

Inventory guidance

Full count

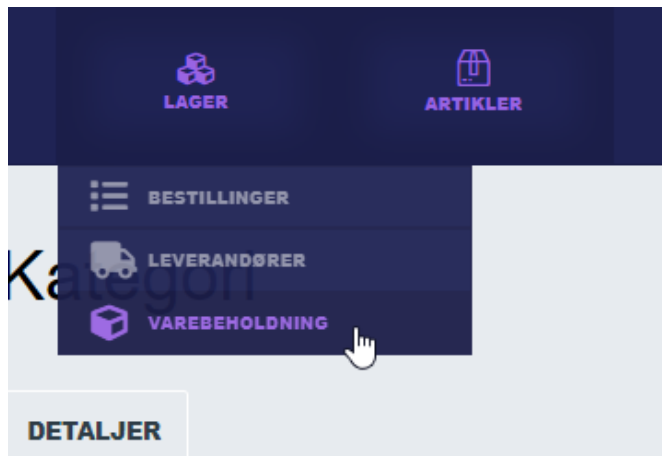
ExtendaGO POS

NOTE: Counting during opening hours is not supported with automation. If you want to count during opening hours, you must do the following after counting:

1. Take out a sales report for the period in which goods were counted.
2. Count these items again as a rolling/ad hoc count - see user manual for this.

Norwegian pictures will be replaced soon.

TO open a full count go to «Stocks», «Stock»



Select the correct storage location and go to "INVENTORY COUNTS". If you have several outlets/stores, it will be easiest to have a warehouse location for each store. Select the correct store when starting the count.

TestCarrie

DETALJER

LAGER

HENDELSER

VARETELLINGER

ID

06875f93-6a1f-4e12-b8e3-acab480aea53

LAGERLOKASJONENS NAVN *

TestCarrie

Press "OPEN A NEW, FULL ITEM COUNT"

DETALJER

LAGER

HENDELSER

VARETELLINGER

ÅPNE EN NY, FULL VARETELLING

TIDSSTEMPEL

BUTIKK

Choose the right store and select currency, press "CREATE ITEM COUNT".

DETALJER

Start en full varetelling for denne butikken, som lar mange brukere telle varer inn i denne delte tellingen fra sin Extenda GO app på iOS eller Android. Når alle er ferdige med å telle, sjekker du resultatene, gjør eventuelle korrigeringer, og lukker tellingen for å oppdatere lagerverdiene

[TILBAKE TIL LAGERSTED](#)Status: **Åpen**

Tidsstempel: 12.12.2023

ID

b906b742-8a87-4b4d-aaf8-e7e1a6ab1162



LAGERSTED *

TestCarrie



BUTIKK

OppsettAvRabatterOgKampanjer



VALUTA *

Norwegian Krone (NOK)

 TELL BLINDT I APPEN[OPPRETT VARETELLING](#)

Everyone who is going to take part in a full item count logs in on their device (iPhone, iPad or Android mobile), checks that they are logged in to the correct store/warehouse and selects "FULL ITEMS COUNT", Participate in a full item count.



Bestilling

Bestill varer til butikken



Full varetelling

Delta i en full varetelling



Lagerjustering

Oppdater varelager med årsakskoder



Loddtrekninger

Trekk ut premier for lodd i vår loddtrekningsmotor



Overføringer inn

Ta imot varer fra andre butikker



Overføringer ut

Overfør varer til andre butikker



Telleforslag

Tell varer Extenda GO foreslår



Varemottak

Legg mottatte varer til lager



GO Vareark

 Salg og innstillinger

 Meny

Select the full item count and count all items. It is important that you agree who is responsible for counting which areas/shelves and that you go over the warehouse together and clarify whether all shelves/areas have been counted.



Fulle varetellinger

Full telling b906b742

15:54 12.12 >

0 varer, med 0 enheter

Scan or search for all items to be counted and record the correct number.

The screenshot shows the 'Tell vare' (Count item) screen in the GO CTRL app. At the top, there is a dark blue header with a back arrow, a barcode icon, the text 'Tell vare', and a document icon. Below the header, the item name 'Melkerull' is displayed in bold, followed by 'Melkerull' in a smaller font. A quantity input field shows '25' with minus and plus buttons on either side. Below the input field, a list of item details is shown in two columns: 'Ar...' (c347f422-9e4b-4b96-9412-a168ac0a3a0b), 'Enhetsstype: Stykk', 'På lager: 38', 'Bestillingspunkt: 0', 'Bestillingsstatus: OK', 'Pris: 25 NOK', 'Kostpris: 12 NOK', 'Kalkulert verdi: 12 NOK', and 'Kategori: Sjokolade'. A large grey watermark with a diagonal slash and the text 'No Image available' is centered over the details. At the bottom, there is a pink bar with 'Avbryt' (Cancel) on the left and 'Oppdater' (Update) on the right. Below this bar is a numeric keypad with buttons for digits 1-9, 0, and a backspace key.

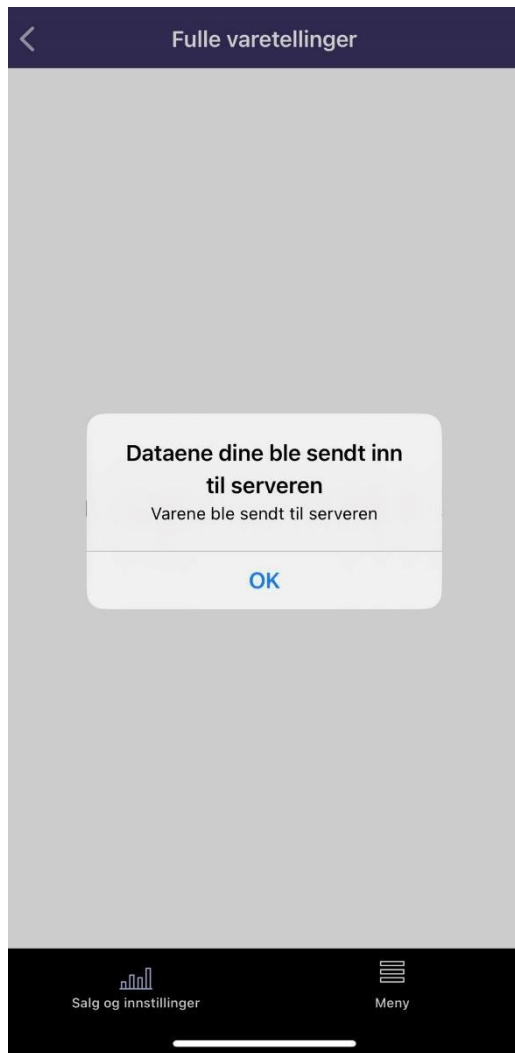
When all shelves and areas have been counted and all employees have finished counting, they exit the stock count on their devices and go to the list of stock counts in the GO CTRL app. Swipe left and select SEND.



Confirm and submit the count by pressing "SUBMIT AND CLOSE".



You should receive this receipt message:



To process the item count further, go to Backoffice on PC in ExtendaGo.

Go to ITEM COUNT, PRODUCTS and check counted products and uncounted products.

Each count of an item goes on a separate line, so if two employees have counted the same item in different places in the store, these will go on two lines in the overview. It may be a good idea to also go over items that have not been counted in case you have overlooked something.

You can add values manually to the lists before updating the count.


Varetelling

DETALJER **PRODUKTER**

TALTE PRODUKTER

Produkter talt totalt: 1 Antall tellere: 1

Sidestørrelse: 25 < 1 / 1 >

NAVN	VARIANT	BRUKER	TALT	
Melkerull	—	Shop Owner	<input type="text" value="25"/>	

Viser 1 til 1 av 1 linjer

IKKE TALTE PRODUKTER NÅR TELLINGEN LUKKES SETTES ALLE IKKE TALTE PRODUKTER TIL 0 I ANTALL

Sidestørrelse: 25 < 1 / 4 >

NAVN	VARIANT	TALT
Rekesmørbrød	—	<input type="text" value="0"/>

When you are absolutely sure that all items have been counted, go to the bottom of the product list and select "UPDATE ITEM COUNT".

FJERN VARETELLING

OPPDATER VARETELLING

Then go to the DETAILS tab and select CLOSE. Then you close the item count.

DETALJER **PRODUKTER**

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TILBAKE TIL LAGERSTED

Status: **Åpen** Tidsstempel: 12.12.2023

ID b906b742-8a87-4b4d-aaf8-e7e1a6ab1162	LAGERSTED * TestCarrie
BUTIKK OppsettAvRabatterOgKampanjer	VALUTA * Norwegian Krone (NOK)

TELL BLINDT I APPEN

LUKK

FJERN VARETELLING **OPPDATER VARETELLING**

Remember to confirm that you want to close the count.

BEKREFT

Er du sikker på at du vil lukke denne varetellingen?

AVBRYT

BEKREFT

Inventory lists:

To run inventory lists (should be done immediately after counting).

Go to INVENTORY, select WAREHOUSE LOCATION and press WAREHOUSE and download inventory lists either in pdf format or as an excel file in csv format.

We would strongly recommend saving a complete inventory list in csv format in order to be able to access this when checking.

