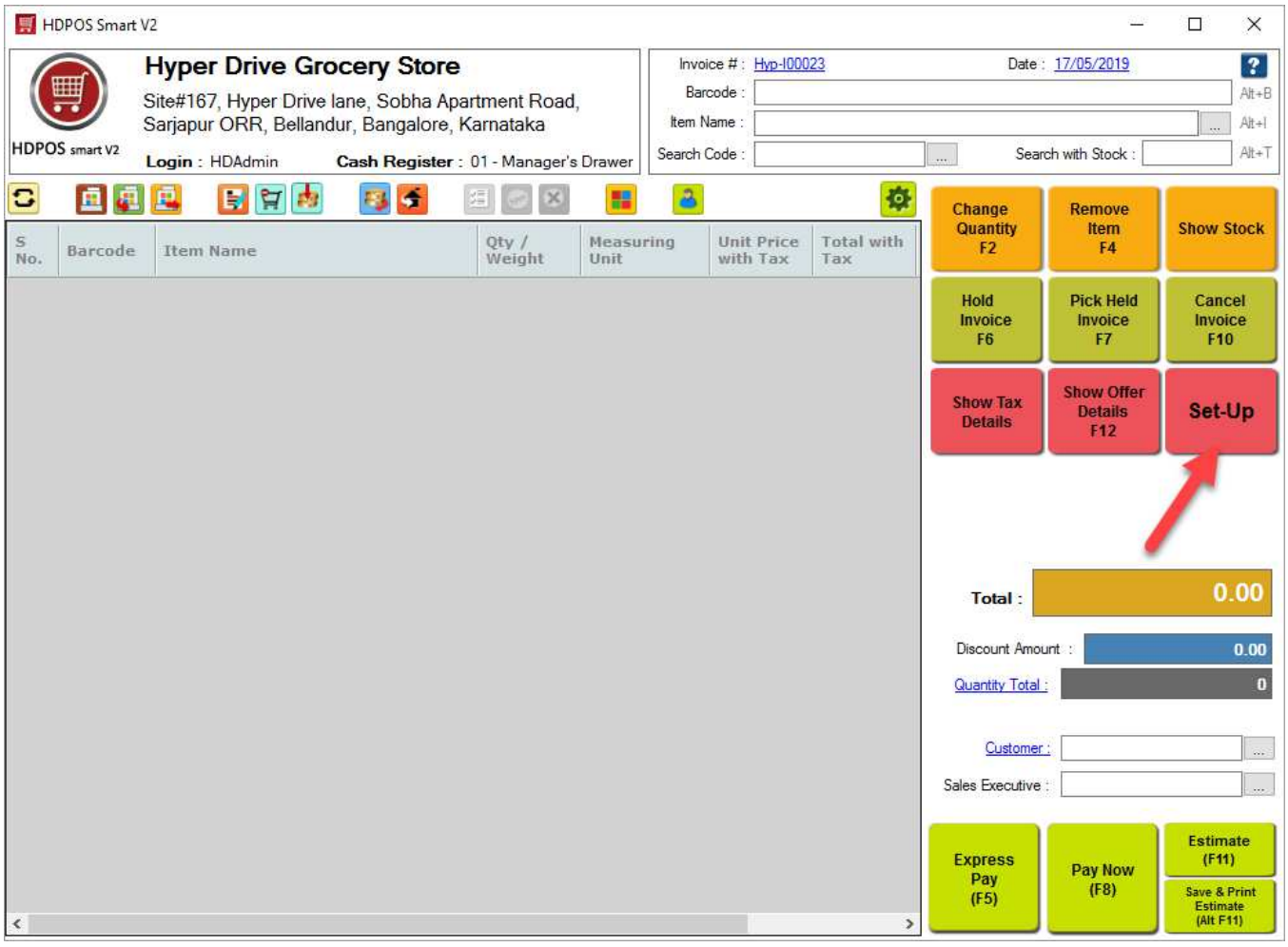
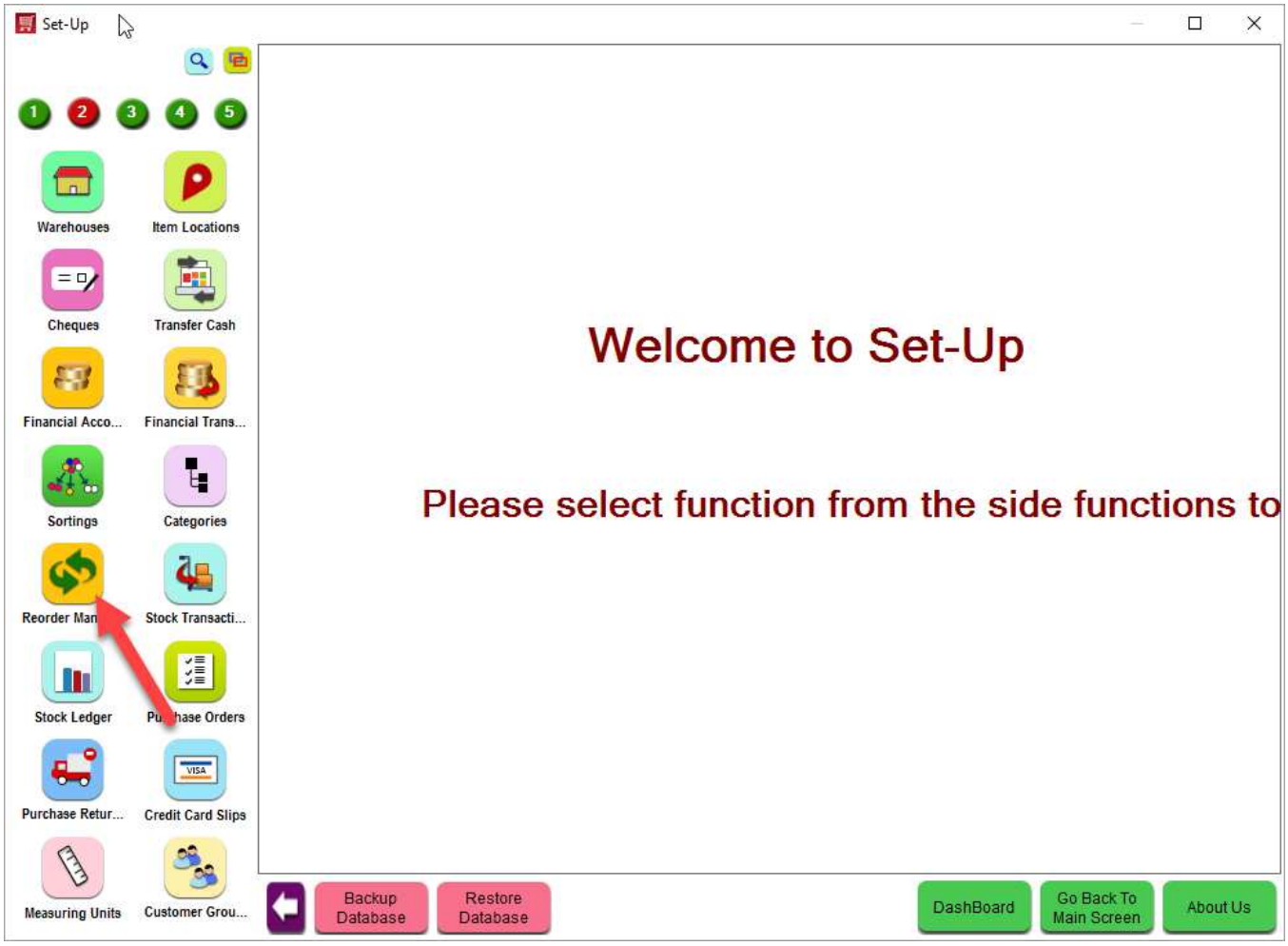
Set reorder level for an item

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

1. Run **HDPOS smart**. Click on **Set-Up** button in the main screen.



2. From 2nd page of **Set-up** screen, click on **Reorder Manager**.

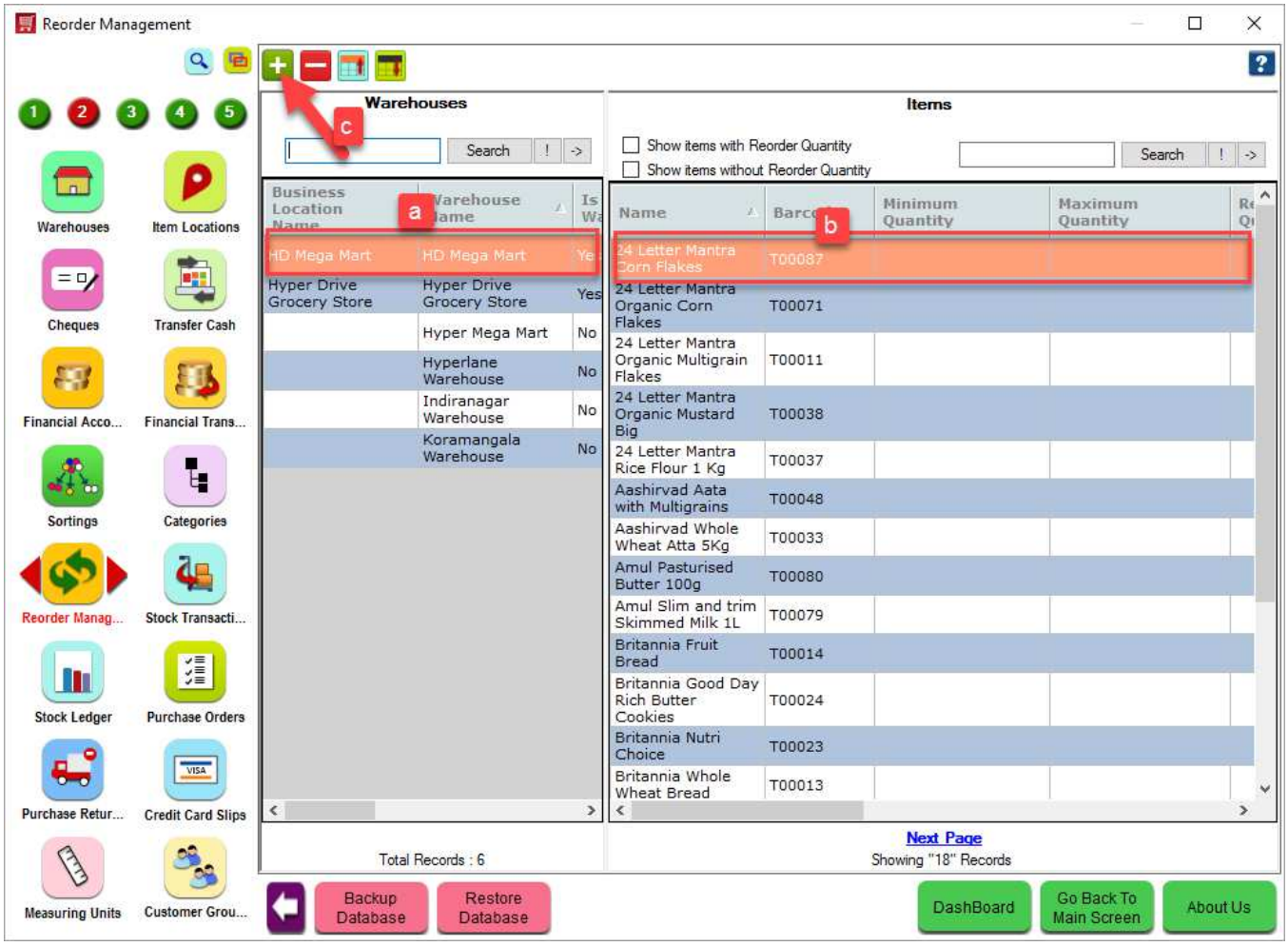


3. You will see the **Reorder Management** screen with the Business Location and warehouse names on left hand side.

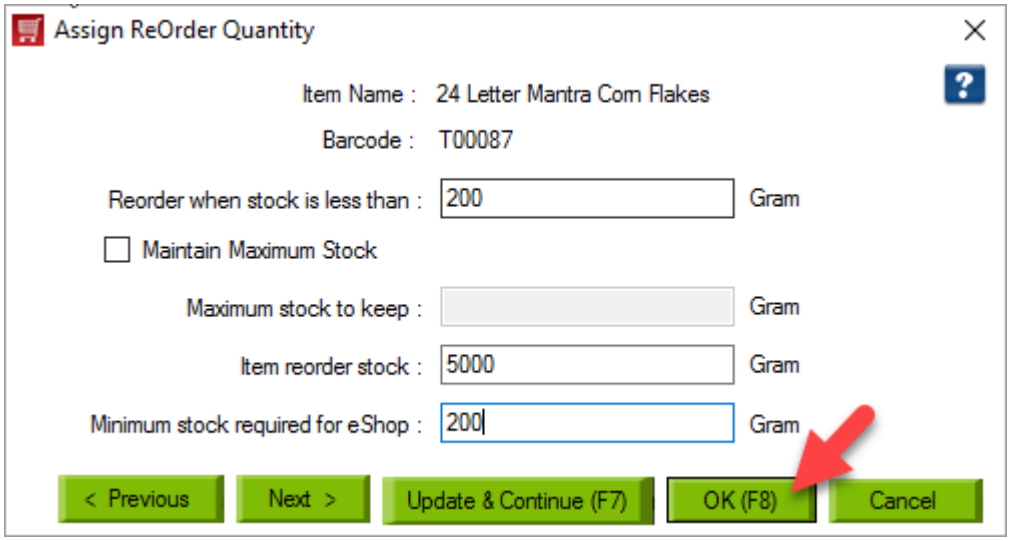
a. Select a **Business location** and you will see all the items in your database in the right hand side.

b. Select an **item** for which you want to assign reorder level.

c. Click on **Assign Reorder Quantity** button from the tool strip.



4. Enter details to assign reorder quantity.



a. **Reorder when stock is less than**: Specify the minimum stock to be maintained for item. If the stock is lesser than this value you would need to reorder it. For instance, if you have set the minimum quantity to 5, the moment stock reduces to 4 or less than 4, 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.

b. **Maintain Maximum Stock**: Check this checkbox to allow defining maximum quantity. Checking this will enable the 'Maximum stock to keep' section and disables the 'Item reorder stock' section.

c. **Maximum Stock to Keep**: This defines the maximum quantity of the item in godown. When reordering the item, the reorder quantity is calculated such that the item's quantity after purchasing would be equal to the maximum quantity defined.

d. **Item Reorder Stock**: Specify the quantity you would like to reorder when the stock of the selected item reaches below the minimum stock.

e. **Minimum stock required for eshop**: Specify the minimum stock to be maintained for the item to be displayed in eshop. If the stock of the item is lesser than the quantity specified here, the item is not displayed in eshop.

f. Click on **OK**.

g. 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.

