How to Create Inventory (Take-Ins)

Rose 3.0 · Take-ins

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

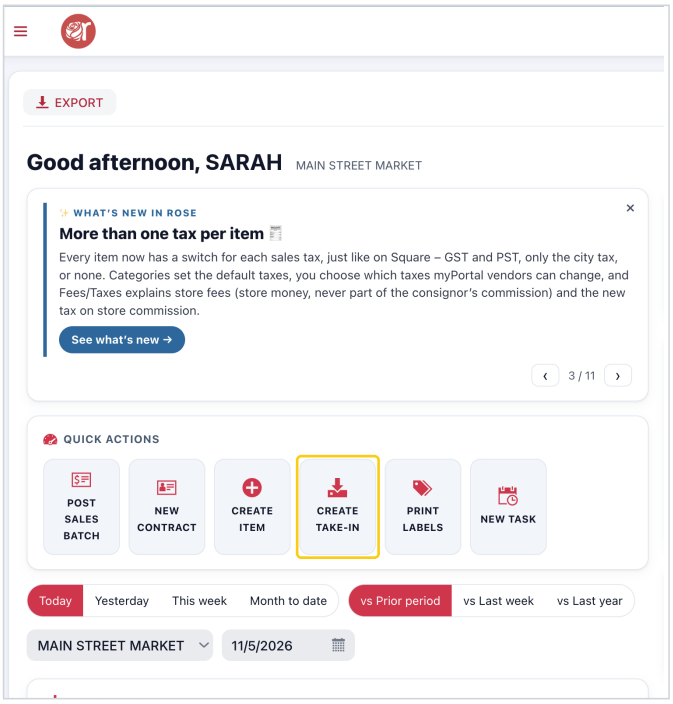
Overview

A **take-in** is how items come into Rose: you start a take-in for a consignor or vendor, add each item, print its labels, then post the items to inventory. Once posted, the items are in Rose and in Square, ready to sell.

Where to find it: Dashboard › menu (☰) › **Take-ins**, or **CREATE TAKE-IN** in the Dashboard's Quick Actions.

Step 1: Start a take-in

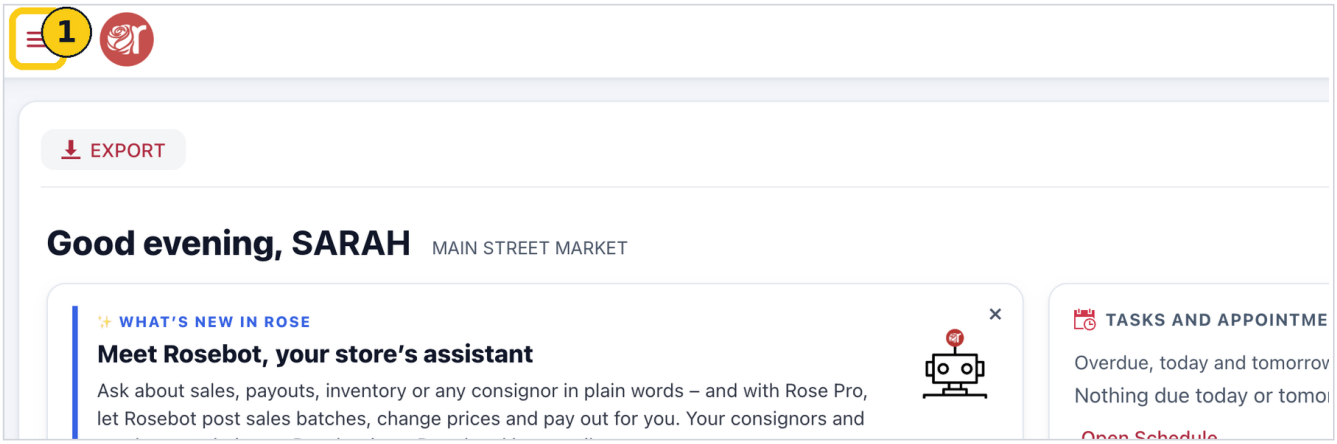
Shortcut: click **CREATE TAKE-IN** in the Dashboard's **QUICK ACTIONS** to open a new take-in straight away, then go to step 4 below.



CREATE TAKE-IN in the Dashboard's Quick Actions.

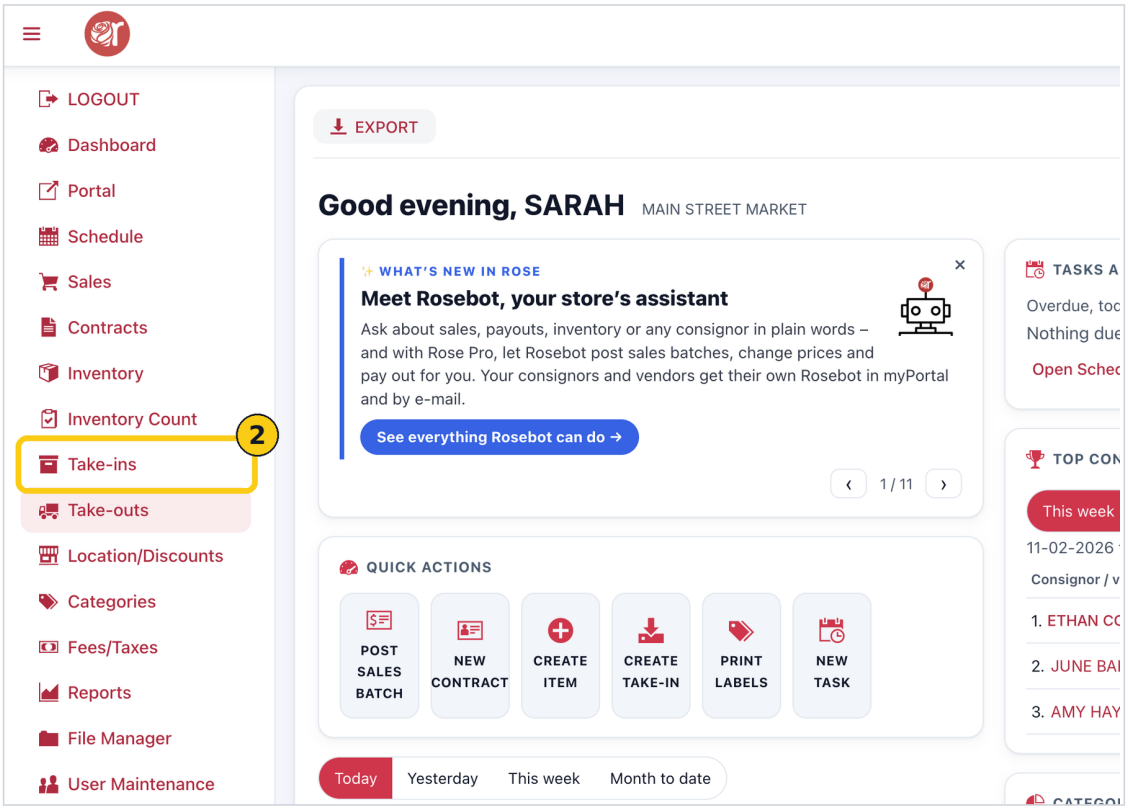
Or open Take-ins from the menu:

1. On your Dashboard, click the menu icon (☰) in the top-left corner.



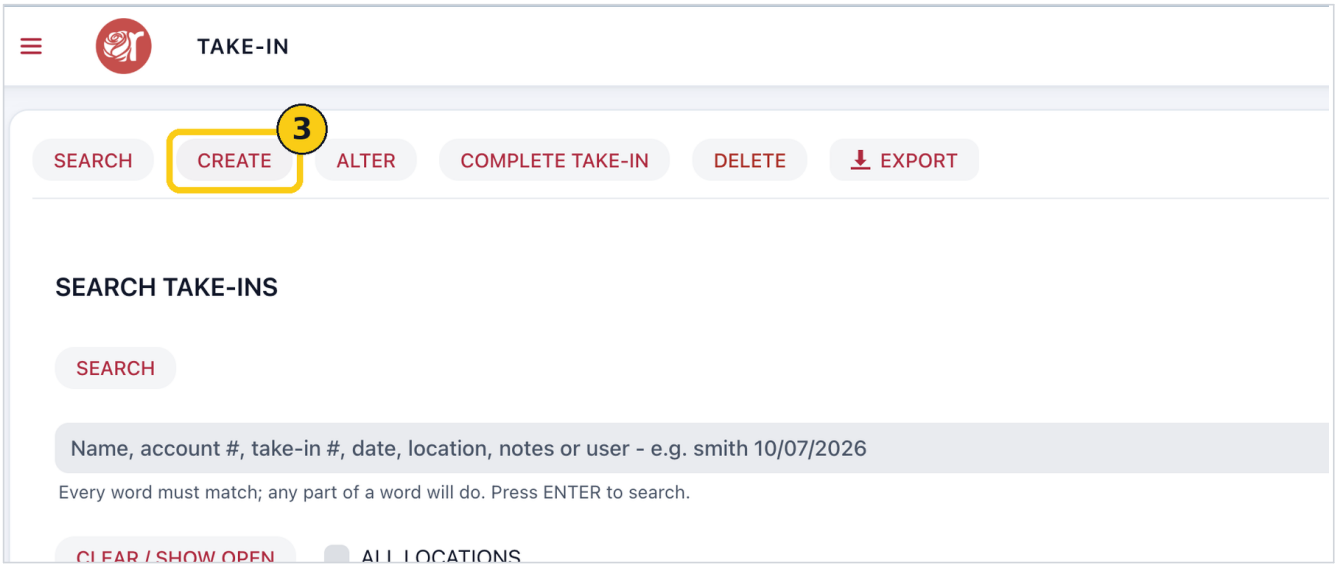
Open the menu from the Dashboard.

2 Click **Take-ins**. The list shows open take-ins at your location.



Click Take-ins.

3 Click **CREATE**.

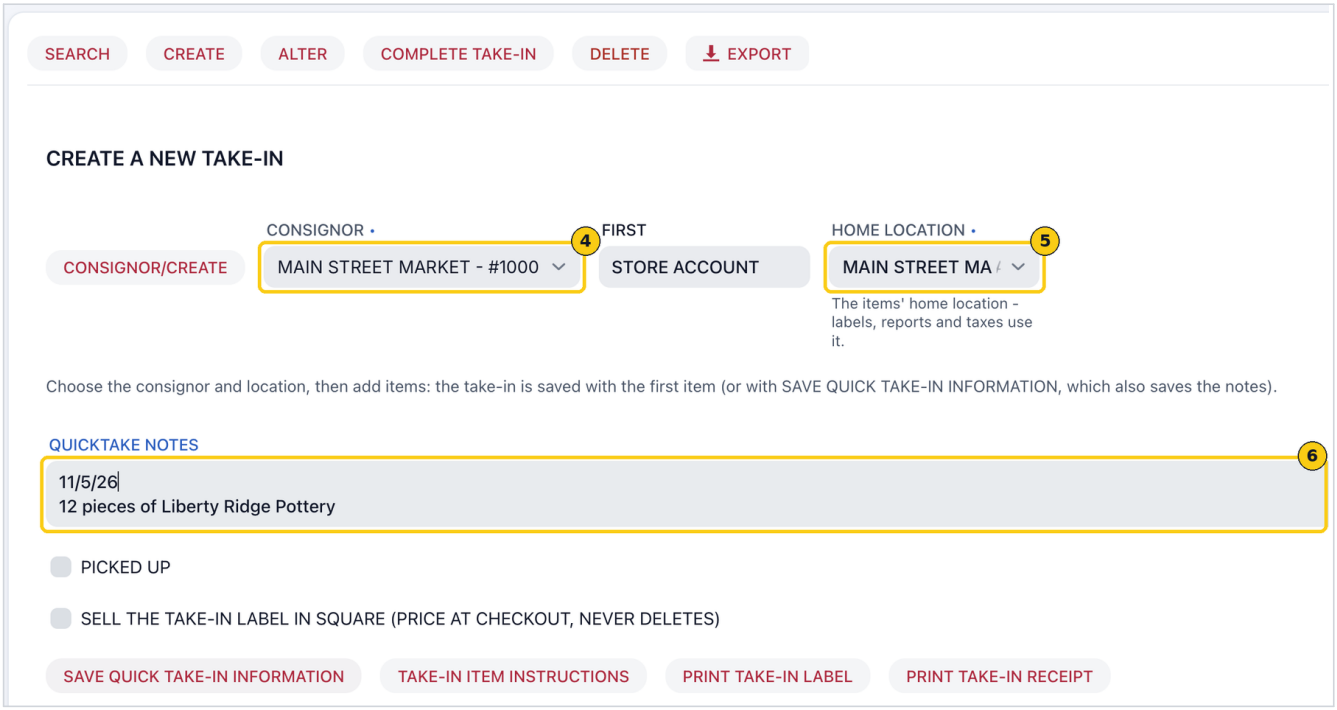


Click CREATE.

4 Choose the **CONSIGNOR**: start typing a name, business or account number and pick from the list. Use **CONSIGNOR/CREATE** to add someone new.

5 Check the **HOME LOCATION**. Labels, reports and taxes use it.

6 Add **QUICKTAKE NOTES** if you like, for example the date and what came in.

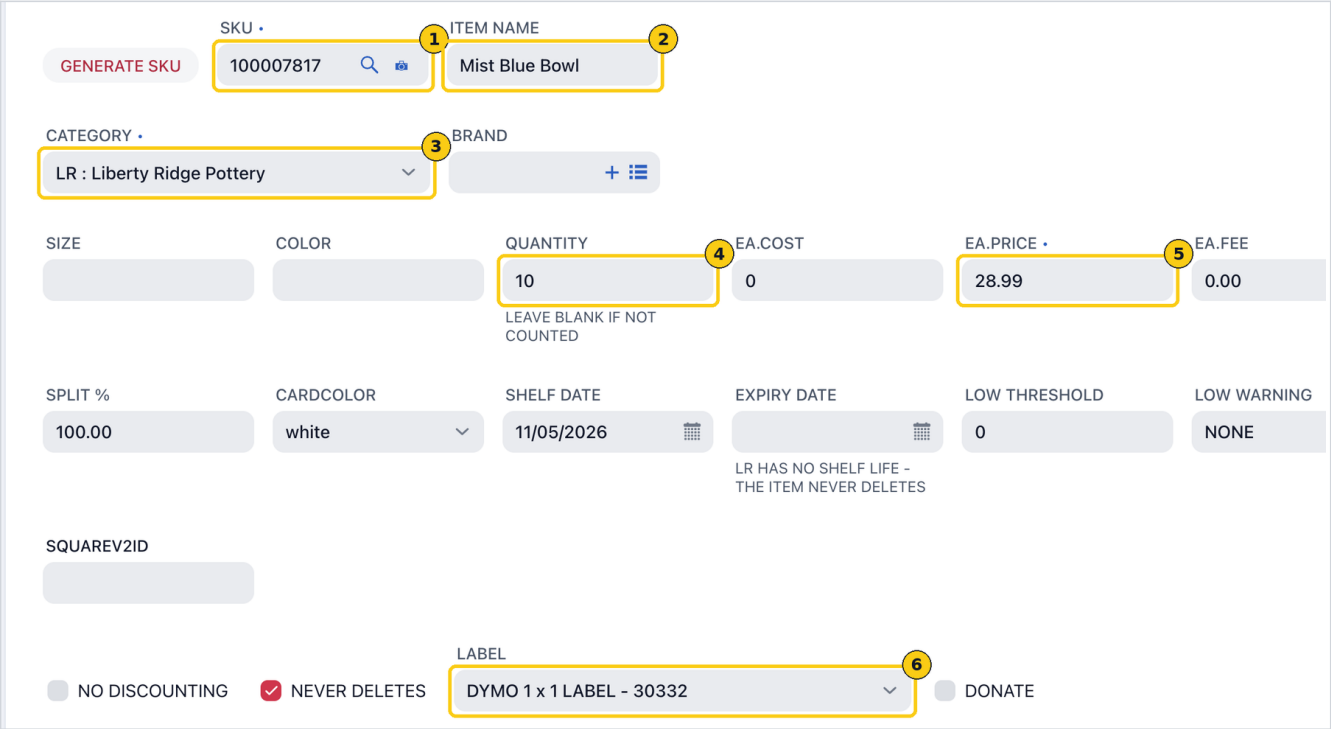


Choose the consignor (4), check the location (5), add notes (6).

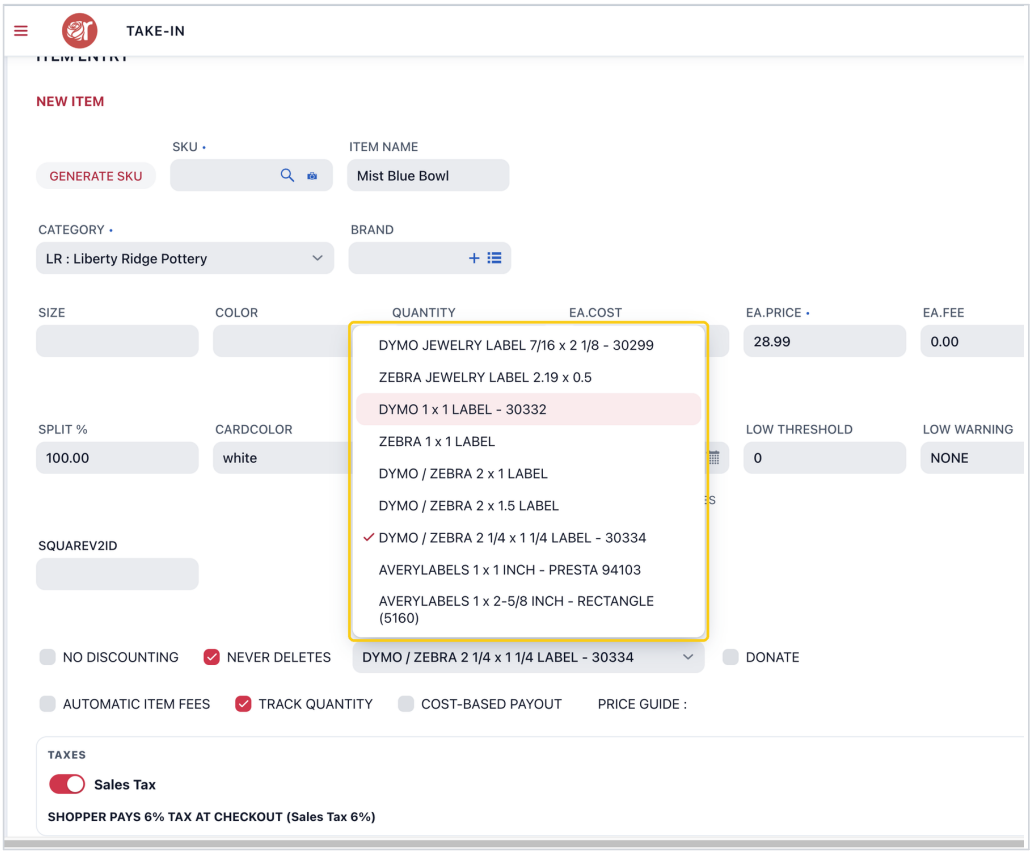
The take-in is saved when you add the first item. To save it before then (with its notes), click **SAVE QUICK TAKE-IN INFORMATION**.

Step 2: Add items

1. Enter the **SKU**: scan or type the item's barcode, or click **GENERATE SKU** for a new one.
2. Enter the **ITEM NAME**.
3. Pick the **CATEGORY**. Its shelf life, taxes and price guide fill in.
4. Enter the **QUANTITY**. Leave it blank if the item isn't counted.
5. Enter the **EA.PRICE** (price for each one).
6. Check the **LABEL** type that will print for this item.



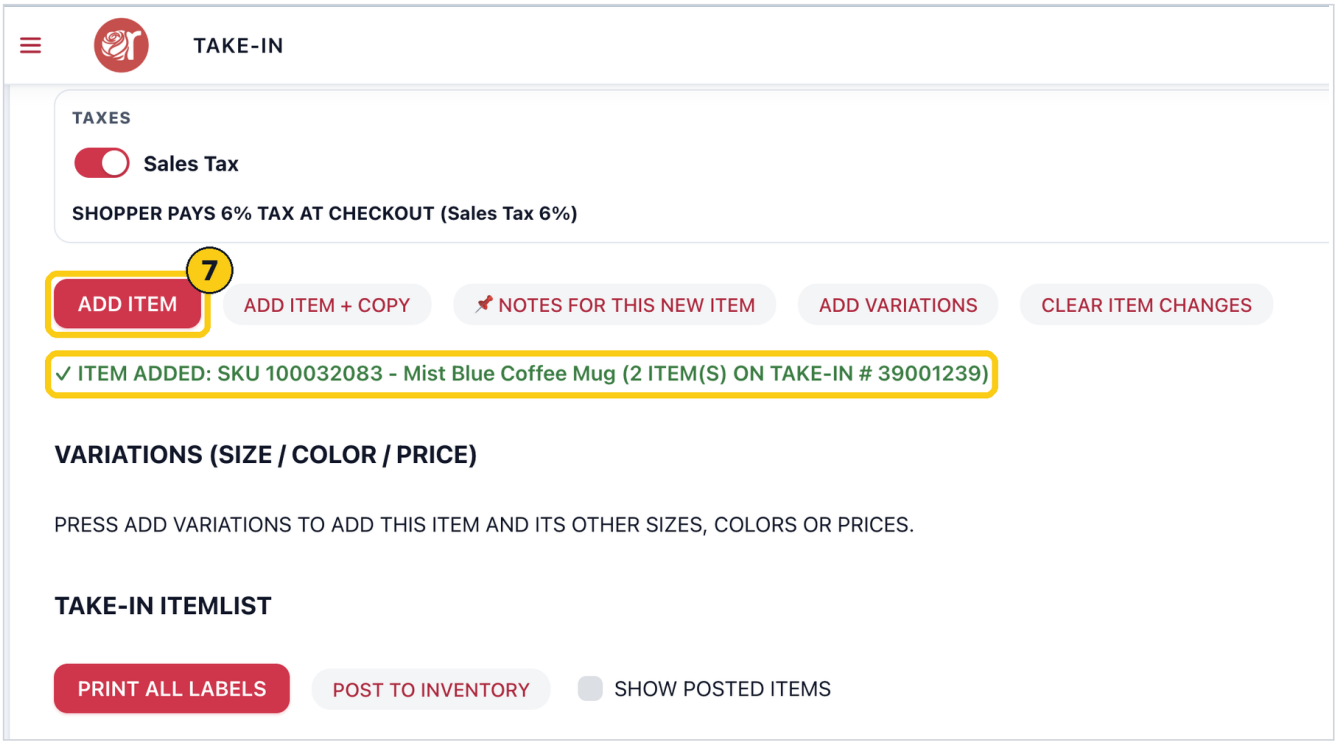
SKU (1), name (2), category (3), quantity (4), price (5) and label type (6).



The label types to choose from.

Brand, size, colour, cost, split %, card colour and dates are optional. **SPLIT %** and the tick boxes start from the consignor's and category's settings.

7 Click **ADD ITEM**. A green line confirms it, for example ITEM ADDED: SKU 100032083 - Mist Blue Coffee Mug (2 ITEM(S) ON TAKE-IN # 39001239). The form clears for the next item.



Click ADD ITEM (7); the green line confirms it.

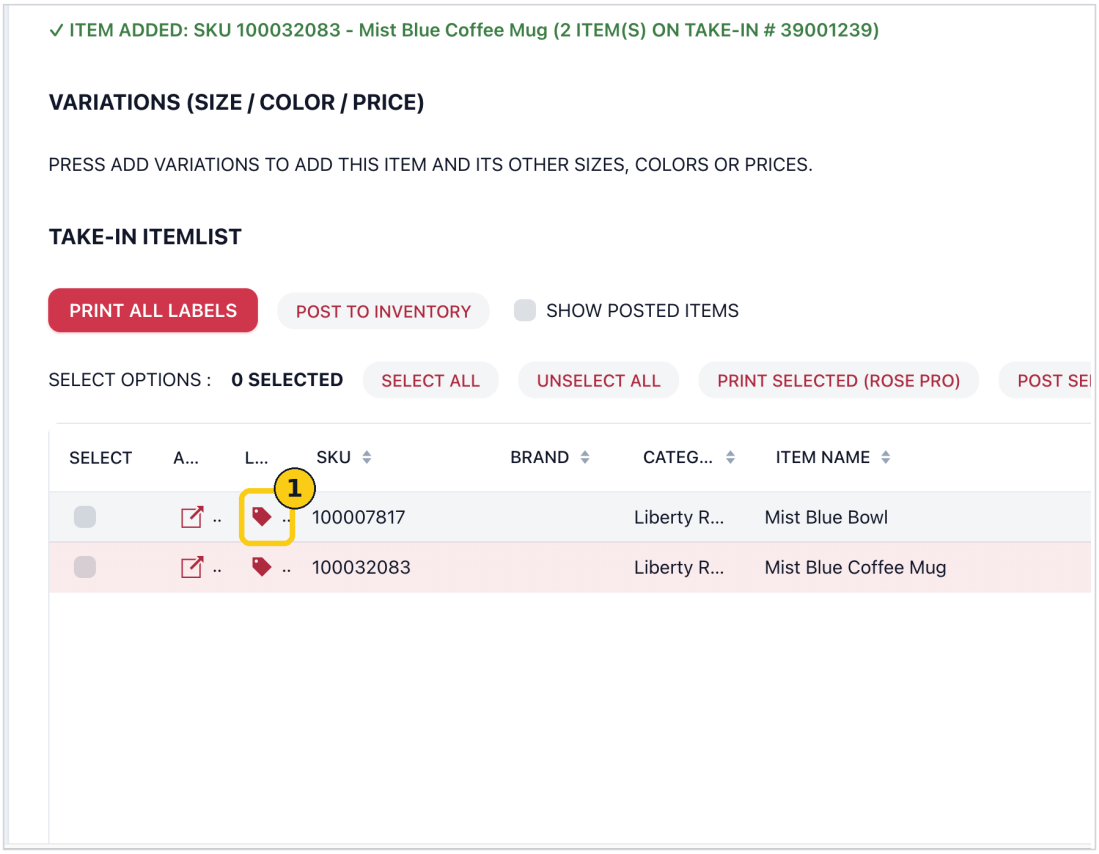
ADD ITEM + COPY adds the item and keeps its details on the form, which is quicker for a run of similar items.

Step 3: Print labels

There are three ways to print labels from the **TAKE-IN ITEMLIST**: click one item's label, tick the items you want and use **PRINT SELECTED**, or print every item with **PRINT ALL LABELS**. Always print from **Google Chrome**.

Print one item's label

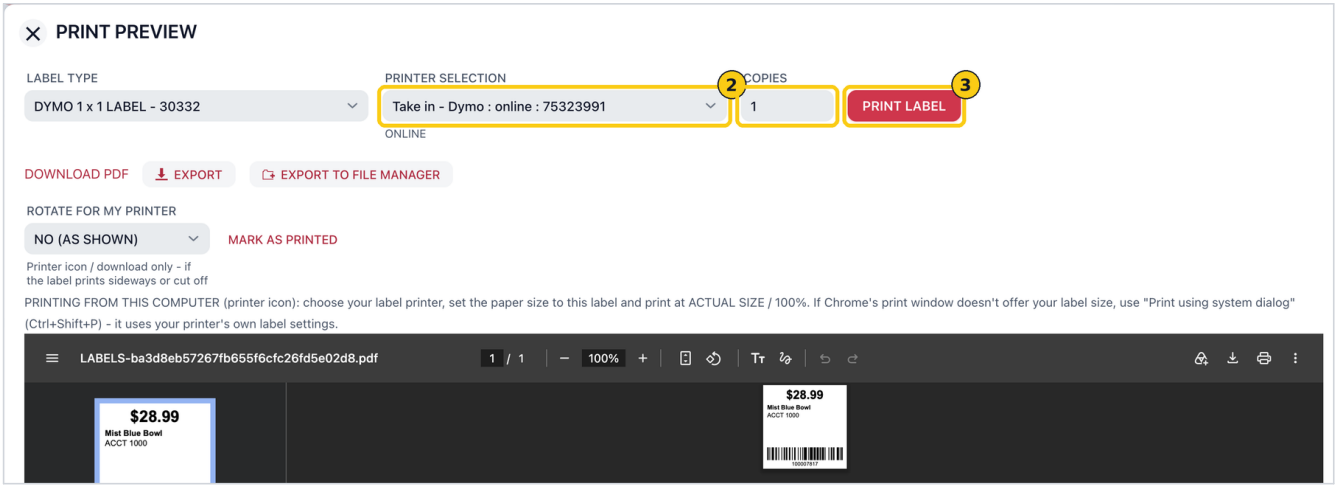
1 Click the tag icon in the item's **LABEL** column. **PRINT PREVIEW** opens, showing the label at its real size.



Click the item's tag icon (1).

2 **Rose Pro:** choose your label printer under **PRINTER SELECTION** (it shows ONLINE when ready) and check **COPIES**.

3 Click **PRINT LABEL**. The label goes straight to the printer.



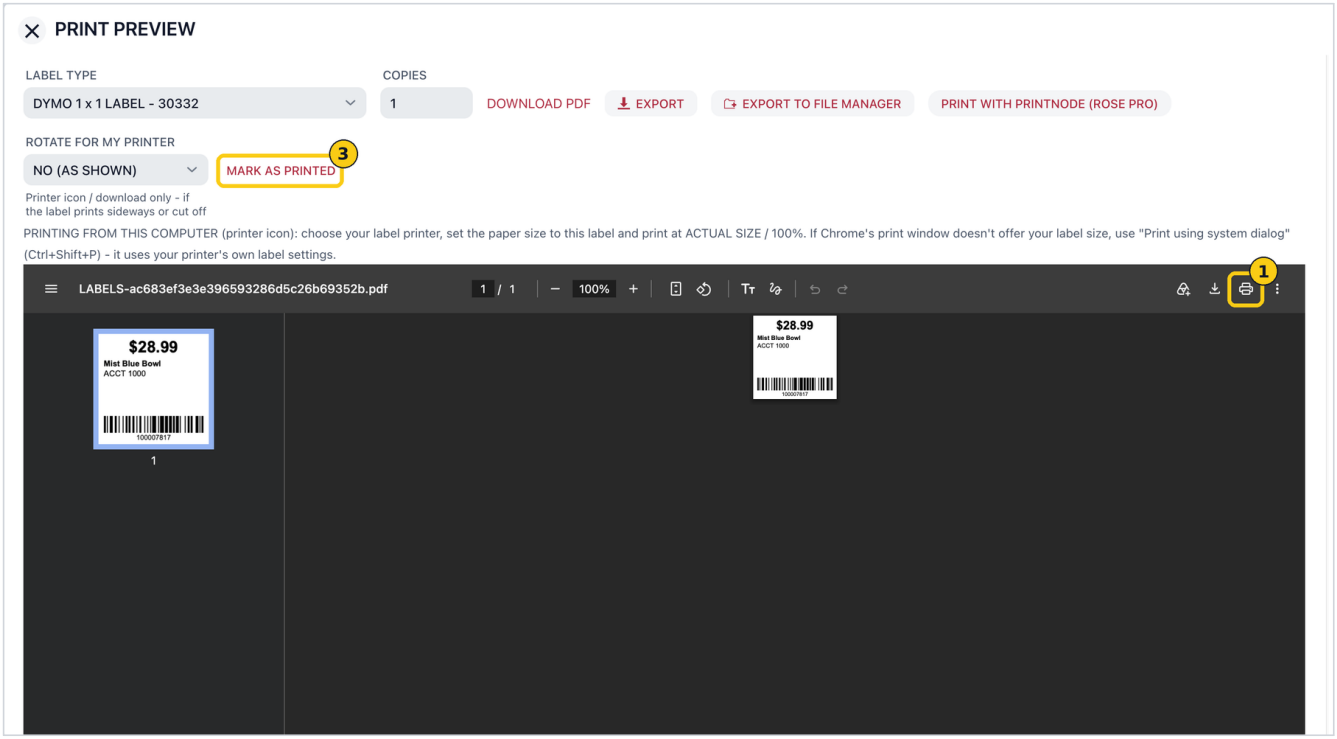
Choose the printer (2), check copies, then PRINT LABEL (3).

Printing from this computer (Rose Retail, or without PrintNode)

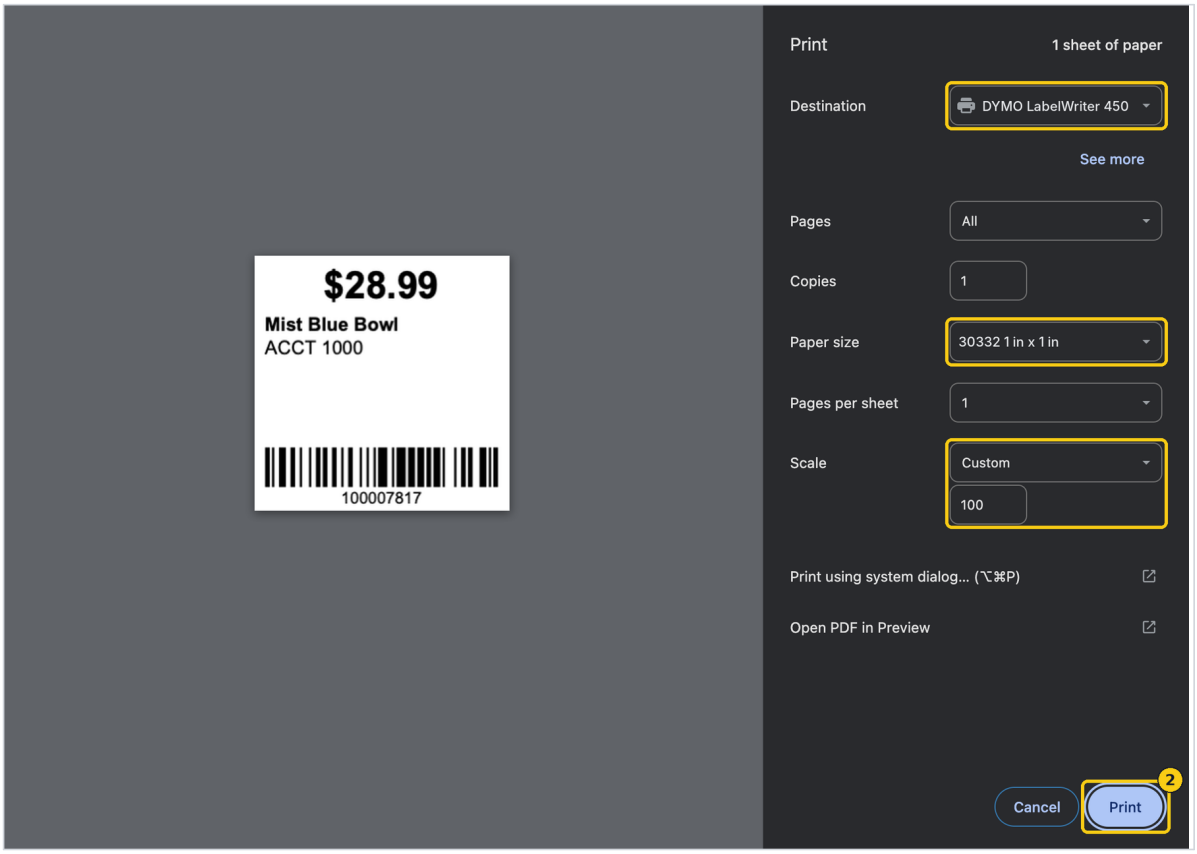
1 In PRINT PREVIEW, check **COPIES** (one label for each item in stock), then click the printer icon above the label.

2 In the print window, set **Destination** to your label printer (for example, DYMO LabelWriter 450), **Paper size** to your label (for example, 30332 1 in x 1 in) and **Scale** to **100**. The preview shows one small label. Click **Print**.

3 Back in Rose, click **MARK AS PRINTED**.



Click the printer icon (1); MARK AS PRINTED when done (3).

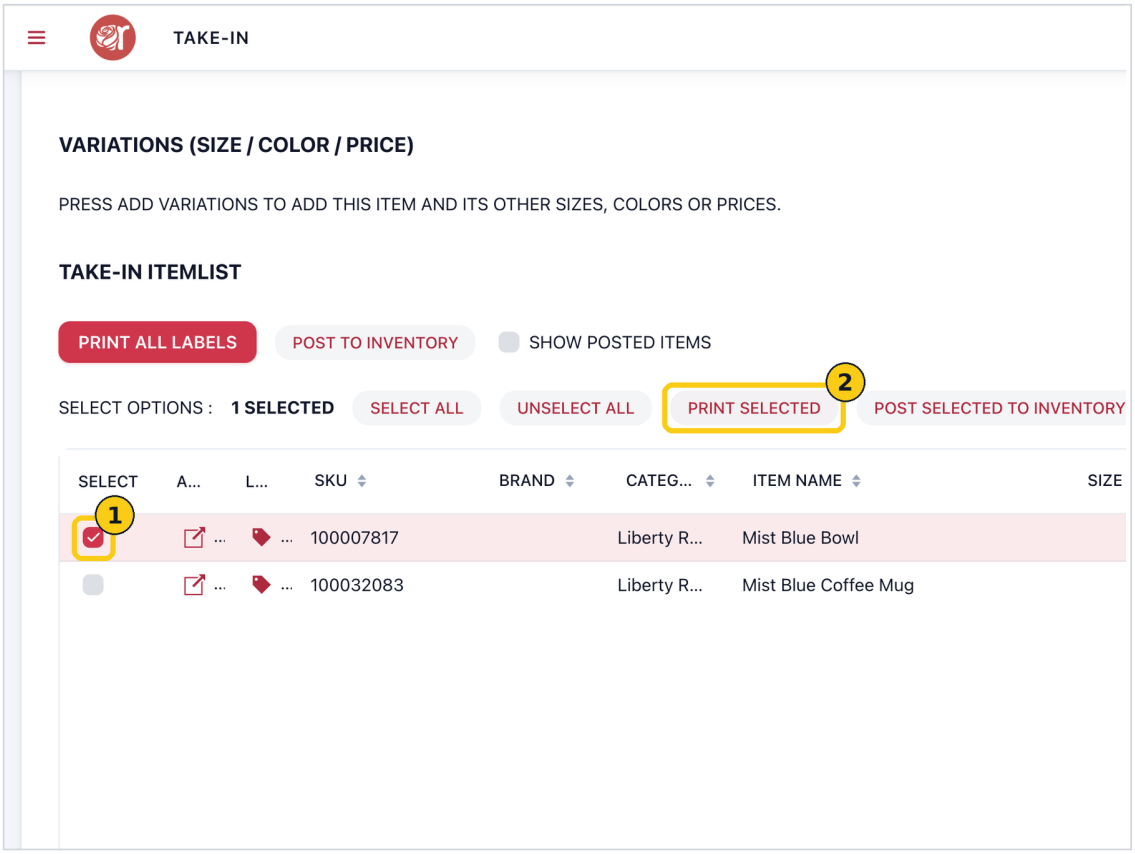


With a DYMO LabelWriter: one 1 in x 1 in label at Scale 100, then Print (2).

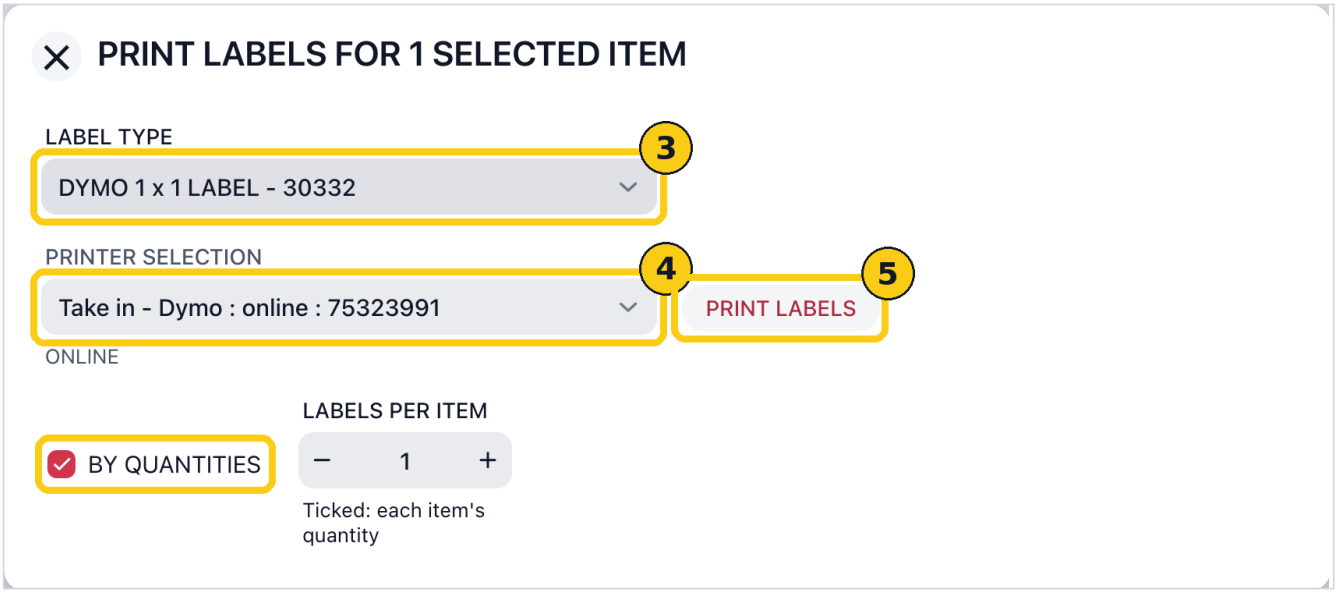
Seeing a full page with a tiny label in the corner? The print window is set to a regular printer or Letter paper. Change the destination to your label printer and the paper size to your label. If your label size isn't listed, click **Print using system dialog**; it uses your printer's own label settings. If the label prints sideways or is cut off, change **ROTATE FOR MY PRINTER** in Rose's print preview.

Print labels for selected items

1. Tick the box in the **SELECT** column for each item you want a label for.
2. Click **PRINT SELECTED**.
3. In **PRINT LABELS FOR … SELECTED ITEM**, choose the **LABEL TYPE**.
4. Choose your label printer under **PRINTER SELECTION**. Leave **BY QUANTITIES** ticked to print one label for each item in stock, or untick it and set **LABELS PER ITEM**.
5. Click **PRINT LABELS**.



Tick the item (1), then PRINT SELECTED (2).

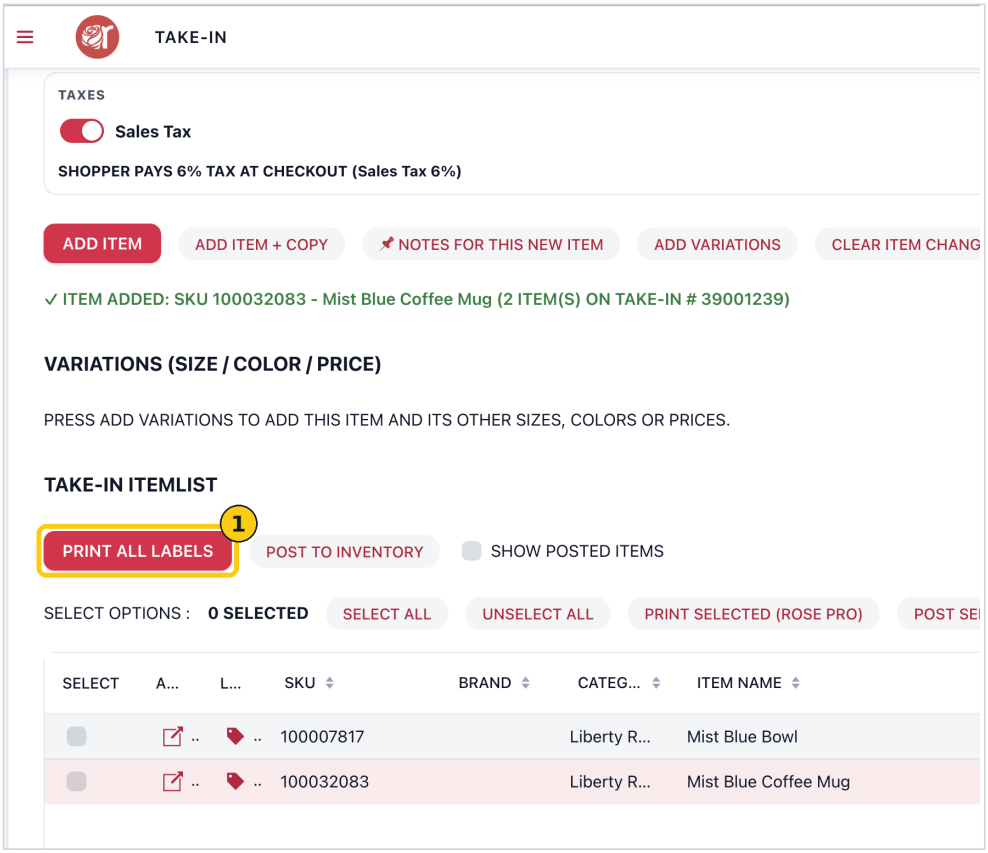


Label type (3), printer (4), then PRINT LABELS (5).

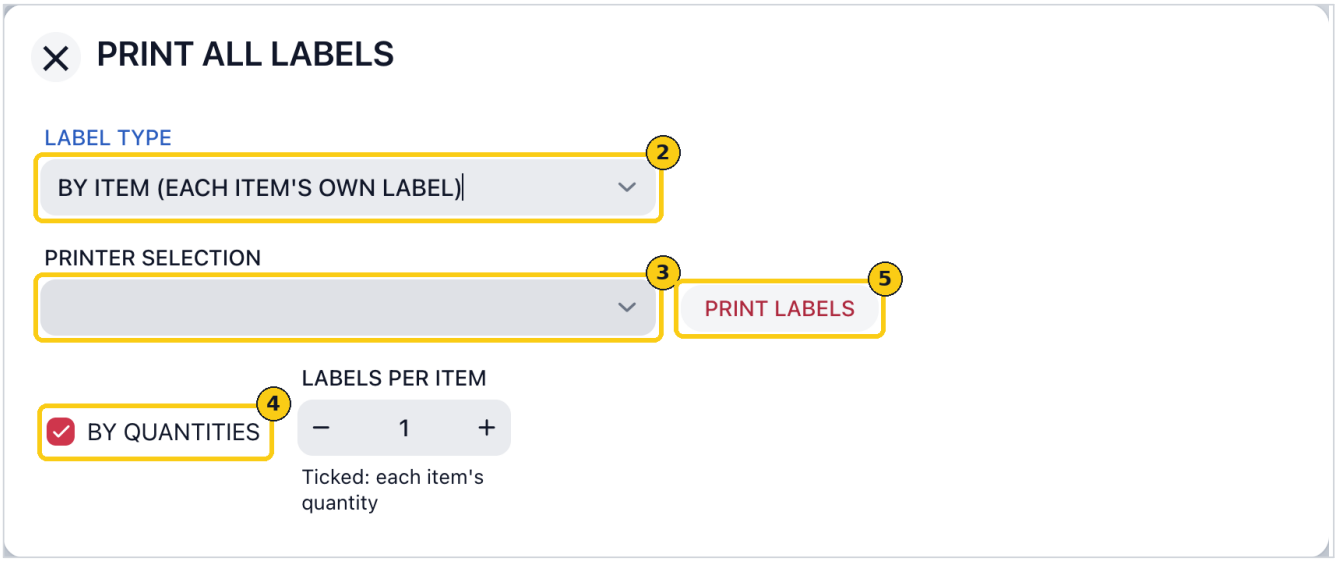
Printing selected items sends labels through PrintNode, which is part of **Rose Pro**. On Rose Retail the button reads **PRINT SELECTED (ROSE PRO)** and opens the Rose Pro upgrade window; click each item's tag icon instead.

Print all labels on the take-in

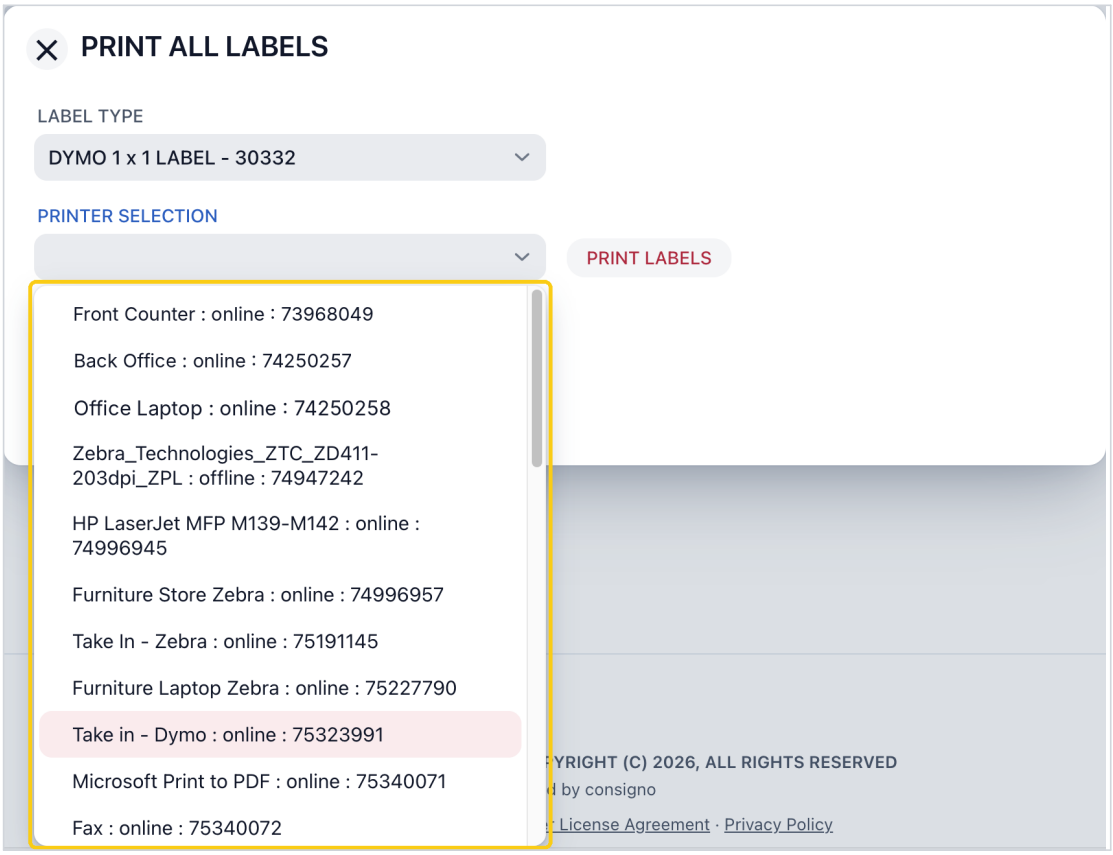
1. Click **PRINT ALL LABELS**.
2. Choose the **LABEL TYPE**. **BY ITEM (EACH ITEM'S OWN LABEL)** uses the label type set on each item.
3. Choose your label printer under **PRINTER SELECTION**, and leave **BY QUANTITIES** ticked (10 bowls = 10 labels) or set **LABELS PER ITEM**.
4. Click **PRINT LABELS**.



Click PRINT ALL LABELS (1).



Label type (2), printer (3), By quantities (4), then PRINT LABELS (5).



Your PrintNode printers, showing online or offline.

Default printers and label types are set in Administration › Settings.

Step 4: Post to inventory

1 When every item is added and labelled, click **POST TO INVENTORY**. The items move into Inventory and are sent to Square.

2 Click **COMPLETE TAKE-IN** at the top to close the take-in.

To post only some items, tick them in **SELECT** and use **POST SELECTED TO INVENTORY**. **SHOW POSTED ITEMS** brings posted items back into the list.

FAQ

Can I come back to a take-in later?

Yes. Open Take-ins, click SEARCH and select it. CLEAR / SHOW OPEN lists every open take-in at your location.

I clicked PRINT SELECTED and got the Rose Pro window. What do I do?

Printing selected labels through PrintNode is part of Rose Pro. On Rose Retail, click each item's tag icon in the LABEL column to print its label.

The label is the wrong size. What do I check?

Check the item's LABEL type, then in the print window set the paper size to that label and Scale to 100.

I have a DYMO Twin Turbo. How do I pick the roll?

In the print window, click Print using system dialog, then Preferences, and choose the left or right roll under Paper Source. It remembers your choice, so print all the labels for one roll before switching.