



IT solutions in green

Stock take batch scanner

By going to **Stock items** → **stock take with batch scanner** → **Actual stock sets**, the program to select which stock has to be scanned is opened. Here, a search screen will be displayed to select a stock set (if stock sets have been made). A stock set is part of the stock that will be taken.

The first tab is used to add a description to the set and to set the locations to be taken. Click on [make stock set] to make the set. After this has been done, the second tab, 'import scan', can be opened.

By clicking on the [import scan] button, a file that has been obtained with MCL Link can be imported. After importing, it is possible to print a check report of the imported lines.

The imported lines will be displayed together with the quantities and articles.

If this is the scan that has just been readied, click on [accept]. The third tab will now become available.

The third tab will display the entire stock and scanned quantities. If an article has not been scanned, the quantity will be zero.

It is possible to add an employee that has performed the scan at the top of the screen, as well as a reason for stock alterations. This reason will be displayed if the alterations are viewed.

After all required corrections have been made, the list can be processed by clicking on the [process] button. This will update the actual stock.

Press the [cancel complete set] button to cancel the entire set, and the alterations will not be processed.

By clicking on [process], a question will appear whether zero values should also be processed. Only click on [yes] if the stock actually has to be set to zero. If only small alterations are scanned, click [no].

After the processing is complete (a statusbar is displayed at the bottom of the screen), you will be asked whether a booking report is desired. This report will show all processed alterations.

The 'allocation log' tab will also become available. Here, all lines that have been updated because of alterations are displayed.