Stock Management

Stock Management is viewing and managing stock managed and maintained by the Logistics Cluster in one or more locations.

This chapter explains how to register losses and damages to cargo in stock, release cargo to the final customer, and perform inventory counts.

Stock Management is divided into five key parts:

- Stock on Hand
- Release Orders
- Lost from Stock
- Release History
- Inventory Count

Stock on Hand

The "**Stock on Hand**" tab allows RITA operators to manage their stock. They can view the consignment details via the stock disposition screen, register losses and/or damages in storage, release goods to the final customer, create new release order and print a stock card.

The initial screen lists all the items received in storage, at a transshipment point, or the customer's address, along with their basic details and shipping information.

The page provides the operators with three additional options for viewing the file:

- They can switch the presentation mode from item level to consignment view (card-based)
- They can see the graphs showing the utilization of storage.
- Also, export the consignment details to XLS or a PDF file.

Stock Disposition

Please refer to the chapter "Consignment Identification".

Register Damages

When items are stored in a designated warehouse (storage/transshipment point/customer address), the operators can record any damages or losses reported during the inspection. To register the damage to the items in storage, click on the option “**Register Damages**” within the box.

The operator should provide the number of damaged items, the damage report number, and comments. Please note that RITA only accepts damaged quantities in Inventory Units.

Register Losses

When items are stored in a designated warehouse (storage/transshipment point/customer address), the operators can record any losses noted during an inspection. To register the loss of items in storage, click on the option “Register Losses” within the box.

The operator must provide the quantity of lost items, the loss report number, and any comments. Please note that RITA only accepts lost quantities in inventory units.

Print Loss Report

Within the “Loss Register” box, users can select “Print Loss Report,” which enables the RITA operator to generate automatic forms for the lost items in the consignment.

The loss Report includes the following details:

Consignment Description:	Description of the missing items, including product category, quantities, units of measurement, their condition, volume, and weight.
Loss Reported Location:	The exact location where the loss occurred.
Loss Reported Date:	It reflects the date on which loss is registered in RITA
Loss Report Number:	The report number is automatically generated by RITA.
Comments:	The RITA operator must provide a detailed account of how the loss occurred, including possible reasons such as mishandling, theft, and errors. They should give the approximate financial value of the lost or damaged goods and recommend steps to prevent similar losses if available.
Signatures:	Relevant personnel, such as warehouse managers and storekeepers, must sign the loss report to verify it.

All the consignments with registered losses are listed under the “**Lost from Stock**” section of the “**Dispatches**” screen. To reverse the losses, the operator must go to the section “**Cancel Losses**” and follow the steps of reversal

Release to Customer

The “**Release to Customer**” button is selected to transfer the goods to the customer. The "**Stock on Hand**" screen records all the cargo received in storage, at a transshipment point, or at the customer address that has not been released to the customer.

Even though items have been dispatched and receipt confirmed at the destination, the consignment still needs to be released to the customer so it can no longer be considered in the inventory. Therefore, for all the releases, the operator must open the “**Stock on Hand**” tab of the “**Stock Management**” screen.

Clicking on the option “**Release to Custome**r,” the following window will appear:

Transport Company or Organization released to:	Insert either the name of the organization receiving the items or the name of the transport company picking up the items on behalf of the receiver.
Actual Date of Release:	Provide the actual date of release of the items.

Document Number:	If there is a document confirming the receipt, insert the document number- for example, Waybill # or GRN #
Actual Person Items Release to:	Insert the name of the organization's representative receiving the items or the name of the driver of the transport company.
Receiving Organization contact:	Provide the contact details of the organization that received the consignment.
How was the reception verified:	This explains how the RITA operator confirmed that the customer has received their items, either verbally by Phone, in writing by email, or through a Goods Received Document (this can be a signed Waybill).
Additional details:	Any additional information, such as transport type, truck plate number, etc., that the operator may want to type for the release.
Add Attachment:	The operator can attach supporting PDF or image files, such as waybills, packing lists, GRNs, or other relevant documents used for the cargo release process. The attachment upload function also supports integrated photo capture. Using the RITA mobile interface, users can take photos of cargo or scan completed documents and upload them directly as attachments. For details on how to upload attachments, refer to "Consignment Attachments" under Uploading SRFs.

After completing the fields, click '**Release Goods**" to confirm the final release of the cargo to the customer.

When goods are finally released to the customer, the consignments are listed under the "**Release History**." Therefore, the operator must find the consignment under "Release History" to cancel the releases and follow the reversal steps.

Print Goods Release Note

Rita allows users to automatically print the "**Goods Release Note**" from the system. This note acts as an official record confirming the release of a shipment to the final customer. It includes all relevant details of the shipment provided by the RITA operator at the time of release outlined below:

- Description of items being released, including quantity, units, weight, volume, and value
- Exact date when the items were handed over to the final customer.
- Details of the person or organization receiving the goods
- Signature of responsible parties, including both service provider and receiving organization.
- Document Number (if any) manually entered by the service provider at the time of release.
- When the RITA operator checks the box to print the released goods, the system automatically generates a goods release note number, which is then printed.

RITA Operators can also generate automatic Goods Release Notes from the “Release History” tab in the Stock Management screen. Please refer to “Release History.”

New Release Order

RITA operators can create release orders directly from available stock using the option**"New Release Order"**. This helps managers commit stock immediately or plan a future movement based on operational requirements. By creating a release order, RITA operators can perform additional functions, such as committing partial releases, committing stock times in advance of release for specialty management, or generating pick lists for warehouse workers. More on the management of release orders [can be read here](#).

From the consignment list, click "**Options**" and select “**New Release Order**"

Enter the required details in the release details that includes:

- The requested release date
- The transport company or organization to which the cargo is released
- The actual person to whom the items are released
- The receiving organization contact
- The quantity of items to release.

See GIF below:

Click on "**Release Goods**"

Clicking “**Release Goods**” creates a new release order with Accepted status under the Release Orders tab in Stock Management.

Once the release order is created, the corresponding stock is automatically committed in the system.

Print Stock Card

Click on “**Options**” and select “**Print Stock Card"** from the dropdown menu

- The “**Print Stock Card**” option automatically enables the RITA operators to produce Stock Cards from RITA. A stock card is a physical record used to track the movements of specific items in and out of the warehouse.
- Stock cards are specific to each line item, and the QR code enables access to full consignment details.

The following are the details listed on the stock card form:

- Consignment number and line-item number.
- Sending and receiving organization details.
- Item description such as its name, product category, unit quantity and packaging, batch

number, temperature range, and dangerous goods identification (if any).
- The dates on which the inventory transactions (such as receiving, dispatching, releasing, damage loss, found) occur.
- Any document number such as waybill, goods received/released note, or damage/loss report.
- Quantity of stock added or removed from the inventory and balance quantity after each transaction
- Initials/Signature of the storekeeper or any authorized personnel.

QR code:

- QR codes for all new stock cards printed after the update will enable users to scan and get quick information about stock items in that individual storage location.
- Users with the appropriate login credentials can update stock records directly from their phones. GIF shared below:

Moving Consignments or Line Items

The options "**Move this consignment to another location**" and "**Move this line item to another location**" will only appear in the Options menu if a Storage Area has been defined within the consignment.

A **Storage Area** refers to a designated sub-location within the main Storage Location (e.g., a specific zone or shelf within a warehouse) where goods are stored. Defining this field allows the system to track and manage inventory at a more granular level.

These two movement options serve the following purposes:

- **Move this consignment to another location**: Transfers the entire consignment from one storage area to another within the same warehouse or across different storage areas.
- **Move this line item to another location**: Allows users to relocate a specific item (line item) within the consignment, without moving the full consignment.

These features are useful for inventory reorganization, optimizing space, or handling segregation requirements such as damaged, temperature-sensitive goods or expired goods.

Stock on Hand Report

RITA provides the functionality to export stock on hand reports by organization into either Excel or PDF format. To do so, follow the steps below:

Step 1: Click the "**Export**" option located on the right side of the screen.

Step 2: A Storage Overview dialog box will appear. RITA operators may select specific dates and the organization for which to generate reports.

- By default, the date will indicate the current date, but RITA operators may select any previous date to generate a stock report from any point in the past.
- If the "Organization" dropdown list is left blank, the report will return results for all organizations.

Step 3: Click "Export" to proceed. RITA will prompt you to choose the file format, either .xls or .pdf.

Step 4: Selecting PDF will generate a report showing the stock on hand for the selected

organization on the specified date.

Example: The PDF below will display a summary of closing stock quantities for WFP at Brindisi Warehouse (Storage) as of date: 08/Jul/2025

Step 5: Selecting XLS will download a simplified Excel spreadsheet providing a storage overview.

Example: This file includes only the closing stock on hand of WFP at Brindisi Warehouse (Storage) as of date: 08/Jul/2025

Temperature Loggers

Upload Temperature Logger File:

The Upload Temperature Logger feature allows operators to upload, manage, and monitor temperature data recorded within the storage. This function helps ensure that all temperature-controlled storage conditions are properly documented and compliant with operational standards. This functionality allows users to maintain complete visibility of temperature-controlled storage environments, ensuring that warehouse conditions meet the required quality and safety parameters.

Step 1: Go to the "**Stock Management"** tab and select the storage location. Click on the Temperature Loggers icon on the top right corner of the screen.

Step 2: In the Upload Temperature Logger File window, enter the Equipment Name and provide any relevant Remarks. You can either click "**Choose File**" or **drag and drop** the file directly into the drop zone to upload the temperature logger data.

Note: Only .CSV and .TXT file formats from specific devices are currently supported for temperature logger uploads.

Step 3: Click "**Save**" to upload the file. Once saved, the logger data will be linked to the corresponding warehouse and stored for reference and reporting.

Step 4: Manage Data - To review previously uploaded files, click '**Manage Data.**" from the list. This screen displays details such as the Equipment Name, Date Range, and Uploaded By information. Authorized users can download or delete the uploaded record if required.

The Delete option is restricted to users with PRA (Project Administrator) rights due to the sensitivity of temperature monitoring information.

The functionality to upload temperature logger files for dispatched cargo is available under Dispatch History.

Warehouse Charts

Under the Stock Management module, users have access to two analytical charts.

- Temperature Loggers
- Warehouse Utilization

Both charts can be accessed using the icon menu in the upper right corner of the **Stock Management** screen, allowing quick switching between Temperature Loggers and Warehouse Utilization views.

Temperature Loggers:

The Temperature Loggers chart displays the temperature readings recorded by data loggers installed within the warehouse. This allows operators to visually monitor temperature variations over a selected time period and ensure that sensitive commodities are maintained within the required storage range. Each line on the graph represents data from a specific logger, making it easier to track environmental consistency across different warehouse zones.

Warehouse Utilization:

The Warehouse Utilization chart presents a visual overview of storage occupancy trends based on Weight (mt) and Volume (m^3). This helps operators assess how effectively warehouse space is being used over time, supporting planning and decision-making related to stock allocation, optimization, and throughput management.

Pallet View

Switch to Pallet View

The Pallet View under the Stock Management tab allows operators to efficiently manage and visualize inventory stored on transport units (pallets or crates). This interface supports pallet creation and organization, improving warehouse traceability and operational control.

Step 1: Click the pallet icon in the top-right corner of the Stock Management screen.

The screen will display a two-pane layout:

Loose Items: Inventory not yet assigned to any pallet.

Palletized Items: Inventory already grouped into transport units.

Step 2: Operators can create pallets using two methods:

Direct Pallet Creation:

- In the Loose Items section, click the pallet icon.

- Enter the Transport Unit type, quantity, and (optionally) pallet position.
- Click Palletize Me to group the selected Handling Units into the defined pallets.

Drag-and-Drop Palletization:

- In the Palletized Items section, click Add Transport Unit and add the type of pallet used.
- Drag and drop loose cargo into the pallets.

Assigning Pallets to a Planned Journey:

Operators can assign pallets to a planned journey directly from the stock management screen:

Step1: Select the pallet with the respective consignment.

Step 2: Drag and drop it into the planned journey, displayed on the right side of the screen.

Assigning Pallets to Release

Pallets can be directly released from the Stock Management screen using the Pallet View. This allows operators to quickly assign pallets to outbound movements without navigating through multiple screens.

To release pallets:

Step1: From the Pallet View, select the pallet associated with the relevant consignment.

Step 2: Drag and drop the selected pallet into the Quick Release tab located on the right side of the screen.

Step 3: In the release window, input the following information:

- Date of Release.
- Transport Company or Organization Released To.
- Name of Individual Receiving the Items.
- Quantity Released.
- Additional details: Use this free-text field to include logistical notes such asvehicle type, license plate, or other relevant tracking information.
- Attachment Type: Select the type of document being uploaded (e.g., Waybill, Release Note, Proof of Delivery).
- Choose File: Attach the related file. Only images and PDF files under 10MB are accepted.

After entering all required details, click the Release button to complete the transaction.

Show Filter: This feature allows users to filter consignments more efficiently by applying criteria such as **Consignment Number, Organization, Service Type**, or **Keyword Search**. When activated, the filter tab expands at the top of the screen, enabling users to quickly narrow results and locate specific consignments or items within a warehouse.

Step 1: Click Show filters (Top- right). The filter panel appears at the top of the page.

Step 2: In the pop up, enter one of more criteria:

- **Consignment Number:** type a full or partial number (e.g., 0056 or 56) and press Enter.
- **Organization:** Choose from the list of organizations.
- **Service Type:** Choose from the list.
- **Search:** Enter keywords found in line-item details (e.g., item name, product category etc.). *For example, filtering with consignment number 0056 in the screenshot below- RITA operators can see only matching loose items and palletized items for the consignment 0056 in stock.* You can add additional filters to refine further; filters can be combined.

-

Step 3: To remove a filter, click on "×" and all filter will be removed.

Step 4: Finally click **"Hide Filters"** to collapse the filter tab when you are done.

Note: Hide filters do not clear filter.

Additional Pallet Features:

Viewing Options:

To tailor the pallet display to operational needs, two user-friendly viewing options are available in the Pallet View screen:

Show Details: A toggle switch that expands each pallet to display detailed cargo information such as - Item name, Quantity and Unit type.

When turned off, the display collapses for a more compact view, improving screen readability.

Group Similar: When enabled, this feature automatically groups pallets containing similar item categories (e.g., Logistics, WASH, Shelter) together. It provides a cleaner, more structured layout for easier navigation.

When Group By is enabled, the drag-and-drop function is disabled. Because multiple pallets and consignments are combined into a single grouped view, users will not be able to drag pallets into a journey or release operation. To re-enable drag-and-drop, toggle Group By off.

Item Tracking:

A magnifying glass icon next to each line item opens the Stock Disposition Screen, showing detailed tracking information.

QR Code Printing:

Each pallet includes the option to generate and print a QR code label for tracking and identification purposes. To print a QR code for a pallet, follow the steps below:

Step 1: Click the printer icon located next to the pallet in the Pallet View.

Step 2: A QR code will be generated, linking to the pallet's digital summary.

Step 3: Use a QR scanner to access detailed pallet information, including Current pallet location, Transport unit type, Total weight and volume, Sender organization, Item description, IU (Item Unit) and HU (Handling Unit) quantities, Flags for temperature-controlled, fragile, or dangerous goods

Release Orders

Release Order Form

The **"Release Order Form (ROF)"** is a standardized document that must be completed by any organization requesting cargo release from a storage location managed by the Logistics Cluster (including requests for transporting cargo to the final destination).

Users can submit release requests by email or through RITA's online platform. The online ROF can be shared with any party using a link or can be found on each country's website.

Online Release Orders

Upon receipt of the online release order form, a notification will be displayed on the "Release Order" tab under the "Stock Management" screen.

After clicking the "Release Order" tab, the operator will have three options, which are explained below:

Reject Release Order

Click on the option and select "**Reject Release Order**" from the dropdown menu:

A dialog box appears. Under the comment section, the operator must provide a valid reason for rejecting the release request and click on "**Reject Release Order**."

Note: The person who submitted the online release order will be notified when the release order is rejected, and notes on the rejection will be included.

Accept Release Order

Step 1: RITA operator should select the option "**Accept Release Order**" to approve the release request of the cargo from any given warehouse.

Step 2: A message box appears after the operator clicks "**Accept Release Request.**"

Step3: The operator may enter any relevant instructions or comments for the cargo owner before confirming the approval. These comments are shared through the RITA interface. See GIF below:

Step 4: Upon accepting, the release request moves from '**Verified**" status to "**Accepted**" status.

Step 5: Upon acceptance of a Release Order, the operator can manage and process the release by selecting the "**Manage Release Order**" option.

Release Comments: RITA operators approving release requests can now send instructions and messages directly to cargo owners through the RITA interface

Manage Release Order

The "Manage Release Order" option allows RITA operators to review and manage release orders that have already been accepted. This feature supports monitoring of release activities and gives operators better control over stock movements. See GIF below:

After clicking "Manage Release Order", A release window will open, and the user will be asked whether the cargo is to be released to the customer at the warehouse or storage facility.

Release to Customer at the Warehouse/Storage Facility: This field determines how the cargo will be released and provides two options:

Option1: If "**Yes**" is selected, a Release Details section will be available for completion. The operator must fill in all required fields, including:

- Quantity for release
- Actual Date of Release
- Document Number (e.g., Waybill/Delivery Note)
- Transport Company or Organization Released to
- Actual Person Items Released to
- Verification Method
- Supporting Documents Attachment

Once all details are completed, enter the quantities to be released and click "**Release Goods**" to

finalize the release.

Note: For detailed guidance on completing the fields in the Release box, please refer to paragraph “**Release to Customer**” under the chapter Stock Management- "Planning."

Option 2: If “**No**” is selected, the system displays the list of planned journeys to which the release can be assigned.

RITA operator must select the planned journey and enter the required quantity to be released and click "Assign to Journey". See GIF below:

Navigate to the Stock Management -Planning tab and complete the final release to the customer.

For detailed guidance on completing the fields in the Release box, please refer to paragraph “**Release to Customer**” under the chapter Stock Management- "Planning."

Partial Release: The “Manage Release Order” feature also enables RITA operators to process partial releases. Cargo can be split across different releases and, where applicable, across different organized deliveries when requestors submit a release with delivery request.

Print Pick List

Before the release, RITA operators and warehouse managers can generate a “**Pick List**” to share with storekeepers in preparation for cargo release. This list helps ensure that all items are identified and prepared in advance, facilitating a smooth and efficient release process.

See GIF below:

Cancel Pending

If a release request will not be fully processed, RITA operators can use the “**Cancel Pending**” option to cancel the request. This applies whether no quantity is released or only a partial quantity is released. Any remaining, unprocessed quantity can be cancelled using this option.

Print Release Order Form

- The print release order option enables the RITA operator to print the release request form submitted by the customer online.
- Click on Options and select "**Print Release Order Form**" from the drop-down menu.

The details in the release order form include the following:

- Release order number generated automatically from RITA.
- Requested release date of the items.
- Requested release location
- Receiver organization name.
- Product description, such as consignment number and line-item number, product category, item name, packaging units, weight, volume, quantity requested for the release, total volume, and weight.
- Name of the preparer.

User notification system: When users request cargo release through manual or online ROF, alert emails will be sent to requestors and RITA operators, alerting key personnel and documenting the workflow.

Manual Release Form

Users can also submit an email containing an Excel attachment to request the release of their cargo. In these cases, the operator can facilitate the release through the Stock Management-"Planning" page. For detailed instructions on how to process the release, please refer to the section titled "**Release to Customer**" in the Stock Management chapter under "Planning."

Lost from Stock

If cargo is reported as lost during storage, at a transshipment point, or after it has been delivered to the customer's address, it will be classified as "Lost from Stock." To register the loss, users should navigate to the Stock Management tab and click "Lost from Stock."

The RITA operator has two options regarding this process.

Option 1: The "**Cancel**" option enables the RITA operator to cancel previously registered losses.

Option 2: "**Print Loss Report**" allows the RITA operator to automatically generate forms for the registered lost items in the consignment. A loss report can be generated immediately upon registration of the lost items. Refer to "Print Loss Report" under the stock management-planning chapter.

Cancel Losses

The operator can cancel the losses previously registered as “items found.” The steps to Cancel Losses are listed below:

Step 1: Click the “**Lost from Stock**” tab on the “Stock Management” page.

Step 2: Use the “**Show Filter**” option in the top right section to find the consignment that must be canceled. The operator can search the consignment by its number, actual date of dispatch receipt, or actual date of receipt, or by providing any other details of the consignment in the search box**.**

Step 3: Click on the “**Options**” tab towards the right end of the selected consignment and select the option “**Cancel**”.

Step 4: A box appears that allows the operator to provide the details such as quantity of items found, report number, and comments if any. Further the operator must click on the “**Cancel**” button to confirm the cancellation of losses registered for the selected consignment. By doing so, the items will move back as “**Stock on Hand**’ under the “Dispatches” screen.

Note: The details and quantity of the found items will be highlighted in red within the loss report, located just below the lost item details for the respective consignment.

Release History

The "**Release History**" page provides a comprehensive overview of all consignments that have been either partially or fully released to the final customer.

In the history tab, you will find a list of all consignments and their release details recorded by the RITA operator during the cargo release process. This information includes the actual release date, release location, organization, the individual who received the release, the document reference number (if entered manually), document attachment such as GRN Out, Waybill, packing list etc., and the goods release note number (if it was automatically generated by RITA).

The operator can use the "**Show Filter**" feature to locate specific released consignments. Additionally, they have the option to export the details to Excel format via the "**Export**" function.

Cancel Release

The operator has the option to reverse the release made. To do so, follow the steps below:
Step 1: Click on "Release History" under the Stock Management page

Step 2: Use the "**Show Filter**" option in the top right corner, to find consignments requiring reversal on a specific release date.

Step 3: To reverse the consignment back to stock, click '**Options**" and select "**Cancel Release**" from the drop-down menu.

Step 4: A box with the details will appear on the screen. The operator must confirm the details of the consignment and provide a reason for the cancellation. Finally, click on "**Delete**" to confirm the cancellation of the release. By doing this, the selected release will be canceled and returned to "**Stock on Hand**."

If a dispatch is made to a different location group, the cancellation process must be done in that location group.

View Attachments in Release History:

RITA operators can view documents attached to a release, such as waybills, Goods Release Notes, and other supporting documents, directly from the Release History.

To view the documents, users must first ensure that the "Attachment" column is enabled under Customized Columns.

Inventory Count

This function enables RITA users to directly conduct and manage physical inventories through RITA. Simply click on "**Inventory Count**" from the "Stock Management Tab."

In the "Inventory Count" tab, operators will by default see a list of all past inventories that were conducted and are able to print the results of those inventories. The "**Show filters**" option assists RITA operators in easily searching for past inventories and generating historical records using consignment number, date of inventory count, and other relevant properties.

Print Inventory Count Sheet

This option enables RITA operators to print the inventory count sheet containing the list of items located at any warehouse location requiring a physical inventory. Printing the inventory count sheet enable warehouse or project managers to conduct a direct "offline" inventory using printed sheets.

The printed inventory form has a feature called "**Blind Count**", clicking on which, the managers can only print the list of consignment line items stored in the warehouse without the item count.

Start Inventory Count

This option enables the RITA operator to follow the steps for conducting inventory count using RITA physical inventory. The outlined steps for inventory count are as follows:

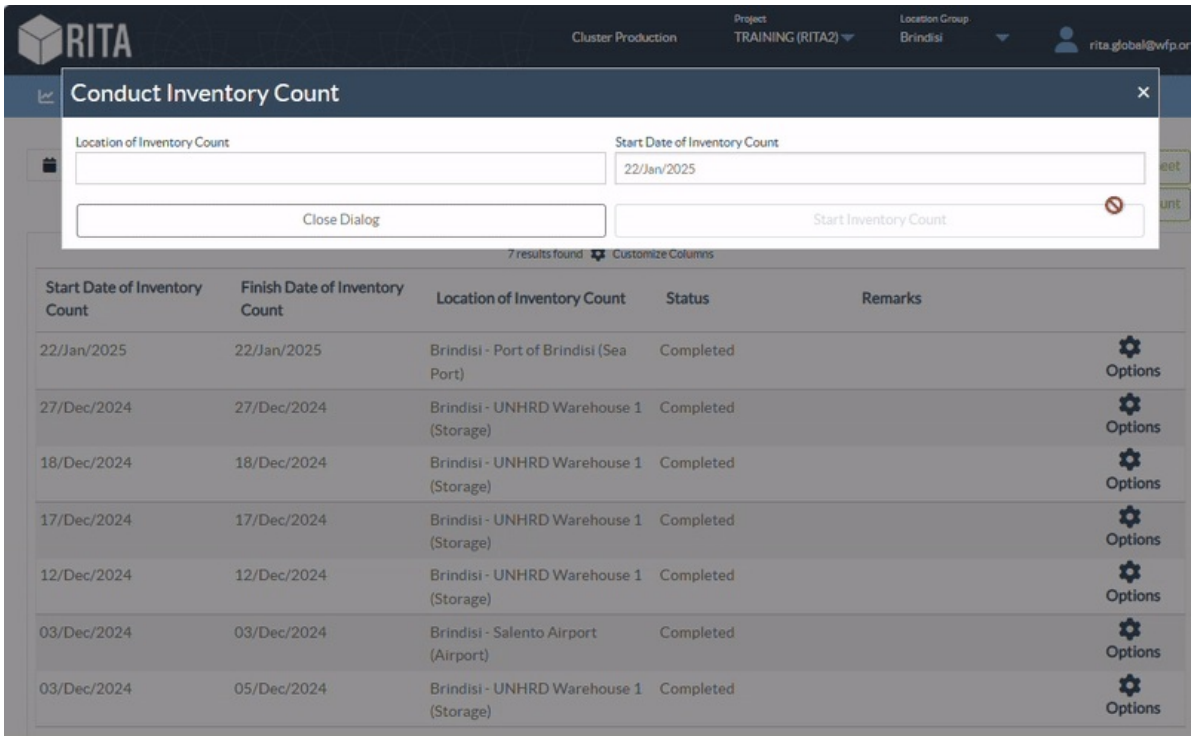
Step 1: Click on the option "**Start Inventory Count**" on the top right section of RITA

Step 2: Select the warehouse for the inventory count and pick the starting date for the physical count.

When you choose a warehouse for the inventory, all transactions in that warehouse will be put on hold. This allows the warehouse teams to do a complete count. You cannot conduct the inventory count if there are planned transfers or committed stock in the warehouse.

RITA operators cannot perform any transactions in RITA on the day of the inventory count, even after the count is finished. They must wait until the next day to make updates in RITA. Additionally, RITA operators cannot reconcile transactions that happened before the inventory count. Any dispatches or receipts of cargo at the storage location prior to the inventory date are not allowed.

Step 3: RITA will display a list of all items in the warehouse along with their existing inventory in the system. Operators can begin the physical inventory by clicking on "**Start Inventory Count**." The status of the inventory count will change to '**in progress.**"



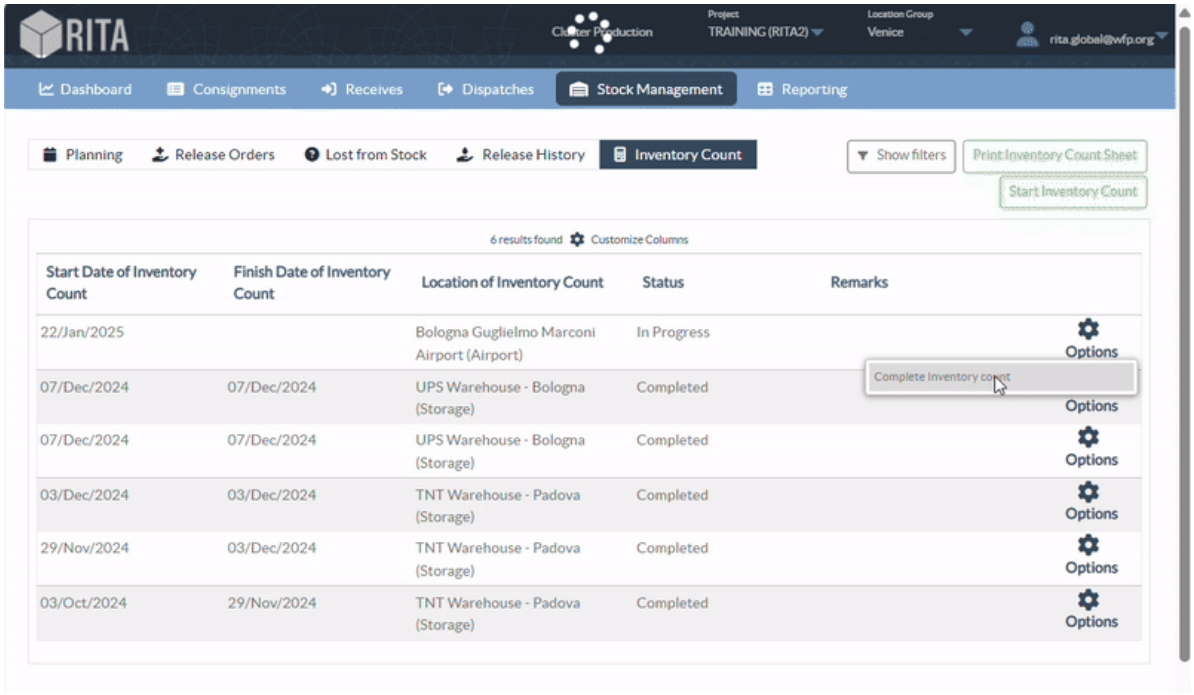
Step 4: After conducting physical count, operator must select **"Complete Inventory Count"**

Note: Completing an inventory count involves entering the results of the inventory. In small warehouses, or those with reliable internet connectivity, inventories can often be conducted directly through the web interface. However, in most cases, the inventory count will be based on the results from "offline" paper inventory count sheets. Depending on the size of the

storage location and the number of unique items stored, updating the physical inventory numbers may take a considerable amount of time. Ideally, only managers with authorized access should enter the final numbers.

Step 5: A pop-up box will appear, allowing RITA operators to input the physical count of the items. Users can enter the quantity of items in good and damaged condition, along with any comments. The system, RITA, will automatically calculate the remaining items as losses. Operators can also include overall remarks for the inventory. Additionally, when a loss is reported, a comment box will appear to allow the user to provide reasons for the loss. Further clicking on the loss report will generate an automatic loss report from the system.

Finally, click on "**Complete Inventory**" to change the physical inventory status to "**Completed**."



Step 6: The system will maintain a record of all previous inventories, and users will be able to generate reports for future requirements.

When you chose a warehouse for physical inventory, all transactions in that warehouse will be put on hold, allowing the warehouse teams to perform full counts. The inventory count cannot be conducted if there are planned transfers or committed stock in the warehouse.

Upload attachment

RITA allows users to upload completed physical inventory files directly to the inventory record. The uploaded document will be linked to the corresponding inventory count for reference.

Step 1: From the Inventory Count page, once the inventory status is marked as Completed,

click on the "**Options"** icon and select Upload attachment.

Step 2: In the upload window, drag the desired file into the**drop zone** or click "**Choose File"** to select it manually. From the Attachment Type dropdown, select the appropriate category:

Completed physical inventory - to attach finalized physical inventory sheets.

Loss Report - to upload documentation related to reported losses.

Pictures of Cargo - to include photos taken during the inventory or inspection.

Other - for any additional supporting documents.

Step 3: All uploaded attachments appear under the new Attachment column in the Inventory Count list, where users can view or delete files as needed.

- The Delete option is restricted to users with PRA (Project Administrator) rights due to the sensitivity of inventory count information.
- Only image and PDF files are supported for upload.