



Process Documentation

Department:

Customer Support

Last Updated:

10/13/2025 9:21 AM

NAME OF PROCESS

Adjusting Truck Stock

Use Case / Objectives

This option is used to correct/adjust truck stock quantity on trucks.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

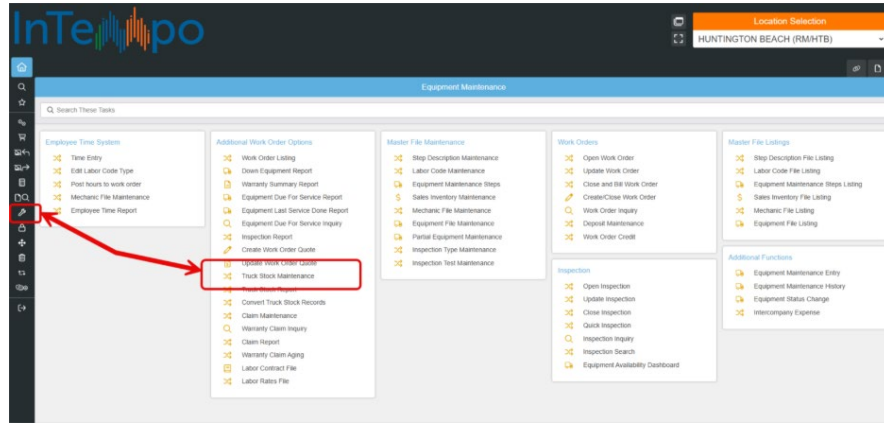
To Access this option, [Equipment Maintenance Tab, Additional Work Order Options, Truck Stock Maintenance. \(7.80.21\)](#)

Adjusting Truck Stock

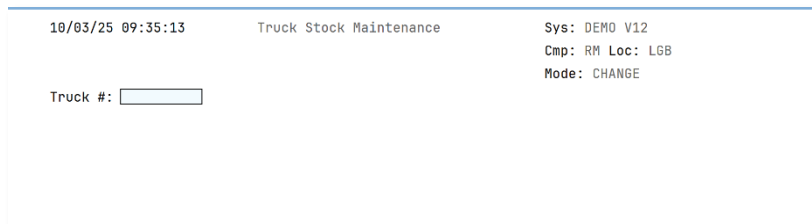
Process Steps

To remove stock from a truck and add it back to the owing location's inventory:

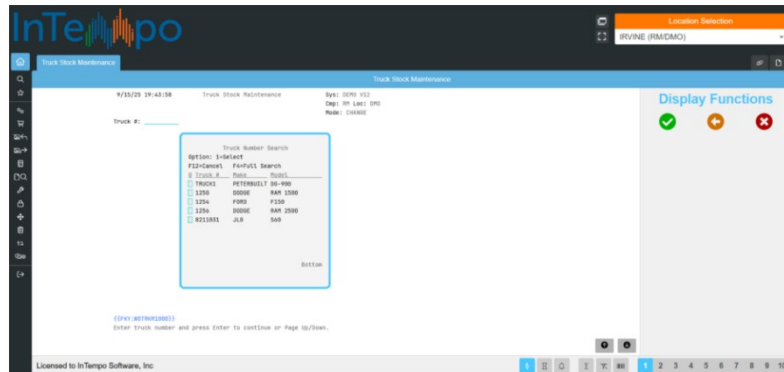
1. Log into the [Roleplay Environment](#) using your credentials.
2. Select the **Equipment Maintenance** menu option from the left toolbar.
3. In the **Additional Work Order Options** section, click on **Truck Stock Maintenance**.



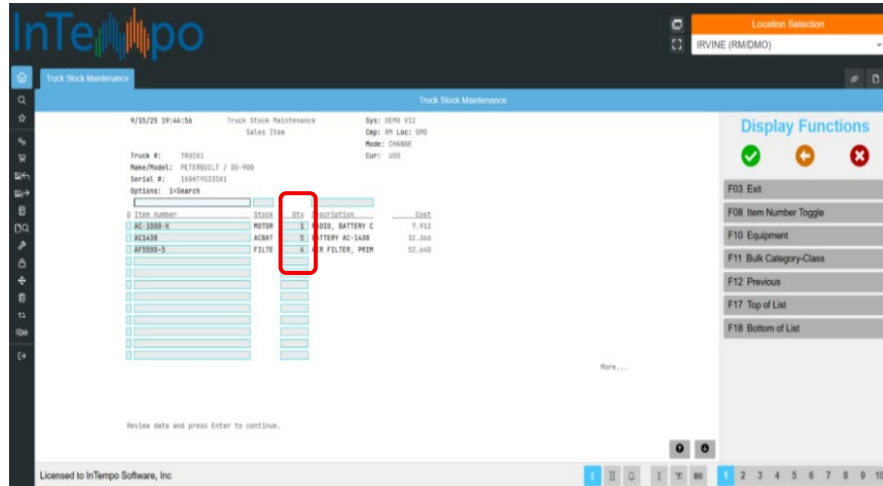
a. The **Truck Stock Maintenance** screen opens.



- 4.
5. With your cursor in the **Truck #** field either type in the truck number or press F4 on your keyboard or click on **F04 Search** in the **Display Functions** menu to open the **Truck Number Search** pop-up.



6. Type 1 in the **O** column next to the desired option and press Enter.
 - a. The **Truck Stock Maintenance - Sales Item** screen opens.



- To adjust stock from and change the quantity of the part on truck to actual quantity on truck, type in the *Qty* field next to the *Item* that needs to be updated. **NOTE:** This will adjust the on-truck quantity and adjust the locations quantity accordingly.
- To Remove the item completely from the truck (i.e. quantity = 0), with your cursor in the *Item number* field for the desired item, delete the item and press enter. **NOTE:** This will clear the row and put the quantity back into the owning location.
- Once all updates have been made, press Enter to update the record and return to the **Truck Stock Maintenance** screen.

Reference Glossary

Field Definitions for Tasks

Truck Stock Maintenance

- **Truck Number** - Enter the number of the truck for which you want to maintain stock records. If you do not know the number, press F4 to search for it. If you want to add a new service truck, enter the number of a piece of equipment from the Equipment Master File that is marked with a Type of O=Non-rental Asset.

Truck Stock Maintenance - Sales Item

- **Truck Number** - Displays the number of the truck for which you are maintaining items.
- **Make** - Displays the manufacturer of the truck.
- **Model** - Displays the manufacturer's model of the truck.
- **Serial Number** - Displays the truck's serial number.
- **Item Number** - Enter the number of the item that you are adding to the truck's stock. If you do not know the number, enter 1 in the Option field to the left to search for it. Press F8 to toggle to the manufacturer's item number.
- **Stock Class** - Displays the stock class the item belongs to.
- **Quantity** - Enter or accept the quantity of the item in the truck's stock.
- **Description** - Displays a description of the item.
- **Cost** - Displays the item's cost.