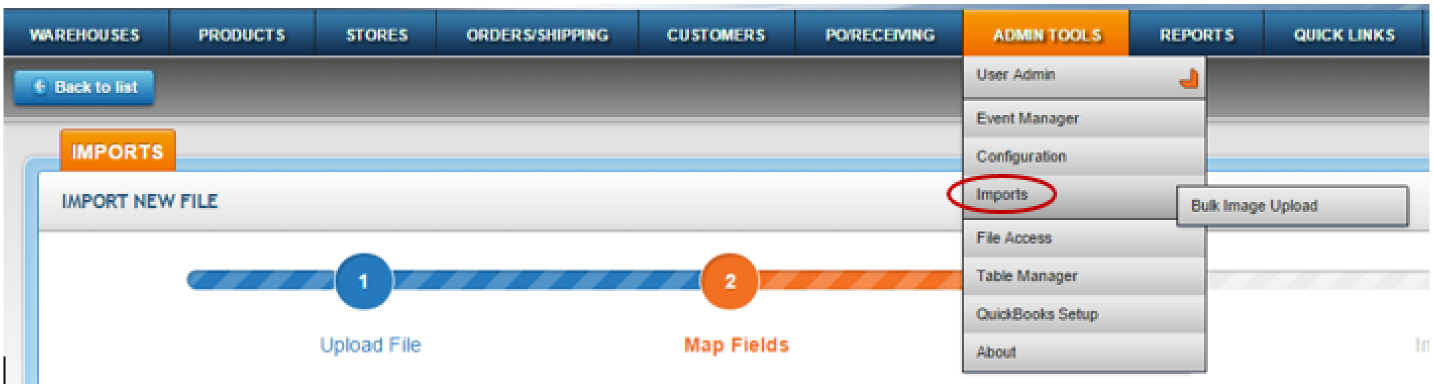
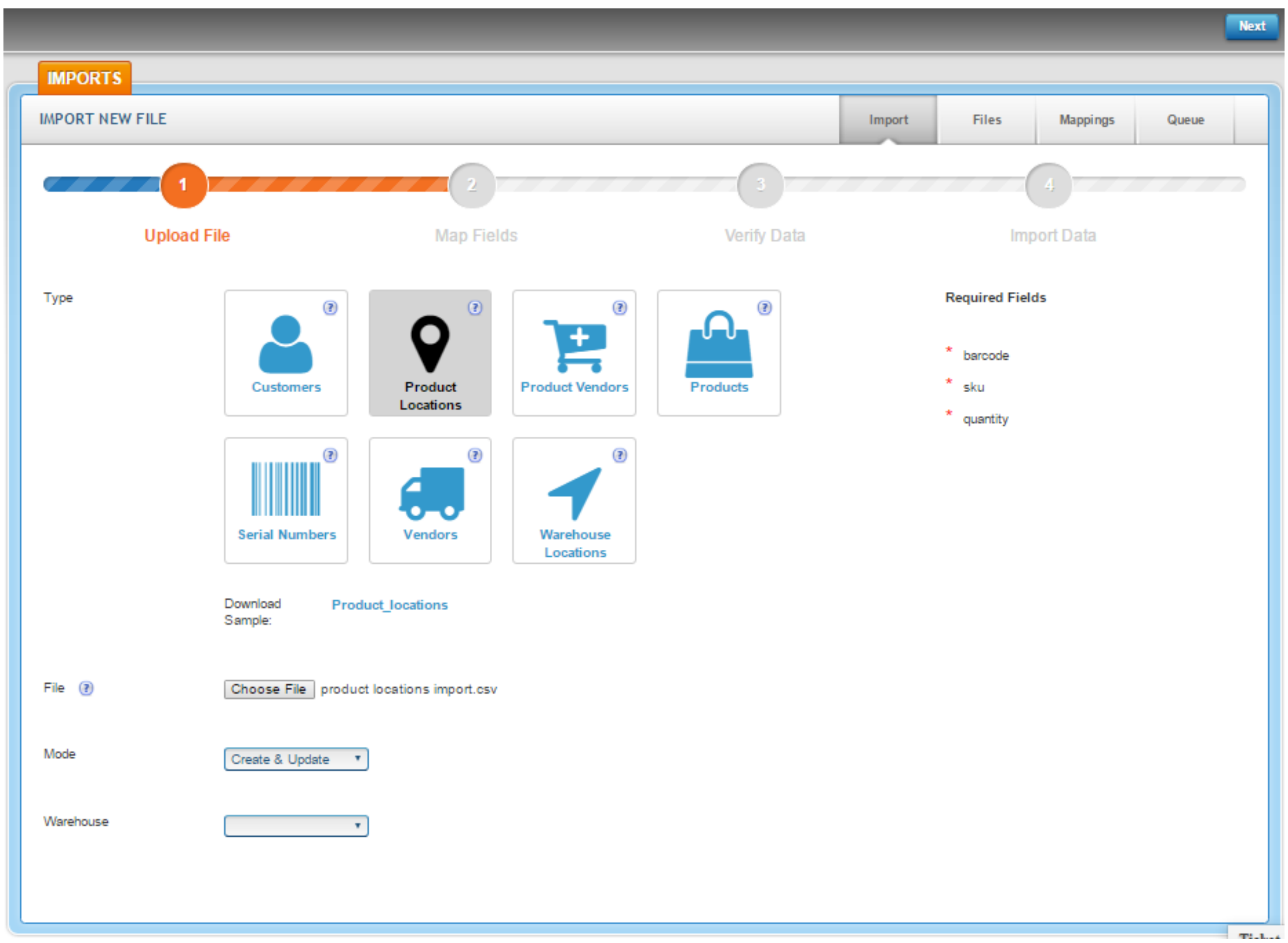
Go to Admin Tools-> Imports, and click directly on Imports



Step 1: Upload File

This allows you to import inventory into your warehouse locations when setting up SalesWarp.   If you have a report from your existing system or method of tracking inventory you can build a file with the Warehouse Location, the product SKU, and the quantity residing in that location. Best practice would be to back up your legacy system's report with a manual count.



The location barcode format consists of six segments of one to three characters. The first segment is a prefix, and for consistency's sake, we recommend "$%". All locations in your SalesWarp system must begin with the same prefix. The simplest location would therefore be: $%1.1.1.1.1. You can use the segments to define warehouse zones, aisles, racks, shelves, bins, etc.

Type: Choose "Product Locations"

File: Choose CSV file – see attached field definitions for file format. The fields where data is REQUIRED in the file are listed in the figure above, on the right side of page. Note that the fields in the CSV file are NOT required to be in any specific order.

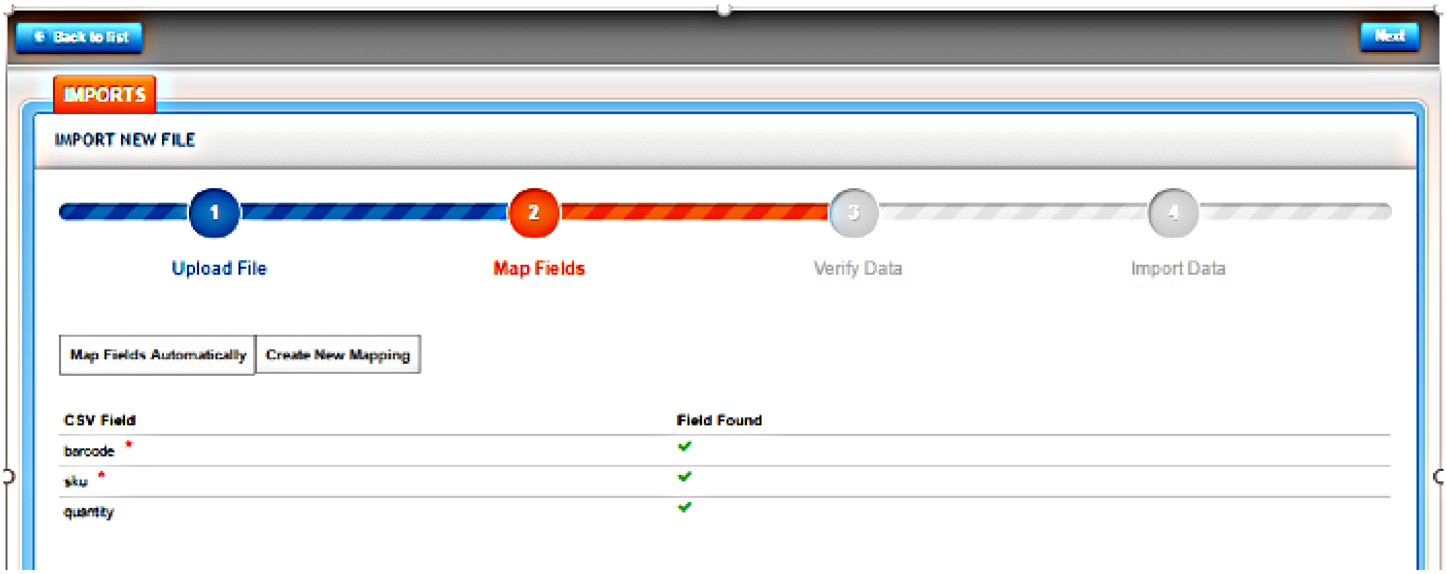
Mode:

Option 1. Create and Update – will update any changes from the file for existing items, will add any new items from the file to the product database.
Option 2. Create Only – will ignore any existing products in the file.
Option 3. Update Only – will ignore any new products in the file.

Warehouse: Choose default unless directed otherwise

Step 2: Map Fields automatically vs Create a Mapping

There are no exceptions that would require manually mapping to import product locations.



(figure above does not necessarily include all available fields, see attached field definitions)

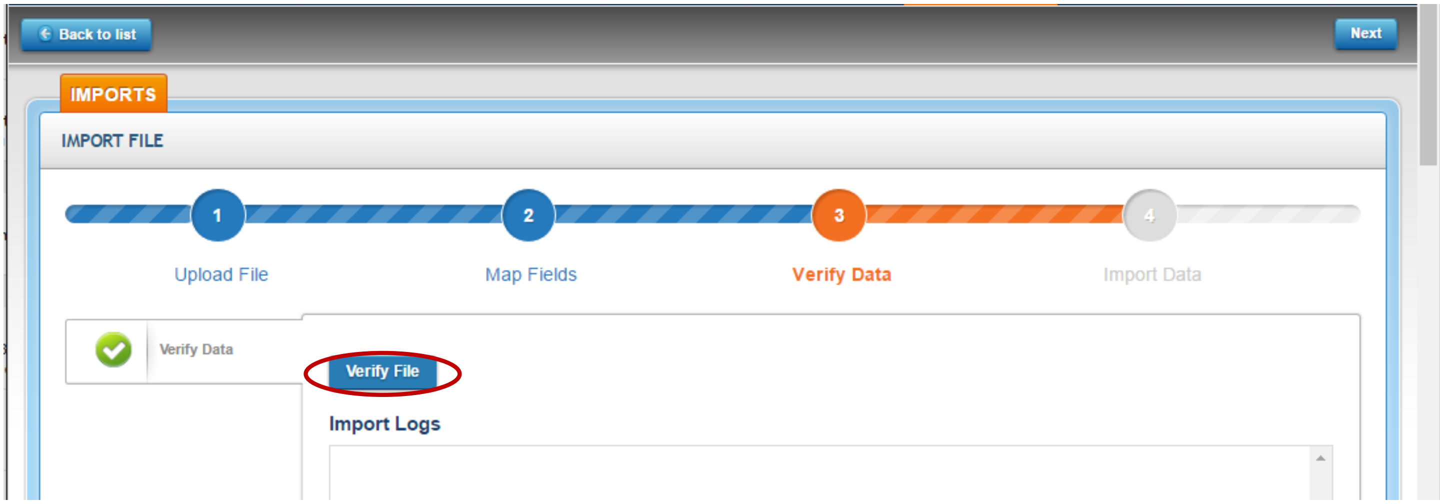
The file is then read, and a list of the fields in the SalesWarp database which match, or (don't match) the CSV file is displayed. If you have an "X" in any row for the "Field Found" column, then you either need to (1) rename those fields in your CSV file to match the field from list, or (2) add fields that may be missing entirely, or (3) create a new mapping. For missing fields, the field headers are required, simply add them as blank columns. Data is not required except as noted above. Note that if you need to alter the file, you will have to start the import process again.

If you have no "X" in the "Field Found" column, then you may immediately select the map fields automatically button. Additionally, note that if there are fields in the file that aren't listed they will be ignored. Note: if the headings do not match, and you do not map manually, then those columns, also, will be ignored. Remember that the field headings are case sensitive!

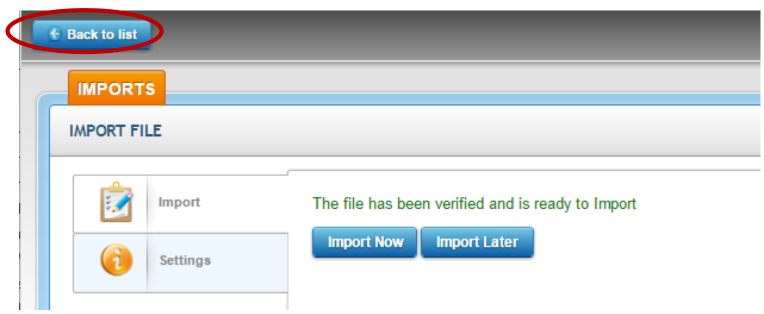
Remember that the field headings are case sensitive! It will still likely be easier to rename the headings in your file, than to build a map. That way you can always use the automatic function, and not have to worry about constantly creating or reusing an existing map.

When ready to continue, click "Next" in upper right hand corner.

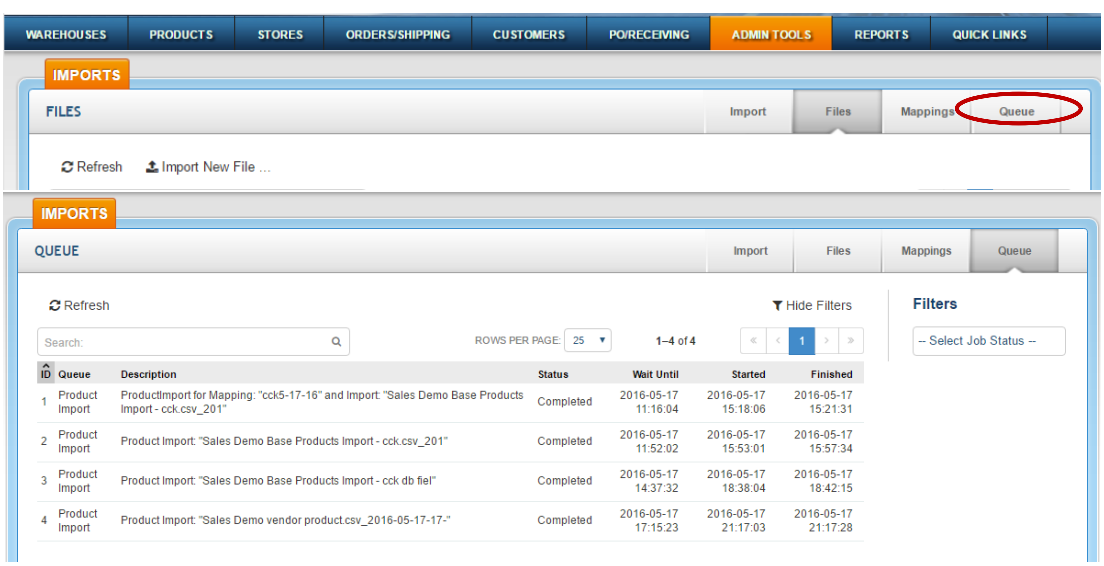
Step 3. Verify and Process the Import File



Press the Verify File button and the system will read the file data, and you will be alerted to any specific issues in the file that need to be corrected prior to importing. If there are no issues with the file, the file will allow you to import now, or if the file is larger, the Import Now button will be greyed out and the system will force you to "Import Later", which will place the file in the processing queue.



To press monitor files that have been queued press “back to list” button in top left hand corner, and then the queue button on the far right - you will be able to see if the file has begun or finished processing. Note you may need to hit the refresh button on your browser.



If your warehouse is large enough to justify setting up locations, it's probably not viable to check a substantial amount of SKUs for their location. However, you can check individual SKUs if you suspect there is an issue, or create a custom report to display stocked items, their locations and quantities.

To check a SKU, go to Products->Products and locate the SKU in question, then click View from that SKU's display row. Along the left side of the screen, click locations and the location information for that SKU will display.