



FAQ

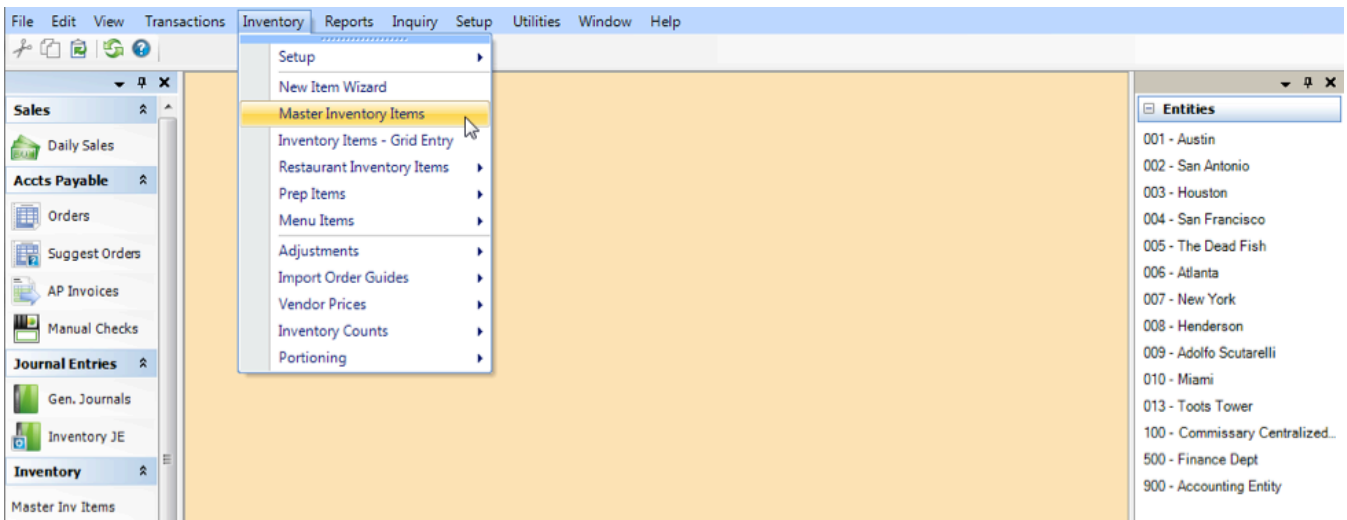
[Home](#) / [FAQ](#) / How do I delete an inventory item?

How do I delete an inventory item?

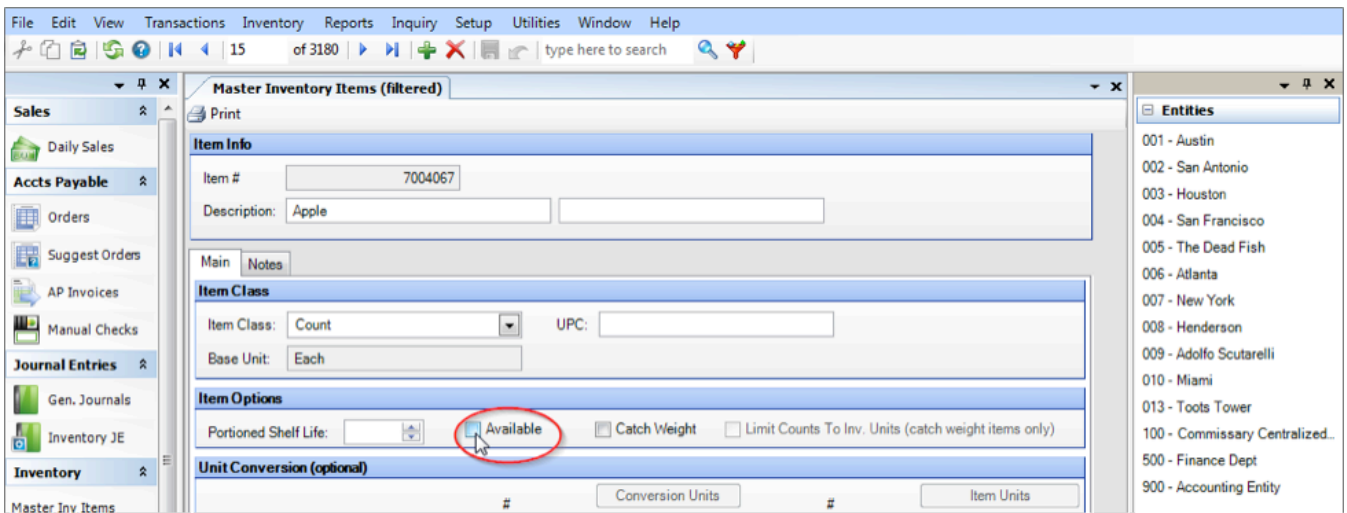
Inventory items cannot be deleted from Compeat because their records are linked to historical data. However, inventory items can be made unavailable on a global level or entity-specific level.

Global Level

This option will make the inventory item unavailable across all entities.



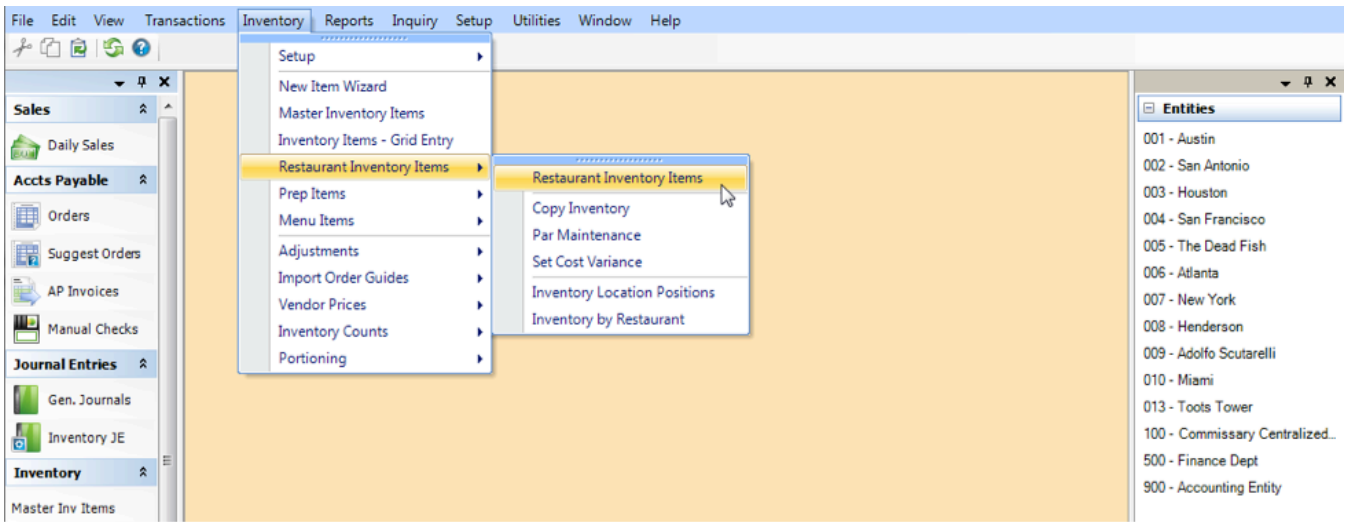
1. Go to **Inventory > Master Inventory Items**.
2. Select the item you wish to make unavailable.



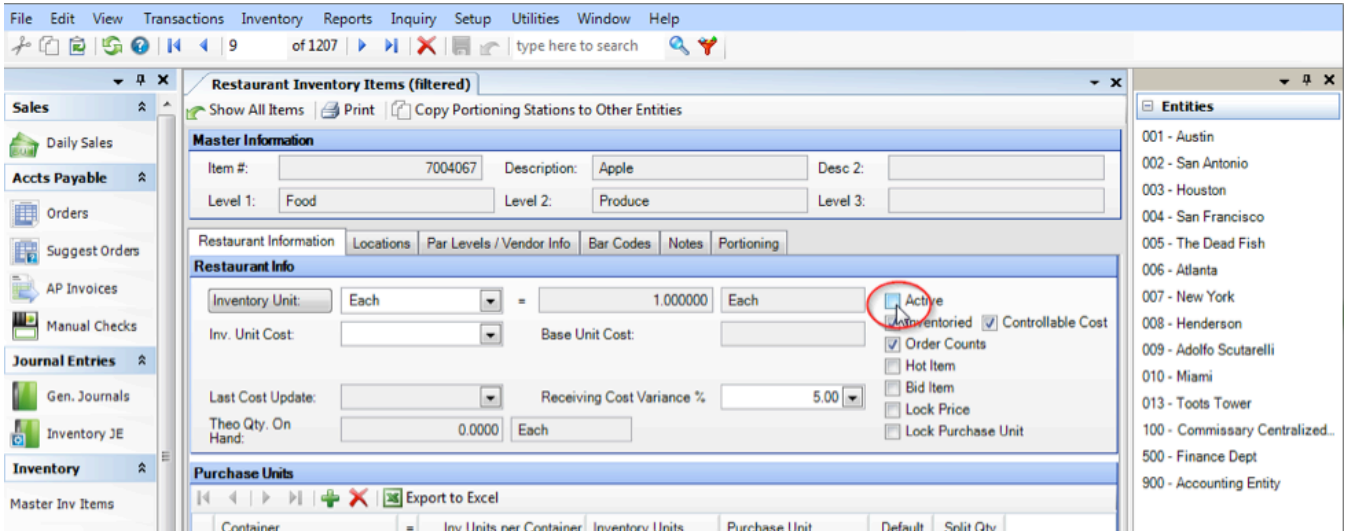
1. In the item record, locate the **Available** box and deselect it.
2. **Save** your changes.

Entity-Specific

This option will make the item inactive at a specific entity



1. Go to Inventory > Restaurant Inventory Items > Restaurant Inventory Items.
2. Select the item you wish to make inactive.



1. In the item record, locate the **Active** box and deselect it.
2. **Save** your changes.

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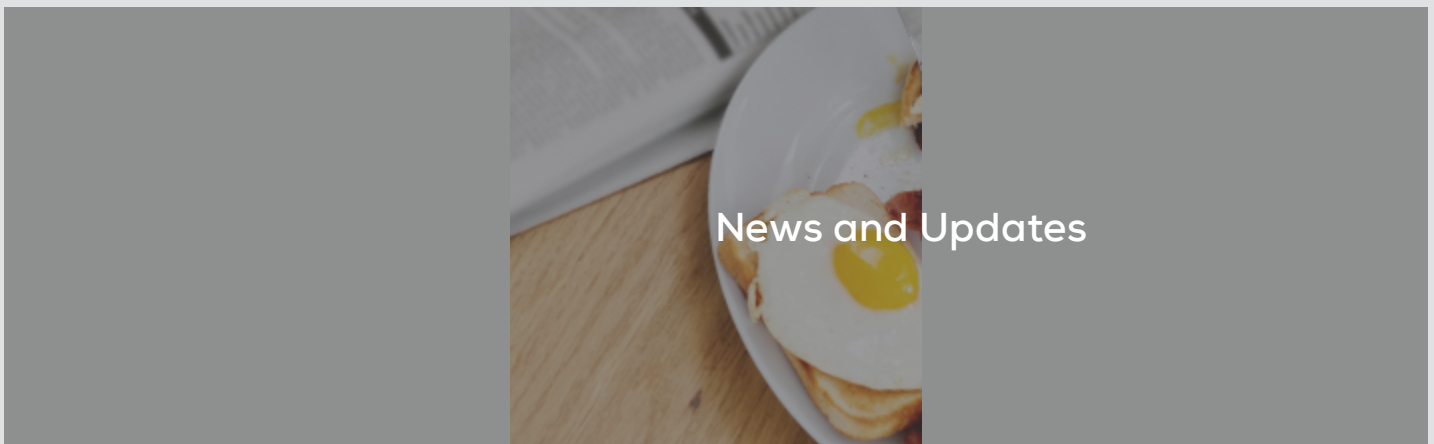
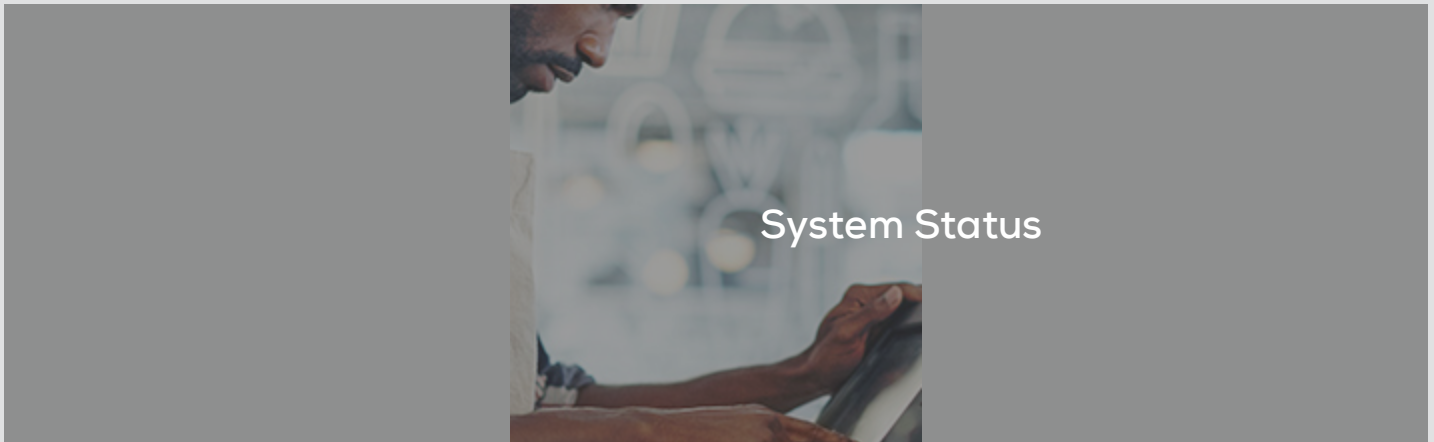
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