RekordPOS | Quick guide

Know where everything is kept.

Warehouses, racks and shelves, and how stock is counted in each.

A shop that holds stock in more than one place needs to know what is where. RekordPOS lets you name your warehouses, mark racks and shelves inside them, and then shows the count and the value of the stock in each.

IN THIS GUIDE

1. **Create a warehouse**
   A name, a phone, an email and an address
2. **Add racks and shelves**
   So a product can be found in seconds
3. **Choose a warehouse when you buy or sell**
   Stock goes in and comes out of the right place
4. **Check the stock list**
   Counts and value, product by product

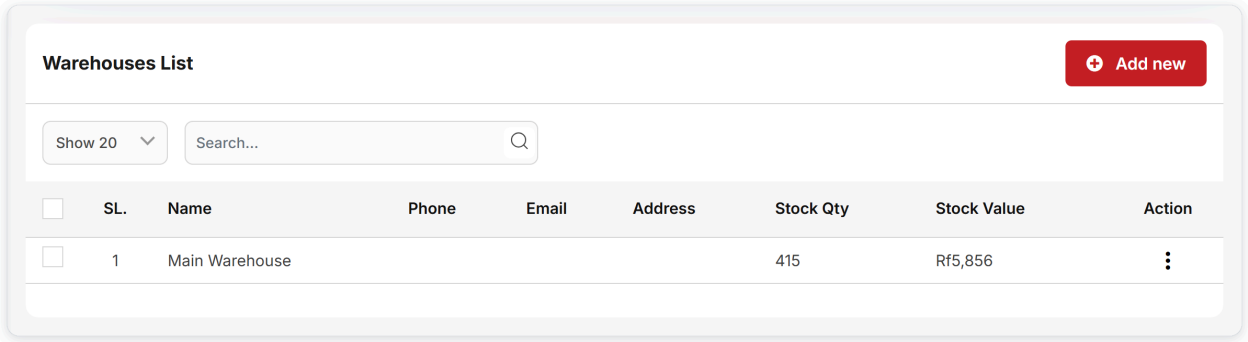
WHERE
Warehouse, Racks and Shelfs in the menu

TIME
Five minutes

TIP
Keep the names short and the same everywhere

1 Your warehouses

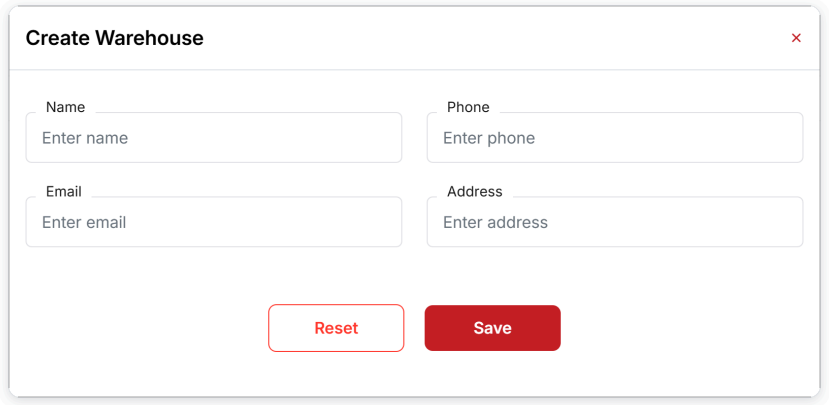
Open **Warehouse** in the menu, then **Warehouse** again. Each row is a place you keep stock, with its **stock quantity** and **stock value** at the right. A new shop starts with one, so the first job is usually to check its name.



The warehouse list, with the count and value of the stock in each

2 Add a warehouse

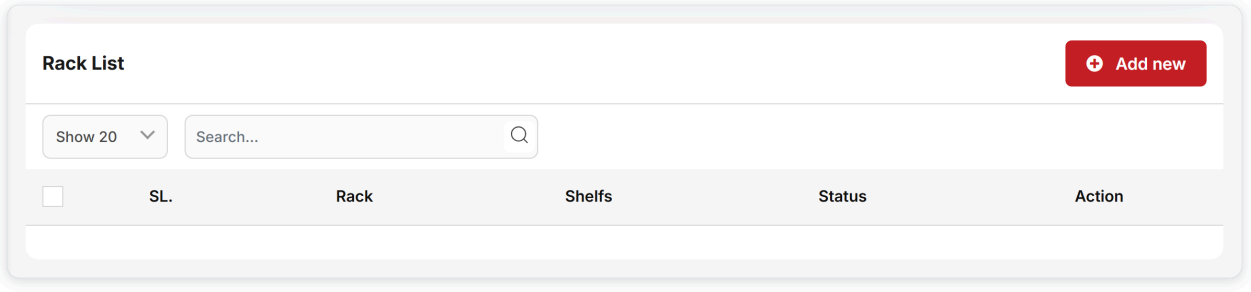
Press **Add new**. Type a **name**, such as Main Warehouse or Back Store, and add a phone, email and address if you like. Press **Save**. It appears in the list at once and is ready to use.



Create Warehouse

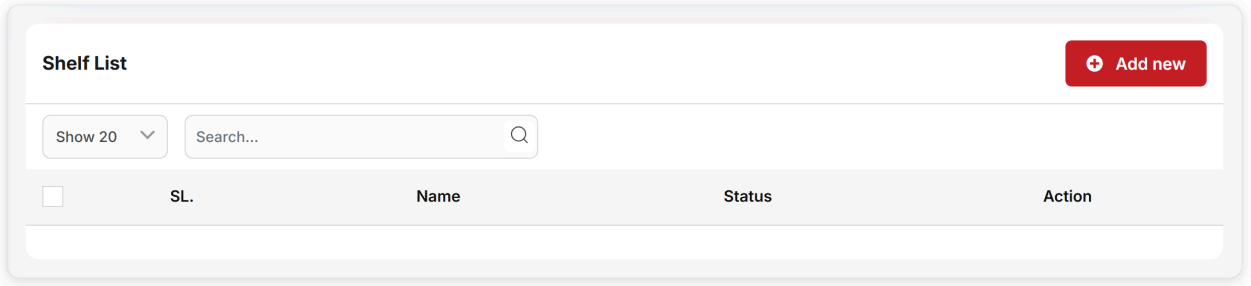
3 Racks and shelves

Inside a warehouse, **racks** and **shelves** say exactly where a product sits. Open **Racks** or **Shelfs** from the Products menu and press the add button to create one, for example Rack A and Shelf 3. When you add a product you pick its rack and shelf, and staff can find it quickly.



Racks, one row each

4 Shelves



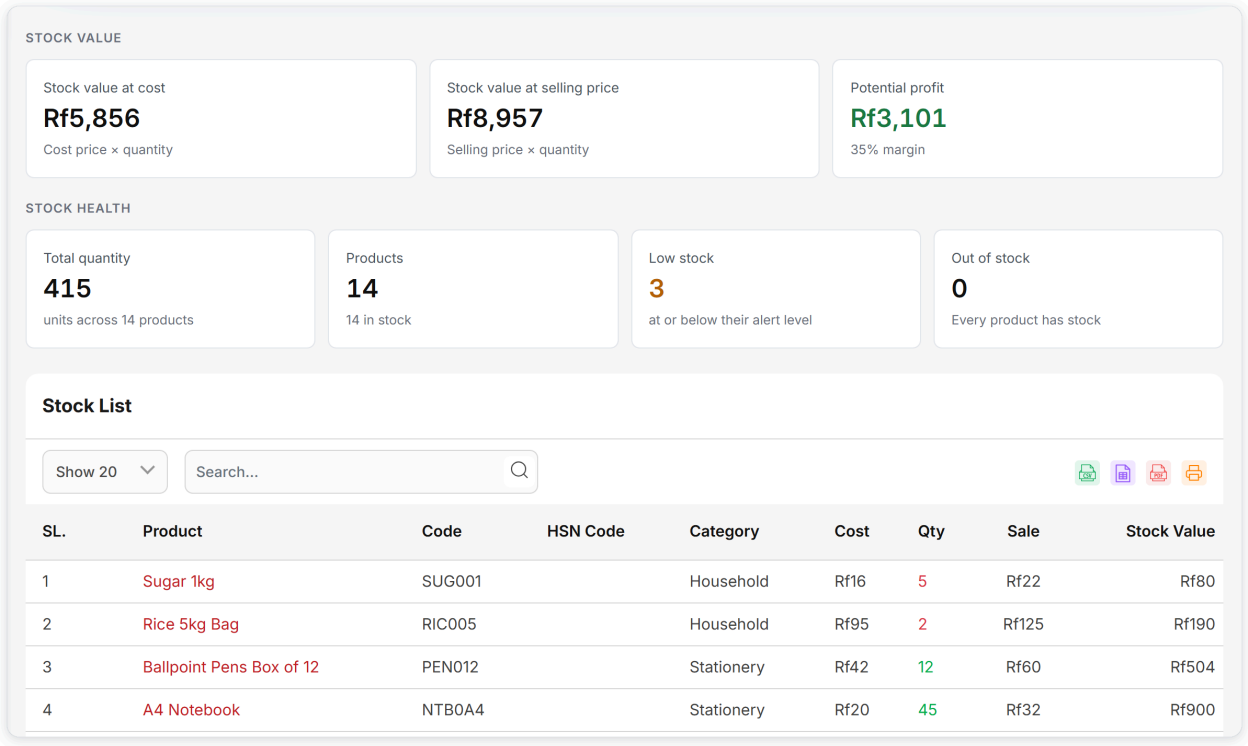
Shelves are listed the same way

5 Which warehouse is it in?

When you make a **purchase**, you choose the warehouse the goods are going into. At the **till**, you choose the warehouse the goods come out of. RekordPOS adds to and subtracts from the right place every time, so the counts stay true without anyone adjusting them by hand.

6 The stock list

Open **Stock List** to see every product with its quantity and value. Search a name or code to find one. Products at or below their alert level are flagged, and the same ones appear under **Stock Health** on your dashboard.



Every product, with how many you have and what they are worth

7 Common questions

Do I need more than one warehouse?

No. One is enough for most shops. Add more only when you keep stock in separate places and want to count each one.

Can I move stock between places?

Yes. Use Transfer in the Stock List menu to move goods from one warehouse to another, and both counts update.