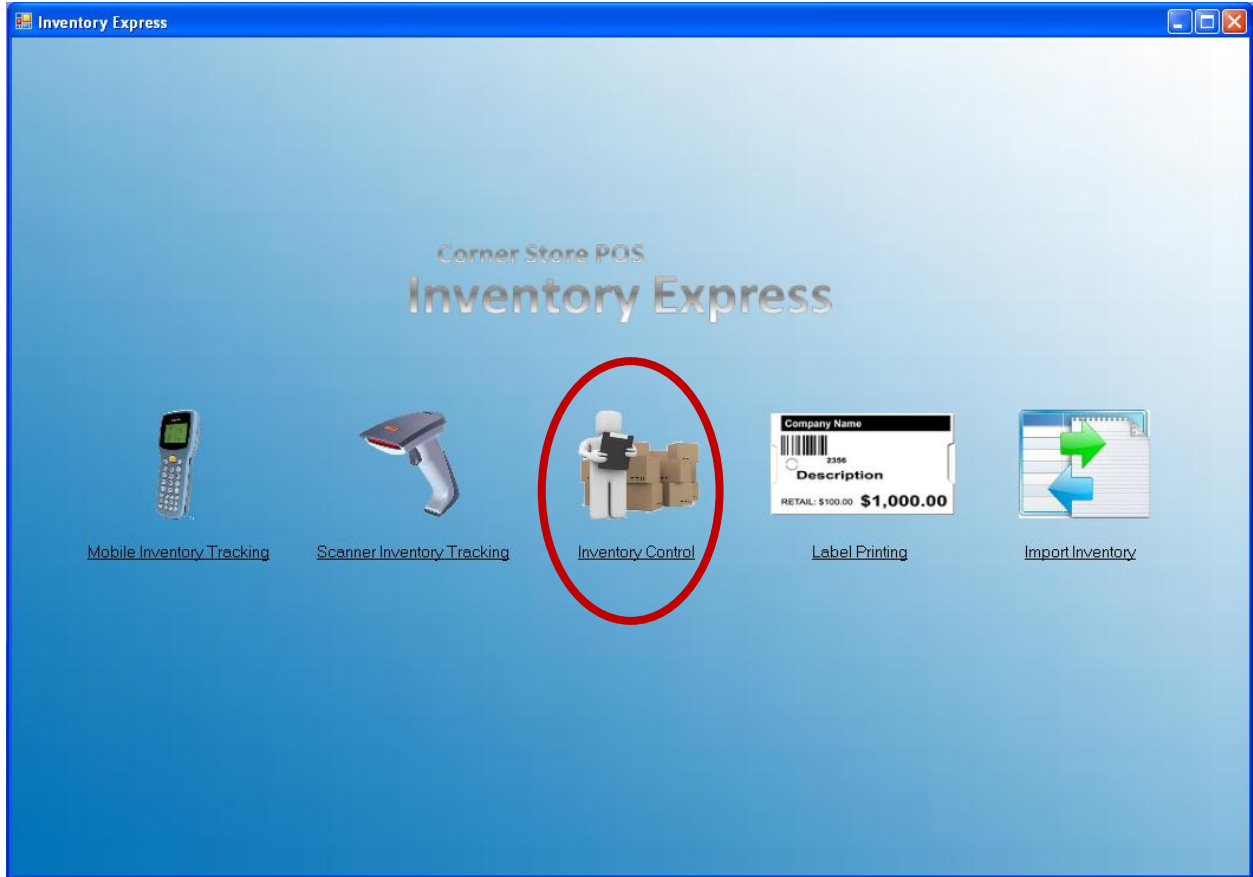


Inventory Control

Open up Inventory Express and click on **Inventory Control**.



You can use Inventory Control in order to keep track of your stock. You can search for items that are low in the inventory so you will know when you run low on something. You can even send orders to your supplier from Inventory Control!

The screenshot shows a window titled "Inventory Control" with a blue title bar. The main area is light beige and contains the following elements:

- A header section with the text "Inventory Control" on the left.
- Two input fields: "Track the inventory item whose stock is less than:" followed by a text box, and "Quick Search:" followed by a text box.
- A second input field: "Re-order item stock with value:" followed by a text box.
- A large, empty rectangular area in the center, likely a list or table.
- A blue button labeled "Place an order" in the bottom right corner.

How to find what is “low” in your inventory.

Step 1: In the textbox shown below, you can type in any quantity which will find all items with less than that number in your inventory. Press the enter key.

Track the inventory item whose stock is less then:

The screenshot shows the 'Inventory Control' window. At the top, there are three input fields: 'Track the inventory item whose stock is less then:', 'Quick Search:', and 'Re-order item stock with value:'. Below these is a table with the following data:

Barcode	Name	Price	Cost	Stock
2	Tax 1	0	0	-5
0001	Lotto Ticket	0	0	0
1002	Map	1	0	0
30255	Buttered Roll	0.99	0.2	0
5552	Movie	5	1	0
61528	Cookies	0.5	0.08	0
701	Bag of Ice	1.5	0.2	0
111	M&Ms	0.93	0.5	1
1425	Cigar	0	0	1
204	1 Pint Ice Cream	4.67	1.75	1
207	Ice Cream Snack	1.4	0.6	1
600	Coke	1.5	0.3	1
1	Non-Taxable Item	0	0	3

At the bottom right of the window is a blue button labeled 'Place an order'.

As displayed above, all the items have a stock number of less than 5.

You can also search for items in your inventory by number by scanning/writing the number in the **Quick Search** box.

Updating the Stock/Re-Ordering the Stock

You can bulk-edit the stock of every item in your inventory by entering in the quantity in the **Re-Order** text box shown below.

Re-order item stock with value:

Once you enter in the number desired, press **Enter**, then press yes, then **OK**.

Placing an Order

You can use Inventory Express to send an E-Mail to your supplier. You can access this menu by pressing **Place an Order**.

Inventory Control

Track the inventory item whose stock is less than:

Quick Search:

Re-order item stock with value:

Barcode	Name	Price	Cost	Stock
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Place an order

Purchase Order

Barcode	Name	NoOfItems	CostOfItem	Estimate Cost
111	M&Ms	0	0	0
2	Tax 1	0	0	0
204	1 Pint Ice Cream	0	0	0
600	Coke	0	0	0
0001	Lotto Ticket	0	0	0
1	Non-Taxable Item	0	0	0
1002	Map	0	0	0
1425	Cigar	0	0	0
207	Ice Cream Snack	0	0	0
30255	Buttered Roll	0	0	0
5552	Movie	0	0	0
61528	Cookies	0	0	0
701	Bag of Ice	0	0	0
7862510	NOTEBOOK	0	0	0
7862511	PENS	0	0	0

From here, you can modify an order form appropriate for your supplier. You can put the Quantity of Boxes/Cases in the NoOfItems field, Cost per Case/Box in the CostOfItem field. Once both fields are filled out, the Estimate Cost field will automatically create the total price. Note: This will NOT work if you create your OWN UNIQUE barcode number using a label printer that does not match the item's barcode.

In the Vendor Details, enter the Address in the form of
 [Company Name]
 [Company Address]
 [City], [State] [Zip Code] [Country]
 Much like above in the example.

To set up the Email, go to **Setup -> Email Setup**

In the following fields you must enter the following information

From: Your Email Address

Password: The password to your email address (CornerStore does not store this password for uses other than sending order forms under your control)

To: The Email address of the supplier

Subject: The email subject

Message: The message which you will send your supplier in addition to the order

When you have entered in all the information, press **Enter**.

The screenshot shows a dialog box titled "Email" with a blue header bar. Below the header, the text "Email Setup" is displayed. The dialog contains five input fields:

- From :** cornerstorepos@gmail.com
- Password :** masked with ten black dots
- To :** empty
- Subject :** Purchase Order Report
- Message :** International Point of Sale:
www.internationalpointofsale.com
What's New in Corner Store POS:
<http://cornerstorepos.com/whatsnew.html>

At the bottom right of the dialog, there are two buttons: "Enter" and "Close".

You can also preview your email before you send it by pressing **View**.

When you are ready you can press **Email**. It should say a success message that you sent it.

VENDOR		PURCHASE ORDER	
Corner Store POS 555 Cedar Lane, Suit 7 Teaneck, NJ 07666 USA		Print Date: 5/21/2012	
<u>Item Number</u>	<u>NoOfItems</u>	<u>CostOfItem</u>	<u>Estimate Cost</u>
212	4	11.00	44.00
204	4	20.00	80.00
800	4	15.99	63.96
#Items: <input type="text" value="12"/>		Total Cost: <input type="text" value="187.960"/>	

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