



## To add a missing item in inventory:

1. From the Inventory Tab, click the "Add Products" button on the right.

Search locations, product, categories et						
All Products Notes	History					
Floor 0 / 1	Sort Shelf Order	~			+	Add Products
Product	Case	Pack	Unit	Total	Extended Cost	
Lobstor Moat	Case (6ea)		PACK	PACK	Total PACK	
					0	0.00
\$55.88 per PACK FROZEN					U	0.00
S55.88 per PACK FROZEN	Case (3ea)		PACK	PACK	Total PACK	0.00

- 2. Search for the product name.
- 3. Click the green Plus Sign, and it will be added to your inventory.

	Count Date * 10/9/23			Before Opening 🔘		
	Add Products		×			
t holf Orda	Search Produc	ts	Search		+ Add Products	
neir Ordei	In Location	Product	Add			
	$\checkmark$	Soup - Chicken Noodle			Extended Cost	
	×	Soup - Chicken Noodle New	+		Total PACK	
				0	0.00	
					Total PACK	
			Close	0	0.00	
		DAG			Total BAG	
				0	0.00	
		EA	EA	0	Total EA	
					Close	



You may have to do this for new products or products you haven't counted in a while.