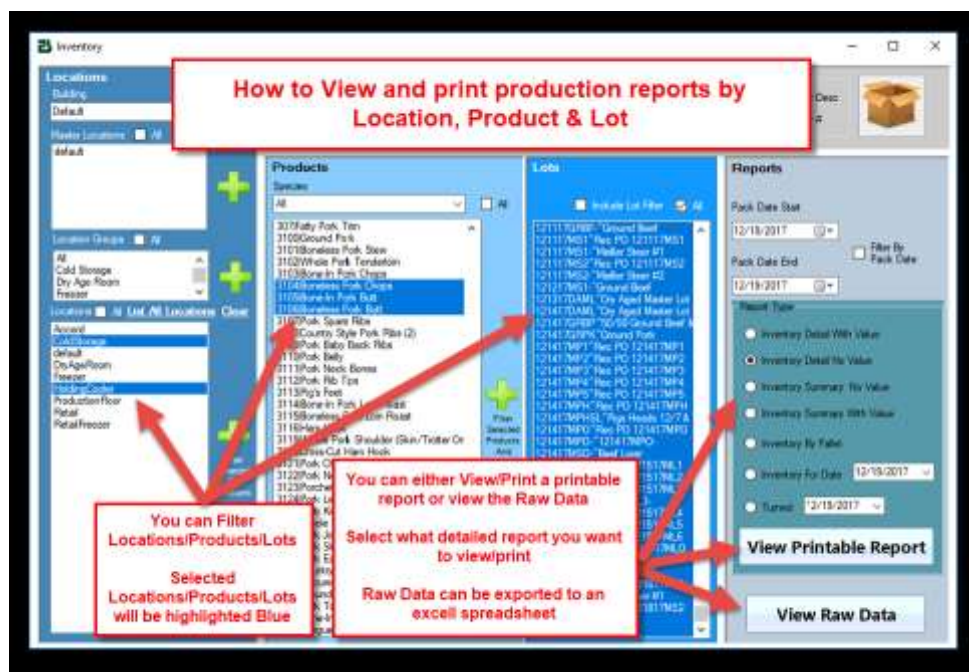


How to view Live Inventory and Print Inventory reports

- Log into the Main Menu on the PPS Desktop Software
- Select **Inventory** from the main menu as shown below



- Select the **Locations**, **Products** and **Lots** you want to view inventory from
- You can select one, multiple or all **Locations**, **Products** or **Lots**
- Once you have highlighted your selections, you can choose view a **Printable Report** or to view the **Raw Data** (Raw Data can be exported to an excel file)



- You can view Inventory and Print reports between certain dates by changing the date range
- You can view and print a report of Inventory by Pallet
- You can view and print a report of Inventory up to a certain date

