

Perform Stock Take

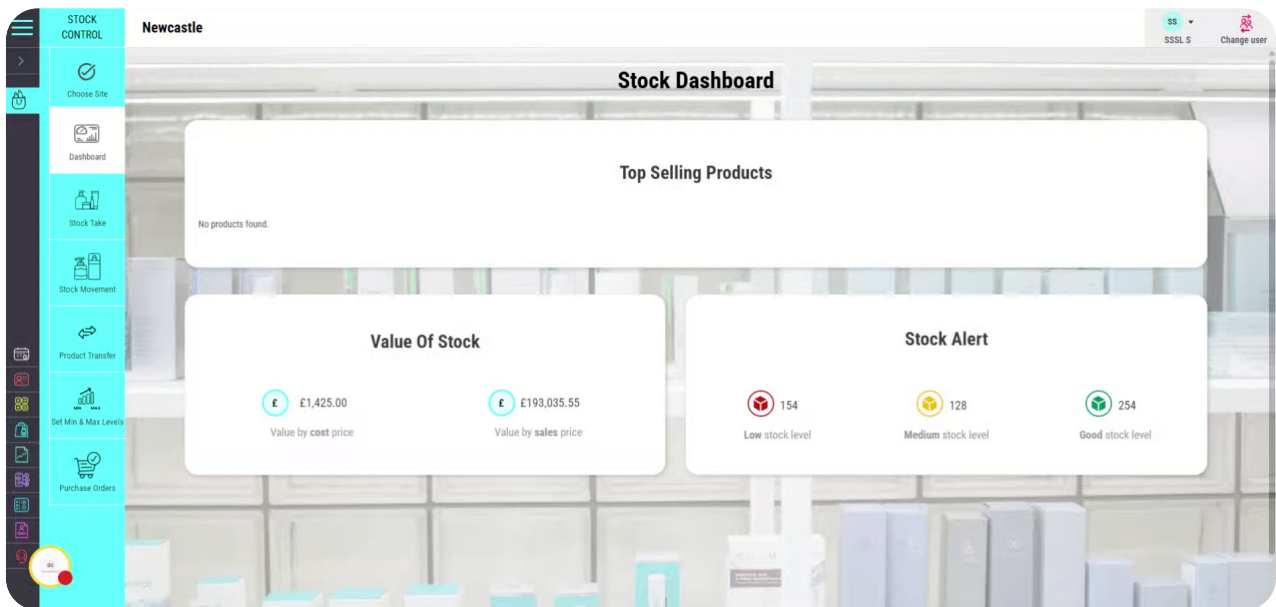
Powered by [guidde](#)



SALON MANAGER

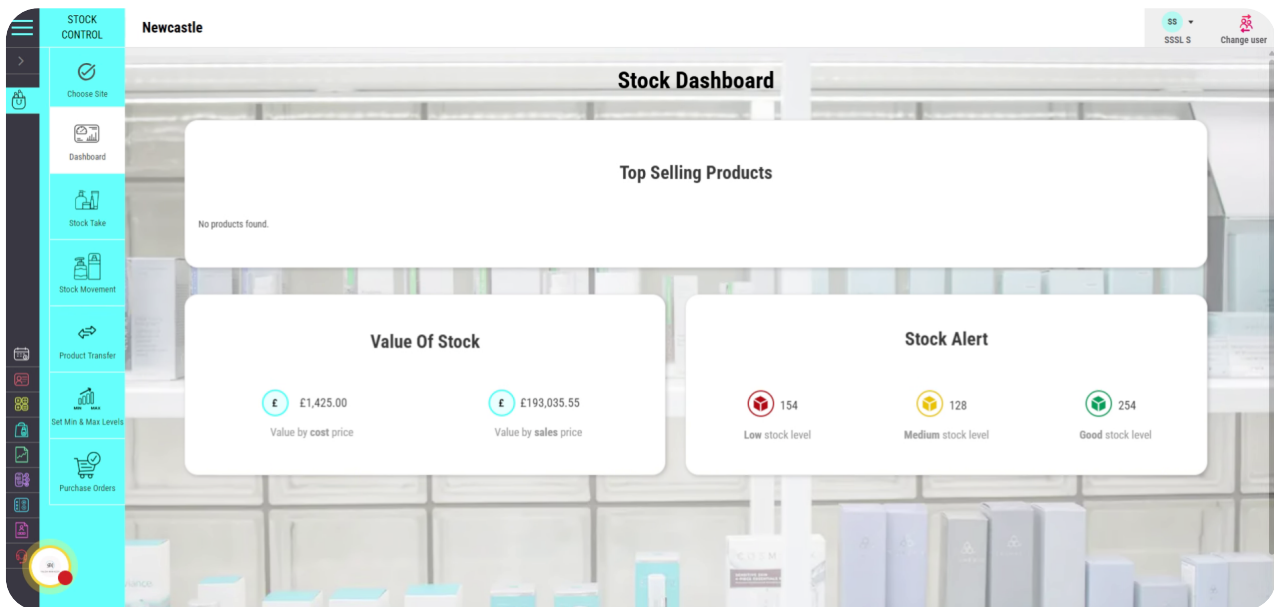
01 Introduction To Stock Take

Hello, today I'm going to show you how to do a stock take in Salon Manager.



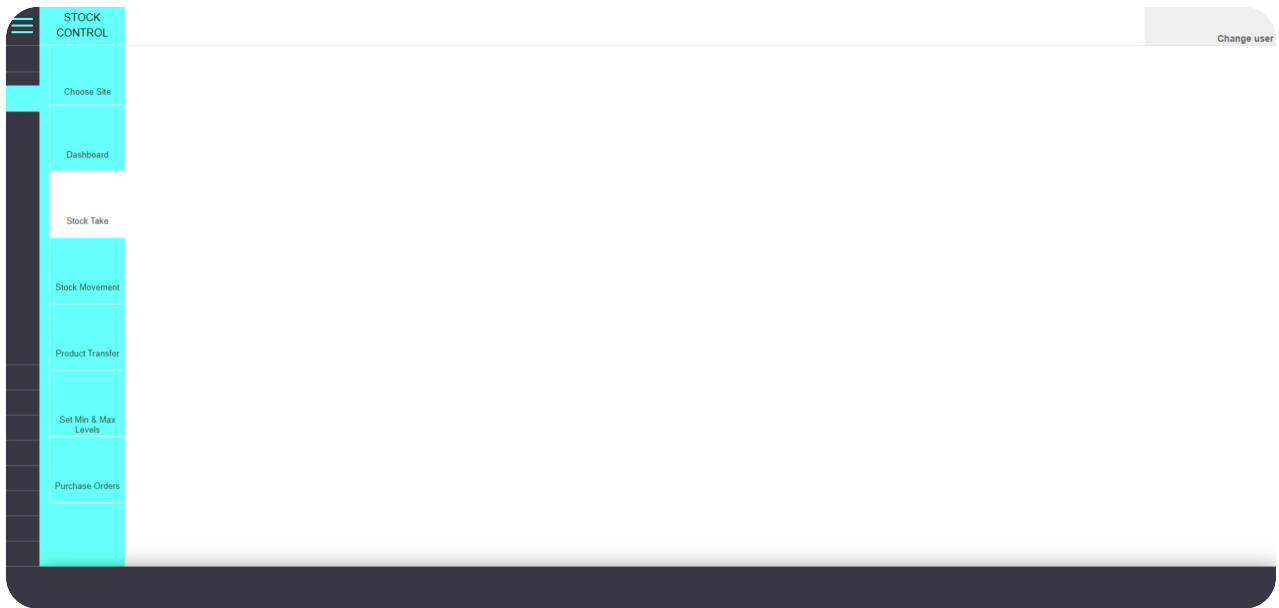
02 Navigate To Stock Take Menu

From the stock dashboard we just need to navigate to the left hand side menu and click stock take.



03 Select Supplier And Search Products

This will load up a list of your existing suppliers. When we find the supplier we want to do the stock take for, we click them. This loads us into the stock take menu. We can search for products across the top or scan the barcode. We can also navigate between the supplier lines below this search bar.



04 Check And Enter New Quantities

Once we've found the product that we need to adjust the stock for, we can see the current quantity in the current quantity column. Then, we have a box on the right-hand side for the new quantity once we've checked the stock levels.

The screenshot displays the 'Stock Take' interface for the 'Newcastle' location. The interface includes a sidebar with navigation options: STOCK CONTROL, Choose Site, Dashboard, Stock Take, Stock Movement, Product Transfer, Set Min & Max Levels, and Purchase Orders. The main area shows a search bar and a list of products. The 'Chrono Bain 250MI' product is selected, and its current quantity is 18. The new quantity is entered as 18 in the input field.

Product	Current Quantity	New Quantity
Chrono Bain 250MI	18	18
Chrono Masque 200MI	20	20
Chrono Pre Shmp 200MI	22	22
Chrono Thermique 150MI	18	18
Ker Chrono Serum	17	17

At the bottom of the interface, there are buttons for 'Choose Supplier' and 'Save Changes'.

05 Save And Confirm Stock Changes

Once you've made those changes, you can click Save Changes. You'll get a confirmation screen letting you know what the changes are. Then you can click Confirm to make those changes.

The screenshot shows the 'Stock Take' interface for 'Newcastle'. The interface includes a sidebar with navigation options: STOCK CONTROL, Choose Site, Dashboard, Stock Take, Stock Movement, Product Transfer, Set Min & Max Levels, and Purchase Orders. The main area displays a table of products with their current and new quantities. The 'Chrono Masque 200MI' row is highlighted. At the bottom, there are buttons for 'Choose Supplier' and 'Save Changes'.

Product	Current Quantity	New Quantity
Chrono Bain 250MI	18	17
Chrono Masque 200MI	20	21
Chrono Pre Shmp 200MI	22	22
Chrono Thermique 150MI	18	18
Ker Chrono Serum	17	17

Powered by [guidde](#)