

## Continuous Stock Take

Go to Menu – Products – Advanced stock taking



Select **New Continuous Stock Take**

Continuous Stocktake Settings

Count  products per session.  
 (A session can be added to when continued)

Add the count amount of products to this stock take on continuation.  
 Only add products upto the count value on stock take continuation.

Prioritise by Department - Else if not Select departments

Filter	Department
<input checked="" type="checkbox"/>	ACCESSORIES
<input type="checkbox"/>	BEAUTY ACCESSORIES
<input type="checkbox"/>	HAIR ACCESSORIES
<input type="checkbox"/>	READING GLASSES
<input type="checkbox"/>	PERSONAL CARE ACCESSORIES

Prioritise products that have never been counted above items due for a re-count.

High Priority Products (50)  
 Set the top  products by order of packs sold  
 looking back over a period  days  
 to be counted every  days

Medium Priority Products (3681)  
 Set the other products that have been sold  
 to be counted every  days

Low Priority Products (173)  
 Set the products that have been never sold which have  
 a non-zero stock on hand to be counted every  days

Select 20 products to count per session.

Select 'Add the count amount of products to this stock take on continuation'.

Select 'Prioritise by department'

Select to prioritise products never counted over those to be recounted

Select high priority settings as shown here and adjust medium and low priority settings as shown also.

Select **Ok**

New Stock Take

Enter the name of the stock take. It is recommended that you enter a name if you wish to create a new stock take in the future with the same products.

Enter the name for the continuous stock take

Select **Next >>**