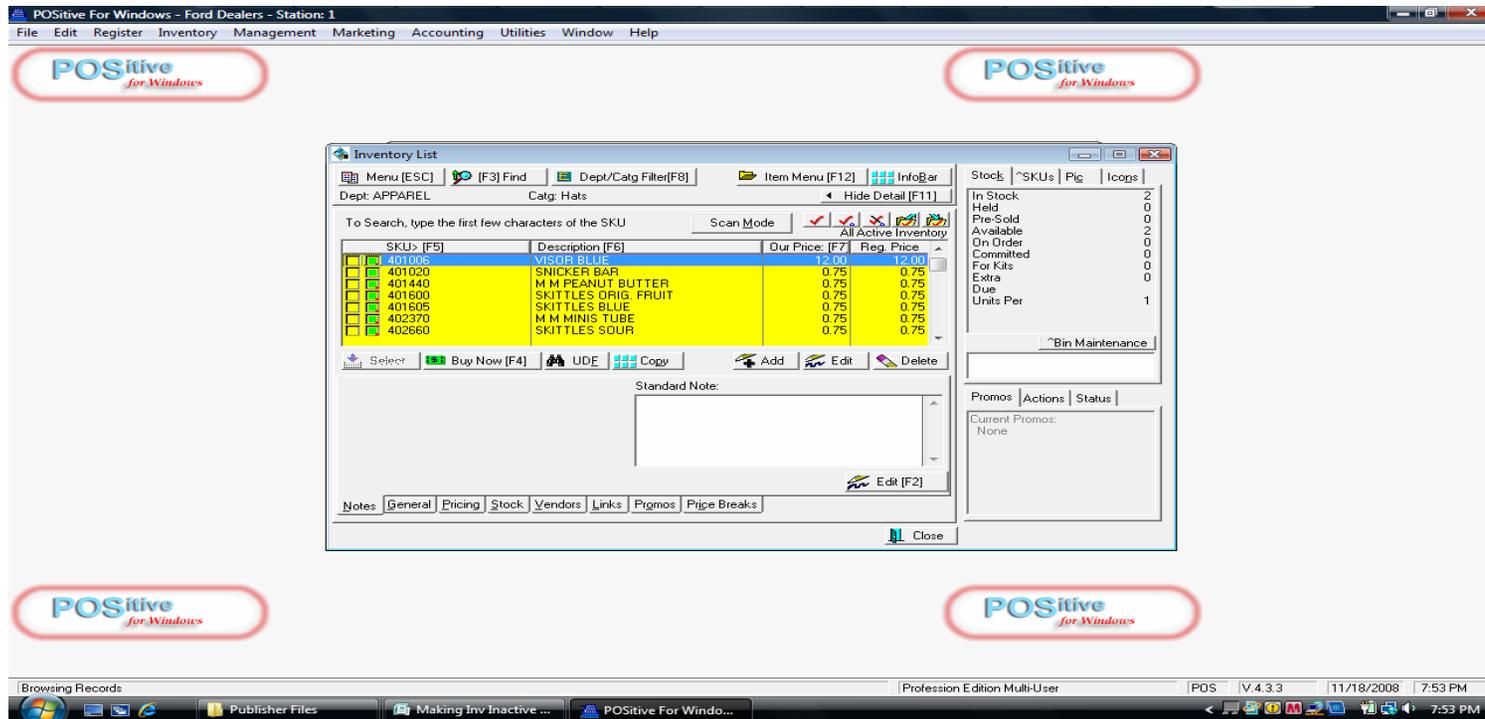


Making Inventory Inactive

1

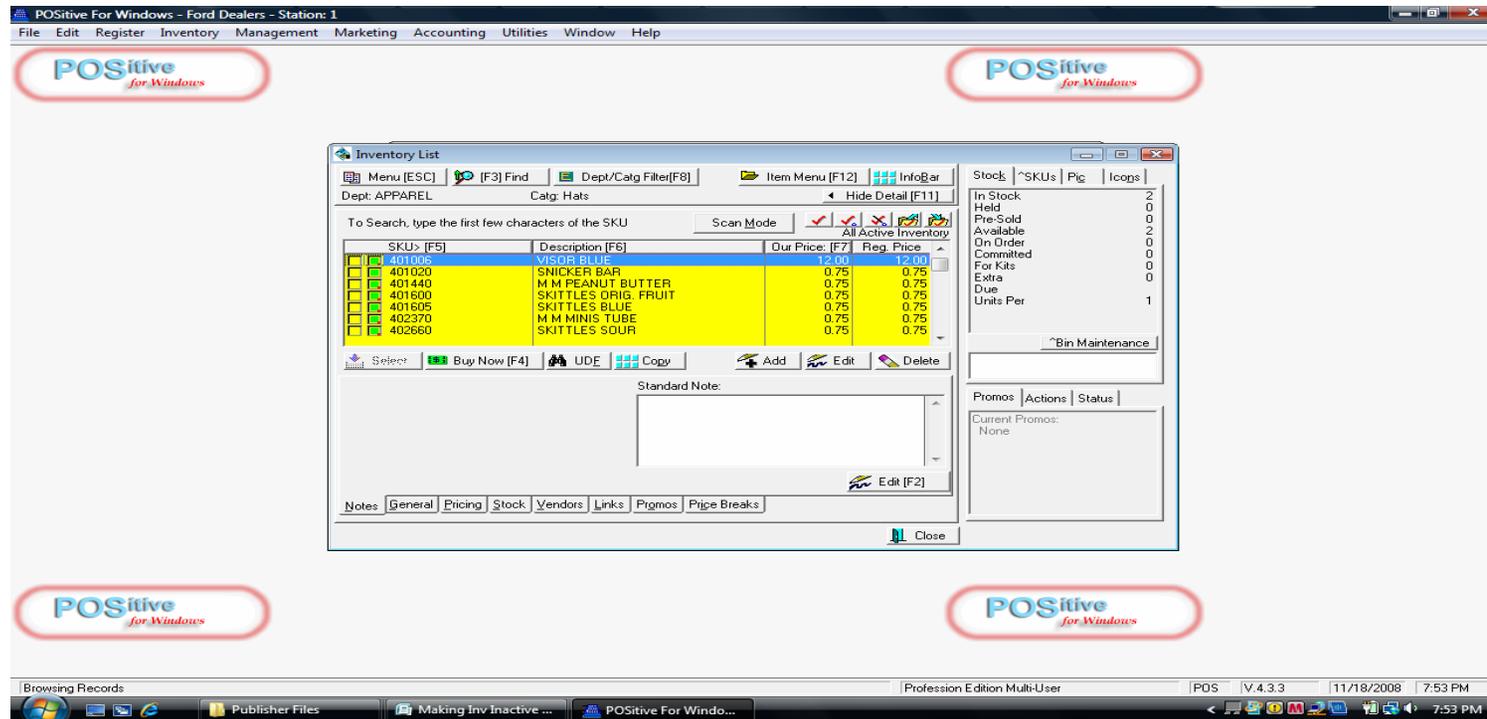


Click on the Inventory tab F9 to bring up your inventory list.

Active inventory are items you are currently selling and appear in all files and reports.

Inactive inventory are items you do not want to be visible in the Inventory List

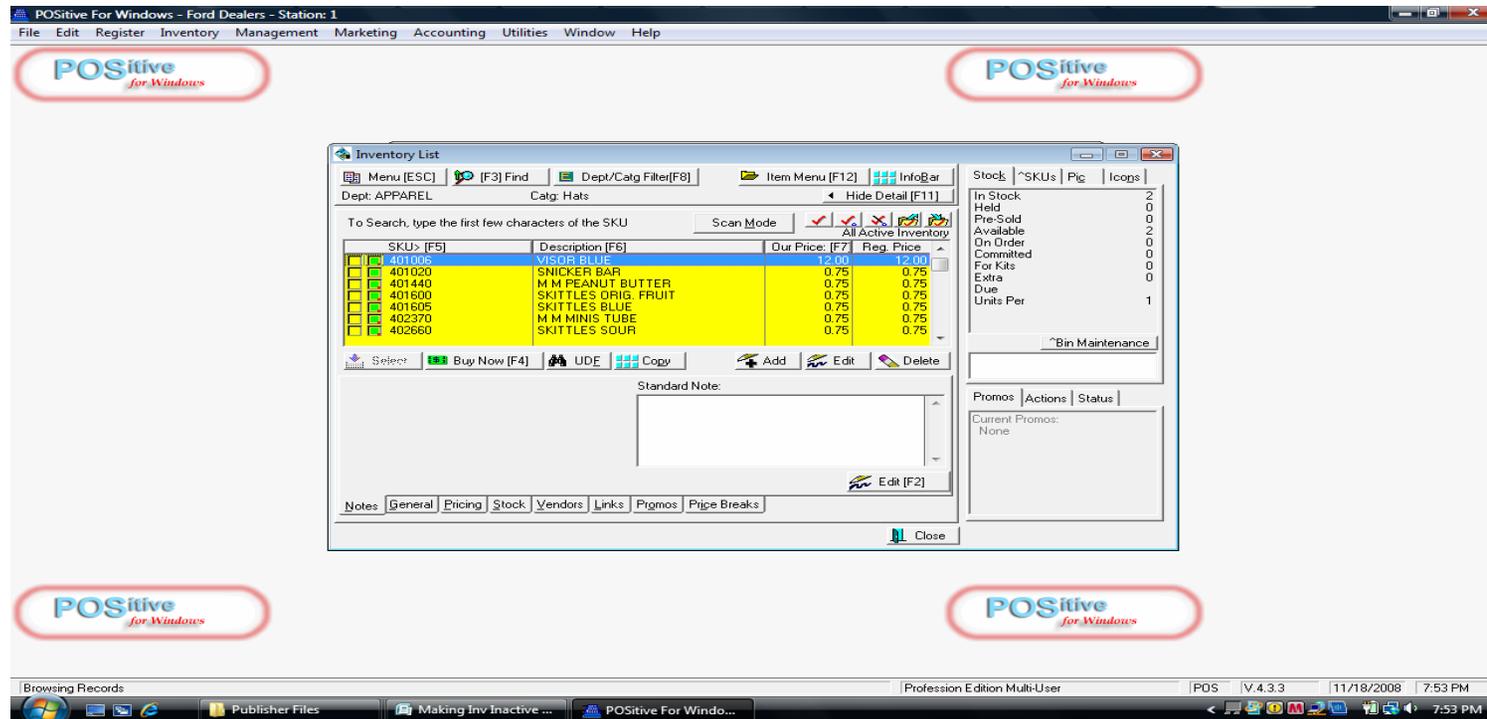
Making Inventory Inactive



Making inventory inactive is useful for a number of reasons.

1. Staff working with the POS do not have to sort through unused inventory to locate or sell a viable item.
2. Inventory Reports can be more compact and precise with active only inventory.
3. Many items are seasonable in nature and can be made inactive during non-sell months. At some point in time the item may be brought back to active when selling that item is now appropriate.

Making Inventory Inactive

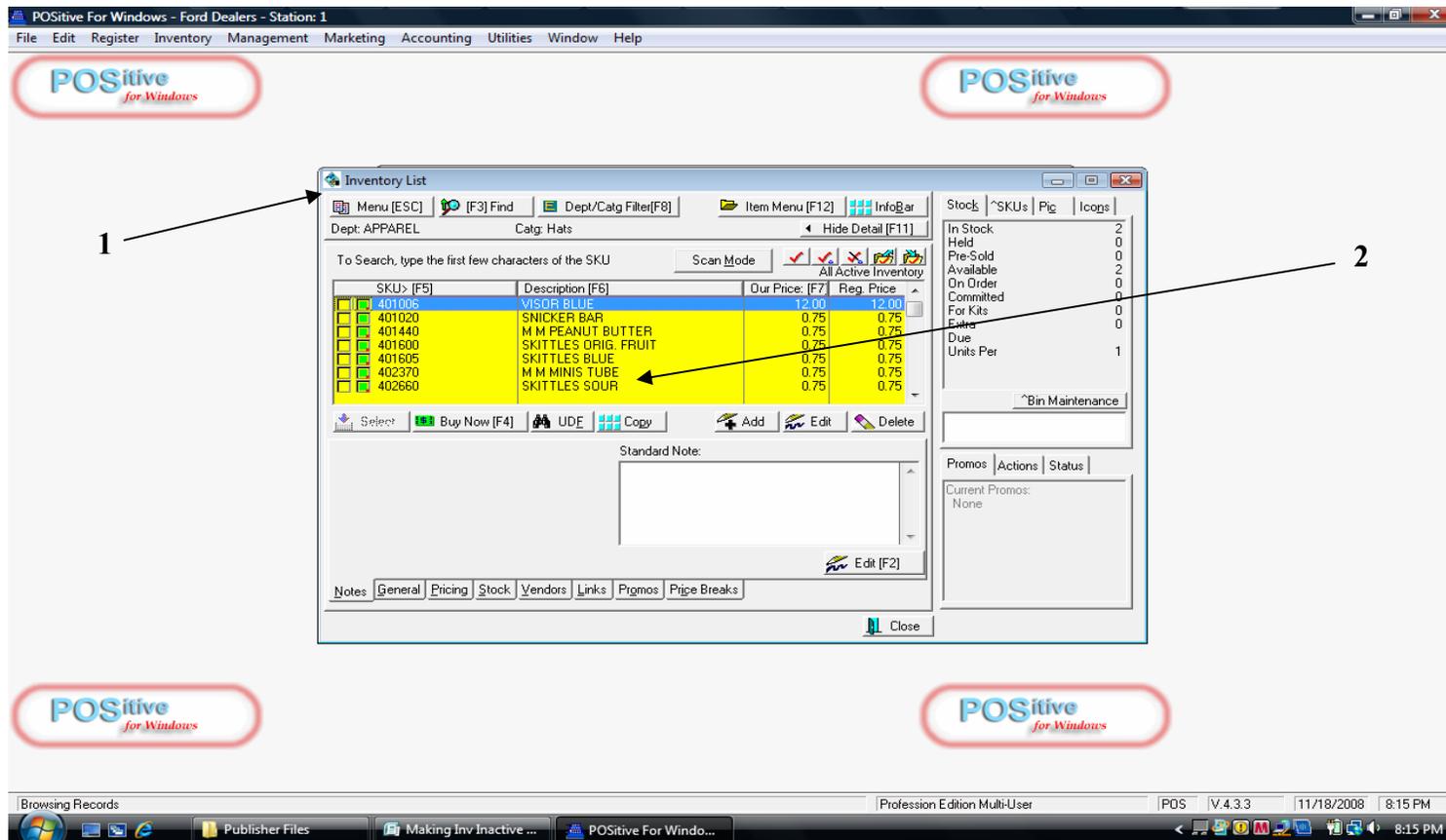


Why make an item Inactive vs Deleting the item from inventory?

1. Deleting items that have sales history may harm your database.
2. When you delete an item you will lose all sales data for that item.
3. An inactive item may be brought back to active status when that item again becomes appropriate to sell. You won't have to add the data all over, just update cost, price, & Stock Qty.

How to Make an Item Inactive

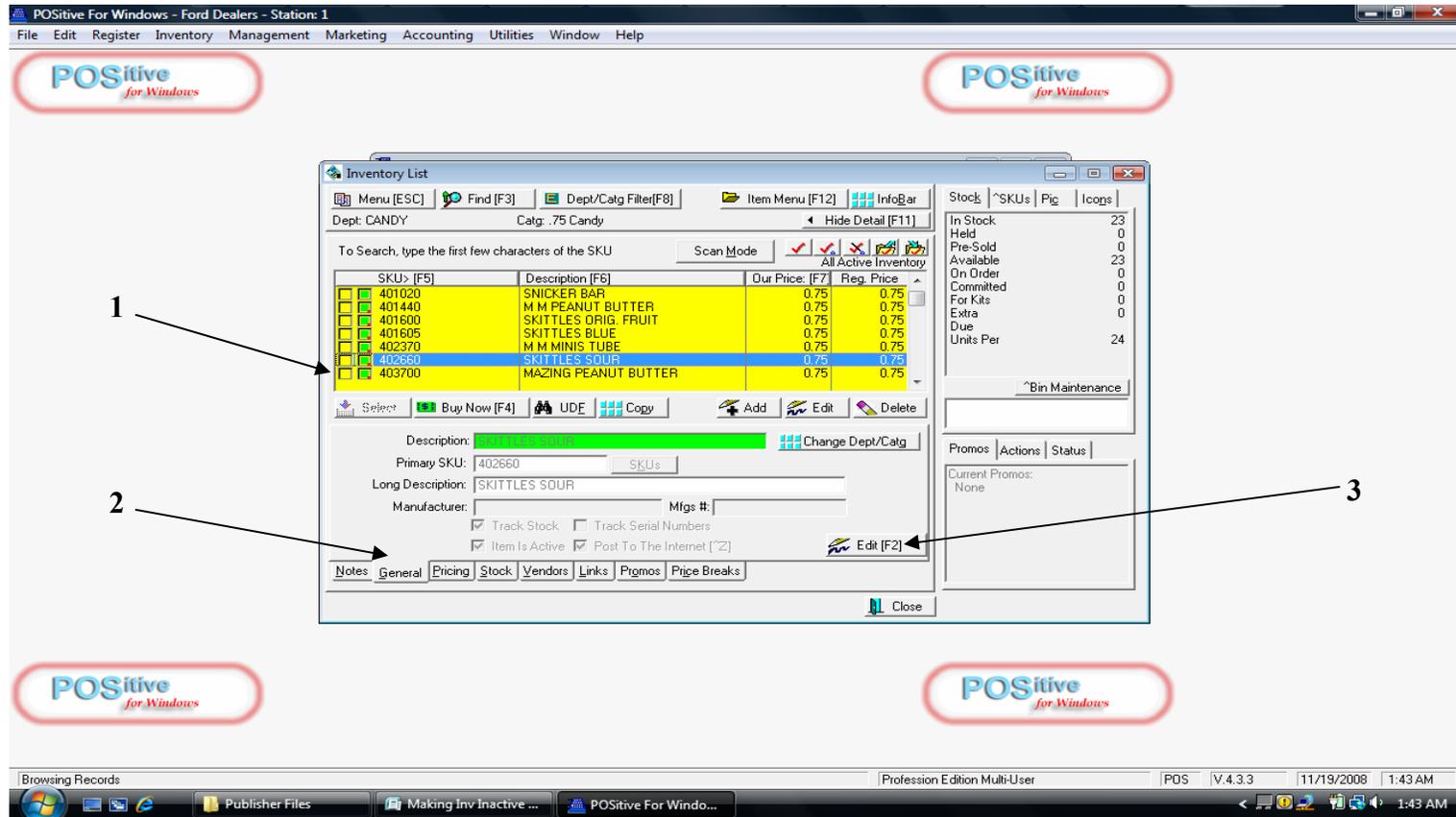
4



From the Manager's Console

1. Click on the Inventory tab F9 to bring up your inventory list.
2. Locate the item that you want to become inactive. Lets say you want to make **Skittles Sour** Inactive.

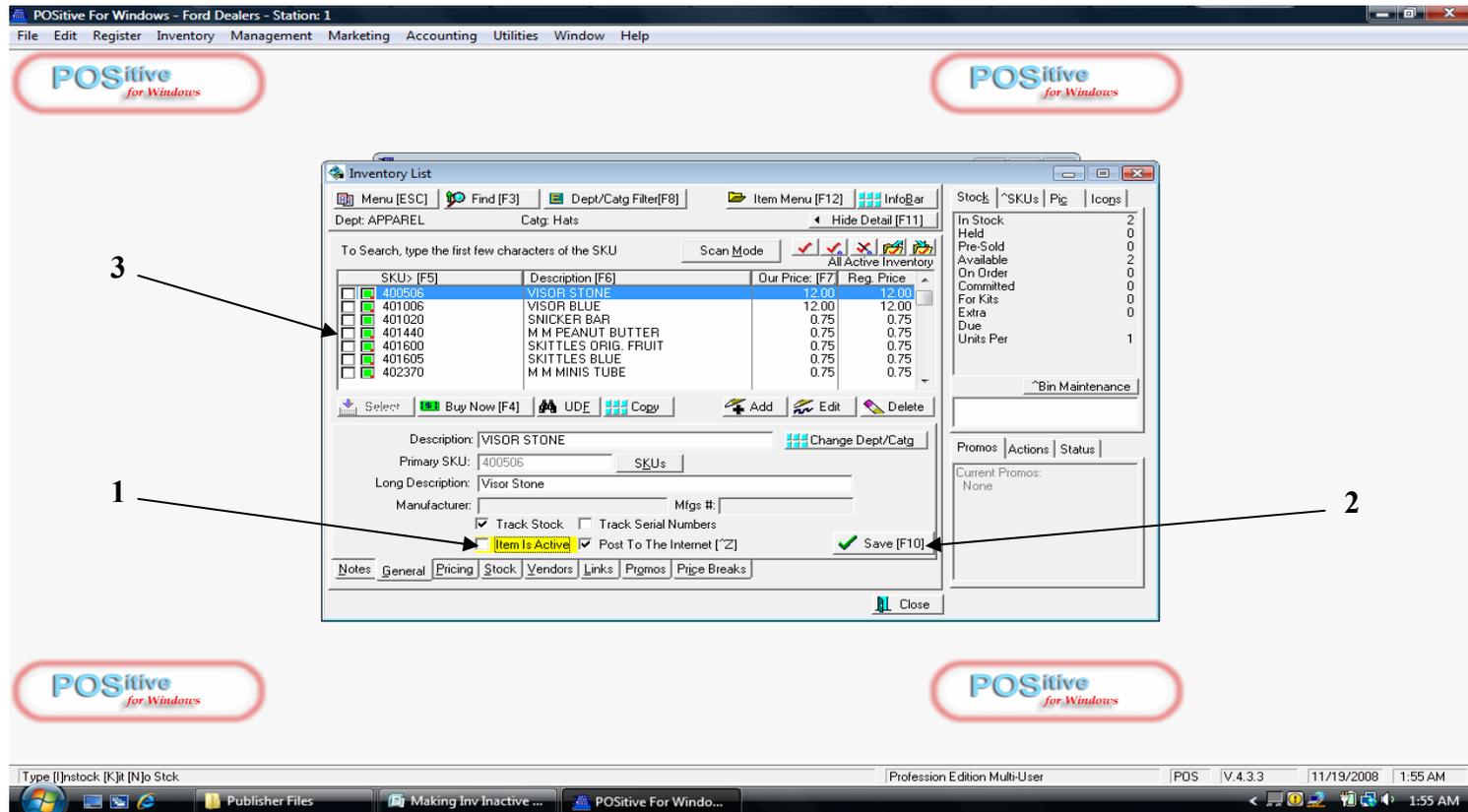
How to Make an Item Inactive



From the Inventory List screen.

1. Click on the inventory item (highlighted in blue).
2. Select and click the General tab in the lower left hand corner.
3. Select the Edit (F2) tab in the lower center.

How to Make an Item Inactive

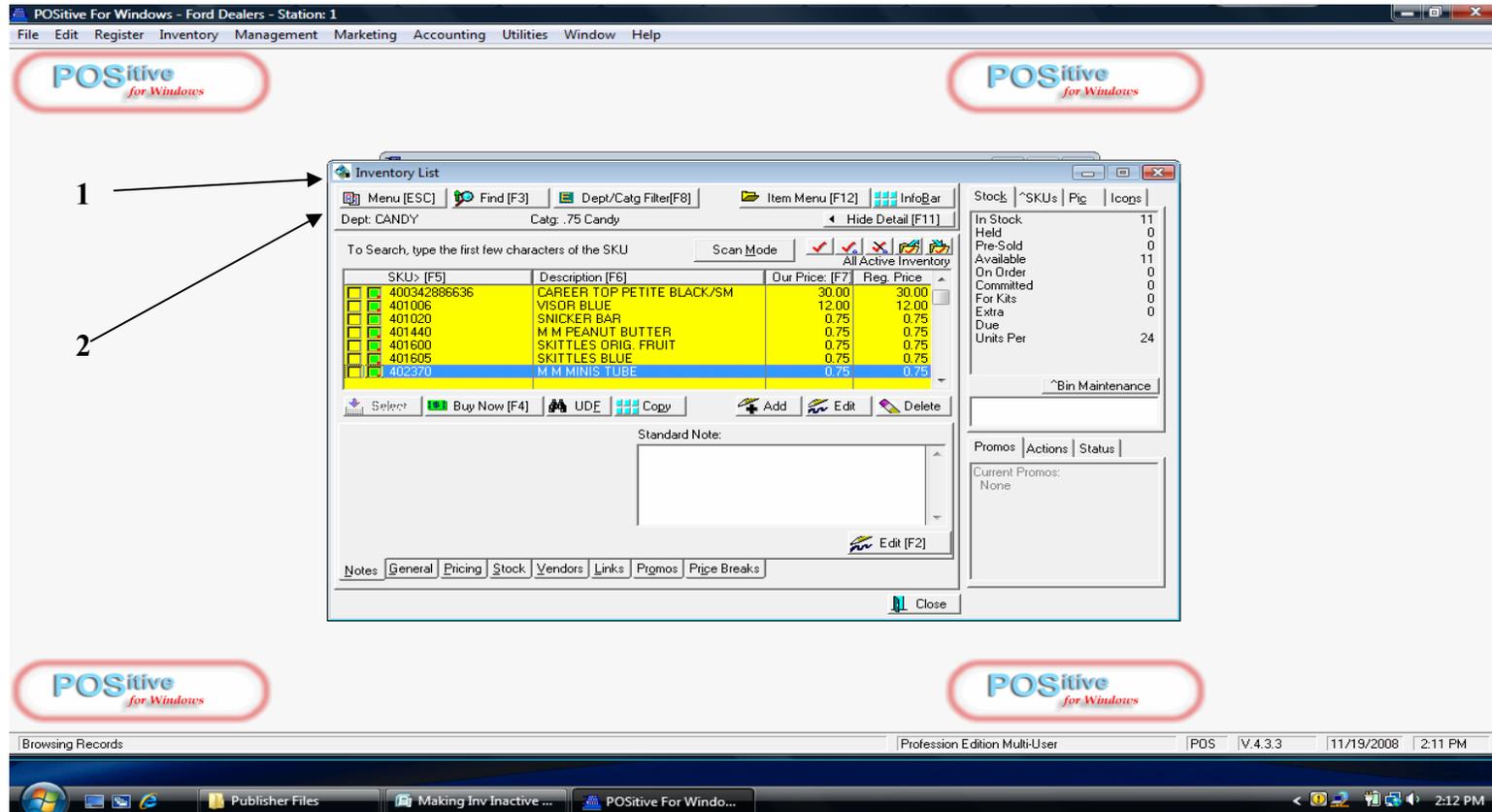


From the Inventory List—General tab screen.

1. Uncheck the “Item is Active” box.
2. Click the Save the change tab (F10).
3. The item will disappear from the Inventory List.

Making Inventory Active Again

7

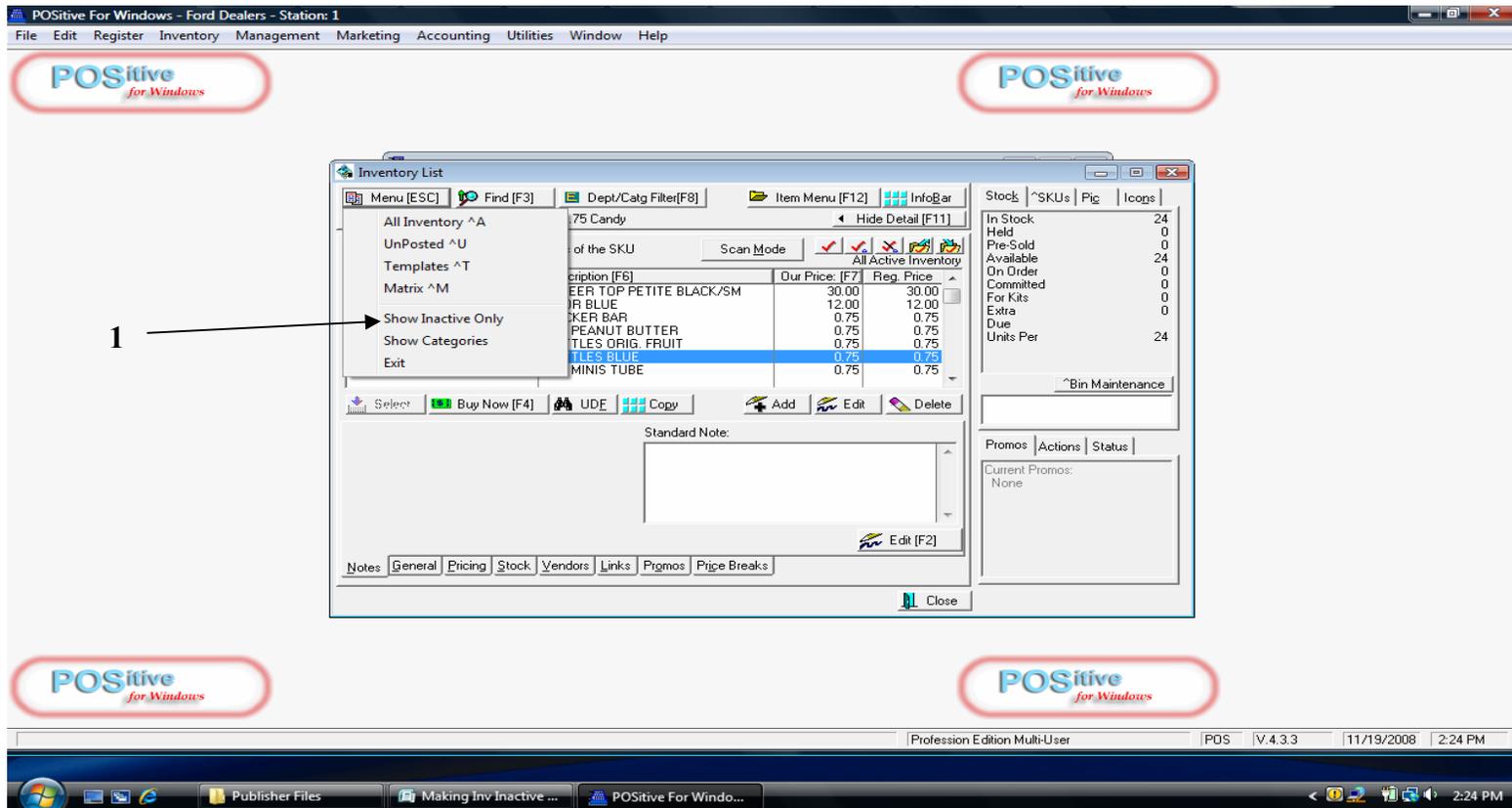


From the Manager's Console

1. Click on the Inventory tab F9 to bring up your inventory list.
2. Choose the Menu (Esc) button in the upper left.

Making Inventory Active Again

8

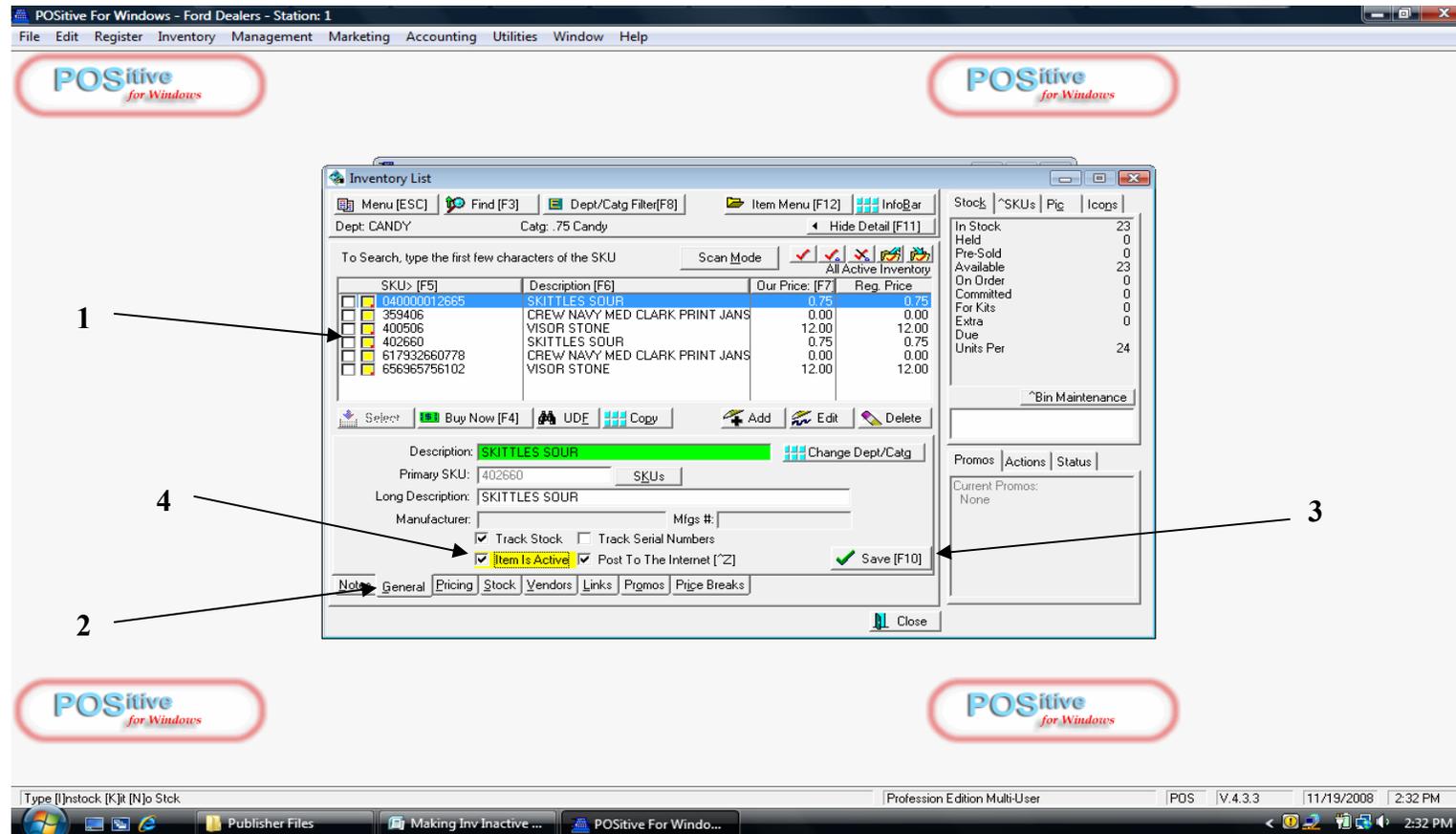


From the Inventory List—Menu screen.

1. Choose the Show Inactive Only option.

Making Inventory Active Again

9

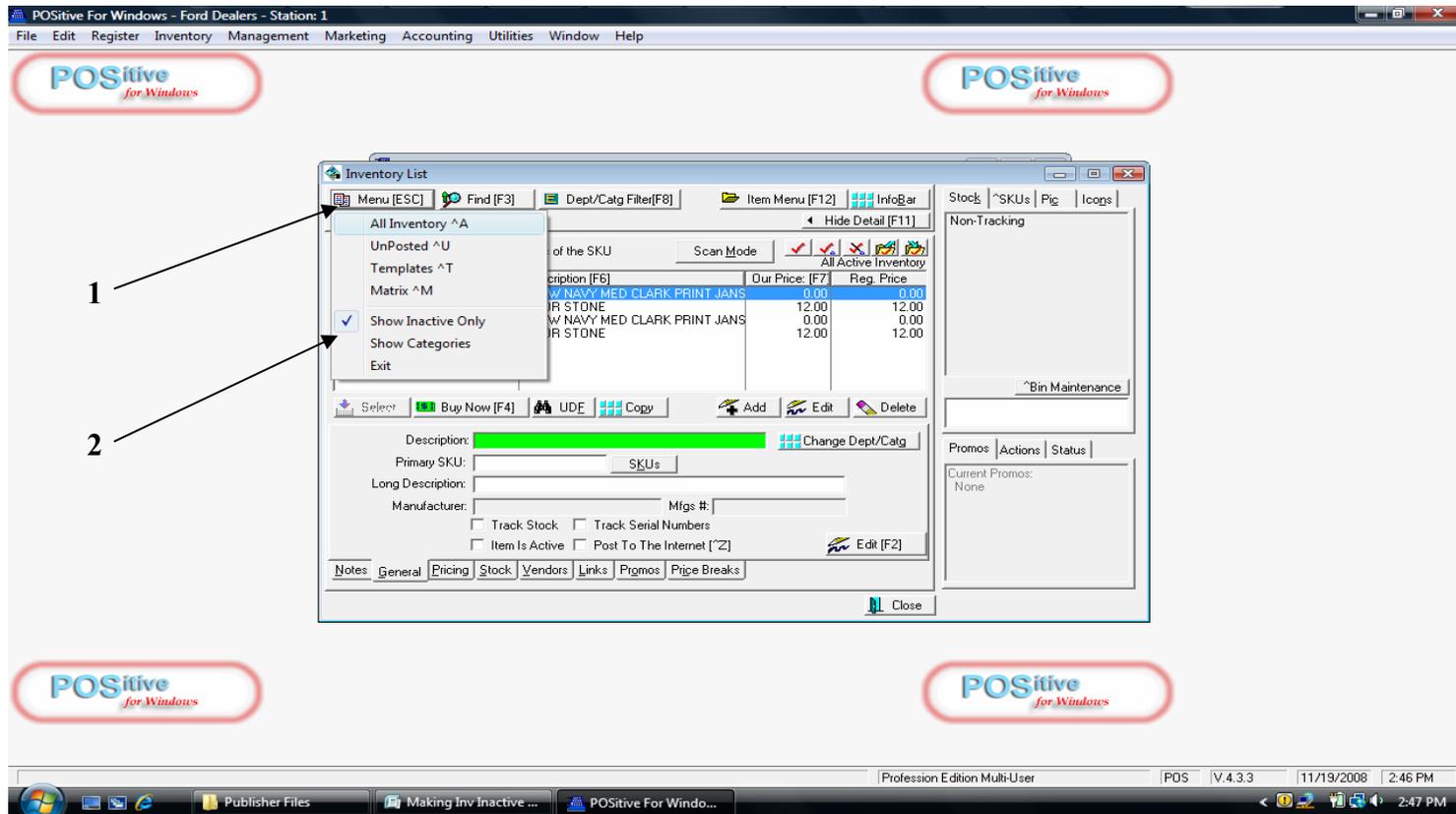


To make an item Active again:

1. Locate the inventory item from the inactive list.
2. Choose the General tab at the bottom of the Inventory List.
3. Select Edit (F2).
4. Checkmark "Item is Active" and save the change

Showing Inventory Active Again

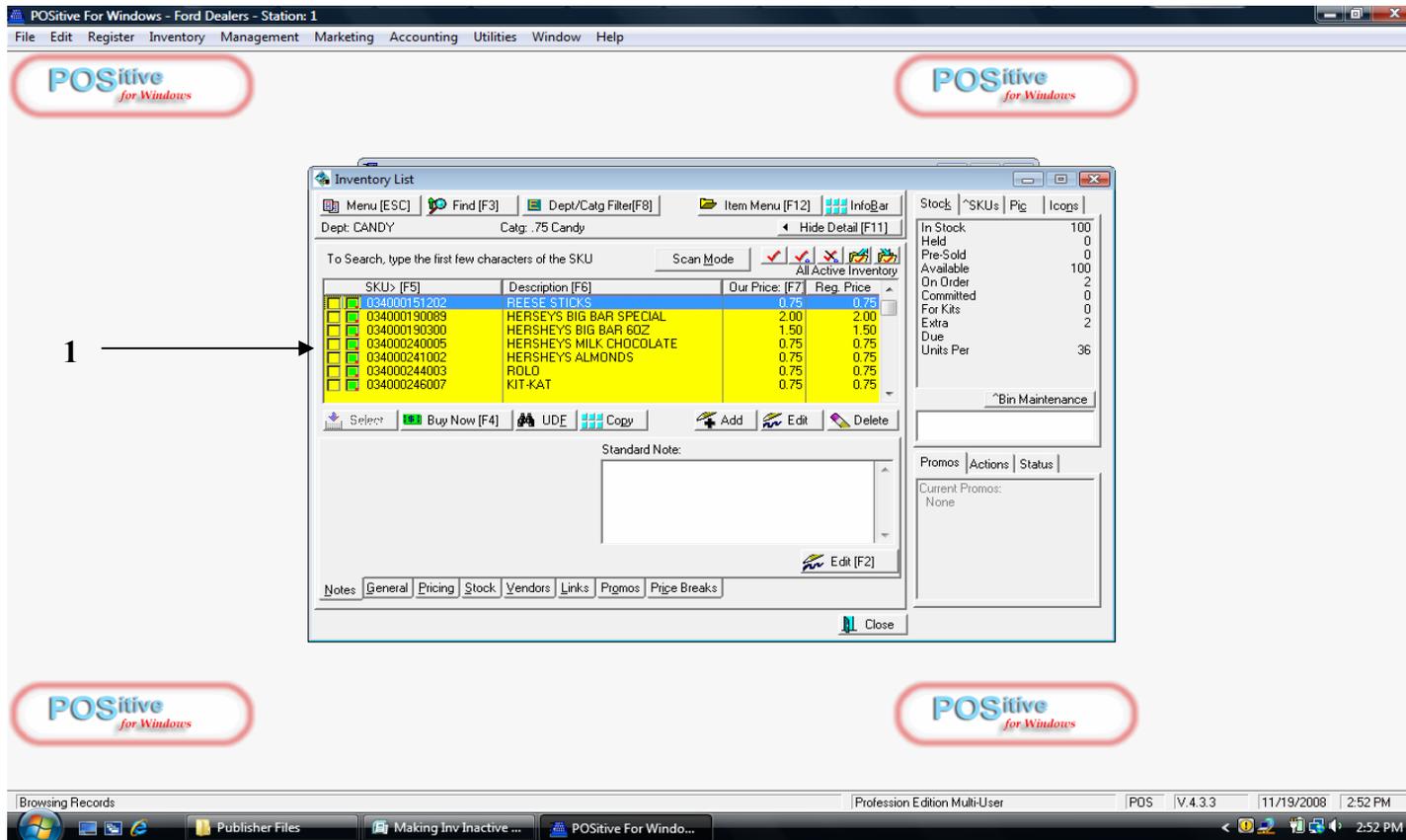
10



To get back a view of all your active Inventory Items:

1. Choose the Menu (Esc) button
2. Uncheck "Show Inactive Only".

Showing All Active Inventory



From the Inventory List Active Items screen.

1. All Items are returned to the Active Inventory List.

