

# INTRODUCING AN ENHANCED *MYFSU* SERVICE CENTER EXPERIENCE

## ADDING SHOP STOCK

### Billable Service Items

1. Navigate to the **Phase**, click **Edit**, then click **Shop Stock** in the left navigation

2. Click **Add**

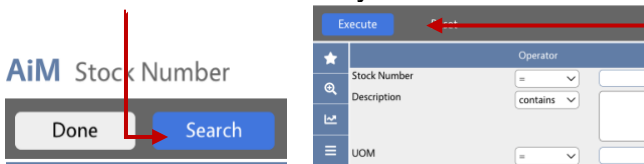


3. Click the magnifying glass for **Stock Number**.



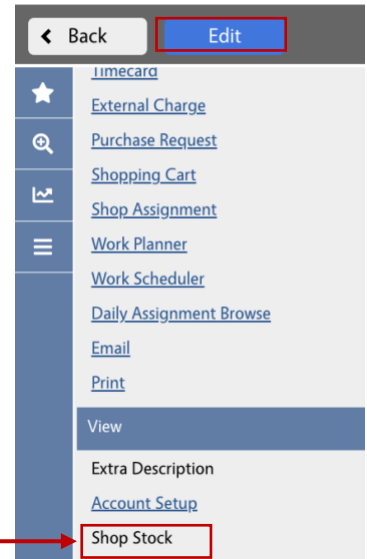
A form for adding shop stock. It includes fields for Transaction Date (Jun 3, 2024 10:18 PM), Entered By (SS04G), Stock Number (with a magnifying glass icon highlighted by a red box), UOM, Stock Location (with a magnifying glass icon), Unit Cost (50.00), and Quantity.

4. Click **Search**. Enter any relevant search criteria and click **Execute**



A screenshot of the search interface. It shows a "Done" button and a "Search" button (highlighted with a red box). To the right, there is a search criteria form with fields for Stock Number, Description, and UOM, each with an operator dropdown menu. An "Execute" button is at the top of the form, also highlighted with a red box.

AiM Phase



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5. Select **Shop Number** from the list. Click magnifying glass on **Stock Location** and select from list  
*Tip: You can expand the display and navigate through the list at the bottom of the page*

The screenshot shows a list of stock numbers on the left and a search interface on the right. The list includes:

Stock Number	Description
<a href="#">SRVTELSPILT</a>	TFL SPLIT CHARGE
<a href="#">METFIBER200M</a>	BUSINESS FIBER 200M/200M
<a href="#">DMSPRIINTERFACE</a>	PRI INTERFACE
<a href="#">DSL1.5MB</a>	DSL UP TO 1.5 MB PREFERREC
<a href="#">DSL5.0MB</a>	DSL UP TO 5.0MB PREMIER
<a href="#">SRVINTERNET</a>	INTERNET SERVICE
<a href="#">CCOTHERDATA</a>	COMCAST DATA CHARGES

Search fields on the right:

- Stock Number: SRVMFN2-10MBACCESS
- UOM: MONTHLY
- Stock Location: [Search]

Stock Location dropdown menu:

Stock Location	Description
<a href="#">DATA CKT_INST</a>	DATA PORTS, DSL, PORT CHARGES

6. Enter **Quantity** and click **Save**. Confirm **Shop Stock** entry is listed

The screenshot shows the 'Save' dialog box with the following details:

- Transaction Date: Jun 3, 2024 10:23 PM
- Entered By: SS04G
- Stock Number: SRVMFN2-10MBACCESS
- UOM: MONTHLY
- Stock Location: DATA CKT\_INST
- Unit Cost: \$652.28
- Quantity: 10

The 'Shop Stock' table below shows the entry:

Transaction Date	Stock Location	Stock Number	Quantity	Cost	Total
<a href="#">Jun 3, 2024 10:23 PM</a>	DATA CKT_INST	SRVMFN2-10MBACCESS	10.0000	\$652.28	\$6,522.80

## Note:

Shop Stock will be posted to the Work Order once the business automation process to approve it is complete. Until it is posted, you can edit the entry by clicking on the **Transaction** in the list of Shop