

# Complete a Spot Check

To start a Spot Check, navigate to the Spot Check tab on the left hand side of the page. When this opens, click the 'Start Spot Check' button in the top right hand corner. This will bring up the following menu;

## Create Stock Audit

Stock Title

Stock Group

Beverage ▼

Previous Audit

January Stock - Jan 30, 2020 ▼

Start Date

2020-01-30

End Date

2020-03-01

Fill in the relevant information for the site and click on 'Start Spot Check'.

When the Spot Check is created, it will show in the 'Open Spot Checks' area, follow the normal stock taking procedures to continue with the spot check.

### Open Spot Checks

Stock Group	Title	Outlet	Start Date	End Date	Action
Beverage	test	Cellar	Feb 1, 2020	Mar 24, 2021	   

When the spot check is completed and reviewed, you are able to Lock the spot check. This will set the basis for any future spot checks.

# Stock Audit For Cellar

Start Date: Feb 1, 2020

End Date: Mar 24, 2021

Period Length: 417 days

Lock Check



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