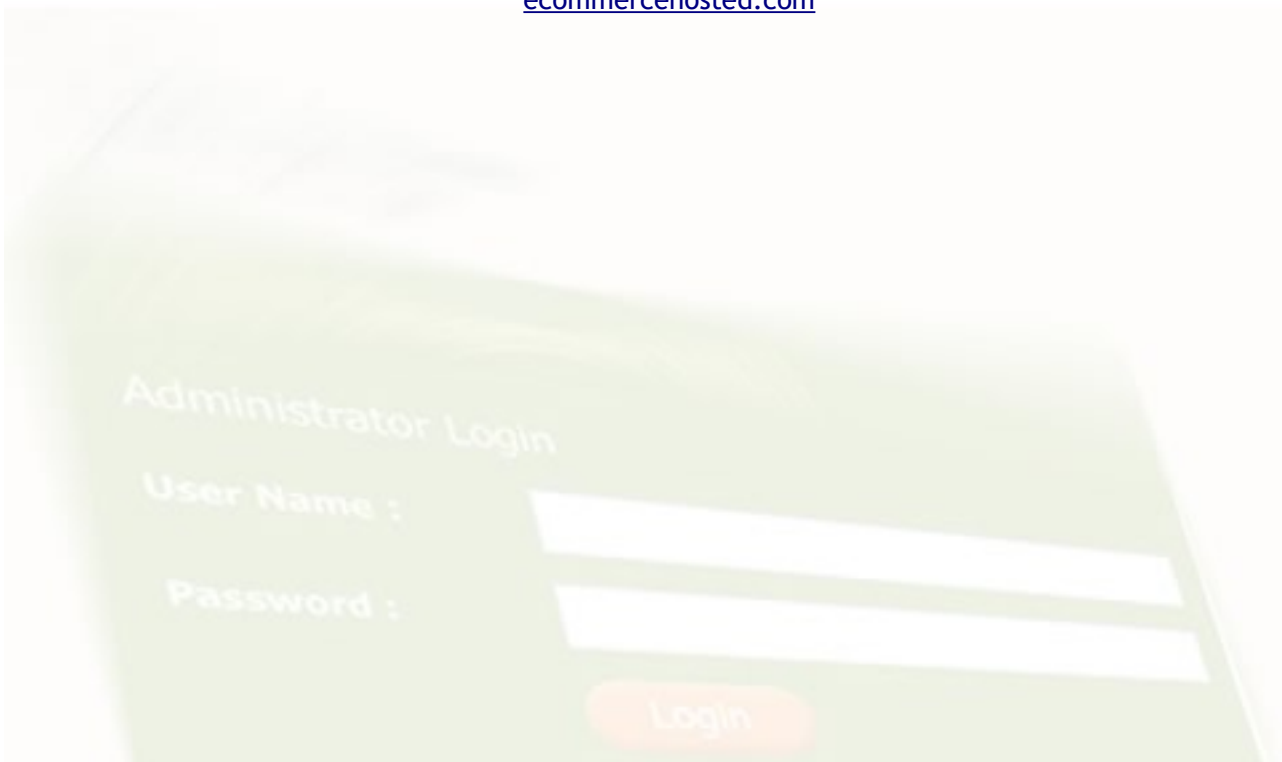


Inventory Tracking Module

Hosted Ecommerce Service Module Help Document

This module is available as an OPTIONAL ADD ON on a one time small additional Fee of US \$125.00 on all plans available at ecommercehosted.com

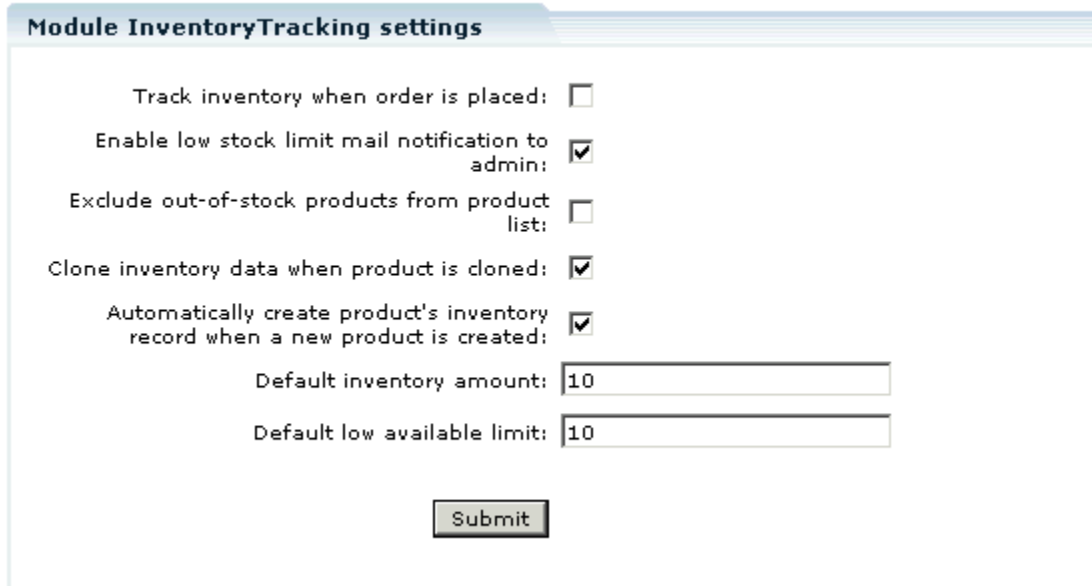


Inventory Tracking add-on module is used to monitor stock position of products listed in a store. The core software application allows you to update the pricing information of products listed in the store. However, if you need to update your stock positions and also need a notification when the quantity of an item falls to ROL (Reorder level) you should also order the **Inventory Tracking** module as this is an **OPTIONAL ADD ON Module** and is not installed by default on any plans available at <http://www.ecommercehosted.com/> .

Configuring the module

When this module is installed and enabled in your online store the, click on Inventory Tracking module name in the Admin > Settings > Modules list to configure its settings.

Admin menu :: Modules :: InventoryTracking settings



Module InventoryTracking settings

Track inventory when order is placed:

Enable low stock limit mail notification to admin:

Exclude out-of-stock products from product list:

Clone inventory data when product is cloned:

Automatically create product's inventory record when a new product is created:

Default inventory amount:

Default low available limit:

The following options are available:

Track inventory when order is placed: select this option if you want to track inventory without waiting for a customer to complete an order.

Enable low stock limit mail notification to admin: select this option to receive email messages when a product exceeds low stock limit.

Exclude out-of-stock products from product list: select this option if you do not want to display products which are out of stock in the Customer Zone.

Clone inventory data when product is cloned: select this option if you want to clone the data, leave empty if you want to update the product's inventory manually.

Automatically create product's inventory record when a new product is created: select this option to add default inventory settings to a created product, including products imported using a .csv file.

Default inventory amount: define a default number of items for created products.

Default low available limit: define the number of items left in stock which will cause an email notification to be sent to the admin. For example set it to 4 if you want to be notified when 3 items are left.

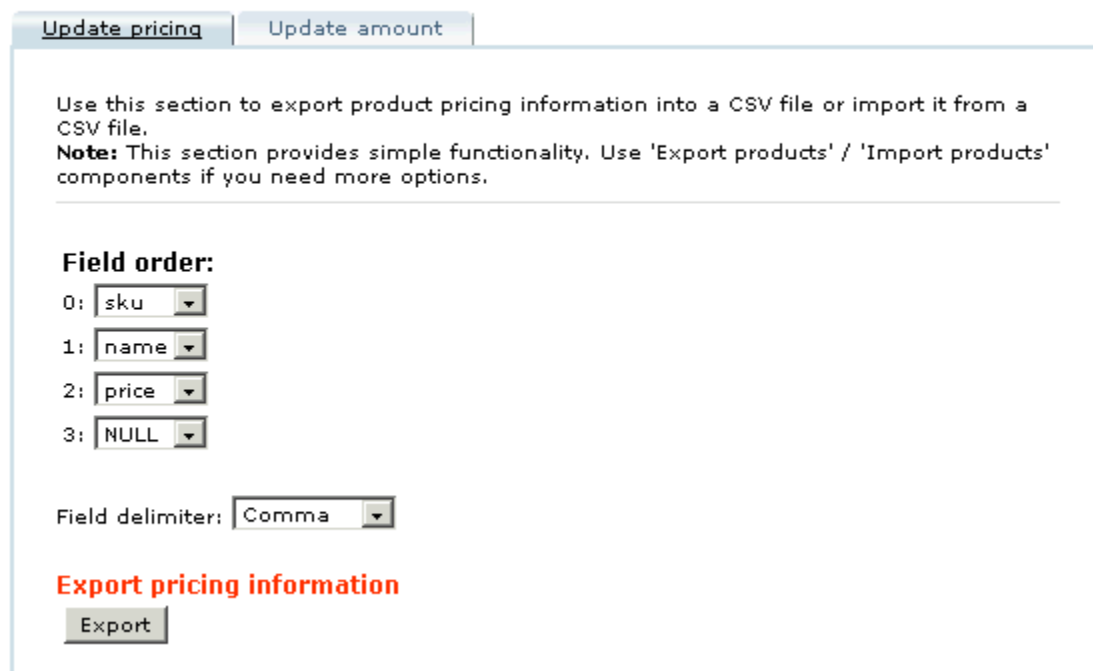
Operating the module

Exporting and importing inventory information

You can use the **Inventory management** feature to update the price and amount of products listed in your store in a bulk. You can also export the product pricing and amount information in the form of a CSV file. Click on the 'Inventory management' section in the Catalog menu. There are two tabs: 'Update pricing' and 'Update amount'.

To export or import pricing information select the 'Update pricing' tab.

Admin menu :: Inventory management



The screenshot shows the 'Update pricing' tab selected. It contains the following elements:

- Two tabs: 'Update pricing' (active) and 'Update amount'.
- Instructional text: "Use this section to export product pricing information into a CSV file or import it from a CSV file. **Note:** This section provides simple functionality. Use 'Export products' / 'Import products' components if you need more options."
- Field order:** A list of four dropdown menus:
 - 0: sku
 - 1: name
 - 2: price
 - 3: NULL
- Field delimiter: A dropdown menu set to 'Comma'.
- Export pricing information** (in red text)
- An **Export** button.

1. Specify the field order in the resulting CSV file: select the necessary fields from corresponding drop-down menus.
2. Define a field delimiter: comma, semicolon or tab.
3. Click **Export**.

You can open and modify the resulting CSV file in any program that supports CSV editing. After modifications were made, import the data back to your store. On the same page in the 'Update pricing information section':

Update pricing information

Text qualifier:

Field delimiter:

CSV file

1. Select text qualifier: double quote, single quote or leave empty.
2. Select a field delimiter: comma, semicolon or tab.
3. Browse for the necessary CSV file and click **Import**. The changes in inventory will be immediately reflected in the product information screen.

To export or import product amount information select the 'Update amount' tab.

Admin menu :: Inventory management

Update pricing

This page allows you to export / update product amount information

Field order:

0:

1:

2:

3:

4:

5:

6:

CSV delimiter

Export amount information

Login

Exporting product amount information

1. Specify the field order in the resulting CSV file: select the necessary fields from corresponding drop-down menus.
2. Define a field delimiter: comma, semicolon or tab.
3. Click **Export**.

You can open and modify the resulting CSV file in any program that supports CSV editing. After modifications were made, import the data back to your store. On the same page in the 'Update amount information section':

Update amount information

Text qualifier

CSV file

1. Select text qualifier: double quote, single quote or leave empty.
2. Browse for the necessary CSV file and click **Import**. The changes in inventory will be immediately reflected in the product information screen.

Modifying inventory information

When the Inventory Tracking module is activated, you can also see an additional tab called 'Inventory Tracking' in the 'Modify Product' screen.

To update the inventory position of products listed in your store, you need to do the following:

1. Go to the 'Products' section in the 'Catalog' menu. Search for the product.
2. From the product list displayed in the search results, select a product and you will see the Product detail screen.
3. Click on the 'Inventory tracking' tab. The Inventory tracking screen appears.

Admin menu :: Product list :: Edit product "Beatles "Vintage Logo" T-shirt"

Product info Extra fields HTML links **Inventory tracking**

Quantity in stock

Low stock limit *

Inventory tracking for this product is

* **Low stock limit:** A notification is sent to admin when the quantity of product items in stock falls below this limit.

1. By default the Quantity in stock is 0 and the Low stock limit is 10. If the quantity of the product falls below the Low stock limit the admin is notified about this.
2. Depending on the product availability you can update the Quantity and set the Low stock limit values.
3. To switch on inventory tracking for this product, select 'enabled' from the drop-down menu.
4. Click 'Add' to save the changes.

Customer zone

If the quantity of the product in stock goes down to zero, and the inventory tracking is enabled for this product, the customers will see the notification on the description page in the products catalog. It is also impossible to place an order for out of stock items.

Catalog > Clothing & Fashion > Clothes > Beatles "Vintage Logo" T-shirt



Description

Cotton/Poly Blend Tshirt

Details

Quantity:	- out of stock -
Weight:	1.00 lbs
Price:	\$ 16.88

The product amount is updated on the checkout step, not when the products are added to cart.

If a product becomes out of stock during the checkout process (for example, another customer purchased the same item just seconds before) the shopper gets a message saying "Your cart is empty." If it was the only product in the cart. If there were other products in the cart, the checkout process continues, but the product which goes out of stock is deleted from cart.

Please Note: This is an OPTIONAL Add On Module available at one time fee of US \$125.00 only. If ordered after customization and integration of design is completed then one time fee of US \$55.00 shall also apply for changing/adding the design customizations as a result of this module being installed and activated.



Customer Login

User Name :

Password :

Login