Getting Started with InventoryCloud

Beau Dixon - 2022-04-05 - InventoryCloud Getting Started

To set up your tenant properly, we recommend performing the following actions in this exact order.

Step 1: Accepting Tenant Invite

How to initially access your software.

Step 2: Installing Mobile App

How to set up the mobile app on your mobile computer or smart phone.

Step 3: Setting Up Lookups

A guide for setting up lookups that need to be done before you set up your items.

Step 4: Setting Up Users and Roles

How to set up different permission roles, users, and assigning them to roles.

Step 5: Setting Up Items

How to create new items.

Step 6: Adding Inventory to Items

Adding quantities to the items you have set up.

Step 7: Importing Data

Basic information on importing spreadsheets into the software.

Step 8: Basic Navigation

How to navigate the software and a few tips and tricks.

Step 9: Getting Help

Where to get assistance with InventoryCloud.

Wasp Services

Training

Wasp offers 2 types of training: online training and on-site training. Our online training is a 2-hour training with your company and a Wasp trainer. The training will be tailored to how you plan to use the software and will be recorded for future reference. Our on-site training is a day and half (12 hours) where a Wasp trainer will come out to your facility and train your staff. For more information on training options, please click here.

Import Services

If you have existing spreadsheets containing your data, Wasp can import that data into the software for you. Getting your database set up is the most time-consuming part of getting started with the software, so let us help speed that up. For more information on data import services, please click here.

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