

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

Live = is live
Image not found or type unknown

Not Live = is disabled
Image not found or type unknown

 = archived
Image not found or type unknown

Edit = edit
Image not found or type unknown

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

Edit = enabled for Google
Image not found or type unknown

Delete = enabled for eBay
Image not found or type unknown

Copy = enabled for Amazon
Image not found or type unknown

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](#).

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

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

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.

Revision #6

Created 20 August 2024 08:56:47 by Mike

Updated 3 April 2025 09:03:45 by Mike