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.



Search Inventory for Parts to List

The process of listing parts from Checkmate begins with an inventory search. On the **eBay** tool, you can look up parts in your inventory and then list them on eBay.

Eile												
Part 🗸	Chec	ckmate - Inventory Sea	ch	eBay	/ - Sold L	isting	eBay - A	ctive Listings				
Interchange							Invento	ry Results				
Year	-	IMG	Part	Year	Model	Grade	Side	Description	Interci	hange Description	ARADamage	Cat
Model												
Stock	x											
Tag												
Location												
eBay Active Listings ONLY												
Search Inventory												
		<										>
Reset								send to eBay				
	X	Modify	IMG	Par	t Year	Model	Stock	Title	Sub Title	Template	Shipping Fee	
View eBay Basic Fees												
Send Inventory to eBay	66											
Send intentory to eduy												

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.

Part	•	Che	ckmate - Inver	ntory Sear	ch	eBa	v - Sold Listina	eB	av - Act	ive Listinas	
Interchange							Inventory	Result	s		
Year				IMG	Part	Year	Model	Grade	Side	Description	Interchange Descri
Model CAMRY	•	1 ×	1		ABK	18	TOYOTA CAMRY	х			actuator and pump as
			2		ABK	17	TOYOTA CAMRY	х		Actuator and Pump Assembly,	Actuator and Pump As
Stock		×	3		ABK	16	TOYOTA CAMRY	х		Actuator and Pump Assembly,	Actuator and Pump A
Тад			4	1 📖	ABK	12	TOYOTA CAMRY	A		Actuator and Pump Assembly,	Actuator and Pump As
Location			5	4(A) 🛍	ABK	10	TOYOTA CAMRY	A		Actuator and Pump Assembly,	Actuator and Pump As
eBay Active Listings ONLY 🗌			6	1 📖	ABK	03	TOYOTA CAMRY	A		Actuator and Pump Assembly,	Actuator and Pump As

Images

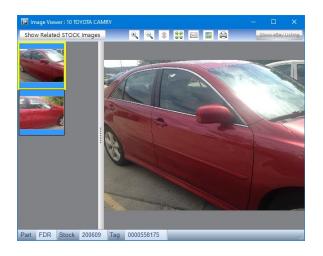
If images are associated with a part, a camera icon will display in the **IMG** column of the **Inventory Results**. The number listed in this column indicates how many pictures are associated with this part. If this number is followed by the letter **A**, this indicates that the photos are from the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

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

					Inventory	/ Result	s		
		IMG	Part	Year	Model	Grade	Side	Description	Interchange Descrip \land
	3		BK	16	TOYOTA CAMRY	х		Actuator and Pump Assembly,	Actuator and Pump Ass
	4	1 🔟	BK	12	TOYOTA CAMRY	A		Actuator and Pump Assembly,	Actuator and Pump Ass
×	5	4(A) 🛍	BK	10	TOYOTA CAMRY	A		Actuator and Pump Assembly,	Actuator and Pump Ass
	6	1 🛍	BK	03	TOYOTA CAMRY	A		Actuator and Pump Assembly,	Actuator and Pump Ass
	7	1 🛍	BK	03	TOYOTA CAMRY	A		Actuator and Pump Assembly,	Actuator and Pump Ass
	8	1 💼	ĸВК	02	TOYOTA CAMRY	A		Actuator and Pump Assembly,	Actuator and Pump Ass
	<								>

A Note:

To view the images, double-click on the camera icon. The **Image Viewer** window opens. Thumbnails for each photo are listed on 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 () Increases and decreases the size of the selected image
- Best Fit (*) Resizes the image to optimally fit the Image Viewer window
- Expand () Expands the photo to match the size of the Image Viewer window
- Envelope () Emails the selected image
- Image Editor (I) Opens Image Editor in a new window
- 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

Send Parts to Photomate

If any parts need to have pictures taken, you can send them to the Photomate mobile app.

1. Check the part(s) in the **Inventory Results** that you would like to send to Photomate.

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2. Click the Photomate button.

Che	ckmate - Inver	ntory Sear	rch	eBa	y - Sold Listing	eB	ay - Acti	ve Listings			
					I	Invento	ry Resu	its			
			Part	Year	Model	Grade	Side	Description	Interchange Description	Status	Miles
÷	350	1	FST	10	TOYOTA CAMRY	A		(bucket), (air bag), VIN F (5th c	(bucket), (air bag), VIN F (5th (18407
	₩ 351	Sec.	FTD	10	TOYOTA CAMRY	A			Rear; (Hybrid) & Gas; US BUIL		18407
×	∀ 352	(A) 🔝	FTK	10	TOYOTA CAMRY	х		VIN F (5th digit), (4 cylinder), F	VIN F (5th digit), (4 cylinder), F		18407
_	✓ 353	(A) 🛍	GLB	10	TOYOTA CAMRY	A		CREAM INT, TRIM CODE= FB13	Front; Gas; ash		18407
	354		GRL	10	TOYOTA CAMRY	С		lower, SE (mesh)	GRILLE		0
0	2	(A) 🛍	HAC	10	TOYOTA CAMRY	A		w/o hybrid; manual (rotary con	w/o hybrid; manual (rotary cor		18407
	hr 4 🔎	(A) 🛍	HDL	10	TOYOTA CAMRY	A		CREAM INT, TRIM CODE= FB13	Gas; W/O SUNROOF; US built		18407

If desired, select an Employee and type in a Task Comment.
 Click Accept to send the part(s) to Photomate.

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 the selected items. The part(s) are now listed in the **Inventory to send to eBay** section of the screen.

Che	· ∩ /"	entory Sea	icii	CDC	ay - Sold Listing	CL	/ay - / \	ctive Listings	•			
					I	Invento	ry Res	ults				
÷			Part	Year	Model	Grade	Side	Description		Interchange Description	Status	Miles
Υ.	350	< 1	FST	10	TOYOTA CAMRY	A		(bucket), (air l	oag), VIN F (5th c	(bucket), (air bag), VIN F (5th (18407
	351	Real and	FTD	10	TOYOTA CAMRY	A				Rear; (Hybrid) & Gas; US BUIL		18407
×	352	(A) 🔝	FTK	10	TOYOTA CAMRY	х		VIN F (5th digi	t), (4 cylinder), F	VIN F (5th digit), (4 cylinder), F		18407
_	353	(A) 🛍	GLB	10	TOYOTA CAMRY	A		CREAM INT, TR	IM CODE= FB13	Front; Gas; ash		18407
	354		GRL	10	TOYOTA CAMRY	С		lower, SE (me	sh)	GRILLE		0
0	355	(A) 🔟	HAC	10	TOYOTA CAMRY	A		w/o hybrid; m	anual (rotary con	w/o hybrid; manual (rotary cor		18407
	356	(A) 🗐	HDL	10	TOYOTA CAMRY	A		CREAM INT, TR	IM CODE= FB13	Gas; W/O SUNROOF; US built		18407
	<										-	>
					Inve	ntory t	send	to eBay				
		Modify	y Par	t Yea	r Model		S	tock	Title			
×	1	Modi	fy AN	г 10	TOYOTA CAMRY		2	00087	Antenna	TOYOTA CAMRY 10 Toyota TOY	OTA CAN	IRY
	2	Modi	fy FRO	3-R 10	TOYOTA CAMRY		2	00609	Front Door Regu	lator TOYOTA CAMRY Right 07	08 09 10	11 Toyot.
θù.	3	Modi	fy FTD	10	TOYOTA CAMRY		2	00609	Fuel Tank Do	or TOYOTA CAMRY 10 Toyota T	OYOTAC	AMRY
_	4	Modi	fy FTK	10	TOYOTA CAMRY		2	00609	Fuel Tank Asser	mbly TOYOTA CAMRY 04 05 06	07 08 09	10 11 To.
7	5	Modi	fy GLE	3 10	TOYOTA CAMRY		2	0609	Glove Box	TOYOTA CAMRY 10 Toyota TO	YOTA CA	MRY
	_		,									

Remove Selected Items

The red X button \times 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 button 🗙 to remove the selected parts from the **Inventory to send to eBay** list.

	2				Inventory to send to e	∋Bay	
		Modify	Part	Year	Model	Stock	Title
	☑ 1	Indify	ANT	10	TOYOTA CAMRY	200087	Antenna TOYOTA CAMRY 10 Toyota TOYOTA
	🗹 2	1	FRG-R	10	TOYOTA CAMRY	200609	Front Door Regulator TOYOTA CAMRY Right 07 08 09
<i>i</i> ii	3	modify	FTD	10	TOYOTA CAMRY	200609	Fuel Tank Door TOYOTA CAMRY 10 Toyota TOYO
	4	Modify	FTK	10	TOYOTA CAMRY	200609	Fuel Tank Assembly TOYOTA CAMRY 04 05 06 07 08
Y	5	Modify	GLB	10	TOYOTA CAMRY	200609	Glove Box TOYOTA CAMRY 10 Toyota TOYOTA
2	<						>

Search and Replace

The binoculars button a 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 button.

		_			Inventory to send to	eBay	
		Modify	Part	Year	Model	Stock	Title
×	☑ 1	Indify	ANT	10	TOYOTA CAMRY	200087	Antenna TOYOTA CAMRY 10 Toyota TOYOTA
	🗹 2		FRG-R	10	TOYOTA CAMRY	200609	Front Door Regulator TOYOTA CAMRY Right 07 08 09
616	3	modify	FTD	10	TOYOTA CAMRY	200609	Fuel Tank Door TOYOTA CAMRY 10 Toyota TOYO
	4	Modify	FTK	10	TOYOTA CAMRY	200609	Fuel Tank Assembly TOYOTA CAMRY 04 05 06 07 08
1]5	Modify	GLB	10	TOYOTA CAMRY	200609	Glove Box TOYOTA CAMRY 10 Toyota TOYOTA
2	<						>

- 3. The **eBay Search and Replace** window opens. 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 **Accept** to perform the selected function on the selected parts.

Filter for Items with Listing Problems

The red filter button *interview* identifies any errors before parts are sent to eBay. Click this button to see only parts with errors such as empty descriptions, invalid shipping fees, etc. After clicking the filter button, any areas that have problems will be highlighted in red, so you can edit the information before listing the part.

						Inventory	to sen	d to eBay	
Ľ		IMG	Part	Year	Model	Listing Price	Stock	Title	Description
	2	3 🛍	ALT	12	HYUNDAI SONATA	\$57.76	180305		
I	3	9(A) 🛍	ALT	12	HYUNDAI SONATA	\$57.85	181129		VIN B (8th digi
	5	10(A)	ALT	12	HONDA CIVIC (SEE ALS)	\$87.76	190605	Alternator HONDA CIVIC 12 13 14 15	1.8L,FTWCAR

Mass Modify Items

The hammer button 2 allows you to edit multiple listings at once. It makes the same change to every checked listing. Follow these steps:

- 1. Check the items you would like to be modified.
- 2. Click the hammer button.
- 3. Select the field type you would like to edit.

					Invent	ory to send t	o eBay	
-		Modify	Part	Year	Model	Stock	Title	Template
×	⊻ 1	Modify	FRG-R	10	TOYOTA CAMRY	200609	Front Door Regulator TOYOTA CAMRY Right 07 08 09 10 11 Toyot	Edit Tem
	2	Modify	FTD	10	TOYOTA CAMRY	200609	Fuel Tank Door TOYOTA CAMRY 10 Toyota TOYOTA CAMRY	Edit Tem
666	✓ 3	Modify	FTK	10	TOYOTA CAMRY	200609	Fuel Tank Assembly TOYOTA CAMRY 04 05 06 07 08 09 10 11 To	Edit Tem
	4	Modify	GLB	10	TOYOTA CAMRY	200609	Glove Box TOYOTA CAMRY 10 Toyota TOYOTA CAMRY	Edit Tem
7	5	Modify	ANT	10	TOYOTA CAMRY	200087	Antenna TOYOTA CAMRY 10 Toyota TOYOTA CAMRY	Edit Tem
	6	Modify	HLP-R	10	TOYOTA CAMRY	Z11176	Headlamp Assembly TOYOTA CAMRY Right 10 Toyota TOYOTA C	Edit Tem
Tem Listi Ship Stor	title nplate ing Price oping re Category t Offer						0 WOs for My W	atch List

- 4. In the window that appears, follow the prompts to specify the change 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

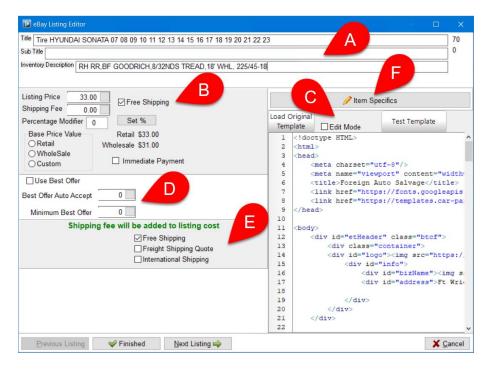
The **Modify** button allows you to view or modify the listing for individual parts. Click the **Modify** button on any part to view or change the listing for that specific part.

					Invento	ory to send to	eBay	
		Modify	Part	Year	Model	Stock	Title	Template
	1	Modify	FRG-R	10	TOYOTA CAMRY	200609	Front Door Regulator TOYOTA CAMRY Right 07 08 09 10 11 Toyot	Edit Tem
	2	Modify	TD	10	TOYOTA CAMRY	200609	Fuel Tank Door TOYOTA CAMRY 10 Toyota TOYOTA CAMRY	Edit Tem
616	3	Modify	FTK	10	TOYOTA CAMRY	200609	Fuel Tank Assembly TOYOTA CAMRY 04 05 06 07 08 09 10 11 To	Edit Tem

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

- A. Title, Sub Title, and Inventory Description
- B. 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 for the listing price
 - Check the **Immediate Payment** checkbox to require immediate payment.
- C. Part's listing description
 - Check the 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.
- D. 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.

- E. Free Shipping, Freight Shipping Quote, and International Shipping Check the checkboxes to include these shipping options.
- F. Item Specifics Click this button to open the Item Specifics window for the part. (For more info, see the <u>Item Specifics</u> section of this guide.)



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

A Note:

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

Policies

You can use the **Policies** column to assign eBay Business policies to a part. To change the Business Policies of a specific part, click **Policies** in its part line.

A Note:

To map eBay Business Policies to parts in Checkmate, you will first need to receive authorization from eBay. See our full **Checkmate Listing Manager for eBay - User Guide** for information on this process.

2		Modify	IMG	Part	Year	Model	Stock	Title	Policies	Sub Title	Te
8	1	Modify		HOD	13	(DISCONTINUED) /	TYG10	Hood (DISCONTINUED) NI.	Policies		
	2	Modify		HOD	12	MALIBU	TYG10	Hood CHEVY MALIBU 08	Policies		
	3	Modify		HOD	12	MALIBU	TYG10	Hood CHEVY MALIBU 08	Policies		_

A window appears, in which you can set policies for the part. Use the drop-downs to set the **Shipping**, **Payment**, and **Returns** policies for the part.

eBay Business Policies	
Part Policies for HOD	Save Policy Mapping
Shipping	▼ ?
Payment	• ?
Returns	• ?
	Apply Cancel

Item Specifics

You can use the **Item Specifics** column to add eBay Item Specifics to a part. To add Item Specifics to a part:

1. Click Item Specifics in its part line.

	Modify	IMG	Part	Year	Model	Stock	Title	Policies	Sub Title	Item Specifics	Template	Listing
1	Modify	1	ENG	12	HONDA CIVIC (SEI	190605	Engine Assembly HONDA	Policies		tem Specifics	Edit Template	5
2	Modify	1 📖	ENG	12	LAND ROVER LR	161111	Engine Assembly LAND R.	Policies		Item Specifics	Edit Template	\$1
3	Modify		ENG	11	HYUNDAI ELANTE	P012542	Engine Assembly HYUND	Policies		item Specifics	Edit Template	1
4	Modify	1	ENG	10	GMC CANYON	PETER121	Engine Assembly GMC C	Policies		Item Specifics	Edit Template	\$2

 The Item Specifics window opens for the part. In the Listing Information column, you can see whether each Item Specific is REQUIRED, RECOMMENDED or OPTIONAL, per eBay. To select an Item Specific, click its button in the Value column.

Item Specifics - eBay Category - Engines (33615)					
12 HONDA CIVIC (SEE ALSO DELSOL _CRX) ENG- Description: RAN, 1.8L, VIN 2 (6th digit, gasoline, \$		ions, Recycled Original Equipment (ROE)			
IC Description: 1.8L, VIN 2 (6th digit, gasoline, Sdn), Federal emission	S		V	
Listing Information	Search Count	Value			
eBay Title (REQUIRED)		Engine Assembly HONDA CIVIC 12 13 14 1	5		
eBay Condition Description (RECOMMENDED)		< Set Value >			
Item Specifics (Sorted by eBay)					
Brand (REQUIRED)	572598	HONDA			
Number of Cylinders (RECOMMENDED)	230746	< Set Value >			
Engine Size (RECOMMENDED)	116348	< Set Value >			
Fuel Type (RECOMMENDED)	21294	< Set Value >			

- 3. A new window opens. Enter the value for the Item Specific. You can:
 - Right-click a check the box to apply one of the eBay
 Supplied options (if available), and move directly to the next Item Specific.
 - b. Enter Your Own Text in the text box. When you're done typing, hit Ctrl + Enter to apply the Item Specific, and move on to the next Item Specific.
 - c. Click the **Description** button to copy the part's Description from your inventory data into the **Enter Your Own Text** field. Then hit **Ctrl + Enter** to apply the Item Specific, and move to the next Item Specific.

C Previous Brand REQUIRED)	Choose Item Specific Num	nber of Cylinders (RECOMMENDED)		Next Engine Size 🌳 (RECOMMENDED)	
Description TESTED. IN GOO			B	65 A	PP
	0.001011011	Enter Your Own Text			_
					0
Bay Supplied (7)					
Check All Uncheck All					
	5 8 10 12	A			
		A lected Values to File on Part and Send to 6	eBay I		0
			eBay I		
Check All Uncheck All			eBay I		
Check All Uncheck All			eBay I		
Check All Uncheck All			eBay İ	Şav	

4. If you want to skip an Item Specific, you can click the **Next** button to move on (parts missing **REQUIRED** Item Specifics can't be listed to eBay).



 Repeat this process until you've added all desired Item Specifics (including all REQUIRED and RECOMMENDED Item Specifics will boost the part's searchability on eBay). When done, click Save.

1 Inven	tory - Selected Values to File on Part and Send to eBay 1	
Remove All		
12345		
	Save	

6. The window closes, and the Item Specifics you added show in the **Value** column. Click **Close** to exit the **Item Specifics** window.

Send Parts to eBay

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

Part	Che	ckmate - Inv	entory Sear	rch	eBa	y - Sold Listing	eE	ay - Ac	tive Listings		
Interchange	[Inve	ntory R	sults			
(ear 2010			IMG	Part	Year	Model	Grade	Side	Description	Interchange Description	Sta
odel CAMRY -	*	354		GRL	10	TOYOTA CAMRY	С		lower, SE (mesh)	GRILLE	
tock		355	4(A) 🛍	HAC	10	TOYOTA CAMRY	A		w/o hybrid; manual (rotary cor	w/o hybrid; manual (rotary co	
	×	356	4(A) 🛍	HDL	10	TOYOTA CAMRY	A		CREAM INT, TRIM CODE= FB13	Gas; W/O SUNROOF; US built	
ag		357	4(A) 🌃	HHN-R	10	TOYOTA CAMRY	A	R	RH	Front Left; (Hybrid) & Gas; US	
ocation		358	4(A) 🛍	HHN-R	10	TOYOTA CAMRY	A	R	RH	Front Right; (Hybrid) & Gas; U	
eBay Active Listings ONLY	O	359		HLP-R	10	TOYOTA CAMRY	x	R	Base, RH, Japan built	Base, RH, Japan buit	
Search Inventory		360		HLP-R	10	TOYOTA CAMRY	x	R	Hybrid, RH, Japan buit	HEADLAMPASSEMBLY	
Search intentory		361		HLP-L	10	TOYOTA CAMRY	x	L	LH TEST	XLE, LH, North America built	
Reset		<									>
						Inventor	y to sen	d to eE	ay		
View eBay Basic Fees	×		Modify	Part	Year	Model	Stock		Title		
	<u> </u>	1	Modif	y FRG	-R 10	TOYOTA CAMRY	20060)	Front Door Regulator TOYOTA	CAMRY Right 07 08 09 10 11 T	yot
Send Inventory to eBay		2	Modif	y FTD	10	TOYOTA CAMRY	20060	9	Fuel Tank Door TOYOTA C	AMRY 10 Toyota TOYOTA CAM	łY
	66	3	Modif	y FTK	10	TOYOTA CAMRY	20060)	Fuel Tank Assembly TOYOTA	CAMRY 04 05 06 07 08 09 10 1	То
		4	Modif	y GLB	10	TOYOTA CAMRY	20060	9	Glove Box TOYOTA CAI	IRY 10 Toyota TOYOTA CAMRY	
	Y	5	Modif	y ANT	10	TOYOTA CAMRY	20008	1	Antenna TOYOTA CAM	RY 10 Toyota TOYOTA CAMRY	
		6	Modif	V HLP	R 10	TOYOTA CAMRY	Z1117	;	Headlamp Assembly TOYOTA	CAMRY Right 10 Toyota TOYO	A

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.

😰 eBay Listing Errors
Row & Error Message
Row 1 Free shipping is off, with an invalid Shipping Fee
Row 2 GUID [6D796939-DF7E-480A-A430-84FD85FB9E5B] is already in Checkmate as listed Free shipping is off, with an invalid Shipping Fee
Row 3 GUID [1CB63E71-242A-429F-AEF9-9B756E448A49] is already in Checkmate as listed Free shipping is off, with an invalid Shipping Fee
Row 4 GUID [37DD6C53-F675-417D-8004-32A550E0F2BF] is already in Checkmate as listed
Row 5 GUID [4CCD2D70-328C-49AB-B9E6-3981E46D7E04] is already in Checkmate as listed
Row 6 GUID [A5990160-35BE-4572-8449-3AC147894D7F] is already in Checkmate as listed
Row 7 GUID [23F7EAD5-2422-41AF-8845-FD1DACEF299E] is already in Checkmate as listed
Row 8 Invalid/Blank Description
Close

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.

					Inve	entory R	esults				
-		IMG	Part	Year	Model	Grade	Side	Description	Intercha	Status	Miles
	1 - eBay\$	8 🔟	FTD	18	MITSUBISHI MIRAC	A		2018 Mirage Fuel Tank Gas Door Lid Cap Cover	Mirage; R	E	31024
	2 - eBay\$	6 📫	FTD	17	FORD FUSION	A		13-20 2017 FUSION FUEL TANK GAS DOOR CA	Rear	E	108479
×	3 - eBay\$	6 📫	FTD	16	DODGE JOURNEY	A		2016 Journey Gas Fuel Tank Door Cap Lid Cove	Rear	E	74080
	4	7(A) 🛍	FTD	15	DODGE DART	A		2015 Dart Fuel Tank Gas Cap Door Lid Cover Bl	Rear		125566
	5 - eBay\$	6 🔟	FTD	14	HYUNDAI ELANTR	A		*Free Shipping Lower 48* 2014 Elantra Fuel Tar	Elantra; F	E	0
	6	37(A) 🔟	FTD	14	SCION XB	х		*REPAINTED BLUE* *FREE Shipping LOWER 48'	Rear		0
	7 - eBay\$	6 🕼	FTD	13	CHEVROLET SPAF	х		2013 Spark Fuel Tank Door Gas Cap Lid Cover	Rear; 4dr	E	84655

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 of the screen, this tab lists the number of **Sold Items** and the **Price Total** of those items. This part of the screen also shows the number of **Refunded Items** and the **Total Refunded** amount.

Checkmate	- Inventory	Search	eBay - Sold Listing	eBay - Active Listings								
				ebuy -recive cloungs								
		Title		3	Sold Date/Time	Price	Payment Status	Payment Method	Checkout Status	Last Modified	Part 1	Interchange
2931	160938251	Transfer Case N	ISSAN MURANO 03 04		04/13/2020 8:29:36 PM	\$486.00	PaidWithPayPal					
2921	948686687	Transfer Case H	ONDA ELEMENT 07 08 09 10 11		04/12/2020 4:15:08 PM	\$0.00	NotPaid					
2933	233587102	2014 2015 Merce	edes-Benz ML350 W168 25128027	00 Transfer Case Assy 51K 4x4	03/20/2020 10 13:03 AM	\$0.00	PaidWithPayPal					
ays to List 2933	236004802	2015 Mercedes-I	Benz ML350 W166 Primary Second	03/12/2020 12:42:20 AM	\$129.18	PaidWithPayPal						
60 - 2933	249657243	2008 Altima Gas	Tank Fuel Door Cap Cover Lid Black	Obsidian Paint Code KH3	03/06/2020 10:11:37 AM	\$69.39	PaidWithPayPal					
2925	963844420	Wiper Arm Right	TOYOTA TACOMA 05 06 07 08 09	0 11 12 13 14 15 16 17	02/25/2020 5:16:47 PM	\$42.80	PaidWithPayPal					
2930	097264515	Rear Door Latch	KIA SOUL Left 11 12 13		02/25/2020 1:42:14 PM	\$50.00	PaidWithPayPal					

From here, you can:

- Click the printer button 😑 to **Print Sold Listings**.
- Click the spy glass search button store 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 button state
 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.

ile											
Check	mate - Ir	wentory S	earch	eBay -	Sold L	isting eBay	y - Active I	istings			
9	Start	Date 25/2015	End 0	Date 26/2015	•						
		Edit 🗍	Year 7	Model 7	Part 7	Interchange 🍸	ItemID 7	Title 7	Price 1	Date Listed 7	Listing Type
	1	Edit	2005	CAMRY	DMR	61397	1101553611	DMR-L CAMRY 140318 LEFT 2002 2003 2004 2005 2006 ?DATEGRY96K4DRHT FTFTWCAR	\$50.58	01/26/2015	FixedPriceIten
-	2	Edit	2002	CAMRY	DMR	61397	1101553611	DMR-L CAMRY 121206 LEFT 2002 2003 2004 2005 2006 06/02MAR?KATHT FTFTWDIS	\$50.58	01/26/2015	FixedPriceIter
•	3	Edit	2002	CAMRY	DMR	61397	1101553611	DMR-L CAMRY 131031 LEFT 2002 2003 2004 2005 2006 04/02WHITE4DRAT140KH	\$50.58	01/26/2015	FixedPriceIter
2	4	Edit	1998	CAMRY	DWM	59125	1101553611	POWER WINDOW MOTOR CAMRY BRK12 LEFT 1997 1998 1999 2000 2001	\$65.00	01/26/2015	FixedPricetten
	5	Edit	2007	CAMRY	ENG	65323B	1101553611	ENGINE ASSEMBLY CAMRY 140404 2006 2007 2008 2009 2010 2011 2012 2013 03/064DR	\$1,495.00	01/26/2015	FixedPriceIter
	6	Edit	1994	CAMRY	ENG	65530B	1101553611	ENGINE ASSEMBLY CAMRY 130527 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003	\$100.00	01/26/2015	FixedPricetter

From this screen, you can:

- Check multiple listings and use hammer button 🥐 to mass 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 stop sign button abort the mass modification. 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 **Accept** to upload these changes to eBay. Click **Cancel** to cancel without uploading changes.

💽 eBa	y Edit Listing 294108935056 — 🗆 🗙
	tem ID 294108935056 GUID 032B1A6E-E64C-4178-B354-E2C88C4EA4C4
Listir	ng Title Interior Reading Light (C-PILLAR) BMW 330I 02-06
Listing	
Load O	riginal
Temp	plate
1	 ^
2	
3	
4	<meta charset="utf-8"/>
5	<meta content="width=device-width, initial-sca</td></tr><tr><td>6</td><td><title>Foreign Auto Salvage</title></td></tr><tr><td>7</td><td><link href=" css?family="Open+Sans:</td" fonts.googleapis.com="" https:="" name="viewport"/>
8	<link class="btcf" etheader"="" href="https://templates.car-part.com/1001/ebay/style_1-4</td></tr><tr><td>9</td><td></td></tr><tr><td>10</td><td></td></tr><tr><td>11</td><td></td></tr><tr><td>12</td><td><div id="/>
13	<div class="container"></div>
14	<pre><div id="logo"><img info"="" src="https://templates.car-part.com/1001/6</pre></td></tr><tr><td>15</td><td><div id="/></div></pre>
16	<pre><div id="bizName"><img address"="" src="https://templates.car-part.com/1001</pre></td></tr><tr><td>17</td><td><pre><div id="/>Ft Wright, KY</div></pre>
	Accept Cancel

eBay – Relist (Refresh Listings)

The **eBay** – **Relist** tab helps refresh stagnant listings. Listings that have been on eBay for a long time often have poor visibility in search results, so refreshing listings helps shoppers see them.

This feature delists the item, changes the eBay ID (but leaves all other info the same), and relists it. You get a refreshed part listing that's treated like a new listing in eBay search results.

- Note: During this process, you can't do other work in Checkmate.
- Caution! We recommend checking your eBay subscription. There may be fees for relisting parts if you exceed the number of listings that are allotted for your subscription. eBay fees depend on your subscription.

To refresh listings:

1. Click the **eBay – Relist** tab.

ebay 🙀	ettings 🕜 Help 💽 🔝		eBay	2		2		1			5			
eday 🔀 Eile														
Part		Chec	kmate - Invento	ry Sear	ch	eBa	y - Sold Listin	g (eBay - A	Active Listings	eBay -	Relist		
Interchange									Inver	ntory Results				
Year				IMG	Part	Year	Model	Grade	Side	Description			Interchange Descri	Status
Model	*											-		
Stock		V												

- 2. Select a **Date Option** to specify which listings you want to work with.
 - Date Parts listed on a specific date.

Date Option		Start Date	
Date	•	1/ 1/2023	-

• Date Range – Parts listed within a specified date range.

Date Option	Start Date	End Date	End Date		
Date Range	▼ 1/ 1/2023	□▼ 1/31/2023			

- **>30** Listings over 30 days old.
- >60 Listings over 60 days old.
- >85 Listings over 85 days old.
- **Custom** Listings over a custom number of days.
- 3. Click the refresh button. C All active listings that match the selected **Date Option** display..
- 4. In the left column, check the box for the items you want to relist.

		ventory	Search	eBay-	Sold List	ing eBa	y - Active Listin	gs eBay - Relist			
1	Dat >85	e Optio	n		3						
		Stock	7 Year	Model	Part	Interchange	7 Tag	7 ItemID	7 Date Listed	Z SKU	7
	2	10822	1998	PORBOX	EBX	57449B	0000010355	292115282169	05/12/2017	90DDA2AB-0D75-41D6-B704-6ED55FCC7383	
5		5.1		DSPR35	FIR		0000352947	292274592693	09/29/2017	E5792D9D-1AB9-4789-A551-7CAA802A0EFA	
	2	L 4	4)	TL.	EBX	60854	0000334965	292401908026	01/09/2018	CE838FD0-C57D-460B-85AC-FB3213442ECF	
		80404		BMWX6	ANT	999676	0000389960	292530057465	04/19/2018	7E0C0CF0-4A7C-427F-BDF6-D2664C7D12DA	
_	~	80404									
	V V	80404	2008	BMWX6	BMT	50198	0000390026	292530057846	04/19/2018	7CE4ECA3-359A-467E-839A-EF88AF97B7E8	
			2008	BMWX6 BMWX6	BMT	50198 50721	0000390026	292530057846 292530057920	04/19/2018	7CE4ECA3-359A-467E-839A-EF88AF97B7E8 CB25EB58-6560-4619-A365-210A88CD1C59	-

5. Click the relist button. The process begins; the **ItemID** changes as each part is relisted.

When the process is complete, parts that were successfully relisted show the current date in the **Date Listed** field. The bottom of the window displays the status, including the number of errors:

Current S	tatus	Gather	rina e	Bay	data from Che	ckmat	te Comp	lete	
Listings	213	Delist It	ems	213	Relist Items	213	Errors	0	
		1461	198	7	STERLI	COM	58161		6002
		E790	199	4	MAZ626	COM	58859		1159

• Parts that display in red couldn't be delisted and weren't updated; all listing info is the same as before the relist attempt. Try relisting these parts at a later time.

t Sele	cted Listings	Year 7	Model	Part 7	Interchange	Tag 7	ItemID	Date Listed	SKU 3	Error
	TYC2010	2007	SILV15	HLP	878B	0000515947	46536542666	10/10/2022	A3112B96-54A1-44B8-BF0B-B72440421FE1	17 : This item cannot be accessed because the li
	TYC2010	2014	SLV25	HLP	1012	0000515998	66763815730	10/10/2022	848F3D48-0438-4C37-A6DD-DD6262260228	17 This item cannot be accessed because the l
	TYC2010	2012	COLORA	HLP	817	0000515955	75404468439	10/10/2022	A5CCECBD-3D82-4D6D-8658-5CC253946461	
	TYC2010	2012	COLORA	HLP	817	0000515956	92227479584	10/10/2022	8129188F-8CA1-46CA-807F-75F30874DE89	17 This tem cannot be accessed because the l
	TYC2010	2012	COLORA	HLP	818	0000515959	49492008780	10/10/2022	5FD8C31E-6D87-4474-88F9-7157DE4C1E28	
	TYC2010	2005	AVAL15	HLP	681	0000516176	27277289756	10/10/2022	F835CA33-863E-4C1C-8BA0-62856033459C	17 : This tem cannot be accessed because the I
	TYC2010	2005	AVAL15	HLP	682	0000516189	50941854104	10/10/2022	337D0730-D900-4DCF-9AF3-F0CBA20CAD1E	

 If the Checkmate – Inventory Search tab opens automatically, this means some parts couldn't be relisted and are *not* currently listed on eBay. The parts were added to the Inventory to Send to eBay section. Relist them through the normal listing process (see <u>Send Parts to eBay</u>).

Relisting Parts Returned from eBay

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If a part was sold through eBay, you can relist it during the return process. The new listing will automatically include the info from the original listing.

Note: Don't relist items through your eBay store. Only use Checkmate to relist parts, to ensure that eBay and Checkmate inventory stay synced.

* To have returns set to **Yes** by default: in the eBay tool, go to **File** > **Configure eBay Settings**. On the **Returns & Refunds** tab, change the **Automatically relist to eBay when A part is restocked** to **Yes**. © Car-Part.com. Car-Part.com Confidential Information CMLM-96-A-QR-C 6/20/2024 While returning a part in Sales Pro, on the **Credits / Returns** tab, find the **Relist to Ebay** column. Parts that had been listed on eBay will have a drop-down here. Select **Yes**^{*}, to relist the part when you Print (or save) the Credit Work Order or Credit Invoice.

Relist to El	bay
Yes	-
No	-

Getting Help

For more information about this product, including access to online training videos and documentation, visit 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 <u>documentation@car-part.com</u>. We're listening!

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