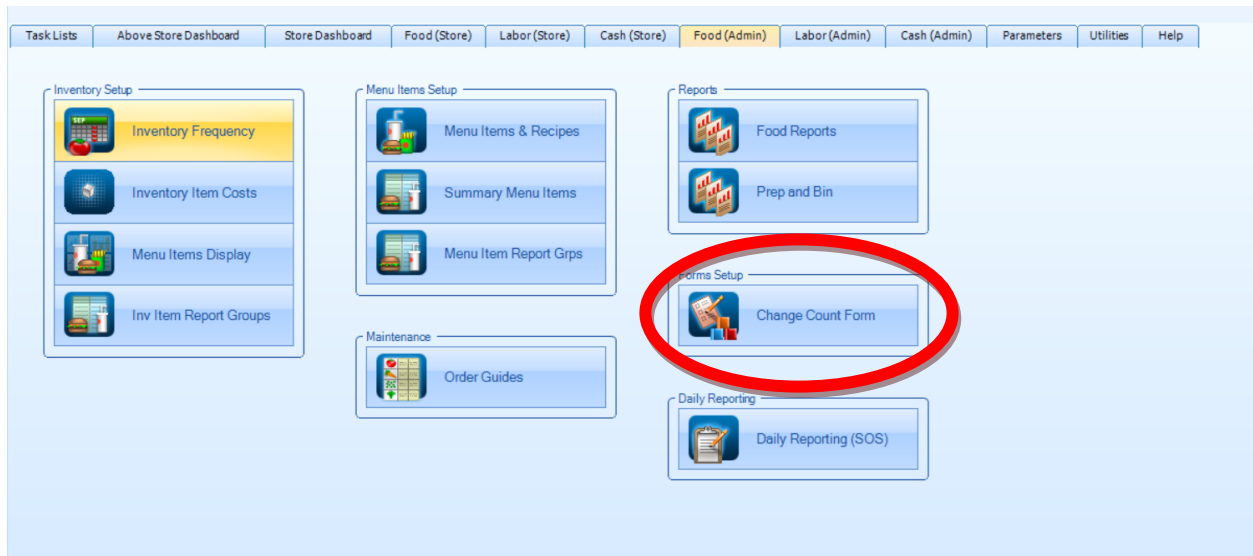


How to change the Inventory Count Forms

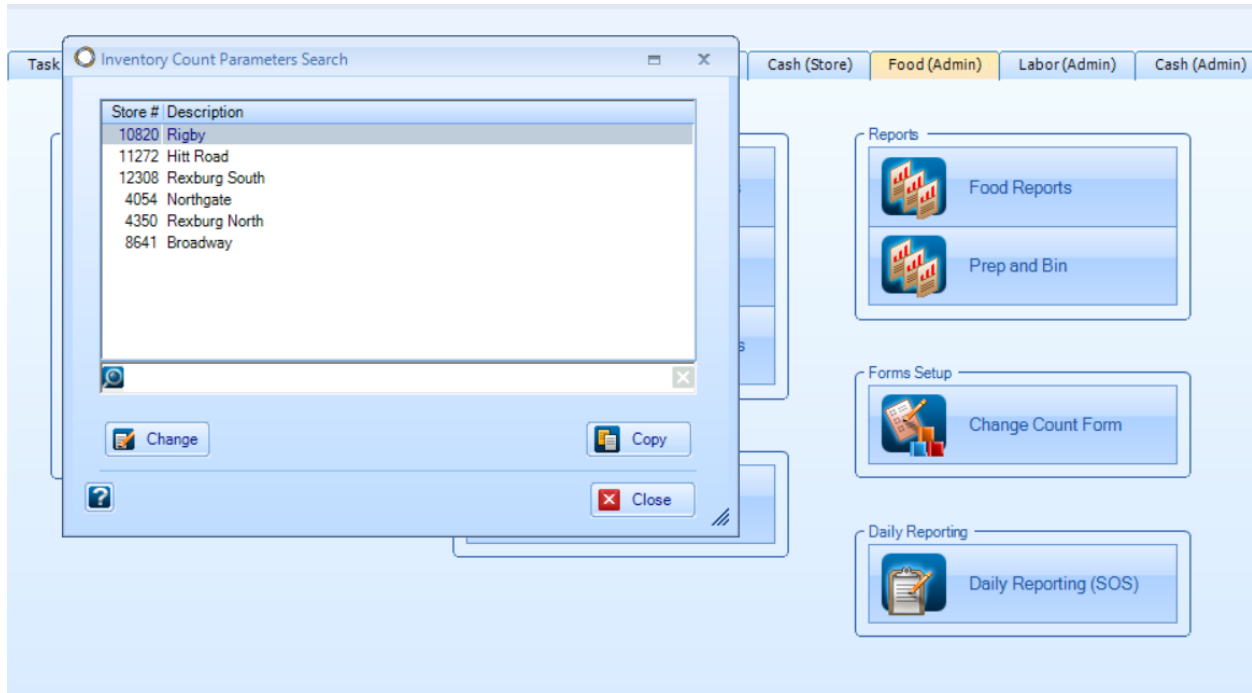
Log in to RTI and choose Food (Admin)



Click on Change Count Form



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

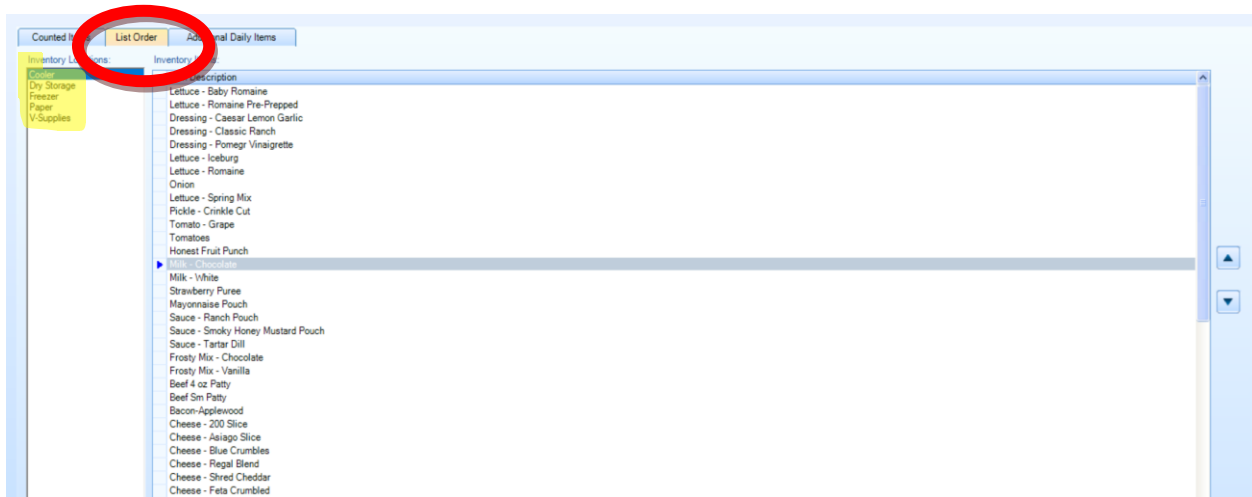


Counted Items list alphabetical every item. You choose if you want that item to show up in cooler, dry storage, Freezer, paper or Supplies category. You also choose if you want cases, inners (sleeves, package etc.) or UOM (each) to show up on the count sheet.

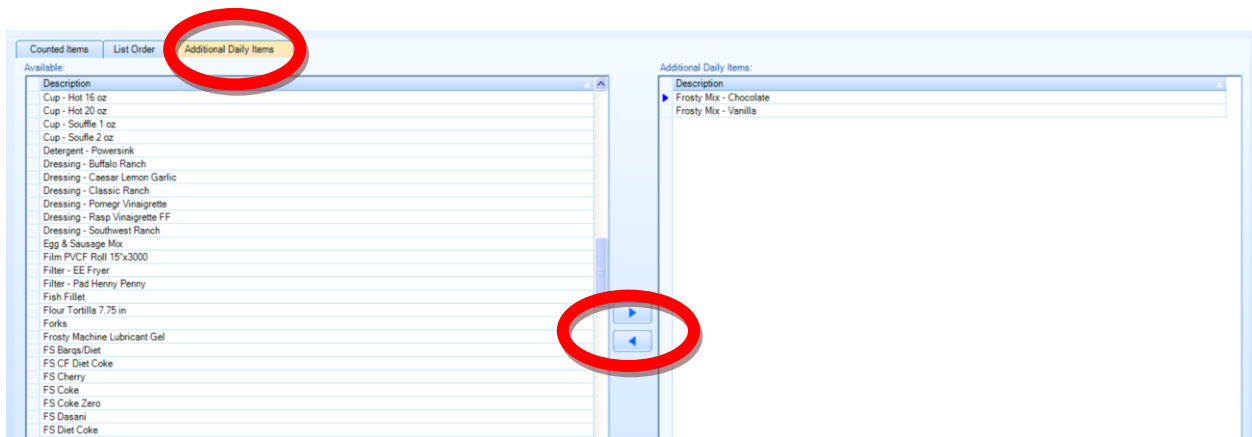
Inventory Item	Packaging	Cooler			Dry Storage			Freezer			Paper			V-Supplies			
		Cases	Inners	UOMs	Cases	Inners	UOMs	Cases	Inners	UOMs	Cases	Inners	UOMs	Cases	Inners	UOMs	
Food - 431 item(s)																	
Almonds Candied	Case/None/Each																
Almonds Roasted	Case/None/Each																
Apple Chips Crunchy	Case/None/Each																
Apple Chunks	Case/None/Bag																
Apple Juice	Case/None/Each																
Apple Slices	Case/None/Bag																
Avocado	Case/None/Tray																
Bacon Bits	Case/Bag/Lbs.																
Bacon-Applewood	Case/Pack/Sheet																
Bakery Roll	Case/Doz/Each																
BBQ - Smoky Pouch	Case/None/Pouch																
BBQ - Spicy Pouch	Case/None/Pouch																
BBQ - Sweet Pouch	Case/None/Pouch																
Beef 4 oz Patty	Case/Sleeve/Each																
Beef Sm Patty	Case/Sleeve/Each																
Berry Cherry	Case/None/Carton																
Biscuit	Case/Tray/Each																
Biscuit Dressing	Case/ug/Lbs.																
Blackberries Fresh	Case/Pack/Oz.																
Blackberry Puree	Case/None/Pouch																
Blue Cheese Herb Aioli	Case/None/Pouch																
Blueberries Fresh	Case/None/Pack																
Blueberries Fresh 6oz	Case/None/Pack																
Bottled Water	Case/None/Bottle																
Brk Waste - 7.75 in Tortilla	None/None/Each																
Brk Waste - Biscuit Each	None/None/Each																
Brk Waste - Burrito	None/None/Each																
Brk Waste - Gravy Batch	None/None/Batch																
Brk Waste - Homestyle Potato Lb	None/None/Lbs.																
Brk Waste - Jr chicken	None/None/Each																
Brk Waste - Oatmeal Bar	None/None/Each																
Brk Waste - Sausage Each	None/None/Each																
Brk Waste - Whole Egg Each	None/None/Each																

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.



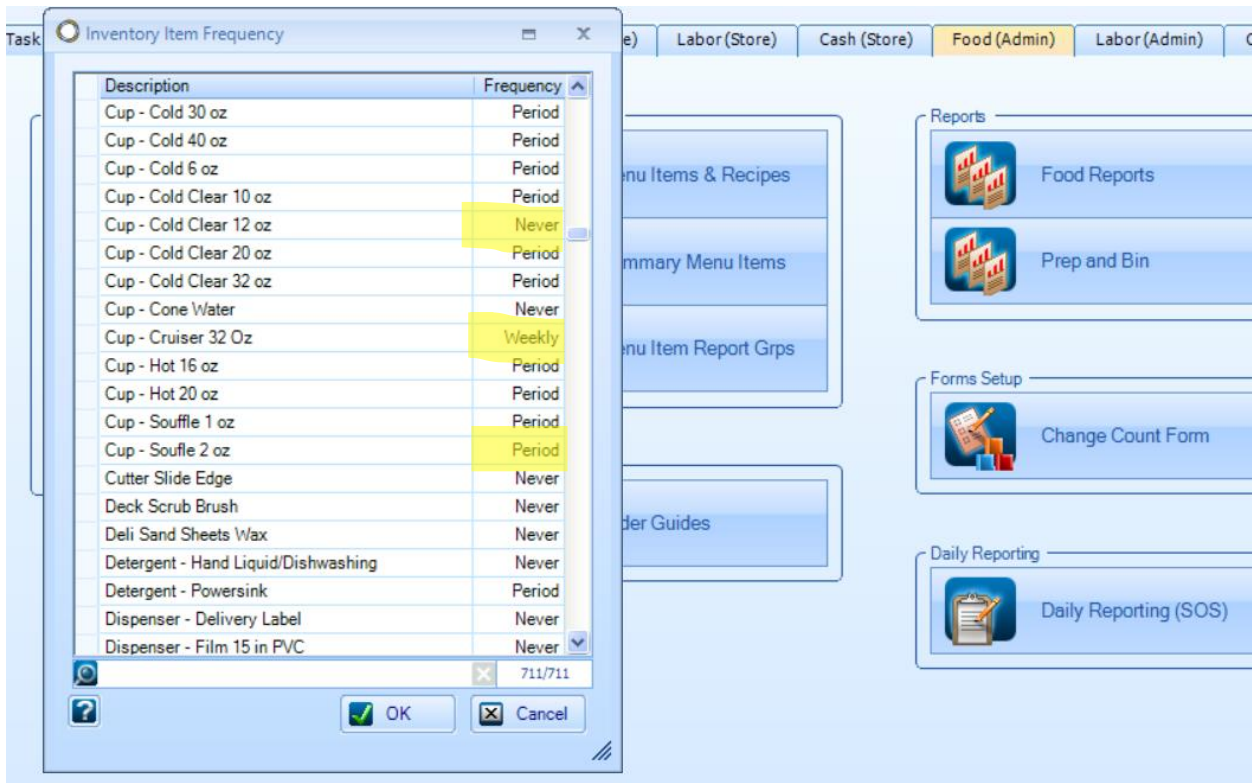
Click OK

BONUS Info - Inventory Frequency.

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



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



Click OK