

SAVI Training Manual

Inventory By Asset Type Report

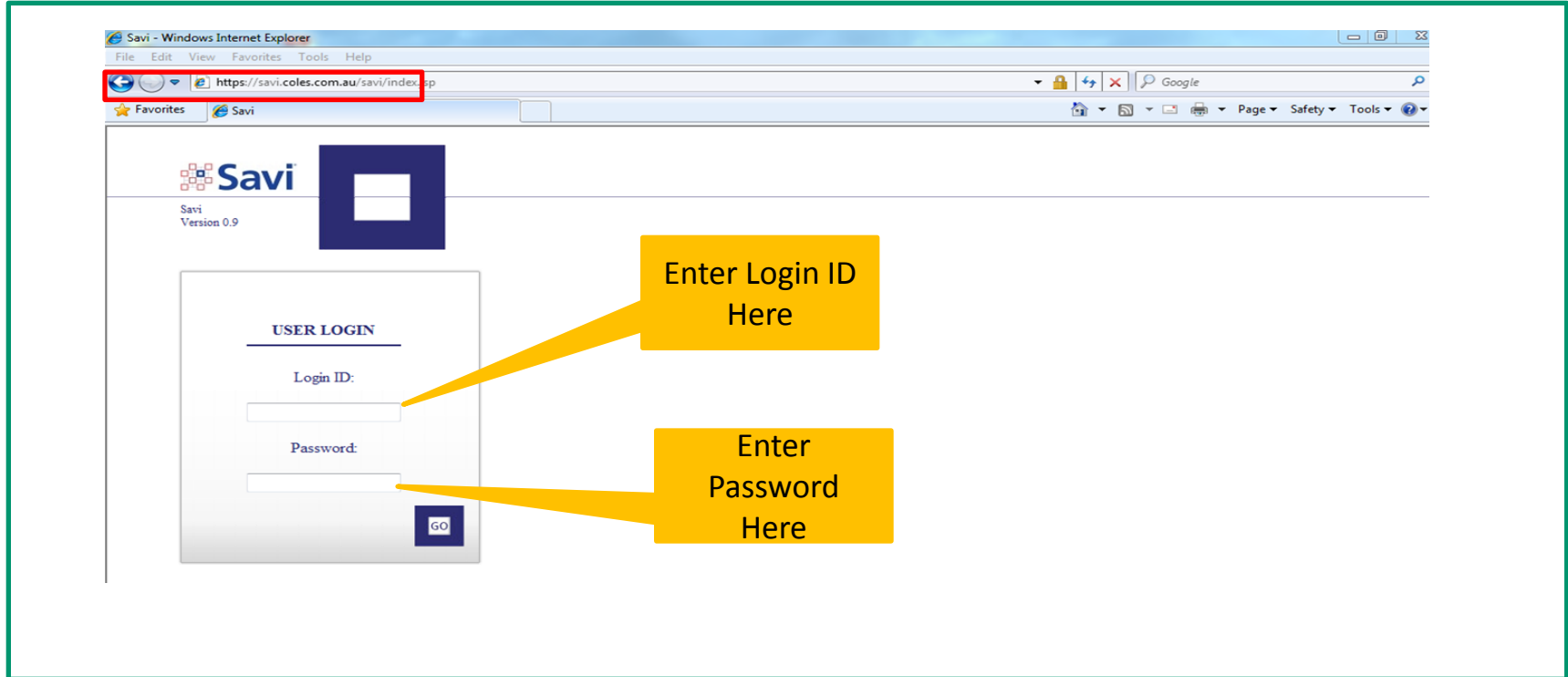
Inventory By Asset Type Report

- ✓ Traditionally referred to as a Stock On Hand (SOH) Report
- ✓ This report can be used to project crate order requirements based on current SOH

Accurate supplier SAVI accounts reduces time spent on phone calls and emails by both Suppliers and Logtek

How to Log On

Currently there is only 1 way to log onto SAVI by typing in the web address into the address line, refer below:



1. The SAVI internet address is <https://savi.coles.com.au>
2. Once opened, this web page can be saved in your favourites
3. Enter your Userid & Password – after your first log in you will need to change your password

Note: Your Userid & initial password will be provided to you by Cratesrus via email. Passwords can be changed at anytime by using the My Profile option once logged on.

Inventory by Asset Type Report



Select **'Inventory by Asset Type Report'** from the main menu bar

Inventory by Asset Type Report

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Inventory By Asset Type

Site Code: 10279 x Company Code: Inventory Date: 28/03/2013

Asset Type: CRATE-A x CRATE-B x CRATE-C x CRATE-E x

Search Clear Criteria

Company Name	Site Code	Site Name	Asset Type	Current Qty	Qty Inbound	Qty Disposed
Quality Produce	10279	Quality Produce	CRATE-A	-255	0	0
Quality Produce	10279	Quality Produce	CRATE-B	18496	9	0
Quality Produce	10279	Quality Produce	CRATE-C	4934	0	0
Quality Produce	10279	Quality Produce	CRATE-E	2092	0	0

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1. The Site Code field will be auto populated unless you are responsible for multiple accounts, in which case simply select the required site from the drop down list
2. In the Asset Type field select the required Crate Types to report (The example above has selected all four crate types)
3. Select a Date from the pop up calendar
4. Click on the Search button
5. Your SOH will now appear in the data table in the fields Asset Type and Current Qty
6. Click on the Export to CSV icon if you wish to save as an Excel File
7. Click on the Print Icon if you wish to print a copy of the report