



# Weekly Stock Count (Stock Take)

Every warehouse counts its stock in the app every Friday. It takes one tap if nothing moved, and a few minutes if it did. The count is what the office, the release notes and the reorders run on.

Applies to: **Warehouse agents · Stock managers** · App: [revivalcrop.co.za/app](https://revivalcrop.co.za/app)

|                                                              |                                                       |                                                  |                                                                 |                                                   |
|--------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------|
| <b>1</b><br><b>WAREHOUSE</b><br>Open the Warehouse Dashboard | <b>2</b><br><b>WAREHOUSE</b><br>Select your warehouse | <b>3</b><br><b>WAREHOUSE</b><br>+ New Stock Take | <b>4</b><br><b>WAREHOUSE</b><br>No change — or amend the counts | <b>5</b><br><b>WAREHOUSE</b><br>Submit Stock Take |
|--------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------|

**1** Open the Warehouse Dashboard

WAREHOUSE AGENT

- Sign in at [revivalcrop.co.za/app](https://revivalcrop.co.za/app). Your home screen shows **Warehouses due a stock count** — tap it, or open the **All tools & modules** bar and tap **Warehouse Dashboard** under *Stock & Warehouse*.

① Tap the **All tools & modules** bar to open the full list

**Warehouse Dashboard**  
Stock levels, pick & pack, dispatch tracking. Low stock alerts and supplier order generation.  
Warehouses: **14**

**Delivery Tracking**  
Order dispatch, courier assignment, delivery status, farmer confirmation.

① **Warehouse Dashboard**

- The stock-take tracker at the top shows every warehouse, when it was last counted and its status: **CURRENT**, **OVERDUE**, **STALE** or **NO TAKE YET**. Tap **Open** on your warehouse.
- Or scroll to **Warehouses** and tap **Open warehouse** → on your card. You only see the warehouses linked to you.

|  <b>SureWay Operations</b><br><small>WAREHOUSE &amp; STOCK</small> |                                         |                 |          |               |              |             |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------|----------|---------------|--------------|-------------|---------------|
| <span>Stock Analytics</span> <span>Blending Orders</span> <span>Orders</span> <span>&lt; Home</span>                                                |                                         |                 |          |               |              |             |               |
| WAREHOUSE                                                                                                                                           | AGENT                                   | LAST STOCK TAKE | DAYS AGO | UNITS ON HAND | SKUS COUNTED | STATUS      | ACTION        |
| Douglas                                                                                                                                             | Ernie Steynberg                         | 2026-09-04      | 11d      | 0             | 0            | OVERDUE     | <b>1</b> Open |
| Jano Scheepers                                                                                                                                      | —                                       | 2026-08-28      | 18d      | 0             | 0            | STALE       | Open          |
| Underburg                                                                                                                                           | Rick Stutterheim                        | —               | —        | 0             | 0            | NO TAKE YET | Open          |
| Nigel                                                                                                                                               | George Richards                         | —               | —        | 0             | 0            | NO TAKE YET | Open          |
| Welkom                                                                                                                                              | Charl Marais, Christo van den Burgh     | —               | —        | 0             | 0            | NO TAKE YET | Open          |
| Winburg                                                                                                                                             | Christo van den Burgh                   | —               | —        | 0             | 0            | NO TAKE YET | Open          |
| Wellington                                                                                                                                          | Tiaan Coetzee                           | —               | —        | 0             | 0            | NO TAKE YET | Open          |
| Caltech Trading                                                                                                                                     | Callie Buitendag, Christo van den Burgh | —               | —        | 0             | 0            | NO TAKE YET | Open          |
| Shortlands                                                                                                                                          | Freddie Bredenhann                      | 2026-09-11      | 4d       | 0             | 2            | CURRENT     | Open          |

- ① **Open** your warehouse — the status column tells you if you are overdue

### 1 Warehouses

#### Underburg

Agent: Rick Stutterheim

Products: 0 Units: 0

Code: **WUB** Status: **Active**

**1** Open warehouse →

#### Nigel

43 10th Street, Voorspoed Oos, Welkom

Products: 0 Units: 0

Code: **Nigel** Status: **Active**

Open warehouse →

#### Shortlands

Agent: Freddie Bredenhann

Products: 0 Units: 0

Code: **WSL** Status: **Active**

Open warehouse →

Welkom

Jano Scheepers

Kroondal Master

- ① **Open warehouse** →

- Under **Stock Levels** tap **+ New Stock Take**. The count form opens with every product held at this warehouse and its current in-stock figure.
- Do not use **Edit** on a product row for the Friday count — that changes stock without a stock-take record. Corrections only.

## Stock Levels

+ New Stock Take

+ Add Product

Your Name · Admin · Stock Manager · Warehouse Agent

Live inventory held in this warehouse only. Click + New Stock Take to count and reconcile.

| PRODUCT                                   | SKU         | IN STOCK | MIN | STATUS | AGENT    | ACTIONS     |
|-------------------------------------------|-------------|----------|-----|--------|----------|-------------|
| 5L Rectangular Bucket with handles & lids | COB5        | 0        | 0   | Out    | — none — | Edit Delete |
| AFA10 (FulviCat Australia)                | FUL/SP/001L | 6 785    | 0   | OK     | — none — | Edit Delete |
| Aquamate                                  | AQU/SP/001L | 12       | 0   | OK     | — none — | Edit Delete |

① + New Stock Take

## 4 No change — or amend the counts

WAREHOUSE AGENT

- **Nothing moved this week?** Tap **No change — submit**. One tap logs today's count at last week's levels and you are done.
- **Stock moved?** Walk the warehouse and type what you physically count in the **Counted** column for each product. The  $\Delta$  column shows the difference against the current figure so you can double-check big variances.
- Prefer talking? Tap **Start voice count**, say the products and counts as you walk, then review the numbers it filled in.
- A product on the floor that is not on the list: tap **Add a product to this warehouse** at the bottom of the form.

### Stock Take — Kroondal Master

Two ways to count: **voice** (talk into the mic as you walk) or **manual** (type counts below). Variances vs current are flagged. On Submit, In Stock is recalibrated and one Stock Take row is logged per item.

#### Walking the warehouse? Speak the counts.

Tap the mic, say something like "twenty rejuvenate, five humicat IBC, three rhizoking dry". The counts will fill in below — you still review & submit.

Start voice count

#### Nothing moved this week?

One tap submits today's count as the same as last week's levels. Use this when stock is identical — saves typing.

1

✓ No change — submit

COUNTED BY Your Name

| PRODUCT                                                                                          | CURRENT          | $\Delta$ | COUNTED |
|--------------------------------------------------------------------------------------------------|------------------|----------|---------|
| 5L Rectangular Bucket with handles & lids<br>COB5<br><a href="#">Edit</a> <a href="#">Delete</a> | Current: 0 —     |          | 0       |
| AFA10 (FulviCat Australia)<br>FUL/SP/001L<br><a href="#">Edit</a> <a href="#">Delete</a>         | Current: 6 785 — |          | 6785    |

No items counted yet.

Cancel

3

Submit Stock Take

① **No change — submit** if stock is identical ② or type the counted quantity per product ③ **Submit Stock Take**

## Stock Take — Kroondal Master

Two ways to count: **voice** (talk into the mic as you walk) or **manual** (type counts below). Variances vs current are flagged. On Submit, In Stock is recalibrated and one Stock Take row is logged per item.

COUNTED BY

| PRODUCT                                                                                                     | CURRENT        | Δ  | COUNTED                           |
|-------------------------------------------------------------------------------------------------------------|----------------|----|-----------------------------------|
| <b>5L Rectangular Bucket with handles &amp; lids</b><br>COB5<br><a href="#">Edit</a> <a href="#">Delete</a> | Current: 0 —   |    | <input type="text" value="0"/>    |
| <b>AFA10 (FulviCat Australia)</b><br>FUL/SP/001L<br><a href="#">Edit</a> <a href="#">Delete</a>             | Current: 670 — | -5 | <input type="text" value="6780"/> |
| <b>Aquamate</b><br>AQU/SP/001L<br><a href="#">Edit</a> <a href="#">Delete</a>                               | Current: 12 —  |    | <input type="text" value="12"/>   |
| <b>BioCat</b><br>BIC/SP/100G<br><a href="#">Edit</a> <a href="#">Delete</a>                                 | Current: 0 —   |    | <input type="text" value="0.36"/> |
| <b>BioLift</b>                                                                                              |                |    |                                   |

1 counted · 1 variance

[Cancel](#) [Submit Stock Take](#)

① Counted 6780 ② the app flags the variance (-5) ③ **Submit Stock Take**

## 5 Submit the stock take

WAREHOUSE AGENT

- Add a note if there is a reason for a variance (damaged, sample given, wrong delivery), then tap **Submit Stock Take**.
- The in-stock figures are recalibrated, one stock-take row is logged per product, and the office receives the count report. The tracker shows your warehouse as **CURRENT**.

### Rules of the road

- Count **every Friday**, even when nothing moved — that is what **No change — submit** is for.
- Count what is physically there. Stock on a release note that has not left yet is still counted.
- Product not showing at your warehouse, or a wrong figure you cannot fix? Log it under **Jobs to FreedomHub** — see SOP 03.