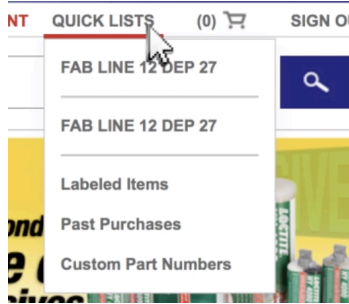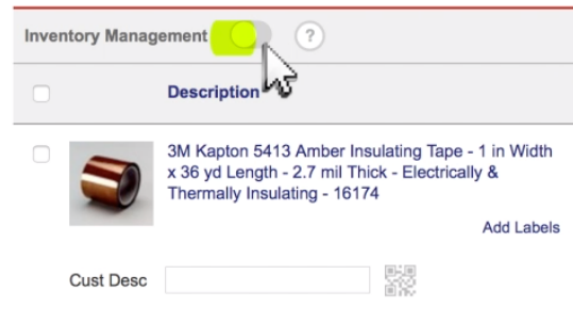# Inventory Management

-Setting up inventory management

1. Hover over the QUICK LISTS tab on the navigation menu and select your specific list.
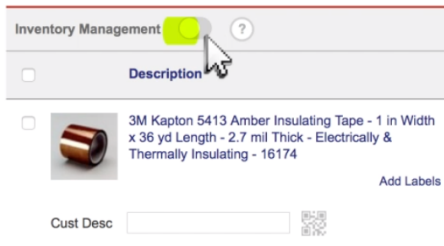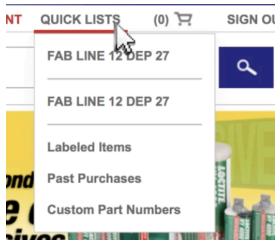

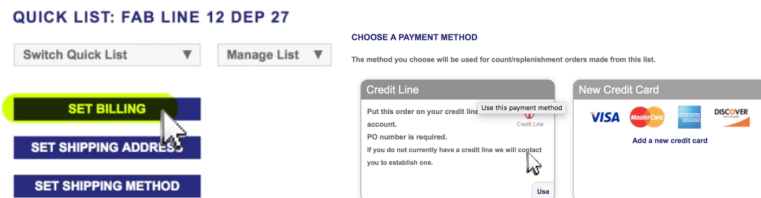
2. Click the Inventory Management button.

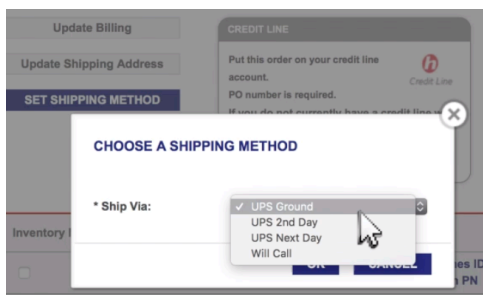## -Setting up billing, shipping address & shipping method

1. Hover over the QUICK LISTS tab on the navigation menu and select your specific list. Then click the Inventory Management button.

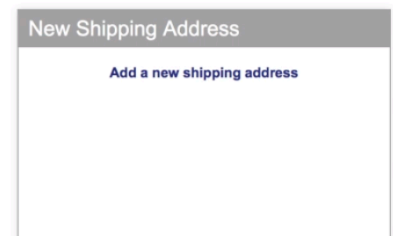2. Select the SET BILLING button and choose a payment method.

3. You can use these same steps to enter the shipping address and shipping method.

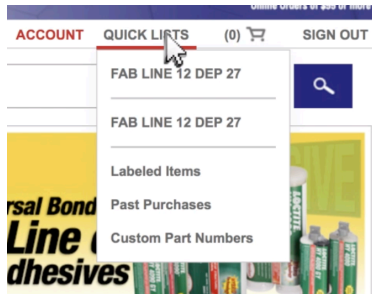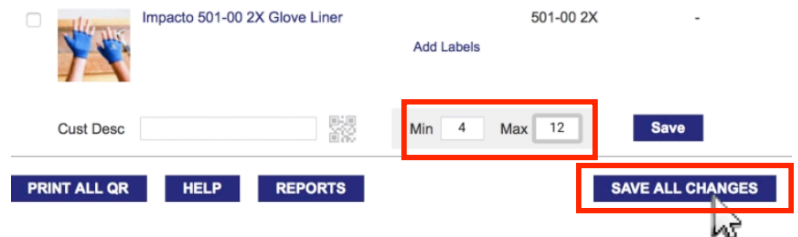## -Setting minimum and maximum item quantities

PRO TIP - You must first set billing, shipping address, and shipping method.

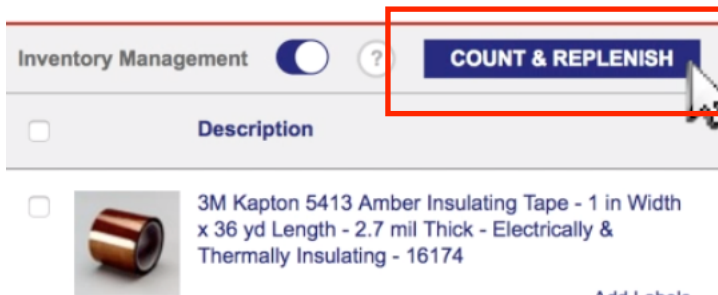1. Hover over the QUICK LISTS tab on the navigation menu and select your specific list.

2. With Inventory Management turned on, set minimum and maximum quantities for the item(s) and click on SAVE ALL CHANGES.
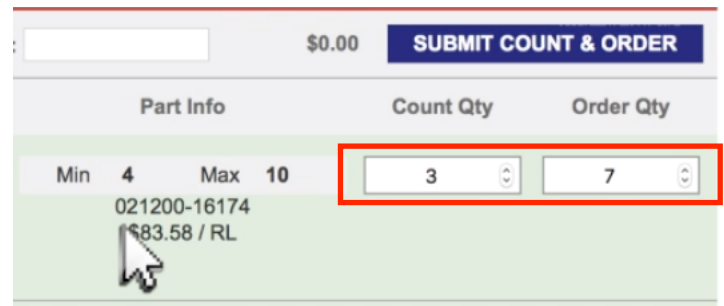

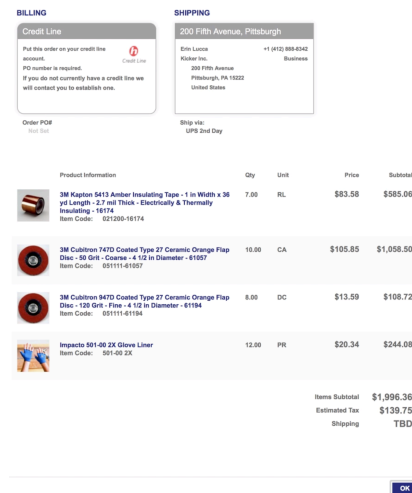## -Setting up count and replenish feature

1. Hover over the QUICK LISTS tab on the navigation menu and select your specific list. With Inventory Management turned on, select COUNT & REPLENISH.

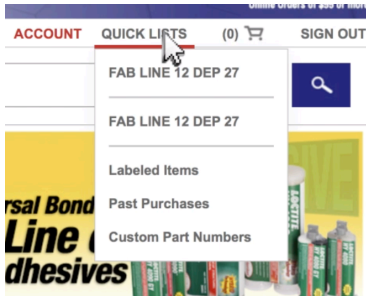2. Fill out count quantity and order quantity fields. Click SUBMIT COUNT & ORDER.
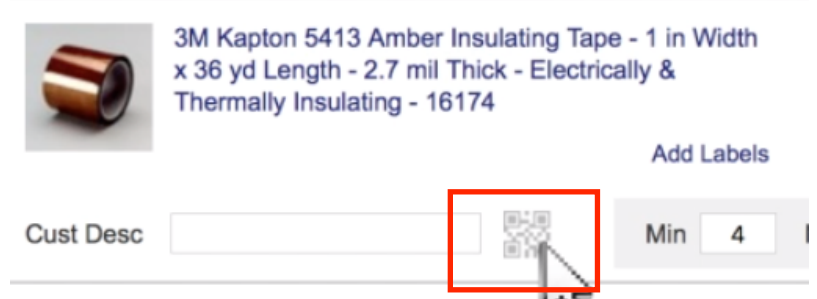

3. Review your order and click OK.
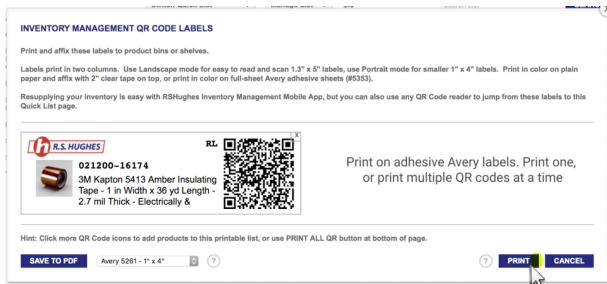
-Printing a QR code

1. Hover over the QUICK LISTS tab on the navigation menu and select your specific list.
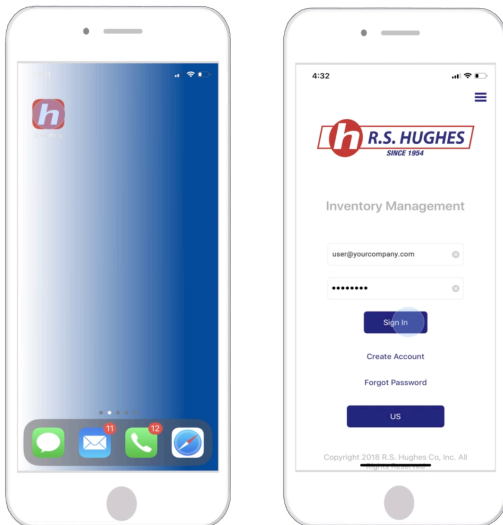

2. Just below the item, select the QR code.

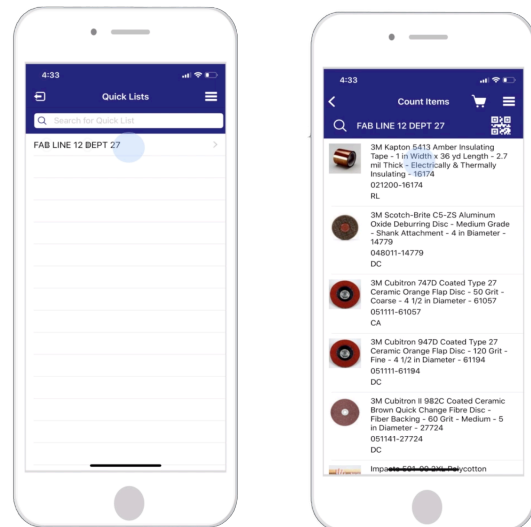3. Click the PRINT button on the bottom right of the page.

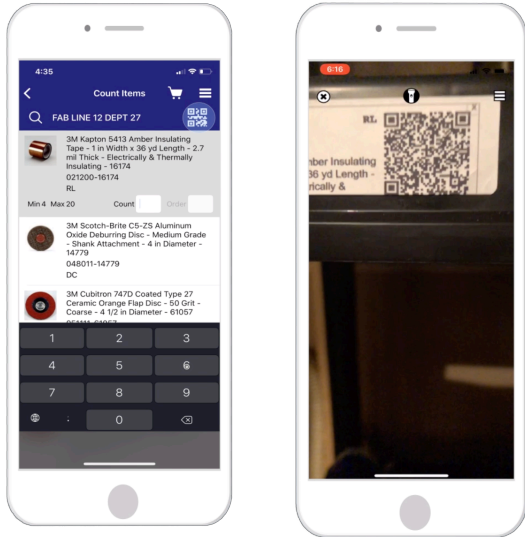## -Counting a quick list with mobile device

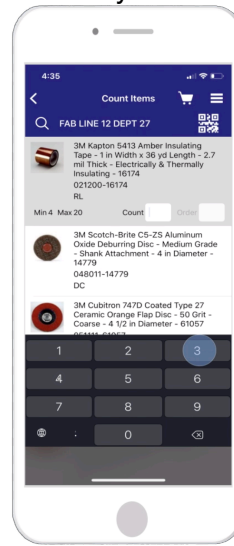1. Open the R.S. Hughes app on your smart phone or tablet and sign in.

2. Select the specific quick list you would like and select the item you would like to count from the list.

3. Or select the QR code icon on the top right of the screen to scan.

4. Enter the amount of inventory you have remaining for the item. *If the amount entered is lower than the minimum level you have set, the app will automatically order up to the maximum number for your inventory. If the amount entered is higher than the minimum level, you still have the option of entering an order amount.

5. Now select the cart button on the top right of the screen. Add a P.O. number and order instructions if needed. Finally, select Place Order.