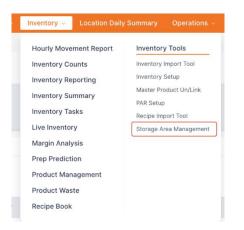
# *Friendly's* Storage Room Management

#### **Creating a Storage Area**

To complete an inventory count, you must associate your products with a storage area in your store. Products can appear in the same location multiple times and in multiple locations. Ideally, products should be listed in order of the areas on the shelf to aid in completing a count quickly and smoothly.

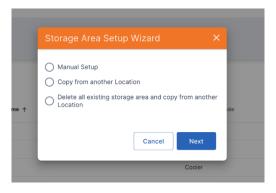
1. To configure your locations from the SynergySuite web portal, go to Inventory > Inventory Tools > Storage Area Management.



2. Click "+New Storage Area" (The first time you enter the inventory locations setup there will be no locations).

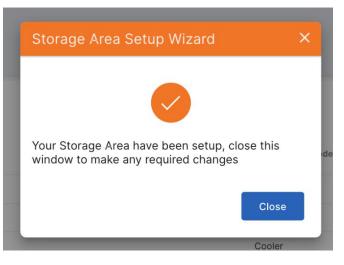


3. Select the method you want to use to create the storage area. You can create a new one by clicking Manual Setup. Then click Next.



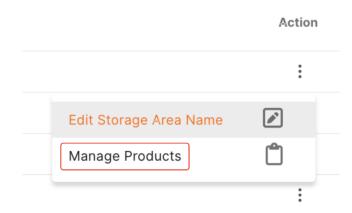


- Enter a Location Name/Code (Note: they must match). Names can be anything from Freezer, Storage Area, Bar, Front Counter, etc. Be specific so the counter knows where to look for your products when doing inventory (DO NOT USE FREEZER OR FLOOR).
- 5. Click Next and Close.



#### **Adding Products to a Storage Location**

1. Navigate to the Action icon and click Manage Products.

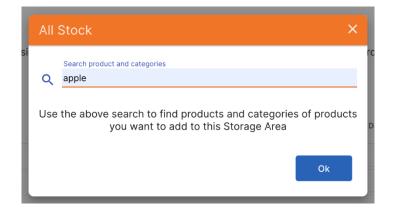


2. Click +Add New Product(s).





3. You can use the search function to find products or categories of products you want to add. Then click Ok.



4. A list of products that fit the product or category appears. Click the green + sign to add the products to the location.

_	All	Stock			×		
sigr	Search product and categories Q apple						
	Ca	ategory	Product				
	lı	n Storage A	Irea	Product	Add		
		0		Apples	+		
					Ok		

- 5. Repeat this process as many times as necessary, then click Ok.
- 6. The new product is now listed in that storage area and can be counted in the inventory.

J‡ Alp	ohabetize List				fields with * represent defaul	t product value			
Drag	Manual Move	Order #	Product	Case	Pack	Unit	Case Description	Pack Description	Remove
≡	\$	1	Apples		12*	EA*	•		Θ
≡	\$	2	APTZR QUICHE ASST MINI		R	CASE*	•		Θ
$\equiv$	\$	3	AVOCADO HASS FRESH		48*	EA*	•		Θ
≡	\$	4	Bacon	2*	150*	EA*	•		Θ
$\equiv$	$\hat{\mathbf{T}}$	5	BAG CLOTH CATER COSTA VIDA		50*	EA*	-		Θ
$\equiv$	\$	6	BAG COOK & CHILL NO LOGO	250*		EA*	<b>.</b>		Θ
=	\$	7	BAG PAPER FOR SANITARY RECEPTL	5*	50*	EA*	•		Θ
—( ⑦ He	elp								

**Friendly's** Storage Room Management

### **Product Order in a Storage Location**

SynergySuite recommends you reorder your products according to where they are located in the store, so it is easier to count. However, you do have the option to order products alphabetically.

- 1. Use the three bars on the left to drag and drop the products into the order you want them to appear on the count sheets.
- 2. You can also click Alphabetize List to order products alphabetically.

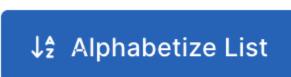


If you have products that are not assigned to at least one storage area, you can quickly assign a location to them. Remember that for a product to be counted it must have a storage area assigned (if you aren't counting it, it can remain non allocated (i.e. paper products).

1. Click the red button on the left-hand side called **Non-Allocated Products**. A list of products appears.

<u>Manage 15 Non Allocated Products</u>

## 3. Click the Remove icon to remove an item from a storage area.









2. Select the product you want to assign to a storage area and click the dropdown.

	Non A	llocated Products			×
				✓ Update 1 Selected Products	
		Product Name	Product Code	Storage Area	
Ľ		APRON VINYL	APRON VINYL	*	
		BAG COOKING COMPASS & CHILL PRINT	BAG COOKING COMPASS & CHILL PRINT	•	
		ALLOWANCE FOR DROP SIZE	ALLOWANCE FOR DROP SIZE	Ψ.	
		7up 330ml	7up 330ml	×	
	$\checkmark$	Coca Cola 330ml	Coca Cola 330ml	· ·	
Ľ		Diet Coke 330ml	Diet Coke 330ml	*	
		DRINKING STRAWS	DRINKING STRAWS	-	
		P- Chicken Tender	P- Chicken Tender	Ŧ	
		Potato Bun	Potato Bun		
				Ok	

3. Choose the storage area where you want to assign the product, then click Ok.

Product Name	Product Code	Storage Area
APRON VINYL	APRON VINYL	•
BAG COOKING COMPASS & CHILL PRINT	BAG COOKING COMPASS & CHILL PRINT	have
ALLOWANCE FOR DROP SIZE	ALLOWANCE FOR DROP SIZE	Search
7up 330ml	7up 330ml	All Stock Bar
Coca Cola 330ml	Coca Cola 330ml	Cooler
Diet Coke 330ml	Diet Coke 330ml	Dry storage
DRINKING STRAWS	DRINKING STRAWS	Freezer
P- Chicken Tender	P- Chicken Tender	<b>_</b>
Potato Bun	Potato Bun	*
Prep - Burger Meat	Prep - Burger Meat	*

Note: You can use the checkbox to bulk-update products. When you select at least one checkbox a new button will appear where you can select a location to update a mass product list to a single location.