



# Checkmate Listing Manager for eBay

## Quick Reference Guide



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# Getting Started

From Checkmate Workstation, click the **eBay** button in the top menu to open Checkmate Listing Manager.

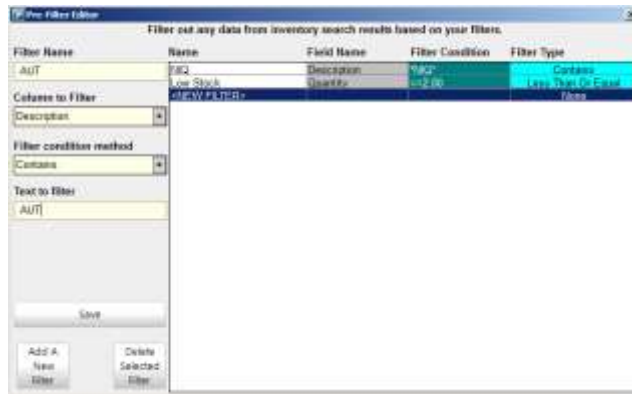


## Create Inventory Pre-Filters

The process of listing parts from Checkmate begins with an inventory search. Inventory Pre-Filters allow you to exclude certain parts from being visible in the **eBay** tab's search results so that they are not presented as options for eBay listings. These filters remain active until you delete them.

To create a filter, follow these steps:

1. On the **eBay** tab, go to **File>Inventory Pre-Filters**.
2. The **Pre-Filter Editor** window opens. Click **Add A New Filter** to create a filter.



3. Using the drop-down menus on the left, specify the following:
  - **Filter Name** – Short description of the filter
  - **Column to Filter** – Field that Checkmate should look for the specified text
  - **Filter condition method** – Method Checkmate should use to filter
  - **Text to filter** – Text that specifies what Checkmate should filter

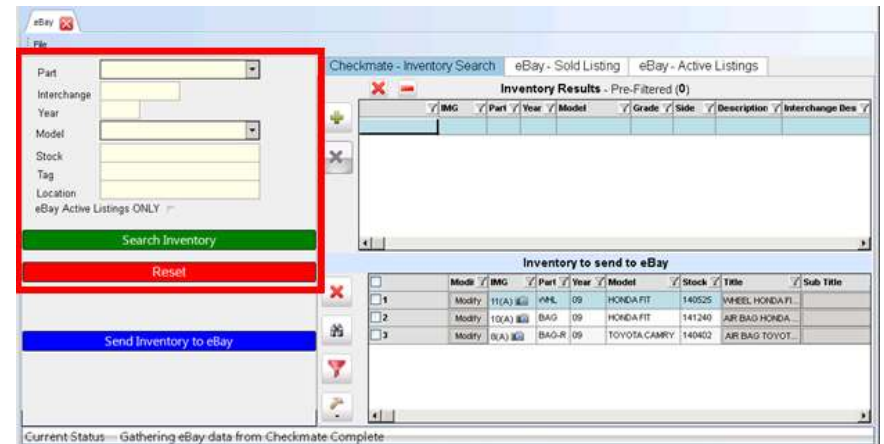
4. When you are finished, click **Save**. Now, any part that matches your description will not be displayed in the **Inventory Results**.
5. Click **Add a New Filter** to create a new filter. Click to highlight a filter, and then click **Delete Selected Filter** to delete.

When you search for parts on your **eBay** tab, the number of **Pre-Filtered** parts will appear at the top of the results list.



## Search Inventory for Parts to List

On the **eBay** tab, you can look up parts in your inventory and then list them on eBay.



There are several ways to conduct a search:

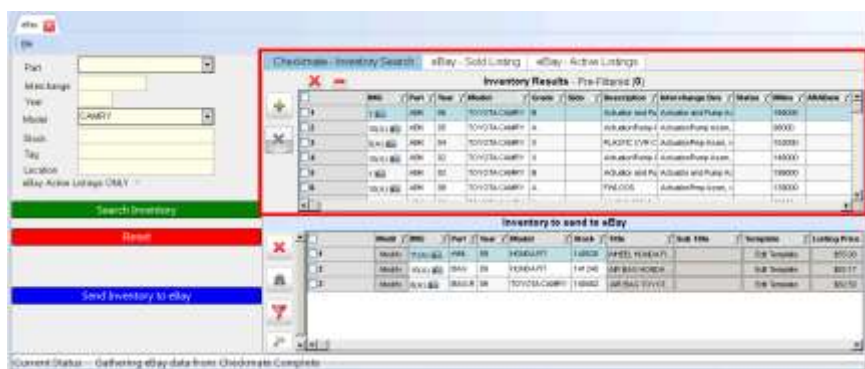
- Enter the **Part** you are looking up, or use the drop-down to select from a list of parts.
- Enter the part's **Interchange** number.
- Enter the **Year** and **Model**, or use the **Model** drop-down to select from a list of models.

- Enter the part's **Stock** number.
- Enter the part's **Tag** number.
- Enter the part's **Location**.
- Check the **eBay Active Listings ONLY** checkbox to only view parts that are currently listed on eBay.

Click **Search Inventory** to search, or click **Reset** to clear the search criteria.

## Inventory Results

The **Checkmate – Inventory Search** tab displays available parts in your inventory that match your search.



## Images

If images are associated with a part, a camera icon will be displayed in the **IMG** column of the **Inventory Results**. The number listed in this column indicates how many pictures are associated with this part. If this number is followed by the letter **A**, this indicates that the photos are from the vehicle's AUT record.

**Note:** This number includes any **Private** images in Checkmate. However, Private images will *not* upload to eBay listings.

Part #	Year	Model	Stock	Description	Interchange Desc	Status	Price	A/B/C	Car	Stock	Location	Img
1. eBay	2004	43	484	Actuator and Pump	Actuator and Pump	1	10000	V	130016	PTW02	171	
2. eBay	2004	43	484	PLASTIC EVR-C	Actuator and Pump	1	10000	W	100000	PTW02	234	
3. eBay	1999	43	484	Actuator and Pump	Actuator and Pump	1	171000	V	141150	PTW02	144	
4. eBay	1999	43	484	Actuator and Pump	Actuator and Pump	1	130000	V	180101	PTW02	191	
5. eBay	2004	43	484	Actuator and Pump	Actuator and Pump	1	140000	W	130101	88021A	202	
6. eBay	2004	43	484	Actuator and Pump	Actuator and Pump	1	100000	V	140011	PTW02	121	

To view the images, double-click on the camera icon. The **Image Viewer** window opens. Thumbnails for each photo are listed to the left.



Double-click a thumbnail to view the image and/or use the other available buttons:

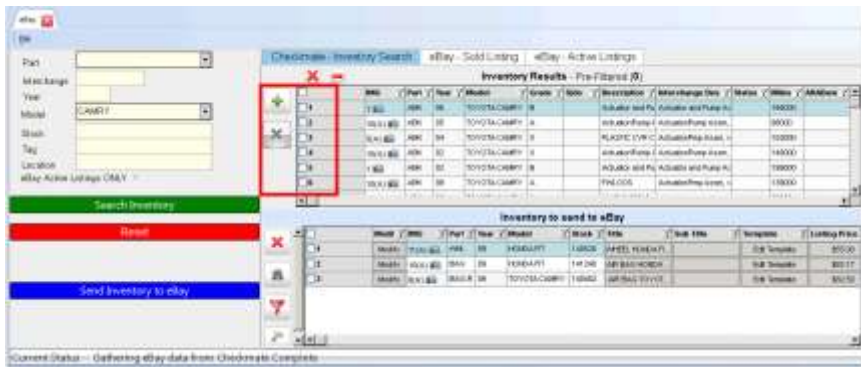
- **Show Related STOCK Images** (Show Related STOCK Images) –Shows any image associated with the AUT record or the rest of the vehicle
- **Magnifying Glass** (Magnifying Glass) –Increases and decreases the size of the selected image
- **Expand** (Expand) –Expands the photo to match the size of the **Image Viewer** window
- **Envelope** (Envelope) –Emails the selected image
- **Photo Editor** (Photo Editor) –Opens your default photo editor
- **Printer** (Printer) –Prints the selected image
- **Show eBay Listing** (Show eBay Listing) –Opens the eBay listing in your browser (if the part is currently listed on eBay)

# Select Inventory to send to eBay

## Add Parts

To add parts to send to eBay, follow these steps:

1. Check the part(s) in the **Inventory Results** you would like to send to eBay.
2. Click the green plus sign button to **Add Selected Items**. The part(s) are now listed in the **Inventory to send to eBay** section of the screen.



## Remove Selected Items

The red X icon button removes all of the selected items from the **Inventory to send to eBay** list.

1. Check the part(s) you would like to remove from the **Inventory to send to eBay** list.
2. Click the red X icon button to remove the selected parts from the **Inventory to send to eBay** list.



# Search and Replace

The binoculars icon button allows you to **Search and Replace** the text in a part's data (**Template, Description, Title, etc.**). To use this function, follow these steps:



1. Check the items you would like to use the **Search and Replace** function on.
2. Click the binoculars icon button. The **eBay Search and Replace** window opens.
3. Select the **Data** type you would like to apply changes to. Select the **Search/Action** you would like to perform. If applicable, fill out the **Text** fields with the appropriate information.
4. Click **Apply** to perform the selected function on the selected parts.

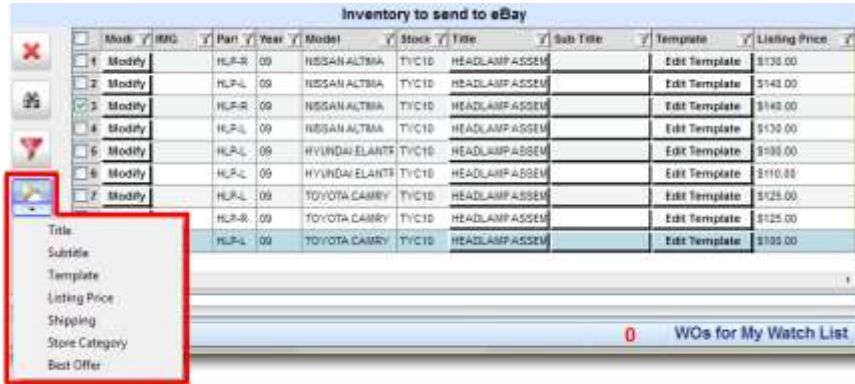
## Filter for Items with Listing Problems

The red filter icon button identifies any errors before parts are sent to eBay. Click this button to identify errors such as empty descriptions, invalid shipping fees, etc. Any areas that have problems will be highlighted in yellow, so you can edit the information before listing the part.



## Mass Modify Items

The hammer icon button allows you to edit multiple listings at once. It makes the same change to every checked listing. Follow the steps below to edit multiple listings:



1. Check the items you would like to be modified. Every item you check will be edited in the same way.
2. Click the hammer icon button.
3. Select the field type you would like to edit.
4. In the window that opens, follow the prompts to specify the modification you would like to make.
5. Click **Apply** to apply your changes.

**Warning:** This change will be made to every part you selected in your list, and it cannot be undone (except manually).

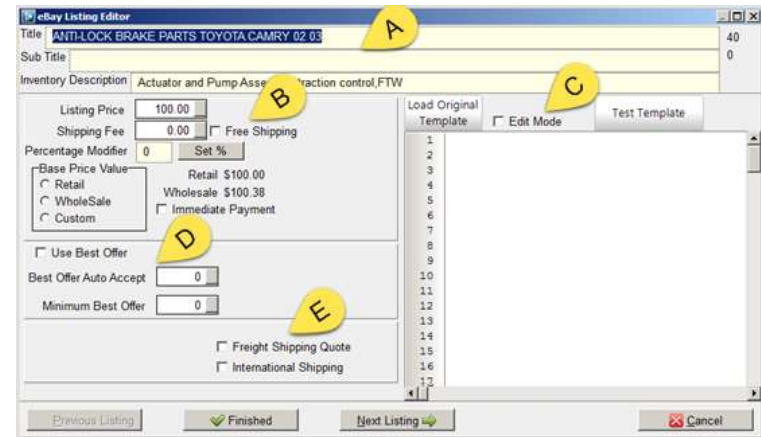
## Modify Part

The **Modify** button allows you to view or modify the listing for individual parts. Click the **Modify** button on any part to view or change the listing for that specific part.



The **eBay Listing Editor** window opens. From here, you can view and edit:

- Title, Sub Title, and Inventory Description**
- Pricing information and shipping fees
  - **Percentage Modifier** adds or subtracts from the listing price. To subtract from the listing price, add a dash (-) in front of the value you enter. Click **Set %** to save changes.
  - Select **Retail, Wholesale, or Custom** price for the listing price
  - Check the **Immediate Payment** checkbox to require immediate payment if a customer uses eBay's **Buy It Now** feature.
- Part's listing description
  - Check **Edit Mode** checkbox to allow editing.
  - Click **Load Original Template** to load the standard listing template. (If you created a template for a specific part code, then this button will load that per-part template).
  - Click **Test Template** to view the template in your web browser.
- Best Offer** parameters
  - Check **Use Best Offer** to use this feature.
  - **Best Offer Auto Accept** sets a price that you will automatically accept.
  - **Minimum Best Offer** sets a minimum price you will accept.
- Freight Shipping Quote and International Shipping**



When you are finished, click **Finished** or **Next Listing** to save your work on this listing.

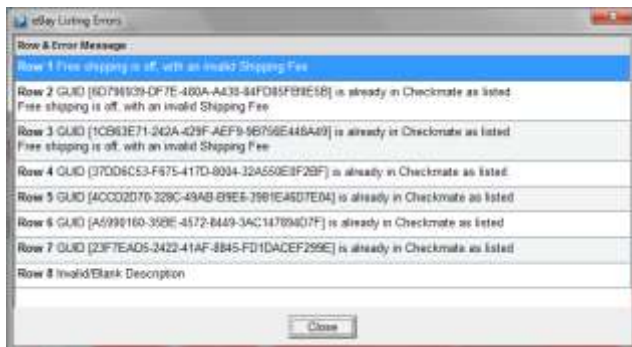
**Note:** Clicking **Cancel** cancels only changes to the visible listing. It does not cancel changes to previous listings.

## Send Parts to eBay

When you are finished editing your listings, check all of the parts you are ready to create listings for in the **Inventory to send to eBay** list. Click the blue **Send Inventory to eBay** button to create these listings.



You will be warned if you try to list an item with errors. In the **eBay Listing Errors** window, the row numbers represent the part's location in the **Inventory to send to eBay** list. Items without errors will still upload to eBay, but items with errors listed in this window will *not* upload. To list these items, **Close** this window, address the errors, and click **Send Inventory to eBay** again.



Parts that have been uploaded and have listings on eBay will turn blue and display an **eBay\$** button to indicate that they have been listed. Click this button to view the eBay listing in your browser window.

The screenshot shows the 'Inventory Results - Pre-Filtered (286)' window. The table lists parts with columns for Part, Year, Model, Description, Interm, Status, Miles, ARA, Dam, Car, Stock, and Location. The parts are color-coded: blue for parts with eBay listings and yellow for parts without. An 'eBay\$' button is visible next to the parts with listings.

## eBay – Sold Listing

The **eBay – Sold Listing** tab displays any parts that you have sold on eBay during a specified period of time. This tab lists details about each sold listing (e.g., **Title**, **Sold Date/Time**, and **Price**). Along the bottom portion of the screen, this tab lists the number of **Sold Items** and the **Price Total** of those items. This portion of the screen also lists the number of **Refunded Items** and the **Total Refunded** amount.

The screenshot shows the 'eBay - Sold Listing' window. It displays a table of sold listings with columns for Item ID, Title, Price, Payment Status, and more. The table lists various parts that have been sold, along with their respective prices and payment statuses. At the bottom of the window, there is a summary of sold items, price total, refunded items, and total refunded amount.

From here, you can:

- Click the printer icon button to **Print Sold Listings**.
- Click the spy glass search button to enter a keyword in the **Find text** window. Select the method of the search, and then click **Ok**. Checkmate Listing Manager will highlight items that match this criteria.

- Use the **Days to List** drop-down to select the number of days' history to show in this list.
- Click the blue **Refresh Sold Listings** button to refresh the information on this tab.

## eBay – Active Listings

The **eBay – Active Listings** tab displays your active listings and gives you the opportunity to edit them within Checkmate Workstation.

Item ID	Year	Make	Part	Price	Listing Type
110155361168	2002	CAMRY	DMR-L	50.58	Fixed/Instant
...	...	...	...	...	...

From this screen, you can:

- Check multiple listings and use the **Mass Modify Items** function (hammer icon button) to modify multiple listings at once.
  - **Price** updates the price listed on eBay
  - **Resend Images** updates the images uploaded to eBay if you have added to or made changes to the images displayed in Checkmate
  - **Update Template** updates the template used in the listing if you have made any changes.

Once you have begun a Mass Modify function, it may take a long time. (The time it takes depends on how many parts you modify. Modifying a few parts will only take seconds. Modifying tens of thousands of parts may take several hours.) In the window that appears, you may click the red stop sign button to **Abort Mass Modify**. If you abort the operation, Checkmate Listing Manager will stop wherever it is in the process of modifying parts.

- Click **Edit** on an individual listing to edit one listing at a time.

In the **eBay Edit Listing** window, you can edit the **Listing Price**, **Listing Title**, and **Template**. When you are finished with your changes, click **Apply** to upload these changes to eBay. Click **Close** to cancel without uploading changes.



## Getting Help

For more information about this product, including access to online training videos and documentation, visit [Products.Car-Part.com](http://Products.Car-Part.com) for our recycler resources.

Car-Part.com takes customer service seriously. We have a variety of support options available to help you if you have questions about our products or if you need help for any reason. Your questions are very important to us and we want your experience to be a positive one. Please contact us with any questions or concerns using any of the following methods.

### *Phone Support*

If you have a question not covered in this guide, Car-Part.com offers phone support. Please call 859-344-1925 with your questions.

### *Online Support using Car-Part Messaging (iCPM)*

Support technicians are available online using Car-Part Messaging (iCPM) support rooms. These technicians are available LIVE to help answer any questions you may have. The support rooms are staffed Monday–Friday, 8:00AM–6:00 PM Eastern Time.

To enter an iCPM support room:

1. Double-click the **iCPM** icon on your desktop.



2. **Car-Part Messaging** opens.
3. Double-click the name of the **Support Room** from your bookmark list.
4. Type **HELP** and a brief explanation of your issue. A Car-Part.com support technician will answer and help with your issue.

## Training

If you have ongoing training needs, Car-Part.com has a team of product training specialists to help you learn how to use our products quickly. If you are interested in product training, please call our training department at 859-344-1925 and a trainer in your area will call to schedule training.

## Comments

We welcome your comments and suggestions concerning the content and organization of this guide as well as the accuracy and the usability of the instructions it contains. Email us at [documentation@car-part.com](mailto:documentation@car-part.com). We're listening!

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