assistance league®

Quick Access Guide

ARAVENDA.COM™
A BETTER WAY TO RESELL

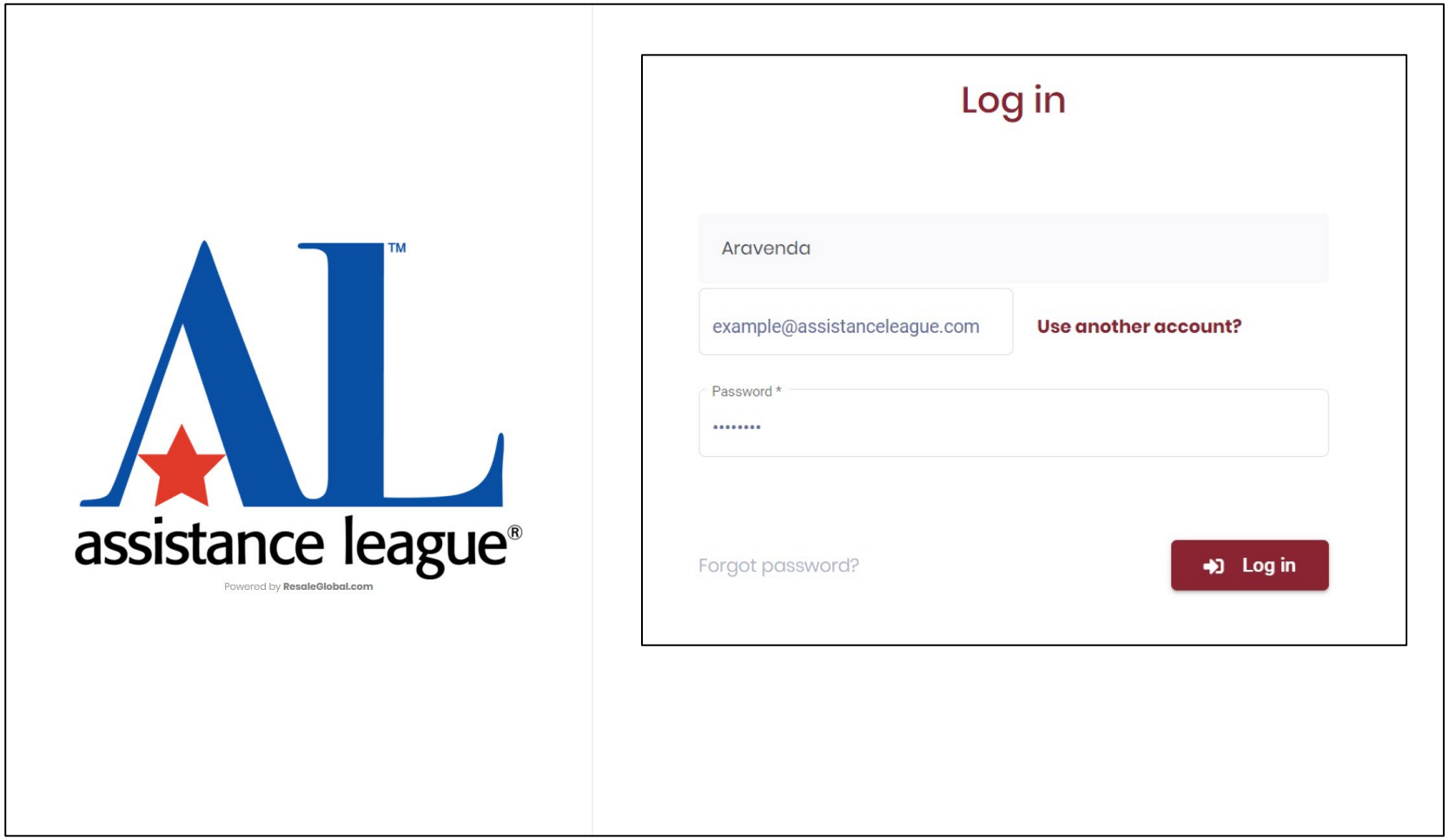
+

shopify

User Access - Aravenda

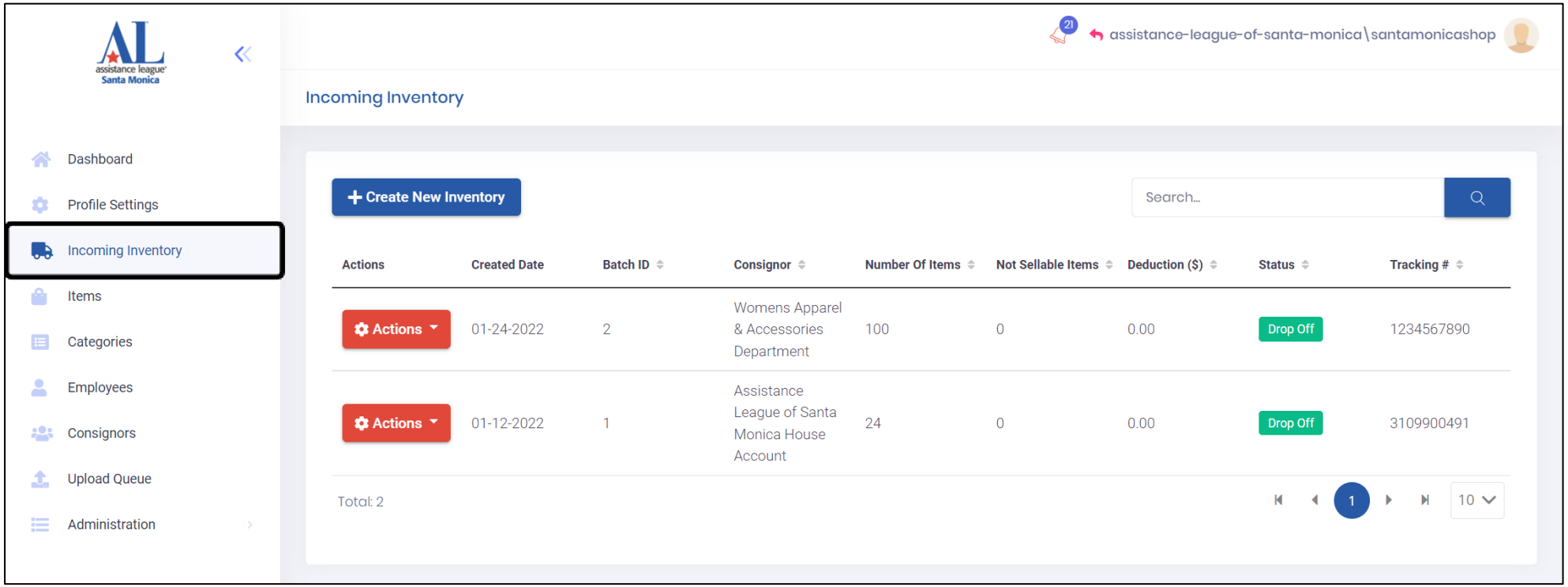
Step 1: Go to the [Aravenda Inventory Management Software]

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



Item Entry - Aravenda

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

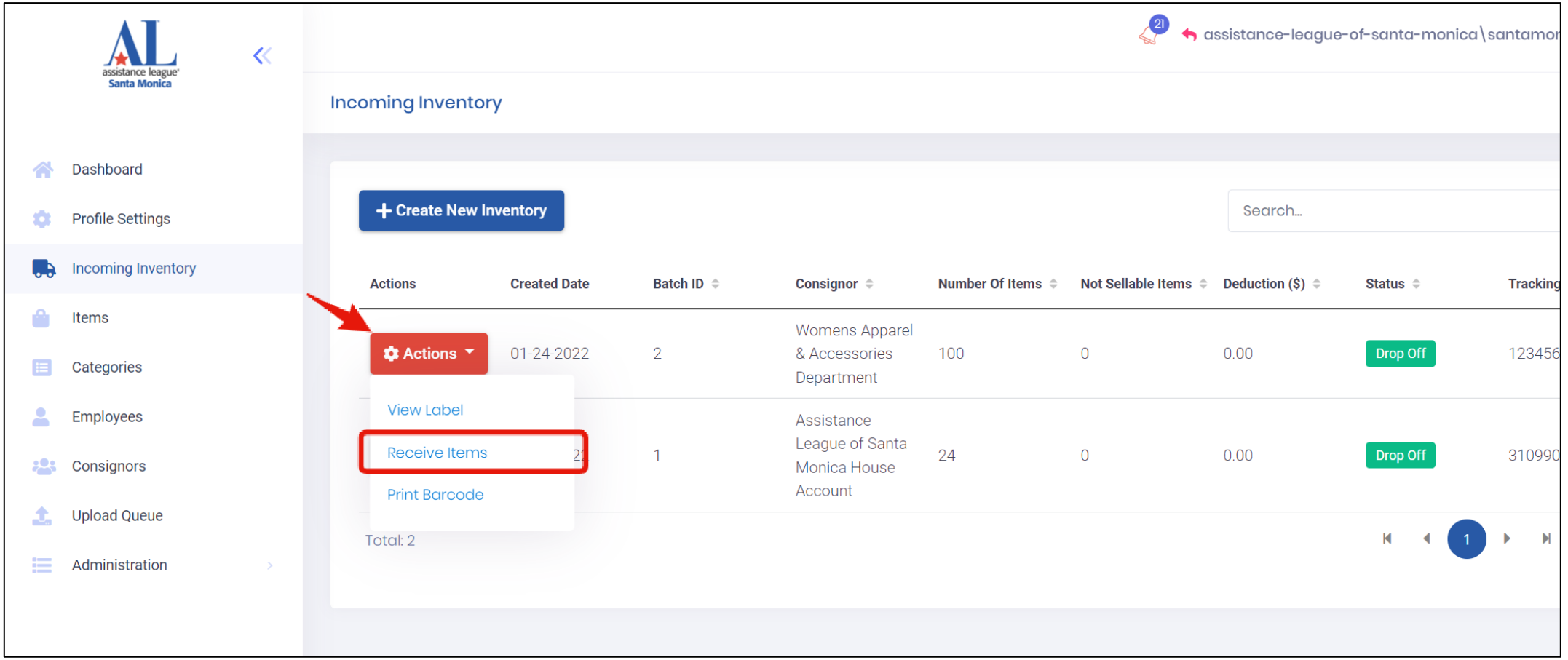


Note: You can also use the Search function and sort to find the department quicker.

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

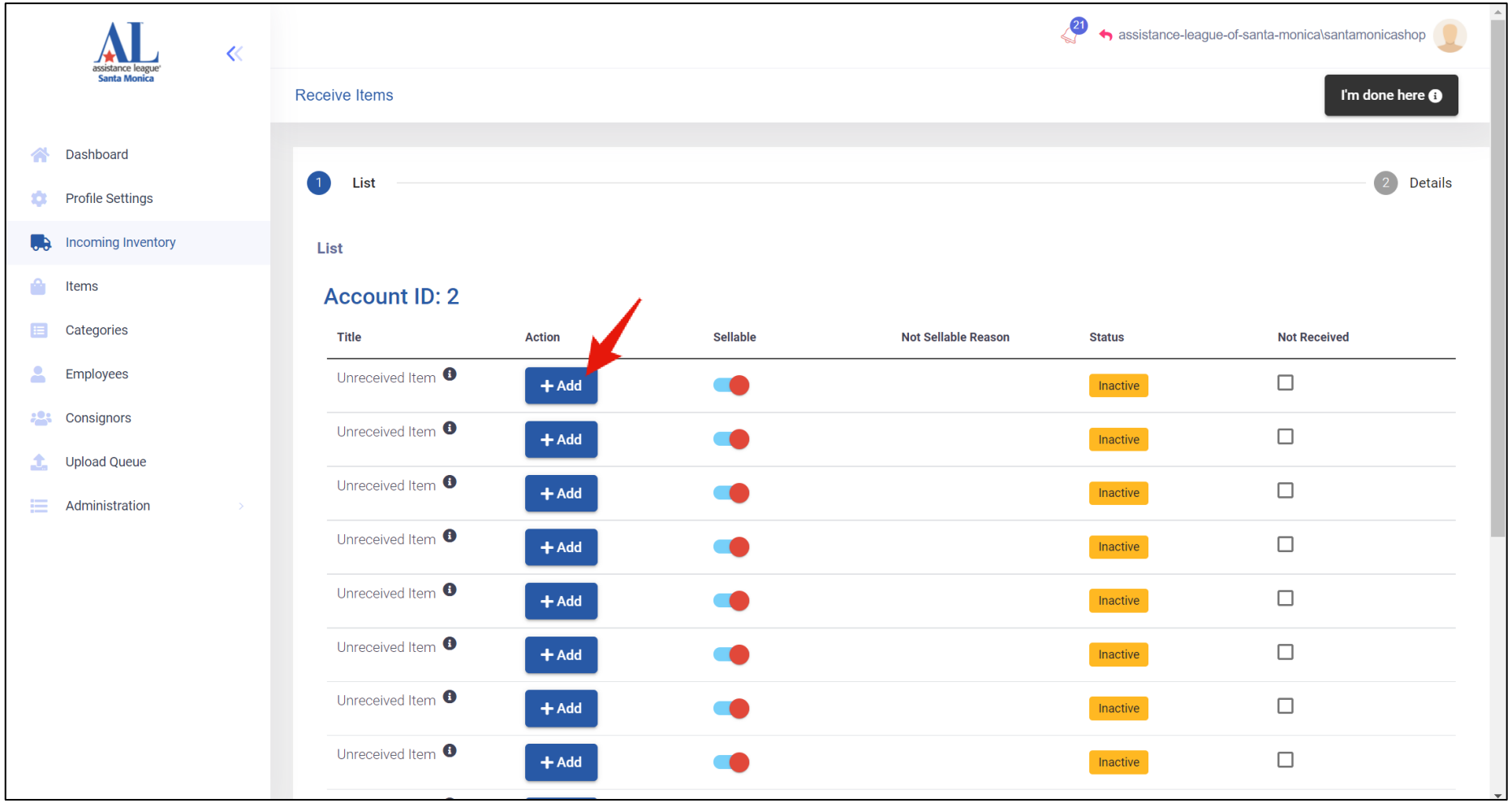
To enter in your items into the specific department, select the Actions button that's to the left of the department, then select the Receive Items option to access the items to enter.



Item Entry cont. - Aravenda

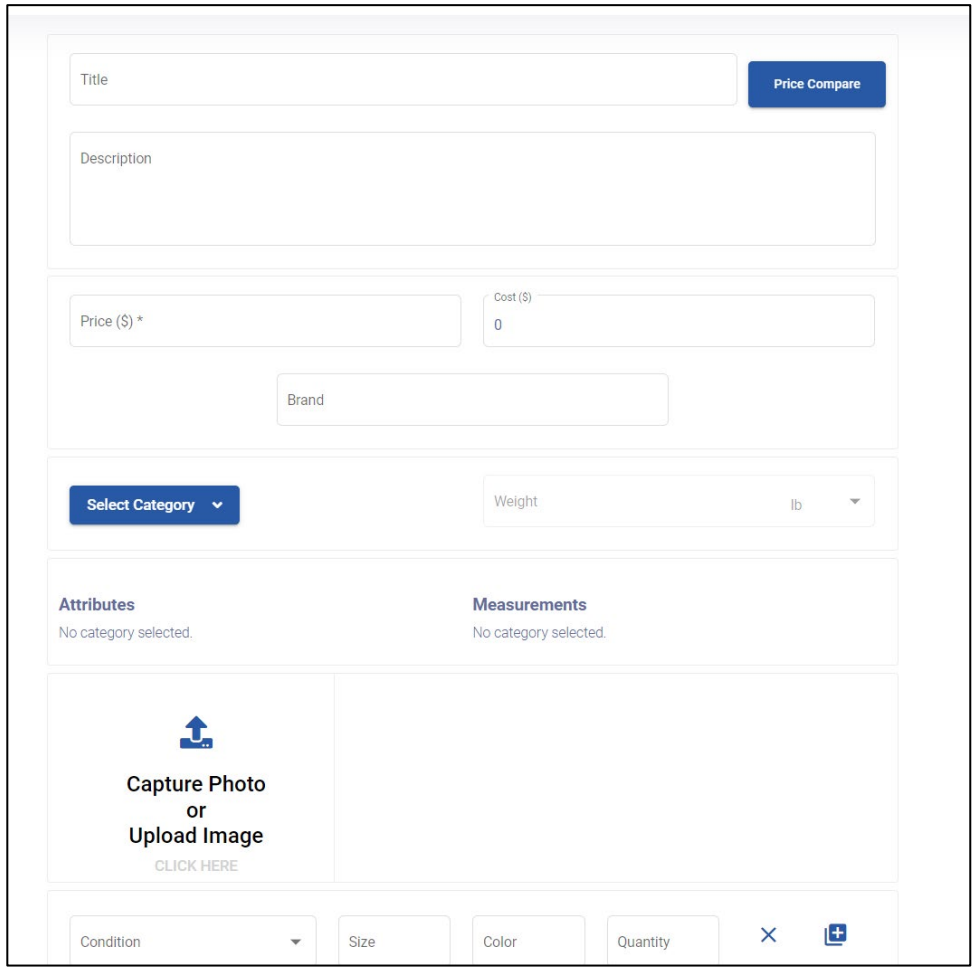
Follow these steps to enter items:

Step 1: Select + Add on the first “Unreceived Item” in the list to enter the details and create a new item.



Item Entry cont. - Aravenda

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



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 Price Compare. 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.

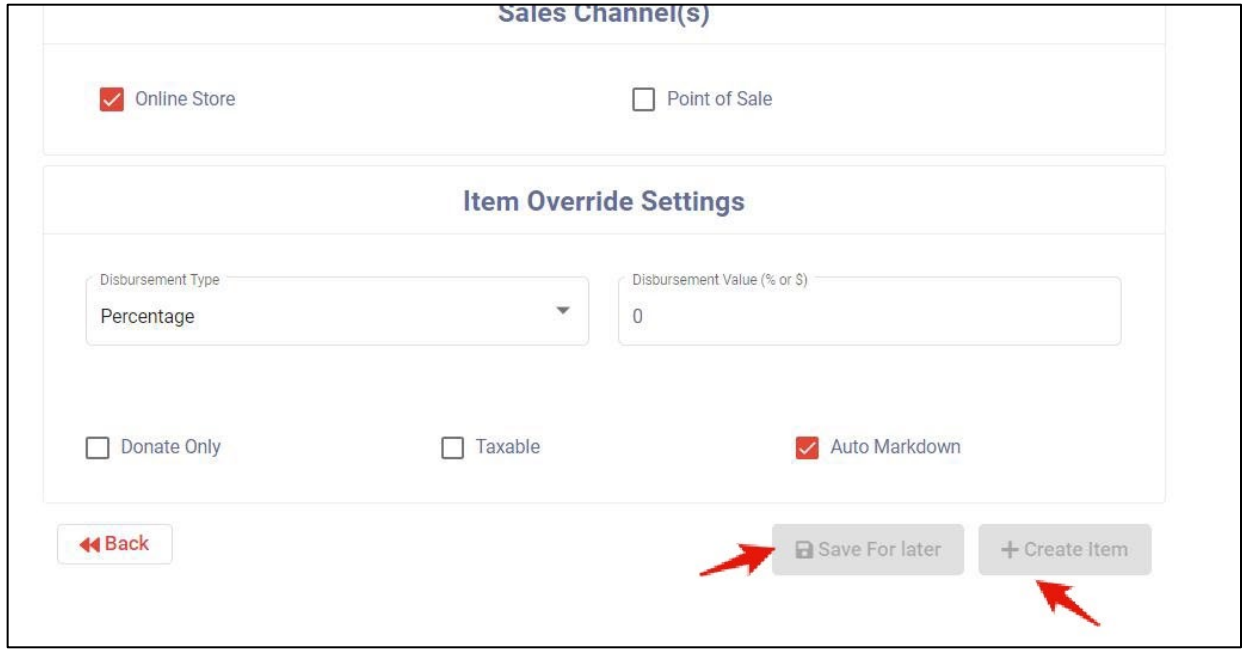
Condition: Chose one of the dropdown selections ***Used, Brand new no tags or Brand new-with tags*** based upon the condition of the item.

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

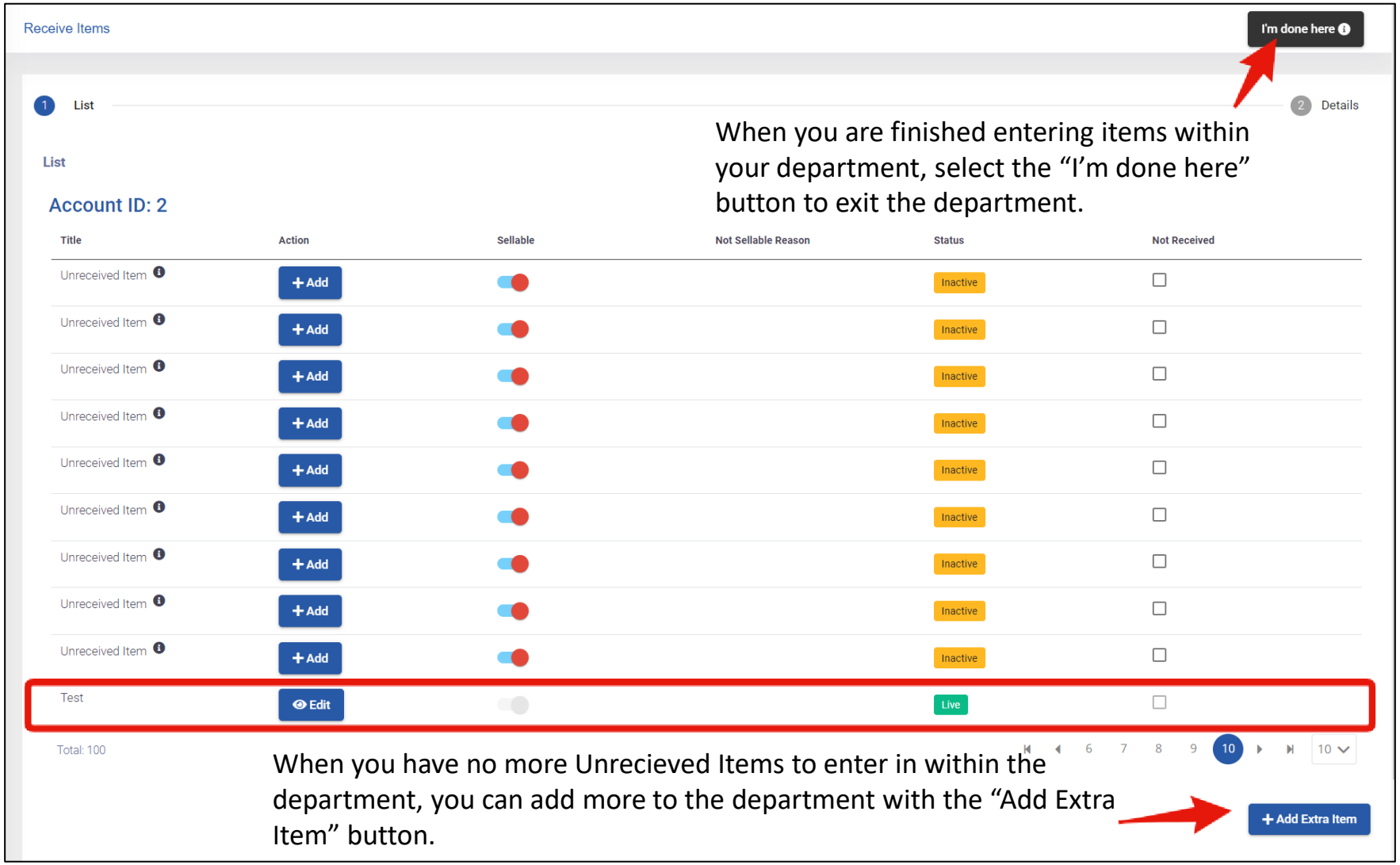
Fill in the rest of the appropriate information for the item.



- **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 you Shopify site immediately.
- **Create Item**: Immediately publishes your item to your Shopify site.

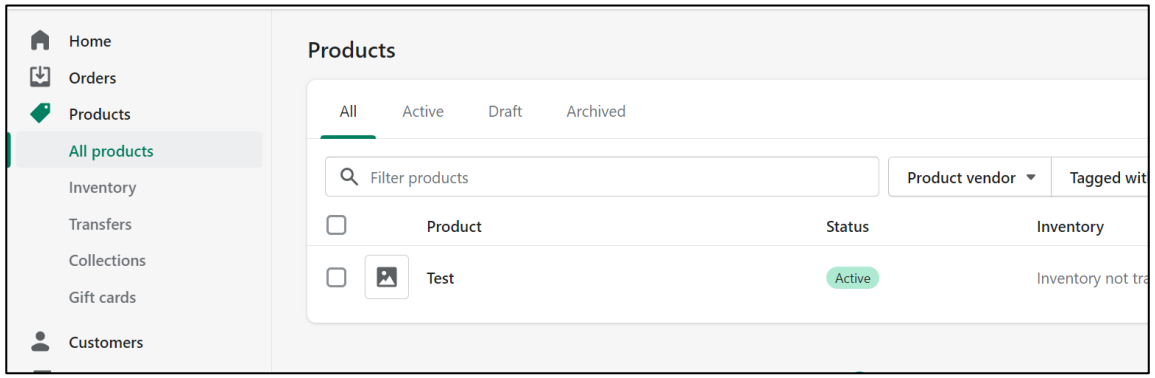
Item Entry cont. - Aravenda

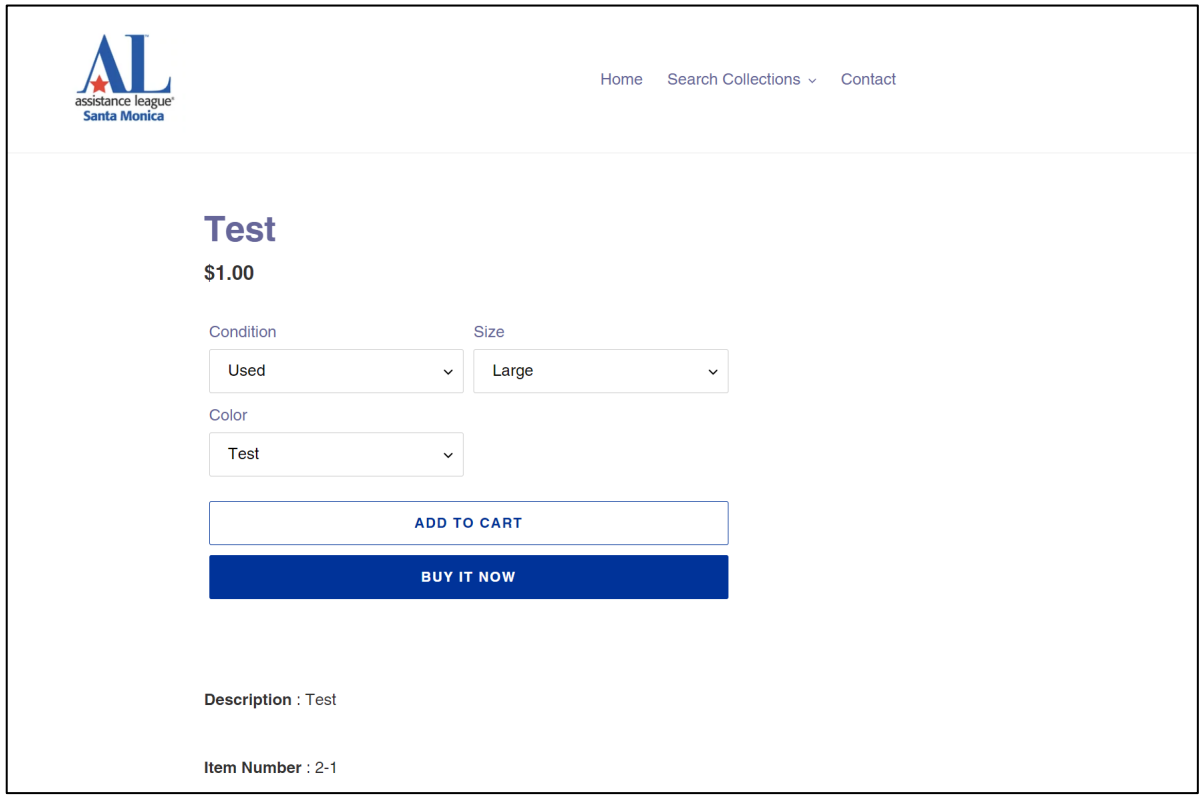
When you have successfully published your item, you can see it at the end of the list. Its status will be live and will be available to be purchased on your Shopify site (when your site is made live). If you need to edit the item, you can select the Edit button under the action tab. You can also view/edit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



Item Entry cont. - Aravenda

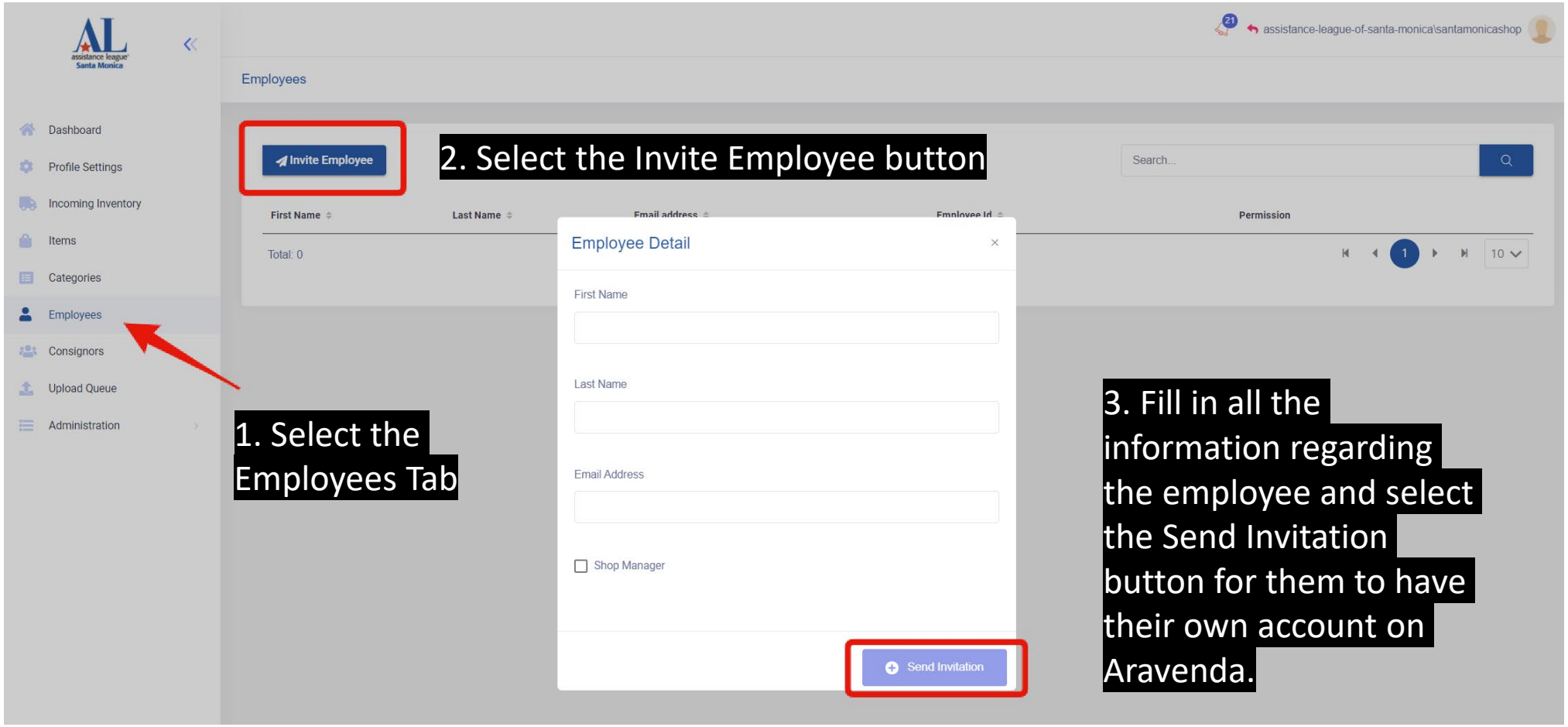
You can then view your item you just listed on your Shopify site by selecting the Products tab. The most recent products you create will show up first.





Employee Accounts - Aravenda

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



User Access - Shopify

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.