

A new feature in i-Clarity version 3.2.9 is stock take by range.

## Open the stock module



Click on reconcile



This will open the Reconcile stock window



Type in the name of the range you would like to complete a stock take for.

🕖 Reconcile Stock						-		$\times$
Count Stock of this	Product Group:	[ALL]		~	Range:			
Scan Barcode:							~	
Import S	tock from Excel l	Add Frame or Sunspec						
ID	Descripti	on	Size	Co	lour	Quar	ntity	

## Click Add Frame or Sunspec

🕖 Reconcile Stock						-		$\times$
Count Stock of this F	Product Group:	[ALL]		~	Range:	Range	1	
Scan Barcode:		or Select Product						~
Import S	tock from Excel	List		Add Fr	ame or Su	nspec		
ID	Descript	ion	Size	Co	olour	Qu	antity	

Select the product from the drop-down list 'select description' or type in the 'filter description', click refresh filter and then select the product from the drop down.

Choose Frame or Sun:	spec	×	
Filter Descriptions:		Refresh Filter	u
Select Description:	[PLEASE SELECT]	~	Then select the correct size and colour.
			And click Ok
	ОК	Cancel	

Continue until you have added all products in stock in that range to the reconcile stock list.

Rec	oncile Stock				>	
Cou	nt Stock of this Pr	roduct Group: [ALL]		<ul> <li>Range:</li> </ul>	Range 1	
Sca	n Barcode:	or Select Product			~	
Import Stock from Excel List		1	Add Frame or Sun	spec		
	ID	Description	Size	Colour	Quantity	
•	936758	000451	DUN01	Universal	1	
	936760	000453	DUN01	Universal	1	
	936775	000645	DUN01	Whiz Kids	1	
	001235	Ashanti	48-19-130	C1 Burgandy	1	
	943710	Lyle and Scott Darvel 1	55-20	14	1	
				To	tal: 5	
Reconcile Stock					Close	

Once complete click 'Reconcile Stock'

The next screen will show you the amount of adjustments being made.

	Quantity	Total Value
rame	-3	£-10.00
	de discontrativos atrativos	dia des setes
inter a comment to be recor	ded against these stock a	djustments:

If you are happy to continue click 'Reconcile'.

Products not assigned to the range typed in the range field will not be effected by this stock take.

# Tips for effectively using this feature

Ranges can be either be added to a product by typing the name of the range in a free text field or by selecting from a pre-populated list of ranges. For effective use of this new feature and the range filters on existing i-Clarity reports we recommend that you use the method of a pre-populated list. The pre-populated list means there will be no inconsistencies in the text of the range name assigned to each product.

### Setting up supplier ranges

In the maintenance module of i-Clarity navigate to the supplier tab.

) ∧	1aintenan	ce								-	
Oc	cupations	Password Protection	on Patient Sources Prie	ice Lookup Pro	duct Grid Pr	roducts Promoti	ons Recall Communications	Recall Schemes	Resources	Staff Types	Suppliers
		Supplier ID	Name		Address1		Address 2	Address 3		Postcode	
	►	000CEL	Celtic Eyewear		Merthyr Road	ł	Cardiff	South Glamorgan	I	CF14 1DJ	0
		001	William Morris		Unit 6, West	Point Business	West Road, Harlow, Essex			CM20 2BU	0
		001sun	Sunoptic		46 Minerva R	Road	Park Royal	London		NW10 6HJ	0
		001	White Online Ltd		1 MOLTOL NI-		DETERI CE	County Durkson		00.000	0

Click on the box next to the Supplier ID of the supplier you would like to add ranges to.

Γ	Supplier ID	Name	Address1	Address 2	Address 3	Postcode	1^
1	001	William Morris	Unit 6, West Point Business	West Road, Harlow, Essex		CM20 2BU	0
Γ	001sun	Sunoptic	46 Minerva Road	Park Royal	London	NW10 6HJ	0.
	001white	White Optics Ltd	1 Mill Hill, North West Ind. E	PETERLEE	County Durham	SR8 2HR	0
1							

Click the button at the bottom of the page called 'Maintain Ranges'

Maintain Ranges	

A box called Supplier Ranges will appear

	(	) Sup	plier Ranges	du eineen		
1						
в		•	Budget			
			Kids			_ /
			London			
_						
-						
1						
4						
-		Add	1			
ł					Cla	
					CIO	3C

In the grey text box at the bottom type the name of the supplier range.

Then click Add

Continue with this process until all the ranges you stock for this supplier have been added.

Then click close.

Assigning a range to a new frame or sunspec.

To assign a range to a new frame you are adding to i-Clarity.

After clicking the button in stock called 'Create frame or sunspec' a new window will appear that allows you to enter the details of the new frame or sunspec.

N	ew Product Rar	nge	×				
ır	Frames Description:	O Sunspecs Get Current	ty	To / From		Maintain	Products
L						Create F Suns	rame or spec
L	Add Size	Add Colour	i I			Create Adjus	Stock tment
						Stock T	ransfers
						Retrieve	Records
L						ID:	``````````````````````````````````````
					(	Get Frame or	Sunspec
			ld	: 0	Qty 1	Barcod	es w/ Price
	Analysis Type:	[PLEASE SELECT] ~	ck	Price		Barcod	es no Price
	VAT Category:	Partially VATable ~				Description.	
	Supplier:	(Previously Viva Eyewear) I 🗸					~
le,		Modify Supplier Panges	<u> </u>		Not	tes:	
	Range: 🗸	~					^
87	Style:						
÷.,	Frame Type:	Unassigned ~					
	Cost Frice:		1	Invoice			~
	Sale <sup>p</sup> rice:					reate Purch:	ase Order
	VA <sup>7</sup> Category					, outor arom	
W	/her Dispensed:				Vie	ew Purchase	Replenish
	Case:					Orders	Stock
1/	Receipt Desc:	Cancel		CL Price Lookur	,	Receive	

By default, the range field will have a tick box selected then enables the selection of a range from a drop-down list. Ensure this field is completed every time a frame or sunspec is added to the system.

#### Assigning ranges to existing products.

In the maintenance of i-Clarity navigate to the products tab.



Click on the 'Create Product Spreadsheet'

N-1-- D----- F----



On the spreadsheet complete the range field for all products.

	Α	В	С	D	E	F	G
1	SCU Code	Description	Product Group	Analysis Type	Supplier	Range	Lens Type
34	203911	test1	Frame	Child	ACA01		

Once complete save and close the spreadsheet.

In i-Clarity click on the button 'Import Product	Supplier: N/A	~
Spreadsheet'	Create Lenses Spreadsheet	Import Lenses Spreadsheet
Navigate to your spreadsheet in window that	Create Frames Spreadsheet	Import Frames Spreadsheet
	Create Product	Import Product
Then click 'open' to import your spreadsheet.	Spreadsheet	Spreadsheet

Note: Requires Excel 2010 or later