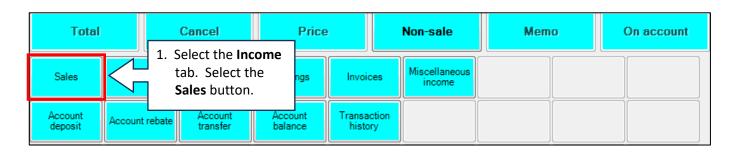


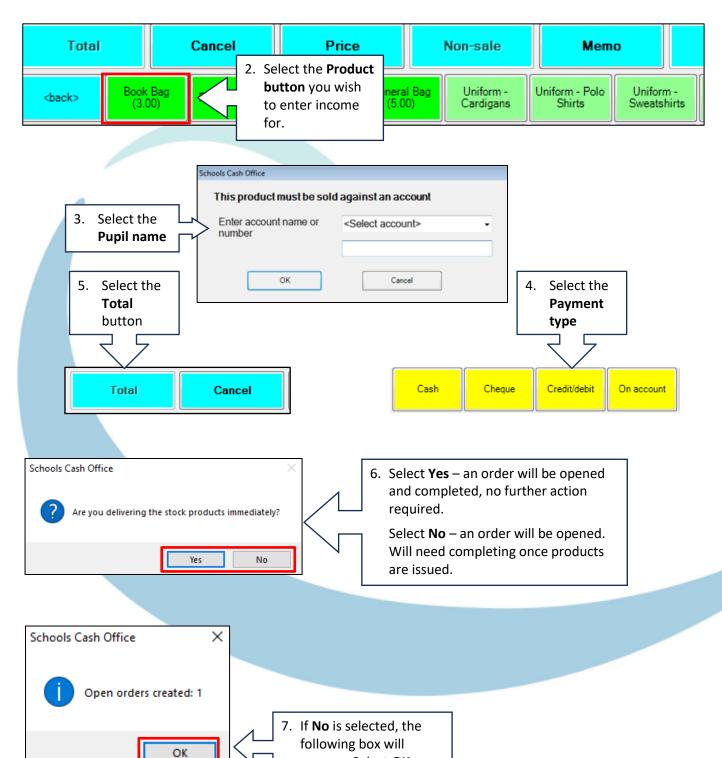
Quick Reference Guide Stock Control

How do I enter stock levels?

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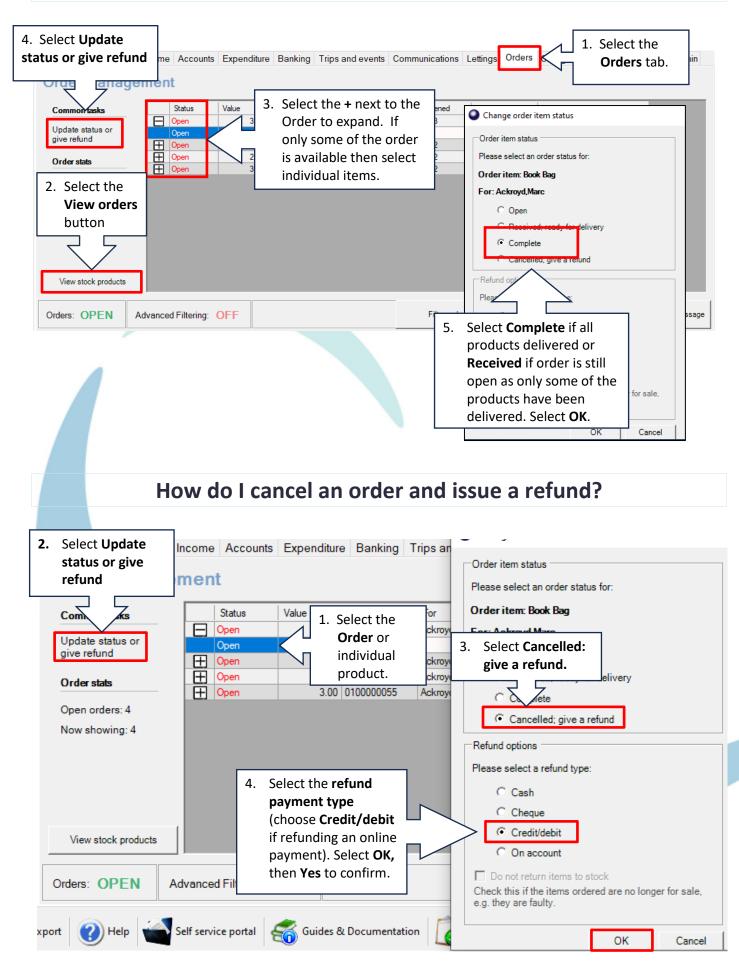
How do I record Income in school?





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How do I complete an order?



How do I report on my orders?

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Orders Report

Reported at: 06/07/2023 13:35:17

Open orders

Order number	Status	Value	For	Class	Date opened	Last update
1000000580	Open	3.00			06/07/2023	06/07/2023
	Open	3.00	Ackroyd, Marc	Year 6	Book Bag	
100000069	Open	4.45			13/09/2022	13/09/2022
	Open	4.45	Ackroyd, Mary	11B	Year 11 Revisio English	on Guide -
100000068	Open	2.00			13/09/2022	13/09/2022
	Not stock	12.00	Ackroyd, Marc	Year 6	Yellow Leavers (Hoodies: Sma	
	Open	2.00	Ackroyd, Marc	Year 6	Water Bottle	
100000055	Open	3.00			28/03/2022	28/03/2022
	Open	3.00	Ackroyd, Marc	Year 6	Book Bag	

How do I get help?



Email your query to the Tucasi Customer Support Team support@tucasi.com



Tucasi Customer Support Team

02380 016 564

8.30 am to 4.00 pm Monday to Friday

SCO Help Centre

See the Orders/Stock Control section <u>help.tucasi.com</u>