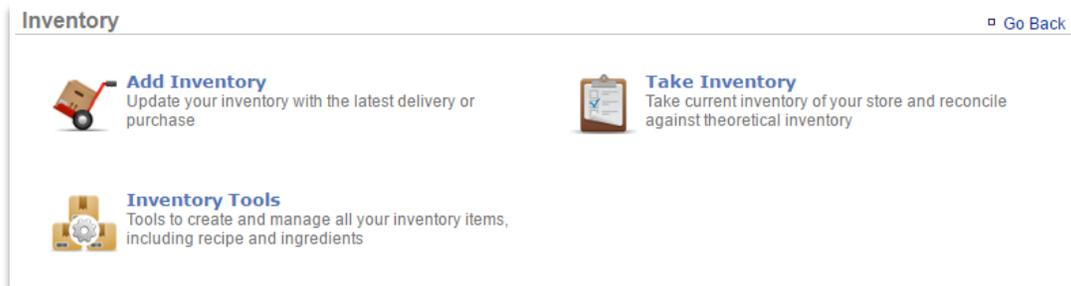


## CORRECTING INVENTORY ADDS

There may be times when you need to correct a previously completed **Inventory Add**. The Inventory Management module of NCR Console makes it easy to edit or delete what you previously added.

1. Log into NCR Console and go to the **Store Tab** and select **Product**
2. Click **Inventory** and then **Add Inventory**



3. Click **More Options**
4. Click **View History** from the drop down

The screenshot shows the 'Add Inventory' form. At the top, there is a date selector set to '8/8/2016' and a time selector set to '9:30 AM'. A 'Go Back' link and a 'More Options' dropdown are in the top right. The 'More Options' dropdown is open, showing 'Display Options' and 'View History'. Below the date and time selectors, the category is set to 'Beverage'. A table lists several beverage items with columns for 'Item', 'Min Qty', 'Max Qty', 'Quantity', 'Units', and 'Unit Cost'. Each row has a 'Hide' link on the left and a 'Quantity' input field with a '+/-' sign. The 'Units' column contains dropdown menus for each item.

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

5. Click **View Details** to the right of the inventory add that you wish to make corrections to
6. Click **Edit** or **Delete** to right of the item you need to correct

- **Editing** an **Add inventory** allows you to change the Quantity, Units and cost.
- **Deleting** will permanently remove the completed **Add Inventory**. Before completing a **delete**, you will be asked to confirm the action before proceeding.