

DS2 Decision and Iteration Log: GreenLeaf Grocers

1. Why I chose my tool

Choice of tool

Microsoft Excel was chosen to create the digital artifact. It is useful for organizing numerical data into tables and allows the use of colours to make different types of information stand out. The task involved assisting the manager by providing the best information regarding products with low stock, those with high stock, and those requiring imminent reordering. Excel was a good choice because it allowed all inventory data to be consolidated into a simple table, making it easy to use colours to distinguish between overall stock levels. For instance, red was used to indicate low stock, while orange marked products needing to be ordered soon. This made it easier to quickly visualize key information for better management. Regarding the creation of the chart: a chart was selected because it facilitates the comparison of quantities across different products.

2. What information I used

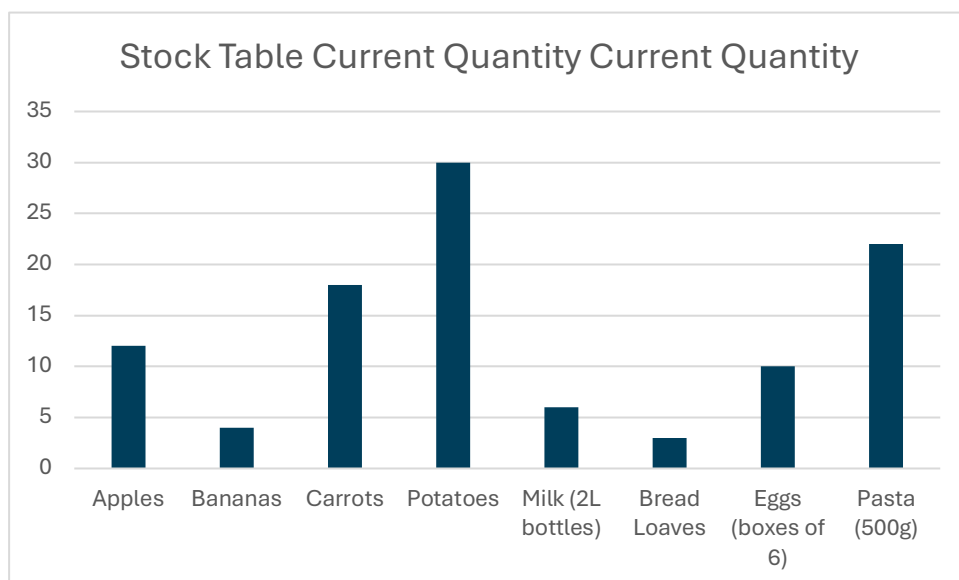
Based on the inventory information provided in the GreenLeaf Grocers scenario, the products and quantities are:

• Apples – 12 • Bananas – 4 • Carrots – 18 • Potatoes – 30 • Milk (2L bottles) – 6 • Bread Loaves – 3 • Eggs (boxes of 6) – 10 • Pasta (500g) – 22

Stock Table Current Quantity

Item	Current Quantity	Stock Status	Action
Apples	12	Normal Stock	Monitor
Bananas	4	Low Stock	Order soon
Carrots	18	Normal Stock	Monitor

Potatoes	30	High Stock	No immediate action
Milk (2L bottles)	6	Order soon	Order soon
Bread Loaves	3	Low Stock	Order soon
Eggs (boxes of 6)	10	Order soon	Order soon
Pasta (500g)	22	High Stock	No immediate action



• 0–5 items = Low stock • 6–10 items = Order soon • 11–20 items = Normal stock • 21 or more items = High stock

Summary Table

Category	Items
Low Stock	Bananas, Bread Loaves
Order Soon	Milk, Eggs
Normal Stock	Apples, Carrots

High Stock	Potatoes, Pasta
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These categories were used for all products. Based on them, stocks of bananas and bread were low. It was necessary to order milk and eggs soon. Potato and pasta stock levels were high. Apples and carrots were within the normal stock range.

3. **How I created my artefact**

Inventory data was entered into an Excel spreadsheet using clear headers such as Item, Current Quantity, Stock Status, and Action. Next, the stock status was defined for each product, indicating whether the quantity was low, normal, or high, or if the item needed to be ordered soon. An Action column was also included to make necessary steps more apparent; for instance, products with low stock were marked to indicate they needed to be ordered promptly. After that, I applied conditional formatting to add color to the table: red indicated low stock, while orange or yellow marked products needing imminent replenishment, and another colour indicated high stock. Finally, I created a bar chart showing the quantity of each product to facilitate comparison; the chart clearly showed, for example, that the stock of potatoes was much larger than that of bananas and bread.

4. **What changes I made**

Initially, a simple table listing product names and quantities was used, but this proved insufficient as it did not clearly indicate which products required attention. The table was improved by adding columns for stock status and necessary actions, making the information easier to understand and helping to outline the next steps. Conditional formatting was also applied to use colour the original table's simplicity had made it difficult to quickly spot key information, whereas colours helped the store manager identify low stock levels and products needing reordering soon. Additionally, a bar chart was included to facilitate the comparison of stock quantities, while bold, highly visible headers ensured the chart displayed a clear title and easily readable labels.

5. **Feedback and reflection**

The analysis of the presented material ensures it is easy for anyone with access to understand. The colours were chosen to complement each other clearly, supported by sharp graphic presentation. I also ensured colour consistency throughout the file; for instance, I used the same colour to indicate low stock levels across the entire spreadsheet.

Furthermore, I checked the chart labels to ensure readability. If the labels were too small, the chart would be difficult to interpret; I made sure that product names and stock quantities could be read clearly.

Overall, Excel is an effective tool for organizing figures and presenting inventory information. I created inventory categories and a table, assigned colours, and designed a bar chart to make the data easier to understand. The final result shows that bananas and bread are low in stock, milk and eggs need restocking soon, potatoes and pasta have high stock levels, and apples and carrots are at normal levels. The spreadsheet provides the store owner with a simple, clear overview of the current inventory status.