

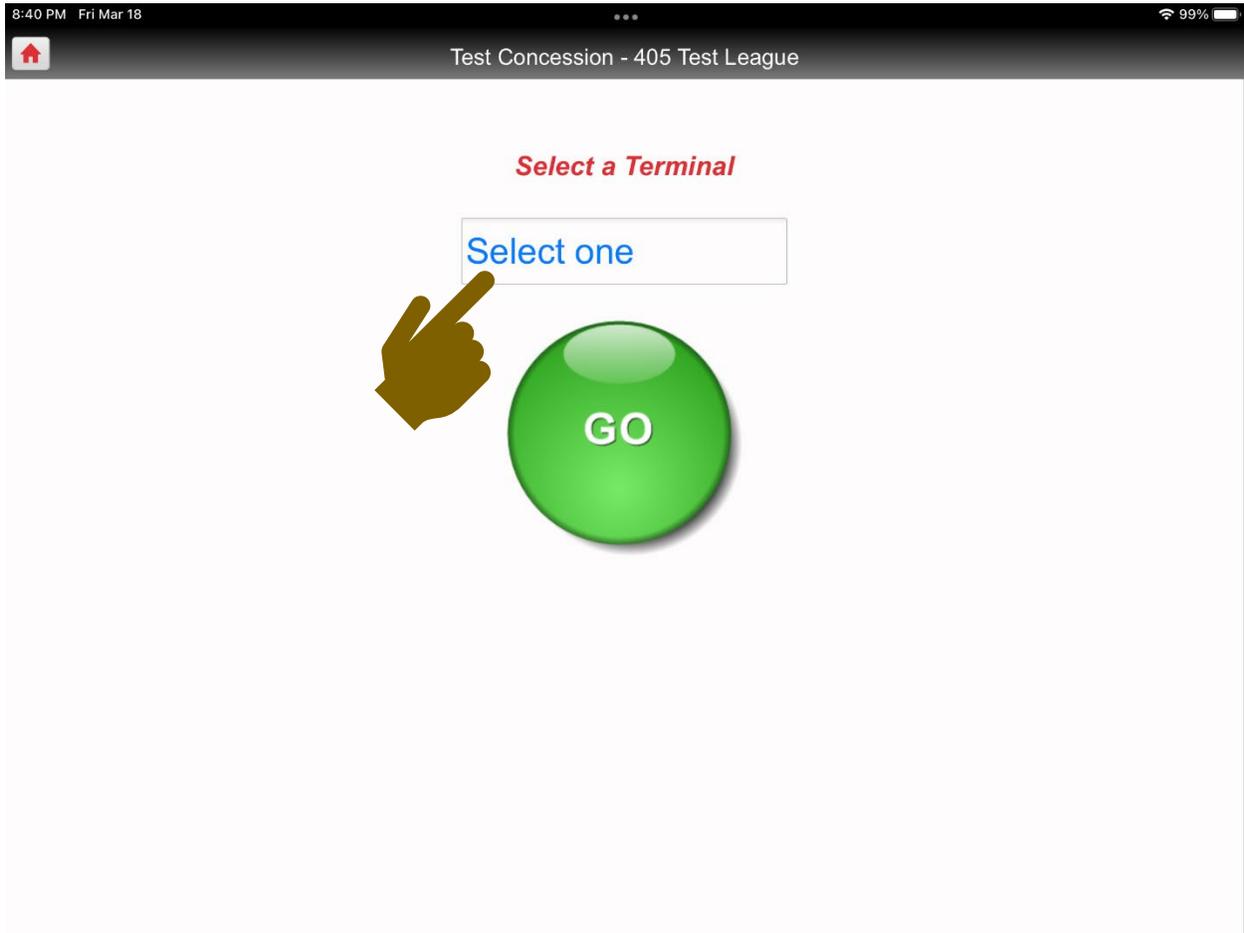
## Putting items In/Out of stock in the POS

The POS allows users to put items “**In/Out of Stock**” very quickly. This is a CRITICAL function because it directly impacts the Mobile App users. If you run out of something at your location and it is not put “**Out of Stock**”, Mobile App users can still order and pay for that item. This causes confusion and the need for refunds. Likewise, if you get items back “**In Stock**” but don’t change it in the POS, Mobile App users will not be able to see and order those items. Here we will walk through the procedure for putting items “**In/Out of Stock**” in the POS.

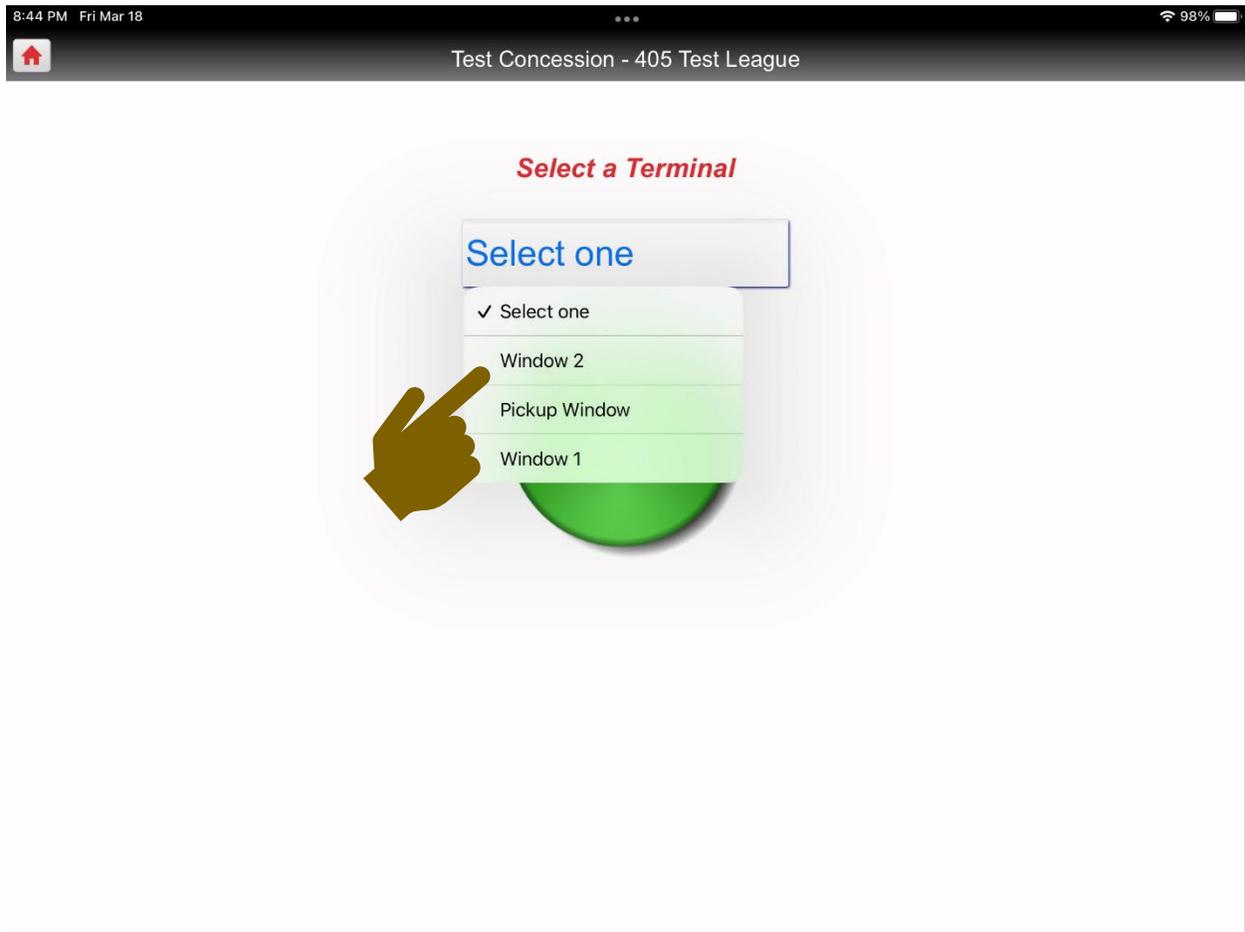
1. After you are logged in, tap the “**POS**” button.



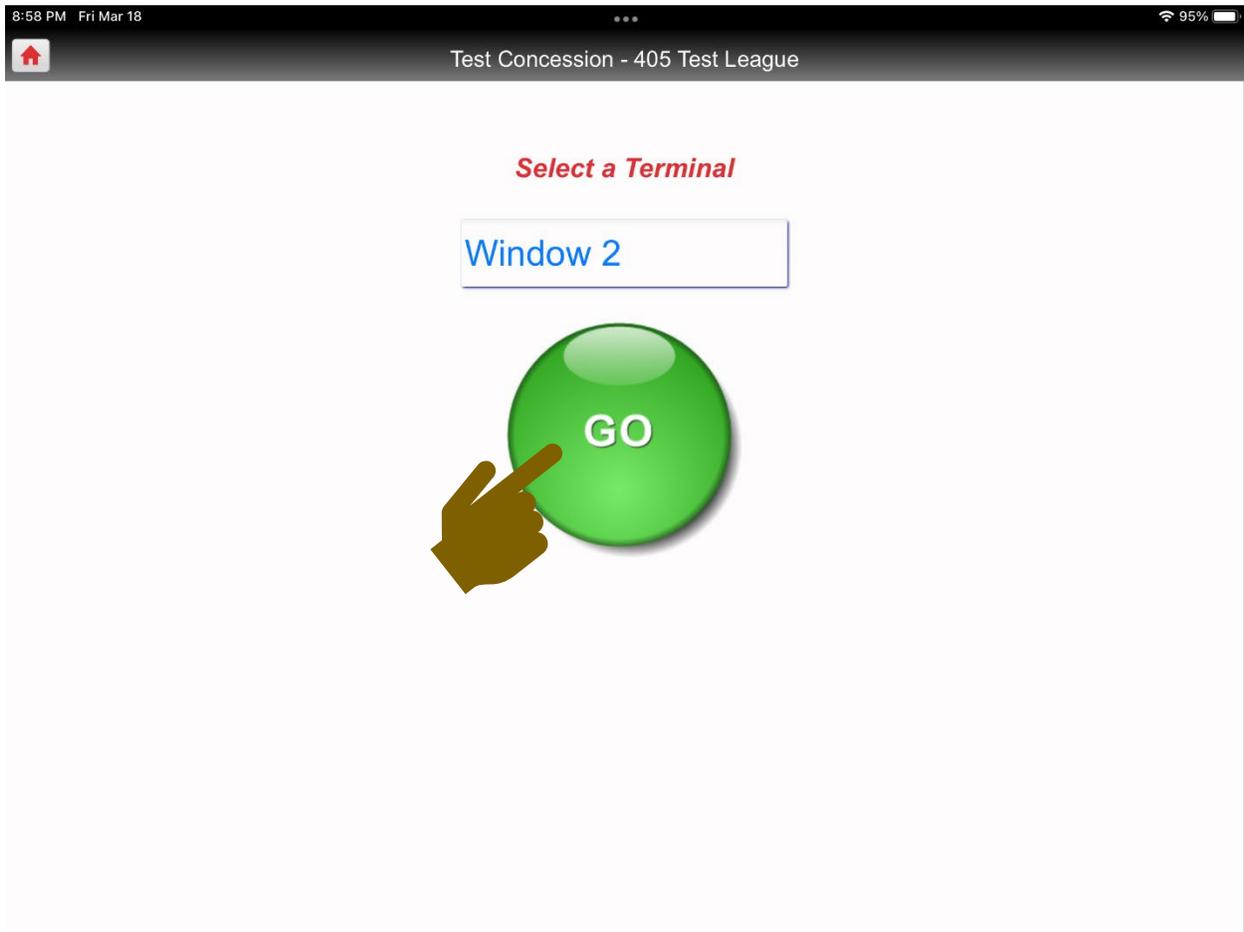
2. Tap **“Select one”** to select the terminal you are working at.



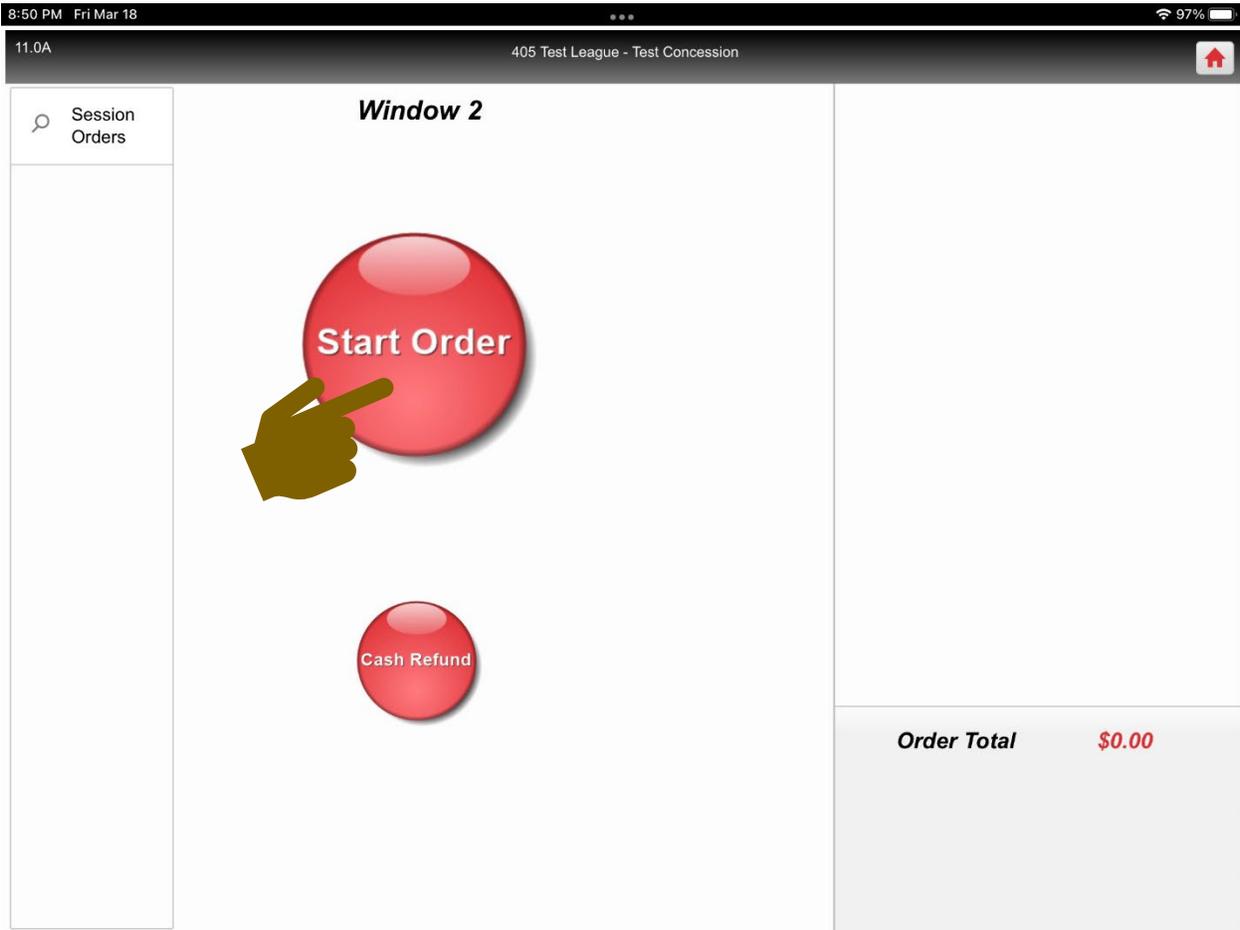
3. Select your terminal.



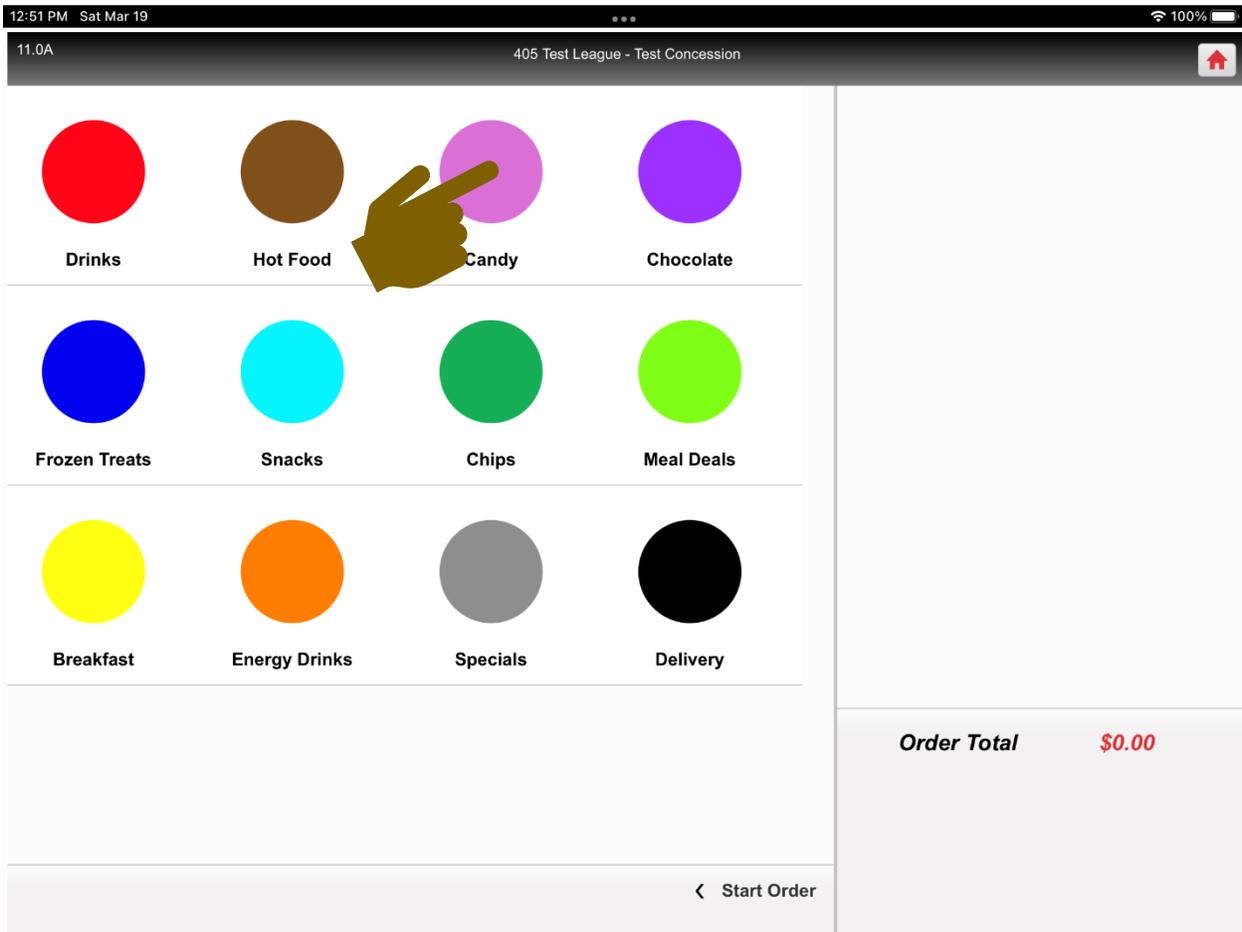
4. Tap the "GO" button.



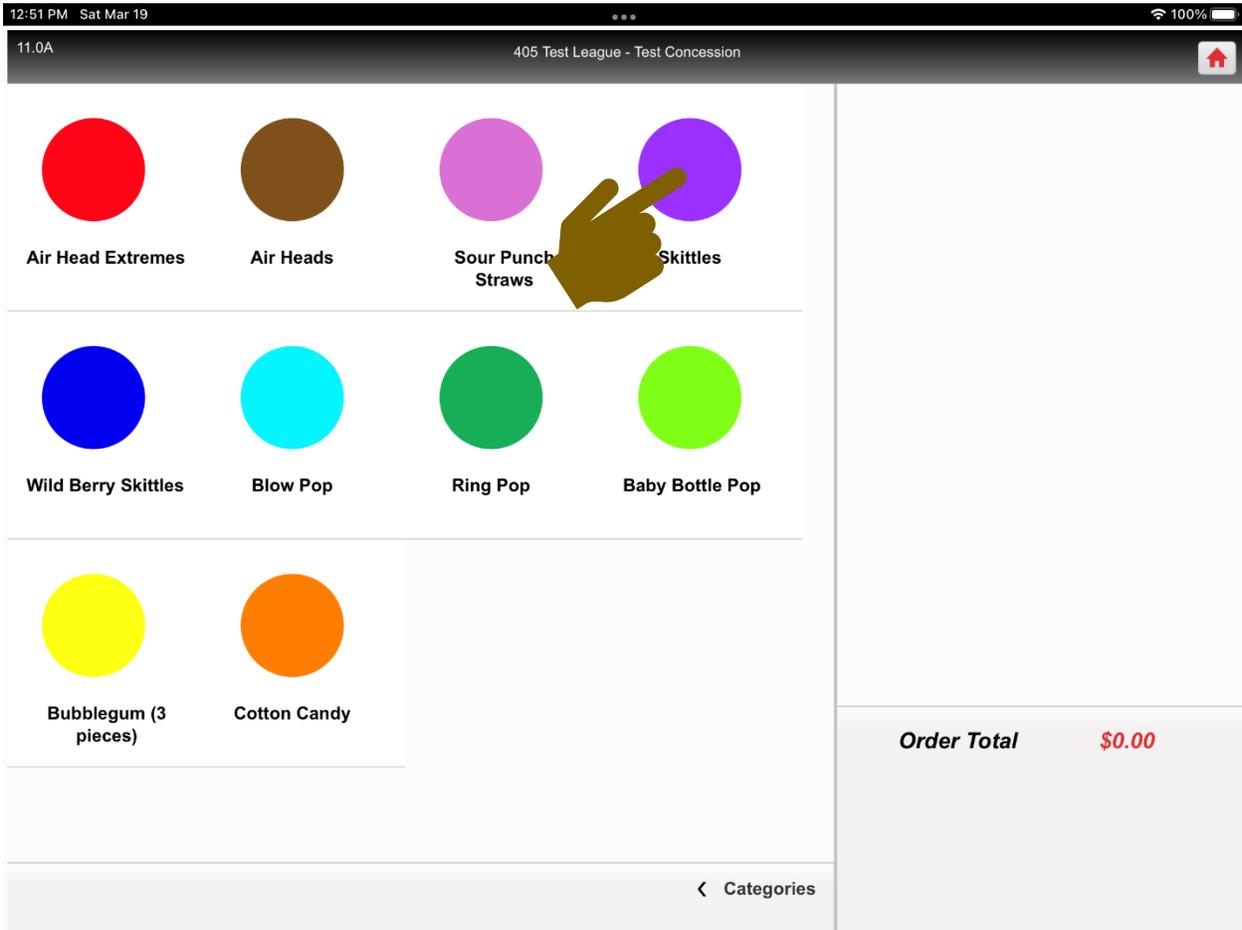
5. Tap the "Start Order" button.



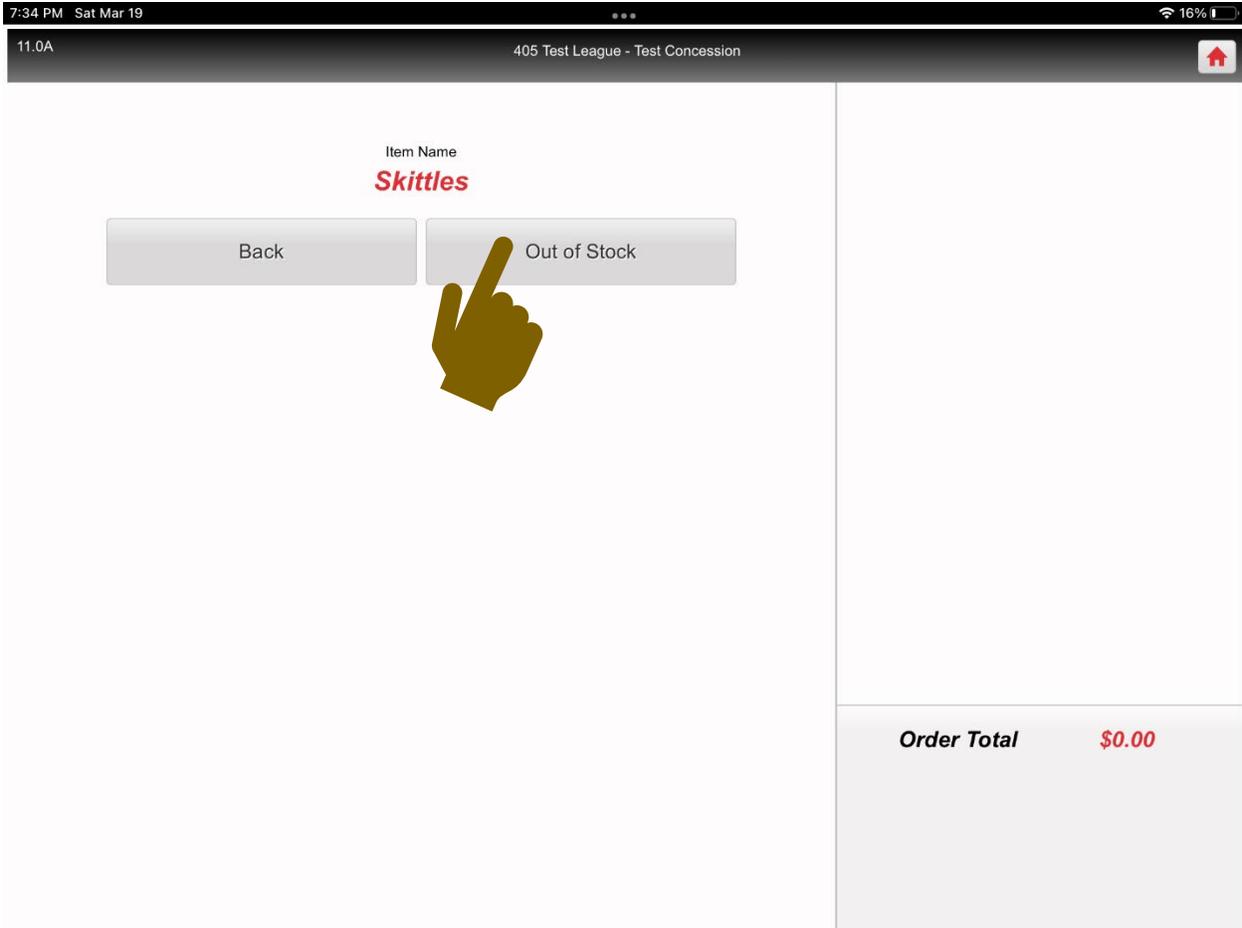
6. Tap the button of the category of the item you want to change the "Stock" status of.



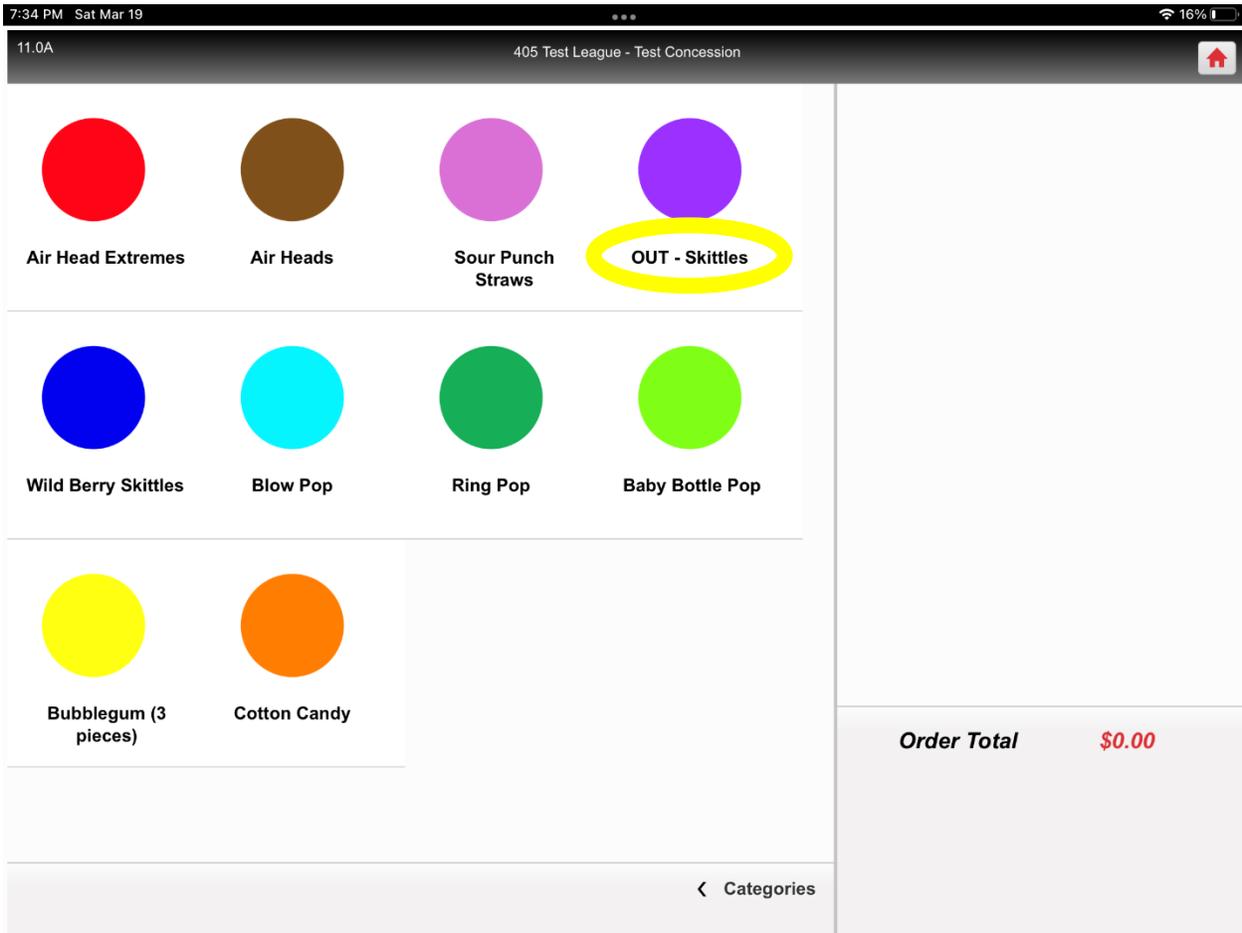
7. **PRESS AND HOLD** the button of the item you want to change the **“Stock”** status of.



8. A screen will appear with the item name and two buttons. Tap the button that says “Out of Stock.”

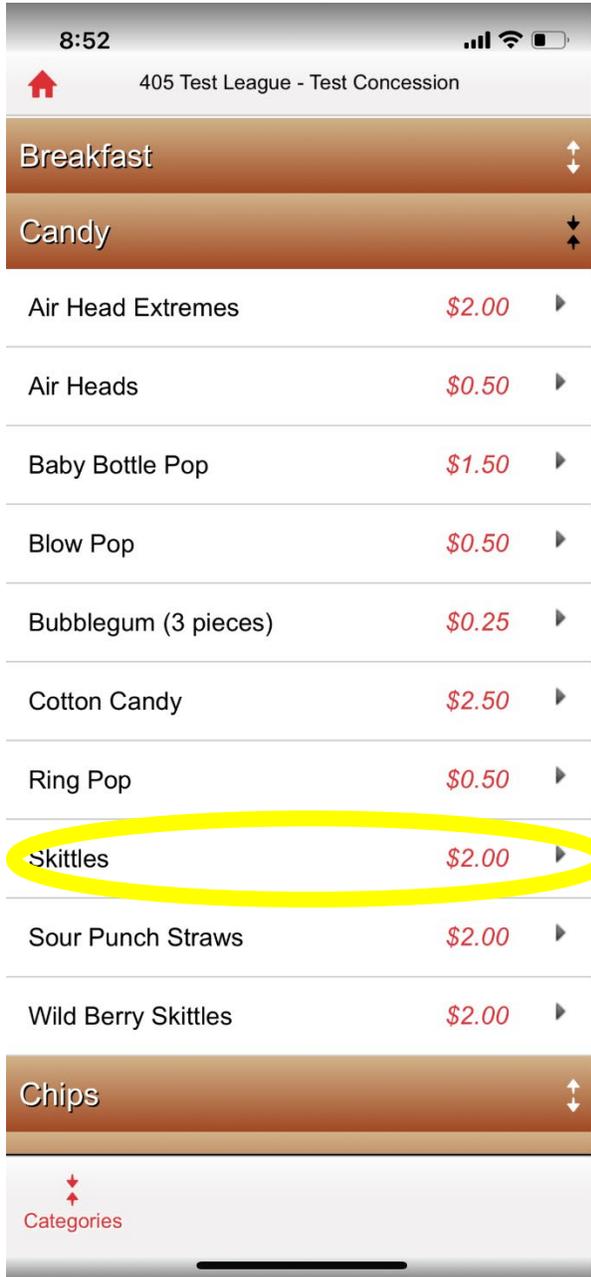


9. The previous screen will appear with the item now showing "OUT."

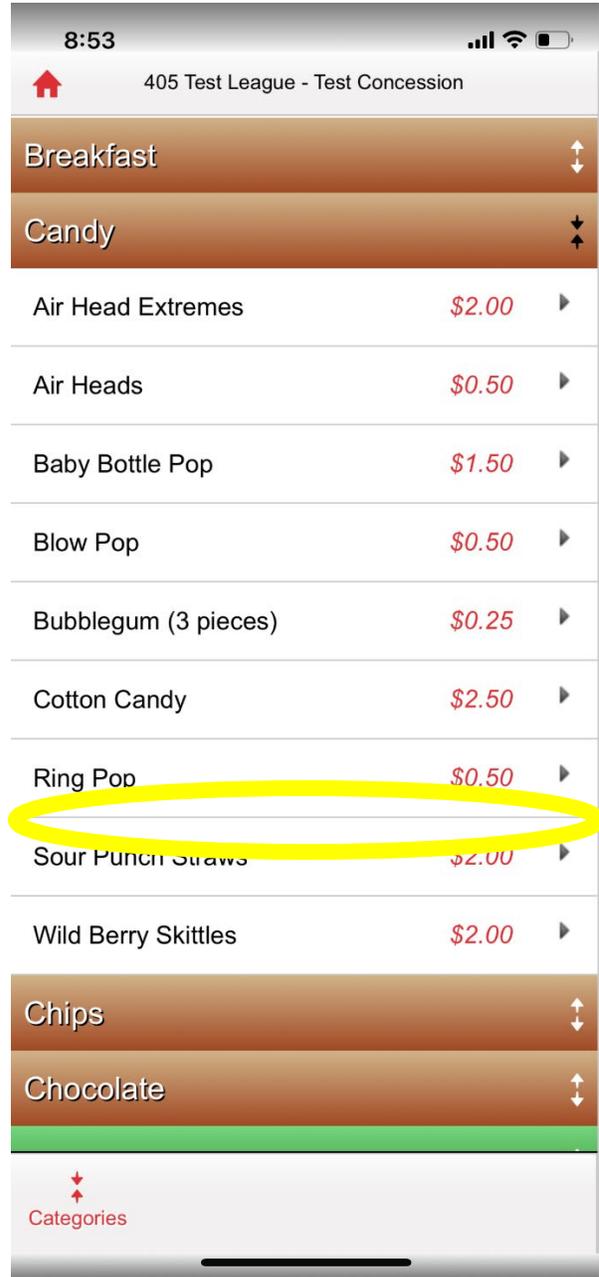


10. At this point the item completely disappears from the Mobile App. This keeps the Mobile App from being cluttered with items that aren't available.

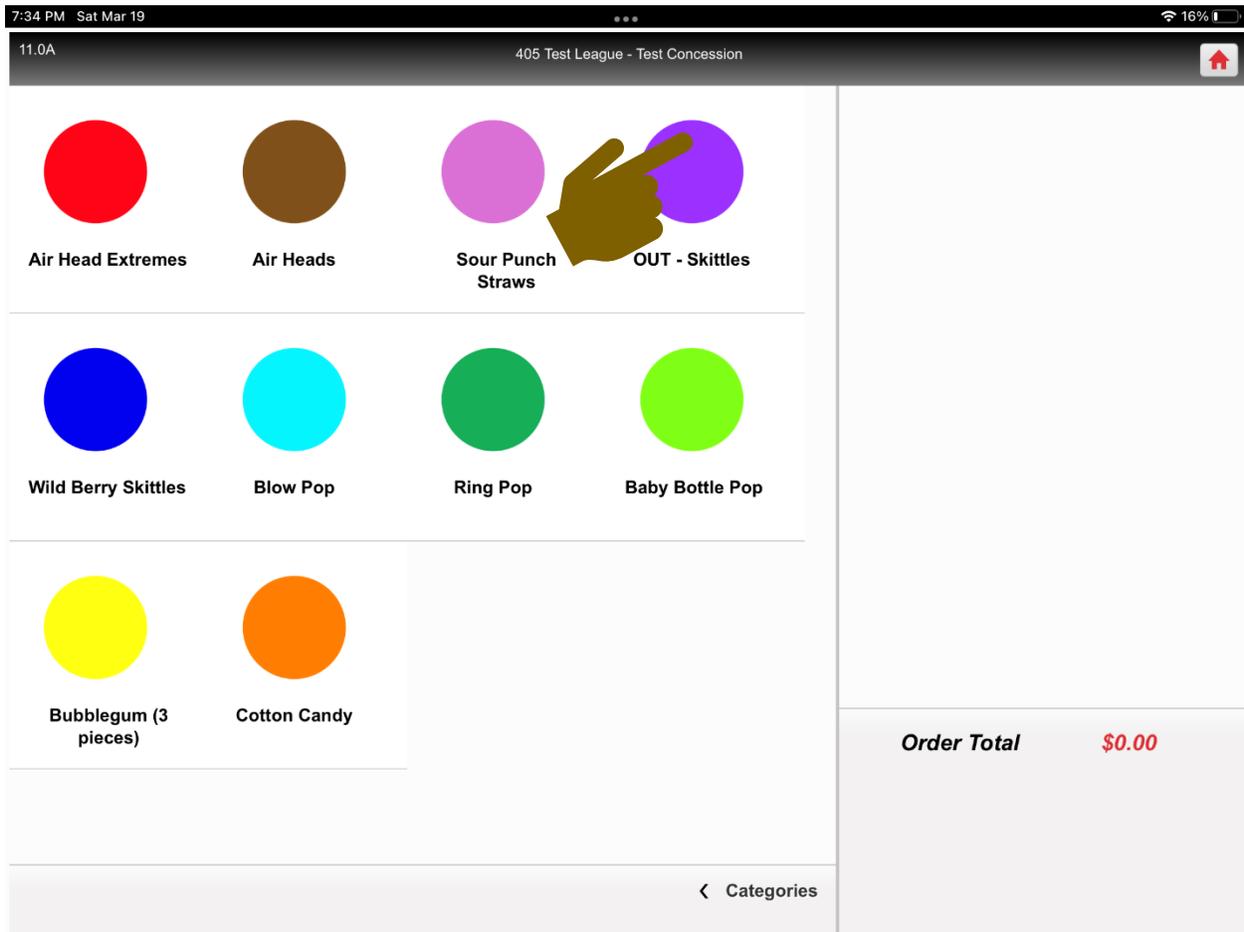
**Mobile View – In Stock**



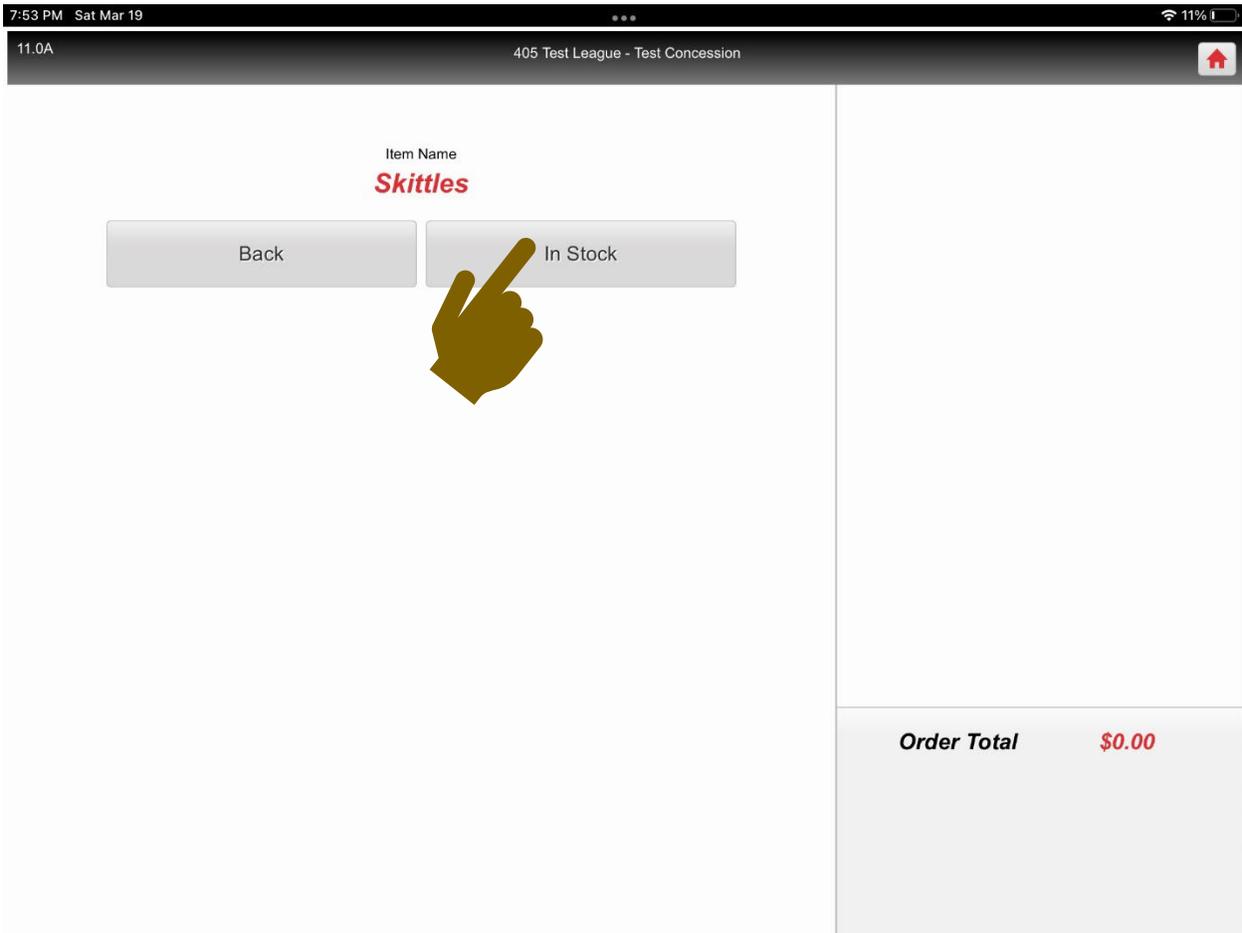
**Mobile View – Out of Stock**



11. To put an item back "In-Stock", **PRESS AND HOLD** the button again.



12. A screen will appear with the item name and two buttons. Tap the button that says "In Stock."



13. The previous screen will appear, and the item no longer shows "OUT."

