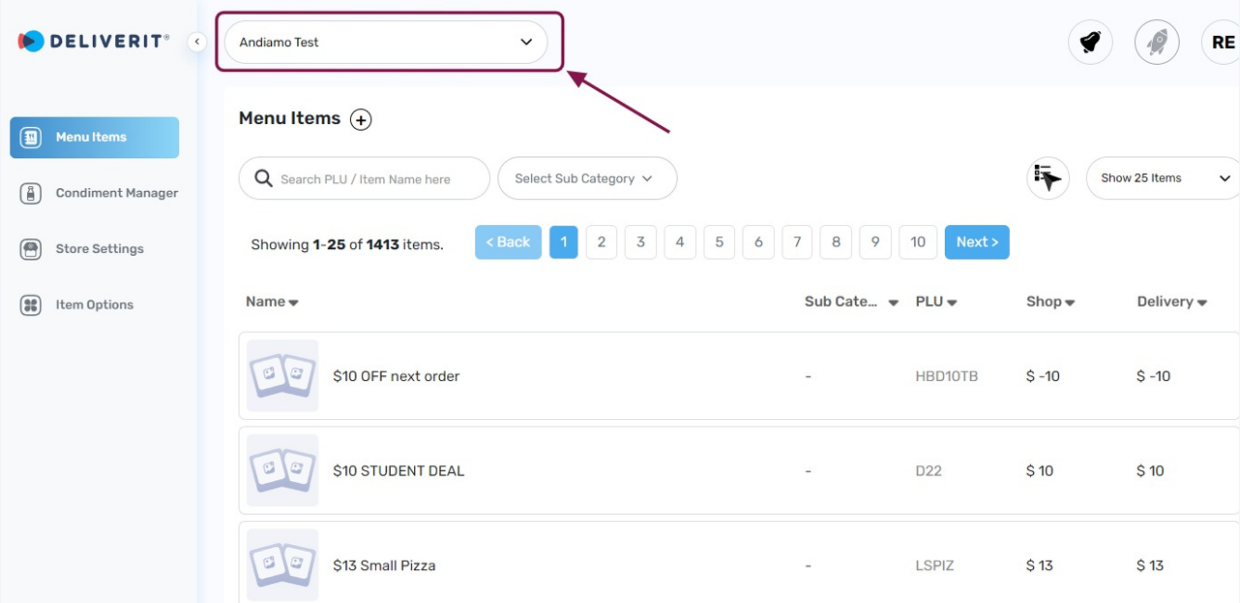


How to Mark Item as In Stock/Out of Stock

This guide provides step-by-step instructions on how to mark items as in stock or out of stock. By following these steps, you can easily update your online ordering system and integration partners with the availability of your items.

- 1 Log-in to <https://my.deliverit.com.au> with your DPOS cloud account credentials.

- 2 Make sure your store is selected from the drop-down list.



The screenshot displays the Deliverit DPOS interface. At the top left, the Deliverit logo is visible. A dropdown menu is open, showing the store name 'Andiamo Test' with a downward arrow. A red box highlights this dropdown, and a red arrow points to it from the right. Below the dropdown, the 'Menu Items' section is visible, featuring a search bar, a 'Select Sub Category' dropdown, and a 'Show 25 Items' dropdown. A pagination bar shows 'Showing 1-25 of 1413 items' with navigation buttons for '< Back', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', and 'Next >'. A table of menu items is displayed below, with columns for Name, Sub Cate..., PLU, Shop, and Delivery.

Name	Sub Cate...	PLU	Shop	Delivery
\$10 OFF next order	-	HBD10TB	\$ -10	\$ -10
\$10 STUDENT DEAL	-	D22	\$ 10	\$ 10
\$13 Small Pizza	-	LSPIZ	\$ 13	\$ 13

3 Go to **Menu Items** tab.

The screenshot shows the DELIVERIT interface with the 'Menu Items' tab selected in the sidebar. A red arrow points to the 'Menu Items' button. The main content area displays a list of menu items with columns for Name, Sub Category, PLU, Shop, and Delivery. The items listed are:

Name	Sub Cate...	PLU	Shop	Delivery
\$10 OFF next order	-	HBD10TB	\$ -10	\$ -10
\$10 STUDENT DEAL	-	D22	\$ 10	\$ 10
\$13 Small Pizza	-	LSPIZ	\$ 13	\$ 13

4 Search the item name that you want to make **In Stock** or **Out of Stock**.

The screenshot shows the DELIVERIT interface with the search bar highlighted by a red box and a red arrow pointing to it. The search bar contains the text 'Search PLU / Item Name here'. The main content area displays a list of menu items with columns for Name, Sub Category, PLU, Shop, and Delivery. The items listed are:

Name	Sub Cate...	PLU	Shop	Delivery
\$10 OFF next order	-	HBD10TB	\$ -10	\$ -10
\$10 STUDENT DEAL	-	D22	\$ 10	\$ 10
\$13 Small Pizza	-	LSPIZ	\$ 13	\$ 13
\$2.50 GARLIC BREAD	-	SPECIAL98	\$ 2.5	\$ 2.5

5 Select the **specific Item**.

	LGF Pepperoni Pizza	-	UELGF04	\$ 32.5	\$ 3
	LRG Pepperoni Pizza	-	UELTP04	\$ 27	\$ 2
	Mezzaluna Pepperoni	-	STF110	\$ 11	\$ 1
	Pepperoni	-	C17	\$ 17	\$ 1
	SMALL PEPPERONI	-	STAFF31	\$ 0	\$ 0
	Small Pepperoni	-	STP14	\$ 20	\$ 2

6 You can also select **multiple** items that you want to make In Stock or Out of stock. **Click** the multi-select button on the right.

Andiamo Test

Menu Items +

Search PLU / Item Name here

Select Sub Category

Showing 1-25 of 1413 items.

< Back 1 2 3 4 5 6 7 8 9 10 Next >

Name	Sub Category	PLU	Shop	Delivery
\$10 OFF next order	-	HBD10TB	\$ -10	\$ -10
\$10 STUDENT DEAL	-	D22	\$ 10	\$ 10
\$13 Small Pizza	-	LSPIZ	\$ 13	\$ 13
\$2.50 GARLIC BREAD	-	SPECIAL98	\$ 2.5	\$ 2.5

7 Click the **Save Button**.

SMALL PEPPERONI Out of Stock

General Pricing Item Extras Item Options

PLU
STAFF31

Display Name
SMALL PEPPERONI

Print Name
SMALL PEPPERONI

Description

Cancel Save

8 Upon saving Tick the **Rocket Icon**.

DELIVERIT® Andiamo Test

Menu Items (+)

pepperoni Select Sub Category Show 25 Items

Showing 1-12 of 12 items. < Back 1 Next >

Name	Sub Cate...	PLU	Shop	Delivery
GARLIC BREAD WITH PEPPERONI	-	STAFF16	\$ 0	\$ 0
Kids Pizza Making Kit - Pepperoni	-	SPECIAL1003 FD	\$ 25	\$ 25
Large Pepperoni	Out of Stock	LTP14	\$ 25	\$ 25
LARGE PEPPERONI	-	BOTTOM6	\$ 0	\$ 0

9 After you **Click** the Rocket Icon, **Restart** your **DPOS** Application and the items are now updated with your Online Ordering and any **Integration** Partners.