# Minfos Stock Management Essentials learning pathway checklist

## Track your progress on the checklist as you move through each of the topics in the Stock Management Essentials learning pathway.

| **Topic** | **Completed** |
| --- | --- |
| 1. [Getting started](https://help.minfos.com.au/support/solutions/articles/51000299349-stock-management-essentials-getting-started)   * What is stock control * Common stock control tasks * Minfos features that help you stay organised |  |
| 2. [Product Maintenance Basics](https://help.minfos.com.au/support/solutions/articles/51000299414-stock-management-essentials-product-maintenance-basics)   * What is a stock card * Navigating to Product Maintenance * The fields of a stock card |  |
| 3. [Add Products to your Database](https://help.minfos.com.au/support/solutions/articles/51000299429-stock-management-essentials-adding-products-to-your-database)   * Manual vs automated product updates * Minfos Direct Supplier MNPN updates * Minfos Wholesaler product updates * Manually add a stock card to your database * Copy an existing stock card * Use Quick Product Entry |  |
| 4. [Product Maintenance Extras](https://help.minfos.com.au/support/solutions/articles/51000299479-stock-management-essentials-product-maintenance-extras)   * Find stock cards * Edit and delete stock cards * View purchase and sales history * Add Product Info * View changes using Product Audit |  |
| 5. [Supplier Maintenance](https://help.minfos.com.au/support/solutions/articles/51000299548-stock-management-essentials-supplier-maintenance)   * Retail Units * Shelf Packs * Minimum Order Quantities * Minimum and Maximum Shelf Holds * Order Multiples |  |
| 6. [Category Maintenance](https://help.minfos.com.au/support/solutions/articles/51000299586-stock-management-essentials-category-maintenance)   * Category types * Manage categories |  |
| 7. [Create Orders](https://help.minfos.com.au/support/solutions/articles/51000299632-stock-management-essentials-create-orders)   * Usage Only orders * Out of Stock orders * Normal orders |  |
| 8. [Review and Send Orders](https://help.minfos.com.au/support/solutions/articles/51000300904-stock-management-essentials-review-and-send-orders)   * Check orders before sending * Send orders manually or via PharmX gateway |  |
| 9. [Receive and Complete Orders](https://help.minfos.com.au/support/solutions/articles/51000300944-stock-management-essentials-receive-and-complete-orders)   * Collect invoices * Apply discounts and bonus stock to an invoice * Receive orders by tote (Symbion only) * Receive and complete orders |  |
| 10. [Manage Credits](https://help.minfos.com.au/support/solutions/articles/51000300952-stock-management-essentials-manage-credits)   * Manual supplier credits * Electronic supplier credits |  |
| 11. [Stock Transfers](https://help.minfos.com.au/support/solutions/articles/51000300953-stock-management-essentials-stock-transfers)   * Create a customer to send transfers to * Create and send a stock transfer * Create a supplier to receive transfers from * Receive and complete incoming stock transfers |  |
| 12. [Labels](https://help.minfos.com.au/support/solutions/articles/51000300963-stock-management-essentials-print-or-queue-labels)   * Print labels immediately from various screens in Minfos * Add labels to the Label Queue from various screens in Minfos * Manage and print labels from the Label Queue |  |