# InventoryControl: How to use the Items at Minimum Stock Level option when creating a Purchase Order

Jason - 2017-05-26 - Version 7

InventoryControl v7: On the New Purchase Order screen, there is a button "Items at Minimum Stock Level".

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Question 1: How is that used?

Answer 1: First, specify a Supplier to activate the button.

When you click the button, the program makes a list of items whose Location Settings tab has one or more locations specified, with Min Stock Level specified for the location, for the supplier you specify on the purchase order, with inventory less than the Min Stock Level at that location. (Note: This button does not use the Min Stock Level field from the item's General tab.)

In the list that is produced, put a check in the items you want to order, then click OK to add them to the purchase order.

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Question 2: Why are there separate settings on the General and Location Settings tabs?

Answer 2: There are separate alerts that are derived from each setting. The setting on the General tab is used for an alert for item totals, and the Location Settings tab is used for an alert for individual location(s).