

# mSupply Stocktake Webinar Takeaways

1

Delete / finalise all pending stocktakes before you start

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Make sure you schedule time to prepare for your stocktake

3

Let everyone know about the stocktake including staff, customers and suppliers

4

Have a clear objective for your stocktake and match your stocktake design to meet this objective

5

All transactions in mSupply should be frozen during the stocktake

6

Make sure you have everything ready for your stocktake project: staff, stocktake sheets, clipboards, pens, etc.

7

A blank Discovered Items form can help to record items that are not on the stocktake sheets

8

Don't forget to click **CREATE INVENTORY ADJUSTMENT** to update mSupply

9

A good stocktake is a finalised stocktake!

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Remember to make your stocktake fun with snacks, music, rewards, etc.