

Welcome! The **BOH Wiz Manager** website is where you manage labels, categories, prep, and reports from any computer or phone browser. Ask your manager for your login details.

### 1 Log in

Go to **bohwiz.com/manager**. Enter your **Username**, **Password**, and **Organization Name**, then click **Sign In**.

### 2 Add a label

Open **Labels** in the left menu, then click **+ Add Label**.

Fill in **Name** and **Category** (required), plus **Location**, **Shelf Life + Unit** (Day/Hour), and **Type**. Click **Create**.

### 3 Delete labels

On the **Labels** page, **check the box** next to each label you want to remove.

Click **Delete Selected** in the banner, then confirm **Delete**. This cannot be undone.

### 4 Add a category

Open **Categories** → **+ Add Category**, type a **Name**, and click **Create**. Categories group your labels in the app and on the web.

### 5 Plan prep with the Prep List

Open **Prep List** to set par levels (min-max) per item and see how much to prep each day. Cooks follow the same list in the app.

### 6 Watch the Expiring list

Open **Expiring** to see what's expiring today/soon. Filter by user, and mark items as **waste** to keep your reports accurate.

### 7 Add a user (managers/admins)

Open **Users** → **+ Add User**. Enter their email, password, name, pick the **Organization** and **Role**, then click **Create User**.

#### Quick tips

- The website works on your **phone browser** too — handy for quick edits on the floor.
- Use the **Dashboard** to see total prints, top labels, and stale labels at a glance.
- Label **designs** (2×1 / 2×2 layouts) are built in **Label Designer**, then assigned when you add a label.
- Stuck? Open the **Help** page in the menu for these guides anytime.