



Get the most out of



Stock Take User Guide

Table of Contents

Stock Take – Viewing Previous 4

Starting Stock Take..... 5

OPTION ONE 7

Reconcile 10

Finish 10

OPTION TWO 11

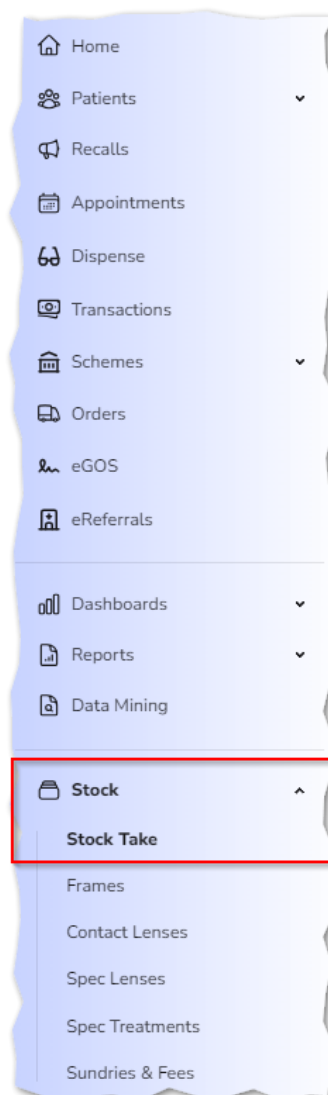
View/Edit a Stock Take 12

NOTE – THE IMAGE OF THE MENU BAR IS A DIFFERENT COLOUR TO THE OTHER MANUALS. THIS IS NOW AN OPTION WHICH CAN BE CONTROLLED WITHIN SETTINGS.

(GO TO THE USERS NAME, SCROLL TO THE BOTTOM OF THE SCREEN TO OTHER SETTINGS AND CLICK ON ORIGINAL SIDEBAR COLOUR)

Stock Take – Viewing Previous

Navigate to the **Stock** option in the menu on the left side of the screen and then choose **Stock Take**.



There are filters to view previous stock takes, by entering a date range. There is also a drop down menu to select a specific branch if applicable.

From	To	Branch	
13/10/2025	13/11/2025	Brownbury	+ Start Stock Take

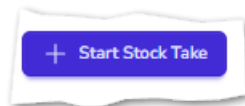
Once the date range has been selected, the previous stock take entries will be visible.

From	To	Branch						
13/10/2025	13/11/2025	Brownbury	+ Start Stock Take					
DESCRIPTION	ITEMS	BRANCH	BRAND	SUPPLIER	PROD. GROUP	CREATED	FINISHED	USER
Wednesday, 12th November	0	Brownbury			Frames	12/11/2025 16:25	12/11/2025 16:29	Miss Sam Heath
Tuesday, 4th November	3475	Brownbury			Frames	04/11/2025 16:34		Mr Ignacio Muniz

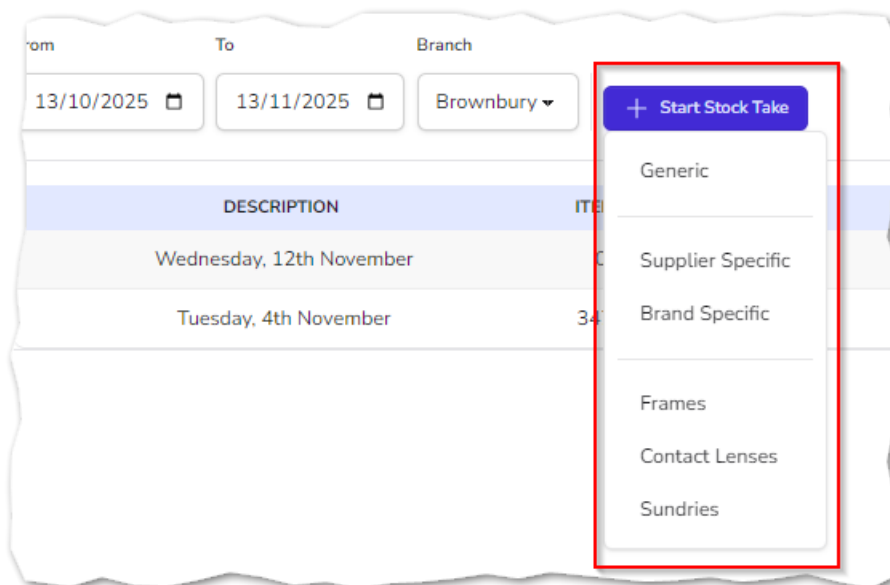
This will be explained further in the guide.

Starting Stock Take

- Click on Start Stock Take



- Select the type of stock take required.



When the type of stock take is selected the user **MUST** press **Save** straightaway. (At the bottom of the screen)

The screenshot shows a mobile application interface for a stocktake. At the top, there are four fields: 'Description' (containing 'Thursday, 13th November'), 'Notes' (empty), 'Started on' (empty), and 'Started by' (containing 'Miss Sam Heath'). Below these is a 'Connected users (1):' section with a 'SAM' button. The main area is titled 'Items (0)' and contains 'No items'. At the bottom, there is a navigation bar with a green 'Save' button and a red 'Back' button. The 'Save' button is highlighted with a red box.

- When **Save** is selected the user will see in the top right corner of the screen a **QR Code**. This is used to activate NOVA on a mobile device.
- Also at the bottom of the screen there will be more buttons as detailed below for saving and reconciling etc:-

This screenshot shows the same Stocktake form as the previous one, but with additional elements. In the top right corner, a QR code is displayed, highlighted with a red box. At the bottom, the navigation bar now includes five buttons: 'Save', 'Save & Exit', 'Reconcile', 'Finish', and 'Back'. The 'Save' button is highlighted with a red box. The text 'Last saved 1 second ago' is visible in the bottom right corner.

NOTE

There are two options to get the items to continue with the stock take.

OPTION ONE

Use the **QR Code** and scan barcodes of all the items which need to be counted. This can be done by using a mobile phone or a tablet.

OPTION TWO

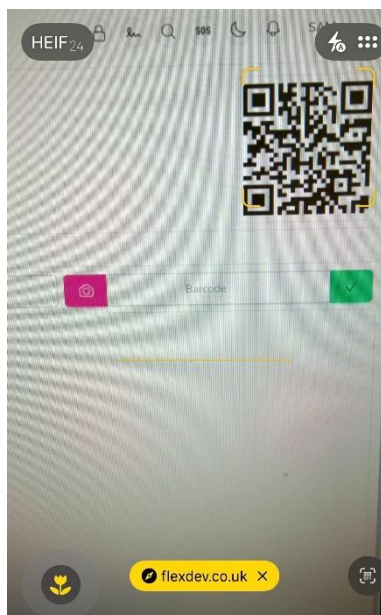
Print out the Stock Take report from the **Reports** menu and **write** in the amount of each item onto the form and type in the Barcodes and amounts individually on to the NOVA screen

OPTION ONE

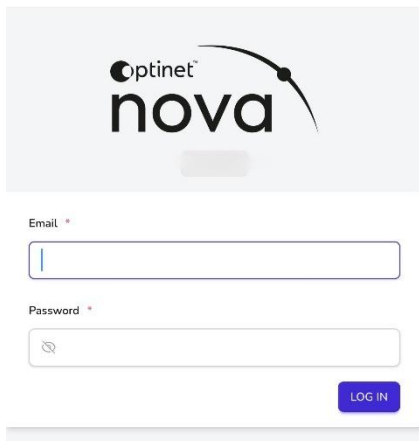
Using your mobile device scan the QR Code on the screen. The mobile device will then take you to the NOVA log in page. (This device will need authorising if not already)

The following screenshots will demonstrate how they would look on a mobile device

fig 1

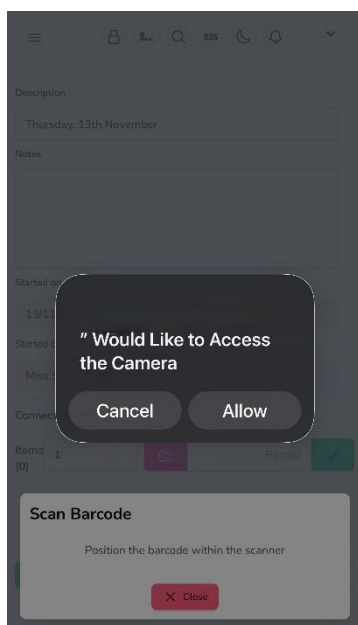


When using the device camera to activate the QR Code, it will look like this. The Yellow box at the bottom will have the practice URL mentioned here. **Click on it.**

The image shows the NOVA login screen. At the top, there is a logo for 'optinet nova' with a stylized arc above the word 'nova'. Below the logo, there are two input fields: 'Email' with an asterisk and a password field with an eye icon. A blue 'LOG IN' button is positioned to the right of the password field. The background is a light gray.

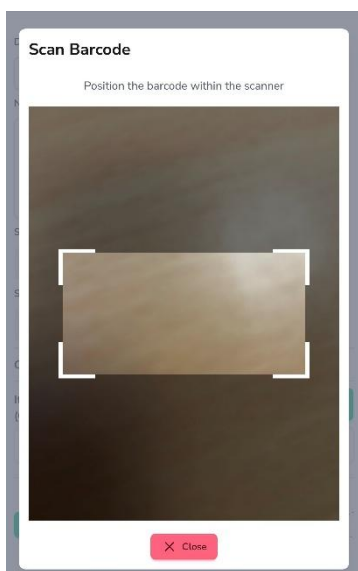
Next the NOVA login Screen will appear.

Login with the same details that have been used to obtain this link.



The device, if used for the first time for this will require authorisation to use the camera. Click Allow

The device will then allow the camera to scan the barcodes of all the items which are to be included in the stock take.



This screen will now be your barcode scanner.



Once you have got the barcode and lined it up in the above window, it will look like this.

When the scanner has read the barcode there will be a green box above which will say **Barcode Scanned Successfully**.

Repeat until all the products in this category are complete.

When everything has been scanned click on the **close** button and this list of items will appear on the screen as per the next screenshot.

Menu icons: Home, Add, Search, SOS, Settings, Notifications, More

Description: Thursday, 13th November

Notes: [Empty text area]

Started on: 13/11/2025 10:13

Started by: Miss Sam Heath

Connected users (1): SAM

Items (1): 1 [Camera icon] Barcode [Checkmark]

BARCODE	DESC	CALC QTY	COUNTED QTY
07052330	Cream for hands	0	2

Buttons: Save, Save & Exit, Reconcile, Finish

This screen gives you the opportunity to add any notes to this stock take, shows the date and time the stocktake was started. Who by and then a list of the items scanned and the plus and minus signs to add the amount of each of these items.

Further items can still be added from here, simple click the pink button with the camera shape on it. The process continues as it did before.

Once the stock take is complete, or there is a pause in the process, click save to keep the information on the screen as well as sending to NOVA or Save and Exit which will also send the information to NOVA but will take you out to a screen which will show you the stock take listed.

Menu icons: Home, Add, Search, SOS, Settings, Notifications, More

From: 13 Oct 2025 To: 13 Nov 2025 Branch: Brownbury

+ Start Stock Take

DESCRIPTION	ITEMS	BRANCH	BRANDS	SUPPLIER	PROD. GROUP	CREATED
Thursday, 13th November	1	Brownbury				13/11/2025 10:13
Wednesday, 12th November	0	Brownbury		Frames		12/11/2025 16:25
Tuesday, 4th November	3475	Brownbury		Frames		04/11/2025 16:34

These items once saved, will appear on the NOVA screen on the desk top too. (Refresh the page)

In this example just one item was scanned but there were five of them.

Items (1)

BARCODE	PROD. GROUP	SUPPLIER	BRAND	DESC	CALC QTY	COUNTED QTY
07052330	Sundries			Cream for hands	0	5

This amount can still be changed on this page too, by clicking on the plus or minus signs.

Reconcile

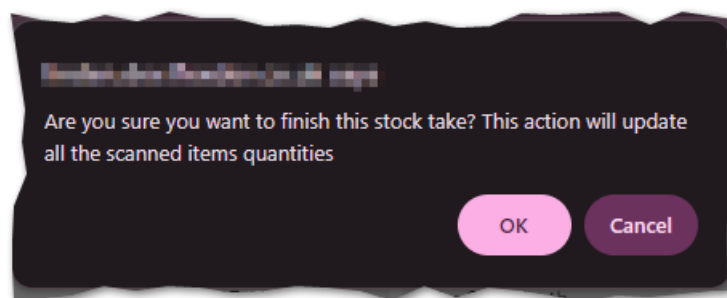
Clicking on **Reconcile** next will activate NOVA to check any differences between the counted amount and the amount of each item which exists currently. Any differences will be highlighted.

Items (8830)

BARCODE	PROD. GROUP	SUPPLIER	BRAND	DESC	CALC QTY	COUNTED QTY
11782	Frames	Centrostyle	Unknown	FrameTest (Clone) (Clone)	0	0
48360	Frames	Luxottica	Michael Kors	OMK3019 56 1116	-1	0
48328	Frames	Luxottica	Michael Kors	OMK4092 54 3101	0	7
48318	Frames	Luxottica	Michael Kors	OMK2169 56 39067C	0	0

Finish

To finish the stock take and to update NOVA with the new amounts, click on **Finish** this will update when the user accepts that the quantities will be updated as below:



The Stock take screen will then show that the stock take is processing the changes:

From: 13/10/2025 To: 13/11/2025 Branch: Brownbury Start Stock Take

DESCRIPTION	ITEMS	BRANCH	BRAND	SUPPLIER	PROD. GROUP	CREATED	FINISHED	USER
Thursday, 13th November	8830	Brownbury				13/11/2025 10:13		Miss Sam Heath
Wednesday, 12th November	0	Brownbury			Frames	12/11/2025 16:25	12/11/2025 16:29	Miss Sam Heath
Tuesday, 4th November	3475	Brownbury			Frames	04/11/2025 16:34		Mr Ignacio Muniz

The screen can be exited at this point if required or refreshed periodically to see that the process has finished

OPTION TWO

If producing the report and then printing of the stocktake sheet it will look similar to this:

Reports

Stock

Transactions

Correspondence

Stock Reports

REPORT	
Items Due For Collection	Select
Stock Valuation	Select
Auto-Generated Orders	Select
Stock Movement	Select
Stock Take	Select

REPORT

Items Due For Collection

Stock Valuation

Auto-Generated Orders

Stock Movement

Stock Take

Select

Select

Select

Select

✓ Selected

Branches

☒ Brownbury

☐ South Maisieberg

Select All

Deselect All

Suppliers

☒ Centrostyle

☒ Charmant

☒ De Rigo

☒ De Rigo

☒ Dunelm

☒ Emporium

☐ M. Thompson

Select / Deselect All

Product Group

Frames

☐ Show Display Only

☐ Show Discontinued

☐ Show Non-Shelf

☐ Show 0 Stock

Sunglasses

☒ Include

☐ Exclude

☐ Only

Brands

☒ After

☒ After

☒ Anton Phillips

☒ Aristar

☒ Ascani

☒ BMX

☐ C. Thompson

Select / Deselect All

Print Report

Count your stock and add the amounts onto the printed sheet, which will look something like this. Enter the figures on the right.

Stock take - Frames											
BARCODE	BRAND	DESCRIPTION	MODEL	COLOR	SIZE	QTY	COST	TOTAL COST	RETAIL	TOTAL RETAIL	COUNTED
39981	Unknown	Active	15655N	Dark blue	46 x 15 x 130	0	0.00	0.00	0.00	0.00	
39982	Unknown	Active	17357N	Light pink	44 x 15 x 130	0	21.25	0.00	0.00	0.00	
39979	Unknown	Active TR90	F037844012000	Sheny red	44 x 15 x 130	0	0.00	0.00	0.00	0.00	
39980	Unknown	Active TR90	F037844273000	Sheny petrol	44 x 15 x 130	0	0.00	0.00	0.00	0.00	
39983	Unknown	Clip on	C046255001001	Sheny black	55 x 0 x 0	0	0.00	0.00	0.00	0.00	
48368	Unknown	FrameTest	Testing	123	123 x 123 x 123	0	1.00	0.00	2.50	0.00	
48369	Unknown	FrameTest	Testing	456	456 x 456 x 456	0	7.00	0.00	6.00	0.00	
48370	Unknown	FrameTest	Testing	789	789 x 789 x 789	0	7.00	0.00	6.00	0.00	
48368	Unknown	FrameTest (Clone)	Testing (Clone)	123	123 x 123 x 123	0	1.00	0.00	2.50	0.00	
48369	Unknown	FrameTest (Clone)	Testing (Clone)	456	456 x 456 x 456	0	7.00	0.00	6.00	0.00	
48370	Unknown	FrameTest (Clone)	Testing (Clone)	789	789 x 789 x 789	0	7.00	0.00	6.00	0.00	

Once the counting has been done the barcodes will need to be entered individually onto the stock take screen.

Description

Notes

Started on

Started by

Thursday, 13th November

13/11/2025 12:11

Miss Sam Heath

Connected users (1):

SAM

Items (0)

1

39986

Once entered click the green box with the tick and this will then appear on the stocktake screen and the amount can be entered using the plus and minus signs

Items (1)

1

Barcode

BARCODE	PROD. GROUP	SUPPLIER	BRAND	DESC	CALC QTY	COUNTED QTY
07052330	Sundries			Cream for hands	5	- 1 +

View/Edit a Stock Take

If the stock take has been completed and reconciled, then there will be the **View** option.

R

Heath

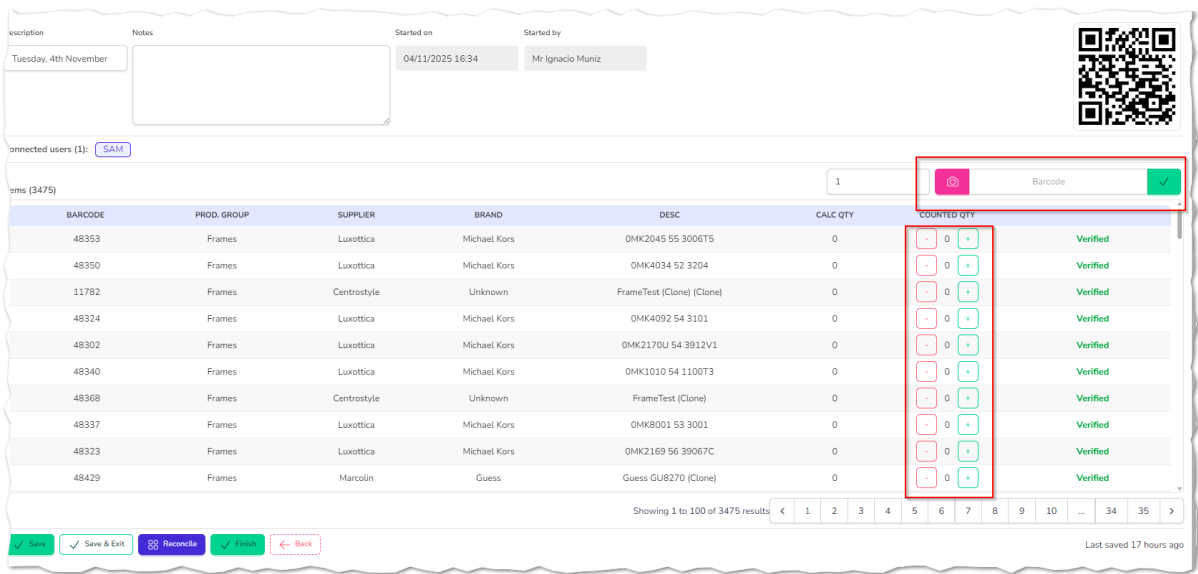
View

Muniz

Edit

This will simply show the the list of items with the amount that have been counted for each item.

The **Edit** option will allow the user to continue to complete that stock take. This would either be to continue scanning items and entering amounts or entering or amending the existing counted items for that stock take.



Once completed the column on the far right will say verified. At the bottom of the screen will only be a **back** button because no further changes can now be made to the numbers.



NOTE

If a stocktake is saved but not finished the initial screen with the list of stocktakes on it will look like the screenshot below: It will have the option to edit or delete.

From	To	Branch						
13/10/2025	13/11/2025	Brownbury	Start Stock Take					
DESCRIPTION	ITEMS	BRANCH	BRAND	SUPPLIER	PROD. GROUP	CREATED	FINISHED	USER
Tuesday, 4th November	3475	Brownbury			Frames	04/11/2025 16:34	13/11/2025 12:18	Mr Ignacio Muniz
Thursday, 13th November	1	Brownbury			Sundries	13/11/2025 12:11		Miss Sam Heath
Thursday, 13th November	8830	Brownbury				13/11/2025 10:13	13/11/2025 12:00	Miss Sam Heath
Wednesday, 12th November	0	Brownbury			Frames	12/11/2025 16:25	12/11/2025 16:29	Miss Sam Heath