




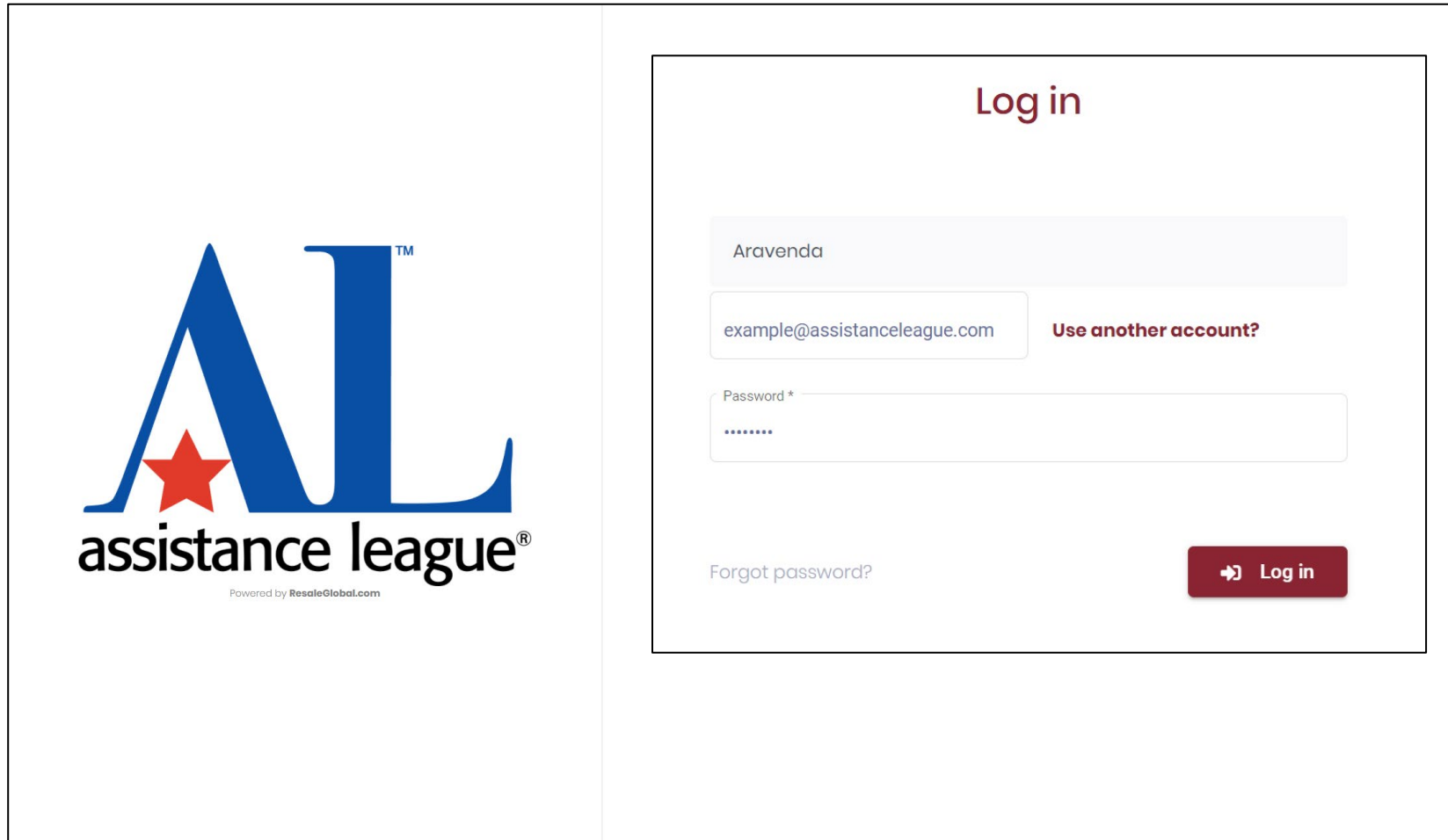
# Quick Access Guide



# User Access - Aravenda

**Step 1:** Go to the [Aravenda Inventory Management Software](#)

**Step 2:** Store employees/volunteers enter their Email Address and Password and click  the store, employee or owner dashboard will display based upon the user role.



The image shows the Aravenda login interface. On the left is the Assistance League logo, featuring a large blue 'AL' with a red star in the 'A' and the text 'assistance league' below it. Below the logo is the text 'Powered by ResaleGlobal.com'. On the right is a login form titled 'Log in' in red. The form contains three input fields: 'Aravenda' (with a light blue background), 'example@assistanceleague.com', and 'Password \*' (with a masked password '\*\*\*\*\*'). To the right of the email field is a link 'Use another account?'. Below the password field is a link 'Forgot password?'. At the bottom right of the form is a red 'Log in' button with a right arrow icon.

# Item Entry - Aravenda

When you would like to enter in your items, you can do so by accessing the Incoming Inventory tab.

The screenshot shows the 'Incoming Inventory' interface. On the left is a sidebar with navigation links: Dashboard, Profile Settings, Incoming Inventory (highlighted with a red box), Items, Categories, Employees, Consignors, Upload Queue, and Administration. The main area is titled 'Incoming Inventory' and contains a '+ Create New Inventory' button, a search bar, and a table of inventory items. The table has columns for Actions, Created Date, Batch ID, Consignor, Number Of Items, Not Sellable Items, Deduction (\$), Status, and Tracking #. Two items are listed: one for 'Womens Apparel & Accessories Department' and another for 'Assistance League of Santa Monica House Account'. Both have a 'Drop Off' status. At the bottom, it shows 'Total: 2' and pagination controls for 10 items per page.

Actions	Created Date	Batch ID	Consignor	Number Of Items	Not Sellable Items	Deduction (\$)	Status	Tracking #
<a href="#">Actions</a>	01-24-2022	2	Womens Apparel & Accessories Department	100	0	0.00	Drop Off	1234567890
<a href="#">Actions</a>	01-12-2022	1	Assistance League of Santa Monica House Account	24	0	0.00	Drop Off	3109900491

Total: 2



**Note:** You can also use the Search function and sort to find the department quicker.

All the Departments will be pre-built by us and all you will need to do is enter in your items in the correct department.

# Item Entry cont. - Aravenda

To enter in your items into the specific department, select the Actions button that's to the left of the department, then select the Receive Items option to access the items to enter.

The screenshot shows the 'Incoming Inventory' page of the Assistance League of Santa Monica system. On the left is a sidebar with navigation links: Dashboard, Profile Settings, Incoming Inventory (highlighted), Items, Categories, Employees, Consignors, Upload Queue, and Administration. The main content area is titled 'Incoming Inventory' and features a '+ Create New Inventory' button and a search bar. Below these is a table with columns: Actions, Created Date, Batch ID, Consignor, Number Of Items, Not Sellable Items, Deduction (\$), Status, and Tracking. Two inventory items are listed. The first item, 'Womens Apparel & Accessories Department', has an 'Actions' button highlighted with a red arrow. A dropdown menu is open for this button, showing options: 'View Label', 'Receive Items' (highlighted with a red box), and 'Print Barcode'. The second item, 'Assistance League of Santa Monica House Account', is also visible. At the bottom of the table, it says 'Total: 2' and there is a pagination control showing '1'.

Actions	Created Date	Batch ID	Consignor	Number Of Items	Not Sellable Items	Deduction (\$)	Status	Tracking
	01-24-2022	2	Womens Apparel & Accessories Department	100	0	0.00	Drop Off	123456
	21	1	Assistance League of Santa Monica House Account	24	0	0.00	Drop Off	310990

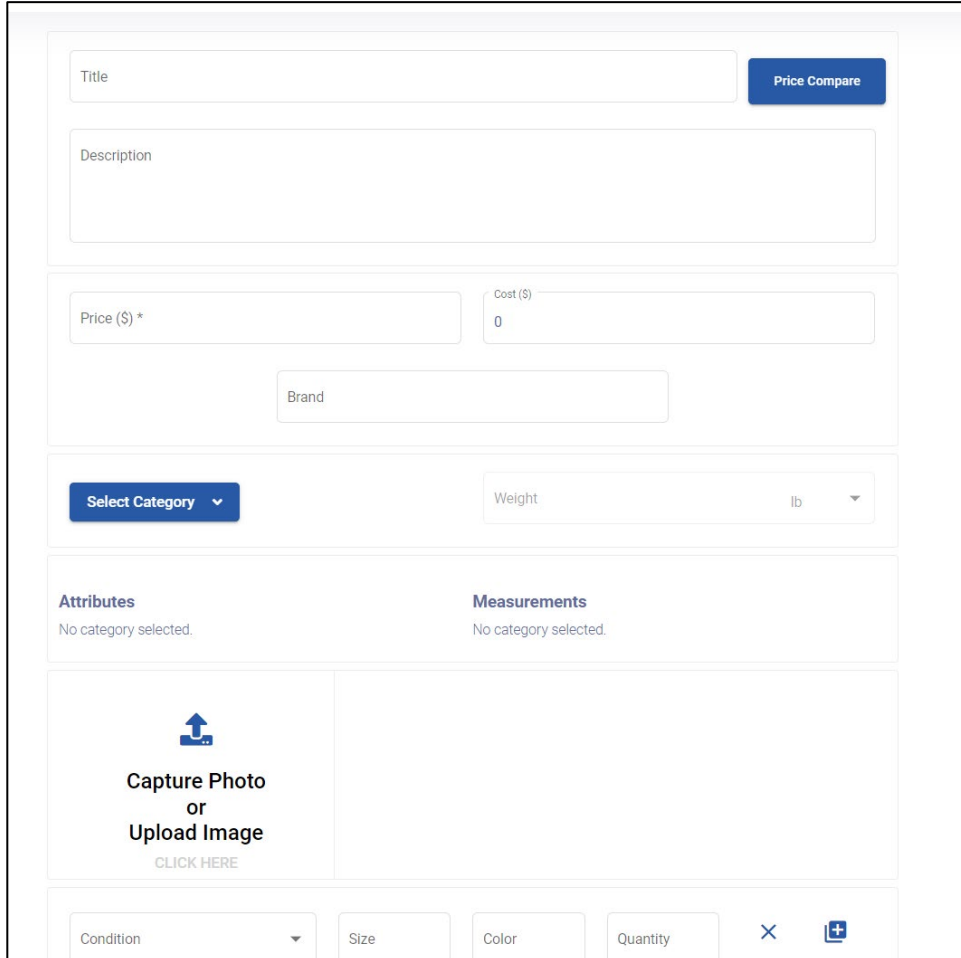
Total: 2

Follow these steps to enter items:


[illegible]

# Item Entry cont. - Aravenda

**Step 2:** After selecting  enter all of the Details for the first “Unreceived Item” and select the Create Item or Save For Later option at the end



The form is a vertical stack of input fields and buttons. At the top is a 'Title' text box with a 'Price Compare' button to its right. Below is a 'Description' text area. Then are 'Price (\$)\*' and 'Cost (\$)' text boxes, with '0' entered in the 'Cost (\$)' box. Below these is a 'Brand' text box. Next is a 'Select Category' button and a 'Weight' text box with a unit dropdown set to 'lb'. Below these are two sections: 'Attributes' and 'Measurements', both with the text 'No category selected.' Below these is a large area for 'Capture Photo or Upload Image' with a 'CLICK HERE' link. At the bottom are four dropdown menus for 'Condition', 'Size', 'Color', and 'Quantity', followed by a close button (X) and an add button (+).

**Title & Price Compare:** One of the most important parts is getting the right title and price. Enter the best title for the item and select . This feature will conduct both an internet search and review the stores existing inventory based upon the title entered. It will return the best (higher price) items’ “Recommend Price” result under the title. Review the result and the condition to determine a reasonable price to sell this item.

**Description:** Provide a detailed description of the item that really promotes it, and makes a buyer want to buy it.

**Price:** Enter the price chosen, to list that item.

**Cost:** Enter an amount only if you bought this elsewhere (like thrift store or buy outright) and need to compare items sales later for tax purposes.

**Brand:** Enter the brand as shown on the item label or tag

**Select Category:** Select the button and expand the category hierarchy with the + to review the categories set up for your store. Chose the one that represents the item entered. This is very important as it drives all of the additional information created for that category and keeps data consistent no matter who does the entry.

**Attributes:** Represent item specifics such as Color, Material, Pattern, Figure, Style, Occasion and Logo to better describe the item.

**Measurements:** Provide the opportunity to provide even further details about the sizing of the item so that buyers can feel confident about the purchase and any alterations that may have been done.

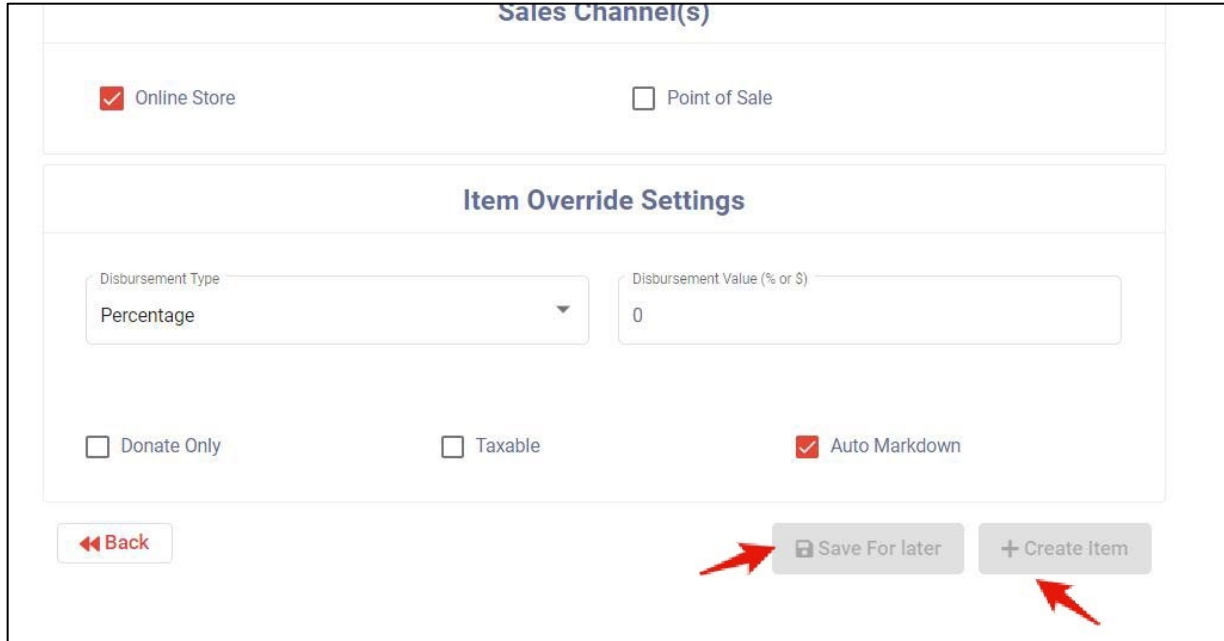
**Condition:** Chose one of the dropdown selections ***Used, Brand new no tags or Brand new-with tags*** based upon the condition of the item.

**Quantity:** Typically entered as 1 unless you have the same exact item.

**Size:** Enter a consistent sizing structure that is best searched on the internet, typically how you see it on an item label

# Item Entry cont. - Aravenda

Fill in the rest of the appropriate information for the item.



The screenshot displays the 'Item Entry' form in the Aravenda system. It is divided into two main sections: 'Sales Channel(s)' and 'Item Override Settings'.

**Sales Channel(s):** This section contains two checkboxes: 'Online Store' (checked) and 'Point of Sale' (unchecked).

**Item Override Settings:** This section contains several fields and checkboxes:

- Disbursement Type:** A dropdown menu currently set to 'Percentage'.
- Disbursement Value (% or \$):** A text input field containing the value '0'.
- Donate Only:** An unchecked checkbox.
- Taxable:** An unchecked checkbox.
- Auto Markdown:** A checked checkbox.

At the bottom of the form, there are three buttons: 'Back' (with a left arrow), 'Save For later' (with a lock icon), and 'Create Item' (with a plus icon). Two red arrows point to the 'Save For later' and 'Create Item' buttons.

- **Sale Channel(s):** This will specify if your item will be listed either on your Online Shopify site or through in store at a physical location if you have one.
- **Item Override Settings:** You will not need to go over any of these settings since they do not apply to your store model.
- **Save For Later:** Saves the item as a draft if you do not want to upload the item to your Shopify site immediately.
- **Create Item:** Immediately publishes your item to your Shopify site.

# Item Entry cont. - Aravenda

When you have successfully published your item, you can see it at the end of the list. Its status will be live and will be available to be purchased on your Shopify site (when your site is made live). If you need to edit the item, you can select the Edit button under the action tab. You can also view/edit your items within the “Items” tab.

Receive Items

**1 List** **2 Details**

When you are finished entering items within your department, select the “I’m done here” button to exit the department.

**I’m done here**

**List**

**Account ID: 2**

Title	Action	Sellable	Not Sellable Reason	Status	Not Received
Unreceived Item ⓘ	+ Add	<input checked="" type="checkbox"/>		Inactive	<input type="checkbox"/>
Unreceived Item ⓘ	+ Add	<input checked="" type="checkbox"/>		Inactive	<input type="checkbox"/>
Unreceived Item ⓘ	+ Add	<input checked="" type="checkbox"/>		Inactive	<input type="checkbox"/>
Unreceived Item ⓘ	+ Add	<input checked="" type="checkbox"/>		Inactive	<input type="checkbox"/>
Unreceived Item ⓘ	+ Add	<input checked="" type="checkbox"/>		Inactive	<input type="checkbox"/>
Unreceived Item ⓘ	+ Add	<input checked="" type="checkbox"/>		Inactive	<input type="checkbox"/>
Unreceived Item ⓘ	+ Add	<input checked="" type="checkbox"/>		Inactive	<input type="checkbox"/>
Unreceived Item ⓘ	+ Add	<input checked="" type="checkbox"/>		Inactive	<input type="checkbox"/>
Unreceived Item ⓘ	+ Add	<input checked="" type="checkbox"/>		Inactive	<input type="checkbox"/>
Test	👁 Edit	<input type="checkbox"/>		Live	<input type="checkbox"/>

Total: 100

When you have no more Unrecieved Items to enter in within the department, you can add more to the department with the “Add Extra Item” button.

**+ Add Extra Item**



# Item Entry cont. - Aravenda

You can then view your item you just listed on your Shopify site by selecting the Products tab. The most recent products you create will show up first.

Home

Orders

Products

All products

Inventory

Transfers

Collections

Gift cards

Customers

Products

AllActiveDraftArchived

Filter products

Product vendor

Tagged with

	Product	Status	Inventory
	Test	Active	Inventory not tra

AL

assistance league

Santa Monica

Home

Search Collections

Contact

Test

\$1.00

Condition

Used

Size

Large

Color

Test

ADD TO CART

BUY IT NOW

Description : Test

Item Number : 2-1

# Employee Accounts - Aravenda

To add additional staff to Aravenda, the primary store manager would invite that employee/volunteer:

The screenshot displays the Aravenda web application interface. On the left is a sidebar menu with options: Dashboard, Profile Settings, Incoming Inventory, Items, Categories, Employees, Consignors, Upload Queue, and Administration. The 'Employees' tab is highlighted, and a red arrow points to it with the instruction '1. Select the Employees Tab'. The main content area is titled 'Employees' and features a table with columns: First Name, Last Name, Email address, Employee Id, and Permission. The table is currently empty, showing 'Total: 0'. Above the table, the 'Invite Employee' button is highlighted with a red box and labeled '2. Select the Invite Employee button'. An 'Employee Detail' modal form is open in the center, containing input fields for First Name, Last Name, and Email Address, and a checkbox for 'Shop Manager'. The 'Send Invitation' button at the bottom of the modal is also highlighted with a red box and labeled '3. Fill in all the information regarding the employee and select the Send Invitation button for them to have their own account on Aravenda.' The top right of the interface shows a user profile for 'assistance-league-of-santa-monica/santamonicaashop'.

1. Select the Employees Tab

2. Select the Invite Employee button

3. Fill in all the information regarding the employee and select the Send Invitation button for them to have their own account on Aravenda.

Your Shopify is where you and your team will access the admin end for your Shopify site. From here you all will be able to:

- Fulfill your online orders you receive from your customers
- Edit any of your Shopify Store Settings
- Make any changes to the look of your website

**Staff Invite** email: Enter your credentials to access your store's Shopify Account.

Typically, we would walk you through how to do all these things on the second setup meeting.