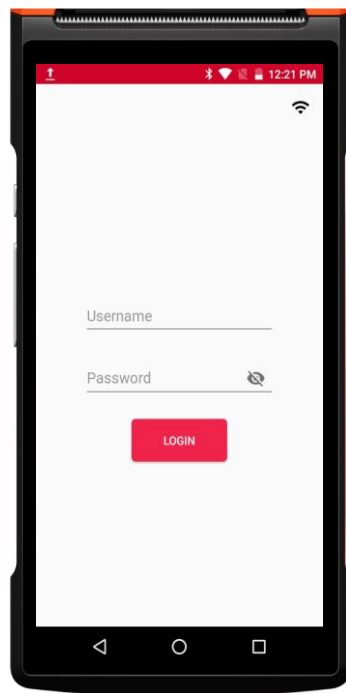


# snappyshopper

Local store to door

## A Tablet Guide to Stock Control



Version 1.0

# **Contents:**

## **Section 1: Marking Products In/Out of Stock**

1.1 - How to Mark Products Out of Stock using the Gap Scan method

1.2 - How to Mark Products Back in Stock using the Gap Scan method

## **Section 2: Publishing/Unpublishing Products**

2.1 - How to Hide Products on Menu (unpublish) using the Gap Scan method

2.2 - How to Re-publish Hidden Products on Menu using the Gap Scan method

## **Section 3: Adding/Updating Products**

3.1 - How to Add Products to Menu using the Tablet Device

3.2 - How to Update Products on Menu using the Tablet Device

## **Section 4: Deleting Products**

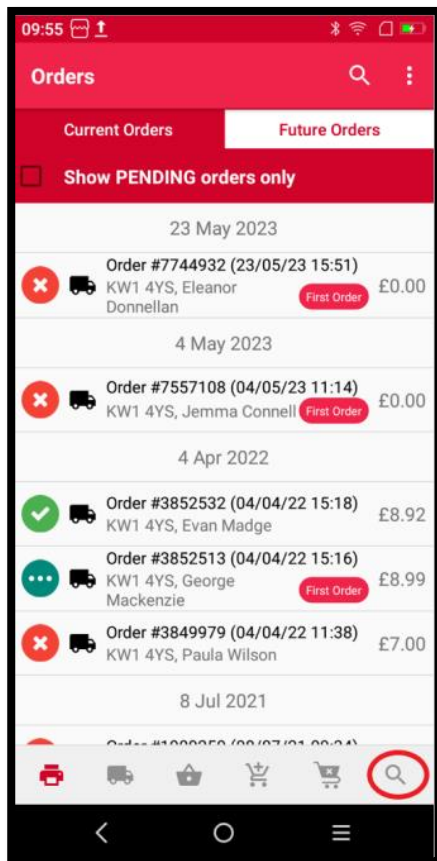
# Introduction

This guide is to assist you to manage your store menu effectively from the comfort of your tablet device.

**NOTE:** If your store functions on a daily import, the daily import will over-ride any changes made so please ensure to capture the updates on your product import file if you would like the change to be long term.

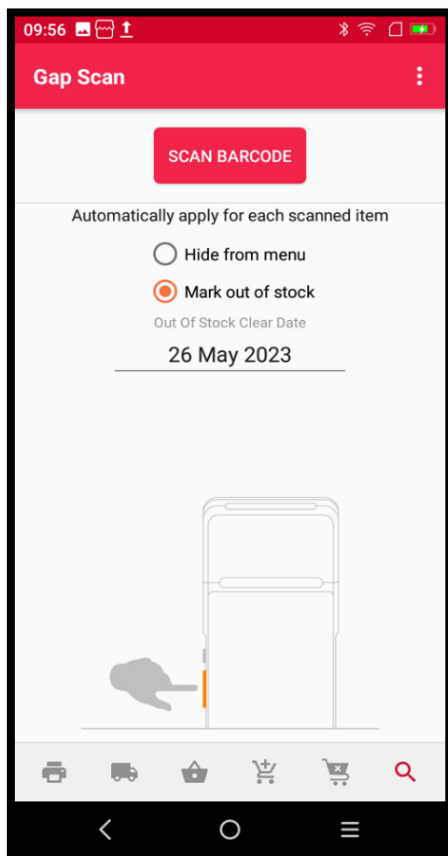
## Section 1: Marking Products In/Out of Stock

### 1.1- How to Mark Products Out of Stock using the Gap Scan method



**Fig 1.1.1**

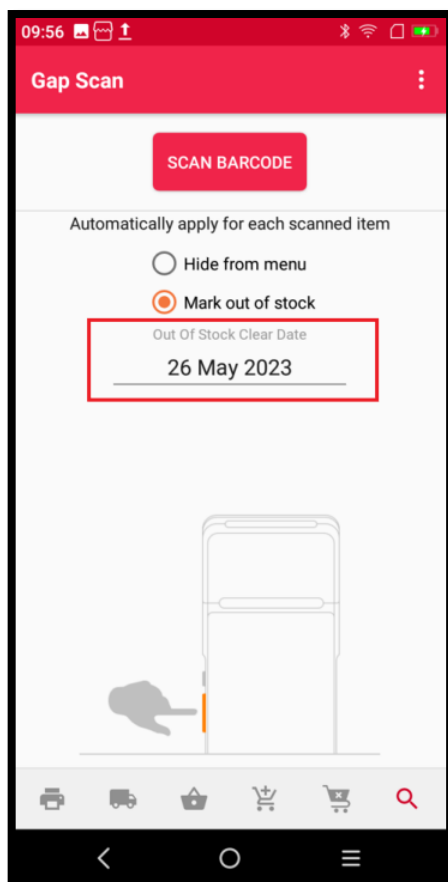
Click on the magnifying glass icon highlighted in the screenshot.



**Fig 1.1.2 – Setting Scan Criteria**

You can set the criteria of your Gap Scan to either:

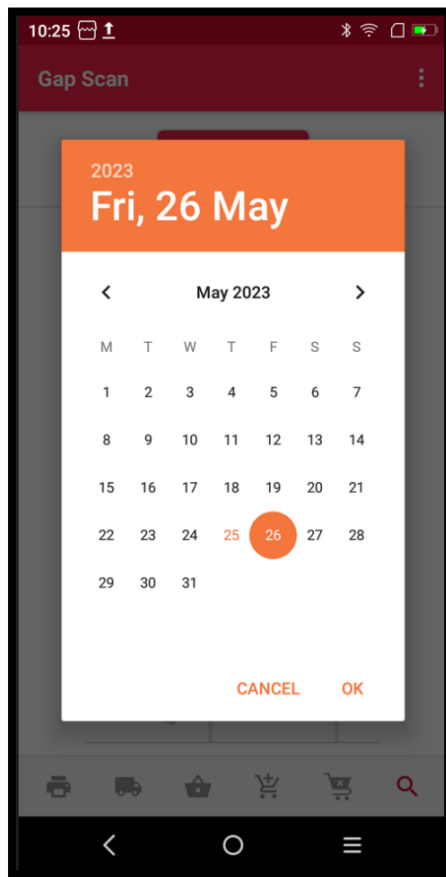
- **“Hide from menu”** (unpublish)
- **“Mark out of stock”**



**Fig 1.1.3**

Set criteria to **“Mark out of stock”**.

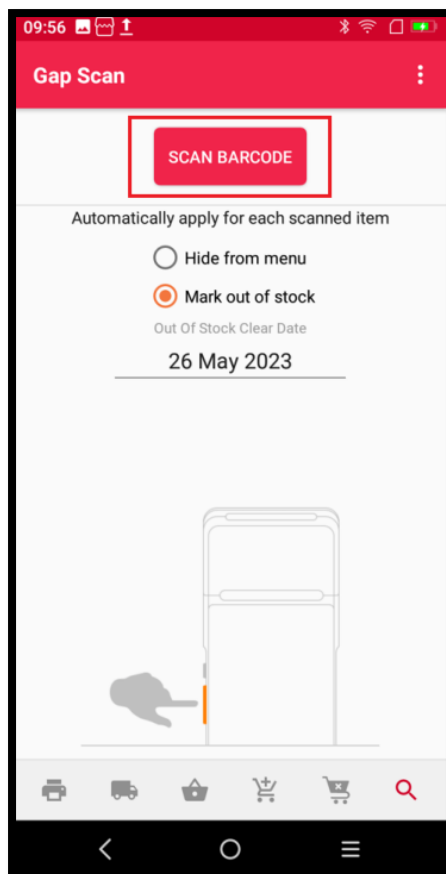
Press the highlighted date field to select the date when the item will be available again.



**Fig 1.1.4**

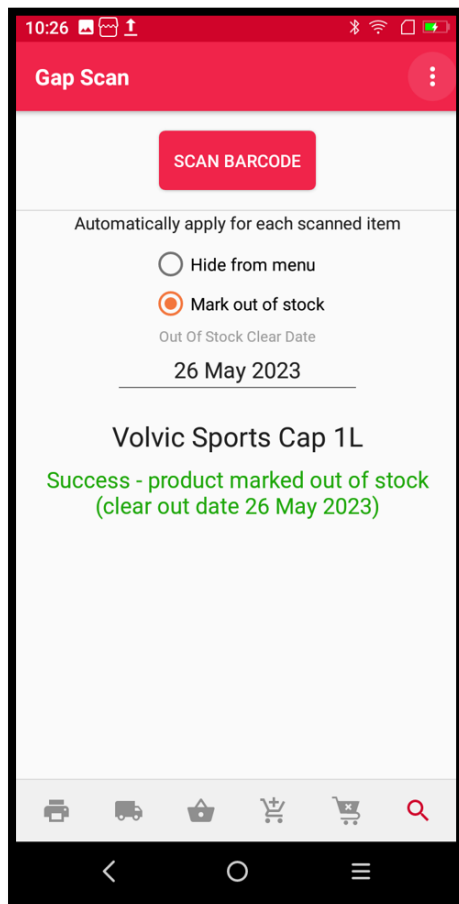
Select which date the item will come back into stock.

Click **“Ok”** to confirm date.



**Fig 1.1.5**

Engage the barcode scanner by pressing **“Scan Barcode”**.



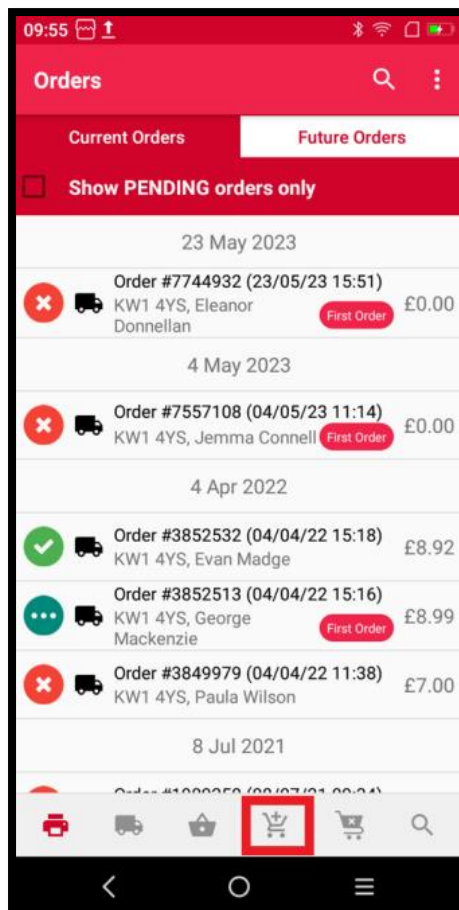
**Fig 1.1.6**

Once the product has been scanned, a success message will appear. This product will be marked out of stock until the selected clear date.

You can scan as many products as you wish, and it will apply the criteria that you have set.

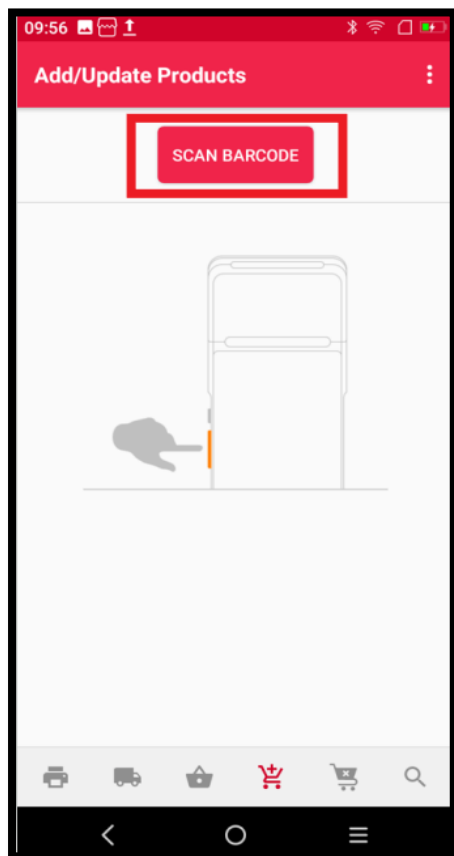
If the product comes back in stock early, follow steps in **Fig 1.2.1**

## 1.2- How to Mark Products Back in Stock using the Gap Scan method



**Fig 1.2.1**

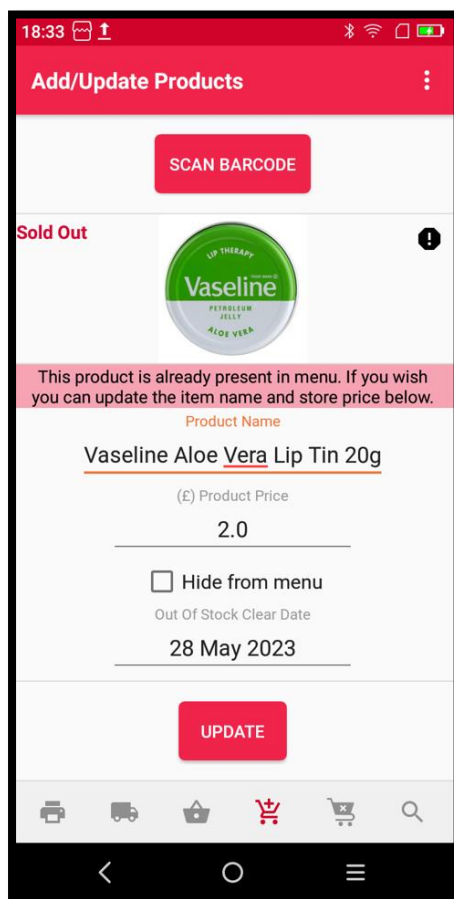
Click on the “trolley” symbol with the “plus icon” highlighted in the screenshot



**Fig 1.2.2**

Click **"Scan Barcode"** to engage the scanner.

Scan the product you wish to edit the back in stock date.



**Fig 1.2.3**

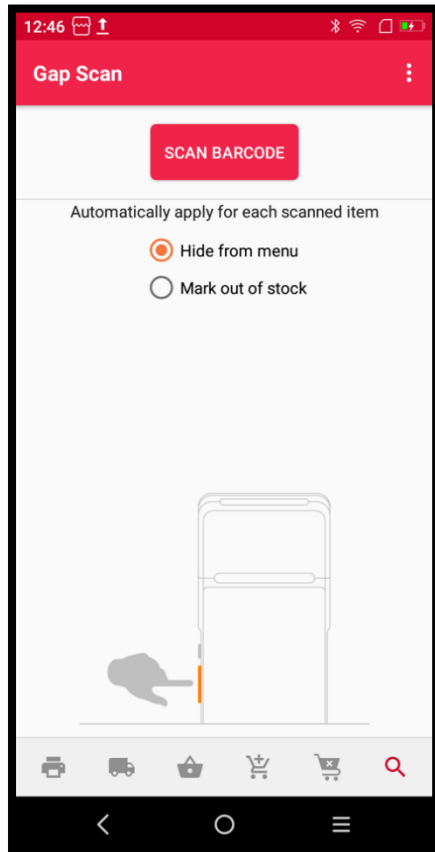
Click on the **"Out of Stock Clear Date"** field to edit the back in stock date.

Click **"Update"**.

The product you have scanned will now come back in stock on the new date you have

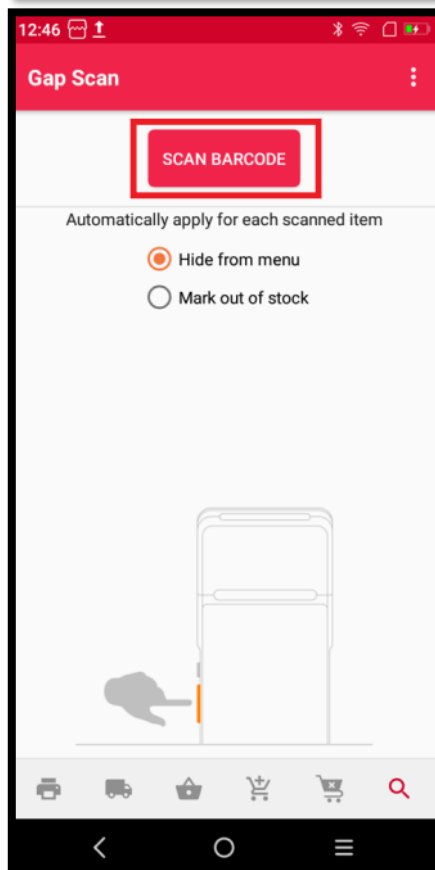
## Section 2: Publishing/Unpublishing Products

### 2.1 - How to Hide Products on Menu (unpublish) using the Gap Scan method



**Fig 2.1.1**

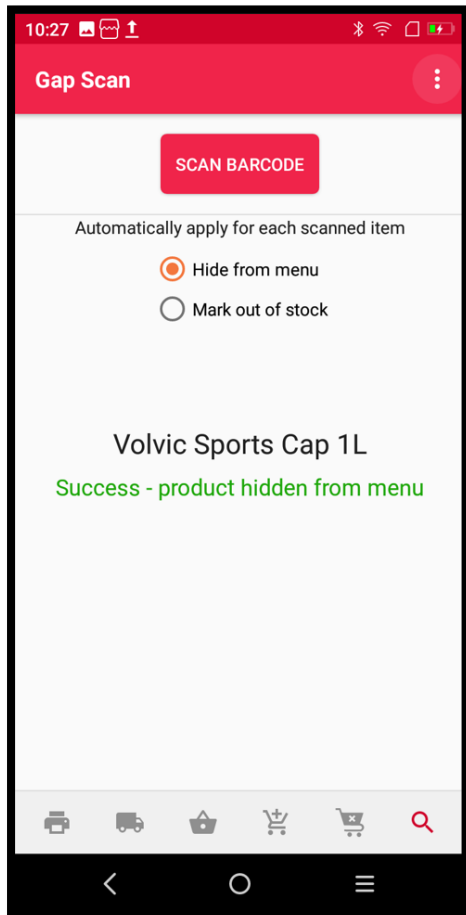
Set criteria to **“Hide from menu”**.



**Fig 2.1.2**

Engage the barcode scanner by pressing **“Scan Barcode”**.





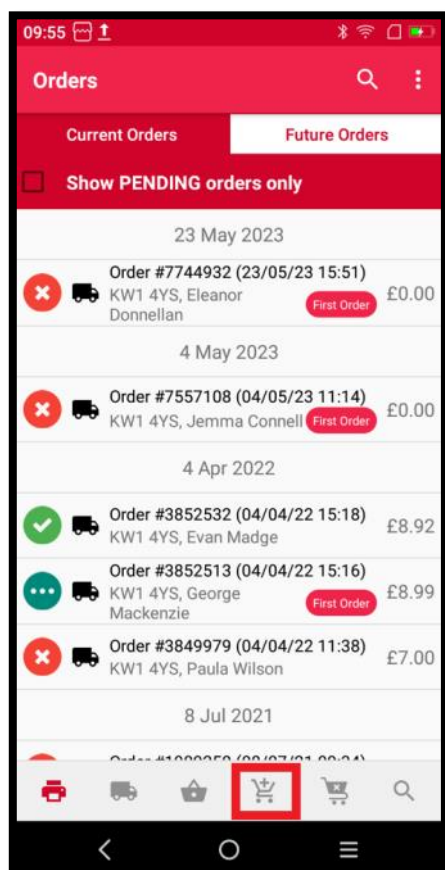
**Fig 2.1.3**

Once the product has been scanned, a success message will appear. This product will be hidden on the menu.

You can scan as many products as you wish, and it will apply the criteria that you have set.

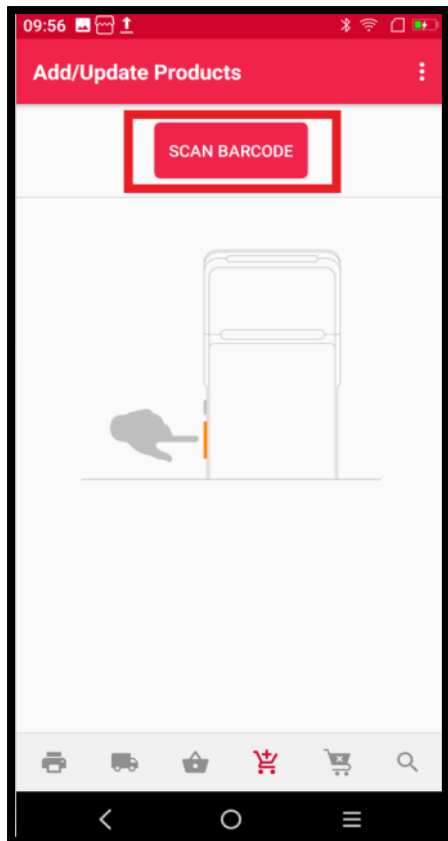
If you wish to publish a hidden product, please follow the steps in **Fig 2.2.1**

## 2.2 - How to Re-publish Hidden Products on Menu using the Gap Scan method



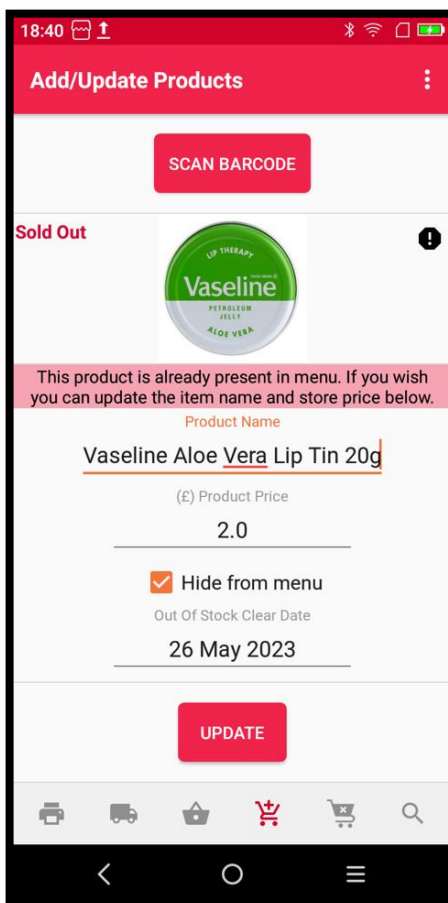
**Fig 2.2.1**

Click on the “trolley” symbol with the “plus icon” highlighted in the screenshot



**Fig 2.2.2**

Click **"Scan Barcode"** to engage the scanner.  
Scan the product you wish to re-publish.

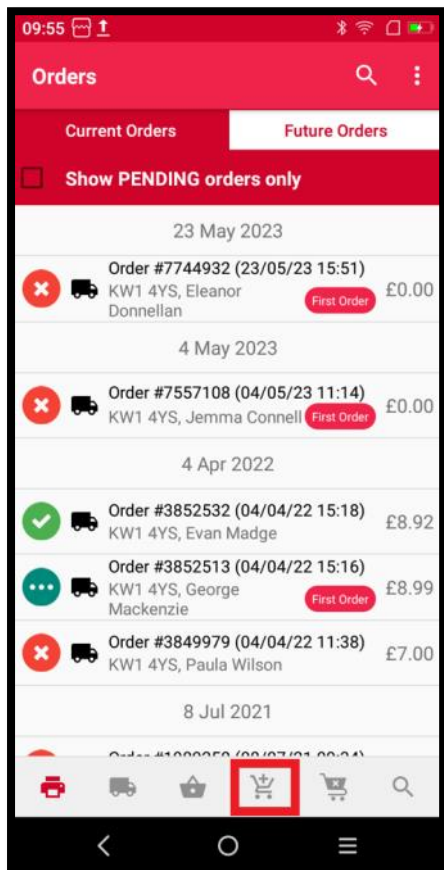


**Fig 2.2.3**

Untick the **"Hide from menu"** box.  
Click **"Update"**.

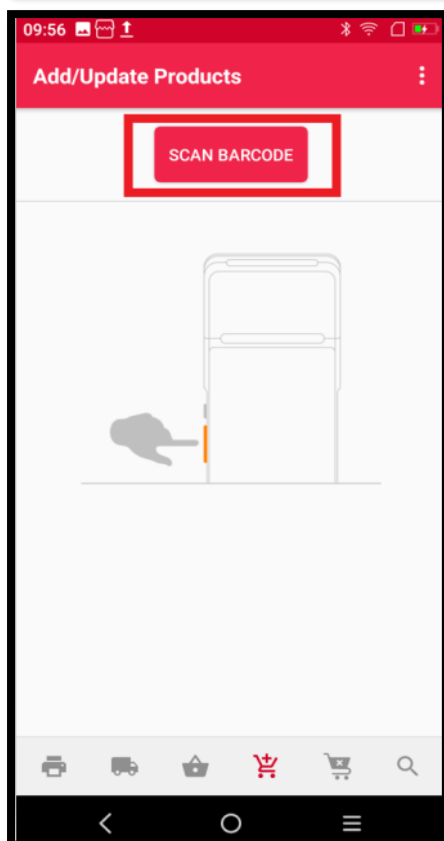
## Section 3 - Adding/Updating Products

### 3.1 - How to Add Products to Menu using the Tablet Device



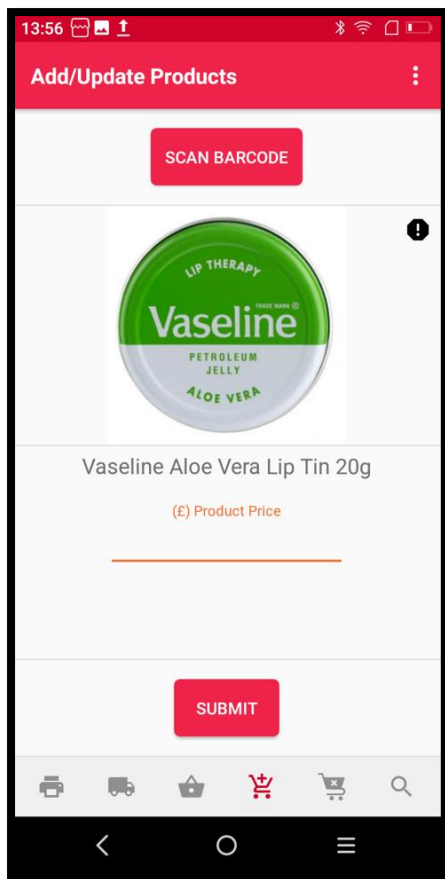
**Fig 3.1.1**

Click on the **“trolley”** symbol with the **“plus icon”** highlighted in the screenshot



**Fig 3.1.2**

Click **“Scan Barcode”** to engage the scanner.  
Scan the product you wish to add.

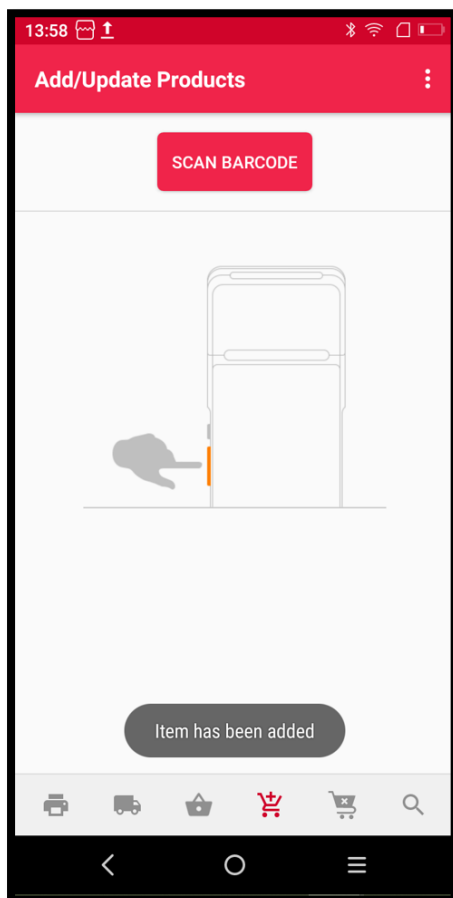


**Fig 3.1.3**

If the product is registered in our system, the tablet will prefill the name and attach an image. See **Fig 3.1.5** if the product is not recognised.

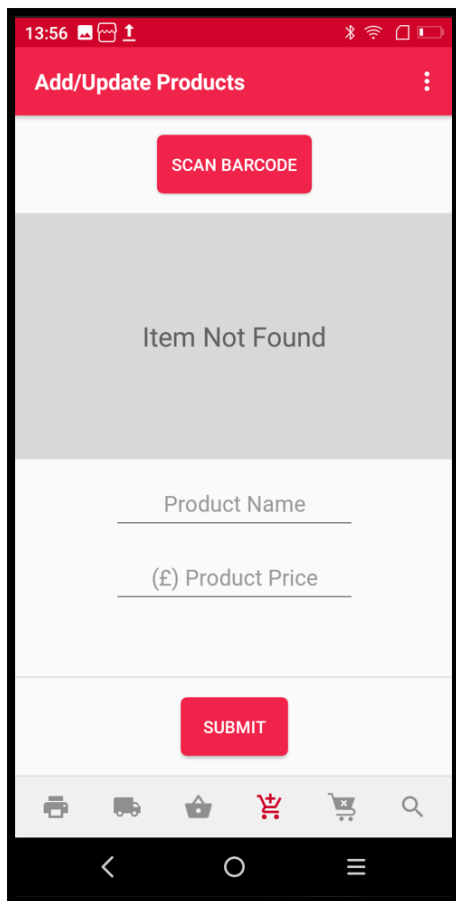
Click on the **"Product Price"** field and input the price of the product. Please ensure to use decimal points correctly.

Click **"Submit"** once you are happy to proceed.



**Fig 3.1.4**

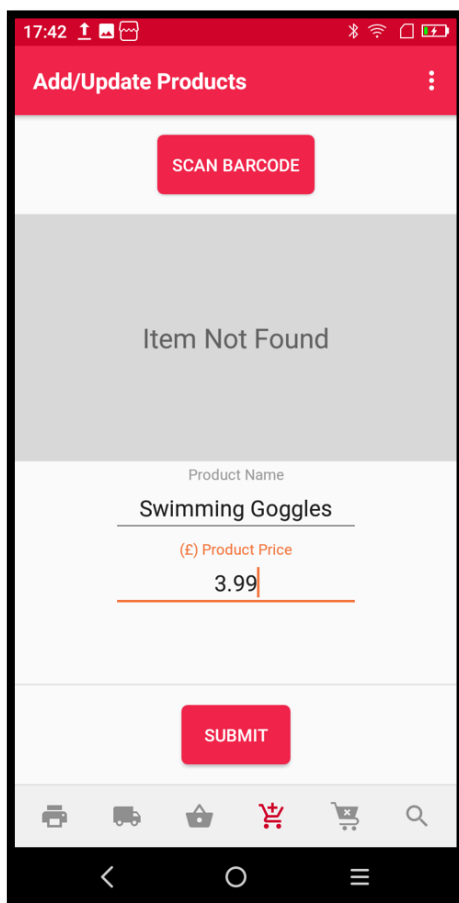
Once submitted, you will be greeted with a message that advises the item has been added to your menu.



**Fig 3.1.5**

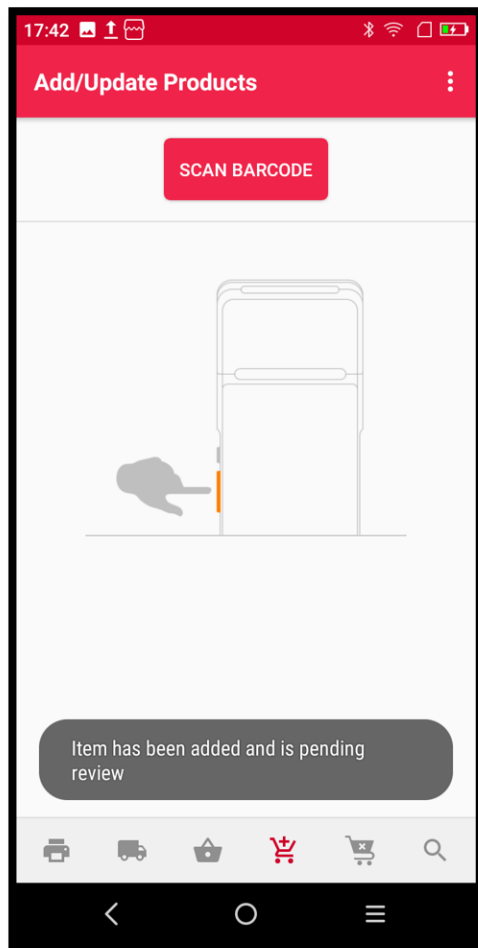
If the product is not already in our database, you will be prompted to enter a **“Product Name”** and **“Product Price”**.

Please ensure you use Title case when naming the product and ensure to use decimal points correctly when inputting a price.



**Fig 3.1.6**

Input the **“Product Name”** and **“Product Price”**.  
Click **“Submit”**.

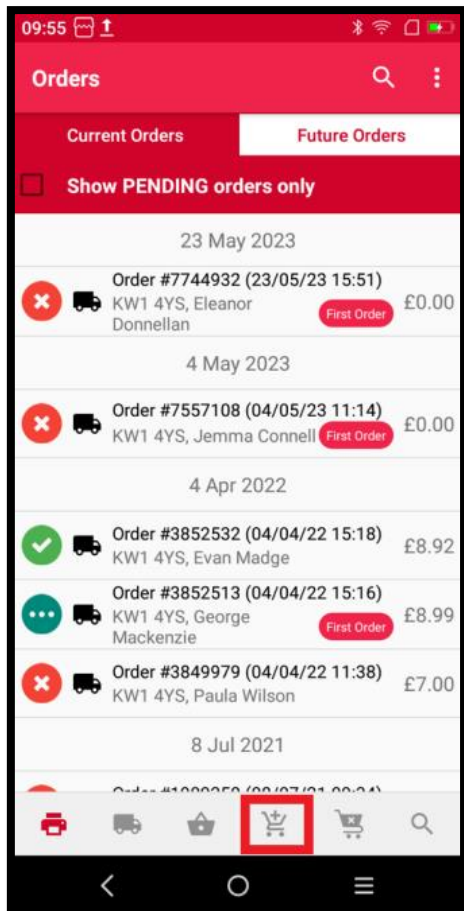


**Fig 3.1.7**

Once you have clicked "**Submit**", a message will appear to advise the item has been added and is pending review by our Master Menu Team.

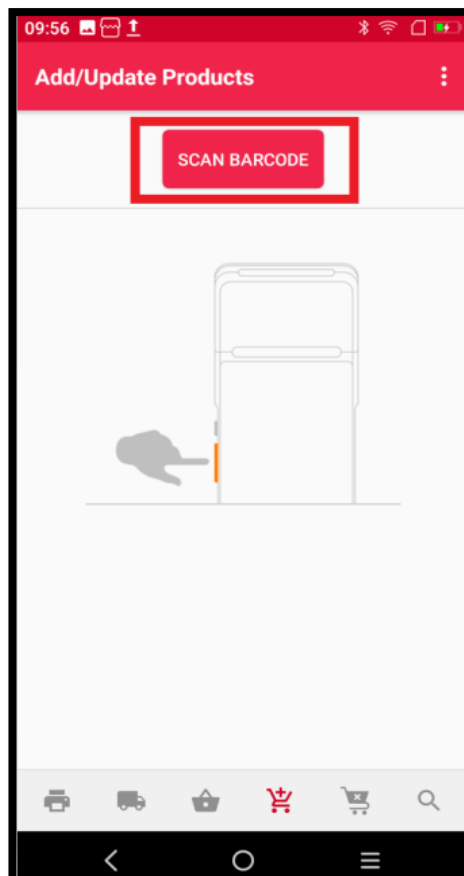
Once our team have approved the item, it will appear on your menu.

## 3.2 - How to Update Products on Menu using the Tablet Device



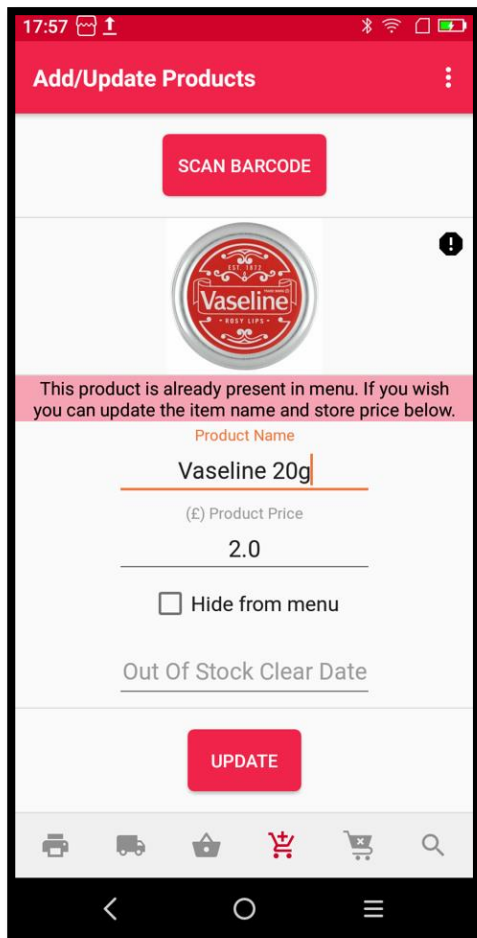
**Fig 3.2.1**

Click on the **“trolley”** symbol with the **“plus icon”** highlighted in the screenshot



**Fig 3.2.2**

Click **“Scan Barcode”** to engage the scanner.  
Scan the product you wish to update.

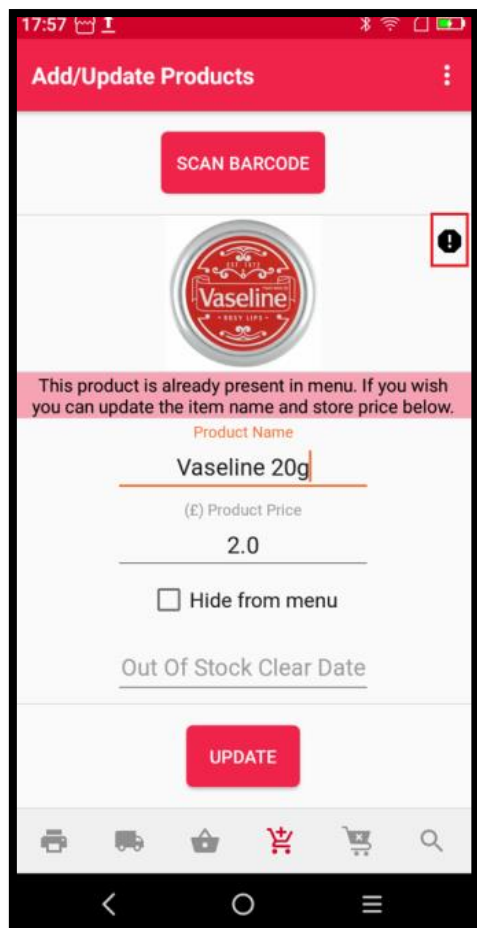


**Fig 3.2.3**

Once you have scanned the product, it will appear allowing you to edit the **“Product Name”** and **“Product Price”**.

It will also allow you to **“Hide from menu”** or **“mark out of stock”**

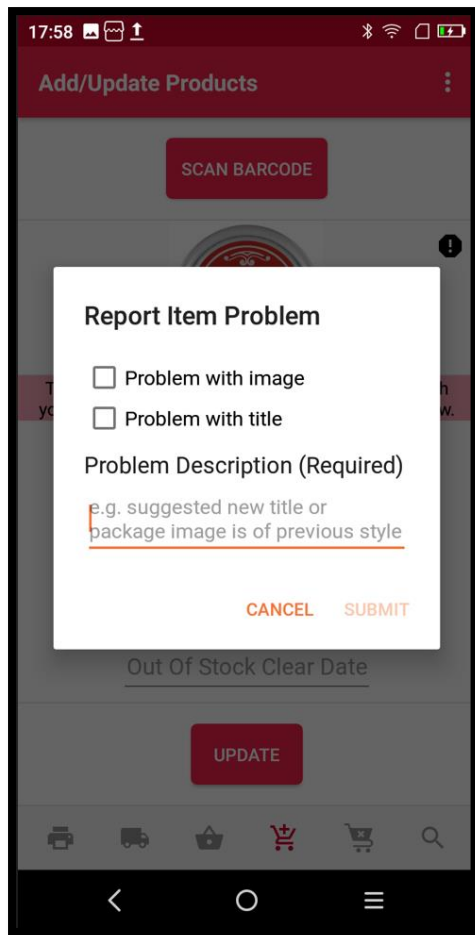
Click **“Update”** when you are happy to confirm changes. This will now reflect on your menu.



**Fig 3.2.4 – Reporting an Issue**

If you click on the highlighted icon (!), the system will allow you to report an issue with product images or titles. See **Fig 3.2.5**





### Fig 3.2.5 – Reporting an Issue

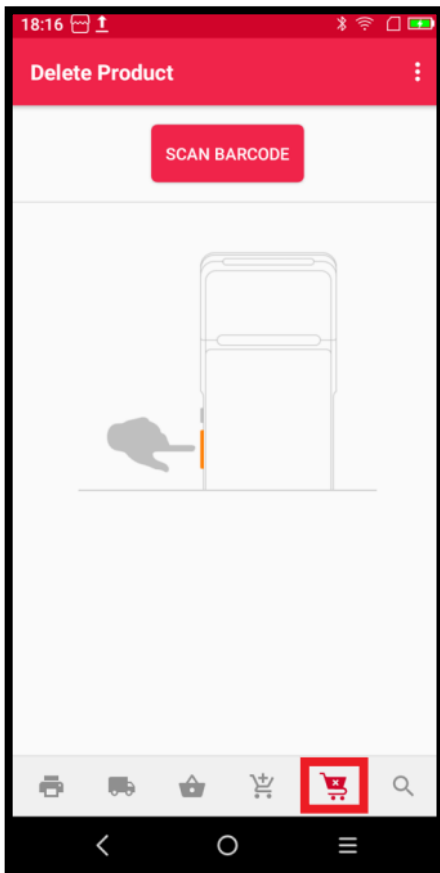
Tick the relevant box(es) and add a description of the issue.

Click **“Submit”**.

Our Menu Team will investigate the issue and correct accordingly.

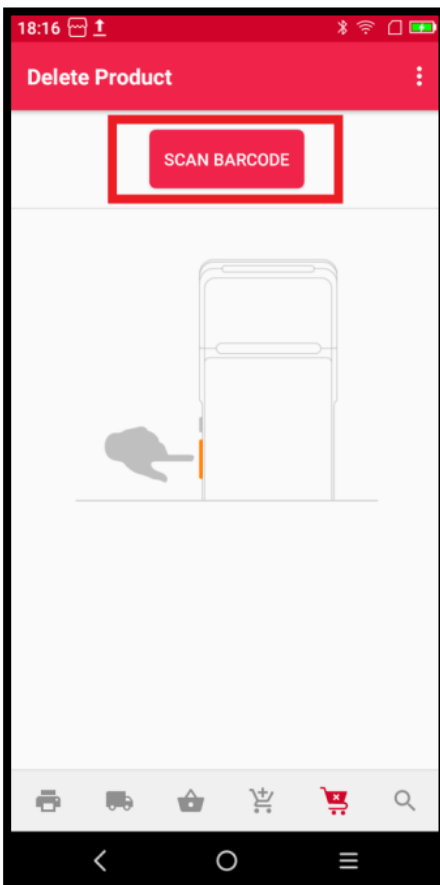
## Section 4: Deleting Products

### 4.1 - How to Delete Products on Menu using the Tablet Device



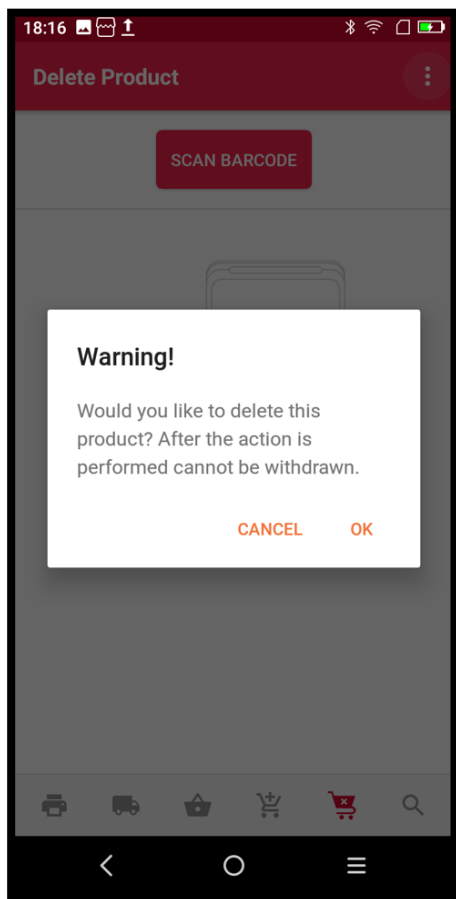
**Fig 4.1.1**

Click on the **“trolley”** icon with the **“X”** symbol highlighted in the screenshot.



**Fig 4.1.2**

Click **“Scan Barcode”** to engage the scanner.  
Scan the product you wish to delete.



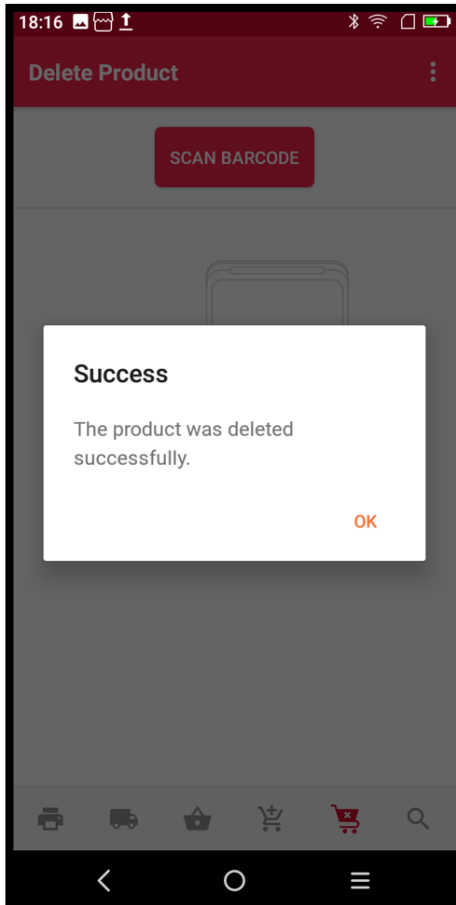
**Fig 4.1.3**

A warning message will appear asking you to confirm the delete action.

Click **“Ok”** to proceed.

**NOTE:**

- To add an item again, see **Section 3**.



**Fig 4.1.4**

After pressing **“Ok”**, you will be presented with a success message that the product has been successfully deleted.

Click **“Ok”**.