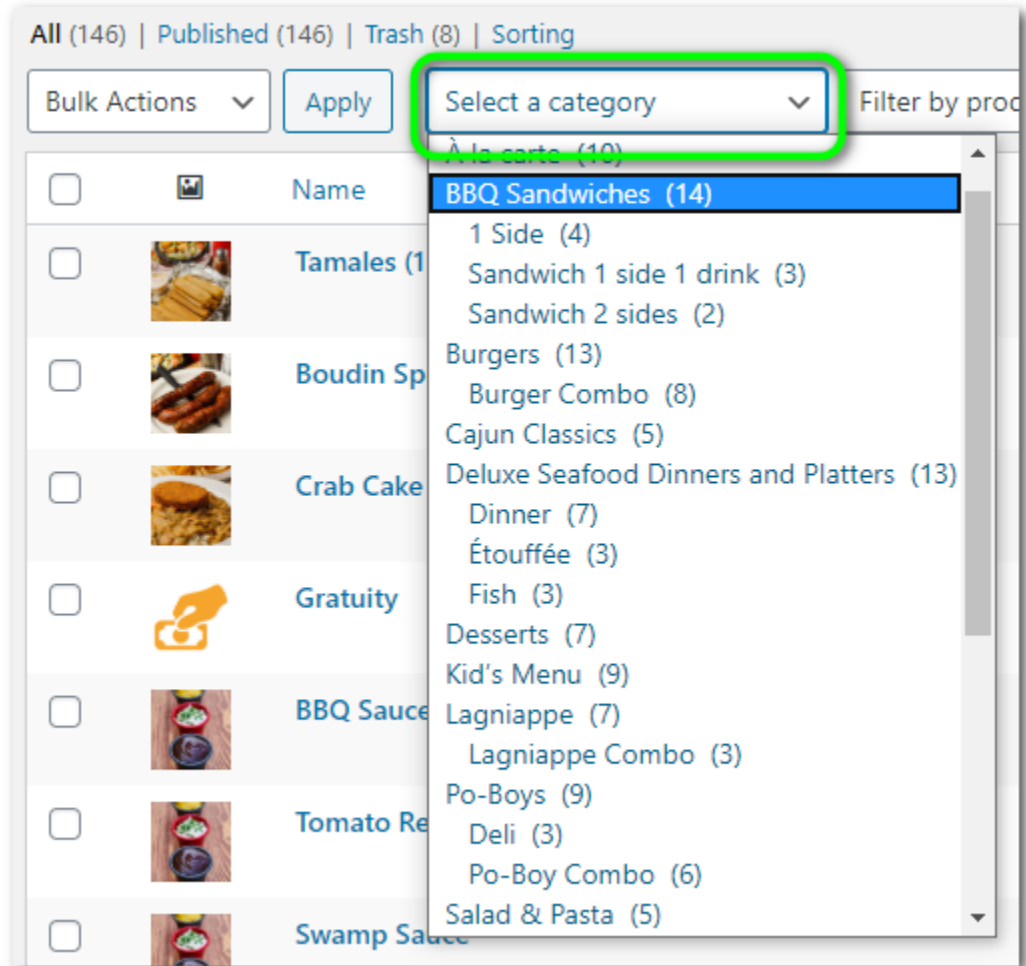
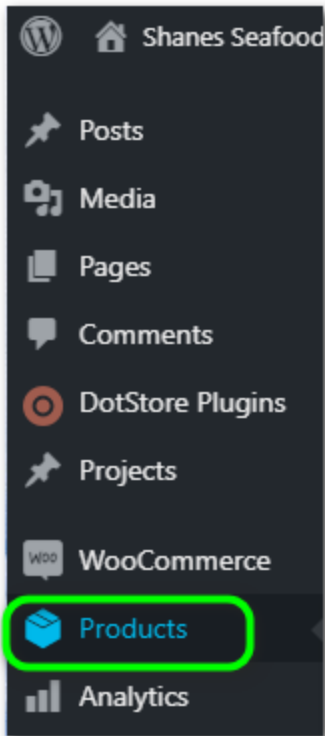
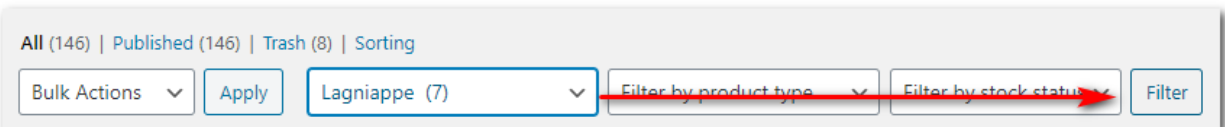


To Mark an Item as Out of Stock

1. After logging on to the website, click on **“Products”**
2. You can sort by category, which are named the same as their category on the menu:



3. Make sure to click **“Filter”** to search:



To Mark an Item as Out of Stock

- When you get to the menu item you want to mark as In Stock or Out of Stock, **hover** over the name of the item and click **“Quick Edit”**

The screenshot shows the 'QUICK EDIT' form for a menu item. The 'In stock?' dropdown menu is highlighted with a green box, and a red arrow points to the 'Update' button. The form includes the following fields and options:

- Title: Tamales (1/2 Dozen)
- Slug: tamales
- Date: 05-May 26, 2020 at 17:40
- Password: [] -OR- Private
- Product tags: []
- Status: Published
- Product data:
 - SKU: []
 - Price: 7.99
 - Sale: Sale price
 - Tax status: Taxable
 - Tax class: Standard
 - Weight: 0
 - L/W/H: Length [], Width [], Height []
 - Shipping class: No shipping class
 - Visibility: Catalog & search Featured
 - Manage stock?
- Product categories:
 - Starters
 - À la carte
 - BBQ Sandwiches
 - 1 Side
 - Sandwich 1 side 1 drink

- Click the **“In Stock?”** dropdown and select your choice. Then press **Update**.

The product will now reflect the change.

