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

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

1. Go to "Overview" under "Stocktaking" in the main menu.



2. Find the ongoing stocktaking you need help with and click "Continue."

Stocktaking / Overview Overview					? Cre	ate new stocktaking
Stocktakings started						
Stocktaking	Period	Delivery address	DelegatedNumber o	f items	Total amount	
Frukt	1-2025	Test Adresse	<u>0/1</u>	11	0 <sup>00</sup>	Continue
test millum	1-2025	veien	<u>0/1</u>	11	0 <sup>00</sup>	Continue
Test Test	11-2024	Super adresse	0/0	0	000	Continue
Test	10-2024	Super adresse	2/5	10	1,433 <sup>24</sup>	Continue

3. Click "Edit."

Stocktaking / New stocktaking Test	Download as PDF     Save     All changes saved!
> Details of stocktaking	
Search Q	Add item 🗸 🎤 Edit
> KJØTT ( 7 of 7 counted ) Total value: 1,134°2	

4. Click the **multi-selection button** and then **"Delegate to other user"** for the group you want to delegate. Please note that only **groups** within a stocktaking can be delegated. Items that are not grouped cannot be delegated.

Search Q	Move selection Vew group Cancel Confirm changes	3
→ Kjøtt (7 of 7 counted ) Total value: 1,134 <sup>s2</sup>	Ū	
> køleskab (1 of 1 counted ) Total value: 4 <sup>50</sup>	Delegate to other user	

5. Enter the name of the user you want to delegate to in the white text field and click **"Confirm changes."** You can delegate different groups to different users, but remember that **each group can only be delegated to one person.** 

Search Q,	Move selection V New group Cancel Confirm cha	nges
► Kjøtt (7 of 7 counted ) Total value: 1,134 <sup>s2</sup>	Delegated: Enter minimum 2 letters	Ū ···
> køleskab (1 of 1 counted) Total value: 400		Ū

6. The user will receive an email invitation to participate in the count. Keep in mind that the user will only have access to the specific group you have delegated – the rest of the stocktaking will not be available to them.

7. Monitor the progress by going to **"Overview"** and checking the **"Delegated"** column. This allows you to follow up with users who have not started or returned their assigned groups.

Stocktaking / Overview Overview					? Cre	ate new stocktaking
Stocktakings started						
Stocktaking	Period	Delivery address	DelegatedNu	nber of items	Total amount	
test millum	3-2026	veien	<u>0/1</u>	14	000	Continue
test millum	3-2026	veien	<u>0/1</u>	12	000	Continue

8. When the group has been counted by the delegated user, you will be notified that the delegated group has been completed. The name of the delegated user will be listed as responsible for the delegated group(s).

Intern

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9. You can edit values after delegation, but this requires removing the delegation first.