



## Vendio Sales Manager Pro - Get Started List

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Get started with Sales Manager Pro in seven easy steps.


### **Step One: Install Sales Manager Pro onto your Computer (if you already have, please go to step two)**

- Go to [vendio.com](http://vendio.com) and click the Sales Manager Tab located in the left navigation bar.
- Click on the Sales Manager Pro link in the Left Navigation bar.
- Click the 'Download Now' button on the Sales Manager Pro page to start the download.
- Click Save at the prompt.
- After the download is complete, click Open to start the installation.
- Follow the directions on the screen to complete the installation process. We recommend you close all Windows applications before proceeding further.
- Start Sales Manager Pro.




### **Step Two: Manage your Images**

After installing Sales Manager Pro onto your computer, you'll want to import all of the images you want in your listings. The first time Sales Manager Pro starts, it will ask you if you would like to synchronize your images stored online with Vendio Image Hosting. Click 'Yes' to do so. After this is done, you can add additional images from your computer. You can also synchronize at any time by clicking the Synchronize icon in the Left Navigation bar.

To add images stored on your computer:

- Click the Add Image icon in the Image bar. 
- Browse your computer for stored images.
- Select the images you would like to import and click 'Open'.

Once you have imported all of your images, get comfortable with the icons and functions within the Image bar at the bottom of the page, which will help manage your images easier:

-  The Detailed View displays the image's title, size, dimensions and thumbnail.
-  The Thumbnail View allows you to view each image side by side.
-  See an image in its actual size by clicking on this icon, or by double clicking its thumbnail.
- Notice the folders in the left hand side of the Image bar. You can add and delete folders to sort your images depending on categories you list in, or any other criteria that is helpful for you.
- You can choose to hide the Image bar by clicking on the Show/Hide Image bar icon in the Left Navigation bar.

### **Step Three: Create a Batch**

After you import all of the images you want to use in your listings, you'll want to create a batch, which is a group of listings created offline in Sales Manager Pro.

- Note that when you open Sales Manager Pro, a new Batch window is already open.
- Get comfortable opening a new batch by selecting File > New Batch from the Main menu.
- Save this batch by selecting File > Save Batch As. Name your batch and click Save.
- Open this batch by selecting File > Open Batch. Double click the batch name to open it.
- To protect yourself from losing data in the event of a system crash, we recommend you turn on the AutoSave feature. To select AutoSave, click on the Preferences icon, check the Enable batch AutoSave box, and click the 'Save' button.

#### **Step Four: Create Listings in a Batch**

Now that you are comfortable with creating, saving, and opening a batch, you will want to begin creating listings in a batch. Keep in mind that you can easily create tens, hundreds, or thousands of listings in a single batch.

- To begin creating listings within a batch, simply click on the New Listing button in the Batch window and select the site in which you want to sell your item. For eBay listings, choose the listing type, which includes Auction, Fixed Price, or eBay Store.
- It's important to note that you must have a valid username and password in your Vendio Preferences to upload listings for a particular site. To add a username or password for a site, click the Preferences icon in the Left Navigation bar and click on Site Accounts to add this information. After you add your username and password, remember to click the Synchronize icon in the Left Navigation bar for the changes to be updated in your offline Sales Manager Pro.

#### **Basic Information**

- The Basic Information screen is where you enter a headline for your listing, a description, and images.
- To add an image to your listing, click on the image in the Image bar at the bottom of the screen. Drag the image from the Image bar to the Images section of the Basic Information screen.
- If you don't see any images in the Image bar, you probably haven't added any images to Sales Manager Pro. See Step Two to learn how to add images.
- If you have images on your Windows desktop, you can also drag and drop them on the Images section of the Basic Information screen. This is a way to save time attaching images to your listings.
- Make sure to complete all of the required fields labeled in red, and move onto the Site Information tab.

#### **Site Information**

- When you are done entering the basic information for your listing, click the second tab, Site Information, to enter the site-specific information such as payment options, duration, and shipping terms. If you have set preferences at Vendio, you will notice them filled in for your item.
- Keep in mind that all of your existing templates will be available to you in Sales Manager Pro after your first synch. To utilize the customizable templates, you must create the template online and save it. At the next synch of Sales Manager Pro, the new template you have created will be available to you (you will not be able to preview the template itself from Sales Manager Pro).

#### **Preview**

- When you're done entering information for your listing, click the third tab, Preview, to see what your listing will look like on the site. You can go back and change the listing information and these changes will be reflected in the Preview window.
- When you are finished previewing your listing, click the 'Ok' button and continue with another listing or prepare to upload your batch.

### **Step Five: Create Profiles**

If you find yourself entering the same site-specific information over and over again, profiles can help you save time by saving this information and easily applying it to listings requiring this information (e.g. 100 different CDs would all require the same site-specific information).

- To add a profile to a listing, open the Profile Manager by selecting Edit > Profile Manager from the Main menu.
- Click the New button to open the Profile Editor. You will notice that the Profile Editor contains three tabs, one for eBay, Amazon, and Yahoo! Each of the site-specific tabs is identical to the site information tabs in the New Batch Listings window.
- Complete the information that you wish to apply to future batch listings, name the profile, and click the 'Save' button.
- The next time you create a listing, you can select the profile you wish to use from the Basic Information tab of the New Batch Listing window.

### **Step Six: Upload your Batch of Listings**

After you have entered all of the listings you want in your batch, it's time to upload your batch. Uploading will launch all of your listings to their destination sites at the times that you have scheduled.

- Before uploading your batch, save it by selecting File > Save Batch from the Main menu. It's a good idea to include the date in the name (e.g. You might use CDs41500 for a batch of CDs submitted on April 15<sup>th</sup>).
- To save time uploading your batch, click on the Preferences icon, check the Upload images only required in batches box, then click the 'Save' button. This preference allows you to upload only the images in your batch, cutting down on upload time dramatically.
- Click Upload. You will be asked which batches you wish to upload, and select only the batch of listings that you wish to launch at this time. While Sales Manager Pro uploads your batches, it will also download any changes you have made on Vendio, such as adding or deleting images or changing passwords or preferences. Sales Manager Pro also uploads any images you have imported into Sales Manager Pro.

### **Step Seven: Monitor your Listings and Manage Post-Sale Activities**

After you have launched a batch of listings, you can monitor them in your online Sales Manager. Once your listings have closed, you can also process your post-sale activities from the same location.

#### **Monitor your listings:**

- From Sales Manager Pro, click the Sales Manager icon in the Left Navigation bar, or log into Vendio and click the Sales Manager tab.
- The Sales Manager Control Panel shows your active listings, pending listings that will launch in the future, and your closed listings. For each item, you can view the listing's hits, received bids, highest bid, closing date and time remaining.

#### **Manage Post-Sale activities:**

- From Sales Manager Pro, click on the Post Sale Management icon, or from the Control Panel in Sales Manager, click on Post Sale in the Left Navigation bar.
- Post Sale will allow you to efficiently send winning bidder notifications, receive payment notifications, create customized packing slips and address labels, send shipping notifications, track orders, submit eBay non-paying bidder notifications and more.

While the steps outlined above will help you learn the basics of Sales Manager Pro and get you up to speed quickly, you may find the information below helpful to streamline the listing creation process even further.

### **Inventory List Feature**

If you have multiples of the same items, you can store these listings in the inventory, where you can pull them into a batch to avoid creating the same listing twice. Keep in mind that inventory items will not be uploaded or launched until you move them into a batch and upload the batch.

- To open the inventory, click the Inventory icon in the Left Navigation bar. The Inventory window looks similar to the Batch window. You enter inventory items into the inventory much like you enter listings into a batch.
- Click New Listing in the lower right corner of the window, and once you are finished with your listing, click the 'Ok' button. You can add this inventory item to a batch by dragging it from the inventory to a Batch window. You will notice that dragging an item from the inventory into a batch does not remove it from the inventory. The item will stay in the inventory so you can have a record of it. You can also edit when an item was sold, its price, and other details.
- If you wish to use a profile with an inventory item, click the Site Information tab and select the profile you want to choose. Click the 'Ok' button when you are finished. Keep in mind that the profile information is only filled in when the inventory item is placed in a batch.
- If you have set a category for the profile, you can override that category for this particular item. For example, if you use one profile for a wide set of items, such as CDs, you can override the sub-category to reflect the type of music on the CD (e.g. You have the profile set to the eBay category: Books, Movies, Music > Music > CDs. You can then override the category in the inventory item to reflect the type of music, say, Rock: Classic).

### **Importing Inventory from Excel, Access, and Text Files**

You can quickly build a Sales Manager Pro Inventory List by converting data from an Excel spreadsheet, an Access Database file, or a Text file into an Inventory Item.

- The Inventory Importer wizard helps you convert this data in only a few minutes. Make sure your inventory list is closed and start by opening the Inventory Importer wizard by selecting Tools > Inventory Importer from the Main menu.
- Follow the instructions in the wizard. When you are finished, your inventory list will be populated with all the data contained in the file you selected.

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