86'ing an Item in Olo

1. LOG IN TO YOUR OLO PORTAL AND CLICK MENUS.

2. CLICK MANAGE STORES.

3. FIND THE MENU ITEM YOU NEED TO TEMPORARILY DISABLE AND CLICK 86 AVAILABILITY.

4. **IF YOU WOULD LIKE TO 86 THE ITEM INDEFINITELY, CLICK SAVE. IF YOU DO THIS, YOU WILL HAVE TO MANUALLY UN-86 IT LATER.**

5. IF YOU WOULD LIKE TO SCHEDULE A DATE TO AUTOMATICALLY UN-86 IT, YOU SELECT THAT OPTION, ENTER A DATE, AND CLICK SAVE.

6. **The item will now say Unavailable (86'd).**

7. **To manually un-86 an item, find the Unavailable (86'd) item and click 86 Availability.**

8. SELECT MARK THE ITEM(S) AS UN-86'D AND CLICK SAVE.

(86) Availability Actions ✕

Availability of an Item: Cheese Skirt Burger

Select the desired modification to the selected Item.

Currently unavailable (86'd) at all selected stores.

Actions

⦿ Mark the item(s) as un-86'd ⓘ
- Restore the item back on to the guest menu per the item's availability schedule.

○ Mark the item(s) as 86'd and schedule an un-86'd date ⓘ
- Item will no longer be available for ordering until the scheduled date.
- Item availability will be automatically restored on the selected date.
- Item availability may be systematically restored by POS (if supported).

Date: [Select a date] [📅]

Date is according to Coordinated Universal Time (UTC)

[Cancel] [Save]