How to Count Your Inventory

Rose 3.0 · Inventory Count (Rose Pro)

In each screenshot, the **yellow boxes** show what to click. Numbers give the order.

Overview

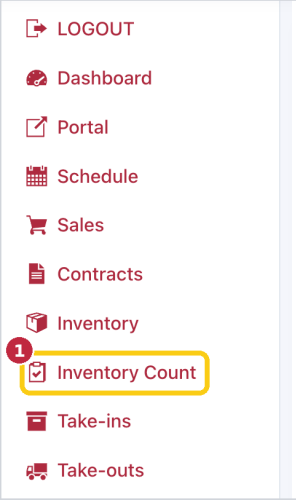
Inventory Count checks what's really on your floor against what Rose has on record. You count one area at a time by scanning items, then Rose shows what's missing, what turned up and why, and you give each gap a reason before anything changes.

Where to find it: Dashboard › menu (☰) › **Inventory Count**.

Good to know: nothing in your inventory changes until you click **APPLY AND CLOSE** on the review screen. You can leave a count part-way and pick it up later.

Step 1: Open Inventory Count

1 On your Dashboard, open the menu (☰) and click **Inventory Count**.



Click Inventory Count in the menu (1).

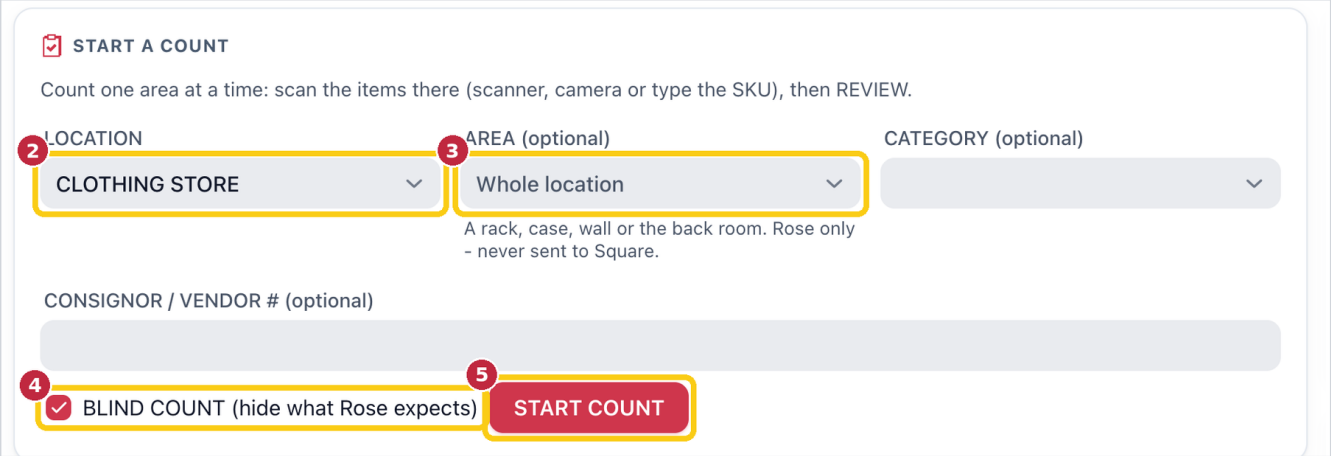
Step 2: Start a count

2 Pick the **LOCATION** you're counting.

3 Pick an **AREA**, such as a rack, case, wall or the back room. This is optional: leave it on **Whole location** to count the whole store. Areas are kept in Rose only and are never sent to Square.

4 Leave **BLIND COUNT** ticked. Rose then hides what it expects to find, so you count what's really there.

5 Click **START COUNT**.



Choose the location (2) and area (3), keep BLIND COUNT ticked (4), then START COUNT (5).

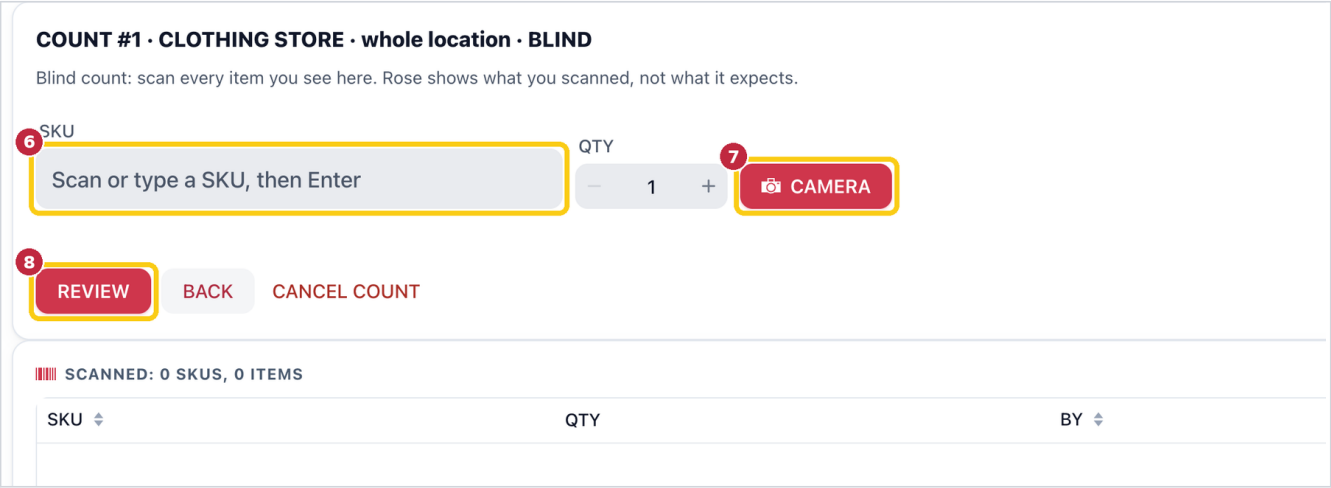
You can also narrow a count to one **CATEGORY** or one **CONSIGNOR / VENDOR #**. Both are optional.

Step 3: Scan the items

6 Scan each item's barcode into the **SKU** box with your scanner, or type the SKU and press Enter. Change **QTY** first if you're counting several of the same item.

7 No scanner? Click **CAMERA** to scan barcodes with your phone or tablet camera.

8 When you've scanned **everything in the area**, click **REVIEW**.



Scan into the SKU box (6) or use CAMERA (7). When the whole area is scanned, click REVIEW (8).

Each scan shows in the **SCANNED** list with who scanned it and when. **BACK** leaves the count to finish later; **CANCEL COUNT** throws it away.

Important: finish scanning the whole area before you click REVIEW. Anything Rose expects in that area but you haven't scanned shows as **SHORT**. If you review a whole store after scanning only a few items, nearly everything will show as short.

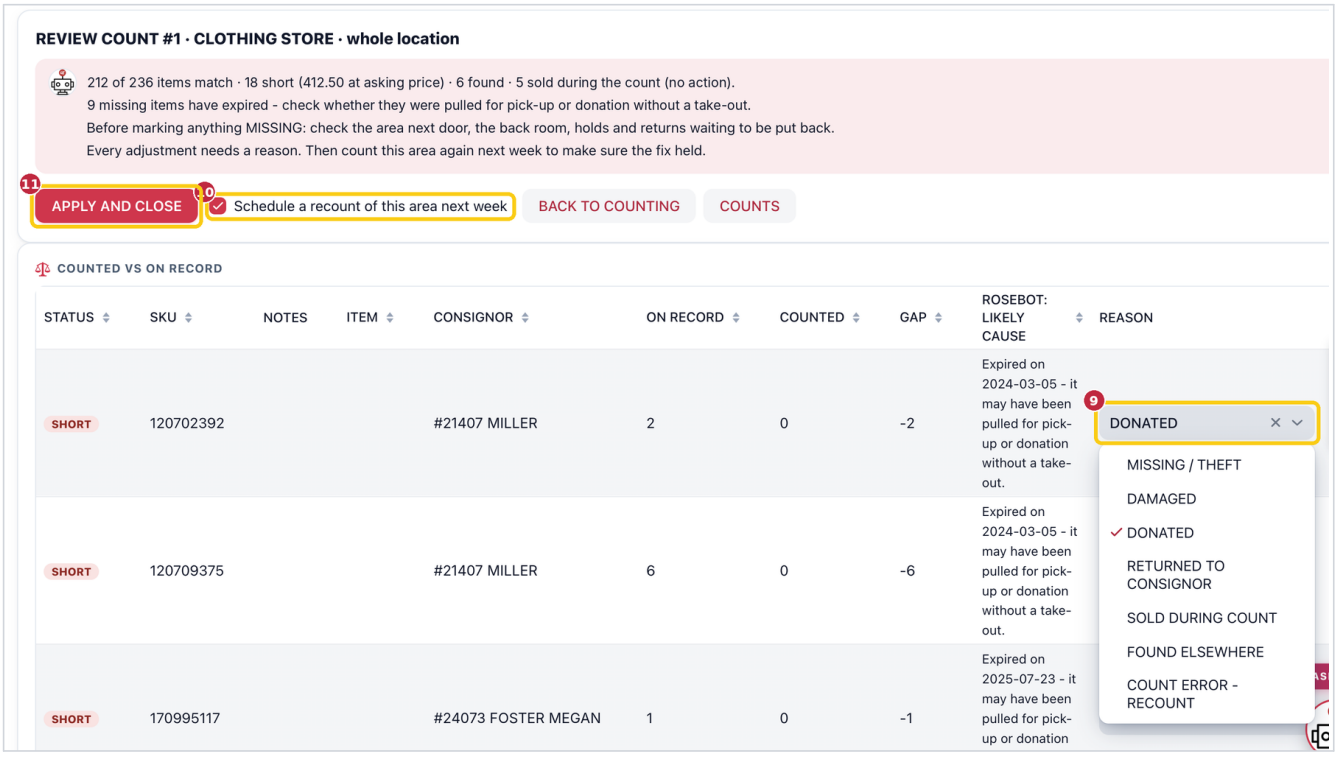
Step 4: Review and give each gap a reason

The review screen compares what you counted with what Rose has on record. Rosebot sums it up at the top: how many items match, how many are short and their value, what was found, and what sold during the count. Each row shows the gap and Rosebot's **likely cause**, for example an item that expired and may have been pulled for pick-up or donation.

9 For each row, pick a **REASON**.

10 Leave **Schedule a recount of this area next week** ticked to check the fix held.

11 Click **APPLY AND CLOSE** to update your inventory.



Pick a REASON for each gap (9), keep the recount ticked (10), then APPLY AND CLOSE (11).

Reason	Use it when
MISSING / THEFT	You've checked nearby and the item is gone.
DAMAGED	The item was damaged and taken off the floor.
DONATED	The item was donated without a take-out.
RETURNED TO CONSIGNOR	The consignor took it back without a take-out.
SOLD DURING COUNT	It sold while you were counting.
FOUND ELSEWHERE	It turned up in another area.
COUNT ERROR - RECOUNT	You think it was missed; count it again.

Before you mark anything missing: check the area next door, the back room, holds, and returns waiting to be put back. **BACK TO COUNTING** takes you back to scan more.

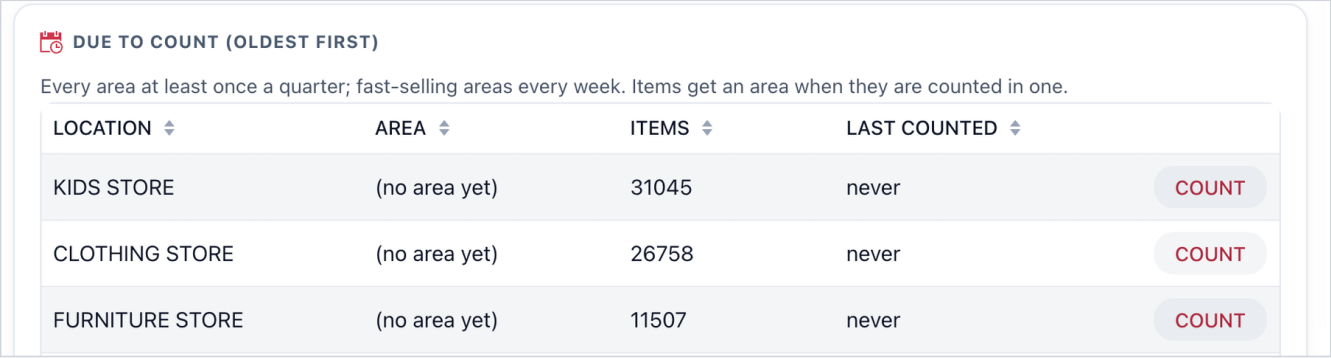
Pick up a count later

Unfinished counts, and counts your vendors did in myPortal, wait under **COUNTS IN PROGRESS AND VENDOR COUNTS TO REVIEW**. Click **CONTINUE** to carry on.



Click CONTINUE to pick up a count.

DUE TO COUNT lists each location and area with its item count and when it was last counted, oldest first. Aim to count every area at least once a quarter, and fast-selling areas every week. Click **COUNT** to start one.



Areas due to be counted, oldest first.

FAQ

Does counting change my inventory?

Not until you click APPLY AND CLOSE on the review screen. Until then you can go back, scan more or cancel.

Can my vendors count their own items?

Yes. Vendors can count their items in myPortal. Their counts wait for you under COUNTS IN PROGRESS AND VENDOR COUNTS TO REVIEW.

Where do I see past adjustments?

The ADJUSTMENT LOG on the Inventory Count screen lists each change with its date, SKU, item, quantity, reason and who made it.

Which plan includes Inventory Count?

Inventory Count is part of Rose Pro.