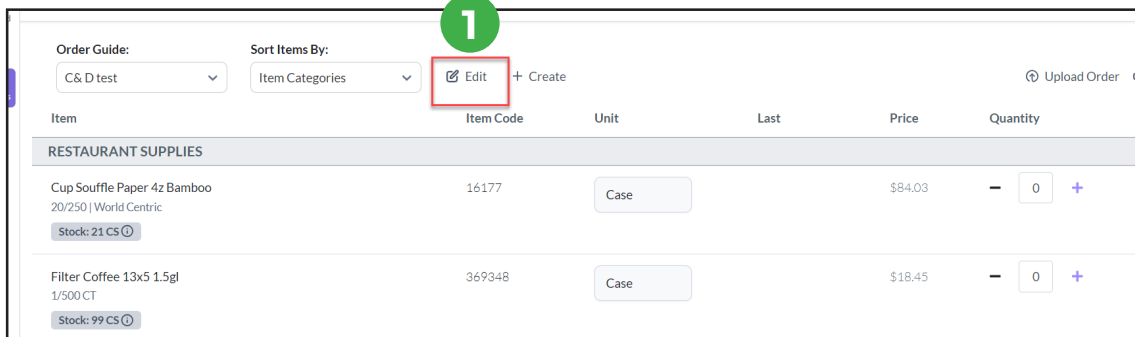


SETTING PAR LEVELS IN A CUSTOM GUIDE

To add the par level to a Custom Guide

1 Navigate to the order guide you wish to modify and select 'edit'.



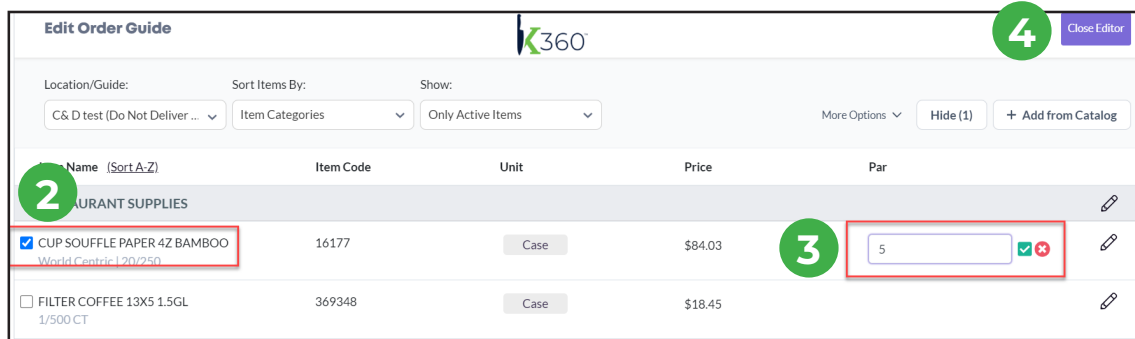
The screenshot shows the Harbor Foodservice interface. At the top, there are dropdown menus for 'Order Guide:' (set to 'C&D test') and 'Sort Items By:' (set to 'Item Categories'). To the right of these is a red box containing a green circle with the number 1, which highlights the 'Edit' button. Below the dropdowns is a table with columns: Item, Item Code, Unit, Last, Price, and Quantity. The table is titled 'RESTAURANT SUPPLIES' and contains two items: 'Cup Souffle Paper 4z Bamboo' and 'Filter Coffee 13x5 1.5gl'. Each item has a 'Stock' indicator and a 'Quantity' input field.

2 Within the Custom Guide, click on the item to set a par

3 Enter the desired amount in the par column, and confirm by clicking the green 'ok' button.

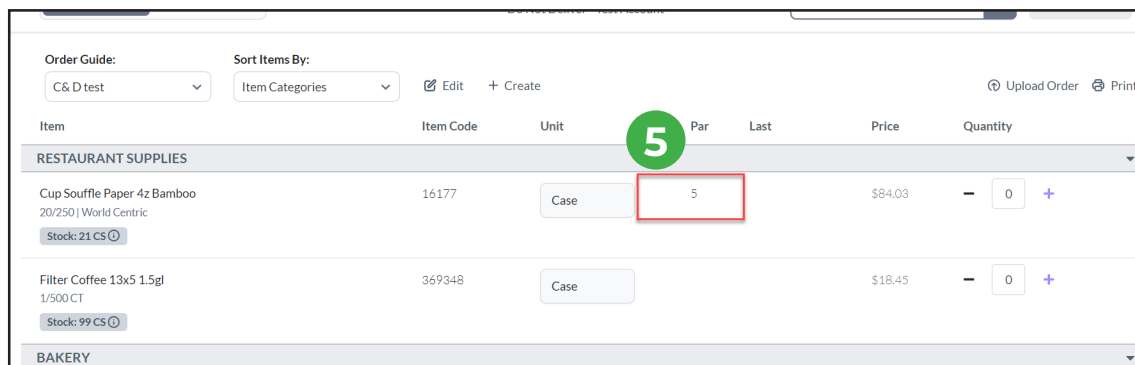
The item will now display with the entered par value (5 in our example).

4 Close the editor to finalize changes.



The screenshot shows the 'Edit Order Guide' screen. At the top, there are dropdown menus for 'Location/Guide:' (set to 'C&D test (Do Not Deliver ...)'), 'Sort Items By:' (set to 'Item Categories'), and 'Show:' (set to 'Only Active Items'). To the right of these is a green circle with the number 4, which highlights the 'Close Editor' button. Below the dropdowns is a table with columns: Name (Sort A-Z), Item Code, Unit, Price, and Par. The table is titled 'RESTAURANT SUPPLIES' and contains two items: 'CUP SOUFFLE PAPER 4Z BAMBOO' and 'FILTER COFFEE 13X5 1.5GL'. The 'CUP SOUFFLE PAPER 4Z BAMBOO' item is highlighted with a red box, and its 'Par' value is set to 5, which is also highlighted with a green circle and the number 3. A green checkmark and a red 'X' button are visible next to the 'Par' input field.

5 Return to the order guide to view the updated par settings for the item.



The screenshot shows the 'Order Guide' screen. At the top, there are dropdown menus for 'Order Guide:' (set to 'C&D test') and 'Sort Items By:' (set to 'Item Categories'). To the right of these is a green circle with the number 5, which highlights the 'Par' column in the table. Below the dropdowns is a table with columns: Item, Item Code, Unit, Par, Last, Price, and Quantity. The table is titled 'RESTAURANT SUPPLIES' and contains two items: 'Cup Souffle Paper 4z Bamboo' and 'Filter Coffee 13x5 1.5gl'. The 'Cup Souffle Paper 4z Bamboo' item has a 'Par' value of 5, which is highlighted with a red box. The 'Filter Coffee 13x5 1.5gl' item has a 'Par' value of 0. Below the table is a section titled 'BAKERY'.