

Inventory Overview

This is a WIP document, please bear with us

Inventory Landing Page

On the sidebar-nav select Inventory. This will bring you to an overview page that displays a paginated list of all your inventory items.

By default this will list any and all your inventory, but you can change this using the Filters button at the top of the page.

Here you can get some brief insight into the items at a glance such as:

- The inventory's Name
- Image
- SKU (also secondary SKU if set)
- If the item is an [Inventory item or Group](#)
- Which of your Marketplace Integrations and linked to sell this product
- Available and Open Stock
- The Item weight
- Any tags associated to the item
We use tags internally to aid with processing orders, etc. Things such as printjobs, if they're Amazon orders, etc.

On here there are also two buttons.

The first on the left labelled **Stock Summary** when clicked will display a modal with all the stock information regarding the inventory.

The second on the **far right** of each Inventory with a **paper and pencil icon** when clicked will take you to the Inventory page for this item.

Inventory Page

This page offers much more insight into the products, and is where you will set the majority of the inventory data when updating or [creating inventory](#).

General Inventory Info

Stock Levels Summary

Like the Stock Summary on the Landing Page, this displays the amount of stock. There is also a blue **Logs** button here that when pressed will display any stock, and location changes along with a reason as to why if it's been provided.

Default Tax Rate

Inventory Fabric Content

Packaging Parameters

Assembly Instructions

Inventory Categories

These are just used for filtering and management to try to keep things simple. For instance, you could have a category for Tablets that you can then use to filter by in the Inventory Landing Page. To add the inventory item to a category, just select or search for the category in the dropdown. Bear in mind, that there are no categories by default, so these need to be [created](#) first.

Barcodes

Stock Settings

Stock Location Inventory

Global Stock Warning Level

Image

Purchase Order Details

Group Links

Suppliers

Assembly Components

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