

# ADVANCED SYSTEM NOTIFICATIONS

## Tutorial

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About **ADVANCED SYSTEM NOTIFICATIONS** [Back to Contents](#)

The screenshot displays the Warehouse TWO web application interface. At the top, the logo and navigation links are visible. The main navigation bar includes 'SEARCH', 'MULTI-SEARCH', 'BARGAIN HUNT', 'POST INVENTORY', and 'ADMINISTRATIVE TOOLS'. The 'ADMINISTRATIVE TOOLS' menu is expanded, showing options like 'Account Settings', 'Activity Metrics', 'System Notifications', 'Data Export Settings', and 'Related Items Maintenance'. The 'System Notifications' option is highlighted with a red box. Below the navigation bar, there is a search section with input fields for 'Part Number' and 'Description (keywords only)', and various search and display options.

**ADVANCED SYSTEM NOTIFICATIONS** functionality allows you to have greater control over event-triggered emails that our system may send to selected users tied to your member account. This is premium functionality. Most of this functionality is available only to Level 3, 4 or 5 members. “Advanced Data Export Notifications” functionality ([pages 6-7](#)) is available only to Level 4 or 5 members. Only account administrators can access/manage this functionality.

## Default Account Settings: Users [Back to Contents](#)

To better understand the capabilities of **ADVANCED SYSTEM NOTIFICATION** functionality, first review the standard functionality in a user record at WarehouseTWO.

There are two types of users tied to a member account: “administrators” and “non-administrators”.

To give a user administrative access to a member account, check the “Administrator” box (❶). Administrators can **POST INVENTORY** and make changes to all account settings. For administrators, the “Receive Reminders” box (❷) and “Receive Email Announcements” box (❸) are automatically checked and cannot be unchecked.

For non-administrative user accounts, the “Receive Reminders” box (❷) and “Receive Email Announcements” box (❸) are unchecked. Either box can be checked.

When the “Receive Reminders” box (❷) is checked, and no **ADVANCED SYSTEM NOTIFICATION** functionality is activated, the user will receive a 5-day reminder that your account’s inventory data postings are about to expire.

When the “Receive Email Announcements” box (❸) is checked, and no **ADVANCED SYSTEM NOTIFICATION** functionality is activated, the user will receive a monthly account activity summary email on the first calendar day of every month. The user will also receive periodic announcements from WarehouseTWO pertaining to significant changes to our service or policies, or announcements pertaining to the availability of our website.

The screenshot displays the WarehouseTWO user management interface. At the top, navigation tabs include SEARCH, MULTI-SEARCH, BARGAIN HUNT, POST INVENTORY, and ADMINISTRATIVE TOOLS. The ADMINISTRATIVE TOOLS dropdown menu is open, showing options like Account Settings, Activity Metrics, System Notifications, Data Export Settings, and Related Items Maintenance. The main content area shows the 'Users (5 of 100)' section with buttons for SEARCH, RESET, and ADD NEW USER. The 'EDIT USER' form is open, showing fields for First Name, Last Name, User ID, Email Address, Password, and various settings. Three callouts (❶, ❷, ❸) point to the 'Administrator' checkbox, the 'Receive Reminders' checkbox, and the 'Receive Email Announcements' checkbox, respectively. The 'Administrator' checkbox is checked. The 'Receive Reminders' and 'Receive Email Announcements' checkboxes are unchecked. The 'Default Portal User Email' field is also visible.

For more information on the default functionality of these boxes, refer to the “Users” section of our **ACCOUNT MAINTENANCE** [tutorial](#).

## Default Account Settings: Locations [Back to Contents](#)

To better understand the capabilities of **ADVANCED SYSTEM NOTIFICATION** functionality, first review the standard settings and functionality associated with a location record at WarehouseTWO.

By default, the only email address that will receive **BROADCAST REQUEST** inquiry emails from other WarehouseTWO members is the email address entered in the **Contact Email Address** field (❶) in an account's location record.

By default, the number of unique email addresses at your company that can receive **BROADCAST REQUEST** inquiry emails is limited by the number of location records set up on your member account. One email address for each location record.

By default, a location's expiration period (❷) is set to "After 30 Days". This setting, along with the settings "After 90 Days" and "After 365 Days", triggers inventory data expiration notification emails five (5) days prior to any inventory data being automatically from your account.

The screenshot displays the WarehouseTWO interface for a demo account. At the top, navigation tabs include SEARCH, MULTI-SEARCH, BARGAIN HUNT, POST INVENTORY, and ADMINISTRATIVE TOOLS. The ADMINISTRATIVE TOOLS dropdown menu is open, showing options like Account Settings, Activity Metrics, System Notifications, Data Export Settings, and Related Items Maintenance. Below this, the 'Locations' tab is selected in a navigation bar. The main content area shows 'Locations (2 of 50)' with a search bar and buttons for 'SEARCH', 'ADD NEW LOCATION', and 'RESET'. A modal window titled 'EDIT LOCATION' is open, containing various input fields and settings. Red annotations highlight specific parts: a red box around 'ADMINISTRATIVE TOOLS', an arrow pointing to the 'Locations' tab, a red box around 'ADD NEW LOCATION', and a red box around the 'EDIT LOCATION' modal title. Inside the modal, red circles 1 and 2 are placed over the 'Contact Email Address' and 'Inventory Postings Expiration' fields, respectively. The modal also includes fields for Location Name, URL, Location Identifier, Contact Name, Address 1, Address 2, Phone Number, City, State/Province/Region, Postal Code, Country, Extension, Fax Number, Default Currency, and How to Order. Checkboxes for 'Web Market Location', 'Exclude From SEARCH Results', and 'Auto-Delete Unrefreshed Records' are also present. At the bottom of the modal are buttons for 'DELETE LOCATION', 'Cancel', and 'SAVE CHANGES'.

For more information on the default Location record settings and the how each field and check box interacts in our system, refer to the "Locations" section of our **ACCOUNT MAINTENANCE** [tutorial](#).

For more information about inventory data expiration settings and default expiration notifications, refer to our **POST INVENTORY** [tutorial](#).

## Inventory Data Expiration Notifications [Back to Contents](#)

Settings on this tab determine who will receive an automated email prior to when inventory data posted to your account will expire and when that email will be sent. Default functionality is that account administrators and non-administrators for which the “Receive Reminders” box is checked on their user accounts will receive such a reminder email and that the email will be sent for inventory data posted to locations for which the expiration period has been set to “After 30 Days” or longer. To learn more about automatic inventory data expiration, and the default email notification, refer to page 13 of our **POST INVENTORY** [tutorial](#).

By default, this functionality is active and cannot be de-activated. Also by default, the “Administrators” box (1) is checked and cannot be unchecked. This means that inventory data expiration reminder emails will always be sent to account administrators.

By default, the “Receive Reminders” users box (2) is checked, but can be unchecked. If unchecked, non-administrative users for which the “Receive Reminders” box is checked on their user accounts will not receive inventory data expiration reminder emails.

By default, the “Specific Email Address” box (3) is unchecked. If checked, valid email addresses entered into the box below (5) will also receive inventory data expiration reminder emails. The emails sent to these additional recipients will be in the language selected in the **Default Email Language** dropdown list (4).

By default, an inventory data expiration reminder email will be sent five (5) days prior to any inventory data expiring. This functionality can be modified by changing the value in the box labeled, “Days Before Expiration that the Email will go out” (6). Any numeric-only value between 1 and 365 can be entered into this box.

Click on the **SAVE CHANGES** button (7) to save your changes. To cancel any changes made prior to saving them, click on the **CANCEL** button (8) or navigate away from this tab.

[Click here](#) to view a sample **Inventory Data Expiration** email.

The screenshot displays the 'Inventory Data Expiration' configuration page. At the top, a navigation bar includes 'SEARCH', 'MULTI-SEARCH', 'BARGAIN HUNT', 'POST INVENTORY', and 'ADMINISTRATIVE TOOLS'. A dropdown menu under 'ADMINISTRATIVE TOOLS' is open, showing options like 'Account Settings', 'Activity Metrics', 'System Notifications', 'Data Export Settings', and 'Related Items Maintenance'. The 'System Notifications' option is selected, and a sub-menu is visible with 'Inventory Data Expiration' highlighted. The main settings area includes:

- 1.  Administrators
- 2.  'Receive Reminders' users
- 3.  Specific Email Address
- 4. Default Email Language: English (US)
- 5. A text input field for email addresses.
- 6. Days Before Expiration that the Email will go out: 5
- 7. **SAVE CHANGES** button
- 8. **CANCEL** button

(For multiple email addresses, add one email address per line.)

## Inventory Data Export Notifications [Back to Contents](#)

Settings on this tab determine whether or not notifications relating to the **FTP Inventory Data Export (via FTP)** functionality will be sent, and to whom they will be sent. For such notification emails to be sent, the **FTP Inventory Data Export (via FTP)** functionality must be activated. For more information about this functionality, refer to pages 6-8 and 10-11 of the **DATA EXPORT tutorial**.

If the “Send Email After Inventory File Exported” box (1) is checked, a confirmation email will be sent to intended recipients within a minute of a successful inventory data file export event.

If the “Send Email If Inventory File Not Exported in Last 24 Hours” box (2) is checked, an email will be sent to intended recipients shortly after midnight, Pacific local time, only if an inventory data file was not exported successfully during the most recent time period selected in the **FTP Inventory Data Export (via FTP)** functionality. That is, for an automated **daily**, **weekly** or **monthly** export, an email will be sent if no file was exported in the previous **twenty-four (24) hours**, **seven (7) days** or **thirty (30) days**, respectively.

By default, all boxes on this tab are unchecked. No emails will be sent unless at least one of the boxes on the left side of the screen (3, 4 or 5) is also checked in addition to either of the boxes on the right side of the screen (1 or 2). If only the “Specific Email Address” box (5) is checked, no email will be sent unless at least one valid email address is entered into the box below (7).

Checking the “Administrators” box (3) will send an email to account administrators. Checking the “Receive Announcements” users box (4) will send an email to non-administrative users for which the “Receive Announcements” box is checked on their user records. Checking the “Specific Email Address” box (5) will send an email to valid email addresses entered into the box below (7) in the language selected in the **Default Email Language** dropdown list (6).

Click on the **SAVE CHANGES** button (8) to save your changes. To cancel any changes made prior to saving them, click on the **CANCEL** button (9) or navigate away from this tab.

[Click here](#) to view sample **Inventory Data Export Notification** emails.

SEARCH MULTI-SEARCH BARGAIN HUNT POST INVENTORY ADMINISTRATIVE TOOLS

System Notifications

Inventory Data Expiration **Inventory Data Exports** Advanced Data Exports Inventory Data Imports Member Monthly Statistics New Members Broadcast Request Recipients

**Inventory Data Exports (via FTP)**

3  Administrators 1  Send Email After Inventory File Exported

4  'Receive Announcements' users 2  Send Email if Inventory File Not Exported in Last 24 Hours

5  Specific Email Address

Default Email Language

6 English (US)

7

(For multiple email addresses, add one email address per line.)

9 CANCEL 8 SAVE CHANGES

## Advanced Data Export Notifications [Back to Contents](#)

Settings on this tab (shown on page 6) determine whether or not notifications relating to the **Advanced Data Export (via FTP)** functionality will be sent, and to whom they will be sent. For such notification emails to be sent, the **Advanced Data Export (via FTP)** functionality must be activated. This suite of four exports includes “Communities”, “Members”, “Members’ Locations” and “Users”. For more information about this functionality, refer to pages 3-5 and 12-23 of the **DATA EXPORT tutorial**.

The instructions below pertain to all four exports in the Advanced Data Export (via FTP) suite.

If the “Send Email After <data> File Exported” box (1 on page 7) is checked, a confirmation email will be sent to intended recipients within a minute of a successful data file export event.

If the “Send Email If <data> File Not Exported in Last 24 Hours” box (2 on page 7) is checked, an email will be sent to intended recipients shortly after midnight, Pacific local time, only if a data file was not exported successfully during the most recent time period selected in the **Advanced Data Export (via FTP)** functionality. That is, for an automated **daily**, **weekly** or **monthly** export, an email will be sent if no file was exported in the previous **twenty-four (24) hours**, **seven (7) days** or **thirty (30) days**, respectively.

By default, all boxes on this tab are unchecked. No emails will be sent unless at least one of the boxes on the left side of the screen (3, 4 or 5 on page 7) is also checked in addition to either of the boxes on the right side of the screen (1 or 2 on page 7). If only the “Specific Email Address” box (5 on page 7) is checked, no email will be sent unless at least one valid email address is entered into the box below (7 on page 7).

Checking the “Administrators” box (3 on page 7) will send an email to account administrators. Checking the “Receive Announcements” users box (4 on page 7) will send an email to non-administrative users for which the “Receive Announcements” box is checked on their user records. Checking the “Specific Email Address” box (5 on page 7) will send an email to valid email addresses entered into the box below (7 on page 7) in the language selected in the **Default Email Language** dropdown list (6 on page 7).

Click on the **SAVE CHANGES** button (8 on page 7) to save your changes. To cancel any changes made prior to saving them, click on the **CANCEL** button (9 on page 7) or navigate away from this tab.

[Click here](#) to view sample **Advanced Data Export Notification** emails.

SEARCH MULTI-SEARCH BARGAIN HUNT POST INVENTORY ADMINISTRATIVE TOOLS

**System Notifications**

Inventory Data Expiration Inventory Data Exports **Advanced Data Exports** Inventory Data Imports Member Monthly Statistics New Members Broadcast Request Recipients

### Communities

Administrators  Send Email After Communities File Exported

'Receive Announcements' users  Send Email if Inventory File Not Exported In Last 24 Hours

Specific Email Address

Default Email Language

English (US)

(For multiple email addresses, add one email address per line.)

### Members

Administrators  Send Email After Members File Exported

'Receive Announcements' users  Send Email if Members File Not Exported In Last 24 Hours

Specific Email Address

Default Email Language

English (US)

(For multiple email addresses, add one email address per line.)

### Locations

Administrators  Send Email After Members Locations File Exported

'Receive Announcements' users  Send Email if Members Locations File Not Exported In Last 24 Hours

Specific Email Address

Default Email Language

English (US)

(For multiple email addresses, add one email address per line.)

### Users

Administrators  Send Email After Users File Exported

'Receive Announcements' users  Send Email if Users File Not Exported In Last 24 Hours

Specific Email Address

Default Email Language

English (US)

(For multiple email addresses, add one email address per line.)

CANCEL SAVE CHANGES

## Inventory Data Import Notifications [Back to Contents](#)

Settings on this tab determine whether or not notifications relating to inventory data imports (i.e., uploads to the WarehouseTWO server via FTP) will be sent, and to whom they will be sent.

If the “Send Email After Inventory File Imported” box (1) is checked, a confirmation email will be sent to intended recipients within a minute of a successful inventory data file import event, but only if an inventory data file was transferred to WarehouseTWO’s server via FTP. Manual uploads at the **POST INVENTORY** screen of the WarehouseTWO website will not trigger this notification email.

If the “Send Email If Inventory File Not Imported in Last 24 Hours” box (2) is checked, an email will be sent to intended recipients shortly after midnight, Pacific local time, only if an inventory data file was not imported successfully in the previous twenty-four (24) hours. Check any of the day-of-the-week boxes to disable this functionality on selected days (e.g., if you do not upload inventory data on weekends).

If the “Send Email If Inventory Data Records Below Threshold Value” box (3) is checked, an email will be sent to intended recipients shortly after midnight, Pacific local time, only if the total number of inventory data records posted to all locations falls below the quantity entered into the right of this setting. The default value in this box is one (1). This box accepts positive numerical values only.

By default, all boxes on this tab are unchecked. No emails will be sent unless at least one of the boxes on the left side of the screen (4, 5 or 6) is also checked in addition to one of the boxes on the right side of the screen (1, 2 or 3). If only the “Specific Email Address” box (6) is checked, no email will be sent unless at least one valid email address is entered into the box below (8).

Checking the “Administrators” box (4) will send an email to account administrators. Checking the “Receive Announcements” users box (5) will send an email to non-administrative users for which the “Receive Announcements” box is checked on their user records. Checking the “Specific Email Address” box (6) will send an email to valid email addresses entered into the box below (8) in the language selected in the **Default Email Language** dropdown list (7).

Click on the **SAVE CHANGES** button (9) to save your changes. To cancel any changes made prior to saving them, click on the **CANCEL** button (10) or navigate away from this tab.

[Click here](#) to view sample **Inventory Data Import Notification** emails.

SEARCH MULTI-SEARCH BARGAIN HUNT POST INVENTORY ADMINISTRATIVE TOOLS

System Notifications

Inventory Data Expiration Inventory Data Exports Advanced Data Exports **Inventory Data Imports** Member Monthly Statistics New Members Broadcast Request Recipients

**Inventory Data Imports (via FTP)**

4  Administrators

5  'Receive Announcements' users

6  Specific Email Address

Default Email Language

7 English (US)

8

(For multiple email addresses, add one email address per line.)

1  Send Email After Inventory File Imported

2  Send Email if Inventory File Not Imported in Last 24 Hours

Exclude Days:

Sun  Mon  Tue  Wed  Thu  Fri  Sat

(Email Notification is sent between midnight and 1:00 am USA Pacific Time)

3  Send Email if Inventory Data Records Below Threshold Value 1

10 CANCEL 9 SAVE CHANGES

## Member Monthly Statistics Email [Back to Contents](#)

Settings on this tab determine who will receive an automated **ACTIVITY METRICS** email on the first day of every month. Default functionality is that account administrators and non-administrators for which the “Receive Announcements” box is checked will receive this monthly email. To learn more about the content of this email and for suggestions on how to interpret it, refer to the **ACTIVITY METRICS** [tutorial](#).

By default, the “Administrators” box (❶) is checked and cannot be unchecked. This means that member monthly **ACTIVITY METRICS** emails will always be sent to account administrators.

By default, the “Receive Announcements” users box (❷) is checked, but can be unchecked. If unchecked, non-administrative users for which the “Receive Announcement” box is checked on their user accounts will not receive monthly **ACTIVITY METRICS** emails.

By default, the “Specific Email Address” box (❸) is unchecked. If checked, valid email addresses entered into the box below (❺) will also receive monthly **ACTIVITY METRICS** emails, in the language selected in the **Default Email Language** dropdown list (❹).

Click on the **SAVE CHANGES** button (❻) to save your changes. To cancel any changes made prior to saving them, click on the **CANCEL** button (❼) or navigate away from this tab.

[Click here](#) to view a sample **Monthly Activity Metrics** email.

SEARCH MULTI-SEARCH BARGAIN HUNT POST INVENTORY ADMINISTRATIVE TOOLS

System Notifications

Inventory Data Expiration Inventory Data Exports Advanced Data Exports Inventory Data Imports **Member Monthly Statistics** New Members Broadcast Request Recipients

### Member Monthly Statistics

❶  Administrators

❷  'Receive Announcements' users

❸  Specific Email Address

Default Email Language

❹ English (US)

❺

(For multiple email addresses, add one email address per line.)

❼ CANCEL Ⓟ SAVE CHANGES

## New Members Notification [Back to Contents](#)

Settings on this tab determine whether or not notifications relating to new members joining WarehouseTWO will be sent, and to whom they will be sent. Adding a new member as a customer and as a vendor in your company's ERP system will facilitate a quick and easy transaction in either direction.

By default, all boxes on this tab are unchecked. The "Active" box (1) must be checked to activate this tab's functionality. Even if this box is checked, no emails will be sent unless at least one of the boxes on the left side of the screen (3, 4 or 5) is checked. If only the "Specific Email Address" box (5) is checked, no email will be sent unless at least one valid email address is entered into the box below (7).

The "Select Frequency" drop-down box (2) determines how often a new member notification email will be sent to intended recipients. Choices are:

**Every Day (new members yesterday):** this selection will trigger a new member email to be sent shortly after midnight, Pacific local time, but only if a new member has joined one of your communities in the previous twenty-four (24) hours.

**Every Monday (new members last week):** this selection will trigger a new member email to be sent on a Monday, shortly after midnight, Pacific local time, but only if a new member has joined one of your communities in the previous seven (7) days.

**The first day of every month (new members last month):** this selection will trigger a new member email to be sent on the first day of each month, shortly after midnight, Pacific local time, but only if a new member has joined one of your communities in the previous thirty (30) days.

Checking the "Administrators" box (3) will send an email to account administrators. Checking the "Receive Announcements" users box (4) will send an email to non-administrative users for which the "Receive Announcements" box is checked on their user records. Checking the "Specific Email Address" box (5) will send an email to valid email addresses entered into the box below (7), in the language selected in the **Default Email Language** dropdown list (6).

Click on the **SAVE CHANGES** button (8) to save your changes. To cancel any changes made prior to saving them, click on the **CANCEL** button (9) or navigate away from this tab.

[Click here](#) to view a sample **Inventory New Members Notification** email.

The screenshot displays the 'System Notifications' interface. At the top, there are navigation tabs: SEARCH, MULTI-SEARCH, BARGAIN HUNT, POST INVENTORY, and ADMINISTRATIVE TOOLS. Below these is a 'System Notifications' section with a red box around the 'New Members' tab. The 'New Members' settings include:

- 3 Administrators (unchecked)
- 4 'Receive Announcements' users (unchecked)
- 5 Specific Email Address (unchecked)
- 6 Default Email Language (English (US))
- 7 A text area for entering email addresses (with a note: "(For multiple email addresses, add one email address per line.)")
- 2 Select Frequency (Every Day (new members yesterday))
- 1 Active (unchecked)

At the bottom of the form are two buttons: 9 CANCEL and 8 SAVE CHANGES.

## BROADCAST REQUEST Recipients [Back to Contents](#)

By default, the only email address that will receive **BROADCAST REQUEST** inquiry emails from other WarehouseTWO members is the email address entered in the **Contact Email Address** field in your account's location record(s). As such, the number of unique email addresses at your company that can receive **BROADCAST REQUEST** inquiry emails is limited by the number of location records set up on your member account. For more information about **BROADCAST REQUEST** functionality, refer to our **BROADCAST REQUEST** [tutorial](#).

Settings on this tab allow you to have additional email addresses at your company receive **BROADCAST REQUEST** inquiry emails from other WarehouseTWO members beyond the limitation of one email address per location record on your member account.

By default, the "Location Contacts" box (❶) is checked and cannot be unchecked. This means that email addresses entered into the location record(s) activated on your member account will always receive **BROADCAST REQUEST** emails from other WarehouseTWO members. See the last paragraph below for how to override this default setting.

By default, the "Specific Email Address" box (❷) is unchecked. If checked, valid email addresses entered into the box below (❹) will also receive **BROADCAST REQUEST** emails from other WarehouseTWO members, in the language selected in the **Default Email Language** dropdown list (❸).

Click on the **SAVE CHANGES** button (❺) to save your changes. To cancel any changes made prior to saving them, click on the **CANCEL** button (❻) or navigate away from this tab.

[Click here](#) to view a sample **BROADCAST REQUEST** email.

For Level 4 and Level 5 members only: The "Location Contacts" box (❶) can be unchecked, as long as the "Specific Email Address" (❷) box is checked and at least one valid email address is entered into the email address entry box (❹). The result is that "Location Contacts" will continue to receive "Sales Inquiry" emails from other WarehouseTWO members, but no longer will receive "Broadcast Request" emails. (At least one valid email address at your company must receive "Broadcast Request" emails which must be entered in the tab shown in the screenshot below.)

The screenshot shows the 'Broadcast Request Recipients' configuration page. At the top, there are navigation tabs: SEARCH, MULTI-SEARCH, BARGAIN HUNT, POST INVENTORY, and ADMINISTRATIVE TOOLS. Below these is a 'System Notifications' section with several sub-tabs: Inventory Data Expiration, Inventory Data Exports, Advanced Data Exports, Inventory Data Imports, Member Monthly Statistics, New Members, and Broadcast Request Recipients. The 'Broadcast Request Recipients' sub-tab is highlighted with a red box. Below this, the settings are as follows:

- ❶  Location Contacts
- ❷  Specific Email Address
- ❸ Default Email Language: English (US)
- ❹ A large text area for entering email addresses.

Below the text area, it says: (For multiple email addresses, add one email address per line.)

At the bottom right, there are two buttons: CANCEL (❻) and SAVE CHANGES (❺).

## Tips and Tricks

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Things to consider when using the **ADVANCED SYSTEM NOTIFICATIONS** functionality:

1. To ensure that you and your users receive emails triggered by this functionality, review your company's email spam filter settings. "White list" (i.e., allow) emails to pass through your spam filter if they meet any of these criteria:
  - a) The sender's email address ends in "@warehousetwo.com", regardless of the IP address of its origin.
  - b) The origin of the email is an email server at IP address 104.40.18.92, regardless of the domain name of the sender's email address.
2. Manage your automated export and import processes by exception. That is, trigger an email notification to be sent to you only if an automated process failed. This will reduce the number of emails sent from WarehouseTWO.
3. Review which of your users are "administrators". You should have at least two, but no more than four.
4. Review which of your non-administrative users have the "Receive Announcements" box checked on their user records. Most users do not need to receive announcements from us. Give your non-administrative users email relief by unchecking this box in their user records.
5. Review which of your non-administrative users have the "Receive Reminders" box checked on their user records. Because non-administrators cannot upload inventory data, receiving a reminder email that inventory data is about to expire has little value. Give your non-administrative users email relief by unchecking this box in their user records.
6. If the person at your company responsible for managing your automated inventory data imports and exports does not have an administrative user account at WarehouseTWO, include his/her email address in any notification that is triggered when an import or export event has failed.

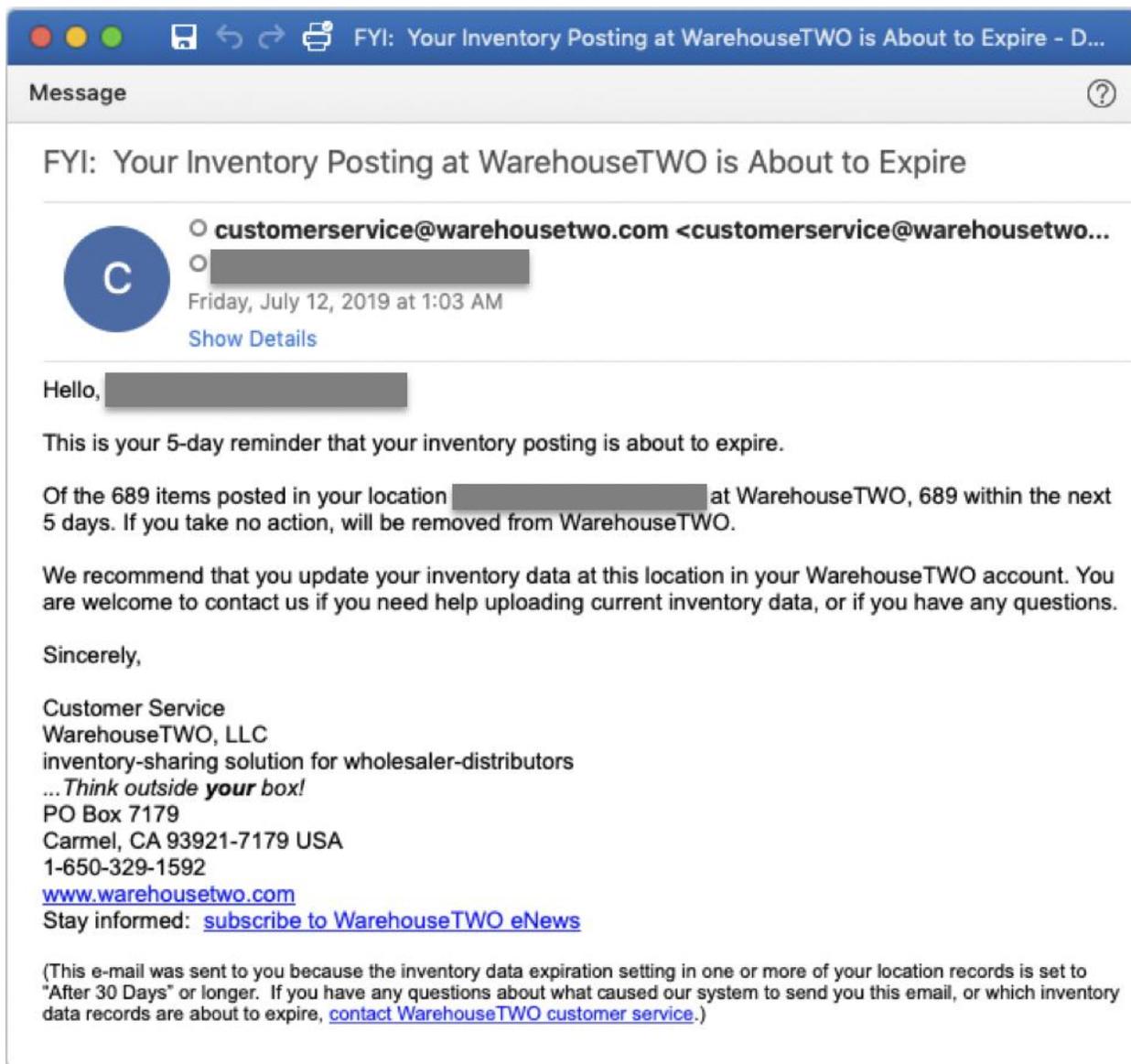
## Got a Question?

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Got a question about this feature? Let us help:

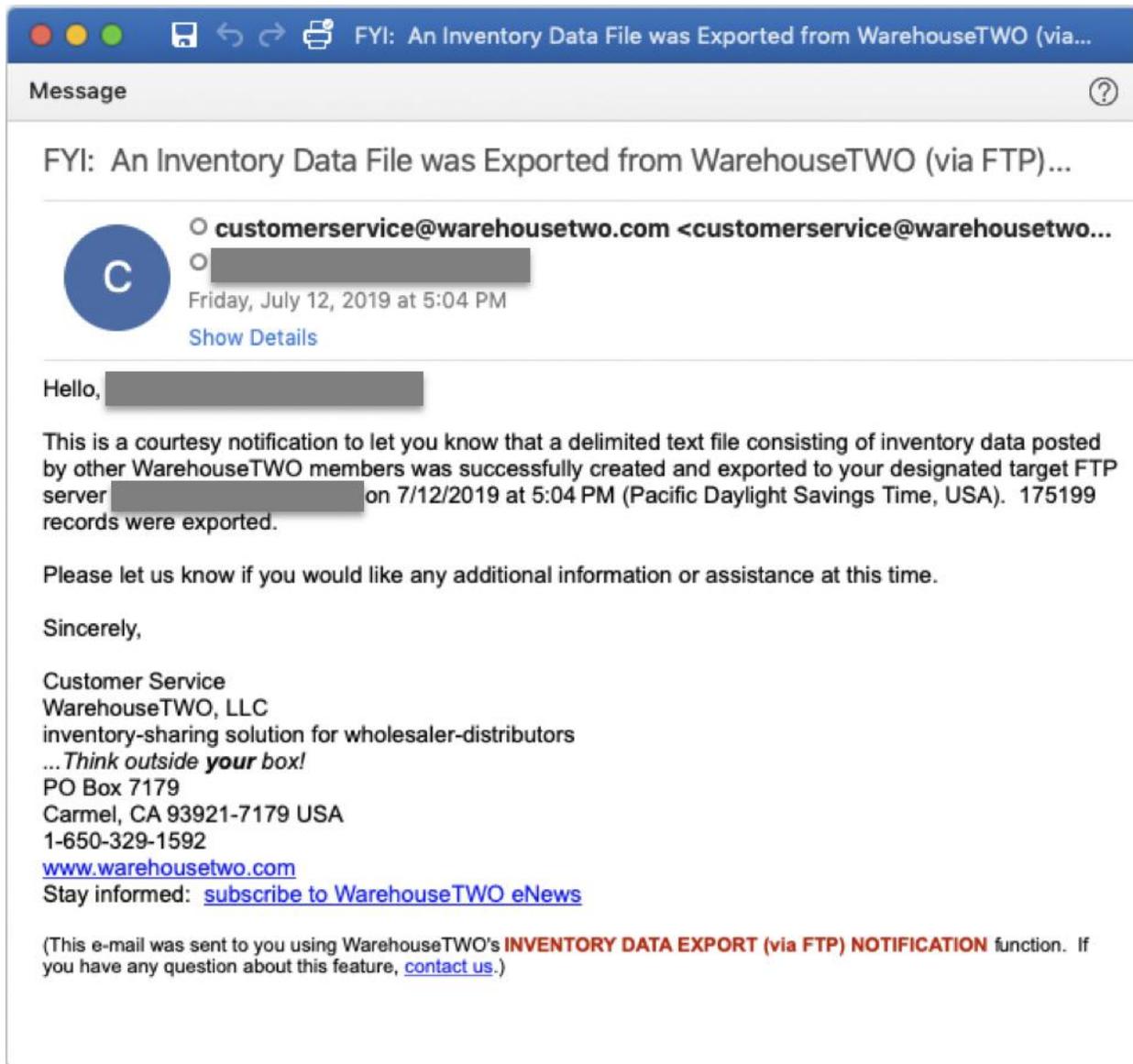
- a) [Email us](#).
- b) Call us at 650.329.1592.
- c) Post your question to our LinkedIn group, [WarehouseTWO Users Forum](#).

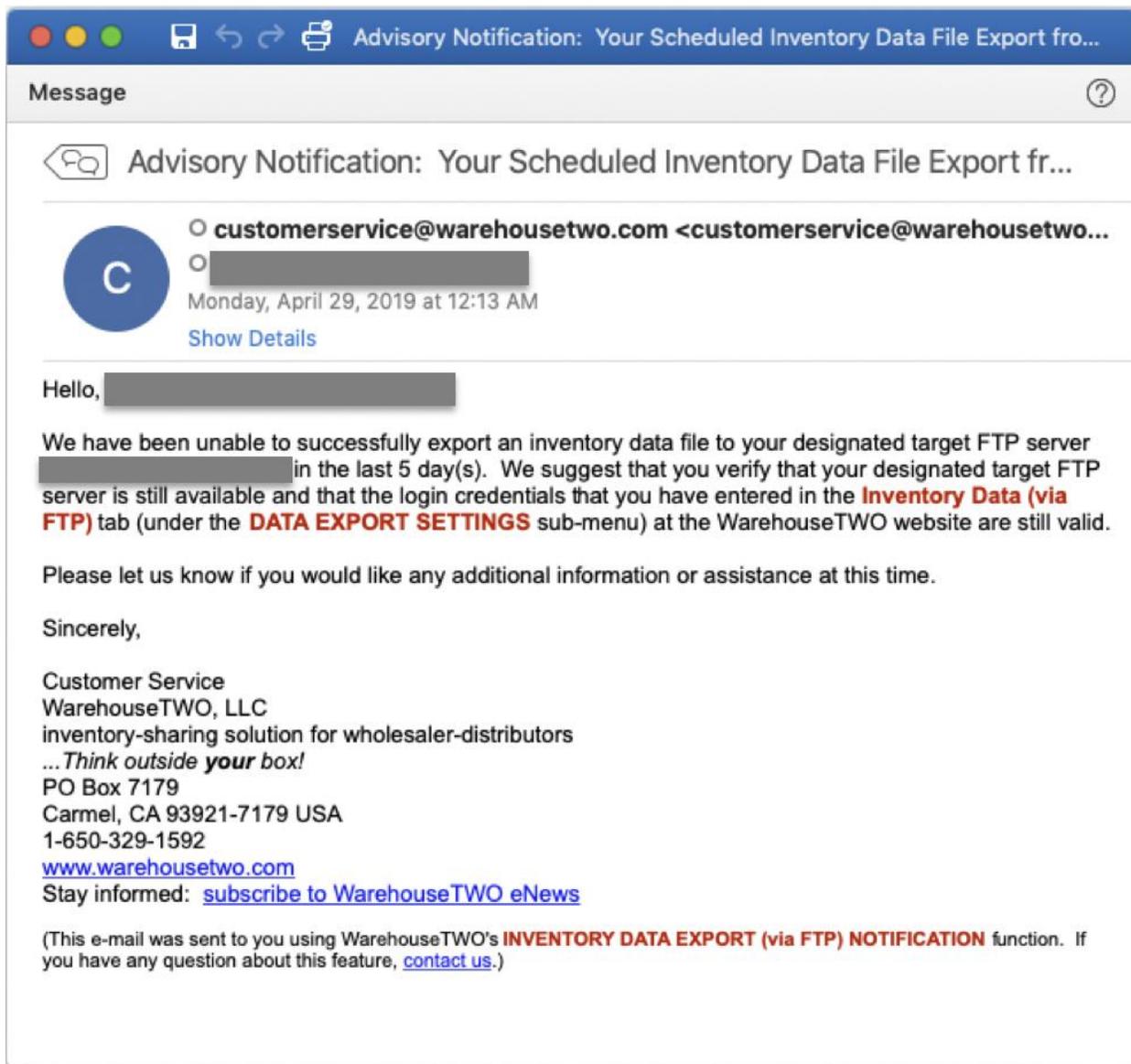
## Appendix: Sample Inventory Data Expiration Notification Email [\\_ Back to Inventory Data Expiration Notifications](#)



## Appendix: Sample Inventory Data Export Notification Emails [Back to Inventory Data Export Notifications](#)

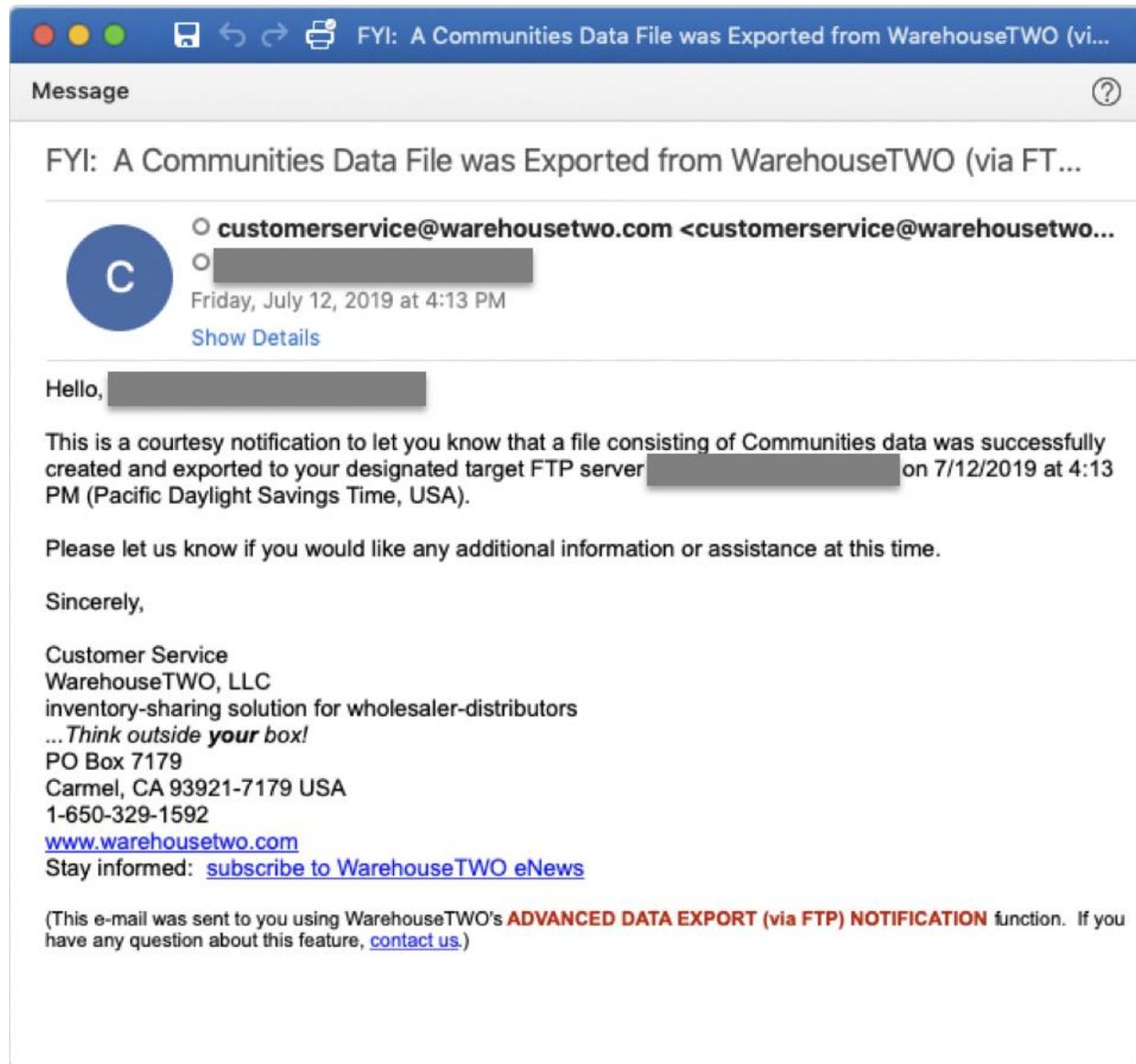
### *Inventory Data Export (via FTP) was successful:*



**Inventory Data Export (via FTP) was unsuccessful:**

## Appendix: Advanced Data Export Notification Emails [Back to Advanced Data Export Notifications](#)

**Communities data file export (via FTP) was successful:**



The screenshot shows an email notification window with a blue title bar containing window control buttons and the text "FYI: A Communities Data File was Exported from WarehouseTWO (vi...". The email header shows the subject "FYI: A Communities Data File was Exported from WarehouseTWO (via FT...", the sender "customerservice@warehousetwo.com <customerservice@warehousetwo...>", and the recipient "[REDACTED]". The email body starts with "Hello, [REDACTED]", followed by a notification that a Communities data file was successfully created and exported to a target FTP server on 7/12/2019 at 4:13 PM (Pacific Daylight Savings Time, USA). It includes a request for additional information, a signature from Customer Service at WarehouseTWO, LLC, and contact information including a phone number, website, and eNews subscription link. A footer note explains the email was sent using the "ADVANCED DATA EXPORT (via FTP) NOTIFICATION" function.

FYI: A Communities Data File was Exported from WarehouseTWO (via FT...

Message ?

FYI: A Communities Data File was Exported from WarehouseTWO (via FT...

 **customerservice@warehousetwo.com** <customerservice@warehousetwo...>  
[REDACTED]  
Friday, July 12, 2019 at 4:13 PM  
[Show Details](#)

Hello, [REDACTED]

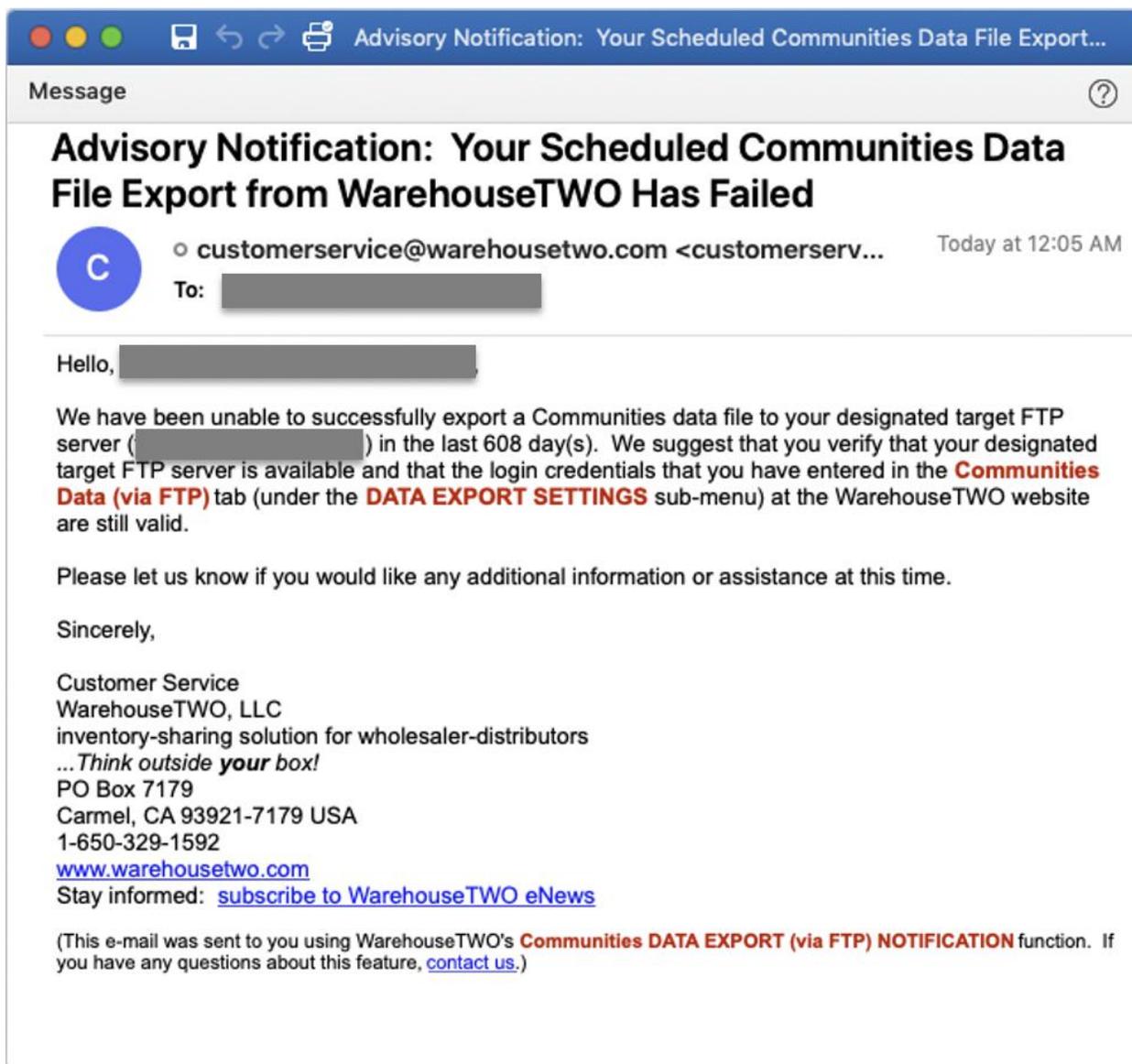
This is a courtesy notification to let you know that a file consisting of Communities data was successfully created and exported to your designated target FTP server [REDACTED] on 7/12/2019 at 4:13 PM (Pacific Daylight Savings Time, USA).

Please let us know if you would like any additional information or assistance at this time.

Sincerely,

Customer Service  
WarehouseTWO, LLC  
inventory-sharing solution for wholesaler-distributors  
... *Think outside **your** box!*  
PO Box 7179  
Carmel, CA 93921-7179 USA  
1-650-329-1592  
[www.warehousetwo.com](http://www.warehousetwo.com)  
Stay informed: [subscribe to WarehouseTWO eNews](#)

(This e-mail was sent to you using WarehouseTWO's **ADVANCED DATA EXPORT (via FTP) NOTIFICATION** function. If you have any question about this feature, [contact us](#).)

**Communities data file export (via FTP) was unsuccessful:**

The screenshot shows an email window with a blue title bar containing navigation icons and the text "Advisory Notification: Your Scheduled Communities Data File Export...". The email header includes a "Message" label, a question mark icon, and a subject line: "Advisory Notification: Your Scheduled Communities Data File Export from WarehouseTWO Has Failed". The sender is identified as "customerservice@warehousetwo.com" with a blue circular profile picture containing a white 'C'. The recipient's name is redacted with a grey box. The email is dated "Today at 12:05 AM".

Hello, [REDACTED]

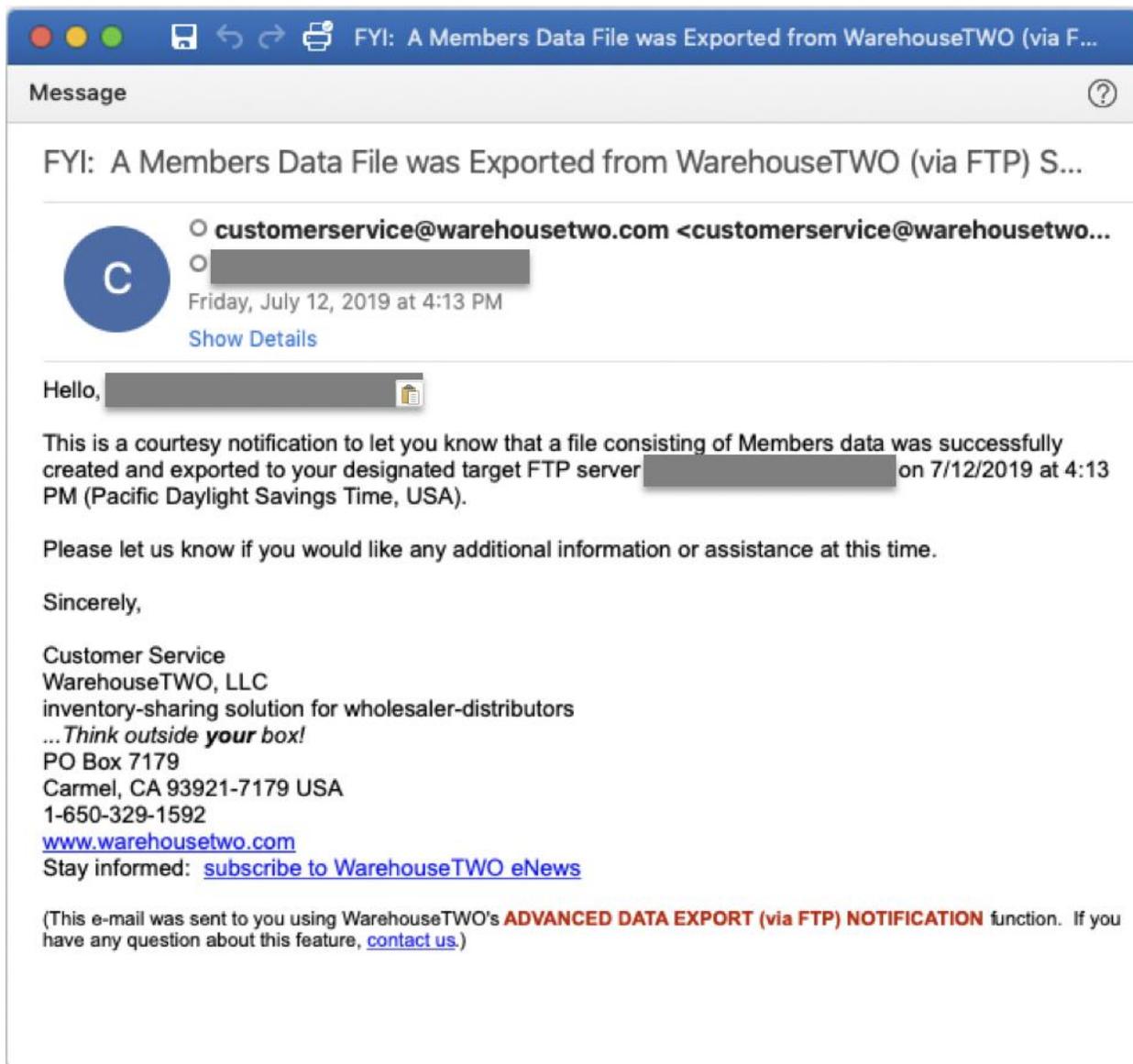
We have been unable to successfully export a Communities data file to your designated target FTP server ([REDACTED]) in the last 608 day(s). We suggest that you verify that your designated target FTP server is available and that the login credentials that you have entered in the **Communities Data (via FTP)** tab (under the **DATA EXPORT SETTINGS** sub-menu) at the WarehouseTWO website are still valid.

Please let us know if you would like any additional information or assistance at this time.

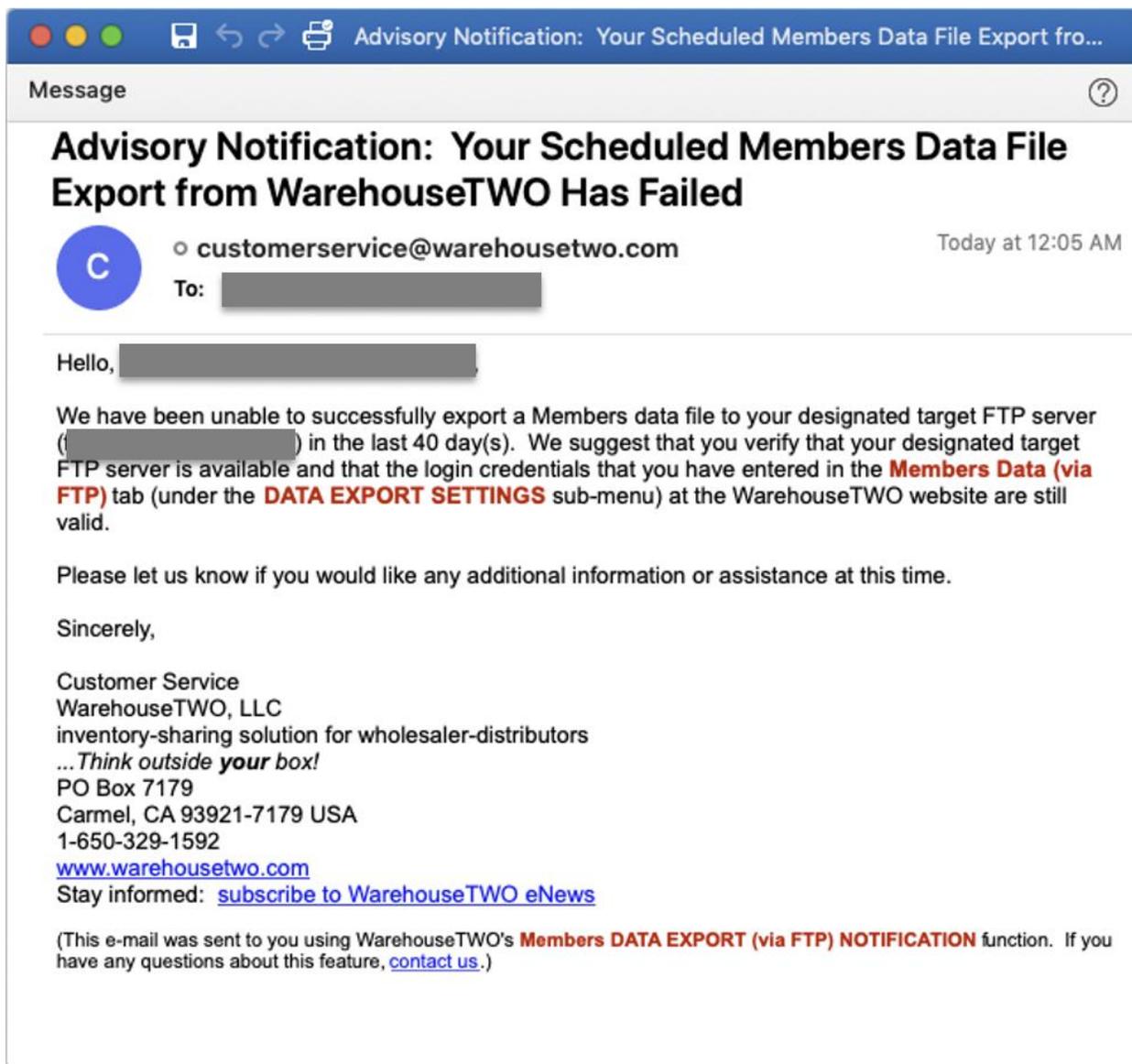
Sincerely,

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WarehouseTWO, LLC  
inventory-sharing solution for wholesaler-distributors  
*...Think outside **your** box!*  
PO Box 7179  
Carmel, CA 93921-7179 USA  
1-650-329-1592  
[www.warehousetwo.com](http://www.warehousetwo.com)  
Stay informed: [subscribe to WarehouseTWO eNews](#)

(This e-mail was sent to you using WarehouseTWO's **Communities DATA EXPORT (via FTP) NOTIFICATION** function. If you have any questions about this feature, [contact us](#).)

**Members data file export (via FTP) was successful:**

The screenshot shows an email notification window with a blue header bar containing the subject line: "FYI: A Members Data File was Exported from WarehouseTWO (via F...". Below the header, the word "Message" is displayed on the left and a question mark icon on the right. The main body of the email starts with the subject line truncated: "FYI: A Members Data File was Exported from WarehouseTWO (via FTP) S...". Below this is the sender information: a circular profile picture with the letter 'C', the email address "customerservice@warehousetwo.com", and a redacted name. The date and time are "Friday, July 12, 2019 at 4:13 PM", and there is a "Show Details" link. The email content begins with "Hello," followed by a redacted name and a document icon. The main text of the email states: "This is a courtesy notification to let you know that a file consisting of Members data was successfully created and exported to your designated target FTP server [redacted] on 7/12/2019 at 4:13 PM (Pacific Daylight Savings Time, USA). Please let us know if you would like any additional information or assistance at this time. Sincerely, Customer Service WarehouseTWO, LLC inventory-sharing solution for wholesaler-distributors ... Think outside **your** box! PO Box 7179 Carmel, CA 93921-7179 USA 1-650-329-1592 www.warehousetwo.com Stay informed: [subscribe to WarehouseTWO eNews](#)" The footer of the email reads: "(This e-mail was sent to you using WarehouseTWO's **ADVANCED DATA EXPORT (via FTP) NOTIFICATION** function. If you have any question about this feature, [contact us.](#))"

**Members data export file (via FTP) was unsuccessful:**

The screenshot shows an email window with a blue title bar containing navigation icons and the text "Advisory Notification: Your Scheduled Members Data File Export fro...". The email header includes a "Message" label, a question mark icon, and a subject line: "Advisory Notification: Your Scheduled Members Data File Export from WarehouseTWO Has Failed". The sender is identified as "customerservice@warehousetwo.com" with a blue circular profile picture containing a white 'C'. The recipient's name is redacted with a grey box. The timestamp is "Today at 12:05 AM".

Hello, [redacted]

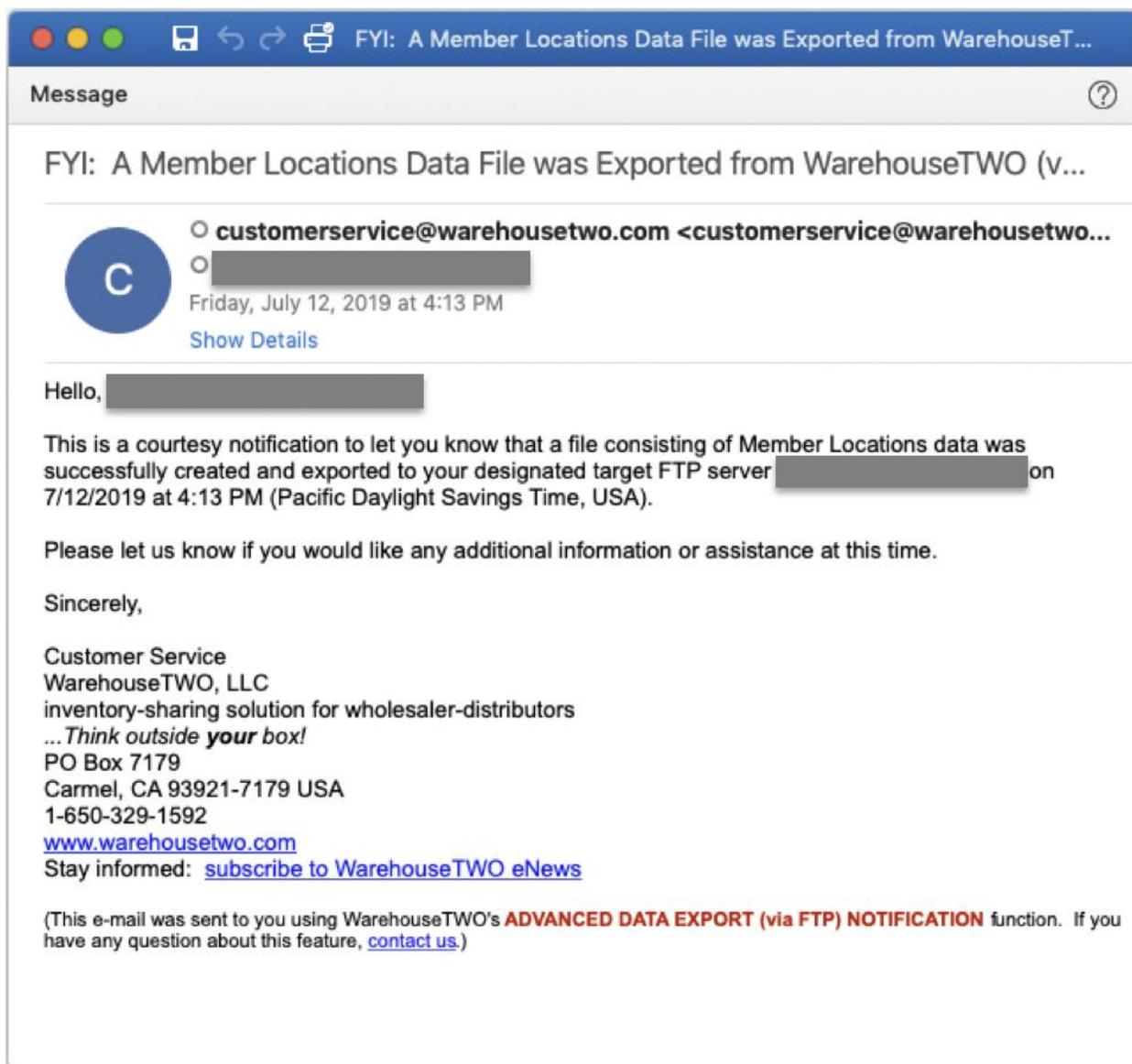
We have been unable to successfully export a Members data file to your designated target FTP server ([redacted]) in the last 40 day(s). We suggest that you verify that your designated target FTP server is available and that the login credentials that you have entered in the **Members Data (via FTP)** tab (under the **DATA EXPORT SETTINGS** sub-menu) at the WarehouseTWO website are still valid.

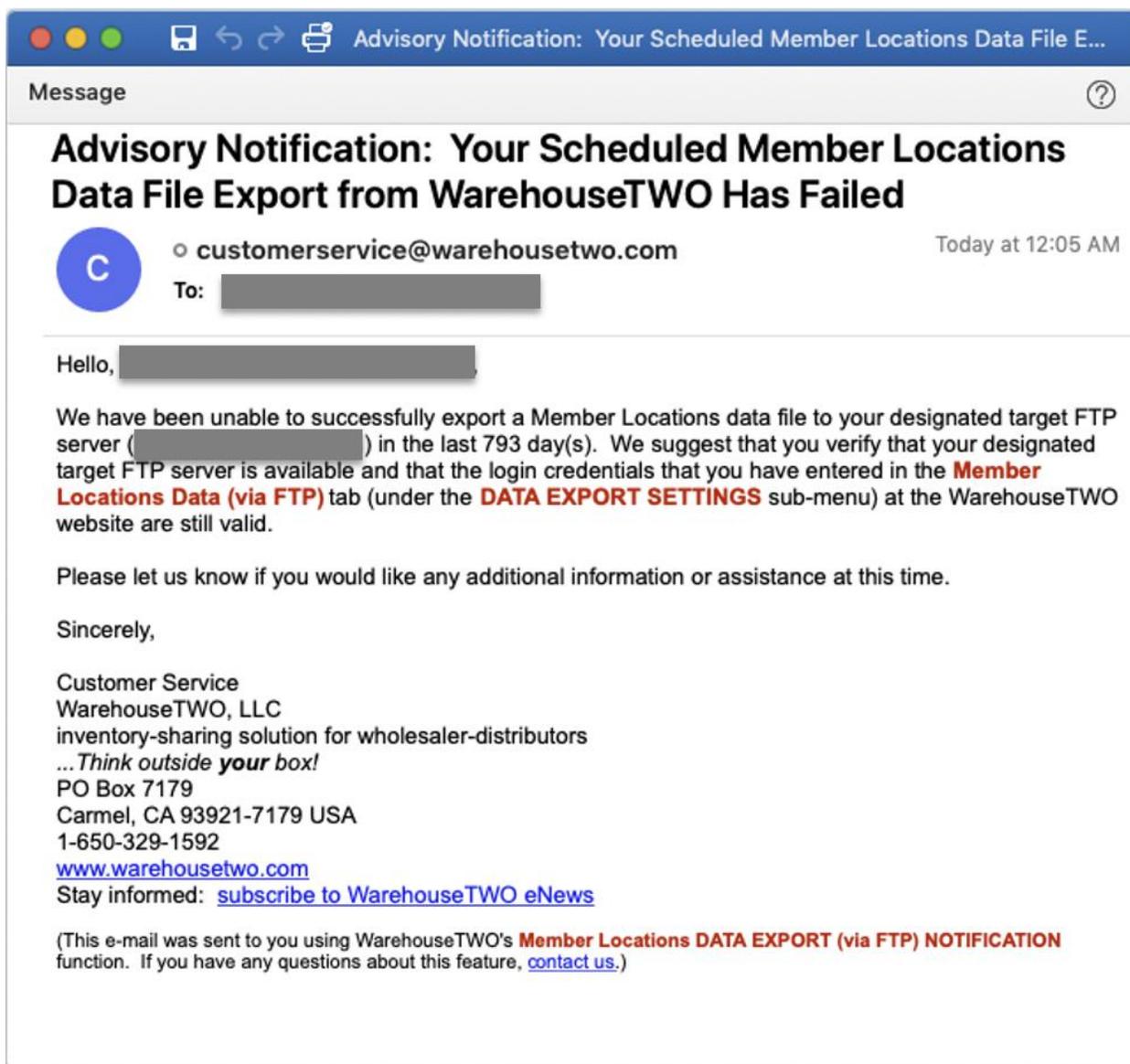
Please let us know if you would like any additional information or assistance at this time.

Sincerely,

Customer Service  
WarehouseTWO, LLC  
inventory-sharing solution for wholesaler-distributors  
*... Think outside **your** box!*  
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Carmel, CA 93921-7179 USA  
1-650-329-1592  
[www.warehousetwo.com](http://www.warehousetwo.com)  
Stay informed: [subscribe to WarehouseTWO eNews](#)

(This e-mail was sent to you using WarehouseTWO's **Members DATA EXPORT (via FTP) NOTIFICATION** function. If you have any questions about this feature, [contact us.](#))

**Members' Locations data file export (via FTP was successful:**

**Members Location data file export (via FTP) was unsuccessful:**

The image shows a screenshot of an email notification window. The window title is "Advisory Notification: Your Scheduled Member Locations Data File E...". The email is from "customerservice@warehousetwo.com" and is dated "Today at 12:05 AM". The subject line is "Advisory Notification: Your Scheduled Member Locations Data File Export from WarehouseTWO Has Failed". The email body starts with "Hello," followed by a redacted name. The main text states: "We have been unable to successfully export a Member Locations data file to your designated target FTP server ( [redacted] ) in the last 793 day(s). We suggest that you verify that your designated target FTP server is available and that the login credentials that you have entered in the **Member Locations Data (via FTP)** tab (under the **DATA EXPORT SETTINGS** sub-menu) at the WarehouseTWO website are still valid." It then asks for additional information and provides contact details for Customer Service at WarehouseTWO, LLC, including their address, phone number, and website. A footer note mentions the email was sent via WarehouseTWO's "Member Locations DATA EXPORT (via FTP) NOTIFICATION" function and provides a link to "contact us."

Message ?

**Advisory Notification: Your Scheduled Member Locations Data File Export from WarehouseTWO Has Failed**

 customerservice@warehousetwo.com Today at 12:05 AM

To: [redacted]

Hello, [redacted]

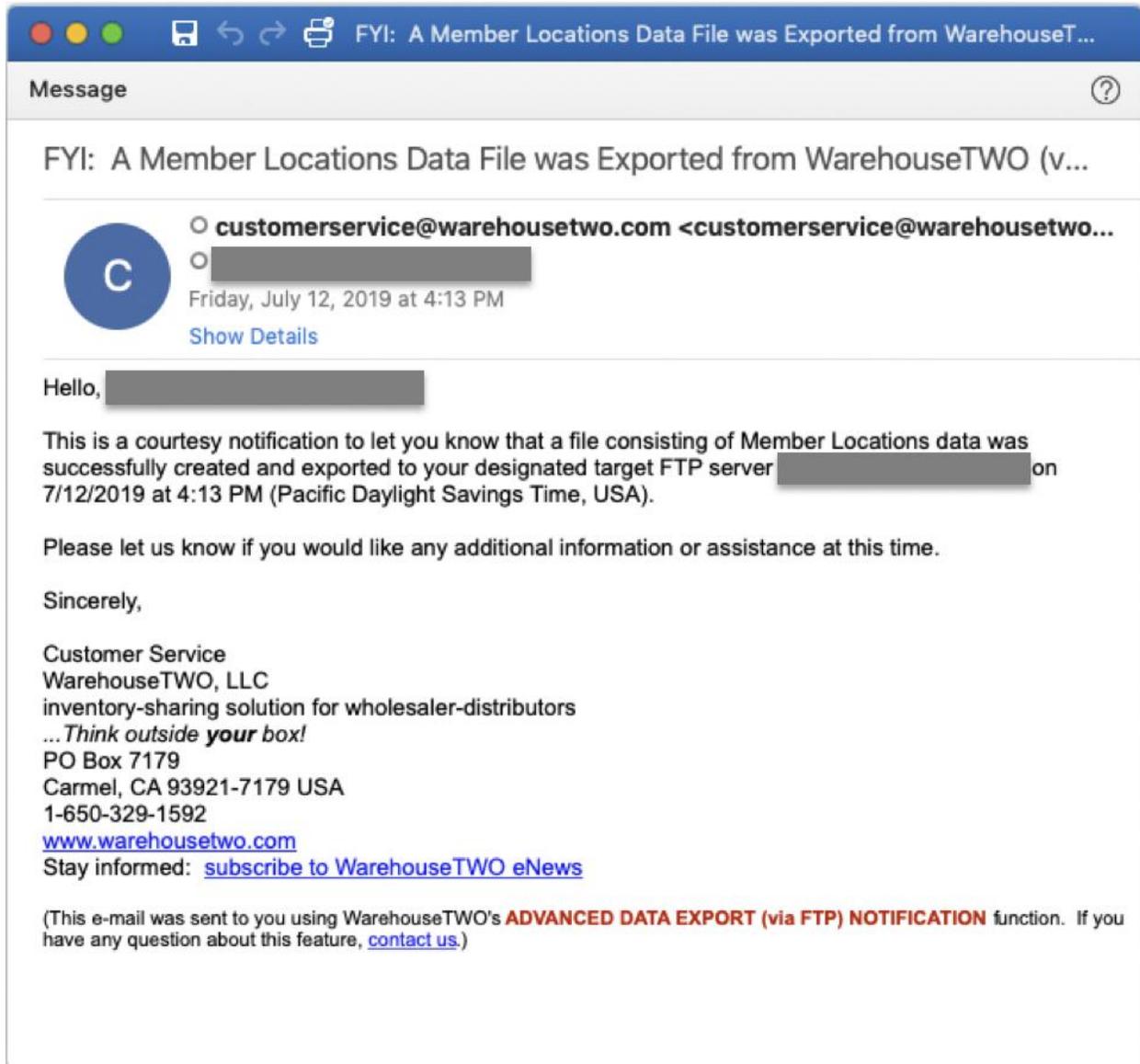
We have been unable to successfully export a Member Locations data file to your designated target FTP server ( [redacted] ) in the last 793 day(s). We suggest that you verify that your designated target FTP server is available and that the login credentials that you have entered in the **Member Locations Data (via FTP)** tab (under the **DATA EXPORT SETTINGS** sub-menu) at the WarehouseTWO website are still valid.

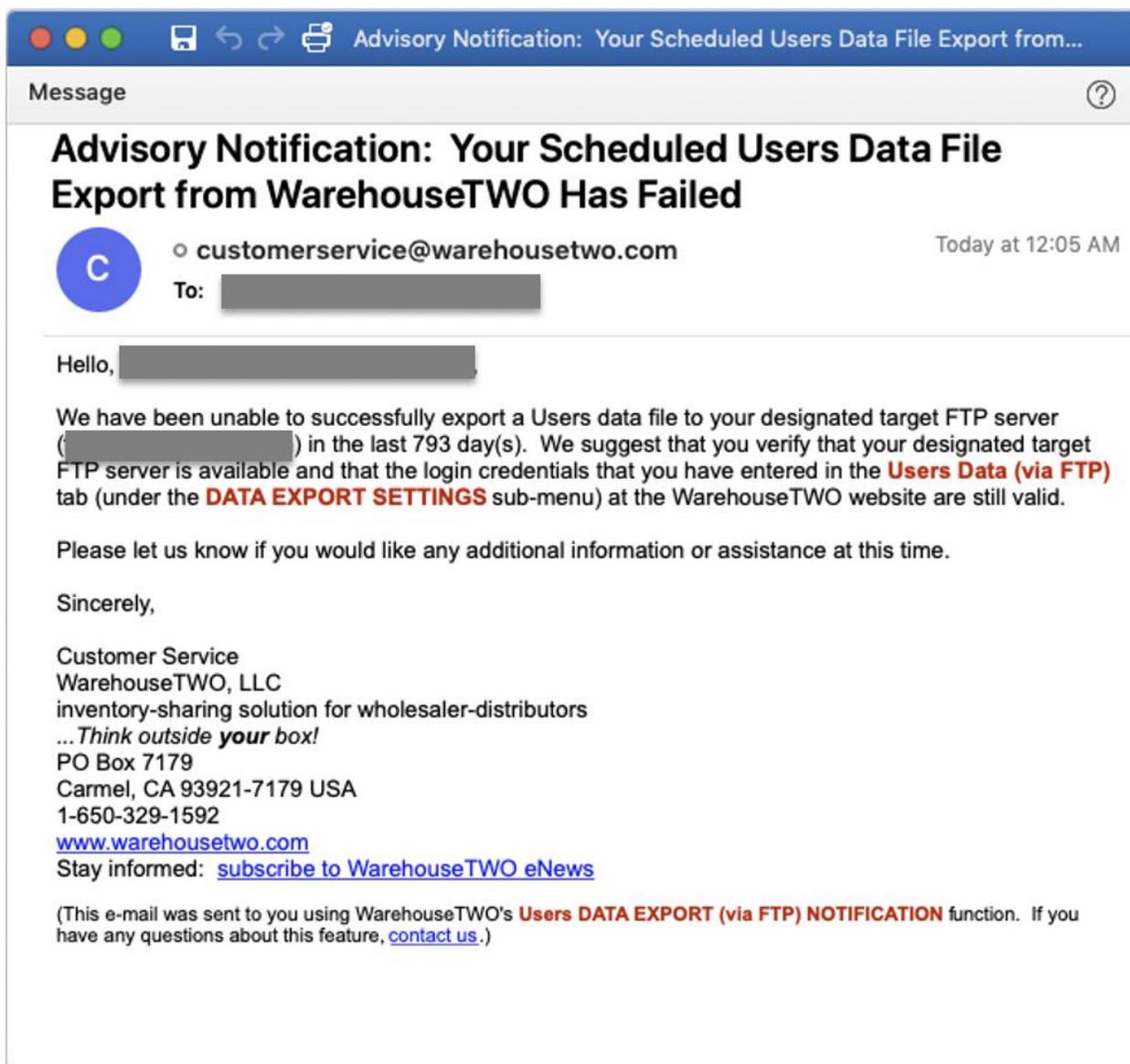
Please let us know if you would like any additional information or assistance at this time.

Sincerely,

Customer Service  
WarehouseTWO, LLC  
inventory-sharing solution for wholesaler-distributors  
*... Think outside **your** box!*  
PO Box 7179  
Carmel, CA 93921-7179 USA  
1-650-329-1592  
[www.warehousetwo.com](http://www.warehousetwo.com)  
Stay informed: [subscribe to WarehouseTWO eNews](#)

(This e-mail was sent to you using WarehouseTWO's **Member Locations DATA EXPORT (via FTP) NOTIFICATION** function. If you have any questions about this feature, [contact us.](#))

**Users data file export (via FTP) was successful:**

**Users data file export (via FTP) was unsuccessful:**

The screenshot shows an email window with a blue title bar containing navigation icons and the text "Advisory Notification: Your Scheduled Users Data File Export from...". The email header includes a "Message" label, a question mark icon, and a subject line: "Advisory Notification: Your Scheduled Users Data File Export from WarehouseTWO Has Failed". The sender is identified as "customerservice@warehousetwo.com" with a blue circular profile picture containing a white 'C'. The recipient's name is redacted with a grey box. The timestamp is "Today at 12:05 AM".

Hello, [redacted]

We have been unable to successfully export a Users data file to your designated target FTP server ([redacted]) in the last 793 day(s). We suggest that you verify that your designated target FTP server is available and that the login credentials that you have entered in the **Users Data (via FTP)** tab (under the **DATA EXPORT SETTINGS** sub-menu) at the WarehouseTWO website are still valid.

Please let us know if you would like any additional information or assistance at this time.

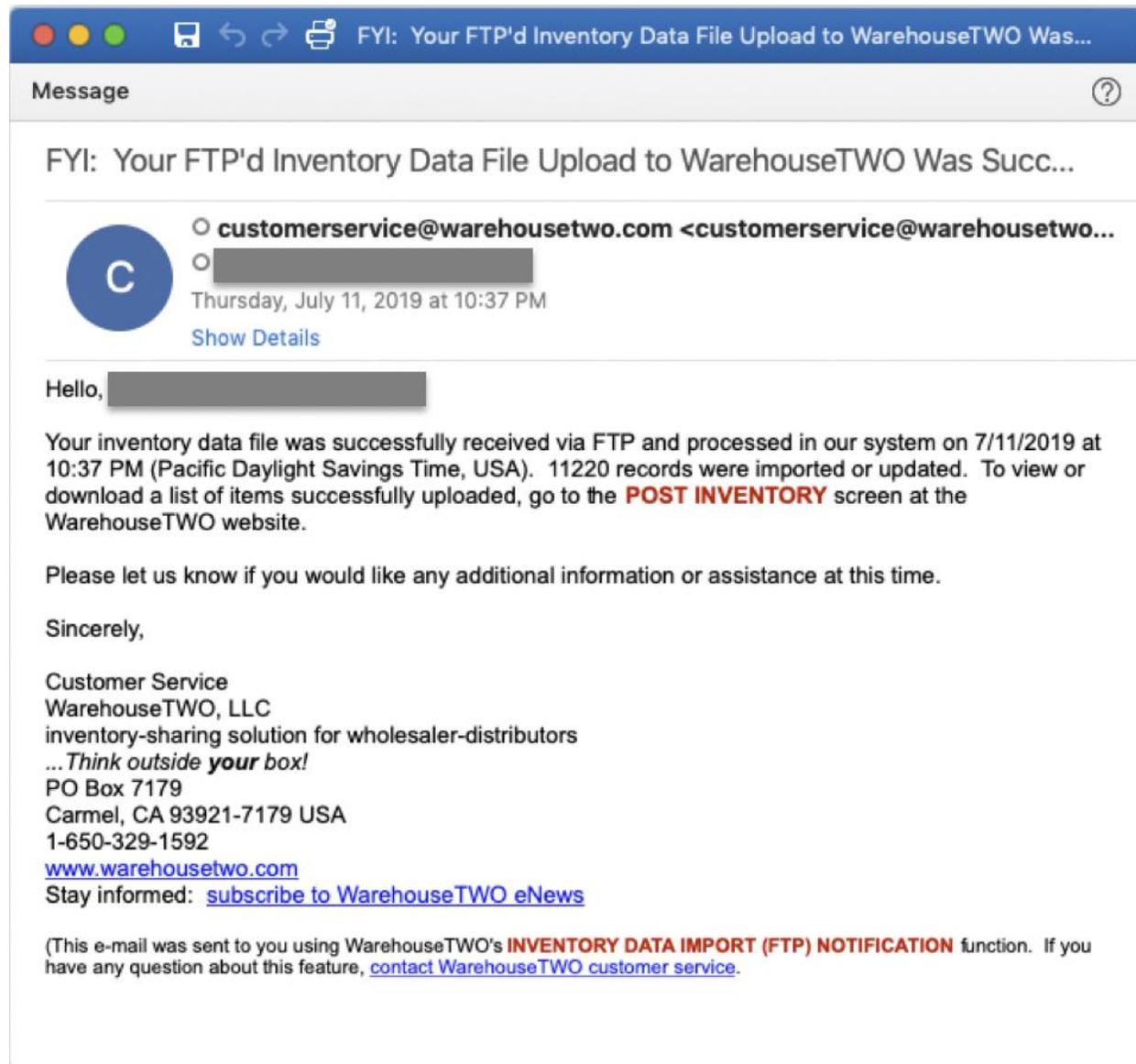
Sincerely,

Customer Service  
WarehouseTWO, LLC  
inventory-sharing solution for wholesaler-distributors  
*... Think outside **your** box!*  
PO Box 7179  
Carmel, CA 93921-7179 USA  
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[www.warehousetwo.com](http://www.warehousetwo.com)  
Stay informed: [subscribe to WarehouseTWO eNews](#)

(This e-mail was sent to you using WarehouseTWO's **Users DATA EXPORT (via FTP) NOTIFICATION** function. If you have any questions about this feature, [contact us.](#))

## Appendix: Sample Inventory Data Import Notification Emails [Back to Inventory Data Import Notifications](#)

### *Inventory data file import (via FTP) was successful:*



The screenshot shows an email window with a blue title bar containing the text "FYI: Your FTP'd Inventory Data File Upload to WarehouseTWO Was...". The email header includes a "Message" tab and a question mark icon. The subject line is "FYI: Your FTP'd Inventory Data File Upload to WarehouseTWO Was Succ...". The sender is identified as "customerservice@warehousetwo.com" with a blue circular profile picture containing a white 'C'. The email is dated "Thursday, July 11, 2019 at 10:37 PM" and includes a "Show Details" link. The body of the email starts with "Hello," followed by a redacted name. The main text states: "Your inventory data file was successfully received via FTP and processed in our system on 7/11/2019 at 10:37 PM (Pacific Daylight Savings Time, USA). 11220 records were imported or updated. To view or download a list of items successfully uploaded, go to the **POST INVENTORY** screen at the WarehouseTWO website." It then asks for feedback and signs off with "Sincerely," followed by contact information for Customer Service at WarehouseTWO, LLC, including their address in Carmel, CA, phone number, and website. A footer note explains the email was sent via the "INVENTORY DATA IMPORT (FTP) NOTIFICATION" function and provides a link to contact customer service.

FYI: Your FTP'd Inventory Data File Upload to WarehouseTWO Was Succ...

Message ?

FYI: Your FTP'd Inventory Data File Upload to WarehouseTWO Was Succ...

 **customerservice@warehousetwo.com** <customerservice@warehousetwo...>  
[Redacted]  
Thursday, July 11, 2019 at 10:37 PM  
[Show Details](#)

Hello, [Redacted]

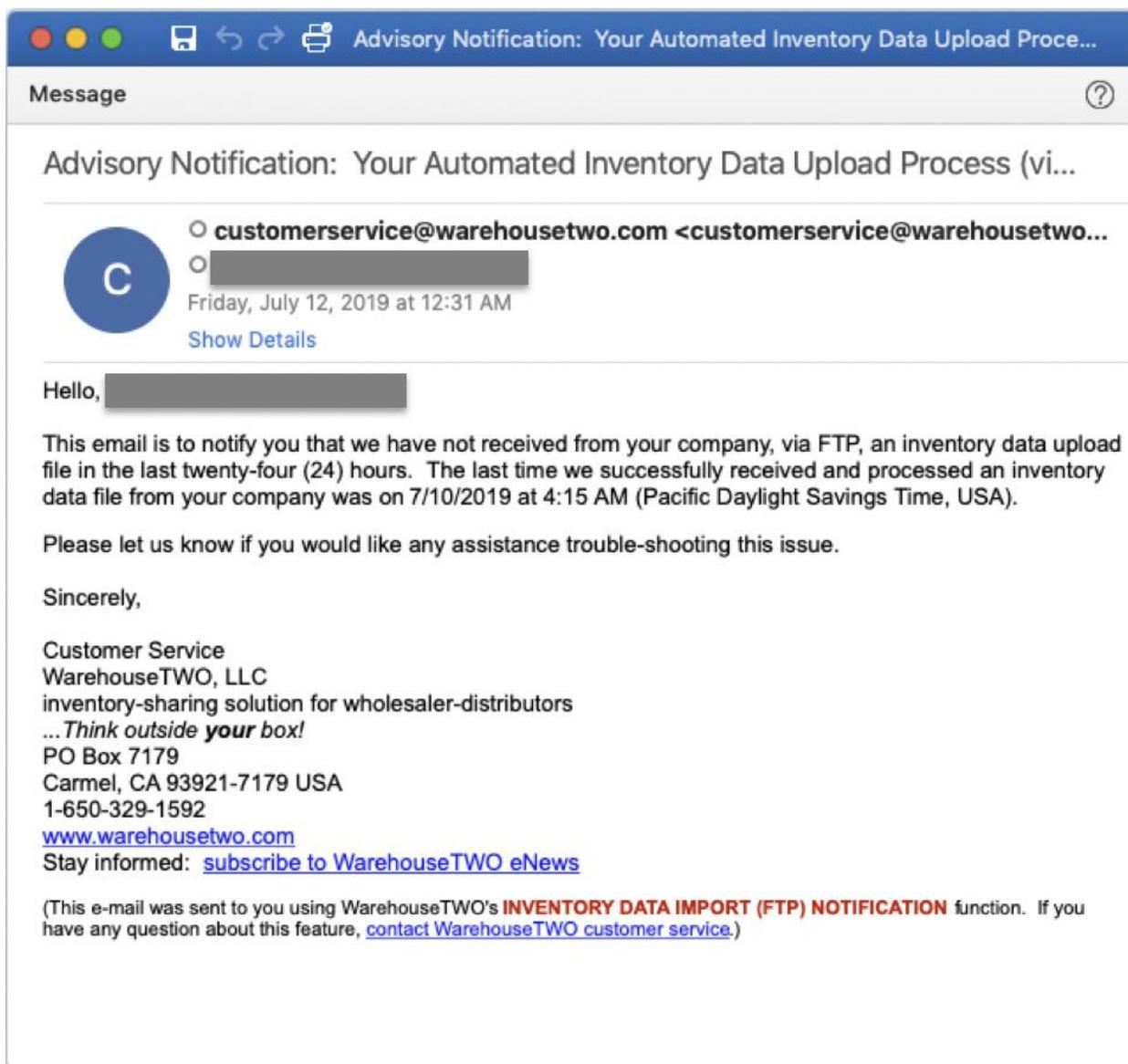
Your inventory data file was successfully received via FTP and processed in our system on 7/11/2019 at 10:37 PM (Pacific Daylight Savings Time, USA). 11220 records were imported or updated. To view or download a list of items successfully uploaded, go to the **POST INVENTORY** screen at the WarehouseTWO website.

Please let us know if you would like any additional information or assistance at this time.

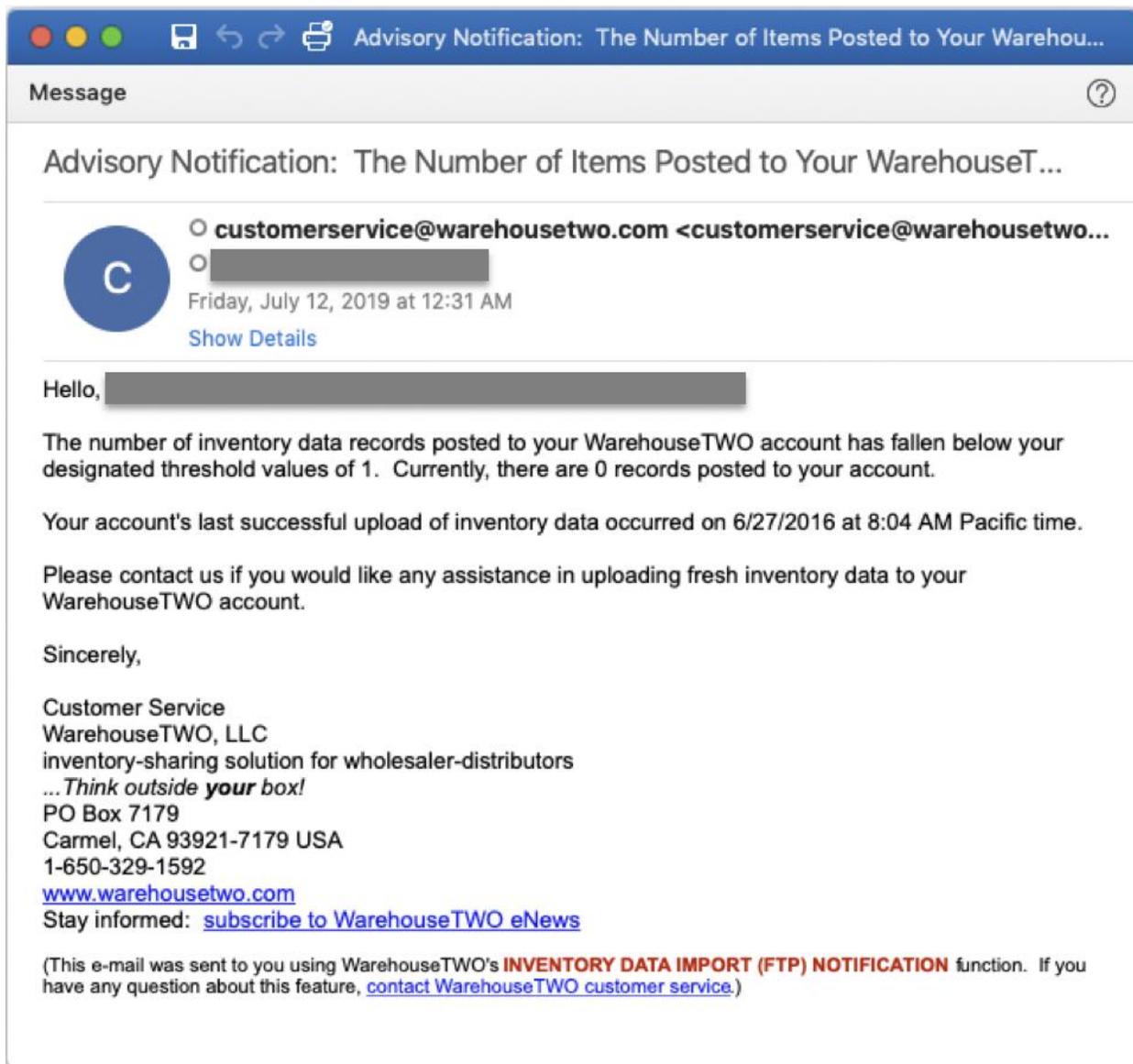
Sincerely,

Customer Service  
WarehouseTWO, LLC  
inventory-sharing solution for wholesaler-distributors  
*... Think outside **your** box!*  
PO Box 7179  
Carmel, CA 93921-7179 USA  
1-650-329-1592  
[www.warehousetwo.com](http://www.warehousetwo.com)  
Stay informed: [subscribe to WarehouseTWO eNews](#)

(This e-mail was sent to you using WarehouseTWO's **INVENTORY DATA IMPORT (FTP) NOTIFICATION** function. If you have any question about this feature, [contact WarehouseTWO customer service](#).)

**Inventory data file import (via FTP) was unsuccessful:**

**Number of inventory data records posted has fallen below the threshold value:**



The screenshot shows a web browser window with the title "Advisory Notification: The Number of Items Posted to Your Warehou...". The browser address bar shows "Message" and a help icon. The email content is as follows:

Advisory Notification: The Number of Items Posted to Your WarehouseT...

 **customerservice@warehousetwo.com** <customerservice@warehousetwo...>  
[Redacted]  
Friday, July 12, 2019 at 12:31 AM  
[Show Details](#)

Hello, [Redacted]

The number of inventory data records posted to your WarehouseTWO account has fallen below your designated threshold values of 1. Currently, there are 0 records posted to your account.

Your account's last successful upload of inventory data occurred on 6/27/2016 at 8:04 AM Pacific time.

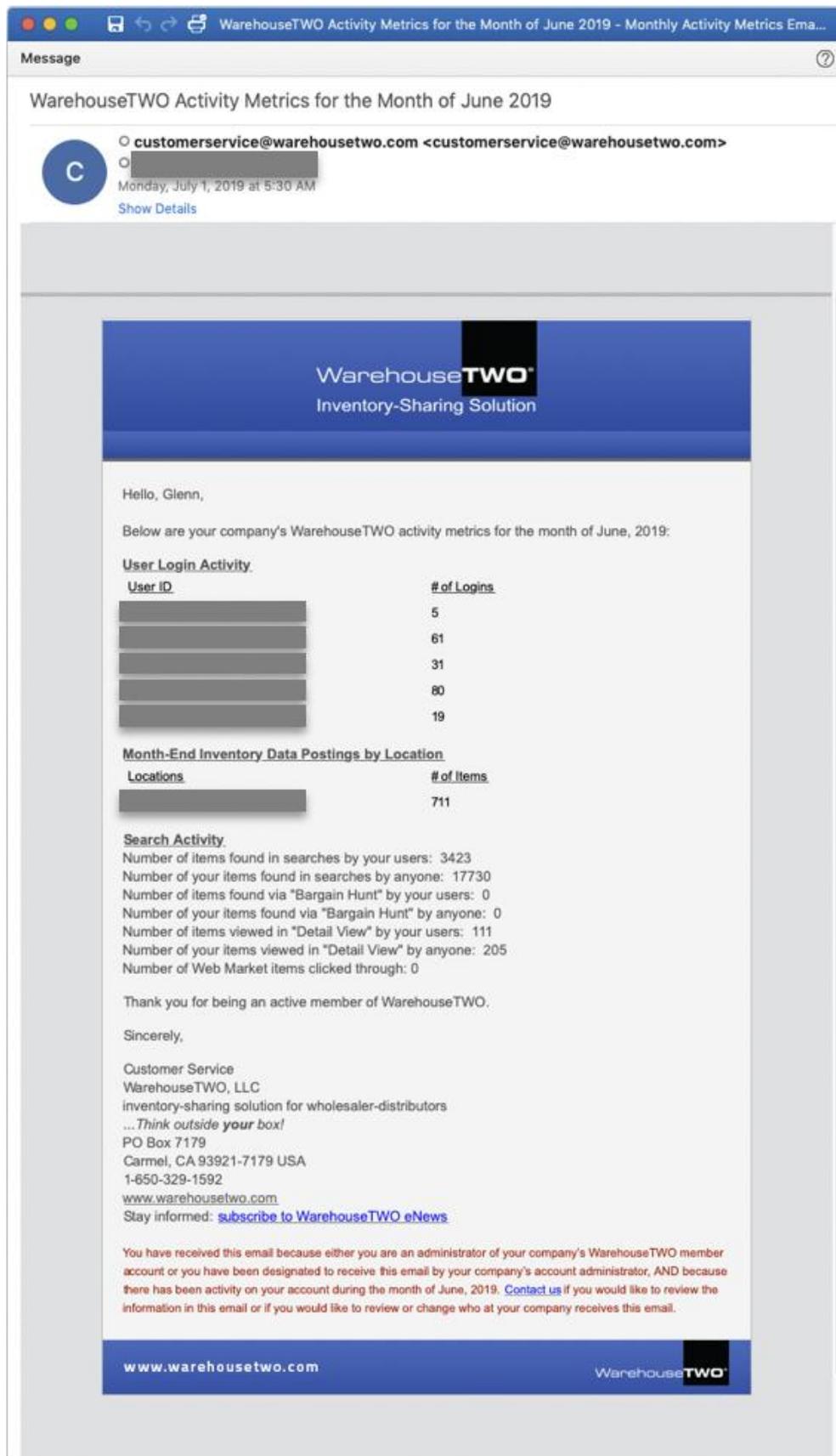
Please contact us if you would like any assistance in uploading fresh inventory data to your WarehouseTWO account.

Sincerely,

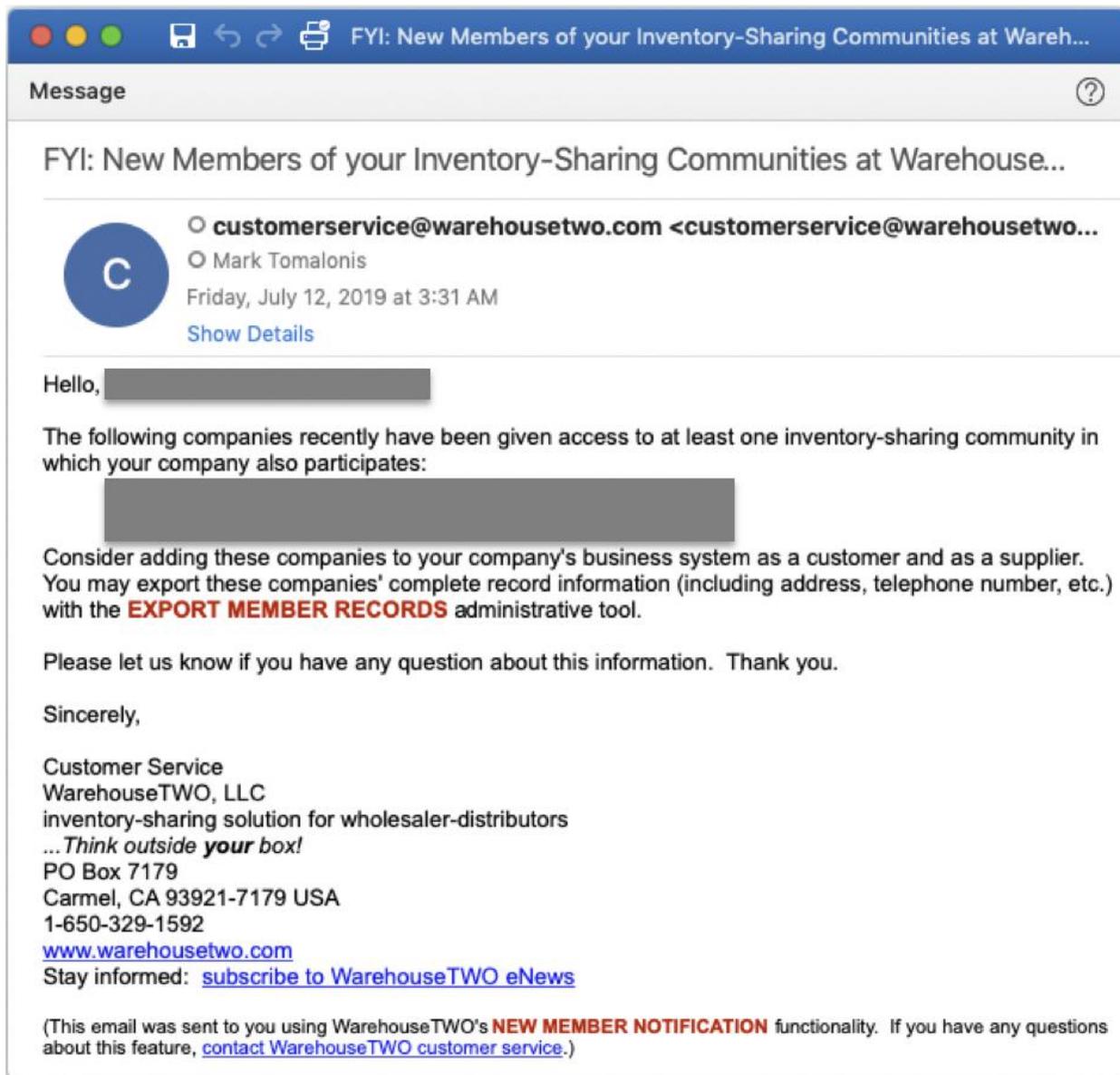
Customer Service  
WarehouseTWO, LLC  
inventory-sharing solution for wholesaler-distributors  
... *Think outside **your** box!*  
PO Box 7179  
Carmel, CA 93921-7179 USA  
1-650-329-1592  
[www.warehousetwo.com](http://www.warehousetwo.com)  
Stay informed: [subscribe to WarehouseTWO eNews](#)

(This e-mail was sent to you using WarehouseTWO's **INVENTORY DATA IMPORT (FTP) NOTIFICATION** function. If you have any question about this feature, [contact WarehouseTWO customer service](#).)

**Appendix: Sample Monthly Activity Metrics Email** [Back to Member Monthly Statistics Email](#)



## Appendix: Sample New Members Notification Email [Back to New Members Notifications](#)



## Appendix: Sample BROADCAST REQUEST Email [Back to BROADCAST REQUEST Recipients](#)

