

## Quick guide – Stocktaking App

### General information

The Millum Stocktaking App is a supplement to the stocktaking module in Millum Procurement. The purpose of the app is to make the counting of items easier, while the preparatory tasks (creating a stocktaking, adding and grouping items) and the final tasks (completing/sending the stocktaking) must be done in the browser version of Millum Procurement.

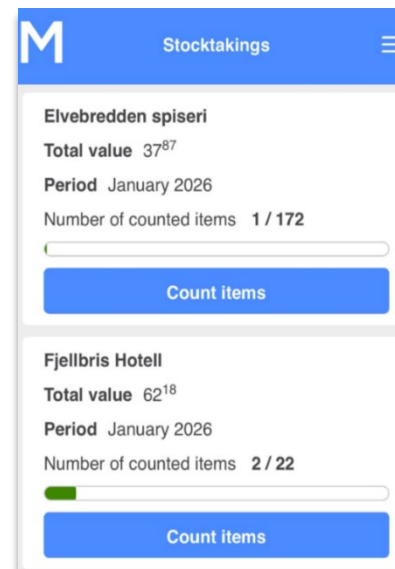
To use the app, you must first create a stocktaking under your user account in the browser version of Millum Procurement. You use the same login information in the app as in Millum Procurement.

1. Download the Stocktaking App by scanning the QR code if you haven't done so before. You can also click [here](#)



2. Once you have logged into the app, you will see your ongoing stocktaking and/or stocktaking that have been delegated to you.

The stocktaking becomes visible in the app as soon as it has started in the browser (after you have completed the preparation step and reached the counting list). As the owner of the stocktaking, you must complete it in the browser after uploading the values you have counted.

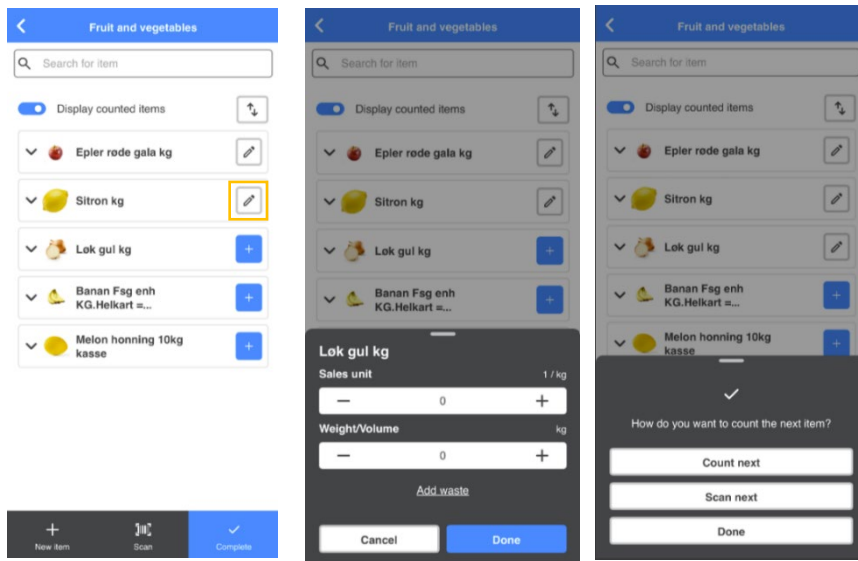


### Counting delegated groups

Delegated stocktakings are stocktakings where you are assigned one or more groups from another user's stocktaking that you must count and send back. You will only see the groups that have been delegated to you, and the stocktaking will disappear from the app once you have sent it back to the owner.

### Counting in the app

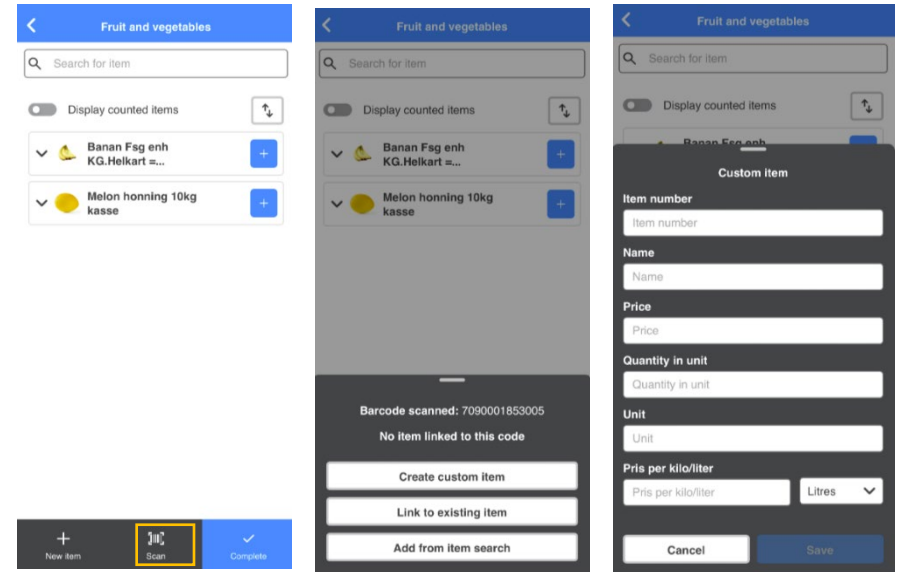
This works the same whether it is your own stocktaking or a delegated one. Tap the plus sign next to the item and fill in breakage/sales unit/weight/volume based on the specific item. In addition to selecting from the list, you can also scan barcodes using the scanner at the bottom of the menu. After counting an item, you can choose to count the next item in the list, scan a new item, or press Done to return to the item list.



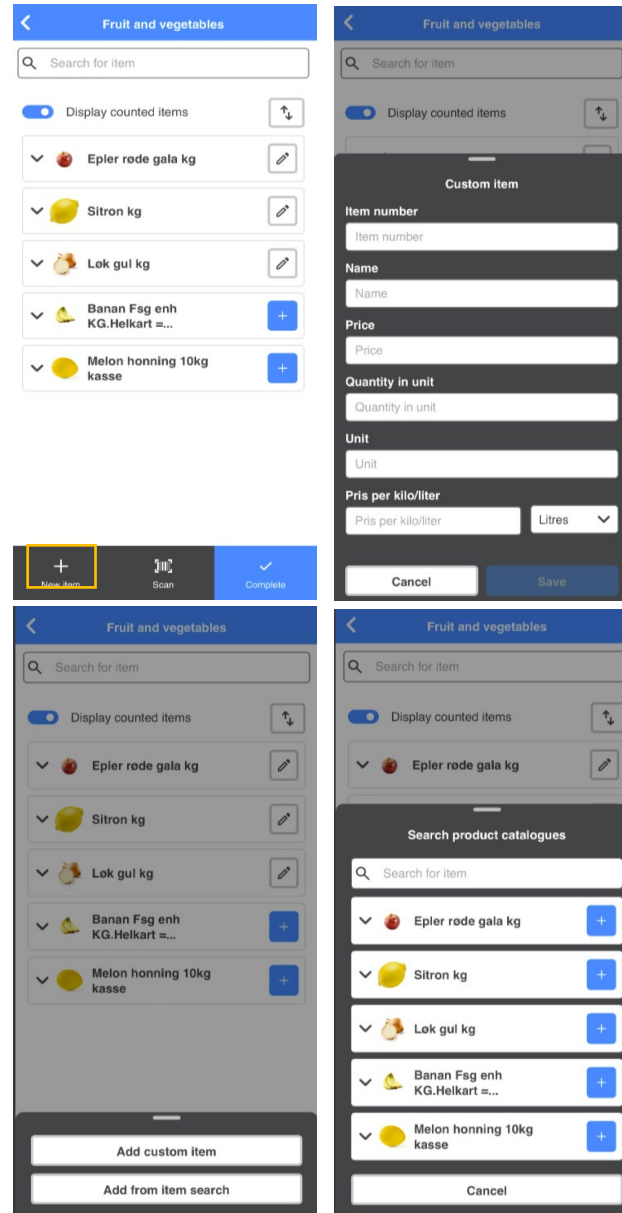
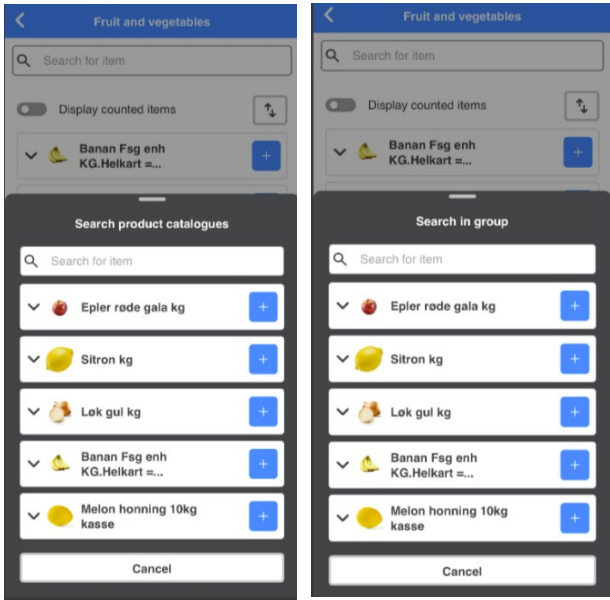
### Adding more items

If you do not get a match when scanning a barcode, you have several options:

1. Create a custom item
2. Link the barcode to an existing item (from the stocktaking)
3. Add from item search (search for an item based on the catalogues you have access to)



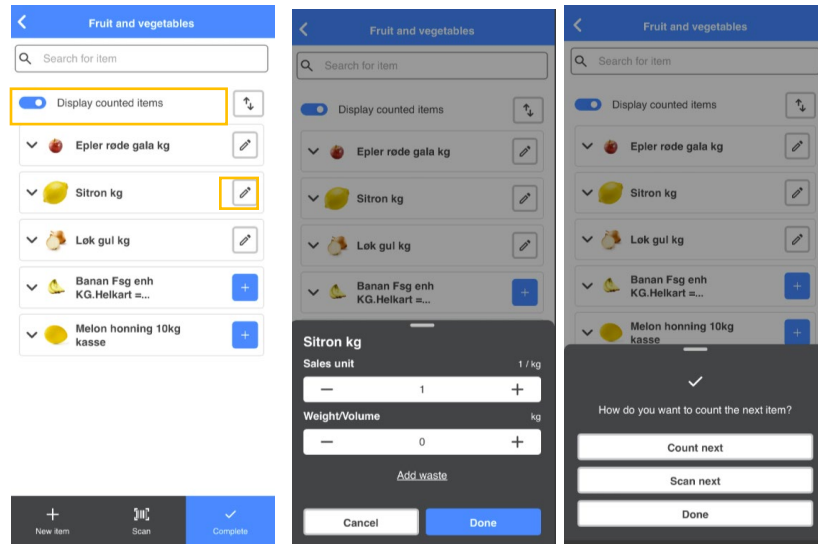
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You can also add custom items and items via search by pressing the + button.

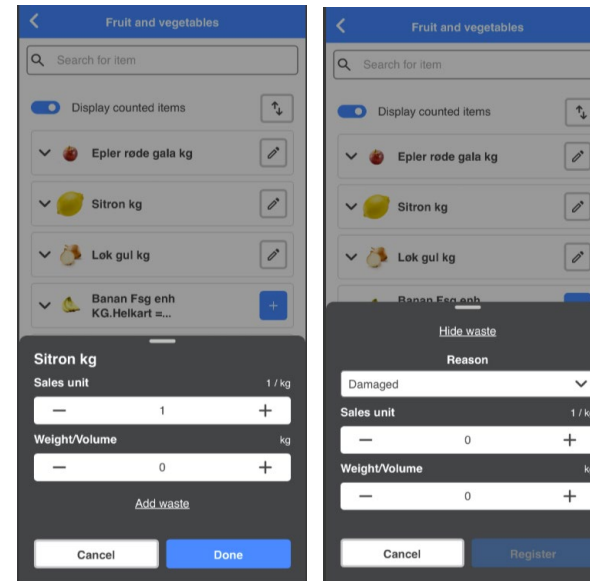
### Editing counts

By checking **Display counted items**, you can view items that have already been counted and make changes to them. Counted items will display an edit icon. After making changes, press **Done** to save them.



### Registering waste

Waste can be registered by pressing **Add waste** while counting. Here you can enter the reason and the quantity. The information is saved when you press **Register**.



The app uses automatic saving, and the values you count will be stored between logged-in sessions (if you are logged out of the app, the values will still be there the next time you log in).

There is also synchronization between the client (PC/Mac) and the app, so the values will update in the client as you count in the app. If you count offline (without internet or mobile coverage), make sure to move to an area with a connection before finishing, so the counted values can be sent. Good luck!