INVENTORY ITEM PREFERENCES UPLOAD INSTRUCTIONS
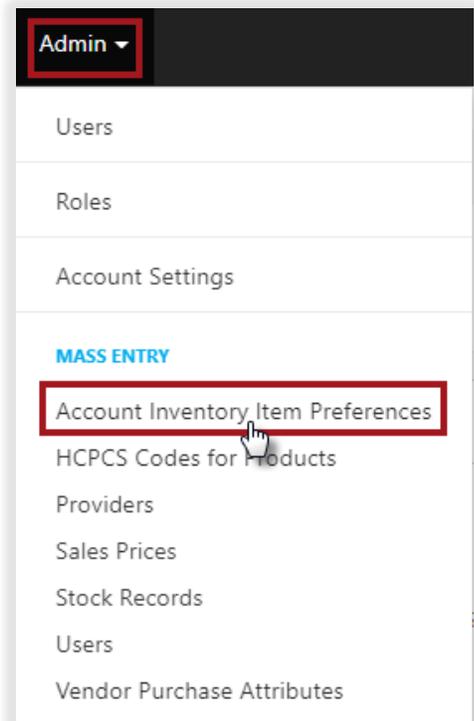
Inventory Item Preferences Upload

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

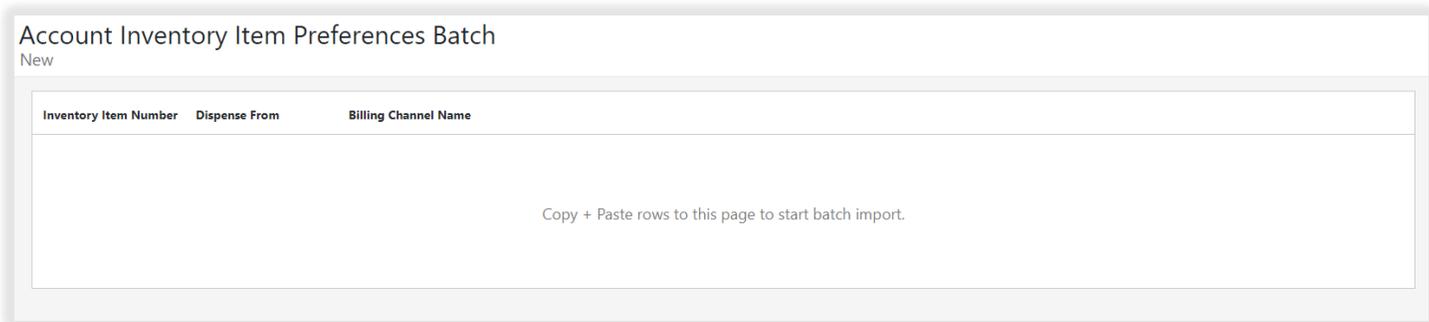In MotionMD go to Admin tab > Account Inventory Item Preferences:

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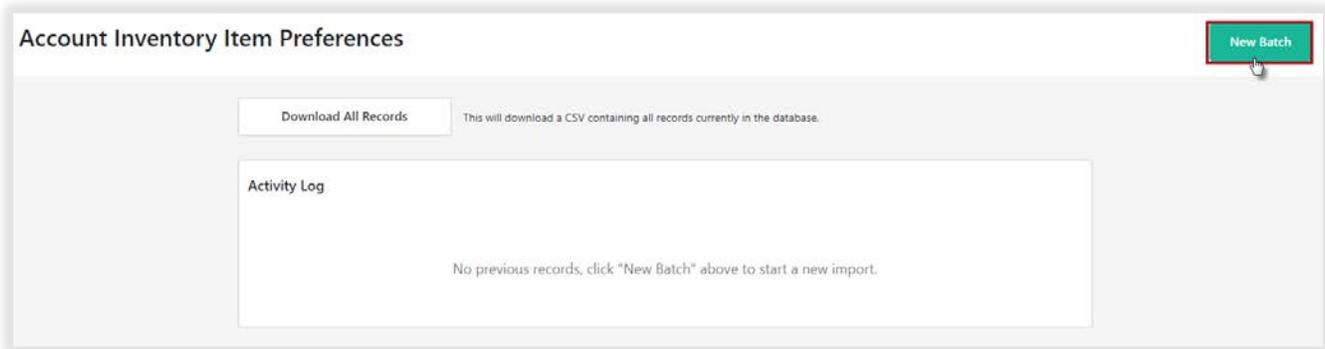
The New upload page opens:

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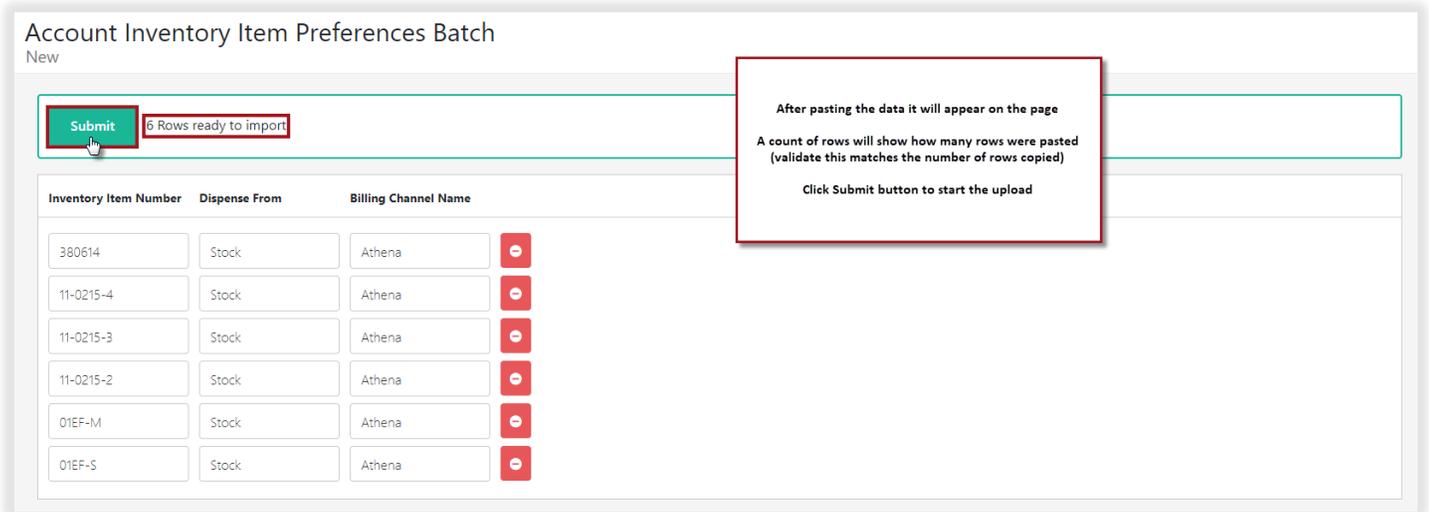
After Submitting, the preference will process. Once this is complete the successful rows will show green checks.