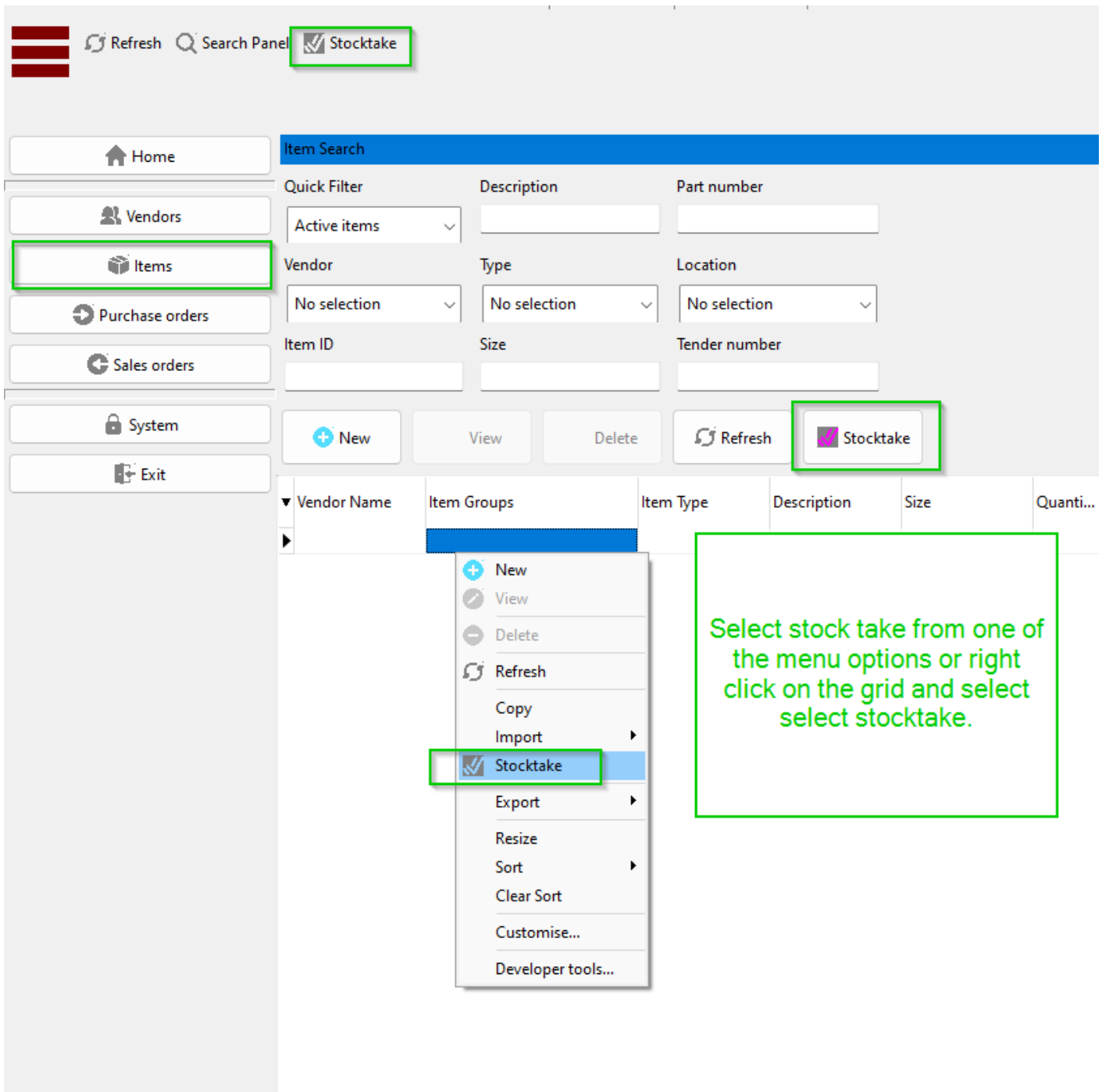


Performing a stocktake

To start or resume a stock take, navigate to Items and select one of the stocktake navigation options



The screenshot displays the 'Items' management interface. On the left sidebar, the 'Items' menu item is highlighted. The top navigation bar includes a 'Stocktake' button. The main area features an 'Item Search' section with various filters (Quick Filter, Description, Part number, Vendor, Type, Location, Item ID, Size, Tender number) and action buttons (New, View, Delete, Refresh, Stocktake). Below this is a table with columns: Vendor Name, Item Groups, Item Type, Description, Size, and Quantity. A context menu is open over the 'Item Groups' column, with the 'Stocktake' option highlighted. A green callout box contains the text: 'Select stock take from one of the menu options or right click on the grid and select select stocktake.'

NOTE: Only stocktake can be active but you can close and resume the stocktake until it is closed or cancelled.

Add items to stocktake

Add items to the stocktake and update stock values

The screenshot shows the 'Stocktake details' window. On the left is a sidebar with 'Audit log', 'Close stocktake', 'Cancel stocktake', and 'Add items'. The main area has fields for 'Stocktake ID' (3), 'Stocktake date' (20/01/), 'Closed date', and 'Cancelled date'. Below these is an 'Items' section with a table header: 'Item ID', 'Quantity reported', and 'Quantity on hand'. The first row shows '1005357H' with '1' in the 'Quantity reported' column. A dropdown menu is open, listing items like '10.0Fx10CM', '1001780-HC', '1001782-HC', '1005357H', etc. Annotations with green boxes and arrows point to specific elements: 'Copy the value from item quantity on hand to quantity reported' points to the 'Quantity on hand' column; 'Current item quantity on hand' points to the '0' value in the 'Quantity on hand' column; 'Add items to the stocktake, and update the quantity reported' points to the 'Quantity reported' column. At the bottom right are 'Save', 'Cancel', and 'Delete' buttons. At the bottom left is an 'Insert' button.

Stocktake details

Audit log

Close stocktake

Cancel stocktake

Add items

Stocktake ID: 3

Stocktake date: 20/01/

Closed date:

Cancelled date:

Items

Item ID	Quantity reported	Quantity on hand
1005357H	1	

10.0Fx10CM

10.0Fx10CM

1001780-HC

1001782-HC

1005357H

1009664

1010480-H

1010481-H

1010482-H

1011834H

1011842

1011880J

1012067-03

1013319

1014652

110100483

12673

Save

Cancel

Delete

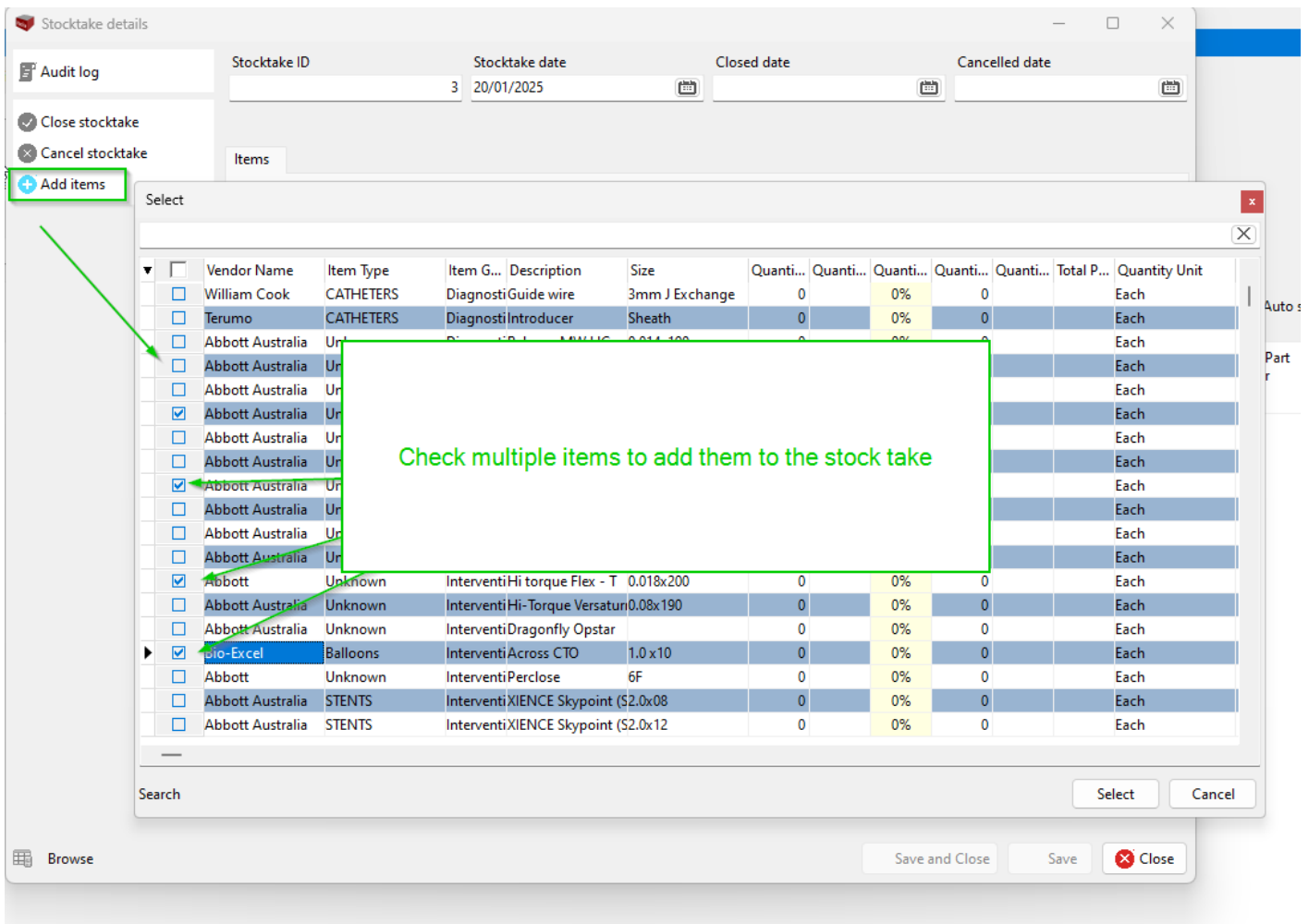
Save and Close

Save

Cancel

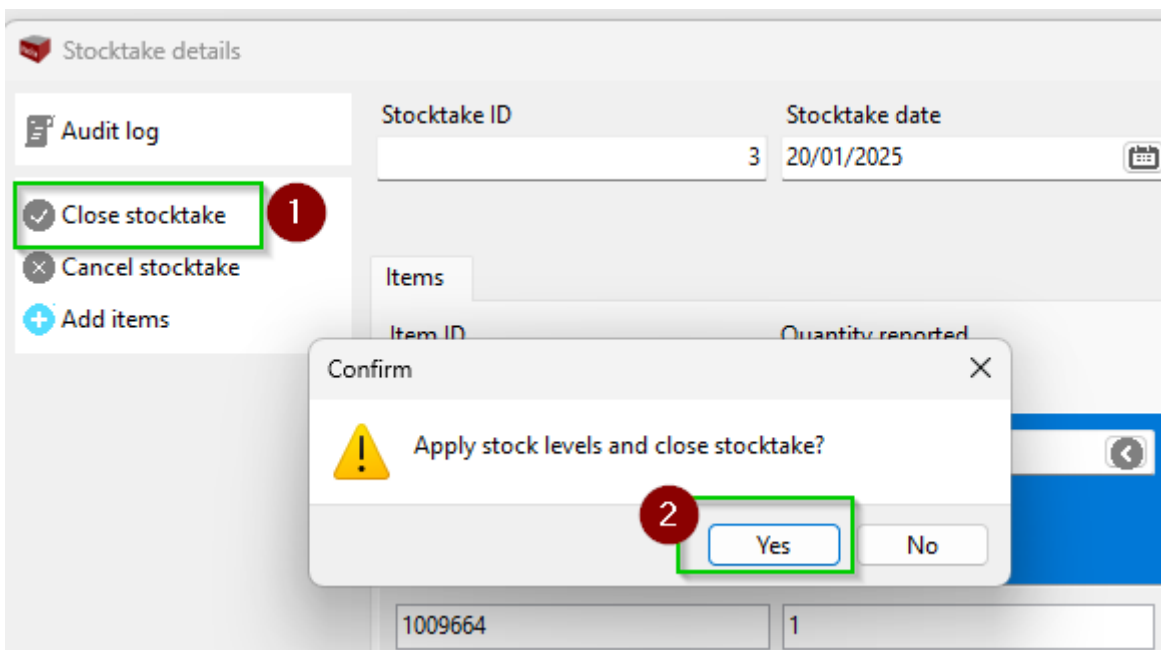
Insert

Option to bulk add items



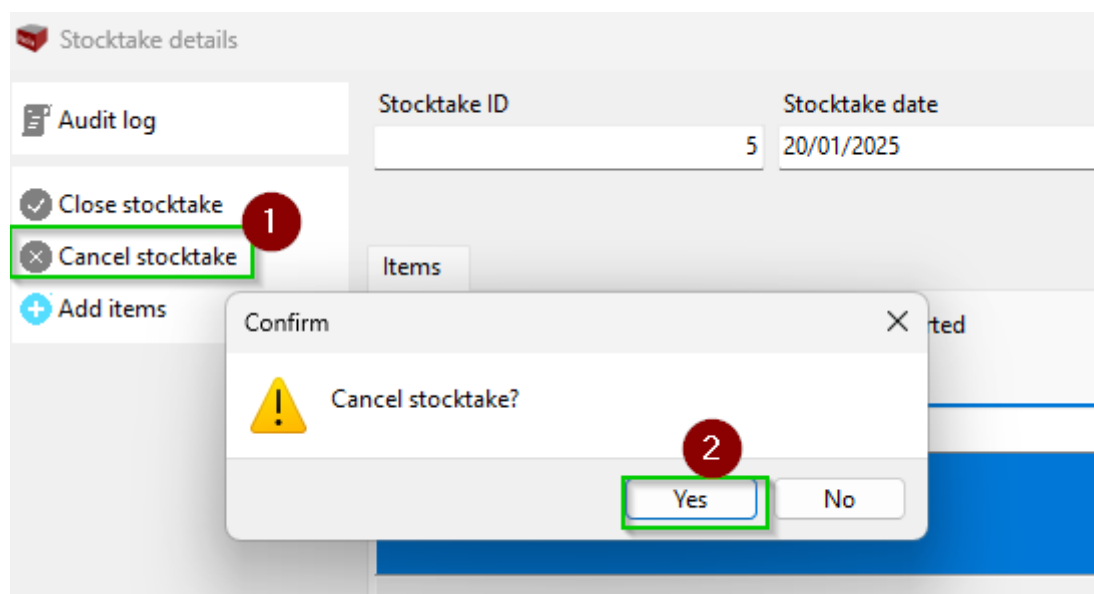
Close a stocktake

Closing a stocktake will apply the new stock levels and close the stocktake.



Cancel a stocktake

Cancelling a stock take will not apply any stock levels and close the stocktake so it is no longer available.



Revision #2

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