TSS   all Hire Software   USER DEFINED GROUPS (AVAILABILITY)
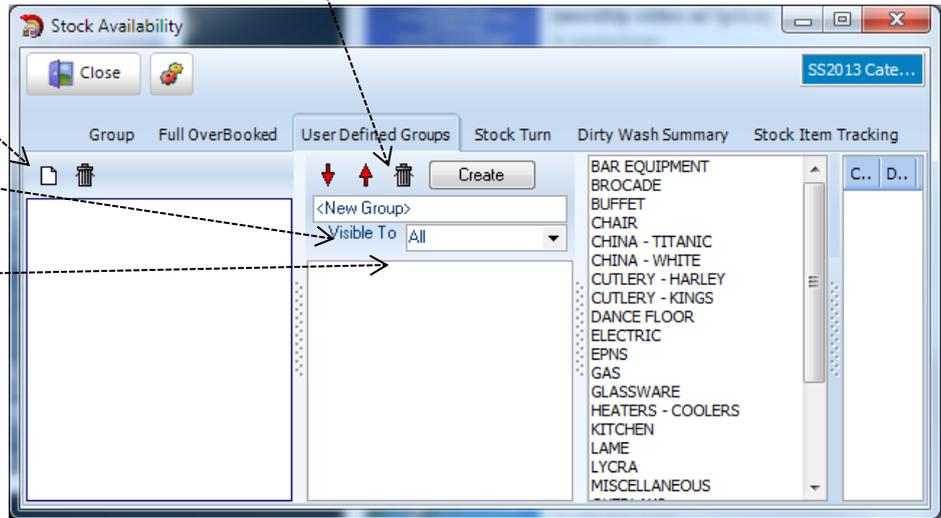
You can create your own temporary stock groups for use in the stock availability chart. This can make it easy to see items that tend to overbook or things that belong to a large group or a number of different groups that you want to see together at a glance.

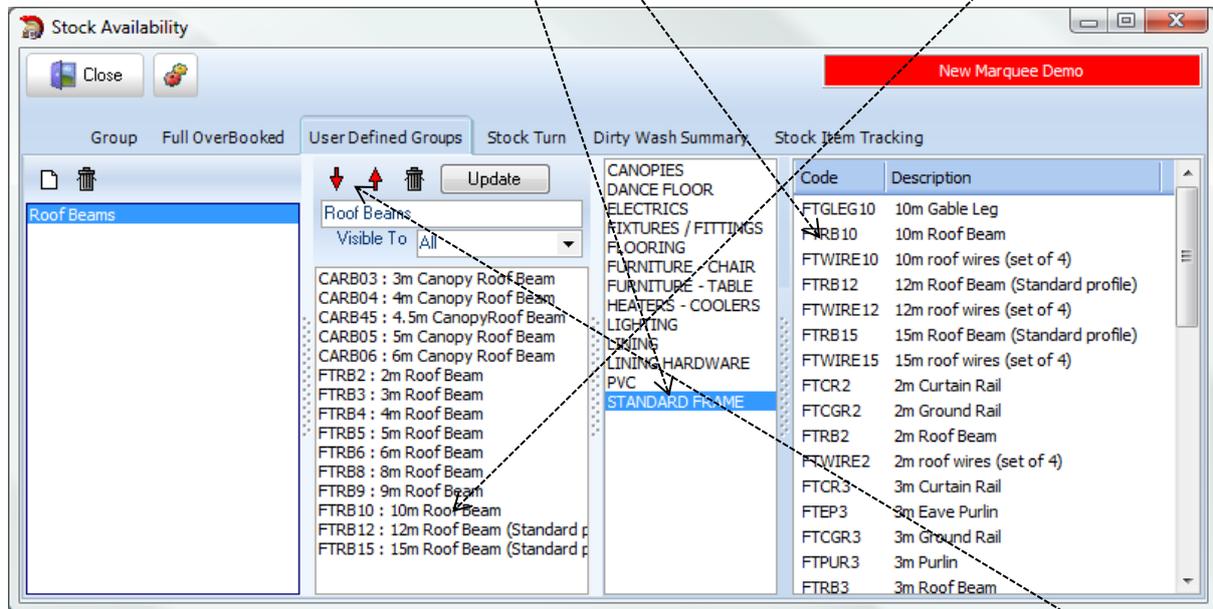Go to [Stock Availability] and select the User Defined Groups tab.

Click on the ☐ icon

Type a *Name* for the group

Set the *Visible To* box to All or your *User Name*, depending on whether you want everyone to be able to see it or if it is just for you.

You then need to click on an existing group that contains an item you want to add to your new group and drag the item (by clicking and holding the *Code*) to the column below your group name. **NB –** this will NOT remove it from its existing group, but simply duplicate it in your new group.

The order of the items within the group can be altered by selecting an item and then using the ↓ ↑ to move it within the list.

To remove an item, highlight it and press the 🗑 button.

When you are happy with your list press the [Create] button. You now have a new group which will be seen at the top of the list when you switch back to the group availability screen.

Should you need to update your group at any time, come back into the User Defined Groups tab, select the group on the left and then add / remove your items. Remember to press [Update] when you have finished.

You can create as many user defined groups as you need.