

## Set Up the eBay Listing Program

Before starting to make your own auctions you must first download and install Turbo Lister. It is a FREE tool provided by eBay. The link is provided in your **Control Panel**. Click on **SITE TOOLS** then **EBAY EXPORT**. Click on the **link provided** and follow the installation instructions.

**Helpful Tip:** Before going through this process, ensure that you indeed have an account established with eBay! eBay provides excellent help with their Turbo Lister utility. Please take the time necessary to become familiar with its functionality to ensure quick and easy auction postings.

Please follow these steps to utilize Turbo Lister and the eBay Export Tool:

The screenshot shows the Pro-Active Websites admin interface. On the left is a navigation menu with categories like Admin Home, Order Information, Product Manager, Marketing, Customers, Site Tools, Site Settings, Site Configuration, and Statistics. The main content area is titled 'Ebay Export' and features a search bar. Below the search bar is a table with columns: ID, Product ID, Title/Name, Start Price, Status, and Options. The table is currently empty, displaying '0 to 0 (of 0 products)'. A modal dialog box titled 'Insert new export item' is open, showing 'Step 1: Search for product' with a search input field containing 'BC-JDGUN' and 'search' and 'cancel' buttons. A red arrow points to the search input field. The text 'Enter the model number and click on the search button' is overlaid on the image.

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**Ask us how to get more product feeds. Call 847-398-5444 today!**

**SECTION 14**

# eBay Tools (continued)

Pro-Active Websites

Admin Home

Order Information +

Product Manager +

Marketing +

Customers +

Site Tools -

- Add/Edit Pages
- eBay Export
- Keyword Tool (Google)
- Keyword Tool (Wordtracker)
- SEO Test

Site Settings +

Site Configuration +

Statistics +

Questions? Contact Pro-Active

Pro-Active Websites  
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Notification Area

Home Shopping ? Power Quick Navi

**Ebay Export** Search: BC-JDGUN

Product ID	Title/Name	Model	Price	Status	Options
488134	B.C. Rich Jon Donais Signature Gunslinger, Satin Black	BC-JDGUN	1213.9900	●	<b>Step 2:</b> Select the desired product to insert into the export from the left.  Note: Products already in the export will not be shown in this search.  <input type="button" value="cancel"/>


Displaying 1 to 1 (of 1 products) Page 1 of 1

Click on the product title

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**Ebay Export** Search: BC-JDGUN

Product ID	Title/Name	Model	Price	Status	Options
488134	B.C. Rich Jon Donais Signature Gunslinger, Satin Black	BC-JDGUN	1213.9900	●	<b>Step 3:</b> Insert export item  Status <input checked="" type="radio"/> Active <input type="radio"/> Inactive  Template default.tpl  Title B.C. Rich Jon Donais Sigi  Category <input type="text"/>  Category Additional* <input type="text"/>  Start Price <input type="text"/>  Reserve Price* <input type="text"/>  Buy It Now Price* <input type="text"/>  <input type="button" value="save"/> <input type="button" value="cancel"/>  *Extra fee

Click on the  icon to the left of the category to select the corresponding eBay category

Beginner Packages

- Acoustic Guitar
- Bass Guitar
- Electric Guitar
- Electric
- Guitar Amplifiers
- Acoustic
- Bass
- Electric**
- Speaker Cabinets
- Parts & Accessories
- Other
- Guitar Builder/ Luthier Supply
- Novelty & Gifts
- Apparel
- Ads
- Mini Guitars
- Pins
- Other
- Parts & Accessories

Guitar

**SECTION 14**

# eBay Tools (continued)

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Admin Home  
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Keyword Tool (Google)  
Keyword Tool (Wordtracker)  
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Ebay Export Search: BCJDGUN

Product ID	Title/Name	Model	Price	Status	Options
488134	B.C. Rich Jon Donais Signature Gunslinger, Satin Black	BC-JDGUN	1213.9900	<input checked="" type="radio"/>	<b>Step 3:</b> Insert export item Status <input checked="" type="radio"/> Active <input type="radio"/> Inactive Template default.tpl Title B.C. Rich Jon Donais Sig Category 33034 Category Additional*  Start Price 1699.99 Reserve Price* 1899.99 Buy It Now Price* 1999.99  <input type="button" value="save"/> <input type="button" value="cancel"/> <small>*Extra fee</small>

Displaying 1 to 1 (of 1 products) Page 1 of 1

Make sure that all information is correct and click save. →

New export item successfully inserted!

Pro-Active Websites

Admin Home  
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Ebay Export Search:

ID	Product ID	Title/Name	Start Price	Status	Options
2	488134	B.C. Rich Jon Donais Signature Gunslinger, Satin B	1699.9900	<input checked="" type="radio"/>	<input type="button" value="new item"/> <input type="button" value="export"/>  Welcome to the Ebay Export tool! Before starting to make your own auctions you must download Turbo Lister. It is a <b>free</b> tool provided by Ebay. <a href="#">Click here to download Turbo Lister!</a>

Displaying 1 to 1 (of 1 products) Page 1 of 1

Once you click the save button you will see a bright green bar at the top of the screen showing that the item was created. Continue to create as many new items as you wish to export into Tubro Lister, then click the export button.

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**SECTION 14**

# eBay Tools (continued)

ID	Product ID	Title/Name	Start Price	Status	Options
2	488134	B.C. Rich Jon Donais Signature Gunslinger, Satin B	1699.9900	<span style="color: green;">●</span> <span style="color: red;">●</span>	<b>Export auctions</b> Duration: 7 Days 3 Days 5 Days 7 Days 10 Days* Shipping type: <input checked="" type="radio"/> Fixed <input type="radio"/> Calculated Shipping discount: <input type="checkbox"/> Apply a shipping discount when buyer purchases multiple items Insurance Options: Included in S&H Amount: Fixed shipping Shipping price: \$30.00 Calculated shipping Packaging & handling fee: Package size: Letter Shipping service: <input checked="" type="radio"/> UPS Ground <input type="radio"/> UPS 3-Day Select <input type="radio"/> UPS 2nd Day Air <input type="radio"/> UPS Next Day Air Saver <input type="radio"/> USPS Priority Mail <input type="radio"/> USPS Parcel Post <input type="radio"/> USPS Media Mail <input type="radio"/> USPS First Class Mail <input type="button" value="export"/> <input type="button" value="cancel"/> <small>*Extra fee</small>

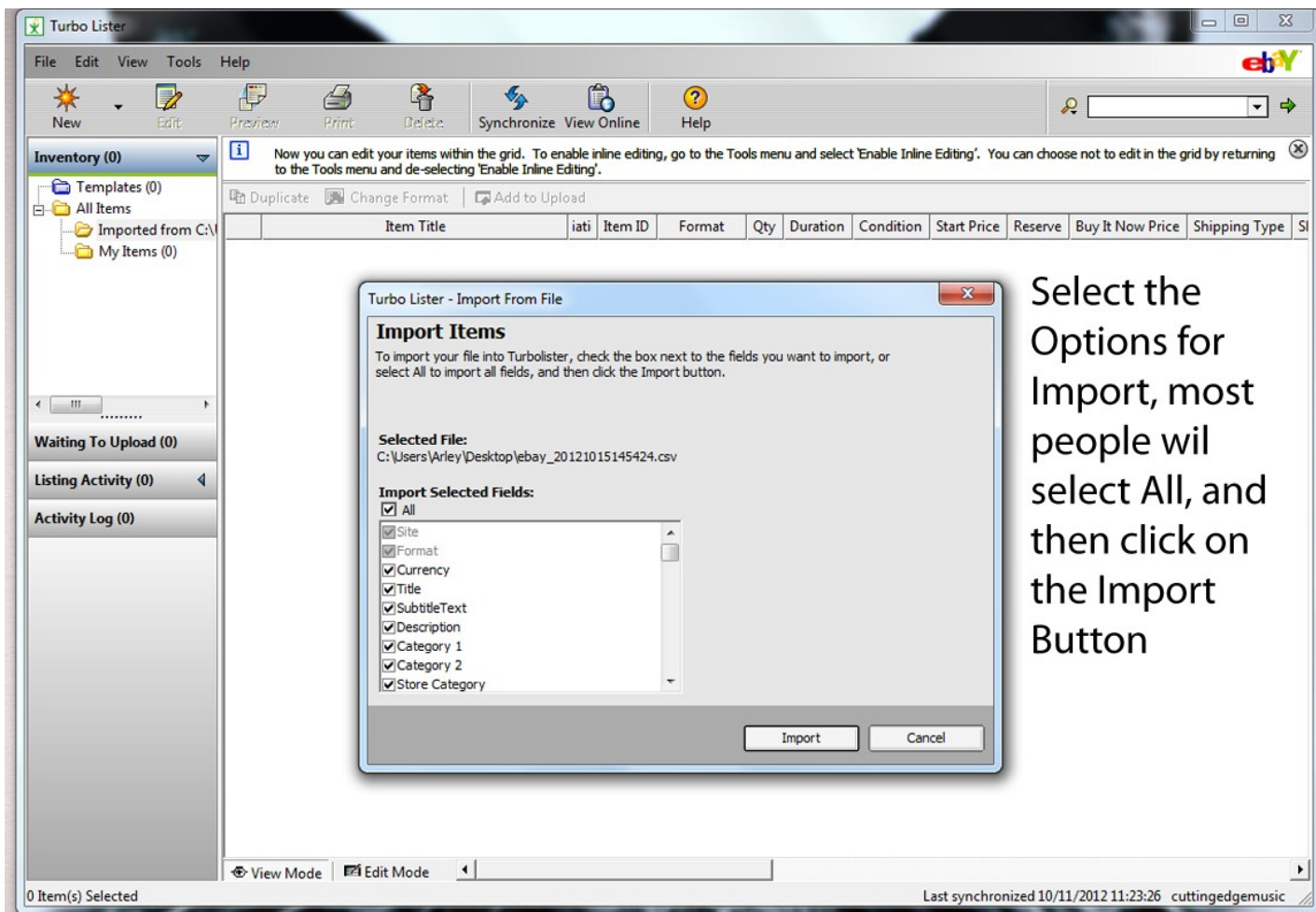
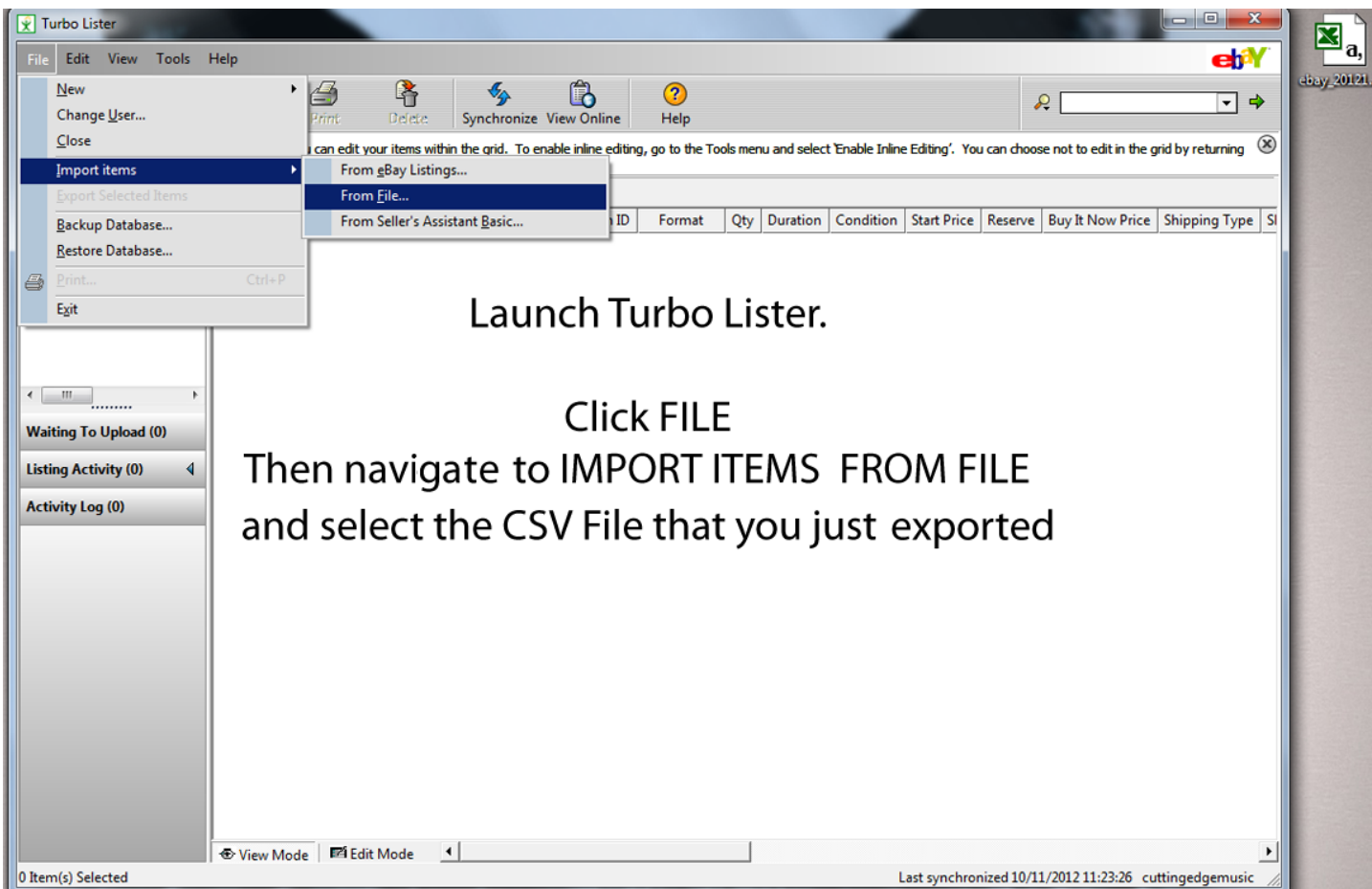
Select the options that you want from the menu on the right.

Click Export to create a CSV file to be imported into Turbo Lister

CSV export file successfully created. Click here to download the file. (Right click Save As...)

You will see green bar at top. Right Click and Save As to save the file to a location you can easily find

File name: ebay\_20121015145424  
Save as type: Microsoft Excel Comma Separated Values File



# SECTION 14

# eBay Tools (continued)

The screenshot shows the Turbo Lister application window. The menu bar includes File, Edit, View, Tools, and Help. The toolbar contains icons for New, Edit, Preview, Print, Delete, Synchronize, View Online, and Help. On the left, there is an 'Inventory (1)' sidebar with folders for Templates, All Items, Imported from C:\, and My Items. Below this are sections for 'Waiting To Upload (0)', 'Listing Activity (0)', and 'Activity Log (0)'. The main grid displays one item:

Item Title	Format	Qty	Duration	Condition	Start Price	Reserve	Buy It Now Price	Ship
B.C. Rich Jon Donais Signature Gunslinger, Satin B	Auction	1	7	Edit to view...	\$1699.9900	\$1899.9900	\$1999.9900	

A large text overlay in the center of the grid reads: "The Item has now been imported into Turbo Lister". At the bottom of the window, it says "1 Item(s) Selected" and "Last synchronized 10/11/2012 11:23:26 cuttingedgemusic".

The screenshot shows the 'Preview Item' window for the selected guitar. The title is "B.C. Rich Jon Donais Signature Gunslinger, Satin B". Below the title is a "Listing Summary Table" with the following details:

Subtitle			
Category 1	Musical Instruments & Gear > Guitar > Electric (# 33034)		
Category 2			
Main Store Category			
2nd Store Category			
Duration	7 days	Format	Auction
Quantity	1 item	Site	USA
Start Price	1699.9900	Listing Upgrades	None selected
Reserve Price	1899.9900	Shipping Costs	Buyer pays flat Postage rates. Postage service(s) offered: UPS Ground: \$30.00
Buy It Now Price	1999.9900	Tax	Tax: 9.75% State: IL

Below the table, the item name "B.C. Rich Jon Donais Signature Gunslinger, Satin B" is repeated. A large image of the guitar is shown. At the bottom, it says "Item 1 of 1" and has "Edit" and "Close" buttons.