## How to change the Inventory Count Forms

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Task Lists	Above Store Dashboard	Store Dashboard	Food (Store)	Labor (Store)	Cash (Store	Food (Admin)	Labor (Admin)	Cash (Admin)	Parameters	Utilities	Help	
C Daily -		- Abov	/e Store			Reports						
	Opening Task List		DM W	eekly Tasks		Foo	d/Cash Reports					
	Shift Change Tasks		Weekl	y Admin Tasks		Foo	d/Labor Plans					
	End Of Day Tasks					Exit						
Other T	asks					Log	Off					
	Store Weekly Tasks					Exit	l.					
	DM Daily Tasks					s						

Log in to RTI and choose Food (Admin)

## Click on Change Count Form

Task O Inventory Count Parameters Search		x	Cash (Store)	Food (Admin)	Labor (Admin)	Cash (Admin)
Store # Description       10820     Rigby       11272     Hitt Road       12308     Rexburg South       4054     Northgate       4350     Rexburg North       8641     Broadway			β	Reports	nd Reports p and Bin	
Change	Сору			Forms Setup	ange Count Form	
	Close			Daily Reporting —	ly Reporting (SOS	

Choose your store location (may only have one to choose from), Double Click

Counted Items list alphabetical every item. You choose if you want that item to show up in cooler, dry storage, Freezer, paper or Supplies category. You also choose if you want cases, inners (sleeves, package etc.) or UOM (each) to show up on the count sheet.

				Cooler		1	Drv Stora	в		Freeze	r		Paper		1	/-Suppli	es
1	nyantan i	Packaging	Cases	Inners	UOMs	Cases	Inners	UOMs	Cases	Inners	UOMs	Cases	Inners	UOMs	Cases	Inners	UOMs
	Food - 431 item(s)																
•	Almonds Candied	Case/None/Each		Г	Γ	Γ	Г		Г	Г	Г	Γ	Г	Г	Г	Г	Г
	Almonds Roasted	Case/None/Each		Г			Г			Г		Γ	Г			Г	
	Apple Chips Crunchy	Case/None/Each		Г		Γ	Г			Г		Γ	Г	Γ		Г	
	Apple Chunks	Case/None/Bag	<b>v</b>	Г	~		Г			Г		Γ	Г	Г		Г	
	Apple Juice	Case/None/Each		Г		Γ	Г			Г		Γ	Г	Γ		Г	
	Apple Slices	Case/None/Bag		Г			Г			Г			Г			Г	
	Avocado	Case/None/Tray	<b>v</b>	Г	▼		Г			Г			Г	Γ		Г	
	Bacon Bits	Case/Bag/Lbs.															
	Bacon-Applewood	Case/Pack/Sheet	<b>v</b>	◄	<b>v</b>								Γ	Γ			
	Bakery Roll	Case/Doz/Each							~		▼						
	BBQ - Smoky Pouch	Case/None/Pouch		Γ			Г			Г			Г	Γ		Г	
	BBQ - Spicy Pouch	Case/None/Pouch		Г			Г			Г			Г			Г	
	BBQ - Sweet Pouch	Case/None/Pouch		Γ			Г			Г			Г	Γ		Г	
	Beef 4 oz Patty	Case/Sleeve/Each	<b>v</b>	<b>V</b>	<b>v</b>							Γ	Г	Г			
	Beef Sm Patty	Case/Sleeve/Each	<b>v</b>	◄	<b>v</b>								Γ	Γ			
	Berry Cherry	Case/None/Carton		Г			Г		~	Г	▼		Г			Г	
	Biscuit	Case/Tray/Each							<b>v</b>		▼						
	Biscuit Dressing	Case/Jug/Lbs.				~		◄				Γ	Г	Г			
	Blackberries Fresh	Case/Pack/Oz.															
	Blackberry Puree	Case/None/Pouch		Г			Г			Г			Г	Г		Г	
	Blue Cheese Herb Aioli	Case/None/Pouch		Г			Г			Г		Γ	Г	Γ		Г	
	Blueberries Fresh	Case/None/Pack		Г			Г			Г			Г	Г		Г	
	Blueberries Fresh 6oz	Case/None/Pack		Г			Г			Г		Γ	Г	Γ		Г	
	Bottled Water	Case/None/Bottle	<ul><li>✓</li></ul>	Г	<b>v</b>	Г	Г	Г		Г		Г	Г	Г		Г	
	Brk Waste - 7.75 in Tortilla	None/None/Each	Г	Г		Г	Г		Г			Г	Г		Г	Г	
	Brk Waste - Biscuit Each	None/None/Each	Г	Г		Г	Г	Г	Г	Г		Г	Г	Г	Г	Г	
	Brk Waste - Burrito	None/None/Each	Г	Г		Г	Г		Г			Г	Г		Г	Г	
	Brk Waste - Gravy Batch	None/None/Batch		Г		Г	Г		Г	Г		Г	Г	Г	Г	Г	
	Brk Waste - Homestyle Potato Lb	None/None/Lbs.	Г	Г		Г	Г		Г			Г	Г		Г	Г	
	Brk Waste - Jr chicken	None/None/Each	Г	Г		Г	Г		Г	Г		Г	Г		Г	Г	
	Brk Waste - Oatmeal Bar	None/None/Each		Г		Г	Г		Г	Г		Г	Г	Г	Г	Г	
	Brk Waste - Sausage Fach	None/None/Fach															

Click OK

List Order, allows you to move an item up or down on the list. So if you want all the cups at the top of the list, or all the cheeses together you can.



Additional Daily Items. If you do a daily count, there are pre-set items on that count, but if you want to add additional items to that list, you choose that item and move it over to the right with the arrows.

Counted Items List Order Additional Daily Items	
Available:	Additional Daily Items:
Description	<ul> <li>Description</li> </ul>
Cup - Hot 16 oz	Frosty Mix - Chocolate
Cup - Hot 20 oz	Frosty Mix - Vanilla
Cup - Souffle 1 oz	
Cup - Soufle 2 oz	
Detergent - Powersink	
Dressing - Buffalo Ranch	
Dressing - Caesar Lemon Garlic	
Dressing - Classic Ranch	
Dressing - Pomegr Vinaigrette	
Dressing - Rasp Vinaigrette FF	
Dressing - Southwest Ranch	
Egg & Sausage Mix	
Film PVCF Roll 15"x3000	
Filter - EE Fryer	
Filter - Pad Henny Penny	
Fish Fillet	
Flour Tortilla 7.75 in	
Forks	
Frosty Machine Lubricant Gel	
FS Barqs/Diet	
FS CF Diet Coke	
FS Cherry	
FS Coke	
FS Coke Zero	
FS Dasani	
FS Diet Coke	

Click OK

BONUS Info - Inventory Frequency.

If you are missing an item on your weekly or monthly count. Click on Inventory Frequency

Task Lists Above Store Dashboard	Store Dashboard	Food (Store)	Labor (Store)	Cash (Store)	Food (Admin)	Labor (Admin)	Cash (Admin)	Parameters	Utilities	Help	
Inventory Setup		Internance	Items & Recipes any Menu Items Item Report Grps Guides		Reports Form Setup Forms Setup Daily Reporting Daily Dai	ange Count Form					

That brings up an item list which you can change to NEVER, WEEKLY or PERIOD

Description	Frequency A				
Cup - Cold 30 oz	Period			Reports	
Cup - Cold 40 oz	Period				
Cup - Cold 6 oz	Period	nu Items & Recipes		Hala Foo	d Reports
Cup - Cold Clear 10 oz	Period				
Cup - Cold Clear 12 oz	Never		-	-	
Cup - Cold Clear 20 oz	Period	mmary Menu Items		Pre	o and Bin
Cup - Cold Clear 32 oz	Period	minury menu remo			p and bin
Cup - Cone Water	Never	-	-11 [		
Cup - Cruiser 32 Oz	Weekly	inu Itom Poport Cros			
Cup - Hot 16 oz	Period	ind item report crips		Corera Colum	
Cup - Hot 20 oz	Period		J [f	orms Setup	
Cup - Souffle 1 oz	Period		-	Cha	and Count En
Cup - Soufle 2 oz	Period			Cris	ange Count Fo
Cutter Slide Edge	Never		יו ה		
Deck Scrub Brush	Never				
Deli Sand Sheets Wax	Never	der Guides			
Detergent - Hand Liquid/Dishwashing	Never	-	ן ר	Daily Reporting —	
Detergent - Powersink	Period		- 11	2050	
Dispenser - Delivery Label	Never			Dai	ly Reporting (S
Dispenser - Film 15 in PVC	Never ⊻				
Q	711/711		<u> </u>		
	Cancel				

