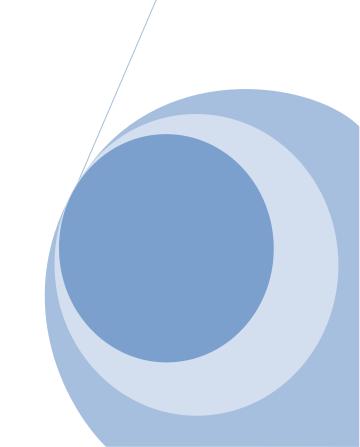
Turbo Lister to SixBit Migration Guide

Everything You Need to Know to Make Your Migration Painless

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Introduction

First, I'd like to thank you for considering SixBit as your replacement for Turbo Lister. We'll try to make the transition as easy as possible.

Since we expect a lot of Turbo Lister users to migrate in the coming year, we felt that a Migration Guide was in order. It's our goal to include everything you might possibly need to know about migrating from Turbo Lister in this document in an effort to get your questions answered as quickly as possible. Migrating to SixBit really isn't that difficult and in fact, many Turbo Lister users have migrated long before this document was made available. Feel free to just dive right in or take your time and peruse our migration guide.

This document is being structured as a step by step walkthrough to guide your migration. It will give you specific information when necessary, but often will point you to other available resources to learn more about a particular subject.

The guide will cover

- Getting Started with SixBit
- What's Different in SixBit
- What's New in SixBit
- What's Missing in SixBit
- Getting Additional Help

As always, if you run into issues that can't be solved with our resources, please don't hesitate to email us at support@sixbitsoftware.com or open a support ticket from your Client Area after subscribing.

We believe that SixBit is far more than a replacement for Turbo Lister. It is our sincere hope that by using SixBit you will be able to work smarter and faster to help grow your business.

Getting Started with SixBit

The first thing you will need to do is to subscribe and download SixBit from our website. Once downloaded, you will install the program and run it for the first time. During the first time startup, you will fill in some profile information and perform and optional import of your items from Turbo Lister or directly from eBay. The following topics walk you through this process.

Subscribing

I'm going to assume that you have been to our <u>Turbo Lister Lifeline</u> page from the link on our homepage, and have read the information there. This is where you will subscribe to and download SixBit. Click the "Order Now" button and you will be taken to the Order page where you will find a comparison of the versions to select. When placing your order, the first 30 days of your subscription will be free. The order form will show our existing prices. A 30% discount offer is available until July, 2017. See "Entering Your Coupon Code" below for information on activating the discount after SixBit is installed. After 30 days, we will then begin billing you at the discounted rate unless you unsubscribe.

Downloading and Installing

After placing your order, you will be sent a SixBit Welcome Email. Simply follow the steps in the email to complete the download and installation process.

Starting SixBit for the First Time

The first time you run SixBit, you will be asked for some profile information and be given the option to import your data from eBay or Turbo Lister.

Preparing for Importing

If you plan to import from Turbo Lister during the first run, you will need to be sure your Turbo Lister items have been exported from Turbo Lister first.

Before exporting from Turbo Lister, this would be a really good time to make a Turbo Lister database backup. Do that now if you haven't already.

Next, you will need to export your Turbo Lister items as a Turbo Lister Format (CSV File). To export, select the items you want exported in Turbo Lister and then choose *File|Export Selected Items* from the TL menu. On the resulting window, choose a file format of *Turbo Lister Format (CSV File)*. This is the file you will import into SixBit. SixBit allows you to import the items either incrementally or all at once. If you would like, you can start with just a few items to see how it works and then import the rest of the items later. Importing the same item multiple times won't hurt because SixBit will simply match it up to the item already in its database.

Starting SixBit

During installation, a SixBit icon was placed on your desktop. Simply double click it to start SixBit. Several windows will appear to collect information.

Registration Code

The first window will require you to enter your registered email address and the registration code you received in your Welcome email.

Region and Site

The next window will let you specify your region and site. The region will determine which sites are available to you. If listing on the eBay US site, choose "United States" as your region, and then click the "eBay US" site box.

Profile

Next, you will be asked to fill in your Profile information. The Profile window creates a profile for your business and authorizes SixBit to interact with eBay on your behalf. Enter your eBay Userid in the Seller Accounts section and click the "Authorize" button. Your location and email address will then be automatically filled in. If you need to change them, use the pencil icon to the right of the dropdowns. Click OK, when finished.

Getting Started Window

Finally, you will be shown the Getting Started window. This window lets you choose the type of import you want to perform and asks a few questions.

If you created a Turbo Lister CSV file earlier, choose the option to "Import from Turbo Lister".

If you simply want to import your current listings, you can choose to "Import from eBay".

Whether you choose to import now or not, you will always have the option to perform the imports later from the Sell Items mode using the *Import | Import from Turbo Lister* or *Import | Import from eBay* option on the ribbon bar at the top.

To make TL users feel more at home, we have also offered the option to "Check here to make SixBit look like Turbo Lister by using Turbo Lister's icons". This can be also be turned on or off from File | Options | Look and Feel.

Click OK when finished. If you chose to import from TL, you will need to provide the location of your Turbo Lister CSV file.

After the imports, SixBit will load and you will see your items in the Sell Items mode.

First Steps

Now that you have SixBit installed, here are a few things that you might want to take a look at before you begin.

Set Up Your Options

Before getting too far into SixBit, you should set up your preferences and options. You can get to the options from File | Options in the upper left corner. Most of the options are self-explanatory, however you can learn more by clicking the Help icon in the lower left corner of any window. We recommend, at a minimum, you take a look at the following option tabs: Printers, Pictures, Inventory, and Refreshes.

Entering Your Coupon Code

To qualify for the special Turbo Lister offer, you should enter your coupon code. Click on the "Support" mode in the lower left corner and enter "TLOFFER" in the Coupon Code field in the upper left corner of the Support mode, then click Apply. This will be saved with your account and will get you a 30% discount on your subscription until July 2017.

Hide Unused Features

SixBit is designed to turn features on or off for both the primary user and your employees. If you want to hide features, you can go to *File|Manage|User Permissions*, select the Admin account and click "Permissions". From the resulting window, you can uncheck any features that you do not want to use or see in the interface.

Small Business users or higher can also assign permissions to each employee by creating employee accounts and managing their permissions. Go to File | Manage | User Permissions and create accounts for each employee. You can then set each users permissions within the program to determine what they can or can't see. See Multiple Users in the User's Guide

(http://www.sixbitsoftware.com/docs/WebHelp ProSB/Multiple Users.htm) for more information.

Folders

All of your items will be imported into SixBit, however since SixBit doesn't have any folders defined yet, they will all appear in the root of the Repository. If you want your items organized, you can create a folder structure under the "Repository" tab and drag the items into their proper folder. See Managing Folders. (Managing_Folders.htm) in the User's Guide for more info.

Simple Grid View

By default, SixBit will display large grid rows with easy to read information. If you would like to see more information in the grid, in a spreadsheet format much like Turbo Lister, then <u>click the Simple Grid</u> icon in the upper right corner of the grid area.

Set Up Your Item Window

The Item window in SixBit is highly customizable. We recommend users arrange the item window to suite their business and help speed up data entry. Please see our "Item Entry Customization in SixBit" video (https://www.youtube.com/watch?v=Yz2IAK1rIV8) for a demonstration.

What's Different in SixBit

Turbo Lister and SixBit are similar in many ways, but there are some differences. Here are some tips to help you transition.

Searching

In Turbo Lister, there was a search box in the upper right. This search was limited to being able to search only a few fields. In SixBit, you can search on any field in a grid by using the Filter row at the top of the grid. For example, put "Suzuki" under the Title header in the grid and it will find all items with

"Suzuki" in the title. Place "1.00" under the Start Price title to find all items with a starting price of \$1.00. For more info on using the filter row, please see <u>Searching Within the Grid</u> in the User's Guide.

In addition, there is and Advanced Search that you can run from the link above the grid. This will allow you to create and save compound searches so they can easily be recalled later. Please see <u>Searches and Saved Views</u> in the User's Guide for more info.

Inline Editing

In Turbo Lister, inline editing is a toggle. In SixBit, you will use the Edit | Batch Edit | feature to edit your item information in a spreadsheet layout.

Inventory vs. Repository

In Turbo Lister, the "Inventory" group is where you create and organize your items into folders. In SixBit, this is performed on the "Repository" tab of the Sell Items mode.

Item Templates

In Turbo Lister, Item Templates appear in the "Inventory" group. In SixBit, you will find them in the "Views" tab of the Sell Items mode. Also, you can click the arrow under the "Add" button on the ribbon bar to create an item from any template. The "Duplicate" button allows you to use any existing item as a template as well.

Waiting to Upload

The "Waiting To Upload" items can be found on the Workspace tab in the Sell Items mode. In addition, you will also have statuses for Under Construction and Previously Listed.

Listing Activity

The "Listing Activity" information can be found in the SixBit "Check Listings" mode.

Activity Log

The SixBit Activity Log can be found under File | Event Log.

Refreshing/Synchronizing

In Turbo Lister, users had to click a button to perform a synch with eBay. In SixBit, all refreshes are handled in the background by our *SixBit Agent*.

Entering Catalog Items

Turbo Lister has a separate window for creating items using pre-filled item information. In SixBit, when entering the Product Title of an item, you can click the search icon to the right to find the item in the eBay catalog. Also, Add | Catalog Items from the ribbon bar will let you quickly add multiple items from a ProductID (SKU, UPC, ASIN, etc).

Setting the Listing Format

In Turbo Lister, you save the listing format (Auction, Fixed Price, etc.) with each item. In SixBit, you will enter all the information needed to list in any format and then choose the format at the time of listing.

Changing Users

In Turbo Lister, you used the menu to Change Users. In SixBit, you will create a Profile for each seller account and then just assign the correct profile to each item on the Item window.

Spell Checking

In SixBit, we spell check more fields and our spell checking is real time. No need to click a button to perform the spell check.

View Online

The View Online feature of Turbo Lister can be achieved simply by clicking the eBayID in the grid in the Check Listings mode. Clicking the eBayID will open a window with the eBay listing.

No More Database Repairs

Because we use a SQL Server database exclusively, performing database repairs is a thing of the past.

What's New in SixBit

SixBit provides all of the functionality found in Turbo Lister, but it goes far beyond that. Here are some features that you might want to start taking advantage of.

Pictures

SixBit has a built in picture editor that will let you perform simple tasks like cropping, annotating, adding text and rotating your pictures. If your pictures were taken with a modern camera, SixBit will even automatically rotate them as you drop them into your item. From Options | Pictures you can also set up automatic processing of your pictures to have them auto sized, compressed and even watermarked if desired.

Advanced Buyer Questions Tool

SixBit has a built in tool to help you respond to buyer questions. You can even create predefined replies for questions you get frequently.

Excel style filtering

Some columns in the grid will have a little arrow to their right that will allow you to filter out data easily. With just a few clicks you can easily hide or show different values from that field.

Improved HTML Editor

SixBit includes an advanced HTML editor with all the features of the Turbo Lister editor plus the following: loading/saving to file, paste from Word, inline spell checking, search, insert image, table builder, insert special characters, strikethrough, superscript, and subscript. In addition, any information from your item or custom field information can be included dynamically using our Field Variables feature.

Custom Fields

No two people on eBay sell the same way, and SixBit is designed to adapt to the way you work. Custom fields in SixBit allow you to create fields to store the data that is important for your business. That data can then be shown anywhere you need it including the grids, item descriptions, emails, packing lists, pick lists, inventory labels, etc.

Free Scheduled Listings

With SixBit you can schedule listings to start at a future date without having to pay any eBay fees. Since SixBit is an application that runs on your computer, it can also sit and wait until an appointed time and then list the item for you. If you are currently paying for scheduled listings, those fees could go away.

Inventory Management

Users who have multiple copies of an item can make use of our inventory management features to keep track of how many of each item are left. In addition, reports on the success ratios and average selling price can be shown for inventory items. If you've ever listed more items than you've had on hand, or wondered if you are really making any money on an item, then you will understand the importance of good inventory management features.

Drop Shipper support

Our drop shipper addon module will allow drop shippers to record drop shipping inventory. Once sold, SixBit can automatically email your drop shipper with all the details about where to send the order.

Consignment Support

Our Consignment addon makes it much easier to manage consignments. You can enter your consignment plan and consignors and then print simple payout reports when it's time to pay your consignors.

Manage Multiple Sellerids

If you list under multiple sellerids, all listing and sales can be managed from a single database.

Assign Employee Accounts Each with Different Permissions

If you are large enough to have employees, you can create SixBit accounts for each employee and restrict the data and features they have access to.

Order Processing

Turbo Lister helped list items on eBay, but did nothing to help with sales. Listing your items is only half the work. SixBit has tons of built in features to help process orders.

Packing Lists

In SixBit, you can print a customized packing list. Packing lists help you organize shipments and provide buyers with information about the items you are shipping.

Pick Lists

Pick lists are different than packing lists because they simply contain a list of all items that need to be shipped and their locations in your warehouse. This makes it easy to retrieve your day's shipments.

Discounted shipping insurance

SixBit has built in discounted shipping insurance options. You can purchase insurance with a single click from the Ship Orders mode. See our <u>Shipping Insurance FAQ</u> for more info.

Discounted postage

We're working with partners to offer our sellers discounted USPS rates on Priority and Express Mail with no volume requirements. Now you can get the same discounts offered to the larger sellers. See our Discounted Postage FAQ for more info.

Print Inventory or Listing Labels

Ensure proper item identification by printing inventory or listing labels and sticking them directly on your items. This helps eliminate shipping errors.

Print Postage (USPS), Carrier Labels (UPS and FedEx) and Mailing Labels

Integrate your postage process by printing USPS postage directly from SixBit (through Endicia). Carrier Labels for UPS and FedEx can also be printed through an integration with UPS Worldship and ShipRush for FedEx. In cases where your postage is already taken care of, simple mailing labels can be printed.

Print SCAN Forms

SCAN forms make it easy to drop off large numbers of packages at the Post Office. By using a SCAN form, one single barcode swipe by the postal clerk is all it takes to drop off multiple packages.

Automatic Emails

Invoices, Payment Acknowledgements, Shipping Notifications and Feedback Requests can all be sent automatically if desired.

Create and Process Manual Orders

Non-eBay orders can easily be added and processed alongside your daily eBay orders.

Automatic Feedbacks

SixBit allows you to set up automatic feedbacks to be sent once the item has shipped. You can specify a specific message or choose to send a random message from your list of feedback messages.

Enterprise Edition

We also offer some advanced features in our Enterprise Edition including Allocation Plans, and Analysis Tools.

Allocation Plans allow you to keep inventory automatically listed or keep only partial inventory listed to give the impression of scarcity. You can watch our video on Allocation Plans from our Support page or at http://www.sixbitsoftware.com/download/videos/UsingAllocationPlans.html.

Analysis Tools provide more in-depth views of your Items, Listings, Sales, Orders, Suppliers and Buyers by giving you powerful grid manipulation tools along with column totaling, export to Excel and printing capabilities. We also have a video on Analysis Tools on our Support page or at http://www.sixbitsoftware.com/download/videos/UsingAnalysisTools/UsingAnalysisTools.html

What's Missing in SixBit

In one form or another, SixBit provides virtually every feature found in Turbo Lister with a few small exceptions.

SixBit does not support all of the same eBay sites that Turbo Lister supports. SixBit support eBay US, UK, Canada and Australia only.

Getting Additional Help

If you run into issues, help is available. From your Client Area on our <u>Support page</u>, you can always submit a support ticket with any questions you have. In addition, you might want to check out these other resources on our Support page.

User's Guide

We work hard to keep our User's Guide up to date and chock full of information. A quick search in the User's Guide can often answer many questions. You will find the User's Guide on the Support tab in the program or here.

Advanced Videos

The <u>Support</u> page also contains over an hour and a half of helpful videos so you can see SixBit in action. It covers topics including using variations, item specifics, allocation plans, analysis tools and more.

Community Forums

Finally, if you are looking for advice from other users on how to maximize your use of SixBit, you can visit our <u>community forums</u>. Many of our most knowledgeable users hang out there and are ready to help.

Our Guarantee

We hope that you choose SixBit as your replacement for Turbo Lister, and it is our guarantee to you that we will do everything in our power to make you and your business successful. You won't find anyone more knowledgeable about Turbo Lister and eBay and we want to build a relationship with you that will take your business well into the future.