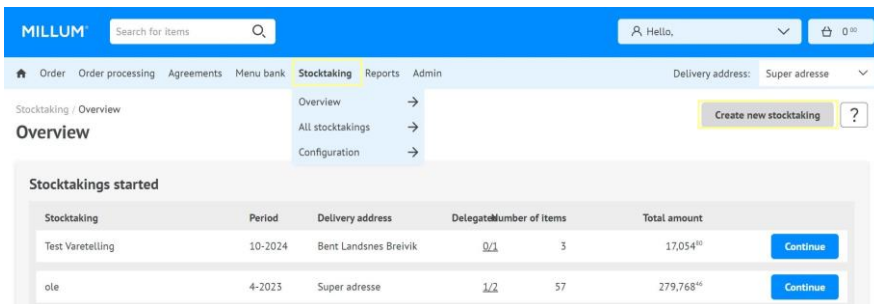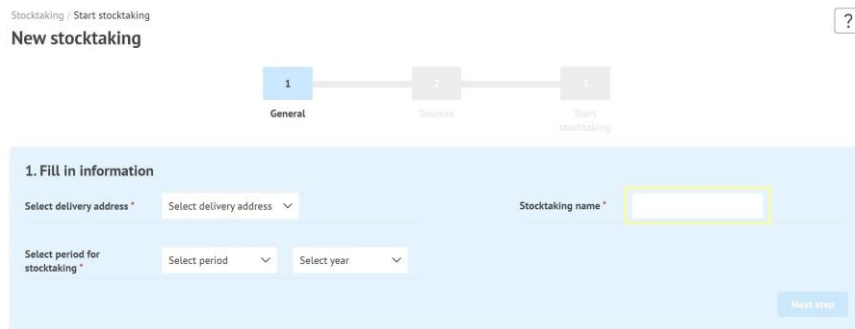**MILLUM®**

Quickguide new stocktaking

1. Start a new stocktaking

Click on "**Stocktaking"** in the menu, then "**Overview"**. On the right of the page, you have the option "**Create stocktaking".**


Start by naming your stocktaking an select the stocktaking periode.

2. Choose which source to use for you stocktaking

You can choose from four different sources:

1. "**Last ordered**" provides you with a listing of your last ordered items
2. "**Shopping cart**" retrieves items from your shopping cart
3. "**Shopping lists**" enables you to count from a shopping list
4. "**Other stocktakings**" enables the use of a previous stocktaking
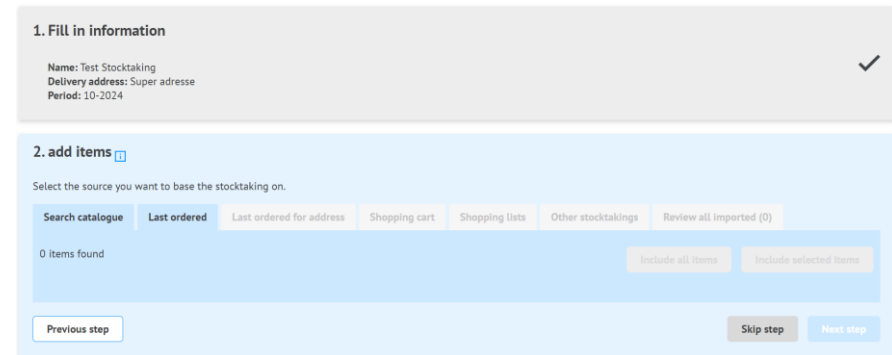
3. Select items from chosen source

If you choose to start a stocktacking based on a previous stocktaking, shopping list or shopping basket, you have to select which items you wish to count. You can select a single item or select all items from the chosen source.

In addition, you can at any time see the items you have selected under the tab **"review all imported"**.

4. Add items manually

If you choose to start a stocktaking without retrieving items from any source, you have to search for the items manually. You can select between **"Search catalog"**, **"User-defined item"** or **"Add items from sources"**. The last selection will give you the same options as in point 2.

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5. Create your own item groups

To start grouping your items in the stocktaking you click "**Edit**" to create new groups or sort your items in the desired group.

Build your stocktaking by grouping your items so they reflect your storage, ex: dry good storage, cool store, bar. You can sort items within each group based on where they are located in the storage.
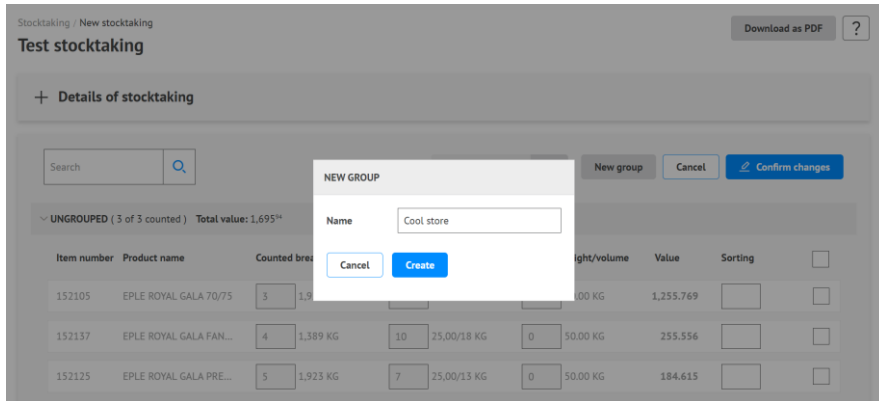
6. Input stocktaking details

Having added all items to be counted from selected sources you can start counting. You can count in **break bulk, sales unit** and **weight/volum**.

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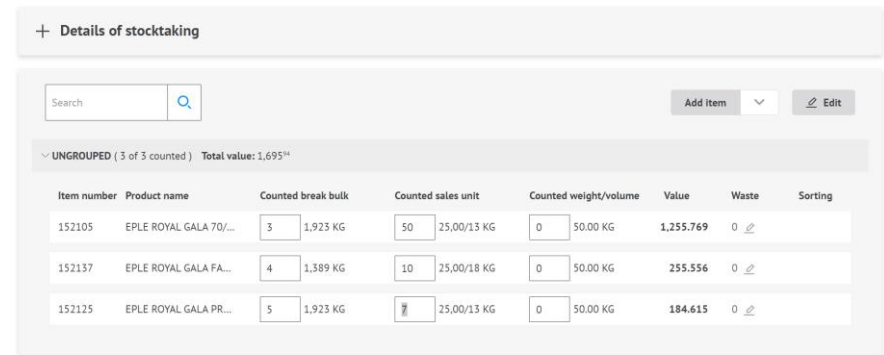
7. Summary and reporting

Having finished counting you can review your summary. If everything is in order you can start the reporting. You can select which e-mail should receive the report, and you can select several email recipients. Complete the stocktaking by clicking "Send".