

Gearbox features MultiSite Inventory. This Feature is only enabled on request – please [Contact Us](#) to enable this feature if required.

To manage multiple sites the first step is to create Sites in Gearbox. Note: If you cannot see Sites, multisite has not been enabled.

The screenshot displays the 'Open Sites' management interface. On the left, a sidebar lists various inventory management functions, with 'Sites / Stores' currently selected. The main area features a header 'Open Sites' and two filter boxes for 'Groups' and 'Sub Groups'. Below these are four summary cards: 'New Site' (green), 'Open Sites' (3), 'Transfer' (0), and 'Closed Sites' (0). A 'Print' button is located on the right. A table below the cards lists existing sites with columns for Site, Start Date, Address 1, Address 2, City, and Postcode. The table contains three entries: Brisbane (15/05/2017), Melbourne (29/05/2017), and Sydney (15/05/2017).

Site	Start Date	Address 1	Address 2	City	Postcode
Brisbane	15/05/2017				
Melbourne	29/05/2017				
Sydney	15/05/2017				

In the above example, we are using the location of Depots (Sydney, Melbourne & Brisbane). Sites may be temporary or permanent. A service truck or shipping container can also be a site.

There are 2 key differences when MultiSite inventory is available. The Parts screen has the ability to set min/max stock levels at each site and also identified parts that have been used without a Site being identified (Part Activity without a site)

**Part # LF9000**

Part num

LF9000

Part desc

Oil Filter ( Signature )

Supplier

MrFilter

Price Each

48.72

Each type

each



Stocktake Item



Consumable



Labour Rate

+ Attach New Document

Stock Levels

Purchase History

Usage

Price History

Stock Adjustments

Part Activity without a Site

On Order	0	Allocated	0	Used	0	Adjustments	0	Stock Level	0
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Max Stock Level	Reorder Level	BIN # / Location	Lead time (days)

Melbourne

On Order	0	Allocated	0	Used	0	Adjustments	0	Stock Level	0
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Max Stock Level	Reorder Level	BIN # / Location	Lead time (days)
0	0		0

Sydney

On Order	0	Allocated	0	Used	0	Adjustments	0	Stock Level	0
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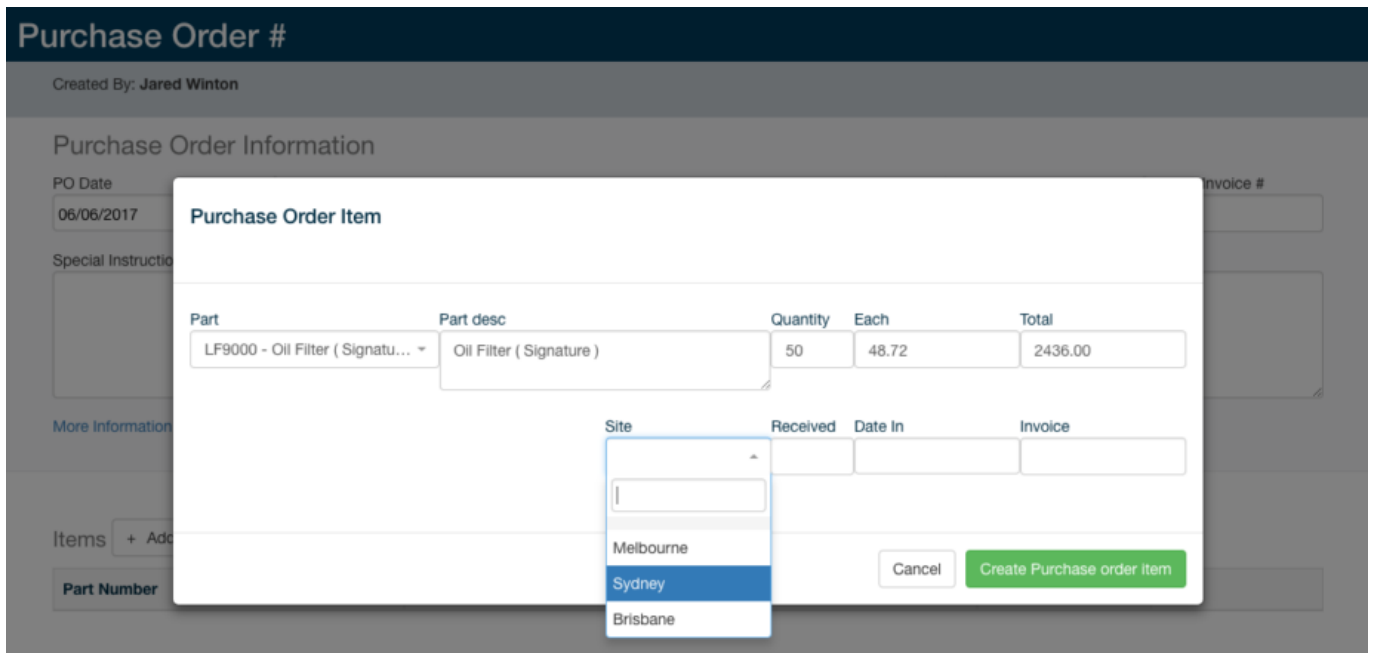
Max Stock Level	Reorder Level	BIN # / Location	Lead time (days)
0	0		0

Brisbane

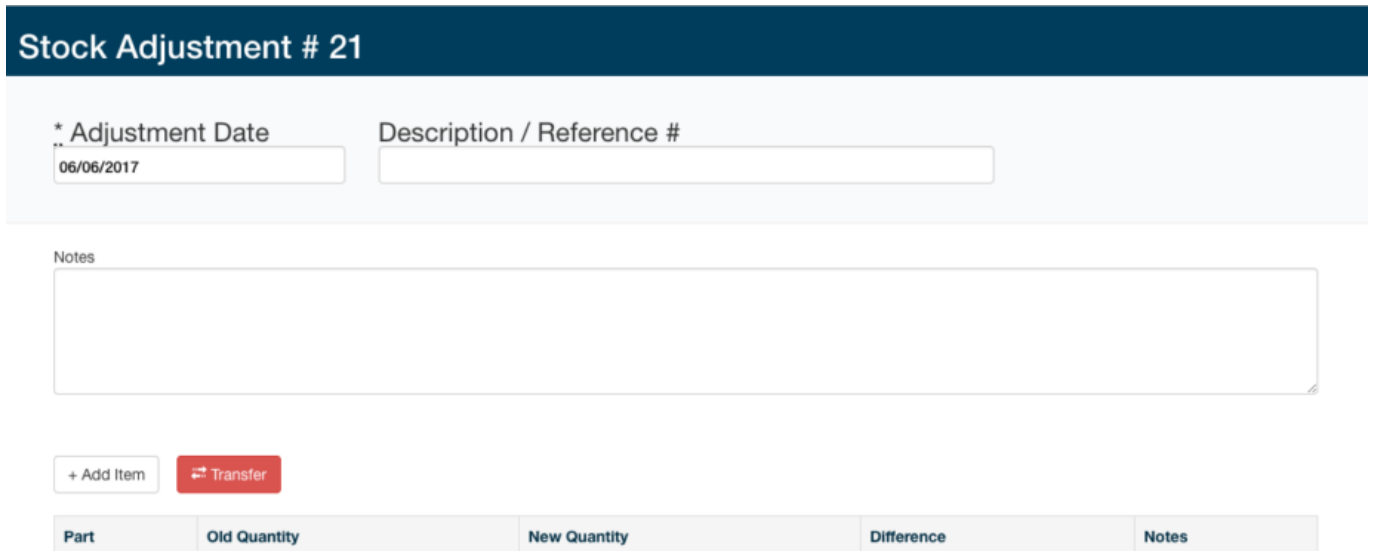
On Order	0	Allocated	0	Used	0	Adjustments	0	Stock Level	0
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Max Stock Level	Reorder Level	BIN # / Location	Lead time (days)
0	0		0

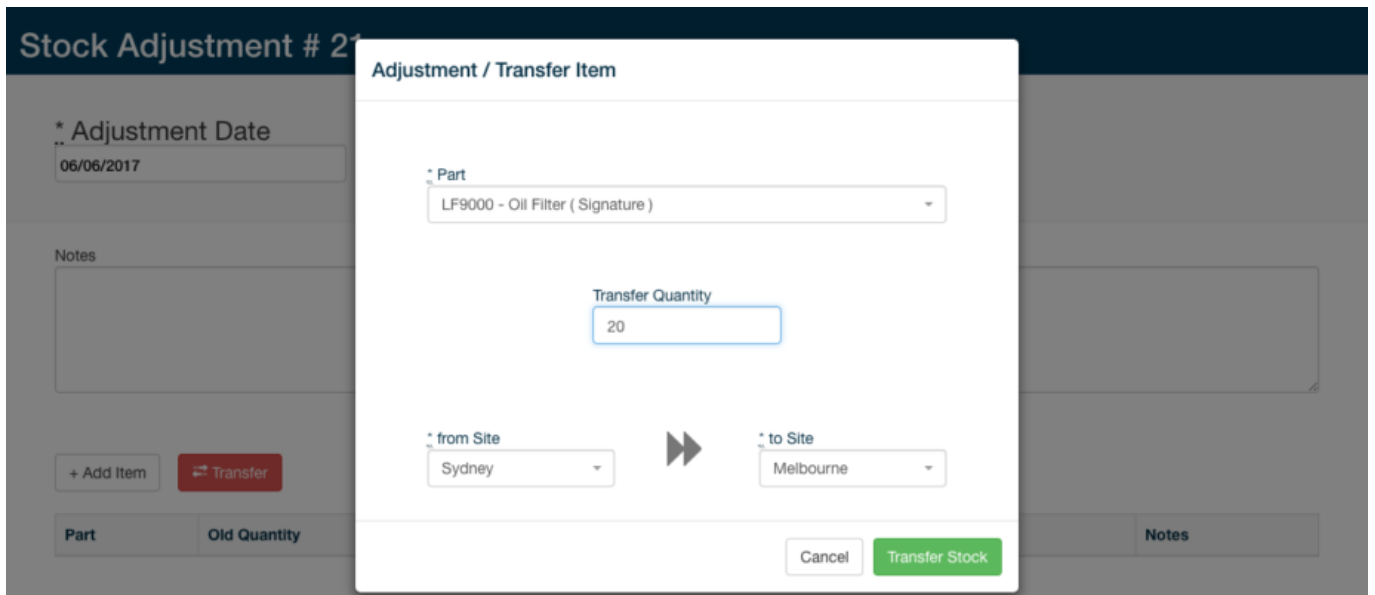
Secondly, each area in the system where a Part may be selected – Services, Repairs, Tyres, Purchase Orders and Stock Adjustments each contain a Site dropdown so that users can identify which Site the transaction is related to.



In our above Purchase Order example, we received 50 filters into the Sydney Site. To move 20 of those filters to Melbourne, we head to Stock Adjustments and Click New. This single screen allows for Stock Adjustment and Stock Transfers between sites



Clicking on the Transfer button, we can move 20 filters to Melbourne from Sydney



Gearbox will create 2 stock adjustment records – 1 to deduct from Sydney and 1 to Increase the stock in Melbourne. We’ll also send 5 to Brisbane.

**Stock Adjustment # 21**

\* Adjustment Date: 06/06/2017

Description / Reference #:

Notes:

+ Add Item   **Transfer**

Part	Old Quantity	New Quantity	Difference	Notes
LF9000	50	30	-20	Stock transfer from site Sydney
LF9000	0	20	20	Stock transfer to site Melbourne
LF9000	50	45	-5	Stock transfer from site Sydney
LF9000	0	5	5	Stock transfer to site Brisbane

With the Parts Transferred, Gearbox will update the Stock Levels at each Site:

Stock Levels
Purchase History
Usage
Price History
Stock Adjustments

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**Part Activity without a Site**

On Order	0	Allocated	0	Used	0	Adjustments	0	Stock Level	0
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Max Stock Level

Reorder Level

BIN # / Location

Lead time (days)

**Sydney**

On Order	0	Allocated	0	Used	0	Adjustments	-25	<b>Stock Level</b>	<b>25</b>
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Max Stock Level

Reorder Level

BIN # / Location

Lead time (days)

**Melbourne**

On Order	0	Allocated	0	Used	0	Adjustments	20	<b>Stock Level</b>	<b>20</b>
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Max Stock Level

Reorder Level

BIN # / Location

Lead time (days)

**Brisbane**

On Order	0	Allocated	0	Used	0	Adjustments	5	<b>Stock Level</b>	<b>5</b>
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Max Stock Level

Reorder Level

BIN # / Location

Lead time (days)

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