



PREFACE

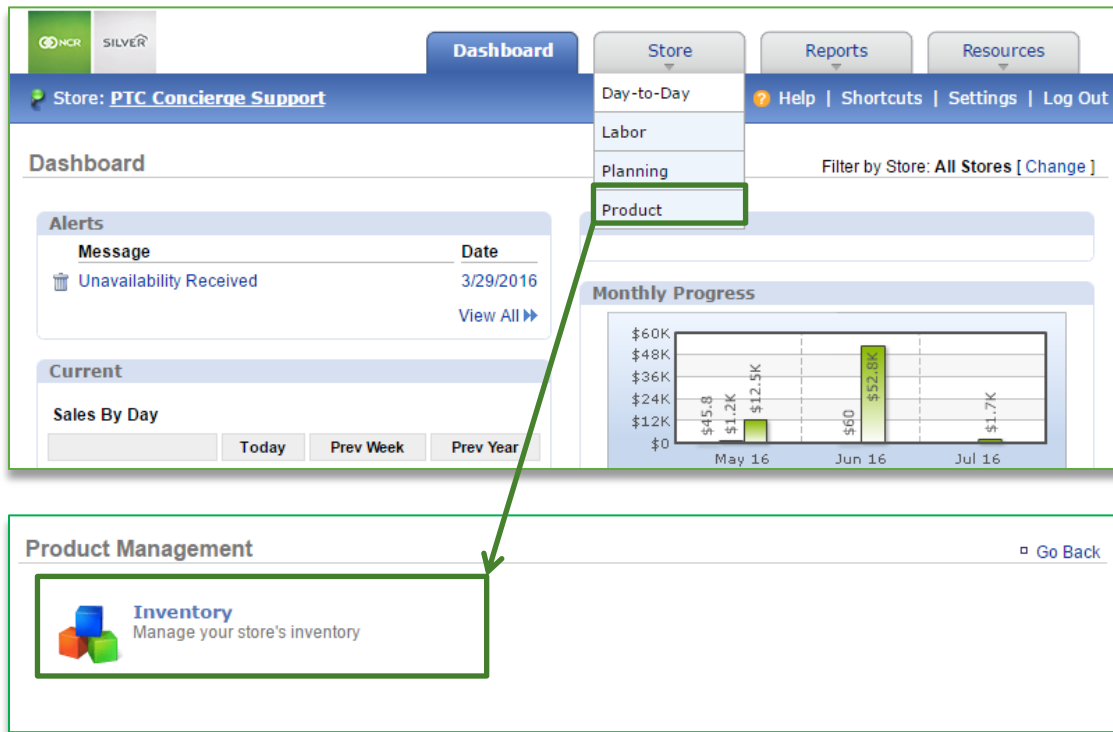
In this module, you will learn:

- How to set par levels from your inventory items within Console

SETTING PAR LEVELS

You must have access to the Manage Inventory module within Console in order to set part levels for inventory items.


To set par levels you will need to navigate to the **Product Management** module and click **Inventory**.




TO SET PAR LEVELS

1. Click **Inventory Tools**


Inventory [Go Back](#)



Add Inventory
Update your inventory with the latest delivery or purchase




Take Inventory
Take current inventory of your store and reconcile against theoretical inventory




Inventory Tools
Tools to create and manage all your inventory items, including recipe and ingredients

2. Click **Manage Inventory**


Manage Inventory [Go Back](#)



Download Products
Download items from your Point of Sale to create your store inventory



Raw Ingredient Wizard
Easy to use form to define your raw inventory items including their package sizes



Manage Inventory
Manage inventory settings for your products, raw materials, and build-of-goods

3. Click the **Raw Ingredients** folder to the left of the screen to expand the category
4. Click a subcategory
5. Click an item within the subcategory

Manage Inventory [Go Back](#) [More Options](#)

My Inventory

- Products
- Raw Ingredients
- Bag
- Bread
- Carton/Can
- Dairy
- Frozen
- Meat
- Package
- Produce
- Retail - Baby
- Sauce
- Seasoning
- Zone 1
- Zone 2
- test

Category : Bread (Options)

Item	Theoretical On Hand	
hamburger bun	799.65 24 Case hamburger bu	View History
hot dog bun	199.91 24 Case hot dog bun	View History
onion ring batter	0.00 1 gal onion ring bat	View History
pizza dough	499.89 24 Case pizza dough	View History
strip batter	398.41 1 gal strip batter	View History
Tortilla	1,199.88 8 Each Tortilla	View History



6. Click **Edit Item Information**

Item: *hamburger bun* Go Back More Options

Item Information

Name: hamburger bun	Cost:
Category: Bread	Price:
Description:	Unit Type: 24 Case hamburger bun
SKU:	Theoretical On Hand: 799.65
Model Number:	Minimum Quantity:
Manufacturer:	Maximum Quantity:
Vendor:	Taxable: No
Vendor Product Name:	Discontinued: No
Vendor Product ID:	Identified on the POS as:

[Edit Item Information](#)

7. Enter **Minimum Quantity**

- a. Quantity is based off the default unit type that is selected

8. Enter **Maximum Quantity**

- a. Quantity is based off the default unit type that is selected

9. Click **Save**

Edit Item: hamburger bun Recipe

Item Information

Category: Bread [[Change](#)]

Name (Required): hamburger bun	Price:
Description:	Unit Type (Required): 24 Case hamburger bun ▼
SKU:	Minimum Quantity: 5
Model Number:	Maximum Quantity: 10
Manufacturer:	Taxable: No ▼
Vendor: Select a vendor ▼	Discontinued: No ▼
Vendor Product Name:	Identified on the POS as:
Vendor Product ID:	

Category	Item
<input type="checkbox"/>	?
<input type="checkbox"/>	ADMISSION Admission (12 & UNDER)
<input type="checkbox"/>	ADMISSION Admission (ADULT)
<input type="checkbox"/>	ADMISSION Admission (SENIORS)
<input type="checkbox"/>	ADMISSION Admission (YOUTH)
<input type="checkbox"/>	ADMISSION Adult Pass
<input type="checkbox"/>	ADMISSION BackStage Pass Adult
<input type="checkbox"/>	ADMISSION BackStage Pass Child

[Save](#) [Cancel](#)



10. You will be redirected to the **Item Information** screen. Click **Go Back** to go back to the **Inventory Management** screen

The screenshot shows the 'Item Information' screen for 'hamburger bun'. At the top, there is a header with the item name 'hamburger bun' and a dropdown arrow. To the right of the header are two buttons: 'Go Back' (highlighted with a green box) and 'More Options'. Below the header is a section titled 'Item Information' containing a table of item details. At the bottom right of this section is a link 'Edit Item Information >>'. Below the 'Item Information' section is a section titled 'Recipe' with the text 'Not Applicable' and a link 'Edit Recipe >>' at the bottom right.

Item: hamburger bun	
Name: hamburger bun	Cost:
Category: Bread	Price:
Description:	Unit Type: 24 Case hamburger bun
SKU:	Theoretical On Hand: 799.65
Model Number:	Minimum Quantity: 5.00
Manufacturer:	Maximum Quantity: 10.00
Vendor:	Taxable: No
Vendor Product Name:	Discontinued: No
Vendor Product ID:	Identified on the POS as:

[Edit Item Information >>](#)

Recipe

Not Applicable

[Edit Recipe >>](#)

11. Repeat this process for all items you want to apply par levels to

- Set par levels will be visible within the following Console features:
 - Add Inventory
 - Take Inventory
 - Inventory on Hand Report
 - Par Level Report