ADJUSTING THE LAYOUT OF YOUR COUNT SHEETS

1. Log into CrunchTime, click on the *Inventory* Tab, then *Create/Review Inventories*. Make sure your *Post Period* in the upper left corner is accurate. Then click the blue link titled "Count sheets

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|-----------------------------|-------------------------|-----------|------------|-----------|-----------|------------|-------------------------------|--------------|----------------|
| V | | Dashboard | Purchasing | Inventory | Sales F | Production | Labor | Reports | Administration |
| Physical Inventory | | | | | | | | | 0 |
| Post Period: 09/29/2019 👻 🛛 | New Scheduled Inventory | | | | | | | | |
| Date | Туре | Detail | | Status | | | Process | | |
| 09/29/2019 | Final for Post | | | Scheduled | | | Count Sheet | Data Entry | |

2. After clicking the blue link titled "Count Sheets", you should see a screen that looks like the following:

| CRUNCHTIME! Net-Chef.com | | | | | | | | | | | |
|--------------------------|------------------------|-------------------|----------------|-----------|------------|-----------|---------|--------------|------------|--------------|------|
| (| / | | | Dashboard | Purchasing | Inventory | Sales P | oduction Lab | or Reports | Administrat | lion |
| Final | for Post Invent | ory Count Sheet f | or 09/29/2019 | | | | | | | 📰 🌱 🖨 🛛 Clos | se |
| | Product # Product Name | | Inventory Unit | | Alt | t Unit 1 | A | t Unit 2 | Alt Unit 3 | | |
| Seq: | | Product Name T | Qty. | Unit | Qty. | Unit | Qty. | Unit | Qty. | Unit | |
| = Bar | | | | | | | | | | | - |
| | P1429 | ABSOLUT MANDRIN | | LTR | | | | | | | |
| | P1315 | APEROL | | 750ml | | | | | | | |
| | P1496 | APOTHIC RED | | 750ml | | | | | | | |
| | P1318 | BAR AMARETTO | | LTR | | | | | | | |
| | P1305 | BAR BRANDY | | LTR | | | | | | | 1 |
| | D1205 | DAD COOTOU | | 170 | | | | | | | |

3. Notice on the screen that you are able to click and drag each category break line to customize your count sheets. The web browser is reflective of how the count sheets will look when printing out hard copies.

| CRUNCHTIME! Net-Chef.com 🖓 Josh Matulaky 🕶 😗 😗 | | | | | | | | | | | ? 📀 |
|--|---------------------------------------|-----------------|-----------------|-----------------|------------|------------|-------|------------|-------|-----------------------|----------------|
| | V | | | Dashboard | Purchasing | Inventory | Sales | Production | Labor | Reports | Administration |
| | for Post Inventory Count Sheet for 09 | /29/2019 | | | <u> </u> | | _ | | | = | Y 🖨 Close |
| Seq : | Priduct# | Product Name 🕆 | Invento Qty. | ry Unit Unit | ay. | Alt Unit 1 | Qty. | Alt Unit 2 | 0 | Alt Unit 3 Qty. Un | it . |
| | P1429 | ABSOLUT MANDRIN | | LTR | | | | | | | |

Example below: I was able to click on the break line next to "Product Name" & "Inventory Unit" and drag those categories over so the product name is directly next to the space where you input the quantity on hand.

| CRUN | CHTIME! N | let-Chef.com | 1 | | | | | | | | ol 🦵 | sh Matulsky 🔻 👌 | Wrentham 1048 South St., V | (Vrentham, MA | 🗉 🥐 🕒 |
|-------|-----------|-----------------------|----------------|-------|------------|------|------------|---------|------------|-----------|-------|-----------------|-------------------------------|-------------------|----------------|
| l | | | | | | | Dasht | board I | Purchasing | Inventory | Sales | Production | Labor | Reports | Administration |
| Final | | ntory Count Sheet for | 09/29/2019 | | | | | | | | | | | : | 💙 🖨 Close |
| | | | Inventory Unit | | Alt Unit 1 | | Alt Unit 2 | | | Alt U | nit 3 | | | | |
| Seqt | Product # | Product Name 🕇 | Qty. | Unit | Qty. | Unit | Qty. | Unit | | Qty. | Unit | | | | |
| = Bar | | | | | | | | | | | | | | | |
| | P1429 | ABSOLUT MANDRIN | | LTR | | | | | | | | | | | |
| | P1315 | APEROL | | 750ml | | | | | | | | | | | |
| | P1496 | APOTHIC RED | | 750ml | | | | | | | | | | | |
| | P1318 | BAR AMARETTO | | LTR | | | | | | | | | | | |
| | P1305 | BAR BRANDY | | LTR | | | | | | | | | | | |

4. When you are finished customizing your count sheets, simply click on the printer icon (top right of the screen) to print out hard copies of your count sheets.