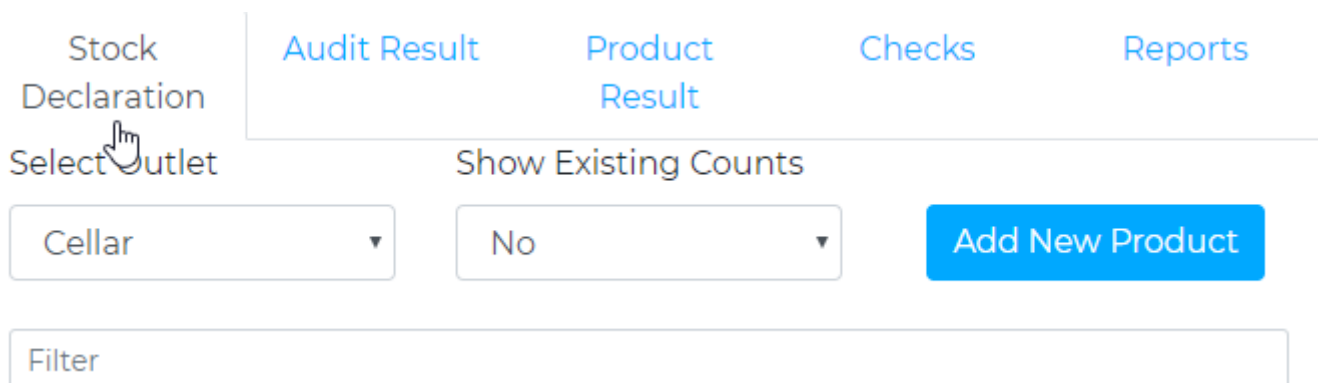


# Importing Completed Countsheets

Once the count has been completed and all counts are totaled on the Excel file, navigate back to the Stock Audit Screen. The link below the 'Export Count Sheets' link is called 'Import Count Sheets'. When this has been selected, a pop up will appear. Use the 'choose file' option to upload your completed file. The upload type can be changed from 'Appending to Existing Counts' (If you want to add to counts) to 'Reset All Counts' (to enter fully new counts).

If you wish to enter the count via the online platform as opposed to using count sheets, you can do this via the 'View Stock' icon. From here you will be able to click on the 'Stock Declaration' tab at the top of the screen.



The screenshot shows a web interface for 'Stock Declaration'. At the top, there are five tabs: 'Stock Declaration' (which is active and highlighted with a hand cursor), 'Audit Result', 'Product Result', 'Checks', and 'Reports'. Below the tabs, there is a section titled 'Select Outlet' with a dropdown menu currently showing 'Cellar'. To the right of this is a section titled 'Show Existing Counts' with a dropdown menu currently showing 'No'. Further right is a blue button labeled 'Add New Product'. At the bottom of the form is a search bar labeled 'Filter'.

This will open all items within the outlet. From here you are able to choose the outlet, search for a product and add new products to the outlet.

Change Outlet

Stock Declaration

Select Outlet

Cellar

Search Product

Audit Result

Product Result

Show Existing Counts

No

jack|

Add New Product to Outlet

Checks

Reports

Add New Product

Category	Product	Size	Count	Total Count
Whisky	Jack Daniels	70cl	Count	0
Whisky	Jack Daniels Honey	70cl	Count	0

Save Counts

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