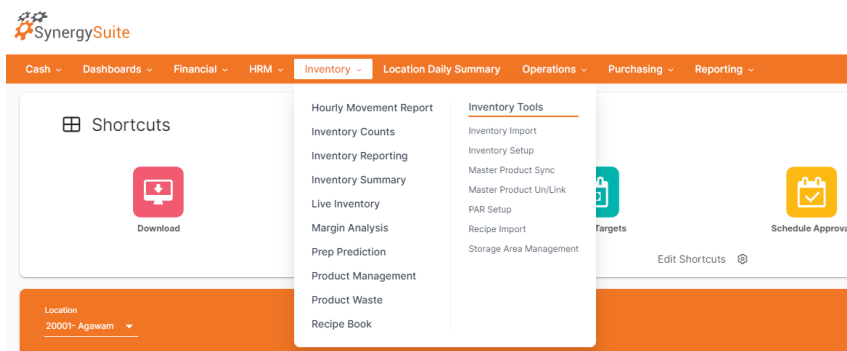


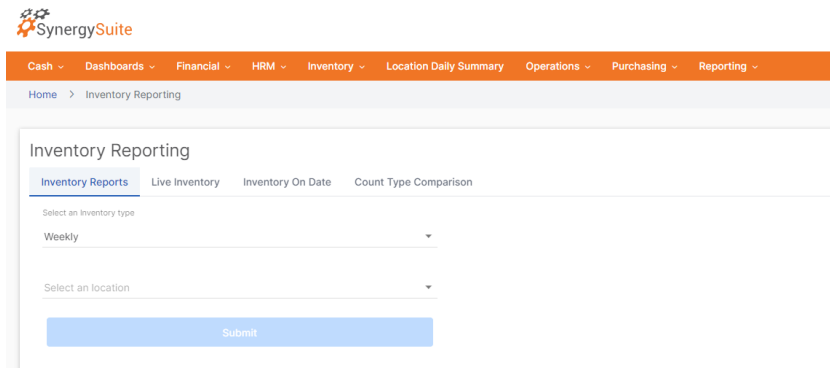
After you are completed reviewing your inventory using the inventory reports page, you need to process or lock your inventory.

Inventory Reports

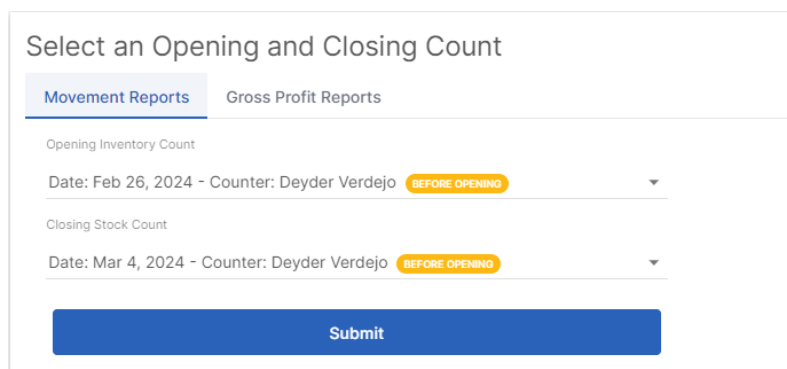
1. This is found under Inventory → Inventory Reporting



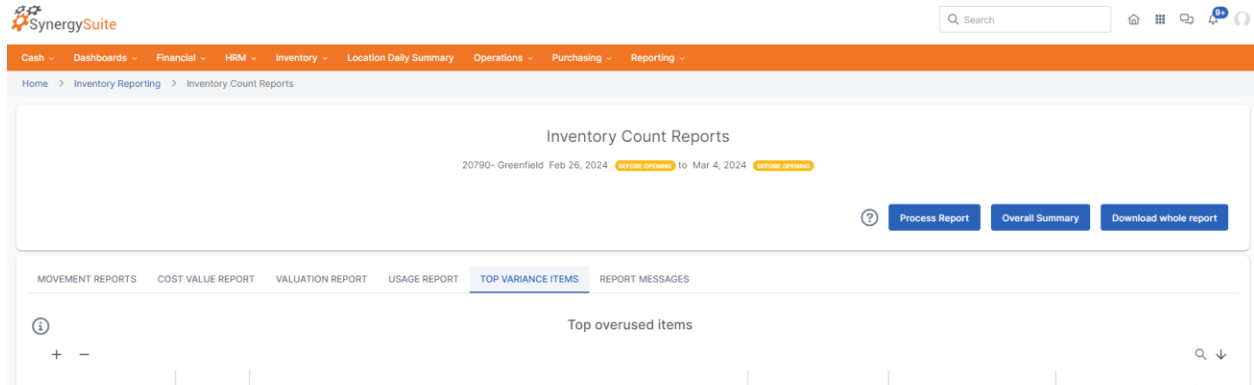
2. From here, you can see the various inventory reports.



3. This will default to the most recent dates once you pick weekly and your location.



4. Once you are down checking and editing your inventory, you will use process report to lock your inventory.



5. If you unlock inventory to make a change after you process, you MUST re-process so that your reports are accurate. There will be a warning message, but please click Process.

