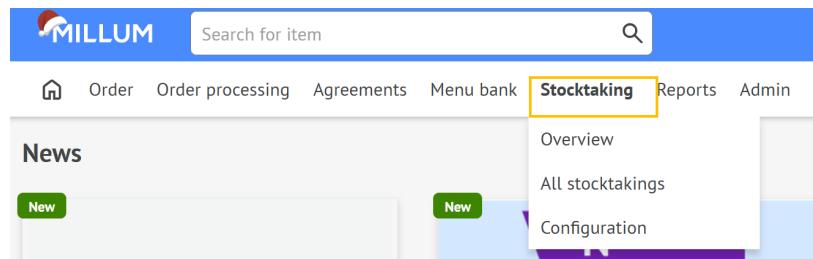


Did you know that it's possible to delegate parts of a stocktaking?

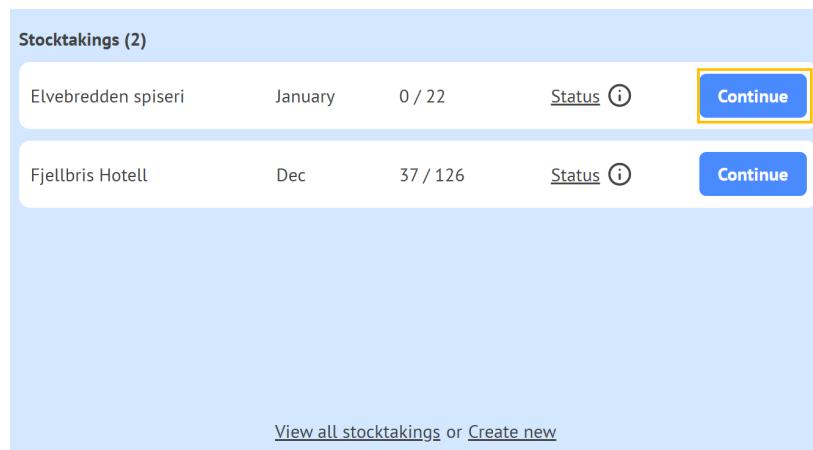
As the owner of a stocktaking, you can follow these steps to delegate parts of it:

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



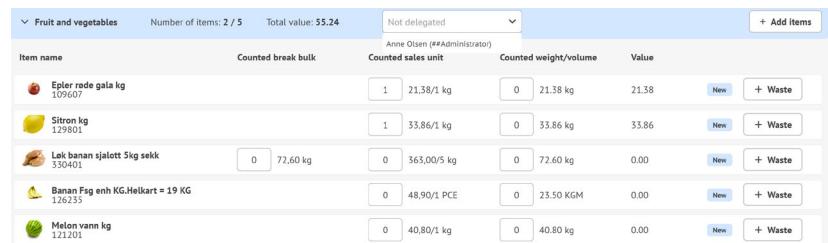
The screenshot shows the Millum Procurement interface. At the top, there is a navigation bar with links: Order, Order processing, Agreements, Menu bank, Stocktaking (which is highlighted with a yellow box), Reports, and Admin. Below the navigation bar, there is a search bar labeled "Search for item" with a magnifying glass icon. The main content area is titled "News" and shows a "New" item. On the right side, a dropdown menu is open under the "Stocktaking" heading, with options: Overview, All stock takings, and Configuration.

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



The screenshot shows the "Stocktakings" overview page. It lists two ongoing stock takings: "Elvebredden spiseri" (January, 0 / 22) and "Fjellbris Hotell" (Dec, 37 / 126). Each entry has a "Status" link and a "Continue" button. The "Continue" button for the first entry is highlighted with a yellow box. At the bottom of the page, there are links to "View all stock takings" and "Create new".

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**.



The screenshot shows the details of a stocktaking for "Fruit and vegetables". It lists five items: Epler røde gala kg, Sitron kg, Lek banan sjalott 5kg sekk, Banan Fsg enh KG.Helkart = 19 KG, and Melon vann kg. Each item has columns for "Counted break bulk", "Counted sales unit", "Counted weight/volume", and "Value". At the top right, there is a dropdown menu showing "Not delegated" and a user "Anne Olsen (#Administrator)". A yellow box highlights the dropdown menu.

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



The screenshot shows the same stocktaking details page as the previous one, but the "Not delegated" dropdown is now set to "Anne Olsen (#Administrator)". A yellow box highlights the "Delegate" button at the top right of the page.

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

Fruit and vegetables		Number of items: 2 / 5	Total value: 55.24	Anne Olsen	+ Add items	
Item name	Counted break bulk	Counted sales unit	Counted weight/volume	Value		
 Epler røde gala kg 109607	<input type="text" value="1"/>	21.38/1 kg	<input type="text" value="0"/>	21.38 kg	21.38	New + Waste
 Sitron kg 129801	<input type="text" value="1"/>	33.86/1 kg	<input type="text" value="0"/>	33.86 kg	33.86	New + Waste
 Lak banan sjalott 5kg sekke 530401	<input type="text" value="0"/>	72,60 kg	<input type="text" value="0"/>	72,60 kg	0.00	New + Waste
 Banan Fsg enh KG.Helkart = 19 KG 126235	<input type="text" value="0"/>	48,90/1 PCE	<input type="text" value="0"/>	23,50 KGM	0.00	New + Waste
 Melon vann kg 121201	<input type="text" value="0"/>	40,80/1 kg	<input type="text" value="0"/>	40,80 kg	0.00	New + Waste

6. 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.

7. The figures in the counting list will update continuously, allowing you to stay informed about the progress.

8. 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**.”

Fruit and vegetables		Number of items: 5 / 5	Total value: 272.78	Anne Olsen	+ Add items	
Item name	Counted break bulk	Counted sales unit	Counted weight/volume	Value		
 Epler røde gala kg 109607	<input type="text" value="1"/>	21,38/1 kg	<input type="text" value="0"/>	21.38 kg	42.76	New + Waste
 Sitron kg 129801	<input type="text" value="1"/>	33,86/1 kg	<input type="text" value="0"/>	33.86 kg	67.72	New + Waste
 Lak banan sjalott 5kg sekke 530401	<input type="text" value="1"/>	72,60 kg	<input type="text" value="0"/>	72,60 kg	72.60	New + Waste
 Banan Fsg enh KG.Helkart = 19 KG 126235	<input type="text" value="0"/>	48,90/1 PCE	<input type="text" value="0"/>	23,50 KGM	48.90	New + Waste
 Melon vann kg 121201	<input type="text" value="0"/>	40,80/1 kg	<input type="text" value="0"/>	40,80 kg	40.80	New + Waste

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