

HIDE OR DISPLAY ITEMS WITHIN INVENTORY

The Inventory Management module of NCR Console allows you to hide unused inventory items with the Add and Take Inventory. This makes managing inventory easier if you rotate or change up your stock periodically.

Keep in mind that if you hide an item within the Add Inventory page, you must also do it within the Take Inventory page. To adjust display options for inventory items:

1. Log into NCR Console, go to the **Store** tab and click **Product**
2. Click **Inventory**
3. Click **Add Inventory**

There are two ways to hide inventory items

4. Click the **Hide** link to the left of the item you wish to remove. If you do not see the **Hide** button

The screenshot shows the 'Add Inventory' page with a date filter set to 8/8/2016. The category is 'Beverage'. A table lists five items: Coffee Regular Gold, Freestyle Diet Sweetener, Freestyle Sweetener, Syrup Fruit Punch (3gal), and Syrup Fruit Punch (5gal). Each item has a 'Hide' link on the left, a quantity input field, a units dropdown, and a unit cost.

	Item	Min Qty	Max Qty	Quantity	Units	Unit Cost
Hide	Coffee Regular Gold			+/- <input type="text"/>	Case 64ct (cs) ▼	50.00
Hide	Freestyle Diet Sweetener			+/- <input type="text"/>	Container 2.5gal (cntr) ▼	80.25
Hide	Freestyle Sweetener			+/- <input type="text"/>	Container 5gal (cntr) ▼	19.51
Hide	Syrup Fruit Punch (3gal)			+/- <input type="text"/>	Container 3gal (cntr) ▼	41.85
Hide	Syrup Fruit Punch (5gal)			+/- <input type="text"/>	Container 5gal (cntr) ▼	67.45

5. If you do not see the **Hide** button, click **More Options**
6. Click **Display Options**

This screenshot is identical to the previous one, but the 'More Options' menu is open, showing 'Display Options' and 'View History' buttons.

7. Uncheck the box to the right of the item you wish to remove from view

Display Options [↓](#) [Go Back](#)

Category : Beverage

Item	Display
Coffee Decaf Gold	<input type="checkbox"/>
Coffee Regular Gold	<input checked="" type="checkbox"/>
Freestyle Diet Sweetener	<input checked="" type="checkbox"/>
Freestyle Sweetener	<input checked="" type="checkbox"/>
Syrup Fruit Punch (3gal)	<input checked="" type="checkbox"/>

8. Click **Save**

Category : Test Items

Item	Display
Bun Hamburger GF Clssc 3.2oz	<input checked="" type="checkbox"/>
Mushroom Slicd Thin 1/4in	<input checked="" type="checkbox"/>

[Save](#) [Cancel](#)

9. Keep in mind that if you hide items from view, the only way to display them again will be via the **Display Options** screen

TO ADJUST DISPLAY OPTIONS WITHIN TAKE INVENTORY

1. Go to the **Store** tab, click **Product** then click **Inventory**
2. Click **Take Inventory**
3. Follow steps 4-9 of the previous section. The steps remain the same in both areas of Inventory Management.