

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 or type unknown

Not Live = is disabled

 = archived

Edit = edit 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

Delete = enabled for eBay

Copy = 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.

Revision #10

Created 20 August 2024 08:56:47 by Mike

Updated 22 April 2026 11:02:53 by Mike