Managing your inventory

The inventory feature allows you to track items that you may want to check out to volunteers or the community such as humane traps and pet carriers. Managing your inventory involves:

- Entering your inventory items with a storage location
- Entering borrowers from your Contacts list
- Entering the return of the item
- Entering the disposal date of the item when it is no longer available - broken or destroyed

When an inventory item is checked out, the current location will be the contact who checked out the item and a hyperlink to that contact will appear. When the item is returned, the current location will be the default storage location entered for the inventory item.

Where do I find it?

You can find the Inventory page by going to **Features > Inventory**.

Features	Reports	Services	
Calls		Guestbook	
Campaigns		Online Forms	
Email Messages		Submitted Forms	
Events		Photo Galleries	
Inventory		News Articles	
Locations		Online Store	

On this page:

- Adding an inventory item
- Deleting an inventory item
- Editing an inventory item

Related pages:

- Tracking inventory loaners

The following actions are available for Inventory Items with the specified service and user roles:

Action	Description	Services	User Roles
View	Able to view Inventory Items	Web Site Data Management	Inventory Admin
Add	Able to add Inventory Items	Web Site Data Management	Inventory Admin
Edit	Able to edit Inventory Items	Web Site Service Data Management	Inventory Admin
Delete	Able to delete Inventory Items	Web Site Service Data Management	Inventory Admin

Adding an inventory item

When you receive a new item for your inventory, whether it will be available for loan or not, enter it into your database:

1. Click **Add an Item**.
2. Fill out the form. Note the name of the item, the quantity you have on hand, and the cost are all required fields.

3. **Save** Inventory Item. If you will be adding another item, click **Add Another** to save and open another form.

> ⓘ **Quantity:**
>
> If you will be loaning more than one of this type of item to different people, you may want to leave this number at one, and add additional items separately.

> ⓘ **Disposed:**
>
> - **Disposed Date**. You don't need to use this field until you are disposing of the item.
> - **Disposed Destination**. You don't need to use this field until you are disposing of the item.

Deleting an inventory item

1. Click the checkbox next to the inventory item.
2. From the **Actions** drop-down list, select **Delete**.

Editing an inventory item

1. Click the edit icon next to the inventory item.
2. Make your edits.
3. Click **Save Inventory** Item

✓ Here's an example of when you may want to edit an inventory item Storage Location.

Let's say the storage location is "Michelle's Garage", but the new location will be "Nicole's Garage"; or perhaps the new storage location of some pet carriers will now be at one of the adoption centers. You can edit the storage location for the individual specific pet carriers that will be used for that adoption center.

Popular Questions

Topics:

- animals
- inventory
- animal

1. 0
   votes
   ## Linking support for an animal to payment
   - **0** answers
   - Andrea Homan
   - Apr 24, 2024
   - animals

2. 0
   votes
   ## How do I get my listings to automatically feed to Facebook?
   - **2** answers
   - Jennifer Myers
   - Mar 20, 2024
   - animals
   - website
   - exports
   - facebook
   - iframe

3. 0
   votes
   ## How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?
   - **4** answers
   - Whiskers & Tails Rescue Foundation
   - Sept 21, 2023
   - Space: Website Service Guide
   - website
   - exports
   - animals
   - toolkit

4. 0
   votes
   ## Requests
   - **0** answers
   - Anita Lowman
   - Feb 19, 2024
   - requests
   - animals

5. 0
   votes
   ## My Animal List is empty
   - **2** answers
   - Tammy Mullins
   - Feb 06, 2024
   - animals

6. 0
   votes
   ## Add a mixed breed choice for dogs
   - **1** answer
   - Richard [RG]
   - Feb 27, 2014
   - requests

- animals
- breeds
- exports

7. 0 votes

Change default location to "no"

- **1** answer
- Alana Woodbury
- Jan 22, 2024
- animals
- exports

8. 0 votes

What fields is the Asilomar Advanced Animal Statistics report pulling from

- **0** answers
- Alana Woodbury
- Jan 20, 2024
- animals

9. 0 votes status

Is there a way to view relationship from the Animal List page?

- **1** answer
- Michelle Caylor
- Dec 08, 2023
- animals

10. 0 votes status

Can we increase the information exported to Adopt-A-Pet to include relationships?

- **1** answer
- Michelle Caylor
- Dec 08, 2023
- animals
- exports

Have a question about this topic?