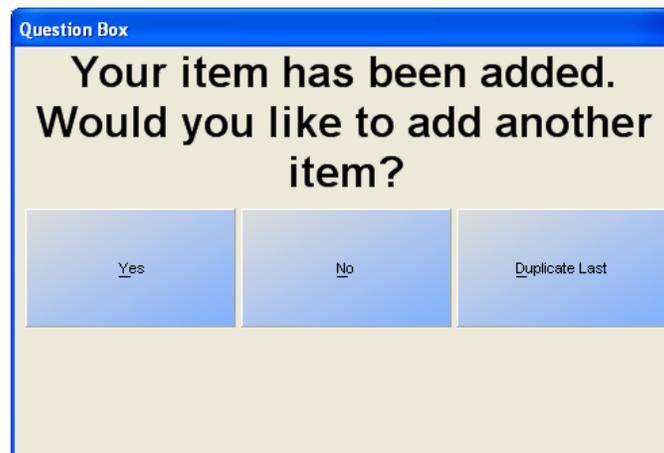

Creating inventory items



CRE/RPE makes the creation of inventory items simple. Standard items, choice items, modifier groups, and coupons are all created in the same area of the program: Inventory Maintenance.

Creating an inventory item

To create an inventory item, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



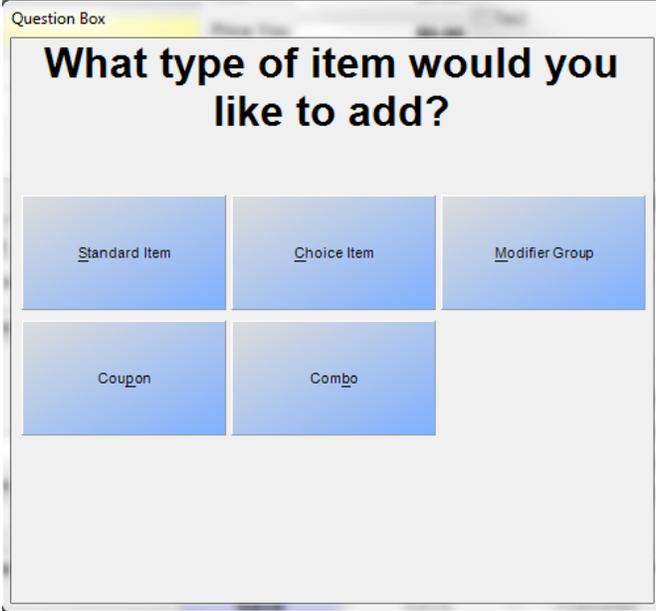
1. Select **Inventory Maintenance**.

A screenshot of the 'Inventory Maintenance' form. The title bar reads 'Inventory Maintenance'. The main header shows 'Item: BLACK TRUFFLE RISOTTO' with sub-headers 'Pizza Setup', 'Print Labels', and 'Keyboard'. The form contains several sections:

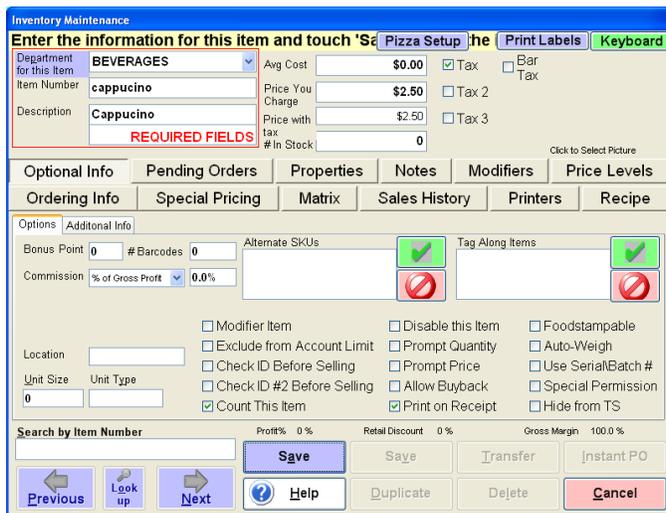
- Department for this Item:** APPETIZERS SOUP SALA
- Item Number:** APP1
- Description:** BLACK TRUFFLE RISOTTO
- Avg Cost:** \$4.00000
- Price you charge:** \$10.00
- Price with tax:** \$10.00
- # In Stock:** 0

 Below these are tabs for 'Optional Info', 'Pending Orders', 'Properties', 'Notes', 'Modifiers', and 'Price Levels'. Under 'Optional Info', there are fields for 'Bonus Point' (0), '# Barcodes' (0), 'Commission' (0.0%), and 'Tag Along Items'. There are also several checkboxes for item properties like 'Exclude from Account Limit', 'Prompt Quantity', 'Auto-Weigh', etc. At the bottom, there are buttons for 'Add Item' (highlighted with a red box), 'Save', 'Transfer', 'Instant PO', 'Previous', 'Look up', 'Next', 'Help', 'Duplicate', 'Delete', and 'Exit'.

2. Select **Add Item**.



3. Select the type of item that you are creating.



- If you selected **Modifier Group** in step 3, refer to the document entitled “Creating Modifiers” (located on <http://faq.pcamerica.com>).
- If you selected **Coupon**, refer to the document entitled “Creating a Coupon” (located on <http://faq.pcamerica.com>).
- If you selected **Standard Item**, select a department and provide a unique item number, description, and other information as you see fit (pictured on the left).
- If you selected **Choice Item**, refer to the document entitled “Choice Items” (located on <http://faq.pcamerica.com>).

4. The required information for the item is on the top one-third of the screen:

- The **Department** this item will be inside of (ex: SWEATERS).
- A unique **Item Number** (ex: Sweater01, or the barcode of the item. Please note the Item Number should only be comprised of Alpha Numeric characters and no other special characters with the exception of the hyphen "-" and underscore "_" symbols).
- A **Description**, which will print on the receipts (ex: short sleeve v-neck).
- Your **Cost**, which is the price you pay.
- The **Price you charge** the customer.
- An optional **# In Stock** value if you track stock levels.
- Various tax options if you charge tax for this item.

Save

5. Select **Save**.

6. Decide whether or not to add another item and, if so, whether or not to start by duplicating the item that was just created.