



Inventory Manager: Overview

- Inventory Tab
- Import Inventory Manager
- Search and Edit Inventory

The screenshot shows the Gamut Inventory Manager software interface. The interface is divided into several sections:

- Import Inventory:** Includes fields for Invoice Type (Excel), Distributor (XR), and Invoice Location. There is a "Create Template" button and an "Import" button.
- Import Preview:** Includes fields for Order Total, Unallocated Costs, and a "distribute based on" dropdown (Percentage). There are buttons for "Add Row", "Delete Row", "Clear", and "Complete Import".
- Current Inventory:** Includes a search bar, a "Search" button, and a "Filter By" section with checkboxes for OOS, Instock, Inhouse, and Hide Discontinued. There is also a "Sort By" dropdown (Item ID).
- Inventory Table:** A large table displaying inventory items. The table has columns for Item ID, Reference ID, Item Name, Quantity, Wholesale Price, Weight, Location, Distributor, Inhouse, Discontinued, and Stock Date. The table shows a list of items such as Opalite, Green Aventurine, Snowflake obsidian, and Picasso Jasper.



Mass Import to Inventory

- Create a Mass Import by creating a template.txt file which can be opened in Microsoft Excel
- Fill out the excel invoice with your new/restock order:
 - Item ID
 - Weight
 - Quantity
 - Distributor Product ID
 - Location
 - Item Name
 - Item Cost

Website Manager || Inventory || Order Manager || Financial Snapshot || Create Order ||

Import Inventory

Invoice Type: Excel Distributor: WMS **Create Template**

Invoice Location: Browse Import

Import Preview



| | A | B | C | D | E | F | G | H |
|---|---------|----------|--------|-----------|----------|-----------|-----------------------------------|---|
| 1 | Item ID | Location | Weight | Item Name | Quantity | Item Cost | Distributor Product ID (Optional) | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |



Mass Import to Inventory

- Fill in the information for each item
- For new inventory items, all columns will need to be completed to import, with the exception of Distributor Product ID
- If the items already exist in the system, previously entered information will be added to the item after importing

| | A | B | C | D | E | F | G | H | I |
|----|---------|-----------|--------|--------------|----------|-----------|-----------------------------------|---|---|
| 1 | Item ID | Location | Weight | Item Name | Quantity | Item Cost | Distributor Product ID (Optional) | | |
| 2 | NEW1 | acb-shelf | 5 | Nozzle -1 | 10 | \$5.50 | NK-001 | | |
| 3 | NEW2 | acb-shelf | 8 | Bolts | 20 | \$5.50 | NK-002 | | |
| 4 | NEW3 | acb-shelf | 7 | Clips | 5 | \$5.50 | NK-003 | | |
| 5 | NEW4 | acb-shelf | 10 | Nuts | 10 | \$5.40 | NK-004 | | |
| 6 | NEW5 | acb-shelf | 21 | O-Rings - 1" | 20 | \$5.40 | NK-005 | | |
| 7 | NEW6 | acb-shelf | 6 | O-Rings - 2" | 5 | \$5.40 | NK-006 | | |
| 8 | NEW7 | acb-shelf | 3 | O-Rings - 3" | 10 | \$5.40 | NK-007 | | |
| 9 | NEW8 | acb-shelf | 7 | O-Rings - 4" | 20 | \$5.40 | NK-008 | | |
| 10 | NEW9 | acb-shelf | 9 | Nozzle - 2 | 5 | \$5.40 | NK-009 | | |
| 11 | NEW10 | acb-shelf | 23 | Nozzle - 3 | 20 | \$12.40 | NK-010 | | |
| 12 | NEW11 | acb-shelf | 20 | Widget -#1 | 10 | \$8.76 | CB102 | | |
| 13 | NEW12 | acb-shelf | 26 | Widget -#2 | 10 | \$9.55 | CB104 | | |
| 14 | NEW13 | acb-shelf | 9 | Widget -#3 | 10 | \$8.76 | CB105 | | |
| 15 | NEW14 | acb-shelf | 25 | Widget -#4 | 10 | \$8.76 | CB106 | | |
| 16 | NEW15 | acb-shelf | 16 | Widget -#5 | 10 | \$11.15 | CB107 | | |
| 17 | NEW16 | acb-shelf | 22 | Widget -#6 | 10 | \$11.15 | CB108 | | |
| 18 | NEW17 | acb-shelf | 10 | Widget -#7 | 10 | \$8.92 | CB109 | | |
| 19 | ir128 | | | | 40 | \$2.39 | c-2019 | | |
| 20 | ir965 | | | | 10 | \$12.42 | r-1016 | | |
| 21 | ir968 | | | | 20 | \$5.41 | bd-1026 | | |
| 22 | ir986 | | | | 40 | \$4.78 | p-015 | | |
| 23 | ir982 | | | | 15 | \$7.01 | r-3007 | | |
| 24 | ir992 | | | | 30 | \$1.91 | C-2012 | | |
| 25 | ir648 | | | | 30 | \$3.50 | R-1013 | | |



Mass Import to Inventory

- Locate the Import File
- Choose the Distributor
- Import the Invoice

Import Inventory

Invoice Type: Excel Distributor: XR Create Template

Invoice Location: ImportTemplate_Order2.txt Browse Import

If you import an “Item ID” that does not exactly match the current inventory, a pop-up will appear that will let you either edit the Item ID to be the same as in the current inventory or to keep as the import sheet shows.

For examples: For import item “ir683”, current inventory has ir683_red or ir683_black

Inventory Selection

Select Inventory Item

| Item ID | Item Name | Quantity | Wholesale Price | Weight | Location | Distributor | Inhouse |
|-------------|--------------|----------|-----------------|--------|----------|-------------|-------------------------------------|
| ir683_red | Red Widget | 0 | 2.89 | 6.0 | 6.0 | XR | <input checked="" type="checkbox"/> |
| ir683_black | Black Widget | 0 | 2.93 | 6.0 | 6.0 | XR | <input checked="" type="checkbox"/> |

Import Item: ir683

Keep As Is Use Selection



Mass Import to Inventory

- Add any unallocated costs to each item cost distributed based on:
 - **Percentage** (item unit cost / total order cost)
 - **Quantity** (unit / total units)
 - **Unallocated Costs:**
 - Shipping fees
 - Import fees
 - Etc...
- Add, Delete, and Edit items
- Toggle Inhouse: toggles inhouse for all items in the order
- Complete Import to add all of the items to your inventory

Import Inventory

Invoice Type: Distributor:

Invoice Location:

Import Preview

Order Total:

Unallocated Costs: distribute based on Toggle Inhouse

| Item ID | Referen... | Item Name | Quantity | Purchas... | Actual C... | Weight | Location | Distributor | Inhouse |
|---------|------------|--------------|----------|------------|-------------|--------|-----------|-------------|-------------------------------------|
| new1 | nk-001 | Nozzle -1 | 10 | 5.5 | 5.537615 | 5.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new2 | nk-002 | Bolts | 20 | 5.5 | 5.537615 | 8.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new3 | nk-003 | Clips | 5 | 5.5 | 5.537615 | 7.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new4 | nk-004 | Nuts | 10 | 5.4 | 5.4369307 | 10.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new5 | nk-005 | *O-Rings ... | 20 | 5.4 | 5.4369307 | 21.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new6 | nk-006 | *O-Rings ... | 5 | 5.4 | 5.4369307 | 6.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new7 | nk-007 | *O-Rings ... | 10 | 5.4 | 5.4369307 | 3.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new8 | nk-008 | *O-Rings ... | 20 | 5.4 | 5.4369307 | 7.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new9 | nk-009 | Nozzle - 2 | 5 | 5.4 | 5.4369307 | 9.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new10 | nk-010 | Nozzle - 3 | 20 | 12.4 | 12.484803 | 23.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new11 | cb102 | Widget -#1 | 10 | 8.76 | 8.81991 | 20.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new12 | cb104 | Widget -#2 | 10 | 9.55 | 9.615313 | 26.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new13 | cb105 | Widget -#3 | 10 | 8.76 | 8.81991 | 9.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new14 | cb106 | Widget -#4 | 10 | 8.76 | 8.81991 | 25.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new15 | cb107 | Widget -#5 | 10 | 11.15 | 11.226254 | 16.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new16 | cb108 | Widget -#6 | 10 | 11.15 | 11.226254 | 22.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| new17 | cb109 | Widget -#7 | 10 | 8.92 | 8.981004 | 10.0 | ACB-SHELF | XR | <input type="checkbox"/> |
| ir128 | c-2019 | LVF-RZC2... | 40 | 2.39 | 2.4063454 | 1.2 | IR | XR | <input checked="" type="checkbox"/> |
| ir965 | r-1016 | | 10 | 12.42 | 12.504941 | 21.0 | IR | XR | <input checked="" type="checkbox"/> |
| ir968 | bd-1026 | LVF-RZBD... | 20 | 5.41 | 5.446999 | 10.4 | IR | XR | <input checked="" type="checkbox"/> |
| ir986 | p-015 | LVF-RZP015 | 40 | 4.78 | 4.8126907 | 5.0 | IR | XR | <input checked="" type="checkbox"/> |
| ir982 | r-3007 | LVF-06052 | 15 | 7.01 | 7.057942 | 12.4 | IR | XR | <input checked="" type="checkbox"/> |



Further Tutorials

- **Please view our other tutorials for more information or feel free to contact us with any questions**
- Further Tutorials:
 - Order Manager Tutorials:
 - Order Manager Overview
 - Importing eBay sales and tracking
 - Search and Filter Orders
 - Merge, Un-Merge, and Split
 - Manually Create Orders
 - Exporting and Invoice Creation
 - Add-on Tutorials:
 - General Financial Overview