

Change Inventory Attributes

This documentation explains how to change an item attribute for both a Non trackable item and Trackable Item.

Under certain circumstances a user may be need to change an Inventory Attribute of an items condition from RFI (Ready for Issue) to NRFI (Not Ready for Issue). The following is an example in which this might be done for non-trackable inventory:

The scheduled inspection of fire extinguishers (NFES 000307) is underway. The user will need to change the inventory attribute of the inventory to NRFI so that any transactions that are processed will not include these items. Once the inspection has been completed, the user will change the inventory attribute back to RFI.

To Change Inventory Attributes on Non-Trackable Items:

1. Select **Inventory > Location Inventory Console**. The **Search** screen appears on the left.
2. Enter the cache **Item ID**, or the storage **Location** where the cache item resides, and click **Search**. The Location Inventory panel appears.
3. Click the hyperlink corresponding to the appropriate line. The **Location Inventory Details** screen appears.
4. Check the box next to **RFI**.
5. Click **Change Inventory Attributes**.
6. **Change Location Inventory Attributes** page **New Value** fields
 - a. **Product Class** – Select **Supply** from the drop-down list.
 - b. **Inventory Status** – Select from the drop-down list.
 - c. **Quantity** (*note this field is under the Old Value column*) – Enter the quantity to be changed.
7. **Audit Reason** panel
 - a. Select the **Reason Code** from the search function.
 - b. Enter a **Reason Text**.
8. Click **Save**. The **Location Inventory Details** screen updates with the new information.

The following is an example of changing an item attribute for a **trackable item's** condition from RFI (Ready for Issue) to NRFI (Not Ready for Issue).

The yearly inspection of chain saws (NFES 000159) is underway. The user will need to change the inventory attribute of the inventory to **NRFI** so that any transactions that are processed will not include these items. Once the inspection has been completed, the user will change the inventory attribute back to **RFI**.

To Change Inventory Attributes on Trackable Items:

1. On the main menu bar, select **Inventory>Location Inventory Console**. The Location Inventory screen appears.
2. Enter the **Item ID** (the NFES number), or the **Location** (the storage location where the cache items is stored).
3. Click **Search**. The Location Inventory panel appears.
4. Click **Location** hyperlink. The **Location Inventory Details** screen appears.
5. Check the **RFI** box-
6. Click **Change Inventory Attribute**. The **Change Location Inventory Attributes** panel appears displaying the **New Values** fields.
7. Select a **Product Class** from the **Supply** drop-down list.
8. Select the **Inventory Status** disposition from the drop-down list.
9. Enter the **Trackable ID**. This field is under the **Old Value** column.
10. Enter the Quantity. This field is under the **Old Value** column.
11. Navigate to the **Audit Reason** panel and select a **Reason Code** from the spy glass followed by **Reason Text**.
12. Click **Save**. The **Location Inventory Details** screen updates with the new information.