

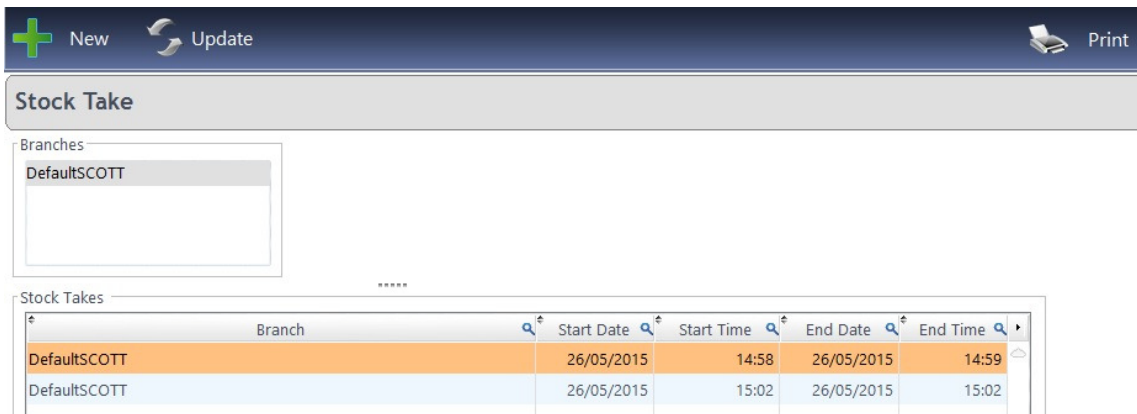
Optinet™
FLEX
ADVANCED PRACTICE MANAGEMENT SOFTWARE



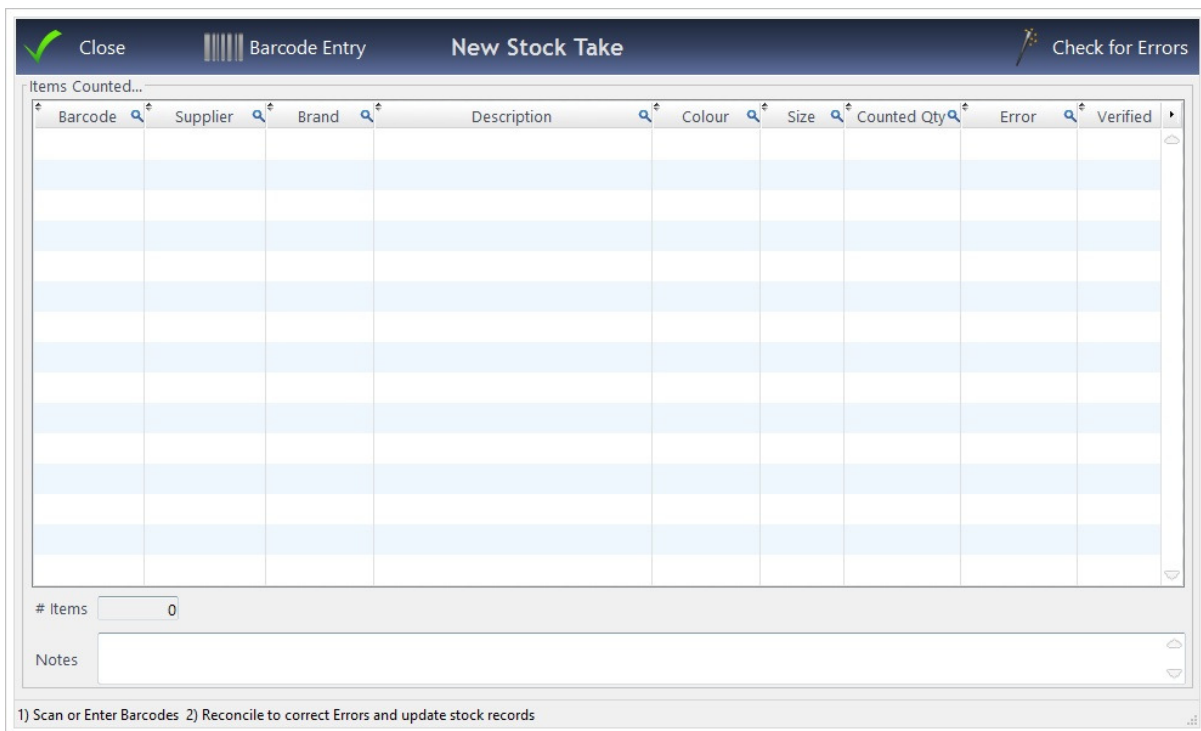
A guide to Stock Taking in FLEX from Optinet.

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To do a Stock Take in FLEX, head to Stock - Stock Take. Shown below is the screen you will see, with a list of previous stock takes shown.



Press **New** to start a new Stock Take, or **Update** to continue an existing one. The following screen will appear:

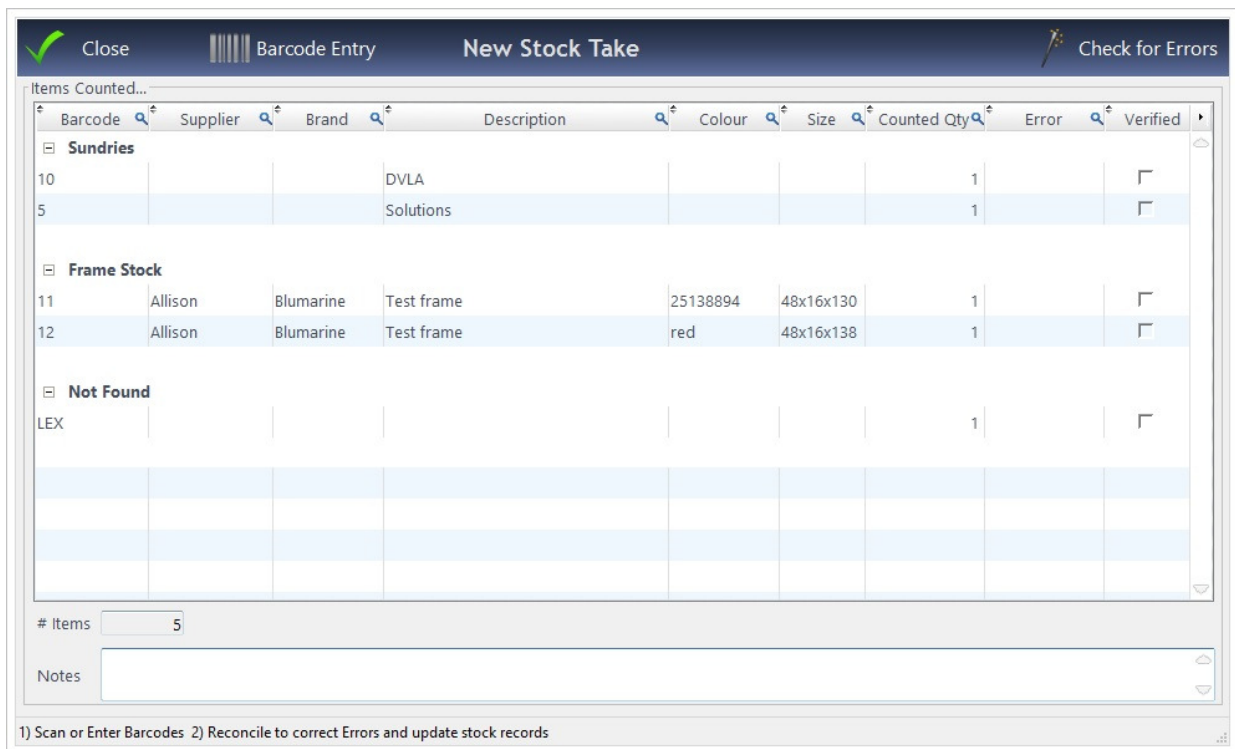


Press **Barcode Entry** to start the Stock Take. A box will come up asking you to **Scan or Enter Barcode**.

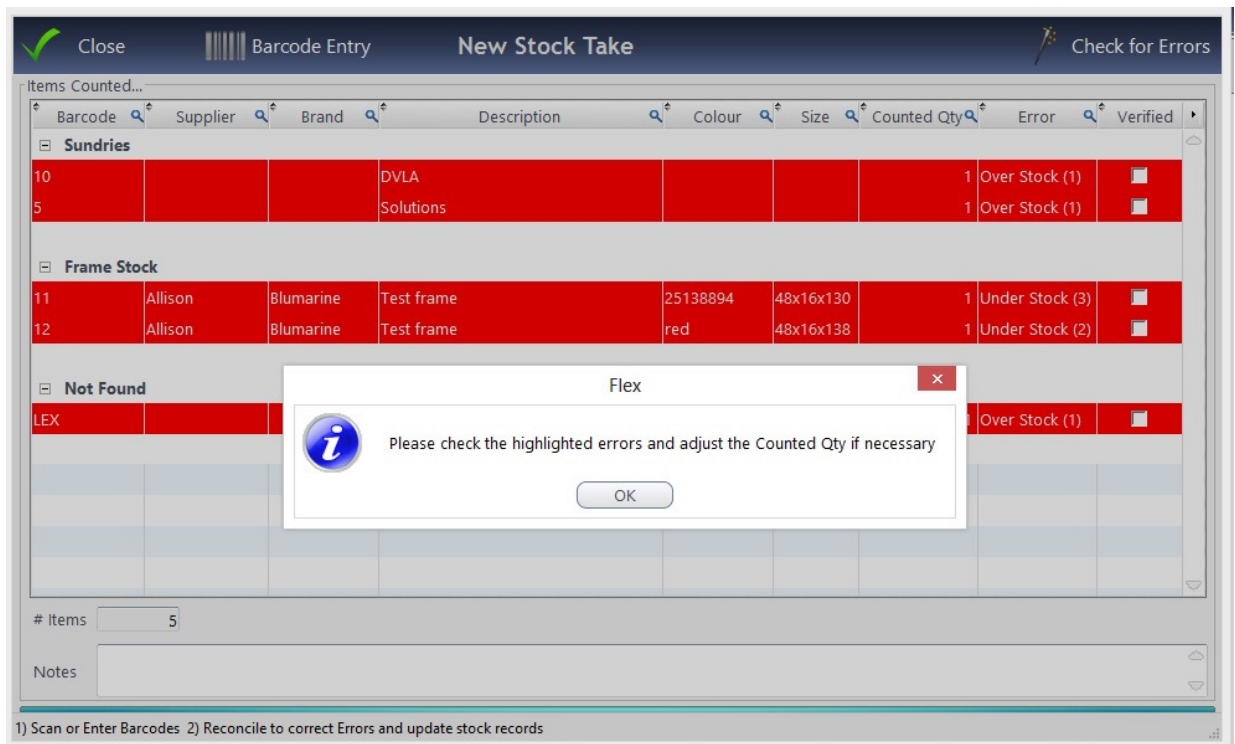
- i) If you are using a barcode scanner, simply scan the barcode, FLEX will enter the barcode just scanned and bring up the same window again.
- ii) If you do not have a barcode scanner, simply type in the barcode and press **Confirm** (or ENTER on your keyboard), FLEX will enter the barcode just scanned and bring up the same window again.

IMPORTANT: If you have 4 units of 1 item, scan it 4 times!

When you have finished (for now or overall), press **Quit Scanning**. The original window will be back, but with the data you entered.



Press **Check for Errors**. FLEX will ask **Have you counted and entered every item of stock?** Click either **Yes, Check for Errors** if complete or **No, Cancel** if you pressed this by mistake. The example for this page from FLEX is shown below



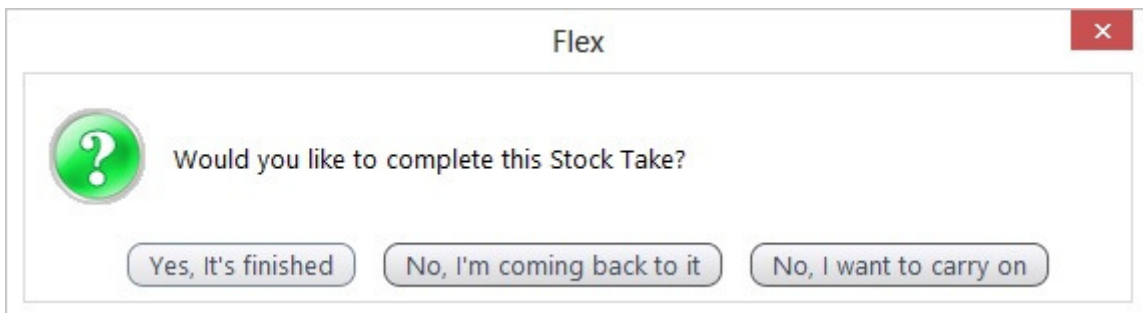
The **Counted Qty** can be manually over-written. If it then corresponds with the Stock count on FLEX, the red illumination will go out. If there is still an **Error** but you have ticked the **Verified** box, the light will also go out. This is shown in the example below.

New Stock Take									
Items Counted...									
Barcode	Supplier	Brand	Description	Colour	Size	Counted Qty	Error	Verified	
Sundries									
10			DVLA			0		<input type="checkbox"/>	
5			Solutions			2	Over Stock (2)	<input checked="" type="checkbox"/>	
Frame Stock									
11	Allison	Blumarine	Test frame	25138894	48x16x130	4		<input type="checkbox"/>	
12	Allison	Blumarine	Test frame	red	48x16x138	1	Under Stock (2)	<input type="checkbox"/>	

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 **Printed** if needed.

Separate paper reports of Takes and Valuations are also available under [Business Intelligence](#) - [General Reports](#) - Stock.

We recommend remote training for this - call us on **0845 313 0233**