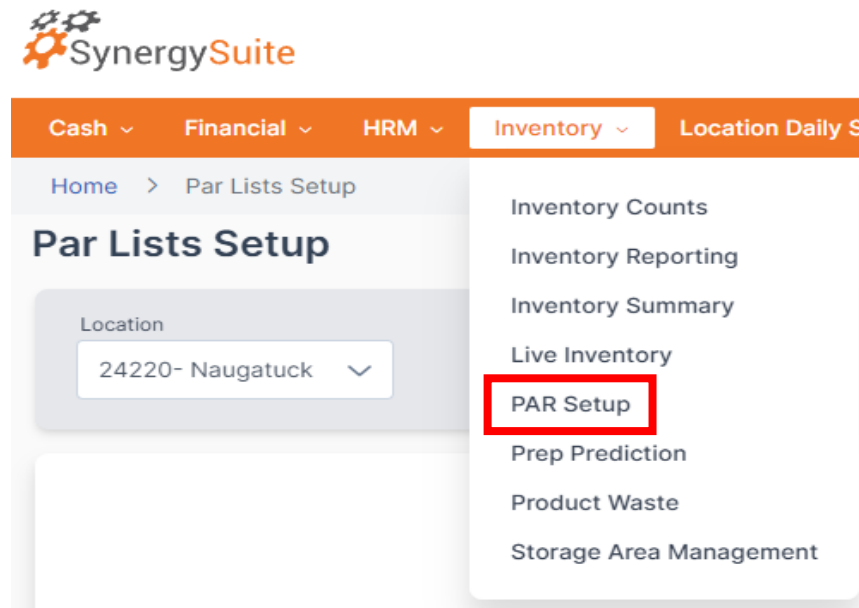


## You need to UPDATE your PAR Build for your first order.

1. The PAR setup page can be found under the Inventory Tab



2. Update your PAR list by using the 3 dots ellipsis to manage the products.

List Name	List Code	Actions
Default	Default	⋮
US Foods Default	US Foods	⋮

3. Using Manage Products, log in and edit the PAR level field and reorder level field
  - a. PAR Level is the total to order.
  - b. Reorder level the trigger to order the PAR amount.
  - c. If you don't want a par level for an item, just delete it. Do not use 0 otherwise it will always show up on the order. Example: prepack cartons, paper products, salt and pepper, etc.
  - d. Make sure to check the GREEN CHECK mark to save after each item.
4. This PAR level sets up your autogenerated/suggested order.

## PAR Reorder Levels

Reorder Level is the trigger and Par level is where the product level should be once the truck arrives.

For example, the reorder level for chicken is set as 3 cases and the PAR level set as 7 cases, with an auto-order generation for Monday morning at 10:00am. At 10:00am the system will start generating an order and look at the live inventory level, and if the inventory level is the same or below the reorder level then it will include that product on the order.

The amount of product that is ordered depends on the PAR level. If on Monday morning there is 1 case of chicken left, since 1 is below the 3 reorder level it will include this product on the order, and it will add 6 cases of chicken to the order which will equal the 7 PAR level.

It is a good idea for products you always want to order in every order to have the reorder level high. If a PAR level is 7, you can set the reorder level as 6 which would guarantee this product is purchased each time. There will be some products that you may not want to order super often, salt packets as an example. In that case, you may set your reorder level low, that way it's not included in every order.