


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.



Home

Order Guides

Order History

Shopping Lists

Receiving

Inventory

Manage Inventory

Off-Catalog Items

Classifications

Reports

Support

Manage Inventory

*Last closed Aug 14, 2024 at 4:29 AM by Amie Shuford

Locations ▾

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🔍 Search By Location

All Locations ▾

BOH ▾

JANITORIAL ORDER GUIDE ▾

FOH ORDER GUIDE ▾

PORTER STOCKING PAR LIST ▾

Cooler

New Location ▾

Unassigned




All Locations -> Cooler


ALL (7)

COUNTED (0)

UNCOUNTED (7)

🔍

<input type="checkbox"/>	...	SEQ	DIST #	ITEM DESCRIPTION	PRICE T
Cooler (7)					
<input type="checkbox"/>	...	1	1434976	 APPLE GRANNY SMTH XF FRS 88CT	
<input type="checkbox"/>	...	2	1504869	 APPLE RED DEL X-FANCY FRESH	
<input type="checkbox"/>	...	3	9488990	 APPLE GRANNYSMITH SLI...	



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 displays the 'Manage Inventory' interface. On the left, a sidebar titled 'Locations' contains a list of locations: 'All Locations', 'BOH', 'JANITORIAL ORDER GUIDE', 'FOH ORDER GUIDE', 'PORTER STOCKING PAR LIST', 'Cooler', and 'New Location'. A red arrow points to the 'Cooler' location, which is highlighted in light blue. The main area shows a hierarchy: 'All Locations -> Cooler'. Below this, there are tabs for 'ALL (7)', 'COUNTED (0)', and 'UNCOUNTED (7)'. A table lists items within the 'Cooler' location. The first two items, 'APPLE GRANNY SMTH XF FRS 88CT' and 'APPLE RED DEL X-FANCY FRESH', have their selection checkboxes checked and are enclosed in a red box. A red arrow points to the second checked checkbox. The table columns include a selection icon, a menu icon, 'SEQ', 'DIST #', 'ITEM DESCRIPTION', and a 'P' column.

	SEQ	DIST #	ITEM DESCRIPTION
<input checked="" type="checkbox"/>	1	1434976	APPLE GRANNY SMTH XF FRS 88CT
<input checked="" type="checkbox"/>	2	1504869	APPLE RED DEL X-FANCY FRESH
<input type="checkbox"/>	3	9488990	APPLE GRANNYSMITH SLI...
<input type="checkbox"/>	4	8925703	APPLE GRANNY SMTH XF FRS 88CT



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) UNCOUNTERED (7)

🔍

		SEQ	DIST #	ITEM DESCRIPTION	PRICE
Cooler (7)					
	<input checked="" type="checkbox"/>	...	1	1434976	APPLE GRANNY SMTH XF FRS 88CT
Dist # 1434976 APPLE GRANNY SMTH XF FRS 88CT + 1					
	<input checked="" type="checkbox"/>	...	2	1504869	APPLE RED DEL X-FANCY FRESH
	<input type="checkbox"/>	...	3	9488990	APPLE GRANNYSMITH SLI...
	<input type="checkbox"/>	...	4	8925703	APPLE GRANNY

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

		SEQ	DIST #	ITEM DESCRIPTION	PRICE
Cooler (7)					
	<input type="checkbox"/>	...	1	9488990	APPLE GRANNYSMITH SLI...
	<input type="checkbox"/>	...	2	1434976	APPLE GRANNY SMTH XF FRS 88CT
	<input type="checkbox"/>	...	3	1504869	APPLE RED DEL X-FANCY FRESH
	<input type="checkbox"/>				
	<input type="checkbox"/>				

✔ Inventory sequence has been updated successfully ✕

