**Stock Reserving for Write off or Shop soiled:**

If you have an item in store that needs to be either written off or is shop soiled and keeps getting re-picked for Online, Please follow these steps

**In sale entry find the item you need to reserve, then click Reserve (circled in green below)**

**You will then be prompted to Attach a customer, for this you will either choose**

1. **Reservation Write off- if the item needs to be written off complete**
2. **Shop soiled- If the item needs to be taken off the system to avoid getting repicked for online sale**



**Choose the type of reservation (both in pictures above) Then simply attach the customer.**

**This will Now be in your Stock reservations. This is found under file on your POS**