# 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.
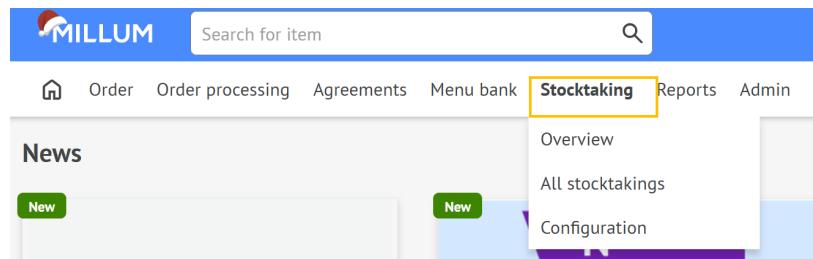
2. Find the ongoing stocktaking you want assistance with and click **"Continue."**
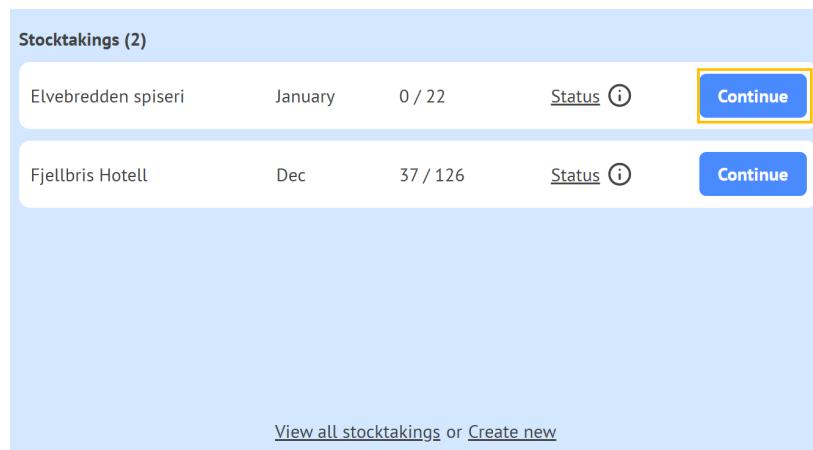
3. Select the user you want to delegate to from the dropdown menu at the group level. You can delegate different groups to different users but remember that each group can **only be delegated to one person**.
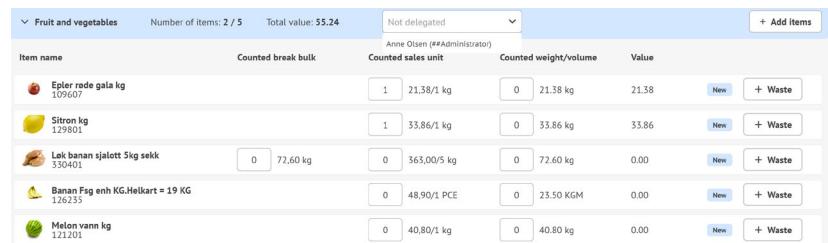
4. After selecting a user, click on **"Delegate"**.

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

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."**

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