

Get the most out of



User Guide Stock Take



Stock Take

The Stock Take Screen lists any previous Stock Takes that have been done within Flex. Remember that when scanning or adding barcodes manually, the product will need to have been added to stock previously.

The first stock take which is done on FLEX will present a blank screen as below.

🕂 New 🝷 媠 Update 🛛 😝 Get Stock Take from App		Print all Corrections for a Date	🔮 🕐 🚞 Menu *
Stock Take			
Branches			
Malvern			Print Corrections for Selected record
Stock Takes			
ै Branch Qै Start Date Qै Start Time Qै En	d Date 역 End Time 역 Name 역	Specific	<u>ه</u>

New Stock Take

- To start a new Stock Take, Click on the 🕂 New
- Select from one of the three options
- The new stock take screen will now be ready to Populate.
- Enter a Stock Take Name in the bottom portion of the screen



- Click on Barcode Entry
- If using a scanner, start scanning your stock, which will then appear in the body of the screen.
- If you are not using a scanner, enter the barcode manually.
- When Barcode is entered, click confirm. The system will check with stock to be sure it's a valid Barcode.
- Once the stock take is being populated, the Actions column will allow you to increase or decrease the amount of each item in increments of one by clicking on the green or yellow buttons.

Close	e Barcode Entry		New Stock Take	•	Send Stock lake / Check for Er			
ems Counte	ed							
Barcode	Q [®] Supplier Q [®] Brand	۹ [°] Description	م [°] Colour ۹ [°] Size	e 🔍 Actions	Counted Qty Counted Tr	or q [®] Verified [®]	Model 🭳	
🗉 Sundrie	25						6	
1	CooperVision Ltr Cocoa Mint	Frame		•1 -1	1	Г		
10	CooperVision Lte Cocoa Mint	CL Fees		+1 -1	1	Г		
2	CooperVision Ltc Cocoa Mint	Lenses		•1 -1	1	Г		
3	CooperVision Ltc Cocoa Mint	Sundries		+1 -1	1	Г		
4	CooperVision Ltc Cocoa Mint	Contact Lenses		•1 -1	1	Г		
5	CooperVision Lte Cocoa Mint	Solutions		+1 -1	1	Г		
6	CooperVision Ltc Cocoa Mint	NHS TEST		+1 -1	1	Г		
7	CooperVision Ltc Cocoa Mint	Retinal Imaging		+1 -1	1	Г		
8	CooperVision Ltc Cocoa Mint	Private Test		+1 -1	1	Г		
9	CooperVision Lte Cocoa Mint	Repair		+1 -1	1	Г		
11	CooperVision Ltc Cocoa Mint	rayban	Red	+1 -1	1	Г -	E	
12	CooperVision Lte Cocoa Mint	coco	black	+1 -1	1	Г		
13	Chloe			+1 -1	1	Г	-	
etails								
Stock Take I	Name					Stock Take for All !	Suppliers/Brand	
# Items	14							
Notes						Keep in sync When doing sta machines at the	ck-take on several same time	
	1) Scan or Enter Barcod	es 2) Reconcile to correct Errors and u	pdate stock records 1 - Frame - 1	E0.00				

• Click on Close to come out of the stock take, FLEX will then ask the following:

?	This process will update your stock records with the Counted Qty. Would you lik to complete and finish this Stock Take?	e
Ye	es, It's finished No, I'm coming back to it No, I want to carry on	

×

- Before closing the stock take, Click on Check for Errors
- FLEX will ask if you have counted and entered every item of stock?
- Yes, Check for Errors will do just that.

Screen shot below will show what to expect if there are errors.

• The **Counted Qty** can be manually over-written. If it then corresponds with the Stock count on FLEX, the red illumination will go out. If there is still an **Error** but you have ticked the **Verified** box, the light will also go out.

V Close	Barcoc	le Entry	_	New Sto	k Take			Send Stock Tal to App	ce /:	Check for Errors
Barcode	م [°] Supplier ۹	Brand	م ^e Description	۹ [°] Colour	q [¢] Size q	Acti	ions	້ Counted Qtyຊ້ Error ຊ	* Verified	• Model Q •
1 2 4 5 6 7			Frame Lenses Contact Lenses Solutions NHS TEST Retinal Imaging			+1 +1 +1 +1 +1 +1 +1	-1 -1 -1 -1 -1 -1	1 Over Stock (1) 3 Over Stock (3) 1 Over Stock (1) 2 Over Stock (2) 1 Over Stock (1) 3 Over Stock (3)		
Frame St 00123546 11	Anglo American	Ray Ban	Rayban C1 rayban	Black	52x52x52	+1	-1	0	Г	RayBan
12 123547 13	CooperVision Lto Anglo American	Cocoa Mint Ray Ban Chloe	coco Rayban C1	black Red	54x50x55	+1 +1 +1	-1 -1 -1	0 Over Stock (2) 0 0 Under Stock (1)		RayBan
Stock Take Na # Items	ame 6							Stock	Take for A	II Suppliers/Brands
Notes									Keep in sy When doing machines at	rnc stock-take on several the same time
	1) Scar	n or Enter Barcod	es 2) Reconcile to correct Errors and u	pdate stock records	7 - Retinal Imagin	g - £0.00				

Close	Barcoo	de Entry	_	Stock Take 1	7/12/202	1	Send Stock to App	Take	Check for	Error
Barcode	a [¢] Supplier 9	Brand	9.° Description	9° Colour	Q ^e Size Q	Actions	Counted Oty 9 Error	Q [®] Verifie	d ^e Model	۹,
Sundries	e oupparer						counce any to choose			
1			Frame			+1	1 Over Stock (1	V (
2			Lenses			+1	3 Over Stock (3	a) 🔽		
1			Contact Lenses			+1 -	0	v		
			Solutions			+1 -1	2 Over Stock (2	V (1		
,			NHS TEST			+1	1 Over Stock (1	v (
0			Retinal Imaging			+1	3 Over Stock (3	V (1		
0123546 1 2 23547 3	Anglo American CooperVision Lto Anglo American	Ray Ban Cocoa Mint Ray Ban Chloe	Rayban C1 rayban coco Rayban C1	Black Red black Red	52x52x52	+1 +1 +1 +1 +1 +1	0 0 0 Over Stock (2 0 0 Under Stock	ー ー マ () () ()	RayBan RayBan	
										5
etails Stock Take Na # Items	me						Ste	Keep in When doir machines	All Suppliers/ sync g stock-take on s at the same time	Brand
	1) Scar	or Enter Barco	des 2) Reconcile to correct Errors a	and update stock records						



- Press **Update Stock**. The message below is shown. If you are happy with the message, press **Yes**, **Update Stock**. Note, before you do this, you should tick that each item has been **Verified**.
- The Stock Take can then be closed, and the final message below will be asked:



This completes the Stock Take process. It can then be **Print**ed if needed.