

# Millum Stocktaking App

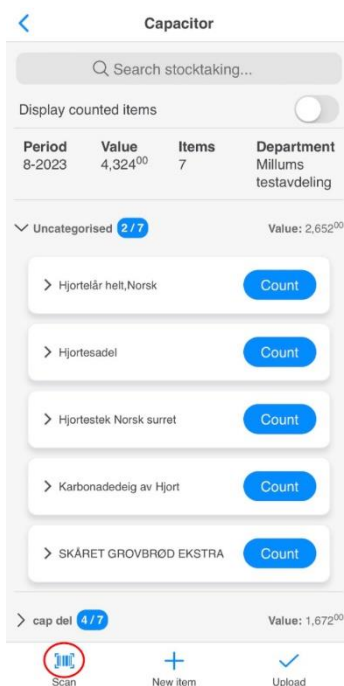
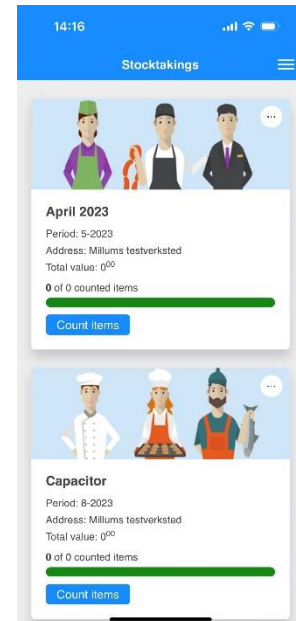
## General

The Millum stocktaking app is a supplement to the stocktaking module in Millum Procurement. The purpose of the stocktaking app is to make the counting of items easier, while the preparatory (creating stocktaking, adding and grouping items) and closing (completing/sending stocktaking) work must be done in the browser version of Millum Procurement. To use the app, you must first have created a stocktaking for your user in the browser version of Millum Procurement. You use the same login information in the app as in Millum Procurement.

When you have logged into the app, you will see your started stocktakings and/or stocktakings that have been delegated to you.

**Started stocktakings** = A stocktaking that you have created yourself and selected 'start new period' on, on the desktop. The stocktaking becomes visible in the app as soon as it is started in the web browser (once you have completed the preparation step and reached the counting list). You are the owner of the stocktaking and must complete it in the web browser after uploading the values you have counted.

**Delegated stocktakings** = You are assigned one or more groups in another user's stocktaking that you must count and send back. You can only see the groups you have been delegated to you, and the stocktaking disappears from the app when you have sent it back to the owner. You are not the owner of the stocktaking, and the job is done when you send the stocktaking back to the owner.



## Stocktaking

Counting in the app is the same regardless of whether it is your own or a delegated stocktaking. Only the submission is different. When you count in the app, you choose which stocktaking and group you want to start with. You can choose to count the items by selecting them from the list or scan the barcodes with the barcode scanner found on the left at the bottom of the menu.

If you don't get a hit when you scan the barcode, you have several options:

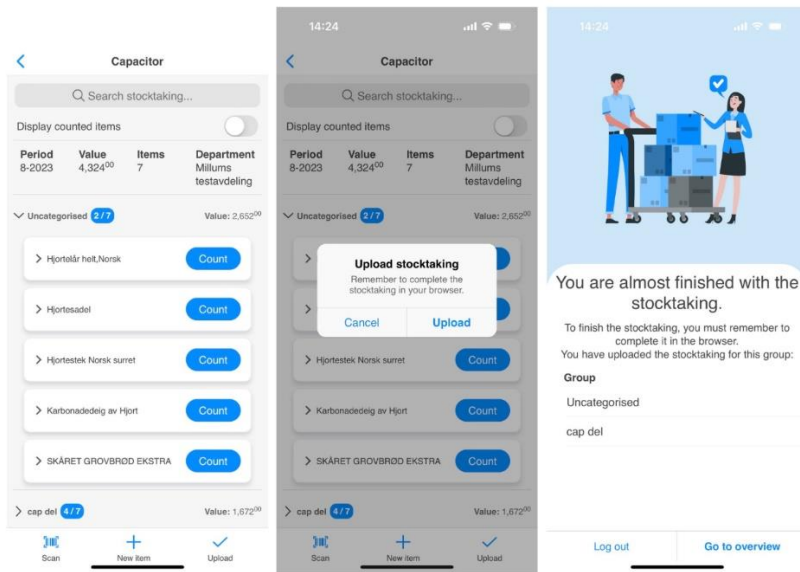
1. Link the barcode to an item in the group
2. Search for an item from your available product catalogues, add the item to the group and link the barcode to the item
3. Create and link the barcode to a custom item (an item that is not found in the item catalog that you create yourself)



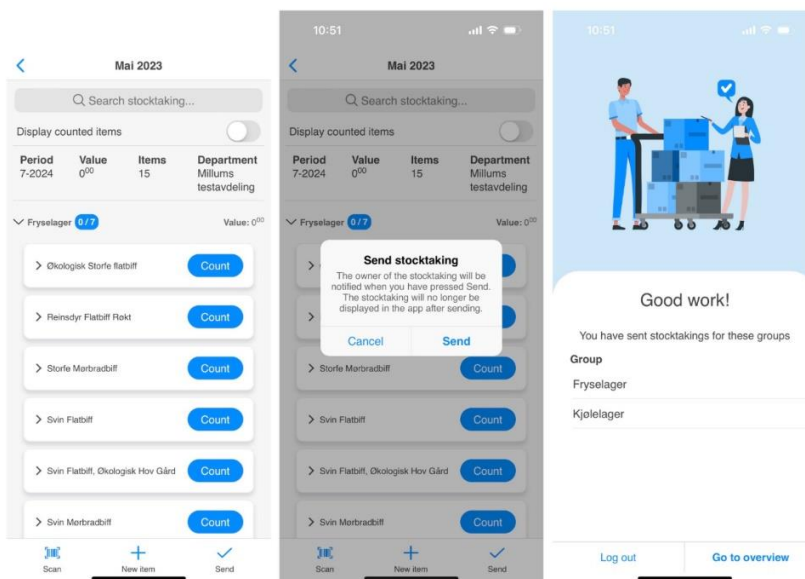
## Finish counting in the app

When you have finished counting, the final step in the app is to upload the counted items to yourself or send them to the owner of the delegated group:

**Own stocktaking = Upload.** If you have counted a stocktaking you own, you end counting in the app by uploading the counted values to your own user. The values in the browser version will be updated and you must now complete the stocktaking there. Note: The job is not finished until the stocktaking is completed in the browser!



**Delegated stocktaking = Send.** If you have counted one or more delegated groups, you only need to press "Send", and the values will be uploaded/delivered to the owner of the stocktaking. You have finished your part of the job.



## Collaborate on a stocktaking = Delegate

If you want to collaborate with several people on the same stocktaking, we would recommend that you each have your own user, and delegate groups to the different users.

NB! If you have a shared user and there are several people working on the same stocktaking, the following advice is important: Two people should not count on the same stocktaking on the same user in the app at the same time. As you upload the values, the last to submit will overwrite the values of the first.

## Remember to upload the values and finish the stocktaking

When you are the owner yourself, it is important that you remember to upload the values first, and then complete the stocktaking in the browser. Stocktaking will be visible in the app until you have completed it in the browser, and have a status of "Uploaded" in the app. In other words, you can upload the values in several rounds, e.g. each time you finish counting a group. When you complete the stocktaking in the browser, it will no longer appear in the app as it has then ended, and values on it can no longer be changed. If you want to change values on a completed stocktaking, you must reopen the stocktaking in the browser by going to the stocktaking in the sub-chapter "All stocktakings".

There is auto-saving in the app, and the values you count will be saved between logged-in sessions (if you log out of the app, the values will be there the next time you log in). But don't let this become a resting place - remember to submit/upload the values! 😊

Good luck!