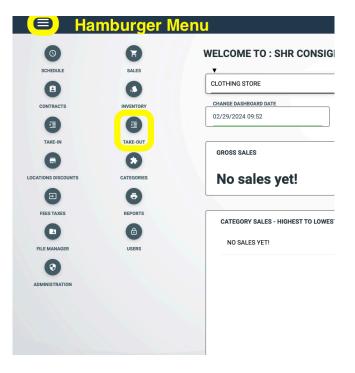


## **Removing Unsold Inventory - Take-Out**

How to Remove items for Return, Donate, Damaged, etc.

1. Click on Take-Out within the Hamburger Menu or Dashboard.



2. Any currently open Take-Outs will be view-able in this screen.

≡		SEARCH CREATE ALTER	COMPLETE TAKE-OUT DELETE TAK	EOUT				
SEARCH TAKE-C	DUTS	SEARCH ENTER A SEARCH LIKE: USERNAME, STORE.CODE, STORE.NAME, CONTRACT						
SEARCH RESULT	"S							
ALTER	RECEIPT	TAKE-OUT 7091347885	DATE 02-28-2024	USER				
Ø	6	7089731296	02-26-2024	CHRISTINA				
Ľ	•	7088823760	02-25-2024	TORIE				
Ø	6	7020675165	12-08-2023	MIKE				



3. To create a new take-out, click on **Create** at the top.

SEARCH TAKE-	OUTS	SEARCHCREATE	R COMPLETE TAKE-OUT DELETE	TAKEOUT					
SEARCH		SEARCH ENTER A SEARCH LIKE: USER	SEARCH ENTER A SEARCH LIKE: USERNAME, STORE.CODE, STORE.NAME, CONTRACT						
SEARCH RESULT	TS								
ALTER	RECEIPT	TAKE-OUT	DATE	USER					
2	•	7091347885	02-28-2024	REBECCA					

- 4. Select the take-out method in the drop-down menu
  - Remove, Return, Transfer, Change Location.
    - a. **Remove-** removes items from selling inventory and places them in the consignor's donate file, unless changed to another status (delete, lost, damaged, sampled, etc)
    - b. **Return** removes items from selling inventory to a be returned to a consignor.
    - c. Transfer allows you to transfer an item to another account.
    - d. **Change location** moves stock from one Square location to another.

		SEARCH CREA	TE ALTER COMPLE	TE TAKE-OUT	DELETE TAKEOUT							
REATE A NEW TAKE-OUT						-						
LOCATION V							TAKEOUT METH	IOD 🔻				
CLOTHING STORE							REMOVE					
							CHANGE LO	CATION				
SAVE TAKE-OUT INFORMATION				REMOVE								
							RETURN					
EMS BUILDER							TRANSFER	OWNERSHIP				
							RECONCILE	INVENTORY				
SEARCH		sku										
KE-OUT ITEMLIST												
SKU		QUANTITY					NOTES					STATUS
SAVE CHANGES DELETE	TEM											
LTER TRACK	SKU BRAND	CATEGORY	DESCRIPTION	SIZE	QUANTITY	ONHAND.QUANT	πγ	PRICE	SHELF.DATE	EXPIRY.DATE	CONTRACT	CONSIG

- 5. Click Save Take-Out Information to continue.
- 6. The default status set for an item in the take-out removal is donate. If this isn't accurate, change the default status to an appropriate one in the drop-down menu.
- 7. Begin scanning (via barcode scanner) or manually inputting SKUs into the search field below. The table will auto-populate as scan more items. To edit the status an individual item, highlight it in the table below and change the default status for that item in the drop-down



menu on the bottom right side of the screen. If necessary, enter additional info into the notes and click **Save Changes** for that item.

- 8. You can also bulk Take-Out items by selecting a date in the date picker. This will import items that have expired on or before the date selected. These expiration dates come from the shelf-life entered for a category. Example: Women's tops have a shelf-life of 90 days so every woman's top will have an expiration date 90 days from the shelf date created when an item is posted to inventory.
- 9. When finished, click on **Complete Take-Out** at the top.
- 10. To **Return** an item to a consignor you must input the consignor's account # and then SAVE Take-Out and **BEGIN** scanning or inputting SKUs into the search field. When complete, click **COMPLETE TAKE-OUT** at the top. When complete, click the Search button at the top to go back to the main Take-Out Screen. You can then print a Consignor's Take-Out Return Receipt if needed.
- 11. To **Transfer** enter the account # for which you are transferring items to and then save take-out. Beginning entering or scanning SKUs into the search field.
- 12. To **Change the Location** of an item, click where it says, "Move Inventory to Location" and change to the location the item is going to. Then click the "Take-Out Method" and change it to "Change Location"
- 13. Then Click Save Take-Out Information.
- 14. When a Take-Out is complete highlight the take-out and click **Complete Take-Out** at the top to then process and complete that Take-Out.