

# INVENTORY ITEM PREFERENCES UPLOAD INSTRUCTIONS



## Inventory Item Preferences Upload

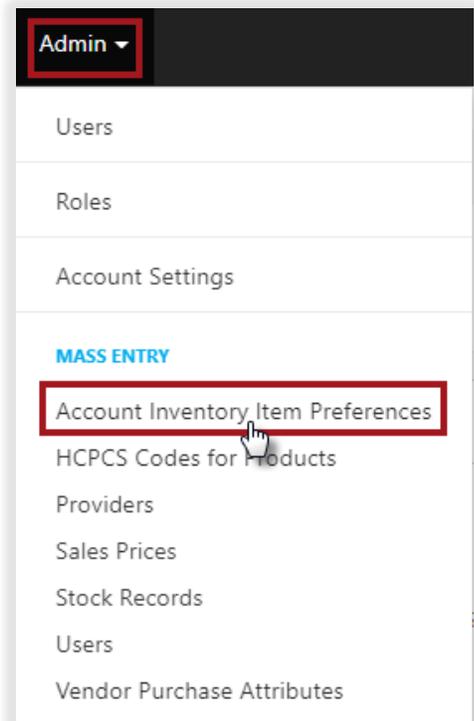
This process can be used to add the initial inventory item preferences or to adjust preferences if changes are needed.

**Note** the Product and Inventory Items must exist prior to the uploading process, or the item will fail to upload. Only Users with the Admin role see the Mass Entry options under the Admin tab.

In a spreadsheet enter the data in the following columns to ensure it is uploaded accurately:

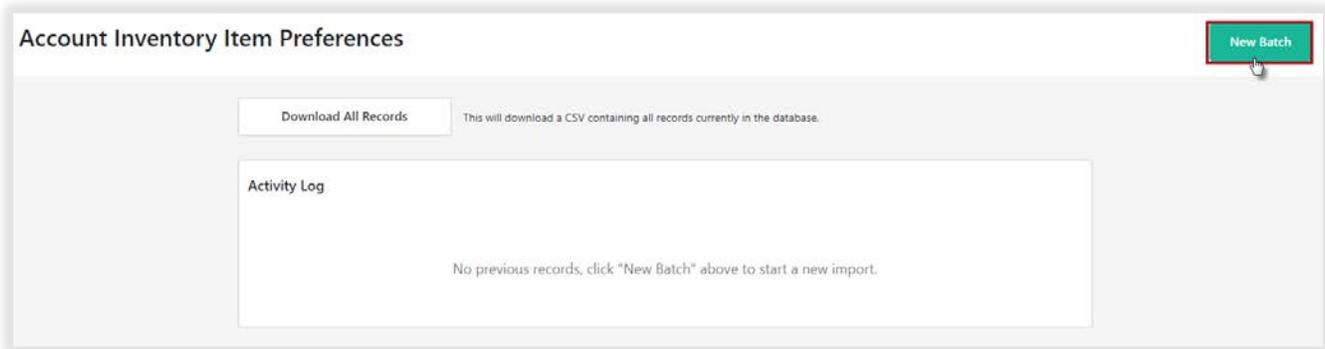
Inventory Item Number	Dipsense From	Billing Channel Name
01EF-S	Stock	Athena
01EF-M	Stock	Athena
11-0215-2	Stock	Athena
11-0215-3	Stock	Athena
11-0215-4	Stock	Athena
380614	Stock	Athena

In MotionMD go to Admin tab > Account Inventory Item Preferences:

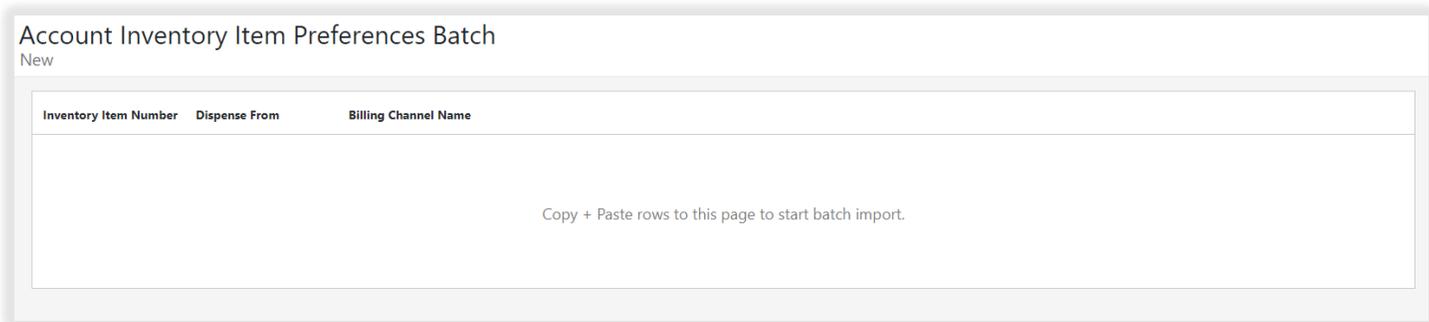


# INVENTORY ITEM PREFERENCES UPLOAD INSTRUCTIONS

Click New Batch button on Account Inventory Item Preferences upload page:

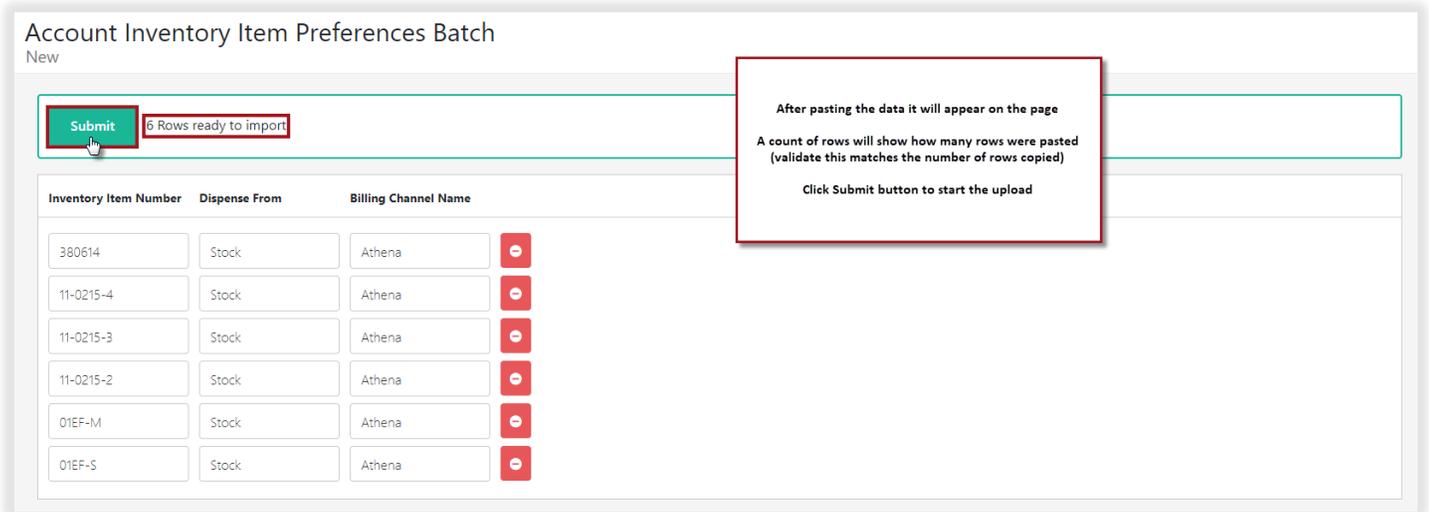


The New upload page opens:



From the spreadsheet, copy all rows and the six columns of data. Do not copy the headers. Click into the Copy + Paste section with mouse then Paste using Command/Control V into the section below the headers on the New Batch page.

**Note: Paste only works using Command/Control V to get data to paste onto page.**



# INVENTORY ITEM PREFERENCES UPLOAD INSTRUCTIONS



After Submitting, the preference will process. Once this is complete the successful rows will show green checks.

All Failed Download Failed Rows New Batch

21 of 21 items have been processed.

Inventory Item Number	Dispense From	Billing Channel Name	
01P-L	Stock	OfficeCare	✓
11-9121	Stock	OfficeCare	✓
11-0449-3	Stock	OfficeCare	✓
11-3234-3-06000	Stock	OfficeCare	✓
79-81353	Stock	OfficeCare	✓

Rows successfully updated will appear with GREEN check. Any failed rows will show RED.

Failed rows can be filtered by clicking on Failed button. Any failed rows can be corrected on the page and re-submitted. Failed rows can also be downloaded into a CSV by clicking on Download Failed Rows.

Lines fail if the Inventory Item does not exist, if the Billing Channel does not match or if there are any duplicate SKU's.