



NetMenu

Floor Stock Mobile Inventory

Nursing Placing Orders for Floor Stock

Mobile Inventory for Floor Stock

Authenticate a Device

Use this guide when you want to authenticate a new device for use with Mobile Inventory. This is a **one-time step** required the first time you access Mobile Inventory on a device.

1. Access the Mobile Inventory app by either:
 - a. Downloading the Mobile Inventory app from the Apple or Google App stores, and open.



- b. Accessing the Mobile Inventory web app via a browser at <https://mobile-inventory.cbord.com/>

2. Tap/click anywhere on the homepage to launch into the **Settings** page.



3. Copy in the NetMenuApi URL <https://aramark.netmenu.cbord.com/NetMenuApi/> and click **Set API URL**.



Once successfully authenticated you'll be redirected to the Mobile Inventory Login page.

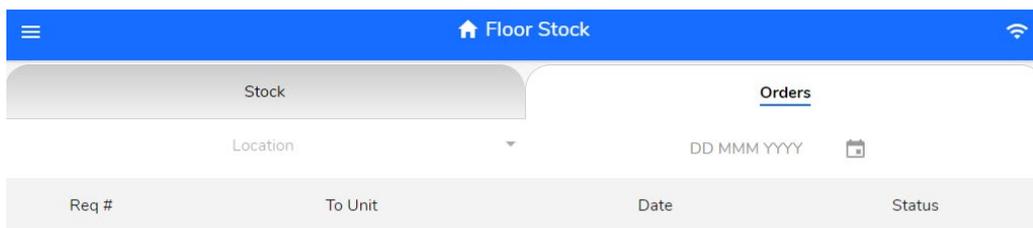
Login to Mobile Inventory

Use this guide when you want to login or logout of the Mobile Inventory application.

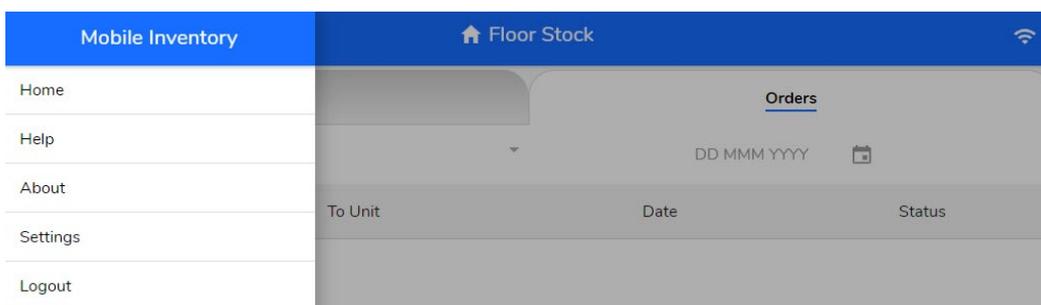
1. Access the Mobile Inventory app or URL.
2. Enter your **Username** and **Password** and click **Login**.

TO Log Out

3. Click the  icon in the top left corner of the Mobile Inventory app.



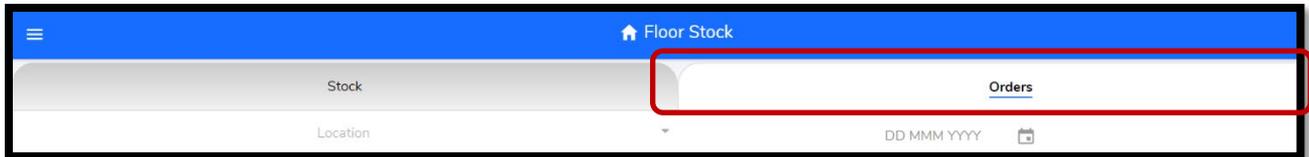
4. Click **Logout**.



For Nursing: Create an Order – Orders Tab

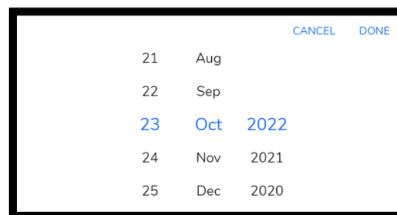
Use this guide when you want to create a new Floor Stock order. This will typically be completed by a staff member from the Nursing Unit.

1. Login to Mobile Inventory (refer to Login to Mobile Inventory). Ensure you are on the **Orders tab**.

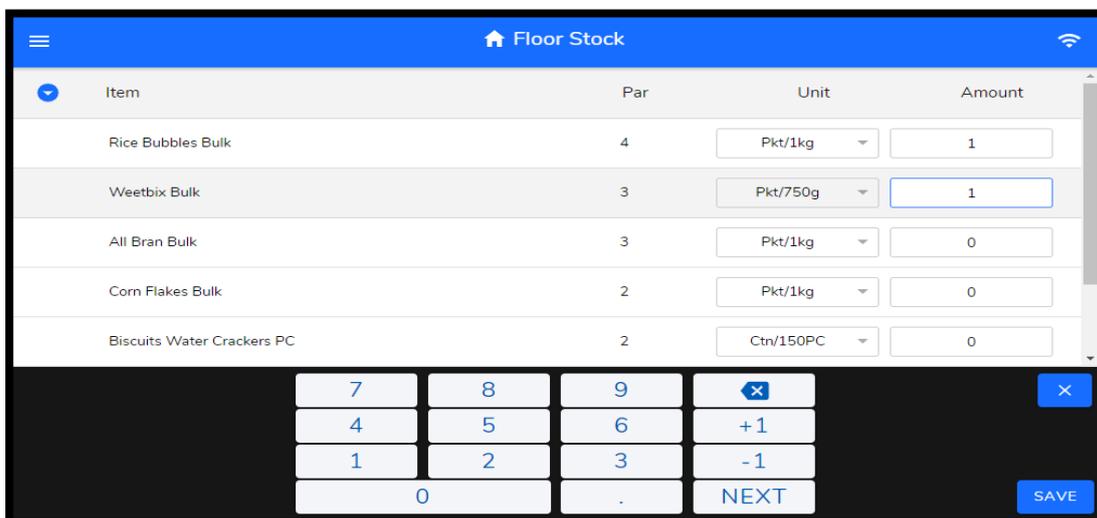


Note: Any existing Committed (Submitted) orders are listed and can be viewed on the **Stock tab**.

2. **Location** should Default to your specific unit (Location). If you have access to more than one unit, use the location drop down menu to select the unit you are placing an order for.
3. Click the **Calendar Icon** to select date.
4. Current date will default. Scroll the date, month, year to modify as needed, and click **Done**.

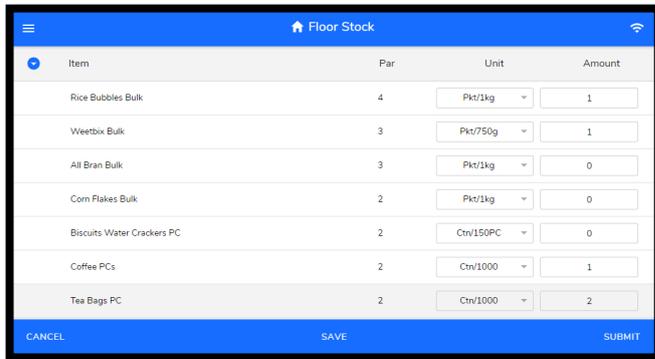


5. Click the **+** icon to open a new order.
6. New order opens. Click the **←** icon to minimise the header information.
7. Items available to order by your Nursing Unit along with **Unit** (of Measure) and **Par** level (if applicable) will display. In the **Amount** column, click in the field for an item to modify the order quantity.



Note: You may not be able to order a quantity above the Par level for a specific item.

8. Repeat step 7 for entire order.
9. Click the  icon to close keypad, and review order.



Item	Par	Unit	Amount
Rice Bubbles Bulk	4	Pkt/1kg	1
Weetbix Bulk	3	Pkt/750g	1
All Bran Bulk	3	Pkt/1kg	0
Corn Flakes Bulk	2	Pkt/1kg	0
Biscuits Water Crackers PC	2	Ctn/150PC	0
Coffee PCs	2	Ctn/1000	1
Tea Bags PC	2	Ctn/1000	2

CANCEL SAVE SUBMIT

10. Click **Submit**. System will ask are you sure, click **YES** to confirm.
11. Click **Cancel** to navigate back to **Orders tab**.