**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

A picture containing timeline

Description automatically generated**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. Graphical user interface, text, application

   Description automatically generated**Shop soiled- If the item needs to be taken off the system to avoid getting repicked for online sale**

A screenshot of a computer

Description automatically generated

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

Graphical user interface, text, application, table, Excel

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