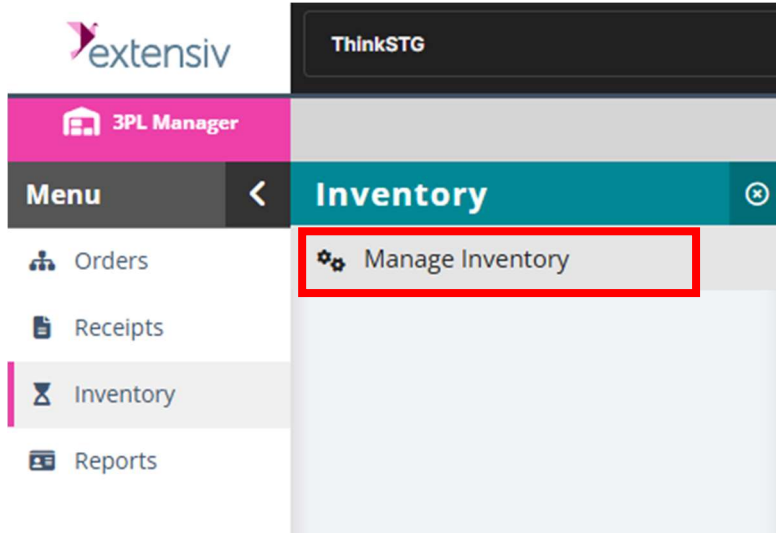# How to: View Only Manage Inventory:
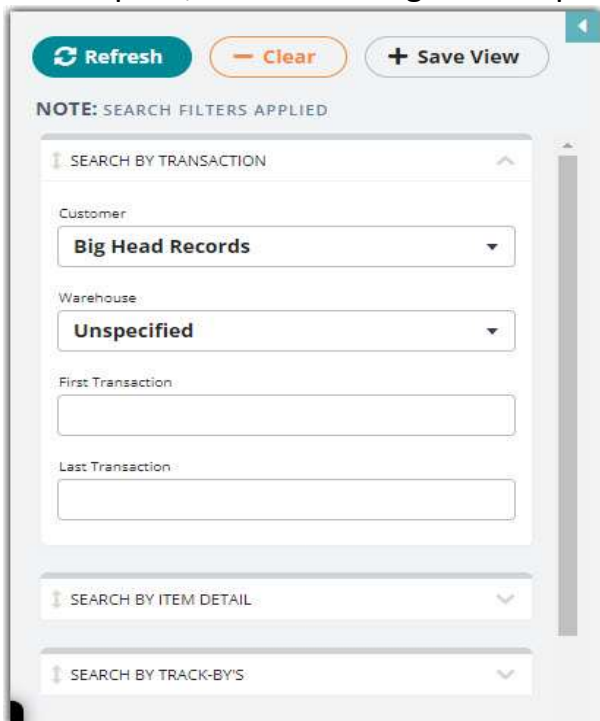
Manage Inventory

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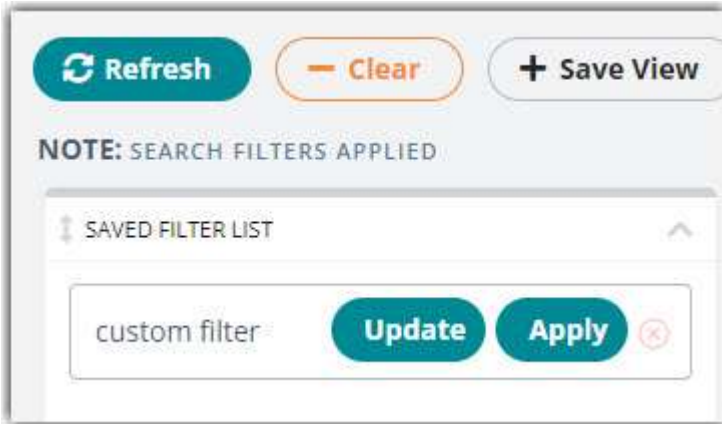

Search Filters

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.

- 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.

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.

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

MANAGE COLUMNS

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

⊗ Close   💾 Save

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

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.

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.