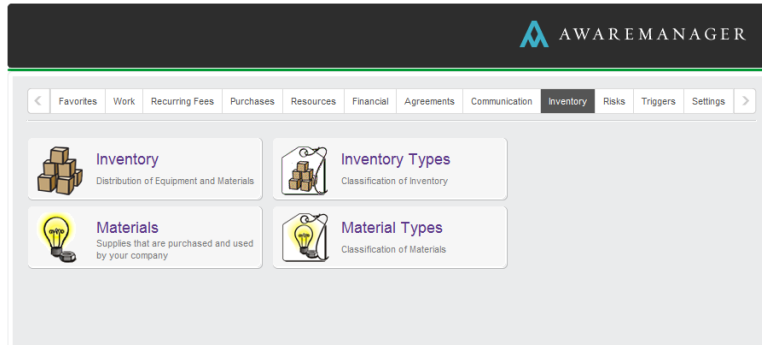
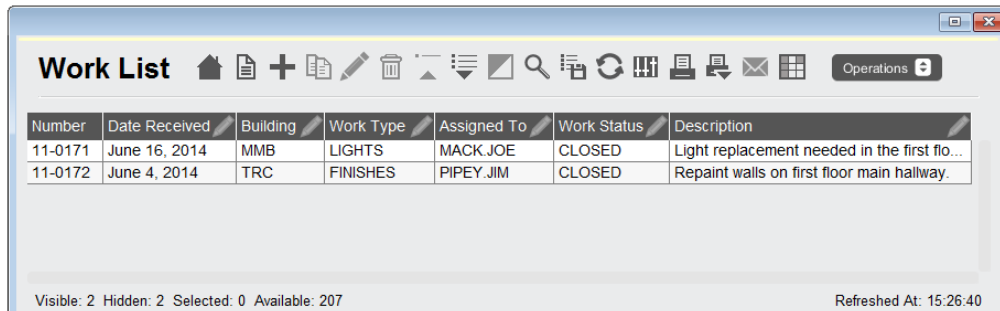


The Inventory module tracks the distribution of Equipment and Materials for your organization, including the location, quantity, and information on reordering. The Create Inventory Operation uses the Work records you've already entered to update your Inventory.

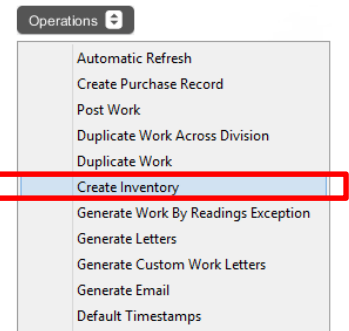
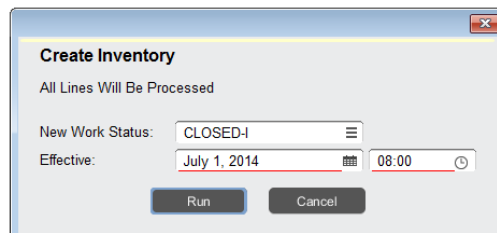


Create Inventory from Work

The Materials tab in a Work record is used to show which and how much of your Materials were used in the course of completing the work. Material records include a field called **Quantity on Hand** that tracks the amount of a given item available on site. Creating Inventory records based on Work will subtract the amount of a Material used from the Quantity on Hand for that item.



1. Use the Work Search to pull up the Work records with Material lines that need to be added to Inventory.
2. Go to **Operations** and choose **Create Inventory**.
3. Choose a new Work Status to indicate your Inventory for these work records has been created. Choose an Effective date/time.



4. Click **Run**. You should see a message confirming that the operation has completed successfully.

Your records will now appear in the Inventory List.