

# AmazaCart Inventory Tracking Module

## UserGuide

### Introduction

The AmazaCart **InventoryTracking** add-on module is used to monitor stock position of products listed in a store. The core AmazaCart 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 below ROL (Reorder level) you should enable the **InventoryTracking** module.

### Administrator Zone

This section contains information on:

- [configuring the module](#)
- [operating the module](#)

### Configuring the Module

When you have successfully installed the AmazaCart **InventoryTracking** add-on module, click on its name in the 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.

**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 3 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

Update pricing | Update amount

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:**

0: sku  
1: name  
2: price  
3: NULL

Field delimiter: Comma

**Export pricing information**

Export

Export of pricing 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 AmazaCart store. On the same page in the 'Update pricing information section':

**Update pricing information**

Text qualifier:

Field delimiter:

CSV file:

#### Import of pricing information

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 | **Update amount**

This page allows you to export / update product amount information

**Field order:**

0:

1:

2:

3:

4:

5:

6:

CSV delimiter:

**Export amount information**

#### Export of 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 AmazaCart store. On the same page in the 'Update amount information section':

**Update amount information**

Text qualifier

CSV file

#### Import of product amount information

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.

#### Product modification: 'Inventory tracking' tab

4. 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.
5. Depending on the product availability you can update the Quantity and set the Low stock limit values.
6. To switch on inventory tracking for this product, select 'enabled' from the drop-down menu.
7. 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:	<b>- out of stock -</b>
Weight:	1.00 lbs
Price:	<b>\$ 16.88</b>

### 'Out of stock' notification in the Customer Zone

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.

## Terms and Definitions

**Administrator:** a 'super-user' of the online store system who is privileged to configure the entire store and manage products, customers and orders

**Administrator zone:** an administrator back office where the store Admin can configure, control and monitor store operations, enable or configure various features of the store

**CSV (comma separated values) file format** - the format of the files used to import/export your store

data. CSV file is a text file where each line represents a separate record comprised of the record fields separated by a designated field delimiter

**Customer:** a registered store user

**Customer zone:** an area at the online store where store customers can manage their profiles and review their orders

**SKU** (Stock Keeping Unit) -product ID number used to identify the product in the store catalog for book-keeping and inventory purposes.

**User:** anyone who visits the online store.