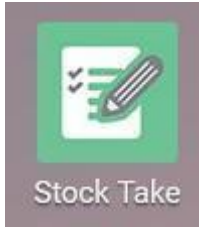




Training Manual

Humint O Lite
Version 16

Stock Take



<input type="checkbox"/> Name	Note	Inventory Batches	State
<input type="checkbox"/> Bellville Nov 2020		No records	Draft
<input type="checkbox"/> TEST		No records	Draft
<input type="checkbox"/> Hillfox test		2 records	In Progress
<input type="checkbox"/> Bellville Dec 2020		No records	Draft
<input type="checkbox"/> Inventory fix		No records	Draft
<input type="checkbox"/> TEST 26/01		No records	Draft
<input type="checkbox"/> Monthly		No records	Draft
<input type="checkbox"/> Monthly January		No records	Draft
<input type="checkbox"/> Kerneels TEST MONTHJAN		No records	Draft

Stock Take

CREATE **IMPORT**

Create to start Stocktake
Only Managers should create.

This can be done on any pc.

Click on ADD A LINE

Stock Take / New

SAVE DISCARD

START STOCK TAKE

Monthly

Inventory Batches	Inventory Reference	Inventory Date	Inventoried Loc:
Add a line			

SAVE DISCARD

START INVENTORY DRAFT

Inventory Reference
e.g. Annual inventory

Stock Take: _____ Inventory Date: 01/26/2021 13:40:27

Inventoried Location: ATTWH/Stock Accounting Date: 01/26/2021

Inventory of:

- All products
- One product category
- One product only
- Select products manually
- One owner only
- One product for a specific owner
- One Lot/Serial Number
- A Pack

Company: Spectacle Warehouse Atterbury

Inventory Reference: The Month and year of the Stock take (E.g., January 2021)

- Stock take: The name of the stock take (E.g., Monthly)
- Inventoried Location: There will be an auto filled location here
- Inventory of:
- Choose the following option:
 - Select Products Manually (Choose this one for Stocktake)
- Company: Should be only your practice (E.g., Spectacle Warehouse

Atterbury) Please Refer to Example Below to ensure it is correctly configured.

Save

Start Inventory – Starting the Stocktake

Create Inventory Business

Start Inventory **Start Adjustments** Draft In Progress Validated

e.g. Annual inventory

Stock Take: _____ Inventory Date: 09/06/2021 14:04:45

Parent Adjustment: _____ Include Exhausted Products:

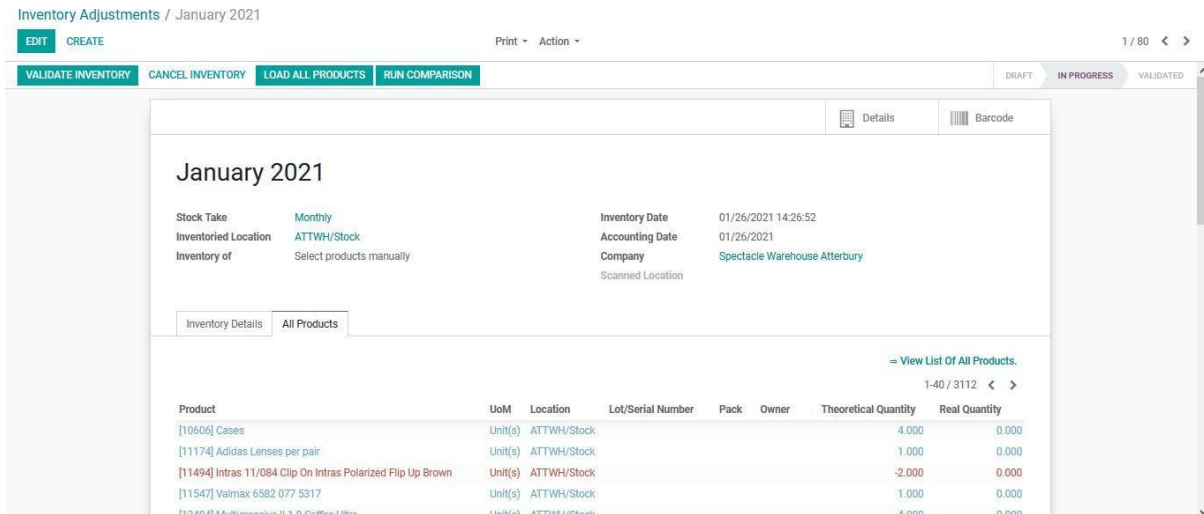
Inventoried Location: WH/Stock

Inventory of:

- All products
- One product category
- One product only
- Select products manually
- One owner only
- One product for a specific owner
- One Lot/Serial Number
- A Pack

Save & Close Save & New Discard Remove

After clicking on Start Inventory, you will be greeted by the following screen.



Click on Load All Products (This will then load all of the products for that location underneath the all product tab)

From here, just start scanning and the Real Qty will update.

For staff to get to the correct screen:

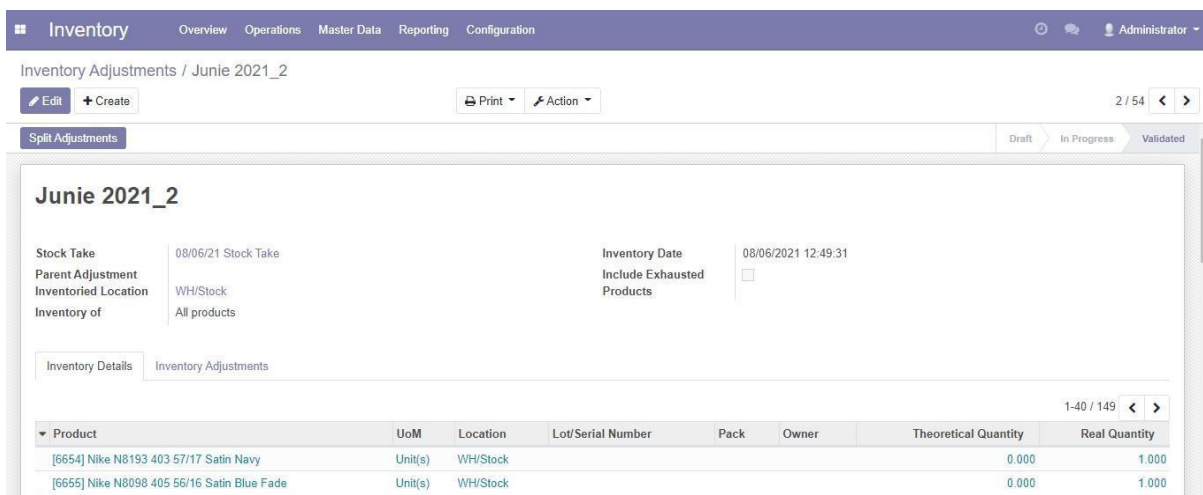
Inventory

Operations

Inventory Adjustments

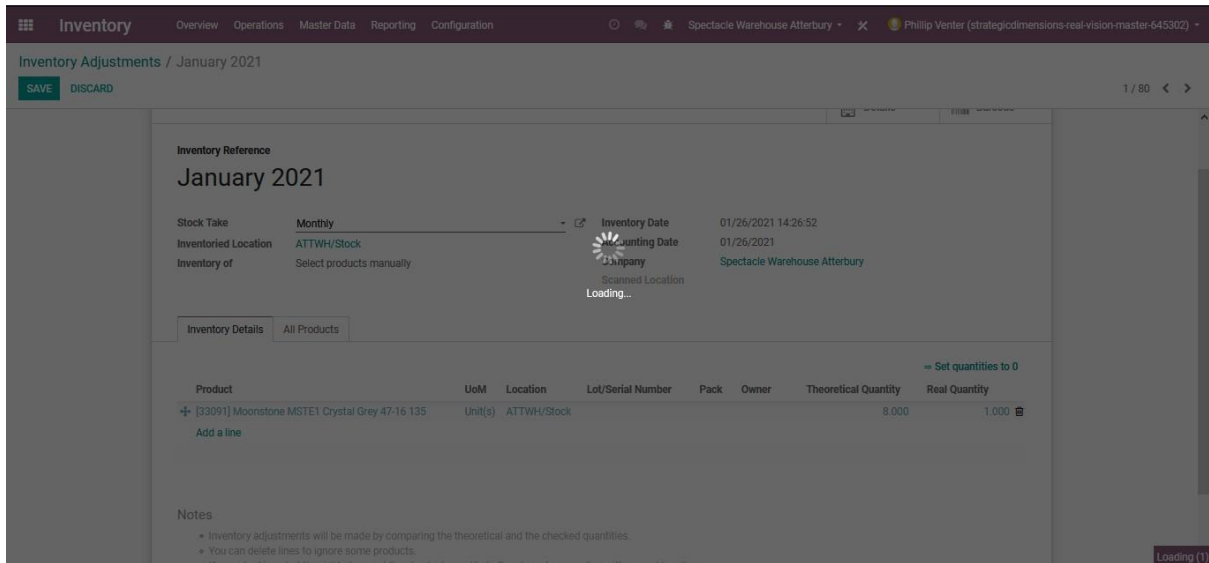
- Click on the stocktake name

created The next screen will look like the



one below:

Do not press add a line to add stock, only start scanning



If the Product is scanned correctly, a loading icon will appear briefly in the right bottom corner to indicate that the item has been scanned.

On this list, you will see all of the scanned items.

Theoretical Quantity is the amount that is currently in stock

Real Quantity is the amount that has been currently scanned.

- Click on RUN COMPARISON to remove the products that has been scanned out of the ALL PRODUCTS tab. Thus after doing a final comparison run, the items left in the ALL PRODUCTS tab, are the items not scanned.

If a barcode is not picking up, wait until the loading has stopped and then add a line and put it in the barcode. (This should happen just before validation)

If there is more than 1 of the same items you wish to scan, you don't have to scan them all. You will click on the item and update the quantity to the total quantity you wish to capture.

January 2021

Stock Take: Monthly
 Invented Location: ATTWH/Stock
 Inventory of: Select products manually

Inventory Date: 01/26/2021 14:26:52
 Accounting Date: 01/26/2021
 Company: Spectacle Warehouse Atterbury
 Scanned Location:

Inventory Details | All Products

→ View List of All Products.

1-40 / 3112 < >

Product	UoM	Location	Lot/Serial Number	Pack	Owner	Theoretical Quantity	Real Quantity
[10606] Cases	Unit(s)	ATTWH/Stock				4,000	0,000
[11174] Adidas Lenses per pair	Unit(s)	ATTWH/Stock				1,000	0,000
[11494] Intras 11/084 Clip On Intras Polarized Flip Up Brown	Unit(s)	ATTWH/Stock				-2,000	0,000
[11547] Valmax 6582 077 5317	Unit(s)	ATTWH/Stock				1,000	0,000
[13494] Multigrassive II 1.8 Saffire Ultra	Unit(s)	ATTWH/Stock				4,000	0,000
[13720] Total Care 120ml	Unit(s)	ATTWH/Stock				39,000	0,000
[13786] Seven Street S050 08M Apric Yellow 51-16 135	Unit(s)	ATTWH/Stock				1,000	0,000
[13789] Classic Lisa Satin Brown 47-20 140	Unit(s)	ATTWH/Stock				-1,000	0,000

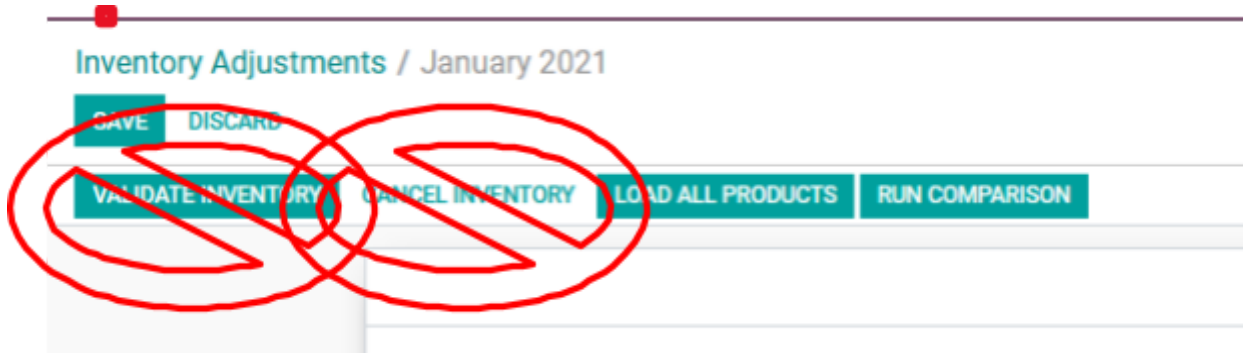
On this list, you will see all of the scanned items

We would recommend keeping the ones aside that doesn't want to scan until you are finished scanning everything,

Then you can search for the barcode by using CTRL + F and type in the barcode you are looking for.

Thereafter adjust the quantity; if the barcode is not already scanned, then add a line, type in the barcode, and save.

Remember to save as frequently as possible to avoid loss of data.



Never ever press the VALIDATE INVENTORY OR CANCEL INVENTORY, as this validates the entire inventory, and you'll need to start at the beginning.

On this screen in the top right corner, you will find:



- Details – Where the Stocktake will be shown in more detail
- Barcode – The view will only show the barcodes that have been scanned, and you can scan barcodes here to see more data. (Enterprise only)

This is what the details screen looks like:

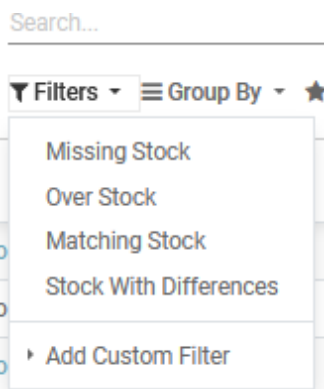
Inventory Adjustments / January 2021 / Inventory Lines

SEARCH... [magnifying glass icon]

CREATE IMPORT [dropdown arrow] Filters - Group By - Favorites - 1-3 / 3 < >

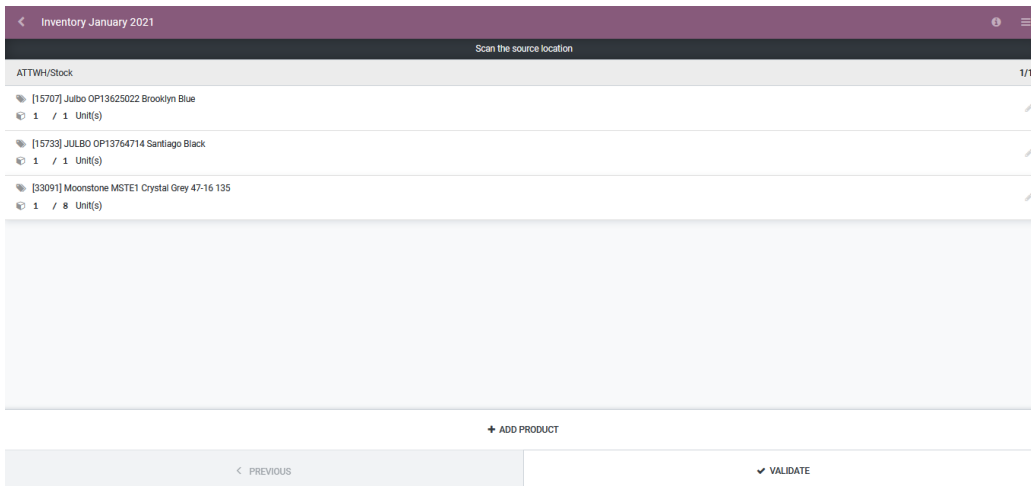
Product	UoM	Location	Lot/Serial Number	Pack	Owner	Theoretical Quantity	Real Quantity
<input type="checkbox"/> [15707] Julbo OP13625022 Brooklyn Blue	Unit(s)	ATTWH/Stock				1.000	1.000
<input type="checkbox"/> [15733] JULBO OP13764714 Santiago Black	Unit(s)	ATTWH/Stock				1.000	1.000
<input type="checkbox"/> [33091] Moonstone MSTE1 Crystal Grey 47-16 135	Unit(s)	ATTWH/Stock				8.000	1.000

When in the details screen, you will be able to add the following filters



- Missing Stock: Shows a list of all the stock that the theoretical quantity is more than the real Quantity
- Over Stock: Shows a list of all the stock that the theoretical Quantity is less than the real Quantity.
- Matching Stock: Shows a list of all the stock that the Theoretical Quantity matches with the Real Quantity
- Stock with differences: Show a list of all the stock that the theoretical Quantity and real Quantity that has any differences.

This is what the barcode screen looks like (Enterprise Only)



Yet again, do not press VALIDATE

The Products in Inventory Details are all that have been scanned, if the line is blue, the theoretical Quantity and real Quantity don't match. Then you will need to go see why it doesn't match (maybe miss scanned or missing from the store)

Inventory of Select products manually Scanned Location

Inventory Details All Products

Product	UoM	Location	Lot/Serial Number	Pack	Owner	Theoretical Quantity	Real Quantity
[33091] Moonstone MSTE1 Crystal Grey 47-16 135	Unit(s)	ATTWH/Stock				8.000	8.000
[01] RB JUSTIN	Unit(s)	ATTWH/Stock				0.000	1.000

[Add a line](#)

If the products are black, it means that the quantity does match up and that there are no missed items

When Stocktake is finished, and all of the products have been loaded, you can click on validate.

Note: Pressing the VALIDATE INVENTORY button will change the Theoretical qty (Stock on hand on the system) to the REAL QTY (The total units scanned in on this Stocktake)

Reporting can be checked under the inventory module.