

# Stock Take App

## Objectives

- Provide end-users easier and cost effective way to perform Stock Take using their own mobile smart phones regardless OS installed (Android, IOS or Microsoft).
- Users able to perform offline Stock Take (without internet or local network) and able to sync the result when internet available.
- Provide Backend Web Portal for users to upload their stock item master (with item code, uom, description and barcode) and upload stock balance quantity to compare the Stock Take result to generate the difference for adjustment.
- Users able to export the Stock Take records to excel. For AutoCount Accounting system users, can direct copy the stock adjustment excel file and paste into system as Stock Adjustment document.

*Edited on 29 Sep 2019*



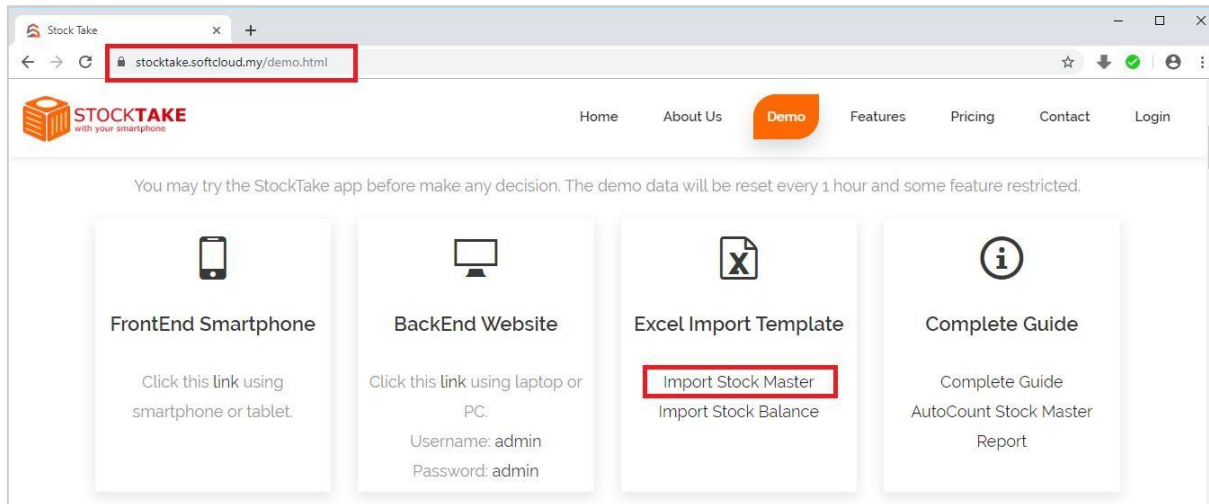
## Bookmark

<u>Subject</u>	<u>Pages</u>
1. Import Stock Item Master 3 -	5
2. Import Stock Balance 6 -	9
<u>For AutoCount Accounting Program User</u>	
1A. Import Stock Item Master	10 - 19
2A. Import Stock Balance	20 - 25
3. Stock Item Master Management 26 -	28
4. BackEnd Website Setup (Location & Password) 29 -	30
5. FrontEnd Smartphone Setup 31 -	34
6. FrontEnd Smartphone Stock Take Procedure 35 -	46
7. View, Consolidate, Manage & Export Stock Take Results 47 -	49
8. Stock Adjustment (compare with stock balance) 50 -	51
<u>For AutoCount Accounting Program User</u>	
8A. Stock Adjustment (compare with stock balance)	52 - 55

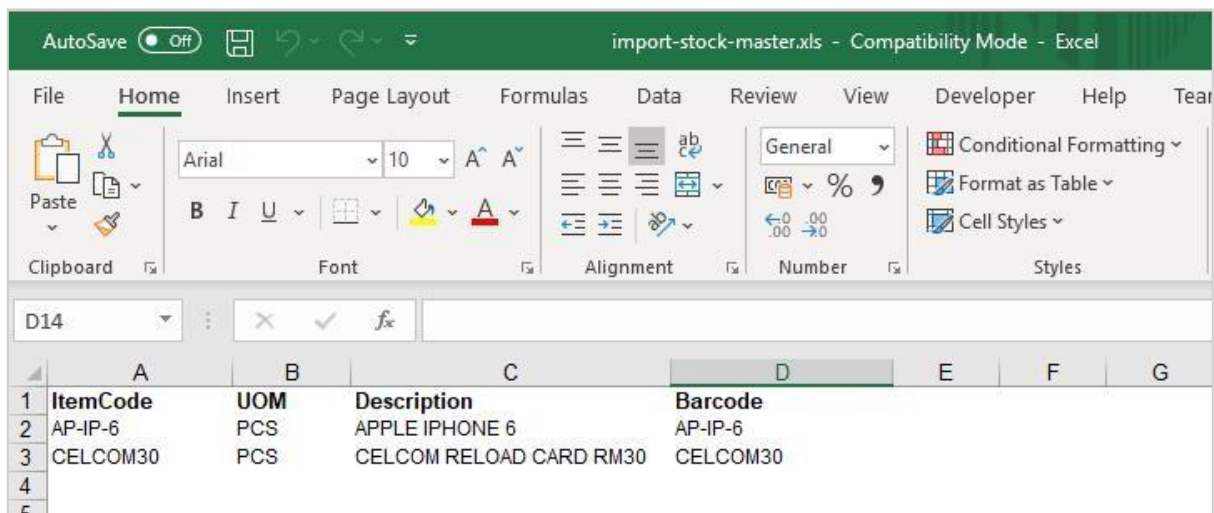
# 1. Import Stock Item Master

Preparation of stock master data which will be imported into StockTake app before stock take begin.

## A) Download Import Stock Master Excel Template

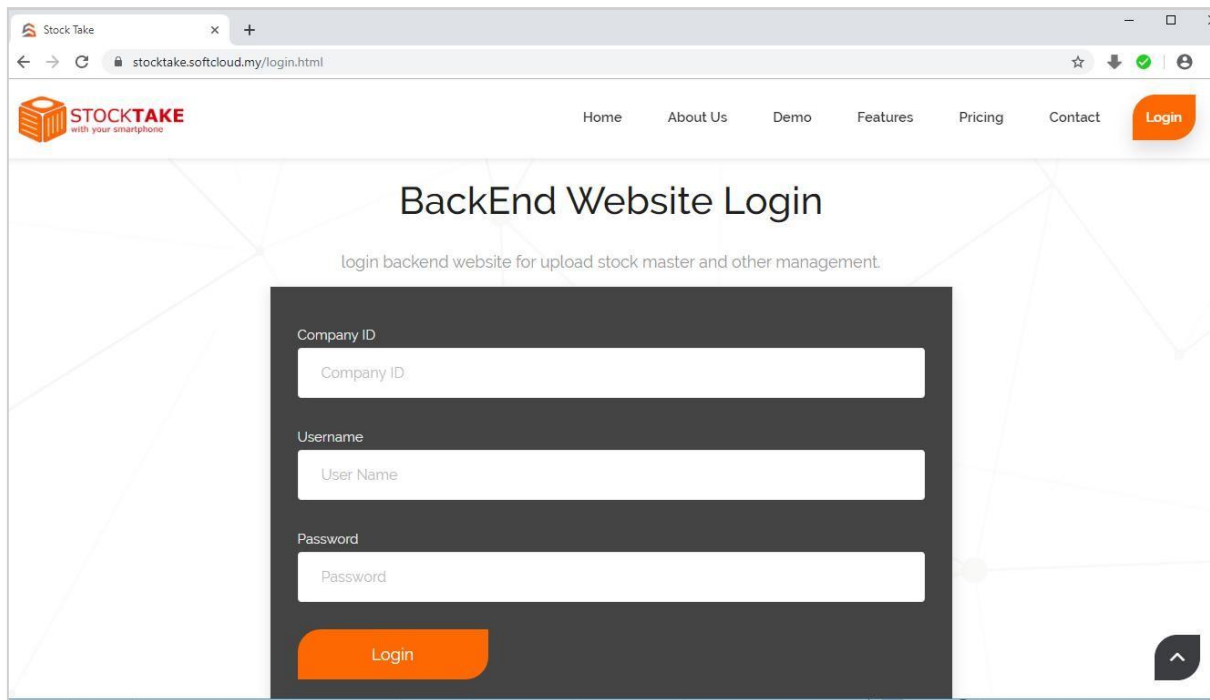


1. Login website URL: <https://stocktake.nuwavs.com/demo.html>
2. Scroll to *Excel Import Template* then click *Import Stock Master* to download excel template file.
3. Save the excel file as filename "import-stock-master.xls".



4. Open the excel file, fill in the stock master data follow the column headers, which are ItemCode, UOM, Description & Barcode (*\*do not change the wording & sequence of column headers*)
5. After filled in, save the excel file.

## B) Import Stock Item Master



1. Login website URL: <https://stocktake.nuwavs.com/login.html>

2. Scroll to BackEnd Website Login, Key in Company ID, Username & Password (user will be assigned Company ID, Username & Password after subscribed)

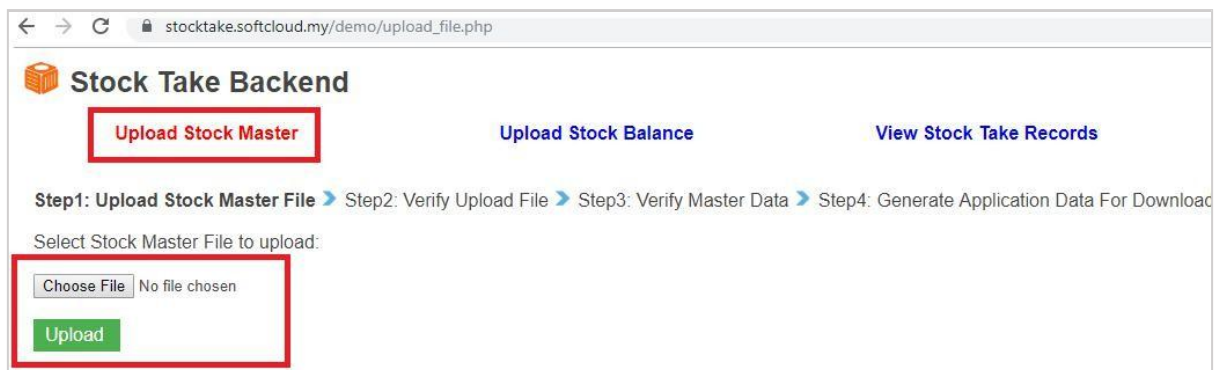
\* For demo purpose, may key in

Company ID: *demo*

Username: *admin*

Password: *admin*

3. Click *Login* button to login.



4. Click *Upload Stock Master* then click *Choose File* button to browse for "import-stock-master.xls" excel file which filled in before.

5. Click *Upload* button to start uploading the file.

**Stock Take Backend**

[Upload Stock Master](#) [Upload Stock Balance](#) [View Stock Take Records](#)

Step1: Upload Stock Master File > **Step2: Verify Upload File** > Step3: Verify Master Data > Step4: Generate Application Data For D

The file import-stock-master.xls has been uploaded successfully!

**Next**

6. Click *Next* button to continue.

**Stock Take Backend**

[Upload Stock Master](#) [Upload Stock Balance](#) [View Stock Take Records](#)

Step1: Upload Stock Master File > Step2: Verify Upload File > **Step3: Verify Master Data** > Step4: Generate Application Data F

Click "Next" button after verify the data will be uploaded. **Previous Master Data will be deleted !**

**Next**

No.	Item Code	UOM	Description	Barcode
1	AP-IP-6	PCS	APPLE IPHONE 6	AP-IP-6
2	CELCOM30	PCS	CELCOM RELOAD CARD RM30	CELCOM30
3	A"B"C+D&E	PCS	TEST	017827
4	B~!@#%&*( )_ +=C	PCS	TEST2	0830180
5	B,./?;:"'{} ~Z	PCS	TEST3	54636

7. Click *Next* button to continue. (\* *previous uploaded stock master if any will be deleted*)

**Stock Take Backend**

[Upload Stock Master](#) [Upload Stock Balance](#) [View Stock Take Records](#)

Step1: Upload Stock Master File > Step2: Verify Upload File > Step3: Verify Master Data > **Step4: Generate Application Data**

Done !  
You may download the new Application Data in your mobile device in Setting page !

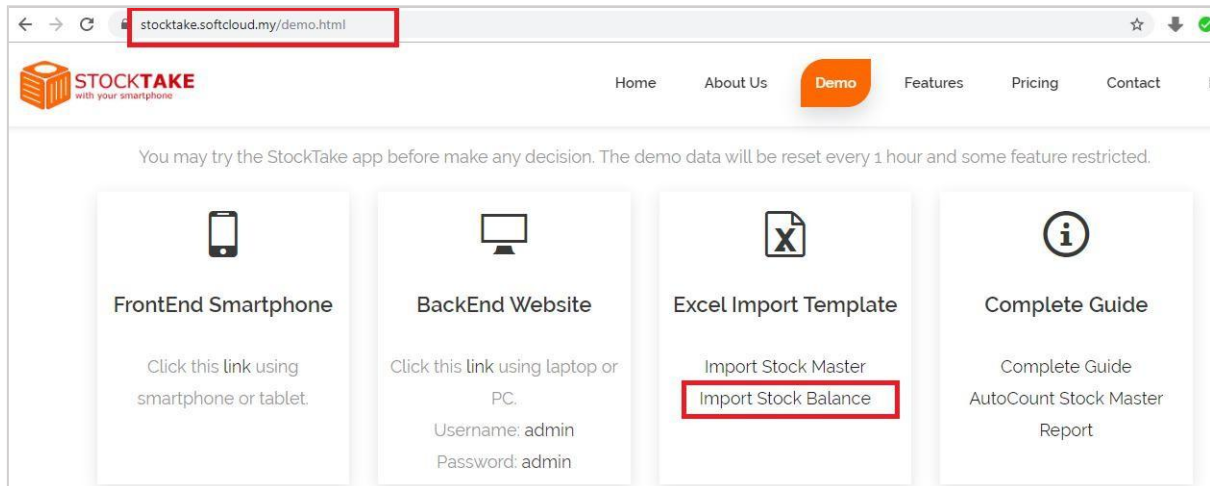
No.	Item Code	UOM	Description	Barcode
1	AP-IP-6	PCS	APPLE IPHONE 6	AP-IP-6
2	CELCOM30	PCS	CELCOM RELOAD CARD RM30	CELCOM30
3	A"B"C+D&E	PCS	TEST	017827
4	B~!@#%&*( )_ +=C	PCS	TEST2	0830180
5	B,./?;:"'{} ~Z	PCS	TEST3	54636

8. Stock Master upload completed.

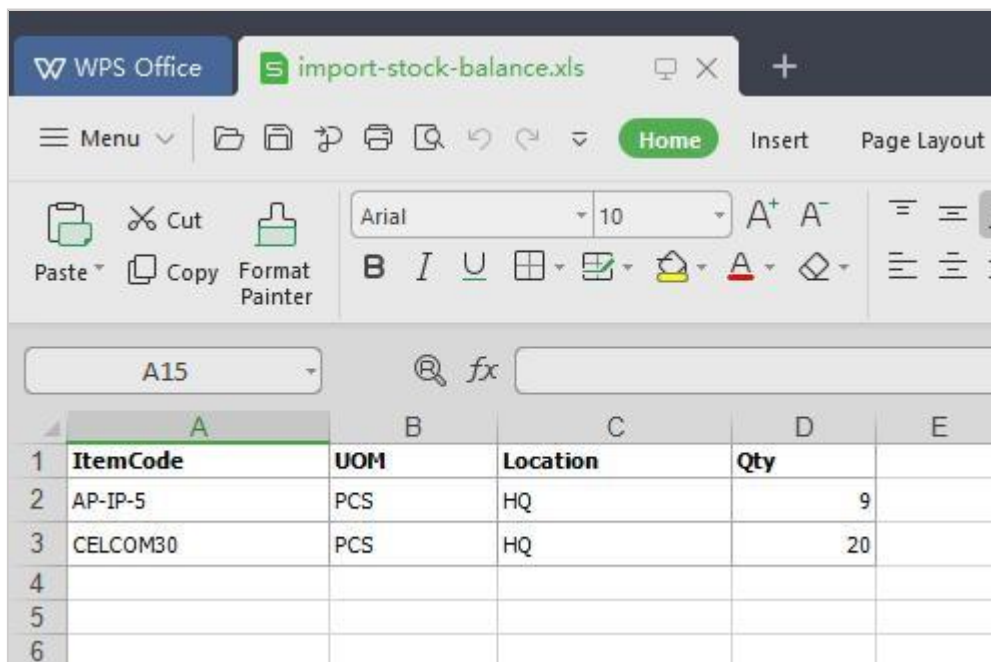
## 2. Import Stock Balance

Import Stock Balance by location which can be used to compare Stock Take result to generate Stock Adjustment (quantity difference). This step can be skipped if stock adjustment is not required.

### A) Download Import Stock Balance Excel Template



1. Login website URL: <https://stocktake.nuwavs.com/demo.html>
2. Scroll to *Excel Import Template* then click *Import Stock Balance* to download excel template file.
3. Save the excel file as filename "import-stock-balance.xls".



The screenshot shows the WPS Office application with the file 'import-stock-balance.xls' open. The interface includes a menu bar with 'Menu', 'Home', 'Insert', and 'Page Layout'. The 'Home' tab is active, showing options for 'Paste', 'Copy', and 'Format Painter'. The main area displays a table with the following data:

	A	B	C	D	E
1	ItemCode	UOM	Location	Qty	
2	AP-IP-5	PCS	HQ	9	
3	CELCOM30	PCS	HQ	20	
4					
5					
6					

4. Open the excel file, fill in the stock balance data follow the column headers, which are ItemCode, UOM, Location & Qty (\*do not change the wording & sequence of column headers)

5. If have 2 or more Location, make another stock balance row for difference location. Zero qty can be omitted.
6. After filled in (or copy and paste from your computer system directly), save the excel file.

## B) Import Stock Balance

Stock Take

stocktake.softcloud.my/login.html

STOCKTAKE  
with your smartphone

Home About Us Demo Features Pricing Contact Login

# BackEnd Website Login

login backend website for upload stock master and other management.

Company ID  
Company ID.

Username  
User Name

Password  
Password

Login

1. Login website URL: <https://stocktake.nuavvs.com/login.html>
  2. Scroll to BackEnd Website Login, Key in Company ID, Username & Password (user will be assigned Company ID, Username & Password after subscribed)
- \* For demo purpose, may key in
- Company ID: *demo*
- Username: *admin*
- Password: *admin*
3. Click *Login* button to login.

**Stock Take Backend**

[Upload Stock Master](#)      **Upload Stock Balance**      [View Stock Take Records](#)

Step1: Upload Stock Balance File > Step2: Verify Upload File > Step3: Verify Stock Balance Data > Step4: Import Stock Balance D

Select Stock Balance Date:

Select Stock Balance File to upload:

Choose File No file chosen

Upload

4. Click *Upload Stock Balance* then click textbox under *Select Stock Balance Date*, select the date from calendar then click *Choose File* button to browse for “import-stock-balance.xls” excel file which filled in before.

5. Click *Upload* button to start uploading the file.

**Stock Take Backend**

[Upload Stock Master](#)      **Upload Stock Balance**      [View Stock Take Records](#)

Step1: Upload Stock Balance File > **Step2: Verify Upload File** > Step3: Verify Stock Balance Data > Step4: Import Stock Balance

The file import-stock-balance.xls has been uploaded successfully!

Next

6. Click *Next* button to continue.

**Stock Take Backend**

[Upload Stock Master](#)      **Upload Stock Balance**      [View Stock Take Records](#)

Step1: Upload Stock Balance File > Step2: Verify Upload File > **Step3: Verify Stock Balance Data** > Step4: Import Stock Balance

Click Next button after verify the data will be uploaded. Previous Stock Balance Data for Date: 2019-09-28 will be deleted !

Next

No.	Item Code	UOM	Location	Quantity	Date
1	AP-IP-5	PCS	HQ	9	2019-09-28
2	CELCOM30	PCS	HQ	20	2019-09-28

7. Click *Next* button to continue. (\* *previous uploaded stock balance which is same stock balance date will be deleted. So different location stock balance for same date should be uploaded together in one excel file.*)



## Stock Take Backend

[Upload Stock Master](#)

[Upload Stock Balance](#)

[View Stock Take Records](#)

Step1: Upload Stock Balance File > Step2: Verify Upload File > Step3: Verify Stock Balance Data > **Step4: Import Stock Balance**

Done !

Stock Balance for Date: 2019-09-28 Imported !

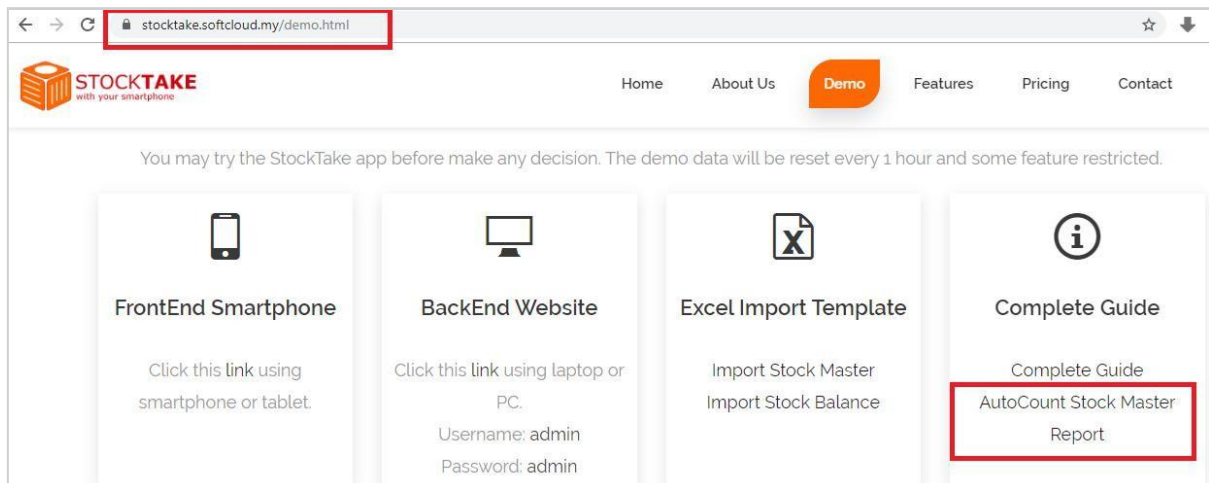
No.	Item Code	UOM	Location	Quantity	Date
1	AP-IP-5	PCS	HQ	9	2019-09-28
2	CELCOM30	PCS	HQ	20	2019-09-28

8. Stock Balance upload completed.

## 1A. Import Stock Item Master (For AutoCount Accounting Program User)

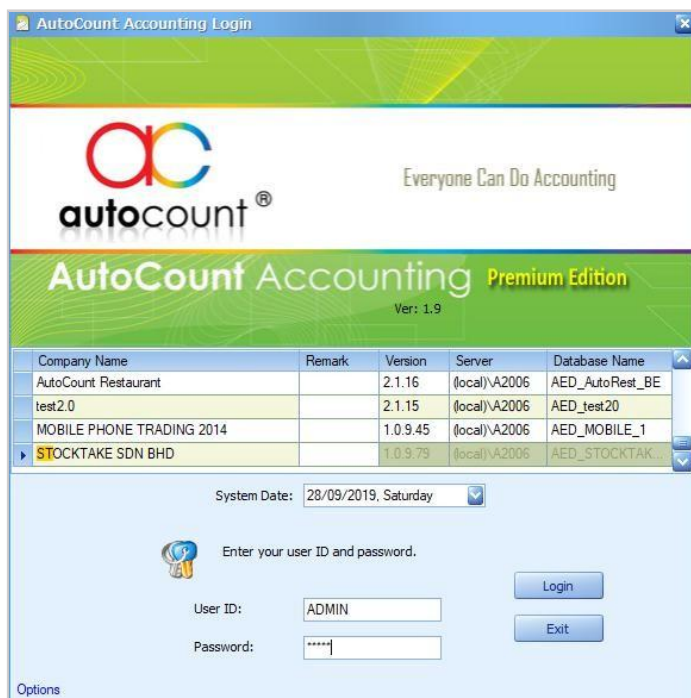
Preparation of stock master data which will be imported into StockTake app before stock take begin.

### A) Download AutoCount Stock Master Report



1. Login website URL: <https://stocktake.nuwavs.com/demo.html>
2. Scroll to *Complete Guide* then click *AutoCount Stock Master Report* to download AutoCount report file to import into AutoCount afterward.
3. Save the report file as filename "autocount-stock-master-report.art".

### B) Import AutoCount Stock Master Report



## 1. Login AutoCount Accounting

Inventory Physical Worksheet - STOCKTAKE SDN BHD - AutoCount Accounting (Ver: 1.9) (Rev: 27)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Window Help Report

### Inventory Physical Worksheet

Filter Options

Date: 28/09/2019  
Stock Item: No filter

Report Options

Report Option: Design Inventory Physical Worksheet Report  
Switch To Advanced Options

Group By: None  
Sort By: Item Code  
 Show Criteria In Report

Inquiry Preview Print Hide Options Close

Result Criteria

Drag a column header here to group by that column

Item Code	Item Description	UOM	Item Group
AP-IP-6	APPLE IPHONE 6	PCS	PHONE
CELCOM30	CELCOM RELOAD CARD RM30	PCS	RELOAD
CELCOM50	CELCOM RELOAD CARD RM50	PCS	RELOAD
DIGI10	DIGI RELOAD CARD RM10	PCS	RELOAD
LG200	LG KG200	PCS	PHONE
LG800	LG KE800	PCS	PHONE
LG820	LG KE820	PCS	PHONE
M1200	MOTOROLA A1200	PCS	PHONE
M139	MOTOROLA C139	PCS	PHONE
MAXIS50	MAXIS RELOAD CARD RM50	PCS	RELOAD
MV6	MOTOROLA RAZR MAXX V6	PCS	PHONE
N73	NOKIA N73	PCS	PHONE
N80	NOKIA N80	PCS	PHONE

## 2. Open Stock, Inventory Physical Worksheet.

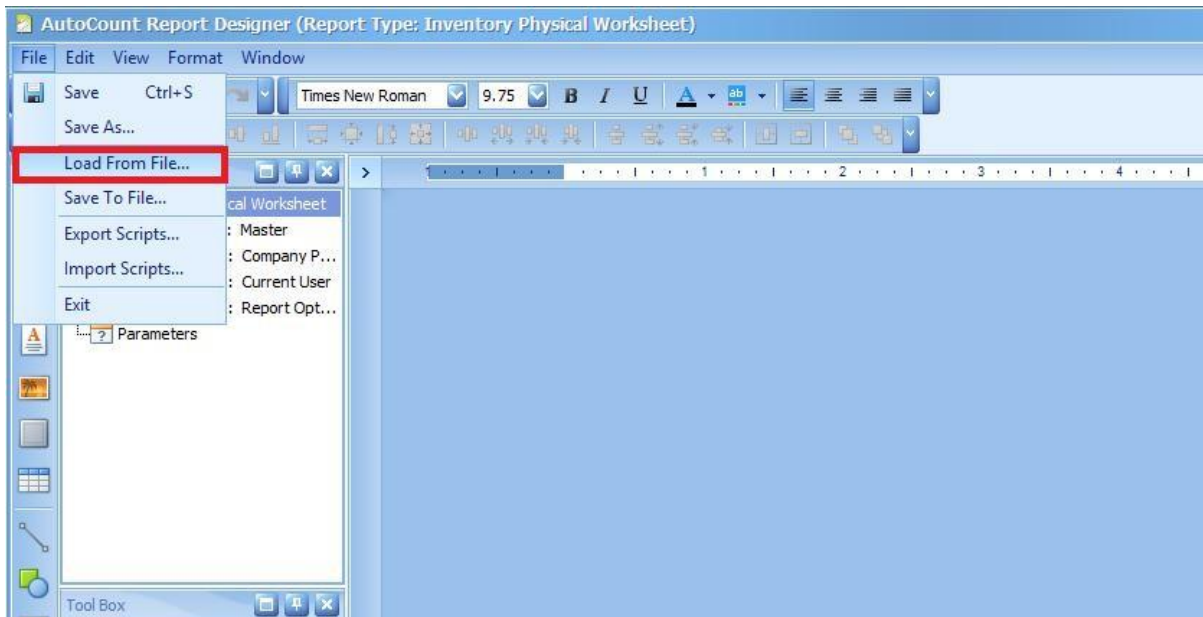
## 3. Click *Report* in main menu then select *Design Inventory Physical Worksheet Report*.

Design Report - Inventory Physical Worksheet

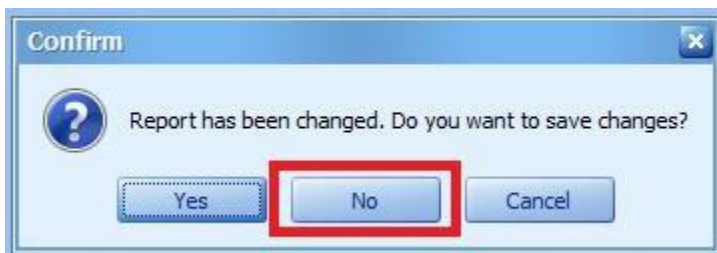
Report Name	Type	Attributes	Default?
Inventory Physical Worksheet	System		
Inventory Physical Worksheet (Exclude Consignment)	System		

New  
Design  
Delete  
Rename  
Set Attributes

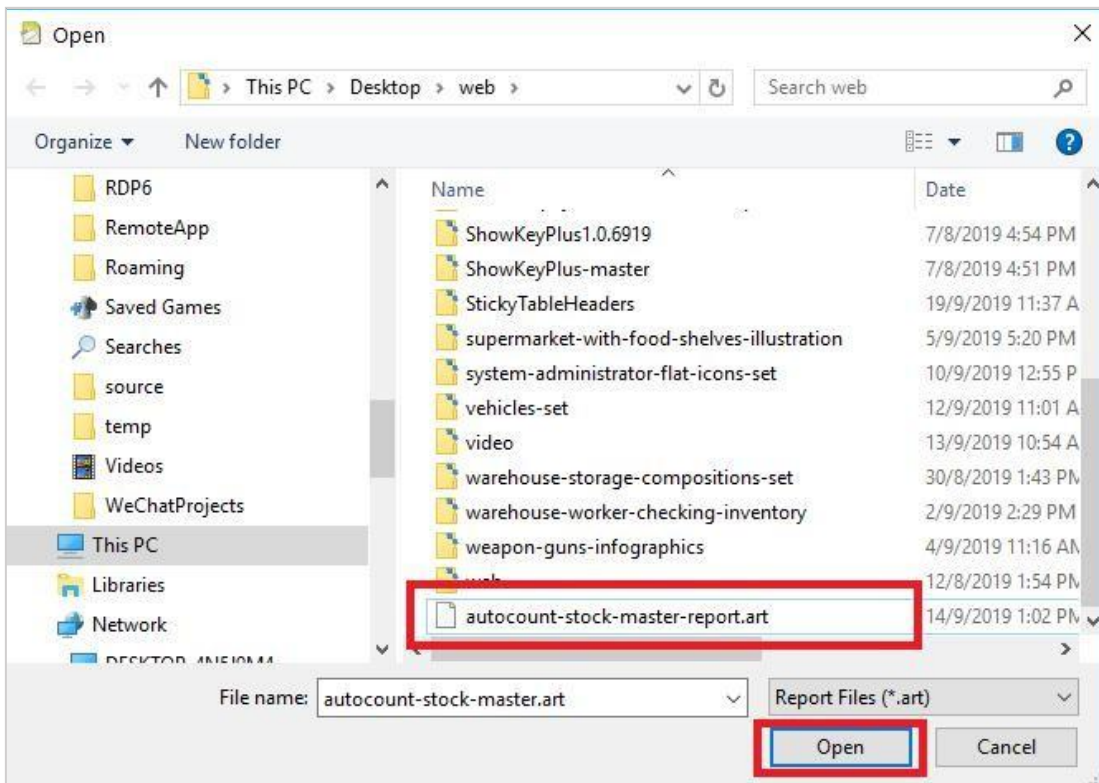
## 4. Click *New* button.



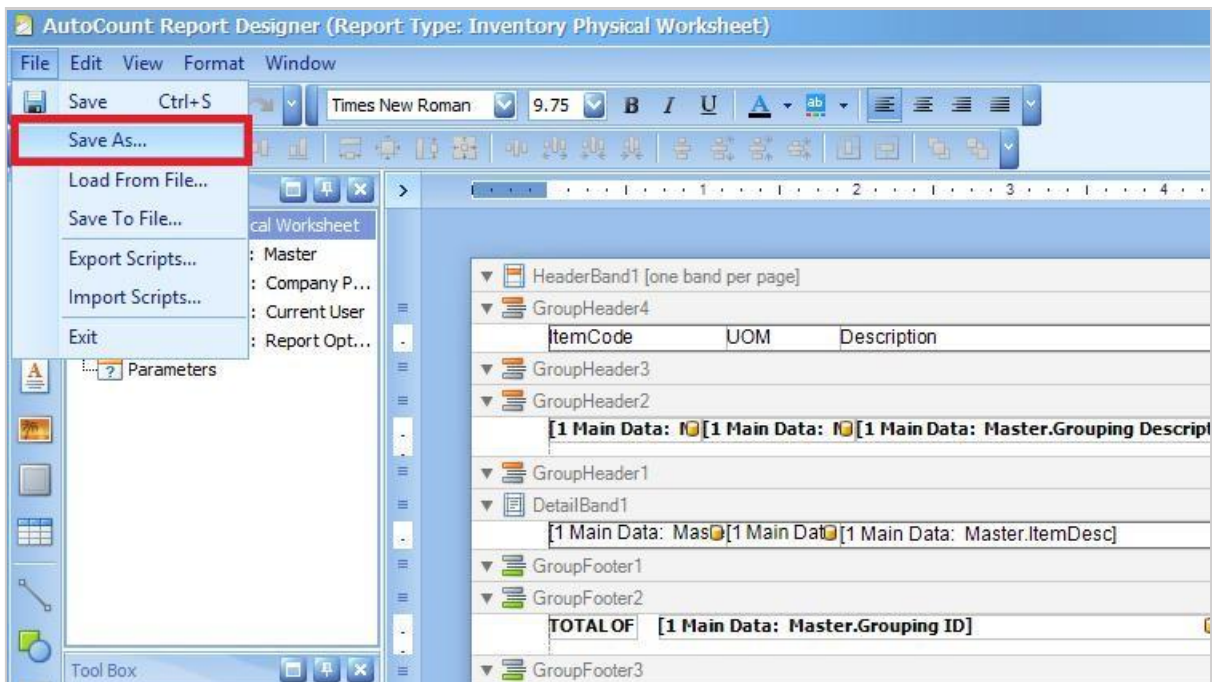
5. Click *File* then *Load From File...*



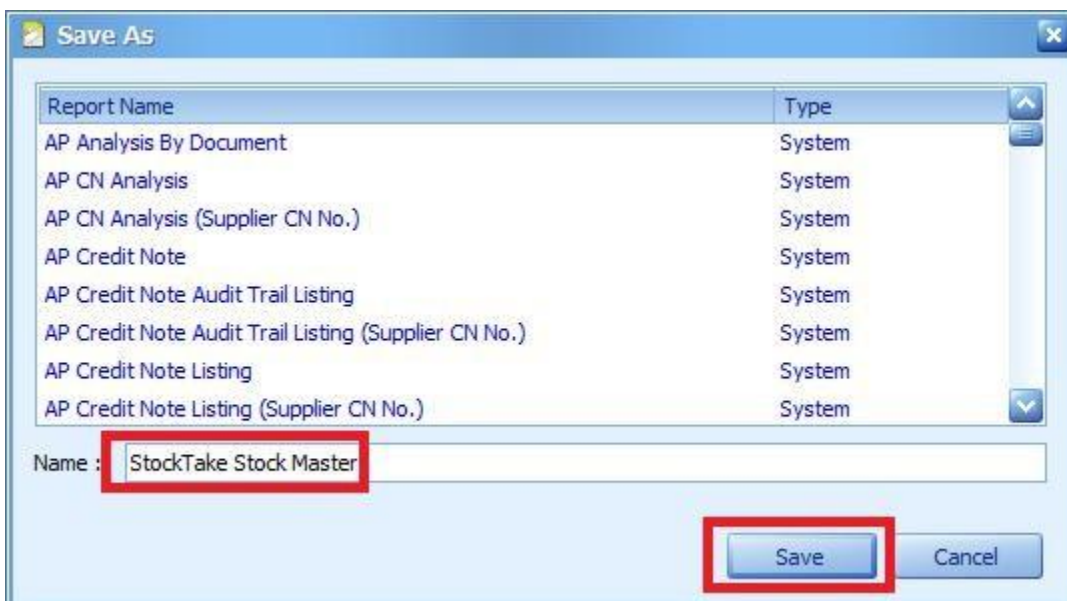
6. Click *No* button.



7. Browse for the “autocount-stock-master-report.art” file which downloaded, then click *Open* button.

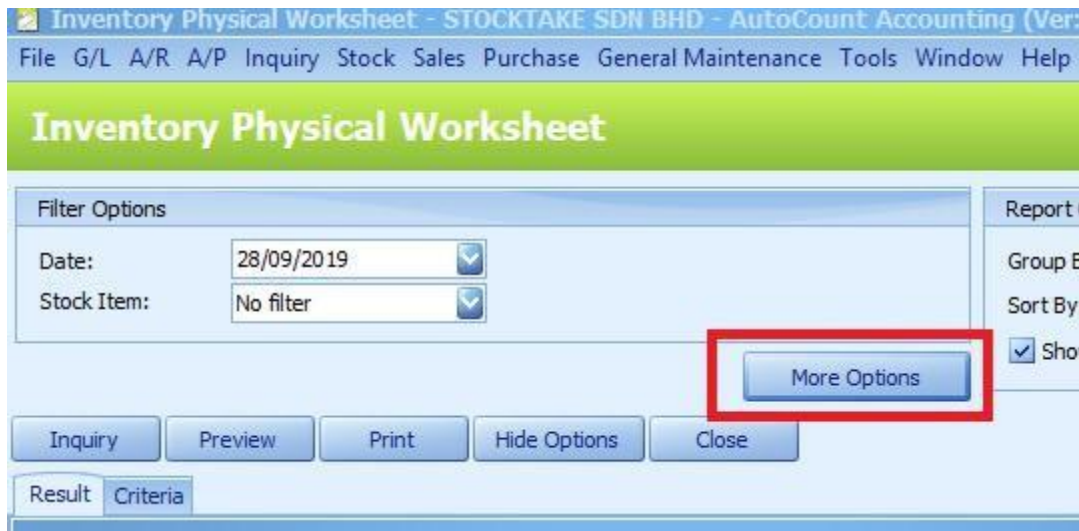


8. Click *File* then *Save As...*

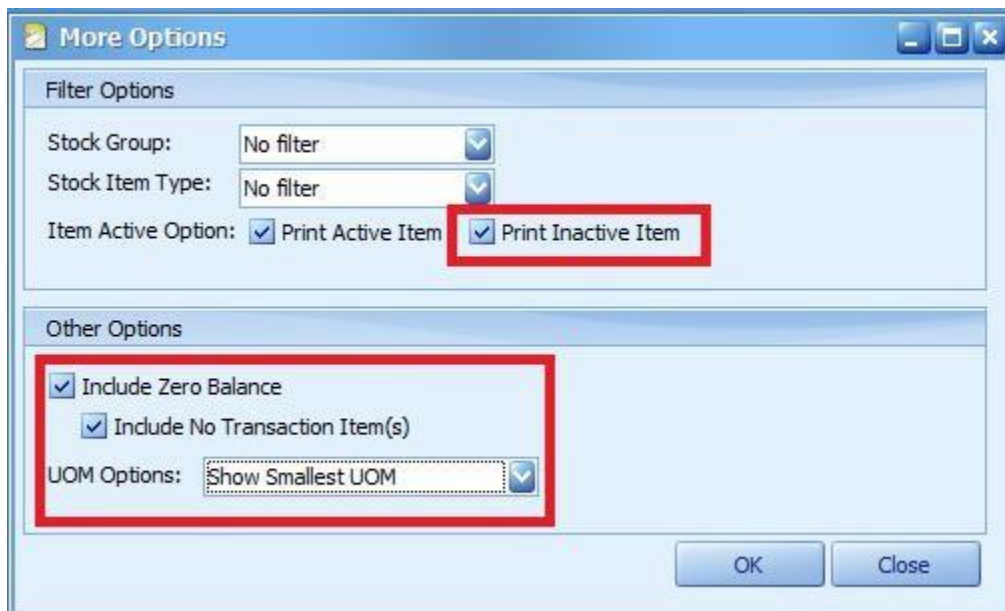


9. Key in Name: StockTake Stock Master then click *Save* button.

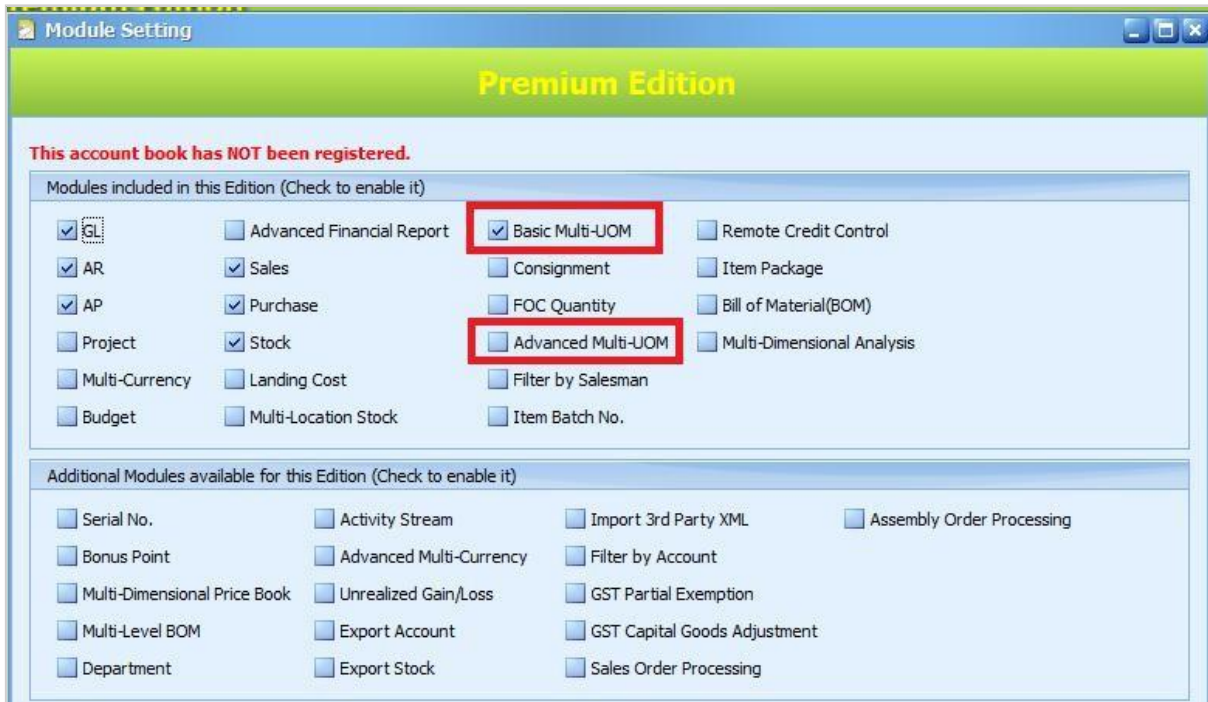
### C) Export Stock Master From AutoCount



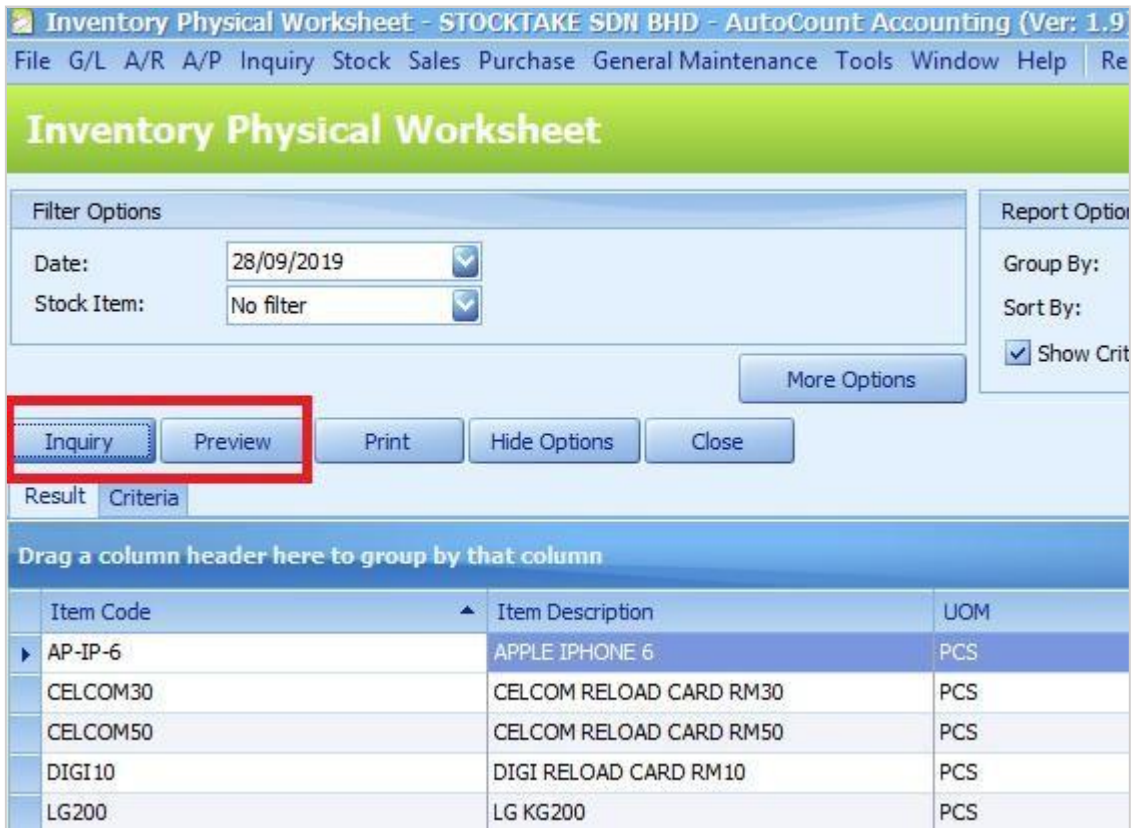
1. Go back to Inventory Physical Worksheet, Click *More Options* button.



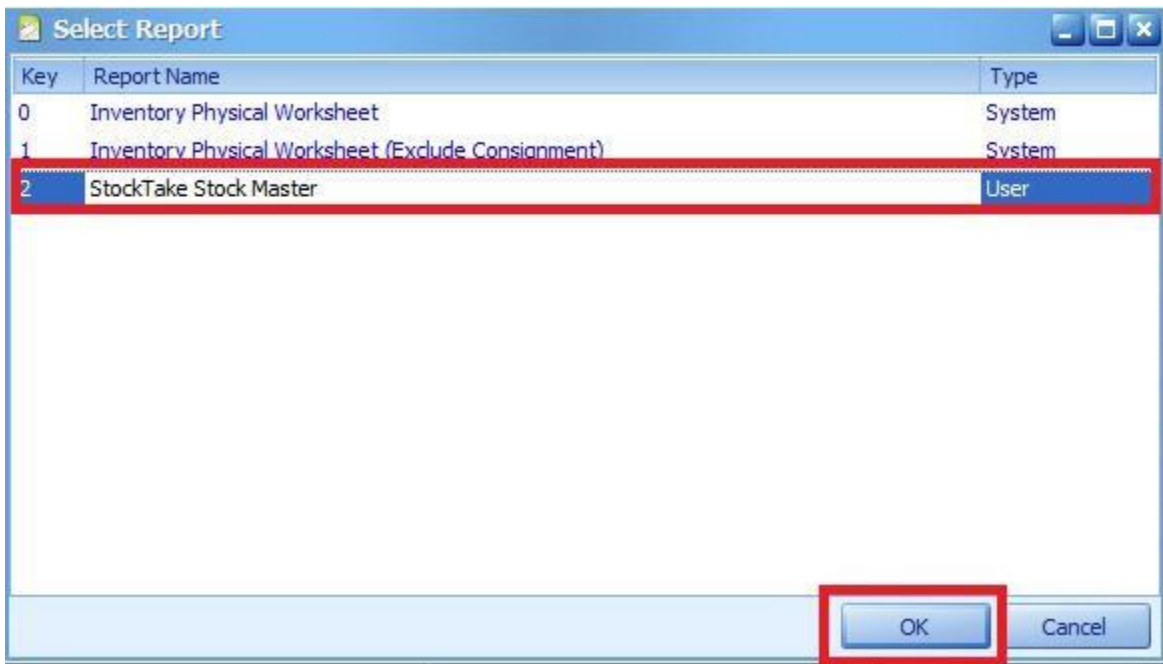
2. Filter the Stock Items for Stock Master to be imported. Normally, user should tick Include Zero Balance & include No Transaction Item(s) to include all stock items in AutoCount.
3. UOM Options should be select Show Smallest UOM if you are using “Single UOM” or “Basic Multi-UOM”. Select *Show Multi-UOM* if you are using “Advance Multi-UOM” module. CheckTools, Program Control, Module Setting



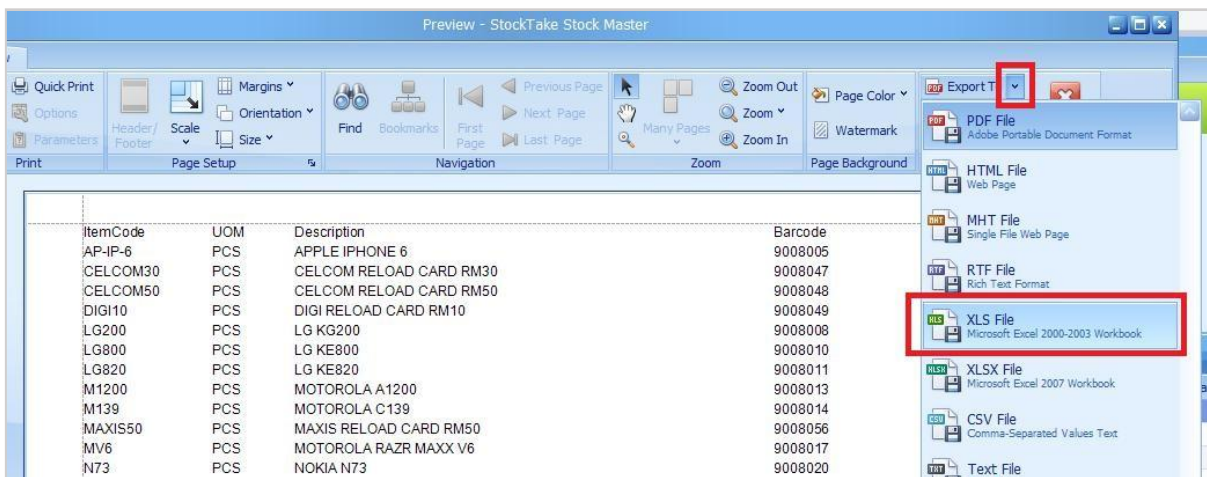
4. Click OK button after select .



5. Click *Inquiry* button to generate the stock item list then click *Preview* button.



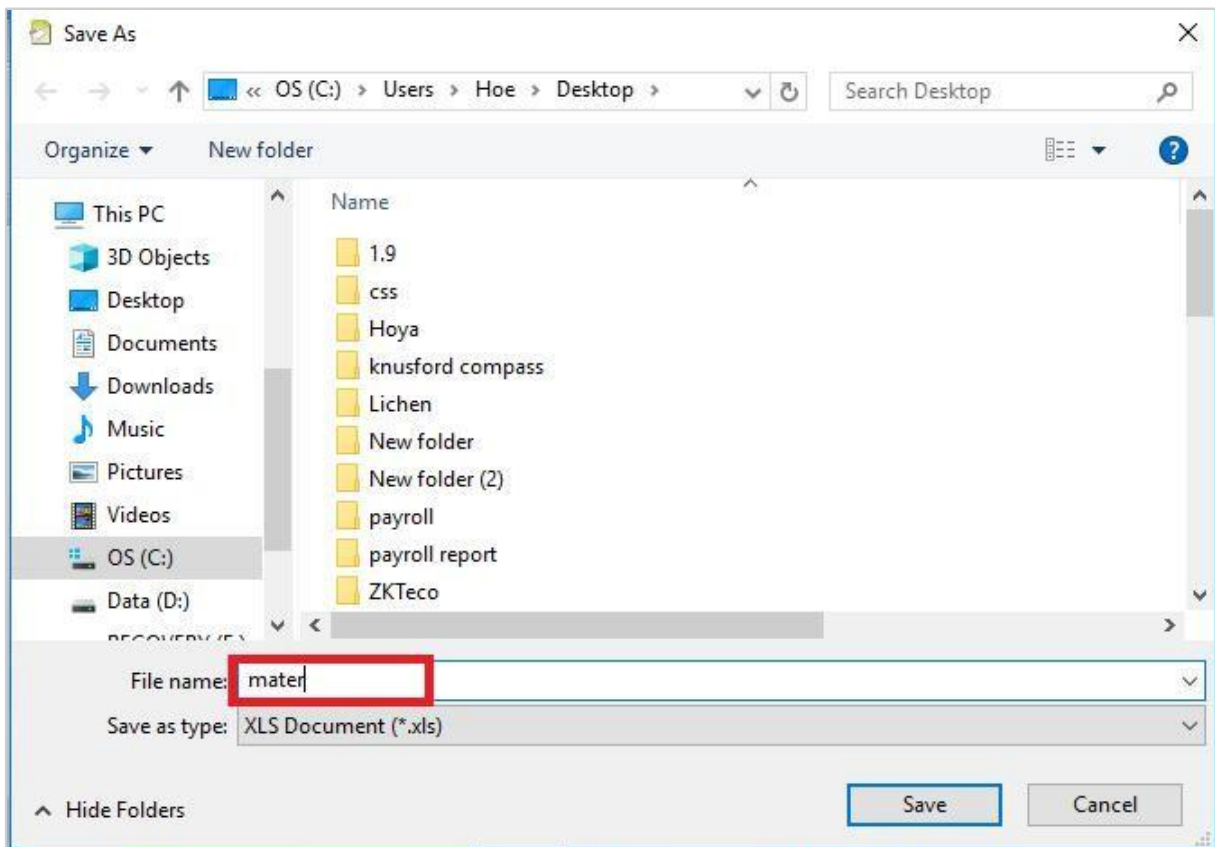
6. Select report named *StockTake Stock Master* then click OK button.



7. After the report generated, click “downward arrow” button beside *Export To* then select *XLS File*.

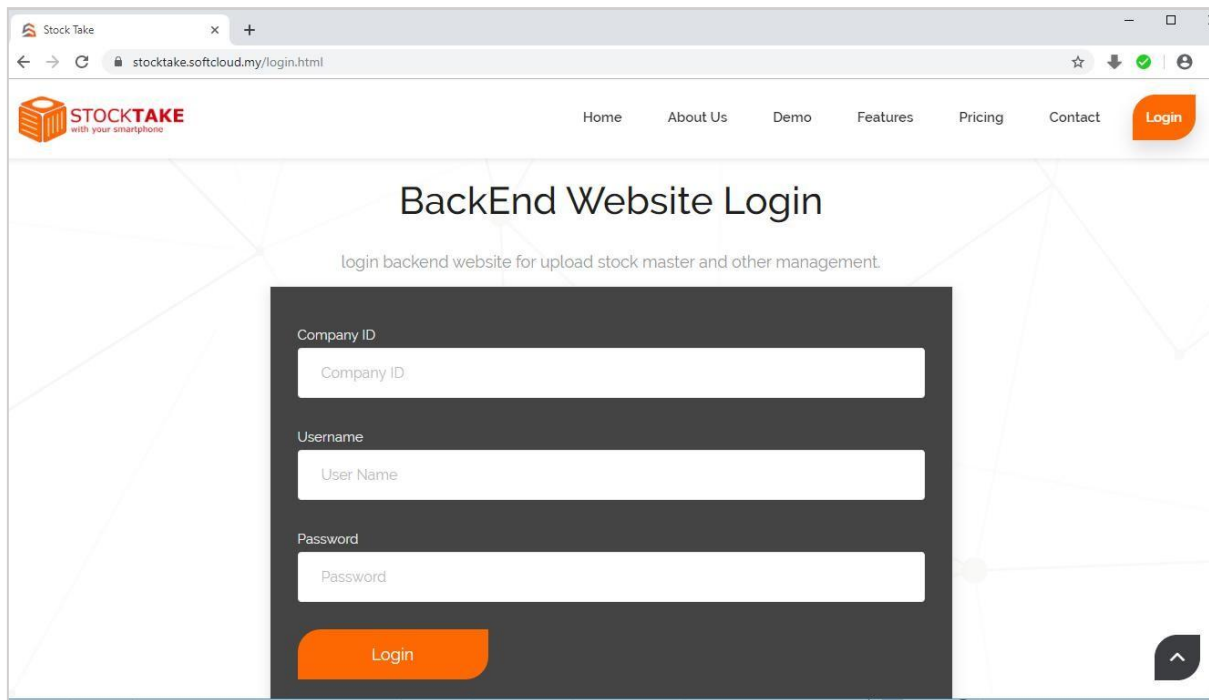


8. Tick *Raw data mode* then click *OK* button



9. Browse the folder (*recommend save in desktop for convenient*) then Key in the file name and click *Save* button to export and save the Stock Item Master as excel file.

## D) Import Stock Item Master



1. Login website URL: <https://stocktake.nuwavs.com/login.html>

2. Scroll to BackEnd Website Login, Key in Company ID, Username & Password (user will be assigned Company ID, Username & Password after subscribed)

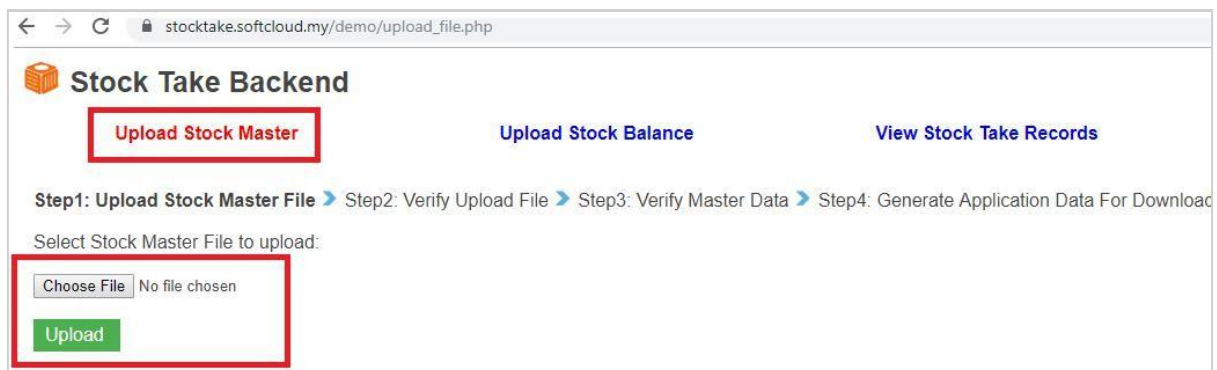
\* For demo purpose, may key in

Company ID: *demo*

Username: *admin*

Password: *admin*

3. Click *Login* button to login.



4. Click *Upload Stock Master* then click *Choose File* button to browse for Stock Master excel file which export from AutoCount Accounting just now.

5. Click *Upload* button to start uploading the file.

**Stock Take Backend**

[Upload Stock Master](#)      [Upload Stock Balance](#)      [View Stock Take Records](#)

Step1: Upload Stock Master File > **Step2: Verify Upload File** > Step3: Verify Master Data > Step4: Generate Application Data For D

The file import-stock-master.xls has been uploaded successfully!

**Next**

6. Click *Next* button to continue.

**Stock Take Backend**

[Upload Stock Master](#)      [Upload Stock Balance](#)      [View Stock Take Records](#)

Step1: Upload Stock Master File > Step2: Verify Upload File > **Step3: Verify Master Data** > Step4: Generate Application Data F

Click "Next" button after verify the data will be uploaded. **Previous Master Data will be deleted !**

**Next**

No.	Item Code	UOM	Description	Barcode
1	AP-IP-6	PCS	APPLE IPHONE 6	AP-IP-6
2	CELCOM30	PCS	CELCOM RELOAD CARD RM30	CELCOM30
3	A"B"C+D&E	PCS	TEST	017827
4	B~!@#%&*( )_ +=C	PCS	TEST2	0830180
5	B,./?;:"'({})\Z	PCS	TEST3	54636

7. Click *Next* button to continue. (\* *previous uploaded stock master if any will be deleted*)

**Stock Take Backend**

[Upload Stock Master](#)      [Upload Stock Balance](#)      [View Stock Take Records](#)

Step1: Upload Stock Master File > Step2: Verify Upload File > Step3: Verify Master Data > **Step4: Generate Application Data**

Done !  
You may download the new Application Data in your mobile device in Setting page !

No.	Item Code	UOM	Description	Barcode
1	AP-IP-6	PCS	APPLE IPHONE 6	AP-IP-6
2	CELCOM30	PCS	CELCOM RELOAD CARD RM30	CELCOM30
3	A"B"C+D&E	PCS	TEST	017827
4	B~!@#%&*( )_ +=C	PCS	TEST2	0830180
5	B,./?;:"'({})\Z	PCS	TEST3	54636

8. Stock Master upload completed.

## 2A. Import Stock Balance (For AutoCount Accounting Program User)

Import Stock Balance by location which can be used to compare Stock Take result to generate Stock Adjustment (quantity difference). This step can be skipped if stock adjustment is not required.

A) Export Stock Balance

1. Login AutoCount Accounting

Item Code	UOM	Location	Qty	Smallest Bal. Qty
AP-IP-6	PCS	HQ	3	
CELCOM30	PCS	HQ	2	
CELCOM50	PCS	HQ	1	
DIGI10	PCS	HQ	1	
LG200	PCS	HQ	1	
LG800	PCS	HQ	10	
LG820	PCS	HQ	2	
M1200	PCS	HQ	12	
M139	PCS	HQ	4	
MAXIS50	PCS	HQ	3	

2. Open *Stock, Stock Balance Report*, select the *Stock Balance Date* (normally same date with date perform stocktake).

3. Click *More Options* button

**More Options**

**Filter Options**

Stock Group: No filter

Stock Item Type: No filter

**Stock Location: No filter**

Item Active Options:  Print Active Item  Print Inactive Item

**Other Options**

Do not show Zero Balance Quantity

Do not show Zero Balance Quantity and Cost

Show All records

Include No Transaction Item(s)

**Report Options**

Group By: None

Show Criteria In Report

OK Cancel

3. User may filter the *Stock Location* that want to export. User may click *Do not show Zero Balance Quantity* to reduce number of records.

**Stock Balance - STOCKTAKE SDN BHD - AutoCount Accounting (Ver: 1.9) (Rev: 27)**

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Window Help Report

## Stock Balance

Basic Filter

Date: 28/09/2019

Stock Item: No filter

More Options

Inquiry Preview Print Hide Options Close

Result Criteria

Drag a column header here to group by that column

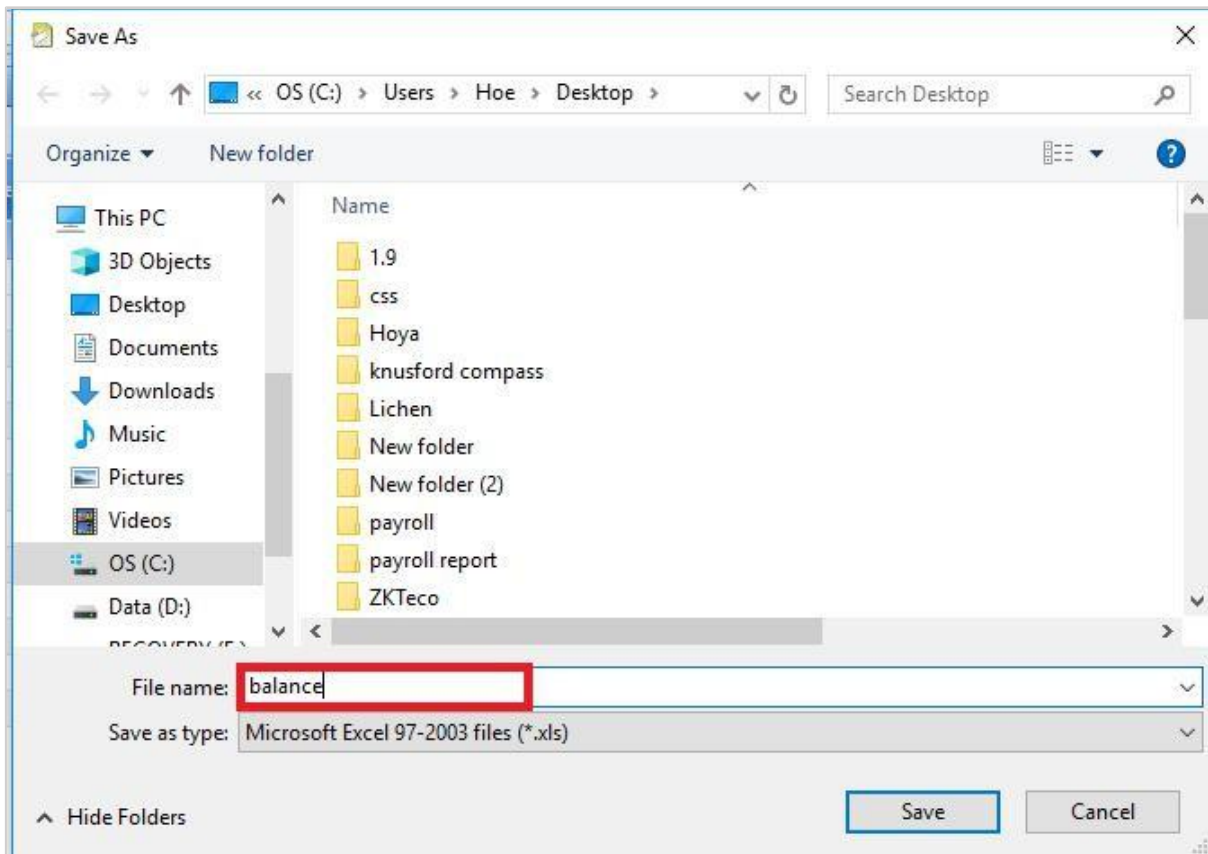
Item Code	UOM	Location	Qty
+ AP-IP-6	PCS	HQ	3
+ CELCOM30	PCS	HQ	2
+ CELCOM50	PCS	HQ	1
+ DIGI10	PCS	HQ	1
+ LG200	PCS	HQ	1
+ LG800	PCS	HQ	10
+ LG820	PCS	HQ	2
+ M1200	PCS	HQ	12
+ M139	PCS	HQ	4
+ MAXIS50	PCS	HQ	3

4. Click *Inquiry* to generate the stock balance list. Filter the result grid, left only four columns: *Item Code*, *UOM*, *Location* and *Qty*. (may use *Column Chooser* to drag out unseen column)

The screenshot shows a software interface for a stock balance list. At the top, there is a 'Stock Item:' dropdown menu set to 'No filter'. Below this are buttons for 'Inquiry', 'Preview', 'Print', 'Hide Options', and 'Close'. The main area is divided into 'Result' and 'Criteria' tabs. A blue header bar above the grid says 'Drag a column header here to group by that column'. The grid has four columns: 'Item Code', 'UOM', 'Location', and 'Qty'. The 'Item Code' column is expanded to show a list of items with their respective UOM, Location, and Qty. A context menu is open over the 'Item Code' column header, listing various actions. The 'Export to Excel 97-2003' option is highlighted with a red box.

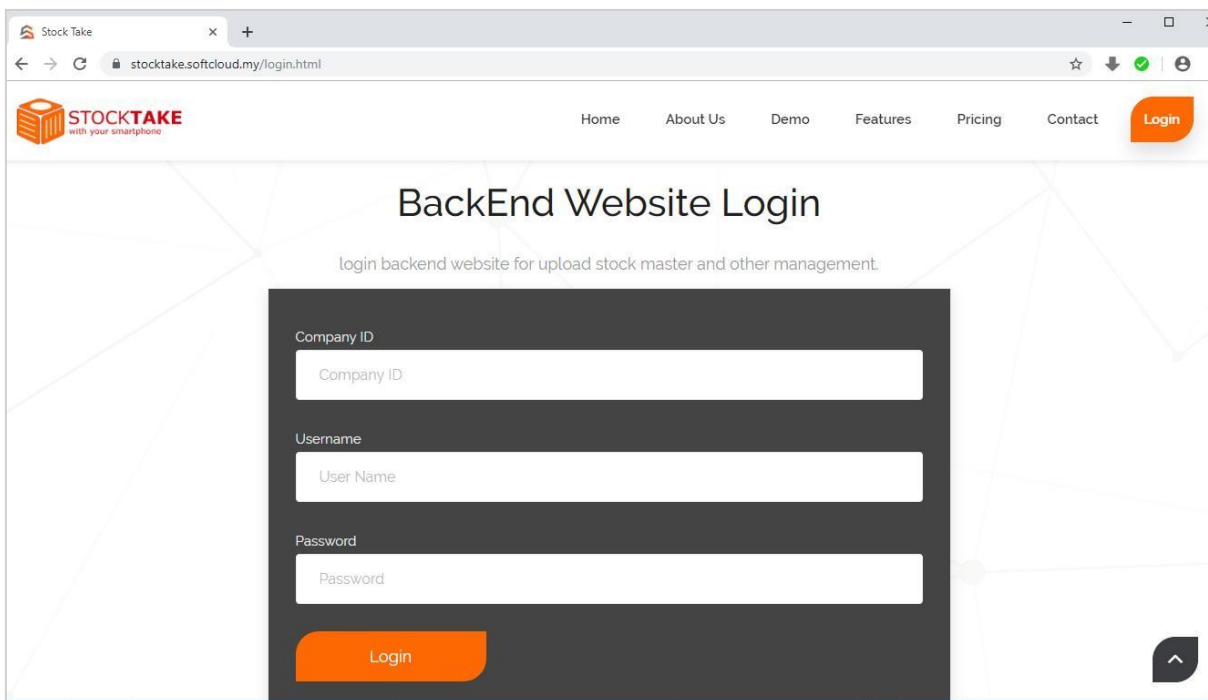
Item Code	UOM	Location	Qty
+ AP-IP-6	PCS	HQ	3
+ CELCOM30	PCS	HQ	2
+ CELCOM50	PCS	HQ	1
+ DIGI10	PCS	HQ	1
+ LG200	PCS	HQ	1
+ LG800	PCS	HQ	10
+ LG820	PCS	HQ	2
+ M1200	PCS	HQ	12
+ M139	PCS	HQ	4
+ MAXIS50	PCS	HQ	3
+ MV6	PCS	HQ	2
+ N73	PCS	HQ	5
+ N80	PCS	HQ	20
+ S300	PCS	HQ	12
+ S570	PCS	HQ	4
+ S690	PCS	HQ	8
+ S890	PCS	HQ	15
+ SE310I	PCS	HQ	18
+ SE610I	PCS	HQ	20
+ SF880I	PCS	HQ	20

5. Right Click the grid title (such as *Item Code*), select *Export to Excel 97-2003*



7. Browse the folder then key in the file name and click *Save* button to export and save the Stock Balance as excel file.

## B) Import Stock Balance



1. Login website URL: <https://stocktake.nuwavs.com/login.html>
2. Scroll to BackEnd Website Login, Key in Company ID, Username & Password (user will be assigned Company ID, Username & Password after subscribed)

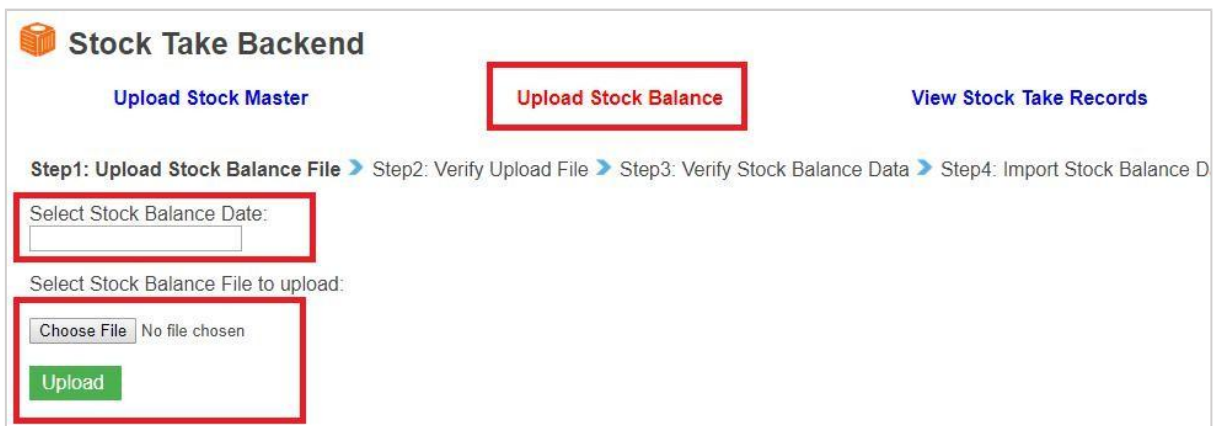
\* For demo purpose, may key in

Company ID: *demo*

Username: *admin*

Password: *admin*

3. Click *Login* button to login.



**Stock Take Backend**

[Upload Stock Master](#) [Upload Stock Balance](#) [View Stock Take Records](#)

Step1: Upload Stock Balance File > Step2: Verify Upload File > Step3: Verify Stock Balance Data > Step4: Import Stock Balance D

Select Stock Balance Date:

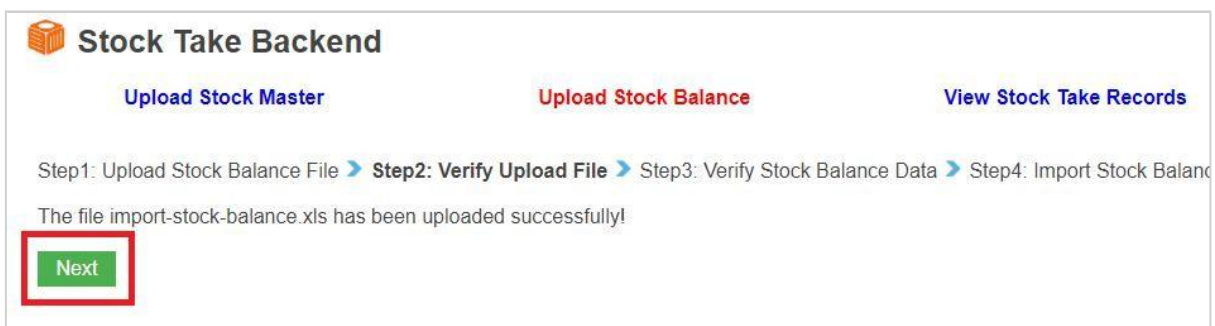
Select Stock Balance File to upload:

Choose File No file chosen

Upload

4. Click *Upload Stock Balance* then click textbox under *Select Stock Balance Date*, select the date from calendar then click *Choose File* button to browse for "import-stock-balance.xls" excel file which filled in before.

5. Click *Upload* button to start uploading the file.



**Stock Take Backend**

[Upload Stock Master](#) [Upload Stock Balance](#) [View Stock Take Records](#)

Step1: Upload Stock Balance File > **Step2: Verify Upload File** > Step3: Verify Stock Balance Data > Step4: Import Stock Balance

The file import-stock-balance.xls has been uploaded successfully!

Next

6. Click *Next* button to continue.



## Stock Take Backend

[Upload Stock Master](#)

**Upload Stock Balance**

[View Stock Take Records](#)

Step1: Upload Stock Balance File > Step2: Verify Upload File > **Step3: Verify Stock Balance Data** > Step4: Import Stock Balance

Click "Next" button after verify the data will be uploaded. Previous Stock Balance Data for Date: 2019-09-28 will be deleted !

Next

No.	Item Code	UOM	Location	Quantity	Date
1	AP-IP-5	PCS	HQ	9	2019-09-28
2	CELCOM30	PCS	HQ	20	2019-09-28

7. Click Next button to continue. (\* previous uploaded stock balance which is same stock balance date will be deleted. So different location stock balance for same date should be uploaded together in one excel file.)



## Stock Take Backend

[Upload Stock Master](#)

**Upload Stock Balance**

[View Stock Take Records](#)

Step1: Upload Stock Balance File > Step2: Verify Upload File > Step3: Verify Stock Balance Data > **Step4: Import Stock Balance**

Done !

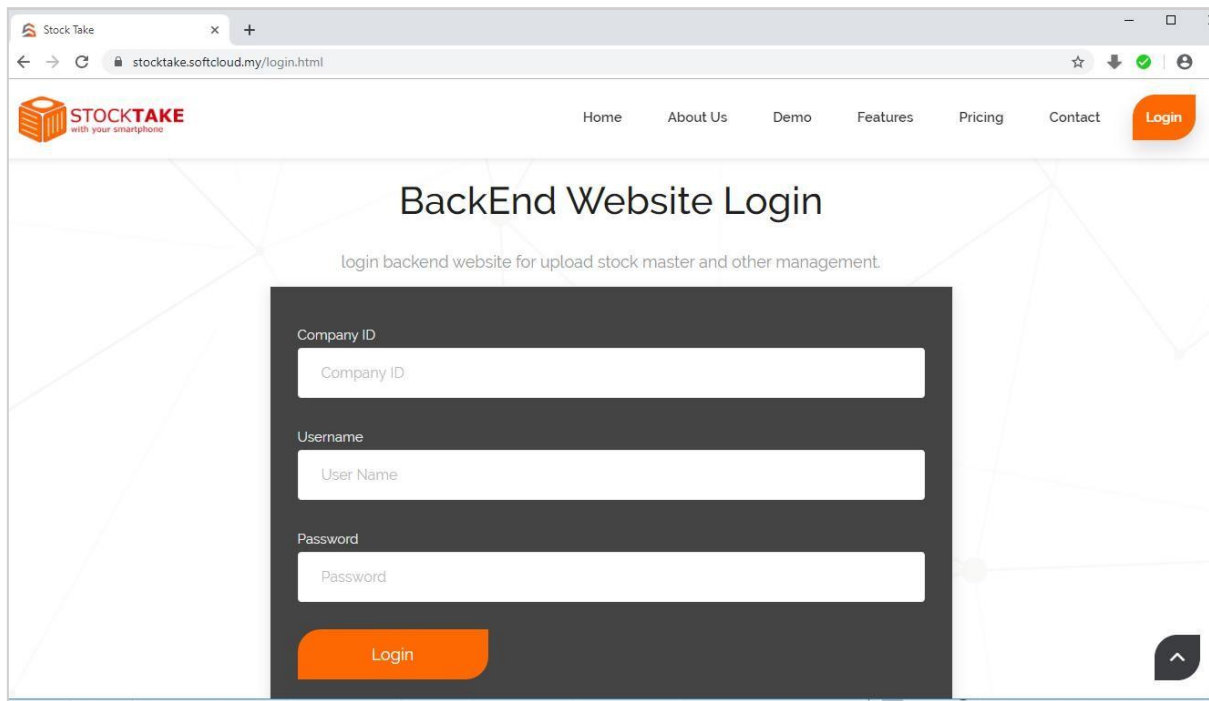
Stock Balance for Date: 2019-09-28 Imported !

No.	Item Code	UOM	Location	Quantity	Date
1	AP-IP-5	PCS	HQ	9	2019-09-28
2	CELCOM30	PCS	HQ	20	2019-09-28

8. Stock Balance upload completed.

### 3. Stock Item Master Management

After upload stock master data, user may add extra or delete unwanted stock master record manually in backend website.



1. Login website URL: <https://stocktake.nuwavs.com/login.html>

2. Scroll to BackEnd Website Login, Key in Company ID, Username & Password (user will be assigned Company ID, Username & Password after subscribed)

\* For demo purpose, may key in

Company ID: *demo*

Username: *admin*

Password: *admin*

3. Click *Login* button to login.

4. Click *Upload Stock Master* then click *View Stock Master Details*

No.	Item Code	UOM	Description	Barcode	Del
1	AP-IP-6	PCS	APPLE IPHONE 6	AP-IP-6	X
2	CELCOM30	PCS	CELCOM RELOAD CARD RM30	CELCOM30	X
3	A*B*C+D&E	PCS	TEST	017827	X
4	B~!@#S%^&*()_+=C	PCS	TEST2	0830180	X
5	B./?:;'"[]Z	PCS	TEST3	54636	X

5. User may search the stock master record by enter certain keyword in search textbox then tick if search keyword include in ItemCode, UOM, Description or Barcode.

6. User may also delete one stock master row by clicking X symbol in the end of line or check the check-boxes for few rows then click *Delete Selected Records* button to delete them one shot.

7. User may also add new stock master record by clicking *Add New Record* button.

### Add New Stock Master Record X

Item Code

UOM

Description

Barcode

[Save](#)

8. Action that Add or Delete stock master record will trigger change of App Data Ver. StockTake app stock master data will be re-download new set of stock master.

## Stock Take Backend

[Upload Stock Master](#)   [Upload Stock Balance](#)   [View Stock Take Records](#)   [Generate Stock Adjustment](#)

**App Data Ver : 2019-09-26 16:51:43**

Subscriber Company : **Demo Company**  
Subscription Expiry Date : **2050-12-31**

**Set Password**

Old Password:

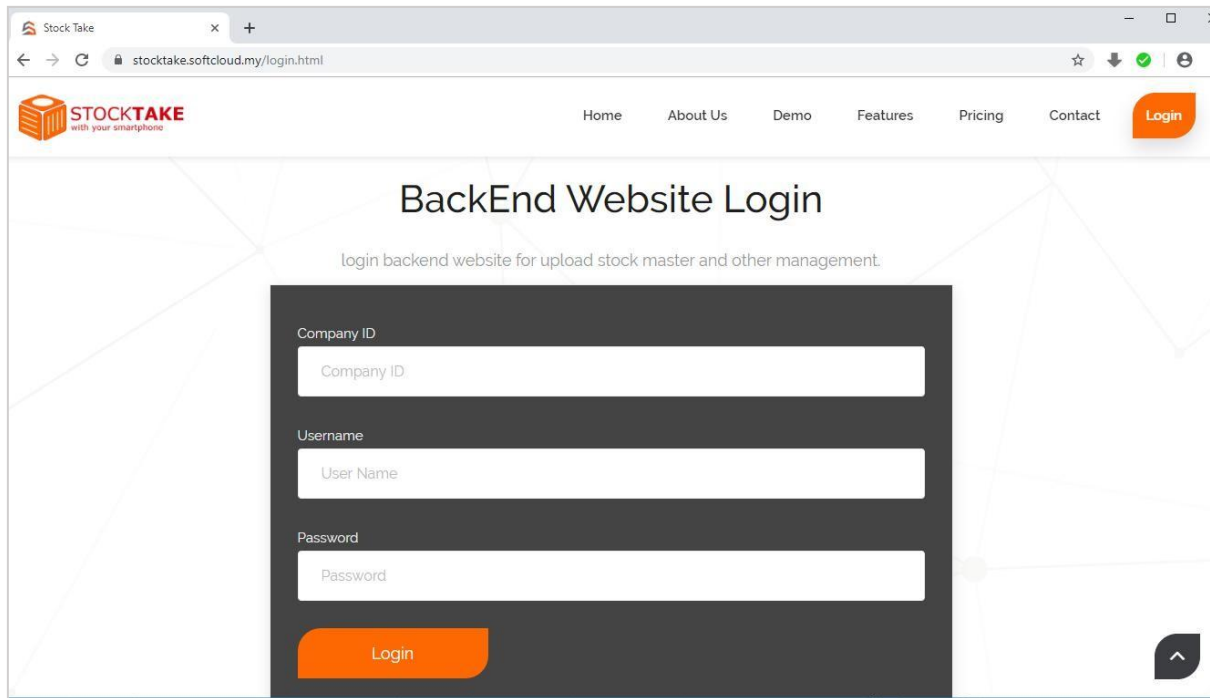
New Password:

Retype New Password:

[Change Password](#)

## 4. BackEnd Website Setup (Location & Password)

After upload stock master data, user may need change or add extra location in backend website before perform stock take.



The screenshot shows a web browser window with the URL [stocktake.softcloud.my/login.html](https://stocktake.softcloud.my/login.html). The page title is "BackEnd Website Login" and the subtitle is "login backend website for upload stock master and other management." The login form contains the following fields:

- Company ID:
- Username:
- Password:

Below the fields is an orange "Login" button. The page also features a navigation menu with links for Home, About Us, Demo, Features, Pricing, and Contact, and a "Login" button in the top right corner.

1. Login website URL: <https://stocktake.nuwavs.com/login.html>

2. Scroll to BackEnd Website Login, Key in Company ID, Username & Password (user will be assigned Company ID, Username & Password after subscribed)

\* For demo purpose, may key in

Company ID: *demo*

Username: *admin*

Password: *admin*

3. Click *Login* button to login.



[Upload Stock Master](#)

[Upload Stock Balance](#)

[View Stock Take Records](#)

[Generate Stock Adjustment](#)

App Data Ver : 2019-09-28 17:06:52

Subscriber Company : Demo Company  
Subscription Expiry Date : 2050-12-31

### Set Password

Old Password:

New Password:

Retype New Password:

[Change Password](#)

### Add new Location

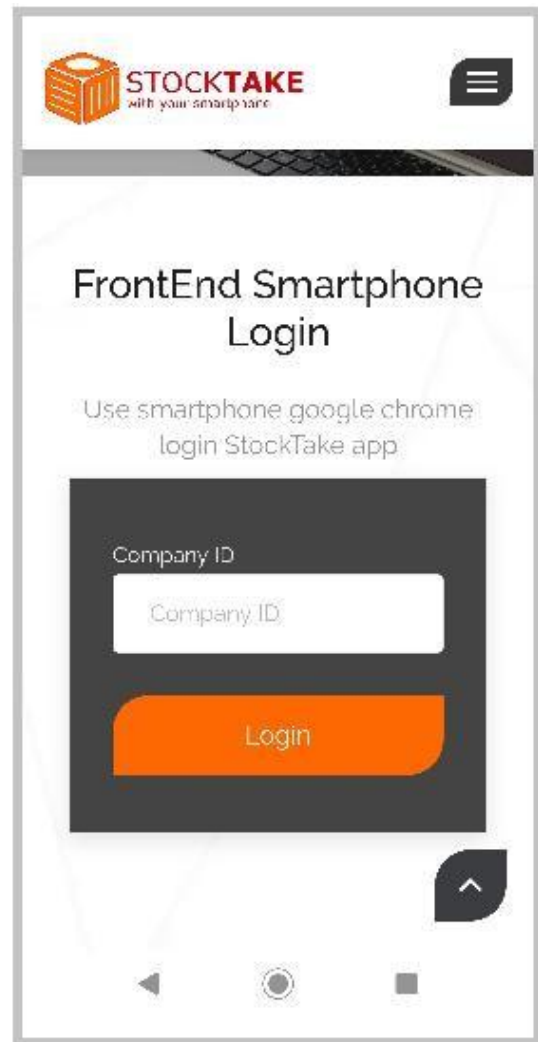
No.	Location	Description	From Date (yyyy-mm-dd)	To Date (yyyy-mm-dd)	Active	Action
1	HQ	HQ	-	-	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

\* From Date and To Date is the date range allow for stock take data upload for particular location.  
\* If active is "No", user will not able to perform stock or upload stock take data take for that location.

4. Click Setting icon on top-right corner.
5. By default, one "HQ" location added automatically. User may edit the location name or add extra location.
6. To prevent unauthorized stock take sync during non stock take period, user may set valid stock take *From Date* and *To Date* or set location to inactive status.
7. It is strongly recommend user to change the password for security purpose.

## 5. FrontEnd Smartphone Setup

After preparation of stock master and location completed, user may start setup their smartphone in order to start perform stock take.



1. After Stock Master data uploaded to Backend Website and location setting done, users are ready to setup StockTake app and download the application data to their smart phones

\* Highly recommend using Google Chrome for smart phone

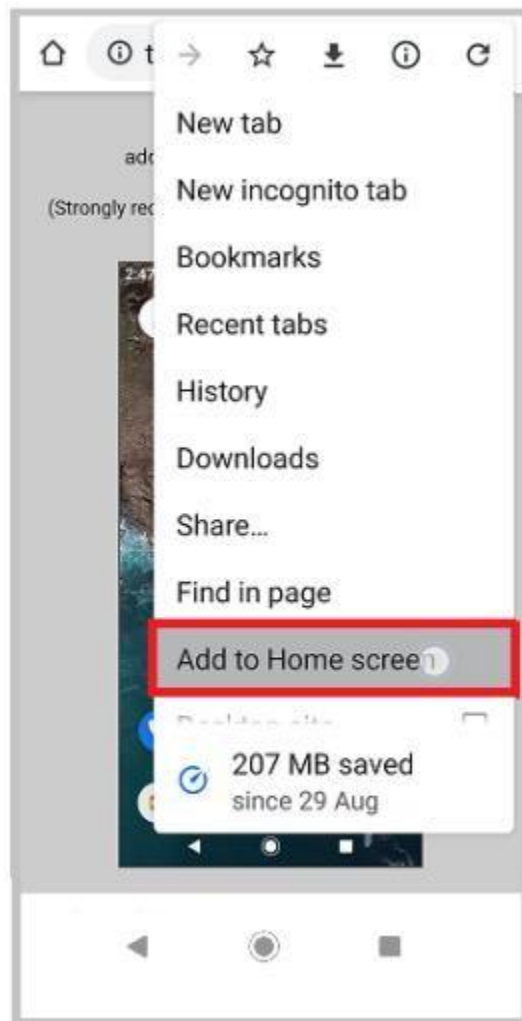
2. Login website URL: <https://stocktake.nuwavs.com/login.html>

3. Scroll to FrontEnd Website Login, Key in Company ID, Username & Password (user will be assigned Company ID, Username & Password after subscribed)

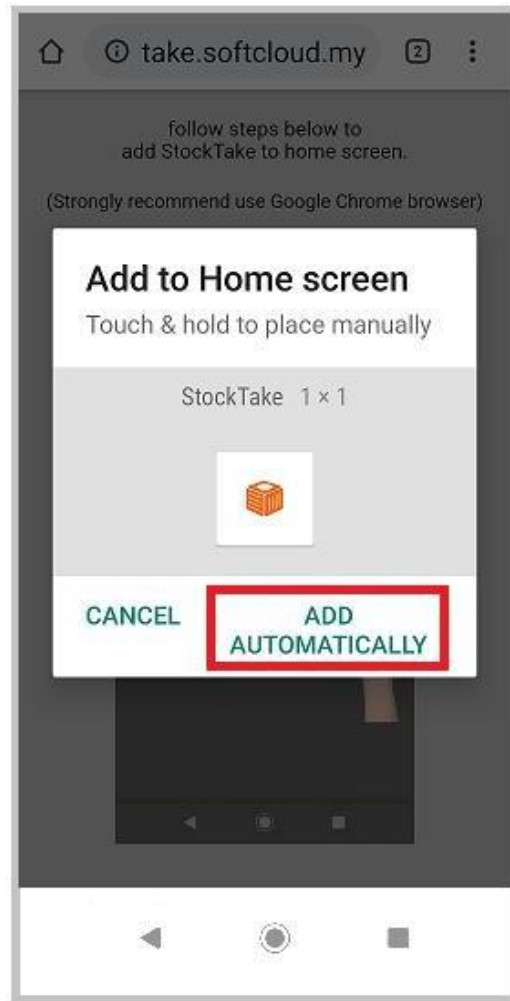
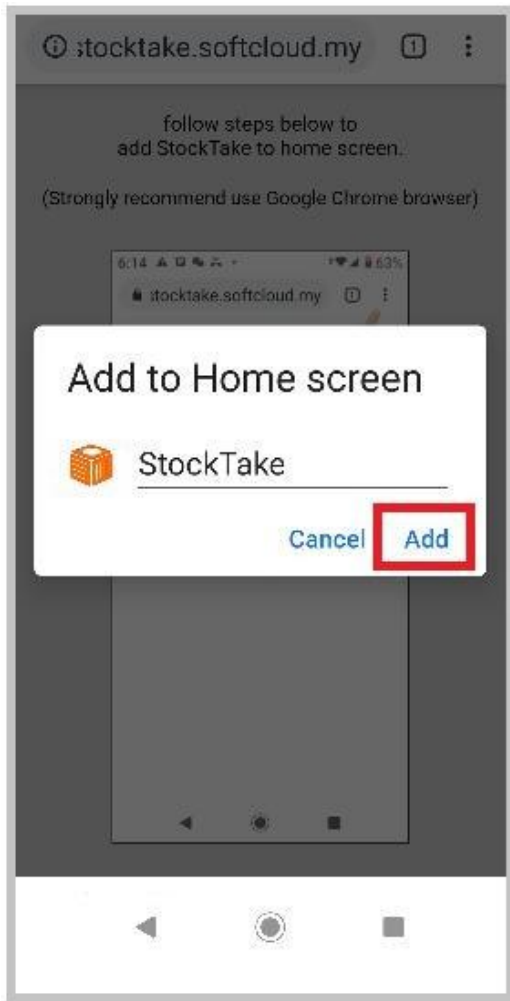
\* For demo purpose, may key in

Company ID: *demo*

2. Click *Login* button to login.



3. The webpage which show the GIF images to show you how to add StockTake app to homescreen. Tap the setting icon on top-right corner of google chrome then tap the *Add to Home screen*.



4. Tap *Add* button then tap *ADD AUTOMATICALLY*



5. Tap Home button then user will see StockTake app already add to homescreen.

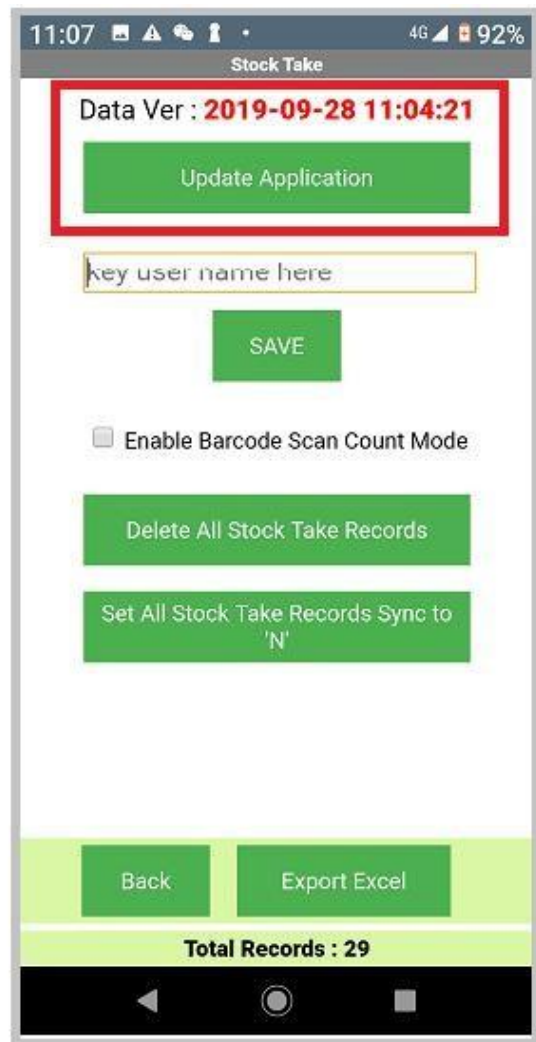
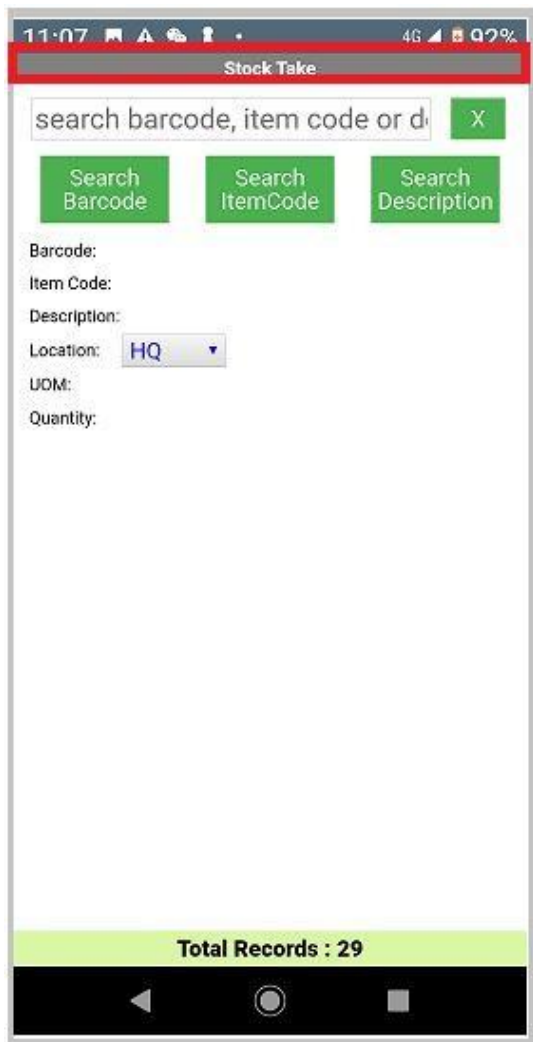
## 6. FrontEnd Smartphone Stock Take Procedure

After StockTake app has been added to homescreen , user can start perform stock take.

A) Checking Stock Take app Application Data Ver



1. Tap the StockTake app shortcut on homecreen to open.



2. The main screen of StockTake app consists of:

\* *Search TextBox* : Key in full or partial Barcode, Item Code or Item Description to search for the stock item (can use barcode scanner for input as well)

\* *Search Barcode / Search ItemCode / Search Description* : After key in some word in Search Box, click either one of three button for searching

\* *Total Records*: Show how many Stock Count records has been saved in this device

3. Before stock take, user need to make sure all applicaton data has been downloaded. Quick double tap the StockTake header bar to enter setting page.

4. User will see the “Data Ver” (Application Data Version). Data Ver should be same with Backend Website setting page one (which is the latest system update datetime include update of stock master & location)

5. If not Data Ver is not same with Backend Website setting, user can tap *Update Application* button to update.

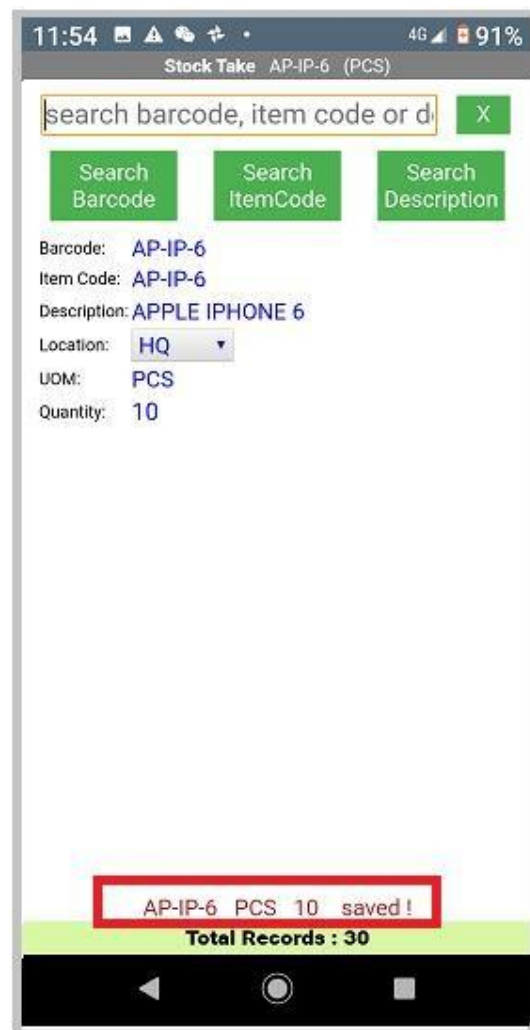
In Setting page, consists of:

- \* User Name TextBox : Key in stock take operator user name which will be sync to Backend Website after stock take completed. So user will know who done the job. (Need click **SAVE** button to save the name.)
- \* *Enable Barcode Scan Count Mode* : Use barcode scanner to scan same barcode, count quantity will become add one.
- \* *Delete All Stock Take Records*: Delete all stock take records which saved in this device. (unable to undo)
- \* *Set All Stock Take Records Sync to 'N'* : Set all stock take records sync status in this device become 'N' (No), so users can sync the same stock take records to Backend Website again. (User need to be careful for duplicate records in Backend Website)
- \* *Export Excel* : User can export all stock take records to .CSV file. User may transfer that file using Bluetooth, email, cable or other methods.

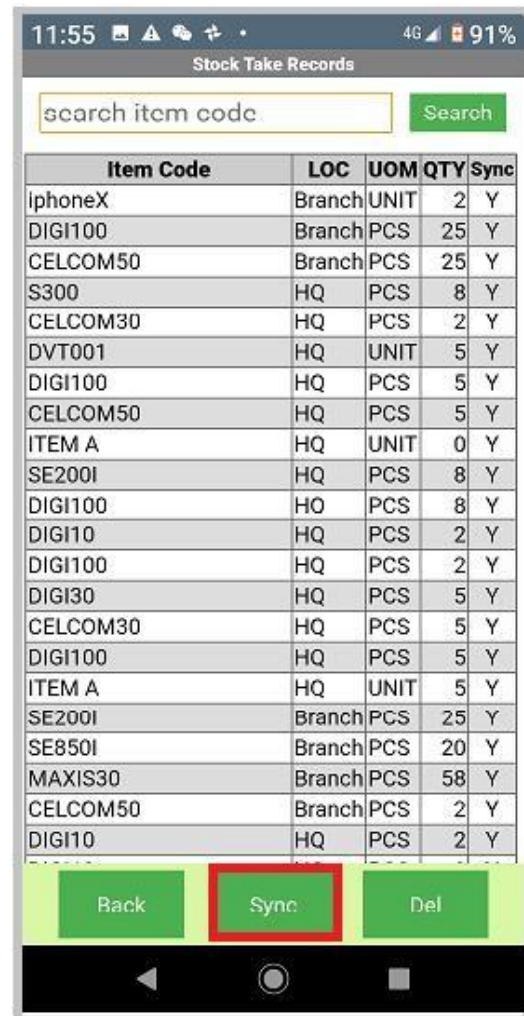
## B) Perform Stock Take with StockTake App



1. User have to select the Location for Stock take before save the record.
  2. Key in the search keyword (such as full or partial item code, barcode or description) inside Search TextBox then tap either *Search Barcode*, *Search ItemCode* or *Search Description* button to search.
  3. Besides searching keyword, another convenient way is using barcode scanner to scan the stock item barcode. User may use Bluetooth barcode scanner to connect with their smartphone. If user using cable barcode scanner, their may purchase OTG cable to connect with it.
  4. If search result is more than one, user need scroll the result list and quick double tap to select the correct Stock Item. (multi uom will generate multiple result line, need select one of them)
- \* *Quantity* : After Stock Item has been selected, Quantity calculator will appear, user can direct key in the counted quantity or using formula such as  $10 + 20 =$  to get the quantity.
  - \* *Use Qty* : After finalized the counted quantity, click *Use Qty* to confirm.
  - \* *C* = Clear the quantity

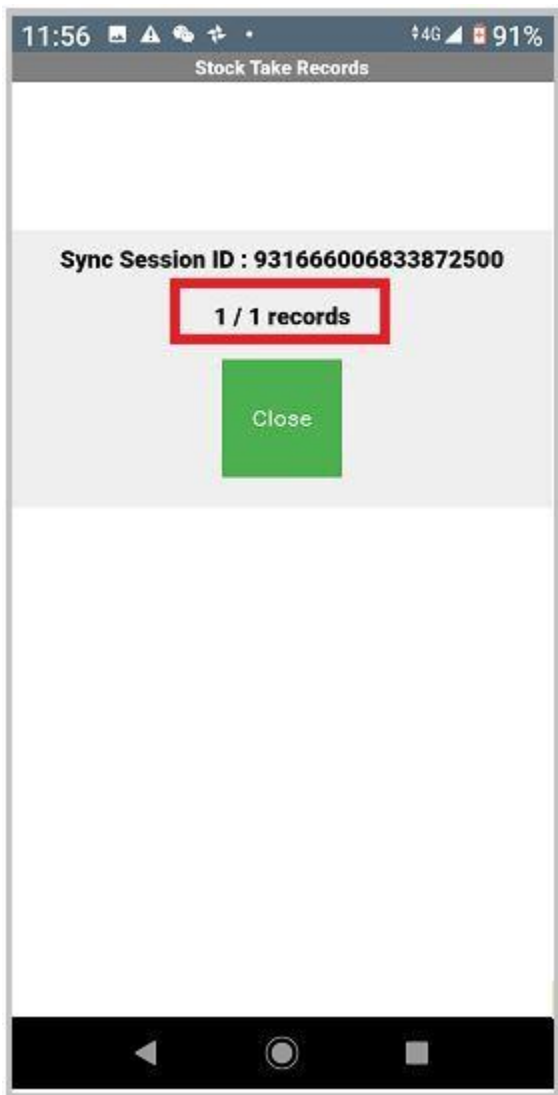


5. Tap the *Save* button to save the record.
6. ItemCode with UOM and quantity saved message will displayed and *Total Records* quantity will be added.
7. User may proceed stock take for another stock item.



8. After Stock Take completed, user may quick double tap *Total Records* bar to enter *Stock Take Records* page.
9. Inside *Stock Take Records* page, consists of :
  - \* *Search TextBox* : User may filter the records by enter full or partial item code then tap *Search* button
  - \* *Back* : Go back to Stock Count main page
  - \* *Sync* : Click the *Sync* button in order to sync the Stock Take records inside this device to Web Portal Backend. (only status 'N' will be synced)
  - \* *Del* : Quick double tap to highlight one of the Stock Take record (background color will become pink) then tap the *Del* button to delete it.

10. After confirm stock take records correct, user can tap the *sync* button to start synchronize the stock take result to Backend website.



11. During the Sync process, the device must require internet connection in order to connect Backend website. The number of synced records will be added to indicate the progress status. When sync completed, user may tap *Close* button.

12. If the sync process got error, the error message will be shown.

Typically examples of error message include:

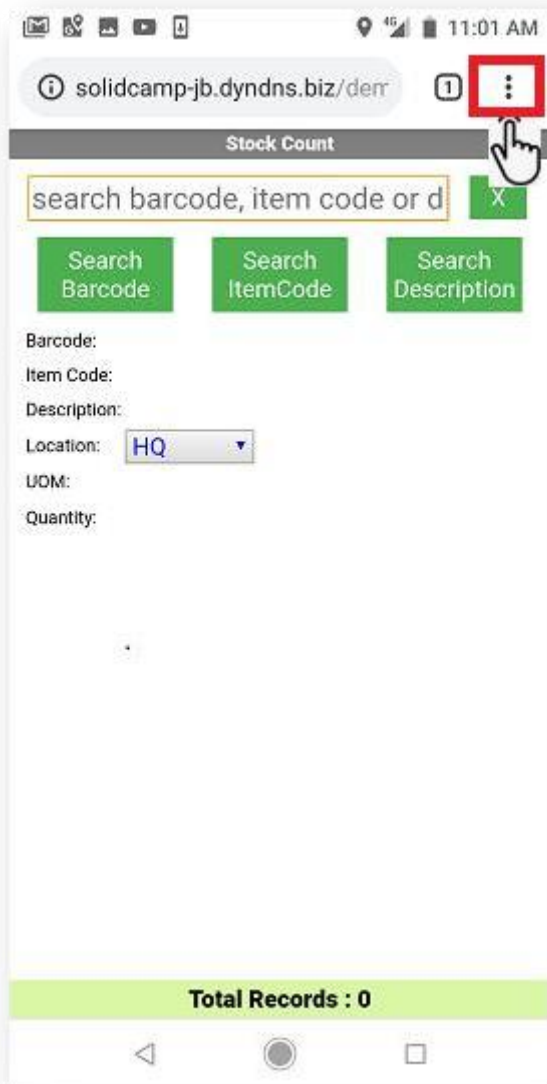
*I) Subscription expired on xxxx-xx-xx ! Not allowed sync. Please renew subscription*

*II) Location: xx is Not Active or Not Existed ! Please check backend setting*

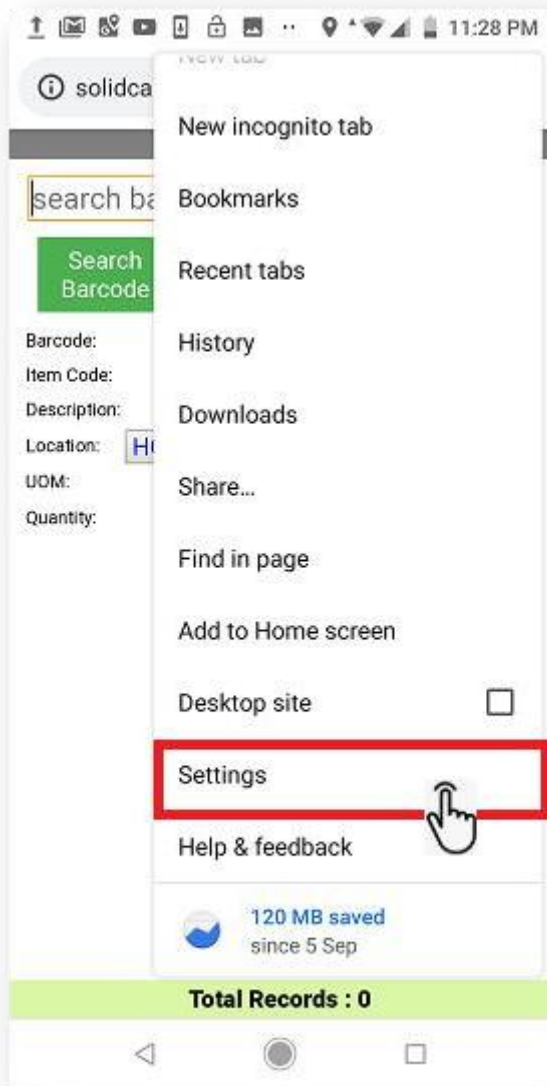
*III) Stock Take record count date not between FromDate and ToDate for Location: xx Please check backend setting*

### C) Reset StockTake app

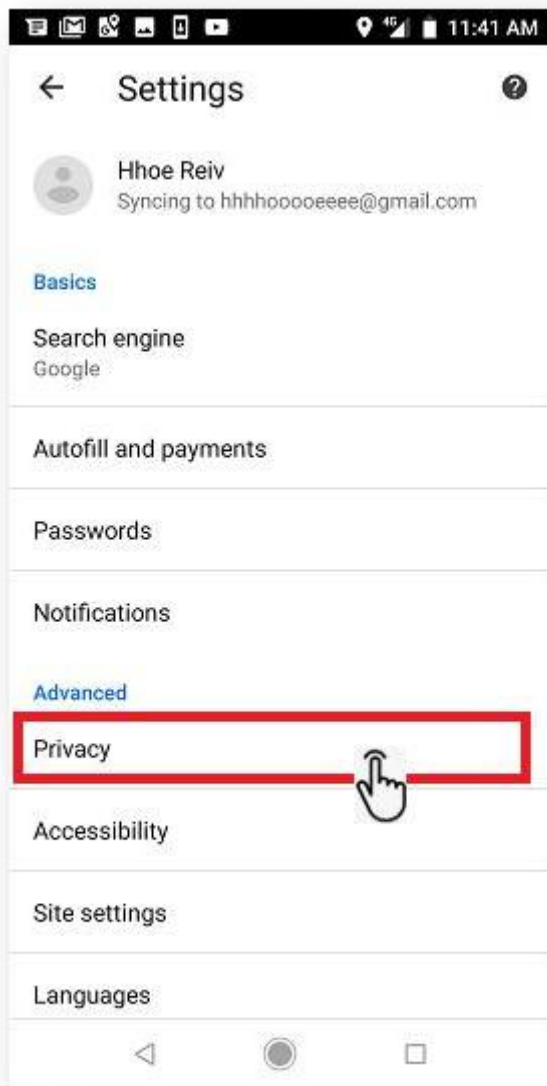
1. User may encounter problem that cannot search new inserted Stock Item in mobile device even after tap the *Update Application* button or some unexpected errors. User may try delete the caching data of google chrome. Follow steps below:



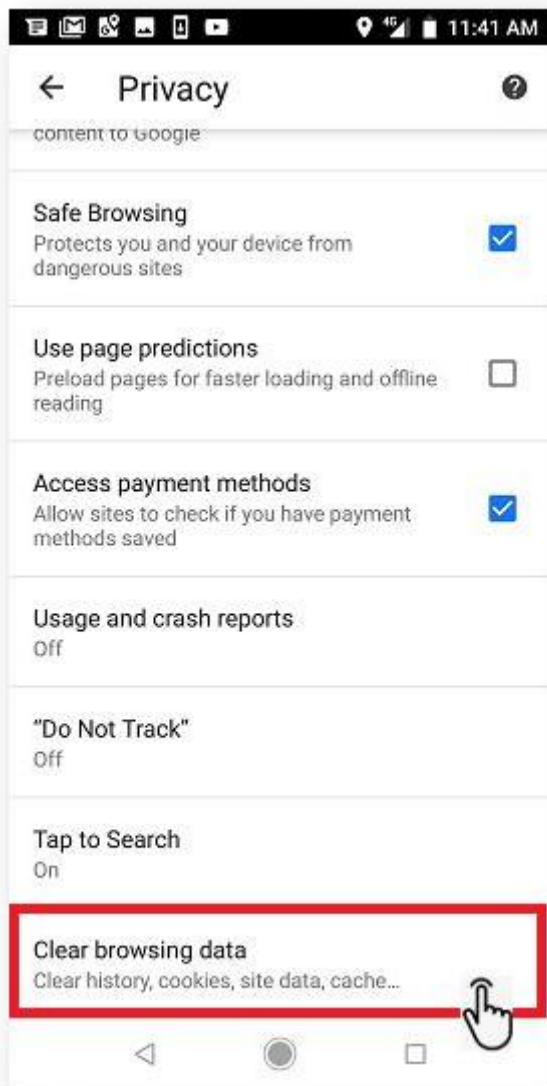
A1. Tap the *three dots setting icon* on top right corner



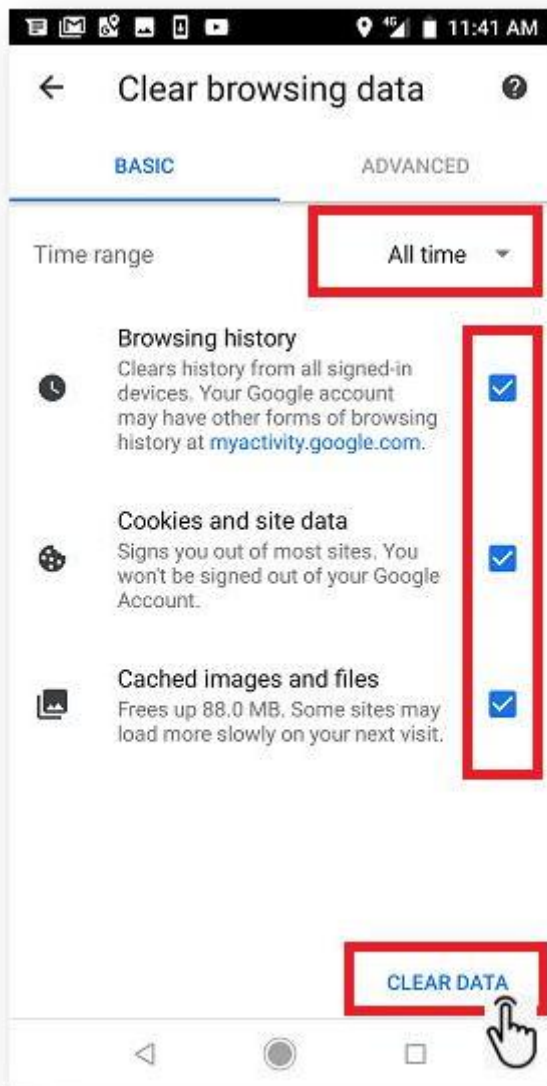
A2. Tap Settings



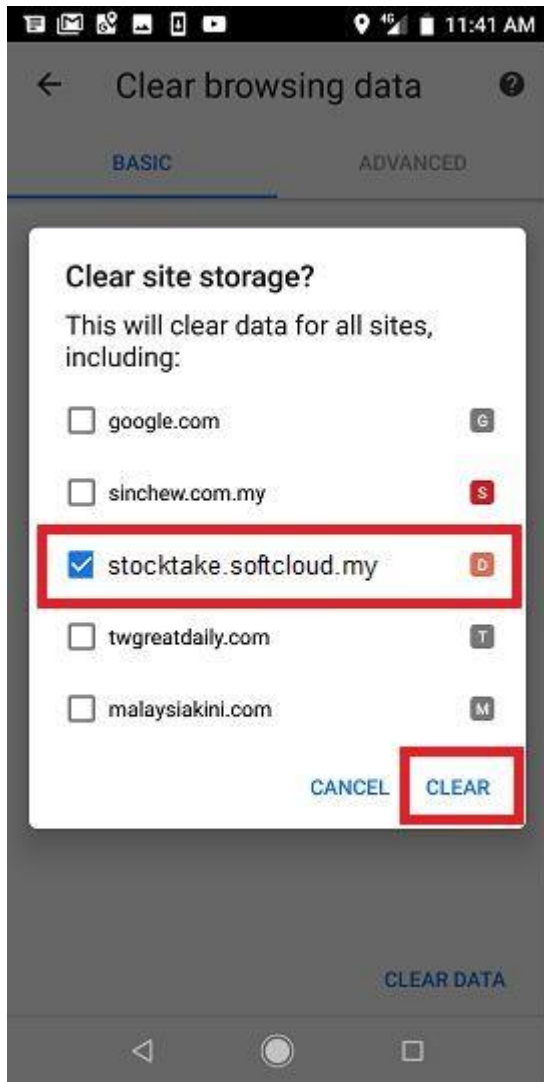
A3. Tap *Privacy*



A4. Tap *Clear browsing data*



A5. Select *Time Range*: All time and tick all for *Browsing history*, *Cookies and site data* & *Cached images and files*. Tap *CLEAR DATA*



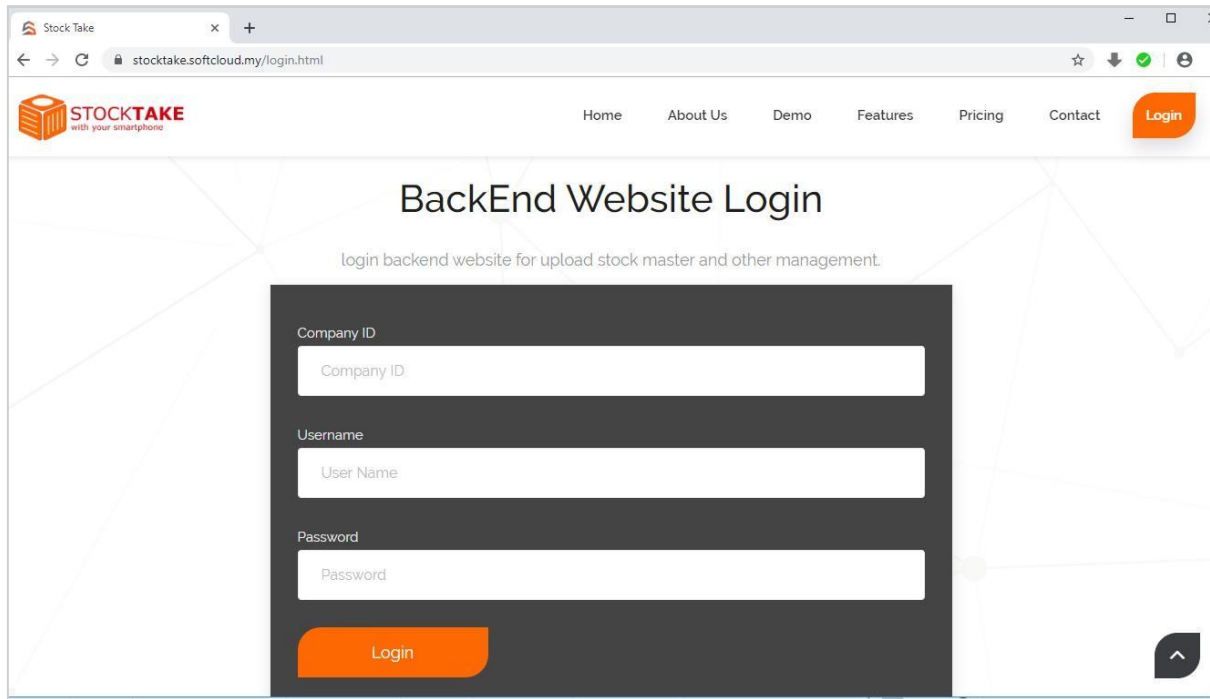
A6. Tick only *stocktake.nuavs.com* then tap *CLEAR*. Wait until clearing process done.

A7. User go back to setting page and tap the *Update Application* button to re-download the Stock Item Master data again.

## 7. View, Consolidate, Manage & Export Stock Take Result

After stock take results have been synced back to Backend Website, user may adjust, consolidate the results. Users may export result to excel files as well.

### A) View Stock Take Records



The screenshot shows a web browser window with the URL [stocktake.softcloud.my/login.html](https://stocktake.softcloud.my/login.html). The page features the Stock Take logo (with the tagline 'with your smartphone') and a navigation menu with links for Home, About Us, Demo, Features, Pricing, and Contact. A prominent orange 'Login' button is located in the top right corner. The main content area is titled 'BackEnd Website Login' and includes a subtitle: 'login backend website for upload stock master and other management.' The login form is a dark grey box with three white input fields: 'Company ID', 'Username', and 'Password'. Below these fields is an orange 'Login' button. A small upward arrow icon is visible in the bottom right corner of the form area.

1. Login website URL: <https://stocktake.nuwavs.com/login.html>

2. Scroll to BackEnd Website Login, Key in Company ID, Username & Password (user will be assigned Company ID, Username & Password after subscribed)

\* For demo purpose, may key in

Company ID: *demo*

Username: *admin*

Password: *admin*

3. Click *Login* button to login.

**Stock Take Backend** ⚙️ 🔌

Upload Stock Master
Upload Stock Balance
View Stock Take Records
Generate Stock Adjustment

Group By: View Raw Data Only | Sort By: Count Date (desc)

Filter By: Location: No filter | Count Date From: No filter | To: No filter | CountBy: No filter | Adjust Date: No filter

Generate Export Excel Add New Record Set Adjust Date Delete Selected Records

No.	Location	Item Code	UOM	Description	Quantity	Barcode	Count Date	CountBy	Adjust Date	Delete
1	HQ	AP-IP-6	PCS	APPLE IPHONE 6	10.00	AP-IP-6	2019-09-30 11:54:42		2019-09-30	X
2	HQ	DVT001	UNIT		80.00		2019-09-27 12:02:31		2019-09-27	X
3	HQ	DIGI10	PCS		78.00		2019-09-27 12:02:24		2019-09-27	X
4	Branch	ME2	PCS		8.00		2019-09-27 12:02:15		2019-09-27	X
5	Branch	CELCOM30	PCS	CELCOM RELOAD CARD RM30	25.00	CELCOM30	2019-09-27 12:02:05		2019-09-27	X
6	KT	CELCOM50	PCS		2.00		2019-09-27 12:01:43		2019-09-27	X
7	KT	SE550I	PCS		6.00		2019-09-27 11:57:57		2019-09-27	X
8	KT	SE550I	PCS		6.00		2019-09-27 11:57:57		2019-09-27	X
9	KT	SE550I	PCS		6.00		2019-09-27 11:57:57		2019-09-27	X
10	HQ	DIGI10	PCS		8.00		2019-09-27 11:57:45		2019-09-27	X

4. Click *View Stock Take Records*, select *Location* and select available *Count Date* date range, then click *Generate* button to show the Stock take records.

In View Stock Take Records, consists of:

\* *Group By* : i. View Raw Data Only (exactly same with users sync data) \**default*

ii. Group By Location, Item Code, UOM & Adjust Date

\* *Sort By* : i. Item Code

ii. Description

iii. Location

iv. CountBy

v. Quantity

vi. Count Date (asc)

vii. Count Date (desc) \**default*

Viii. Adjust Date

\* *Count Date From/To* : Date when user perform stock take (the moment when user save the record)

\* *Adjust Date* : Normally Adjust Date is same with Count Date (the datetime when user save the Stock Count record in mobile device). But user can set different Adjust Date for compare and generate Stock Adjustment purpose.

\* *Export Excel* : can export Stock Take Records to excel file

\* *Add New Record* : Besides sync from mobile device, user can add new stock take record in Backend Website directly.

\* *Set Adjust Date* : Tick checkbox for selected Stock Count records, then click *Set Adjust Date* button to set new Adjust Date. 3 options are available

X

2018-10-06

Set selected records Adjust Date become date above

*Or*

Set selected records Adjust Date become Latest for Same Item Code within Count Date period

example:

- 1) item code:itemA, count date:2017-02-20
- 2) item code:itemA, count date:2017-02-22
- 3) item code:itemB, count date:2017-02-24

result: 2 rows itemA adjust date become:2017-02-22 & 1 row itemB adjust date remain:2017-02-24

*Or*

Reset selected records Adjust Date become original Count Date

I) Set selected records Adjust Date become date above

II) Set selected records Adjust Date become Latest for Same Item Code within Count Date period

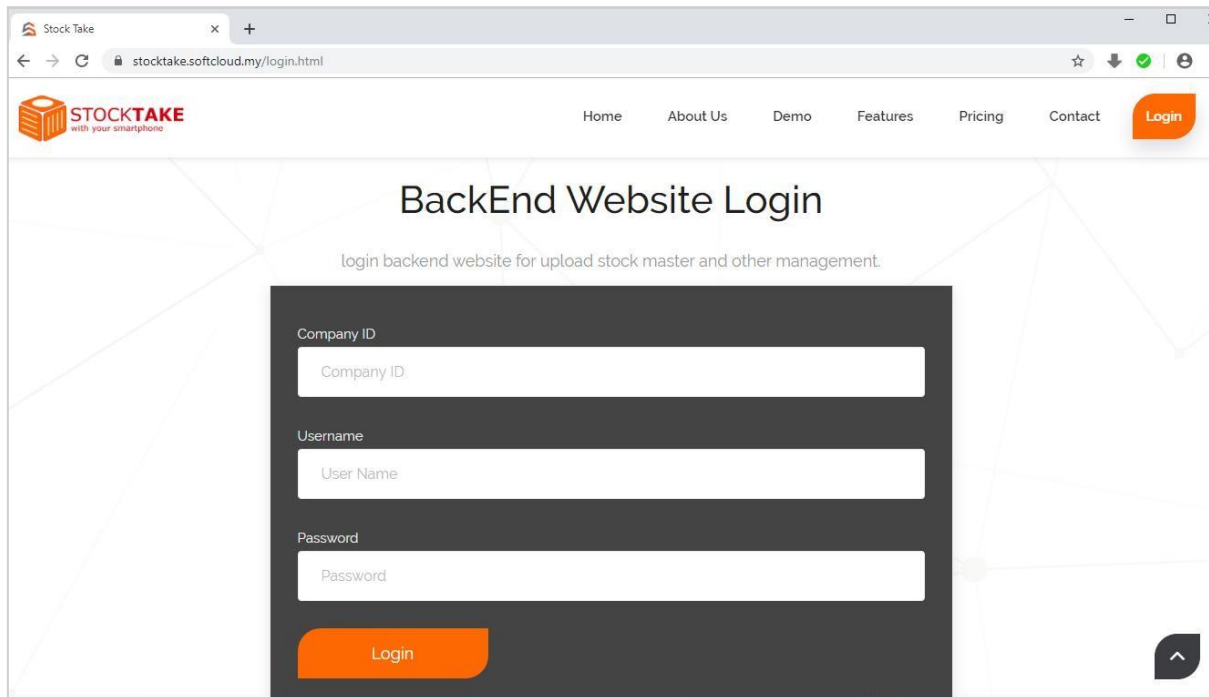
III) Reset selected records Adjust Date become original Count Date.

\* Set Adjust Date is useful in scenario when stock take took more than 1 day to complete. User can treat maybe 2 or 3 days stock take results become 1 day result, so user can compare the stock take result with certain 1 day of system stock balance in order to generate the stock adjustment. (quantity differences)

## 8. Stock Adjustment (compare with stock balance)

After stock take completed, user may upload their own system stock balance into Backend website. Backend website may compare the stock different quantity and generate the stock quantities that need to be adjusted. Users may export adjustment to excel files as well.

### A) Generate Stock Adjustment

A screenshot of a web browser showing the login page for the Stock Take Backend Website. The browser's address bar displays 'stocktake.softcloud.my/login.html'. The page features a navigation menu with links for Home, About Us, Demo, Features, Pricing, and Contact, along with a 'Login' button. The main heading is 'BackEnd Website Login', followed by the subtext 'login backend website for upload stock master and other management.'. The login form is a dark grey box containing three input fields: 'Company ID' (with 'Company ID' as a placeholder), 'Username' (with 'User Name' as a placeholder), and 'Password' (with 'Password' as a placeholder). An orange 'Login' button is positioned at the bottom of the form. A small upward-pointing arrow icon is visible in the bottom right corner of the form area.

1. Login website URL: <https://stocktake.nuwavs.com/login.html>

2. Scroll to BackEnd Website Login, Key in Company ID, Username & Password (user will be assigned Company ID, Username & Password after subscribed)

\* For demo purpose, may key in

Company ID: *demo*

Username: *admin*

Password: *admin*

3. Click *Login* button to login.

No1.	Item Code	UOM	Description	Barcode	Balance Qty	Count Qty	Adjust Qty
1	A'B"C+D&E	PCS	TEST	017827	0.00	0.00	0.00
2	AP-IP-6	PCS	APPLE IPHONE 6	AP-IP-6	0.00	10.00	10.00
3	B./?;:"{} Z	PCS	TEST3	54636	0.00	0.00	0.00
4	B~!@#\$%^&*()_-+=C	PCS	TEST2	0830180	0.00	0.00	0.00
5	CELCOM30	PCS	CELCOM RELOAD CARD RM30	CELCOM30	0.00	0.00	0.00

4. Click *Generate Stock Adjustment*, select *Location* and *Stock Adjust Date*. Click *Generate* button to see comparison result. (Adjust Qty = Count Qty - Balance Qty)

\* *Base On* :

I) Stock Take Records (only show item codes that existed in stock take)

II) Stock Master Records (show all item codes that existed in stock master)

III) Stock Master Records Not Include In Stock Take (only show item codes that existed in stock master but do not existed in stock take. *\*filter out that item codes that might miss the stock take*)

\* *Filter* : i. Show All Records

ii. Show Adjust Qty is not '0' only

iii. Show Balance Qty is not '0' only

iv. Show Balance Qty = Count Qty only

\* *Sort By* : i. Item Code

ii. Description

iii. Balance Qty

iv. Count Qty

v. Adjust Qty

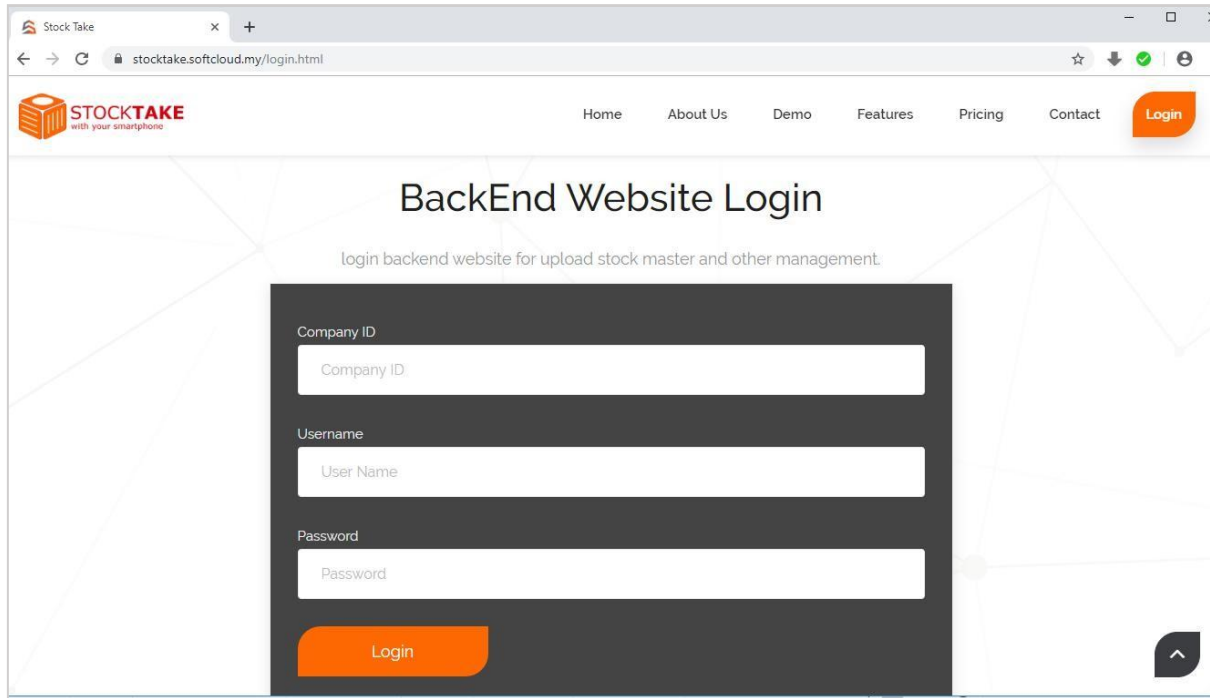
\* *Search Stock Master Not Include In Stock Take Adjust Date period* : Similar with Base On Stock Master Records Not Include In Stock Take, difference is stock take records can select adjust date period not stick to one adjust date.

5. User can click *Export Excel* button to export result to excel file.

## 8A. Stock Adjustment (compare with stock balance) For AutoCount Accounting Program User

After stock take completed, user may upload their own system stock balance into Backend website. Backend website may compare the stock different quantity and generate the stock quantities that need to be adjusted. AutoCount Accounting program users can export adjustment excel file then copy paste into AutoCount Stock Adjustment document.

### A) Generate Stock Adjustment



1. Login website URL: <https://stocktake.nuwavs.com/login.html>
2. Scroll to BackEnd Website Login, Key in Company ID, Username & Password (user will be assigned Company ID, Username & Password after subscribed)

\* For demo purpose, may key in

Company ID: *demo*

Username: *admin*

Password: *admin*

3. Click *Login* button to login.

**Stock Take Backend** ⚙️ ⏻

[Upload Stock Master](#)  
 [Upload Stock Balance](#)  
 [View Stock Take Records](#)  
[Generate Stock Adjustment](#)

Location:   
 Stock Adjust Date:   
 Base On:   
 Filter:   
 Sort By:

Generate  
Export Excel  
Search Stock Master Not Include In Stock Take Adjust Date period

No1.	Item Code	UOM	Description	Barcode	Balance Qty	Count Qty	Adjust Qty
1	A'B"C+D&E	PCS	TEST	017827	0.00	0.00	0.00
2	AP-IP-6	PCS	APPLE IPHONE 6	AP-IP-6	0.00	10.00	10.00
3	B./?;:"{} Z	PCS	TEST3	54636	0.00	0.00	0.00
4	B~!@#\$\$%^&*()_-+=C	PCS	TEST2	0830180	0.00	0.00	0.00
5	CELCOM30	PCS	CELCOM RELOAD CARD RM30	CELCOM30	0.00	0.00	0.00

4. Click *Generate Stock Adjustment*, select *Location* and *Stock Adjust Date*. Click *Generate* button to see comparison result. (Adjust Qty = Count Qty - Balance Qty)

\* *Base On* :

IV) Stock Take Records (only show item codes that existed in stock take)

V) Stock Master Records (show all item codes that existed in stock master)

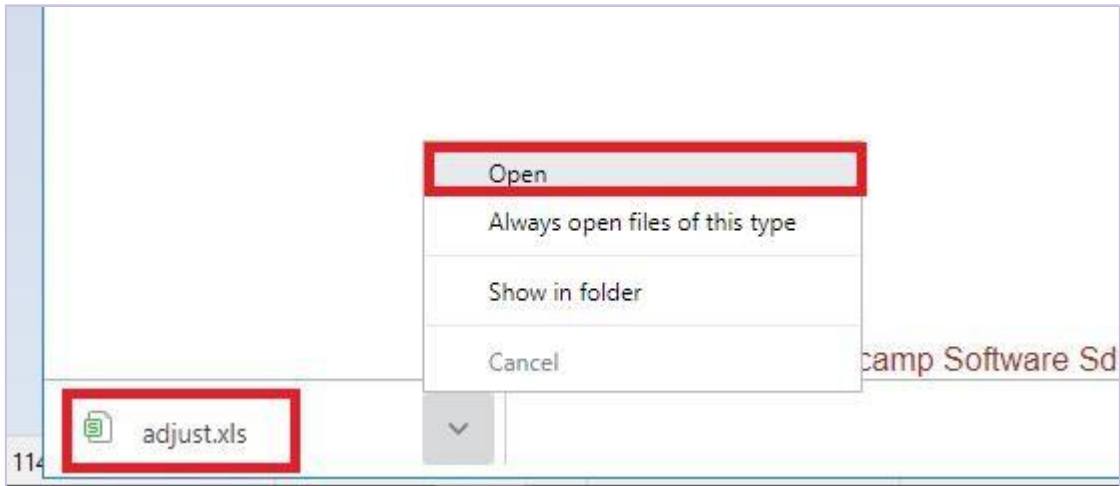
VI) Stock Master Records Not Include In Stock Take (only show item codes that existed in stock master but do not existed in stock take. *\*filter out that item codes that might miss the stock take*)

- \* *Filter* :
- i. Show All Records
  - ii. Show Adjust Qty is not '0' only
  - iii. Show Balance Qty is not '0' only
  - iv. Show Balance Qty = Count Qty only

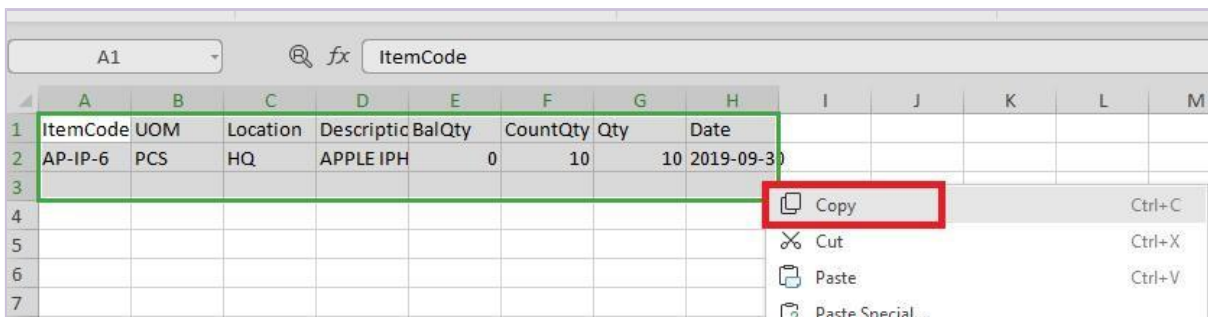
- \* *Sort By* :
- i. Item Code
  - ii. Description
  - iii. Balance Qty
  - iv. Count Qty
  - V. Adjust Qty

\* *Search Stock Master Not Include In Stock Take Adjust Date period* : Similar with Base On Stock Master Records Not Include In Stock Take, difference is stock take records can select adjust date period not stick to one adjust date.

5. User can click *Export Excel* button to export result to excel file.



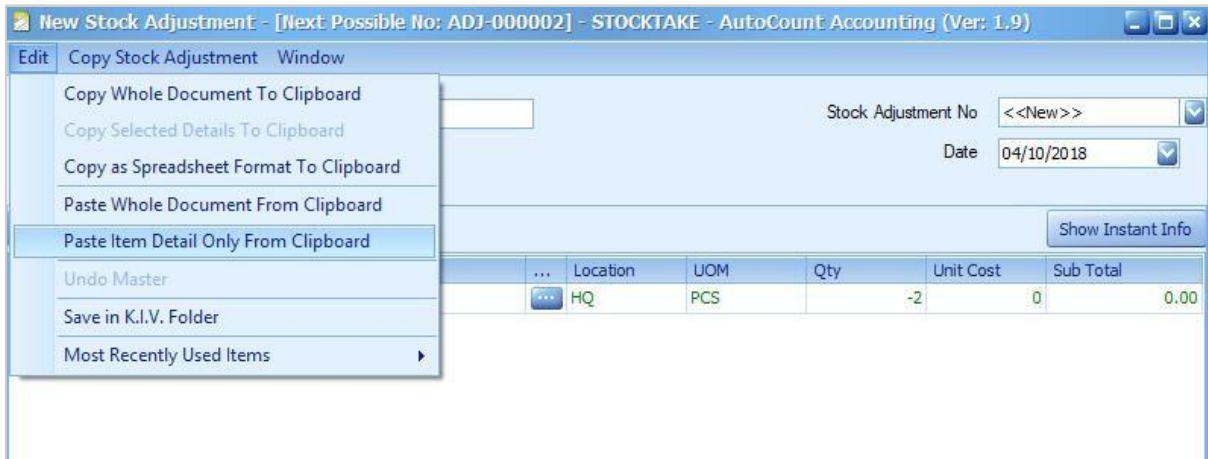
6. Excel file named “adjust.xls” will be downloaded. Click the downward arrow icon and select *Open* to open with excel program.



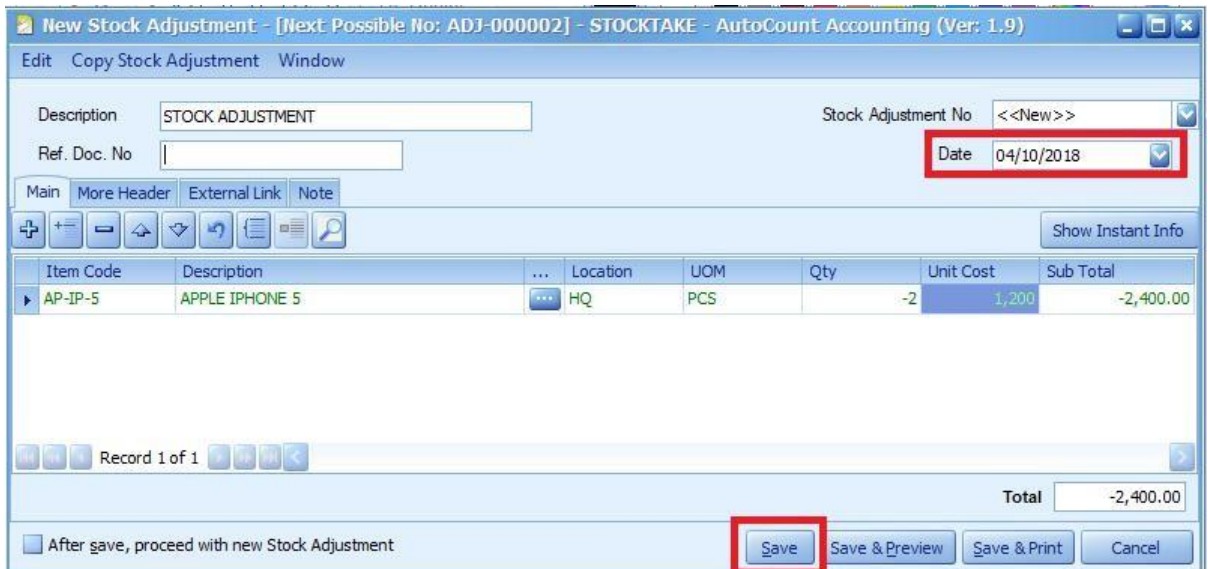
7. After open, highlight all data includes header row then click Ctrl+C or mouse right click and select *Copy*.



8. Open AutoCount Accounting, goto Stock, Stock Adjustment. Click *Create a new Stock Adjustment*



9. Goto *Edit*, select *Paste Item Detail Only From Clipboard*



10. Stock Take adjustment records will be pasted into *New Stock Adjustment*. Set correct document *Date* then click *Save* button. AutoCount Accounting will adjust stock quantity accordingly.

*End*