

# How to complete a warehouse inventory

## In Gimme VMS:

1. Navigate to the **Warehouses** page using the three-line menu
2. Select a warehouse
3. Select **Inventory**
4. Select **Start Inventory**

## Once the inventory is active, navigate to Gimme Field

[Video: How to complete a warehouse inventory- VMS]

## In Gimme Field:

1. Navigate to the **Warehouse** page using the three-line menu
2. Select a **Warehouse**
3. Tap on **Make Inventory**
  - a. If you receive an error that says "Warehouse inventory has not started yet" force close Gimme Field and re-open
4. Search for or scan products
5. Select **Add to List**
6. Edit the product amount by using the - or + signs OR tap on the product to manually type the quantity
7. Products can be counted by unit of measure, meaning, you can count a case of Dr. Pepper, then scan a loose each and count by eaches

To add more products to the inventory, search or scan additional products before tapping the < button

[Video: How to complete a warehouse inventory- Field]