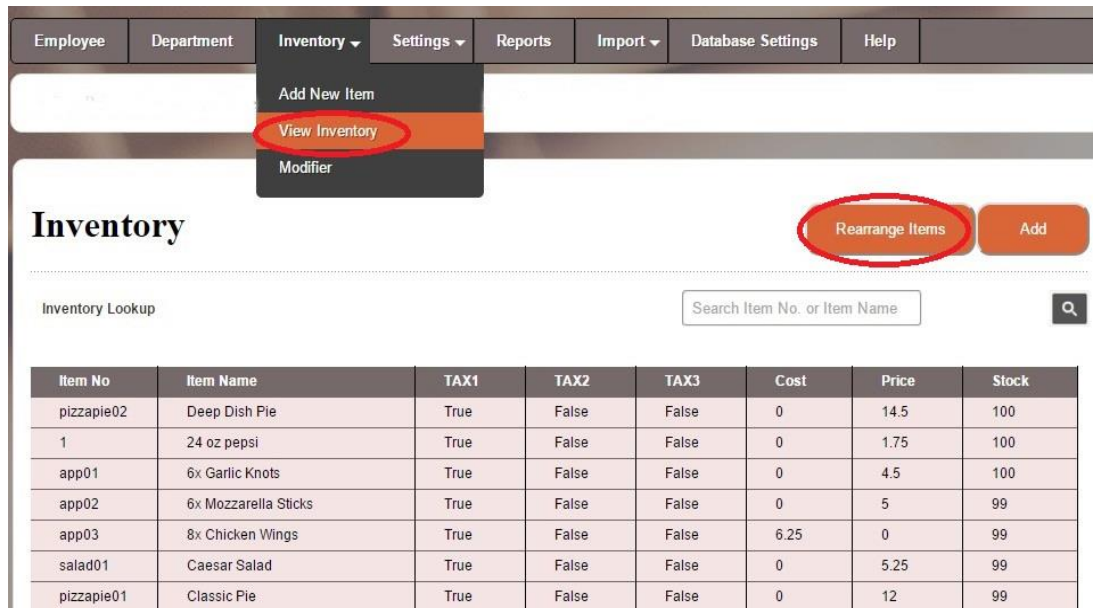# Rearranging Inventory Items

Changing Order

1. You can now easily change the order in which your items appear in their respective departments.

   - In the backoffice navigate to the inventory screen and hit the "Rearrange Items" button as shown.

   - Select the department in which you wish to rearrange items and simply number them accordingly. You will be able to preview the order in the window below. Refer to the example below.

   - It is also possible to reorder items by name (alphabetically), price, cost, etc... by clicking on the appropriate header bar at the very top of that column.

Inventory Lookup for seleted department

To sort by Item name click on Item Name header, to sort by item stock click on Stock header

Department	Position#		Item No	Item Name	
Appetizers	1		pizzapie02	Deep Dish Pie	
Pizza Pies	2		pizzapie01	Classic Pie	
Pizza Slices	3		pizzapie03	Thin Crust Pie	
Tax3 Dept			2	Tax1 Item	
Beverages					
Salads					

Arrangement On Point Of Sale:

Previous

Arrangement on POS			
Deep Dis...	Classic Pie	Thin Cru...	Tax1 Item
14.5	12	11.75	0

- Swapping the 1 and 2 spots will swap the item positions on your Point of Sales. Close and restart the app to view the changes.