



Inventory Import

User Manual v. 1.0



Inventory Import

A flat file with inventory shall be prepared by you in advance (.xlsx, 100Mb max size).

You as an organization admin can import the list of company's inventory items into the Virtual Inventory system by clicking the button **[Import inventory]** (top right corner).

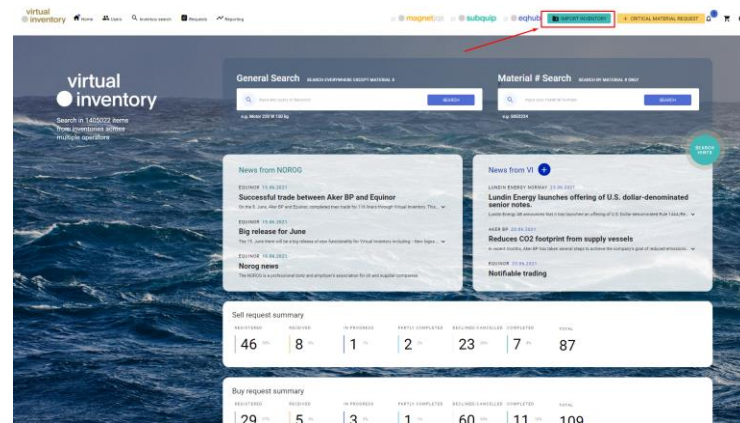
The **[Import inventory]** window appears after that.

You can download the reference template, developed for your company, by clicking **[the reference template]** link on the "Import Inventory" popup window. Please, ensure that your file with inventory follows this template.

There is a link to Q&A page on the popup window which leads to modal window with import process description.

There are two ways to add a file with inventory:

1. Browse the file on your PC;
2. Drag and drop the file to the highlighted area.

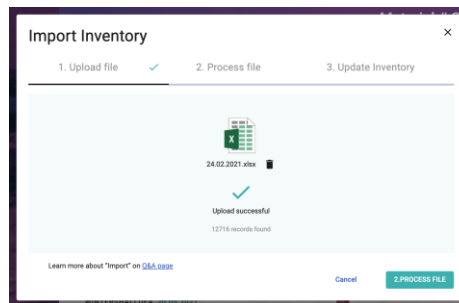
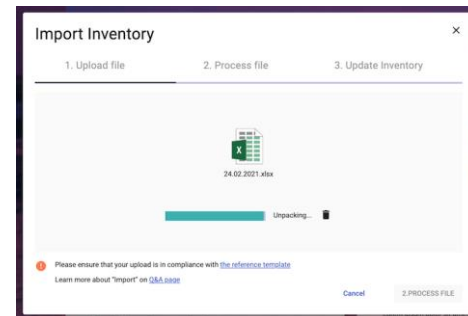
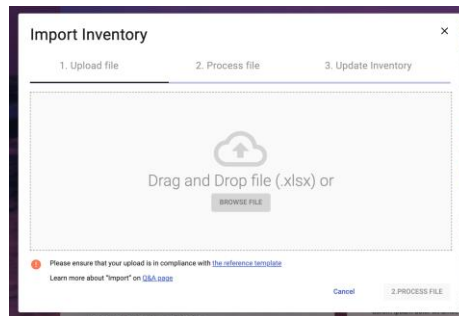


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After the file is added, the upload begins. You can see the progress bar and you can stop the process before it will be completed.

When upload completed successfully, you can proceed by clicking [**Process file**] button (or cancel the import).

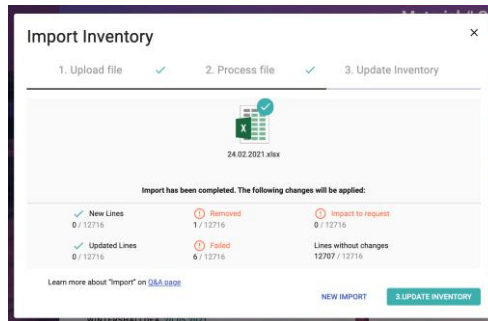
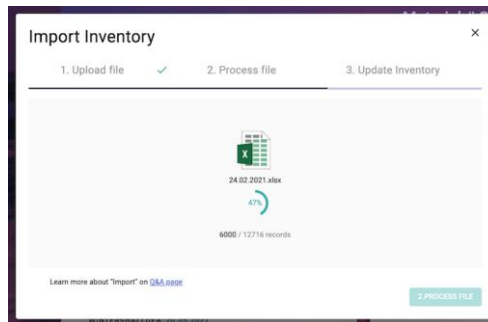
If the upload was failed, you can see the reason and you are able try again or cancel the import.



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After **[Process file]** button is clicked the system starts the validation process of the file, you can see the progress and how much left.

When the process is finished the system provides a report with the following groups of processed items (explanation hints are available next to each group name)



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Groups of processed items :

1. **New lines:** the items which are not present in the system but present in the file, will be added the local catalog;
2. **Updated lines:** the items which identified as the same (field values are identical) will be still present in the system but field values will be updated accordingly;
3. **Removed:** the items which are present in the system but not present in the file, will be deleted from the local catalog;
4. **Relevant to ongoing request:** the items which are present in the system and are in request ongoing process but not present in the file;
5. **Failed:** all failed rows will be added to the list:
 - Validation rules: Duplicated rows – if all fields are the same, rows are defined as duplicates;
 - Quantity – value must be the number;
6. **Lines without changes:** the items which identified as the same (field values are identical) will be still present in the system.

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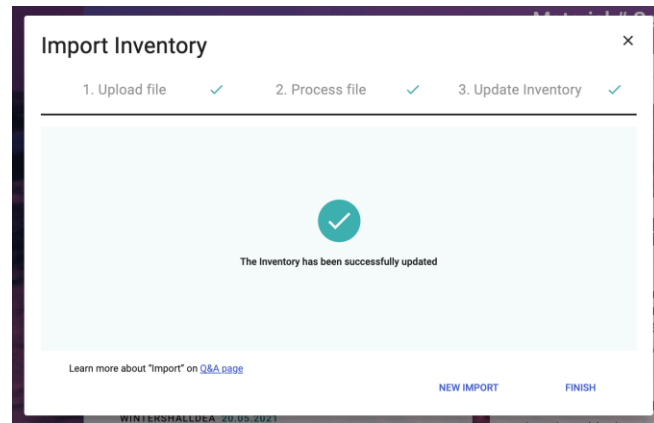
If the results of validation process are successful as expected, then you can finalize the import process by clicking **[Update inventory]** button. You will see the notification that inventory has been updated successfully.

Also, you have a possibility to start a **new import**. And it will replace the previous inventory import.

All imported items are searchable in the system.

Only one inventory import process per company can be in progress at the moment, the **system does not support multiple uploads** per company simultaneously.

The period from the time when validation and comparison are finished to the moment when the next file can be imported to the system if the user did not confirmed/cancelled current import (f.e. by another user of current company) is **one hour**.



Inventory Import (Support)

For assistance related to access and use, please contact our support team

Email: support@virtualinventory.no, mth@norog.no

Phone: +47 23 26 13 94

For **other feedback and inquiries/improvements/training/other information** related to the service, please submit a request from the page: <https://www.virtualinventory.no/support>

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