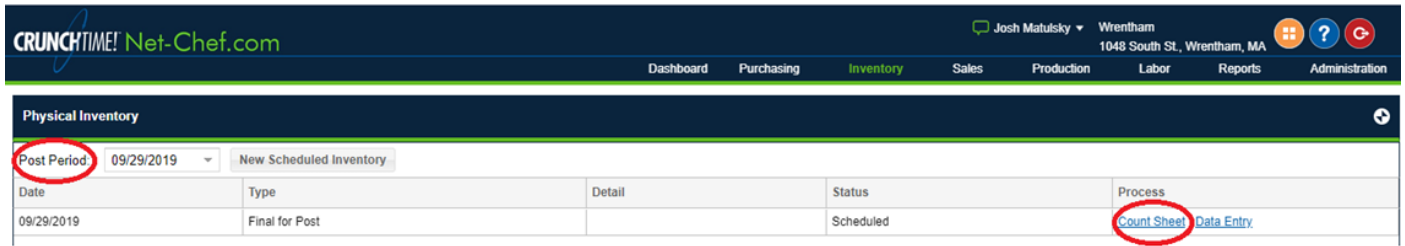
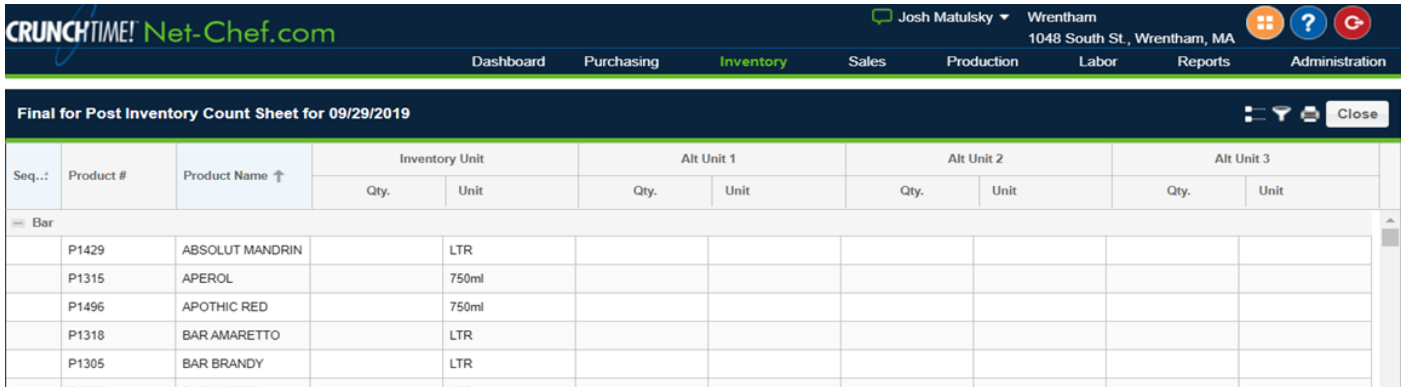


ADJUSTING THE LAYOUT OF YOUR COUNT SHEETS

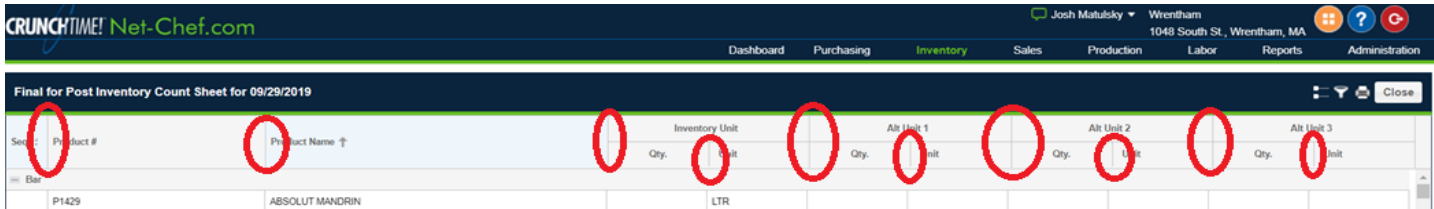
1. Log into CrunchTime, click on the **Inventory** Tab, then **Create/Review Inventories**. Make sure your **Post Period** in the upper left corner is accurate. Then click the blue link titled “Count sheets



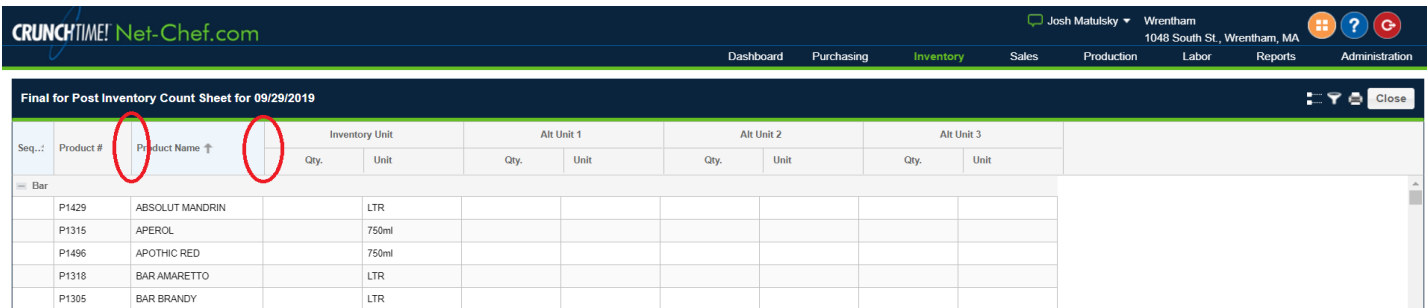
2. After clicking the blue link titled “Count Sheets”, you should see a screen that looks like the following:



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.



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.



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.