

# Product Lookup

Use this to look for products individually, or in groups.

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# Summary


This page is used to look up products in bulk. Typically, users are either looking to locate problematic products to support content management, or to check availability and prices.


A combination of search and filters are used to refine the product list.


## Key to icons

 = is live

 = is disabled

 = image not found or type unknown

 = archived

 = edit

You can [Show/Hide Disabled Items](#) on this screen.

You can Show/Hide Variants on this screen.

If you choose to 'Show Variants' a breakdown of Unique Stock Records will also be shown, if applicable.

## Channels

 = enabled for Google

 = enabled for eBay

 = enabled for Amazon

## Product Search







In addition to filtering your product catalogue by Category, Brand, Supplier, Brand or Collection, you can use the search function.

The search on the Product Lookup screen works differently to other search methods, because it is also enabled to search for variants. You can use this to search for a product and an option simultaneously; this can be combined with filters to give specific results.

## Product Lookup

Product Search:  Category:  Supp  
Store:  Filter:

↓ [Download report as CSV](#) Showing 2 of 2 products (combined stock)

| actions                                                                                                                                                                                                                                               | name                         | code    | stock |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------|-------|
|    | Bayern Munich Away Shirt     |         |       |
|                                                                                                                                                                                                                                                       | Large                        | 32193L  | 0     |
|    | Man Utd Retro Football Shirt |         |       |
|                                                                                                                                                                                                                                                       | Large                        | 32197I  | 1     |
|                                                                                                                                                                                                                                                       | Extra Large                  | 32197xl | 0     |

## Product Lookup (Availability and Prices)

This screen should also be used to lookup Product Availability and Prices, including stock on hand, available, reserved, and on order.

### Products with Stock

To view stocked products, simply filter to a specific Store, or apply a filter for Products which have Stock.

This is in line with the [Stock Definitions](#).

### Reserved Stock

Clicking on the quantity 'reserved' for a specific Variant will open a pop up. This will display the quantity of stock reserved from any given location, as well as the specific Sales Orders to which that stock is reserved.

### On Order

Clicking on the quantity 'on order' for a specific Variant will open a pop up. This will display the stock On Order, which Purchase Orders that stock is linked to, and how much of it is reserved to Sales Orders.

## Check Prices

Prices can be viewed from this screen.

If a product has multiple variants, these prices will be listed against each one.

# Product Management

## Missing Content

This page can be used to isolate and list products that are missing key information, such as:

- Products without a Category
- Products without a Brand
- Products without a Collection
- Products without Images
- Products without a Selling Price
- Products without a Cost Price
- Products without a Department

## Featured Products

You can use this screen to quickly find products which are Featured across your eCommerce website.

- Home Page Featured Products
- Featured Products
- Checkout Featured Products

## Product Types

- Standard
- [Made to Order](#)
- Gift Voucher
- Bundle
- [Booking](#)

## Other Statuses

You can also use this screen to locate products with specific Statuses.

- Featured Products
  - Home
  - Checkout
  - Featured (Category)
- Information Only Products
- Unavailable Products
- Archived Products
- Disabled Products
- Products which are On Offer
- New Products

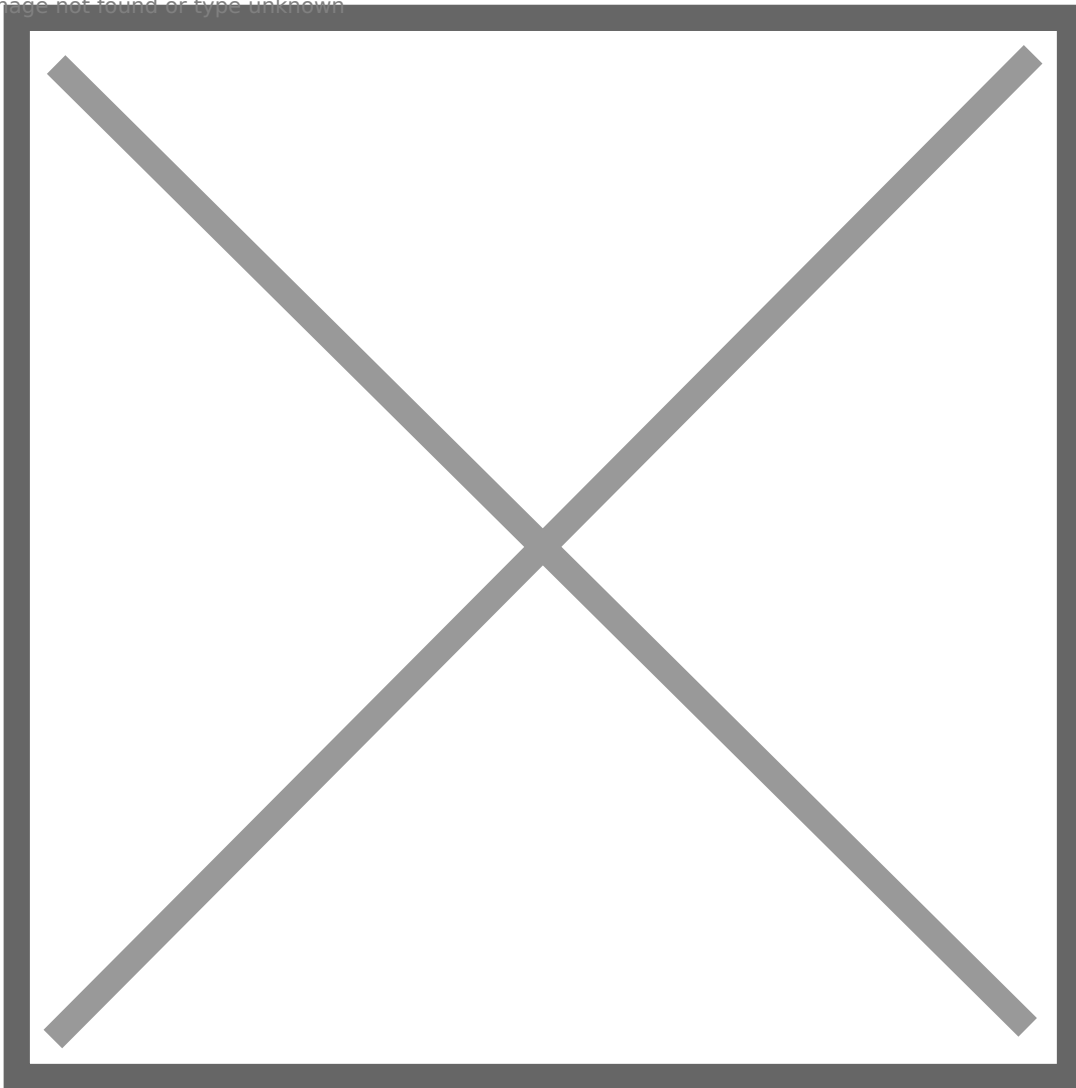
## Manage Products in Bulk

You can also apply [bulk changes](#) to products from this screen using the tick boxes down the right hand side in conjunction with the controls at the bottom.

# How to Find a Product by Search

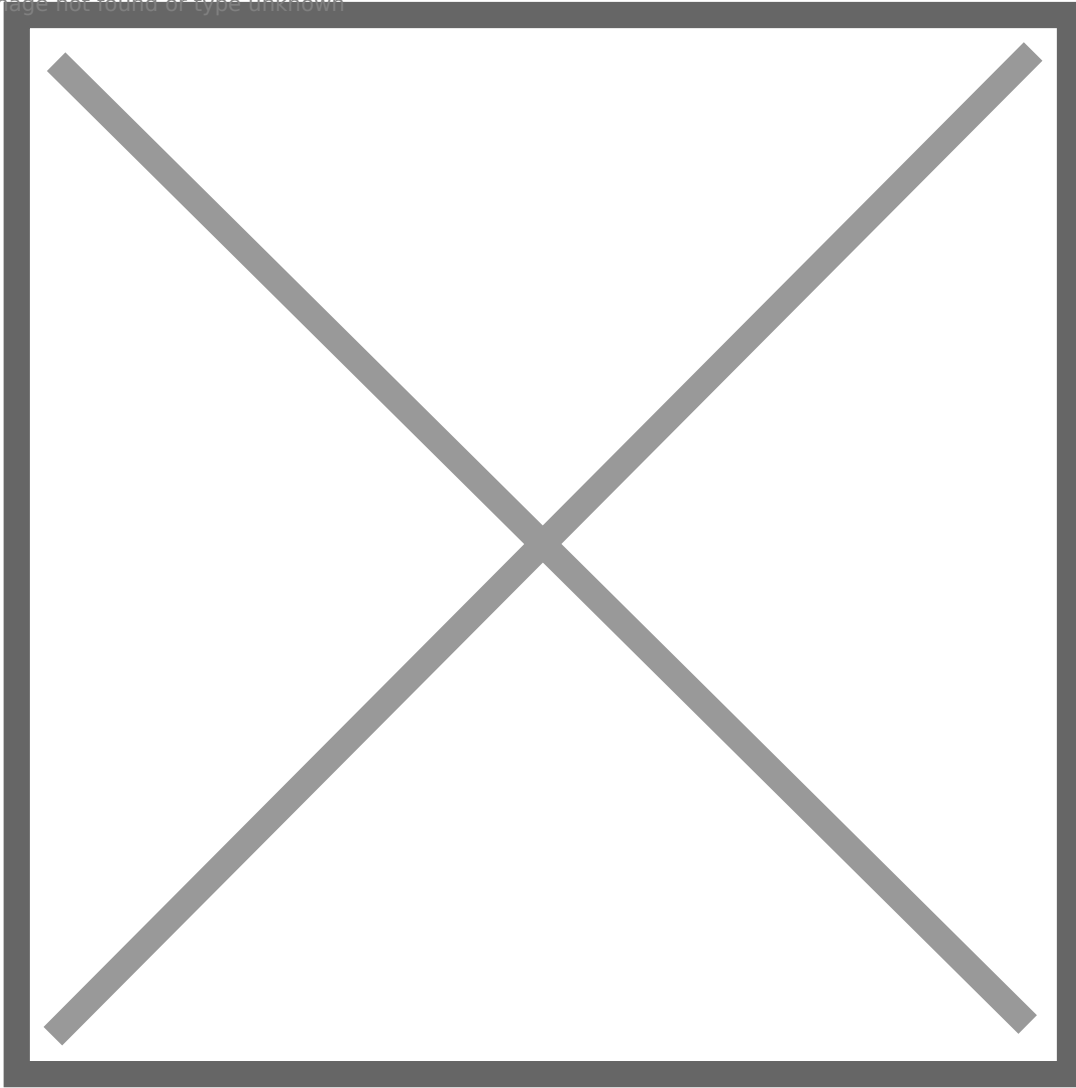
1. Navigate to your CMS.
2. Click "Product Lookup" under Catalogue.

Image not found or type unknown



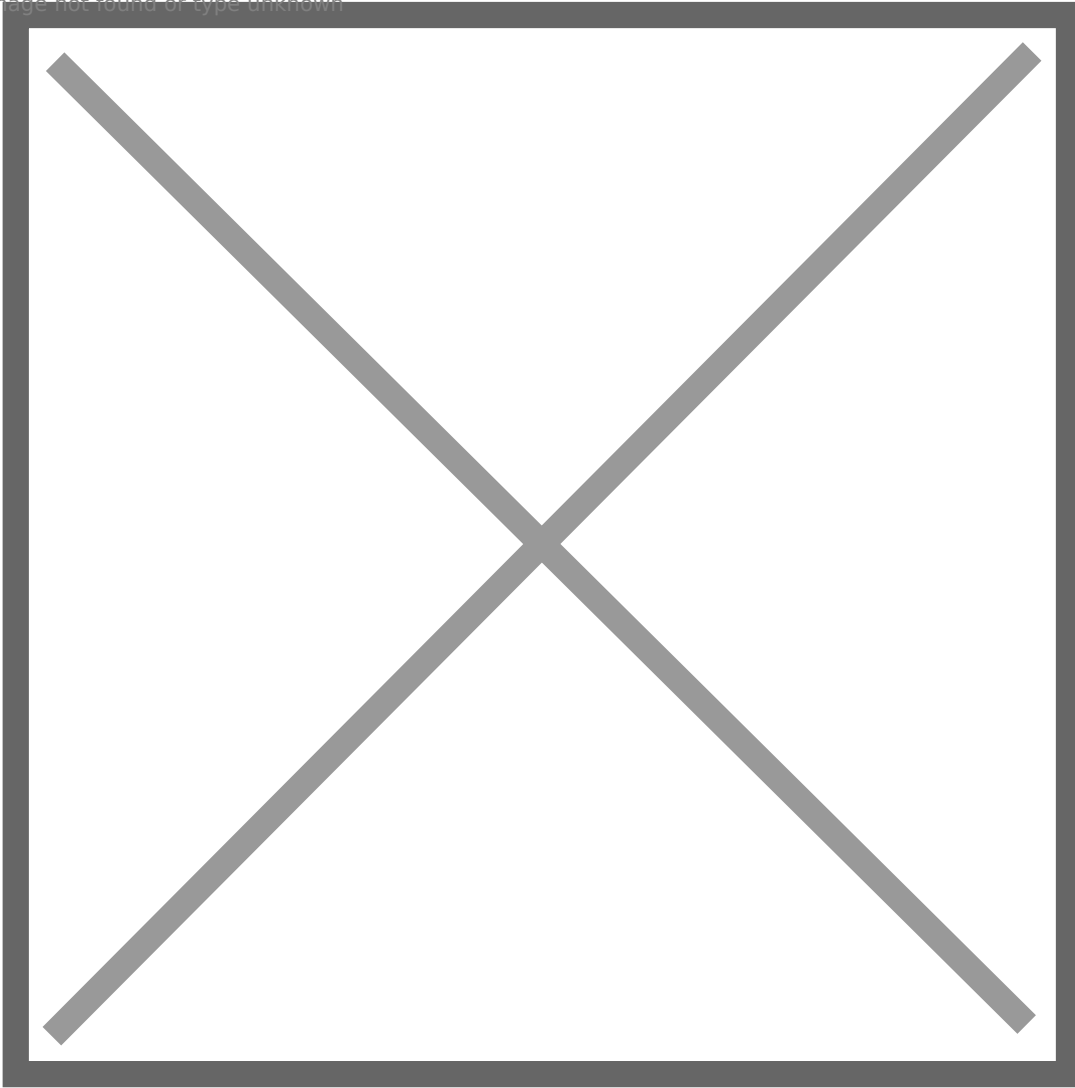
3. Click the "Product Search:" field.

Image not found or type unknown



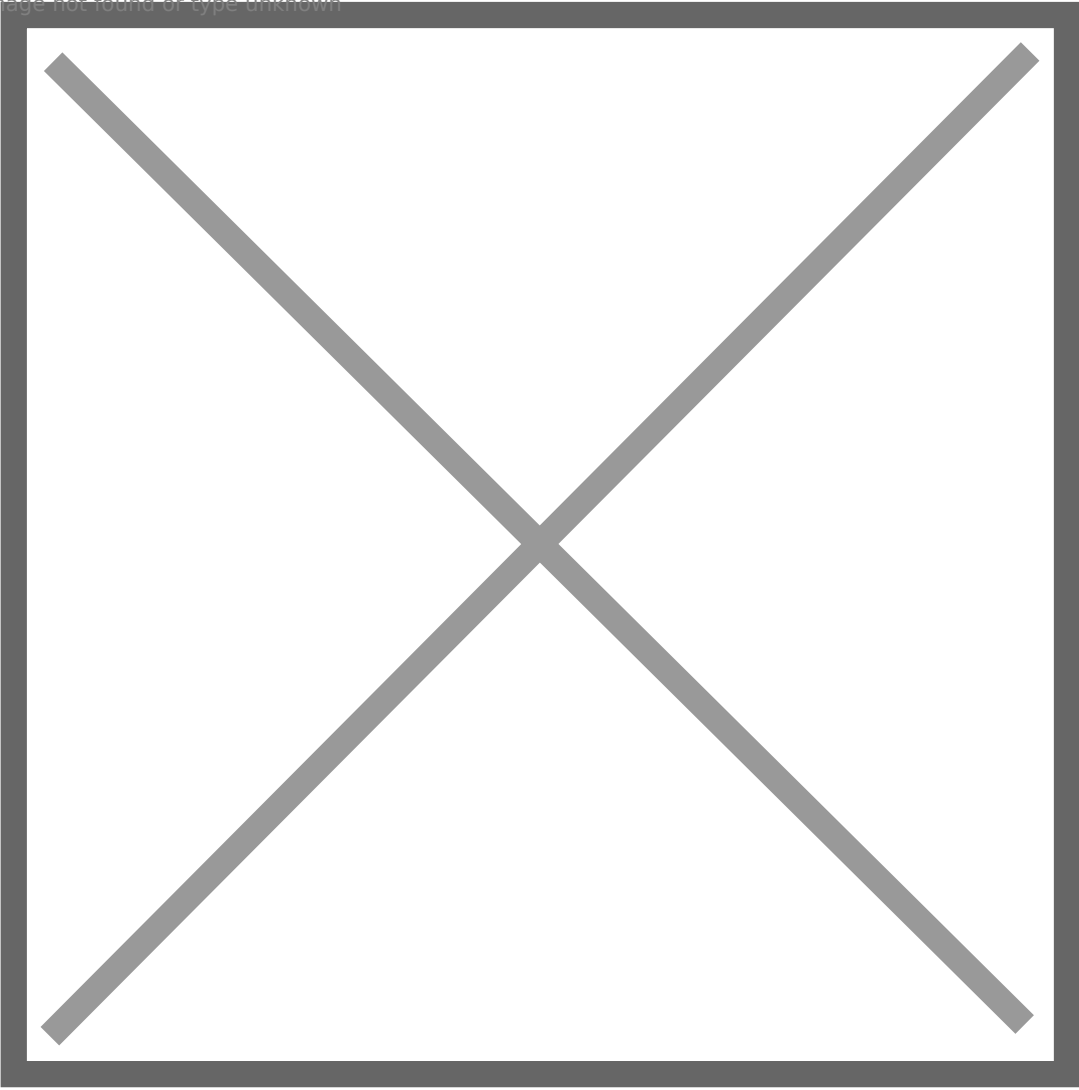
4. Type the term you are searching for, in this instance we have used "orla kiely sofa".
5. Click "Search".

Image not found or type unknown



6. All products matching this term will be returned.

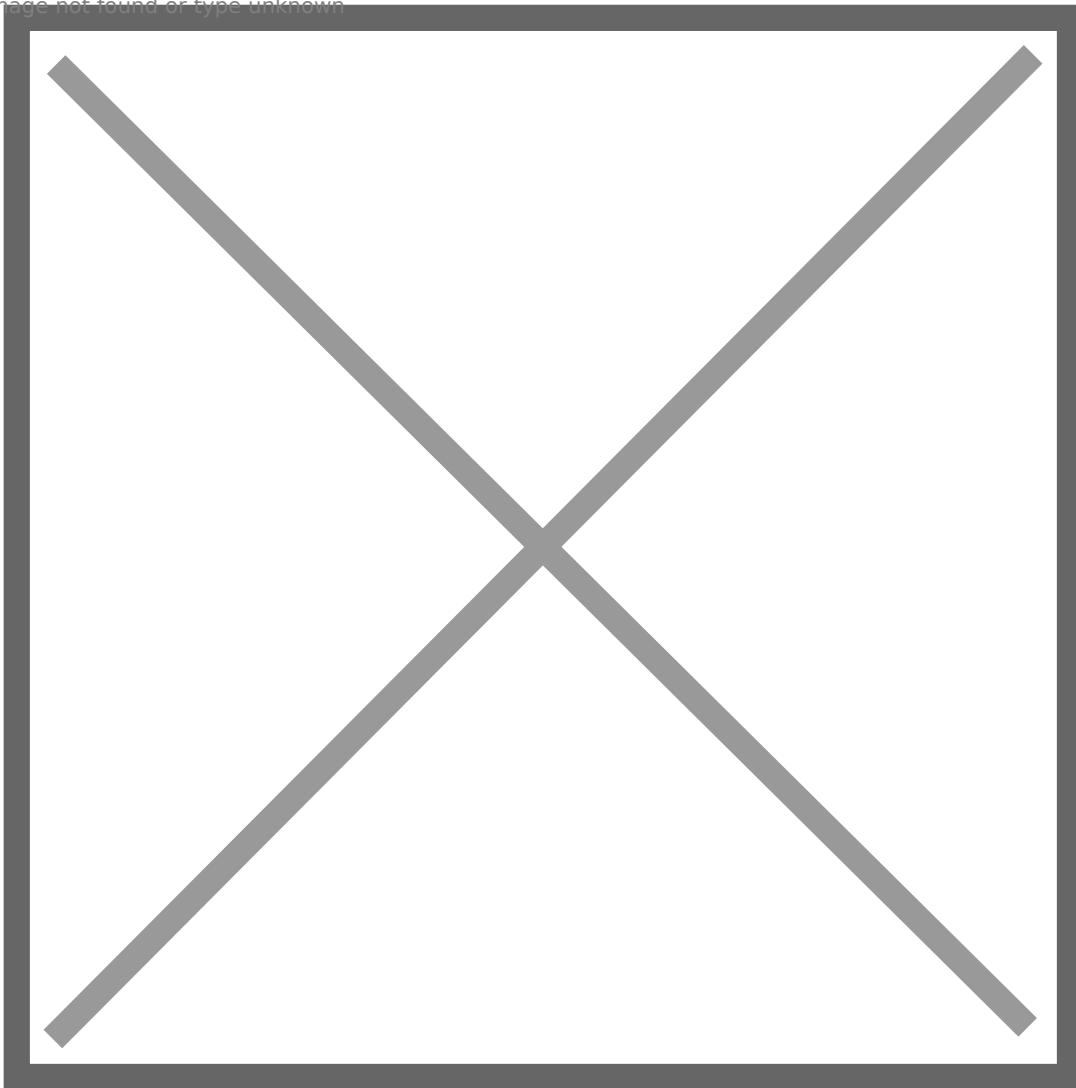
Image not found or type unknown



# How to Find a Product by Filtering

1. Navigate to your CMS.
2. Click "Product Lookup" under Catalogue.

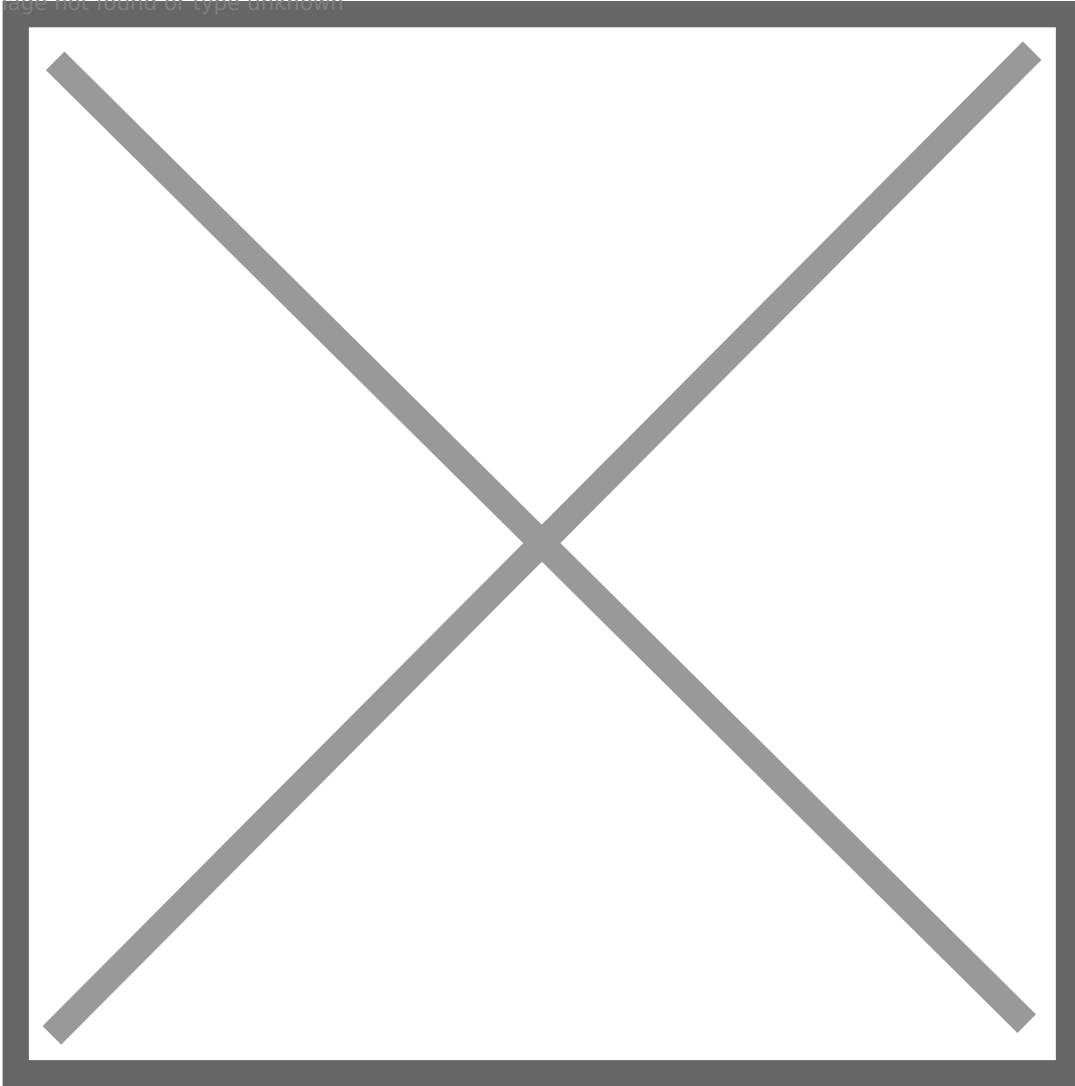
Image not found or type unknown



3. From here you will be presented with a number of different filters to choose from - Category, Supplier, Brand, Collection, Store and Filter. Use the appropriate filters depending on what it is you are searching for. In this instance, I am searching for an "Orla Kiely Mimosa Sofa".

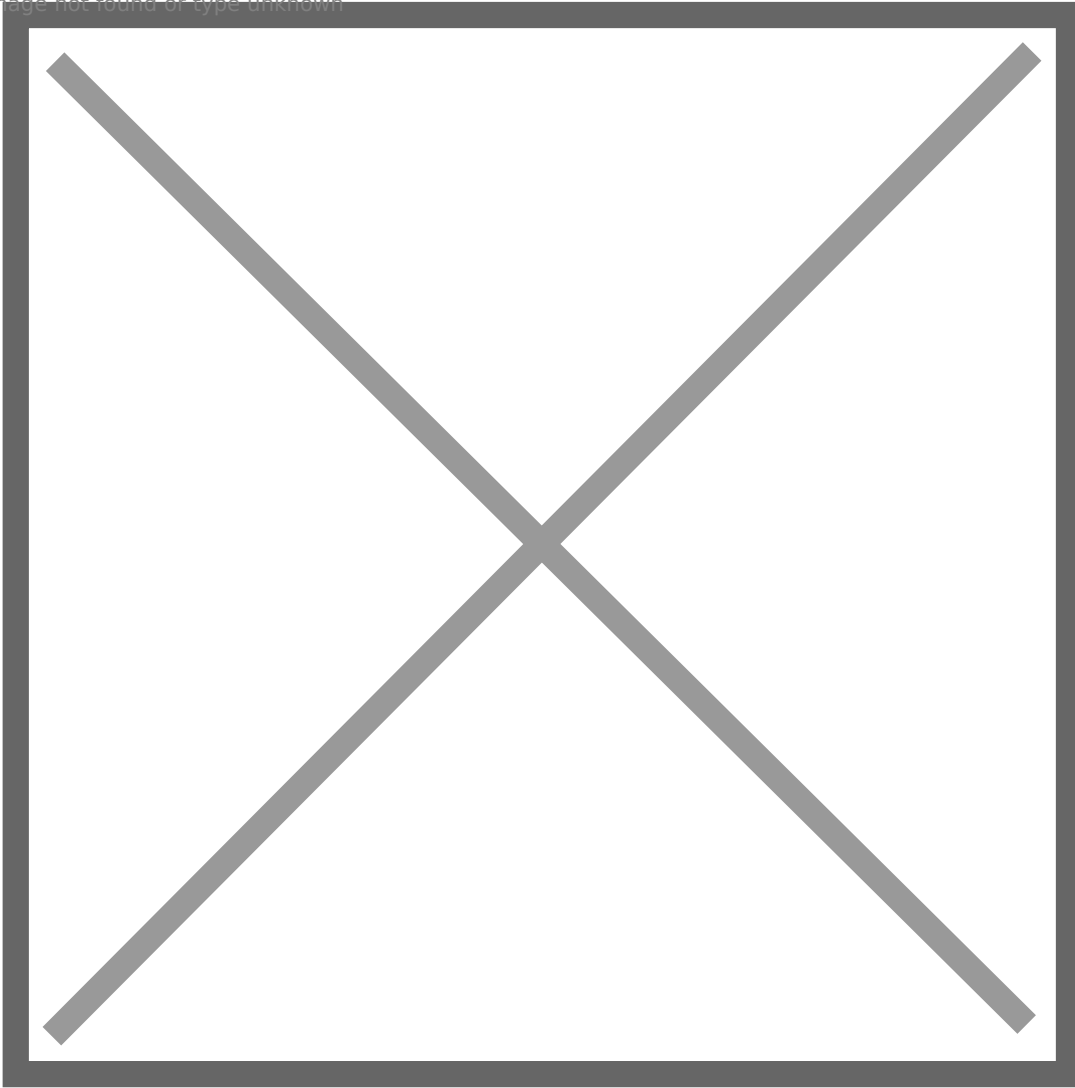
4. Select the appropriate category.

Image not found or type unknown



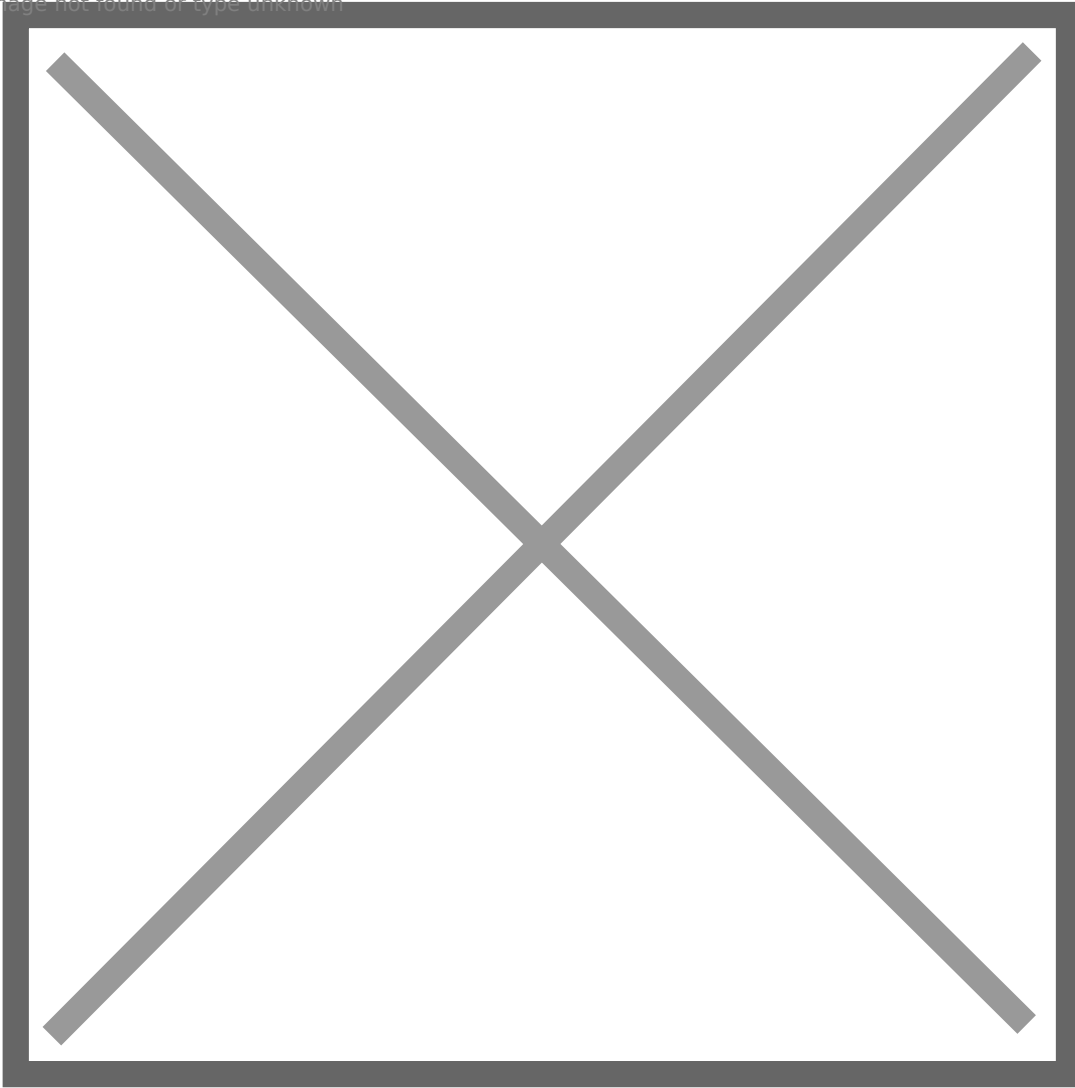
5. Select the appropriate brand.

Image not found or type unknown



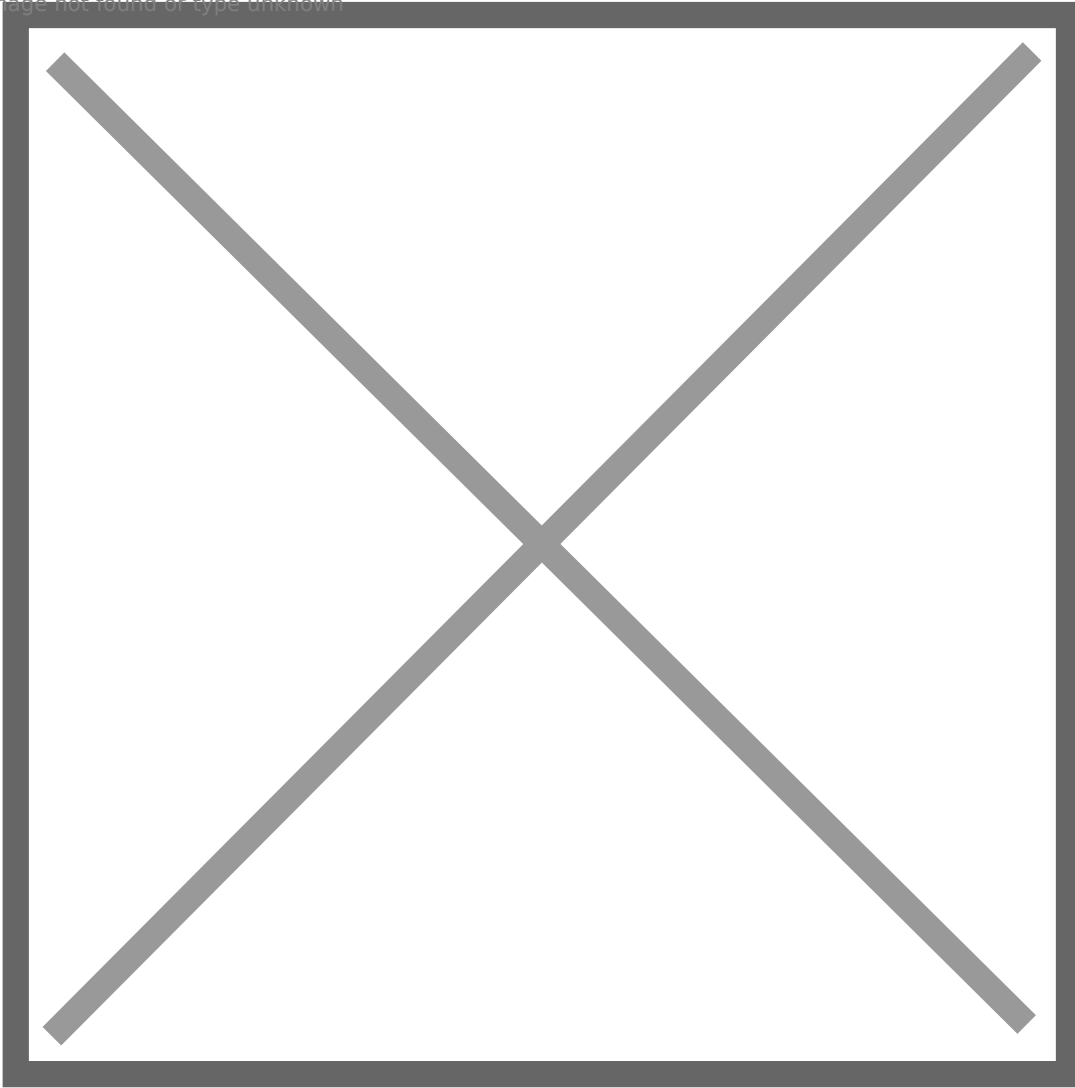
6. Select the appropriate collection.

Image not found or type unknown



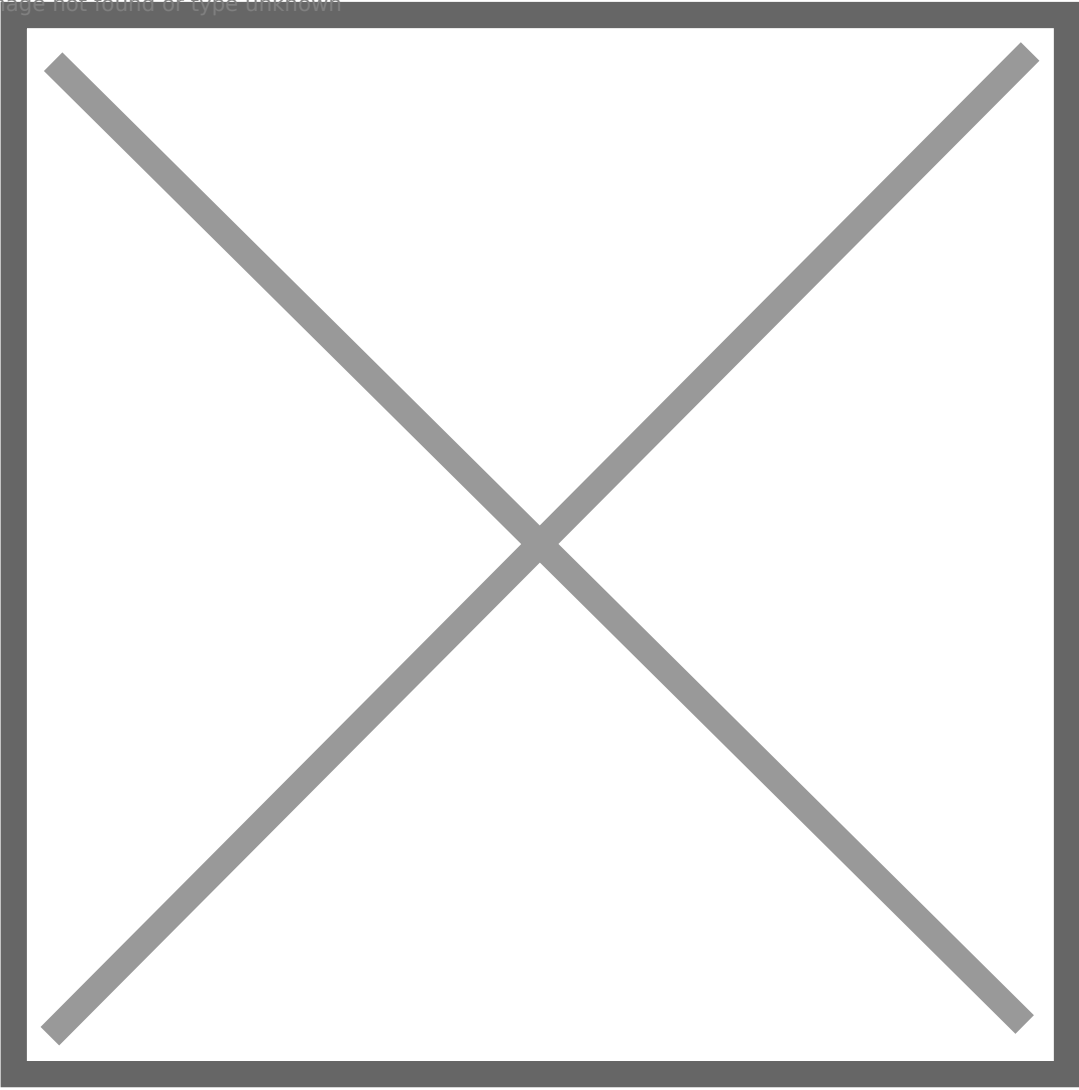
7. Click "Search" to return the matching products.

Image not found or type unknown



8. Any product matching the filters that you have chosen will then be shown.

Image not found or type unknown



# How to Check Availability

# How to Check a Price