# 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** |
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| 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
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| 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
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| 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
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| 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
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| 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
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| 6. [Category Maintenance](https://help.minfos.com.au/support/solutions/articles/51000299586-stock-management-essentials-category-maintenance)* Category types
* Manage categories
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| 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
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| 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
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| 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
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| 10. [Manage Credits](https://help.minfos.com.au/support/solutions/articles/51000300952-stock-management-essentials-manage-credits)* Manual supplier credits
* Electronic supplier credits
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| 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
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| 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
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