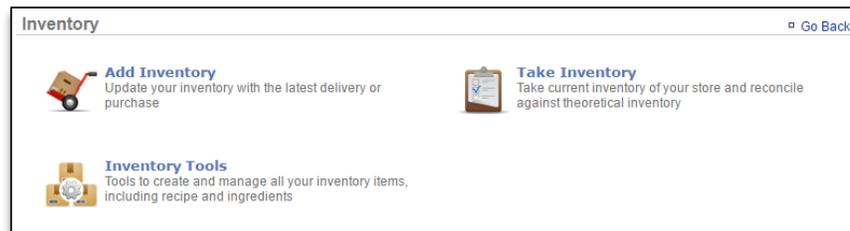


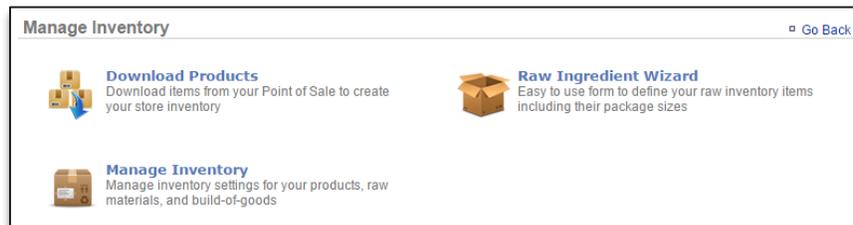
## SETTING PAR LEVELS

The Inventory Management Module of NCR Console allows users with the proper access to set par levels for inventory items. Par levels indicate your minimum required and maximum needed amounts for inventory to help you control costs, and stock properly. To set par levels:

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



4. Click **Manage Inventory**



5. Click the **Raw Ingredients** folder to the left of the screen to expand the category
6. Click a subcategory
7. Click an item within the subcategory



8. Click **Edit Item Information**

Item: *hamburger bun* Go Back More Options

---

**Item Information**

<b>Name:</b> hamburger bun	<b>Cost:</b>
<b>Category:</b> Bread	<b>Price:</b>
<b>Description:</b>	<b>Unit Type:</b> 24 Case hamburger bun
<b>SKU:</b>	<b>Theoretical On Hand:</b> 799.65
<b>Model Number:</b>	<b>Minimum Quantity:</b>
<b>Manufacturer:</b>	<b>Maximum Quantity:</b>
<b>Vendor:</b>	<b>Taxable:</b> No
<b>Vendor Product Name:</b>	<b>Discontinued:</b> No
<b>Vendor Product ID:</b>	<b>Identified on the POS as:</b>

[Edit Item Information](#)

- Enter **Minimum Quantity** and **Maximum Quantity**. Keep in mind that the quantity is based off the default unit type that is selected

Edit Item: *hamburger bun* Go Back More Options

---

**Item Information** Recipe

**Category:** Bread [ Change ]

<b>Name (Required):</b> hamburger bun	<b>Price:</b> <input type="text"/>																		
<b>Description:</b> <input type="text"/>	<b>Unit Type (Required):</b> 24 Case hamburger bun ▼																		
<b>SKU:</b> <input type="text"/>	<b>Minimum Quantity:</b> 5																		
<b>Model Number:</b> <input type="text"/>	<b>Maximum Quantity:</b> 10																		
<b>Manufacturer:</b> <input type="text"/>	<b>Taxable:</b> No ▼																		
<b>Vendor:</b> Select a vendor ▼	<b>Discontinued:</b> No ▼																		
<b>Vendor Product Name:</b> <input type="text"/>	<b>Identified on the POS as:</b>																		
<b>Vendor Product ID:</b> <input type="text"/>	<table border="1"> <thead> <tr> <th>Category</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td>?</td> <td>?</td> </tr> <tr> <td>ADMISSION</td> <td>Admission (12 &amp; UNDER)</td> </tr> <tr> <td>ADMISSION</td> <td>Admission (ADULT)</td> </tr> <tr> <td>ADMISSION</td> <td>Admission (SENIORS)</td> </tr> <tr> <td>ADMISSION</td> <td>Admission (YOUTH)</td> </tr> <tr> <td>ADMISSION</td> <td>Adult Pass</td> </tr> <tr> <td>ADMISSION</td> <td>BackStage Pass Adult</td> </tr> <tr> <td>ADMISSION</td> <td>BackStage Pass Child</td> </tr> </tbody> </table>	Category	Item	?	?	ADMISSION	Admission (12 & UNDER)	ADMISSION	Admission (ADULT)	ADMISSION	Admission (SENIORS)	ADMISSION	Admission (YOUTH)	ADMISSION	Adult Pass	ADMISSION	BackStage Pass Adult	ADMISSION	BackStage Pass Child
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ADMISSION	BackStage Pass Adult																		
ADMISSION	BackStage Pass Child																		

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

- Click **Save**
- You will be redirected to the **Item Information** screen. Click **Go Back** to go back to the **Inventory Management** screen

---

Item: *hamburger bun* [Go Back](#) [More Options](#)

**Item Information**

<b>Name:</b> hamburger bun	<b>Cost:</b>
<b>Category:</b> Bread	<b>Price:</b>
<b>Description:</b>	<b>Unit Type:</b> 24 Case hamburger bun
<b>SKU:</b>	<b>Theoretical On Hand:</b> 799.65
<b>Model Number:</b>	<b>Minimum Quantity:</b> 5.00
<b>Manufacturer:</b>	<b>Maximum Quantity:</b> 10.00
<b>Vendor:</b>	<b>Taxable:</b> No
<b>Vendor Product Name:</b>	<b>Discontinued:</b> No
<b>Vendor Product ID:</b>	<b>Identified on the POS as:</b>

[Edit Item Information >>](#)

---

**Recipe**

Not Applicable

[Edit Recipe >>](#)

12. Repeat this process for all items you want to apply par levels to

Once set, par levels will be visible in:

- Add Inventory
- Take Inventory
- Inventory on Hand Report
- Par Level Report