the store.



And that concludes the User Guide 