Item Velocity Report

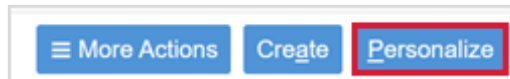VANDERBILT ❖ UNIVERSITY
MEDICAL CENTER

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.
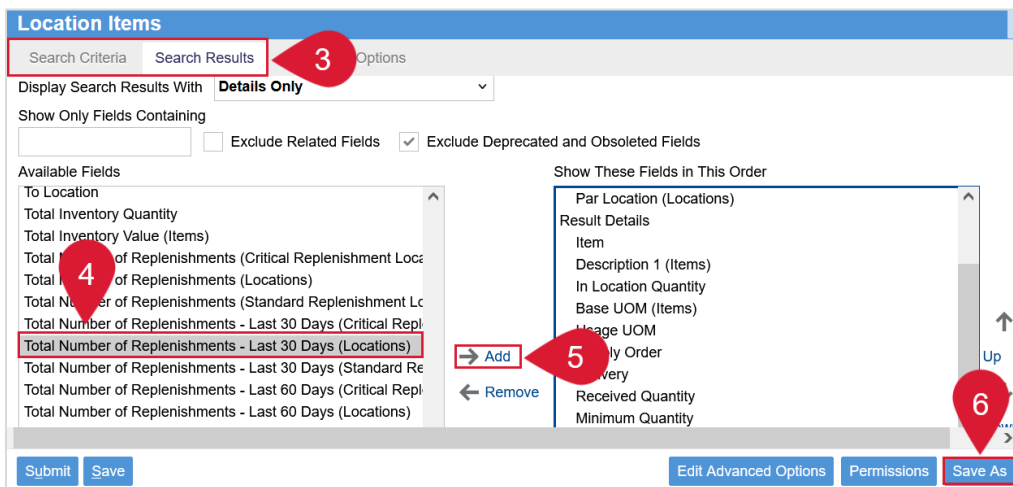
Customized Search Results

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.

≡ More Actions | Create | Personalize

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.

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.

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**.