

Bargain Bin Instructions

Log into your **eShowroom administration center**. (Admin Center) You will find a Dealer Login link in the footer at the bottom right of your eShowroom.

Adding a New Bargain Bin Product

- Click **Bargain Bin** in your admin center to go to the “Index page”.
- Then click **Add New Bargain Bin Product** at the top of the page. If you have already entered some products, you will see them listed here. See *Editing a Bargain Bin Product* below for more on updating products.
- Complete the form on the Product Description page. If any of the fields are left empty, they will not appear in the final product profile. They are available if you want them. You will see that there is default information in the “Purchase Info” field. This can be edited to meet your needs. Click **Save** at the bottom of the form to move to the “Product Profile page” where you can upload images. When you are ready you can review your listing by clicking **View Bargain Bin**. You also have the option to further edit the information, return to the index page or delete the listing.
- To Publish the Bargain Bin listing, click the **Publish** radio button. When the product is sold you can change to the Sold button to keep track of the items that have been sold.

Editing a Bargain Bin Product

- Click **Bargain Bin** in your Admin Center to go to the “Index Page”.
- On the “Index page” you will be able to see all of the items currently in your Bargain Bin. Click the item that you would like to edit. You will go directly to the “Product Profile page”.
- Then click **Edit** to go to the “Product Description page” where you can make your updates and click **Save** when you’re done.

Taking Pictures / Uploading Images

- **Important:** When taking pictures with your phone or tablet always take them in “Landscape” (horizontal) mode with the home button on the right. This will allow your image to be correctly sized and oriented to fit your Bargain Bin without photo editing. When sending a picture by email to be eventually uploaded send the largest size for best blow-ups of your image.
- Use the upload function on the “Profile Page” to upload or remove images for each product. You can upload 4 images for each product.

Mark a Product “Sold”

- You can change the status from Published to Unpublished to “Sold” on the Product Profile page. Items marked sold can be referenced on the index page.

Add and Edit User Permissions

- In the User Administration section, you can add or edit user profiles to allow them to receive the Bargain Bin emails. You can add as many people as you would like to have login permission and /or receive emails. Emails that are sent will be archived in your admin center.