

Thrive Inventory User Guide

Powered by Shopventory



Thrive Inventory by Shopventory

Single Location/Integration - Connect Your Integration

- Log in to your Thrive Account
- Connect your integration
- Import existing inventory data
- Set the Sync Settings for your integration

Multiple Locations/Integrations - Connect Your Integrations

- Log in to your Thrive Account
- Please reach out to our implementation team** to ensure you get the correct setup using the green chat bubble on the bottom right of your account or email us at help@shopventory.com
- Identify the integration/location with the inventory you want to build your catalog off of
 - *This should be your most accurate pool of inventory
- Connect all of your integrations and/or locations
- Import existing inventory data from your selected integration
- Set the Sync Settings for each of your locations/integrations

The Basics

- Add and name each of your locations
- Add addresses for each location
- Complete your User Profile
- Set email preferences
- Add your company logo
- Check that your tax rates imported correctly from your POS
- Connect with your Account Executive to schedule a demo

Access Control: Invite Your Team

- Invite team members with their email
- Set individual user permissions

See Where Your Inventory Stands

- See what your most profitable product is with your Sales Report
- Identify slow-moving products with your Dead Inventory Report
- Create a Custom Report

Inventory Set Up

- Set min/max PAR Levels using the Bulk Spreadsheet Upload tool
- Add Default Costs and Lot Costs
- Set condition-based Alerts

Vendor Management: Easily Manage Suppliers

- Upload key vendor information with the Bulk Spreadsheet tool
- Assign products to vendors
- Connect vendors to locations

Purchase Orders: Automate Receiving New Inventory

- Create a Purchase Order
- Send a Purchase Order directly to your vendors via email
- Receive inventory from a Purchase Order

Stock Counts: Keep Your Inventory in Check

- Complete a Stocktake cycle count
- Make any notes in Shopventory regarding any discrepancies
- Publish to sync new stock counts across all your integrations

Bundles, Variants & Modifiers: Simplify Inventory Tracking

- Create a product Bundle
- Create a Modifier
- Add a Variant

Thrive Wholesale

Grow Your Wholesale Business

- Import your Wholesale customers
- Create a Price List
- Add Custom Net Terms
- Send your first Wholesale Invoice

Thrive Metrics

Customizable Reporting Dashboards

- Set a Sales Goal
- Create a customized Dashboard

Change The Way You Do Business

Enter a form of payment so you experience uninterrupted service once your 30-day free trial ends. Don't worry, we won't charge you until after your trial has ended.

- Add ACH and a credit card to your account
- Select a plan

Additional Resources

HELP CENTER

Extensive documentation and helpful material is available 24/7 at help.shopventory.com.

IN-APP ANSWERS

We've compiled the most frequently-asked questions and put the answers right where you need them - in the app itself.

VIDEO TUTORIALS

Follow along as one of our customer care experts explains each feature of Thrive in detail.

ONE-ON-ONE

Live chat, email and phone support is available from 9AM-8PM (US Eastern) on weekdays in English and Spanish.

Connect With Our Implementation Team

Chat

For the quickest response, click on the green chat button in the bottom right-hand corner of your screen. 9AM - 8PM EST

Text

Text us at 858-271-4000. 9AM - 8PM EST

Email

Email us at help@thrivemetrics.com