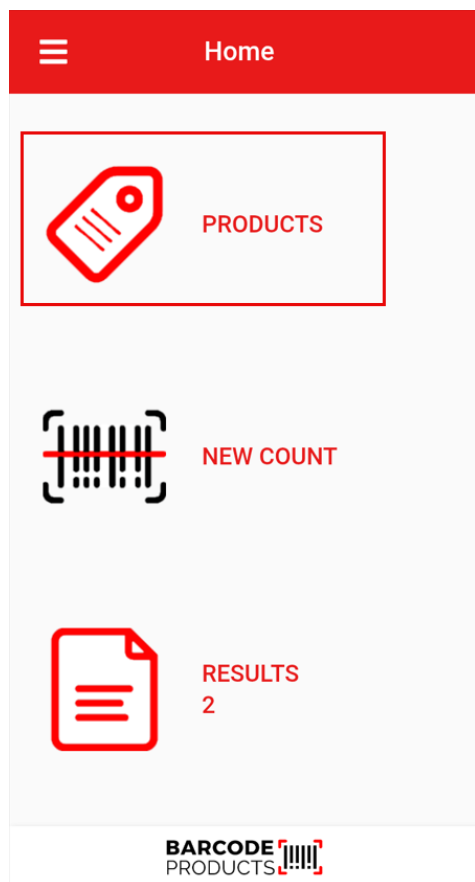


Adding a New Stock Item

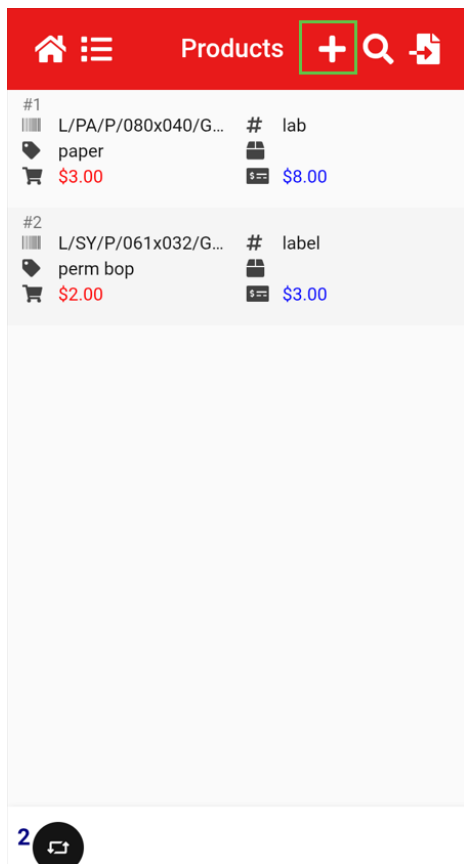
Adding New Items During a Stock Take or Count

During a stock take or inventory count, you may come across items that aren't yet listed in your system. The **Barcode Count App** makes it easy to add these new items on the spot, ensuring your records stay accurate and up to date. This section will guide you through the steps to add a new item directly within the app, whether you're mid count or reviewing stock.

In the app navigate to the Products tab.



Select the add (+) icon at the top right of the screen



Here you will need to capture the information needed to record the item.

Barcode

Product Code

Description

Group

Unit of Measure

Supplier Code

Buy Price

Sell Price

Product Code

label synthetic X 

Description

label synthetic X

Group ▼

Unit of Measure

Supplier Code

← New Product ✓

label synthetic X 

Description

label synthetic X

Group ▼

Unit of Measure

roll X

Supplier Code

123 X

Buy Price

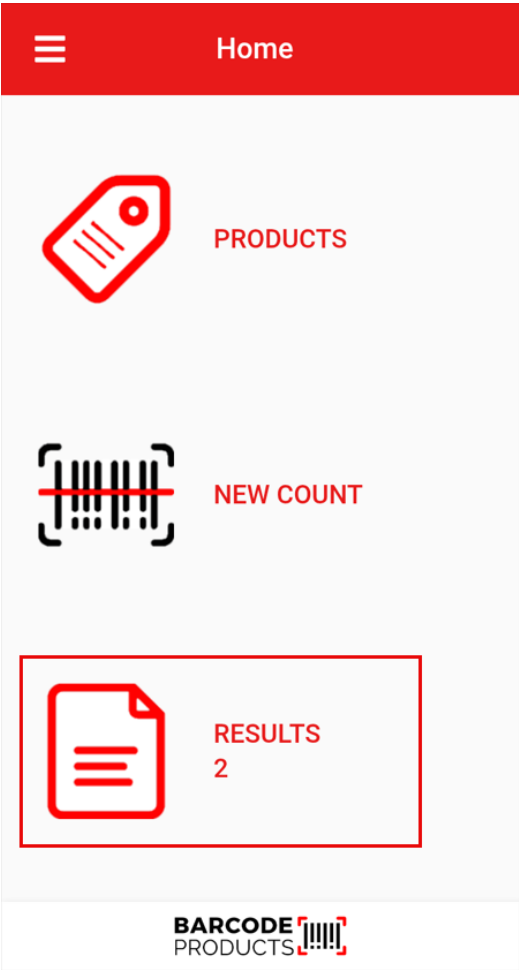
7 X

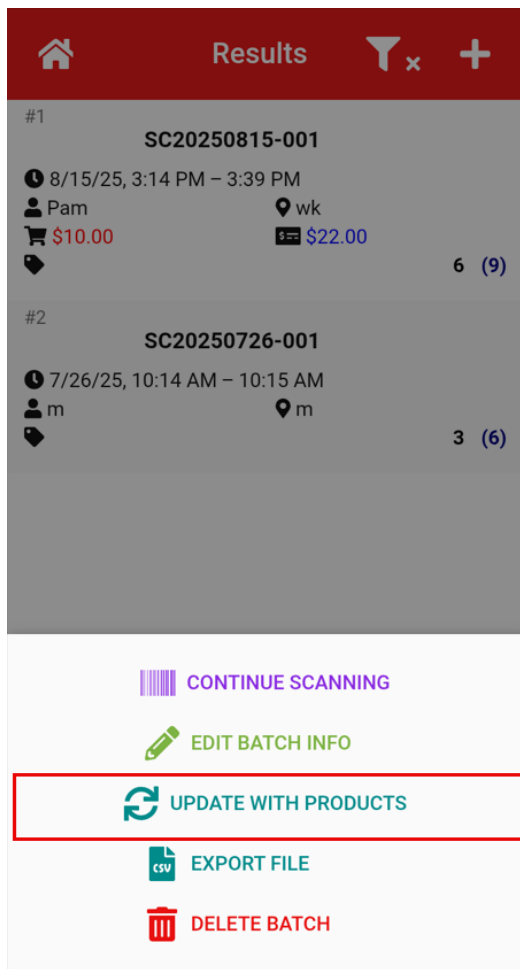
Sell Price

17 X

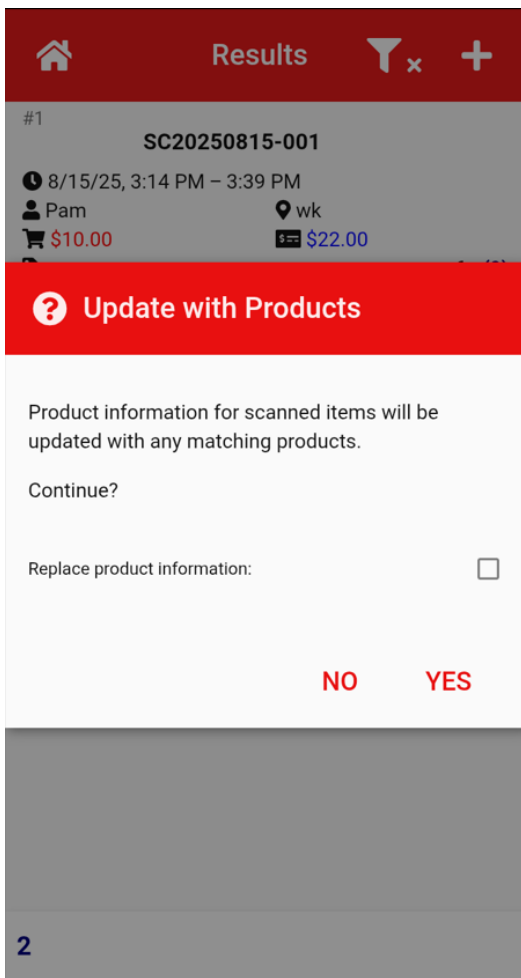
To save this item you will need to click the tick  at the top right of the screen.

To update an existing stock count, navigate to **Results**, select the relevant count, and choose **Update with Products**.





A confirmation window will appear asking if you wish to continue. Click **Yes** to proceed.



You will then be able to locate the items you updated and view the changes you made.

Scan Items

Barcode

#1		
L/PL/P/030x010/M/PO		
L/PL/P/030x010/M/PO		
# label synthetic		
label synthetic		
roll		
\$7.00	\$17.00	2
#2		
L/SY/P/061x032/G/SB		
L/SY/P/061x032/G/SB		
# label		
perm bop		
\$2.00	\$3.00	2
#3		
L/PA/P/080x040/G/SB		
L/PA/P/080x040/G/SB		
# lab		
paper		
\$3.00	\$8.00	2
\$24.00	\$56.00	11

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