

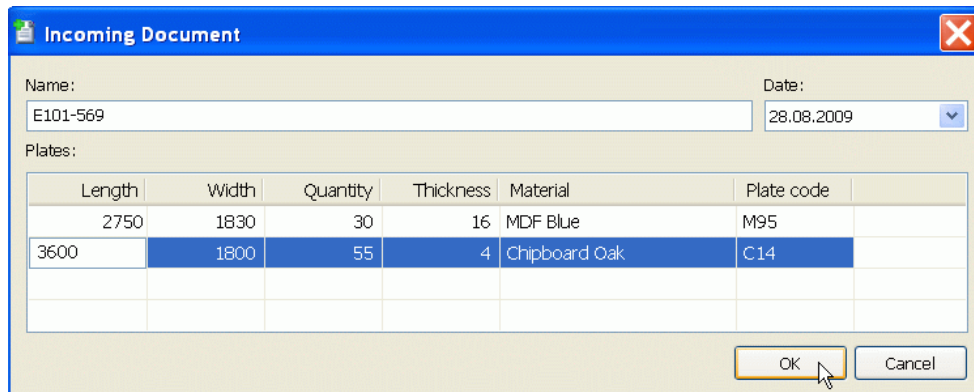
## How to work with the Stock Book

The Stock Book contains information related to restocking your warehouse with materials. It also contains a list of incoming documents. You can add incoming documents and view the Stock Book in the “Stock” dialog window.

Each incoming document has two characteristics – name and date. A incoming document contains a list of plates that are added to stock according to it. A goods received note is an example of such a incoming document.

### Adding a document

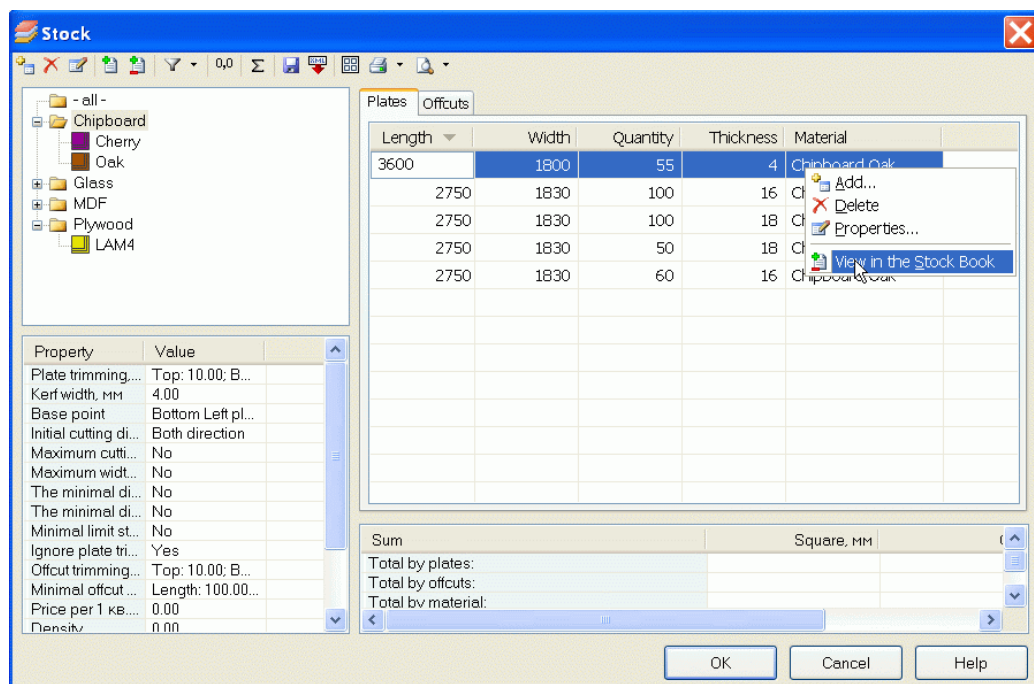
To add a new document, open the “Stock” dialog window using the File- Stock command and click the “Add Document to Stock Book” button there. Enter the name (number) of the document, its date and a list of plates in the new dialog window (see the screenshot below).



“Incoming Document” dialog window

### Documents and in-stock plates

Once a document is added, the plates that it’s related to are added to the stock. If some plates had been in the stock before the document was added, their quantity is summed up with that of the plates being added by the document. To see a complete list of all documents for a specific sheet, select it from a list on the Plates tab and run the “View in the Stock Book” command from the context menu (see the screenshot below).



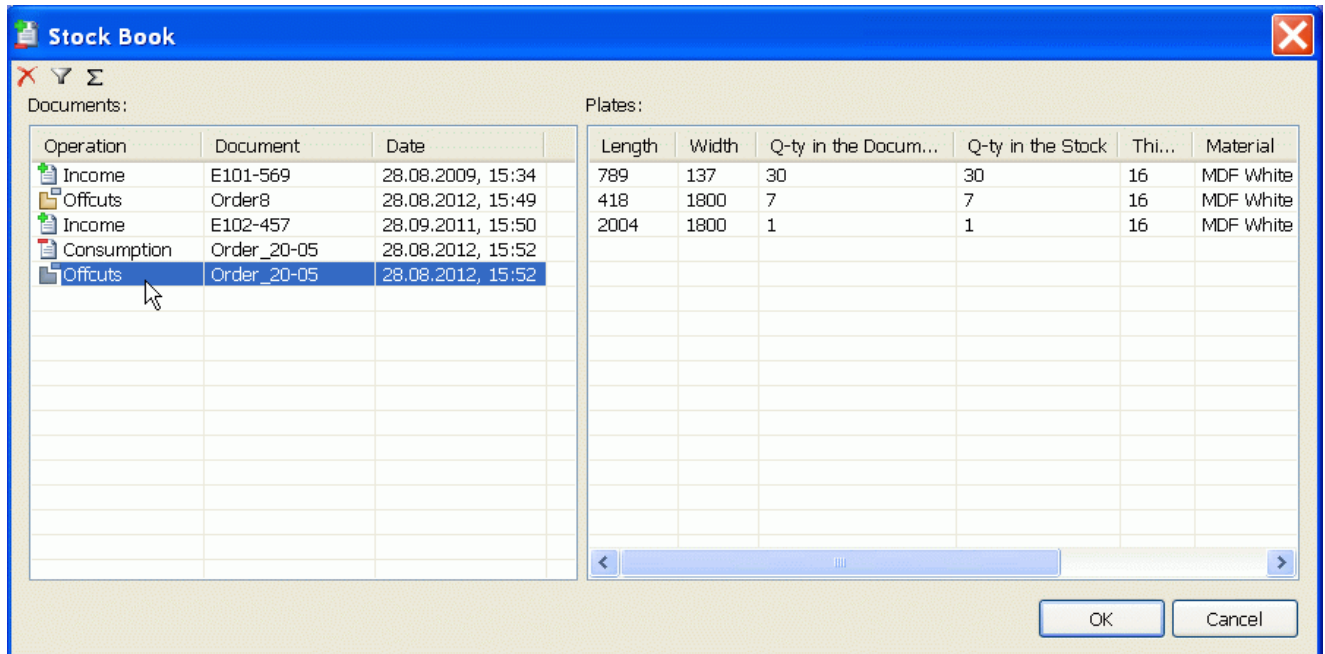
“Stock” dialog window

## Document log

All stock-related documents can be viewed in the Stock Book. To open it, click the “Stock Book” button. The “Stock Book” dialog window (see below) contains two lists:

Documents – a list of all stock-related documents;

Plates – the list displays the contents of a selected document.







“Stock Book” dialog window



The Documents list can be sorted by either of its fields. The “Plates” list contains two extra fields:

- Quantity in the Document – the quantity of plates being added as per the document;
- Quantity in the Stock – the quantity of these plates in stock after processing the document. This quantity is always the sum of the plates that had been in stock and the ones that were added.

The following icons are used in the Documents list:

-  Income – a incoming document that adds plates to the stock
-  Consumption – an expenditure document that withdraws plates from the stock. The names of these documents match the names of corresponding orders.
-  Offcuts – a document that adds new offcuts to the stock. The names of these documents match the names of corresponding orders.
-  Summary – a final document summarizing all the data until the selected date.

The following operations can be performed with the Stock Book:

-  Delete – deletes a document from the log
-  Filter – opens the Filter dialog windows for configuring the document output filter. The filter enables you to select documents by date or type of plates added by them.

- ☑ Summary – creation of a final document. When results are calculated, all the documented until the specified date are deleted and the program creates a single new documents that reflects the final status of the stock.