

# Item Velocity Report

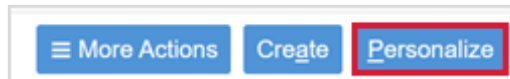
Learn how to create a report to support facilities replenishment and to avoid stockouts or overstock.

## WAYS TO REPORT

There are two primary ways to analyze Item Velocity. The first is through customized search results in the Location Items activity and the second is with Inventory reporting tools which are pre-structured inventory reports within Tecsys.

### Customized Search Results

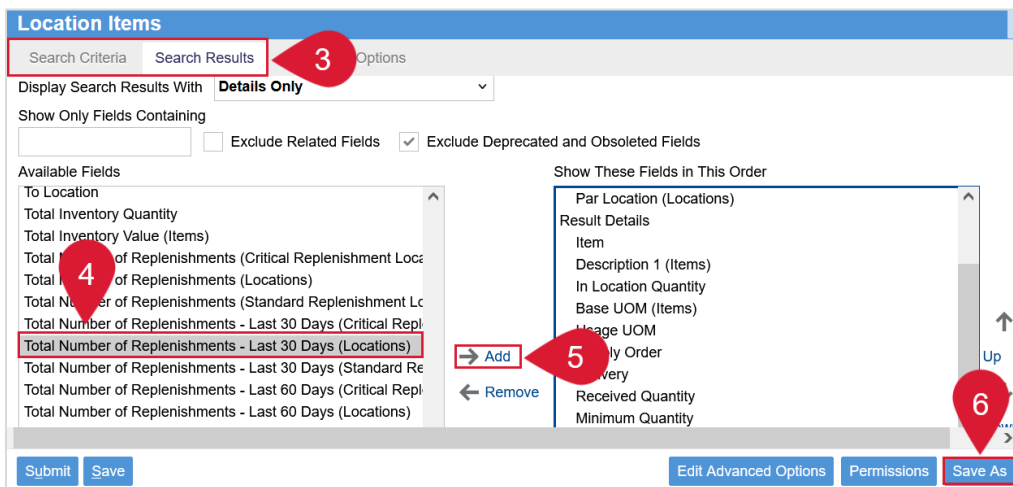
1. To customize the search results in the Location Items activity, navigate to the **Location Items** resource under the POU (SMS) Masters menu.
2. Select the **Personalize** button at the bottom right of the screen.



3. In the first tab, add **Search Criteria** options. In the second tab, add **Search Results** options to view specific data.
4. Select an Available Field.

Note: Some ideas for possible options for researching Item Velocity include Days on Hand, Six Months Usage Quantity, and Total Number of Replenishments – 30 Days.

1. Select the **Add** button.
2. Select **Save As**.



3. The Location Items pop-up window appears. Enter a name for the new View into the **New Title** box.

## QUICK REFERENCE GUIDE

4. Select **Submit**. The personalized search criteria and results displays.
5. Select **Search**. The results display.
6. Select the **Export to Excel** button. The Excel spreadsheet downloads to your device with the list of results.

Item Velocity Report

Search Criteria Save Favorites More

Records 1-50 of 400+ Show All

Item	Description 1 (Items)	In Location Quantity	Base UOM	Usage UOM	Supply Order	Delivery	Received Quantity	Minimum Quantity
1000278	Denture Cup(Blue)	36	EA	EA	0*	0*	0	€
100100	Insulin Delivery Device	16	EA	EA	0*	0*	0	€
100103	Needle 23g1	400	EA	EA	0*	0*	0	200
100104	Sutures 2-0 Sofsilik 18" 45cm	96	EA	EA	0*	0*	0	4€
100105	BD 20GA 1.16", 1.1X30mm IV Catheter	100	EA	EA	0*	0*	0	50
100106	Syringe 3cc, 0.50 x 25mm; 25g x 1"	100	EA	EA	0*	0*	0	50

Search Clear More Actions Create Personalize

## Inventory Reporting Tools

1. To research Item Velocity using the inventory reporting tools, start in the Analytics menu.
2. Expand **Inventory Activity Reports** and select a report.
3. Expand Dashboards to launch the needed report(s), such as **Inventory Optimization**.

Analytics

- Expiration Management
- Quota Optimization
- Inventory Values Reports
- Inventory Activity Reports**
  - Supply Order Replenishments
  - Open Supply Orders by Status
  - Supply Order Fill Reports
  - Tracked Item Activity (Last 30 Days)
  - Two-Bin Replenishment Activity by Location (Last 30 Days)
- Procedural Area
- Dashboards
  - Case Costing
  - Case Picking
  - Inventory
    - Inventory Optimization**
    - POU Transaction Trends
    - Preference Card Optimization
    - ROI Monitoring
    - ROI Form
    - Supply Order Performance
  - POU Operations Monitor