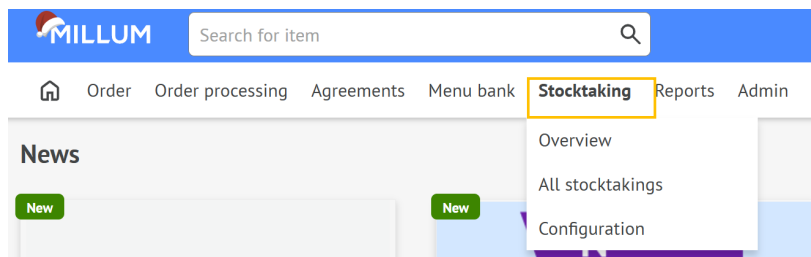


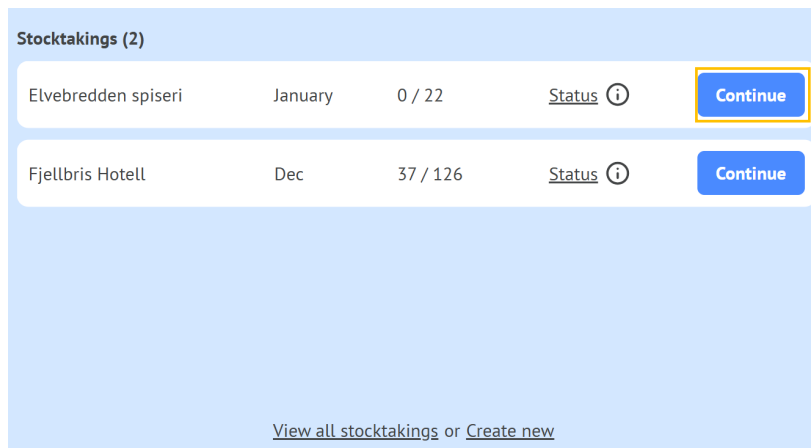
## Did you know that it's possible to delegate parts of a stocktaking?

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.



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**.

Fruit and vegetables		Number of items: 2 / 5	Total value: 55.24	Not delegated			+ Add items
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 Skg sekk 330401		0	72.60 kg	0	365.00/5 kg	0.00	New + Waste
Banan Fsg 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

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








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		1 21.38/1 kg	0 21.38 kg	21.58	<a href="#">New</a>	+ Waste	
 Sitron kg 129801		1 33.86/1 kg	0 33.86 kg	33.86	<a href="#">New</a>	+ Waste	
 Lek banan sjalott 5kg sekk 330401	0 72.60 kg	0 363.00/5 kg	0 72.60 kg	0.00	<a href="#">New</a>	+ Waste	
 Banan Fag enh KG.Helkart = 19 KG 126235		0 48.90/1 PCE	0 23.50 KGM	0.00	<a href="#">New</a>	+ Waste	
 Melon vann kg 121201		0 40.80/1 kg	0 40.80 kg	0.00	<a href="#">New</a>	+ 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	Completed	+ Add items
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
 Lek banan sjalott 5kg sekk 330401	1 72,60 kg	0 363,00/5 kg	0 72,60 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

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