

# **MercadoLibre Multi-Account Integration User Guide**

by CedCommerce Products Documentation

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## 1. Overview

Keeping in mind the competitive dynamics of the e-commerce world and the increasing demands of the merchants in the cutthroat competition, we at CedCommerce have developed the MercadoLibre Multi-Account Integration Extension for Magento 2. This extension is created for Magento 2 users which enables them to list their products by using multiple accounts on MercadoLibre marketplace.

The advanced, easy to use MercadoLibre Multi-Account Integration for Magento 2 from CedCommerce brings you an exclusive option to list your products using multiple accounts on the MercadoLibre marketplace and earn globally.

### Features:

- **Debug Mode:** Provides easy debug process for a hassle-free product upload to the MercadoLibre marketplace.
- **Product Category Mapping:** Follow many to one category mapping methodology. Admin can map many categories of Magento 2 store to a single category of MercadoLibre.
- **Profile Based Products Upload:** Admin can create a profile and after assigning the products to the profile can easily upload on MercadoLibre.
- **Simple Product Upload:** It enables admin to upload the simple type of product on MercadoLibre.com.
- **Auto Acknowledgement of Order:** Admin receives an acknowledgement of Orders automatically as soon as orders are created.
- **Automated Synchronization:** Auto synchronization of the product listing, order, inventory, return, and refund, and pricing at regular intervals is established between Magento® 2 store and MercadoLibre.com.
- **Product Data Validation:** The extension enables the admin to validate the product information in accordance with MercadoLibre standard and values.
- **Low Stock Notifications:** Whenever the stock diminishes lower than the threshold, a notification is sent informing the status of the same.
- **New Order Notifications:** Whenever a new order is fetched from MercadoLibre.com, the admin receives a notification.
- **Rejected products notification:** If any product containing some invalid details is rejected, then its information is fetched from the auto-synchronization request along with the error due to which it is rejected.

## 2. MercadoLibre Multi-Account Magento 2 Store Extension Installation

### To install the extension

1. Log in the **FTP**, and then go to Magento 2 root folder (generally present under the *public\_html* folder).
2. Create a new folder named *code* under the *app* folder; under *code* folder, create a folder named *Ced*.
  - Upload or Drag and Drop *app/code/Ced/Mlibre* directory.
  - After successfully uploading the directory, the extension will be installed/upgraded.
  - Now run the following upgrade command in *cmd*  
*php bin/magento setup:upgrade.*

## 3. To Create an App in MercadoLibre

### To create an app,

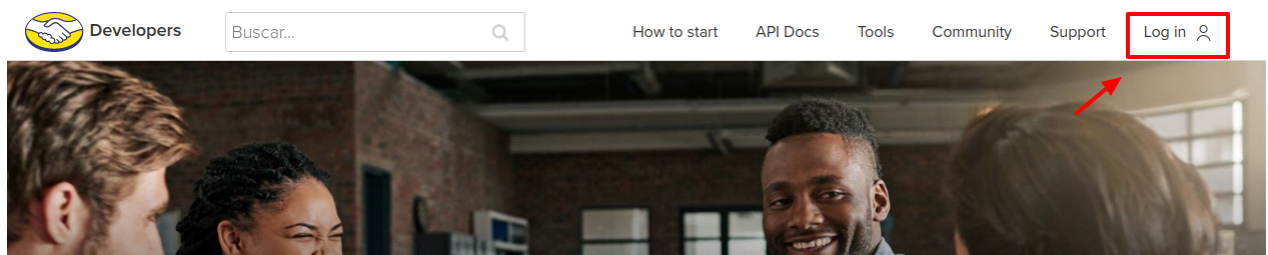
1. Copy the Redirect Uri from Mlibre Configuration Settings and paste it in MercadoLibre Seller

Panel(<https://developers.mercadolibre.com/>)

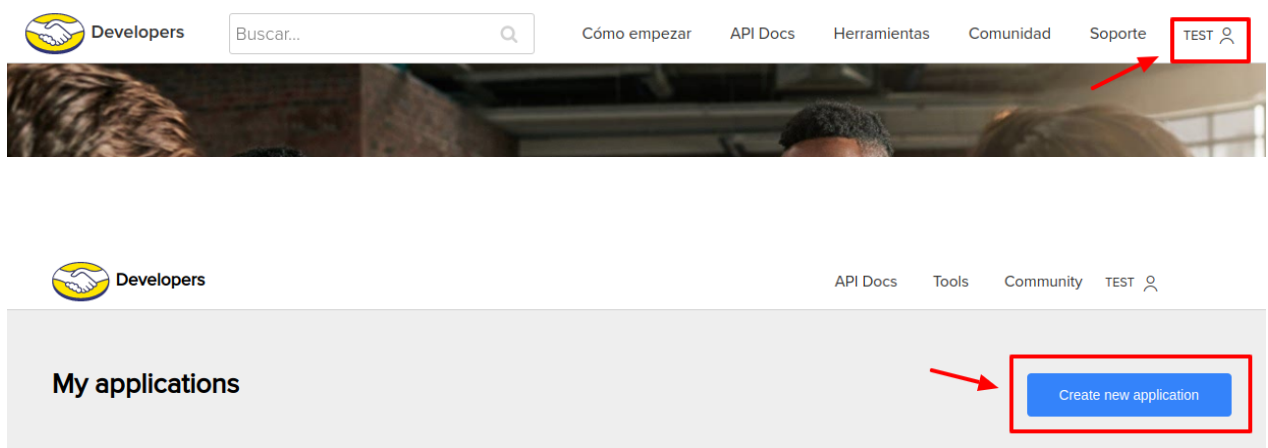
- Now **choose the country** from the Mlibre Seller Panel.



- Login** to your account.



- Goto **Test** and click on **Create New Application**.



- Paste the Uri generated above in the respective fields as shown in the image below.

Create new application

(\*) Required fields

Basic information

First name\*

?

Short name\*

?

Description\*

?

Logo

400x400 pixel PNG format.

+

Authentication and security

Redirect URI \*

?

Authorized Javascript Source

?

Scopes \*

☐ read

☐ offline access

☐ write

Topics

☐ items

☐ orders

☐ created orders

☐ questions

☐ payments

☐ pictures

☐ messages

☐ orders\_v2

☐ shipments

☐ quotations

☐ invoke

☐ claims

Notification Settings

URL callbacks notifications

?

Permission Preview

☐ I have read and accept the [Terms and Conditions](#)

Create

Cancel

6. After clicking on Create, the **App ID** and **Secret Key** will be generated.  
These IDs generated will be used while creating a new account.

## 4. Manage MercadoLibre Multi Account

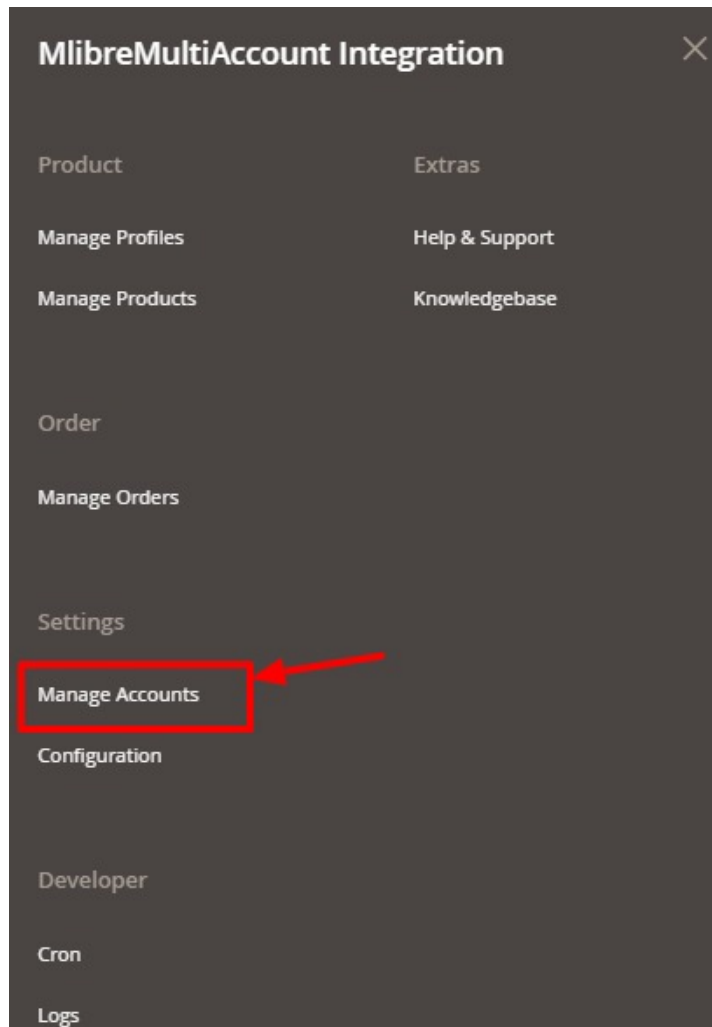
After the configuration, you need to manage the account in MercadoLibre Multi-Account. To manage accounts you can perform the following actions:

- **Create a New Account**
- **Edit, Fetch categories**
- **Perform Actions in Bulk**

### 4.1. Add a New Account

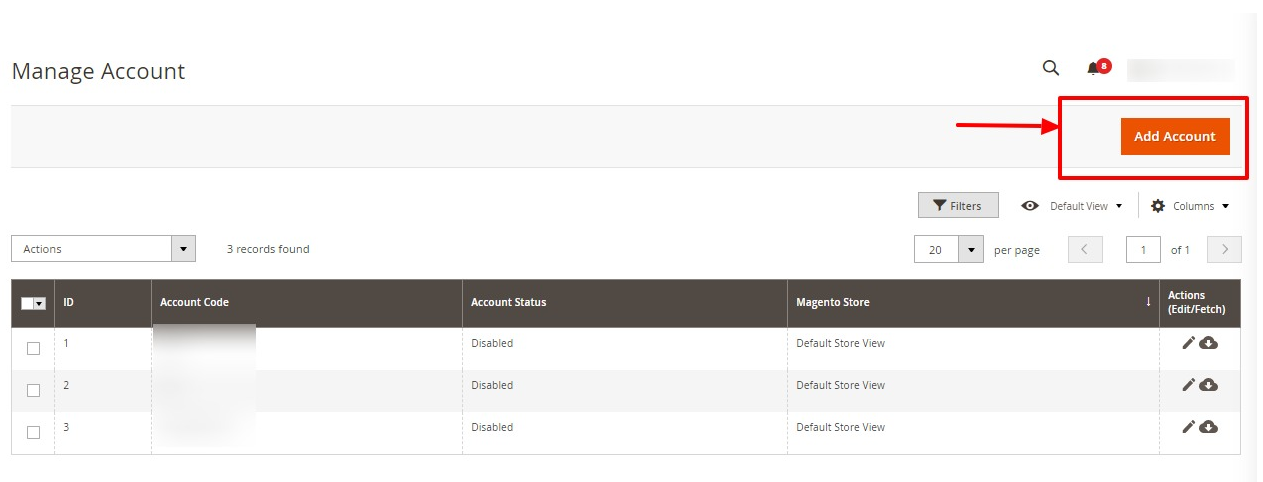
**To Create A New Account,**

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click on **Manage Accounts**.

The **Manage Accounts** page appear as shown in the following figure:



4. To add a new account, click on the **Add Account** button on the top right corner.  
You will be redirected to a new page:

## New Account

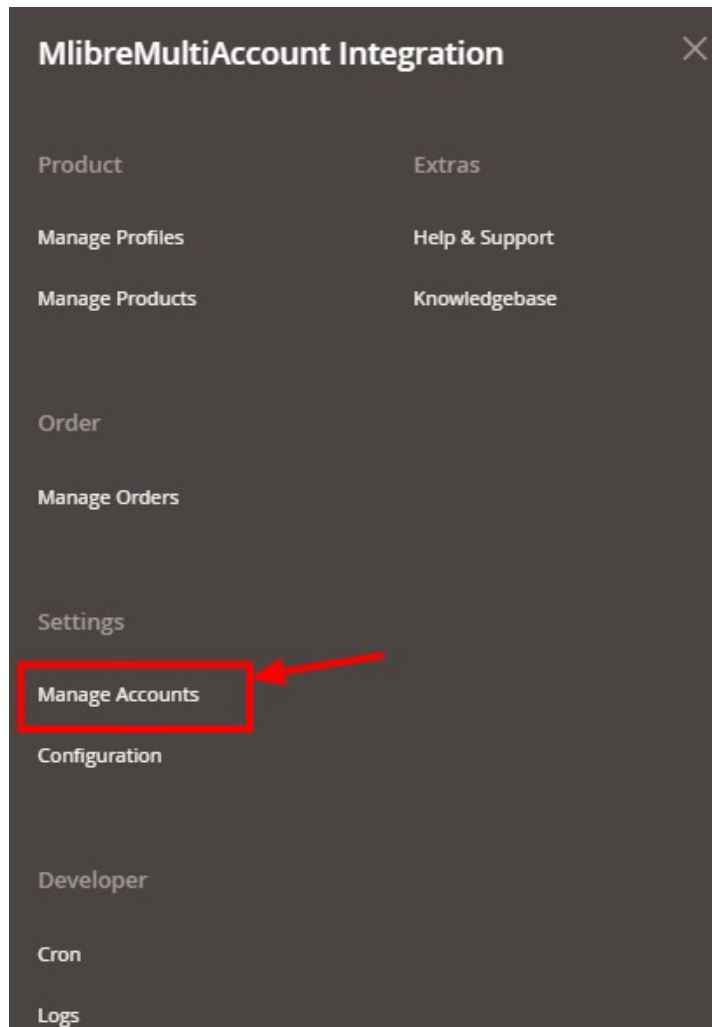
5. Under **Account Information**, do the following steps:
  - In **Account Code**, enter the code for your account.
  - In **App Id**, enter the application id from seller panel.
  - In **Secret Key**, enter the secret key from Seller panel.
  - In **Site**, select the option from the dropdown menu.
  - In **Currency**, select the currency for the account.
  - In **Account Status**, select **Enable** for enabling the status of your account.
  - In **Account Store**, select the store view.
6. Click on **Save** button.  
New Account will be created and shown on the Manage Account grid.

## 4.2. Edit Account, Fetch Token

### To Edit Account, Fetch Token,

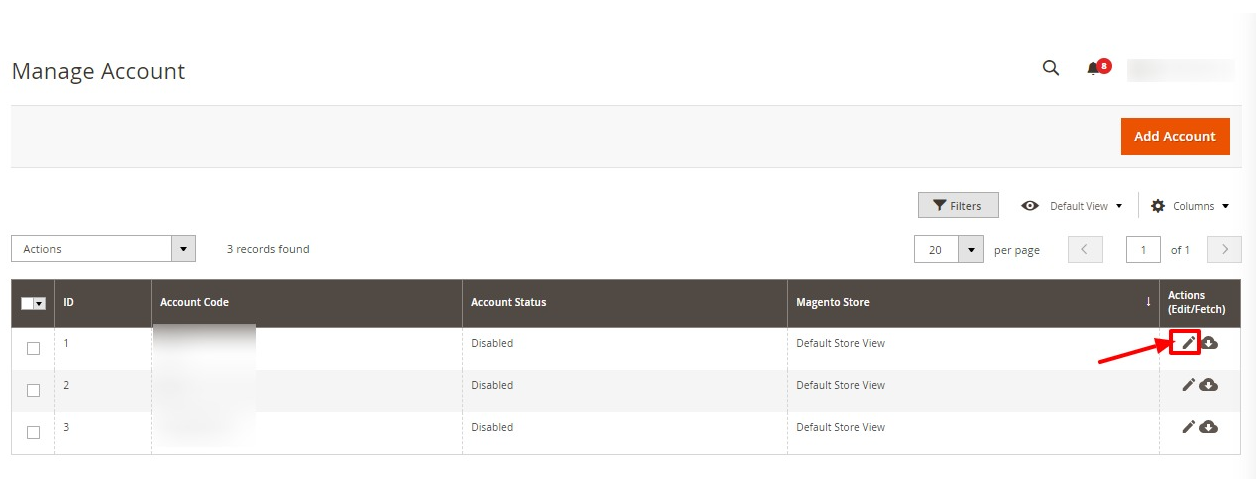
1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:





3. Click on **Manage Accounts**.

The **Manage Accounts** page appear as shown in the following figure:



4. Under the **Actions** column, click on the **Edit** button.

After clicking you will be redirected to the page:

ACCOUNT INFORMATION

Account Information

Account Code \*   
For internal use. Must be unique with no spaces

App Id \*

Secret Key \*

Site \* Panamá

Currency \* Peso argentino

Account Status \* Disabled

Account Store \* Default Store View

Token

← Back   Reset   **Save**

5. You can edit the required information and then click on the **Save** button.  
The details will be saved.

### To Fetch Token-






1. On the Manage Accounts Page under the **Actions** column, click on the **Fetch Token** button.

Manage Account

**Add Account**

Filters   Default View   Columns

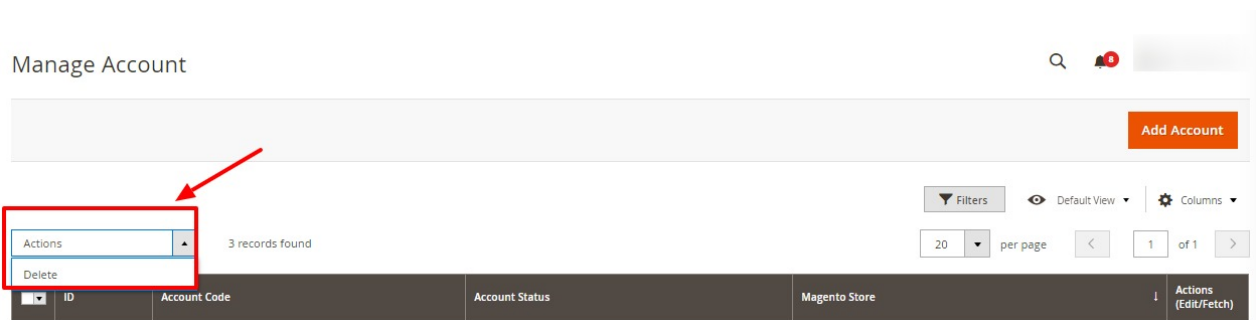
Actions   3 records found   20 per page   1 of 1

ID	Account Code	Account Status	Magento Store	Actions (Edit/Fetch)
1		Disabled	Default Store View	
2		Disabled	Default Store View	 
3		Disabled	Default Store View	 

2. Clicking on the Fetch Token button you will be redirected the MercadoLibre Seller account page, from there you can fetch your account token.

### To Perform Actions in Bulk-

1. In the **Manage Accounts** page, select the desired accounts you want to perform the Actions.
2. Then click on **Actions** in the left side of the page:

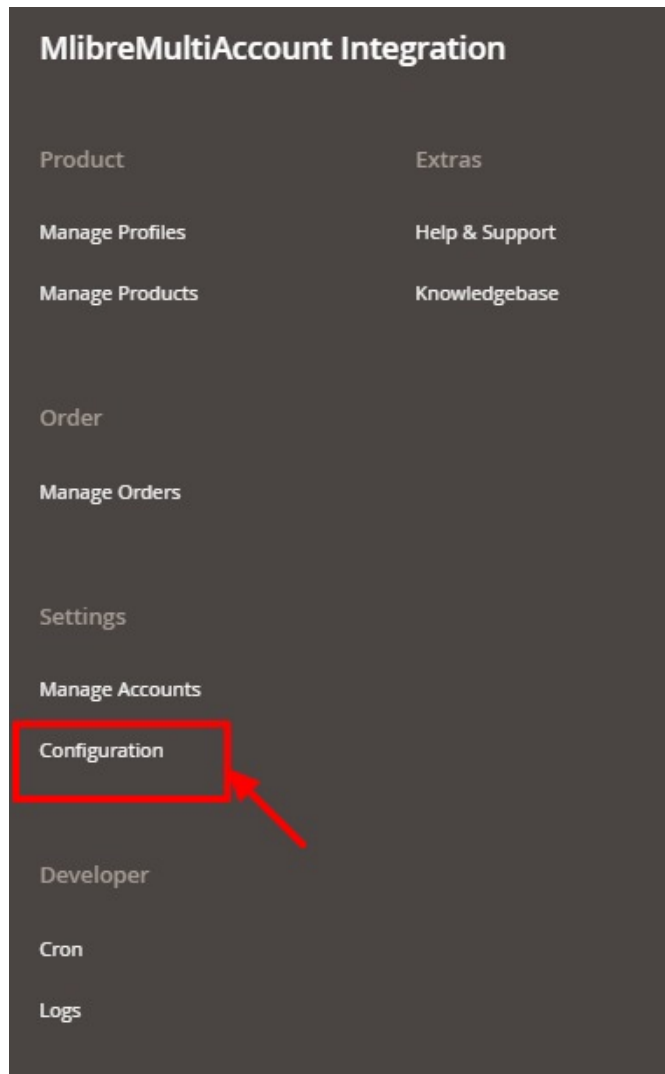


3. Click on **Delete**.
4. The selected accounts will be deleted in bulk.

## 5. MercadoLibre Multi-Account Configuration

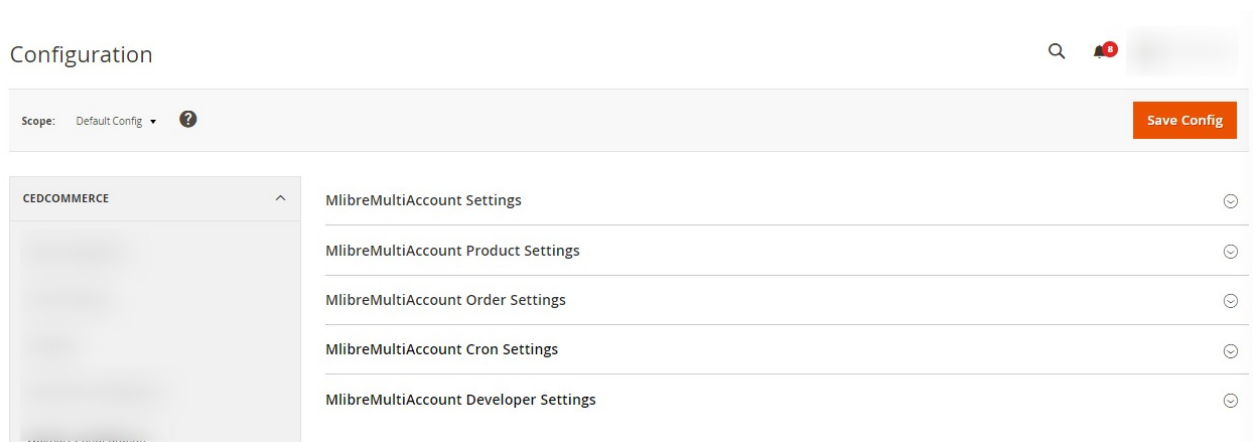
### To Set up the Configuration Settings,

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click on the **Configuration**.

The **Configuration** page appears as shown below:



4. In the right panel, click the **Mlibre Multi-Account Settings** tab.

The **Mlibre Multi-Account Settings** tab is expanded and the relevant fields appear as shown in the following figure:

## MlibreMultiAccount Settings



Enabled [global] Yes

Primary Account [global]

Redirect Uri [global]

Select Store [global] Default Store View

5. In the **Mlibre Multi Account Settings**, do the following steps:
  - In the **Enabled**, select **Yes** to enable the settings.
  - In **Primary Account**, select the account that you want to set as primary.
  - In the **Redirect Uri**, you can copy this URL and paste in your Mlibre seller account.
  - In the **Select Store**, select the store view.
6. Now scroll down and click on **Mlibre Multi Account Product Settings**, the tab is expanded as:

## MlibreMultiAccount Product Settings

⌵ MlibreMultiAccount Chunk Settings

⌵ MlibreMultiAccount Price Settings

⌵ MlibreMultiAccount Inventory Settings

- Click on **Mlibre Multi Account Chunk Settings**, the section is expanded as:

⌵ MlibreMultiAccount Chunk Settings



Product Chunk Size [global] 30  
Enter the size of a chunk for a product upload task.

Product Description Chunk Size [global] 30  
Enter the size of a chunk for product description update task.

Product Delete Chunk Size [global] 30  
Enter the size of a chunk for a product delete | reactivate | deactivate task.

- Under **Mlibre Multi Account Chunk Settings** do the following steps:
  - In the **Product Chunk Size** box, enter the size number of a chunk for a product upload queued task.

- In the **Product Description Chunk Size** box, enter the size number of a chunk for a product upload feed.
  - In the **Price Delete Chunk Size** box, enter the size number of a chunk for a price to be deleted.
- Now **Click on Mlibre Multi Account Price Settings**, the section is expanded as:

⌵ MlibreMultiAccount Price Settings

Product Price [global]  ▼

Select to send a different product price to **MlibreMultiAccount**

- Under **Mlibre Multi Account Price Settings**, do the following steps:
- In the **Product Price** list, select one of the following options:
    - **Increase by Fixed Price:** If selected, then the **Modify by Fix Price** field appears.
    - **Increase by Fixed Percentage:** If selected, then the **Modify by Percentage Price** field appears.  
 Enter the numeric value to increase the price of the **Mlibre Multi Account** product price by the entered value % of the Magento 2 store price.  
*For Example,*  
 Magento 2 price + 5% of Magento 2 price.  
 Magento 2 Price = 100  
 Select **Increase By Fixed Percentage** option  
**Modify by Percentage Price = 5**  
 $100 + 5\% \text{ of } 100 = 100 + 5 = 105$   
 Thus, Mlibre Multi Account Product Price = 105
    - **Decrease by Fixed Price:** If selected, then the **Modify by Fix Price** field appears.
    - **Decrease by Fixed Percentage:** If selected, then the **Modify by Percentage Price** field appears.  
 Enter the numeric value to decrease the price of the Mlibre Multi Account product price by the entered value % of Magento 2 price  
*For Example,*  
 Magento 2 price – 5% of Magento 2 price.  
 Magento 2 Price = 100  
 Select **Decrease By Fixed Percentage** option  
**Modify by Fix Price = 5**  
 $100 - 5\% \text{ of } 100 = 100 - 5 = 95$   
 Thus, Mlibre Multi Account Product Price = 95
- Now click on **Mlibre Multi Account Inventory Settings**, the section is expanded as:

⌵ MlibreMultiAccount Inventory Settings

Zero Inventory Product Upload [global]  ▼

Select the action to be performed in-case the product have zero inventory on upload/update on **MlibreMultiAccount**

Set Inventory on Basis of Threshold [global]  ▼

Choose yes to send inventory on mlibremultiaccount by condition

- Under **Mlibre Multi Account Inventory Settings**, do the following steps:
  - In the **Zero Inventory Product Upload** box, enter the action to be performed in case the product count in inventory on Mlibre Multi Account drops down to zero.
  - In the **Set Inventory on Basis of Threshold** list, select the **Enable** option if required to set the inventory based on the threshold. When you select **Enable**, the other fields appear. Threshold Inventory is the minimum count of an item that the store owner wants to keep in stock.

The section is further expanded as:

<b>Set Inventory on Basis of Threshold</b> <small>[global]</small>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Enable</div>	<small>Choose yes to send inventory on mlibremultiaccount by condition</small>
<b>Inventory Threshold Value</b> <small>[global]</small>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<small>Set inventory quantity on which lesser and greater condition can control.</small>
<b>Send Inventory for Lesser Than Threshold Case</b> <small>[global]</small>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<small>Send Quantity to MlibreMultiAccount for those products, whose inventory is LESSER than the inventory threshold.</small>
<b>Send Inventory for Greater Than Threshold Case</b> <small>[global]</small>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<small>Send Quantity to MlibreMultiAccount for those products, whose inventory is GREATER than the inventory threshold.</small>

- In the **Inventory Threshold Value** box, enter the required value.
  - In the **Send Inventory for Lesser Than Threshold Case** box, enter the required value.
  - In the **Send Inventory for Greater Than Threshold Case** box, enter the required value.
7. Now scroll down and click on **Mlibre Multi Account Order Settings**, the section is expanded as:

## MlibreMultiAccount Order Settings



Use seller information for 'To be Agreed' Order <small>[global]</small>	Enable	▼
Use seller information in case of 'To be Agreed' orders. Seller address will set to order shipping address.		
Fetch Order From <small>[global]</small>	Select	▼
Fetch Using Order status <small>[global]</small>	Not Imported	▼
Fetch Fetch Using Shipping status <small>[global]</small>	All	▼
Auto invoice imported order <small>[global]</small>	Disable	▼
Auto Invoice Order Imported from MlibreMultiAccount in any case of successfull import.		
Auto cancel failed order <small>[global]</small>	Disable	▼
Auto Cancel Order on MlibreMultiAccount in any case of failure such as 'No Inventory'.		
MlibreMultiAccount order id prefix <small>[global]</small>	<input type="text"/>	
Prefix for MlibreMultiAccount Increment ID		
Enable Notification <small>[global]</small>	Disable	▼
Order import notification via email to store admin		
Enable Default Customer <small>[global]</small>	No	▼

8. Under **Mlibre Multi Account order Settings**, do the following steps:

- In **Use Seller information “To Be Agreed” order**, select **Enable** if you want the orders to be acknowledged automatically in case of successful import.
- In **Fetch Order From**, select the duration from which you want to fetch order.
- In **Fetch Using Order Status**, select the option from the dropdown if you want to fetch order based on its status.
- In **Fetch Using Shipment Status**, select the option if you want to fetch order based on its shipment status.
- In **Auto Invoice Imported Order**, select **Enable** if you want to use seller information & seller address will set to order shipping address.
- In the **Auto Cancel Failed Order** box, select the **Enable** option to auto cancel the orders on Mlibre multi account in any case of failure such as **No Inventory**.
- In the **Mlibre Multi Account Order Id Prefix** box, enter the required order Id prefix.
- In the **Enable Notification** list, select the **Enable** option to get order import notification via email.
- In the **Enable Default Customer** field, select the **Yes** option to enable the default customer and then select the required customer name.

9. Now click on the section **Mlibre Multi Account Cron Settings**, the section is expanded as:



### MlibreMultiAccount Cron Settings

<b>Order Cron</b> [global]	Enable	▼
	Order Fetch Cron	
<b>Price Cron</b> [global]	Enable	▼
	Price Sync Cron	
<b>Inventory Cron</b> [global]	Enable	▼
	Inventory Sync Cron	
<b>Shipment Cron</b> [global]	Enable	▼
	This will automatically generate shipments	

10. Under this **Mlibre Multi Account Cron Settings**, do the following steps:
  - In the **Order Cron** list, select the **Enable** option to enable the fetch order cron.
  - In the **Price Cron** list, select the **Enable** option to enable the price sync cron.
  - In the **Inventory Cron** list, select the **Enable** option to enable the inventory sync cron.
  - In the **Shipment Cron** list, select the **Enable** option to enable the shipment cron and to generate shipments automatically.
11. Scroll down and click on the next section **Mlibre Multi-Account Developer Settings**, the section is expanded as:

### MlibreMultiAccount Developer Settings

<b>Debug</b> [global]	Enable	▼
<b>Logging Level</b> [global]	Info	▼

12. Under **Mlibre Multi-Account Developer Settings**, do the following steps:
  - In **Debug**, select **Enable** for the logs to be created.
  - In case you want the errors to get Logged Choose the desired option from the **Logging Level**.
13. Click the **Save Config** button to save the entered values and information.  
The configuration will be saved.

## 6. Manage Profile

### Admin can do the following tasks:

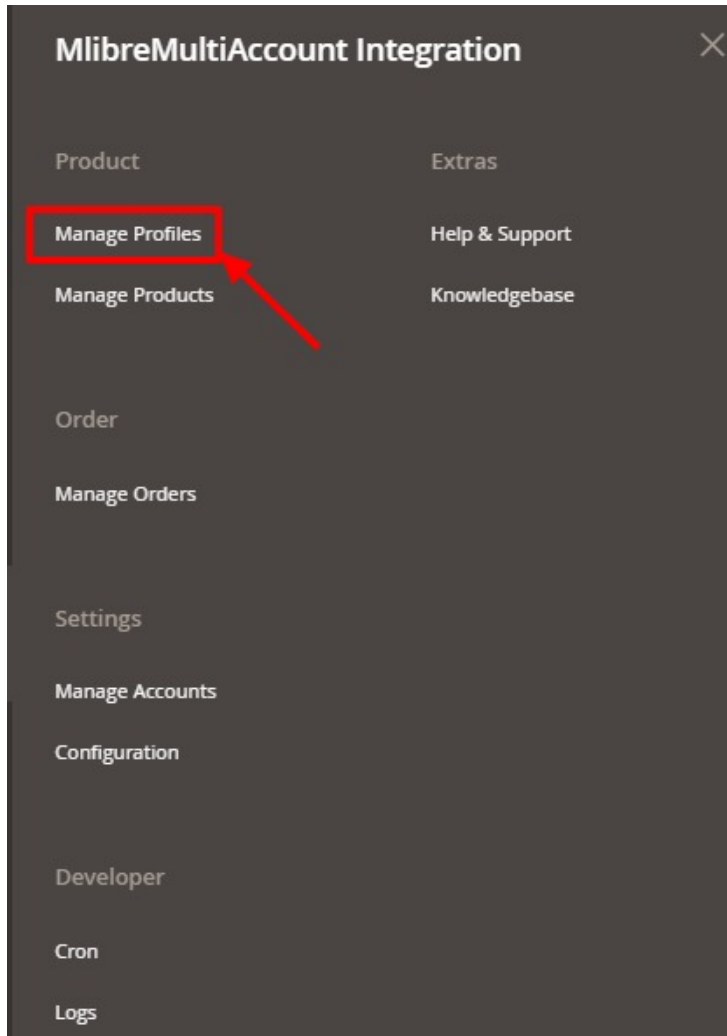
- Add a new profile
- Edit the existing profile
- Upload profile products to Mlibre
- Deleting profiles

- Bulk Action on the Selected Profiles

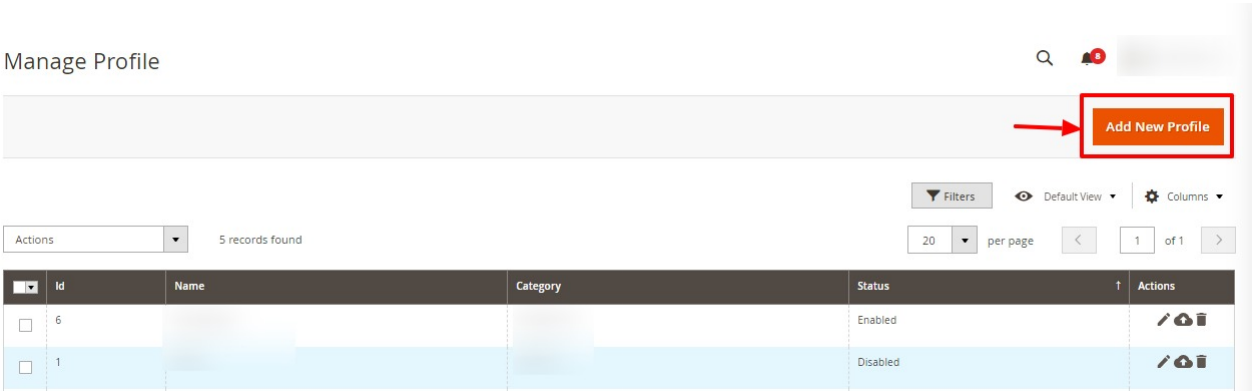
## 6.1. Add New Profile

### To Add New Profile,

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click on **Manage Profiles**.  
The **Manage Profile** page appears as shown in the following figure:



4. Click on the **Add New Profile**  
The **New Profile** page appears as shown in the following figure:

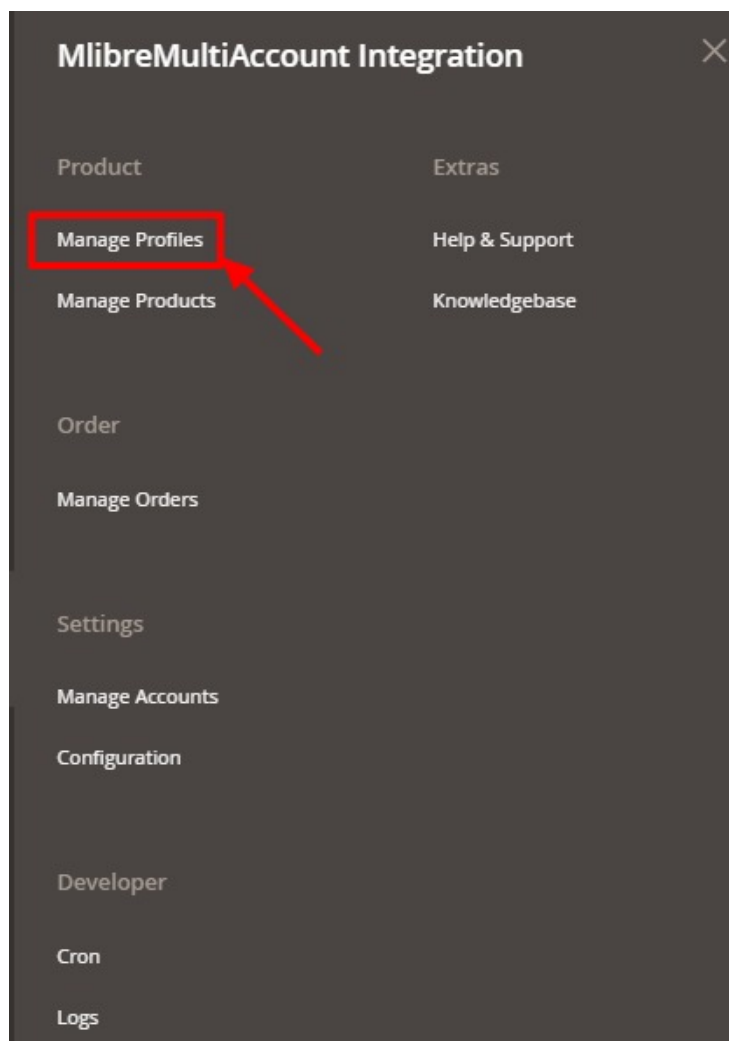


- c. In **Account**, select the account for the profile.
6. Scroll down to **Mappings** Sections.
7. Now map the attributes. You may also add attributes by clicking on the **Add Attribute** button.
8. Scroll down to **Products** section and make the required changes here.
9. Click **Save** on the top right side of the page.  
The profile will be saved.

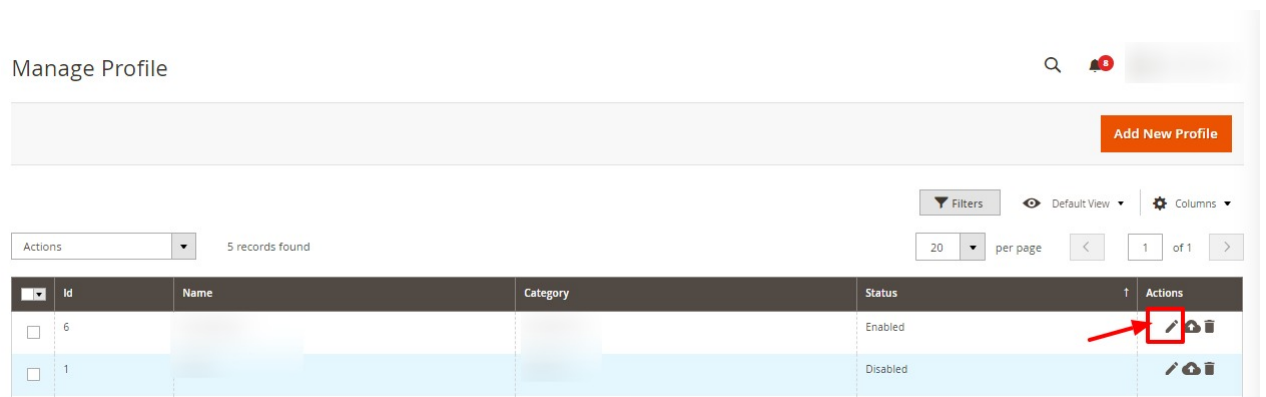
## 6.2. Edit Existing Profile

### To edit the existing profile

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click on **Manage Profiles**.  
The **Manage Profile** page appears as shown in the following figure:



4. Scroll down to the required profile row.
5. In the **Action** column of the respective row, click the **Edit** button as highlighted in the above image.  
The profile editing page appears as shown in the following figure:

[Edit Profile](#)



[← Back](#)
[Delete](#)
[Save](#)
[Save and Continue Edit](#)

## Information

Profile Status \* ☒ Yes

Profile Name \*

Account \*

- Select the same **Account** which you have select at the time of **Profile Add**.

## Mappings

Root Category \* Bebés

Category Level 1 \* Higiene y Cuidado del Bebé

Category Level 2 \* jabones

Please map all MlibreMultiAccount attributes with Magento attributes.

Milb्रेMultiAccount Attribute	Magento Catalog Attribute	Default Value	Action
<div>Seller Custom Field</div>	<div>SKU</div>		
<div>Title</div>	<div>Product Name</div>		
<div>Price</div>	<div>Price</div>		
<div>Description</div>	<div>Description</div>		
<div>Product Listing Type</div>	<div>Default Value</div>	<div>Plata</div>	
<div>Product Condition</div>	<div>Default Value</div>	<div>New</div>	
<div>Local Pickup Allowed</div>	<div>Default Value</div>	<div>Yes</div>	
<div>Free Shipping</div>	<div>Default Value</div>	<div>Yes</div>	
<div>Shipping Mode</div>	<div>Default Value</div>	<div>not_specified</div>	
<div>Add Attribute</div>			

Please add MlibreMultiAccount shipping methods.

Shipping Cost	Description	Action
<div>Add Method</div>		

## Products

Search

Reset Filter

Actions

2 records found (2 selected)

20 per page

1 of 1

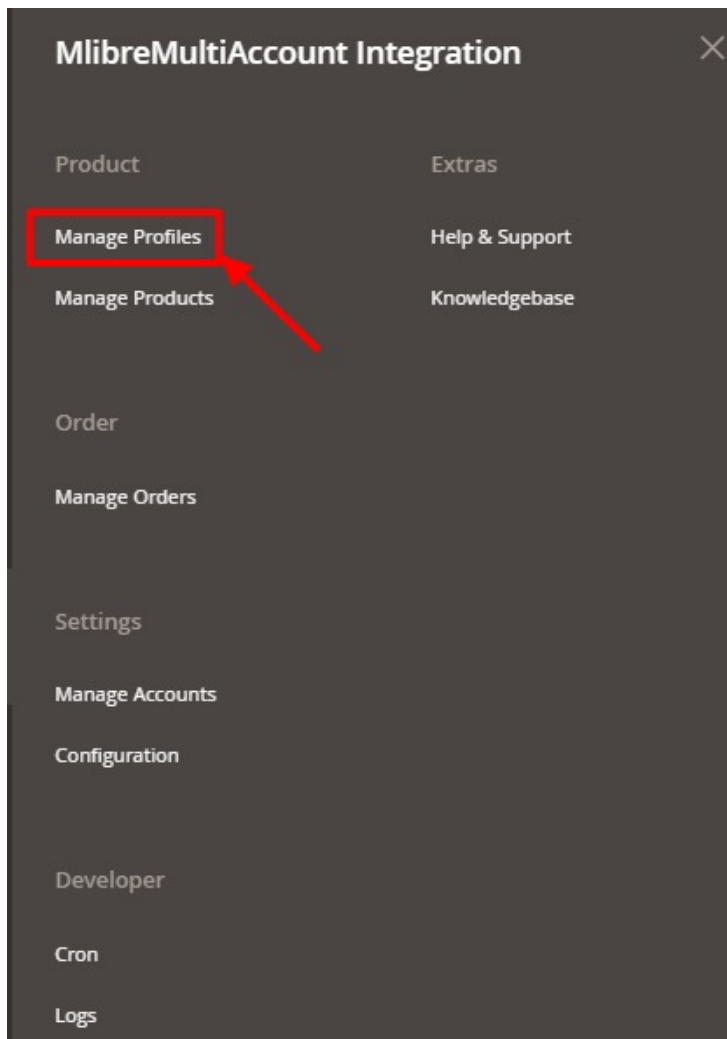
<input checked="" type="checkbox"/>	Product Id	Product Name	Type	Category	Status	Attrib. Set Name	SKU	Price	QTY
Yes	From To							From To USD	From To
<input checked="" type="checkbox"/>	1		Simple Product	Gear, Bags	Enabled	Bag		\$40.00	223
<input checked="" type="checkbox"/>	68		Configurable Product	Hoodies & Sweatshirts, Eco Friendly, Default Category	Enabled	Top			0

6. Click the required section, and then make the changes as per requirement in the respective section.
7. Click the **Save** button.  
The edited profile is saved and the success message appears on the **Manage Profile** page.

### 6.3. Upload Profile Products on MercadoLibre Multi-Account

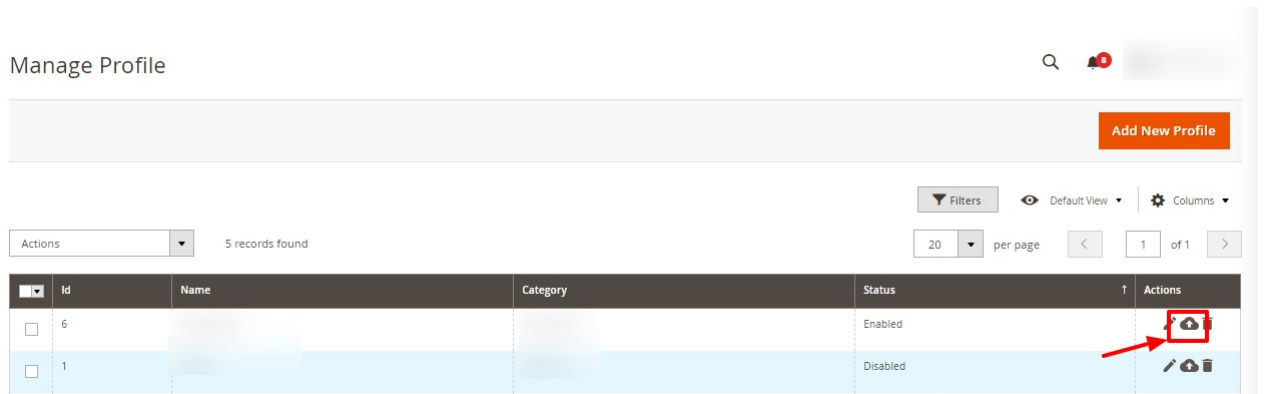
#### To Upload Profile Products,

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click on **Manage Profiles**.  
The **Manage Profile** page appears as shown in the following figure:



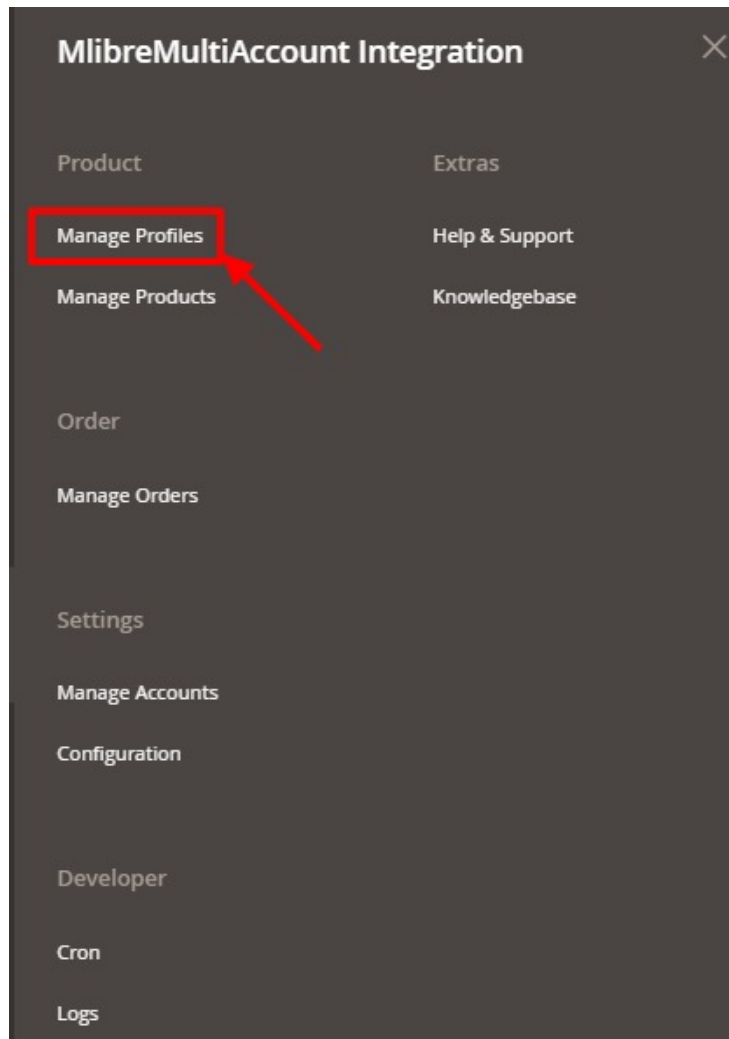


4. Scroll down to the required profile row.
5. In the **Action** column of the respective row, click the **Upload** button as highlighted in the above image. You will be navigated to the **Mlibre Multi-Account Product Listing** page from where you may take necessary actions.
6. Choose the product you wish to upload.

## 6.4. Delete a Profile

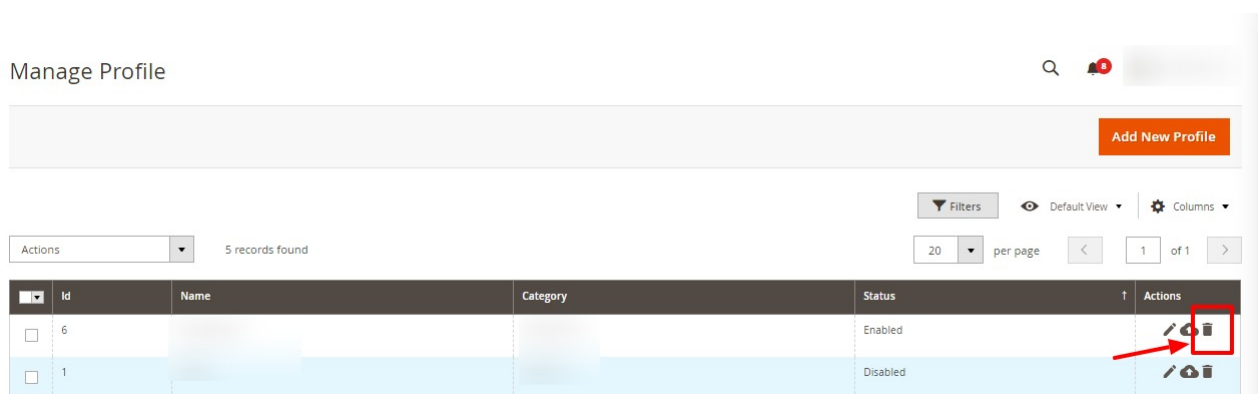
### To Delete Profiles,

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click on **Manage Profiles**.

The **Manage Profile** page appears as shown in the following figure:



4. On this page, all the available profiles are listed.

5. To delete a profile, click the **Delete** sign as highlighted in the above image.

6. A box will appear asking you to confirm your action of deleting a profile.

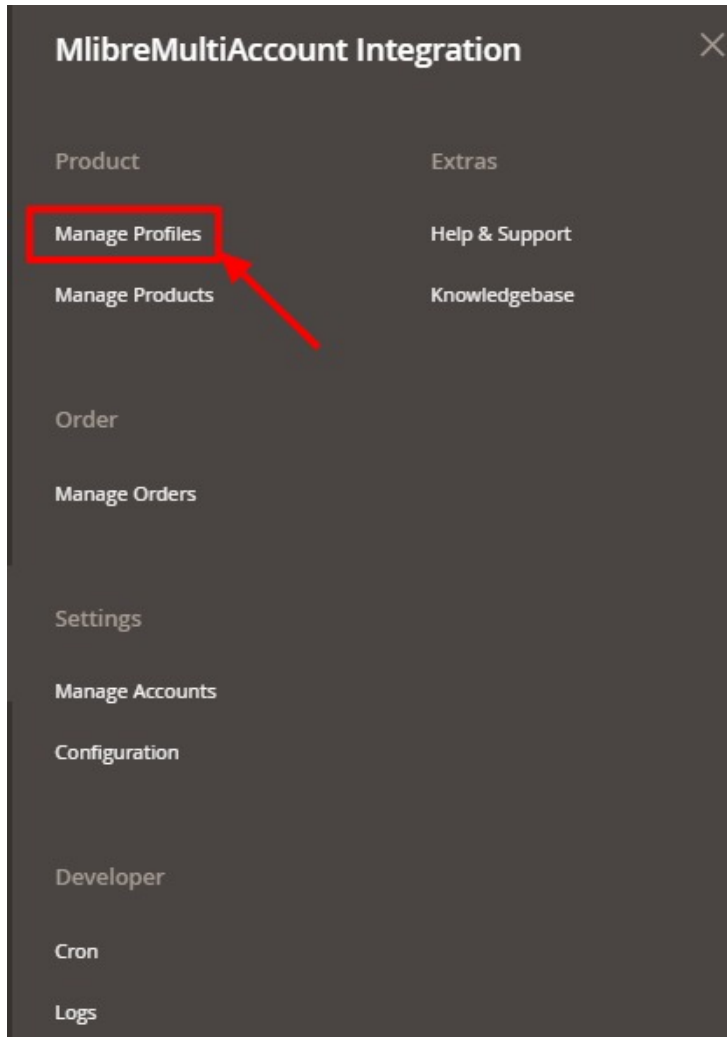
7. Click **OK**.

The profile will be deleted.

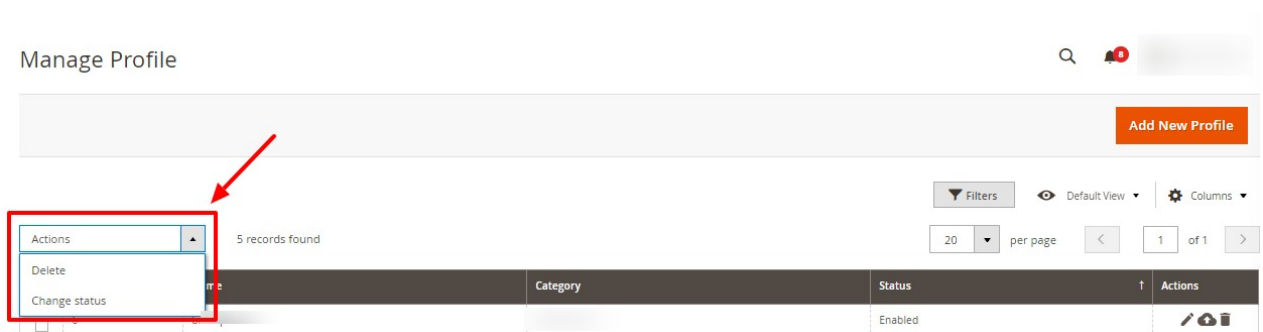
## 6.5. Submit Bulk Actions on Selected Profiles

To perform actions in bulk,

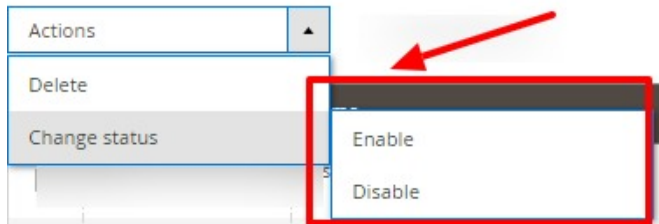
1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click on **Manage Profiles**.  
The **Manage Profile** page appears as shown in the following figure:



4. Click the **Arrow** button next to the **Actions** field.  
The **Actions** list appear as shown in the above image.
5. Select the profiles you want to delete, Click the **Delete** option.  
A confirmation dialog box appears.
6. Click the **OK** button.  
The selected profiles are deleted.
7. Select the profiles for which you want to change the status, click on **Change Status** under the **Actions** field. You can **Enable** or **Disable** the status of the profiles.



8. Selected profiles get enabled or disabled and a message appears as on top of the page. Also, under the **Status** column, the status gets changed.

## 7. Manage MercadoLibre Multi-Account Products

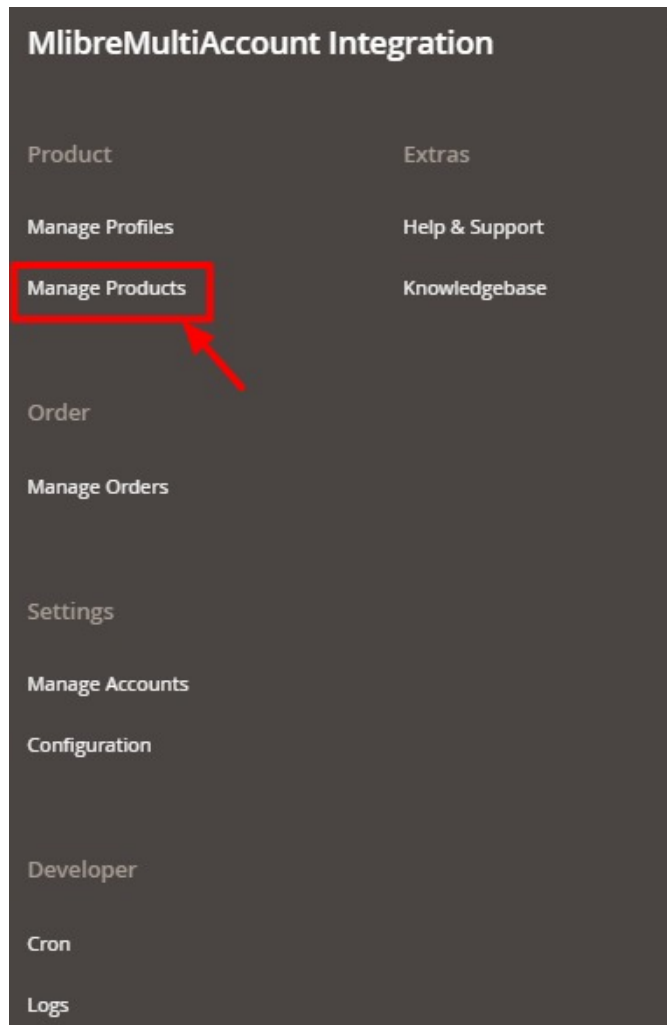
In Mlibre Multi-Account product management you can perform the following tasks:

- View Product Details
- Edit products
- Submit actions in bulk on the products

### 7.1. View Product Details

**To View Products details,**

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **Mlibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click **Manage Products**.

The **Mlibre Multi Account Products Listing** page appears as shown in the following figure:

MlibreMultiAccount Product Listing

Account View: Primary Account ▼

Filters Default View Columns

Actions 2 records found 20 per page 1 of 1

	ID	Thumbnail	Name	Type	SKU	Price	Quantity	Visibility	Status	Errors	Action
<input type="checkbox"/>	1			Simple Product		\$40.00	223.0000	Catalog Search	Enabled	VALID	
<input type="checkbox"/>	68			Configurable Product			0.0000	Catalog Search	Enabled	INVALID (3)	

4. Scroll down to the required product row.

5. In the **Action** column of the respective row, click the **View**



icon.

A page appears where the user can view all the product related details.

MlibreMultiAccount Product:

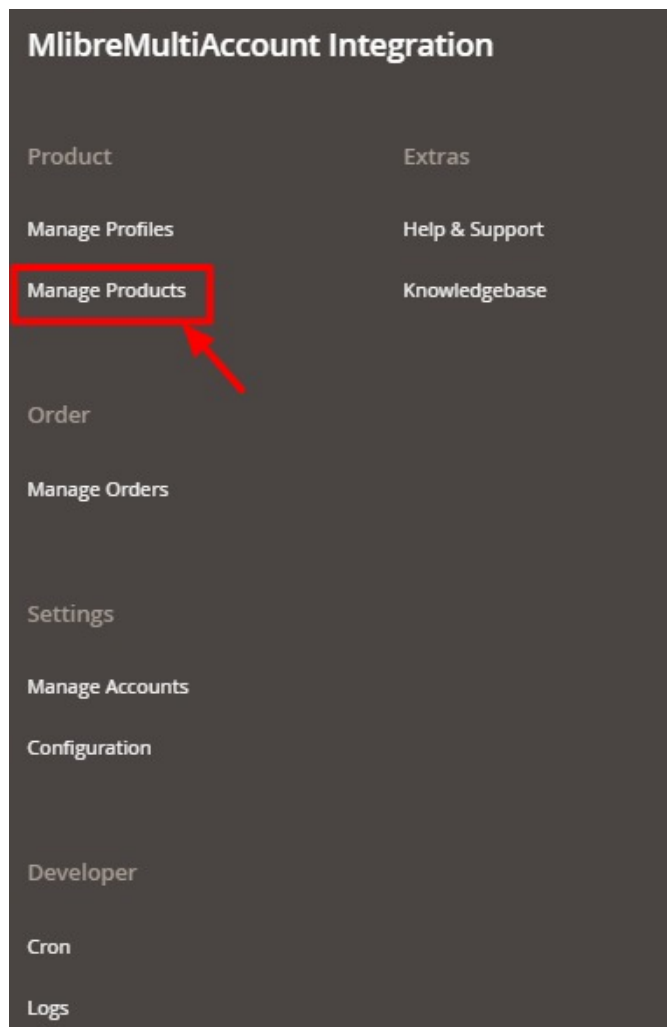
success	message
FALSE	Request Failed at Mercadolibre

6. Click the **Cancel** button to close the page.

## 7.2. Edit Product Details

To Edit Mlibre multi account product details,

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



### 3. Click **Manage Products**.

The **Mlibre Multi Account Products Listing** page appears as shown in the following figure:

MlibreMultiAccount Product Listing

Account View: Primary Account ▼

Filters Default View Columns

Actions 2 records found 20 per page 1 of 1

ID	Thumbnail	Name	Type	SKU	Price	Quantity	Visibility	Status	Errors	Action
1			Simple Product		\$40.00	223.0000	Catalog, Search	Enabled	VALID	
68			Configurable Product			0.0000	Catalog, Search	Enabled	INVALID [3]	

4. Scroll down to the required product row to edit the product or view the existing Mlibre multi account product details.

5. In the **Action** column of the respective row, click the **Edit**



icon.

The product editing page appears.

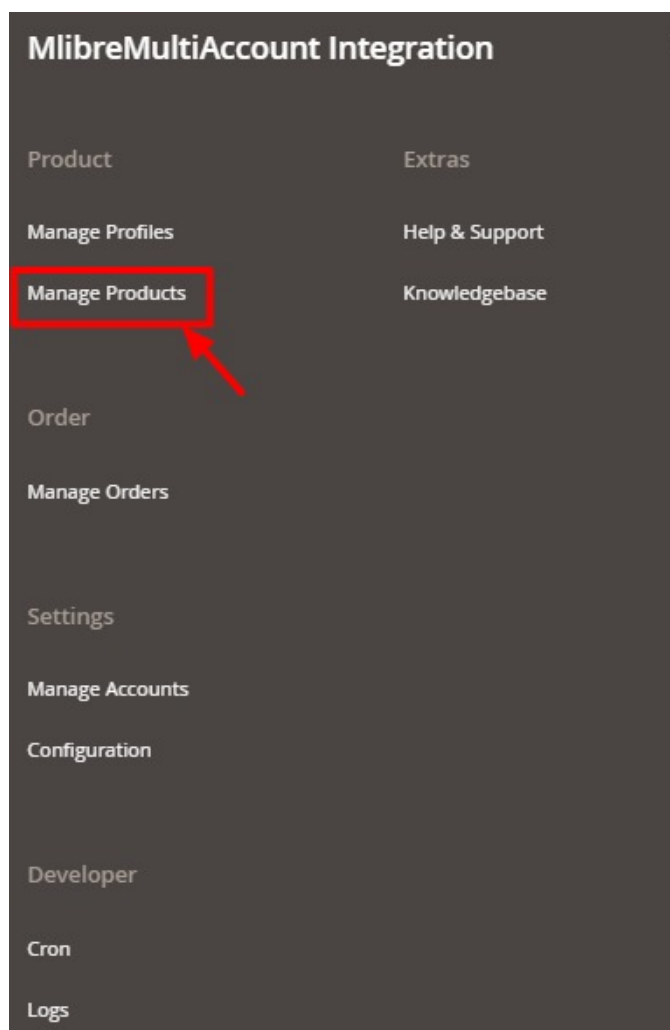
6. Enter the required information or edit the values in the required fields, and then click the **Save** button.

The changes are saved and the success message appears on the **Mlibre Multi Account Product Listing** page.

## 7.3. Submit Actions in Bulk on Products

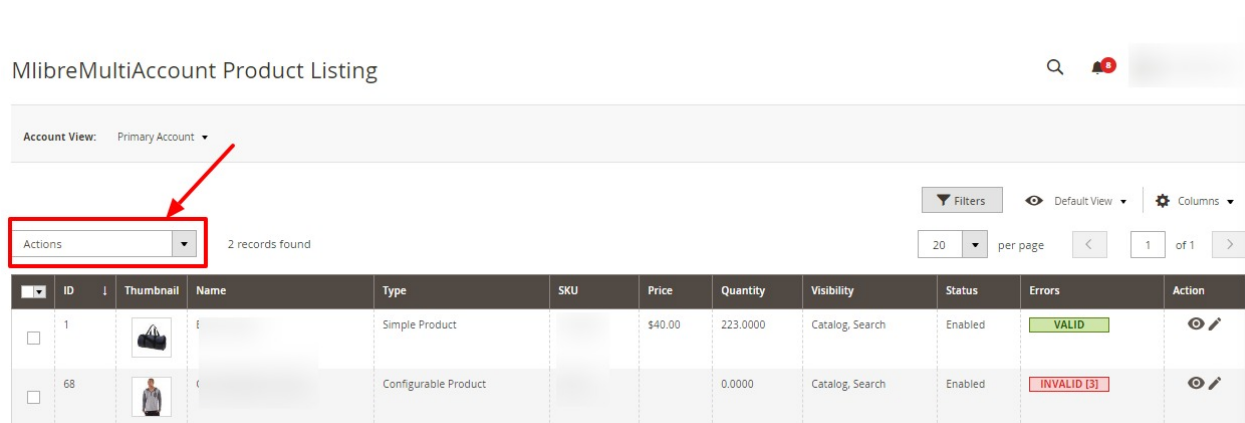
To submit actions in bulk on the selected products,

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **Mlibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click **Manage Products**.

The **Mlibre Multi Account Products Listing** page appears as shown in the following figure:

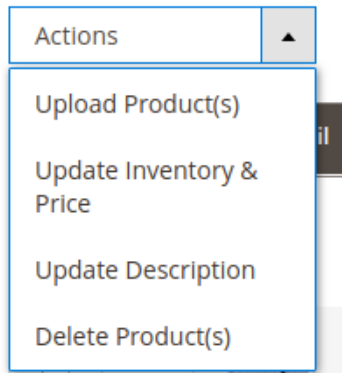


4. To upload the selected products, do the following steps:

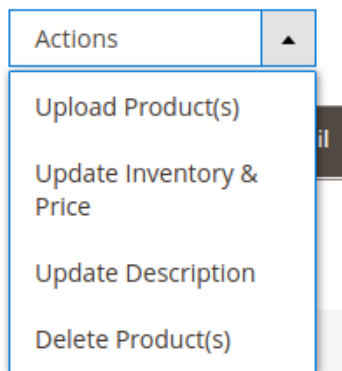
- Select the checkboxes associated with the required products.
- In the **Actions** list, click the arrow button.

A list appears as shown in the figure:

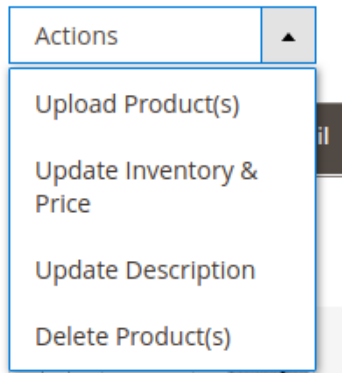




- c. Select the **Upload Product(s)** option.  
A confirmation dialog box appears.
- d. Click the **OK** button.  
The selected products are uploaded and a success message appears on the page.
- 5. To upload the inventories of the selected products, do the following steps:
  - a. Select the checkboxes associated with the required products.
  - b. In the **Actions** list, click the arrow button.  
A list appears as shown in the figure:



- c. Select the **Upload Inventory** option.  
A confirmation dialog box appears.
- d. Click the **OK** button.  
The inventories of the selected products are uploaded and a success message appears on the page.
- 6. To update the description of the selected products, do the following steps:
  - a. Select the checkboxes associated with the required products.
  - b. In the **Actions** list, click the arrow button.  
A list appears as shown in the figure:



- c. Select the **Upload Description** option.

A confirmation dialog box appears.

- d. Click the **OK** button.

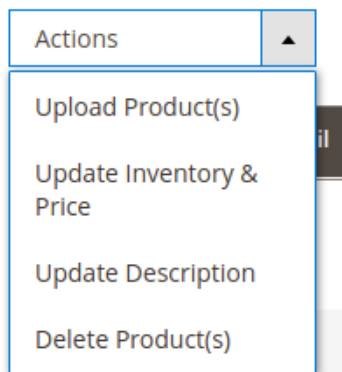
The description of the selected products is uploaded and a success message appears on the page.

- 7. To delete the selected products, do the following steps:

- a. Select the checkboxes associated with the required products.

- b. In the **Actions** list, click the arrow button.

A list appears as shown in the figure:



- c. Select the **Delete Product(s)** option.

A confirmation dialog box appears.

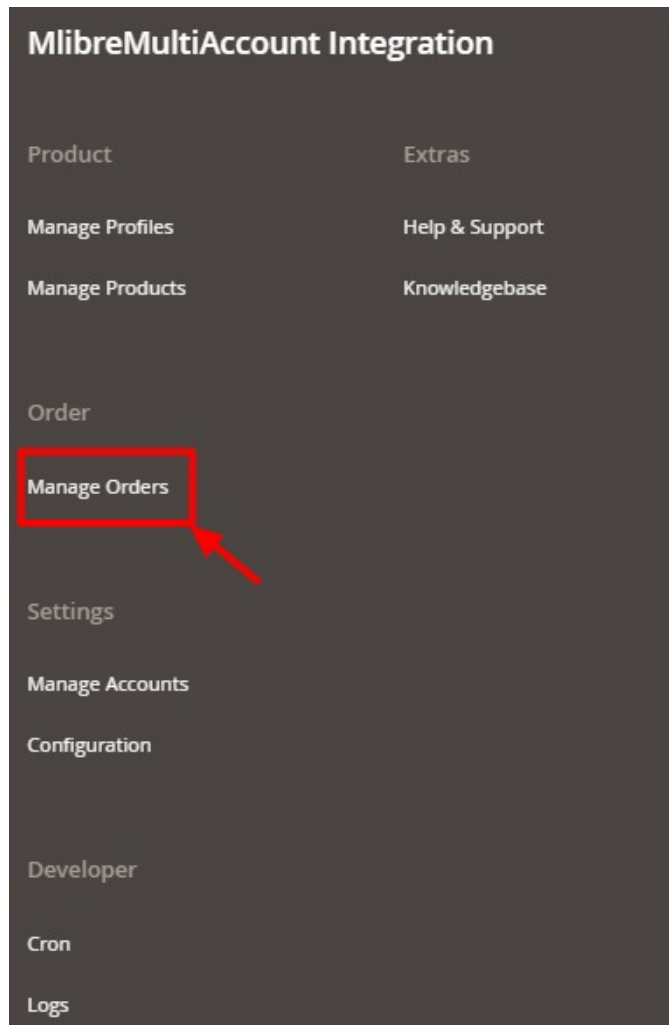
- d. Click the **OK** button.

The selected products are deleted and a success message appears on the page.

## 8. Manage Orders

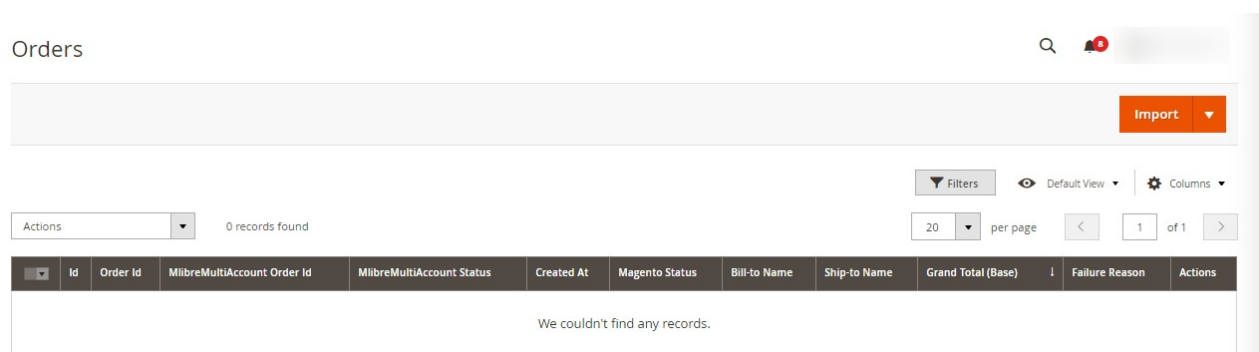
### To fetch and view new orders

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click on **Manage Orders**.

The **Manage Mlibre Multi Account Orders** page appears as shown in the following figure:



4. Click the **Import Orders** button.

If the order is imported successfully then, a new record is found in the Orders Grid table.

5. You can also search and import orders.

Search and Import

← Back Import

Parameters

Order Id

Status

Status

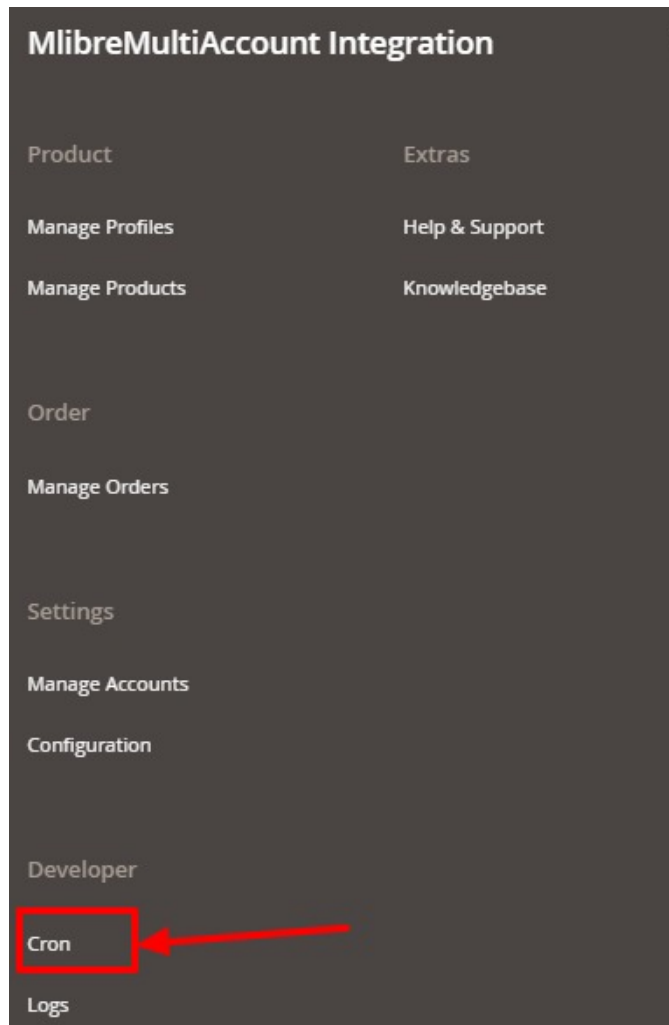
Created After

6. Fill the details and click on the **Import** button.  
The orders will be imported.

## 9. Cron Details

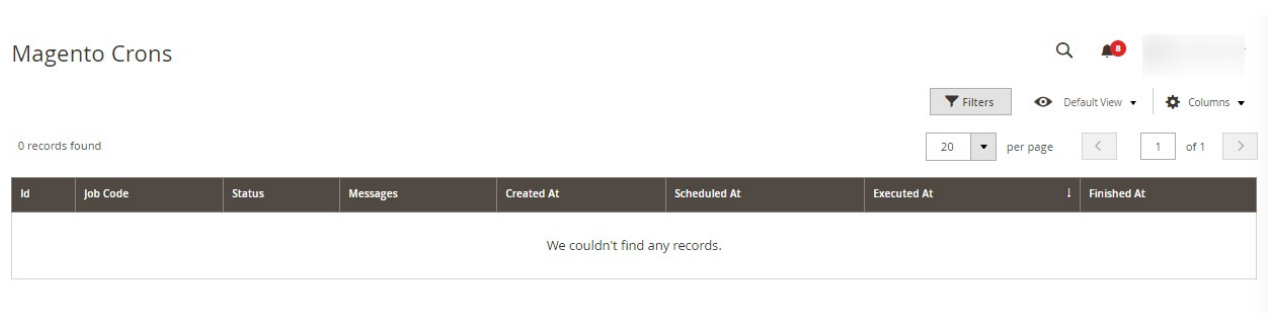
### To View Cron logs,

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click on **Cron**.

The **Mlibre Multi Account Cron** page appears as shown in the following figure:



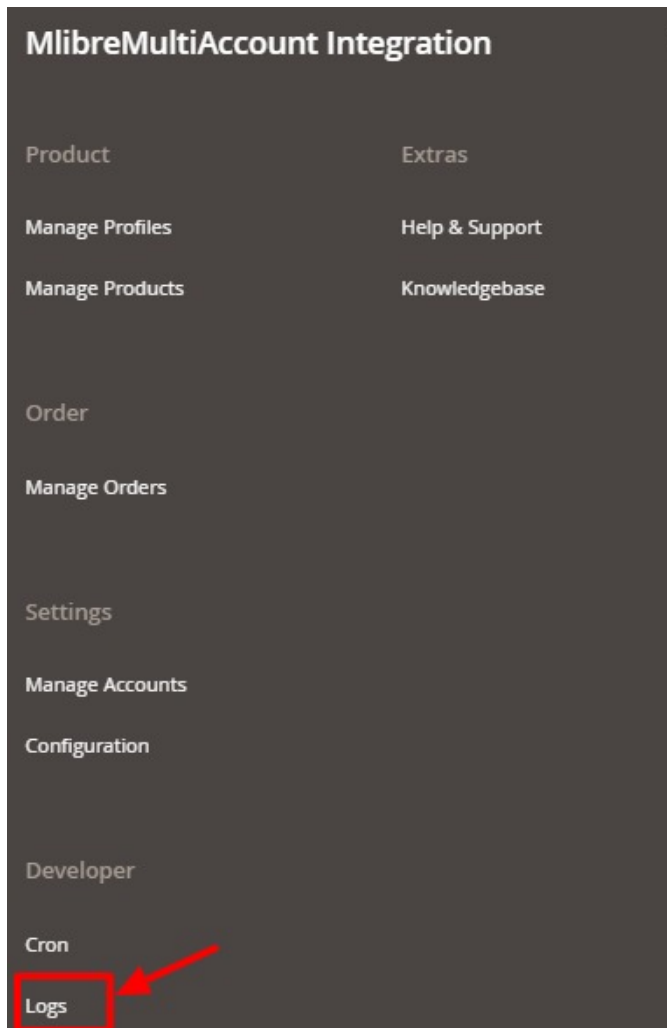
4. The running crons details will be displayed.

## 10. Activity Logs

To view activity logs,

1. Go the **Magento 2 admin** panel.

2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click on **Logs**.  
The **Activity Logs** page appears as shown in the following figure:

Activity Log

Truncate

Filters Default View Columns

Actions 16 records found 200 per page 1 of 1

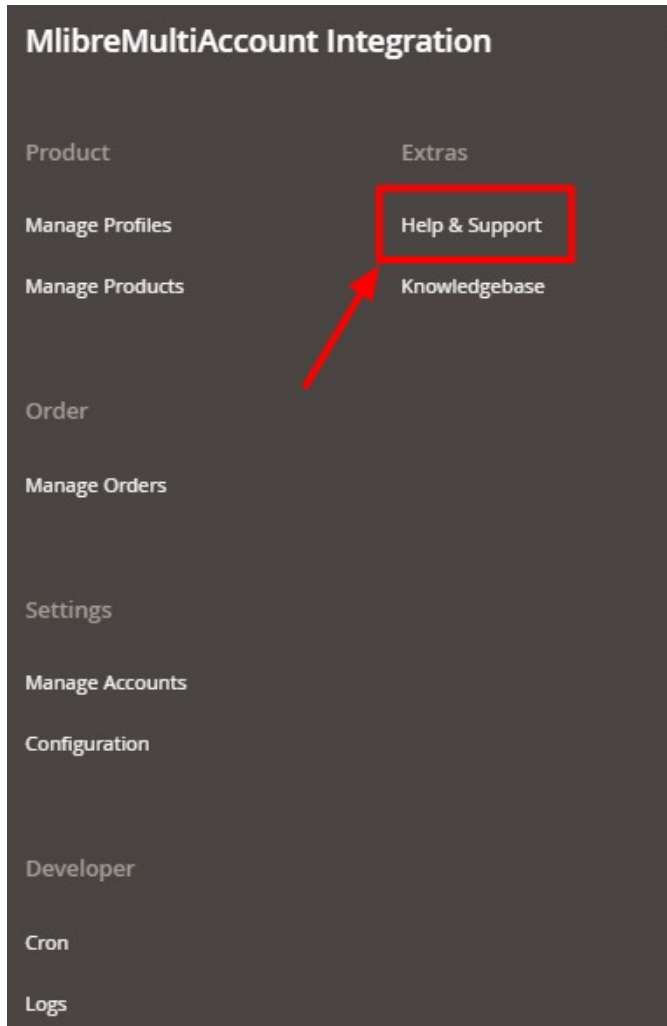
	Id	Message	Channel	Level	Date	Context
<input type="checkbox"/>	1	Profile does not exist.	MLIBRE	ERROR	2020-08-07 14:10:45	
<input type="checkbox"/>	2	Profile does not exist.	MLIBRE	ERROR	2020-08-07 14:10:45	

4. All the Mlibre Multi Account Activity logs records are listed on this page.  
5. To **view** the records click on the view button on the right.

## 11. Help and Support

### To view Help and Support

1. Go the **Magento 2 admin** panel.
2. On the left navigation bar, click on the **MLibre Multi-Account Integration** menu.  
The appears as shown below:



3. Click **Help and Support**.

The **Mlibre Multi Account Help and Support** page appear as shown in the following:



4. On this page, the admin has the option to contact us via call, sending an email, or by getting connected with us on Skype.