

How to Sequence Your Inventory or Shopping List

Follow these quick and easy steps to get your inventory list sheet to shelf or have your shopping list in the desired order for efficient ordering!

For this example, we will sequence our inventory list, but you can follow the same steps within a shopping list. To begin, go to Inventory>Manage Inventory.

The screenshot shows the 'Manage Inventory' screen. On the left is a navigation sidebar with the following items:

- Home
- Order Guides
- Order History
- Shopping Lists
- Receiving
- Inventory** (selected, highlighted with a red box)
- Off-Catalog Items
- Classifications
- Reports
- Support

The main area displays the 'Manage Inventory' interface. At the top, it says 'Locations' with a dropdown showing 'All Locations'. Below this is a search bar labeled 'Search By Location'. The main content area is titled 'All Locations -> Cooler' and shows a table of items:

SEQ	DIST #	ITEM DESCRIPTION	PRICE
1	1434976	APPLE GRANNY SMTH XF FRS 88CT	\$1.99
2	1504869	APPLE RED DEL X-FANCY FRESH	\$1.99
3	9488990	APPLE GRANNYSMITH SLI...	\$1.99

Each row includes a checkbox column and a 'More' button (three dots). The first item has a note 'NO INVENTORY AVAILABLE' next to its icon.

Now, choose the Location from the left-hand pane that you'd like to sequence.

Manage Inventory

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Now, you'll select the item or items you'd like to move within that Location.

The screenshot shows the 'Manage Inventory' interface. On the left, there's a sidebar titled 'Locations' with a dropdown menu. Under 'All Locations', 'BOH' is selected. Under 'FOH ORDER GUIDE', 'PORTER STOCKING PAR LIST' is selected, and 'Cooler' is highlighted with a red arrow. Below these are 'New Location' and other categories like 'JANITORIAL ORDER GUIDE' and 'FOH ORDER GUIDE'. The main area has two sections: 'All Locations -> Cooler' and 'Cooler (7)'. In 'All Locations -> Cooler', there are tabs for 'ALL (7)', 'COUNTED (0)', and 'UNCOUNTED (7)'. In 'Cooler (7)', there are tabs for 'ALL (7)', 'COUNTED (0)', and 'UNCOUNTED (7)'. Both sections have columns for SEQ, DIST#, and ITEM DESCRIPTION. In the 'Cooler (7)' section, the first two items have checkboxes checked, indicated by a red box and an arrow pointing to the third item's checkbox.

SEQ	DIST #	ITEM DESCRIPTION
1	1434976	APPLE GRANNY SMTH XF FRS 88CT
2	1504869	APPLE RED DEL X-FANCY FRESH
3	9488990	APPLE GRANNYSMITH SLI...
4	8925703	APPLE GRANNY SMTH X-FANCY FRESH

Once you have chosen your items, you will be able to drag and drop the items within that Location.

All Locations -> Cooler

ALL (7) COUNTED (0) UNCOUNTED (7)

ITEM DESCRIPTION PRICE

SEQ DIST #

Cooler (7)

SEQ	DIST #	ITEM DESCRIPTION	PRICE
1	1434976	APPLE GRANNY SMTH XF FRS 88CT	
2	1504869	APPLE RED DEL X-FANCY FRESH	
3	9488990	APPLE GRANNYSMITH SLI...	
4	8925703	APPLE GRANNY	

Dist # 1434976 APPLE GRANNY SMTH XF FRS 88CT + 1

Once you drag and drop them where you'd like them, you'll get this pop-up message.

ITEM DESCRIPTION PRICE

SEQ DIST #

Cooler (7)

SEQ	DIST #	ITEM DESCRIPTION	PRICE
1	9488990	APPLE GRANNYSMITH SLI...	
2	1434976	APPLE GRANNY SMTH XF FRS 88CT	
3	1504869	APPLE RED DEL X-FANCY FRESH	

Inventory sequence has been updated successfully

