

Create and Process Stock Request

Using the Webatar app, you can easily request the stock you need. Once your request is submitted, it is sent directly to the Storeman. The Storeman will pick the required items, prepare them for collection, and notify you as soon as your order is ready to be picked up.

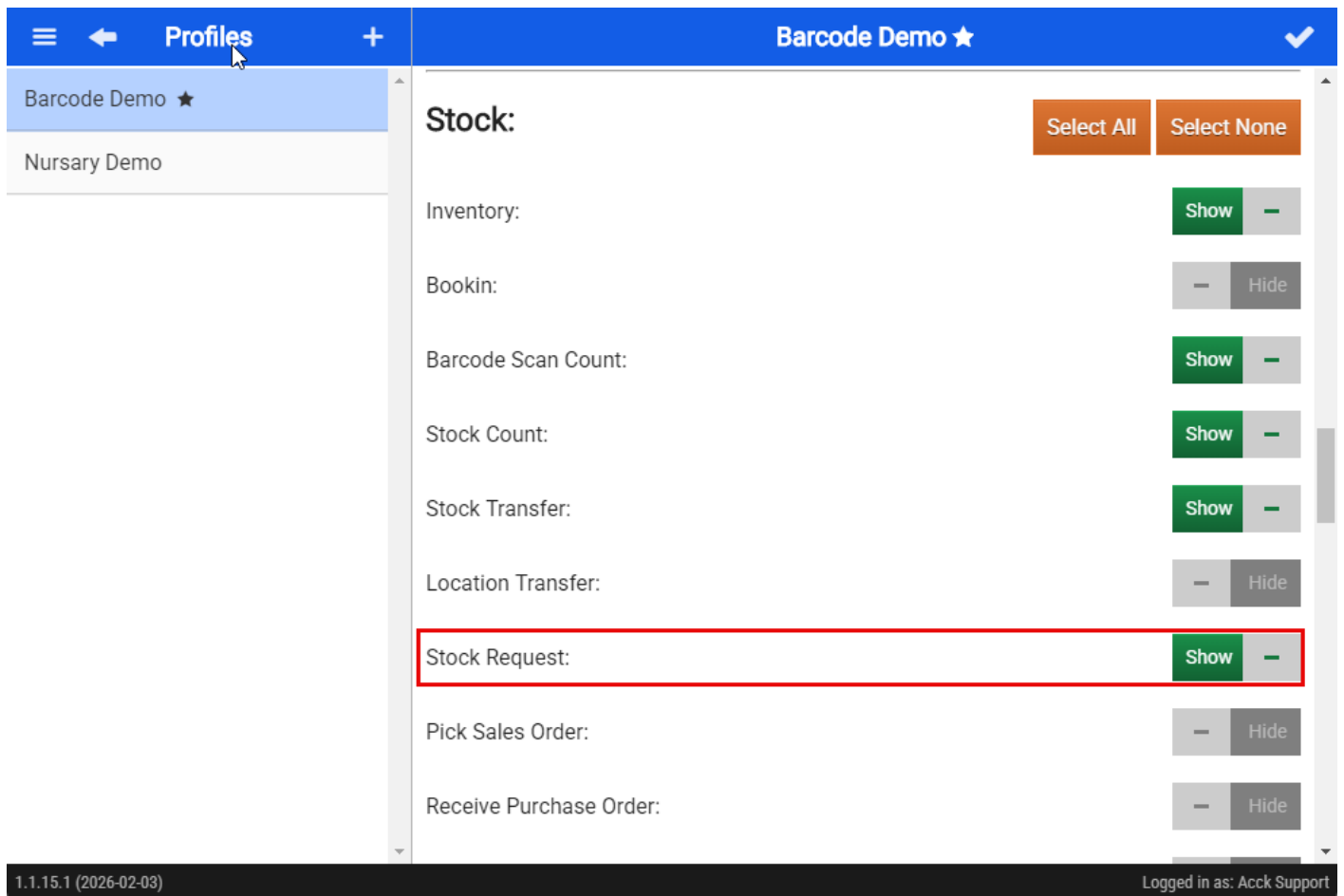
Before you start you will need to know your Job number

Job Costing Module > Activity > Manage Job

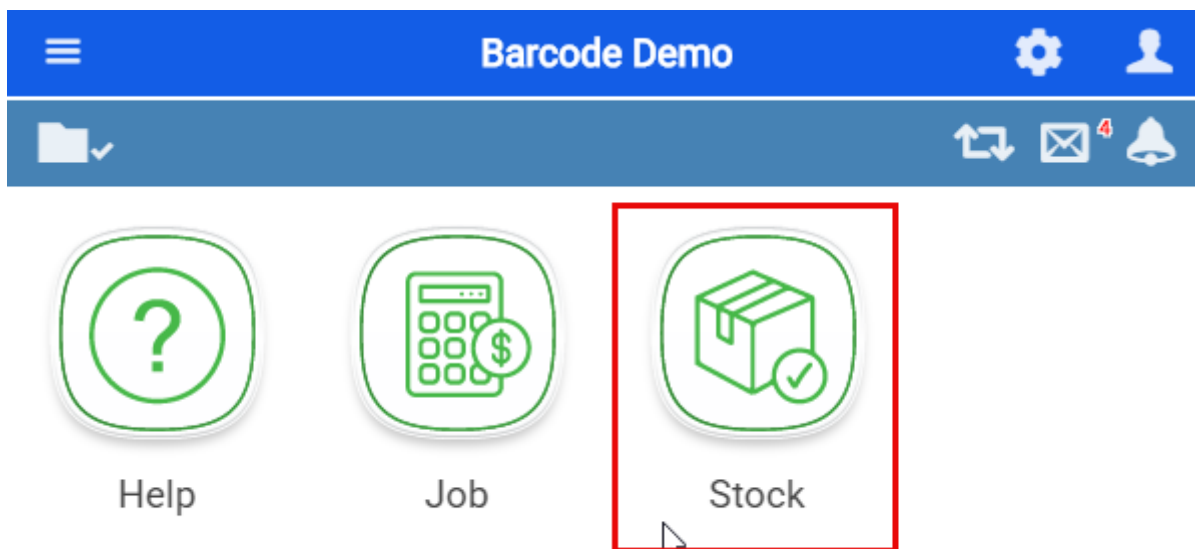
#	Att	Memo	Due	Job Status	Team	Info	Job No	Status	% Completed	Completion Date	Start Date	Approved T
1							JOB1068	Started		2025-11-06	2025-10-30	2025-10-31

Log in to the Webatar app using your usual credentials. Once logged in, **check that your profile is correctly set up** and has the required permissions to submit a stock request.

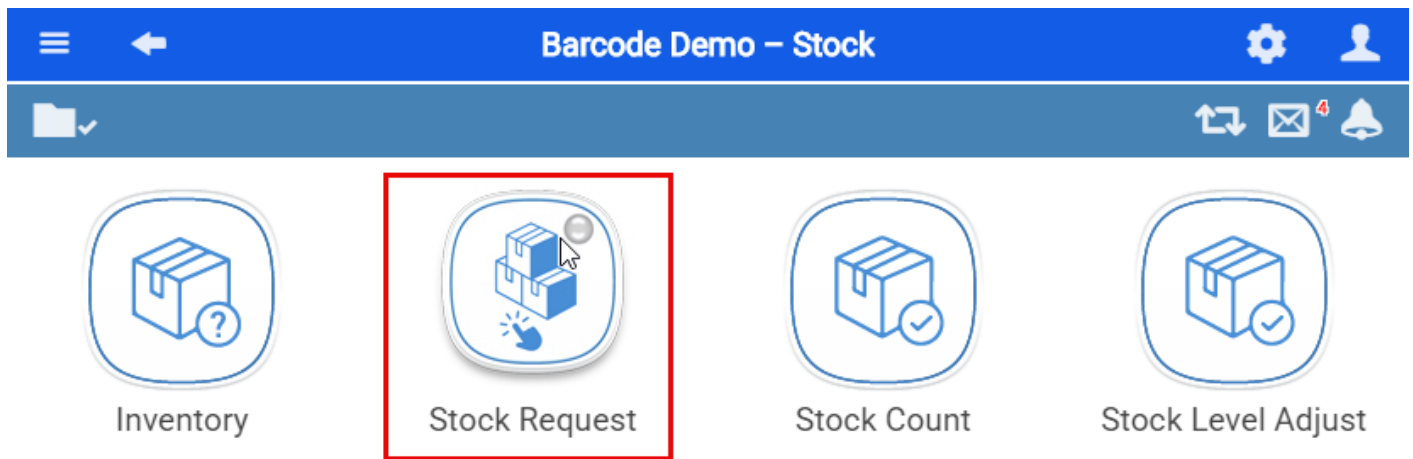
- In your profile scroll down to **Stock**
- Toggle on the **Stock Request**
- Save the setting by clicking the **Tick** at the top right of the screen



In the Webatar app, click on **Stock** if the group option is enabled for your access group.



- Click on **Stock Request**



There are two ways to add a Stock Request either via quick add or Add

Quick Add	Use to add just using the job number
Add	Use to add using more detail like Reference, Description, Storeman etc.

Quick Add

- Add by typing in the job number or searching for your job number by tapping the magnifying glass icon.
- Save your entry by tapping the tick at the top right of the screen.

Quick Add – New Stock Request

Type:

Stock out for job

Job No:



Add Item

Scan Items

- Add the stock item you need by either scanning the barcode (if available) or manually searching for the item using the magnifying glass icon.

Quick Add – STKRQ59

Type:

Stock out for job

Job No:

JOB10



Manufacture pc

Add Item

Scan Items

Add Item by Searching

- Search by clicking the + (Add) button

 Request Item – STKRQ60 

Code:



Description:

Line Quantity:

1



Warehouse:

Date Required:

Reference:

Job:



- Search using the filters to find the Stock item you are requesting
- Tap on the item needed

If no items appear on the right, tap the refresh button in the top right corner 

Makes		   	
AC (1)		Enter search text here	
1	Daikin 3 4	RZAC35EVM #1 3.5KW R32 SA Compact Cassette RC ODU GL9601 Total Qty – 7 	
		RZAC45EVM #2 4.5KW R32 SA Compact Cassette RC ODU UOA317889 Total Qty – 5 	
		RZAC65EVM #3 6.5KW R32 SA Compact Cassette RC ODU Total Qty – 5	
		RZAC75EVM #4 7.5KW R32 SA Compact Cassette RC ODU RZAC75EVM	

- Update Quantity and Date required if necessary and confirm Job number is correct
- Save your entry by tapping the tick at the top right of the screen.

←

Request Item – STKRQ60

✓

Code:

RZAC35EVM

+

Description:

3.5KW R32 SA Compact Cassette RC ODU

Line Quantity:

1

−

+

Warehouse:

Master Warehouse

Date Required:

2026/02/25

Reference:

Job:

JOB10

Q

✕

Add

Add Item by Scanning the Barcode

- **Scan** the Barcodes of the inventory items needed by using a barcode scanner
- When you have added all your items, Tap "**Add**"

←

Stock Request Scan Lines – STKRQ60

WHS: Master Warehouse

Scan Barcode



Result: Success

Scan Time: 2026-02-25 10:02:30

Scanned Text: GL9584

Stock Code: CAS/CS/BASIC-123

Description: Case Black Basic

Warehouse: Master Warehouse

Count: 1

Line 1

 GL9584

CAS/CS/BASIC-123

Case Black Basic

 MAST

 1



Next

Add 1

Once you have added all your required items, Click on the back Arrow

Quick Add – STKRQ60

Type: Stock out for job

Job No: JOB10

Manufacture pc

3.5KW R32 SA Compact Cassette RC ODU
RZAC35EVM
MAST – Master Warehouse
JOB10
2026-02-25

1

#1

Case Black Basic
CAS/CS/BASIC-123
MAST – Master Warehouse
2026-02-25

1

#2

Add Item

Scan Items

Here you will be able to see your Stock Request Created

- Tap on your Stock Request

At this stage your stock request has only been created and not yet sent to the storeman.

Stock Request			
Job Acck Support Acck Manufacture pc Requested – Requested 2026-02-25			
STKRQ60 NEW			
2 (2) 2026-02-25 10:19 #1			
Job Acck Support Acck Manufacture pc Requested – Requested 2026-02-25			
STKRQ59			
1 (1) 2026-02-25 10:16 #2			
Job Acck Support Acck Basic Job Requested – Requested 2026-02-24			
STKRQ58			
2026-02-24 13:20 #3			
Job Acck Support Storm Project Job October Requested – Requested 2025-09-22			
STKRQ54			
1 (2) 2025-09-22 19:11 #4			
Quick Add		Add	

Here you will finalise the details before submitting your request to the Storeman.

General Details:

- Check that the details are correct:
- Job Number
- Client
- Description
- Storman
- Requested by

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General Details – STKRQ60

✓

General Details

Items Requested

Upload Photos

Attachments

Email To Self

Complete To Stores

Document Type

Stock out for job

Job Number

JOB10

Supplier

Client

Reference

Acck

Description

Manufacture pc

Storeman

Craig B

Requested By

1.1.15.1 (2026-02-03)

Logged in as: Acck Support

Items Requested:

- Confirm the item and quantities are correct

General Details

Items Requested

Upload Photos

Attachments

Email To Self

Complete To Stores

Stock Request Items – STKRQ60

3.5KW R32 SA Compact Cassette RC ODU
RZAC35EVM
MAST – Master Warehouse
JOB10
2026-02-25

1

#1

Case Black Basic
CAS/CS/BASIC-123
MAST – Master Warehouse
2026-02-25

1

#2

Add Item

Scan Items

Upload Photos:

- Upload photos if needed

Webatar

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Stock Request Photos

STKRQ60

General Details

Items Requested

Upload Photos

Attachments

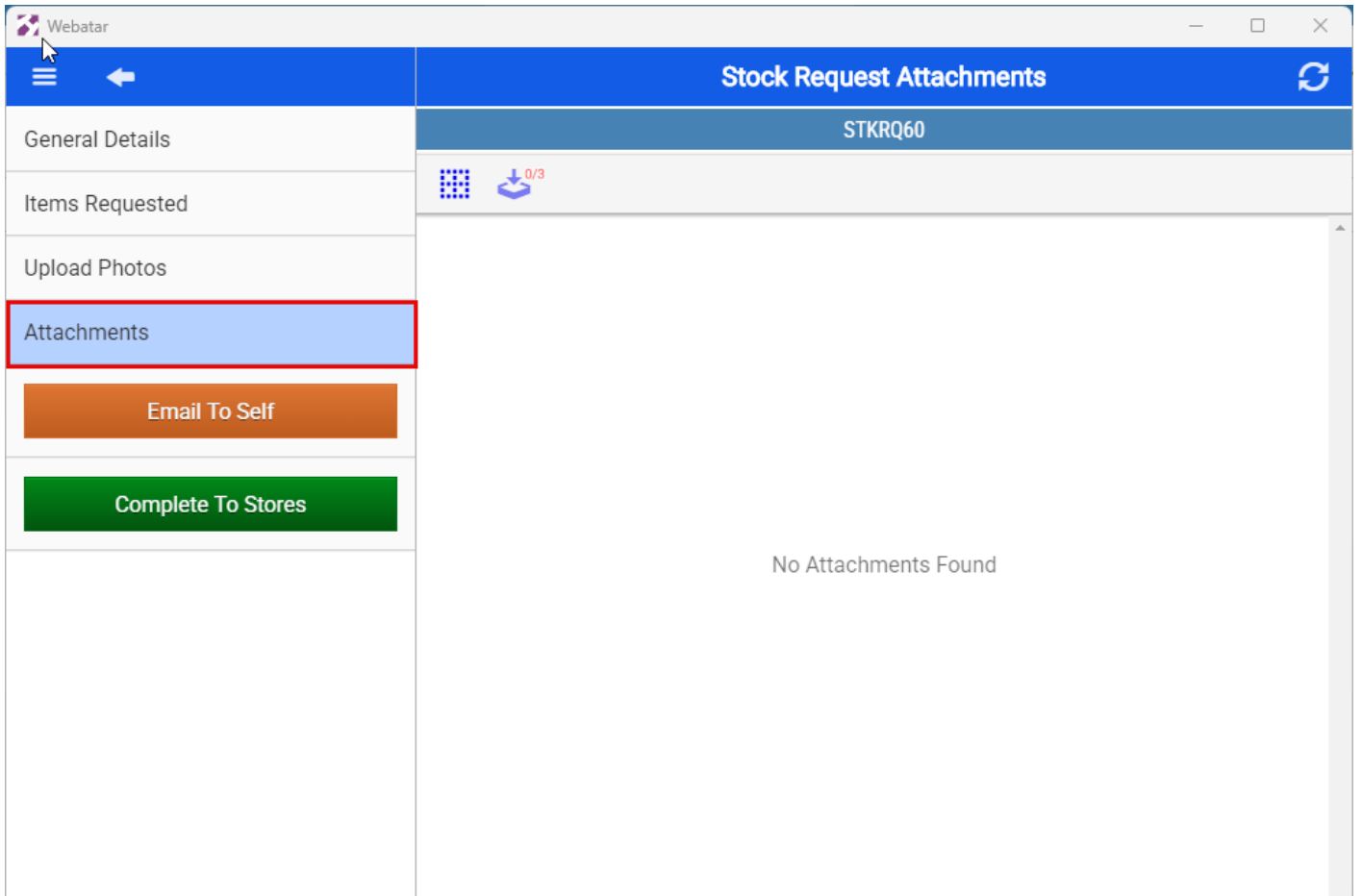
Email To Self

Complete To Stores

Sync To Server

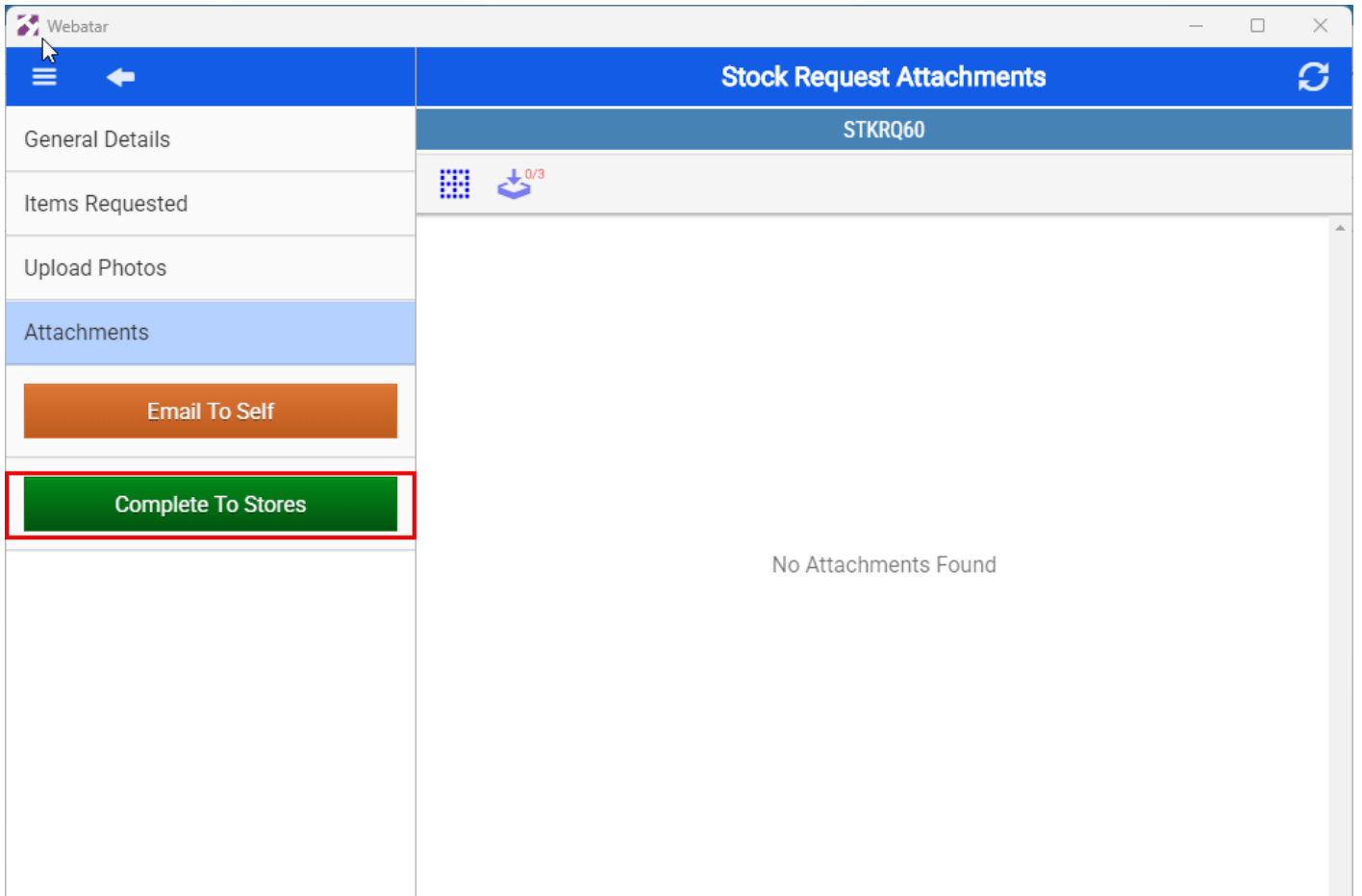
Attachments:

- Upload supporting documents if needed



Complete To Stores

Tap on the "**Complete to Stores**" button to submit your request



Revision #10

Created 23 February 2026 21:35:11 by Pamela

Updated 21 April 2026 08:49:55 by Paige