Purchase Inventory

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What is inventory?

Your inventory consists of reports and support materials you have purchased. Reports you download and support materials you email are taken from the inventory you have purchased.

> *Note:* Before you can download reports or email support materials to your respondents, you must purchase enough inventory.

When do I purchase inventory?

When you purchase inventory depends on whether you selected **Yes** for either the **Auto-Generate Reports** option or the **Give Respondents Access to Reports** option when creating your project.

If you selected Yes for the Auto-Generate Reports option, reports are generated and emailed directly to your email address as soon as respondents complete their assessments. In order for you to receive the reports, you must purchase inventory immediately after creating your project.

If you selected Yes for the Give Respondents Access to Reports option, your respondents can access and download their reports as soon as they complete their assessments. In order for your respondents to download their reports, you will need to purchase inventory immediately after creating your project.

If you did not select Yes for either of these options, you can purchase inventory after your respondents complete their assessments.
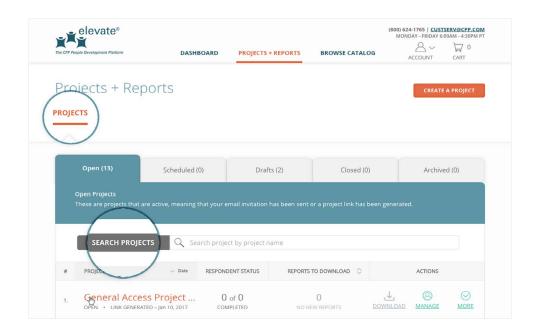
How do I purchase inventory?

You can purchase inventory directly from your project or from the Elevate® catalog. We recommend purchasing inventory from your project, as it allows you to see exactly which reports you need and how many to purchase.

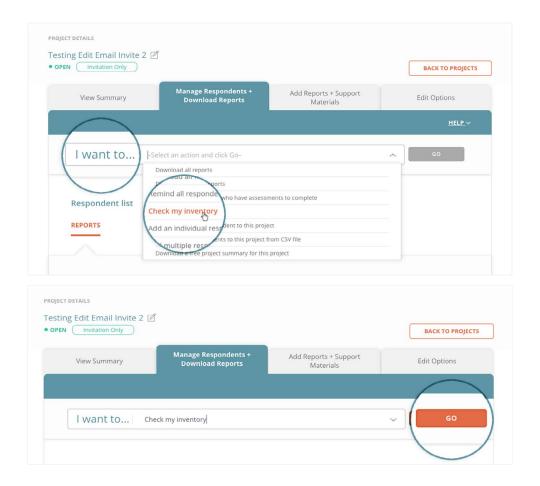**To purchase reports from your project**, follow the steps below.

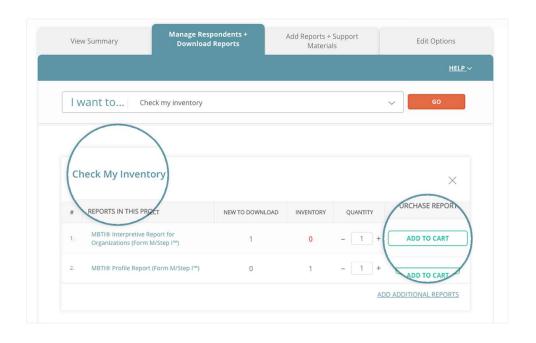**Step 1.** Click on the **Projects + Reports** navigation tab.

Step 2. In the **Projects** table, find the project you want to purchase reports for and click on the **project name**.
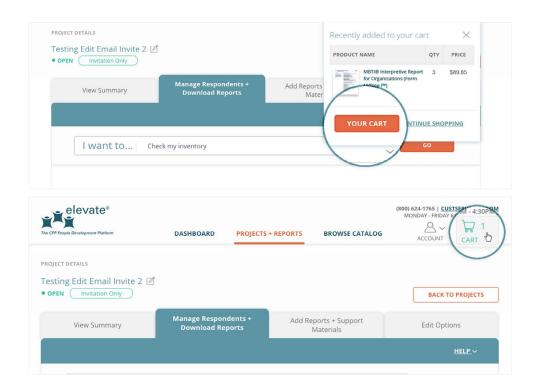

Step 3. Click on the drop-down menu next to **I Want To...** and click **Check My Inventory**. Then, click **Go**.

Step 4. A **Check My Inventory** section will appear below the **I Want To...** section. From here you can view all the reports in your project and how much inventory you have for each report. Adjust the quantity as needed, and click **Add to Cart** to add the reports to your **Shopping Cart**.
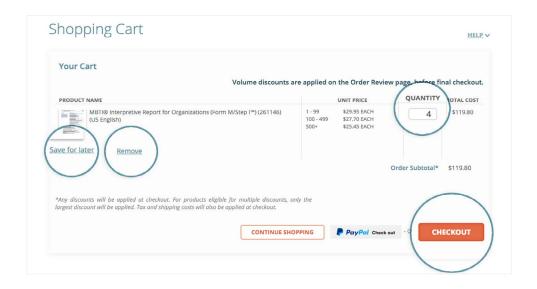
Step 5. When you have finished adding reports to your **Shopping Cart**, either click **Your Cart** in the **Recently Added to Your Cart** pop-up, or scroll to the top of the page and click on **Cart** in the global navigation. Both will take you to your **Shopping Cart**.
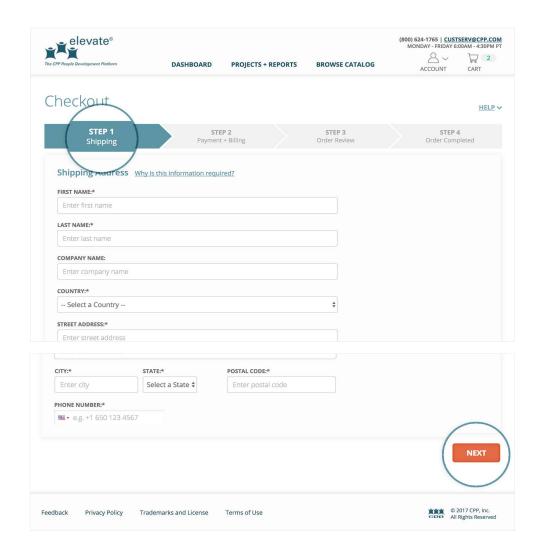

Step 6. From here you have another opportunity to edit the quantity of reports you want to purchase, remove items, and save products to purchase later. Once you have edited and reviewed your purchase, scroll down and click the **Checkout** button.

> *Note:* Volume discounts are applied on the **Order Review** page before final checkout.
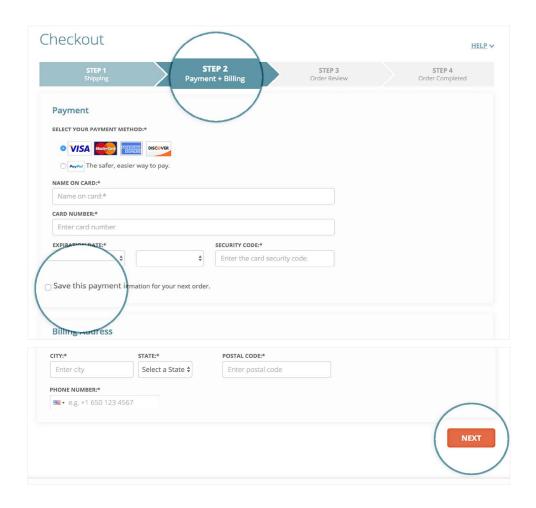
Step 7. If you are purchasing a physical product, you will first be asked for your **shipping information**. Once you finish filling out this information, scroll down and click the **Next** button.
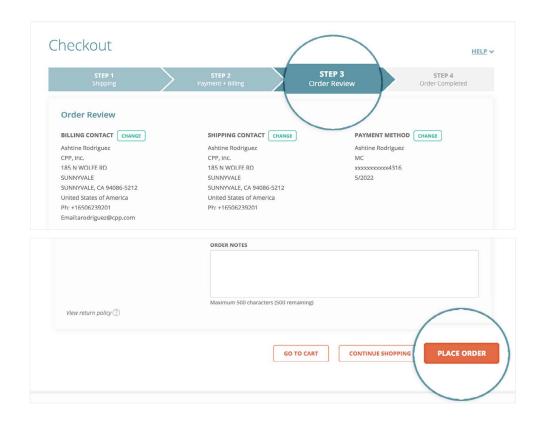
Note: Your shipping information will determine the sales tax, if applicable, that will be added to your purchase.

Step 8. Next, you are asked to fill out your **payment information**. Here you have the option to save your payment information using Elevate's secure PayPal credit card function, which will save you time and effort when placing future orders. Once you finish filling out this information, scroll down and click the **Next** button.
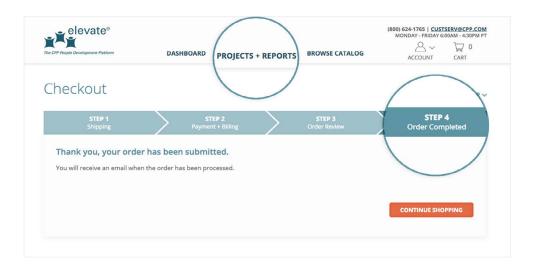
Step 9. Lastly, you will be asked to **review your order** in the **Order Review** section. Once you have confirmed that all the information is accurate, click the **Place Order** button.

Wait until you have received your order confirmation before refreshing the page or navigating to a different section of the website.

> *Note:* To return to the **Projects** table and download reports, click on the **Projects + Reports** navigation tab.
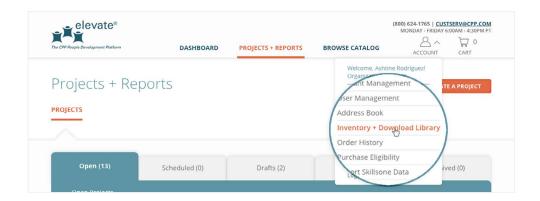

How do I check my inventory?

There are two places where you can check your inventory: (1) in the **Your Inventory + Download Library** section under **Account** in the global navigation or (2) within the **Project Details** of a project.

To check your inventory from the Your Inventory + Download Library section, follow the steps below.
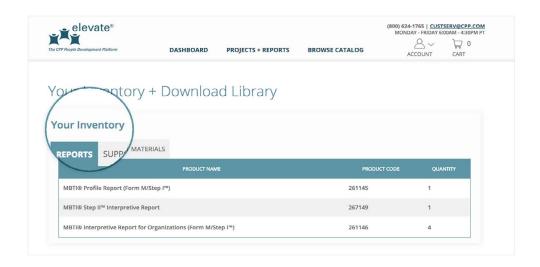
Step 1. Click on **Account** in the global navigation.

Step 2. Click **Inventory + Download Library** from the drop-down menu, which will take you to the **Your Inventory + Download Library** page.

From this page you can view your inventory for all projects. Each time you download **new reports** that have not yet been downloaded for a project, they are taken from this inventory. Re-downloads are always free.
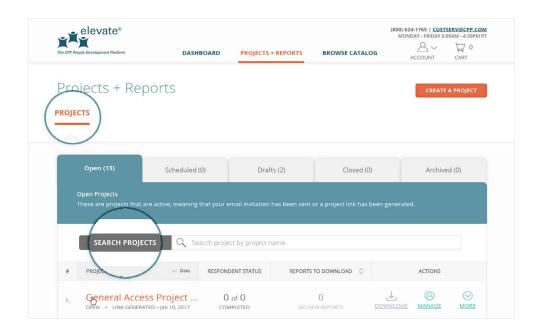

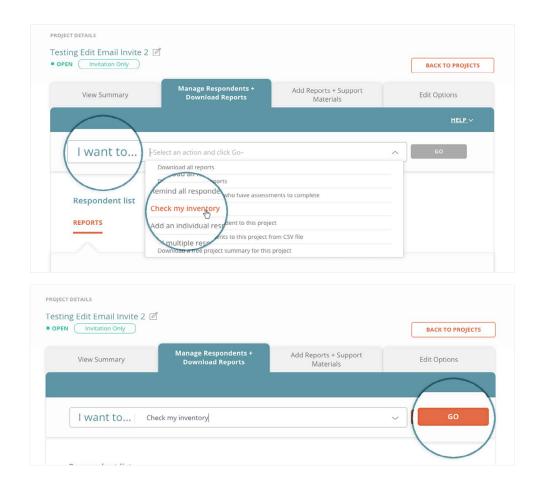**To check your inventory within the Project Details of a project**, follow the steps below.

Step 1. Click on the **Projects + Reports** navigation tab.

Step 2. In the **Projects** table, find the project for which you want to check your inventory and click on the **project name**.
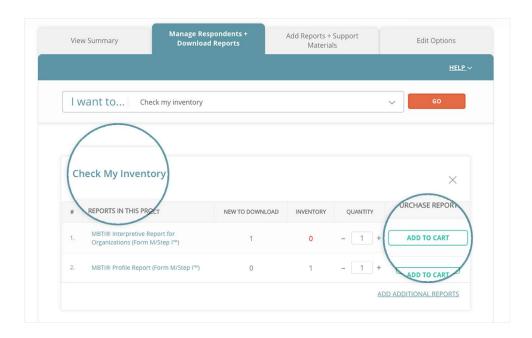

Step 3. Click on the drop-down menu next to **I Want To...** and click **Check My Inventory**. Then, click **Go.**

Step 4. A **Check My Inventory** section will appear below the **I Want To...** section. From here you can view all the reports in your project and how much inventory you have for each report. You can also add reports to your **Shopping Cart** from here.

> *Note:* You do not have designated inventory for each specific project. The inventory count that is shown here comes from **Your Inventory + Download Library**.

When are reports taken from my inventory?

Only **new reports** that you have not yet downloaded are taken from your inventory. Re-downloads are always free.

> *Note:* New reports have a **New** tag that appears before the report name, and previously downloaded reports have a **Downloaded** tag.