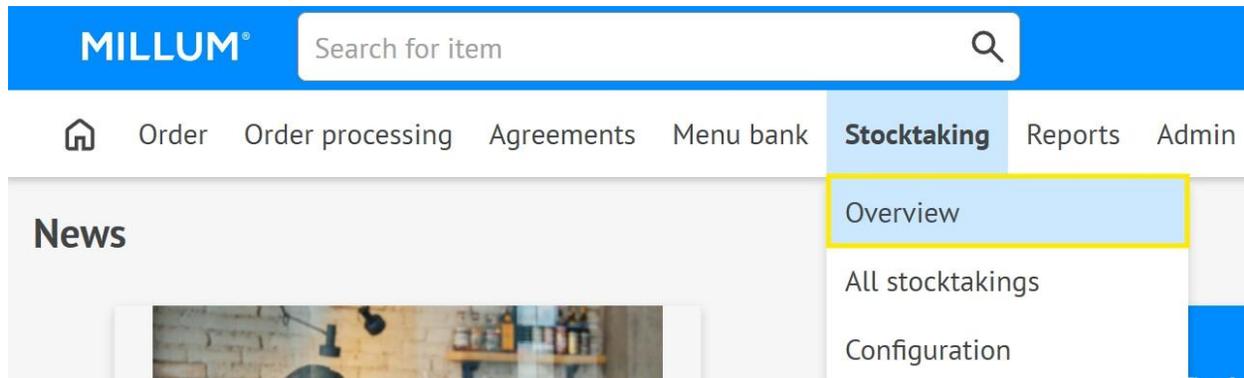


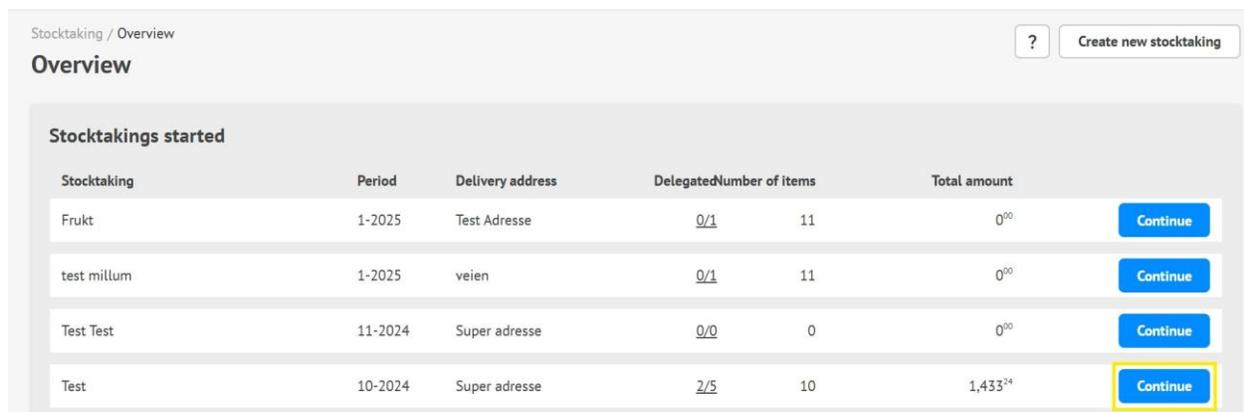
Did you know that it is possible to delegate parts of a stocktaking?

As the owner of a stocktaking, you can follow these steps to delegate parts of the stocktaking:

1. Go to **"Overview"** under **"Stocktaking"** in the main menu.



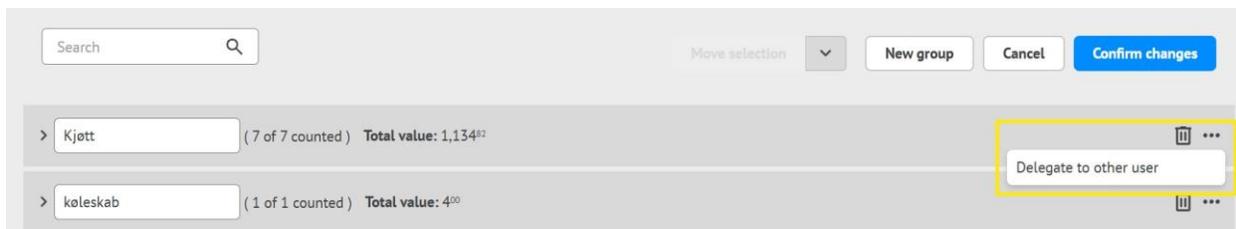
2. Find the ongoing stocktaking you need help with and click **"Continue."**



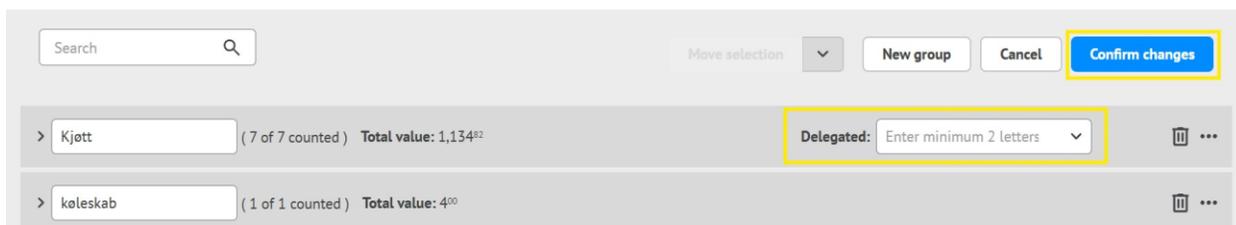
3. Click **"Edit."**



4. Click the **multi-selection button** and then **"Delegate to other user"** for the group you want to delegate. Please note that only **groups** within a stocktaking can be delegated. Items that are not grouped cannot be delegated.



5. Enter the name of the user you want to delegate to in the white text field and click **"Confirm changes."** You can delegate different groups to different users, but remember that **each group can only be delegated to one person.**



6. The user will receive an email invitation to participate in the count. Keep in mind that the user will only have access to the specific group you have delegated – the rest of the stocktaking will not be available to them.

7. Monitor the progress by going to **"Overview"** and checking the **"Delegated"** column. This allows you to follow up with users who have not started or returned their assigned groups.

Stocktaking / Overview ? Create new stocktaking

Overview

Stocktakings started	Stocktaking	Period	Delivery address	Delegated	Number of items	Total amount	
	test millum	3-2026	veien	0/1	14	0 ⁰⁰	Continue
	test millum	3-2026	veien	0/1	12	0 ⁰⁰	Continue

8. When the group has been counted by the delegated user, you will be notified that the delegated group has been completed. The name of the delegated user will be listed as responsible for the delegated group(s).

9. You can edit values after delegation, but this requires removing the delegation first.