

Stock Audit Enterprise

Simple Step-by-Step System Training Manual

Welcome to Stock Audit Enterprise!

This guide is written in plain, simple language for warehouse managers, operations supervisors, and stock auditors. It explains exactly where to click, what to enter, and how to get your work done quickly with zero confusion.

System Version:	4.0 (Enterprise Cloud Edition)
Web Access URL:	https://stock-audit-new.web.app
Mobile Access:	Smartphone Web App & Android App (.apk)
Cloud Architecture:	Secure Central Cloud Server (Works Offline Automatically)
Barcode Scanner:	Instant Camera Scanner (Reads Cartons & Packs in < 1 Second)
Target Audience:	Warehouse In-Charges, Operations Teams & Floor Auditors

1. Who Uses What in the System?

The system has two simple sides:

User Role	What Device to Use	What They Do
Manager / In-Charge	Computer / Laptop	Adds warehouses, adds staff accounts, uploads stock Excel sheets, watches live counting, reviews differences, and downloads the final Excel report.
Floor Auditor	Mobile Phone / Scanner	Walks the warehouse shelves, scans carton barcodes with the camera, punches case and piece counts on the screen, and taps Submit.

2. Manager Guide (Computer / Web Portal)

Follow these 8 simple steps from start to finish:

Step 1: How to Log In

Where to Click: Open your browser → Go to <https://stock-audit-new.web.app> → Type your Work Email and Password → Click **Sign In**.

- If your company uses Google Workspace, you can simply click **"Sign in with Google Workspace"** to enter in one click.
- Anyone visiting the link can also click *"Read Guide"* or *"Download PDF"* to read this training manual anytime.

Step 2: How to Add a Warehouse

Where to Click: In the left menu, click **"Warehouses"** → Click the green button **+ Add Warehouse**.

1. Type your **Warehouse Name** (for example: *Main Central Warehouse* or *Depot 1*).
2. Pick your **Country and Currency** (like OMR, AED, INR, or USD). All reports will automatically use your currency.
3. Select which manager is in charge of this warehouse.
4. Click **Save Warehouse**. You are done!

Step 3: How to Add Auditors & Staff

Where to Click: In the left menu, click **"Users & Roles"** → Click the green button **+ Add User**.

1. Type the person's **Full Name** and **Email Address**.
2. Type a password for them.
3. Under **Role**, choose:
 - **"Auditor"** — for staff who count stock with their phone.
 - **"Warehouse in-charge"** — for supervisors who manage audits.
4. **Assign Warehouses:** Check the box for the warehouse this person works in. They will only see stock in their assigned warehouse.
5. Click **Create User**. Give the email and password to the staff member.

Step 4: How to Add Product Pictures

Where to Click: In the left menu, click "**SKU Images & Mapping**".

Adding product pictures makes counting much faster because auditors can see the picture of the box on their phone:

- Type the Item Code (for example: 12703) and select the picture from your computer.
- Or, upload a single ZIP folder containing all your pictures named by code (like 12703.jpg). The system matches them all in one click!

Step 5: How to Upload & Start a Stock Audit

Where to Click: In the left menu, click "**Audits**" → Click the green button **+ New Audit**.

1. Type an **Audit Name** (for example: *October Monthly Stock Count*).
2. Select the **Warehouse** and **Date**.
3. **Blind Audit Option:**
 - Keep **Blind Audit ON (Recommended)**: This hides the expected stock numbers from auditors' phones so they cannot guess or copy numbers. They must count what is physically on the shelf!
 - Turn Blind Audit OFF if you want auditors to see expected system numbers.
4. **Cut-Off Note:** Type the last received GRN number (e.g. GRN-104) and last issued invoice number (e.g. INV-8902). This freezes the record so new dispatches do not cause confusion.
5. **Upload Your Excel File:**
 - Click browse and choose your Excel or CSV file.
 - Your file can have: Item Code, Barcode, Description, Category, Sub-Category, Pack Size, System Cases, System Loose, and MRP.
 - If your Excel has any errors (like duplicate codes), the system will tell you exactly which row has an error before starting.
6. Click **Publish & Launch Audit**. The audit is now live on the auditors' phones!

Step 6: How to Watch Live Counting

Where to Click: In the left menu, click "**Audits**".

You do not need to call or text auditors. Your screen updates automatically:

- See how many items are counted (e.g. *850 of 1,200 counted • 71%*).

- See who counted each item and at what exact time.

Step 7: How to Check Differences & Send for Recount

Where to Click: In the left menu, click "**Audits**" → Click **Review** on the audit.

1. You will see a clean table comparing **System Stock vs. Physical Counted Stock**.
2. Shortages show in red; overages show in blue, along with the total money difference.
3. **Recount Button:** If an item looks wrong, click "**Flag for Recount**" on that row. That item immediately lights up with an orange alert on the auditor's phone to count it again!
4. Choose a reason for any difference (like *Damaged*, *Wrong Billing*, or *Short Delivery*).

Step 8: How to Download the Final Excel Report

Where to Click: On the review screen → Click **Export Audit Report** → Click **Close & Lock Audit**.

Clicking **Export Audit Report** immediately downloads an official 5-sheet Excel workbook:

- **Sheet 1 (Summary):** Main executive summary, total accuracy percentage, total money shortage/overage, and sign-off signature blocks.
- **Sheet 2 (Category summary):** Total items and differences grouped by category.
- **Sheet 3 (Line detail):** Every single product row with system quantity, counted quantity, difference, and reason.
- **Sheet 4 (Unlisted items):** Extra items found in the warehouse that were not in the original Excel.
- **Sheet 5 (Audit trail):** Complete log showing who counted what item at what second.

Finally, click "**Close & Lock Audit**" so no numbers can ever be changed.

3. Auditor Guide (Mobile Phone / Scanner)

Floor counting is simple and takes just 10 seconds per item:

Step 1: Opening the App on Your Phone

- **On any phone:** Open Chrome or Safari → Go to <https://stock-audit-new.web.app> → Tap "Install App" on your screen to save it like an app icon on your home screen.
- **On an Android phone or scanner:** You can also tap "Get APK" to install the direct Android app.
- **Works Offline:** If your warehouse has no WiFi or cellular signal, do not worry! The app works 100% offline. All counts are saved safely on your phone and automatically upload the moment you walk back into WiFi range.

Step 2: Starting Your Count

1. Log in with your auditor email and password.
2. Tap your warehouse audit from the list.
3. You will see the list of product categories (e.g. *Biscuits, Tea, Soaps*) with how many items are left to count.
4. Tap any category to see the products.

Step 3: Entering Counts in 10 Seconds

Where to Click: Tap on any product card to open the big touch number pad.

1. **Cases:** The *Cases* box is already selected. Tap the big numbers on screen (e.g. tap 5 for 5 cases).
2. **Loose Pieces:** Tap the *Loose pcs* box → tap the loose units (e.g. tap 3 for 3 pieces).
3. The app automatically calculates the total pieces for you!
4. **Damaged or Expired:** If any boxes are damaged or expired, tap the *Damaged* or *Expired* box and type the number.
5. **Found More Later? (+ Add Stock):** If you find 2 more boxes of this product in another rack later, open the item and tap "+ Add Stock". Type 2 and it adds to your previous count automatically!
6. **Item Not on Shelf:** If there is zero stock on the shelf, tap the button **Not found (0)**.
7. Tap the green button **Save & Next →**. It saves and immediately opens the next product in line!

Step 4: Using the Fast Barcode Scanner

Where to Click: Tap the green button at the bottom:  .

- Your camera opens immediately. Point the camera at any carton or pack barcode.
- **Beep!** The phone beeps, vibrates, and opens the exact product on your screen in less than one second.
- Punch your cases and pieces, then tap Save & Next.
- **Flashlight:** If the bottom shelf is dark, tap the torch icon to turn on the phone light.
- **Zoom:** Tap 2x to scan high shelves without climbing ladders.

Step 5: Submitting When Finished

Where to Click: Tap the white button  at the top right or bottom.

When you have counted all the shelves assigned to you, tap **Submit Audit**. Your manager receives your completed counts immediately!

4. Quick Questions & Answers

What if the phone has zero internet in the warehouse?

The app is built to work without internet. Auditors can keep scanning barcodes and typing counts. Nothing is lost. When the phone reconnects to WiFi or mobile data, all numbers sync automatically.

What is Blind Audit?

Blind audit hides expected stock numbers from auditors. They must count what is really on the shelf instead of writing down the expected number. This gives you 100% honest audit results.

Can 5 auditors count at the same time?

Yes! Any number of auditors can work at the same time across different aisles or categories. The system updates everyone's progress live.

Where do I get the official Excel file after the audit?

On your computer, click **Audits** → **Review** → **Export Audit Report**. You will get the full 5-sheet Excel report.