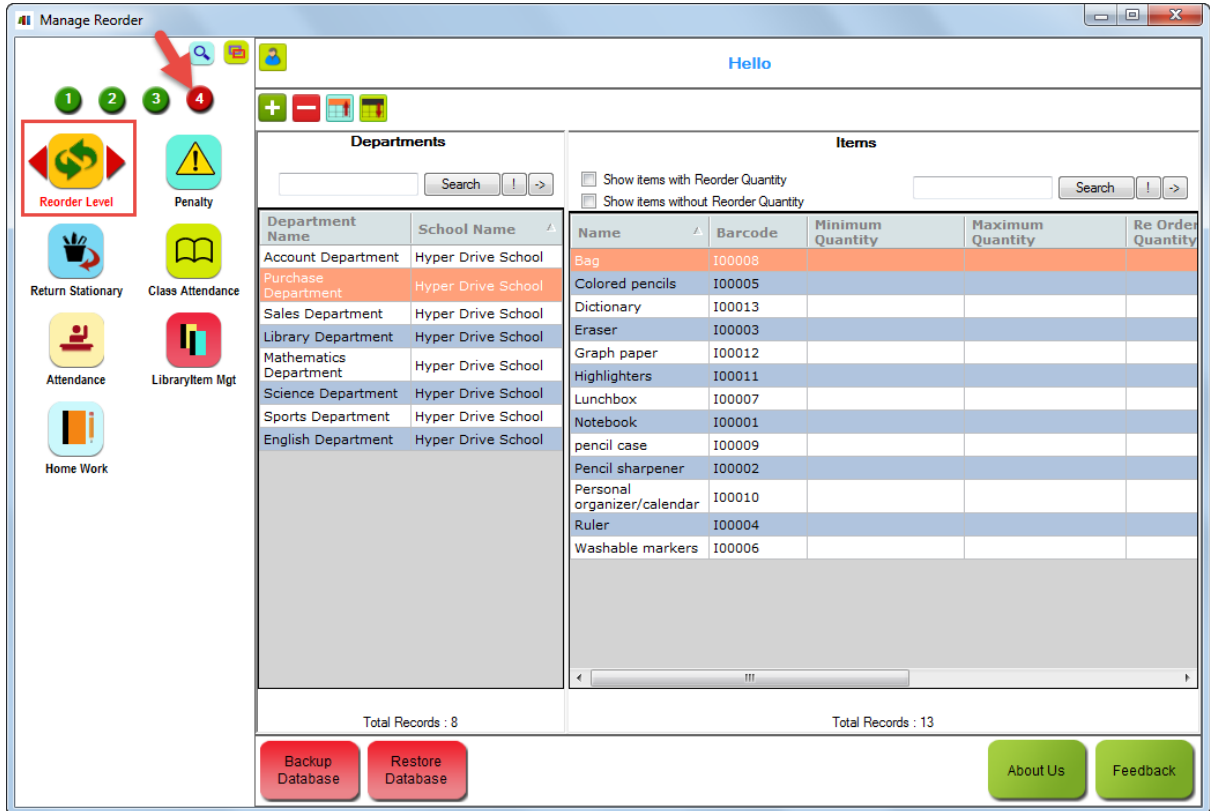


# How to assign reorder level for an item?

To assign reorder level for items, follow the steps below.

1. Run **HDSchool**.
2. From 4<sup>th</sup> page of HDSchool, click on **Reorder Level**.



The screenshot shows the 'Manage Reorder' window. On the left sidebar, the 'Reorder Level' icon is highlighted with a red box and a red arrow. The main area contains two tables: 'Departments' and 'Items'. The 'Departments' table has columns for 'Department Name' and 'School Name'. The 'Items' table has columns for 'Name', 'Barcode', 'Minimum Quantity', 'Maximum Quantity', and 'Re Order Quantity'. At the bottom, there are buttons for 'Backup Database', 'Restore Database', 'About Us', and 'Feedback'.

3. You will see the **Reorder Management** screen with the School and department names on left hand side.
  - a. Select a **department** and you will see all the items in your database in the right hand side.
  - b. Select an **item** for which you want to assign reorder level.
  - c. Click on **Assign Reorder Quantity** button from the tool strip.



Manage Reorder

Hello

1 2 3 4

Reorder Level Penalty

Return Stationary Class Attendance

Attendance LibraryItem Mgt

Home Work

Departments

Department Name	School Name
Account Department	Hyper Drive School
Purchase Department	Hyper Drive School
Sales Department	Hyper Drive School
Library Department	Hyper Drive School
Mathematics Department	Hyper Drive School
Science Department	Hyper Drive School
Sports Department	Hyper Drive School
English Department	Hyper Drive School

Items

Show items with Reorder Quantity  
 Show items without Reorder Quantity

Name	Barcode	Minimum Quantity	Maximum Quantity	Re Order Quantity
Bag	I00008			
Colored pencils	I00005			
Dictionary	I00013			
Eraser	I00003			
Graph paper	I00012			
Highlighters	I00011			
Lunchbox	I00007			
Notebook	I00001			
pencil case	I00009			
Pencil sharpener	I00002			
Personal organizer/calendar	I00010			
Ruler	I00004			
Washable markers	I00006			

Total Records : 8

Total Records : 13

Backup Database Restore Database

About Us Feedback

4. You will see the **Assign Reorder Quantity** screen as shown below. Enter the values for :

Assign ReOrder Quantity

Item Name : Dictionary

Barcode : I00013

Item Minimum Quantity :

Item Maximum Quantity :

Item Reorder Quantity :

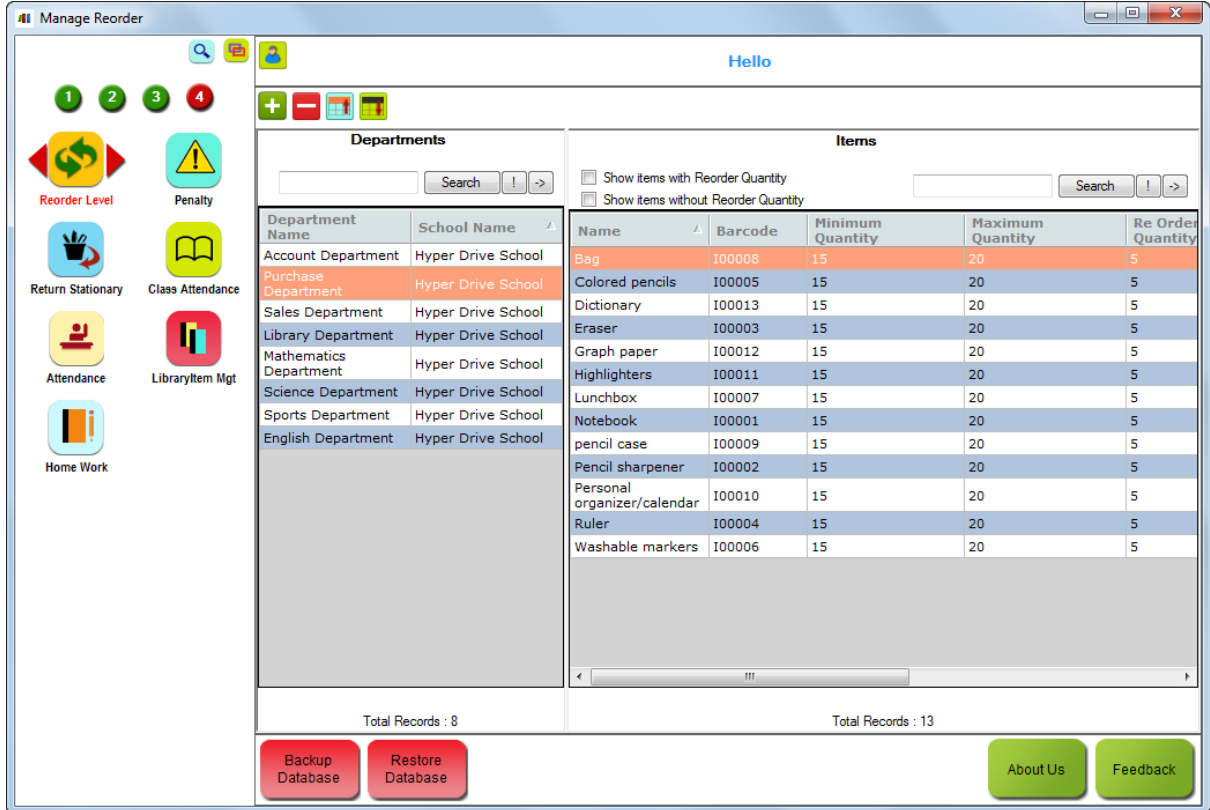
< Previous Next > Update & Continue (F7) OK (F8) Cancel

- Item Minimum Quantity:** This is the minimum quantity of stock of an item. If the stock is lesser than this value you would need to reorder stock. For instance if you have set the minimum quantity to 5, the moment our stock quantity reaches to 4 or less then for It would show up in the stock screen if **Show only items to be reordered** check box is selected. If no value is entered it will take zero as the minimum quantity.
- Item Maximum Quantity:** This maximum quantity for an items means-- when you are reordering you should at least have stock equal to the Item Maximum Quantity set.
- Item Reorder Quantity:** This is the quantity of stock you need to reorder if stock of an item has reached the item minimum quantity.



- d. Click on **OK**.
- e. You can click on **Update & Continue** button, if you want to assign reorder quantity for the next item.

5. You can see the assigned reorder level as shown below.



The screenshot shows the 'Manage Reorder' application window. It features a sidebar with navigation icons for Reorder Level, Penalty, Return Stationary, Class Attendance, Attendance, Library Item Mgt, and Home Work. The main area is divided into two sections: 'Departments' and 'Items'. The 'Departments' table lists various departments, all associated with 'Hyper Drive School'. The 'Items' table lists various school supplies with their respective barcode, minimum, and maximum quantities, and a 'Re Order Quantity' column.

Department Name	School Name	Name	Barcode	Minimum Quantity	Maximum Quantity	Re Order Quantity
Account Department	Hyper Drive School	Bag	I00008	15	20	5
Purchase Department	Hyper Drive School	Colored pencils	I00005	15	20	5
Sales Department	Hyper Drive School	Dictionary	I00013	15	20	5
Library Department	Hyper Drive School	Eraser	I00003	15	20	5
Mathematics Department	Hyper Drive School	Graph paper	I00012	15	20	5
Science Department	Hyper Drive School	Highlighters	I00011	15	20	5
Sports Department	Hyper Drive School	Lunchbox	I00007	15	20	5
English Department	Hyper Drive School	Notebook	I00001	15	20	5
		pencil case	I00009	15	20	5
		Pencil sharpener	I00002	15	20	5
		Personal organizer/calendar	I00010	15	20	5
		Ruler	I00004	15	20	5
		Washable markers	I00006	15	20	5

At the bottom of the interface, there are buttons for 'Backup Database', 'Restore Database', 'About Us', and 'Feedback'. The status bar shows 'Total Records : 8' for departments and 'Total Records : 13' for items.