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**Instruction for using Store Management System**

**For Increasing the accuracy of Store Management System Following steps should be followed while updating the data**

**Step -1**

- Go to Shortage Excess list
- select trade
- click on submit button
- Select export button at bottom for download list in excel format.

**Step - 2**

In shortage excess list “require quantity” indicate requirement as per DVET standardization if “require quantity” is zero means that item is not require in syllabus after DVET standardization. Please do not compare with DGET Syllabus as DVET has standard the syllabus list.

- **Hence After downloading check similar items.**

e.g. **In Electronic Mechanic trade, if you found two items named as below & status of that items as given;**

Item Name	Available Quantity	Required Quantity	Result	Shortage / Excess
Chisel - Cold - 20 X 100 mm	0	3	-3	Shortage
Chisel - Cold - Flat - 20 X 220 mm	3	0	3	Excess

- **Find all such similar items in excel list & sort it out.**

**Step -3**

- Go to update trade data
- Search **Chisel - Cold - Flat - 20 X 220 mm.**
- Correct the available quantity to 0 (Zero).
- Search **Chisel - Cold - 20 X 100 mm** & put the available quantity of **Chisel - Cold - Flat - 20 X 220 mm** Ton which is already available with you. i.e. 3 No's.
- Repeat this process for all such similar items which are sorted by you
- After completing all the items, Click on update

**Step 4**

- Go to shortage excess list
- Check changes which viewed as follows

Item Name	Available Quantity	Required Quantity	Result	Shortage / Excess
<b>Chisel - Cold - 20 X 100 mm</b>	3	3	0	Ok
<b>Chisel - Cold - Flat - 20 X 220 mm</b>	0	0	0	Ok

### Step 5

- After completing all the above process ,
  - If you found some items are excess in your trade excess/shortage list , then follow the following steps
    - Select such items which are excess in your list.
    - Go to update trade data
    - Reduce the quantity of such items so that there is no excess in your list.
    - Go to **Store data tab**
    - Insert such item list with their quantity which is reduced in above step.

### Step 6

- After completing all the above process mentioned in step 5 ,
  - If you found some items are shortage in your trade excess/shortage list , then follow the following steps
    - Check the list which is available under store data tab.
    - If you found similar items in store data tab which are already shortage in your trade shortage list, then follow the following process
      - Remove the quantity of such matching items which are shortage in your trade shortage list from store data.
      - Go to update trade data tab
      - Update such matching items with their quantity
      - After adding all such matching items, click on update.
    - If you not found similar/matching items in the list available under store data tab, then keep your list as it is.

### Step 7

After completing all the above exercise, you will find following list:-

- **All Excess items list should be available under store data tab only.**
- **Shortage/Excess list of every trade will contain either shortage or Ok in the remark column.**

**Care should be taken after completion of this exercise, so that there will be no matching item between the list under store data tab and shortage list of all the trade available with your institute.**