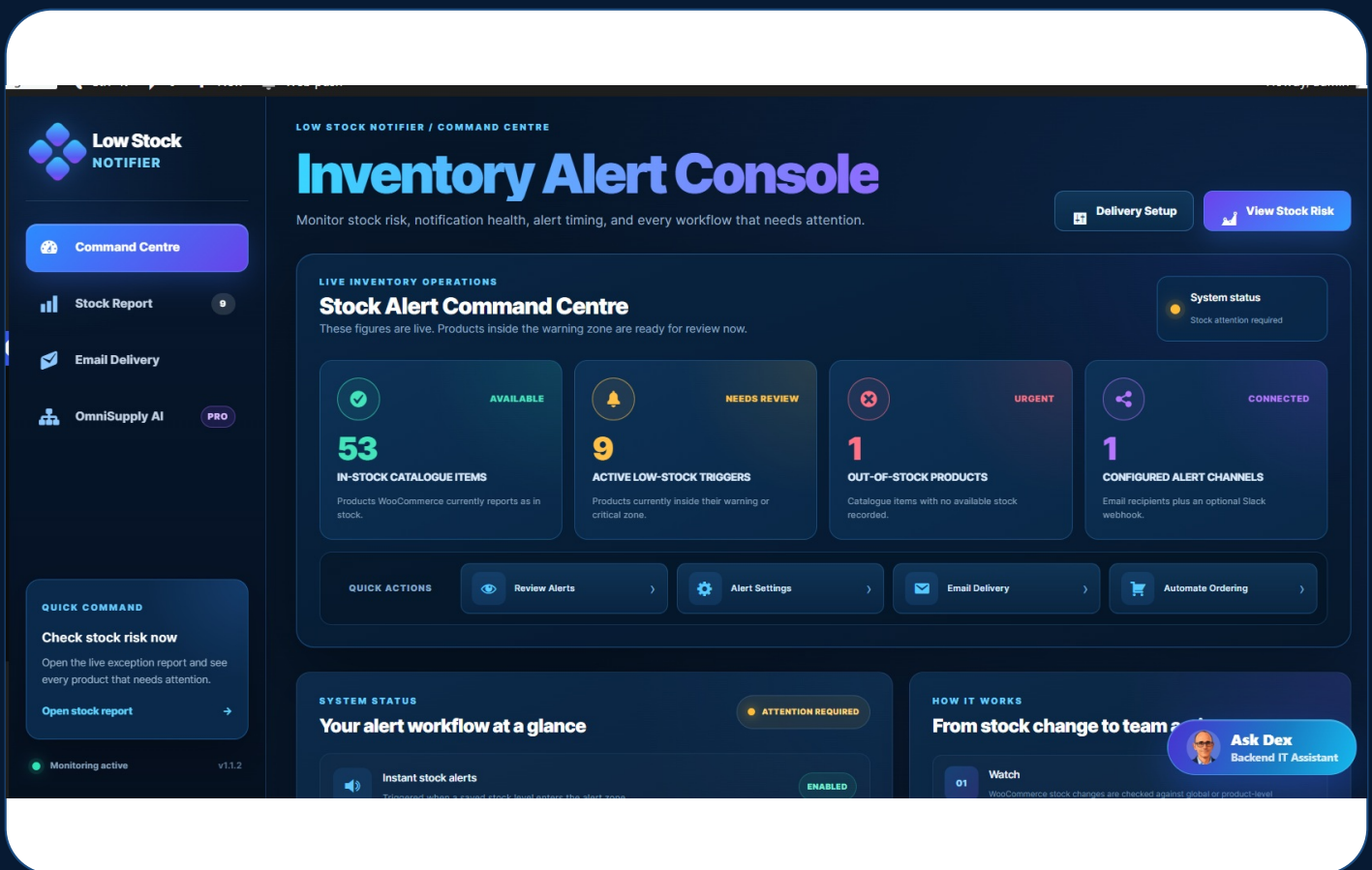




SETUP & QUICK START GUIDE

Inventory alerts that never get missed.

Configure thresholds, delivery channels and a safe test workflow for Low Stock Notifier for WooCommerce.



CORE SETUP • TEST • DAILY USE

Interface shown: version 1.1.2

Your setup path

A clean setup in five controlled steps

Work through these steps in order. The final test matters: do not assume alerts are ready until a test notification reaches the intended inbox or channel.

1

Install and open

Activate the plugin and open WooCommerce > Low Stock Notifier.

2

Set alert rules

Choose the global threshold and review any product-level overrides.

3

Configure delivery

Add recipients and, where required, connect an optional Slack webhook.

4

Review stock risk

Use Stock Report to identify products already inside the warning zone.

5

Run a safe test

Temporarily move one test product across the threshold and confirm delivery.

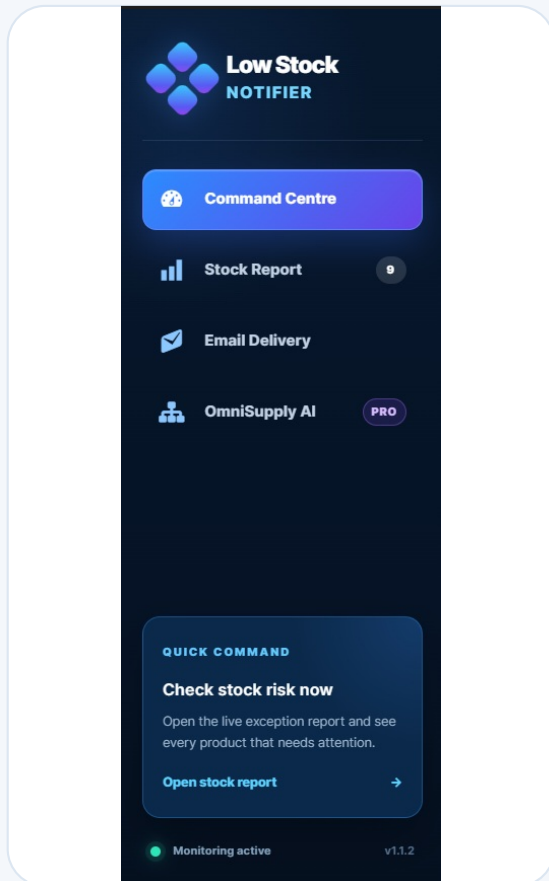
Before you begin

- WooCommerce is active and you can access its administration screens.
- At least one product has stock management enabled and a saved stock quantity.
- You know which email address or team inbox should receive stock alerts.
- Your WordPress site can send email. If normal WooCommerce emails are not arriving, fix mail delivery first.

Step 1 - Install and open the console

1

Install, activate and find the plugin



Install the plugin

- In WordPress, open Plugins > Add New Plugin > Upload Plugin.
- Choose the Low Stock Notifier ZIP file, install it, then select Activate Plugin.
- Confirm WooCommerce is active. The notifier depends on WooCommerce product stock data.

Open the command centre

- Open WooCommerce > Low Stock Notifier.
- The internal navigation contains Command Centre, Stock Report and Email Delivery.
- Command Centre is the overview screen. It shows current stock risk, delivery status and the fastest routes to configuration.

What the four summary cards mean

Available shows in-stock catalogue items. Needs Review shows active low-stock triggers. Urgent shows out-of-stock products. Connected shows configured notification channels.

No stock figures yet?

Open one WooCommerce product and confirm Manage stock is enabled, a quantity is saved, and the product is not merely using an unmanaged stock status.

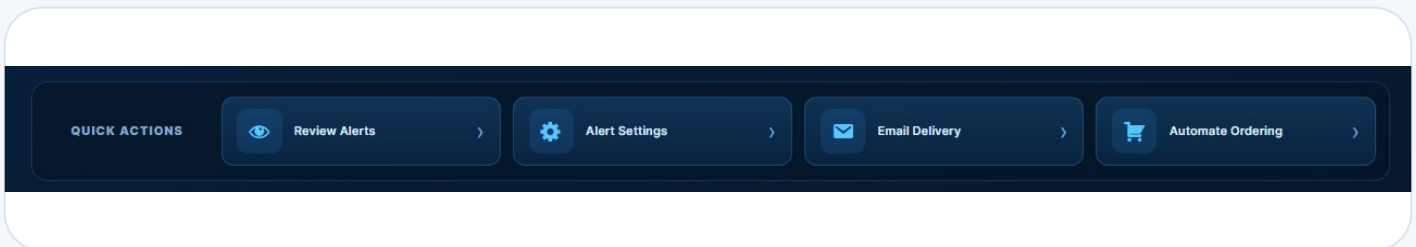
Recommended first check

From Command Centre, select View Stock Risk or Review Alerts. This immediately shows whether products are already inside your warning or critical zone before delivery is configured.

Step 2 - Set your stock alert rules

2

Choose when a product becomes a warning



Open Alert Settings

From Command Centre, select Alert Settings. Set the global low-stock threshold shown in your version of the plugin. This becomes the default warning point for products that do not have their own threshold.

GLOBAL RULE

One default for the catalogue

- Choose a threshold that gives your team enough time to reorder.
- Keep the first setup simple. Add exceptions only where a product genuinely needs different treatment.
- Save the settings before opening Stock Report.

PRODUCT OVERRIDE

Use exceptions deliberately

- A product-level threshold can override the global setting where available.
- Use overrides for fast sellers, long lead-time items or products that must never reach zero.
- Document unusual thresholds so staff understand why they differ.

How the warning zone works



Avoid alert fatigue

A threshold that is too high creates constant noise. A threshold that is too low gives the team no time to act. Start with the practical reorder point used by your business, then adjust after observing real alerts.

Step 3 - Configure notification delivery

3

Send each alert to the people who can act



Email Delivery

Open the Email Delivery page from the left navigation or Command Centre.

- Add the recipient address or addresses that should receive stock alerts.
- Review sender details and delivery timing options shown in your version.
- Save the configuration, then use the available test action before changing live stock.
- Use a monitored team inbox rather than a personal address when several staff handle purchasing.

OPTIONAL CHANNEL

Slack webhook

Where the plugin exposes a Slack webhook field, paste the incoming webhook URL for the correct channel, save it and send a test. Treat the webhook as a secret.

DELIVERY HEALTH

WordPress email must work

The plugin hands email to WordPress. If test messages do not arrive, check spam, verify the recipient, then test another WooCommerce email or configure a trusted SMTP service.



Do not skip the test message

A saved recipient is not proof of delivery. Confirm a test reaches the inbox and that the sender name, subject and content are recognisable to the team.

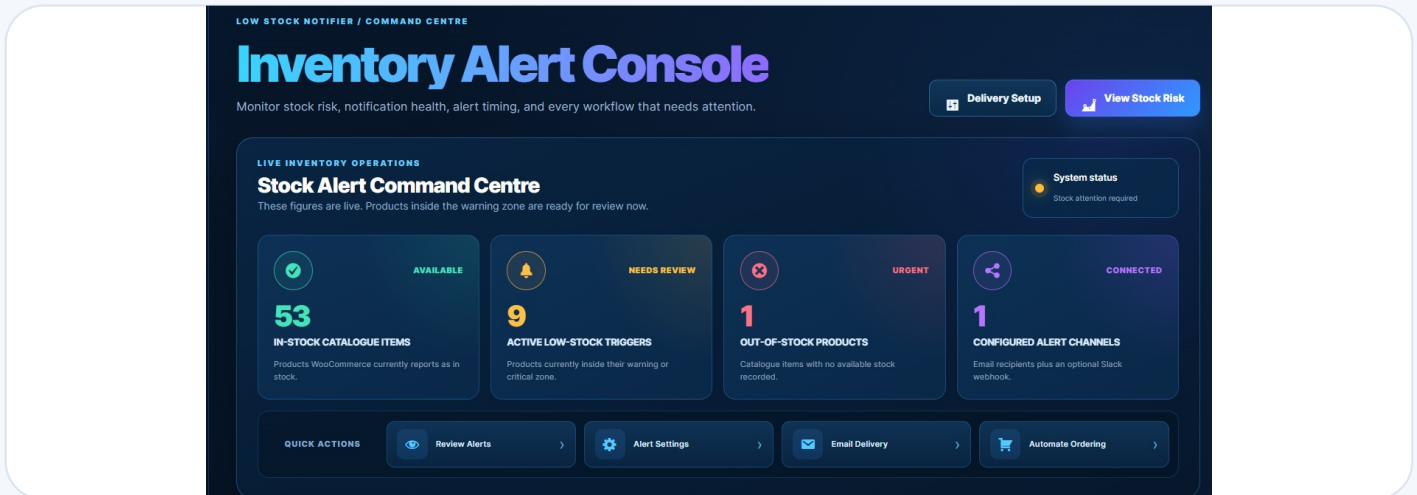
A sensible recipient structure

For a small store, one purchasing inbox is usually enough. For a larger team, send to a shared operations address and use mail rules or Slack routing to avoid duplicate action.

Step 4 - Review stock risk

4

Identify products that will trigger immediately



Open Stock Report

The Stock Report is the operational list behind the summary cards. Review it before enabling live notifications so you know which products are already low or out of stock.

Available

WHAT IT MEANS

In-stock catalogue items outside the warning zone.

WHAT TO DO

No action unless the threshold is intentionally high.

Needs Review

WHAT IT MEANS

Products at or below the low-stock threshold.

WHAT TO DO

Confirm the quantity, threshold and reorder requirement.

Urgent

WHAT IT MEANS

Products currently reporting no available stock.

WHAT TO DO

Check sales impact and replenish or correct the stock...

Check each flagged product for three common causes

- The quantity is genuinely low and the alert is correct.
- The saved quantity or stock-management setting is wrong.
- A product-specific threshold is intentionally different from the global rule.

Clean data creates useful alerts

Do not lower thresholds merely to hide incorrect warnings. Fix the product stock record first, then return to Stock Report and confirm the status changes.

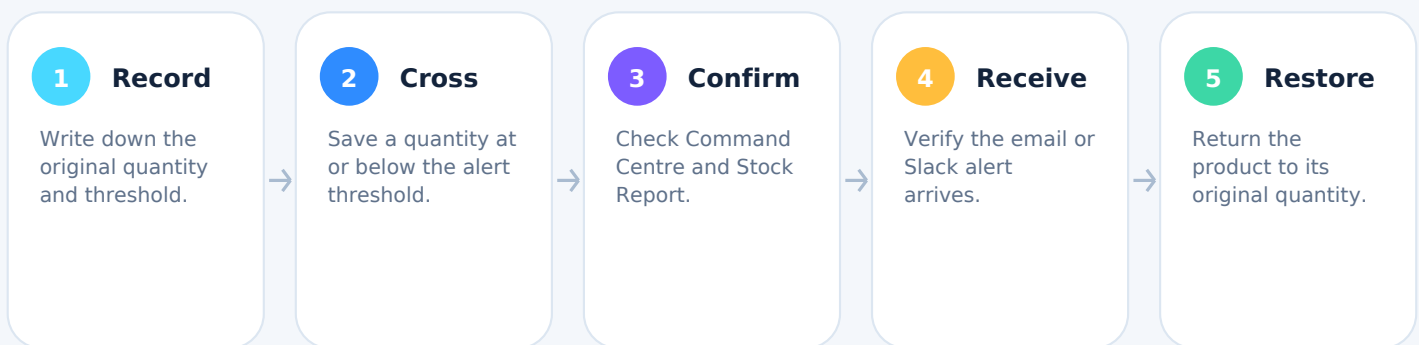
Step 5 - Run a controlled end-to-end test

5

Use one safe test product

Testing method

Use a non-critical product or a temporary test product. Record its original quantity before changing anything, then restore it when the test is complete.



The setup passes only when all four checks succeed

- The product moves into Needs Review or Urgent as expected.
- The alert contains enough product information for staff to identify the item.
- The notification reaches the correct recipient or channel without unacceptable delay.
- Restoring stock removes the product from the active risk state after the next refresh or stock update.

! If the test fails

Do not repeat the same stock change blindly. Check the saved threshold, product stock management, recipient address, spam folder and WordPress mail delivery. Change one factor at a time, then retest.

After testing

Restore the product quantity, confirm the report returns to the expected state, and tell the team which mailbox or channel will carry real alerts.

Daily use and operating routine

Use the console as the single source of truth

The fastest routine is to review the alert, verify the product in Stock Report, assign the action, then update stock when replenishment arrives.

1**Open the alert**

Read the product, quantity and risk status.

2**Verify in Stock Report**

Confirm the alert still reflects the current WooCommerce stock record.

3**Assign one owner**

Avoid two staff ordering the same item.

4**Replenish or correct**

Order stock, update the product, or fix an incorrect threshold.

5**Confirm recovery**

Check that the item leaves the warning or urgent state.

OPTIONAL NEXT STEP

Move from alerts to replenishment automation

The OmniSupply AI area shown in the navigation is separate from the core notifier. Use it only when you are ready to manage suppliers, recommended order quantities or automated purchasing workflows.

Good practice: keep a shared purchasing record outside the alert itself so staff can see who owns each reorder.

Troubleshooting and launch checklist

Common setup problems

No products appear

- Confirm WooCommerce is active, stock management is enabled on at least one product, and a quantity has been saved.

Too many alerts

- Review the global threshold and any product overrides. Do not use an artificially high value unless the business needs that buffer.

No email arrives

- Verify the recipient, check spam, send a test, then confirm WordPress can deliver normal WooCommerce mail.

Wrong status remains

- Refresh the report after saving stock. Confirm the product quantity and threshold were actually stored.

Slack does not post

- Recheck the webhook URL, target channel and test action. Replace the webhook if it may have been exposed.

Final launch checklist

☐ Global alert threshold saved

☐ Product overrides reviewed

☐ Recipient or team inbox confirmed

☐ Optional Slack webhook tested

☐ Stock Report reviewed for existing risks

☐ Controlled product test completed

☐ Test product restored to its original quantity

☐ Team told where alerts arrive and who acts on them

READY TO GO LIVE

Keep the first week under observation.

Review alert volume and adjust thresholds only when the real operating data shows a clear need.