



# Inventory Manager: Overview

- Overview
- Search, Filter and Sort Inventory
- Add a Single Item
- Manage Distributors
- OOS (Out Of Stock) Tab
- Mass Import to Inventory



# Inventory Manager: Overview

## Inventory Management

- Manage distributors, stock counts, pricing, SKUs, and more via an easy to use interface.
- Connect inventory with sales transactions allowing for easier management of stock quantities.
- Predictive ordering assistant which uses recent sales history trends to help user decide how much they need to restock of any given item based on their purchasing frequency.
- Generation of reports that show where your items are listed, which listings may need to be taken down or adjusted based on quantity in stock, and which items aren't listed at all.
- Sync EBay Listing quantities with current inventory.



# Inventory Manager: Overview

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

**Import Inventory**

Invoice Type: Excel Distributor: XR Create Template

Invoice Location: Browse Import

**Import Preview**

Order Total: Unallocated Costs: distribute based on Percentage Toggle Inhouse

Add Row Delete Row Clear Complete Import

Item ID	Referen...	Item Name	Quantity	Purchas...	Act...	Cost	Weight	Location	Distributor	Inhouse
vcg006_16	vcg006_16	Opalite	140	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		
vcg006_5	vcg006_5	Opalite	129	0.14	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg006_6	vcg006_6	Opalite	121	0.18	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg006_8	vcg006_8	Opalite	159	0.25	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg007_10	vcg007_10	Green Aventurine	138	0.41	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg007_12	vcg007_12	Green Aventurine	111	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg007_14	vcg007_14	Green Aventurine	103	0.62	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg007_16	vcg007_16	Green Aventurine	122	0.74	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg007_5	vcg007_5	Green Aventurine	127	0.2	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg007_6	vcg007_6	Green Aventurine	158	0.27	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg007_8	vcg007_8	Green Aventurine	130	0.34	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg008_10	vcg008_10	Snowflake obsidian	138	0.41	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg008_12	vcg008_12	Snowflake obsidian	103	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg008_14	vcg008_14	Snowflake obsidian	138	0.62	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg008_16	vcg008_16	Snowflake obsidian	92	0.74	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg008_5	vcg008_5	Snowflake obsidian	92	0.2	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg008_6	vcg008_6	Snowflake obsidian	109	0.27	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg008_8	vcg008_8	Snowflake obsidian	108	0.34	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg009_10	vcg009_10	Picasso Jasper	140	0.41	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg009_12	vcg009_12	Picasso Jasper	153	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg009_14	vcg009_14	Picasso Jasper	129	0.62	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg009_16	vcg009_16	Picasso Jasper	145	0.74	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg009_5	vcg009_5	Picasso Jasper	146	0.2	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg009_6	vcg009_6	Picasso Jasper	150	0.27	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg009_8	vcg009_8	Picasso Jasper	132	0.34	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg010_10	vcg010_10	Mud line stone	139	0.35	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg010_12	vcg010_12	Mud line stone	128	0.48	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg010_14	vcg010_14	Mud line stone	123	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg010_16	vcg010_16	Mud line stone	108	0.6	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg010_5	vcg010_5	Mud line stone	104	0.14	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg010_6	vcg010_6	Mud line stone	94	0.24	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg010_8	vcg010_8	Mud line stone	112	0.31	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg011_10	vcg011_10	Mahogany Obsidian	160	0.35	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg011_12	vcg011_12	Mahogany Obsidian	148	0.48	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg011_14	vcg011_14	Mahogany Obsidian	144	0.56	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcg011_16	vcg011_16	Mahogany Obsidian	135	0.6	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08
vcrn011_5	vcrn011_5	Mahogany Obsidian	118	0.14	0.0	STEVE 2	Very Clear G...	<input checked="" type="checkbox"/>		2013-04-08

Displayed Inventory Total: 4247.2905

Clear Delete Create Order List Active Listings Report EBay Sync Compact List Customize Copy to Clipboard Apply



# Search, Filter and Sort Inventory

- Search Inventory by Item ID, Item Name, Reference ID, or Distributor
  - **Full Text Search Toggle** – When checked, the inventory search will include partial matches
- Filter Inventory by Distributor, Placeholder, Instock, Inventory
  - **“Hide Discontinued” Toggle** – When checked only active items will be shown.
- Sort Results by Item ID, Reference ID, Item Name, Quantity, Price, Distributor, Weight or Date.

Current Inventory OOS Orders

Search Inventory

Search

Full Text Search

Filter By

Base Placeholder

Instock

Inventory

Hide Discontinued

Mass Edit

Displayed Inventory Total: 5401.72

Item ID	Reference ID	Item Name	Q...	Whol...	...	Packed...	Loc...
...	...	...	...	...	...	...	...



# Add a Single Item

- Add Single Item to inventory:

- Distributor – Item distributor
- Item ID - Inhouse SKU #
- Ref. ID - Distributor SKU #
- Item Name - Item Description
- Cost – Item Cost
- Quantity – Item Quantity
- Weight – Weight of the item
- Pkd Weight - Shipping weight of the item (including packing material)
- Location – item location

Add Item

Distributor: XR

Item ID:   Inhouse

Ref. ID:

Item Name:

Cost:

Quantity:

Weight:

Pkd Weight:

Location:



# Manage Distributors

- Add/Edit Distributor
  - Once added a distributors name can not be changed, all other information can be edited.

Add Item

Distributor: WMS ...

Item ID:   Inhouse

Ref. ID:

Item Name:

Cost:

Quantity:

Weight:

Location:

Add Distributor

Manage Distributors

Company Name:

Contact Name:

Website:

Email:

Phone:

Current Distributors

Distributor 1  
Distributor 2  
Distributor 3

Cancel Clear Add New / Apply Changes Finish



# OOS (Out Of Stock) Tab

Order Date	Customer ID	Customer Name	Item ID	Item Name	Item Price	Inhouse
2013-03-10	bloomie48	White Glove Auto	kdwz2.25		0.84	<input checked="" type="checkbox"/>
2013-03-10	bloomie48	White Glove Auto	kdwz2.25		0.84	<input checked="" type="checkbox"/>
2013-04-02	amazon		sky7217_white/blue		3.0	<input checked="" type="checkbox"/>
2013-04-04	the_tone_meister	Tony Kane	ach386_10	Pair of spring loaded non pierci...	0.94	<input checked="" type="checkbox"/>
2013-04-04	the_tone_meister	Tony Kane	ach386_10	Pair of spring loaded non pierci...	0.94	<input checked="" type="checkbox"/>
2013-04-04	the_tone_meister	Tony Kane	ach386_10	Pair of spring loaded non pierci...	0.94	<input checked="" type="checkbox"/>
2013-04-05	thegajoker5	Austin Ledford	ach309_3.2_black	*Anodized steel flesh tunnel - ...	0.94	<input checked="" type="checkbox"/>
2013-04-07	ilbit60866086	Marie VanHoesen	sky4831_black	Spandex mini diamond net thig...	3.5	<input checked="" type="checkbox"/>
2013-04-07	ilbit60866086	Marie VanHoesen	sky4831_black	Spandex mini diamond net thig...	3.5	<input checked="" type="checkbox"/>
2013-04-07	andreaszx3	Andreas Genemans	ach309_3.2_black	*Anodized steel flesh tunnel - ...	0.94	<input checked="" type="checkbox"/>
2013-04-07	andreaszx3	Andreas Genemans	ach309_3.2_black	*Anodized steel flesh tunnel - ...	0.94	<input checked="" type="checkbox"/>
2013-04-07	hughetta	Lisa	ach249_gold	Anodized surgical steel illusion ...	0.76	<input checked="" type="checkbox"/>
2013-04-08	sotwitzid456	Brandon Scheinuck	ach314_10	Double flare steel flesh tunnel ...	2.9	<input checked="" type="checkbox"/>
2013-04-08	sotwitzid456	Brandon Scheinuck	ach314_10	Double flare steel flesh tunnel ...	2.9	<input checked="" type="checkbox"/>
2013-04-10	texdba	John Young	ab770 / az106	CleanStream In-Line Accelerat...	6.26	<input checked="" type="checkbox"/>

- Keeps track of any out of stock (oos) / **backordered** orders
- When re-stock items are added back to the inventory, the orders for restocked items are **removed** from the list
- You can manually remove canceled orders from the list using the **remove** button
- Order will also be removed from the list if you uncheck the “inhouse button” in the Order Manager for the specified order. This will remove the “**backordered**” status for that order.



# 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
- Import the Invoice

Inventory | Website Manager | Order Manager | Print Manager | Paypal Manager | RMA Manager

Import Inventory

Invoice Location:  Browse **Create Template**

Distributor: XR Import

FILE SERVICES

Inventory | Website Manager | Order Manager | Print Manager | Paypal Manager | RMA Manager

Import Inventory

Invoice Location: asafaw.txt Browse Create Template

Distributor: XR **Import**





# Mass Import to Inventory

- Imported file is checked against current inventory
- Add any unallocated costs such as **shipping** or **import fees** to each item cost distributed based on either percentage (item unit cost / total order cost) or quantity (unit / total units)
- Add, Delete, and Edit items
- Complete Import to add all of the items to your inventory

Import Preview

Order Total: 8811.499

Unallocated Costs: 0.00 distribute based on Percentage  Toggle Inhouse

Item ID	Referen...	Item Name	Quantity	Purchas...	Actual C...	Weight	Location	Distributor	Inhouse
new7	nk-004	"11" Neck...	10	5.4	5.4	0.0		WMS	<input checked="" type="checkbox"/>
new8	nk-004	"13" Neck...	20	5.4	5.4	0.0		WMS	<input checked="" type="checkbox"/>
new9	nk-004	"15" Neck...	5	5.4	5.4	0.0		WMS	<input checked="" type="checkbox"/>
new11	spreader...	locking wri...	20	12.4	12.4	0.0		WMS	<input checked="" type="checkbox"/>
ir608	spreader...	Leather A...	20	7.96	7.96	24.0		WMS	<input checked="" type="checkbox"/>
new13	cb102		10	8.76	8.76	0.0		WMS	<input checked="" type="checkbox"/>
new14	cb104		10	9.55	9.55	0.0		WMS	<input checked="" type="checkbox"/>
new15	cb105		10	8.76	8.76	0.0		WMS	<input checked="" type="checkbox"/>
new16	cb105		10	8.76	8.76	0.0		WMS	<input checked="" type="checkbox"/>
new17	cb107		10	11.15	11.15	0.0		WMS	<input checked="" type="checkbox"/>
new18	cb108		10	11.15	11.15	0.0		WMS	<input checked="" type="checkbox"/>
new19	cb109		10	8.92	8.92	0.0		WMS	<input checked="" type="checkbox"/>
ir769	smm-004		30	5.1	5.1	12.0	IR	WMS	<input checked="" type="checkbox"/>
ir665	smm-012		30	4.88	4.88	9.0		WMS	<input checked="" type="checkbox"/>
ir128	c-2019	LVF-RZC2...	40	2.39	2.39	1.2	IR	WMS	<input checked="" type="checkbox"/>
ir730	n-1006	Collar	40	2.87	2.87	1.8	IR	WMS	<input checked="" type="checkbox"/>
ir965	r-1016		10	12.42	12.42	21.0	IR	WMS	<input checked="" type="checkbox"/>
ir968	bd-1026	LVF-RZBD...	20	5.41	5.41	10.4	IR	WMS	<input checked="" type="checkbox"/>
ir986	p-015	LVF-RZP015	40	4.78	4.78	5.0	IR	WMS	<input checked="" type="checkbox"/>
ir982	r-3007	LVF-06052	15	7.01	7.01	12.4	IR	WMS	<input checked="" type="checkbox"/>
ir121	c-2001b		30	1.11	1.11	6.5	IR	WMS	<input checked="" type="checkbox"/>
ir992	c-2012		30	1.91	1.91	0.6	IR	WMS	<input checked="" type="checkbox"/>
ir126_1...	c-2017		30	1.59	1.59	0.0		WMS	<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