LORDiFY Stock

Customer and user guide

Organize warehouses and shelves, then see what is on hand, reserved and available before receiving or dispatching stock. This guide takes owners, warehouse teams and sales staff from activation to their first report.

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Where to start

Licence holders can start with delivery and activation. If you already have your workspace address and sign-in, go to quick start.

Screenshots show the app with training data. Available buttons depend on your role and assigned warehouses.

What LORDiFY Stock can do

Bring items, balances, storage locations and customer reservations together across one or more warehouses.

Feature	What you can do
Warehouses and shelves	Organize items by location and follow individual units by serial number when needed.
Stock movement	Receive, dispatch, transfer, count and adjust stock, record damage, and review balances and movement history.
Reservations and documents	Reserve stock for customers, then link delivery notes, internal invoices and returns to the transaction.
Scanning and labels	Scan QR, Code 128, EAN-13, EAN-8, UPC-A or UPC-E with an available camera. Enter a code by hand or use a scanner that types like a keyboard.
Import and export	Preview up to 2,000 opening rows from CSV or Excel. Export reports to Excel or PDF and customer documents to PDF, according to your role. PDF reports support up to 1,500 rows.
Languages and devices	Arabic, English, Georgian, Russian and Turkish. Work in your browser and install the web app where your browser offers it.

> **Where to begin**
> If you have just purchased, see delivery and activation. If your administrator has given you a workspace address, see your first session.

For daily workflows, see purchasing and receiving, catalog imports and customer links, and counting and picking. Reports and alerts covers profit, historical stock and integrations.

Open your hosted workspace

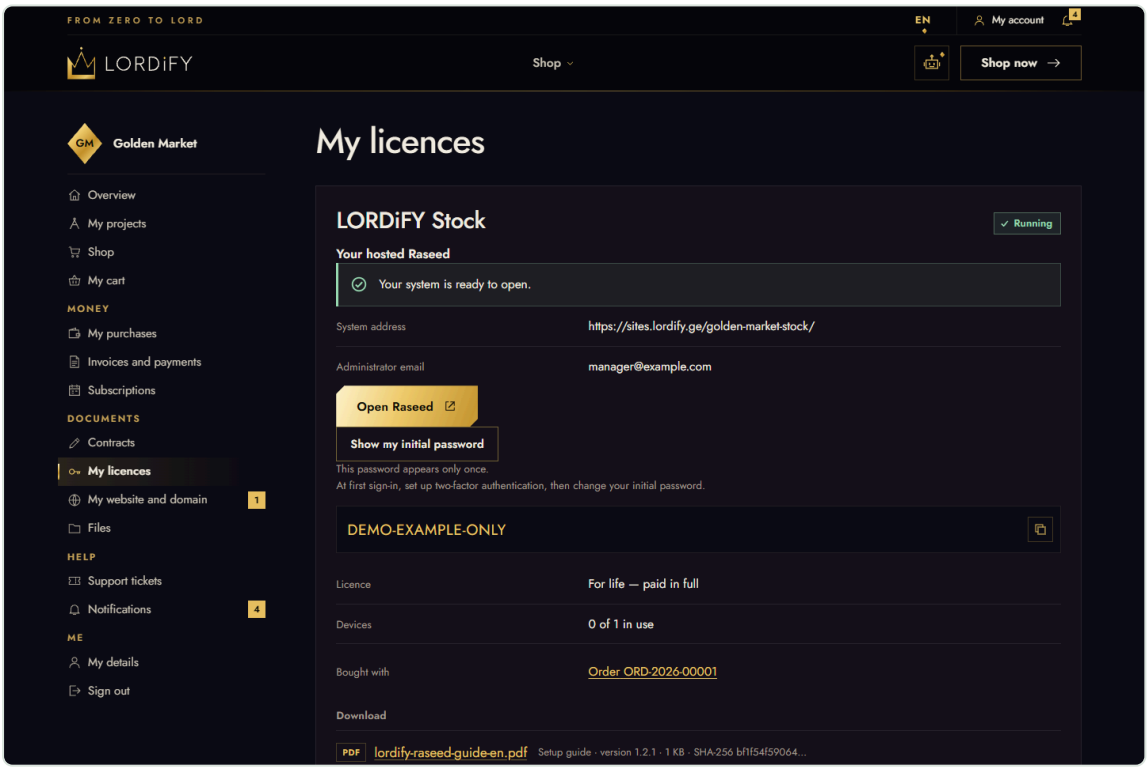
After delivery becomes due, LORDiFY sets up the workspace and activates its licence automatically.

1. Open My licences in your LORDiFY account and select Raseed. During setup, check the status here. When ready, use the workspace address and administrator sign-in shown in your account.
2. Sign in and change the initial password. Create a separate account for each employee and share the workspace address. Staff can install the web app on supported devices.

Domain and renewal

Start using the assigned address, such as sites.lordify.ge/shop-stock/. If you ordered a domain, follow the DNS instructions in your account. Once connected, the original address takes visitors to the domain.

> **Service status**
> If hosting is suspended, check outstanding renewals in your account. Stored inventory is retained during suspension.



Open the workspace from its Raseed card in your LORDiFY account. The card shows the setup status and address.

Your first session

Get your account ready and choose a warehouse and scanning method before your first movement.

Before your first movement

1. Open your organization's LORDiFY Stock address and choose "Sign in." Administrators and managers complete "Two-step verification" with their authenticator.
2. The "Scan station" opens after sign-in. Set the "Active warehouse" at the top. On a phone, open "Menu" to reach the other sections.
3. Start with items and scanning, or use the handover exercise to practice the full workflow in a training instance.

Install the app and change language

Set "Display language" at the top. See install the app on your device to use it from an app icon or the browser.

> **Stock terminology**
> Available stock equals usable on-hand stock minus reserved stock. The app tracks damaged units separately.

During two-factor setup, scan the QR code in your authenticator or enter the setup key manually. Confirm the temporary code and store the recovery codes shown once.

Install the app on your device

Open your organization's LORDiFY Stock instance over HTTPS. Sign in and use the installation option available on your device.

In the app, choose "Install app" at the bottom of the navigation menu. It is also under "Administration" and "App settings" when available. The app opens the browser's prompt when available or shows install instructions.

Device and browser	How to install
Safari on iPhone and iPad	Open Share, then Add to Home Screen. Turn on Open as Web App when shown, then tap Add. On iPad, you may find it under View More.
Safari on Mac	From the Share button, choose Add to Dock and click Add.
Chrome on Android	Open the three-dot menu and choose Install and create shortcut, then Install when available.
Chrome on desktop	Use Install beside the address bar, or open the three-dot menu, Cast, save, and share, then Install page as app.
Microsoft Edge on desktop	Choose the app available icon in the address bar and click Install.
Firefox on Windows	If the web apps button appears in the address bar, click it and follow the prompt. Available from Firefox 143, or 150 for the Microsoft Store edition.

If installation or camera access is unavailable
Open the app directly in the browser. In "Scan station," type into "Barcode or item code" and press Enter or choose "Look up." A scanner that types into that field can use the same workflow.

Browser references

Apple · iPhone Apple · iPad Safari · Mac Chrome · Android Chrome · Desktop Microsoft Edge Firefox · Windows

Find items and maintain their records

Start with the warehouse you work in. Its scope and your permissions determine which balances and actions appear.

Find a page or an item

1. Open the navigation menu on a phone or use the sidebar on a computer. Enter the page name in “Find a page.” Clear the search to see the full menu again.
2. In Items, enter part of a name or code, choose the warehouse and select “Apply filters.” Open “More filters” for status, serial number, model or category. On a phone each record shows its fields and its Details button together.

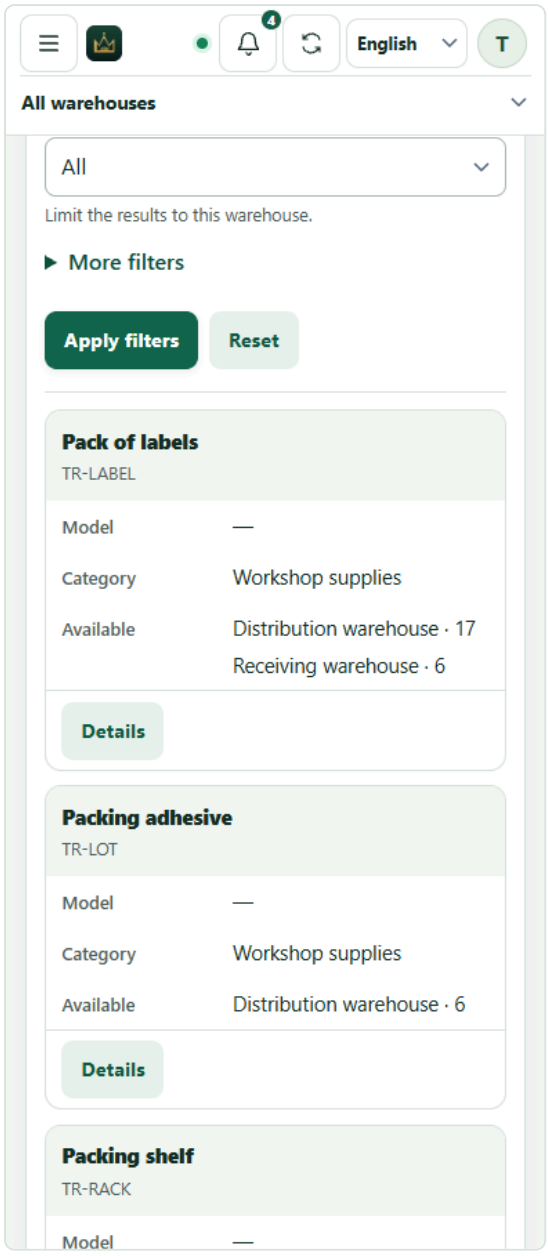
Create an item

1. Choose “Add item.” Under “Item details,” enter a unique SKU and a name. An asterisk marks a required field. Examples disappear as you type and are never saved as item data.
2. Under “Units and stock tracking,” set the base unit and minimum stock. Allow fractions for an item sold by weight, or enable serial tracking for individually identified units. Serial tracking reveals the warranty term.
3. Review Pricing and select Save. Open Details to see balances by warehouse. Authorized staff can open price history to update prices.

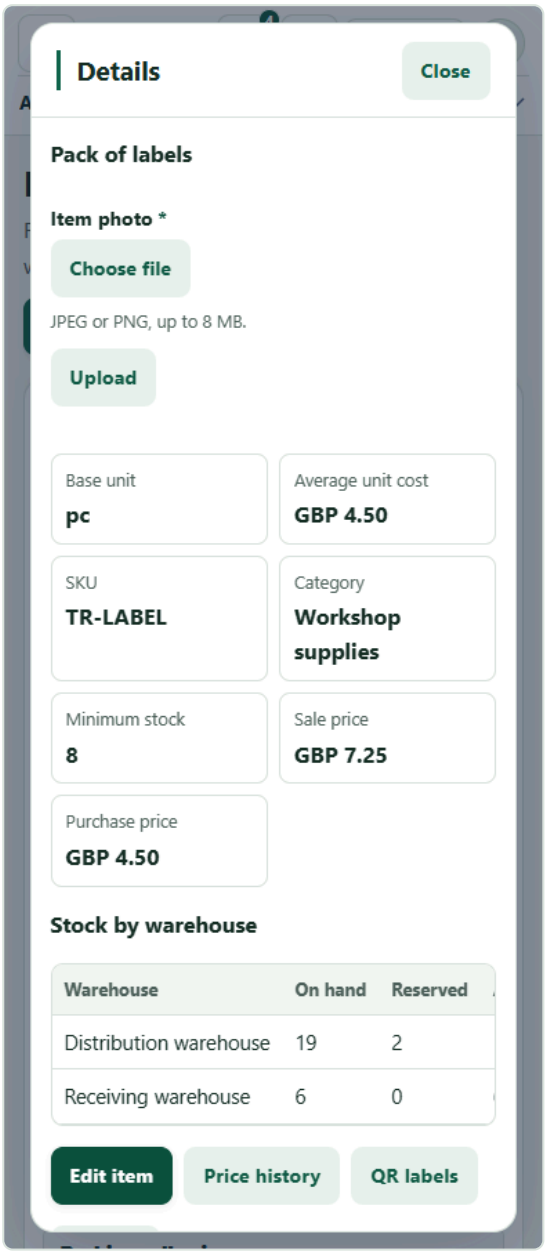
> **Item photo**
> In Details, upload one JPEG or PNG photo up to 8 MB. Select the thumbnail to open it in the app, then return to the item record.

Item records on a phone

Item records on a phone



Find an item and open its record from the mobile catalog.



The item record groups balances by warehouse.

Items, scanning and movements

Choose the warehouse first, then verify the item, quantity and any serial numbers before recording a movement. Scan a GTIN-14 to look up an item stored under the equivalent EAN-13.

Find an item and read its label

In “Scan station,” type into “Barcode or item code” and press Enter or “Look up.” A scanner that types the code can use the same field. Over HTTPS, choose “Open camera,” allow access and place the code inside the frame. Choose “Switch camera” as needed.

Try ITEM:SKU-1002 for an item and DEMO-101 for a serial unit. For the training shelf, use SHELF:<warehouse-code>:A-01 with the code on the warehouse card. In “Advanced tools,” open “QR labels,” set “Label language,” and generate and print a test label. Scan the print to check the result.

Movement	What to review
Receive	Item, warehouse, quantity and, where applicable, the shelf and serial numbers.
Dispatch	Available quantity, serial numbers and reference when available.
Transfer	Select the source, destination and applicable shelves. For a transfer between warehouses, the destination receives available stock when it confirms receipt.
Adjustment and count	An adjustment is a positive or negative difference. A count records the actual quantity. Record the reason and check the result.
Damage	Record the affected quantity or serial numbers. Review the damaged and available quantities.

> **Negative stock**
> An eligible dispatch or adjustment for an untracked item may go negative with explicit permission and within the user’s access. Existing reservations stay protected. Review alerts and the reorder threshold.

After a connection loss

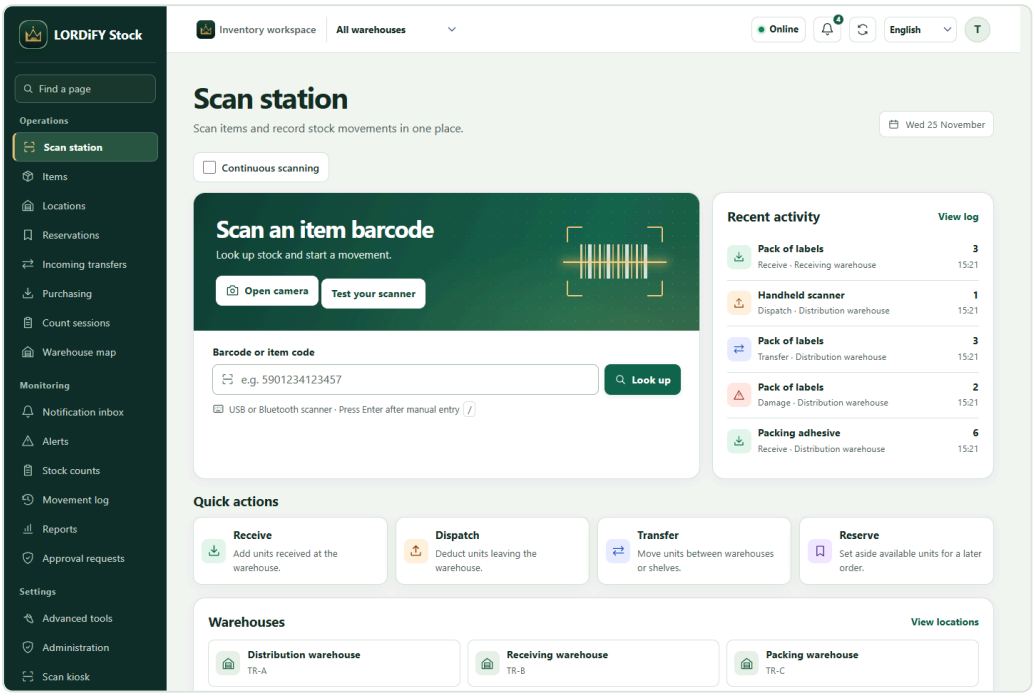
When offline work is available, use an item already opened in the current session. On reconnecting, open “Sync queue.” For “Needs review,” check current stock, remove the pending attempt after review, then enter a new movement if needed. Check the history before recreating a movement whose save was uncertain.

A tour of the scan station

Scan with a camera, or use the same input field for a keyboard or handheld scanner.

After the item appears

1. Verify the item name and code, then select the warehouse in the item card. Check On hand, Reserved, Available and Damaged.
2. Choose a movement from the card or “Quick actions.” Before saving, check the source, destination, quantity or serial numbers applicable to that movement.
3. After saving, check “Movement log” for the reference, quantity and warehouse. Continue with the sample quantities in the handover exercise.



Scan station with manual code entry.

Add a warehouse and edit its details

Start with a name, then add location details and shelves as needed. The three training warehouses are an example.

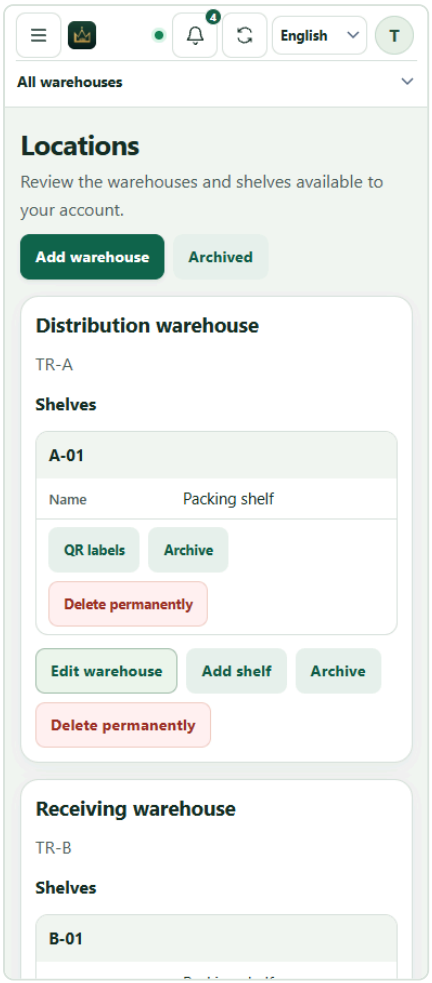
1. As an administrator or warehouse manager, open “Locations” and choose “Add warehouse.” Enter “Warehouse name” and choose “Save.” The app generates the code and assigns the new warehouse to the manager who created it.
2. In “Optional details,” select a registered contact or enter a name. An administrator can open access to all active users or select specific people. To add a shelf, enter its name and code.

Edit an existing location

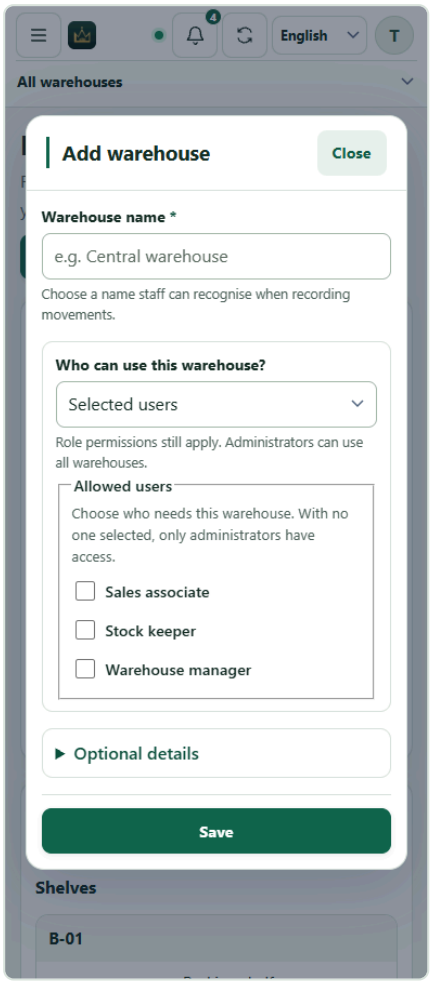
Edit a location from its card. Move remaining stock and finish reservations before archiving. Open “Archived” to restore it. Administrators can permanently delete an empty, unused location.

Manage warehouses on a phone

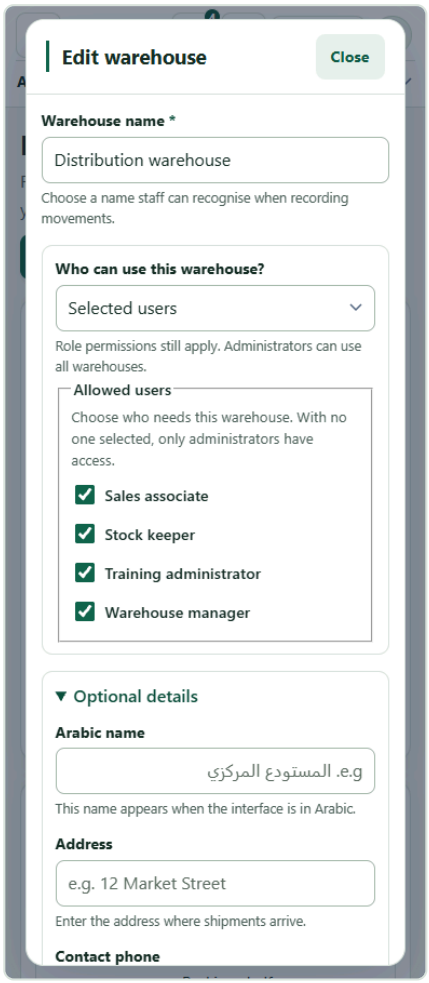
Manage warehouses on a phone



Warehouses available on the phone.



Form for adding a warehouse.



Warehouse details open for editing.

Reservations, documents and returns

Link stock to a customer and reference through reservation, dispatch and return.

Reserve stock for a customer

1. Open “Reservations” and choose “New reservation.” Choose the customer and warehouse, enter the purchase order or quotation reference, and set expiration and any reminder.
2. Add items, quantities and tracked serial numbers. Verify the saved reservation. Available stock falls while on-hand stock stays the same.
3. Choose “Confirm sale” at dispatch or “Cancel reservation” to release stock. Once expiration is processed, available stock is restored and the result appears in the record.

Delivery notes and internal invoices

1. Review the reservation lines in “Details” and take its “ID.” From “Advanced tools,” open “Documents” and choose “New document.” Select the document type, customer and warehouse.
2. Under “Item source,” choose the reservation or related document and enter its “Linked record ID.” The app uses that record’s lines. Link the counterpart to the first document to keep one stock movement.
3. Choose one of the five options in “Document language,” then select “Download PDF.” Check the customer, reference and quantities before printing or sharing an authorized copy.

Returns

Open the document and choose “Record return.” Select the line, quantity and any serial numbers, then choose available or damaged. Check the total returns and the warehouse balance.

> **Serial tracking**
> Look up a serial number to review its location, status and movement history. Customer data is subject to your account’s permissions.

Purchasing and receiving stock

Record the order when you place it and the receipt when goods arrive. The two dates and quantities can differ.

From reorder suggestion to receipt

1. Open the reorder list for the warehouse. Review recent consumption, supplier lead time and quantities already on order before choosing what to buy.
2. Create the purchase order, review quantities and unit prices, then share it with the supplier on WhatsApp if needed.
3. When a delivery arrives, open its purchase order and enter the quantities that actually arrived. Use the same order again for the outstanding balance.

When receiving, scan the item label to add one unit to its matching order line. Review the quantity and any required serials or expiry date before confirming what actually arrived.

Units, cost and expiry

Use the item's unit when recording a quantity. An item set up for fractions can use 0.250 kg. Serial-numbered items are counted as whole units. When recording a pack, check its conversion to the item's base unit. Two packs of 12 add 24 base units.

For an item tracked by lot, record the lot and expiry date at receipt. The earliest expiring available lot is used first. A new receipt updates the weighted average cost. Moving goods between warehouses preserves that cost.

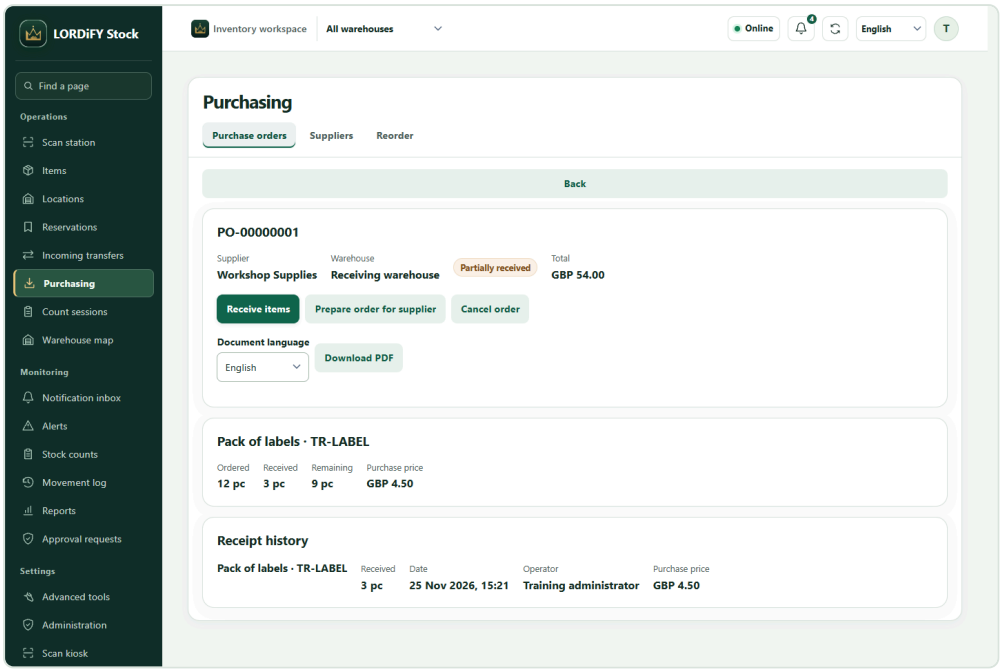
> **Stock in transit**
> After dispatch, open Incoming transfers at the receiving warehouse. Confirm the quantity or serials that arrived and record the reason for any shortage. Confirmation adds the units received to destination stock.

Movements awaiting approval

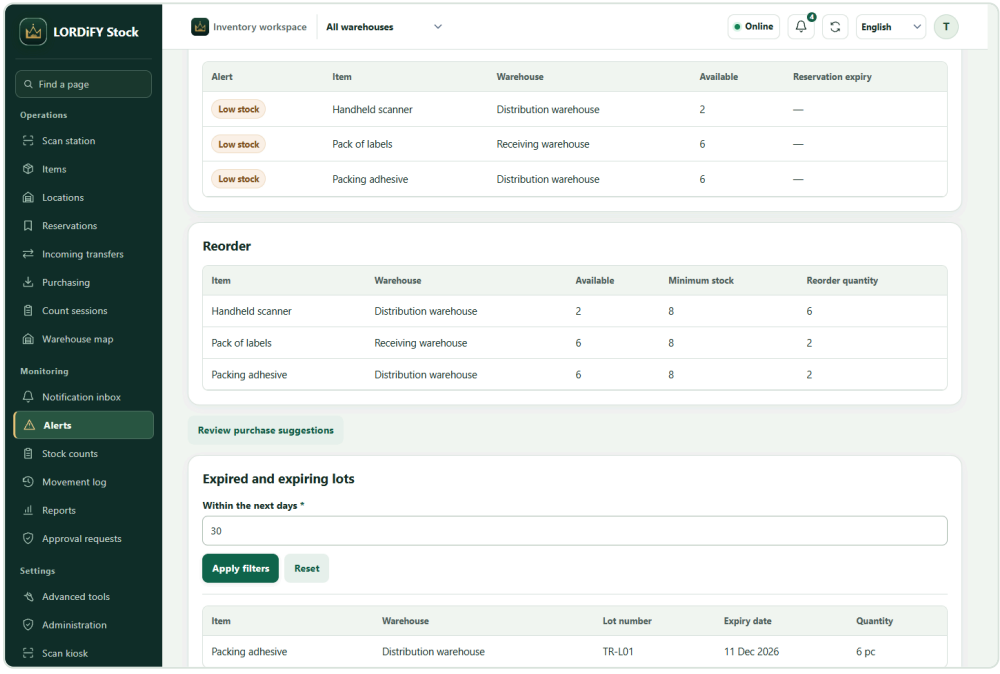
If a stock adjustment or damage entry needs a manager's approval, follow it in the requests list. Check the decision before entering a replacement movement.

Purchasing and expiry tracking · Receipts and approvals

Purchasing and expiry tracking

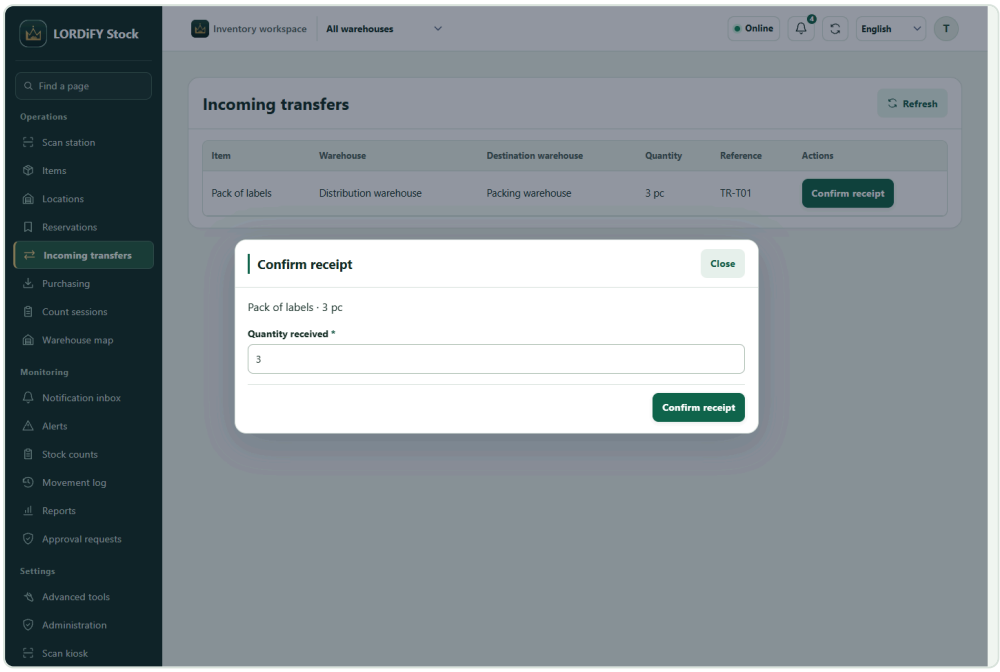


A purchase order for 12 units shows 3 received and 9 outstanding.

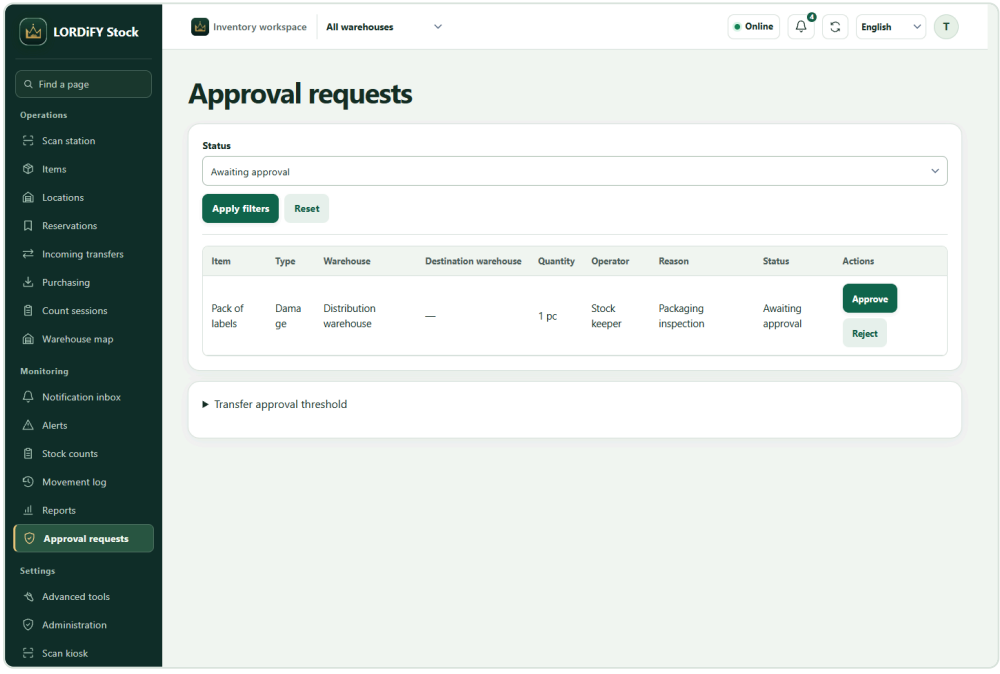


The expiry alert shows six units in lot TR-L01 and their expiry date.

Receipts and approvals



Transfer TR-T01 is awaiting receipt of three units.



A request to record one damaged unit awaits approval or rejection.

Catalog tools and customer links

Use a bulk import for a list of items, or scan one item at a time on a shared warehouse device.

Update the catalog

1. Download the import template or export existing items. Keep each item's SKU when changing its details or price.
2. Upload the file and preview new and changed items. Correct any row errors and upload again. Confirm the changes once the preview is clear.
3. Add an item photo on its record and attach supporting evidence to the relevant movement. For a label, choose Code 128 or EAN-13 and the size of your label sheet or roll.

Continuous scanning

An administrator registers the device under "Scan kiosk" and sets each employee's PIN. Sign in with your PIN, check the item and quantity after scanning, and lock the kiosk at handover.

Share with a customer

On the internal invoice, select "Open WhatsApp". Check the recipient and the prepared message with its signed PDF link, then press Send in WhatsApp. A reservation link lets the customer review the items and confirm or cancel. For a serial-numbered item, share the warranty page so the customer can check coverage and request service.

> **Access to shared links**
> The customer needs a reachable workspace address. Send the link only to its intended recipient and generate a fresh link if it expires.

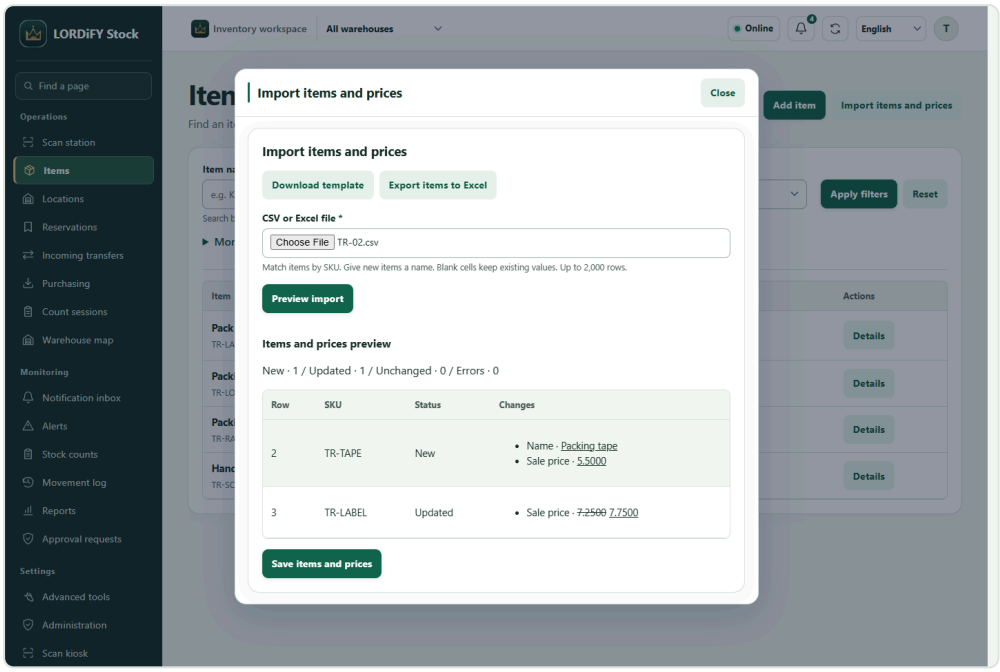
Before printing labels

Choose the label size that matches your roll or sheet; set the printer up once as described in Label printers. Check the item code, serial number and optional price before printing.

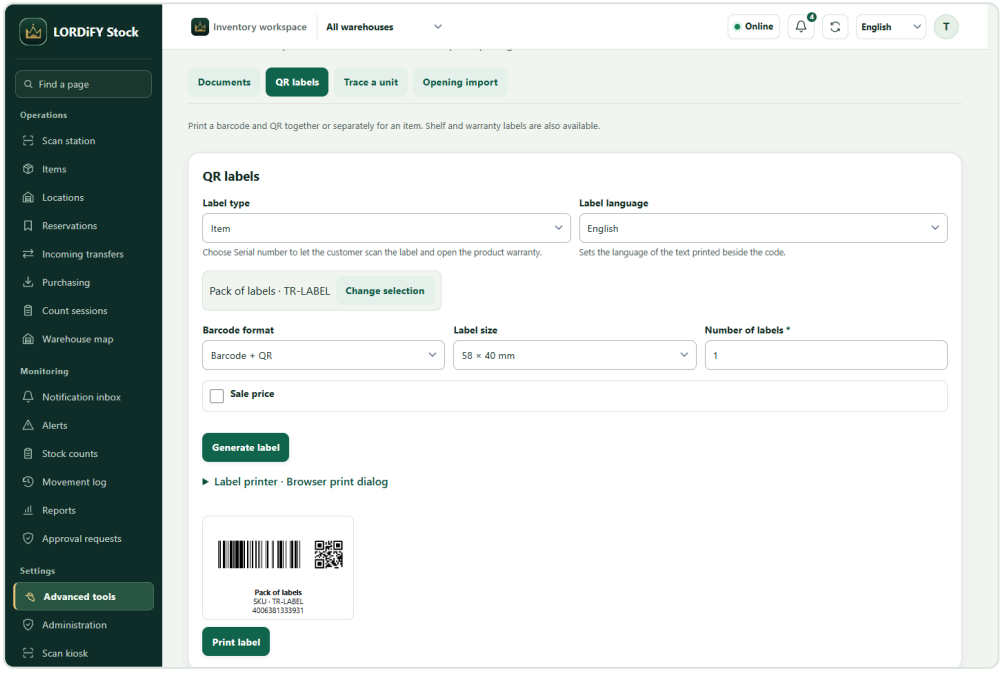
In QR labels, select Item, find your item, then choose Barcode + QR. Select Generate label and check both symbols before printing. Either code opens the same item. For a single symbol, choose QR, EAN-13 or Code 128. If the two codes need more room, choose a larger label.

Item import and labels · Customer reservation and warranty

Item import and labels

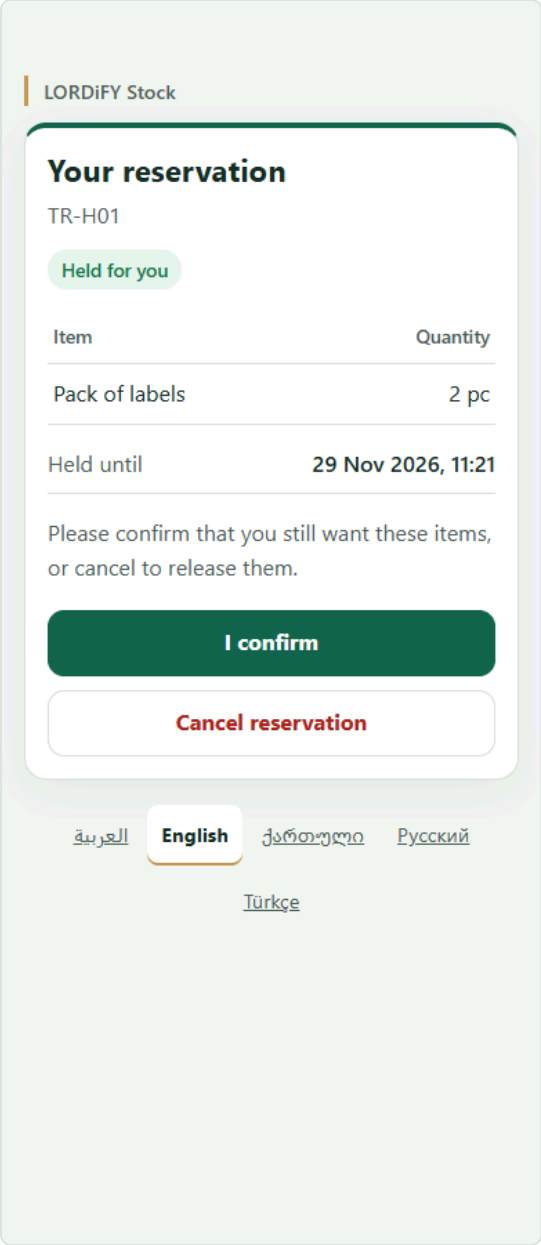


"Items and prices preview" shows one new item and one updated item. Choose "Save items and prices" to apply both.

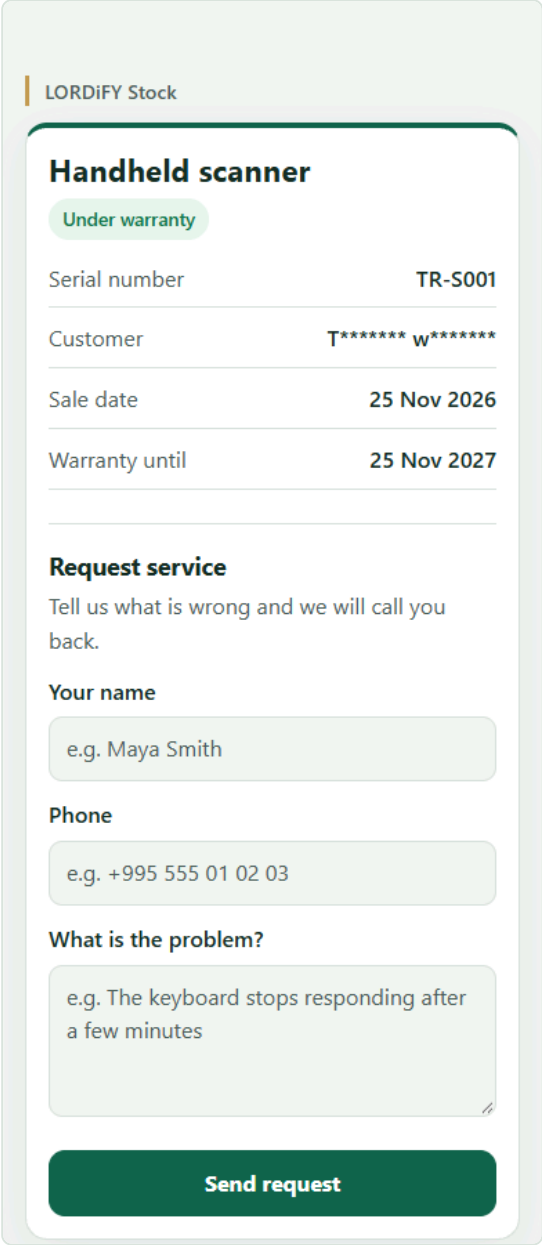


Item label preview with both a barcode and QR.

Customer reservation and warranty



Reservation as the customer sees it on a phone.



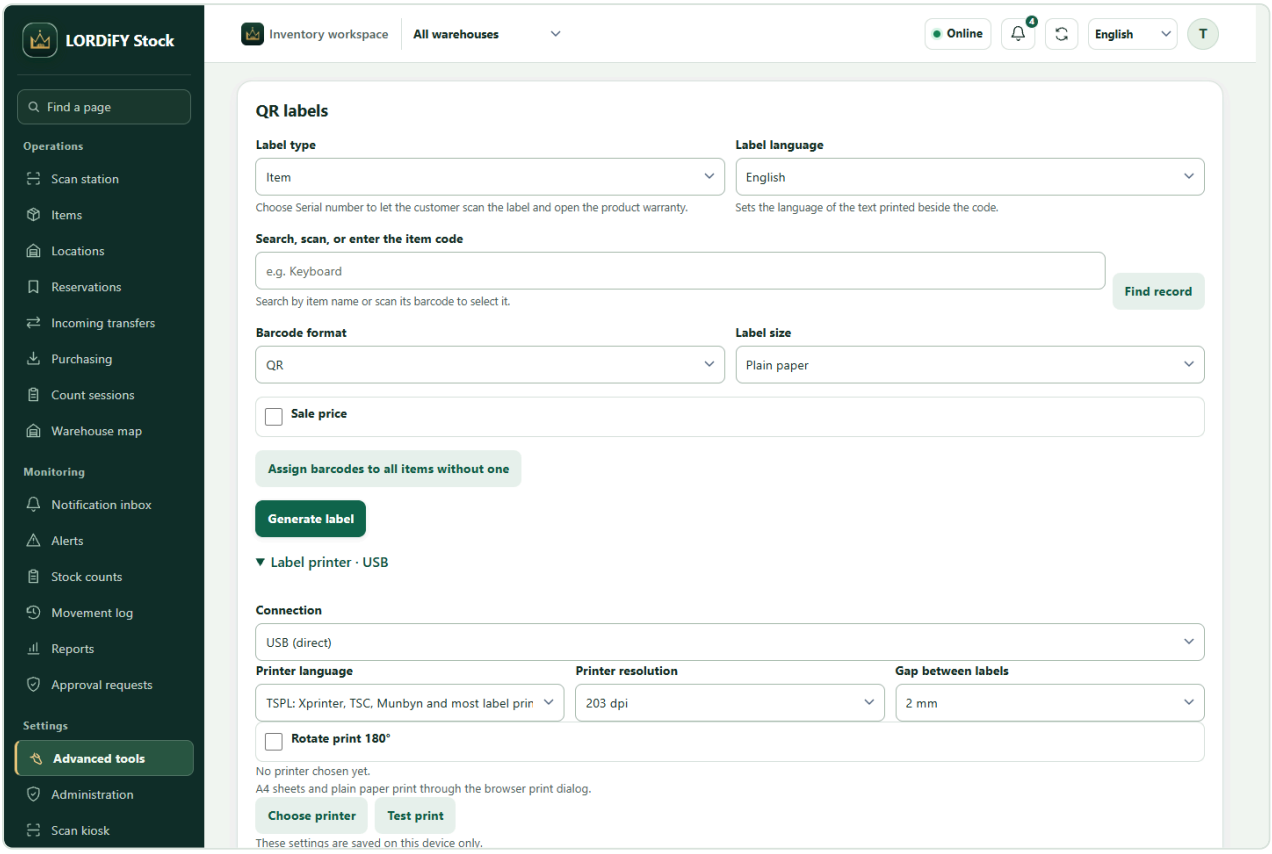
Warranty page for a serial-numbered unit.

Label printers

Set up each device once. Every label then prints at the exact size of the roll or sheet.

Set up the label printer

Open Inventory tools, then QR labels, then Label printer. Choose the label size once: 38 × 25, 40 × 25, 40 × 30, 50 × 30, 58 × 40 or 100 × 50 mm for a roll, or A4 for a sheet of 24 labels. The size and printer are saved on this device, so set up each computer or phone once. Check the item code, serial number and optional price before printing.



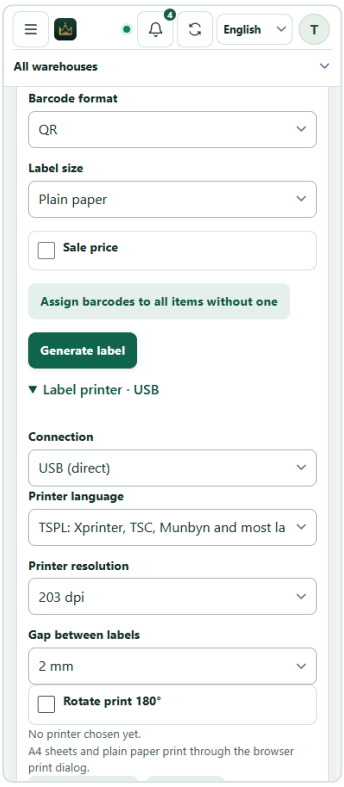
Choose a connection and label size in the printer panel, then print a test label.

Connections and direct printing

Connections and direct printing

1. Browser print dialog works with any printer installed on the device over USB, Wi-Fi or the network. Install the manufacturer's driver and add a paper size equal to the label. In the print dialog choose that size, margins None and scale 100%.
2. Direct printing works in Chrome or Edge on a computer or Android phone. Choose USB, Bluetooth or COM port, the printer language (TSPL for Xprinter, TSC and Munbyn, ZPL for Zebra, ESC/POS for receipt printers) and the resolution shown on the printer, usually 203 dpi. Press Choose printer and allow access.
3. Press Test print. The frame must sit inside the label with no blank label after it. If the print is cut or a label is skipped, correct the size and press Calibrate label size.

> **If direct printing fails**
> On Windows the printer driver usually holds a USB printer: use the browser print dialog, or the COM port of a Bluetooth printer paired in Windows. Wi-Fi and network printers print through the browser print dialog. iPhone and iPad offer only the print dialog. Printers that work only with their own phone app, such as Niimbot or Phomemo, are not supported.



On a phone, the printer panel stores the connection, resolution and gap on this device.

Barcode scanners

Connect a keyboard or serial scanner and check the code before working with stock.

Keyboard mode

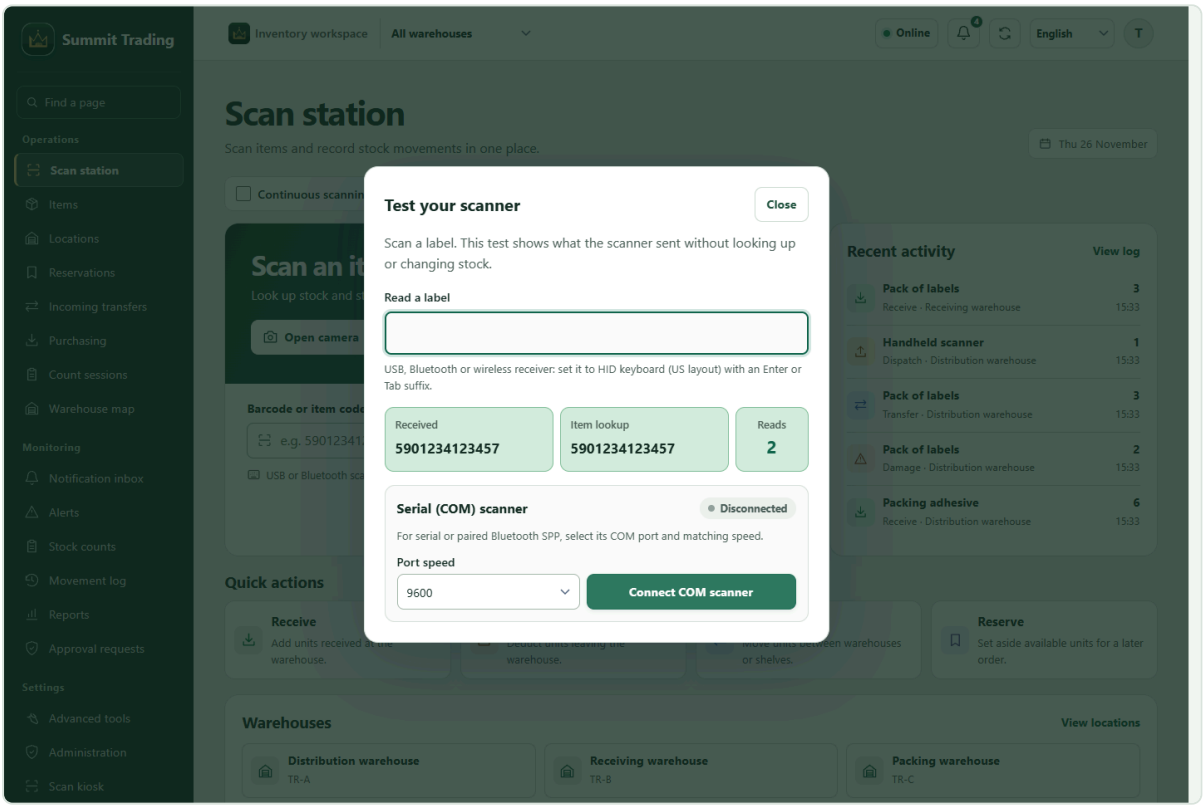
For USB, a 2.4 GHz receiver or Bluetooth, choose HID keyboard, US layout and an Enter or Tab suffix. A Wi-Fi base works when its receiver or vendor software delivers keyboard or COM input to this device.

Try a label

Open Scan, then Test your scanner. Scan twice and check both the value and the read count. A 1D reader scans linear labels. Reading QR or Data Matrix requires a compatible 2D reader.

Practice label

5901234123457



After two reads of the training label, the test shows the received value, lookup code and read count.

Serial scanners and daily use

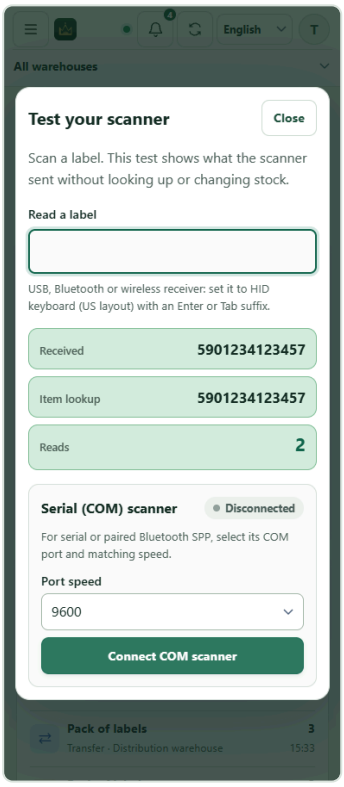
Serial scanners and daily use

Serial connection

For USB virtual COM or paired Bluetooth SPP, select the port and matching baud rate in the test. Keep Raseed open. Close other software using that port. Where Web Serial is unavailable, select keyboard mode on the reader.

Daily use

Scan from the workspace or a dedicated scan field. Leave text, quantity and password fields before scanning. In a receipt, open its scanner section first. GS1 labels carrying AI 01 use the GTIN for item lookup. Confirm lots and serials in their own fields.



The scanner test on a phone shows the practice code and read count.

Team roles and permissions

Choose a role for each person's work and grant access to the warehouses they need.

Role	Warehouse scope and movements	Customer work and reporting
Administrator	All warehouses. Manages users, settings, branding and licensing, and can record movements, counts and adjustments.	Manages reservations, documents and returns. Can see purchase costs and export reports.
Warehouse manager	Open or assigned warehouses and any warehouse they create. Handles movements, counts and adjustments.	Manages reservations, documents and returns. Can see purchase costs and export reports within scope.
Warehouse keeper	Receives, dispatches and transfers goods and enters quantities in count sessions. A manager or administrator approves differences, damage and adjustment requests.	Can confirm an existing reservation and handle permitted documents and returns. Reservation creation, cancellation, purchase costs and report exports are outside this role.
Sales	Views stock in open or assigned warehouses. Records dispatch through the customer workflow.	Creates customers and reservations, confirms or cancels reservations, and handles documents and returns. Purchase costs are restricted to management.

An administrator assigns roles and warehouses under "Administration" → "Users." Administrators and warehouse managers use an authenticator for two-step verification.

> **Handover example**
> Give a sales account access to one warehouse and try a training reservation in it. Use an authorized account to check the result in the movement log.

In "Account security," choose an account and action and confirm your identity. Save the recovery codes shown once when setting up two-factor authentication.

Opening balances and reports

Set up warehouse locations and accounts before importing stock, then verify each user's scope.

To add an account, open "Administration," "Users" and "New user." Administrators and managers see purchase prices within their scope. An item-wide change may require an administrator if the item has stock elsewhere. Open "Price history" from the item details.

Opening balances

1. Set up warehouses and shelves in "Locations," and items in "Items." Use opening balances for items with no movement history in that warehouse. Retain the dated count sheet.
2. In "Advanced tools," open "Opening import" and choose "Preview import." The CSV or XLSX can hold up to 2,000 rows with sku, warehouse_code and quantity, plus serials and shelf_code as needed. Use a new serial per tracked unit and separate multiple serials with semicolons.
3. Correct preview errors and choose "Commit opening stock" once. Reconcile warehouse balances and record the reference, row count and result.

Alerts, history and reports

Set the item's minimum stock and review alerts and the reorder list. Administrators and managers can export stock, movement, reservation, sales and returns, and reorder reports. Apply filters and select "Report language" before downloading XLSX or PDF. Check that the export matches the scope on screen.

When reviewing a movement, match the item, reference, user, timestamp and warehouse to the operation.

Movement log and permission examples

Open “Movement log” to review stock movements within your role and warehouse access. The User column shows the employee who recorded the movement in a warehouse you can review.

1. Choose a warehouse, movement type and date range. Look up an item if needed, then apply the filters.
2. Check the recorded time, item, quantity, user, reference and reason. For a transfer, check each end visible to your account. Details of a warehouse outside your access may be hidden.
3. If a connection failed during a save, check the reference, item and quantity in the log before creating the movement again.

Training account	What to verify
Administrator	Creates an account and grants warehouse access in “Users.”
Manager assigned to A	Edits A, runs its reports and gains access to warehouses they create. Access to other existing locations follows the assigned scope.
Keeper assigned to A	Receives and dispatches in A and enters physical quantities in a count session. A manager reviews count differences, damage and adjustment requests.
Sales assigned to A	Creates reservations or customer documents in A. Can submit damage and adjustment requests for management approval.

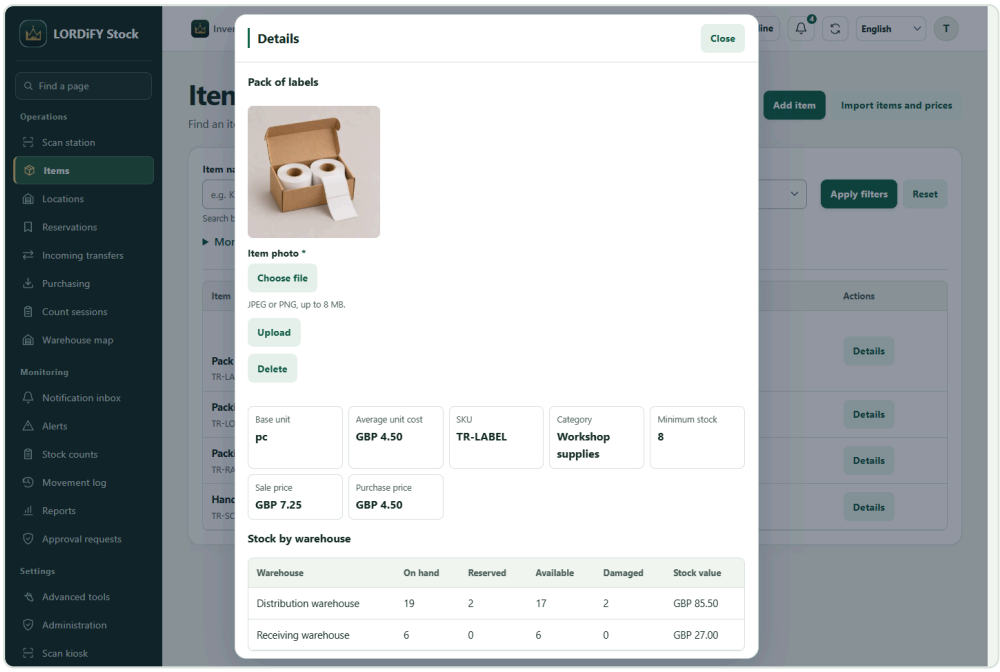
Use separate training accounts for these checks and verify the results with the administrator before granting access in a working instance.

Attachments and movement reasons

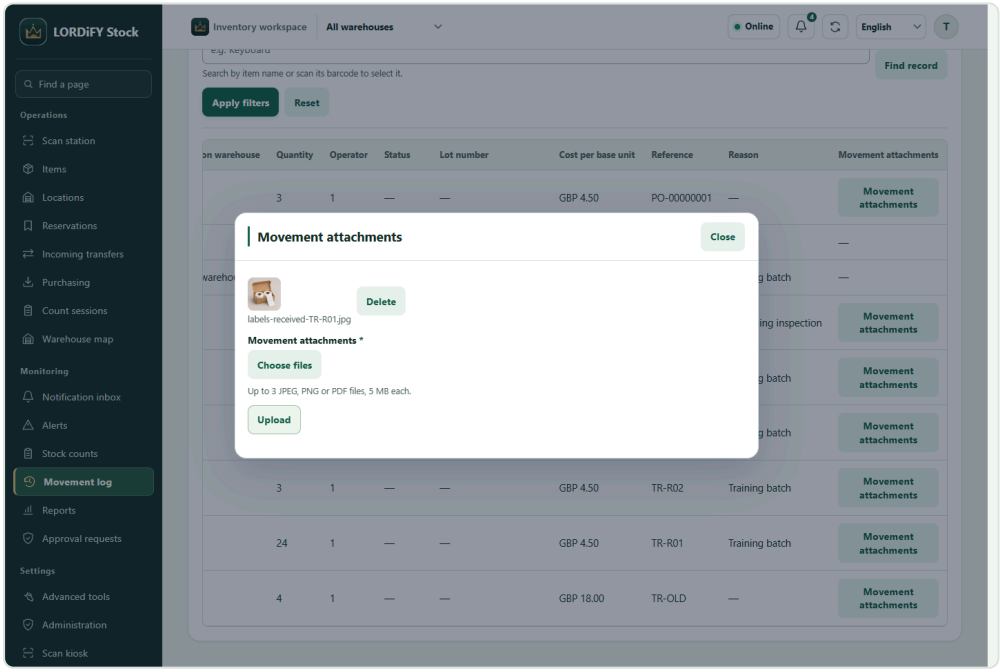
Open a movement’s attachments to view an image or page through a PDF, then return to the movement. A movement accepts up to three JPEG, PNG or PDF files, up to 5 MB each. Keepers can edit attachments on their own movement for 24 hours. Automatic reasons follow the display language. Staff notes retain the text as entered.

Item photos and movement attachments

Item photos and movement attachments



A product photo in the item details.



A supporting image attached to a specific stock movement.

Handover exercise with test data

Start each rehearsal in an empty, isolated training instance, or restore its baseline first. Record actual balances next to the expected values.

Set up the training records

The training file uses three warehouses as an example. Set up as many warehouses as your organization needs in day-to-day use.

Name the warehouses WH-A, WH-B and WH-C and give their shelves the codes A-01, B-01 and C-01. In a copy of the training file, put the generated warehouse codes into warehouse_code. Set up carton SKU-1002, cable SKU-1003 and serial-tracked filter SKU-1001. The import adds unit DEMO-101.

Prepare and preview four opening rows: 12 cartons in A, 5 in B, one filter with serial DEMO-101 in A, and 6 cables in C. Verify zero stock until committing. Create the customer with “New customer” in a reservation and use references DEMO-PO-01 and DEMO-PO-02.

For each transfer, confirm receipt at B before comparing its balance.

Carton operation	A: on hand / reserved / available / damaged	B: available
Commit opening balances	12 / 0 / 12 / 0	5
Transfer 3 from A to B	9 / 0 / 9 / 0	8
Reserve 4 in A, then cancel	9 / 4 / 5 / 0 → 9 / 0 / 9 / 0	8
Reserve 2 in A, then create a linked delivery	9 / 2 / 7 / 0 → 7 / 0 / 7 / 0	8
Link the invoice to the delivery	7 / 0 / 7 / 0	8
Return 1 as available, then mark 1 damaged	8 / 0 / 8 / 0 → 7 / 0 / 7 / 1	8

Review the result with your team

- Transfer filter DEMO-101 from A to B and check its shelf and history. Verify that six cables remain in C.
- With a sales account assigned to A, verify that purchase prices and B and C data are hidden. With an authorized account, export with two choices in “Report language” and compare both files with the table.
- Check an example code with the camera or scanner your team will use. Enter the code by hand if the camera is unavailable.

Counting and picking

A count compares what staff physically find with the recorded balance at a particular point in time.

Run a count

1. Choose the warehouse. To narrow the count, select one shelf or one category. Tell the team before freezing warehouse movements.
2. Open the count session, scan or select an item and enter the quantity you find. The expected balance stays hidden during entry.
3. Review discrepancies with the manager before approval. Check the resulting adjustments in movement history.

Daily checks and losses

Use the daily list to check a small group of items between full counts. The trust indicator, discrepancy history and unusual-adjustment alerts help select what to investigate. Compare the underlying movements before drawing a conclusion.

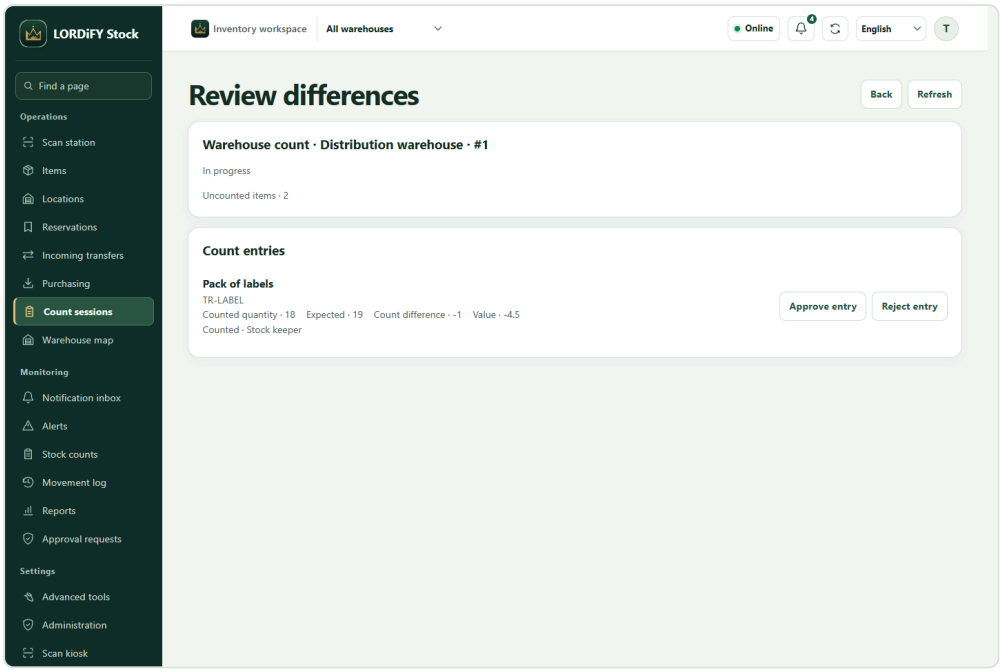
Movement history and serial lookup show the item name and, when your warehouse access allows it, the linked customer.

Find items on the shelves

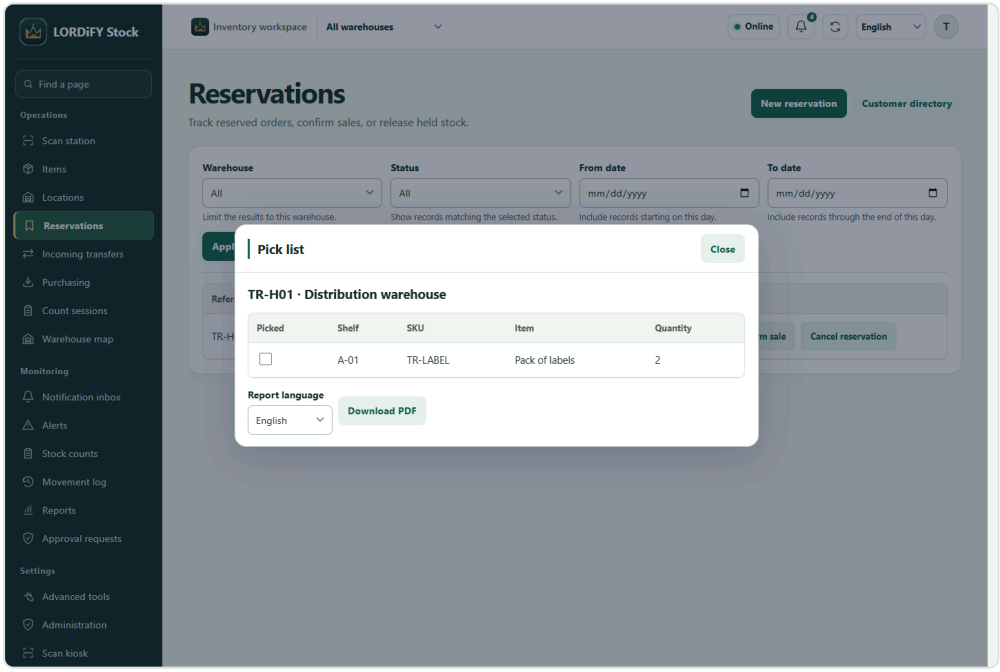
Open the warehouse map, choose a shelf and review its contents. For a reservation or document with several items, open the pick list and follow its shelf order.

Count review and picking

Count review and picking



The count found 18 units against 19 expected. The manager reviews the one-unit discrepancy.



The pick list for reservation TR-H01 calls for two units from shelf A-01.

Stock reports and alerts

Choose the warehouse, date and period before comparing reports. Cost and profit figures depend on your role.

Read stock and profit

Use the as-of report to reconstruct stock on a date. ABC ranks items by their share of value. Review slow-moving stock and its age together with days of cover to decide what to reorder. Use profit reports by item, customer or employee to examine the recorded sales and movement costs.

Investigate a stock difference

1. Choose the warehouse and period. Review count differences and damaged stock. Check the quantity and date of the original movement before recording an adjustment.
2. Export the report available to your role when reviewing the figures with the warehouse manager. Check who is authorized to see costs before sharing the file.

Follow events

Under “Integrations,” an administrator sets each key’s warehouses, read or write permission and cost access. Choose webhook events and review delivery history there. The morning digest follows your role and warehouses. It covers low and out-of-stock items, expiring lots, reservations ending today, pending approvals and the largest approved count differences.

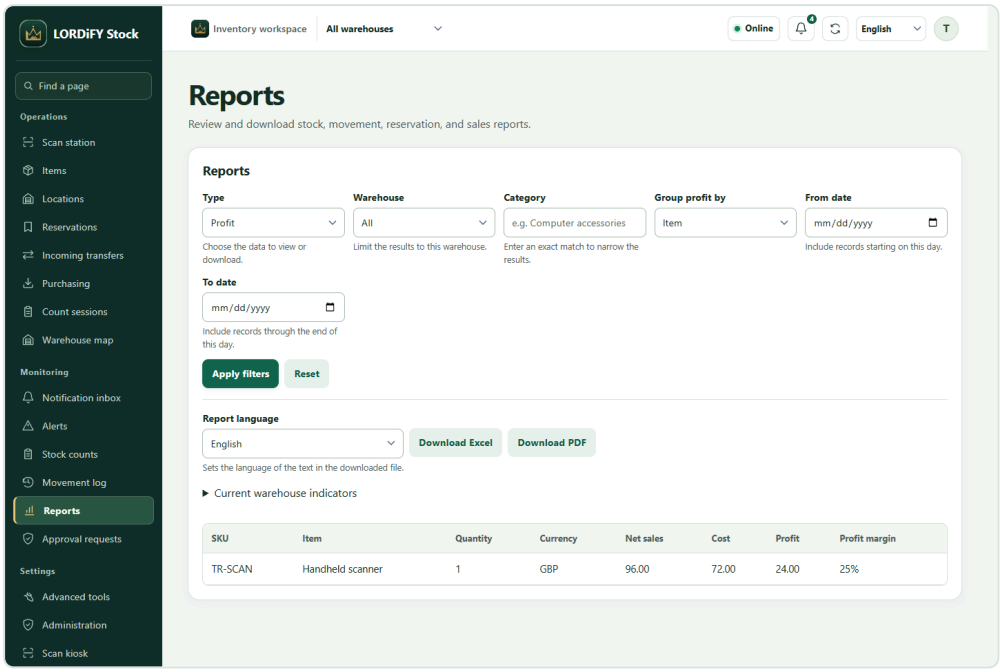
> **Working without internet**
> After a fully paid lifetime installation receives its signed ownership confirmation, supported local functions can continue offline without a time limit. The customer's links and remote services still need a reachable server.

Interpreting days of cover

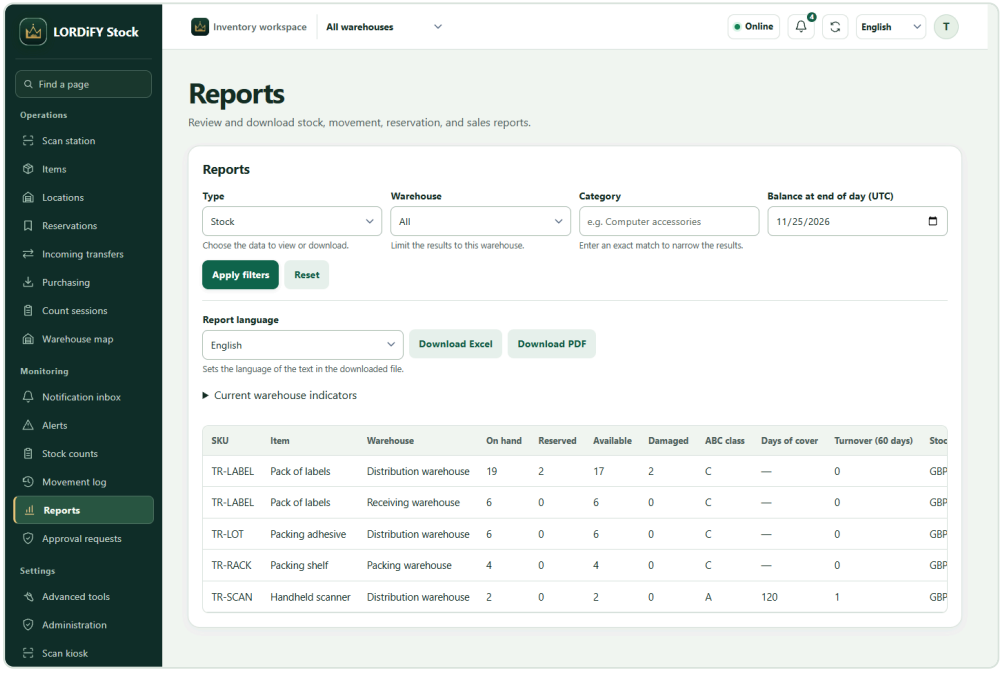
Available quantity is divided by average daily outflow over the last 60 days. With no outflow, there is no cover estimate.

Profit and historical stock · API keys and webhook subscriptions

Profit and historical stock

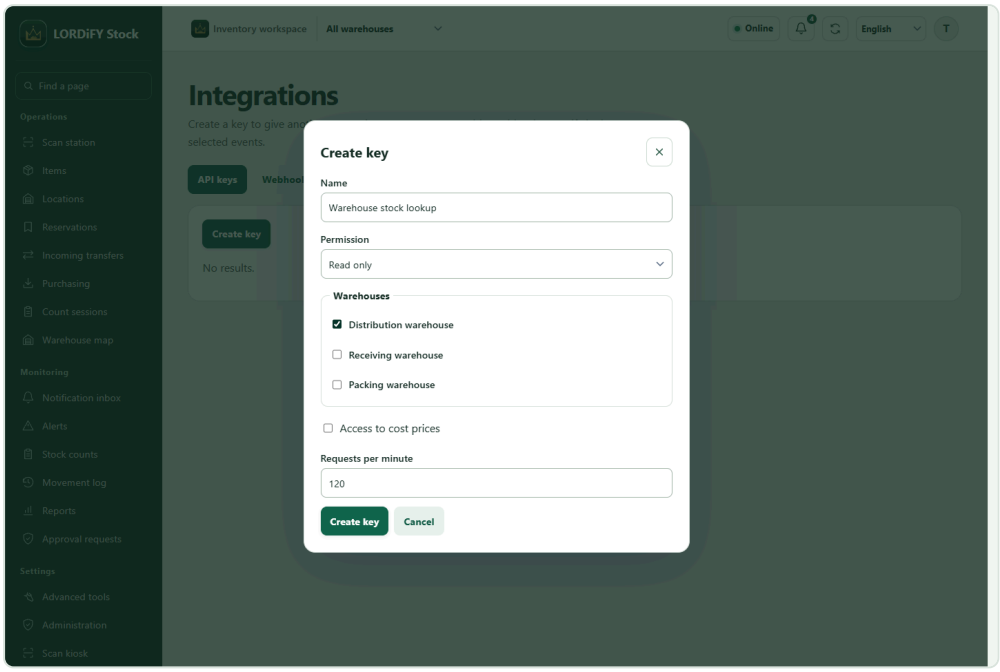


In the scanner example, net sales of 96 and cost of 72 give a profit of 24 and a 25% margin.

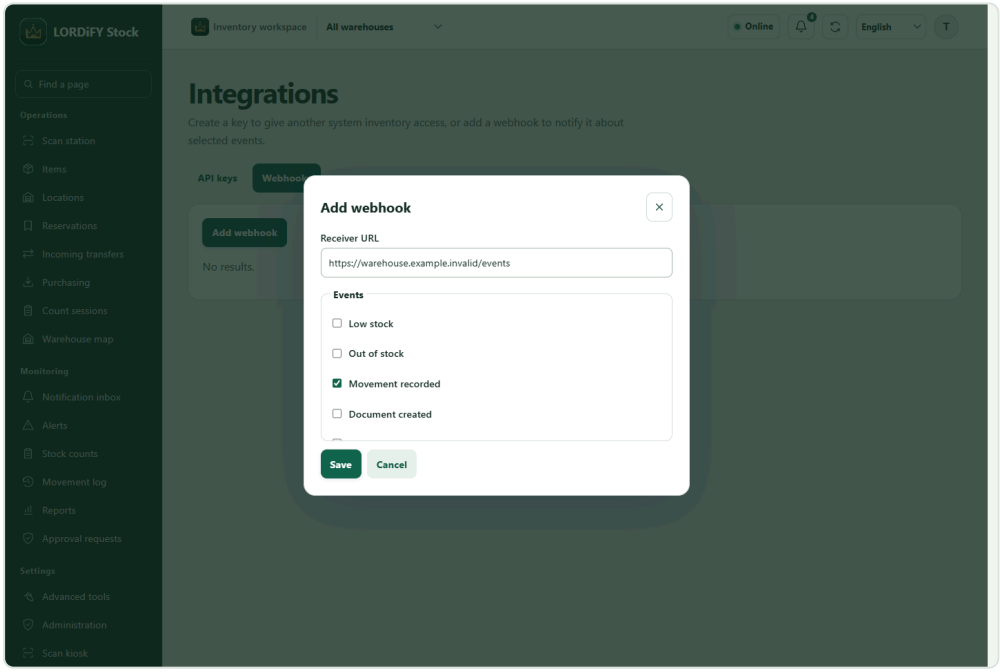


Stock balance on the selected date.

API keys and webhook subscriptions



A read-only key is scoped to one warehouse, with a separate option for access to costs.



The webhook form selects a destination and the event for a recorded stock movement.

Country, currency and language

Set your organization's choices when the workspace is prepared, before entering prices or issuing financial inventory documents.

1. Sign in as an administrator, complete two-step verification, and open "Administration" → "Regional settings."
2. Choose "Country," "Default inventory currency" and "Default app language." Select "Save settings" and check the saved values.

Workspace defaults and personal choices

New accounts start in the default app language unless another language is set for them. Staff can keep their own display language. For a printout or download, use "Document language," "Report language" or "Label language" on the relevant screen.

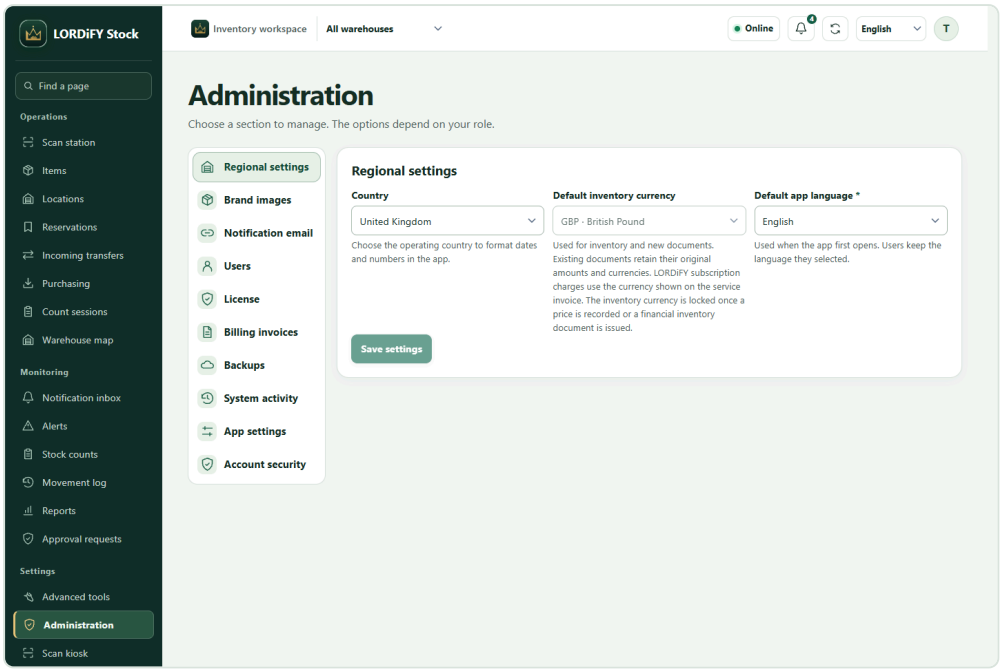
> **How currency is retained**
> Recording a first price or issuing a financial inventory document locks the inventory currency. You can still change the country and default language. Existing documents keep their original currency, and LORDiFY contract and invoice currencies follow the account terms.

Company identity

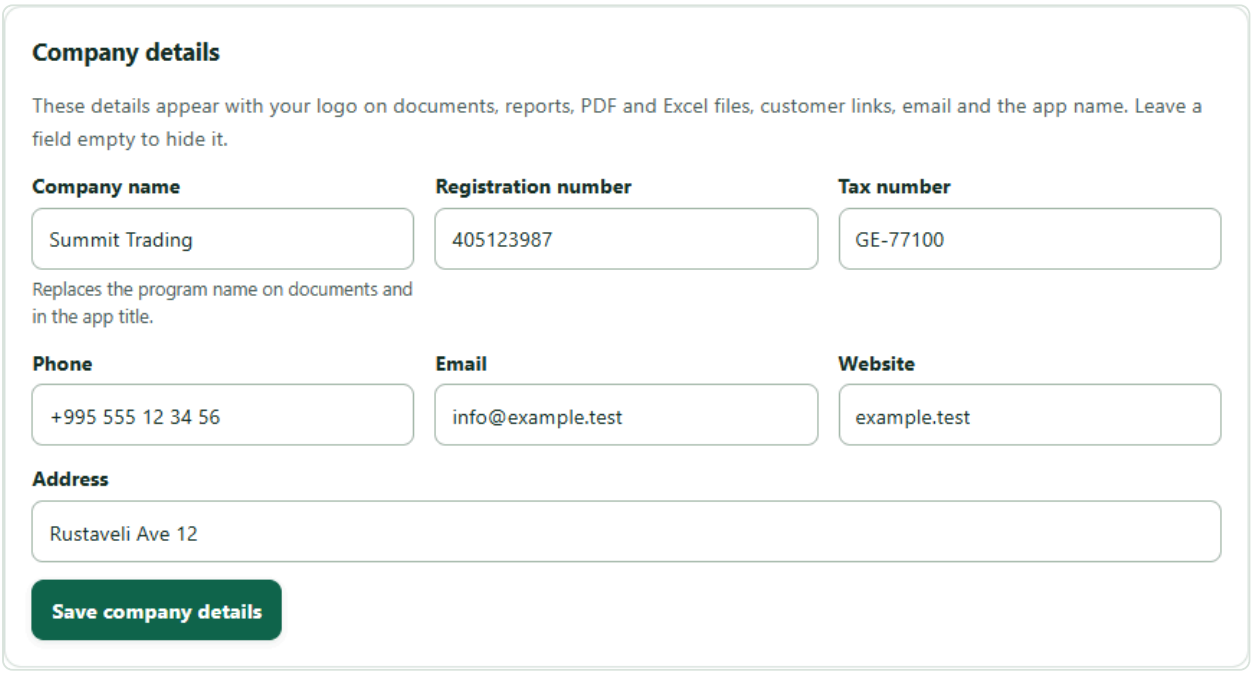
As an administrator, open "Administration" → "Company identity." Under "Company details," enter the company name, registration number, tax number, phone, email, website and address, then select "Save company details." Your logo and details appear in PDF documents, on customer pages and on the Company identity sheet in Excel. Your name also appears in the app, messages and notifications. Leave any optional field empty to hide it. Under "Logo and images," click "Choose an image file," select a PNG or JPEG up to 2 MB, review the preview and select "Save image." To reset it, select "Restore default image" and confirm.

Regional settings and branding

Regional settings and branding



Country, currency and default language settings.



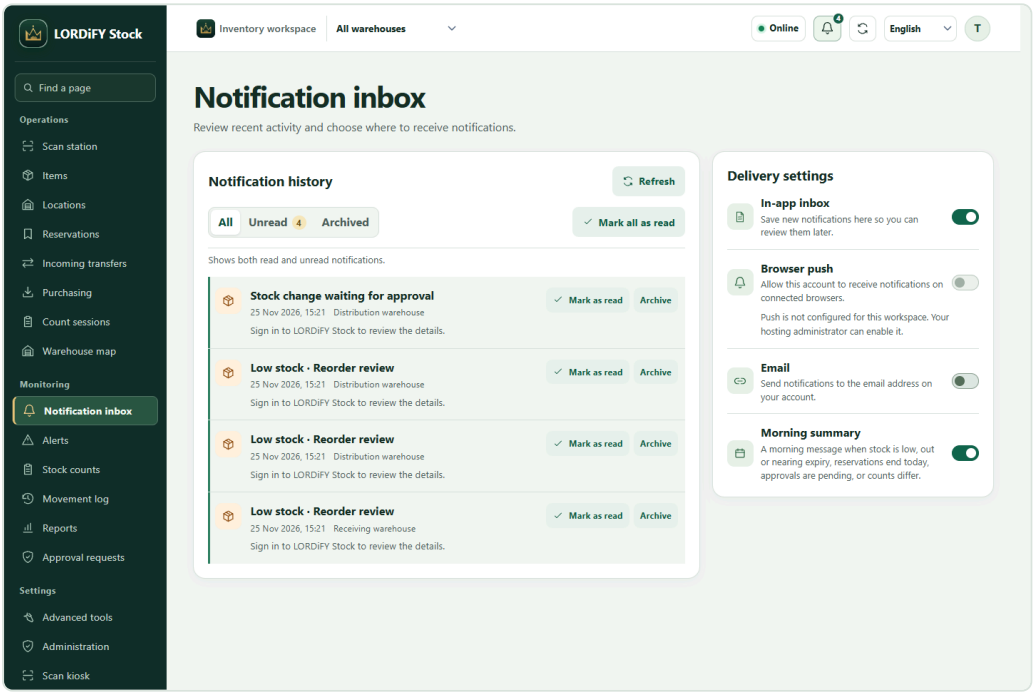
The company details form after saving training data.

Notification inbox and delivery

Review the stock and reservation events your account can access, then choose how to receive updates.

1. Open “Notification inbox” from the bell. Select “Unread,” then “Mark as read” or “Mark all as read” after reviewing the entries.
2. In “Delivery settings,” turn on any of “In-app inbox,” “Browser push” and “Email.” You can use more than one channel.
3. For browser notifications, connect this browser and grant permission. An administrator configures notification email in Administration. Enable Email to receive messages at your account address.

> **Keep reviewing in the app**
> If browser notifications are unavailable on your device, use the bell to open the inbox while you work.



Stock notification inbox.

Backups and recovery

Agree who handles backups and restores with your hosting operator before putting the workspace into daily use.

Check backup status

Open “Administration” → “Backups” for storage destination, schedule status and last successful backup. When the service is connected, administrators can request a backup and follow its progress.

Restore a copy for inspection

Choose a recovery point by time and confirm. Recovery uses a separate environment. Compare balances and documents before deciding how to use recovered data. The demo provides an isolated practice exercise.