



# User Guide - mSupply Mobile

## 8. Stocktakes (General)

mSupply Mobile will automatically keep track of your stock levels for you, as you receive stock and give it out.

But sometimes data gets entered incorrectly or stock goes out without anyone making an entry in the system.

Of course, we try not to let that happen BUT, if it does happen, we can make corrections. The easiest way to correct mistakes is to do a **Stocktake**.

With mSupply Mobile, you can easily do a stocktake for:

- The **full inventory**; or
- A **limited range of items** (such as all your anti-malarials); or
- A **single item** (if you notice that the quantity on your shelves is wrong)

### Stocktakes

You should already be doing stocktakes with your current ordering systems.



Stocktakes are a very important way to ensure that the orders we are placing are accurate and that the stock will be correct if anyone checks!

Ideally, you should be doing a physical stocktake of each item **EVERY** time you place a main order but this depends on your local policies and procedures (and it may not be possible in larger facilities).

Let's learn how to do a stocktake... Using mSupply Mobile makes doing stocktake a lot easier than before!

## 1. Click on Stocktakes



This brings up a list of all your previous stocktakes.

The description of each stocktake will be shown, with its **Date** and **Status**.

There are two stocktake statuses: **In Progress** (current) and **Finalised** (past).

An **In Progress** stocktake is one you are still working on. If you want to keep working on an In Progress stocktake, double click on it.

### **In Progress stocktakes**

**In Progress** stocktakes are the stocktakes you are still working on and haven't finalised.



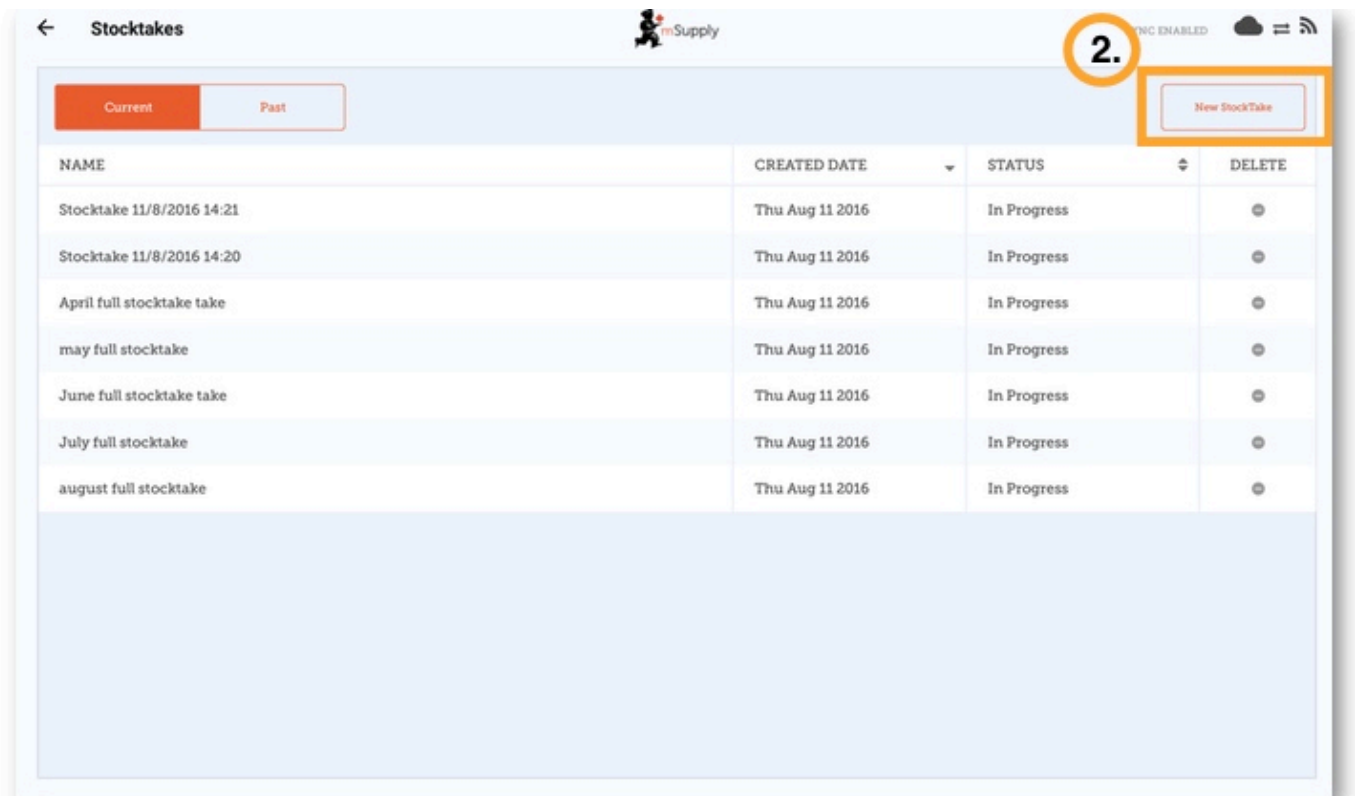
We **strongly** recommend only having one In Progress stocktake at any time. This will prevent mistakes when moving between them.

**Finalise or delete old stocktakes before starting new**



Let's start a new stocktake now...

## 2. Click on New Stocktake



## 3. Select the items you wish to count

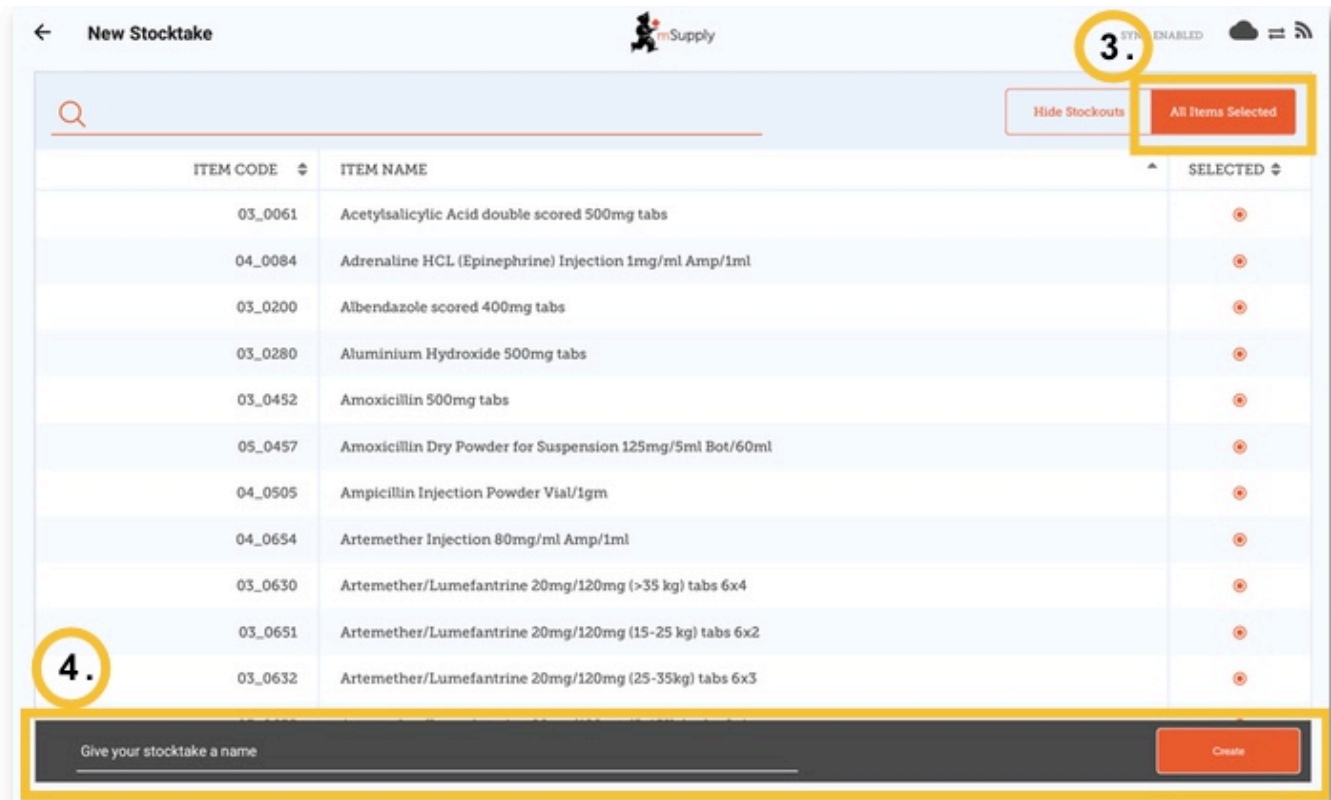
Select items by highlighting them in the far right **Selected** column.

If you want to include every item or most items, click **All Items Selected**.

## 4. Give your stocktake a logical name

For example, 'April Full Stocktake'.

Then click **Create**.



## 5. This will bring up the Stocktake Editor

This lists each item, its **Snapshot Quantity** and its **Actual Quantity** (from the physical count).

The **Snapshot Quantity** is what the system THINKS you have. If it is correct (when compared with your physical count), you don't need to do anything!

The **Actual Quantity** is what you have actually counted. You can change this by clicking in that column and typing in the correct quantity.

## 6. For each item, compare your physical count with the Snapshot Quantity

Update incorrect item quantities by clicking in the **Actual Quantity** column.

If you change the amount of stock you have in the **Actual Quantity** column, this variation will now show in in the **Difference** column.

This can take some time but remember - if the Snapshot Quantity is correct, you don't need to do anything!

Stocktake 25/10/2016 12:09

msSupply

7. FINALISE ✓

6. Manage Stocktake

| ITEM CODE | ITEM NAME                               | SNAPSHOT QUANTITY | ACTUAL QUANTITY | DIFFERENCE |
|-----------|---|-------------------|-----------------|------------|
| ace250t   | Acetazolamide 250mg tab                 | 9500              | 9480            | -20        |
| ace100t   | Acetylsalicylic acid 100mg tab          | 30                | No change       | 0          |
| ace300t   | Acetylsalicylic acid 300mg tab          | 0                 | No change       | 0          |
| aci200t   | Aciclovir 200mg tab                     | 7650              | No change       | 0          |
| aci250t   | Aciclovir sodium 250mg inj              | 100               | No change       | 0          |
| alb400t   | Albendazole tab 400mg                   | 300               | No change       | 0          |
| alb25i    | Albumin, human injectable sol, 25%      | 500               | No change       | 0          |
| abl5i     | Albumin, human injectable sol, 5%       | 5000              | No change       | 0          |
| alci10    | Alcuronium chl 10mg/2ml inj             | 5000              | No change       | 0          |
| all100t   | Allopurinol 100mg tab                   | 2000              | No change       | 0          |
| alu13s    | Aluminium diacetate solution, 13%       | 9000              | No change       | 0          |
| alu500s   | Aluminium hydroxide 320mg/5ml oral susp | 9950              | No change       | 0          |
| alu500t   | Aluminium hydroxide 500mg tab           | 420               | No change       | 0          |

### 7. When you are finished...

Click **Finalise**.



This will update all your stock levels to match the quantities you have entered in the **Actual Quantity** column.

Like always with mSupply Mobile, you don't need to be connected to the internet to do this - the information will sync in the background when internet becomes available.

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