World of Books

Shop
User Guide

How to create an inventory item with variations

Version 2.0.3

Please note that the screenshots in this User Guide show the colour blue, but in our live system these colours have now changed to green.
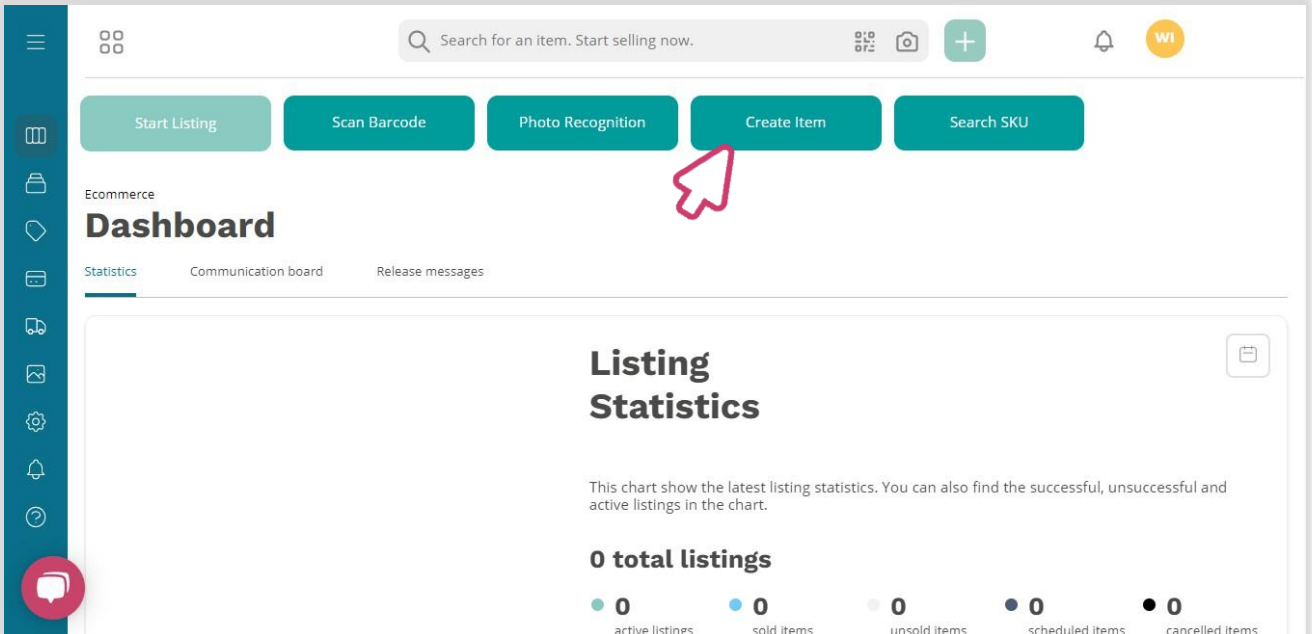
World of Books

Creating an inventory item with variations

> Please note the term "Product" is now referred to as "Item" this does not in anyway change how you would normally add an item (formally product) to inventory.

If you have the same items with different attributes, such as size, colour, etc., you can group them and use the inventory form to create the items as a single entity. There is no maximum number of variations that you can add when creating the item. Each variant can have its own Gift Aid number, Source Shop, and Tote/Box ID.
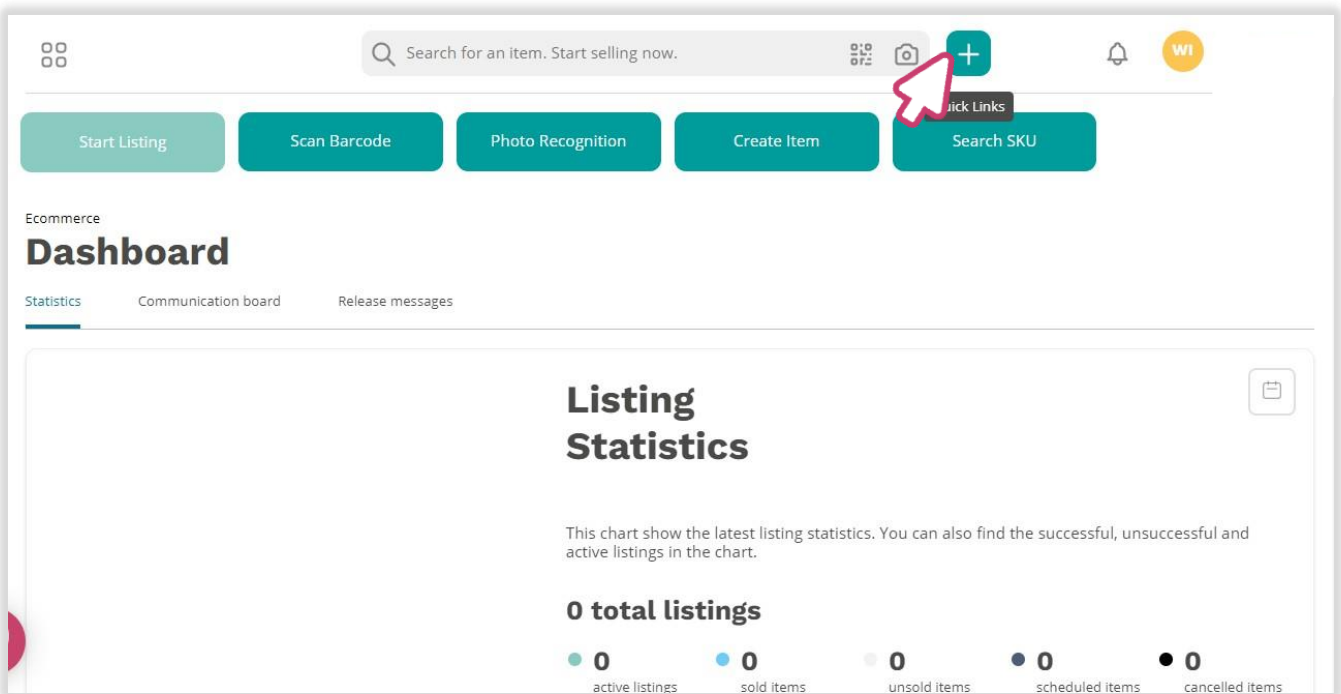
To start:
- Login to your account.
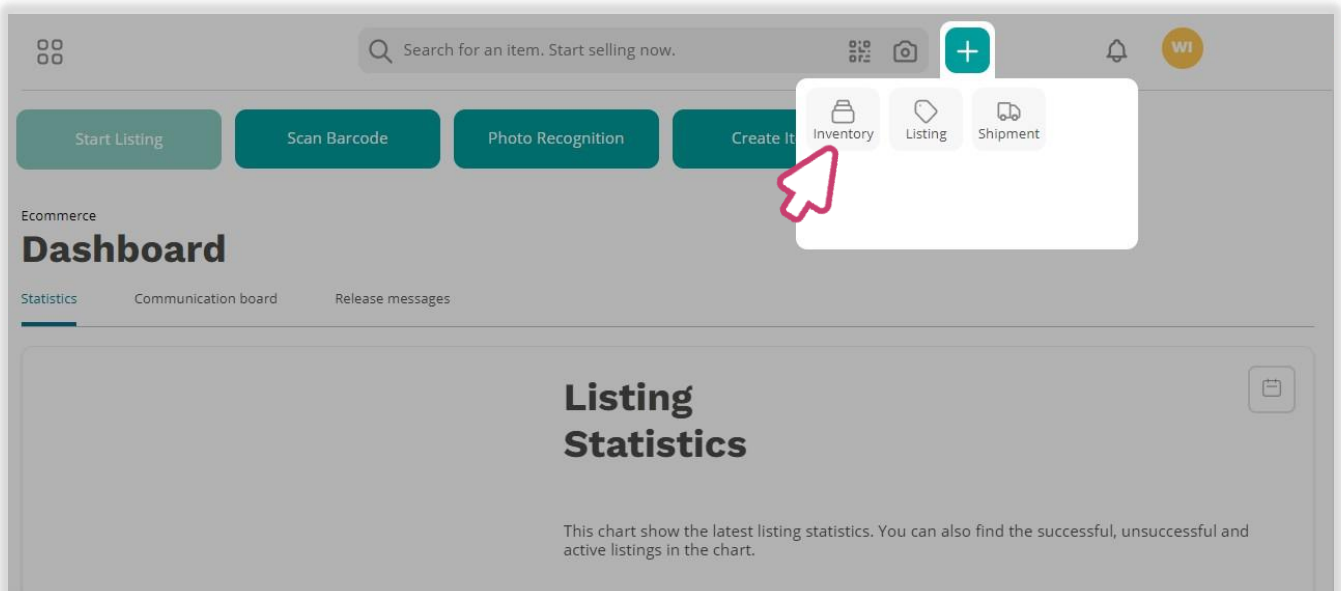- Click on the "Create Item" button at the top right-hand side of the dashboard.

Creating an inventory item with variations

- Alternatively, you can use the quick link button   at the upper right-hand side of the dashboard.   +
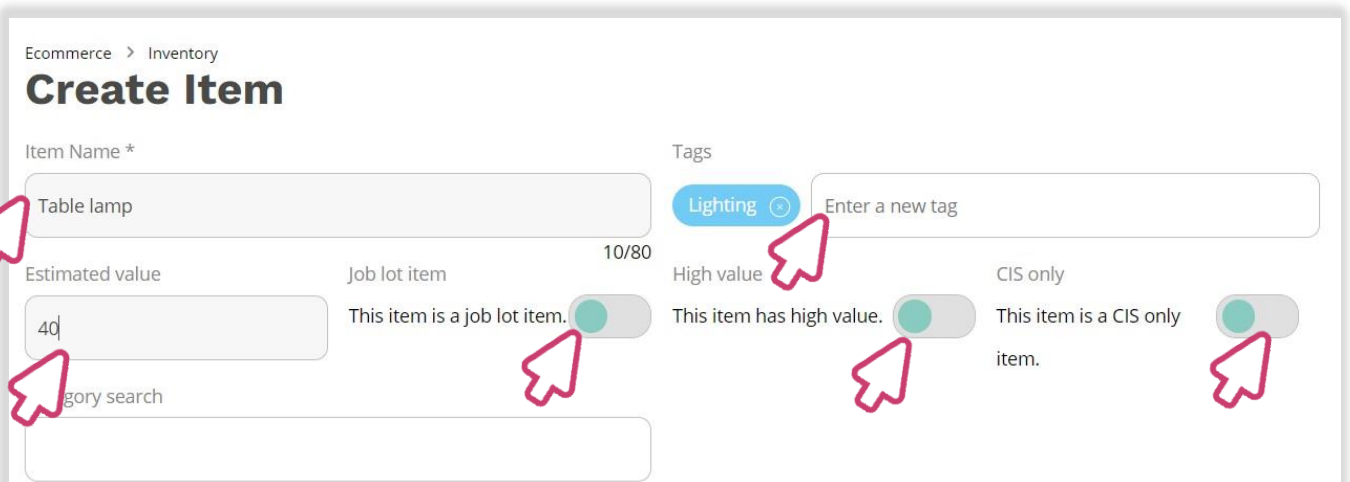

- And then, click on 'Inventory' icon, from the pop-up screen.

Enter the Item information

On the next page:

- Enter the item name (title should describe the item name and nothing more).

- You can add tag(s) if necessary. This is for internal use for categorizing listings e.g. 'Furniture'.

- Enter the item 'Estimated value'.

- Turn on the 'Job lot item' toggle switch if you are selling the item as group or leave as default.

- Turn on the 'High value' toggle switch if the item is of high value or leave as default.

- Turn off 'CIS only' toggle switch (unless if the item is for collect in store only).

Ecommerce > Inventory
Create Item

Item Name *

Table lamp

Tags

Lighting ⊗   Enter a new tag

10/80

Estimated value

40

Job lot item

This item is a job lot item.

High value

This item has high value.

CIS only

This item is a CIS only item.
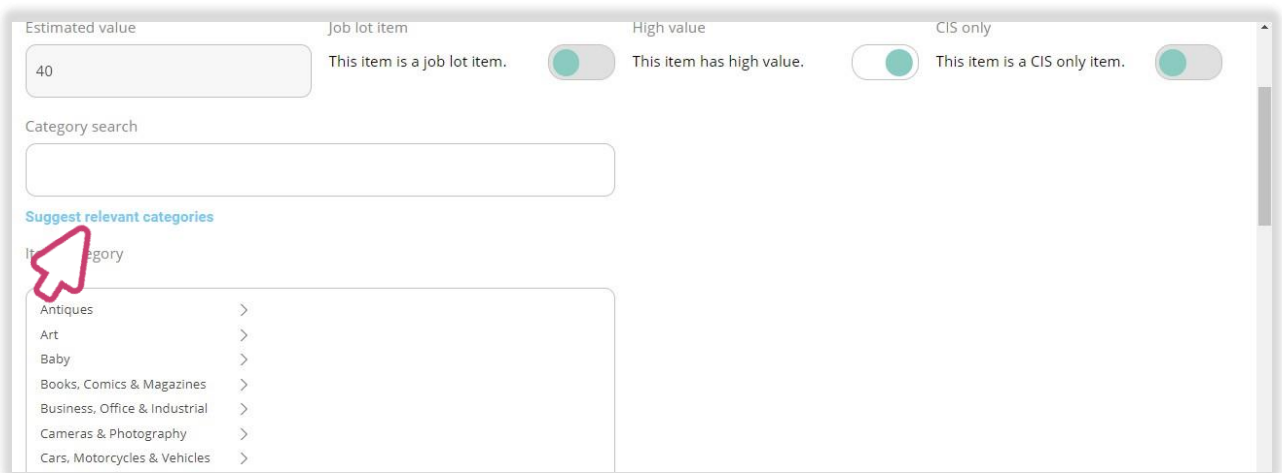
gory search

Assigning a category

Categories allow you to classify and display your item in the right section. By adding a category, you are also helping the lister to list the item in the right category. Usually, eBay suggests item categories based on the item title. But you can also manually search categories to find the right item category.
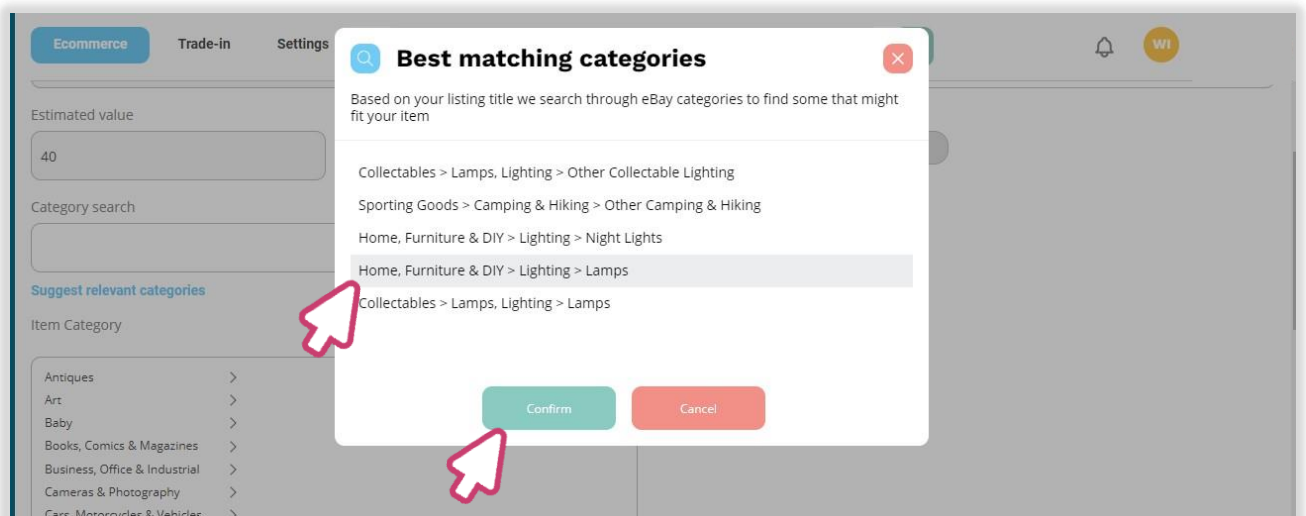
To add item category:

- Click on the 'Suggest relevant categories' tab.

- And select the best match from the pop-up screen, then click on the confirm button.

Assigning a category

- Manually type in the item category and select the closest match. Make sure you select the best fitting category.

- If you can't find the right category, you can use the 'Item category Selector' to work through different categories to find the best fit.

Describe your item

- Enter item description if you have any information to help the lister.

- You can point out any defects or information about the item's authenticity.

- You don't necessarily need to input much information at this stage.

Variants & Stock Data

Variations are sets of items that are related but differ in terms of their characteristics, e.g., size, colour, etc. If you have items of the same style and brand but are different in colours, sizes, etc., you can group them as one entity and create variations to include these characteristics. Stock data, on the other hand, will help you manage and track your stock record, and once one of the items is sold, World of Books will adjust the inventory level.

To create Variants:

- Enter the 'Variant name' e.g, the item colour etc.

- Enter the 'Gift Aid' number for the item or click and select does not apply.

- Key-in item quantity, or use the 'Quantity adjustment' button to increase or decrease the item quantity.

- "Source Shop" will automatically be selected.

- To add more variants, click the 'Add new variant' button and enter any additional variant(s) information.

- To remove variants, click on the 'Remove' button.

Variants & Stock Data

Variant Name *	Gift Aid Number	Quantity	Source Shop	
Black	Does Not Apply	- 1 +	Coventry 1	Remove
Red	Does Not Apply	- 2 +	Worthing	Remove

Add new variant

ges (0/12)

Adding the item photo (s)

World of Books photo uploader makes it very easy to add, edit and move item photo(s).

Tips:

- Take photos from as many angles as possible.

- You can add up to 12 photos but not necessary at this stage.

- If possible, your main image should be on a white background (this will improve visibility on Google) and show the item in full.

![World of Books logo]

Adding the item photo (s)

- The minimum photo size should be 500 x 500 pixels or 800- 1600 pixels on the longest side.

- Photo must be a PNG, JPEG, BMP or GIF.

- Don't use a filter as natural colours are better at showing the buyer what to expect.

- Don't add thumbnails as these can affect the clarity of the photo when submitted to marketplaces.

- The photo should depict the item being described.

- The photo should not contain any watermarks or digital signature.

Adding the item photo (s)

To add photo(s);

- Click on the 'Photo icon' to select item photo from World of Books photo library or device. You can also drag & drop the item images into the centre of the upload photo area.
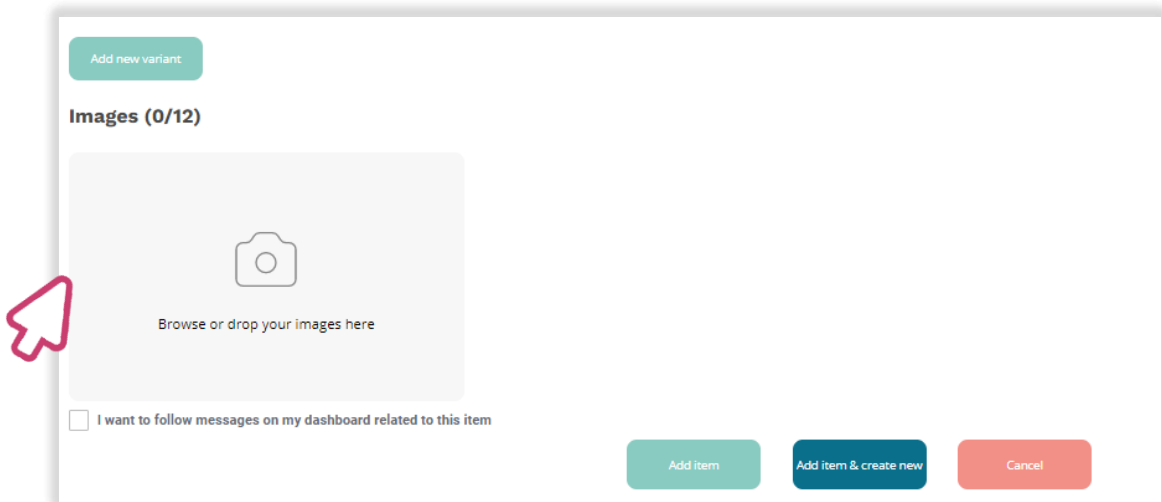

- Click on the 'Upload photos' icon to upload from PC or mobile device.

- You can also take photo(s) directly from your mobile device or PC camera by clicking on the 'Take a photo' button.
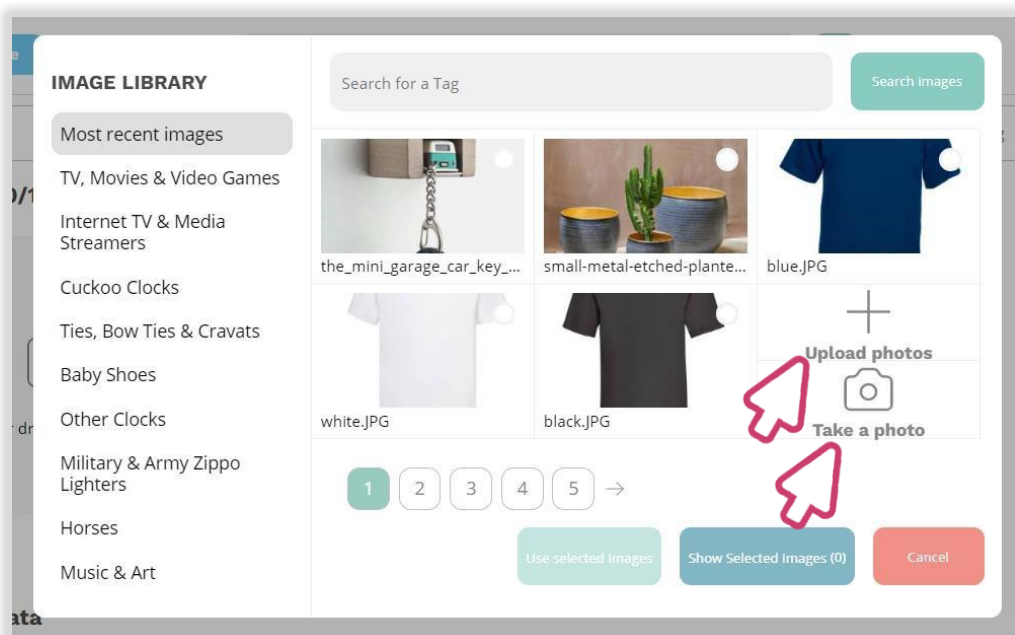
Adding the item photo (s)

- To select multiple photos, hold down the Ctrl key and select photos (windows) or Command key for (Mac) then click on the open button.
- Once you've selected the item photo(s), click on the 'Open' button.
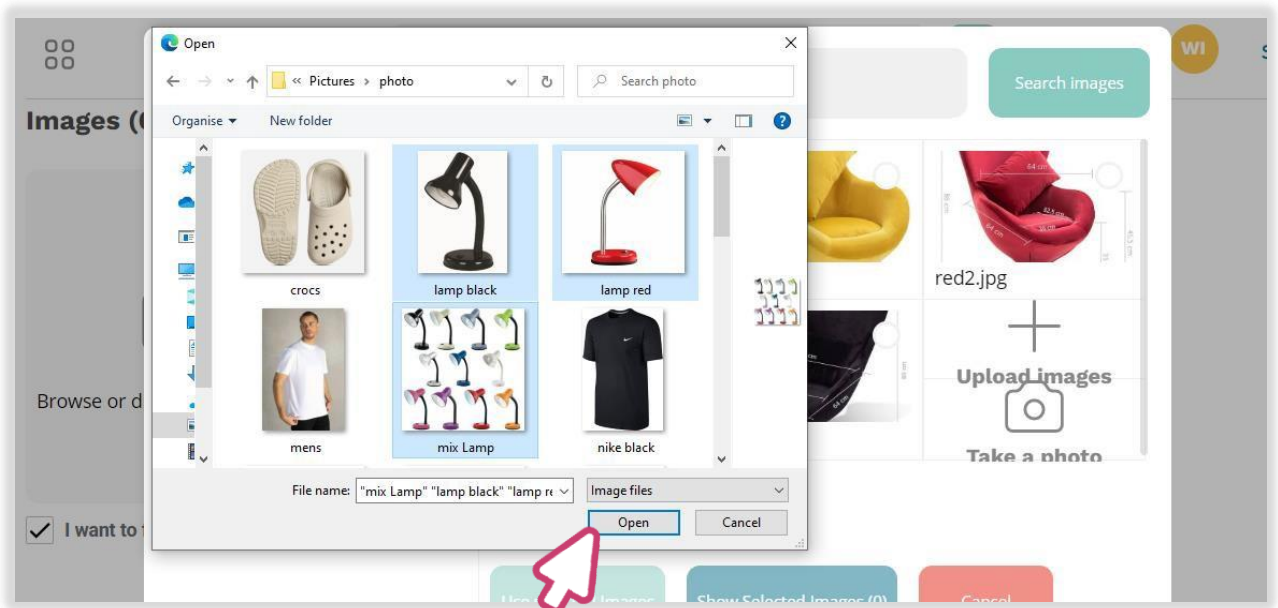
- Finally, click on the 'Add Item' button to add the item to your inventory.
- Or click the "Add Item & Create New" button to add the item to inventory and then create a new item.
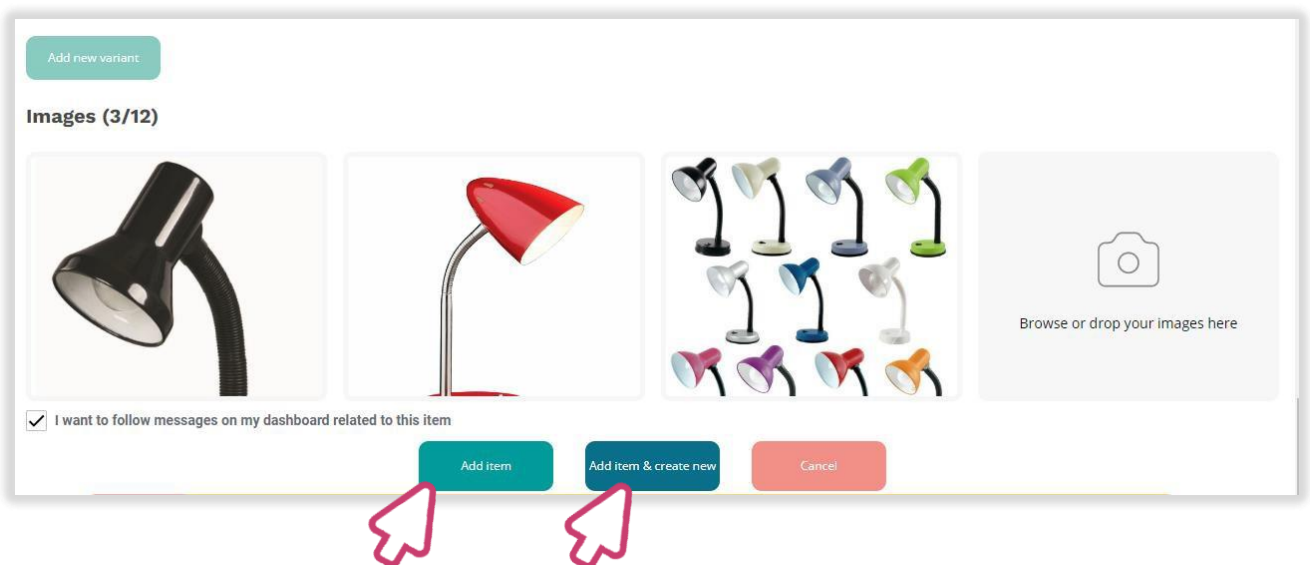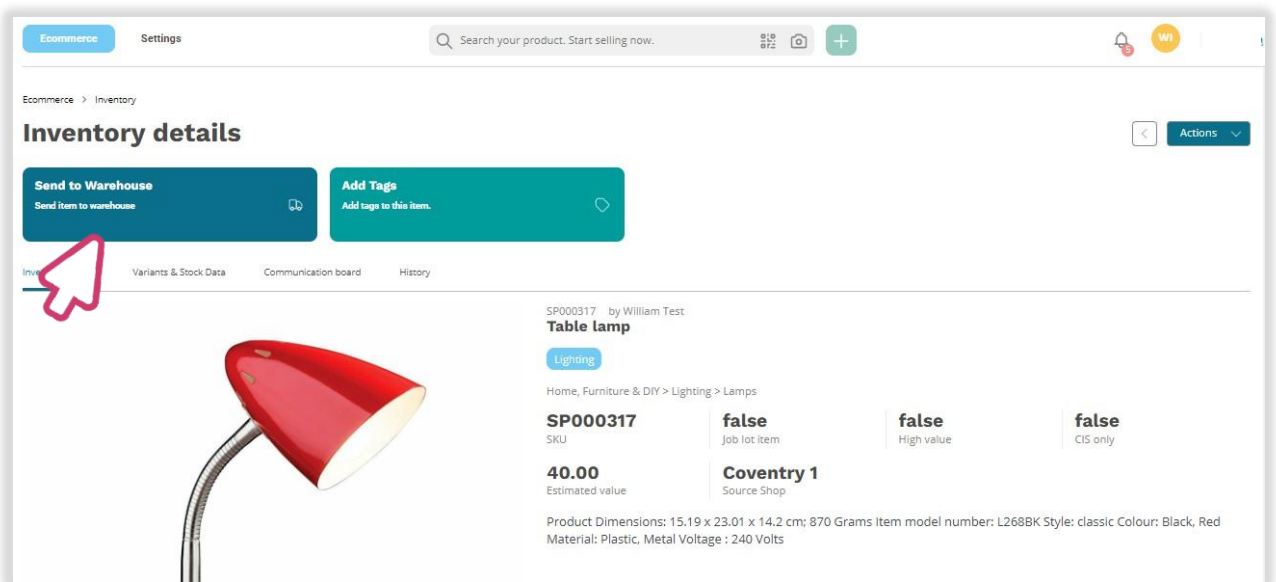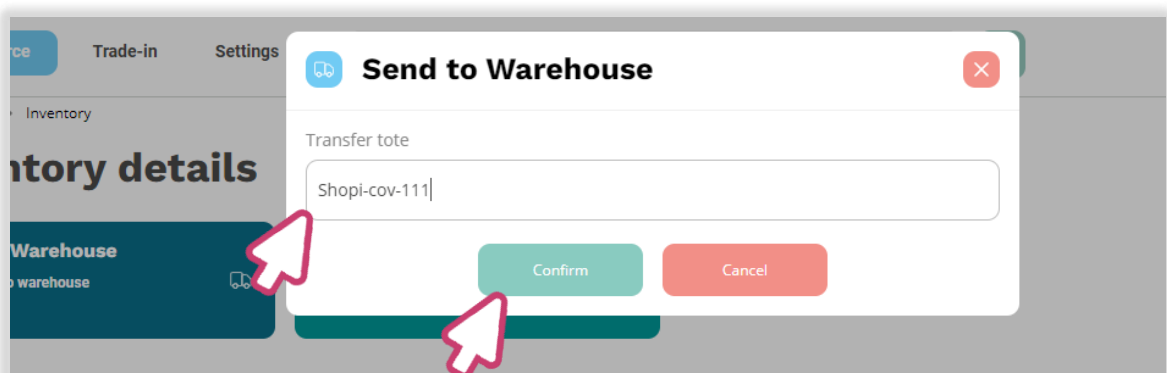
Send to warehouse

- Once you've clicked on the 'Add item' button, you will be directed to the inventory details page, where you will find all information you've entered relating to the item.

On the page:

- You can send the item to the warehouse if necessary. To do this, click on 'Send to warehouse'.

- And enter the 'Transfer tote' ID, from the pop-up screen. (The 'Transfer Box ID' must be active).

- Then click on the 'Confirm' button once you are ready!

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Happy Selling!