

## Introduction



The MaQS Stocktake Module allows a store to carry out either a full or partial stocktake with options available for local stocktake rules to be applied.

The requirements that must be met when completing a stocktake are:

- Only one stocktake can be open for an individual store at any one time.
- Stocktake parameters are set using the PC followed by creation of Look-up files which are then received on the Hand Held scanner.

When the stocktake is opened for the first time on a PC a prompt to select the site and store before continuing will be displayed.

A screenshot of a 'Store Selection' dialog box. It features two drop-down menus: 'Site:' and 'Store:'. Below the menus are two buttons: 'Cancel' with a red 'X' icon and 'Save' with a green checkmark icon. The dialog box has a standard Windows-style title bar with minimize, maximize, and close buttons.

Select from the drop down boxes and click save.

From the menu select Stocktake and enter operator credentials.








The Stocktake in Progress form will open and

- Show any stock takes that are currently in progress
- Allow a new stock take to be created.

Stocktake in Progress

Stocktake ID	Stocktake Store	Date	Description	Operator ID	# of Items
1	B test	21/01/2014	Stock Take Test	01	0
2	TEST2	21/01/2014	Stock Take Demo	01	0


The function buttons available on this form are as follows:

 Delete Stocktake	Remove the Highlighted Stocktake.
 New Stocktake	Create a New Stocktake, see <a href="#">New Stocktake</a> to create a new Stocktake.
 Refresh	Update the Stocktake List
 Close	Close and exit
 View/Edit	View or Edit the selected stocktake, see Stocktake


# Creating/setup new stocktake

When creating a new stocktake certain criteria for the stocktake can be selected. PO Groups such as consignment stock can be excluded and there is an option to either update all store stock with the new count, which will require verification of any lot numbers in the store, or update only non-tracked store items can be selected. Either option will still give the actual count on the StockTake Report.

Select Stocktake from the main menu.

1. Select  to create new Stocktake												
2. Select the stocktake location Select Stocktake Store: <input type="text"/>												
3. Type in the description of the stocktake Description: <input type="text"/>												
4. Select the item type to be updated after the stocktake is completed. (Can not be changed once stock take has commenced.) <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"><p>Update Store Stock Quantity For</p><p><input type="checkbox"/> Track Lot Items</p><p><input type="checkbox"/> Non-Track Lot Items</p></div>												
<small>i.e. If Track Lot Items are ticked then the quantity of the tracked store stock item will be updated when finalised and lot numbers for all variances will need to be verified, otherwise quantity remains the same in the store.</small>												
5. Select PO groups to be <b>excluded</b> in the stocktake <div style="border: 1px solid gray; padding: 5px;"><p>Exclude PO Group(s):</p><table><tr><td><input type="checkbox"/> Burns</td><td><input type="checkbox"/> Neuro Surgery</td></tr><tr><td><input type="checkbox"/> Cardio-Thoraic</td><td><input type="checkbox"/> Orthopaedic</td></tr><tr><td><input type="checkbox"/> Ear, Nose &amp; Throat</td><td><input type="checkbox"/> Perfusion</td></tr><tr><td><input type="checkbox"/> Eye</td><td><input type="checkbox"/> Plastic</td></tr><tr><td><input type="checkbox"/> Gastrointestinal</td><td><input type="checkbox"/> Recovery</td></tr><tr><td><input type="checkbox"/> Gynaecology</td><td><input type="checkbox"/> Recovery, Anae, Com, Fluid, Maternity, Station</td></tr></table></div>	<input type="checkbox"/> Burns	<input type="checkbox"/> Neuro Surgery	<input type="checkbox"/> Cardio-Thoraic	<input type="checkbox"/> Orthopaedic	<input type="checkbox"/> Ear, Nose & Throat	<input type="checkbox"/> Perfusion	<input type="checkbox"/> Eye	<input type="checkbox"/> Plastic	<input type="checkbox"/> Gastrointestinal	<input type="checkbox"/> Recovery	<input type="checkbox"/> Gynaecology	<input type="checkbox"/> Recovery, Anae, Com, Fluid, Maternity, Station
<input type="checkbox"/> Burns	<input type="checkbox"/> Neuro Surgery											
<input type="checkbox"/> Cardio-Thoraic	<input type="checkbox"/> Orthopaedic											
<input type="checkbox"/> Ear, Nose & Throat	<input type="checkbox"/> Perfusion											
<input type="checkbox"/> Eye	<input type="checkbox"/> Plastic											
<input type="checkbox"/> Gastrointestinal	<input type="checkbox"/> Recovery											
<input type="checkbox"/> Gynaecology	<input type="checkbox"/> Recovery, Anae, Com, Fluid, Maternity, Station											
<small>i.e. PO Groups that are ticked would be ignored in this stocktake</small>												
6. Comments (If applicable)												

Comments:

7. Select  to save the current stock take

**Stocktake**

### New Stocktake

Select Stocktake Store:

Description:

Date: 21/01/2014


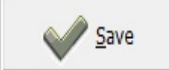
Update Store Stock Quantity For

- Track Lot Items
- Non-Track Lot Items

Exclude PO Group(s):

<input type="checkbox"/> Burns	<input type="checkbox"/> Neuro Surgery
<input type="checkbox"/> Cardio-Thoracic	<input type="checkbox"/> Orthopaedic
<input type="checkbox"/> Ear, Nose & Throat	<input type="checkbox"/> Perfusion
<input type="checkbox"/> Eye	<input type="checkbox"/> Plastic
<input type="checkbox"/> Gastrointestinal	<input type="checkbox"/> Recovery
<input type="checkbox"/> Gynaecology	<input type="checkbox"/> Recovery, Anaesthetic, Com, Fluid, Maternity, Station

Comments:

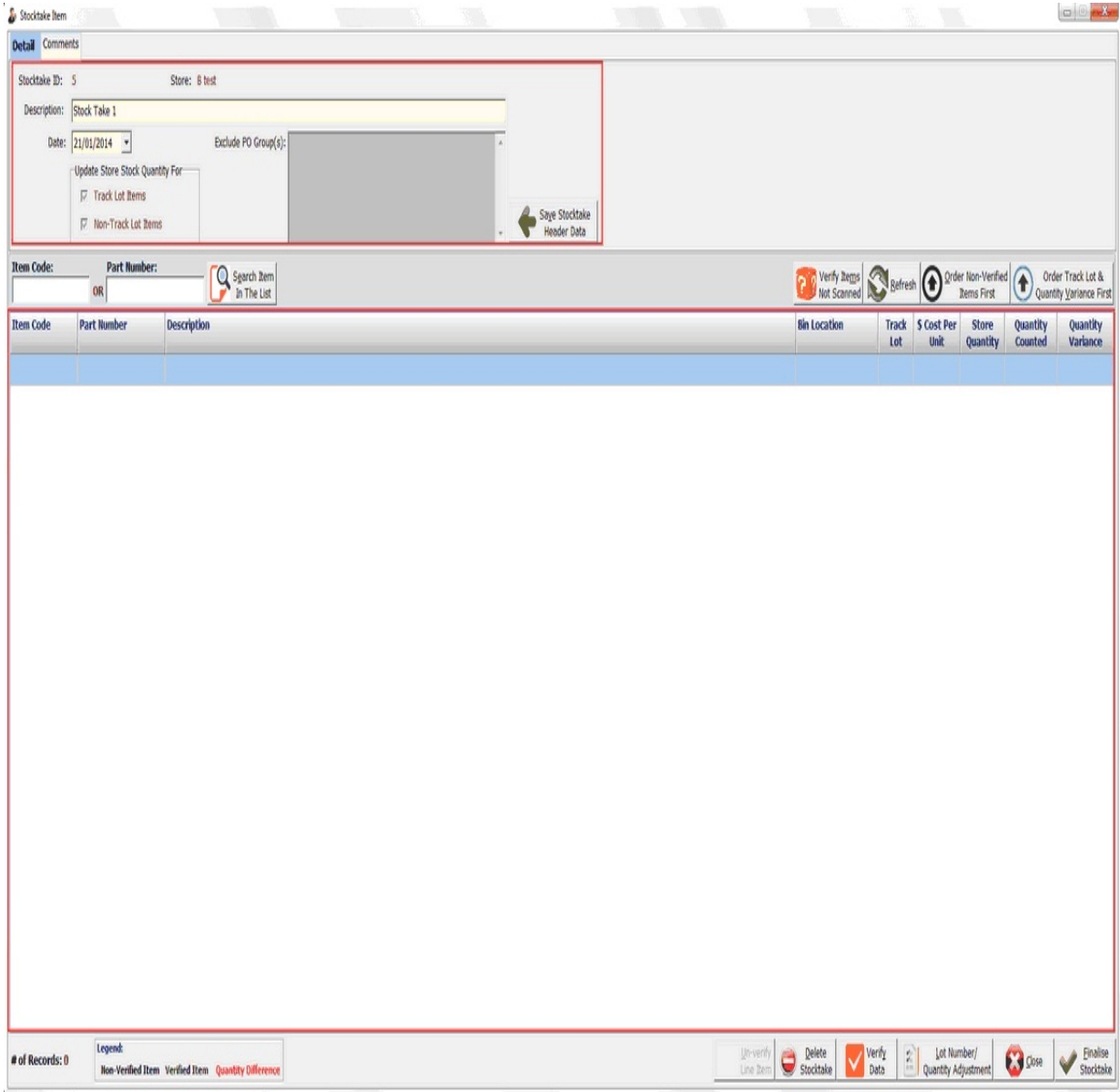
 Close  Save



"Update Store stock quantity" and "Exclude PO Group(s)" cannot be modified in the future.

A new lookup file must be created **AFTER** a new stock take is created and the Handheld scanners must receive these lookup files.

When a stocktake record is opened from the stocktake in progress list the header (top part of the form) will show the previously selected criteria that applies to the stocktake. The lower part of the form will display the scanned data that has been transferred during the count process.



## Stocktake Header

The description, Date and Comments can be modified until the stocktake is



finalised.


The screenshot shows a software interface for stocktake management. At the top, there are two tabs: 'Detail' (highlighted in blue) and 'Comments' (highlighted in yellow). Below the tabs, the form contains the following fields and controls:





- Stocktake ID: 5
- Store: B test
- Description: Stock Take 1
- Date: 21/01/2014 (with a dropdown arrow)
- Exclude PO Group(s): (empty list box)
- Update Store Stock Quantity For:
  - Track Lot Items
  - Non-Track Lot Items
- A green arrow button labeled 'Save Stocktake Header Data' is located in the bottom right corner of the form area.

 Save Stocktake Header Data	Save button for stocktake header. i.e. Description, Date and Comments
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## Stocktake Items







It display items that has been scan or counted and it allows user to verify the data and finalise.





Item Code:  Part Number:  OR  



   

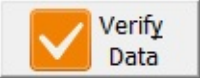
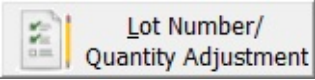


Item Code	Part Number	Description	Bin Location	Track Lot	\$ Cost Per unit	Store Quantity	Quantity Counted	Quantity Variance

# of Records: 0 Legend: ■ Non-Verified Item ■ Verified Item ■ Quantity Difference


Upper Section: Import stock & Filters	
 <b>Verify Items Not Scanned</b>	Import stock from the store location, see <a href="#">Stocktake Store</a>
 <b>Refresh</b>	Update the Store stock grid
 <b>Order Non-Verified Items First</b>	Order grid to display Non Verified Items at the top
 <b>Order Track Lot &amp; Quantity Variance First</b>	Order grid to display tracked items & variance at the top

Lower Section: Data Verification	
 <b>Un-verify Line Item</b>	Un-verify the selected line item
 <b>Delete Stocktake</b>	Delete the entire stocktake
	Verify data for Non-Tracked Items, see <a href="#">Verify</a>

	Data
	Adjust lot number and stock quantity
	Close and Exit
	Finalise and commit the stocktake

Items that belong to the store location, which have not been scanned/counted into the stocktake will be displayed in this screen.

<b>Filters/Search</b>	
<b>Search by item code</b>	Search for store location by item code, see <a href="#">Item Search</a>
<b>Filter by Bin Location</b>	Filter the store stock by <a href="#">bin location</a>

	Only items that hasn't been imported into the stocktake list will be displayed in the list
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Store Items Not Scanned

Select Item(s) to Add to the Stocktake List

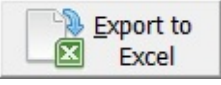
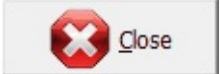
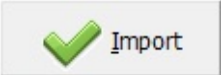
Item Codes:

Search Bin Location:  Bin Location:

Find & Select Bin Location  Find & Unselect Bin Location

Select	Item Code	Description	Bin Location	Track Lot
<input type="checkbox"/>	2GEN II NEW PRMY	2GEN II NEW PRMY CR. INST		N
<input type="checkbox"/>	2GEN II SPC ADD-ON	2GEN II SPC ADD-ON INST		N
<input type="checkbox"/>	2GEN II SPC SZ2 INST	2GEN II SPC SZ2 INST		N
<input type="checkbox"/>	FA-CO3560	3.5 x 60mm Tap Locking Screw	SSO/F/52	Y
<input type="checkbox"/>	500151	ABSORBENT TIPPED APPLICATOR, 7.5cm, COTTON TIP, DOUBLE ENDED, PLASTIC SHAFT, NON STERILE, (50)	SSO/D/33	N
<input type="checkbox"/>	70-0045	Acu-Loc VDU Plate Standard, Left	SSO/F/51	Y
<input type="checkbox"/>	500058	ADHESIVE BANDAGE, FIXATION, 10cm x 10cm, CONFORMABLE, NONWOVEN	SSO/R/18	N
<input type="checkbox"/>	500055	ADHESIVE TAPE, GENERAL PURPOSE, HYPOALLERGENIC, 1.25cm x 9.1m, POROUS, BREATHABLE PLASTIC	SSO/R/17	N
<input type="checkbox"/>	500049	ADHESIVE TAPE, GENERAL PURPOSE, HYPOALLERGENIC, 1.2cm x 9m, MICROPOROUS, PAPER	SSO/R/13	N
<input type="checkbox"/>	500051	ADHESIVE TAPE, GENERAL PURPOSE, HYPOALLERGENIC, 5cm x 9m, MICROPOROUS, PAPER	SSO/R/14	N
<input type="checkbox"/>	500054	ADHESIVE TAPE, GENERAL PURPOSE, HYPOALLERGENIC, 5cm x 9m, POROUS, TRANSPARENT	SSO/R/16	N
<input type="checkbox"/>	500064	ADHESIVE TAPE, SURGICAL, NON STRETCH, 1.2cm x 9m, ZINC OXIDE, TAN	SSO/R/20	N
<input type="checkbox"/>	500062	ADHESIVE TAPE, SURGICAL, WATERPROOF, 2.5cm x 4.5m, TRANSPARENT	SSO/R/19	N
<input type="checkbox"/>	500080	ADMINISTRATION SET, INFUSION PUMP, BLOOD, NONVENTED, 180micron FILTER, NEEDLE FREE PORT, 46mL, 320cm	SSO/C/22	N
<input type="checkbox"/>	500077	ADMINISTRATION SET, INFUSION PUMP, INTRAVENOUS, BLOOD/SOLUTION, SECOND MEDICATION, LEVER LOCK CANNUL	SSO/C/21	Y
<input type="checkbox"/>	020242	AUTOSUTURE	SSO/A/3	Y
<input type="checkbox"/>	500166	BAG, BILE COLLECTION, 350mL, WITH TUBE, STERILE	SSO/D/35	N
<input type="checkbox"/>	500176	BAG, DRAINAGE, WOUND, 700mL, EXCHANGE		Y
<input type="checkbox"/>	500185	BAG, ISOLATION, SURGICAL, DRAWSTRING, 460x460mm, STERILE	SSO/D/36	N
<input type="checkbox"/>	500310	BANDAGE, GAUZE, CONFORMING, 7.5cm x 1.75m, NON STERILE	SSO/D/37	N
<input type="checkbox"/>	500323	BANDAGE, TUBULAR, RETENTION, HEAD, SMALL TRUNK	SSO/D/38	N
<input type="checkbox"/>	500458	BLADE, STITCH CUTTER, STANDARD, CARBON STEEL, STERILE, SINGLE USE	SSO/D/39	N
<input type="checkbox"/>	00-5052-179-00	BRAZOL COAT RECIP SAW BLADE		Y
<input type="checkbox"/>	500032	BREATHING CIRCUIT CONNECTOR, TUBE/MASK, RIGHT ANGLE, Y, 22mm ID, SINGLE USE	SSO/A/8	N
<input type="checkbox"/>	527208	CABLE TIE 188x4.8 FLUORESCENT PINK	SSO/E/47	N
<input type="checkbox"/>	528090	CATHETER STENT 5.0x12mm HERCULINK ELITE	SSO/E/49	N
<input type="checkbox"/>	0113516	CMF PAULUS CHINPLATE 14MM BAR	SSO/A/2	N
<input type="checkbox"/>	500119	CONNECTOR, TUBING, BRANCHED, Y TYPE, 12.7x12.7mm, SMART COATED, CLEAR	SSO/C/26	N



# of Records: 315 # of Items Selected: 0

	This will export the entire list of items into a spreadsheet
	Close and exit (without saving)
	Confirm and Import the selected items into the stocktake list

## Filter by Bin Location

This will filter the store items by their bin locations



<p><b>Search</b> Bin Location: <input type="text"/></p>	<p>This will search and select bin locations that begins with the input text.</p>
<p><b>Bin Location:</b></p> <div style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/> -- All --  <input type="checkbox"/> -- Blank --  <input type="checkbox"/> AB123  <input type="checkbox"/> SSD/A/1  <input type="checkbox"/> SSD/A/10  <input type="checkbox"/> SSD/A/2  <input type="checkbox"/> SSD/A/3  <input type="checkbox"/> SSD/A/4  <input type="checkbox"/> SSD/A/5  <input type="checkbox"/> SSD/A/6  <input type="checkbox"/> SSD/A/8  <input type="checkbox"/> SSD/A/9  <input type="checkbox"/> SSD/B/11  <input type="checkbox"/> SSD/B/13  <input type="checkbox"/> SSD/B/14         </div>	<p>User can manually select the bin locations to be filtered and selected</p>
<p> Unselect Items by Bin Location</p>	<p>This will unselect/untick the items that belong to the selected bin locations</p>
<p> Select Items by Bin Location</p>	<p>This will select/tick the items that belong to the selected bin locations</p>

This confirm quantity 1 screen available when both Track Lot Items and Non-Track Lot Items are not tick.

Update Store Stock Quantity For

Track Lot Items

Non-Track Lot Items

**Confirm Quantity**



Item Code: 500151

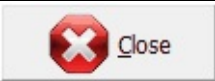
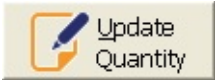
Part Number: 10110

Description: ABSORBENT TIPPED APPLICATOR, 7.5cm, COTTON TIP, DOUBLE ENDED, PLASTIC SHA

Store Quantity: 10

Quantity Counted:

	Close and exit (without saving)
	Save the quantity and exit

This confirm quantity 2 screen available when both Track Lot Items and Non-Track Lot Items are not tick.

Update Store Stock Quantity For


Track Lot Items

Non-Track Lot Items

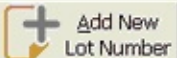


**Confirm Quantity**

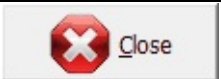
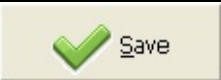
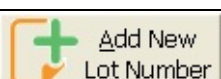
Item Code: 70-0045      Part Number: 70-0045

Description: Acu-Loc VDU Plate Standard, Left

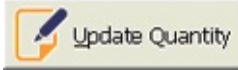
Store Quantity: 1      Quantity Counted:  

Lot Number	Part Number	Current Quantity	New Quantity
testprint	70-0045	1	<input type="text" value="0"/>

 **Total New Quantity: 0**  

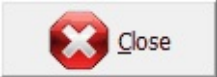
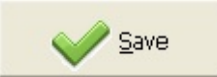
	Close and exit (without saving)
	Save the store new quantity and quantity counted and exit
	Prompt for the Lot Number



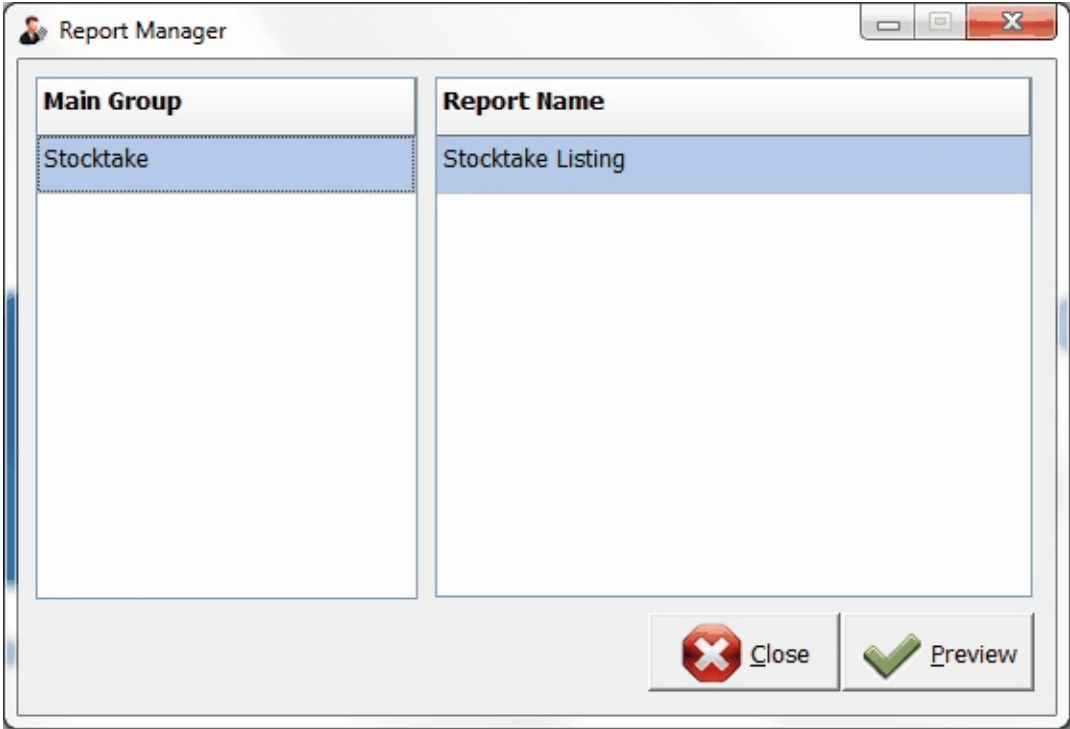


Update quantity counted.

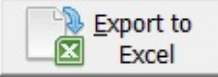

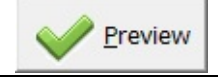


	Close and exit (without saving)
	Add new lot number and exit

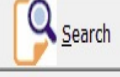
User can generate report on the stock take at any point of time, including stock take that are in progress.



Stocktake report can be extracted into hard copy or Excel.

 Export to Excel	This will export the entire list of items into a spreadsheet
 Close	Close and Exit
 Preview	Preview the report (to print in hard copy)
<input type="checkbox"/> Detailed Report (Export to Excel only)	List the lot numbers and quantity allocated

Report - Stocktake Listing

Site:   Search

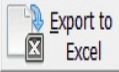
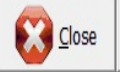
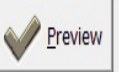
Store:

Show deleted stocktake

Filter by Stocktake Date  
Date From:  To:

Stocktake ID	Store	Stocktake Date	Description	Operator ID	Status	Committed Date	Committed By
4	TEST2	21/01/2014	This is test 2	01	In Progress		
5	B test	21/01/2014	Stock Take 1	01	In Progress		

Update:  Track Lot Items Qty  Non-Track Lot Items Qty

Detailed Report (Export to Excel only)  Export to Excel  Close  Preview

Stocktake report can be extracted into hard copy format or soft copy i.e. Excel.

## Hard Copy

Stocktake Listing Report														
Stocktake ID: 15		Stocktake Date: 28/01/2014		<input checked="" type="checkbox"/> Update Track Lot Items Qty		<input checked="" type="checkbox"/> Update Track Lot Items Qty		Page 1 of 1						
Description: testing 2		Status: Completed		Committed Date: 28/01/2014 3:14:26 PM		Committed By: 01		28/01/2014 4:14:51 PM						
Comments:														
SubLoc/Bay/ Shelf/Bin	Category/ Master Ch code	Item code	Vendor Part #	Supplier	Description	Min	Reorder	Max	On Hand	UOM	\$ Unit Cost	\$ Unit Measure Cost	\$ Total \$ Cost	Variance
ABC		500013	AH019200205	Area Warehouse	ADAPTOR, ELECTRODE, ELE	0	0	0	12	N/A	7.72		92.68	12
SSD/A/7		500023	DW002	Area Warehouse	ADAPTOR, OXYGEN, FLOWM	0	0	0	13	EACH	3.86	3.86	50.18	13
SSD/B/18		500058	311099	Area Warehouse	ADHESIVE BANDAGE, FIXATI	0	0	0	14	EACH	0.00	0.00	0.00	13
SSD/B/17		500055	2136	Area Warehouse	ADHESIVE TAPE, GENERAL P	0	0	0	15	EACH	0.57	0.57	8.56	-7
SSD/B/13		500049	1530-0	Area Warehouse	ADHESIVE TAPE, GENERAL F	0	0	0	18	EACH	0.00	0.00	0.00	18
SSD/B/14		500051	1530-2	Area Warehouse	ADHESIVE TAPE, GENERAL F	0	0	0	19	EACH	0.00	0.00	0.00	-23
SSD/B/20		500064	1691	Area Warehouse	ADHESIVE TAPE, SURGICAL,	0	0	0	20	EACH	1.40	1.40	28.00	20
SSD/B/19		500062	1525-1	Area Warehouse	ADHESIVE TAPE, SURGICAL,	0	0	0	0	EACH	1.18	1.18	0.00	-50
SSD/C/21		500077	FNC1129A	Area Warehouse	ADMINISTRATION SET, INFUS	0	0	0	4	EACH	0.00	0.00	0.00	-495

## Soft Copy

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Stocktake ID: 15, Description: testing ?																			
2	Committed Date: 28/01/2014 3:14:26 PM, Committed By: 01, Update Track Lot Items: Yes, Update Non-Track Lot Items: Yes																			
3																				
4	SubLoc/Bay/Shelf/Bin	Category/Master	Item Code	Lot Number	Vendor Part #	Supplier	Description	Min	Reorder	Max	Qty On Hand	UOM	\$ Cost	\$ Unit Measure Cost	\$ Total Cost	Variance	Operator ID 1	Operator ID 2	Modified by	Operator ID
5	ABC		500113		AH019200205	Area Warehouse	ADAPTOR, ELECTRODE, ELECTROCARDIOGRAPH, UNIVER	0	0	0	12	N/A	7.72		92.68	12.01				01
6	ABC		500113		AH019200205	Area Warehouse	ADAPTOR, ELECTRODE, ELECTROCARDIOGRAPH, UNIVER	0	0	0	0	N/A	7.72		0.00	0.01				01
7	SSD/A/7		500023		DW002	Area Warehouse	ADAPTOR, OXYGEN, FLOWMETER TO HUMIDIFIER, AQUA	0	0	0	13	EACH	3.86	3.86	50.18	13.01				01
8	SSD/B/18		500058		311099	Area Warehouse	ADHESIVE BANDAGE, FIXATION, 10cm x 10cm, CONFORM	0	0	0	14	EACH	0.00	0.00	0.00	13.01				01
9	SSD/B/17		500055		2136	Area Warehouse	ADHESIVE TAPE, GENERAL PURPOSE, HYPOALLERGENIC, 1	0	0	0	15	EACH	0.57	0.57	8.56	-7.01				01
10	SSD/B/17		500055		2136	Area Warehouse	ADHESIVE TAPE, GENERAL PURPOSE, HYPOALLERGENIC, 1	0	0	0	0	EACH	0.57	0.57	0.00	0.01				01
11	SSD/B/13		500049		1530-0	Area Warehouse	ADHESIVE TAPE, GENERAL PURPOSE, HYPOALLERGENIC, 1	0	0	0	18	EACH	0.00	0.00	0.00	18.01				01
12	SSD/B/14		500051		1530-2	Area Warehouse	ADHESIVE TAPE, GENERAL PURPOSE, HYPOALLERGENIC, 1	0	0	0	19	EACH	0.00	0.00	0.00	-23.01				01
13	SSD/B/20		500064		1691	Area Warehouse	ADHESIVE TAPE, SURGICAL, NON-STRETCH, 1.2cm x 9m, Z	0	0	0	20	EACH	1.40	1.40	28.00	20.01				01
14	SSD/B/19		500062		1525-1	Area Warehouse	ADHESIVE TAPE, SURGICAL, WATERPROOF, 2.5cm x 4.5m,	0	0	0	0	EACH	1.18	1.18	0.00	-50.01				01
15	SSD/C/21		500077	123	FMC1129A	Area Warehouse	ADMINISTRATION SET, INFUSION PUMP, INTRAVENOUS,	0	0	0	1	EACH	0.00	0.00	0.00	-498.01				01
16	SSD/C/21		500077	254	FMC1129A	Area Warehouse	ADMINISTRATION SET, INFUSION PUMP, INTRAVENOUS,	0	0	0	3	EACH	0.00	0.00	0.00	3.01				01
17																				

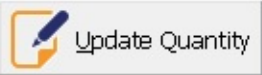
These are some common functions that are shared between modules.

Data verification would automatically verify non-tracked items, i.e. it automatically assigns and set quantity counted to the store item with the most recent part number.



Stocktake Item Lot Number

Item Code: 500023      Part Number: DW002

Description: ADAPTOR, OXYGEN, FLOWMETER TO HUMIDIFIER, AQUAPAK

Store Quantity: 13      Quantity Counted:       

Lot Number	Part Number	Current Quantity	New Quantity
	DW002	13	<input type="text" value="0"/>

     **Total New Quantity: 0**       Close       Save

The item search function allow quick search for line items within the grid.

<b>Item Code:</b> <input type="text"/>	<b>OR</b>	<b>Part Number:</b> <input type="text"/>	 Search Item In The List
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When using item search, the input item code/part number must be the exact match of the item in the grid.



Below is a steps of procedures for stocktake:

1. SET UP & DEFINE STOCKTAKE ON PC



2. CREATE LOOKUP FILES



3. RECEIVE FILES ON HH SCANNER & ENTER CREDENTIALS



4. SCAN SHELF/RACK LABELS



5. TRANSMIT DATA



6. VIEW SCANNED DATA ON PC & VERIFY



7. CHECK ITEMS NOT SCANNED



8. SCAN MORE ITEMS AS REQUIRED



9. FINALISE STOCKTAKE ON PC



10. GENERATE/VIEW REPORT

