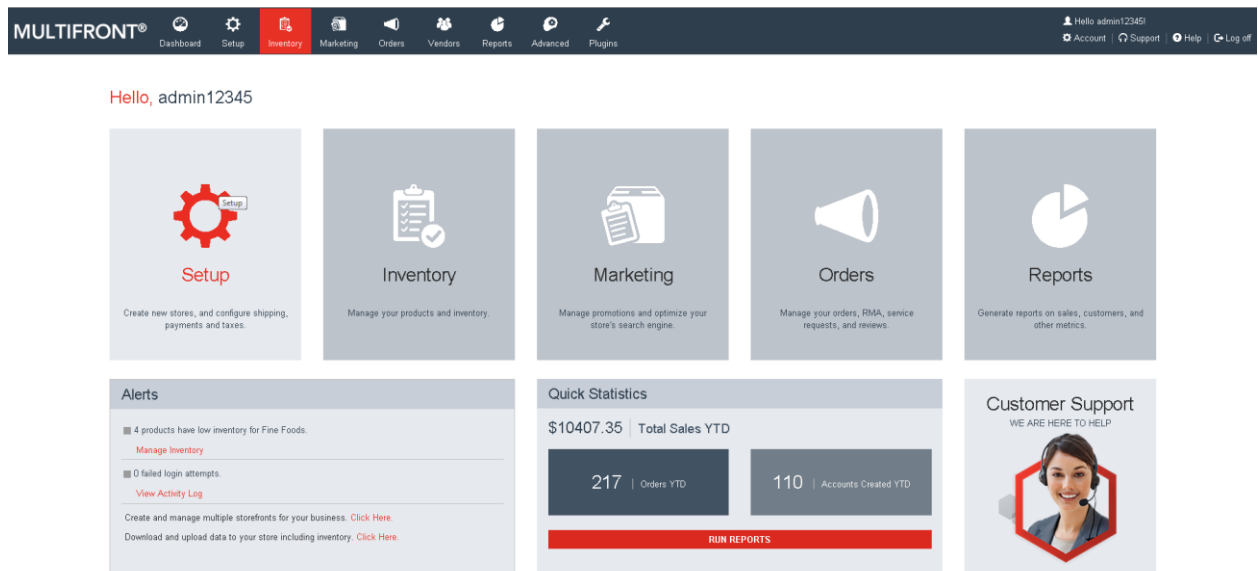# ZNODE MULTIFRONT IMPORT/EXPORT USER GUIDE
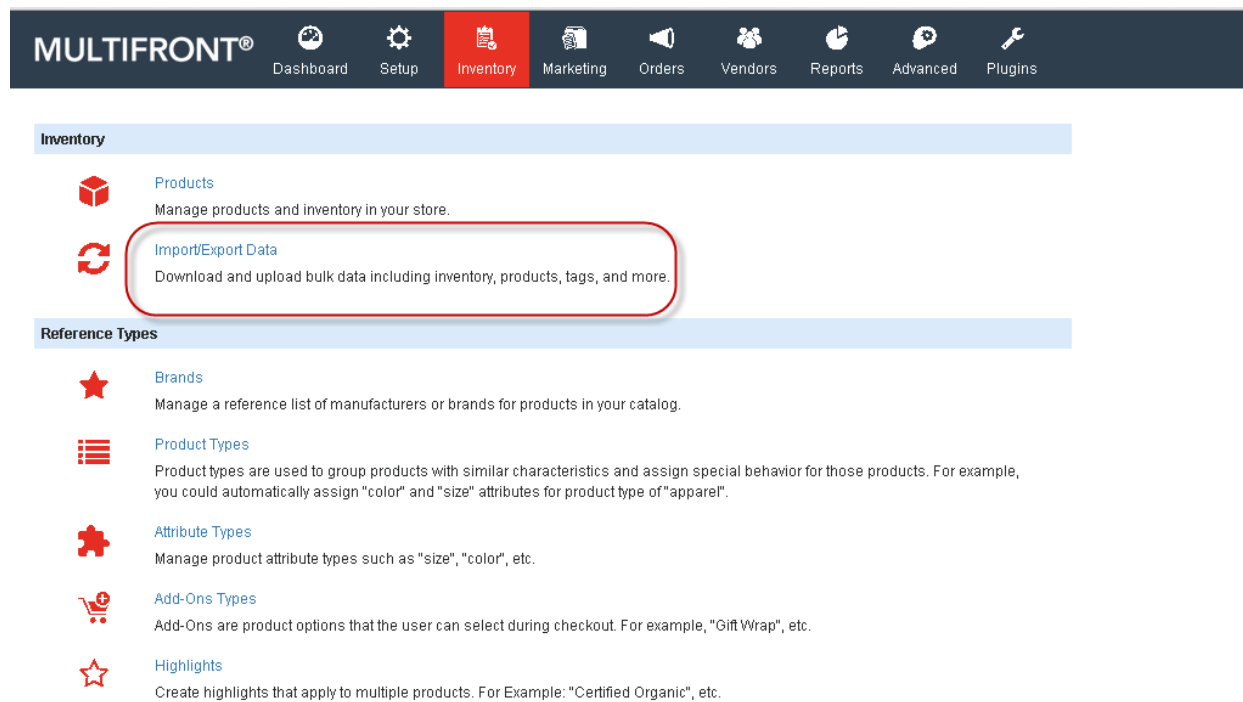
September 2015

Import/Export User Guide

1) How to Export Inventory:

- Log into Multifront and select the **Inventory icon/link**.

- Click on the Import/Export Data link.

- Click on Export Inventory link.

- Select the 'Delimited File Format' from File Type dropdown and hit the Save button.
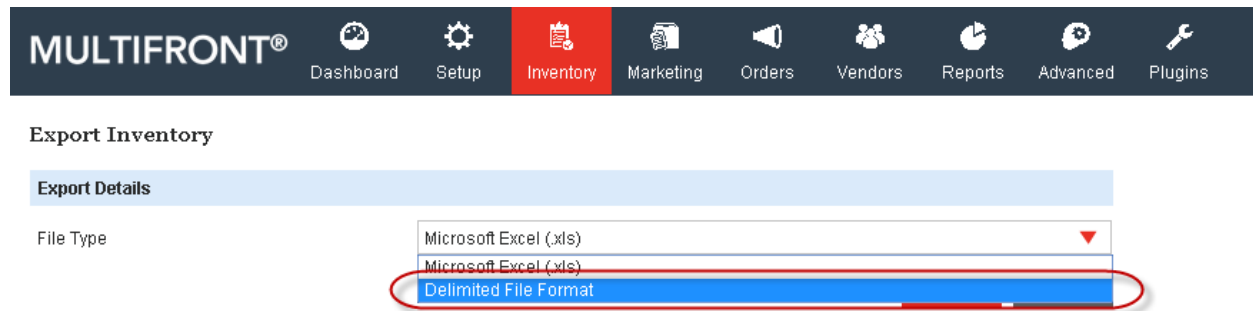
- Open the downloaded file (having .csv extension) with Microsoft Excel.
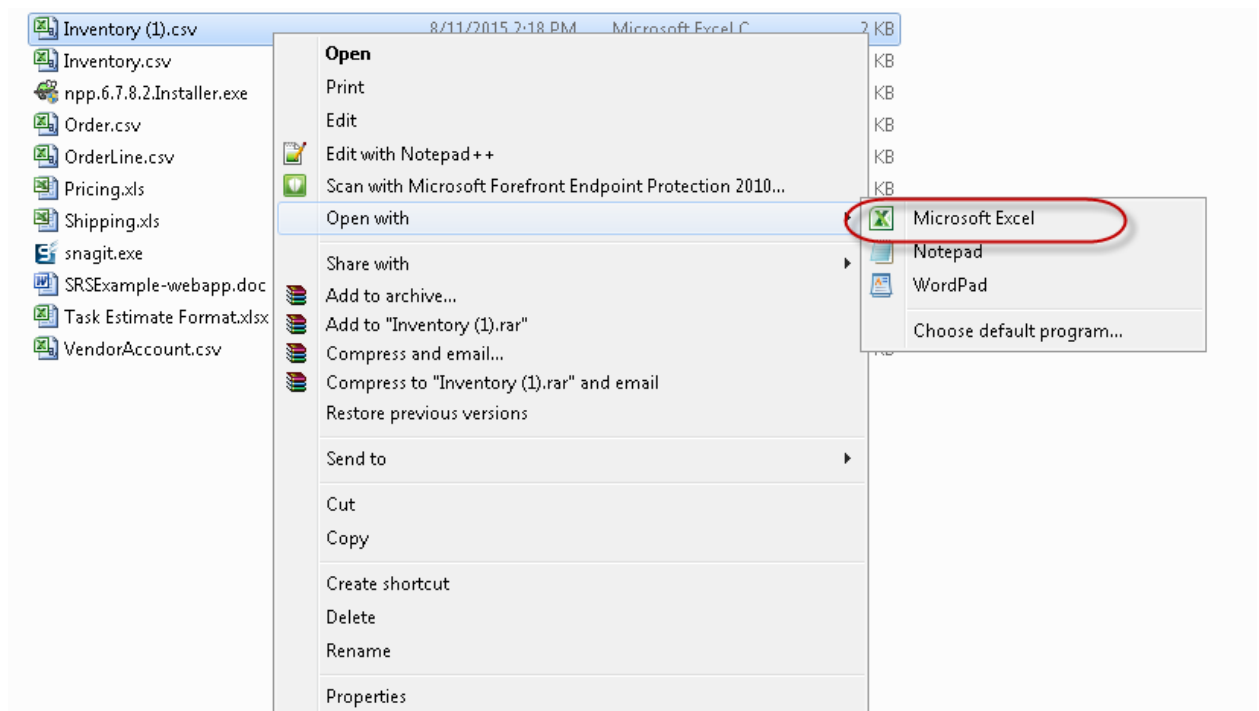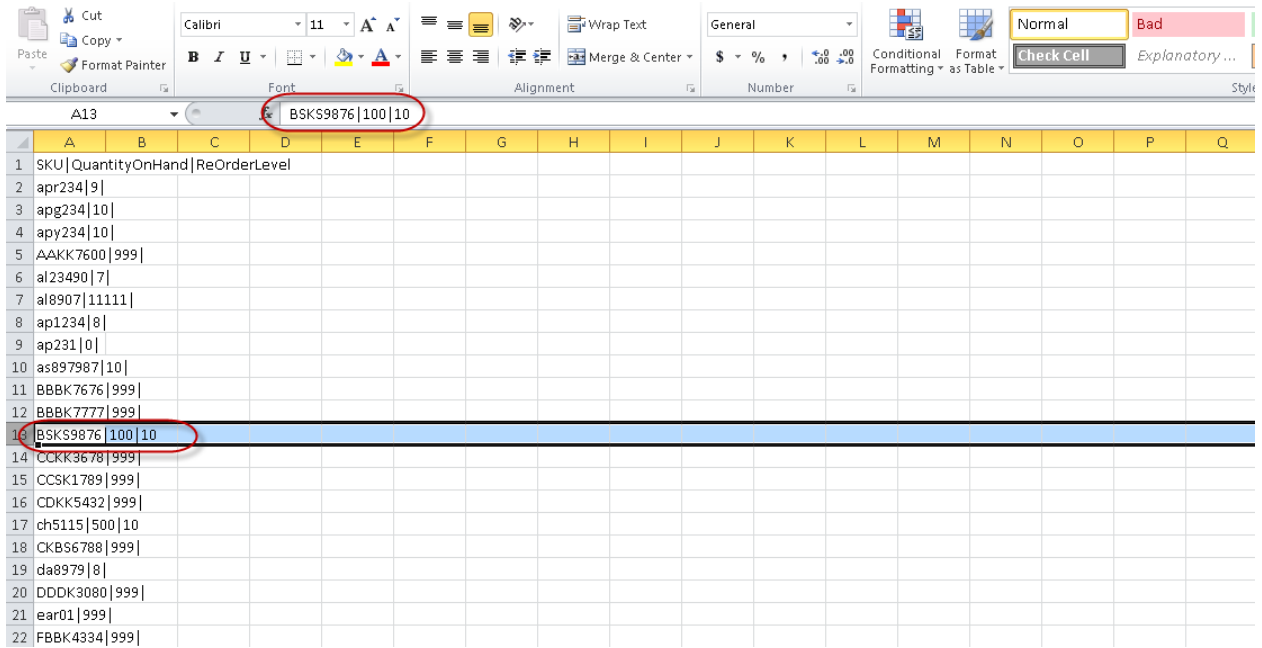
- Here, as shown in the snapshot select the desired SKU of the product and update the 'Quantity On Hand' and 'Reorder Level' and save the excel file.

2) How to Import Inventory:

• Now, click on the Import Inventory link under Inventory section.

- Upload the saved Excel file by clicking on the Upload button and click on Preview. Check the updated SKU, Quantity on Hand and Reorder Level in the Preview list.

- Click on the Save button.

- Now, click on Products under the Inventory link.
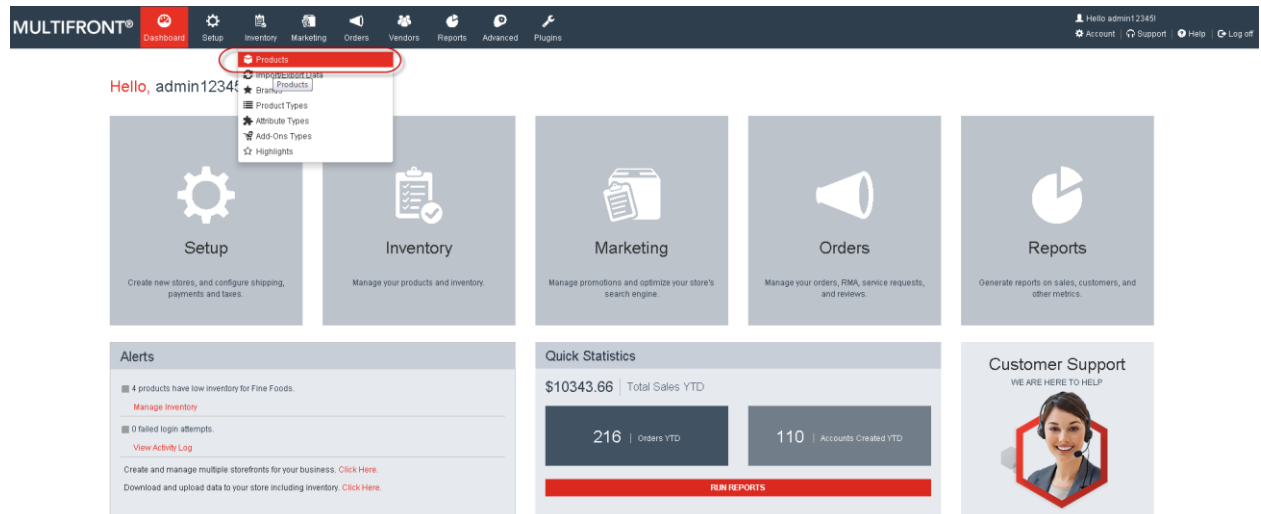
- Search for the SKU for which the changes were made and verify the 'Quantity On Hand' and the 'Reorder Level'.