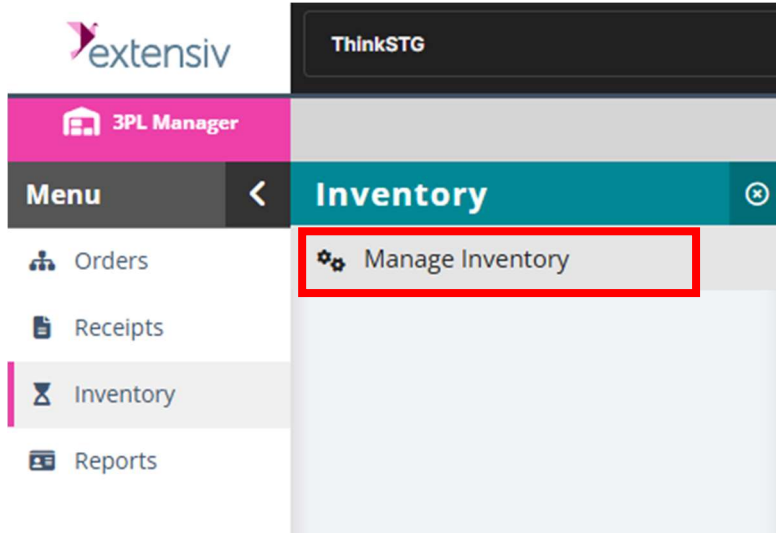


How to: View Only Manage Inventory:

Manage Inventory

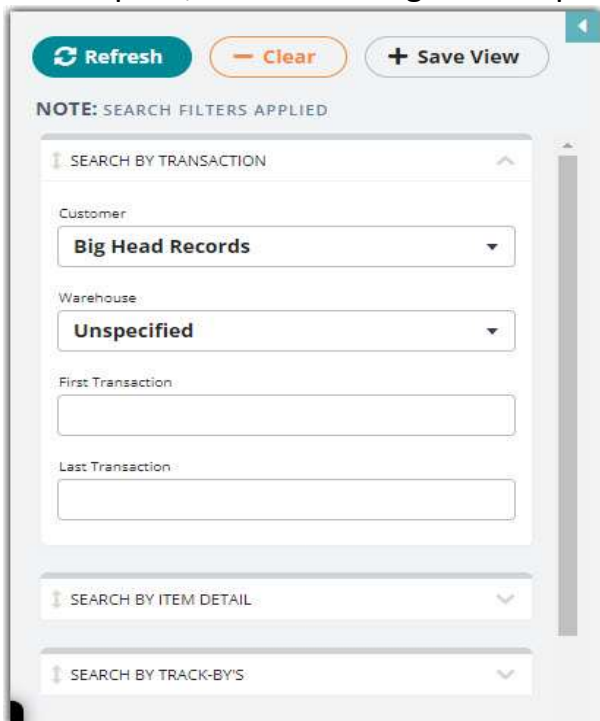
Navigate to **Inventory > Manage Inventory** in Extensiv:



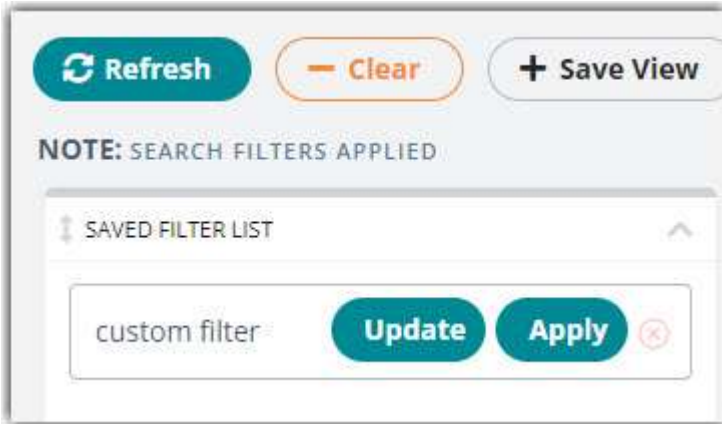
Search Filters

In the left pane on the Manage Inventory page, you can find various search filters to help you quickly find what you're looking for in the Manage Inventory grid.

- You can search for specific inventory items based on the relevant Transaction, Item Detail, Track-By's, Date Range, or Placement in the warehouse.
- Once you find the search filters that work best for you, you can minimize the filters that take up space, as well as drag-and-drop the filter containers to your preference.



- You can easily **Clear** your applied search filters, as well as **Save** [your customized] **View** to quickly apply those specific search criteria the next time you access this page. If you make changes to an applied view, click **Update** to save your changes.



- You can also click the collapse icon in the top right corner to hide the search filters and maximize viewing space for the data grid.

Data grid

In the main pane, you can find the customizable Manage Inventory grid.

#	Hold Sta...	Tran...	Receipt Date	Customer	SKU ↑	Warehouse
1	Available	12020	Feb 09 2023, 03:35:5...	0Butterfly	001122	0Butterfly Mansion
2	Available	14024,14...	Jun 16 2023, 10:10:0...	0Butterfly	011Z0R0	0Butterfly Mansion
3	Available	10645,11...	Sep 14 2022, 06:26:3...	0Butterfly	0123WA	0Butterfly Mansion
4	Available	11802	Jan 17 2023, 07:47:03...	0Butterfly	01697Plushie	0Butterfly Mansion
5	On Hold	11802	Jan 17 2023, 07:47:03...	0Butterfly	01697Plushie	0Butterfly Mansion
6	Available	11802	Jan 17 2023, 07:47:03...	0Butterfly	01697Plushie	0Butterfly Mansion

- Select **Combine Identical Rows** at the top of the grid to combine all "identical" items into a single row to allow for better visibility. Items are considered identical if they have the same Customer, SKU, Qualifier, Lot, and Expiration Date. You can tell rows are combined when they have multiple values separated by commas, such as in the Transaction ID

column below.

Select all Combine Identical Rows

98 RESULTS | 0 SELECTED | SORT: SKU

#	Hold Sta...	Transaction ID
1	Available	12020
2	Available	14024,14049
3	Available	10645,11145

You can sort columns to your preference by dragging/dropping them, as well as sort your data by a specific column header, with the click of a button.

98 RESULTS | 0 SELECTED | SORT: SKU

#	Hold Sta...	Transaction ID	Receipt Date
1	Available	12020	Feb 09 2023, 03:35:5...
2	Available	14024,14049	Jun 16 2023, 10:10:0...
3	Available	10645,11145	Sep 14 2022, 06:26:3...
4	Available	11802	Jan 17 2023, 07:47:03...

By selecting **Options** > **Columns**, you can select which columns you'd like to display in the grid.

MANAGE COLUMNS

<input type="checkbox"/> Age (Days)	<input checked="" type="checkbox"/> Hold Status	<input checked="" type="checkbox"/> On Hand Weight (Kg)	<input checked="" type="checkbox"/> Receipt ID
<input type="checkbox"/> Available Package Units	<input checked="" type="checkbox"/> Location	<input checked="" type="checkbox"/> On Hand Weight (Lbs)	<input checked="" type="checkbox"/> Reference ID
<input checked="" type="checkbox"/> Available Primary	<input checked="" type="checkbox"/> Lot Number	<input type="checkbox"/> On-Hand Package Units	<input checked="" type="checkbox"/> Serial Number
<input type="checkbox"/> Available Secondary	<input checked="" type="checkbox"/> Movable Unit Label	<input type="checkbox"/> Package Unit	<input type="checkbox"/> Shipped Primary
<input type="checkbox"/> Cost	<input type="checkbox"/> Movable Unit Type	<input type="checkbox"/> Primaries per Package Unit	<input type="checkbox"/> Shipped Secondary
<input type="checkbox"/> Custom Fields	<input type="checkbox"/> MU Height	<input type="checkbox"/> Primary UOM	<input checked="" type="checkbox"/> SKU
<input checked="" type="checkbox"/> Customer	<input type="checkbox"/> MU Length	<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Supplier Name
<input type="checkbox"/> Description	<input type="checkbox"/> MU Weight	<input type="checkbox"/> Qualifier	<input type="checkbox"/> Trailer
<input type="checkbox"/> Description (Secondary)	<input type="checkbox"/> MU Width	<input checked="" type="checkbox"/> Receipt Date	<input checked="" type="checkbox"/> Transaction ID
<input checked="" type="checkbox"/> Expiration Date	<input checked="" type="checkbox"/> On Hand Primary	<input type="checkbox"/> Received Primary	<input type="checkbox"/> UPC
<input type="checkbox"/> Hold Reason	<input type="checkbox"/> On Hand Secondary	<input type="checkbox"/> Received Secondary	<input checked="" type="checkbox"/> Warehouse

Click the ellipsis next to a column header to filter the data in that column.

Transaction ID	Receipt Date	Customer	SKU
12020			
14024,14049	Jun 16 2023, 10:10:00		
10645,11145	Sep 14 2022, 06:26:00		
11802	Jan 17 2023, 07:47:00		
11802	Jan 17 2023, 07:47:00		
11802	Jan 17 2023, 07:47:00		
11802	Jan 17 2023, 07:47:00		
11146	Nov 07 2022, 08:23:00		
11866	Jan 25 2023, 11:25:19...	0Butterfly	401USOPP
11866	Jan 25 2023, 11:25:19...	0Butterfly	401USOPP

You can **Save** [the] **View** of your grid customizations from the left pane, as well as revert to the default column data by clicking **Options** and selecting one of the Reset/Clear options.

- Columns
- Reset Default Grid Layout
- Clear Column Filters
- Clear Sort
- Export to Excel
- Export to CSV

You can export all data displayed in the grid to an Excel or CSV file by clicking **Options** and selecting one of the Export options.

