



### ShireSystem Stock (Materials) Course

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This course is recommended for those who will have responsibility for setting up, administering or running a ShireSystem Stock Control (Materials) system.

Delegates will gain a comprehensive understanding of the Stock (Materials) system, enabling them to implement and use the system efficiently for stock management. There are no special prerequisites for this course, beyond the general ones of basic computer and internet literacy.

### Course Objectives

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The ShireSystem Stock Course is designed to ensure participants are fully updated on the features and capabilities of the stock management module within ShireSystem. Over the course of a day, delegates gain practical knowledge of key processes, equipping attendees with the skills to manage stock efficiently and effectively.

### Duration

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This is a one-day course.

The course runs at a pace that allows time for practical exercises and questions.



#### More information

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**Audience:** Stores Managers, Stock Control Managers


**Delivery:** Online

**Prerequisites:** A basic level of Windows PC usage

**CPD Accreditation:** 6 hours

### Contact

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### Topics included in the Stock (Materials) training course.

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#### Day 1

- ✓ **General Overview**
  - The stock control process
  - Navigation
  - General Settings
  - Lookups
  
- ✓ **Creation of Stores and Bins**
  - Creating and managing store locations
  
- ✓ **The Parts Register**
  - Navigation
  - Explanation of the tabs within a Part.
  - Different Part types inc. assets, perishable and serialised
  
- ✓ **Creation of a Part**
  - Cloning
  - Attributes
  
- ✓ **Actions for a Part**
  - Receiving goods
  - Issues and returns
  - Transfers,
  - Adjustments and write-offs
  
- ✓ **Stocktake Reports**
  - Stock variation reports
  - Stock Movements and Stock Variation
  - The reorder list



#### Contact

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