

# Perform a stocktake

Last Modified on 10/02/2025 2:10 pm AEDT

Perform a stocktake using Zedmed Stock Management's dedicated stocktake screen. Enter your stock count results for each product, produce a stocktake report then use the Finalise button to automatically adjust the stock of each product to the correct levels.

To perform a stocktake using Stock Management:

1. Go to Zedmed's **Management** tab.
2. Select **Stock Management**.

The **Stock Management** UI will open in your web browser (Chrome).

3. Select **Stocktake** on the left menu.
4. Select **Start Stocktake**.

The stocktake screen will open with a list of all products, current stock and entry fields for the stock count.

5. Follow the practice's stocktake process and count the products.

Considerations:

- Products with batch numbers should be counted per batch.
- Count products in groups based on the **Actual Count** field.
- Sub-products like doses in a vial are supported and counted.
- 0 stock will show if there's been a stock adjustment for the item, and will still show in case there's unrecorded stock.

6. Add the counts into the fields provided.

Stock counts must be entered for all products. You won't be able to finalise the stocktake if there are empty **Actual Count** fields.

7. Select **Print** if you want to print the report, or select the download icon on the print page to save it as a PDF.
8. Select **Finalise** when you're ready to finalize the stocktake.

This will adjust your stock levels to match the actual stock and cannot be undone.

9. Select **Continue** to confirm.

You will now go back to the Stock Management screen and all stock will reflect the correct stock levels from the count.

Any adjustments to the products will be reflected in the products **Stock History** tab as **Reason - Stocktake**.

To view a product's history, select it to open the **Edit Product** screen and select the **Stock History** tab.

Stock Management		FINALISE PRINT LOGOUT				
Branch 1		Product Name				
		Batch Number	Expiry Date	Serial Number	Current Stock	Actual Count
		Bandages - Compression Bandage			0	
	Products	43523634	30/09/2022		0	<input type="text"/>
		Dressings and Wound Management - Burn Dressing 10x10cm			13	
	Suppliers					
	Stocktake	31242345	31/07/2023		8	<input type="text"/>
		Gloves - Glove Latex Sterile #6 (Box 50)			2	
	Movement	453246534256456	31/12/2023		5	<input type="text"/>
		Gloves - Glove Sterile #7 (Box 50)			2	
			01/02/2024		2	<input type="text"/>
		Gloves - Glove Sterile #7 (Box 50)			8	
			30/04/2022		8	<input type="text"/>
		Miscellaneous - Miscellaneous Consumable			24	
		All stock for product			24	<input type="text"/>
		Scalpels, Blades and Incision - Blade Scalpel #10 (Box 100)			3	
		45345342			3	<input type="text"/>