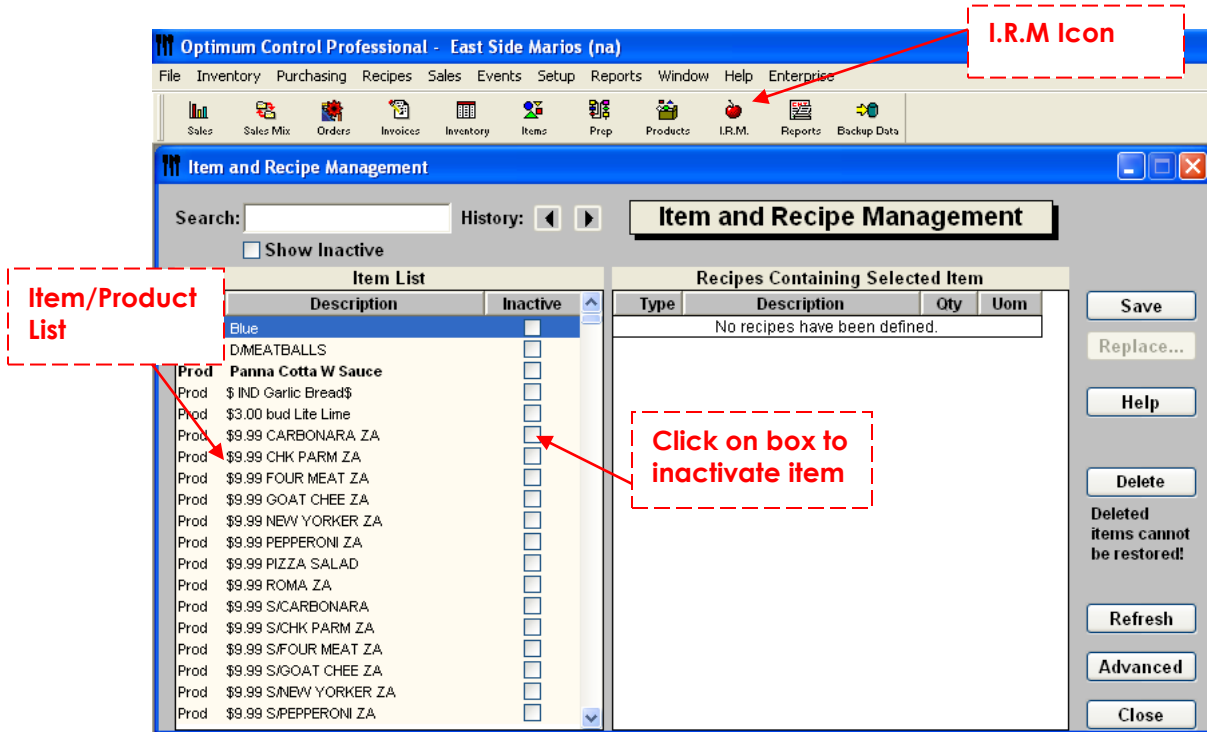# How to Inactivate Inventory Items

> **Note:** This step is beneficial to clean up your inventory count sheets to only include active items.

1. Click on the I.R.M (Inventory Recipe Management) Icon.
2. The Item and Recipe Management window will appear.

3. Here you will see a list of all products, each with a little check box beside it.
4. If there are any items in this list that you do not use, click on the box to select it as "Inactive.

> **Notes:**
> - **Making an item "Inactive" will not delete it from the database, it simply removes the item from your count sheets.**
> - **Before you count your inventory, refer to Page 70 in the Cost Management section of this guide to follow some tips and techniques to ensuring more accurate counts.**