

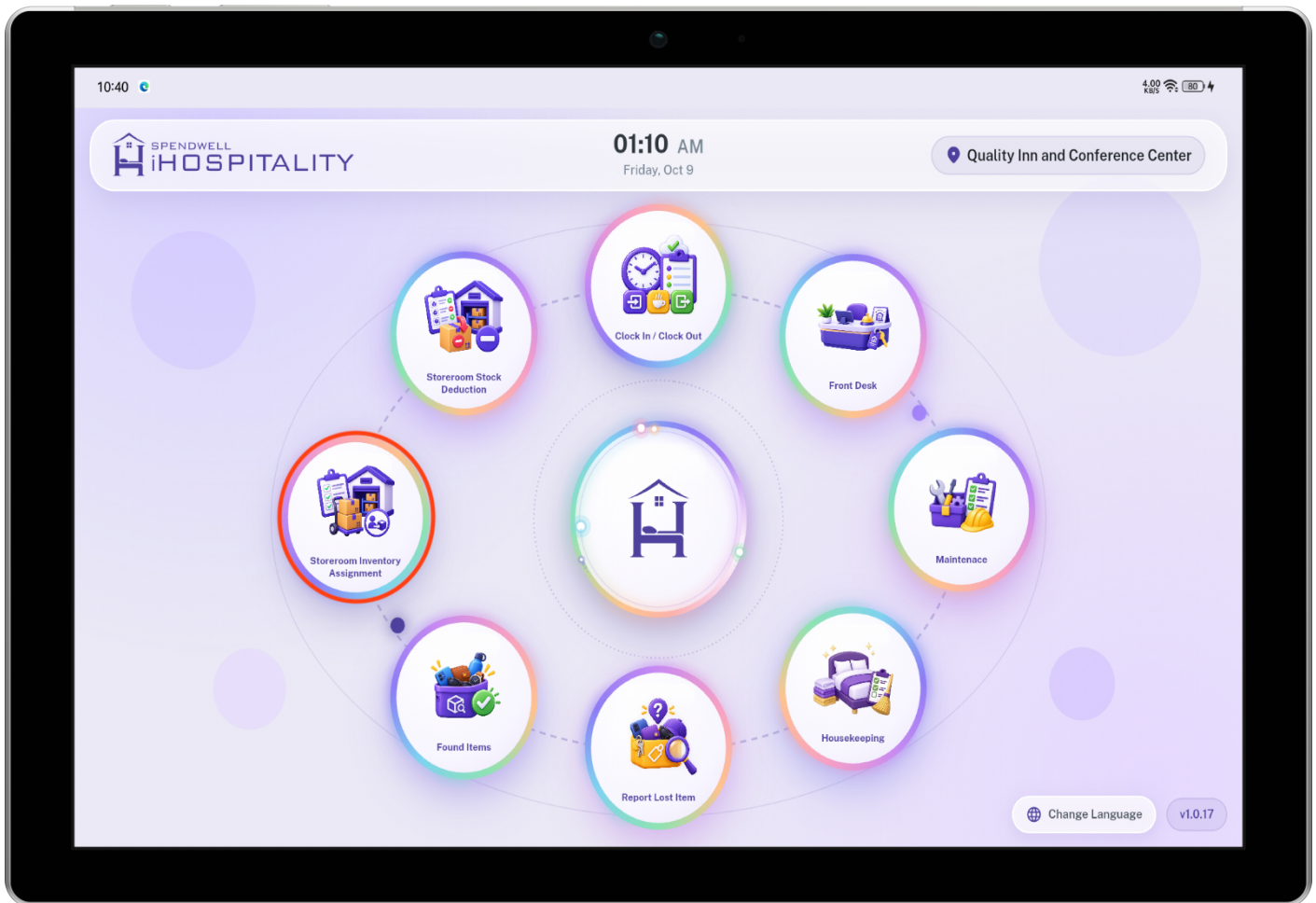
Storeroom Inventory Assignment

The **Storeroom Inventory Assignment** module on the iHospitality Hub lets employees manage a storeroom's stock directly from a shared kiosk device — **Assigning** new stock into a storeroom. Form-based actions update that storeroom's item counts once approved.

“ This module only appears on hubs where **Storeroom Inventory Assignment** was checked under **Hub Modules**, and only for employees whose **User Role** has **Can iHospitality Hub Login** enabled — see the [iHospitality Hub Setup](#) page.

Storeroom Inventory Assignment Screen

After signing in and tapping **Storeroom Inventory Assignment**, the employee sees the option.



What this screen means: pick **Assign Inventory** to add stock into a storeroom. Which action to take depends on what the employee is there to do — receiving new stock vs. logging what was used.

Assign Inventory

Adds stock into a chosen storeroom.

New Storeroom Inventory Assign

Assignment ID *

IA-00039

Storage Room *

Maintenance Stores

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Search Items

Enter search items

Item Code	Item Name	Unit	Store Stock	Available Stock	Assign Stock	New Store Stock
IHG/ITEM-0141	Sanitizer	PCS	3	3	Enter	3.00
IHG/ITEM-0142	Soap	PCS	0	0	Enter	0.00
IHG/ITEM-0144	King Bedsheet	PCS	2	2	Enter	2.00
IHG/ITEM-0146	Detergent	PCS	0	8	Enter	8.00

APPROVE

RESET

What this screen means: Choose the storeroom, then enter how much of each item to add. The screen shows both what's currently in that storeroom and what's available to assign, before anything is approved.

Key Fields

Field	Description
Assignment ID	Auto-generated, e.g. IA-00039 . Read-only.
Storage Room	Required — the storeroom this assignment is for, e.g., "Maintenance Stores."
Search Items	Search box to find items to add to the table below.
Item Code / Item Name / Unit	Identifies the item and its unit of measure (e.g. PCS).
Store Stock	The quantity of this item currently in this storeroom , before this assignment.
Available Stock	The quantity of this item available from overall inventory to be assigned into this storeroom.

Field	Description
Assign Stock	The quantity the employee wants to assign into this storeroom — editable input.
New Store Stock	Auto-calculated preview of what the storeroom's stock will become once approved: Store Stock + Assign Stock .

Steps

1. Tap **Assign Inventory** from the Inventory Management screen.
2. Select the **Storage Room** to assign stock into.
3. Use **Search Items** to find the item(s), or scroll the table.
4. For each item, enter the quantity to add in **Assign Stock**. **New Store Stock** updates automatically to show the result.
5. Tap **APPROVE** to confirm the assignment, or **RESET** to clear the form.

Workflow

Employee taps Storeroom Inventory Assignment → Identifies via PIN/face → Selects Storage Room → Enters quantities per item → Reviews New/Store New Stock → APPROVE

Important Notes

- **Store Stock** always refers to what's currently in the selected storeroom — it's the starting point for both Assign and Deduct.
- On the Assign form, **Available Stock** comes from overall inventory, not the storeroom itself — it's how much *could* be assigned, separate from what's already there.
- **New Store Stock** (Assign) and **Store New Stock** (Deduct) are both previews calculated automatically as you type — nothing is updated in the system until **APPROVE** is tapped.
- **RESET** clears the form without saving; it does not undo an assignment/deduction that was already approved.
- This module only appears on hubs where **Inventory Management** was checked under **Hub Modules** — see the [iHospitality Hub – Setup](#) page.

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