Dentolize · Medicolize

Inventory manager

Your first week running the stock

Everything an inventory manager needs in **Dentolize or Medicolize**: set up storages and items, buy from suppliers, move stock between storages, deduct materials automatically and keep counts right.

1. Main and branch storages
2. Add items with their opening quantity
3. Purchase orders and suppliers
4. Move stock between storages
5. Deduct materials automatically
6. Counts, logs and alerts

Log in and get the app

Log in	Open **my.dentolize.com** (dental) or **my.medicolize.com** (medical). Log in with your **email**, or click **Or login with username** and enter the **Clinic Login Name**, your username and password.
Forgot password	**Email login:** click **Forgot your password?** and use the link we email you. **Username login:** ask your clinic owner or admin to reset it in **Settings → Users**.
Mobile app	Scan to install. One app works for both Dentolize and Medicolize accounts.

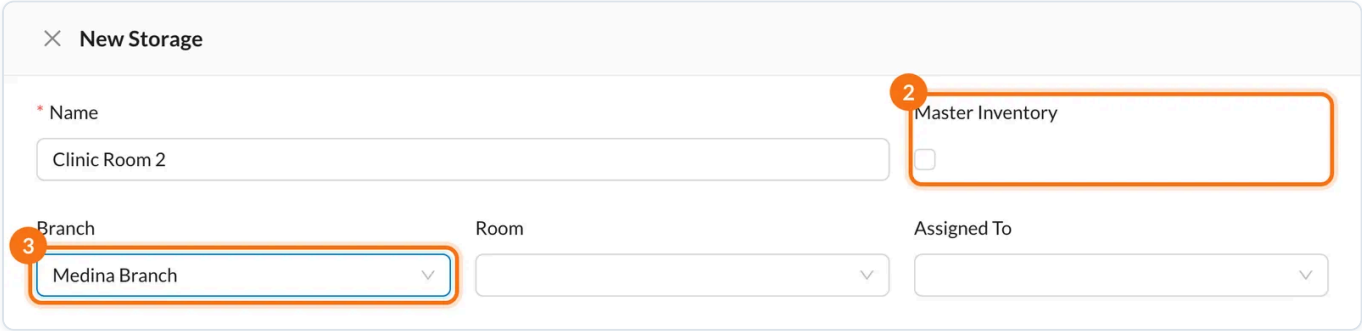
my.dentolize.com ↗ my.medicolize.com ↗

App Store Google Play

1 Main and branch storages

Go to **Inventory → Storages** and click **New Storage**. Tick **Master Inventory** (2) for the main store, where stock is bought and then distributed. Leave it unticked for a branch storage and choose its **Branch** (3), for example a cupboard or a treatment room. Materials used in treatments are always taken from a **branch** storage. **Master Inventory** can't be changed later, and storages can't be deleted, only merged.

Creating storage ↗ Main vs branch storage ↗

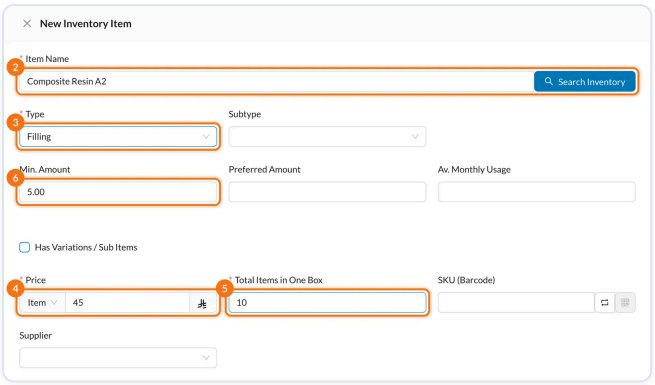


Tip: Set **Assigned To** on each storage: when that user records a usage, the storage is chosen automatically.

2 Add items with their opening quantity

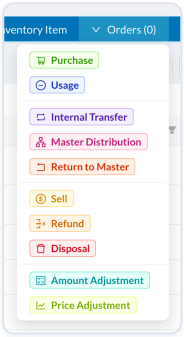
Go to **Inventory → Inventory Items** and click **New Inventory Item**. Enter the **Item Name** (2), **Type** (3), the **Price** per **Item** or **Box** (4) and **Total Items in One Box** (5). Set the **Min. Amount** (6) to be alerted when stock is low. Then click **Locations for Current Stock** to enter the storage, the quantity you have now and its expiry date, and click **Create**. Box size and opening stock can only be set when creating the item.

Add an item ↗ Adding items ↗



3 Purchase orders and suppliers

Every stock movement is an **order**. Select items on the **Items** or **Stock** page, click **Orders** and choose **Purchase**.



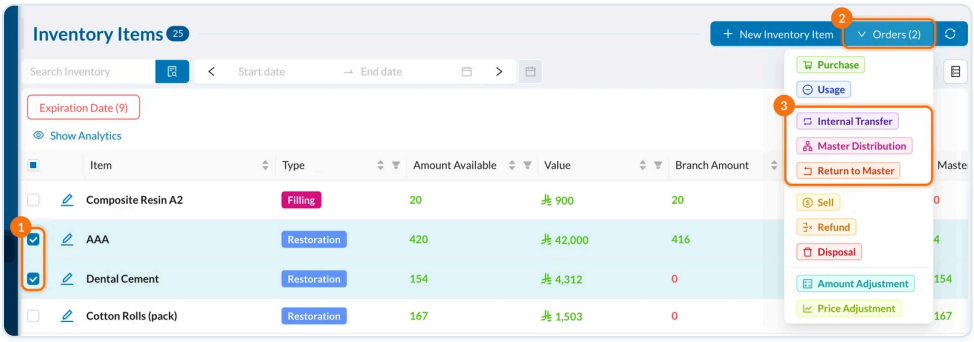
1. Choose the **Supplier**, and any **Delivery** cost or **Discount**.
2. Click **Add New Item**: amount, storage, price and **Expiration Date**.
3. Set the **Status**. Only **Completed** adds the stock.
4. Click **Create** and save the expense form that opens (or later: **Add to Expenses** on the order).

Inventory orders ↗ Supplier accounts ↗

4 Move stock between storages

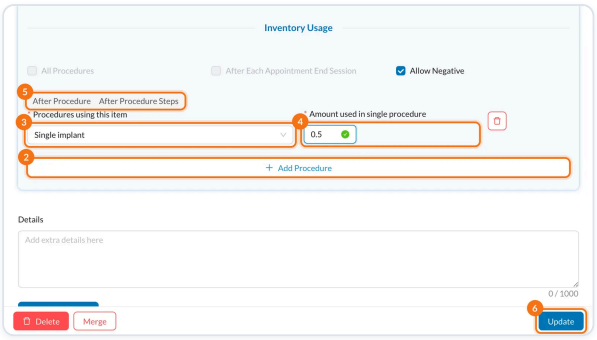
Select the items (1), click **Orders** (2) and choose a moving order (3): **Master Distribution** (main to branch), **Return to Master** (branch to main) or **Internal Transfer** (between two branch or two master storages). Fill in the amounts and storages, set the **Status** to **Completed** and click **Create**. A completed order can't be edited or deleted.

Move stock between storages ↗



5 Deduct materials automatically

Open the item, click **Edit Item** and scroll to **Inventory Usage**. Click **Add Procedure** (2), choose the procedure (3) and the **Amount used in single procedure** (4), pick **After Procedure** or **After Procedure Steps** (5) and click **Update** (6). When the treatment is completed, the **Usage** form opens: nothing is deducted until it is saved as **Completed**.



Link items to procedures ↗ | Recording usage ↗

> **Tip:** For items used in every treatment, such as gloves, tick **All Procedures**.

6 Counts, logs and alerts

After a stock count, correct the difference with an **Amount Adjustment** order (positive adds, negative subtracts), and take out damaged or expired stock with **Disposal**. **Inventory → Transactions** lists every completed movement, with filters, **Group By** and **Download**; use **Return Usage** to put back materials recorded by mistake. The **Dashboard → Inventory** tab shows stock value, **Low** / **Good** / **Overstock** items and expiry alerts, and lets you tick low items to create a **Purchase** order.

Inventory logs ↗ | Inventory summary ↗

Your first-week checklist

- ☐ Create your master and branch storages
- ☐ Add your items with their opening stock
- ☐ Set a **Min. Amount** for key items
- ☐ Create a purchase order and record its expense
- ☐ Distribute stock from the master store to a branch
- ☐ Link a material to a procedure
- ☐ Correct a count with **Amount Adjustment**
- ☐ Check **Low** stock and expiry alerts

On your phone

- Get notifications for **low Inventory** (choose them in **Settings → Account → Main → Show Notifications For**).
- **Clock in and out** for attendance from your phone.
- See the day's appointments on the go.

Need help?

Search **docs.dentolize.com** first: most answers take under a minute. Still stuck? Message the support team in **System Chat** inside Dentolize or Medicolize, with a screenshot.

- Add an inventory item
- Move stock between storages
- Link items to procedures
- Export a list to Excel

docs.dentolize.com/en/faq