## SOP’s

**Procedure:**

* **Adding a new item:** When a new bagel item is introduced, add a new row to the table. Fill in the Item ID, Item Name, Description, Quantity, Reorder Level, Supplier Information, and Location. The Item ID should be unique.
* **Updating an existing item:** To update the quantity or reorder level of an existing item, locate the item by its Item ID and edit the corresponding fields.

**Frequency:** Update this table whenever a new item is introduced, an item is discontinued, or the quantity or reorder level of an item changes.

**Procedure:**

* **Adding a new recipe:** When a new recipe is introduced, add a new row for each ingredient in the recipe. Fill in the Item ID, Ingredient, Quantity, and Cost. The Item ID should match the Item ID in the Bagel Inventory List.
* **Updating an existing recipe:** To update the quantity or cost of an ingredient in an existing recipe, locate the item by its Item ID and edit the corresponding fields.

**Frequency:** Update this table whenever a new recipe is introduced, a recipe is changed, or the quantity or cost of an ingredient changes.

**Procedure:**

* **Adding a new batch:** When a new batch is started, add a new row to the table. Fill in the Batch ID, Item ID, Start Time, Stage, Labor Hours, Boards Produced, and Expiry Date. The Batch ID should be unique.
* **Updating an existing batch:** To update the stage or labor hours of an existing batch, locate the batch by its Batch ID and edit the corresponding fields.

**Frequency:** Update this table whenever a new batch is started, a batch is completed, or the stage or labor hours of a batch change.

**Procedure:**

* **Adding a new entry:** At the end of each day, add a new row to the table. Fill in the Date, Day of Week, and Boards Baked.

**Frequency:** Update this table daily.

**Procedure:**

* **Adding a new entry:** At the end of each day, add a new row for each item baked. Fill in the Date, Item ID, Bagels Baked, Bagels Wasted, and Sellable Bagels.
* **Updating an existing entry:** If the number of bagels baked or wasted changes, locate the entry by its Date and Item ID and edit the corresponding fields.

**Frequency:** Update this table daily.

**Procedure:**

* **Adding a new entry:** At the end of each day, add a new row for each item sold. Fill in the Date, Item ID, and Bagels Sold.

**Frequency:** Update this table daily.

**Procedure:**

* **Adding a new entry:** At the end of each day, add a new row for each item. Fill in the Date, Item ID, EOD Count, Bagels Sold, and Waste.
* **Updating an existing entry:** If the EOD Count or Waste changes, locate the entry by its Date and Item ID and edit the corresponding fields.

**Frequency:** Update this table daily.

**Procedure:**

* **Adding a new transaction:** Whenever a transaction occurs, add a new row to the table. Fill in the Transaction ID, Item ID, Transaction Type, Quantity, and Date. The Transaction ID should be unique.

**Frequency:** Update this table whenever a transaction occurs.SOP