

Fix Errors (Manual Inputs & Adjustments)

When to Fix Errors

After validation highlights issues:

- Incorrect totals
 - Missing stock
 - Keying mistakes
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Adding Manual Inputs

- Open stocktake
 - Select **Add Input**
 - Assign section and comment
 - Add product and quantity
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Adjusting Existing Totals

- Go to products tab
 - Search item
 - Edit quantity
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Tips for Accuracy

- Use product codes (APN) when searching
 - Double-check final totals
 - Avoid unnecessary manual changes
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Common Errors

- Large incorrect quantities (e.g. 99999)
- Small keying mistakes (1 vs 11)

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