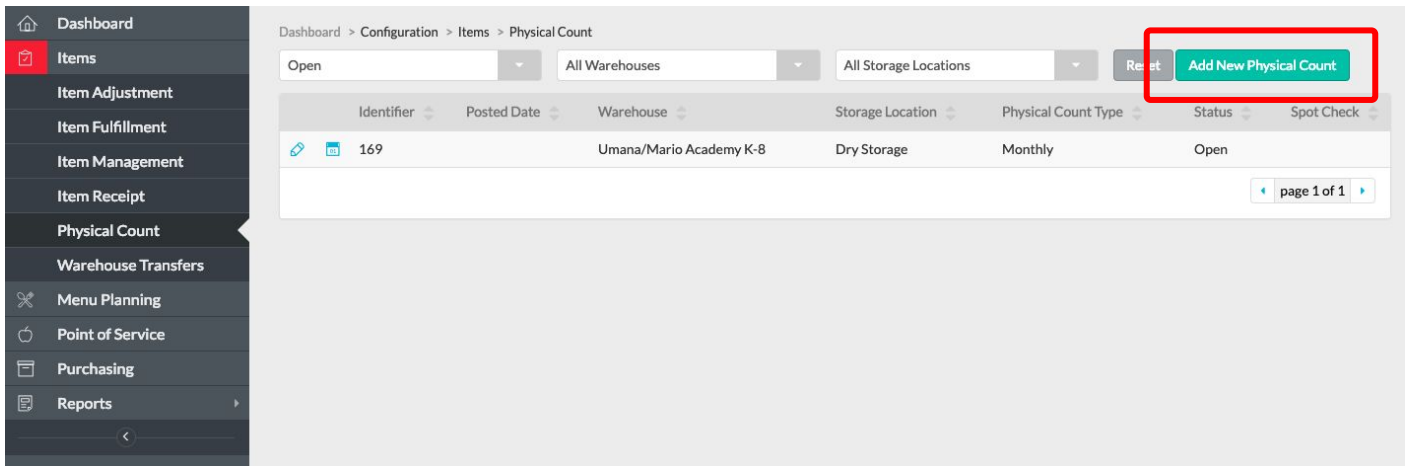


Submitting monthly
inventory count

Submitting a monthly inventory count

1. Log in to Titan: <https://portal.titank12.com/>
2. Go to Items > Physical Count > click button on top right for Add New Physical Count



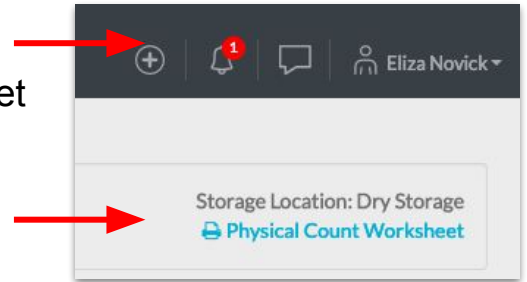
3. Select Storage Location = General Location. All items should be entered under general storage location
4. Physical Count Type = Monthly and press “Save”

The screenshot shows the 'Add New Physical Count' form. It has a title 'Add New Physical Count' with a close button. The form contains the following fields and controls:

- 'Warehouse *' dropdown menu with 'Bradley Elementary' selected.
- 'Storage Location *' dropdown menu with 'General Location' selected. A red arrow points to this field.
- 'Spot Check Only' checkbox, which is unchecked.
- 'Physical Count Type *' dropdown menu with 'Monthly' selected. A red arrow points to this field.
- 'Cancel' and 'Save' buttons at the bottom. A red arrow points to the 'Save' button.

5. If you'd like to print, click Physical Count Worksheet (located in the top right corner)

- Click the bell when you see the red icon
- Then, click the top report to download the sheet



6. Enter the total quantity of products in your inventory.


Identifier	Name	Preferred Quantity	Alternate Quantity
C-CLPWG9-0	classic potato wedges olive oil,whole potatoes (1 Serving)	Serving	Serving
C-CRNCX9-0	corn chex cereal corn chex cereal, 96ct (96.00 eaches per Case)	Case	Case
C-OPMLK9-0	1% milk Milk, lowfat, fluid, 1% milkfat, with added vitamin A and vitamin D (1 each)	each	each
C-CREAL9-1	cheerios regular cheerios, 96 ct (96.00 eaches per case)	case	each
W-APSZN9-0	All Purpose Seasoning all purpose seasoning (1 bag)	bag	bag

Notes:

- If you need to see a complete list of inventory items please use the custom inventory worksheet (will be shared with you separately)

7. To add an item, select the magnifying glass at the bottom of the page.

Z-TRKSP9-0	Turkey sausage patties turkey sausage patties - 67 per bag (2.00 bags per case)	case	bag
X-TRKSP9-0	turkey sausage patties x turkey sausage patties (2.00 bags per case)	case	bag

Search Items 

Notes

Delete Close Save Post Physical Count

You can search items by item description (name) or you could use a tags. There are tags created for each inventory category: Dry Storage, Supplies, Refrigerator, Freezer. Once you find the item place a check mark and press close.

Items ✕

Search Refrigerator ✕ Tags Vendors

Identifier	Name
<input checked="" type="checkbox"/> C-OPMLK9-1	1% milk Milk, lowfat, fluid, 1% milkfat, with added vitamin A and vitamin D (1 each)
<input checked="" type="checkbox"/> Z-BUTPC9-0	Butter - pc 720/case (720.00 Eaches per Case)

page 1 of 3

8. When you're ready to submit, click Post Physical Count on the bottom-right.

9. You can always save your inventory and submit it later. Just click the SAVE button at the bottom of the page:










Notes

Delete Close Save Post Physical Count

If you would like to go back to the inventory you have started and saved prior: Go to Items > Physical Count > Select the pencil (screenshot below) on the inventory storage location you want to continue:

Dashboard > Configuration > Items > Physical Count

Open All Warehouses All Storage Locations Reset Add New Physical Count

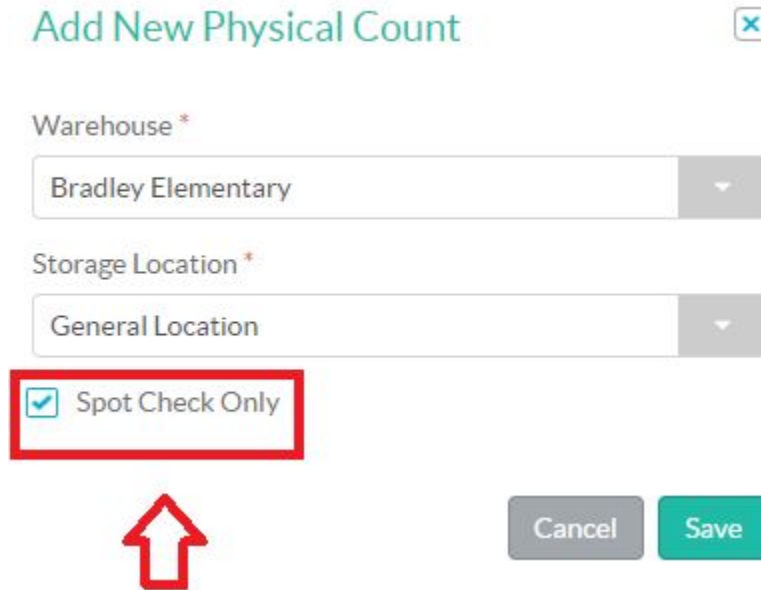
Identifier	Posted Date	Warehouse	Storage Location	Physical Count Type	Status	Spot Check
 990		Fenway HS	General Location	Monthly	Open	
 989		Ellison Parks Ees	General Location	Monthly	Open	
 988		Ellis Elementary	General Location	Monthly	Open	
 987		East Boston HS	General Location	Monthly	Open	
 986		East Boston Eec	General Location	Monthly	Open	
 984		Dudley St. Neighborhood Charter Elem.	General Location	Monthly	Open	
 983		Dante Alighieri	General Location	Monthly	Open	
 982		Bradley Elementary	General Location	Monthly	Open	
 978		Boston Day & Evening Academy	General Location	Monthly	Open	

page 3 of 4

10. Adding items after the monthly inventory has been posted.

If you have already posted your monthly inventory and would need to add a few more items, please **DO NOT** start a new monthly inventory to submit just a few items.

Press: Add new physical count > **place check mark on “spot check only”**. See picture below:



The screenshot shows a web form titled "Add New Physical Count" with a close button (X) in the top right corner. Below the title are two dropdown menus: "Warehouse *" with "Bradley Elementary" selected, and "Storage Location *" with "General Location" selected. Below these is a checkbox labeled "Spot Check Only" which is checked and enclosed in a red rectangular box. A red arrow points upwards from below the box to the checkbox. At the bottom right of the form are two buttons: a grey "Cancel" button and a green "Save" button.

Add the items you need and press post physical count.