



# The Inventory Module

At its core, ecomdash is an inventory management system. Use this guide as a walkthrough to the Inventory module.

# What can I do in the Inventory Module?

- [View current inventory](#)
- [Add new products manually into the system](#)
- [Upload inventory from a .csv file](#)
- [Create a kit from existing products](#)
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# Inventory Management: Default Screen

| <input type="checkbox"/> | Name  | Manufacturer | SKU#                                 | Quantity |                          |
|--------------------------|---|--------------|--------------------------------------|----------|--------------------------|
| <input type="checkbox"/> | (NO GAME) Custom Nintendo NES Game Case WIZARDS & WARRIORS COLLECTION |              | CUGC-NES-WIZARDS-WARRIORS-COLLECTION | 997      | <input type="checkbox"/> |
| <input type="checkbox"/> | 1/8 Inch Map Tacks - Red [Office Product] Moore Push Pin              |              | Red_Push_Pins_44201411108            | 90       | <input type="checkbox"/> |
| <input type="checkbox"/> | 10 Days to D-day  |              | bnm733961714180                      | 5        | <input type="checkbox"/> |
| <input type="checkbox"/> | 1942 [acgd021000613595]   |              | acgd021000613595                     | 20       | <input type="checkbox"/> |

The default screen of the Inventory Management section shows you all the pieces of inventory you have to date. This is where you go to check up on products you're selling and to add new products to your database.

Add new products by choosing one of the options across the top of the page.

# Inventory Management: Top Icon Bar



The Inventory Management bar at the top of the Inventory Management page is where you go to add or change the products that you have loaded into ecomdash. There are seven buttons for you to use:

- **Add Products:** This is where you can manually add products individually into ecomdash.
- **Upload Inventory:** By using a previously created upload format, you can upload inventory in a .csv file from other sales channels.
- **Create Kit:** Create a kit of products that combines inventory to be sold as a bundle.
- **Create Built Product:** Create a product that consists of raw materials that need to be converted into a finished product.
- **Export Inventory:** You can export a .csv file of your inventory using a previously created inventory export format.
- **Sync Inventory:** Sync your inventory quantities across your sales channels.
- **Turn On/Off Auto Sync:** Select these icons to enable or disable auto syncing between products and marketplaces.
- **Remove Products:** Remove a product from your inventory.

# Add Products

## Product Details - New Details

● - Required Field

|                 |  |                 |                          |
|-----------------|--|-----------------|--------------------------|
| Auto Sync       | <input type="checkbox"/>                       | Is Dropshipped? | <input type="checkbox"/> |
| Product Name    | <input type="text"/>                           | Price           | <input type="text"/>     |
| SKU#            | <input type="text"/>                           | Variation       | <input type="checkbox"/> |
| UPC Code        | <input type="text"/>                           | ASIN            | <input type="text"/>     |
| Amazon Category | <input type="text" value="Choose a category"/> |                 |                          |

The top third of a newly created product detail page has a number of sections for you to fill out, but two of them are especially important. The name of the product is a required field (notice the red dot), but an equally important item to fill out is the auto sync check box at the top of the page.

By checking this box you are allowing the product to auto-sync its information to the marketplace in which it is being sold.

# Add Products: Quantity

|                  |                      |                        |                      |
|------------------|----------------------|------------------------|----------------------|
| Quantity On Hand | <input type="text"/> |                        |                      |
| Reorder Level    | <input type="text"/> | Target Inventory Level | <input type="text"/> |
| Pounds           | <input type="text"/> | Ounces                 | <input type="text"/> |

The next set of information for you to enter about your new product has to do with the quantity of your product. Before you continue, you are required to put in the Quantity on Hand - how much of the product you currently have.

Your reorder level is the lowest amount of product you can have before you need to reorder from your supplier. Your Target Inventory Level is the amount of product you would like to have on hand at any given moment.

The Target Inventory Level and the Reorder Level are part of the formula ecomdash uses to remind you when to order new product.

# Add Products: Suppliers

|               |  |              |                          |
|---------------|--|--------------|--------------------------|
| Supplier      | <input type="text" value="Choose a supplier"/> | Discontinued | <input type="checkbox"/> |
| Supplier SKU# | <input type="text"/>                           | Cost         | <input type="text"/>     |
| Notes         | <input type="text"/>                           |              |                          |

Choose a previously created supplier from the dropdown menu to assign a supplier to this product.

For record keeping purposes, you can write the supplier's SKU number and the price at which you purchased the items. There is also a section for notes if you need to write down any specific instructions for that warehouse.

If a product has been discontinued, you can mark it as such by using the check box.

# Add Products: Warehouses

 **Warehouses**

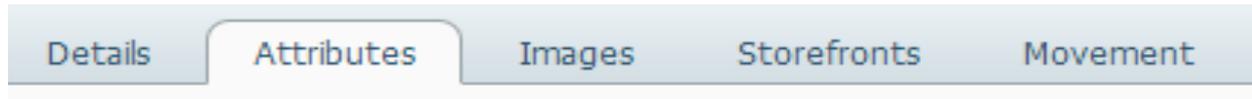
Add the warehouses where this product is stored.

| Warehouse Name | Aisle                | Bin                  | Quantity On Hand                 | Default                          |                                  |
|----------------|----------------------|----------------------|----------------------------------|----------------------------------|----------------------------------|
| Warehouse X    | <input type="text"/> | <input type="text"/> | <input type="text" value="800"/> | <input checked="" type="radio"/> | <input type="button" value="X"/> |

After creating the product, the warehouse box appears. Select a previously created warehouse from the dropdown arrow, then mark the location of the product within that warehouse by filling out the Aisle and Bin boxes.

This location is used to generate the pick list for the products in a sales order once you begin the shipping process.

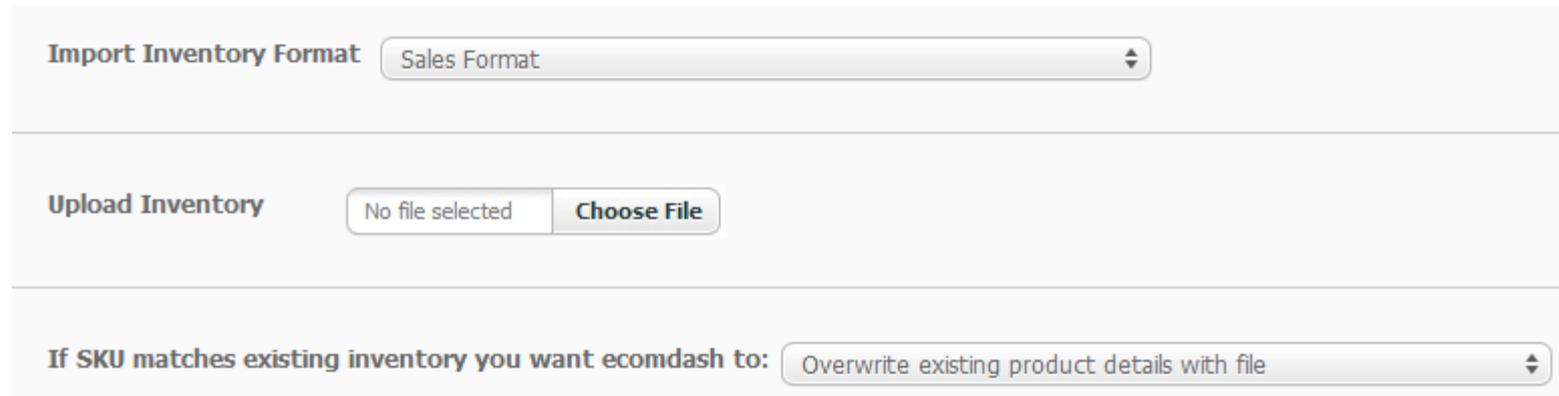
# Add Products: Detail Tabs



When you create a product or kit, you are filling out that product's details. Once you save the product, you have access to a variety of tabs that you can fill out to provide further information about your product. These tabs are:

- **Details:** This is the tab you filled out when you first created your product.
- **Attributes:** This tab is especially helpful to specify information as it relates to your online marketplaces. You can even fill out Industry and shipping specific attributes.
- **Images:** Add up to 12 images of your product.
- **Storefronts:** Select which storefronts your product will be listed on.
- **Movement:** Update and track inventory additions and subtractions of the product here.

# Upload Inventory



The screenshot shows a web interface for uploading inventory. It features three main sections: 1. 'Import Inventory Format' with a dropdown menu currently set to 'Sales Format'. 2. 'Upload Inventory' with a 'No file selected' status and a 'Choose File' button. 3. 'If SKU matches existing inventory you want ecomdash to:' with a dropdown menu set to 'Overwrite existing product details with file'. There is also a blue 'Upload' button at the bottom of the form area.

To create an Upload Inventory Format, go to the **Import/Export File Formats** section located within the **Administration** module. (For more information on Import/Export File Formats, see the Administration user guide.)

Once you have created a format to upload your inventory, choose the Import Inventory Format dropdown menu. Select the .csv file you are uploading from your computer. Once you are ready to import your file, select what you want ecomdash to do when SKUs match existing products, then click the  icon to upload the file.

# Create Kits

Auto Sync

Kit Name  Price

SKU#  Quantity

UPC Code  ASIN

Category

Notes

**Add Products** To add products to your kit, select the Add Products button and click on the items which are part of this kit. Once they are added, you can then add the quantity of each product you want included in the kit.

| Name        | SKU#                     | Price | Qty On Hand | Qty Kit Includes               |                                  |
|-------------|--------------------------|-------|-------------|--------------------------------|----------------------------------|
| Yummy Candy | Yummy_Candy_442014104742 | 2.99  | 28          | <input type="text" value="0"/> | <input type="button" value="x"/> |
| Gummy Candy | Gummy_Candy_49201493134  | 0.99  | 1           | <input type="text" value="0"/> | <input type="button" value="x"/> |

Creating a kit follows the same basic outline that creating a product does. Fill out the kit's name, quantity, SKU #, and price.

Click the Add Products button to bring up another screen with your inventory, and choose individual products that are going to make up the kit. Choose the quantity of each product that is going into the kit and hit the save button at the bottom of the screen.

# Create a Built Product

- A built product consists of raw materials that need to be converted to a finished product.
- From Inventory Management -> Click  at the top of the screen to first create your built product.
- The product details page will now be displayed.
- Key in the appropriate details about the product including the name, SKU #, quantity on hand, reorder level, target inventory level, and any other detail about the built product.
- Hit  to save the built product into inventory.

# Adding Components to a Built Product

- Inside of the details for that built product, click the tab for components.
- Click  to add the components necessary to build the product.

Product Details | DrewSter30 Details Components Attributes Images Storefronts Movement

Actions:

 **Components**

To add products to your built product, select the Add Products button and click on the items which are required to build this product. Once they are added, you can then add the quantity of each product required for the build.



| Name   | SKU#                      | Price | Qty On Hand | Qty Build Requires             |   |
|--|---------------------------|-------|-------------|--------------------------------|---|
| 1/8 Inch Map Tacks - Red [Office Product] Moore Push Pin                         | Red_Push_Pins_44201411108 | 2.00  | 90          | <input type="text" value="3"/> |  |
| 2nd Grade Musical Menace (Leapster) [ac708431202115]                             | ac708431202115            | 90.00 | 10          | <input type="text" value="1"/> |  |
| WD Blue 1 TB Desktop Hard Drive: 3.5 Inch, 7200 RPM, SATA 6 Gb/s, 64 MB Cache... | kevinharddrive            | 19.99 | 10          | <input type="text" value="1"/> |  |

- After the products have been added, enter in the quantity the built product requires and ecomdash will automatically save those quantities.
- For more information on Built Products and Work Orders, please see the Work Orders user guide.

# Export Inventory

A screenshot of a web interface titled "Export Inventory". The interface has a light blue header bar with the title. Below the header, there is a section labeled "Export Inventory Format" containing a dropdown menu. At the bottom right of the form, there is a blue button labeled "Export".

Export Inventory

Export Inventory Format

Export

Select the checkboxes for the products in inventory that you wish to include in an exported .csv file.

Click the Export Inventory button at the top of the Inventory Management screen. Choose a previously created Export Inventory Format from the dropdown menu. Click the Export button to generate the .csv file for the products selected.

You will be directed to the Inventory Export History screen. After the report is complete, click Download File to access the file.

# Syncing Inventory



The three sync inventory buttons allow you to sync the inventory you have in ecomdash to the listing of that product on the marketplace.

| <input checked="" type="checkbox"/> | Name   |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | test md dew ebay   |
| <input checked="" type="checkbox"/> | Minecraft: Xbox 360 Edition  |
| <input checked="" type="checkbox"/> | Halo 4 - Xbox 360 Edition  |
| <input checked="" type="checkbox"/> | Sprite Soda  |
| <input checked="" type="checkbox"/> | Indoor Spalding Basketball Hoop  |
| <input checked="" type="checkbox"/> | chaps shirt[Regular,L]   |
| <input checked="" type="checkbox"/> | chaps shirt[Regular,M]   |
| <input checked="" type="checkbox"/> | chaps shirt[Regular,S]   |
| <input checked="" type="checkbox"/> | <a href="#">Dragonwing girlgear Girl's Un-Tee Sports Cami Tank Top with Shelf Bra, Small ...</a> |
| <input checked="" type="checkbox"/> | ArmorSuit MilitaryShield - Nokia Lumia 925 Screen Protector Shield Ultra Clea...                 |

Each of the sync buttons work the same way. Check the individual product (or all the products) that you want to attribute the sync function to, and then hit the button. You will be sent to the **Sync Inventory History** page, where you can see the process of your sync.

Auto Sync can be activated in the product details for an item in inventory.

# Low Inventory: Default Screen

**Low Inventory** [New Purchase Order](#)

Supplier:

Warehouse:

Exclude products with Reorder Level of Zero

Select All Inventory For Filter

Show  entries Search:

|                          | Name  | SKU#                      | Quantity | Reorder Level | Target Inventory Level | Reorder Quantity | Supplier |
|--------------------------|---|---------------------------|----------|---------------|------------------------|------------------|----------|
| <input type="checkbox"/> | Anything Stapler Yellow [Office Product]        | ANYTHING - Stapler Yellow | 0        | 0             | 0                      | 0                |          |
| <input type="checkbox"/> | Anything Tape Dispenser Yellow [Office Product] | ANYTHING - Tape Yellow    | 0        | 0             | 0                      | 0                |          |

You can access your Low Inventory by clicking the Low Inventory quick link on the dashboard, or by choosing Inventory Management -> Low Inventory.

Once inside, you can see a list of products that, according to the numbers you entered as your reorder level and target inventory levels, you need to reorder.

Create a new purchase order straight from this screen by clicking on the [New Purchase Order](#) icon at the top of the page.

# Frequently Asked Questions

What is the difference between Quantity on Hand and Available Quantity?

- Quantity on hand is the true quantity of inventory you have in stock. Available Quantity is the quantity that you want your sales channel to display that you have in stock. Ecomdash by default will display the lower of the two quantities on your sales channel unless you tell us to always use available quantity.

How do I use the Always Sync Available Quantity option?

- To always display the Available Quantity on your storefront, go to Administration-> Storefronts and select the storefront you wish to activate this option on. Go to the Options tab once inside the Storefront Details page and select the checkbox to Update Marketplaces with Available Quantity (Always). This will turn on the option for all your products on that sales channel at the product level. To turn off this option for individual products, go to Inventory Management and select the product you wish to turn off. Go to the Storefronts tab inside the product details page, and deselect the checkbox for Always Sync Available Quantity.

What do I do when my product has different SKUs on each sales channel?

- When a product uses a different SKU # on different sales channels, you can assign the reference ID under the Storefronts tab inside the product details screen to make a match with the product on your sales channel.

# Frequently Asked Questions

What happens when I run out of inventory? Does it end the listing on my sales channel? Does it get relisted when the item is back in stock?

- Yes, if you run out of stock, ecomdash will end the listing or make it inactive. If you restock, we would move it back to active. For eBay this functionality is available for your Good Till Cancelled Listings and can be turned on by going to Administration -> Storefronts and then open up your eBay storefront. Click on the options tab and you should see a checkbox to turn on out of stock object. Once you have that turned on then we would end listings and relist/make active across the board.

How does ecomdash handle Variations?

- Each variation is treated as its own product in ecomdash. If you sell T-shirts in small, medium, and large, you do not need to create a parent product. You would create 3 products(one for each variation) and the SKU for those should match the child SKU you have assigned on the sales channels.

How do I send price updates to my sales channels?

- Go to List For Sale -> Active Listings. Find the product you wish to update the price on your sales channels. Click the pencil icon next to the price. Once you save the price, click the submit icon in the far left hand column. This will send an update to your listing.

Why am I not receiving low inventory emails?

- Confirm that you have set up your mandrill account.
- Confirm that you have defined a reorder level for you products.