

# Stock Take via Barcode Scanner

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.

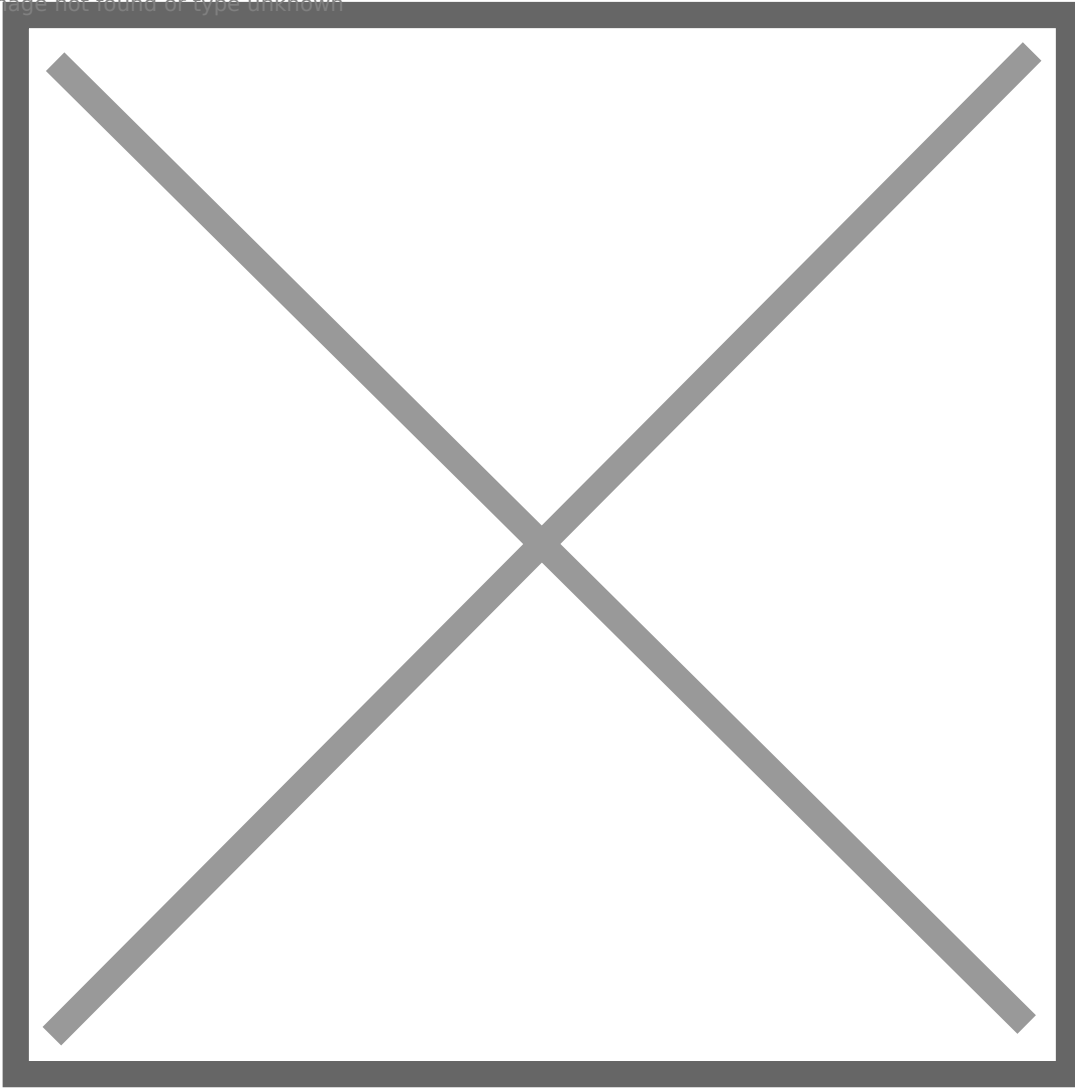
A full history of Stock Takes will be found within the [Stock History](#) report.

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

## Choose your Store and Location

1. Choose the Store to Stock Take

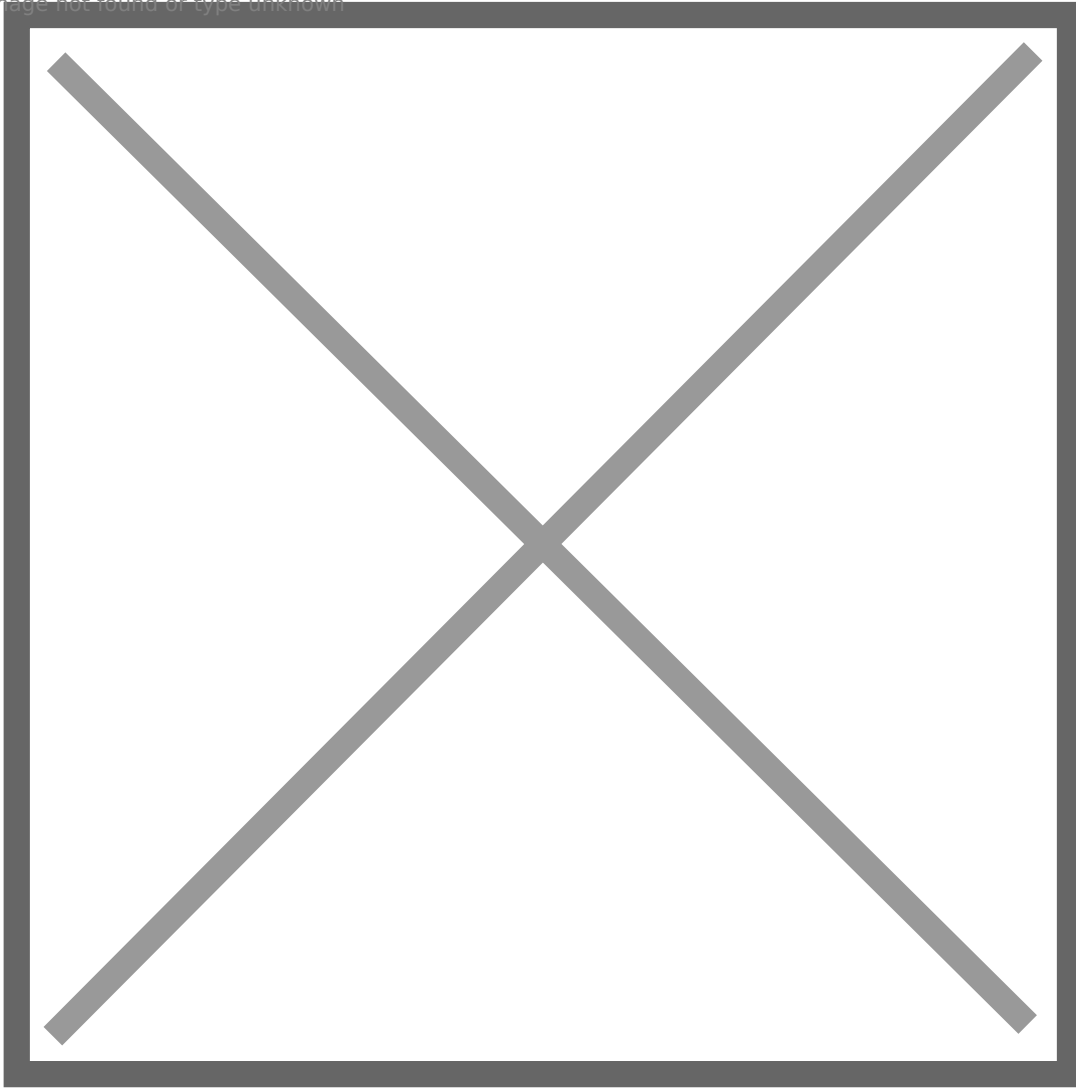
Image not found or type unknown



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

2. Choose the Location to Stock Take

Image not found or type unknown



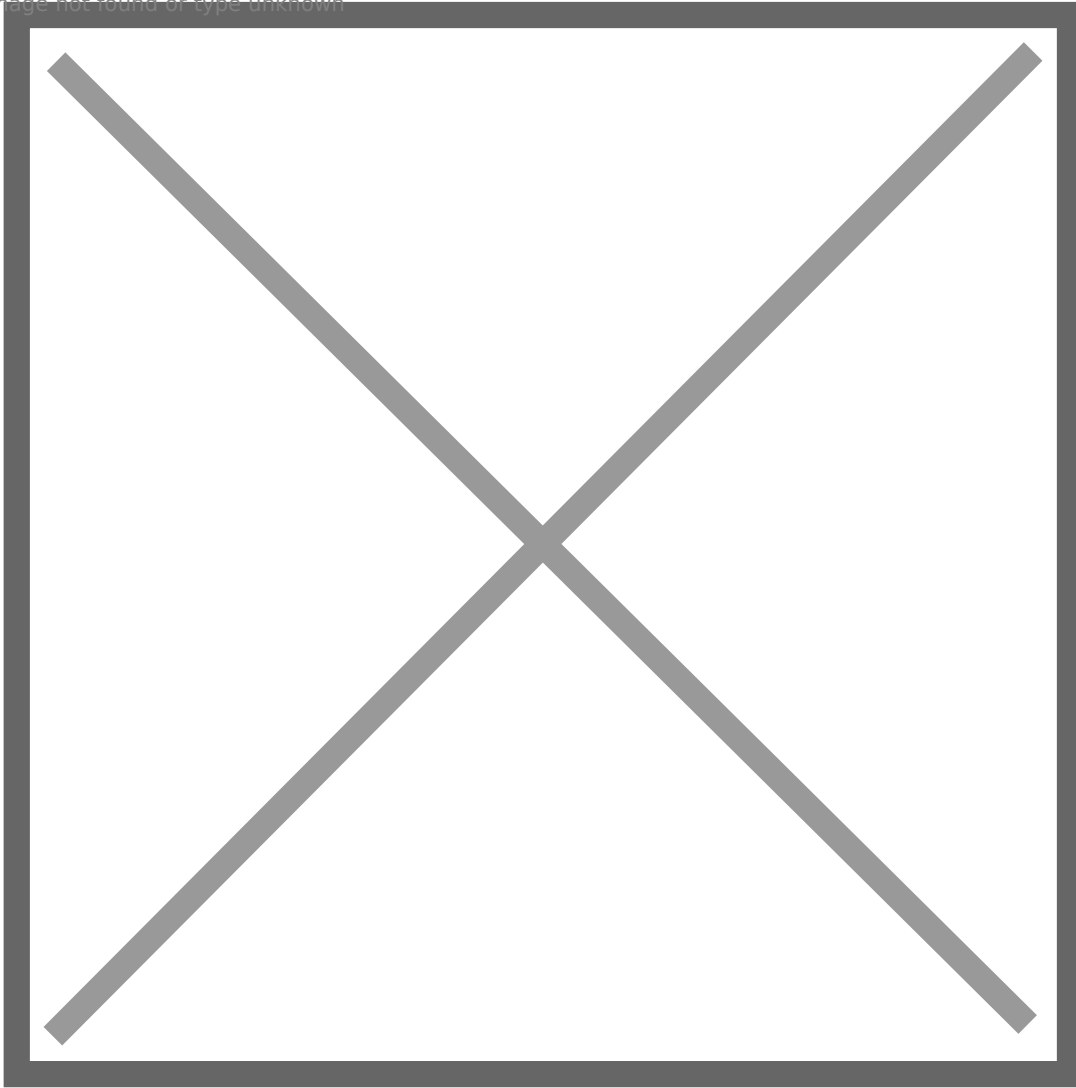
## Apply Other Filters

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

Image not found or type unknown



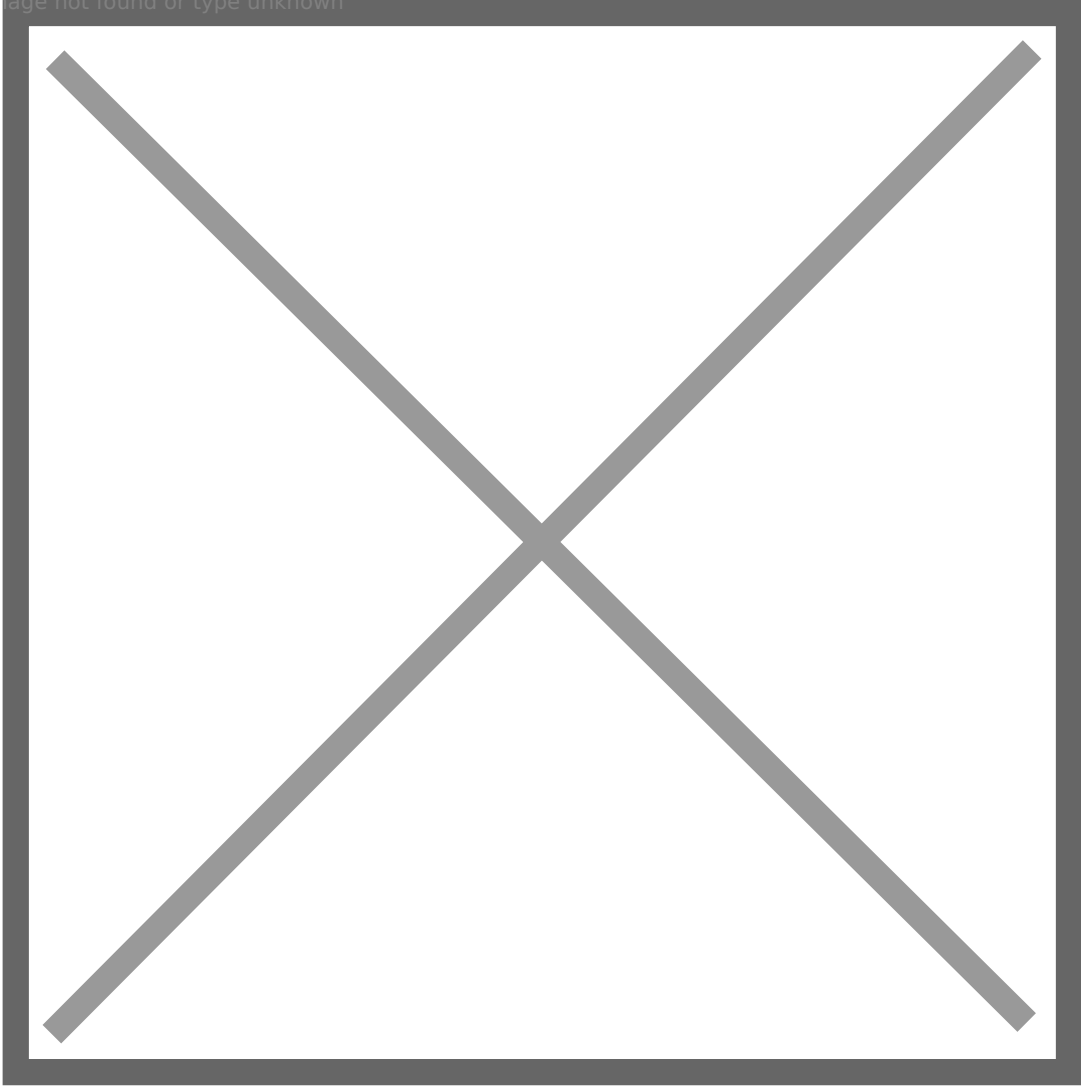
## Define Blank Values

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'

Image not found or type unknown



## Complete the Count

5. Scan barcodes to make the count; each scanned barcode will increase the quantity by one

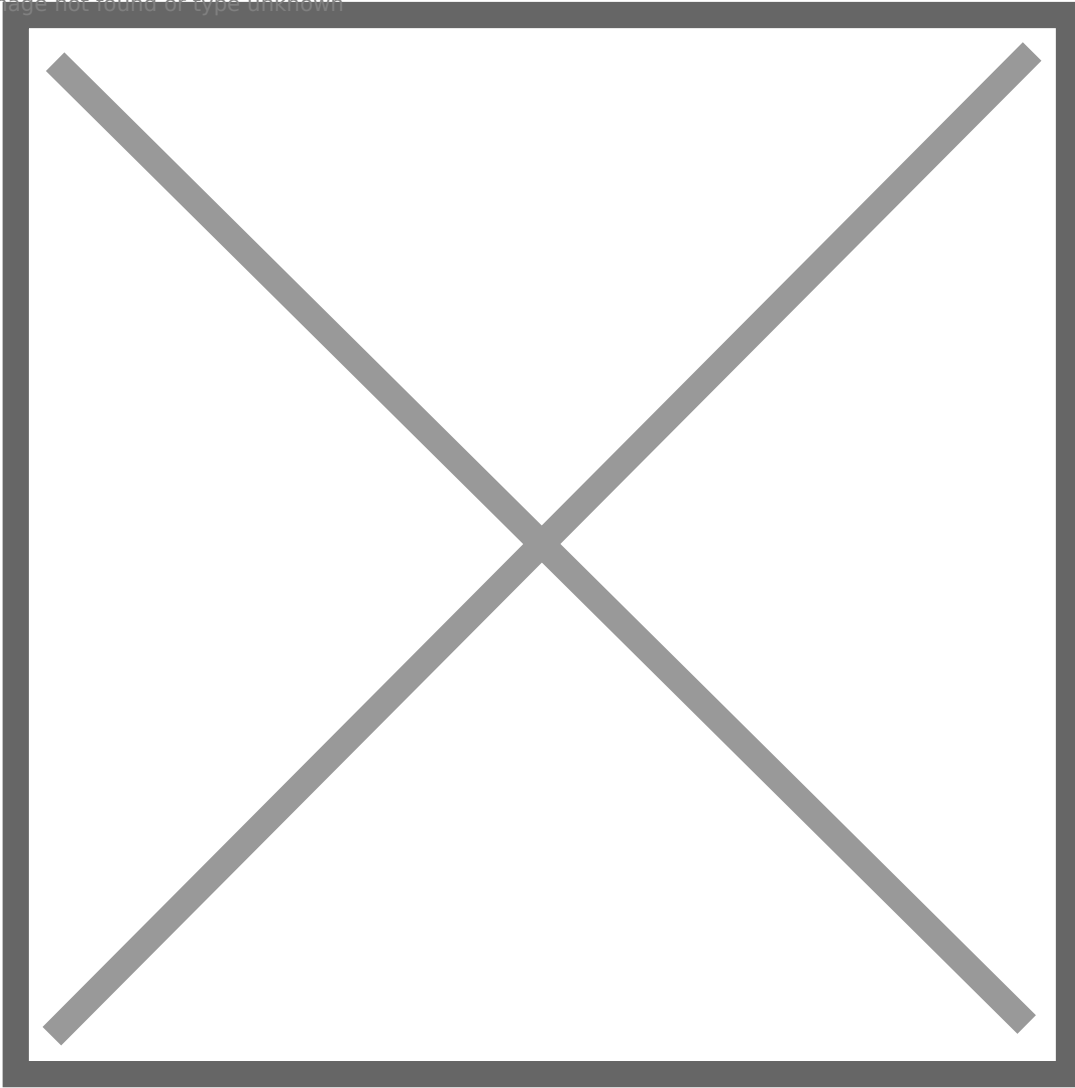
Image not found or type unknown



6. If you have found unexpected items, scan them; this will automatically add a new line

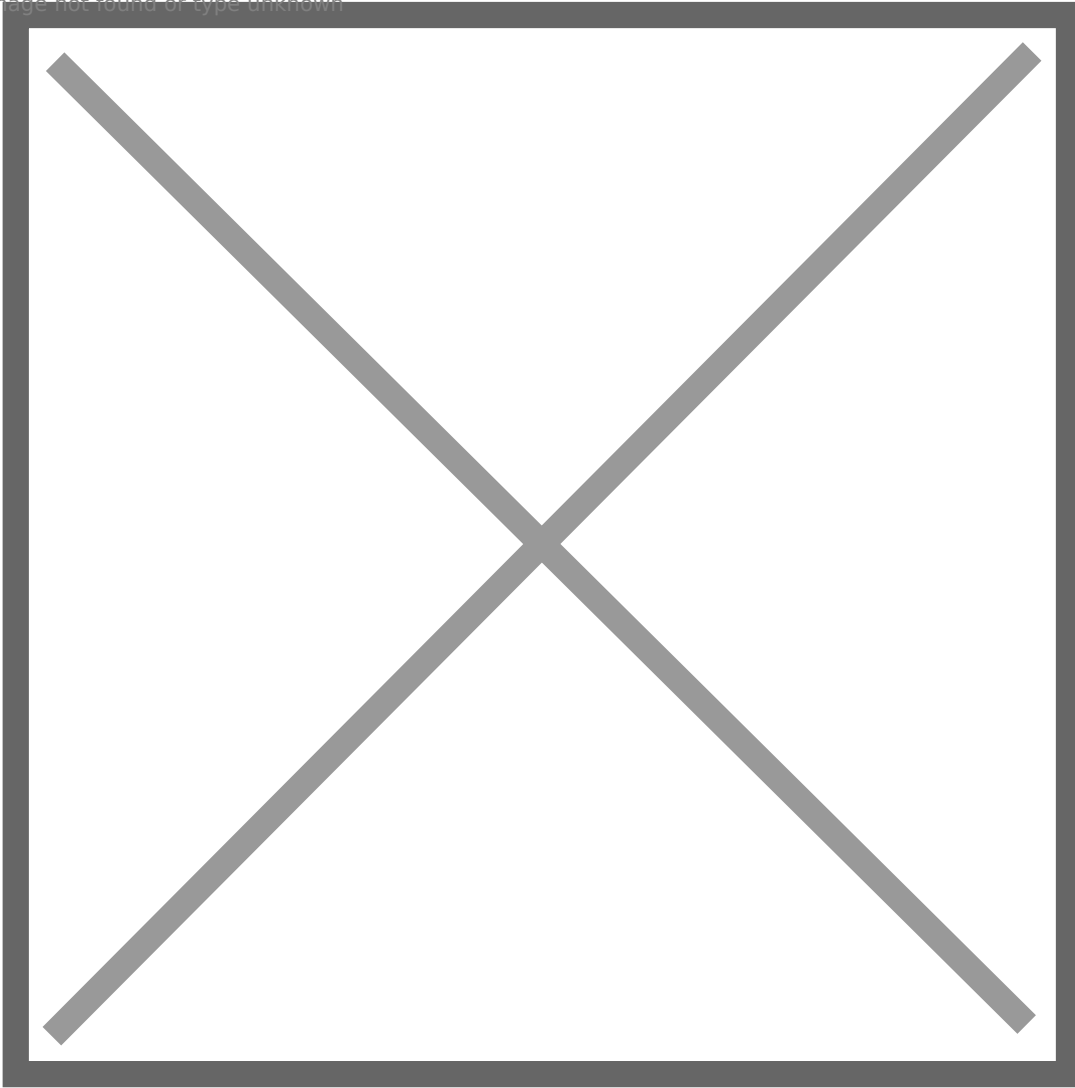
7. Commit the count

Image not found or type unknown



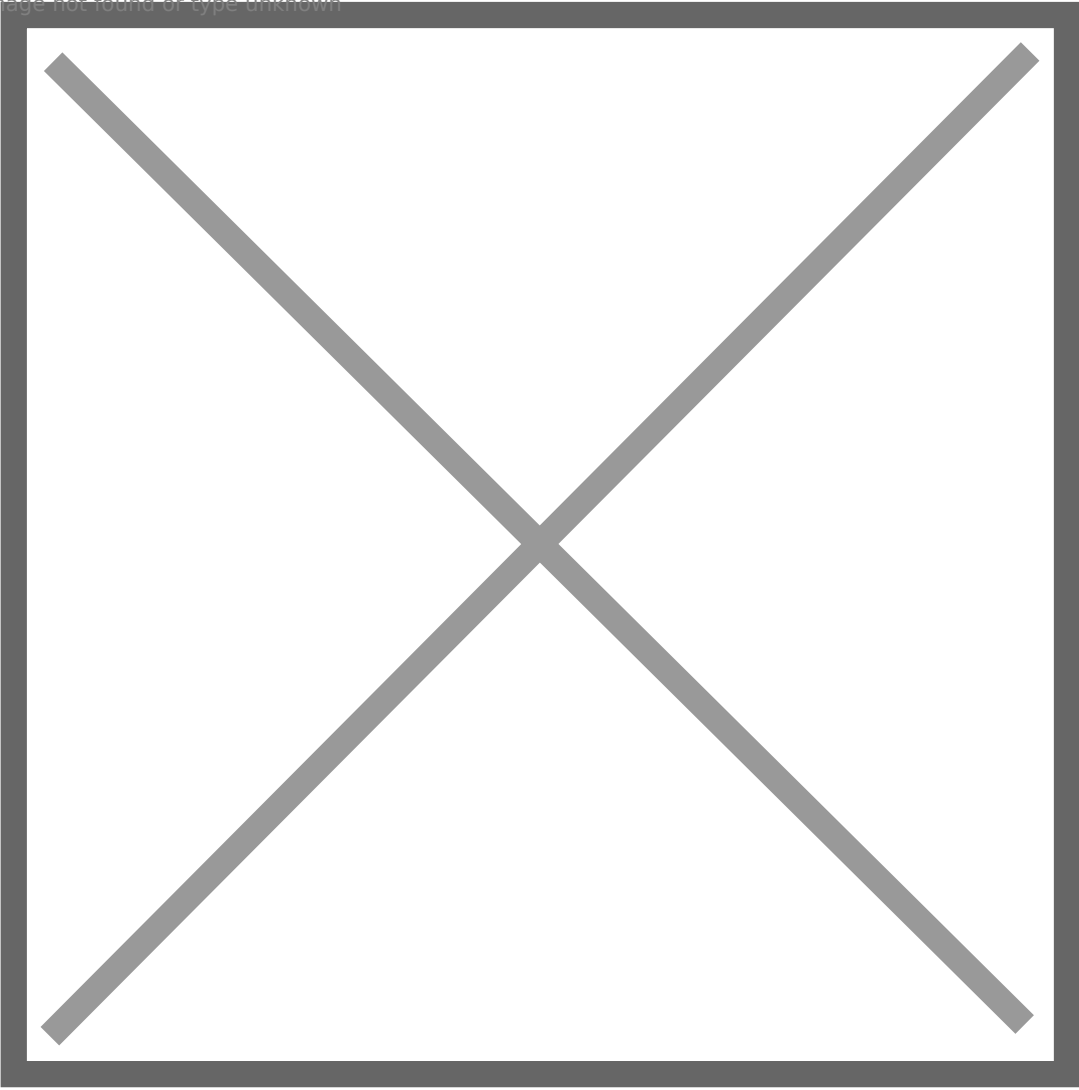
8. Add reasons for adjustments at this stage (these may be applied one at a time, or in bulk at the bottom of the screen)

Image not found or type unknown



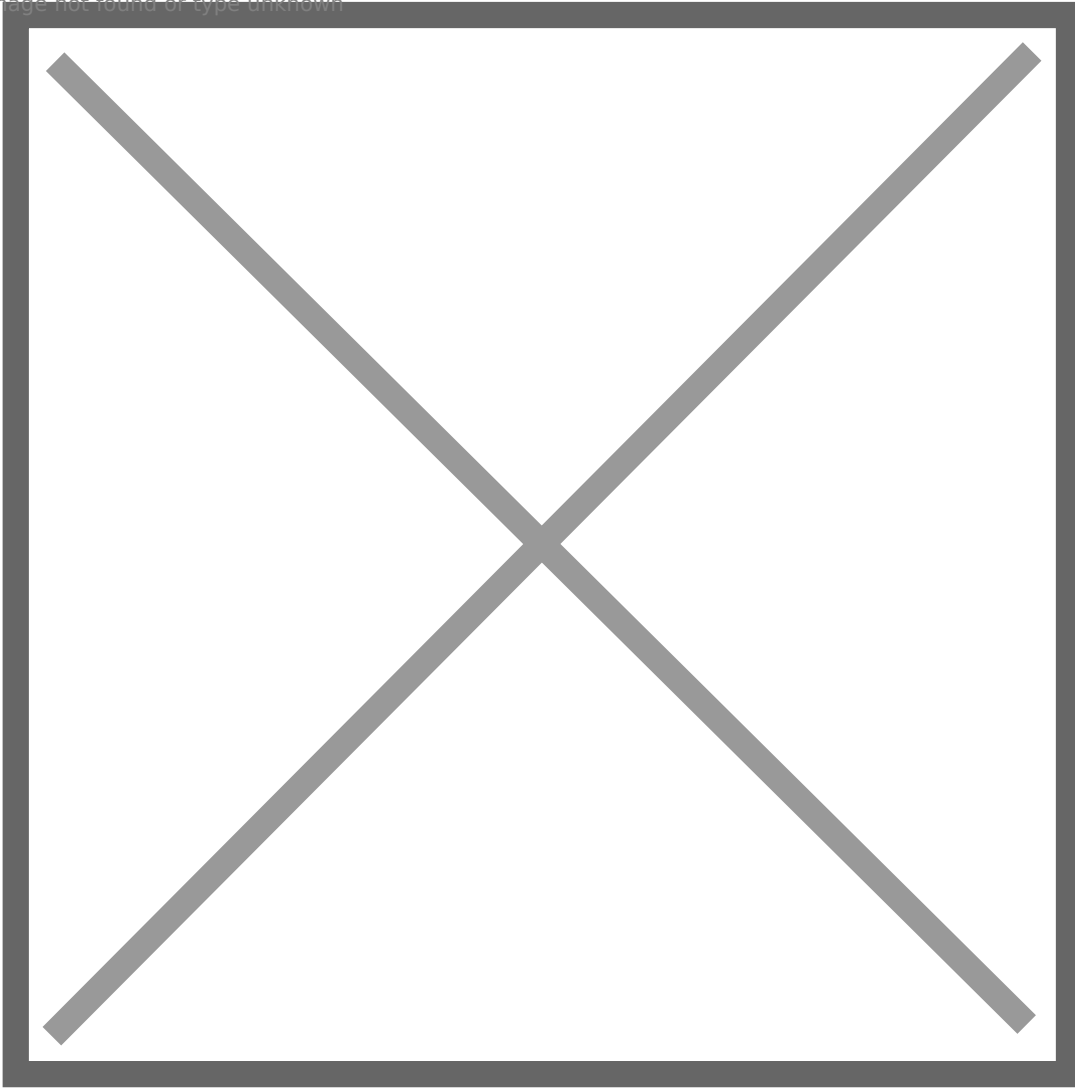
9. Click "commit changes"

Image not found or type unknown



10. Click "ok"

Image not found or type unknown



---

Revision #3

Created 27 October 2025 15:57:18 by Mike

Updated 19 June 2026 15:31:51 by Mike