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 your previously added.

1. Log into NCR Console and go to the **Store Tab** and select **Product**

2. Click **Inventory** and then **Add Inventory**
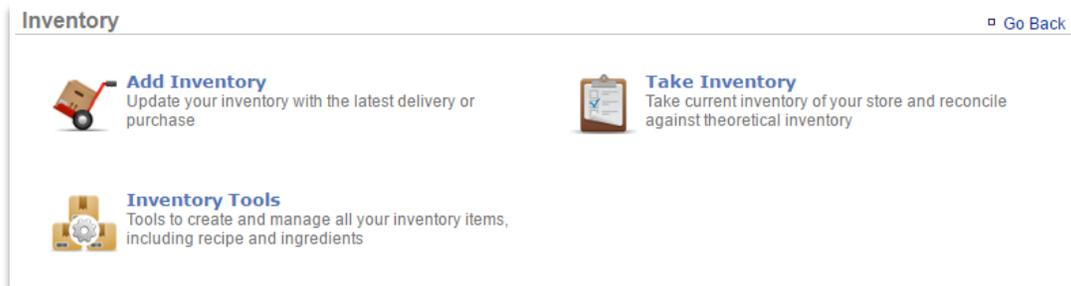
3. Click **More Options**

4. Click **View History** from the drop down

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.