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.

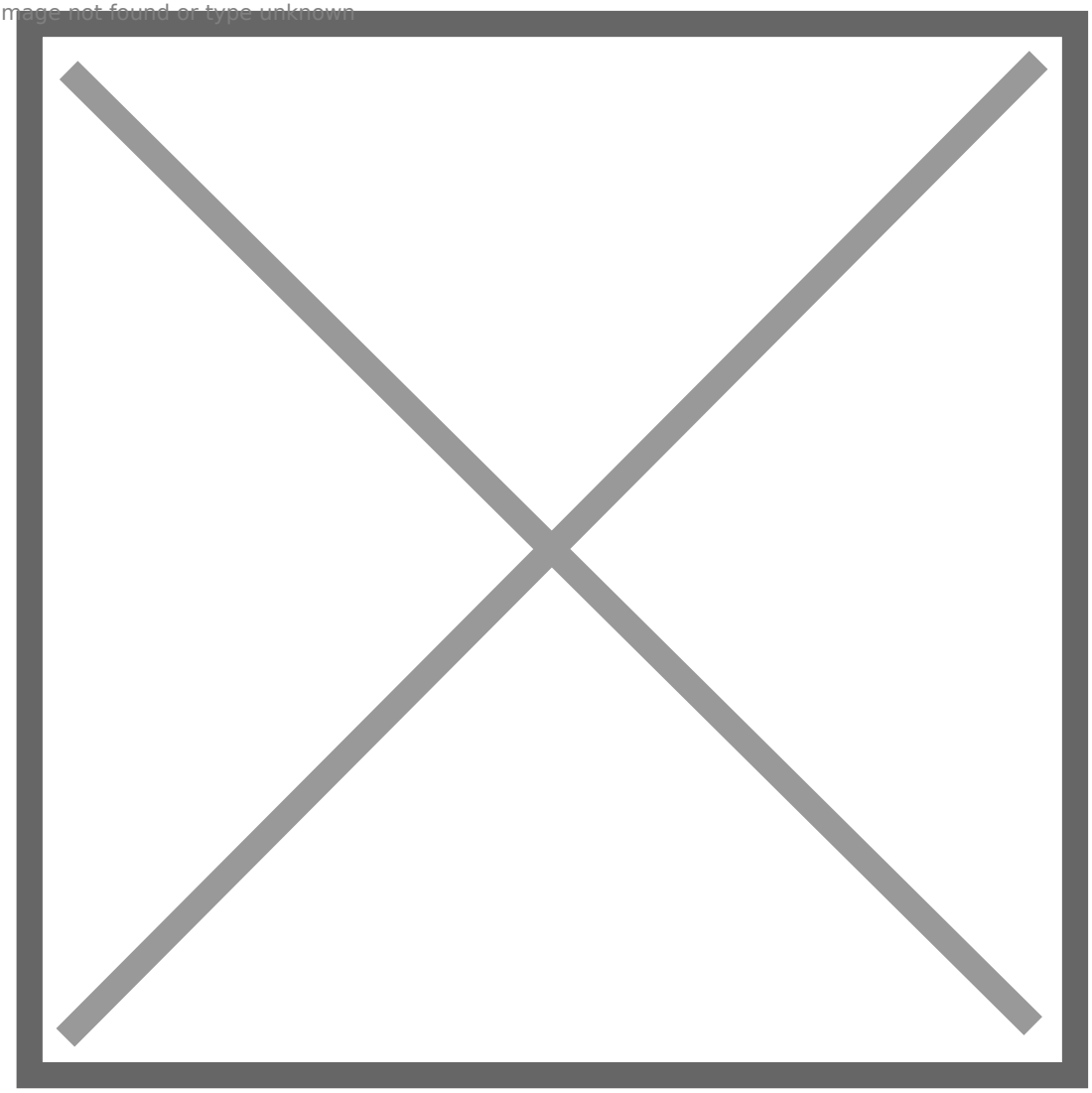
> A full history of Stock Takes will be found within the Stock History report.

> There is a separate record of Stock Discrepancies.

Choose your Store and Location

1. Choose the Store to Stock Take

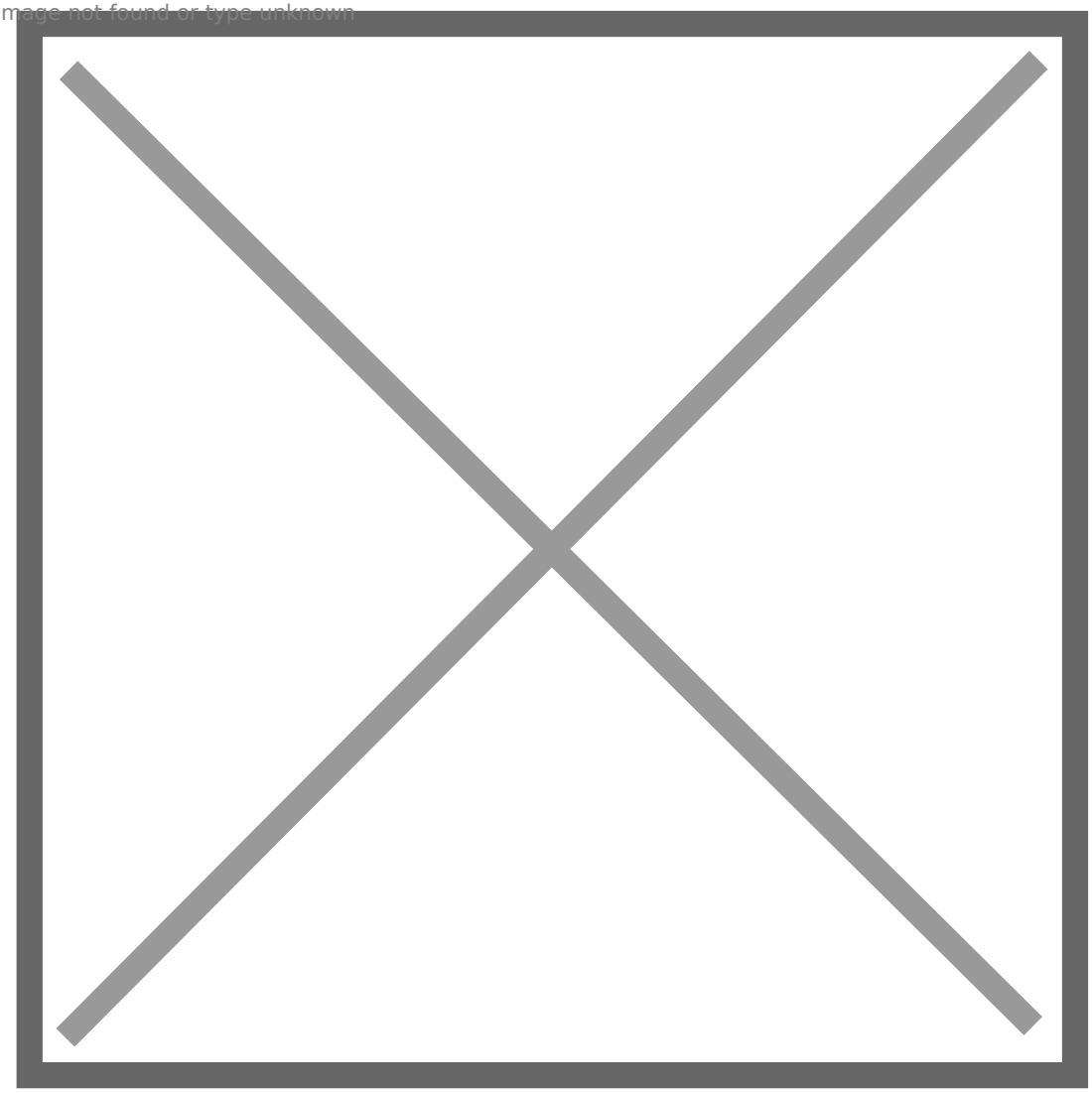
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Tip: Filtering by Store is mandatory, filtering by Location is optional

2. Choose the Location to Stock Take

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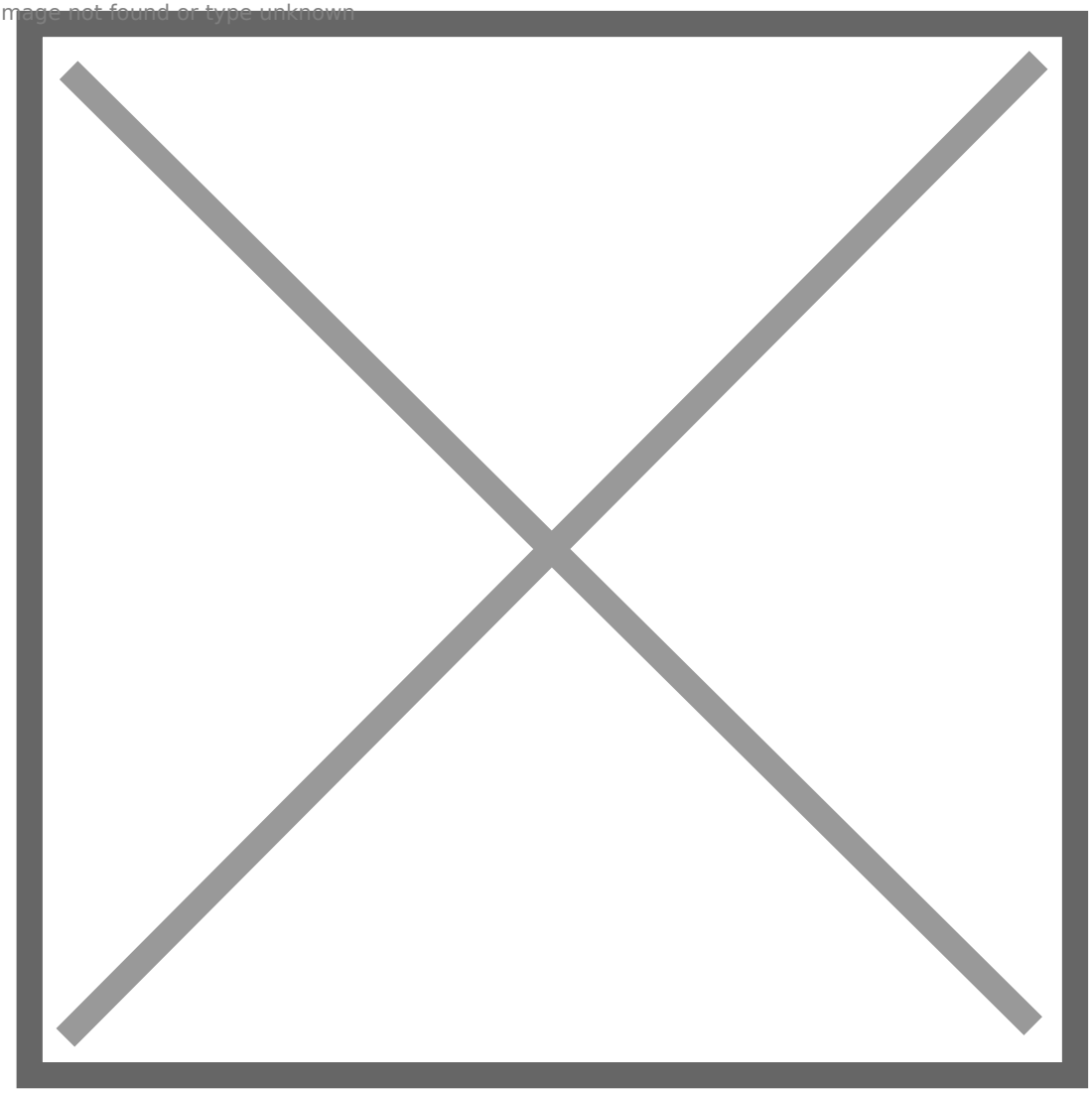
Apply Other Filters

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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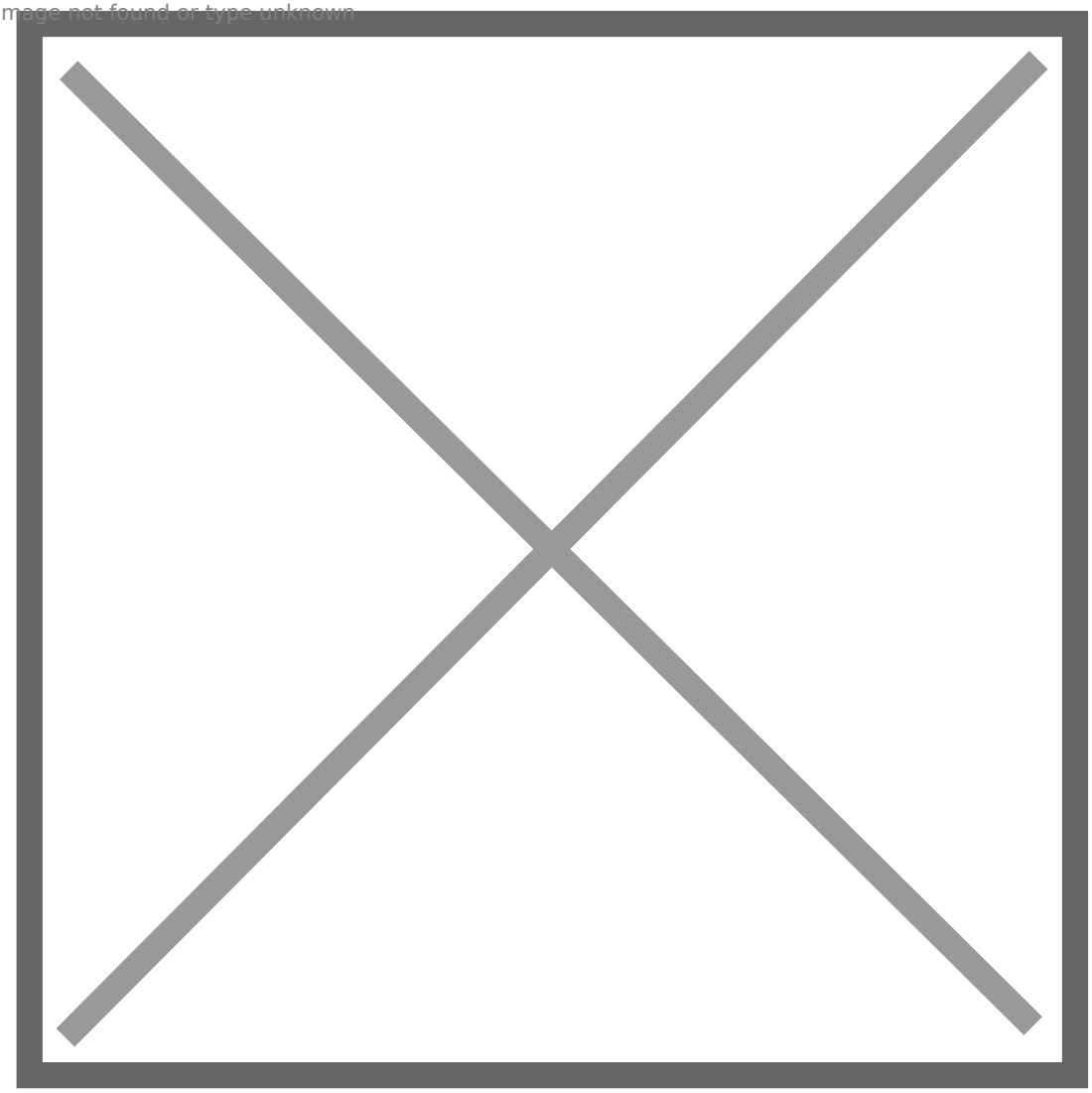
Define Blank Values

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

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

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

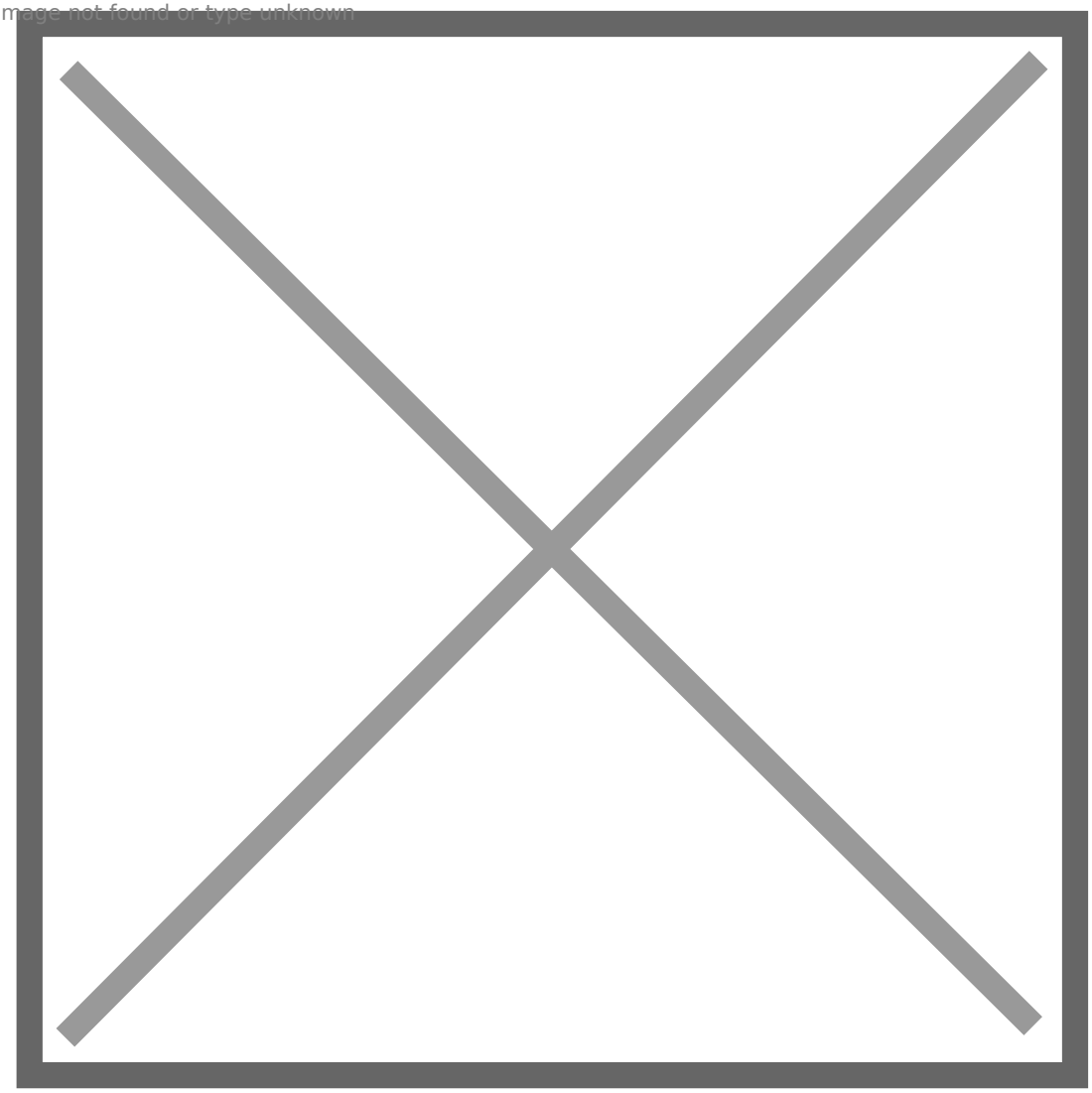
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Complete the Count

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

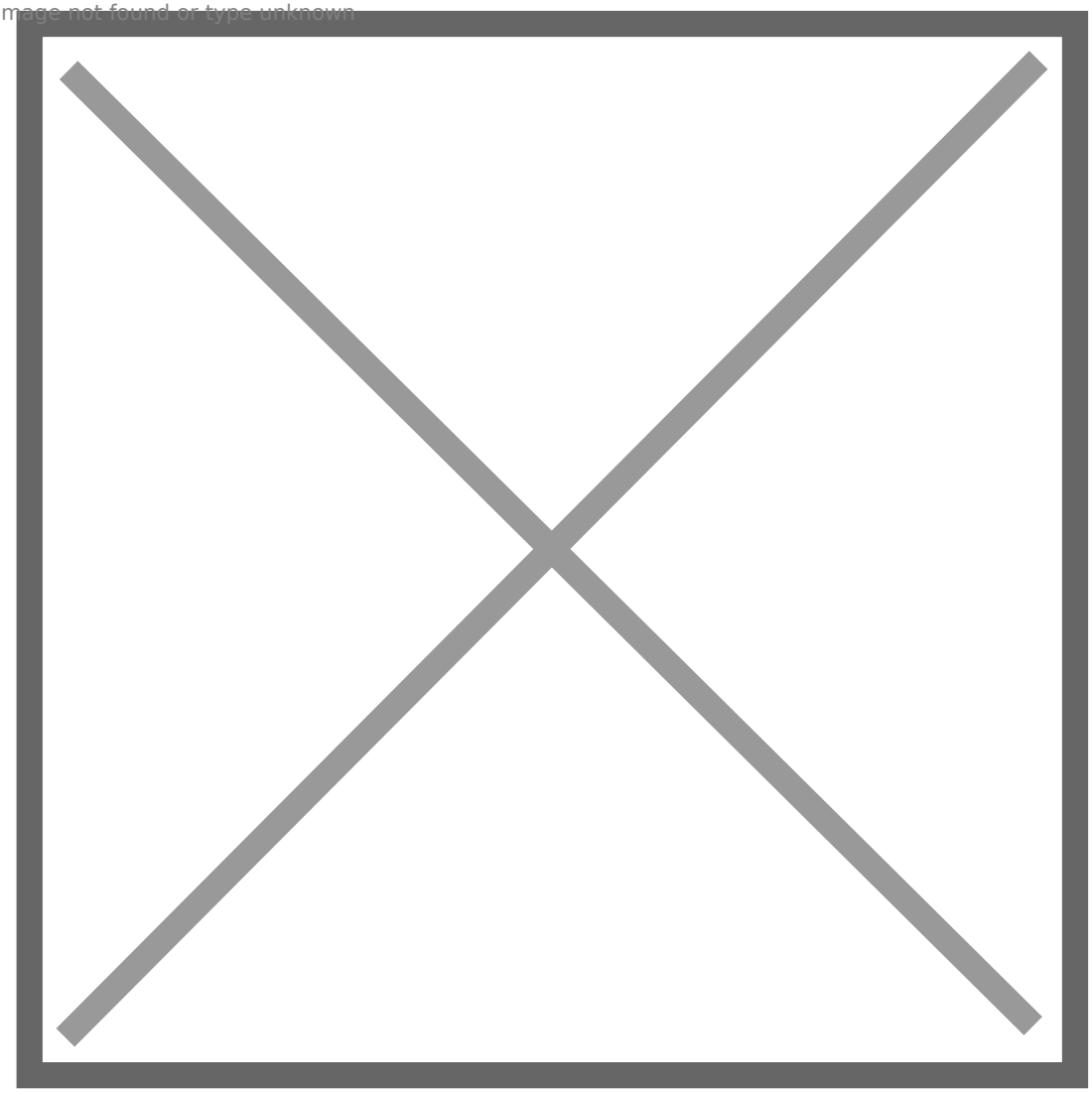
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6. If you have found unexpected items, scan them; this will automatically add a new line

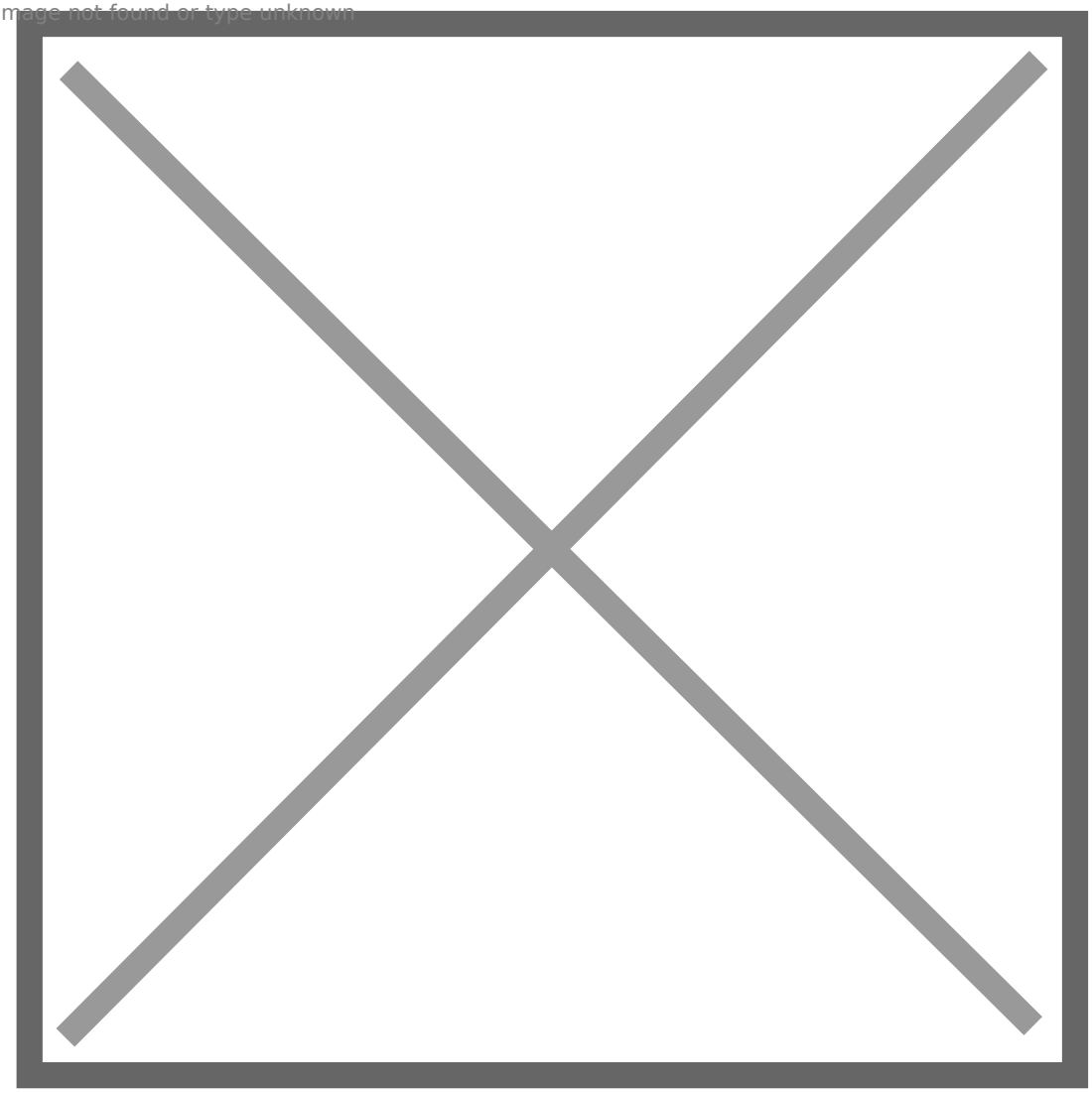
7. Commit the count

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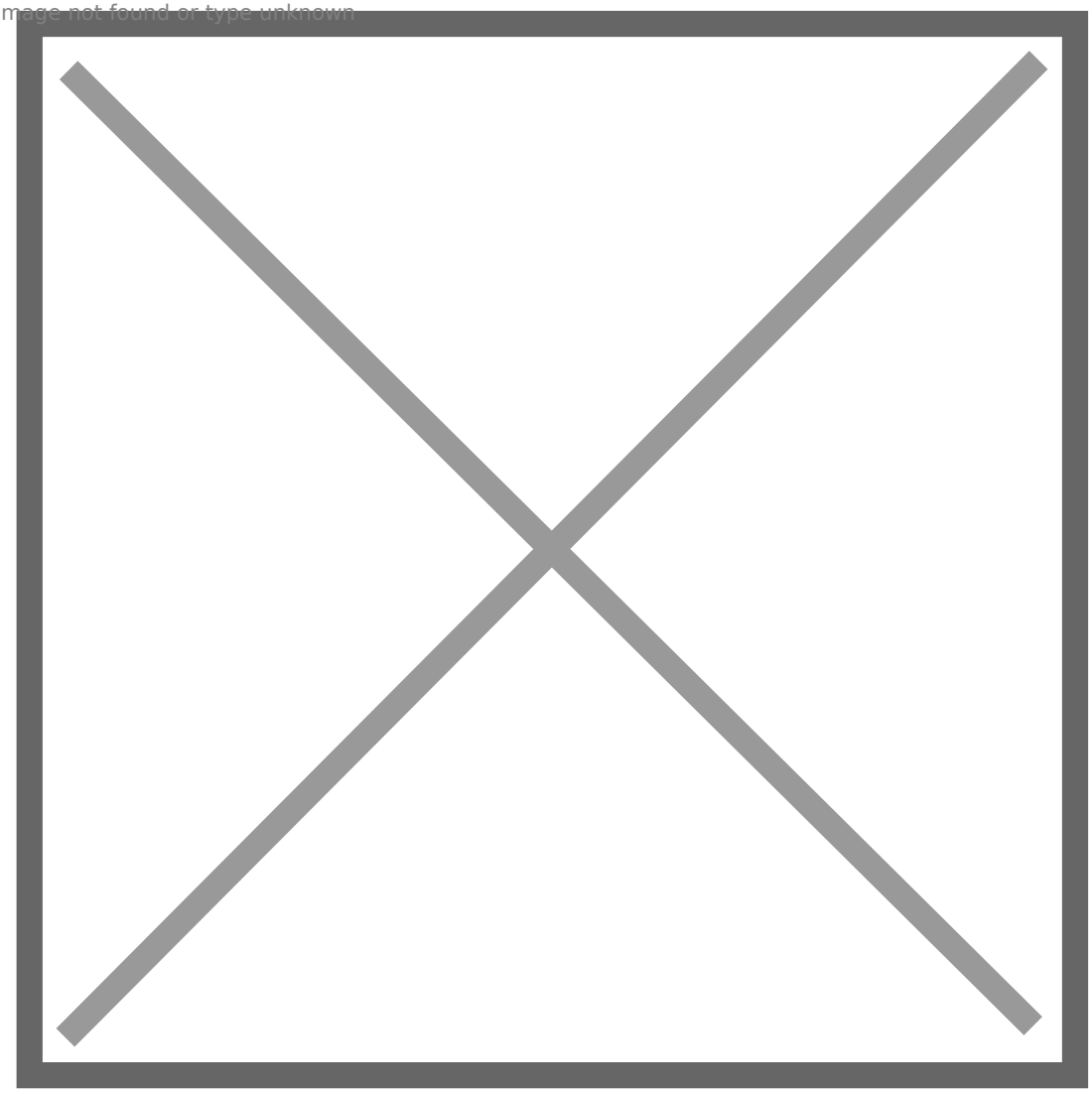
8. Add reasons for adjustments at this stage (these may be applied one at a time, or in bulk at the bottom of the screen)

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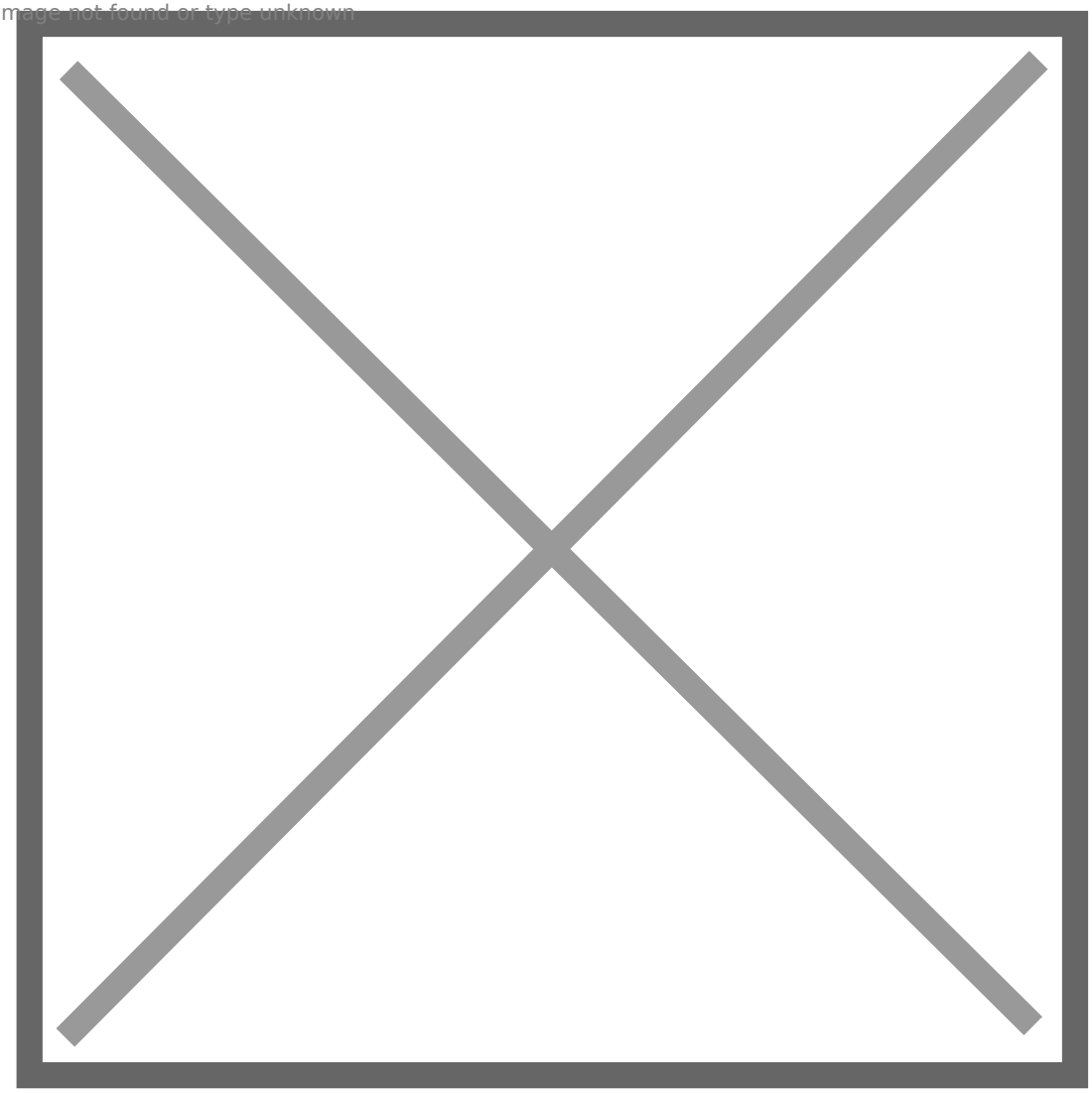
9. Click "commit changes"

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10. Click "ok"

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Revision #3
Created 27 October 2025 15:57:18 by Mike
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