

How to Set a Reorder Point

To set a reorder point against each item, either minimum or zero stock:

1. Go in to the back office
2. Click on System Setup
3. Click on PLU/Item Management
4. Click on Stock Control
5. Click on Find Record on the left lower side of screen
6. Type in part of description of item and press ← Enter
7. Click on Item
8. Change the ROP field to be the quantity (e.g. 2 ROP stands for Reorder Point, it is on the right side of screen in middle)
9. From the pull down menus click On Data
10. Click on Save
11. Click yes to save record

(Setup other items as required)

To run the ROP report:

1. Go in to the back office
2. Click on Back Office
3. Click on Reports/Analysis
4. Find report "Stock Replenishment" and click Select Item
5. Click on Suggest to ROP Level