



Vendio Sales Manager Inventory Edition - Get Started List

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Get started with Sales Manager Inventory Edition in seven easy steps. To make each of the steps easier, we strongly suggest opening the corresponding help topics located in the 'Help contents' dropdown menu on the 'Inventory: All Folders' page. This menu is accessible by clicking the Sales Manager tab in the left navigation bar once you are logged in.

Step One: Import an Initial Set of Inventory

To create your initial set of inventory faster, you can import inventory from a .CSV file, from current eBay listings, or from current inventory records stored in a Sales Manager Merchandising Edition account.

Any items imported from a .CSV file will be placed in the folder you specify at the time of the import, or you can create a new folder on the fly. Any items imported from current eBay listings will be placed in a new folder labeled with the date and time of the import (for example: 'Former Inventory Items_2004-09-24 08:49:42'). Additionally, if you are importing inventory items from current eBay listings, all of your active listings will appear on the Active Listings page, and your recently closed listings will appear on the Closed Listings page. To access your import options, click on Import in the left navigation bar.

Importing from a .CSV file

- To import your items from a .CSV file, click on 'import from .csv file'.
- Read our [CSV Import User's Guide](#) to learn how to prepare your file before uploading.
- Attach your file and click the 'Import' button.

Importing from current eBay listings (if you have not used Sales Manager Merchandising Edition)

- To create an initial set of inventory items based on your currently active listings, click on 'Import from eBay listings', and follow the steps to complete the import.
- All of your currently active listings will be imported as inventory items.

Importing from current Vendio account (if you were using Sales Manager Merchandising Edition)

- To convert your existing Sales Manager ME inventory and listings into Sales Manager IE Inventory, click on 'Import from existing Vendio account'.
- Make the appropriate selection on the following page (if you need help selecting the correct option, or to learn what happens if you decide to return to Sales Manager ME, click on the appropriate help link).
- Click 'Send Import Request'.

To learn more, select the [Building Your Inventory](#) help topic from the dropdown menu located at the top of the 'Inventory: All Folders' page.

Step Two: Create Folders to Organize and Manage Inventory Items

Folders allow you to efficiently organize recently imported inventory items, or items you will create in the future. You can organize items according to item type, price range, product family or any criteria that is helpful to you.

To create folders:

- Click on 'manage folders' in the left navigation bar.
- Click 'New', and name your folder by typing over the default text.

- If you want to create a subfolder, click 'New', name your subfolder, then click 'Move to'.
- Select a parent folder, and click 'Move'.
- Click 'Save'.

To move items between folders (helpful for organizing your recently imported items):

- Open a folder (click on the folder name in the left navigation bar) to access the item(s).
- Select the item(s) you want to move, and click 'Move'.
- From the appearing dropdown menu, select a destination folder, and click 'Move'.

To learn more, select the [Building Your Inventory](#) help topic from the dropdown menu located at the top of the 'Inventory: All Folders' page.

Step Three: Upload Images

Before uploading, make sure all adjustments to color, cropping, and file size have been made using photo-editing software. Standard images must be less than 500KB, while ZoomStream images must be less than 15MB.

Access the Online Uploader

- Click the Image Hosting tab.
- Click 'Upload Images' to access the Online Uploader.
- If you are uploading Standard images, remain on the page. If you are uploading ZoomStream images, select the ZoomStream Images radio button. This will take you to the ZoomStream Uploader.

Create a New Folder to Upload to (for Standard images)

- On the Upload Standard Images page, enter a name for your folder in the "Create New Folder" field, or simply leave the default name.
- Click 'Create'.

Select Your Files and Upload

- Increase the number of upload fields on the page if necessary by selecting the number from the 'Show upload fields' dropdown menu at the top left of the page. You can upload up to 50 images at a time.
- Click the first Browse button. In the dialog box that appears, navigate to the folder containing your image, select your image, then click 'Open'.
- Rename the image if you want by editing the corresponding name in the Image Name field (you do not need to type the file extension as part of the file name).
- For Standard images, select the folder you want to upload to.
- Repeat these steps for each additional image. It is not necessary to fill all upload fields.
- When you have finished selecting your images, click 'Upload'. You will see the status of each image as they are uploaded.
- When the upload is complete, you will be shown a confirmation page.
- If you have uploaded any images with the same names as ones already in your account, you will be given several choices: keep the auto-created name, rename it to something else, or replace the existing image online. To keep the auto-created name, take no additional action. To rename it, type in a new name. To replace the existing image, select the Replace option.
- To leave the confirmation page and save any rename or replace selections, click 'Upload More', or click 'Done'.

Note: If you have Windows XP, please check out Vendio XPress Image Publisher, which will help you upload images in bulk from any Window's directory. To learn more, click the Image Hosting tab in the left navigation bar, then click on XPress Publisher once you are logged in.

Step Four: Create and Edit Inventory Items

The Edit Inventory Items page displays your inventory data in a table format, one item per row. There are a series of tabs at the top of the table; each tab reveals additional data fields to help complete the definition of each inventory item. The 'Show Help' link at the top of the page will provide contextual help with each of the fields, and the legend below the table will help you learn the action icons.

- To create new items, we recommend selecting an existing item and copying additional items from it. This allows you to edit only the fields that need to be changed instead of manually entering information for all fields. To create an inventory item(s), first select an item(s) in the Inventory, All Folders page and click 'Copy'.
 - The newly created items will be named "Copy 1 of 'Previous Title'".
 - Edit your newly created items as needed.
 - Click 'Save'.

To learn more, select the [Building Your Inventory](#) help topic from the dropdown menu located at the top of the 'Inventory: All Folders' page.

Step Five: Launch Inventory Items

Now that you have created inventory items, you can either launch them manually or by scheduling them to launch automatically.

To launch listings manually (ideal for items that don't have an auto-launch profile assigned):

- Open a folder, select the items you want to launch, and click 'Launch'.
- From the appearing dropdown menu, confirm the items you want to launch, as well as the type of listing you want to create from each inventory item, then click 'Launch'.
- On the Items to Launch page, set your Qty. Per Listing (1 for standard listings, >1 for multiple-quantity fixed-price or dutch auction listings).
- Set the number of listings you want to launch (each will become a separate listing).
- Optionally, set the launch interval to spread out each separate listing across time.
- Enter the launch date and time for each listing (or click 'Set Interval' to spread out all your listings evenly across time).
- Optionally, preview each item to see how they will look.
- Click 'Launch'.

To schedule listings to launch automatically:

Create auto-launch profiles to optimize launch schedules for inventory items. Items with auto-launch profiles will automatically launch the appropriate quantity of items at the exact times you've specified.

- To create an auto-launch profile, click on 'Manage Profiles' in the left navigation bar.
- Click 'New' to create a profile, or select an existing profile and click 'Copy & Edit'.

On the Create Auto-Launch Profile page, set the following:

- Specify the exact date and time that your launch profile will begin, and the exact date and time that you want it to expire.
- Choose your launch strategy according to how you think it's best to sell your item (keep an item or set of items in mind as you choose your strategy. A strategy that works well for one item may not work well for other items).
- Schedule your listings up to the exact day and time to optimize when your items reach the market.
- Set optional auto-adjustment strategies to automatically raise prices, reserves, and bins/store/fixed prices for items that are selling or for items that fail to sell.
- Click 'Save'.

Note that if you want to stop an auto-launch schedule for an item(s), open a folder where your item(s) are located, select the item(s), and click 'Edit'. Click the Auto-Launch tab and select 'None' where your auto-launch profile was previously selected.

To learn more, select the [Launching Items](#) help topic from the dropdown menu located at the top of the 'Inventory: All Folders' page.

Step Six: Monitor Item Status

To monitor the status of any item, open an inventory folder and look in the Quantities columns. Updates are constantly made to the following values as items launch, close, and are sold:

- Available: Indicates the number of items you currently have available to sell.
- On Market: Indicates the number of items you currently have listed on the marketplace.
- To Ship: Indicates the number of items you have recently sold.

A complete summary of your currently active, pending, and closed listings is available by selecting Listings > (Active Listings, Pending Listings, or Closed Listings) in the left navigation bar. Depending on your selection, you will be able to monitor the hits, bids received, and ending time for currently active listings, edit pending items scheduled to launch in the near future, and fulfill orders for closed items.

To learn more, select the [Monitoring Item Activity and Status](#) help topic from the dropdown menu located at the top of the 'Inventory: All Folders' page.

Step Seven: Manage Post Sale Tasks to Fulfill Orders Quickly

After your items have sold, they will appear on the Post Sale Summary page, where you can manage all of your Post Sale tasks to fulfill orders quickly and easily.

- Click on Post Sale in the left navigation bar.
- Click on the row of numbers next to a sold item (the 1-9 image on the far right) to access the Fulfillment Checklist, where you can complete each of the steps in the post-sale process for each item individually.
- Alternatively, you can use the post-sale links in the left navigation bar to complete each of the steps in the post-sale process in bulk. These links act as filters to show you only the information you want to take a specific action on, like leave feedback, print shipping labels, or send payment reminders.
- As you complete each of the steps in the post-sale process in bulk, they will be reflected in each items' Fulfillment Checklist.

To learn more, select the [Managing Post Sale Tasks](#) help topic from the dropdown menu located at the top of the 'Inventory: All Folders' page.

Step Eight (Optional): Set Your Global Preferences

After you have listed a few items, we recommend that you take a few minutes to set your Global Preferences.

- Click on the My Account link at the top of the page.
- Click on the Global Preferences link.

The Global Preferences section is where you store your commonly used shipping, insurance, sales tax, and payment options to re-use for future listings. By specifying these settings once in your Global Preferences, you won't have to enter them repetitively for each listing. For example, say you only offer UPS Next Day Air, UPS 2nd Day Air, and UPS Ground as your shipping options, you don't charge sales tax, and you only accept Pay Pal as your payment option. You

can specify this once in your Global Preferences and it will be reflected across any listings you create in the future. You can easily overwrite any of these preferences as you create listings.

Step Nine (Optional): Save Your Custom Templates

After you have set your Global Preferences, you can create and save templates to give your listings a professional and organized appearance.

- Click on the My Account link at the top of the page.
- Click on the Custom Templates link.

The Custom Templates section is where you can create, edit, and save as many templates as you want. Enter the Template Workshop to select from hundreds of pre-designed templates, or create your own using the controls in the sidebar. Any changes you make in the sidebar will be reflected in the preview window. When you are finished creating a template you are happy with, enter a name for it at the bottom of the page and click 'Save'. As you create listings, your template will now be available for you to select as you create listings. You can follow this process to create as many templates as you want.

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