Depleting On Hand Quantities

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | Begin by navigating to the **Deplete On Hand Qty Requests** page.  
      | Click the **Inventory** link. |
| 2.   | Click the **Fulfill Stock Orders** link. |
| 3.   | Click the **Shipping** link. |
| 4.   | Click the **Deplete On Hand Quantity** link. |
| 5.   | You can run this process by searching for an existing Run Control ID or you can add a new value.  
      | Click the **Add a New Value** tab. |
| 6.   | A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. |
| 7.   | Creating a **Run Control ID** that is relevant to the process may help you remember it for future use.  
      | Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "DEPLT_OH_QTY". |
| 8.   | Click the **Add** button. |
| 9.   | Use the **Deplete On Hand Qty Requests** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run. |
| 10.  | Select the **Always Process** option to execute the request every time the batch process runs.  
      | Click the **Always Process** option. |
| 11.  | The **Request ID** is a request identification that represents a set of selection criteria for a report or process.  
      | Click in the **Request ID** field. |
| 12.  | Enter the desired information into the **Request ID** field. Enter a valid value e.g. "US010". |
### Step 13
Click in the **Description** field.

#### Action
- Click in the Description field.
- Enter the desired information into the **Description** field. Enter a valid value e.g. "Deplete On Hand Quantity".

### Step 15
Click in the **Business Unit** field.

#### Action
- Click in the Business Unit field.
- Enter the desired information into the **Business Unit** field. Enter a valid value e.g. "US010".

### Step 17
Click the **Run** button.

#### Action
- Click the Run button.
- Use the Process Scheduler Request page to enter or update parameters, such as server name and process output format.

### Step 19
You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.

#### Action
- Click the Server Name list.
- Use the Process Scheduler Request page to enter or update parameters, such as server name and process output format.

#### Action
- You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.

### Step 21
Use the **Type** field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.

#### Action
- Use the Type field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.

### Step 23
Click the **OK** button.

#### Action
- Click the OK button.
- Use the Process List page to view the status of submitted process requests.

### Step 25
Click the **Process Monitor** link.

#### Action
- Click the Process Monitor link.
- The current status of the process is Processing. The process is finished when the status is Success. Continue to click the Refresh button until the status is Success.

### Step 27
Click the **Refresh** button.

#### Action
- Click the Refresh button.
- The **Run Status** is now Success.

### Step 29
You have successfully depleted on hand quantities.

#### Action
- You have successfully depleted on hand quantities.
- End of Procedure.