

Shop Inventory Admin Tutorial

Purpose: Configure and maintain inventory data and users.

- 1) Sign in with your admin PIN at /lock.
- 2) Open Admin from the header menu.
- 3) Users: create users, assign roles, and set PINs.
- 4) Import: upload an Excel workbook with required sheets.
- 5) Validate: spot-check parts, locations, and quantities.
- 6) Monitor: review inventory moves and audit history.
- 7) Settings: update zones, categories, and AI config.

Tip: Use Drizzle Studio for direct data inspection when needed.