

## Tips N Tricks

### How do I add a new product that is already in my catalog to a 3E Online inventory location?

You can add new products to a 3E Online inventory location with a few simple steps.

First, log in and navigate to the Inventory Tab. Then select "Manage Inventory" from the drop down list.

3E COMPANY Demo - Silver Edition

Welcome silver | [My Profile](#) | [Logout](#)

English ▾

Home SDS Product Catalog **Inventory** Report Center Regulatory Admin Help

**Inventory**

**Inventory Links**

- Search Inventory**  
Search inventory at all locations or
- Manage Inventory**  
Add or remove products in your inventory. You can locate the product you are looking for.
- Customer Action List**  
Review and respond to items in your inventory that need additional information.
- Update Quantity Data**  
Download an excel spreadsheet, edit your quantity data for multiple inventory items, and then upload the changes to your data in a few easy steps.
- Inventory Statistics**  
View the number of inventory items and catalog items that are currently used in your selected inventory location and its sub locations.
- Inventory History**

u can view the SDS and access in-depth product and inventory information.

ation. You can view the entire corporate catalog, add a new product or use a number of different filters to quickly

**3E InstaCall**

Visit [www.3ecompany.com](#) Phone 3E: +1 (760) 602-8703 Toll Free (North America): 1 (800) 451-8346  
Copyright 2004-2016, 3E Company All Rights Reserved [Privacy Policy](#)  
version 10.11.1.0

# EH&S EXPRESS

AUGUST 2016

Once the Manage Inventory screen appears, select the location where the product needs to be added. Locations can be selected from the location tree panel on the left side of the page.

The screenshot shows the 3E Company Demo - Silver Edition software interface. At the top, there is a navigation bar with links for Home, SDS, Product Catalog, Inventory (which is highlighted in blue), Report Center, Regulatory, Admin, and Help. Below the navigation bar, the URL is shown as Inventory > Manage Inventory. On the left, there is a sidebar titled "Select Location" with "Irvine, CA" selected. The main content area contains three numbered steps: 1. Select Location (with a callout pointing to the sidebar); 2. To add a product to your inventory location, you should first search your company catalog to avoid adding a duplicate item. Select a Cata... (with a callout pointing to the search filters); 3. Check products to add to your inventory, uncheck to archive products from your inventory (with a callout pointing to the checkbox section). The search filters include "All Products" (selected), "Products In Inventory", and "Products Not In Inventory". Below the filters is a search bar with a dropdown menu labeled "< choose a criterion >" and a "Go" button. There is also a link to "Customize this search". At the bottom of the main content area, there is a section for selecting products with checkboxes and a "Check All" link. The footer of the page includes links for "3E InstaCall", "Visit www.3ecompany.com Phone 3E: +1 (760) 602-8703 Toll Free (North America): 1 (800) 451-8346", "Copyright 2004-2016, 3E Company All Rights Reserved Privacy Policy", and "version 10.11.1.0".

Select the search option that is preferred and then click “Go” to view the search results. Selecting "All Products" will provide a complete list of products in the corporate catalog and the status of the products at the selected location. Products with a marked check box indicate products that are already at the specified inventory location and products with empty checkboxes are products that are not at the selected location. These products can be added by clicking on the checkbox.

# EH&S EXPRESS

AUGUST 2016

Selecting "Products Not In Inventory" will provide a list of all products available in the corporate catalog that are not in the selected inventory location. Prior to adding a product to an inventory location, it is always a good idea to ensure you are not adding a product that already exists. This will ensure that duplicate inventory items are not created.

The screenshot shows the 3E Company Demo - Silver Edition software interface. The top navigation bar includes links for Home, SDS, Product Catalog, Inventory (which is highlighted in blue), Report Center, Regulatory, Admin, and Help. Below the navigation is a breadcrumb trail: Inventory > Manage Inventory. On the left, there's a sidebar titled 'Select Location' showing 'Irvine, CA' selected. It includes a 'Browse' button, a 'Search' input field, and a dropdown menu for 'My locations' which lists various geographical locations like Canada, U.S., and specific cities like Irvine, CA. A 'Clear' link is also present. The main content area has a step-by-step guide:

- To add a product to your inventory location, you should first search your company catalog to avoid adding a duplicate item. Select a Cata
- All Products    Products In Inventory    Products Not In Inventory
- Search for: Windex  
Product Name: Windex  
< choose a criterion >  
Go    Customize this search
- Check products to add to your inv

A dropdown menu is open over the search results, listing various Windex product variants:

- Windex - Blue (HCP)
- Windex Advanced Glass & Multi-Surface
- Windex Concentrate
- Windex Concentrate Window Cleaner
- Windex Crystal Rain
- Windex Electronics Cleaner
- Windex Outdoor Multi-Surface Concentrated Cleaner
- Windex Super Concentrate Glass Cleaner with Ammonia-D

# EH&S EXPRESS

AUGUST 2016

Press the "Go" button to populate a product list based on your criteria selections.

The screenshot shows the 'Inventory' tab selected in the top navigation bar. A search bar contains 'Windex - Blue (HCP)'. Below it, a table lists one item: Windex - Blue (HCP) by SC Johnson. A red flag icon is next to the checkmark in the 'Action' column, indicating a change has been made.

Action	Product Name	Manufacturer Name	Mfg Part #	Test Colour Code	Code couleur	Code Virtuo
Action	Windex - Blue (HCP)	SC Johnson				

From the search results, use the check boxes to select the product(s) you wish to add. A check mark and a red flag will appear to indicate that a change has been made. The selected product(s) will be added to your inventory automatically.

The screenshot shows the 'Inventory' tab selected in the top navigation bar. A search bar contains 'Windex - Blue (HCP)'. Below it, a table lists one item: Windex - Blue (HCP) by SC Johnson. A red flag icon is next to the checkmark in the 'Action' column, indicating a change has been made.

Action	Product Name	Manufacturer Name	Mfg Part #	Test Colour Code	Code couleur	Code Virtuo
Action	Windex - Blue (HCP)	SC Johnson				