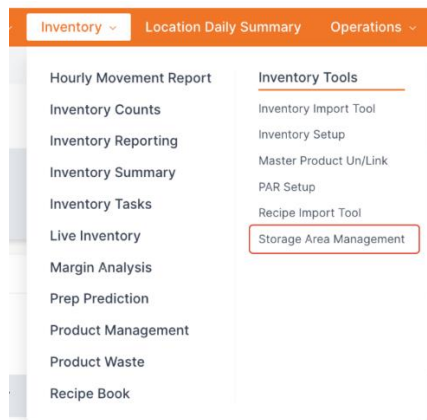


## Creating a Storage Area

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.

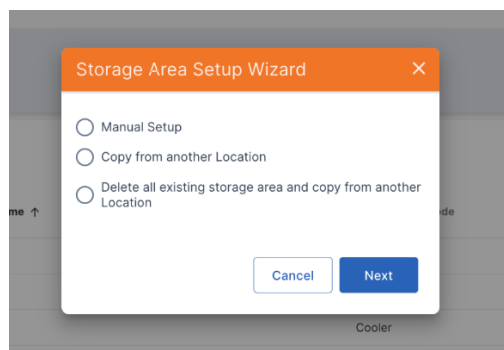
1. To configure your locations from the SynergySuite web portal, go to Inventory > Inventory Tools > Storage Area Management.



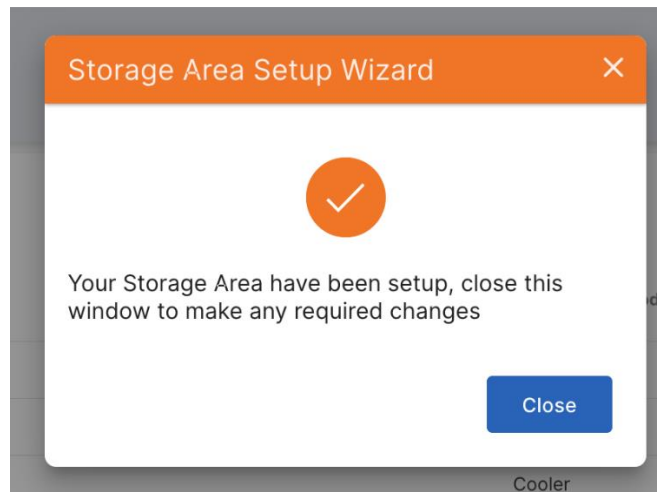
2. Click “+New Storage Area” (The first time you enter the inventory locations setup there will be no locations).



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.

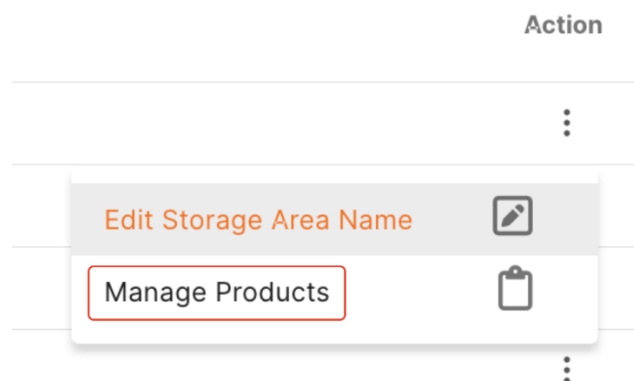


4. Enter a Location Name/Code (Note: they must match). Names can be anything from Freezer, Storage Area, Bar, Front Counter, etc. Be specific so the counter knows where to look for your products when doing inventory (DO NOT USE FREEZER OR FLOOR).
5. Click Next and Close.



## Adding Products to a Storage Location

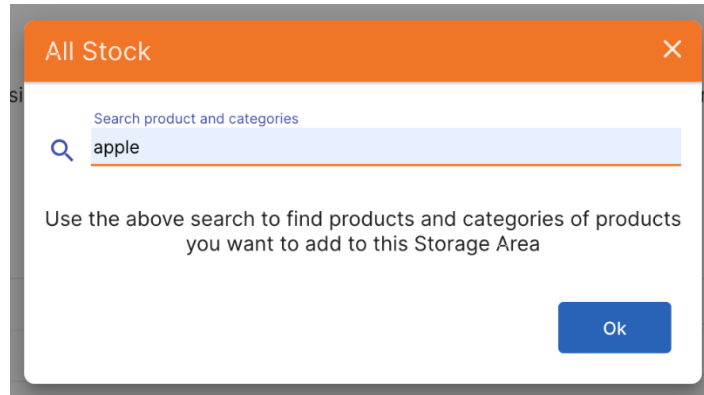
1. Navigate to the Action icon and click Manage Products.



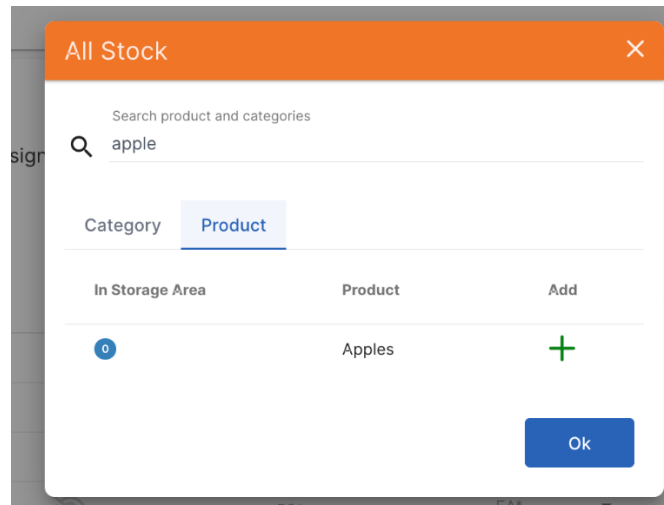
2. Click +Add New Product(s).



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



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



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

fields with \* represent default product value

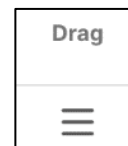
Drag	Manual Move	Order #	Product	Case	Pack	Unit	Case Description	Pack Description	Remove
☰	↕	1	Apples	🌀	12*	EA*	▼		⊖
☰	↕	2	APTZR QUICHE ASST MINI	🌀	🌀	CASE*	▼		⊖
☰	↕	3	AVOCADO HASS FRESH	🌀	48*	EA*	▼		⊖
☰	↕	4	Bacon	2*	150*	EA*	▼		⊖
☰	↕	5	BAG CLOTH CATER COSTA VIDA	🌀	50*	EA*	▼		⊖
☰	↕	6	BAG COOK & CHILL NO LOGO	250*	🌀	EA*	▼		⊖
☰	↕	7	BAG PAPER FOR SANITARY RECEP	5*	50*	EA*	▼		⊖

ⓘ Help

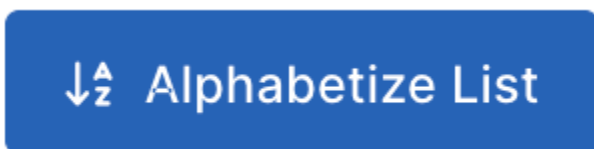
## Product Order in a Storage Location

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.

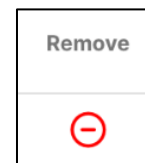
1. Use the three bars on the left to drag and drop the products into the order you want them to appear on the count sheets.



2. You can also click Alphabetize List to order products alphabetically.



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



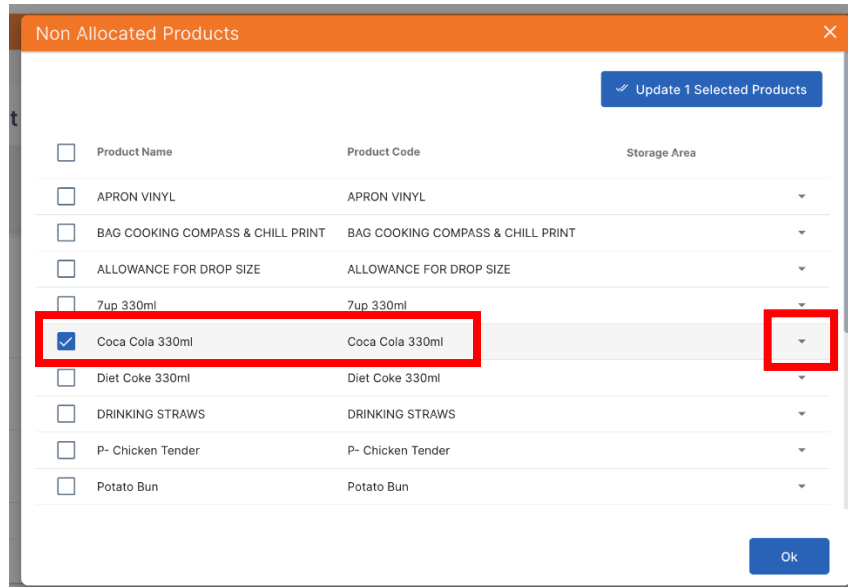
## Non-Allocated Products

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)).

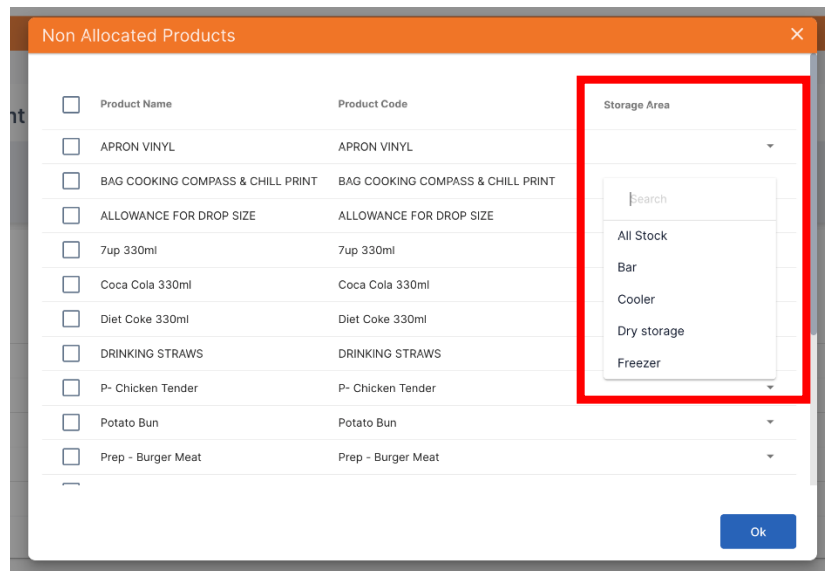
1. Click the red button on the left-hand side called **Non-Allocated Products**. A list of products appears.

 [Manage 15 Non Allocated Products](#)

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



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



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.