

## 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 to its left. The table columns are Item, Min Qty, Max Qty, Quantity, Units, and Unit Cost. The 'Quantity' column has a '+/-' input field for each item. The 'Units' column has a dropdown menu for each item. The 'Unit Cost' column shows the cost for each item.

	Item	Min Qty	Max Qty	Quantity	Units	Unit Cost
<a href="#">Hide</a>	Coffee Regular Gold			+/-	Case 64ct (cs) ▼	50.00
<a href="#">Hide</a>	Freestyle Diet Sweetener			+/-	Container 2.5gal (cntr) ▼	80.25
<a href="#">Hide</a>	Freestyle Sweetener			+/-	Container 5gal (cntr) ▼	19.51
<a href="#">Hide</a>	Syrup Fruit Punch (3gal)			+/-	Container 3gal (cntr) ▼	41.85
<a href="#">Hide</a>	Syrup Fruit Punch (5gal)			+/-	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, showing the 'Add Inventory' page with the same table of beverage items. The 'Display Options' button is visible in the top right corner of the page, next to the 'Go Back' and 'More Options' 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

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