## Copilot

Sure, here's a sample structure for your inventory management documentation:

Maintain a record of each ingredient in the inventory. The details of each item can be represented in a table format like this:

|  |  |  |
| --- | --- | --- |
| Ingredient | Quantity Available | Reorder Level |
| Flour | 50 kg | 10 kg |
| Sugar | 30 kg | 5 kg |
| Salt | 20 kg | 2 kg |
| ... | ... | ... |

Regularly update the inventory based on usage and new orders. This can be done through an inventory update log:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Ingredient | Quantity Used | Quantity Ordered | Quantity Available |
| 2024-05-12 | Flour | 5 kg | 0 kg | 45 kg |
| 2024-05-12 | Sugar | 2 kg | 10 kg | 38 kg |
| ... | ... | ... | ... | ... |

Set reorder levels for each item to ensure you never run out of stock. When the quantity available of an item reaches the reorder level, a new order should be placed. This can be tracked in a reorder log:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Ingredient | Quantity Available | Reorder Level | Quantity Ordered |
| 2024-05-12 | Flour | 10 kg | 10 kg | 40 kg |
| 2024-05-12 | Sugar | 5 kg | 5 kg | 25 kg |
| ... | ... | ... | ... | ... |

Remember, the key to effective inventory management is regular updates and checks to ensure accuracy and prevent stock-outs.