Count inventory and replenish a stockroom

Verify assigned counts, reconcile differences, and check replenishment and lease evidence.

https://docs.qintoravacloud.com/guides/inventory-assurance/

Prepare a count

Open **Hardware asset management → Inventory, replenishment & leases**. Select the correct stockroom, active count and authorized counter. Review the assigned count scope before scanning or entering asset tags. When an asset is found under another location, preserve the observed location and asset tag as evidence.

Reconcile and verify

1. Compare observed and expected counts by model and asset identity. Resolve duplicates and check whether a transfer, return or provision occurred during the count.
2. Route mismatches through the available review or reconciliation action. Confirm the resulting custody or inventory record after review.
3. Review replenishment against available stock, reservations and the intended threshold. For a replenishment request, confirm downstream approval and receiving status.
4. For lease-related work, verify the linked asset, contract terms, effective dates, and returned or renewed status. Reopen the saved asset and related lease evidence.

Diagnose a blocked count

Check assignment and counter-only access, stockroom scope, count state, and the asset tag recorded in inventory. If submission times out, inspect the existing count evidence before repeating the action. See Hardware lifecycle.