



displayed in the table. If you start scanning before this is the case you will be shown a warning message and nothing will be counted.

Note:

- The *Scanning for location* field is not case sensitive
- You can enter “none” in the *Scanning for location* field if you want to count the lines that have no location. Very handy if you don't use locations in your warehouse.

When you have correctly entered the location you want to count in the *Scanning for location* field, you can start scanning the physical stock in that warehouse location. Be careful to scan the correct GS1 barcodes on the stock. mSupply will ignore anything you scan that is not GS1 compliant.

There are a number of possible outcomes of the scan:

Scan result	What mSupply does	What you should do
The barcode you scanned matches one of the lines in the location you are scanning for	The line's <i>Counted number of packs</i> value is increased by 1	Scan the next box in the location
The barcode matches a line in the stocktake that is not in the current location	mSupply asks you whether you want to move the line to the current location. If you say yes, the line's location is changed to the current location and its <i>Counted number of packs</i> value is increased by 1. If you say no, the line is left unchanged and the scan is ignored.	Scan the next box in the location
The barcode matches an item not in the stocktake	A line is added to the stocktake in the current location for the item with the pack size assigned to the barcode. The batch and expiry date of the line are taken from the barcode, the <i>Snapshot number of packs</i> is set at zero and the <i>Counted number of packs</i> is set at 1	Scan the next box in the location
The barcode is not a valid GS1 barcode	mSupply displays an error message and the scan is ignored	Scan the correct GS1 barcode on the box. If the item doesn't have a valid GS1 barcode on it, either: 1. print a barcode label for the box (see <a href="#">Barcode label printing</a> ) and try the scan again or 2. manually edit the appropriate line in the stocktake or add it as a new line
The barcode is a valid GS1 barcode but it is not registered against an item in mSupply	mSupply displays a warning message and ignores the scan	Register the barcode with the item (see <a href="#">Adding barcodes to items</a> ) then try the scan again

Continue scanning items until you have scanned everything in the location.

Then, enter the next location in the *Scanning for location* field and start scanning the items in that location.

When you have scanned the stock in all the locations in the stocktake, you've finished the count. When you're sure you have finished, click on the *Create inventory adjustments* button as normal to finalise the stocktake and make the stock in mSupply match what you counted.

Previous: [Barcode scanning and receiving goods](#) Next: [Barcode scanning and pick list checking](#)

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