

Donation system help documents

You'll use the Inventory system to track items stored at Bean's Café.

Adding physical inventory to the system

The primary function of this system is to record the results of the Café's regular storage counts. You'll use the 'add PIC' button to update an entry.

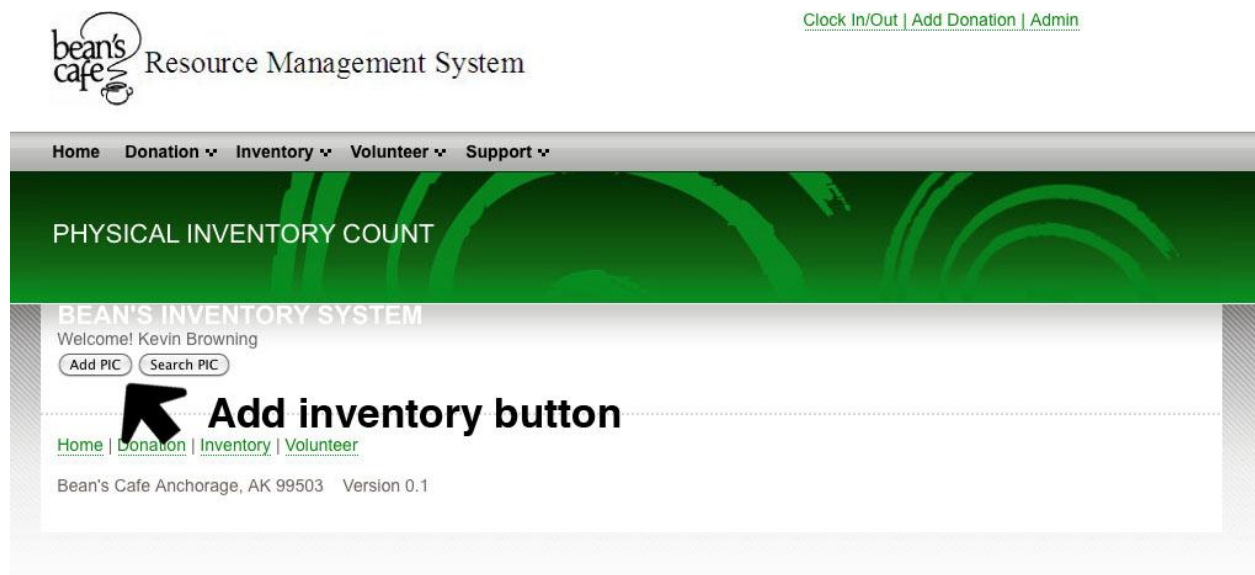


Figure 1: Add inventory

This will bring up a screen which will allow you to select your name and add an item to the record.

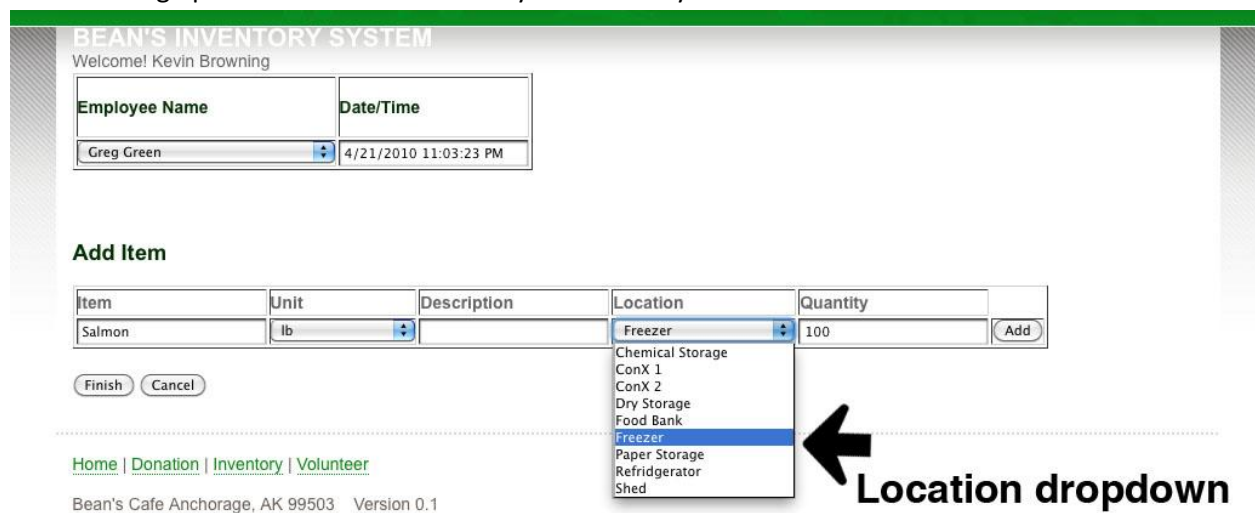


Figure 2: Add an item to inventory



The 'item' field will give you a list of likely items as you begin typing. In Figure 2, typing 'sal' will suggest 'salmon' as the correct item. Unit will be filled automatically with lbs. Use the location dropdown menu to record the location of the item, followed by the quantity. Finally, click the 'add' button to add the inventory count to the system.

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