



Selling Manager Pro – Quick Guide

Creating a Listing

1. Familiarize Yourself with Views

If you have used Selling Manager, you will already be familiar with “Views” in Selling Manager Pro (referred to as SM Pro from here on). SM Pro separates your eBay Listings according to their status in the sales cycle. These separations are called “Views” and SM Pro provides the following views, accessible from the Manage Listings menu on the left hand side of the page:

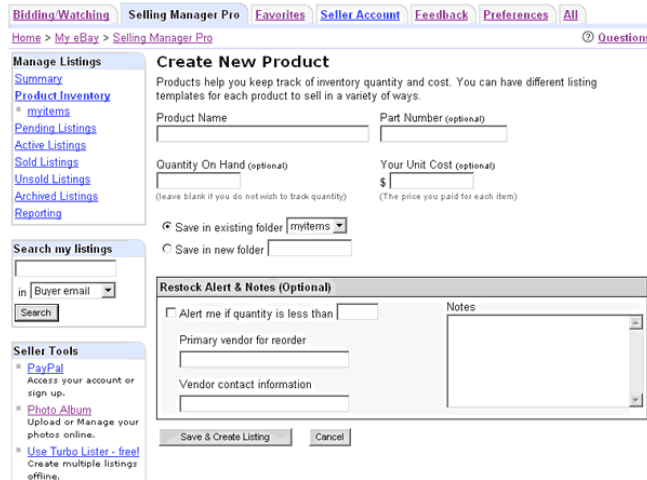


2. Create a New Product

When you log into SM Pro, you will see your Summary View page. Consider this your SM Pro homepage or your sales dashboard. Here you can get quick snapshots of your eBay sales, get reminded of what you need to do for the day. To begin listing, you will first need to create a new product:

1. In the Manage Listings menu on the left, select the **Product Inventory** view link. Then click the *Create Product* button.

Alternatively, from the Summary View page, you could select *Create a New Product for Sale* from the Quick Start menu, located at the right of the screen. (Note: There are a variety of other ways to create products and listing templates in SM Pro. Go to <http://pages.ebay.com/help/sell/creating-products-templates.html> for more info)



2. In the “Create New Product” page, type in your Product Name (i.e. Socks). Here you can also add a part number or SKU, Quantity on Hand and Unit Cost. These optional fields are useful if you want to be alerted when your supply is low or if you want to track profit and loss.
3. Select an existing folder or create a new folder where you will save your new product.
4. If you are tracking Quantity on Hand, mark the checkbox and enter the quantity that, when the Quantity On Hand falls below, will generate an alert on your Summary View page.
5. Click *Save & Create Listing*.

3. Create a Listing Template

After clicking *Save & Create Listing*, you will enter a familiar site if you are used to listing from eBay’s Sell Your Item form!.

1. Proceed through the Sell Your Item form by entering your format, category, title and description, item details and payment/shipping information. where you can enter your listing template information.
2. On the “Edit Template: Review” page, check your listing information to make sure it looks OK.



3. Click *Save* to save as a listing template, or click *Submit Listing & Save* to launch your listing and save it as a listing template for future use.

Note: The listing templates you save are then associated with the newly created product. You can create up to 50 listing templates for each product. (Example: Product Name: Socks, Template 1: Red Socks, Template 2: Blue Socks, Template 3: Size 5 Socks, etc.)

Selling Manager Pro allows you to create and store default description footers. You can have them automatically added to the end of your item description whenever you list an item. Simply go to your Selling Manager Pro *Preferences* tab and select *Default Description Footer*.

4. List in Bulk

It's easy to list tens, hundreds, even thousands of items using Selling Manager Pro. There are two ways to bulk list:

1. Click *Product Inventory View*
2. Mark checkbox for the products that you want to list in bulk
3. Click the *Sell Again* button
4. Mark which products you want to list immediately and those which you may want to schedule.
5. Click *Submit Listings*

Or

1. Click on your Product Name in the Product Inventory View
2. Checkmark the appropriate listing templates
3. Click the *Sell Again* button
4. Mark which products you want to list immediately and those which you may want to schedule.
5. Click *Submit Listings*

Tip: Avoid spending time creating similar listings. Just duplicate your listing template and then edit it!

5. Revise Your Listing

In the Active Listings, select the item you want to revise

Click on *Revise Your Item* link

Go through the *Revise Your Item* flow and click on *Edit* link for each section you would like to revise

At the bottom of the RYL page, select *Submit Only* to update your active listing, but not save your changes to your listing template. Select *Save Edits to My Listing Templates* or *Save Edits to a New Listing Templates* to update your active listing and save the changes to your listing template or to a new template.

