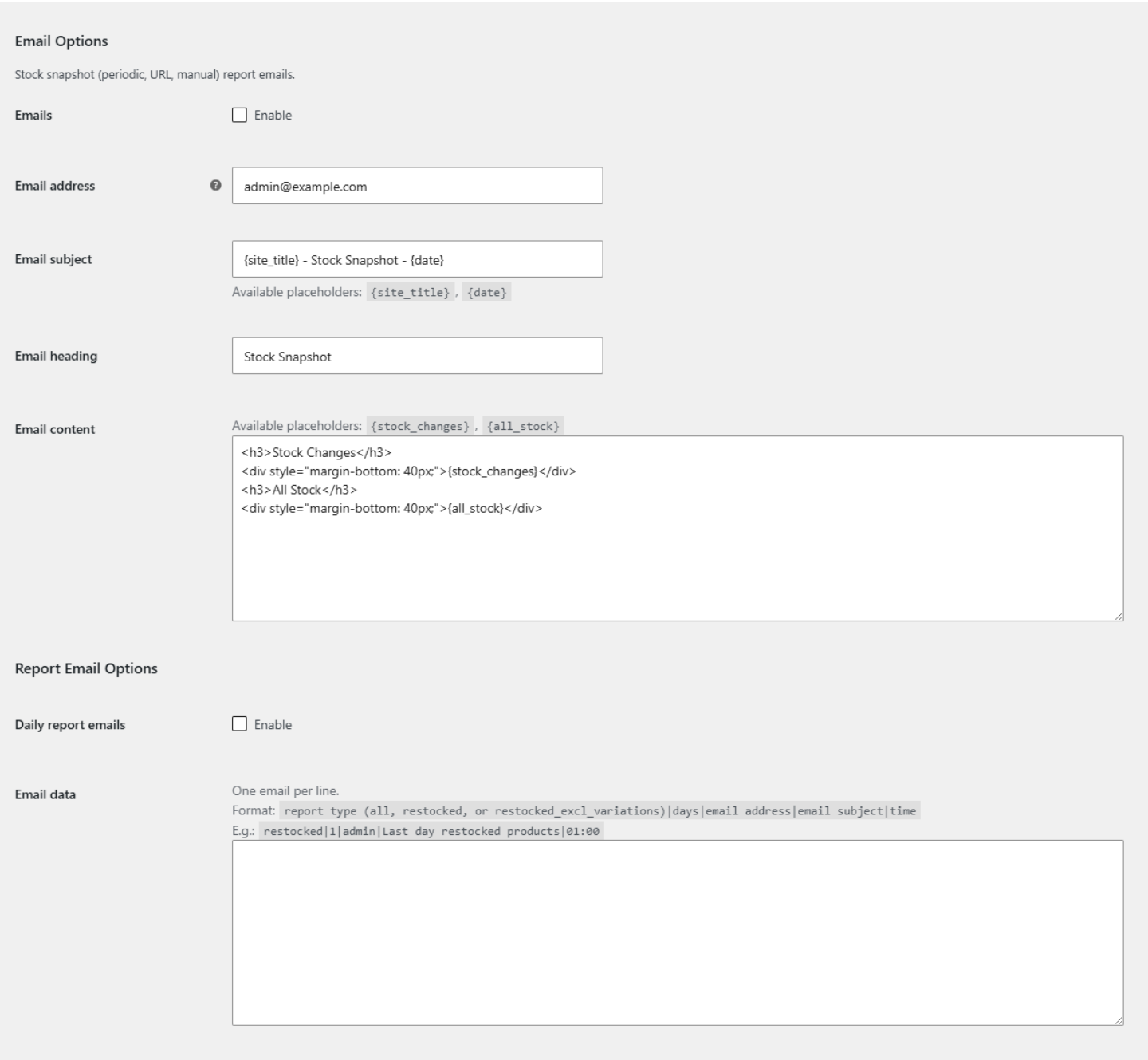
# How to Email WooCommerce Stock Reports Automatically

How to · https://wpfactory.com/docs/stock-history-email-reports/

To email WooCommerce stock reports automatically, go to **WPFactory > Stock Snapshot > Emails** in Stock History & Reports Manager for WooCommerce Pro. Tick **Emails** to get a stock summary after each snapshot, or tick **Daily report emails** and add a line such as `restocked|1|you@example.com|Restocked yesterday|08:00`.




## Before you start

- This is a Pro feature. In the free version, the **Emails** and **Daily report emails** checkboxes are disabled.
- Emails are sent with WooCommerce's mailer and email template. If other WooCommerce emails do not arrive, fix email delivery first (an SMTP plugin usually helps).
- Both email types rely on scheduled actions, so WP-Cron must be working.

## Option 1: a stock summary after every snapshot

This email is sent each time a full snapshot runs: periodic, manual (Tools) or URL. Single-product update snapshots do not send it.

1. Go to **WPFactory > Stock Snapshot** (also reachable at **WooCommerce > Settings > Stock Snapshot**) and click **Emails**.
2. Under **Email Options**, tick **Emails**.
3. Set **Email address**. It defaults to your site admin email.
4. Adjust **Email subject** (default `{site_title} - Stock Snapshot - {date}`) and **Email heading** (default `Stock Snapshot`).
5. Edit **Email content** if you like. Use `{stock_changes}` for a table of products whose stock changed since the previous snapshot and `{all_stock}` for a table of every product.
6. Click **Save changes**. To test, run **Tools > Take snapshot**.

Each table lists #, SKU, Product (linked), Stock and Previous. Increases are shown in green and decreases in red. If nothing changed, the changes table is replaced by "No changes in stock."

## Option 2: daily report emails

These emails send the same data as the **Report** section, once a day, at a time you choose.

1. On the **Emails** section, under **Report Email Options**, tick **Daily report emails**.
2. In **Email data**, add one line per email in this format:

```
report type|days|email address|email subject|time
```

3. Click **Save changes**. Each valid line is scheduled as a daily recurring action.

| Part | What to enter |
|---|---|
| report type | `all` (every stock change), `restocked` (products whose stock went up) or `restocked_excl_variations` (restocked, without variations). |
| days | How many days back the report covers, counted from the start of that day. `1` covers yesterday and today so far. |

| Part | What to enter |
| --- | --- |
| email address | The recipient. |
| email subject | The subject line, also used as the email heading. |
| time | When to send each day, in your site's time zone, for example `08:00`. |

Examples:

```
restocked|1|buyer@example.com|Restocked in the last day|08:00
all|7|owner@example.com|Weekly stock movements|07:30
```

Lines that do not have exactly five parts are ignored. Each scheduling result is written to the WooCommerce log under the source `stock-snapshot-for-woocommerce` (**WooCommerce > Status > Logs**).

## Frequently asked questions

### I changed a line in Email data and now get two emails. Why?

Saving a new or changed line schedules a new recurring action, but the action for the old line is not removed. Go to **WooCommerce > Status > Scheduled Actions**, search for `alg_wc_stock_snapshot_report_email_action`, and cancel the pending action with the old settings.

### Can I send a weekly report instead of a daily one?

Report emails are sent every day. Use a `days` value of `7` to cover a week in each email.

### Why don't I get an email when a single product changes?

The snapshot email is tied to full snapshots only (periodic, manual or URL). Product update snapshots are recorded but do not send an email.

## How many emails will the snapshot email send?

One per full snapshot. With the default daily interval that is one a day. A shorter periodic interval means more emails.



STOCK HISTORY

This is a Pro feature of Stock History. If you are still on the free version, upgrading takes a couple of minutes and unlocks snapshot and daily report emails.

**Get Stock History Pro →**

Need a hand? Our team answers every ticket on the Stock History support forum.

Related articles

- Stock History Troubleshooting: Missing Snapshots, Slow Reports and Emails
- How to Create a WooCommerce Stock Change Report
- Getting Started with Stock History & Reports Manager for WooCommerce
- How to Schedule Automatic WooCommerce Stock Snapshots
- How to See WooCommerce Stock Levels on a Past Date