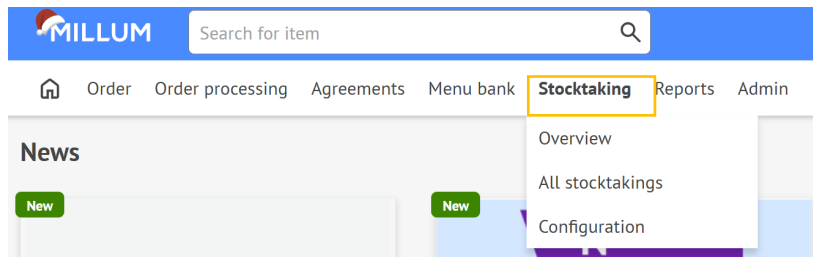


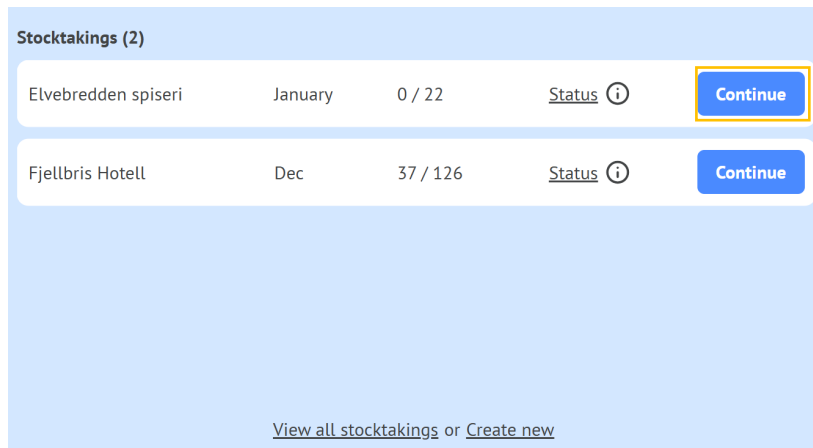
Quick guide - Delegate parts of a stocktaking

As the owner of a stocktaking, you can follow these steps to delegate parts of it:

1. Go to “**Overview**” under “**Stocktaking**” in the main menu.



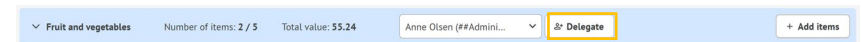
2. Find the ongoing stocktaking you want assistance with and click “**Continue**.”



3. Select the user you want to delegate to from the dropdown menu at the group level. You can delegate different groups to different users but remember that each group can **only be delegated to one person**.

Item name	Counted break bulk	Counted sales unit	Counted weight/volume	Value		
Epler røde gala kg 109607	1	21.38/1 kg	0	21.38 kg	21.38	New + Waste
Sitron kg 129801	1	33.86/1 kg	0	33.86 kg	33.86	New + Waste
Løk banan sjalott 5kg sekk 330401	0	72.60 kg	0	365.00/5 kg	0.00	New + Waste
Banan Frg enh KG,Helikart = 19 KG 126235	0	48.90/1 PCE	0	23.50 KGM	0.00	New + Waste
Melon varm kg 121201	0	40.80/1 kg	0	40.80 kg	0.00	New + Waste

4. After selecting a user, click on “**Delegate**”.



- The group will now be locked for you as the owner, while the user you delegated to will gain access.

Item name	Counted break bulk	Counted sales unit	Counted weight/volume	Value		
Epler røde gala kg 109607	1	21,38/1 kg	0	21,38 kg	71,58	New + Waste
Sitron kg 129801	1	33,86/1 kg	0	33,86 kg	33,86	New + Waste
Løk banan sjalott 5kg sekk 330401	0	72,60 kg	0	363,00/5 kg	72,60	0,00 New + Waste
Banan Fag enh KG.Helkart = 19 KG 126235	0	48,90/1 PCE	0	23,50 KGM	0,00	New + Waste
Melon vann kg 121201	0	40,80/1 kg	0	40,80 kg	0,00	New + Waste

- The user will receive an email invitation to participate in the stocktaking. Note that the user only gets access to the specific group you delegated – the rest of the stocktaking is not available to them.
- The figures in the counting list will update continuously, allowing you to stay informed about the progress.

- When the group has been counted by the delegated user, you will receive an email notifying you that the group is complete, and the group will be marked as **“Completed.”**

Item name	Counted break bulk	Counted sales unit	Counted weight/volume	Value		
Epler røde gala kg 109607	1	21,38/1 kg	0	21,38 kg	42,76	New + Waste
Sitron kg 129801	1	33,86/1 kg	0	33,86 kg	67,72	New + Waste
Løk banan sjalott 5kg sekk 330401	1	72,60 kg	0	363,00/5 kg	72,60	New + Waste
Banan Fag enh KG.Helkart = 19 KG 126235	0	48,90/1 PCE	0	23,50 KGM	48,90	New + Waste
Melon vann kg 121201	0	40,80/1 kg	0	40,80 kg	40,80	New + Waste

- You can edit values after delegation, but this requires removing the delegation first by clicking the cross next to the user’s name.