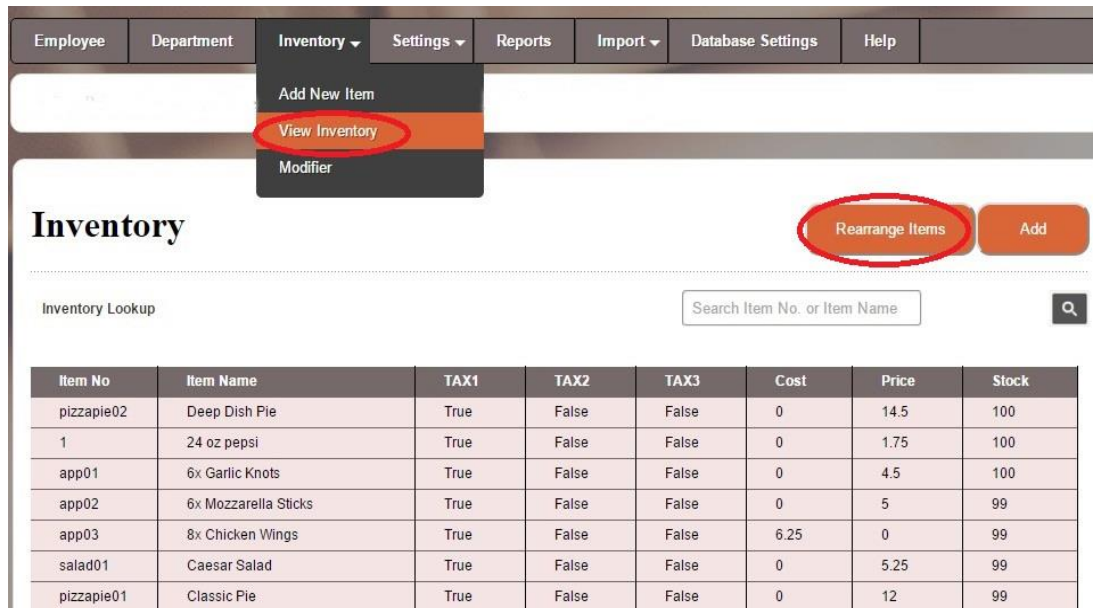


Rearranging Inventory Items

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.



The screenshot shows the backoffice interface. At the top, there is a navigation bar with tabs: Employee, Department, Inventory, Settings, Reports, Import, Database Settings, and Help. The 'Inventory' tab is selected, and its dropdown menu is open, showing options: Add New Item, View Inventory (highlighted with a red circle), and Modifier. Below the navigation bar, the main content area is titled 'Inventory'. On the right side of this area, there are two buttons: 'Rearrange Items' (highlighted with a red circle) and 'Add'. Below these buttons is a search bar labeled 'Inventory Lookup' with the placeholder text 'Search Item No. or Item Name' and a search icon. Below the search bar is a table with the following data:

Item No	Item Name	TAX1	TAX2	TAX3	Cost	Price	Stock
pizzapie02	Deep Dish Pie	True	False	False	0	14.5	100
1	24 oz pepsi	True	False	False	0	1.75	100
app01	6x Garlic Knots	True	False	False	0	4.5	100
app02	6x Mozzarella Sticks	True	False	False	0	5	99
app03	8x Chicken Wings	True	False	False	6.25	0	99
salad01	Caesar Salad	True	False	False	0	5.25	99
pizzapie01	Classic Pie	True	False	False	0	12	99

- 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.

