# Deactivate article with stock 0

About ***Deactivate article/article with stock 0*** you access the function and can set all articles without stock to the ***status*** „inactive“ status in one step. Inactive articles are no longer displayed in the cash register and can therefore no longer be posted. PC CADDIE sorts these articles at the end of the article list in grey.

It is also possible to completely remove inactive items from the item list during the year-end closing (archiving) (they are moved to the corresponding archive area and remain there).

You should proceed very carefully in the catering industry. Before you start the year-end closing process, it is necessary to check whether all inactive items should really be deleted. You may want to use individual items again at a later date, even if they currently have a stock level of 0. In this case, change the status back to „normal“.

Firstly, you will see a window where you can select individual product groups. To do this, go to ***Selection,*** tick the relevant product groups and confirm with ***OK.*** If you now click on ***Start*** only the articles in the previously selected product groups are taken into account.




In the following security prompt, tick the appropriate checkboxes that are to be executed; these vary and one to three checkboxes may therefore be necessary. Then click on ***Start.***

In these situations, it is advisable to create a Fast data backup beforehand.