

# Account Tune-Up Check List

Follow this guide to ensure that your company is deploying “best practices” to maximize the value of your WarehouseTWO account. Got a Question about any of these tasks? [Email us](#) or call us (650-329-1592).

	TASK	COMMENTS
1	<input type="checkbox"/> <b>Review your inventory-sharing communities</b>	Are you participating in as many inventory-sharing communities as your membership level allows? We may have added more communities since you registered. <a href="#">Review our list of available communities here.</a>
2	<input type="checkbox"/> <b>Train your staff</b>	Verify that your customer service staff knows <b>why</b> to use WarehouseTWO, and <b>how</b> to use the <b>SEARCH</b> and <b>BROADCAST REQUEST</b> functions. Refer to our <a href="#">training syllabus</a> for a schedule of upcoming free training webinars.
3	<input type="checkbox"/> <b>Upload fresh inventory data</b>	If you upload inventory data manually, confirm that your data is still posted to your account. (It may have expired.) Refer to our <b>POST INVENTORY tutorial</b> for details. For best results, automate your inventory data uploads. <a href="#">Contact us for help with this.</a>
4	<input type="checkbox"/> <b>Activate a WEB MARKET location</b>	Got surplus inventory? Expose it to the world, via search engines (such as Google). Refer to our <b>WEB MARKET tutorial</b> for details.
5	<input type="checkbox"/> <b>Introduce other distributors to WarehouseTWO</b>	Inventory-sharing communities grow by word-of-mouth. Our <a href="#">Referral Rewards Program</a> offers compensation for your recruiting successes!
6	<input type="checkbox"/> <b>Introduce your manufacturers to WarehouseTWO</b>	You probably joined WarehouseTWO because of a single product line. Increase the value of your WarehouseTWO membership by getting another manufacturer and its distributors to participate at WarehouseTWO. <a href="#">Contact us for help in introducing inventory-sharing to your manufacturers.</a>
7	<input type="checkbox"/> <b>Review/edit your account information</b>	Verify the accuracy of the information in the “Bill To” and “Remit To” tabs of “Account Settings”. Refer to these sections of the <b>ACCOUNT MAINTENANCE tutorial</b> .
8	<input type="checkbox"/> <b>Review/edit your user accounts</b>	Verify that current customer service employees have access to WarehouseTWO. Ensure that all required fields are populated. Remove user accounts of ex-employees. Refer to the “Users” section of the <b>ACCOUNT MAINTENANCE tutorial</b> .
9	<input type="checkbox"/> <b>Review/edit your location(s) contact information</b>	The contact information in your location record(s) appear(s) in the “Source Detail” screen when another distributor clicks on your item in a <b>SEARCH</b> result. Refer to the “Locations” section of the <b>ACCOUNT MAINTENANCE tutorial</b> .
10	<input type="checkbox"/> <b>Review your System Notification settings</b>	Customize who in your company receives <b>BROADCAST REQUEST</b> and other critical “alert” emails from WarehouseTWO; activate optional alerts. Refer to the <b>ADVANCED SYSTEM NOTIFICATIONS tutorial</b> .