

# How to Enable 'Out of Stock' and How it Works

## Part 1: How to Enable 'Out of Stock'

**On inTouch first go to 'Management'**

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**Then 'Occasional Menu'**

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**Click on 'Internet Options'**

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**Go to 'Program'**

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**You will see the option 'Out of Stock'**

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**Click on the drop down and select where you want to have it located**

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**Also whether it 'Applies Instore'**

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## Part 2: How it Works

**If Chocolate Fudge Cake isn't available and you want to make it out of stock**

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**On inTouch click the 'Out of Stock' button**

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**Then click on the item that is out of stock**

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**If the item has choices then select the name of the item at the top to make the full item out of stock, or you can also make the individual choices out of stock by selecting those as well (this however will make the choice out of stock for all items that have this choice)**

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**The item will then be added into the list on the right**

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**Once you have done click 'Finished'**

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**On the website Chocolate Fudge Cake now appear Out of Stock**

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**If you did tick 'Applies Instore' then it will appear grayed out**

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**Out of Stock refreshes each day so if the item remains out of stock then you MUST add it back to the list**

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