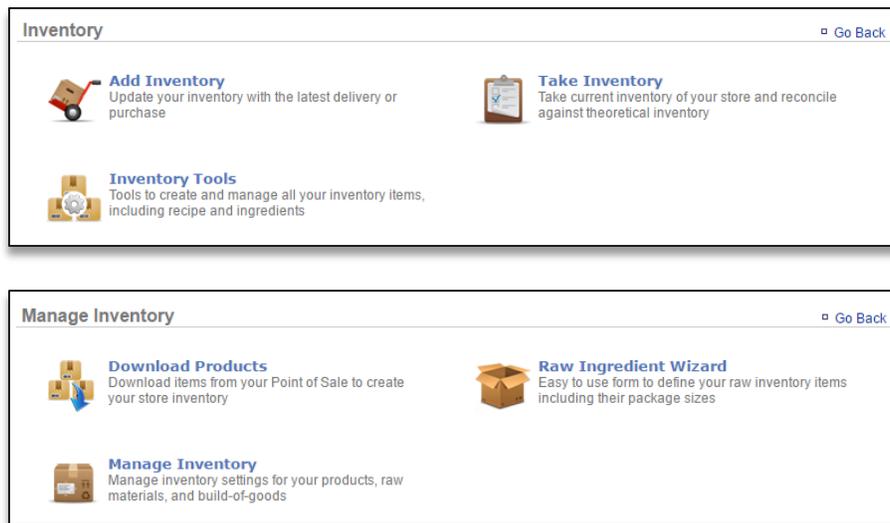

INVENTORY MANAGEMENT OVERVIEW

Effective inventory management can help to reduce the Cost of Goods (COGs) by quickly managing your inventory through the Console platform.

INVENTORY MANAGEMENT FEATURES



Add Inventory: Allows you to update your inventory of raw ingredients with the latest deliveries or purchases

Take Inventory: Allows you to take current inventory of raw ingredients to reconcile what you have left so that you can compare that against theoretical inventory

Inventory Tools: Allows you to create and manage all inventory items, which includes recipes and raw ingredients. Those tools include:

- **Download Products:** Allows you to connect to your POS so that you can download your POS menu into a Product (Recipe) folder within Console
 - *Doing so gives you the ability to create recipes based off of the raw ingredients that you add to the system*
- **Raw Ingredient Wizard:** Allows you to create all of the raw ingredients that you carry
- **Manage Inventory:** Provides you with access to all ingredients and products that have been created or downloaded to the inventory platform

INVENTORY MANAGEMENT GLOSSARY OF TERMS

You will encounter the following inventory terms as you navigate the inventory management feature.

Add Inventory: Occurs when you receive an order

Take Inventory: When you take inventory of what you have *on hand* the day you typically take inventory (*which may include recent deliveries*).

On Hand: A snapshot of what you *currently* have in inventory

Theoretical On Hand: Uses POS and *Actual* data to determine what you should currently have in inventory. Inventory items (products/recipes) must be tied to the POS to determine *Theoretical On Hand* totals

Auto Depletion: When an item that correlates to a recipe is rung up on the POS that item will auto-deplete from inventory to give you what you should *actually* have on hand. This also works for weights as well. *The item must be part of a recipe that is also tied to the POS*

Actual Inventory: Reconciles with Auto Depletion to determine what you have on hand. This occurs when you take inventory

View History: Provides you with historical data to show how Theoretical On Hand totals were calculated

Cost of Goods (COGs): The value of goods sold during a particular period of time

Inventory Discrepancy: Depicts actual vs. ideal inventory

GETTING STARTED CHECKLIST

Complete the below checklist to get the most out of what the Inventory Management platform has to offer.

1. Download products from the **Manage Inventory** platform (see **Download Products and Download Modifiers training modules**)
 - These products and modifiers are a duplicate of the buttons that have been set up on your POS
 - These products and modifiers are your 'recipes' which you will apply raw ingredients to for auto-depletion purposes
2. Create your complete list of raw ingredients via the Raw Ingredient Wizard (see **Raw Ingredient Wizard training module**)
 - Complete the **Creating Custom Units of Measure training module** which supports the management of raw ingredients
3. Complete recipe creation for all of your products (see the **Recipe Creation training module**)
4. Establish par levels (see **Establishing Par Levels training module**)
5. **Add Inventory** to establish the baseline of what you have on hand (see **Add Inventory training module**)
 - If you receive deliveries after your initial add, and before you've reconciled (taken) inventory, you will need to add inventory again
6. **Take Inventory** as you normally would to reconcile inventory (see **Take Inventory training module**)