



Turbo Lister Listing Activity Quick Start Guide

eBay Inc.

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Overview

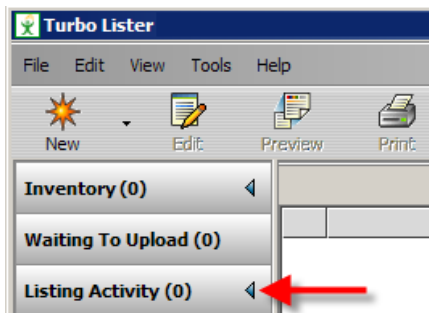
As a Turbo Lister user, you already know Turbo Lister helps you quickly and easily list your items on eBay. Here's good news! Turbo Lister has a new feature, Listing Activity, that provides sellers the ability to more easily synchronize Turbo Lister with their eBay web site.

Listing Activity is a new panel, or view, in the Turbo Lister interface that enables you to view, edit, and manage your items and associated listings directly in the Turbo Lister application. Then, with a single click, you can update your listings posted on eBay.

This quick start explains how to use the Listing Activity views in Turbo Lister, and assumes you use Turbo Lister regularly. You must already have inventory uploaded to eBay in order to follow the procedures in this document.

Locating the Listing Activity View

To begin, open Turbo Lister, and if prompted, select the *Open an Existing Account* option, and then select your eBay account. After Turbo Lister opens, the new Listing Activity view is located on the left side of the interface below the Inventory and Waiting to Upload views.



Notice initially that Turbo Lister does not show any items in the Inventory, Waiting to Upload, or Listing Activity views. Your existing listings will not display in Turbo Lister until after you synchronize the Turbo Lister application with your eBay *My Summary* web page.

Understanding the Synchronization Process

Synchronization simultaneously uploads and downloads listings between Turbo Lister and your *My Summary* page. Turbo Lister first incorporates changes from your eBay web page into Turbo Lister, and then sends updated listing information to your eBay page. As a general rule, always synchronize your listings before making changes to items in Turbo Lister.

Turbo Lister window



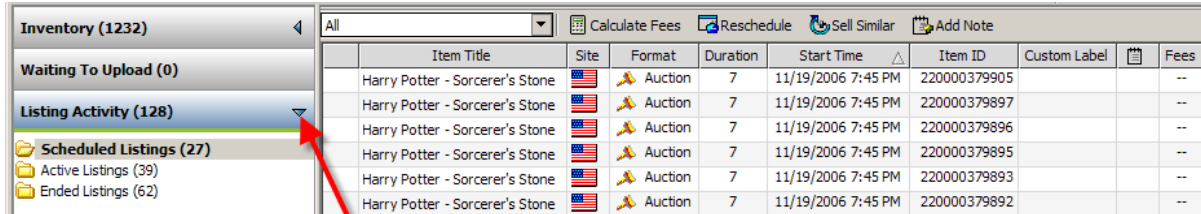
Your eBay web page



1. Downloads listings into Turbo Lister

2. Uploads listing changes to eBay site

The first time you synchronize, Turbo Lister downloads your inventory items, plus the scheduled, active, and ended listings from your eBay page to populate its database file. After the first synchronization, Turbo Lister displays all of your current listings. Click the blue triangle to expand the Listing Activity view.



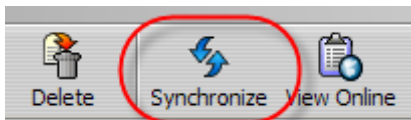
Now you can edit listings, like relisting items, or rescheduling when items appear on eBay.

Using the Listing Activity Views

The Listing Activity views were designed to help you edit multiple listings using Turbo Lister instead of making individual changes on your eBay web page. Synchronizing ensures that your listings in Turbo Lister match your listings posted on eBay before updating the listings. Always synchronize your listings before and after making changes in Turbo Lister.

Step 1. Synchronize Listings

In the Turbo Lister main window tool bar, click **Synchronize**.



The *Synchronize* dialog box opens and allows you to specify which listings you want to synchronize: Active, Scheduled, Sold or Unsold (all are recommended). You can also specify a date range that further defines which listings get synchronized.

After specifying the type of listings you want to synchronize, click **Synchronize Now**. A dialog with a progress bar opens and specifies how many listings are being updated, and then lets you know when synchronization concludes.

Step 2. View and Edit Active Listings

The information that you can revise in your active listings depends on the time left before the listing ends, and whether you have received any bids or sales. Review the [revision rules](#) to understand if limitations apply before attempting to make changes to your active listings. With the Listing Activity view expanded, click the *Active Listings* folder.



The Action toolbar allows you to perform a variety of tasks (refer to [Using Action Toolbar Options](#) for more details). For example, let's say you want to add a Subtitle for some items for better buyer visibility. First synchronize your listings, and then follow these steps:

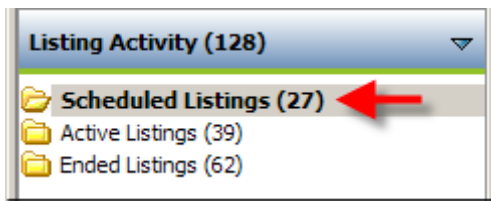
- a. In Turbo Lister, select listings in the main window.
- b. Click the **Edit Item** button on the main toolbar, or right-click with your mouse on one of the selected items and choose **Edit Multiple Items**.
- c. Enter a subtitle in the *Title and Category* panel. You can make this and other changes at this time (as long as the same change applies to all selected items).
- d. When you are finished editing the listings, click **Save**. Click **OK** to confirm this action, and then **Close** after the changes have been applied.
- e. A pending revision icon appears next to the Item Title of the selected items.
- f. Click **Synchronize** and specify the type of listings you want to synchronize. Click **Synchronize Now**, and then **Close** after the synchronization concludes.

Your listings on eBay now have the new subtitle information. To confirm this, select a changed item in the main window, and then click the **View Online** button in the main toolbar.

Note: To edit individual item information, you can use Edit Mode, which allows you to make changes directly in the Turbo Lister main window. Refer to [Using View and Edit Modes](#) to learn more about inline editing.

Step 3. View and Edit Scheduled Listings

Scheduled listings can be edited up to one hour before they become active on your eBay web page. With the Listing Activity view expanded, click the *Scheduled Listings* folder.



The Action toolbar allows you to perform a variety of tasks (refer to [Using Action Toolbar Options](#) for more details). For example, let's say you want to expedite some items that are scheduled to appear on eBay. First synchronize your listings, and then follow these steps:

- a. In Turbo Lister, select listings in the main window.
- b. Click the **Reschedule** button on the Action toolbar, or right-click with your mouse on one of the selected items and choose **Reschedule**.
- c. In the *Reschedule Listing Start* dialog box, select the **Start On** radio button. Type in a new date and time in the appropriate fields, or choose an option from the drop-down menus. If you wish to calibrate how quickly the rescheduled listing appear on eBay, select the *Space Out Multiple Listing* checkbox, and choose an option from the drop-down menu.
- d. When you are finished editing the listing, click **OK**. Click **OK** again to confirm this action, and then **Close** after the changes have been applied.

- e. Click **Synchronize** and specify the type of listings you want to synchronize. Click **Synchronize Now**, and then **Close** after the synchronization concludes.

Your listings on eBay now have the new scheduling information.

Note: To edit individual item information, you can use Edit Mode, which allows you to make changes directly in the Turbo Lister main window. Refer to [Using View and Edit Modes](#) to learn more about inline editing.

Step 4. View and Revise Ended Listings

Ended listing can only be viewed, not edited. Ended listings must be relisted before you can edit them. With the Listing Activity view expanded, click the *Ended Listings* folder.



The Action toolbar allows you to perform a variety of tasks (refer to [Using Action Toolbar Options](#) for more details). For example, let's say you want to relist some items that did not sell. First synchronize your listings, and then follow these steps:

- a. In Turbo Lister, select listings in the main window.
- b. Click the **Relist** button on the Action toolbar, or right-click with your mouse on one of the selected items and choose **Relist**.
- c. When the *Add to Upload* dialog box opens, which states how many items are being relisted, click **Go Upload**.
- d. Click on the *Waiting to Upload* view bar (above Listing Activity).
- e. Select the items you just relisted, and then choose **Upload Selected** on the *Upload* drop-down menu. If you want to upload all the items in the *Waiting to Upload* view, simply click **Upload All**.
- f. The status bar at the bottom of the Turbo Lister window shows the progress in the lower right corner.
- g. Click **Synchronize** and specify the type of listings you want to synchronize. Click **Synchronize Now**, and then **Close** after the synchronization concludes.

Your relisted items now appear on eBay. To confirm this, select a relisted item in the main window, and then click the **View Online** button in the main toolbar.

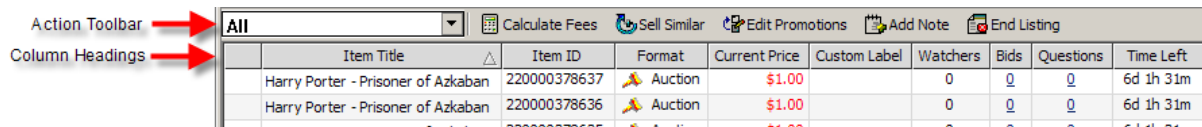
Managing Listing Views and Options

After you have mastered the basic Listing Activity tasks, learn more about how to manage your listing views in the following sections.

Using Action Toolbar Options

The Action Toolbar offers some common, and some unique, options in the Listing Activity views. The Action toolbar options change according to the type of view currently displayed. For example, the Reschedule option is only available in the Scheduled Listings view, but the Sell Similar option appears in all three listing views.

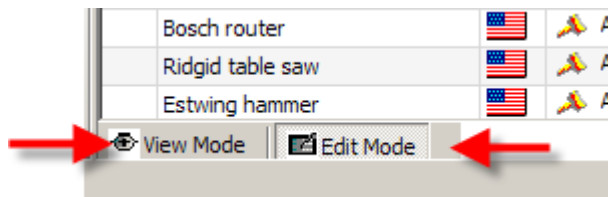
To quickly make changes and update multiple listings, use the main and Action toolbar buttons, or right-click on a listing and select on an option. In addition to the action toolbar, the column headings enable you to adjust how the listings appear in Turbo Lister.



For example, you can view All or only certain types of listings (like sold versus unsold) by selecting a view filter from the Action toolbar drop-down menu. You can also click on the triangle in the column heading to sort listings in ascending or descending order.

Using View and Edit Modes

There are two types of user-controlled interactive modes in Turbo Lister: View and Edit. View Mode is on by default in the Active and Scheduled Listings views; the Ended Listings view does not have View and Edit Modes. The View and Edit Mode buttons are located at the bottom of the Turbo Lister main window.

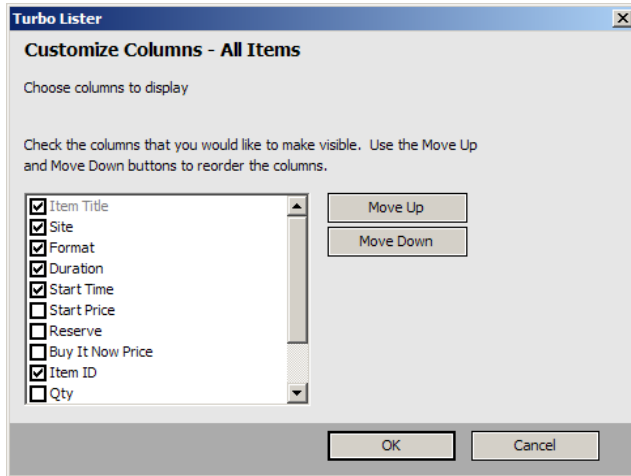


Individual or multiple listings can be edited in both View and Edit Mode. To edit listings in View Mode, double-click a listing, or select the listing and click the **Edit** button. You can also right-click a listing and select **Edit Item**. This action opens the standard listing dialog box where you normally make changes. To edit listing information that does not appear in the main Turbo Lister window, use the standard listing dialog box to make the changes.

In contrast, you can perform *inline editing* directly in the Turbo Lister window. Click the **Edit Mode** button, and then click on a field, like Item Title, to edit the field information. Not all fields can be edited. To determine if inline editing works in a particular field, click on a listing field, like Custom Label. If the field changes color and the cursor appears, the field can be edited. In some cases, like Duration, a drop-down menu appears and offers options.

Customizing Views

You can customize how the columns are arranged by right-mouse clicking a column heading, and then choosing **Customize Columns**, which allow you to move, show, or hide columns. Each view initially shows only default columns. If a desired heading does not appear in a given view, use this dialog box to make hidden columns visible.



Using Advanced Options

Turbo Lister enables you to manage synchronization options in the Advanced Options panel. To manage the advanced options, click **Tools > Options > Advanced Options > Synchronization Options**. The *Synchronization Options* panel in the *Options and Preferences* dialog box allows you to:

- Specify whether or not to automatically synchronize Active, Scheduled, Sold and Unsold listings.
- Set the date range for the listing that you want to synchronize.
- Specify how often listing are automatically uploaded to eBay.
- Specify how often listing are automatically downloaded from eBay.
- Combine the actions of synchronizing while uploading listings to eBay (recommended).