

# Thrive Inventory

## User Guide



## Thrive Inventory

### Single Location/Integration - Connect Your Integration

- [Log in](#) to your Thrive Inventory 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 Inventory Account
- [Please reach out to your Account Executive team](#) to ensure you get the correct setup using the green chat bubble or email us at [help@thrivemetrics.com](mailto:help@thrivemetrics.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 Re-Order Levels using the Bulk Spreadsheet Upload](#)
- [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 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.thrivemetrics.com](http://help.thrivemetrics.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-7PM (US Eastern) on weekdays in English and Spanish.

# Connect With Your Account Executive

## Chat

For the quickest response, click on the green chat button in the bottom right-hand corner of your screen. 9AM - 7PM EST

## Text

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

## Email

Email us at [help@thrivemetrics.com](mailto:help@thrivemetrics.com)