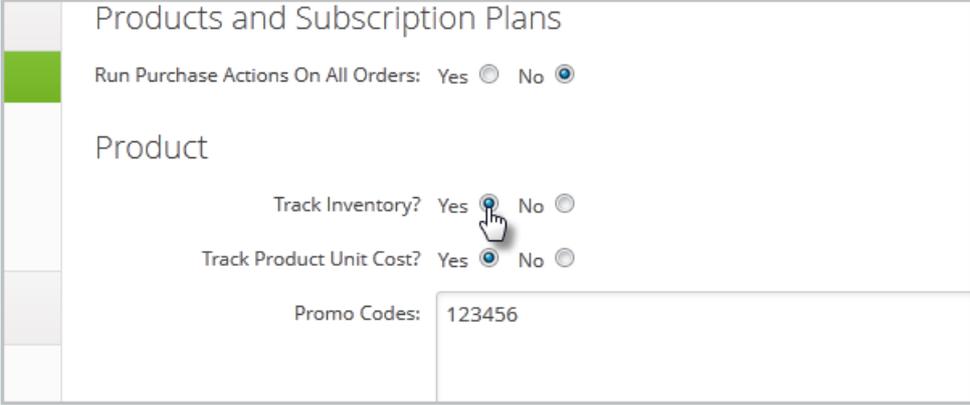


Inventory Notifications And Sold Out Automation

This article applies to:

Important! Inventory tracking is disabled by default. You must turn it on through [E-Commerce > Settings > Product](#).



Products and Subscription Plans

Run Purchase Actions On All Orders: Yes No

Product

Track Inventory? Yes No

Track Product Unit Cost? Yes No

Promo Codes:

Basic inventory tracking is integrated with each product record. This feature allows you to put an inventory number into Keap that is decreased with each purchase made through the shopping cart, an order form, or as part of a manual order. When the quantity reaches a specified threshold, Keap automatically sends a notification email so that you can re-stock and update the inventory amount in Keap. This simply alerts you that you need more inventory.

The inventory function can't track orders that are processed outside of Keap unless you are using a 3rd-party Shopping cart integration like BigCommerce, but you can manually decrease the inventory amount to account for outside sales.

If you check the box (see step 5) the item will no longer be available on order forms or the shopping cart when the inventory amount reaches zero.

1. Go to [E-Commerce > Products](#) in the main navigation menu
2. Click on a [Product](#)
3. Click on the [Inventory](#) tab

Product Information Subscription Plans Product Image Product

Add Inventory Adjustment

Current Quantity: -2

Type:

Quantity:

Notification

Type: Increase inventory when you've re-ordered items and need to increase the inventory amount recorded in Keap. Decrease the inventory to manually account for sales made outside of Keap.

Quantity: Enter a number. If you choose to increase the inventory, this number will be added to the Current Quantity. If you choose to decrease the inventory, this number will be subtracted from the Current Quantity.

4. Click on the **Adjust** button to apply the change

5. Set up a notification email

Notify this Email:

Notify Limit:

Show product as sold out when inventory reaches 0:

- **Notify This Email:** Enter the email address that will receive an alert when the inventory gets low.
- **Notify Limit:** Enter the threshold the system will use to trigger the email notification. (e.g. If you enter 10, the system will send the email when the Current Quantity drops to 10.)
- **Show product as sold out when inventory reaches 0 :** Make sure this box is checked so that the item will no longer be available on order forms or the shopping cart when your inventory drops to zero!

6. Click on the **Update** button to apply the change

7. Click on **Save**
