

Stock Take in Browser

An in browser stock take should be managed either via a manual count, or through [barcode scanning](#). Regardless of these choices, the process is very similar.

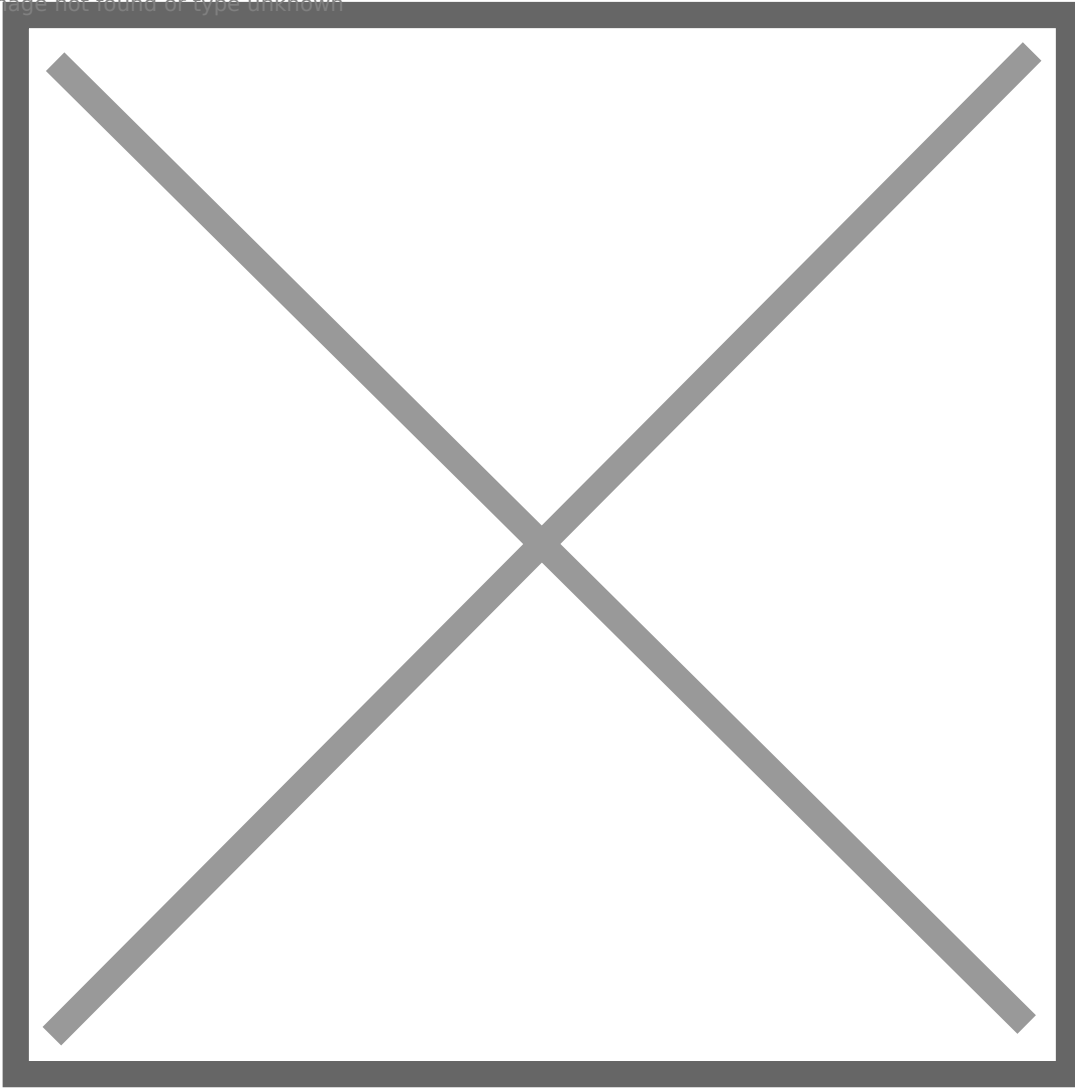
A full history of Stock Takes will be found within the [Stock History](#) report.

There is a separate record of [Stock Discrepancies](#).

Choose your Store and Location

1. Choose the Store to Stock Take

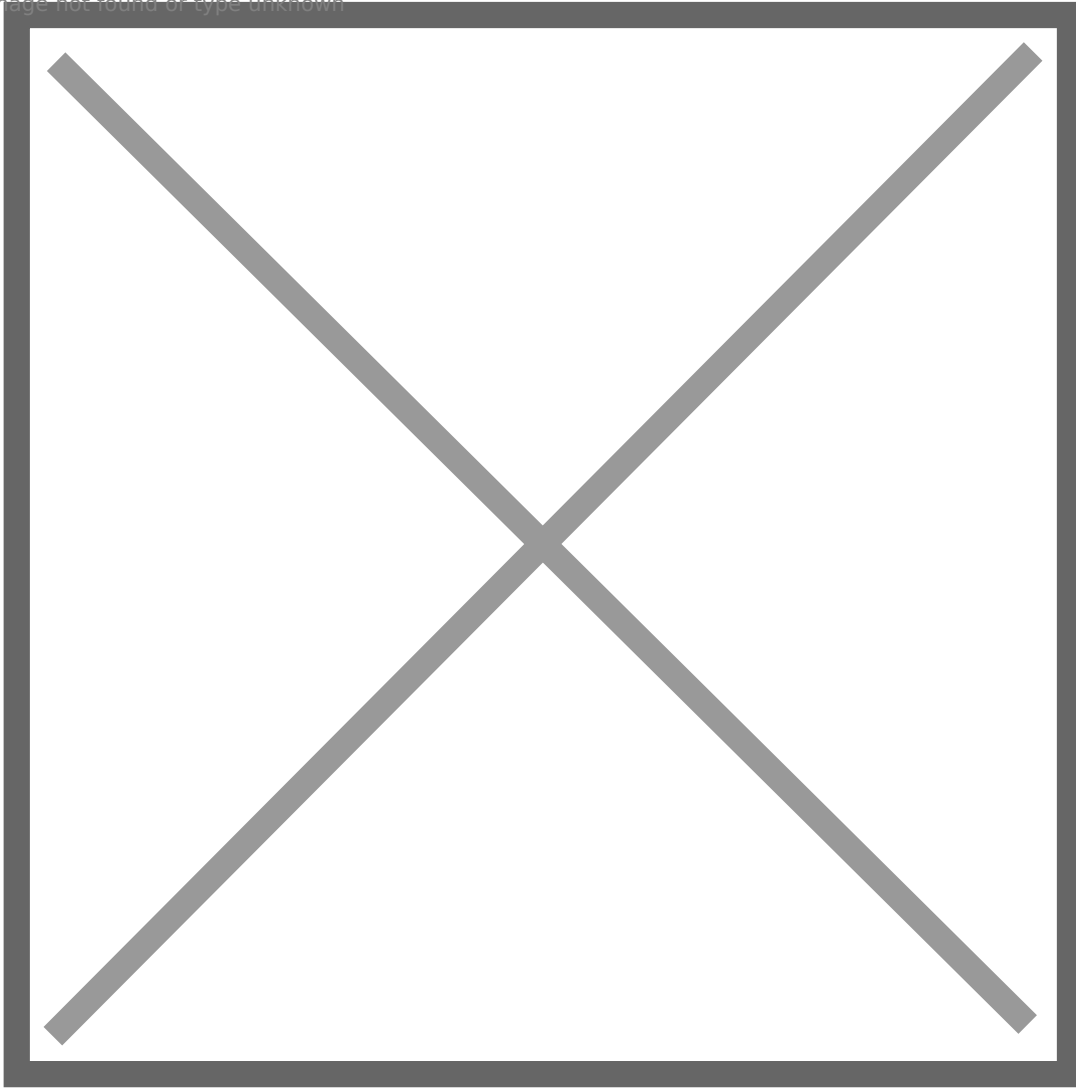
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Tip: Filtering by Store is mandatory, filtering by Location is optional

2. Choose the Location to Stock Take

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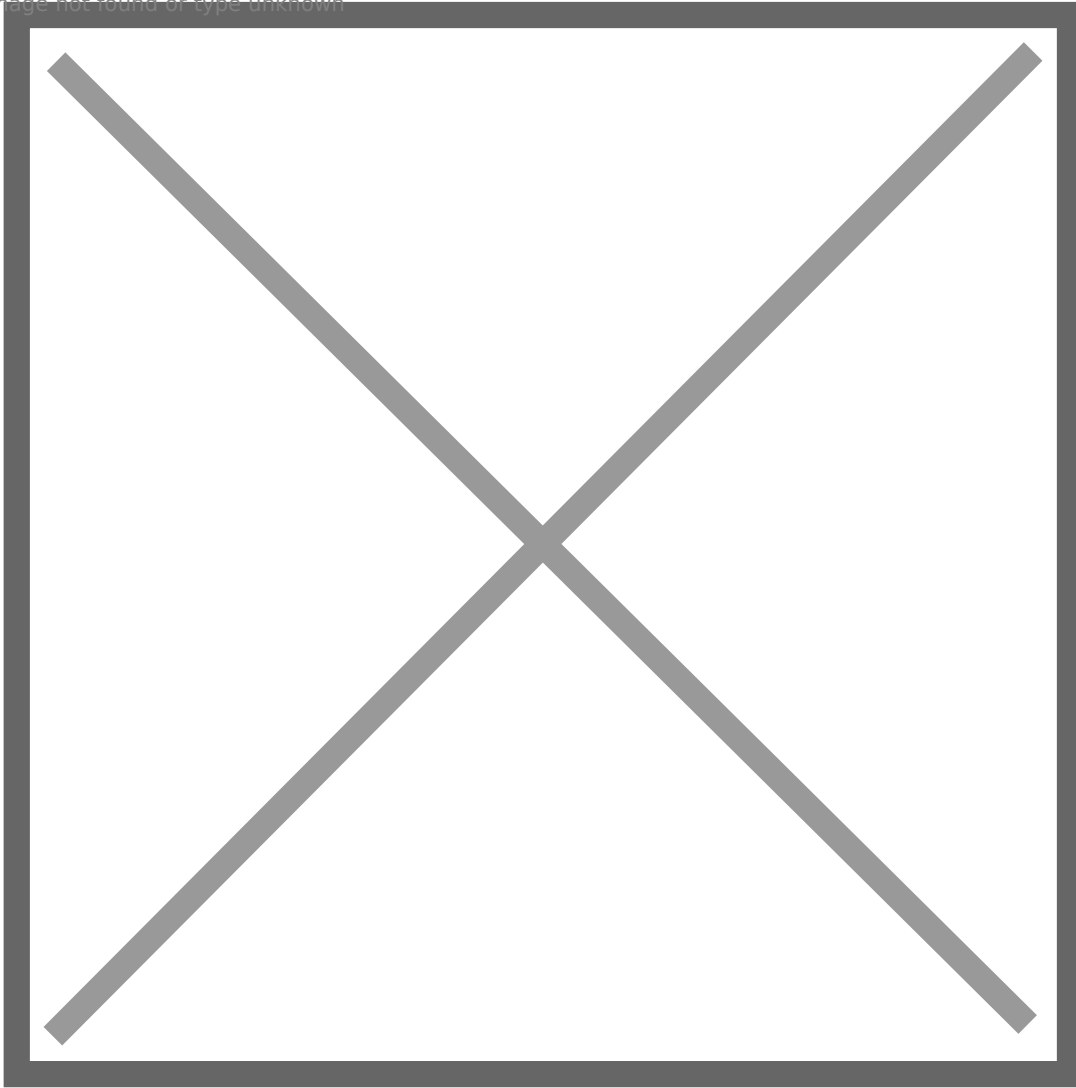
Apply Other Filters

Tip: You can apply further filters to complete a Stock Take for a specific Category, Supplier, Brand or Collection

Alternatively, search for a specific Product to Stock Take

3. Apply your filters

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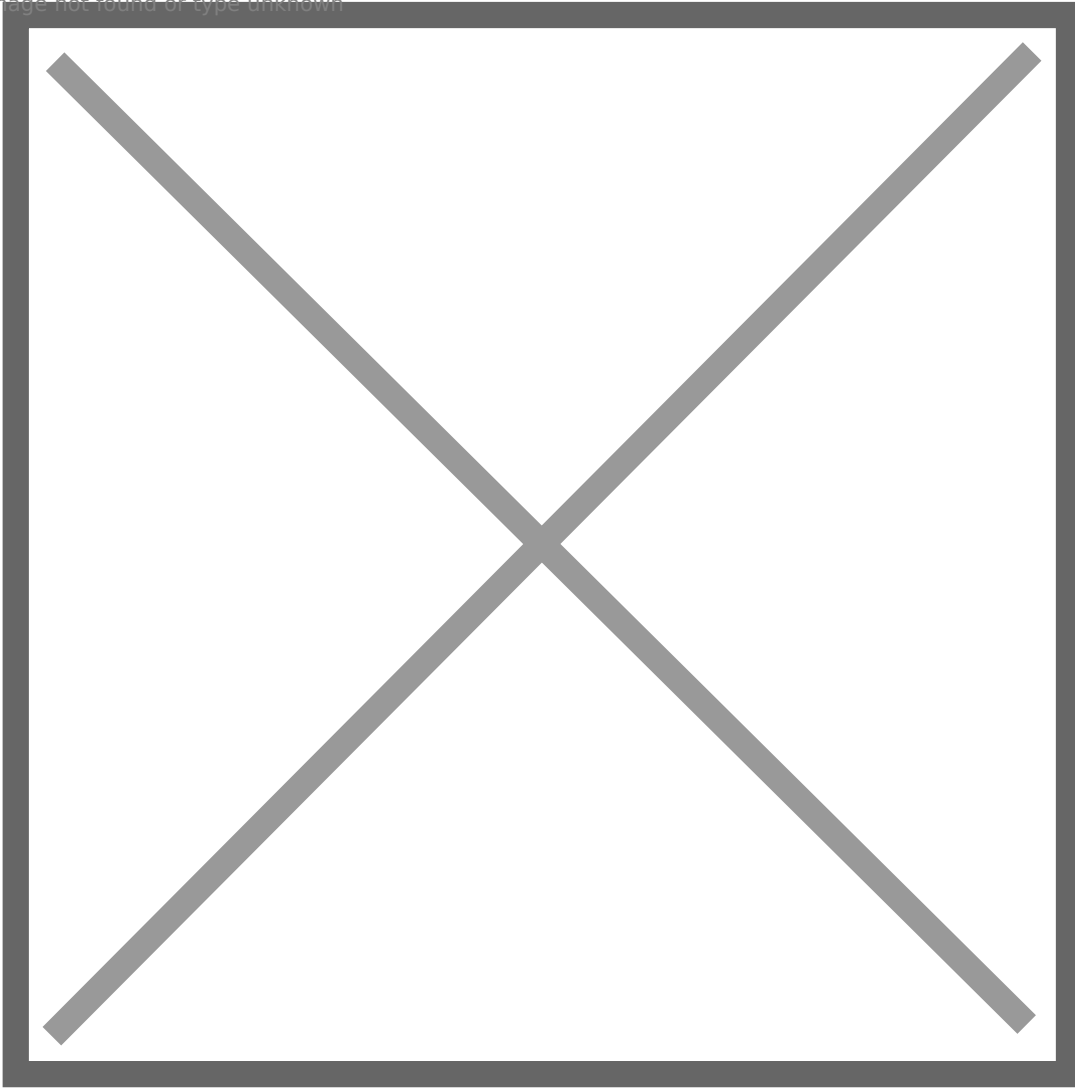
Define Blank Values

Tip: Setting blank values to zero will wipe any stock that is not counted; toggling this will force the user to do a full stock take

If blank values are left blank, products which do not have a count entered will be left untouched, and will not be updated by the stock take

4. Click to toggle 'set blank values to zero'

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Complete the Count

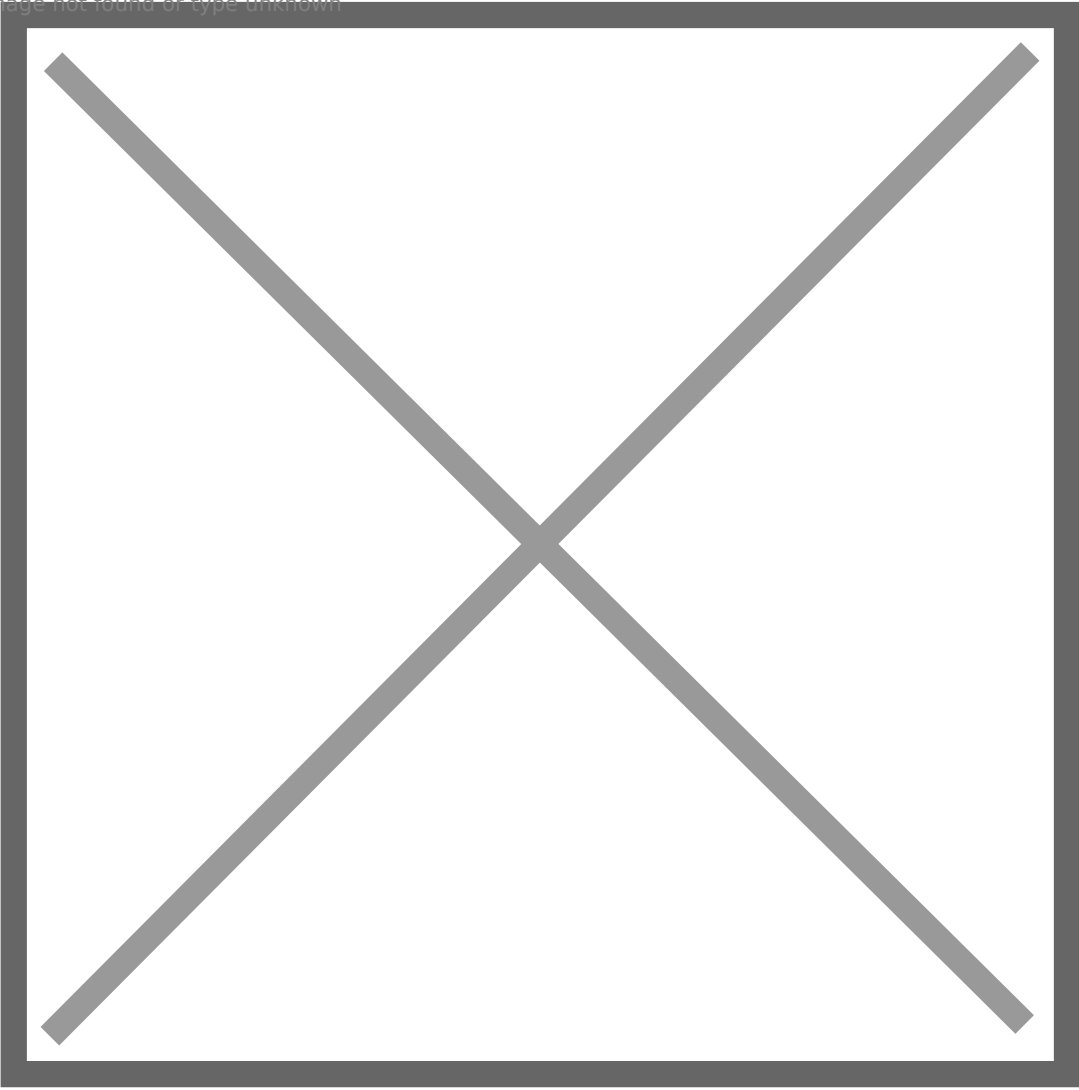
5. Enter the count as a quantity in this column

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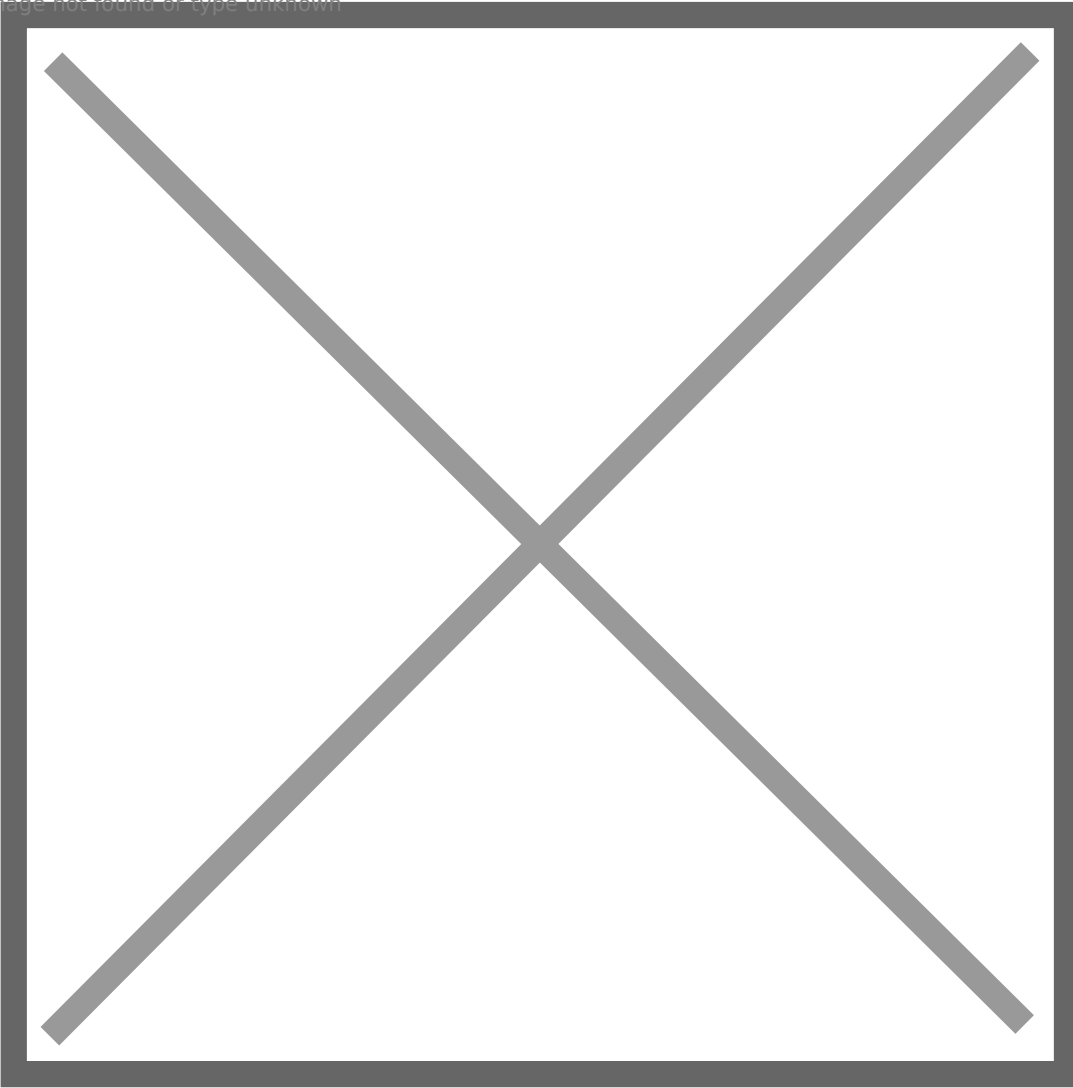
6. If you have found unexpected items, add them using the search function

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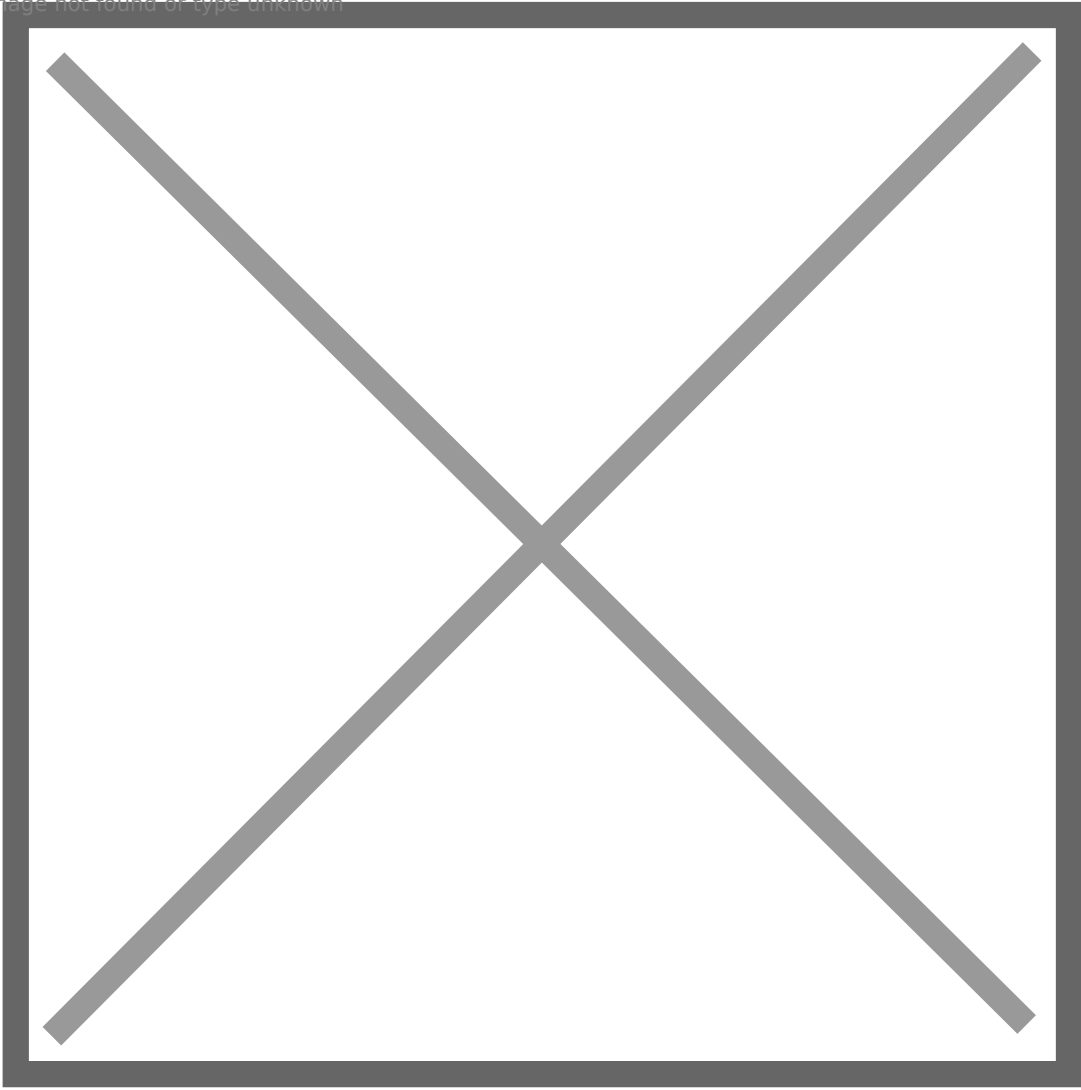
7. Commit the count

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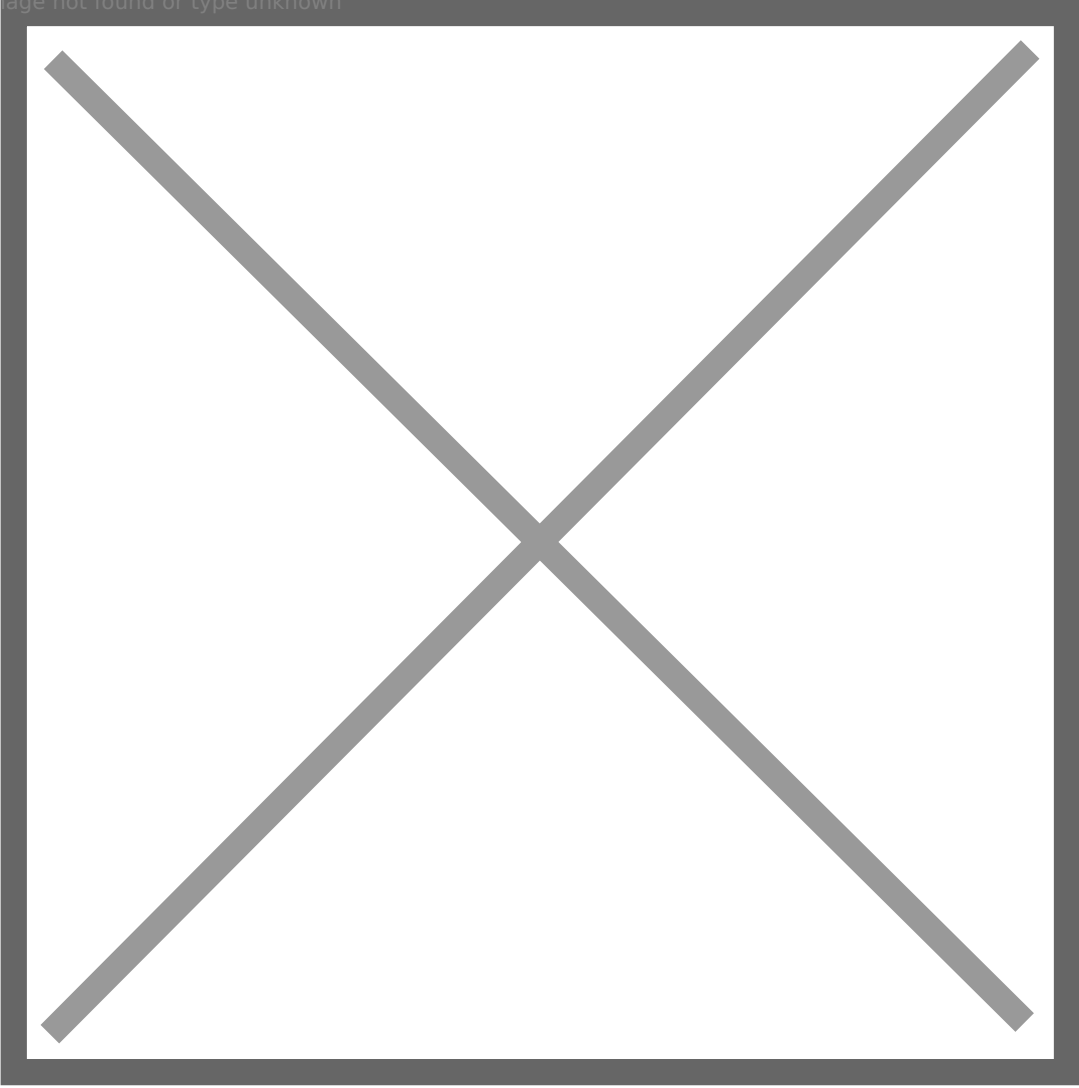
8. Add reasons for adjustments at this stage

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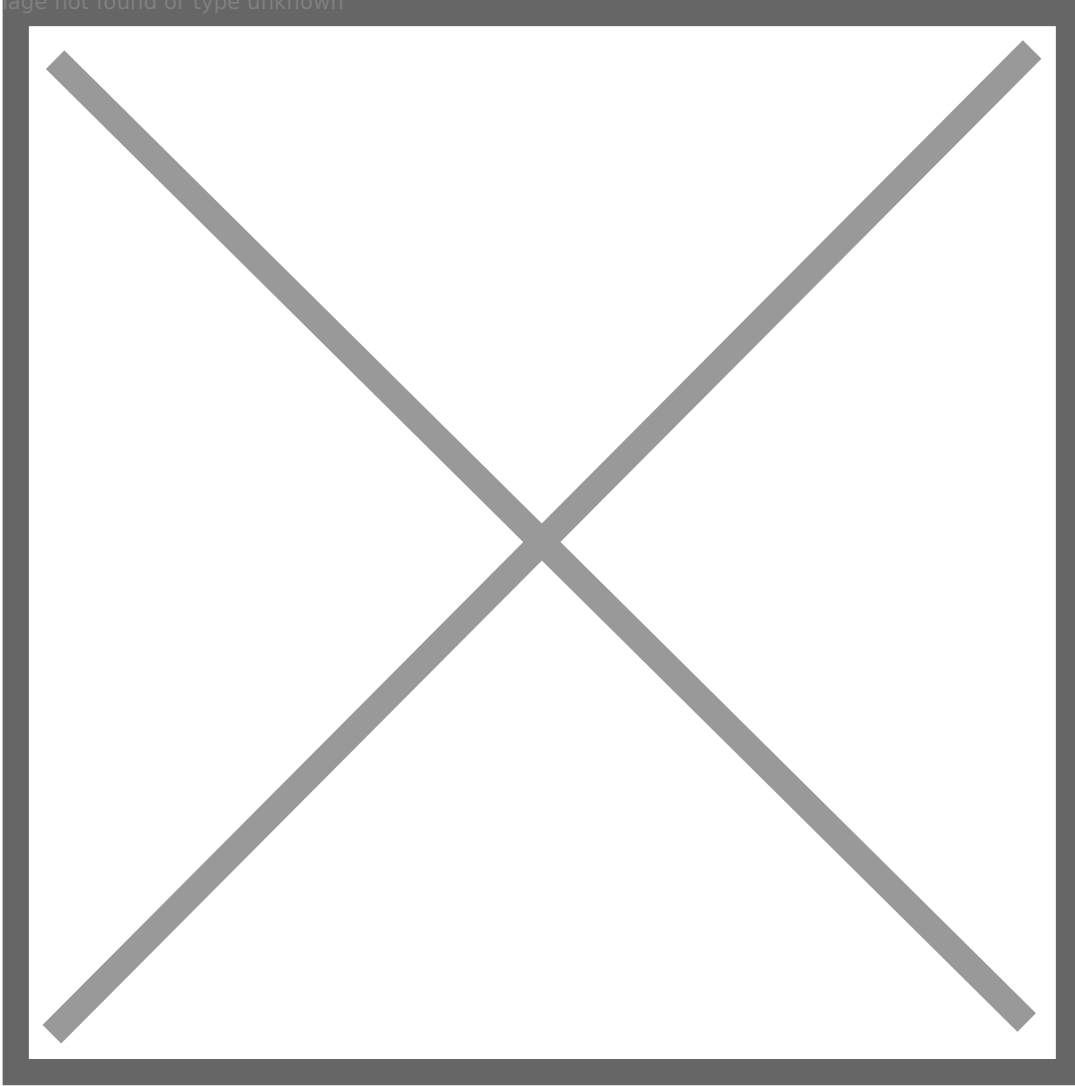
9. Click "commit changes"

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10. Click "ok"

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Revision #2

Created 27 October 2025 13:39:38 by Mike

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