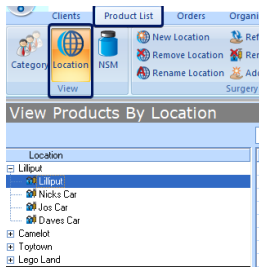


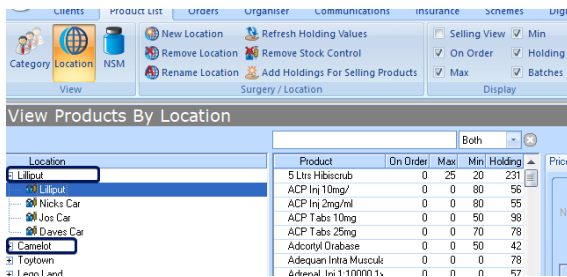
How to Generate a RoboVet Stock Take Report

RoboVet

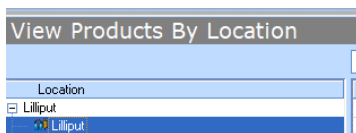




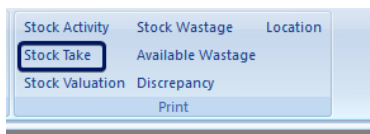
- Click on the **Product List** tab and then the **location** view (if you don't see this see, then read the document **Checking and adjusting stock holdings and batches** which also covers the security permissions required for stock management).



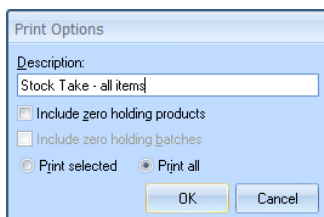
- Once in location view you will see each branch surgery, and beneath it any physical stock locations for that branch surgery.
- You may just have one physical location per branch surgery, or several, such as vet car stock.



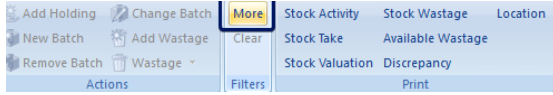
- Highlight the stock location you wish to look at.



- On the **Print** toolbar click on the stock take button.



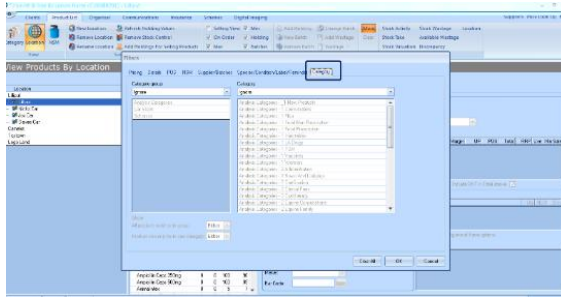
- A pop-up box will appear. Description will have **Stock Take**. You can edit this.
- You can choose to show zero holding products (so products that RoboVet has 0 as the holding amount, but you may potentially have stock of those items).
- You can choose to print all or if you have highlighted selected stock items in the list.
- This will give you a list of all your stock items for that physical location. That is fine for your car stock, but it is helpful to use filters to get subsets of the stock in the branch surgery locations.



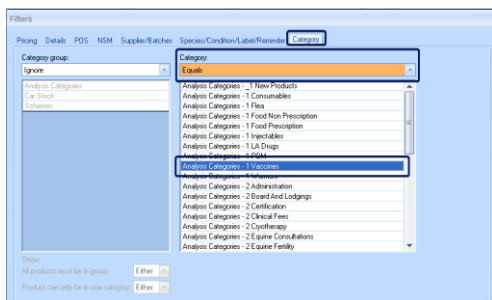
- To filter click **More** from the **Filters** toolbar.



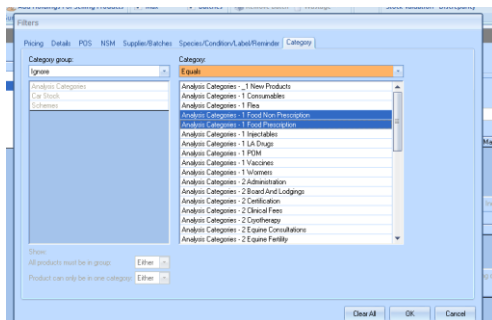
- This will open the filters window.
- You can filter by several different elements.



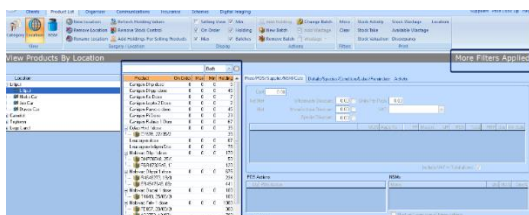
- For example, to filter by product categories go to the category tab.



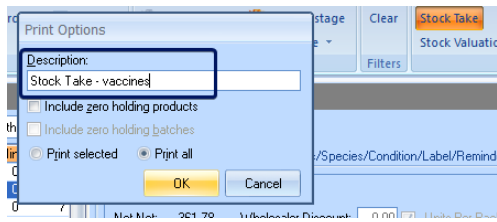
- Click on the drop down to change to equals.
- Select the product category you want to filter by.



- To multi-select product categories, hold down the **CTRL** button and then select the categories with the mouse.
- Then click **OK**.
- Clear** all will reset the filters.



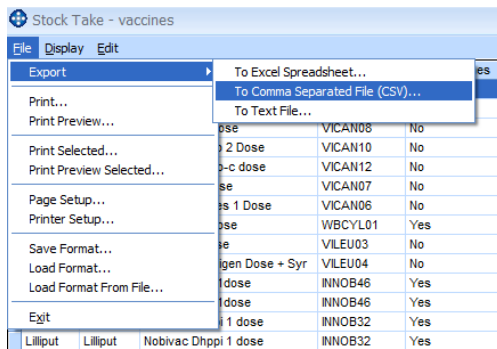
- You will then see a subset of stock items in the location view that match your filter.
- On the right-hand side of the grey bar you see **More filters** applied, this is important to note as it lets you know you are viewing a subset of your stock items.



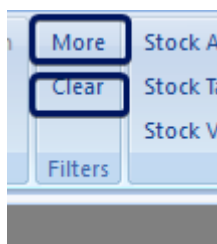
- Click **Stock Take**.
- Put the name of the filter in the description.
- Keep print all highlighted.
- Click **OK**.

UoM	Quantity	Description	Product Code	Make	Batch Number	Expiry Date	Price Cost (GBP)	Stock Per Batch	Minimum Holding (Units)	Maximum Holding (Units)	Units On Order	Reorder
Unit	1	Congen Dose	VCAN09	No			30.00	1	0	0	0	0
Unit	1	Congen K9 Dose	VCAN09	No			32.00	1	0	0	0	0
Unit	1	Congen Lacta 3 Dose	VCAN07	No			20.00	1	0	0	0	0
Unit	1	Congen Parvo 3 dose	VCAN07	No			41.00	1	0	0	0	0
Unit	1	Congen 8 Dose	VCAN07	No			41.00	1	0	0	0	0
Unit	1	Congen Rabies 3 Dose	VCAN09	No			19.00	1	0	0	0	0
Unit	1	Congen F1 Dose	VCAN07	Yes	CVV08	20080207	30.00	1	0	0	0	0
Unit	1	Leptosin Dose	VL0010	No			441.00	1	0	0	0	0
Unit	1	Leptosin 2 Dose + Syr	VL0010	Yes	V087000	20100107	480.00	1	0	0	0	0
Unit	1	Nobivac Dhp 1 dose	NOB048	Yes	0000481	04060109	370.00	1	0	0	0	0
Unit	1	Nobivac Dhp 2 dose	NOB048	Yes	0000482	04060109	370.00	1	0	0	0	0
Unit	1	Nobivac Dhp 3 dose	NOB048	Yes	0000483	04060109	380.00	1	0	0	0	0
Unit	1	Nobivac Dhp 4 dose	NOB048	Yes	0000484	10050209	380.00	1	0	0	0	0
Unit	1	Nobivac Dhp 5 dose	NOB048	Yes	0000485	10050209	380.00	1	0	0	0	0
Unit	1	Nobivac Dhp 6 dose	NOB048	Yes	0000486	10050209	380.00	1	0	0	0	0
Unit	1	Nobivac Dhp 7 dose	NOB048	Yes	0000487	10050209	380.00	1	0	0	0	0
Unit	1	Nobivac Dhp 8 dose	NOB048	Yes	0000488	10050209	380.00	1	0	0	0	0
Unit	1	Nobivac K9 Dose	NOB005	Yes	000005	21080109	180.00	20	0	0	0	0
Unit	1	Nobivac L 2 Dose	NOB046	Yes	000046	04060109	39.00	1	0	0	0	0
Unit	1	Nobivac L 2 Dose + Syr	NOB046	Yes	000046	04060109	29.00	1	0	0	0	0
Unit	1	Nobivac L 2 Dose + Syr	NOB046	Yes	000047	04060109	35.00	1	0	0	0	0
Unit	1	Nobivac L 2 Dose + Syr	NOB046	Yes	000048	04060109	35.00	1	0	0	0	0
Unit	1	Nobivac P1 Dose	NOB049	Yes	000049	10050209	240.00	1	0	0	0	0
Unit	1	Nobivac P1 Dose	NOB049	Yes	000050	10050209	240.00	1	0	0	0	0
Unit	1	Nobivac P1 Dose	NOB049	Yes	000051	10050209	240.00	1	0	0	0	0
Unit	1	Nobivac P2 Dose	NOB049	Yes	000052	10050209	240.00	1	0	0	0	0
Unit	1	Nobivac P2 Dose	NOB049	Yes	000053	10050209	240.00	1	0	0	0	0
Unit	1	Nobivac P2 Dose	NOB049	Yes	000054	10050209	240.00	1	0	0	0	0
Unit	1	Nobivac P2 Dose	NOB049	Yes	000055	10050209	240.00	1	0	0	0	0
Unit	1	Nobivac P2 Dose	NOB049	Yes	000056	10050209	240.00	1	0	0	0	0
Unit	1	Nobivac P2 Dose	NOB049	Yes	000057	10050209	240.00	1	0	0	0	0
Unit	1	Nobivac P2 Dose	NOB049	Yes	000058	10050209	240.00	1	0	0	0	0
Unit	1	Nobivac P2 Dose	NOB049	Yes	000059	10050209	240.00	1	0	0	0	0

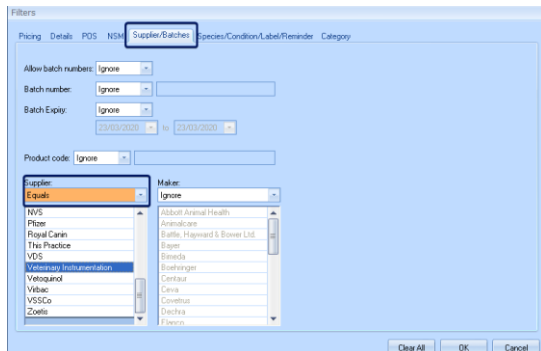
- A report will appear showing each stock item and information on batches, units per pack and holdings.



- You can print this by clicking on **File** then **Print** or export it to a csv file.
- To close the report, click on the cross on the top right-hand side, or on **File** then **Exit**.



- You can then click **More** button to set new filters, or if you are finished click **Clear** (this is just so you don't accidentally remain in a filtered view of your stock items. Alternatively logging out of RoboVet automatically clears the filters).



- You may also want to filter by supplier.
- If you need to adjust the holdings and batches have a look at the document **Checking and adjusting stock holdings and batches** for more help.