Managing Inventory Units

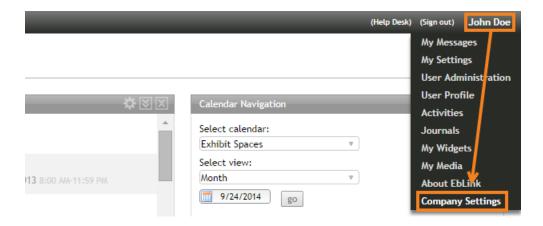Updated: September 29, 2014

This document will walk you through:

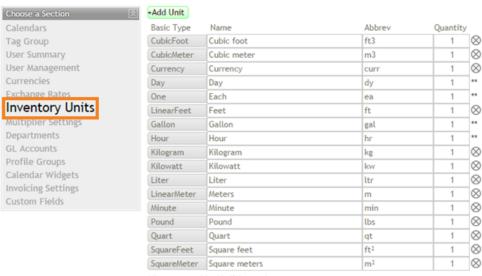## Navigating to the Inventory Units Page

1. Hover over your name in the upper-right corner of the browser window.
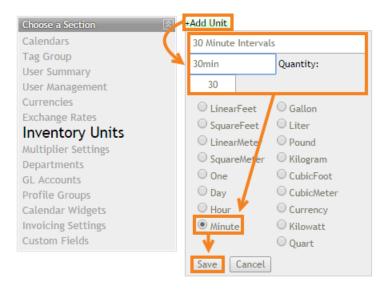2. Click **Company Settings**.

3. Click **Inventory Units**.

Adding Units

1. Click **+Add Unit**.

2. Type a name for the unit.

3. Type an abbreviation for the unit.

4. Type the quantity by which the unit will be counted. (e.g. 30 could be used for 30-minute intervals, as shown in the image.)

5. Select the radio button for the basic type of the unit.

6. Click **Save**.

Editing Units

1. Make any adjustments to the units' names, abbreviations and quantities. Fields that have been changed will be highlighted in tan.

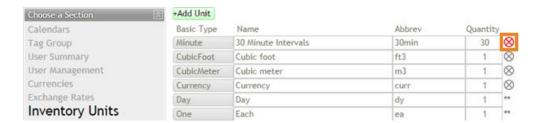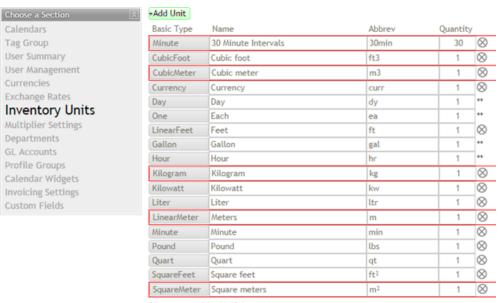2. Click **Save** in the upper-right corner of the browser window.

Deleting Units

1. Click the circled X next to a unit.

   Note: units that are in use cannot be deleted, so they will not have the circled X.

2. You can continue clicking the circled X for as many units as you want to delete. Units marked for deletion will have a red rectangle surrounding them.

3. Click **Save** in the upper-right corner of the browser window to finalize the deletions.