

Inquiring on Item Availability by Branch/Plant
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Inquiring on Item Availability by Branch/Plant

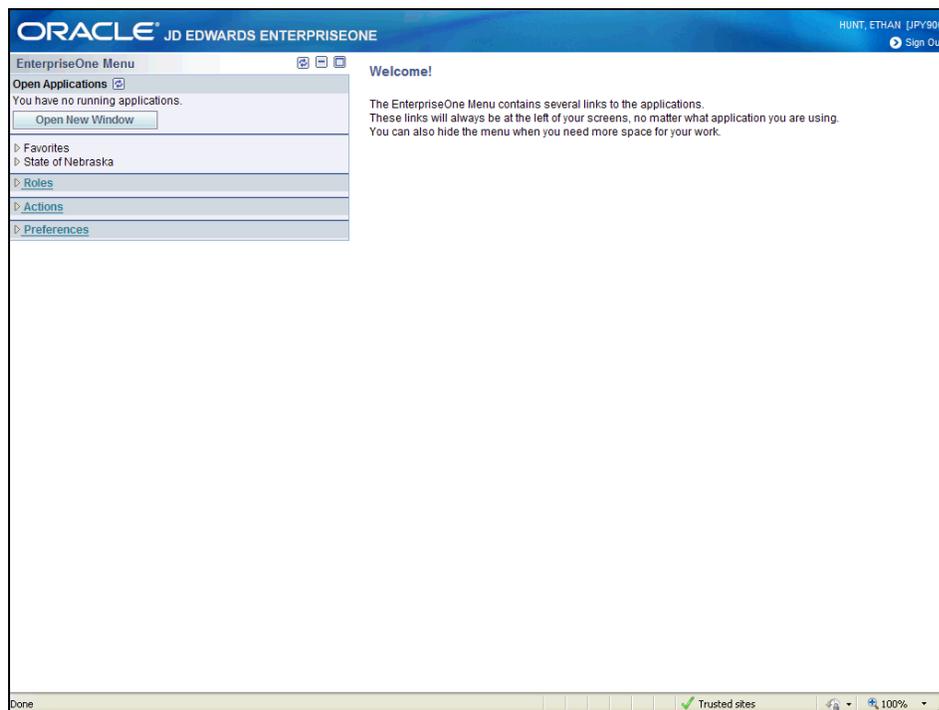
Inquiring on Item Availability by Branch/Plant Overview

You can access the quantity information of all items within a specific branch/plant based on the branch/plant number.

Inquiring on Item Availability by Branch/Plant Lesson

Procedure

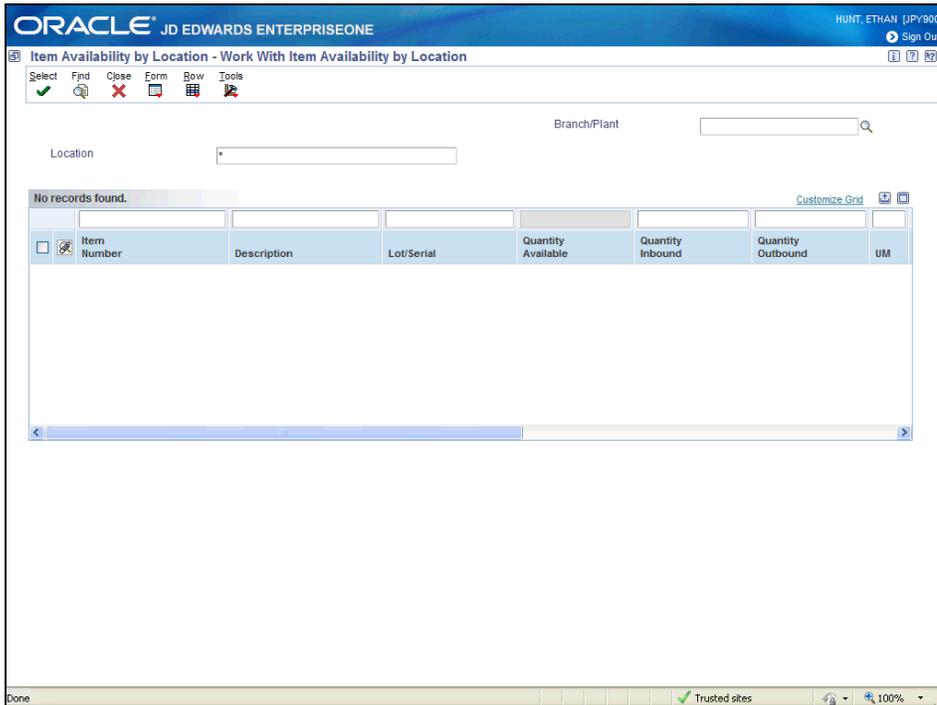
In this lesson you will learn how to inquire on item availability by branch/plant.



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Inventory link. Inventory
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Inventory Inquiries link. Inventory Inquiries
5.	Click the Item Availability by Location link. Item Availability by Location

Training Guide

Inquiring on Item Availability by Branch/Plant



Step	Action
6.	Enter the branch plant into the Branch/Plant field.
7.	Click the Find button. 
8.	Review the fields displayed.
9.	Click the Close button. 
10.	You have successfully completed this lesson. End of Procedure.