

Inventory System

User Guide

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1. Introduction

This inventory system, [name], seeks to gather sales data and store the latest records of inventory movement, maintaining an accurate inventory balance. It has 3 main functions:

1. Database with updated sales order retrieved from Shopify, Shopee and Lazada
2. Keep track of the purchases and incoming stocks
3. Compute inventory balance

1.1 Key features

- Extract and collate data from retrieve orders data from e-commerce platforms (Shopify, Shopee, Lazada)
- Keep an updated record of the total inventory purchased and sales
- Dashboard to display the updated inventory balance

1.2 System

The macro-enabled workbook contains the following worksheets:

- Dashboard [overview of inventory balance]
- Bal [Record purchases, stock loss, packing of megas]
- Database: Orders Data
- Product Setting [enable edit of product names]

2. Transferring the program

Zip all the files in the folder. Transfer the zip file to the new computer. Extract the zipped file and follow the installation below (Step 3).

3. Installing, Starting of System

Warning: Currently the system only works on one device. Please ensure this system is only set up and used on a designated device. Currently the system only works on windows operating systems.

3.1. Installing the system

Installation of [programme]:

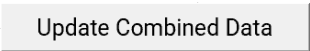
Extract the zip file and ensure the getAllData.exe, updateOrders.exe configurations.ini, Shopee\configurations.ini, Lazada\configurations.ini is in a folder.

Warning: Please ensure the access tokens in Shopee\configurations.ini and Lazada\configurations.ini are valid. To prevent invalid access tokens, please only use one computer to run the program. In the event of invalid access token, please refer to the developer guide to valid tokens.

4. Step by Step Instructions for using the system

Start off by opening [name].xlsm

4.1. Operations: Retrieve the latest data on e-commerce platforms [For viewing only]

1. Proceed to Dashboard Sheet
2. Press  to retrieve all data from e-commerce platforms.
3. Proceed to the Combined Data sheet, to see the latest data.



4.2. Operations: Customise items for purchases:

1. Proceed to Combined Data sheet
2. Check if the item and qty for the orders are correct
3. Those rows highlighted in orange are missing item and qty.

Example:

4003	2022-07-20 04:05:14 PM	unfulfilled	Send out eresaia tan	global logistics/quality hub parelli: {'Chilli Crab Shopify	NL (65g)	0
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4. If the orders have multiple items please merge every columns except Item and Qty, for example :

Order No.	Created At	fillment Sta	Notes	Name	Address	Product	Platform	Item	Qty
								CH (65g)	9
								CF (65g)	12
								CC (65g)	9
								FHC (65g)	9
								KBT (65g)	9
								NL (65g)	9
								PH (65g)	9
220719T39	#####	COMPLETE		Zack Lim	2 CHANGI E{'20 + 5 Po	Shopee		SC (65g)	9

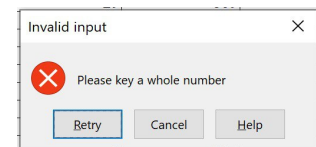
4.3. Operations: Balance of Inventory

1. Proceed to Bal Sheet
2. Key in the respective inventory quantity under the “InQty” column **[must be a whole number]** (can be negative for stock loss/amendment) > press . The “Log for IN qty” Table will keep a record of data entered, while the “Total In” column quantity will be updated.

Do note: Any non numeric under the “In Qty” will not be allowed to be keyed in. An error message will pop-up.

Retry: Remain on the cell, re-key quantity

Cancel: Exit and clear the data in the cell



As for the “Log for IN qty” Table, only the top 1,000 rows of record will be kept. The rest will be cleared, unable to retrieve any log data.

4.4. Inventory Balance Dashboard

1. Proceed to Dashboard Sheet > Press . Dashboard reflects the updated inventory balances.
2. Proceed to Dashboard Sheet to view the overview of the current inventory balance. Select the respective category filter to view the various inventory balances.

	A	B	C
1	Bundle	Item	Qty

5. Maintenance of system: Changes in SKU/Inventory Items

5.1. Changes in the bundle naming and items

Kindly update the renamed bundle listing in Product Setting Sheet and ensure that the respective rows are merged. (The order of the listing does not matter! Matching of the bundles to the relative SKU(s) is solely based on the name.)

5.2. Insert new bundle package

Insert new row below and key in the relative bundle name, item name and quantity of item(s) in each bundle.

5.3. Inserting new inventory/SKU

For every new SKU/Inventory (excluding packaging and miscellaneous items), please insert a new row in the Product Setting worksheet > add in the respective new items and merge the necessary rows. Please ensure that the item naming is **unique**. If the new inventory has multiple weights and packaging. The recommended naming is to include both the inventory name and **different variations/sizes inside “()”** if any as item name (e.g. S/M/L, (30g)/(65g)/(330g)).

6. Errors, Malfunctions, and Emergencies

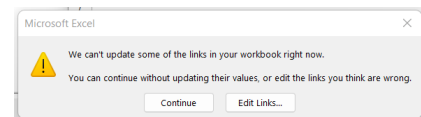
In the event of error messages popping up, allow the programme to continue running. If the error is critical, the programme will break and stop running.

1. Slow/not responding

The programming is still running in the background. We do not advise breaking the programme before it finishes running. Estimate run-time: **GetAllData ~3 mins, UpdateOrders ~2 mins**. If the programme is still not responding, please wait for a few minutes before crashing the programme.

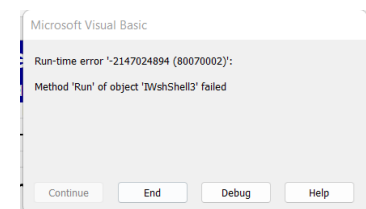
2. Cannot update links in your workbook [should not occur]

Just click continue to move pass. If the user wishes to resolve error, Edit Links... > Select All Links > Break Link.



3. Clean up path [path issues]

Kindly check if the file path listed in config ini is correct. Do correct the file path if the files have been moved. Simply click the top of the folder which the prototype > right-click copy address to retrieve file path.



4. Product Setting Warning Message

Displayed Warning Message: The Bundle column in the Product Setting tab is not merged correctly! Please double check and run again.

A check was done on product setting to ensure that the bundle cells are properly merged, to prevent a mismatch of bundle to items. Simply check and correct on any unmerged/blank cells.

5. Unmatched Products [highlighted in orange in Combined Data Sheet]

The title of the unmatched products can be found under the error log. [Location] for each of the respective e-commerce platforms.

Unmatched products arising from being unable to match the bundle naming on the various e-commerce platforms to individual inventory item(s)/SKU(s). Do check if the bundle name is under the Product Settings worksheet. Kindly ensure that the product listing is consistent throughout all e-commerce platforms.

6. Access token error

After clicking on , if the error message popped up as shown below. Please refer to the develop guide on getting the valid access token.

Select C:\Users\Kaiwei\Desktop\TKG Inventory\updateOrders.exe

Shopee : 2022-07-24 11:49:43

Shopify : 2022-07-20 04:05:14 PM

Lazada : 2022-07-27 08:26:24+08:00

Updating Shopify orders...

Updating Shopee orders...

Shopee:

Access Token is invalid. Please refer to the developer guide to get an valid access token.

Error Message

✕

Shopee API: Access Token is invalid. Please refer to the developer guide to get an valid access token.

OK