



The Inventory Management Manual

Practical ways to order, organize, and optimize your inventory behind the scenes with Sonar.

Every provider's inventory tells a story — what's been ordered, what's running low, and what's ready to be replaced. Sonar was built to keep that story connected behind the scenes, so you always know what's in stock, what's deployed, and what's waiting for its next job.

But do you know all the ways it does this?

This manual shares practical ways to simplify inventory management, improve visibility, and help every team stay one step ahead — whether that means tracking stock levels, scheduling replacements, or planning your next procurement cycle.

And no matter how long you've been with Sonar, we bet you didn't know Sonar could do all this.



The craziest part? This manual doesn't even cover everything. If you're looking for more insights, check out our Knowledge Base.

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Ordering & Replenishment



Did you know Sonar can track stock levels and alert you when it's time to reorder?

Set minimum and maximum quantities for each inventory item — or even for specific inventory locations like warehouses, vehicles, or project sites — to keep stock balanced across your network.

When an item drops below its minimum, it automatically appears in the Inventory Reorder Report, where you can review shortages and generate purchase orders on the spot.

That means no more surprise stockouts, no manual counting, and faster restocking before you run short.

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Did you know Sonar can store vendor-specific pricing and terms for faster ordering?

In Sonar's Purchase Orders, you can assign unique pricing, payment terms, and shipping details to each vendor — even for the same item.

That means if one supplier runs out, you can switch to another without re-entering costs, freight charges, or delivery terms. Every vendor's defaults auto-fill when you select them, keeping orders accurate and turnaround times quick.

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A stylized graphic of a browser window with a blue header bar, a dark blue title bar with three white window control buttons, and a dark blue content area. The background features large, light blue curved lines.

Did you know you can tailor purchasing permissions for every team member?

With Purchase Groups in Sonar, you can define exactly how purchasing works — who can create orders, how much they can spend, and when approval is required.

Each group can have its own thresholds, approvers, and rules. Some can use auto-approval for smaller orders, while others — like new or occasional purchasers — can always require manager review before anything goes out.

It's flexible control that keeps purchasing fast, accurate, and fully auditable — no matter who's ordering.

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Storage & Transport



Did you know you can scan, receive, and shelf inventory — all inside Sontar?

When new stock arrives, you can receive it directly from its Purchase Order. And with Sonar's barcode scanning, you can scan multiple models and move them all at once — no need to update each item individually.

Use Internal Inventory Locations to record exactly where each item lives — down to the rack, bin, or shelf — so your team can find and issue parts fast.

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Did you know you can assign and move inventory anywhere it needs to go?

In Sonar, you can reassign inventory between warehouses, vehicles, people, or any custom location you create — like a project site, staff home, or temporary storage area.

These Inventory Locations are fully customizable, letting you track exactly where each item lives and maintain a full record as it moves between places or teams.

It's flexible, accurate, and keeps your entire inventory visible — no matter where it travels.

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Tracking Inventory

Did you know Sonar supports different types of inventory for different workflows?

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In Sonar, you can classify each item as Consumable, Trackable, or Segmentable — giving you control over how it's tracked, deployed, and reported.

Use Consumable for items that get used up, like zip ties or connectors. They're tracked until they're issued, then automatically removed from stock.

Use Regular for standard assets — routers, radios, ONTs — that can be installed, removed, or reassigned as needed.

And use Segmentable for materials that can be divided, like fiber cable or conduit, where each cut piece is tracked with its own remaining length and location.

It's flexible tracking that mirrors how your teams actually work in the field.



Did you know you can customize what details you track for every inventory model?

Sonar's Model Fields let you define exactly what information is stored with each inventory item — from MAC addresses and serial numbers to LTE keys, vendor info, or any other detail your team needs.

You can choose field types like text, integers, decimals, or even regular expressions to enforce formatting rules and data consistency. Mark fields as required, primary, or unique to make sure every item is validated and easy to find.

It's flexible, structured tracking that keeps your inventory data accurate, searchable, and built for your workflows.

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Did you know you can attach files directly to inventory items?

In Sonar, you can upload files and documents to any inventory item or model — like installation instructions, datasheets, troubleshooting guides, or warranty info.

That means your team always has the right information in the right place — whether they're pulling equipment from stock, installing it in the field, or servicing it later.

No more digging through shared drives or emails. Just open the item in Sonar and everything you need is right there.



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Did you know every item's location and performance history is automatically tracked?

Sonar keeps a complete history for every inventory item — from purchase order to assignment, movement, and installation — so you always know where equipment is and who handled it.

Once deployed, networked devices can also be monitored via SNMP and ICMP, giving you real-time insight into uptime, performance, and health directly from the same record.

It's full accountability and visibility — from warehouse shelf to active network node.



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