

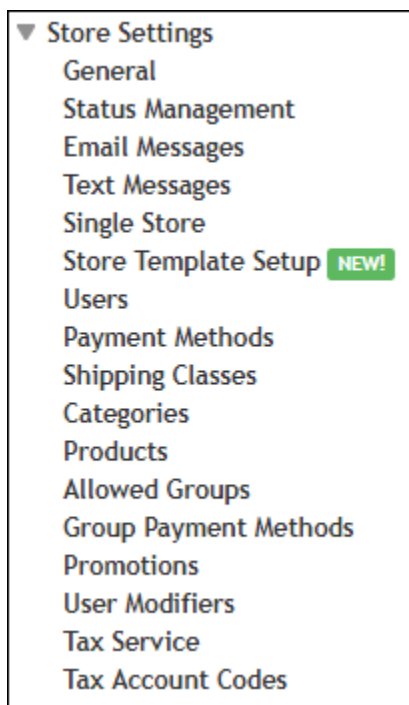
Email notifications for inventory tracking

Each item for sale can be configured to send a low inventory notification email message when the product inventory hits a threshold value for that item.

Another low inventory message will be sent when the inventory reaches zero.

Low inventory notifications are sent to the e-mail addresses entered in the Low Inventory Product Notification field on the **Store General Settings** page.

- 1 From the left navigation menu, navigate to Marketplace Home
Click on
>[Your merchant name]
> Stores
 > [your store name]
> Store Settings



- 2 Select > **General**

When the General Settings page comes up, similar to the following:

Department of Biological Sciences General Settings

Settings on this page change your store display and global options that will apply to products.

General Settings	
Store Id :	224
Store Name:	Department of B
Store Display Name:	Department of B
Store status:	Disabled Manage Status
Mobile status:	Disabled Manage Status

Then scroll down and find the **Low Inventory Product Notification** section.
Add or change emails addresses as needed.

Low Inventory Product Notification

To send low inventory notifications for products, enter email address. For multiple email addresses use a comma as a separator.

Email addresses:
(500 chars max)

Make sure you **SAVE** these changes. You will have to scroll down until you find the button. It should be right before the “Store Category Assignments” section.

Continue Shopping Button Settings

To configure where the Continue Shopping button on the Shopping Cart page

Continue Shopping Button settings:

Save

Store Category Assignments

Current:

WARNING – This email notification will only be sent if you have the PRODUCT set to Track the Inventory. Check your Product Settings!

Product Settings
Price is in USD (\$)
Stock Number (30 chars max):
Price:
On Sale:
Limit Order Quantity:
Track Inventory:
Out of Stock Message (This message will appear i (500 chars max) (HTML Allowed)