

Stock Level Adjust

Increasing or decreasing stock levels from Webatar App

Module access setup

New module falls under the Stock Group

System Configuration > General > User Setup

- Go to the "**Module Access**" tab
- Click on "**Edit**" at the mobile Role

The screenshot shows the 'Edit Employee Info' window with the 'Module Access' tab selected. The window has a blue header and a light blue body. The 'Module Access' tab is highlighted with a red box. The 'Mobile Role' dropdown is set to 'Mobile Full access', and the 'Edit' button next to it is also highlighted with a red box. The window contains various settings for employee access, including module access, supervisor roles, and mobile access options.

Employee Management													
Attachments Restrict Access Set Password Incident Functions													
Details 1		Details 2		Module Access		Address		Account Details		User Fields		Email	
System Configuration Module:		Full Access System Config		Reports And Security Role:		Administrator							
General Ledger Module:		Full Access General Ledger		Favourite Role:		Inventory Management							
Debtors Module:		Full Access Debtors Module		Form Security:		Full Security Role							
Creditors Module:		Full Access Creditors Modu		CRM:		Webatar Full Access							
Inventory Module:		Full Access Inventory Modu		Asset:		Asset Tracker Role Access							
Job costing Module:		Full Access Job Costing		Lab Module:		No Access							
Energy Module:		No Access		Production Module:		PT Full security Role							
Allow Multiple Module Windows: ☒				Job Supervisor: ☒				Mobile Access: ☒					
Show Column Selector: ☐				Financial Supervisor: ☒				Mobile Role: Mobile Full access					
View Security Button: ☒				Change Control Supervisor: ☐				Add Edit Delete					
Allow Statement Export: ☐				Password Supervisor: ☒				Exclude CRM: ☐					
Storeman: ☐				Purchase Supervisor: ☐				Preferred Users: Preferred Users					
Change Control Manager: ☐				Messages Supervisor: ☐				Warehouse Access: Warehouses					
Creditors Bank Acct. Change: ☐				Sales Margin Supervisor: ☐				Default Warehouse: MAST - Master Warehouse					
Sales Order Status:				Hide Slider Menu: ☐				Default Storeman:					
Default Favourites Report: ☐				Internal User Popup: ☐				Process by Internal User: ☐					
Module Dashboard: ☐													

Save Close

- Tick the "**Stock Level Adjustment**" box

Edit Mobile Role

Mobile Security

Items

Menus

Role Name:

Mobile Full access

Group Menus:

☒

Select All

Select None

Asset Tracker:

Asset:

☒

Asset Actions:

☒

Asset Scan Print:

☒

Asset Audit:

☒

Client:

Client Info:

☒

Client Visit:

☒

New Client:

☒

Purchase Order:

☒

Sales:

Statistics:

☒

Brand Activity Report:

☒

Activity Report:

☒

Quotes:

☒

Invoice:

☒

Reminders:

☒

Sales Leads:

☒

Quick Sales:

☒

Account Payment:

☐

Stock:

Book In:

☒

Inventory:

☒

Barcode Count:

☒

Stock Count:

☒

Stock Transfer:

☒

Location Transfer:

☒

Stock Request:

☒

Pick Sales Order:

☒

Receive Purchase Order:

☒

Weight Change:

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Stock Level Adjust:

☒

Job Costing:

Staff Schedule:

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Job Lines:

☒

Job List:

☒

Support:

Checklist:

☒

Problem Log:

☒

Time Tracker:

Time Tracker:

☒

Set Quick Time Bill Qty only:

☒

Production Tracking:

Job Item Tracking:

☒

Production Tracking Actions:

☒

Job Item Location Audit:

☒

Job Item Scan Print:

☒

History:

Stock Count History:

☐

Financial:

Approvals:

☒

Expenses:

☒

Max Image Size KB:

0

Quote Action:

Sales Order

Asset Return Days:

7

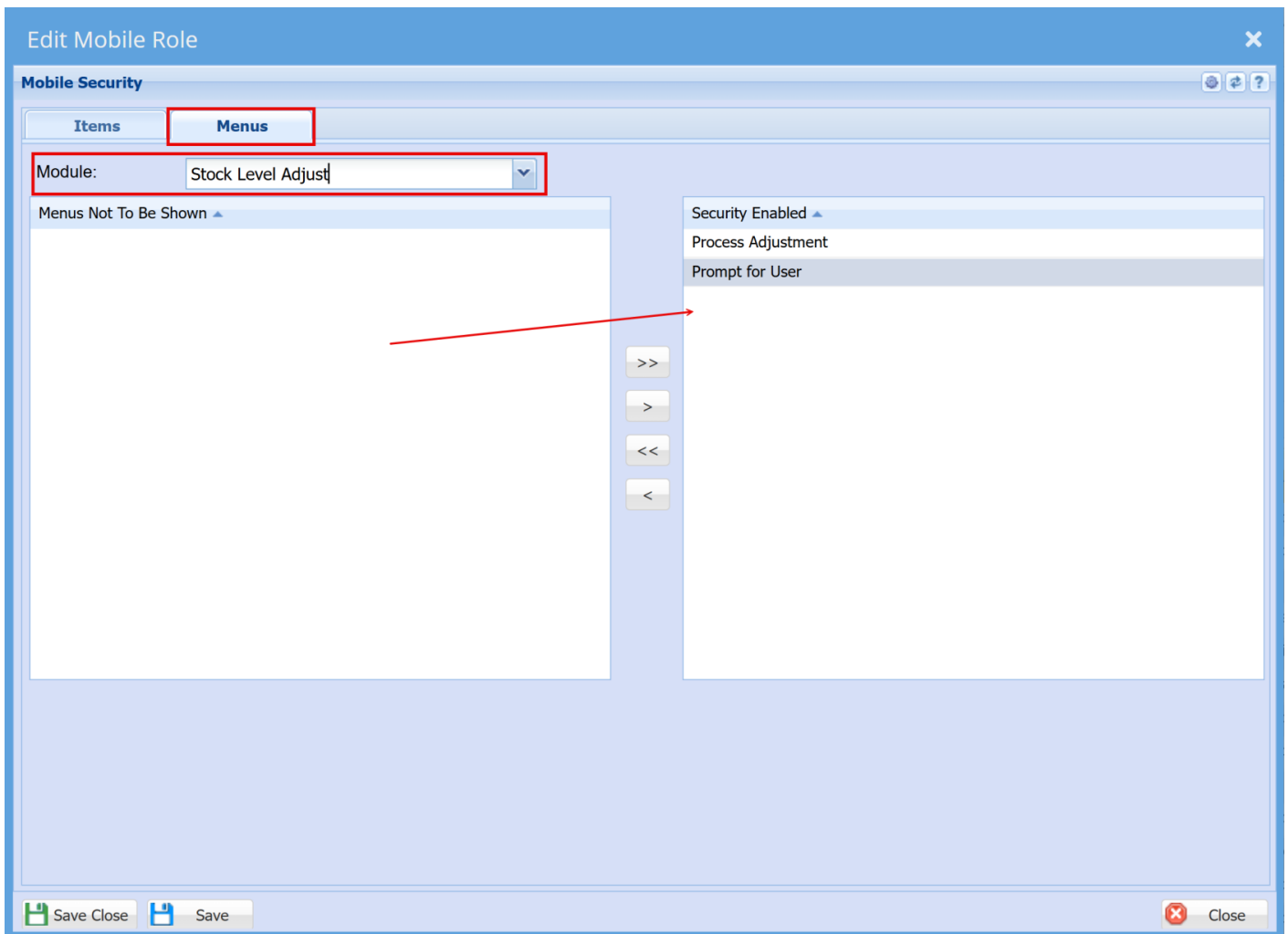
Save Close

Save

Close

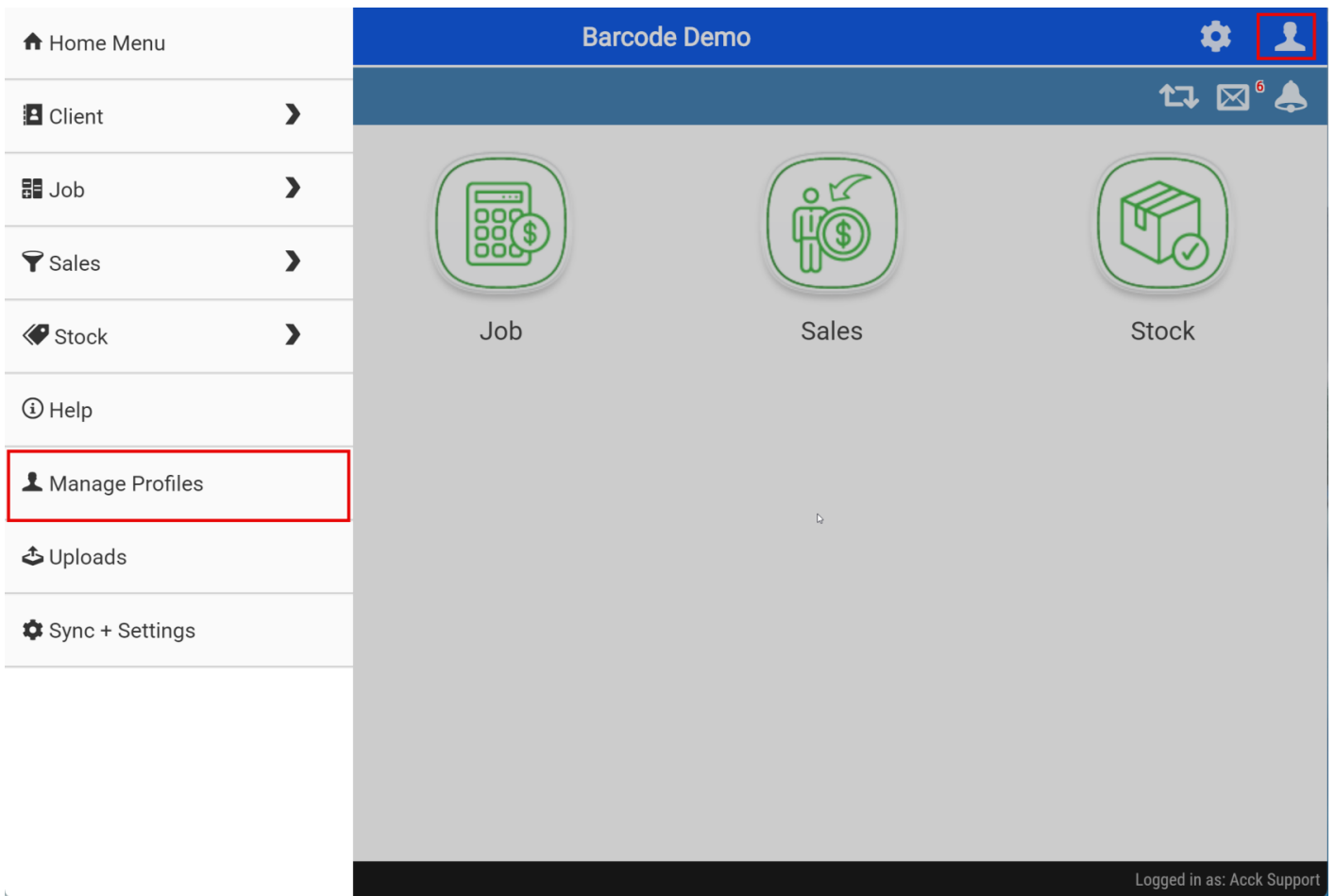
- Click on the “**Menus**” tab
- Select the **Module** you are needing the additional settings to, in this case it will be stock Level Adjustment
- Double-click “Process Adjustment” to move it over to the “**Security Enable**” column to enable the user to perform a stock level adjustment.
- click “**Save & Close**”

Prompt for User	Logs which user captured the stock level and processes this user as the posted user
Process adjustment	Means that when we sync to server you process the adjustment at the same time It processes adjustment is off, then only save the adjustment.

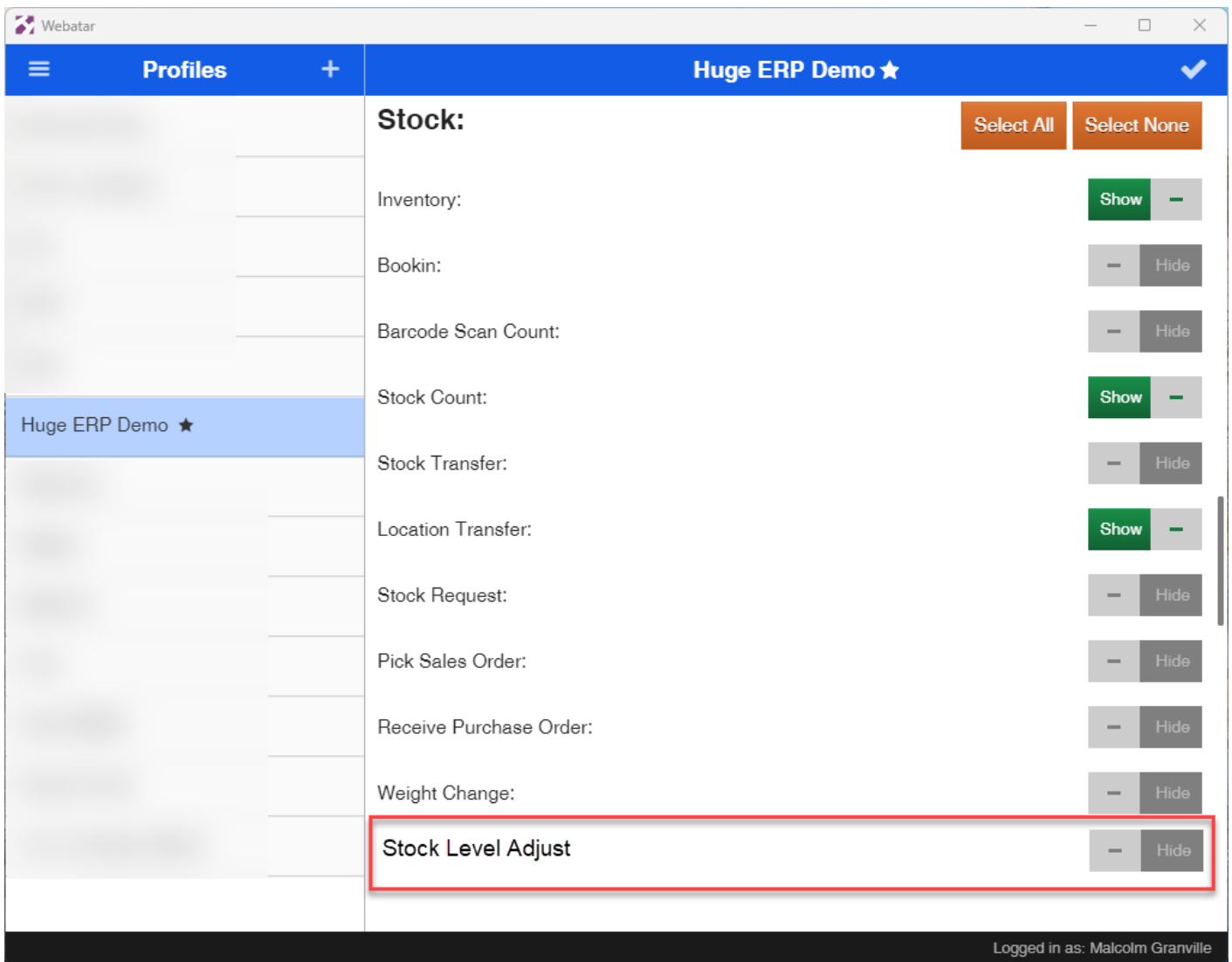


Webatar Security setup

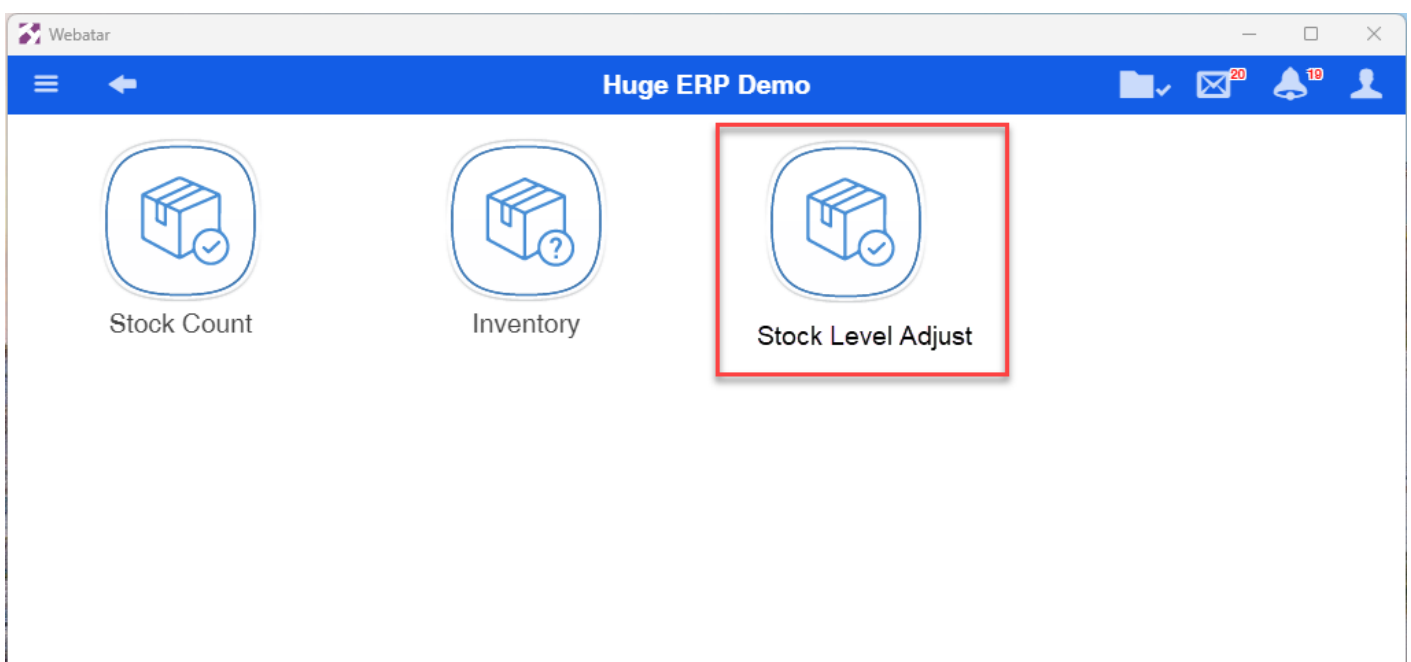
- **Login** to the Webatar App
- Click on "**Manage Profile**"



- Scroll down to "**Stock**"
- Toggle the "**Stock Level Adjustment**" to "**Show**" to activate the Stock level adjustment
- Tap the "**Tick**" at the top right of the page to save the changes

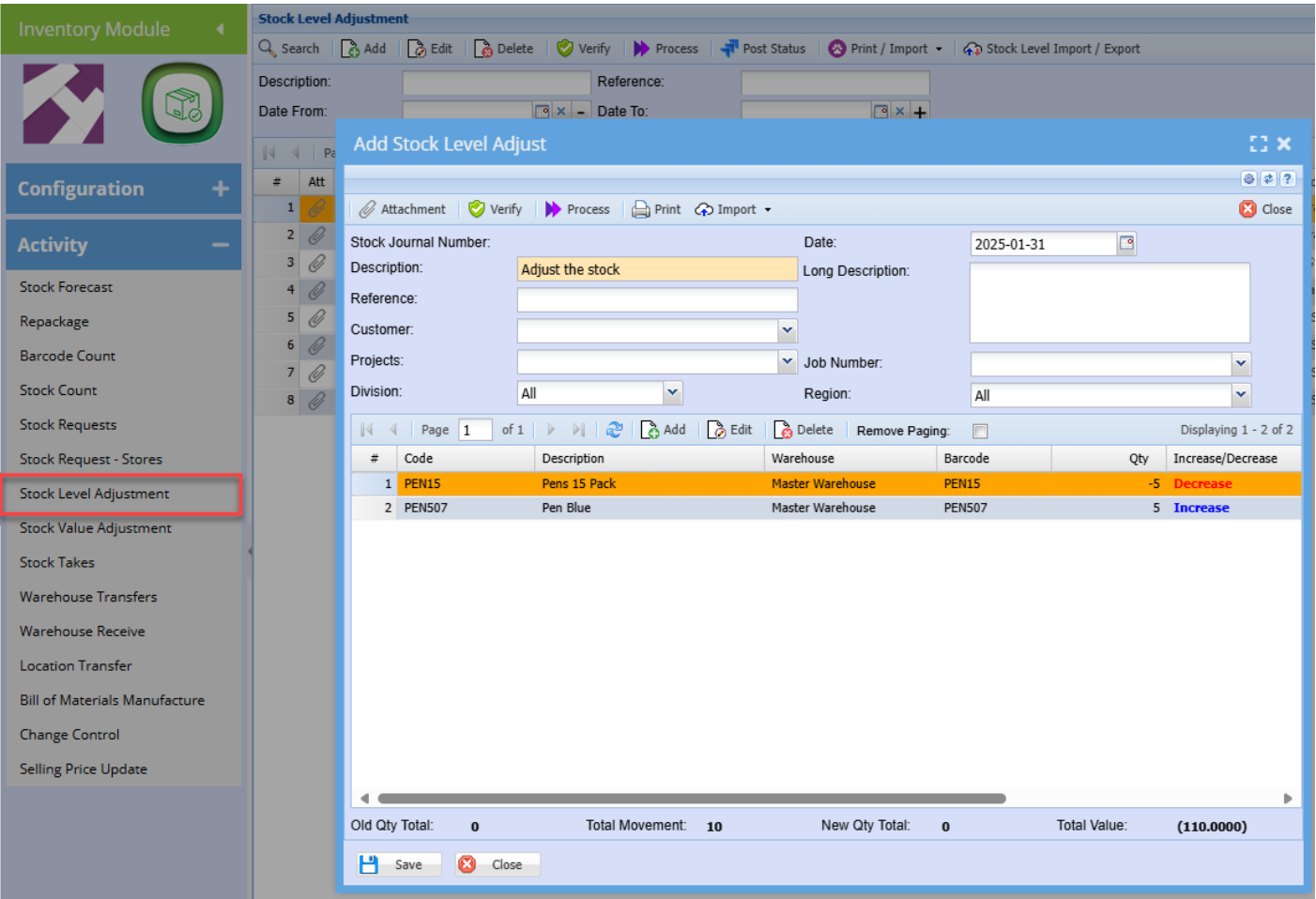


Menu icon



Main system stock level adjustment

The main system used is the stock level adjustment journal



Webatar stock adjust document

Increase stock button	This is the default setting, when this is active all scanned stock is assigned Increase
Decrease stock button	When clicking on Decrease stock and it is active, any stock scanned will be marked as decrease
Warehouse	When switching warehouses, it will apply the warehouse to the new scanned items
Send to Server	This will either save the stock level or process the stock level adjustment based on the security setup

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Stock Level Adjust

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+x

Adjust

Process By:

Malcolm Granville

Stock Types:

STK/Level

Description:

STK/Level

Reference:

WHS Location:

MAST – Master Warehouse

Production Code:

Last Scan

Result: Successful

Time: 2026-03-10 11:56:17

Details

Next

Send To Server (2)

1.16 (2026-02-26)

Scanned User: Malcolm Granville

Increase Stock

✓ Decrease Stock

Scan Stock Item +SB

✕

📄

🔍

#1CAS/CS/BASIC-1232026-03-10 11:56

Decrease

CAS/CS/BASIC-123

GL9584

Case Black Basic

MAST – On Hand 46

↓ 1

🖨️

⋮

#2CPU/1151/I3/71002026-03-10 11:56

Increase

CPU/1151/I3/7100

GL9582

Intel CPU i3 7100K - 3.9Ghz Socket 1151

MAST – On Hand 2

↑ 2

🖨️

⋮

Editing an item

Increase / Decrease	Click on the button to change increase or decrease of item
Count	Set the count by manually entering a number or using the + and - button to change count
Location	Change the warehouse of the item
Accept	Accept the changes
Send to Server	Sync your stock level adjustment to the main system

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Stock Level Adjust

Process By:

Malcolm Granville

Stock Types:

STK/Level

Description:

STK/Level

Reference:

WHS Location:

MAST – Master Warehouse

Production Code:

Last Scan

Result: Successful

Time: 2026-03-10 11:56:17

Details

Next

📄

✖

Adjust

Increase Stock

✓ Decrease Stock

Scan Stock Item +SB

✖

📄

🔍

#1

CAS/CS/BASIC-123

2026-03-10 11:56

🏠 MAST – On Hand 46

↓ 1

Count:

1

–

+

↓

Location:

MAST – Master War

📄

🔍

Prod Code:

📅

Accept

Send To Server (2)

1.16 (2026-02-26)Scanned User: Malcolm Granville

Main system

The stock level adjustment will create a document in the main system with stock level adjustment

Inventory > Activity > Stock Level Adjustment

- Click search to see your stock level adjustment after clicking "**Send to Server**"

Inventory Module

Configuration

Activity

Stock Forecast

Repackage

Barcode Count

Stock Count

Stock Requests

Stock Request - Stores

Stock Level Adjustment

Stock Value Adjustment

Stock Takes

Warehouse Transfers

Warehouse Receive

Location Transfer

Bill of Materials Manufacture

Change Control

Selling Price Update

Stock Level Adjustment

Search Add Edit Delete Verify Process Post Status Print / Import Stock Level Import / Export

Description: Reference: Date From: Date To:

Add Stock Level Adjust

Attachment Verify Process Print Import

Stock Journal Number: Date: 2025-01-31

Description: Adjust the stock Long Description:

Reference:

Customer:

Projects:

Division: All Job Number:

Region: All

Page 1 of 1 Add Edit Delete Remove Paging: Displaying 1 - 2 of 2

#	Code	Description	Warehouse	Barcode	Qty	Increase/Decrease
1	PEN15	Pens 15 Pack	Master Warehouse	PEN15	-5	Decrease
2	PEN507	Pen Blue	Master Warehouse	PEN507	5	Increase

Old Qty Total: 0 Total Movement: 10 New Qty Total: 0 Total Value: (110.0000)

Save Close

Revision #9

Created 31 January 2025 04:54:39 by Malcolm

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