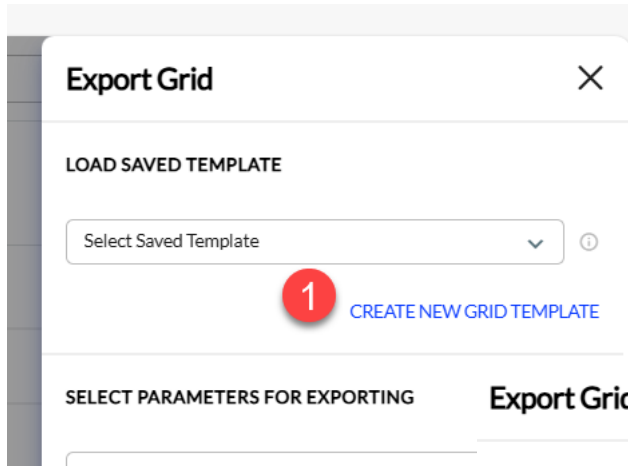




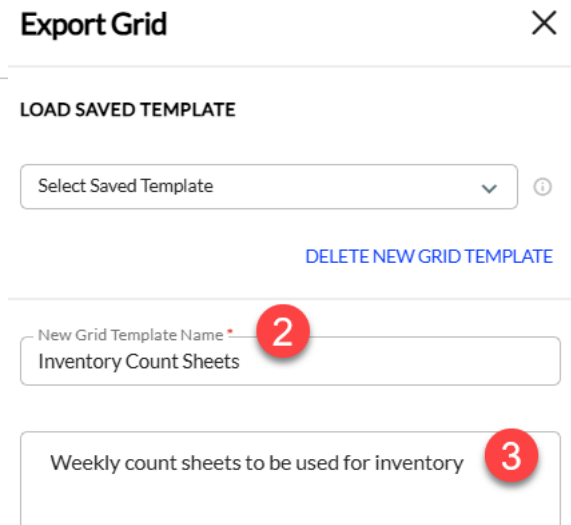
- Home
- Order Guides
- Order History
- Shopping Lists
- Receiving
- Inventory**
 - Manage Inventory
 - Off-Catalog Items
- Classifications

Next, you'll customize exactly what you want to export and how you want it laid out on the export.



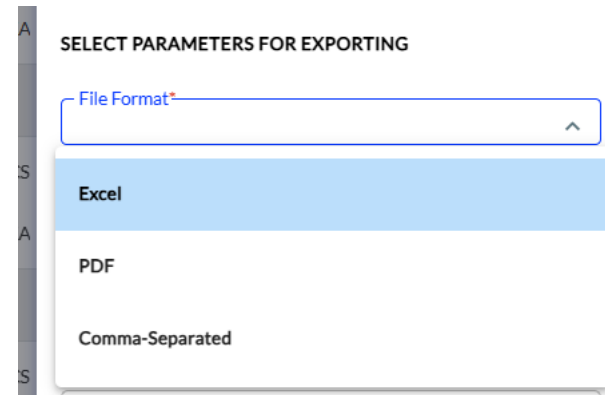
The 'Export Grid' dialog box has a close button (X) in the top right. It contains a section titled 'LOAD SAVED TEMPLATE' with a dropdown menu labeled 'Select Saved Template' and an information icon (i). Below this is a red circle with the number '1' and a blue link that says 'CREATE NEW GRID TEMPLATE'.

1. Choose Create New Grid Template (This will save it for the next time you go to export your inventory.)
2. Give it a name. (i.e. Inventory Count Sheets)
3. Give it a description. (This is optional.)



The 'Export Grid' dialog box has a close button (X) in the top right. It contains a section titled 'LOAD SAVED TEMPLATE' with a dropdown menu labeled 'Select Saved Template' and an information icon (i). Below this is a blue link that says 'DELETE NEW GRID TEMPLATE'. Underneath is a text input field labeled 'New Grid Template Name *' with a red circle with the number '2' next to it; the field contains the text 'Inventory Count Sheets'. At the bottom is another text input field labeled 'Weekly count sheets to be used for inventory' with a red circle with the number '3' next to it.

Next, choose your file format.



The 'SELECT PARAMETERS FOR EXPORTING' dialog box has a dropdown menu labeled 'File Format *' with an upward arrow. The dropdown is open, showing three options: 'Excel' (highlighted in blue), 'PDF', and 'Comma-Separated'. To the left of the dialog, a vertical column of letters 'A', 'S', 'A', 'S' is visible.



Now, you'll start choosing what you'd like to include on your export.

1. Click on Column Headers
2. Choose the headers you'd like.
*Make sure you hit Apply once you are done selecting headers.
3. Key in the number of blank columns you'd like, if any.
4. Choose what you'd like it sorted by.
5. Choose the sort order.

The image shows two overlapping dialog boxes from a software application. The 'Column Headers' dialog on the left has a search bar at the top, a 'CLEAR ALL' button, and a list of headers with checkboxes. Seven headers are selected: Seq, Dist #, Item Description, UOM, Price, Inv Count, and Last Inventory QTY. A red circle with the number '2' is placed next to the 'UOM' header. The 'Export Grid' dialog on the right has a 'Select Saved Template' dropdown, a 'DELETE NEW GRID TEMPLATE' link, a 'New Grid Template Name' field with the value 'Inventory Count Sheets', and a text area with 'Weekly count sheets to be used for inventory'. Below these is a section titled 'SELECT PARAMETERS FOR EXPORTING' containing: a 'File Format' dropdown set to 'Excel'; a 'Column Headers' field with 'Seq + 6' and a red circle with '1'; a checkbox for 'Separate Combined Data Elements From Grid'; a 'Number of Blank Columns' field with '4' and a red circle with '3'; a 'Sort By' dropdown set to 'Seq' with a red circle with '4'; and a 'Sort Order' dropdown set to 'Ascending' with a red circle with '5'.

Column Headers

Search for column name

CLEAR ALL **SELECTED(7)**

- ☒ Seq
- ☒ Dist #
- ☒ Item Description
- ☐ Price Type
- ☒ UOM
- ☒ Price
- ☒ Inv Count
- ☒ Last Inventory QTY
- ☐ Distribution Center
- ☐ Total Price
- ☐ Pack Type
- ☐ Attributes
- ☐ Status
- ☐ Brand
- ☐ MFG
- ☐ MFG #

Export Grid

Select Saved Template

DELETE NEW GRID TEMPLATE

New Grid Template Name *

Inventory Count Sheets

Weekly count sheets to be used for inventory

SELECT PARAMETERS FOR EXPORTING

File Format *

Excel

Column Headers *

Seq + 6

☐ Separate Combined Data Elements From Grid

Number of Blank Columns

4

Sort By

Seq

Sort Order

Ascending



Once that's done, you'll then have the option to Export.