

PHOREST SALON SOFTWARE

MY-PRODUCTS-&-INVENTORY-ACTION-PLAN

Let's remind ourselves about **Products & Inventory** training & how to get started.

1. Ensure your **Product List** is in the system and **Archive** any products you don't use
2. Do an **Inventory Count** as soon as possible
3. Use **Filters** to make it all easier
4. If adding new products enter as much information as possible
5. Set **Product Reminders** for clients
6. **Generate Orders** on the system for effective ordering
7. Check out **Professional Inventory** in the Purchase Screen
8. Run regular reports to **Track Cost and Stock Levels**

My Personal Plan - How will I get started?

WHAT	WHEN	WHO
Check all Brands and Product Lists are added		
Inventory Count		
Use your system to Generate Orders		
Track Professional use Stock		
Reports		

