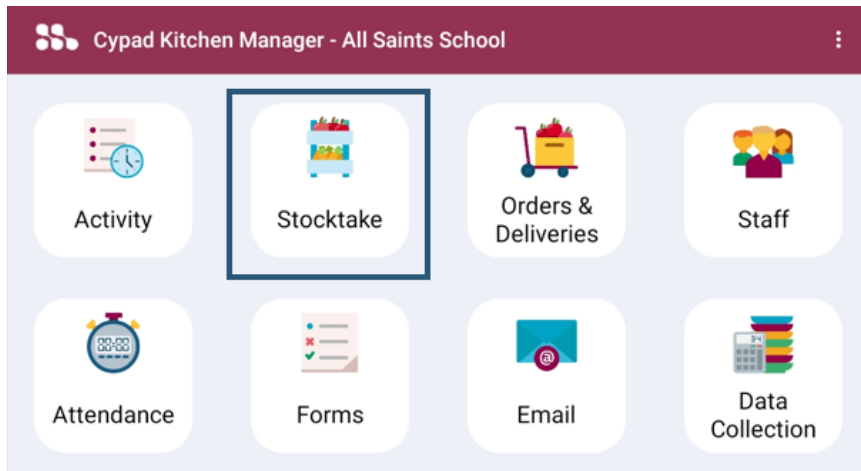# How to perform a stocktake
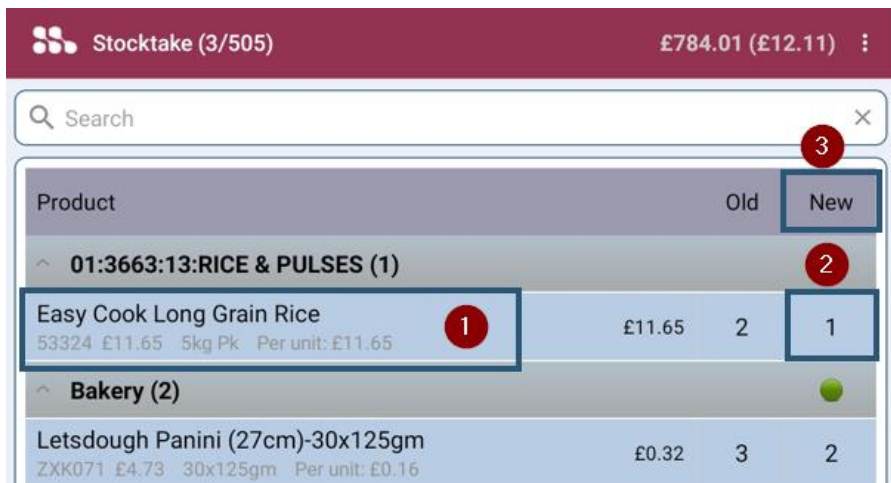
Quick reference sheet

1. Press the '**Stocktake' app** on the home screen

2. Next to each stock item **[1]** press cell **[2]** in the **new** column **[3]**
3. Type in the **quantity** in stock and press **'ok'.**

4. Press on **categories names** (in grey boxes) to close one category and see the next one

5. Press **three dots [⋮]**

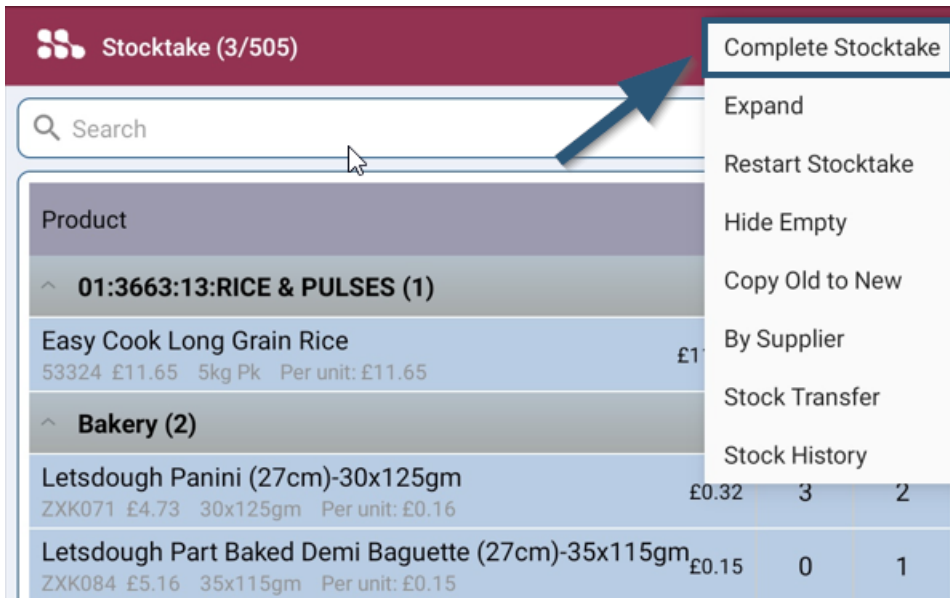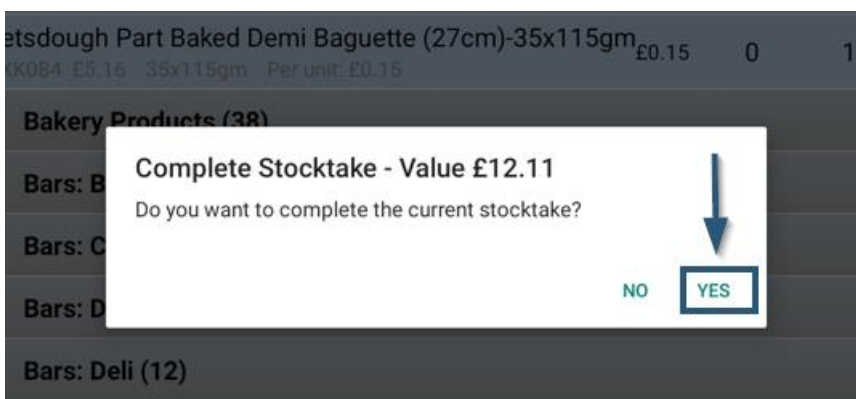6. Press '**Complete Stocktake'** to record information in the Cypad system**.**

7. Check details and press **'Yes'.**

For further information, please visit the Cypad support page by clicking **here**

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