Smarter business
technology for your
business.

Shortcuts™

Setting up a
Shopify Store from
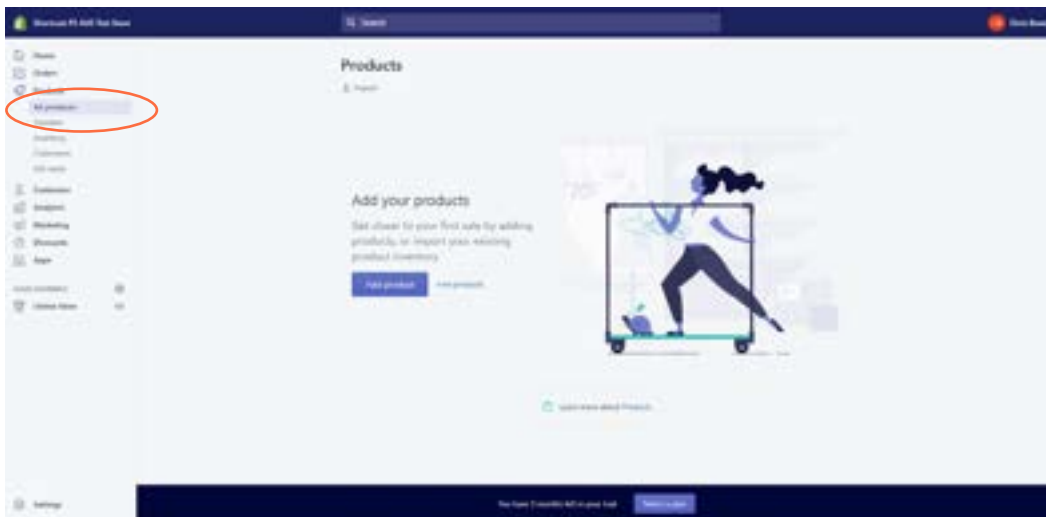Shortcuts Stock

Before you start:

1. Perform a stocktake so your levels are imported into Shopify accurately.

2. Ensure your product names / prices / descriptions in Shortcuts are correct before exporting.

3. Ensure your professional stock are not ticked as retail otherwise they will be exported.
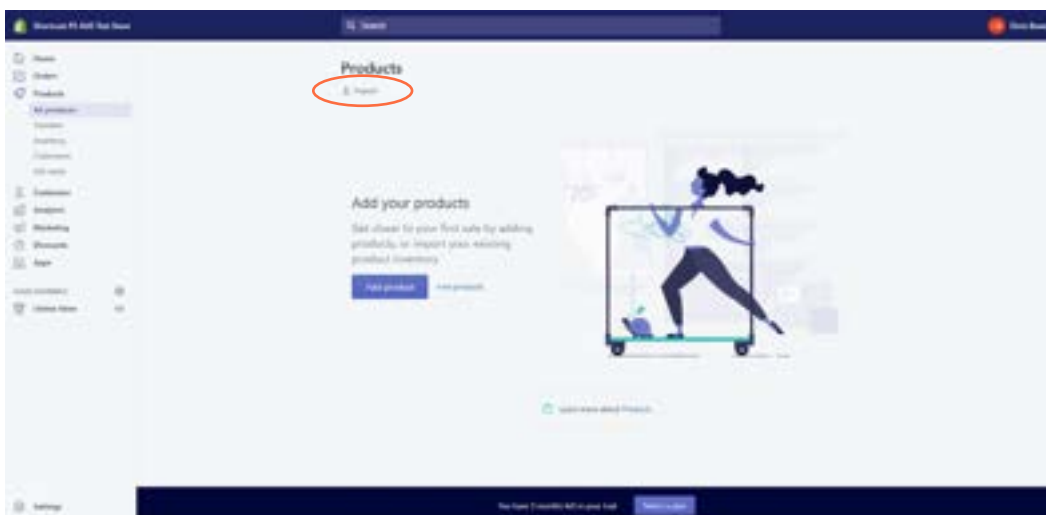
In Shortcuts:

1. Download **ExportProductsForShopify.bat** & **ExportProductsForShopify.txt** (Right click > Save Link as) files into the same folder anywhere on the Shortcuts server computer.

2. Run the **ExportProductsForShopify.bat** file (Do not run as admin).

3. A **ShortcutsProductExportForShopify.txt** file will be created in the same folder you ran the .bat file from.
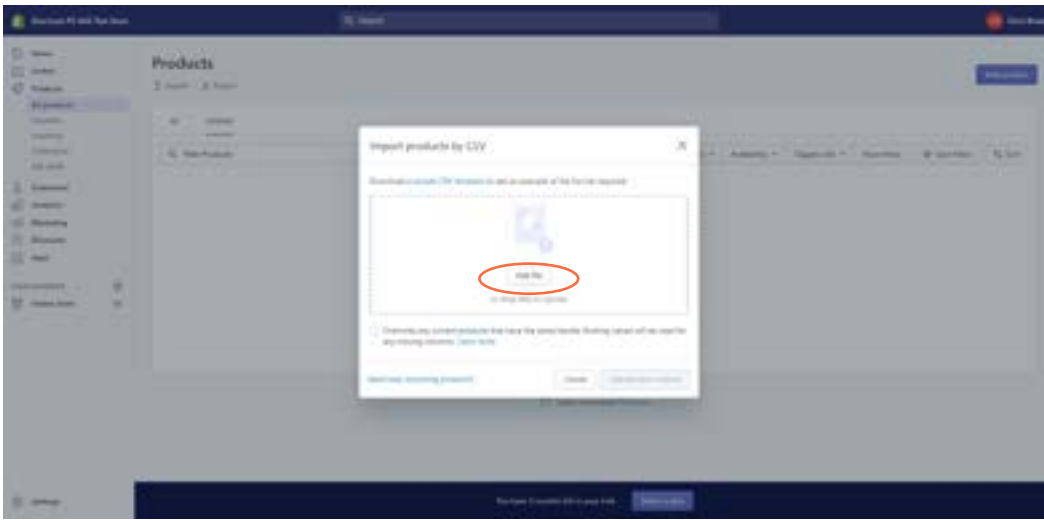
In Shopify:

1. Browse to your Shopify store **admin** page.

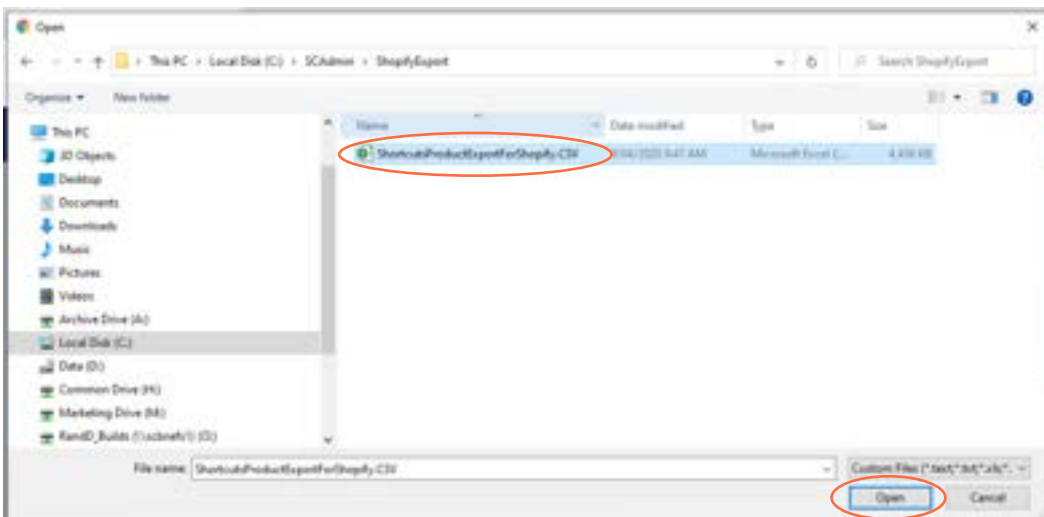2. Go to **Products** > **All Products**.
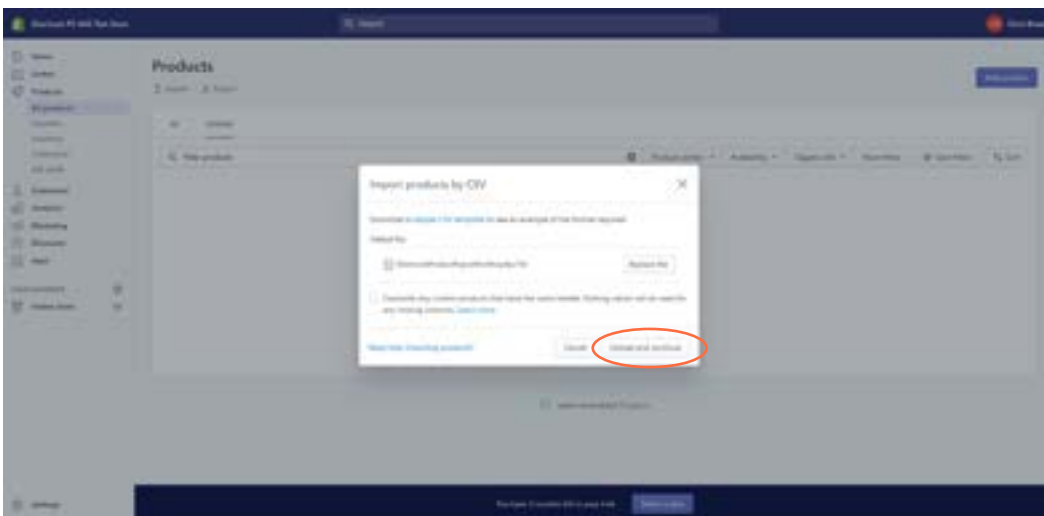

3. Click **Import**.

4. Click **Add File.**

5. Locate the **ShortcutsProductExportForShopify.CSV** file to import > **Select** the file > Click **Open**.
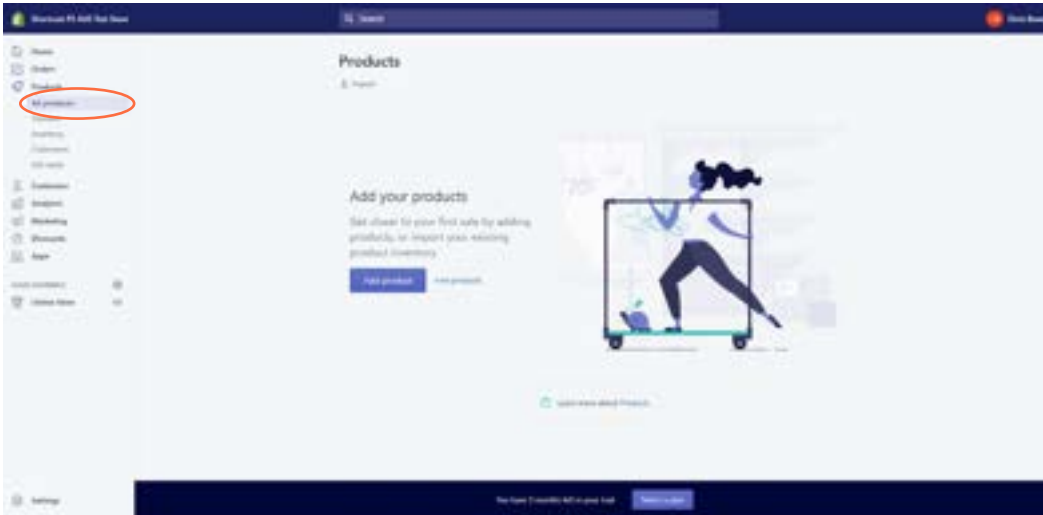

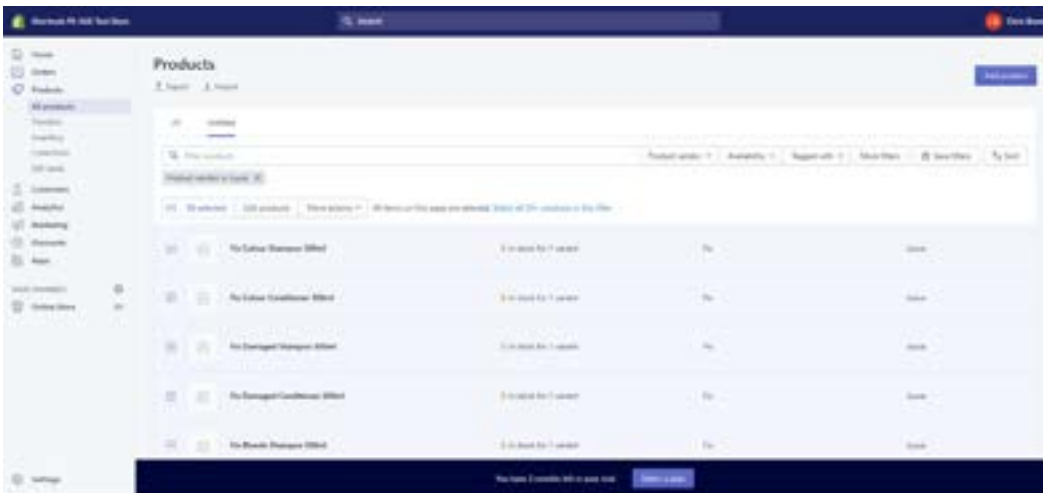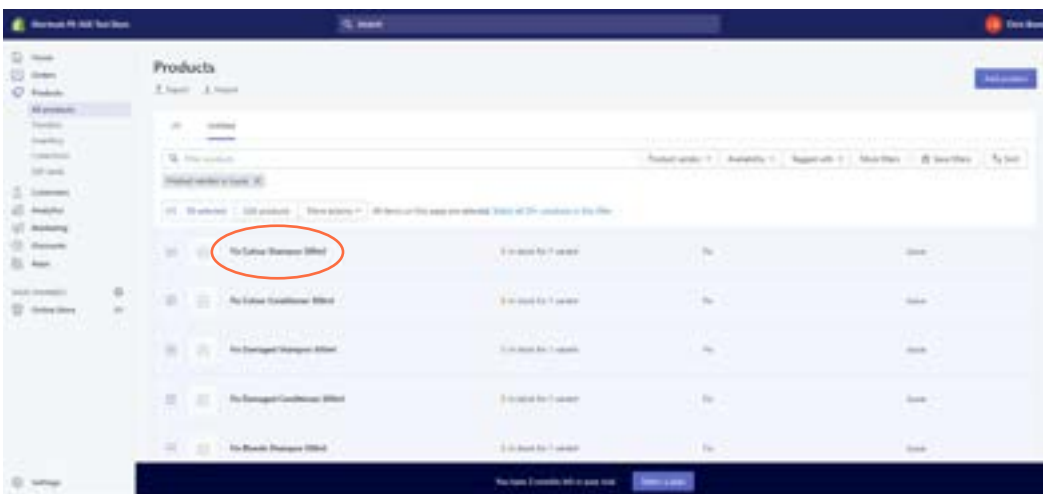6. Click **Upload and continue**.

To edit your products:

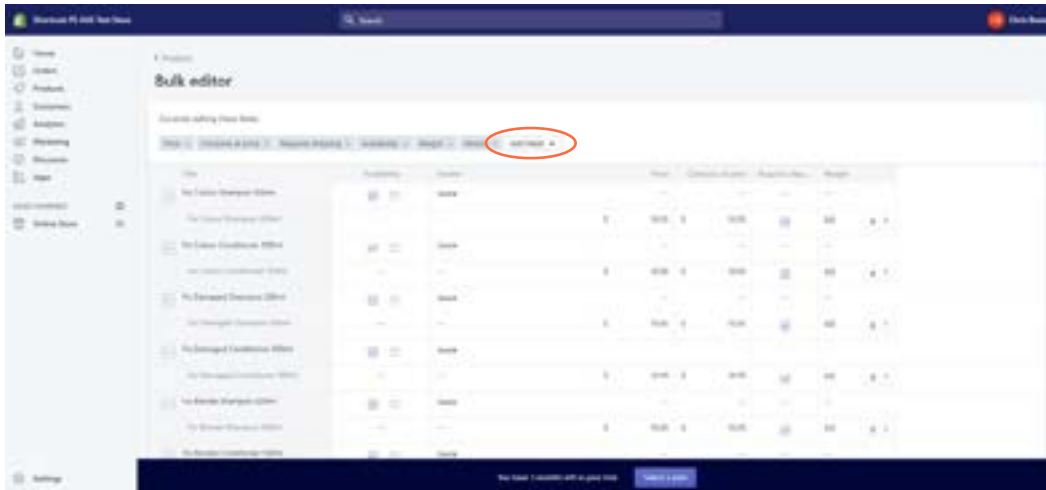1. Go to **Products** > **All Products**.

2. Select the products you want to edit. You can use filter options in this screen to narrow down your selection.

3. Click **Edit Products**.

4. The Bulk Editor will load allowing you to easily modify the products you selected to edit.

5. Make sure you click "Add Fields" to show the extra fields you may want to modify.

Suggested edits:

•   Products by default are imported as "Unpublished", you will need to "Publish" each product before it can be sold online.

•   Add in the weight of your products if you want your shipping rates to be calculated by Shopify.

•   Change "Requires Shopping" for your products if you do not plan on shipping them to clients.

Things to consider:

•   The export from Shortcuts will include all active and retail products, no professional products.

•   All products are imported into Shopify as "Unpublished". You will need to publish the products for them to be available for sale.

•   All products are imported as "Shippable", meaning they are allowed to be shipped to clients. If you are only running a "Click & collect" store you will need to untick this option for each product in Shopfiy.

•   Product levels will be imported and monitored by Shopify (separate to Shortcuts).

•   If a products level reaches 0 in Shopify it will deny any further sales until you update the stock levels in Shopify.

•   If you haven't configured an "RRP" in Shortcuts we will set the RRP to your current "Sell Price" for the product.

Find out more

Want to find out how Shortcuts can help you transform your business and increase your profits?

Contact our friendly team today on **0161 972 4900** for your free consultation.

Shortcuts™