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ABOUT THIS DOCUMENT

Enterprise Live is the web-based interface for Enterprise Manager. Enterprise Live allows users such as regional managers and owners to log in remotely, enabling you to view reports and manage your sites from anywhere in the world. With Enterprise Live, users can access and update configuration items such as discounts, promotions, product pricing information, employee details and much more!

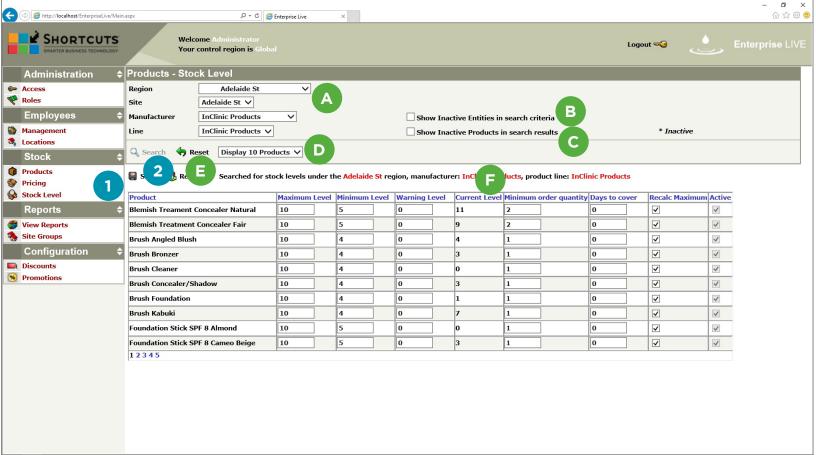
This document is designed to give you a helping hand when it comes to managing your sites and performing daily tasks in Enterprise Live.

STOCK LEVEL

USING THE STOCK LEVEL SCREEN

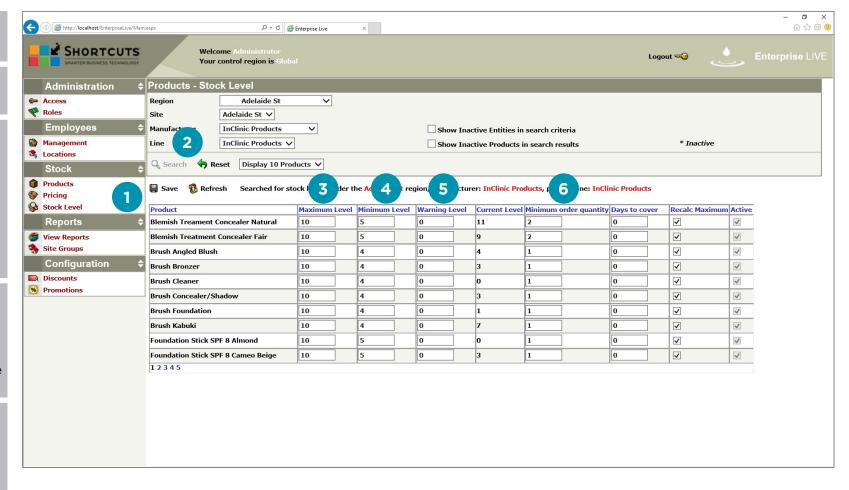
The stock level screen allows you to change the warning, required and minimum reorder levels for products in or below your control region.



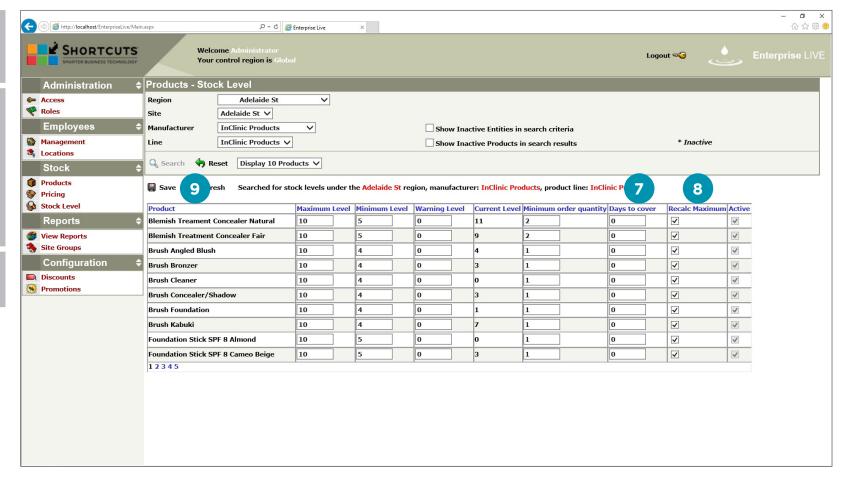


CHANGING STOCK LEVELS

- Click on the **stock level** button in the **stock** menu.
- 2 Enter your desired search criteria and click **search**.
- Enter the desired maximum level, if applicable. This is the quantity that you aim to have after receiving an order. This value can be automatically calculated, but if you manually enter a value it will override the automatic number.
- Enter the minimum acceptable stock level. If the product count falls below this level, this product will be automatically added to the next reorder.
- Enter the warning level.
 When the product count reaches the warning level,
 Shortcuts will remind you to order more of this product.
- Enter the minimum order quantity. This indicates the minimum item quantity that can be included in an order.



- 7 Enter the number of days to cover. This is the number of days' sales that an order should cover.
- If you would like the product's maximum level to be automatically calculated based on sales, tick the **recalc maximum** box. However, if you have manually entered a maximum level, it will override the automatic calculation.
- Once you have entered the desired stock levels for each product, click **save**.





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