

Background

Turbo Lister is used to:

- Set up multiple listings
- Update multiple listings

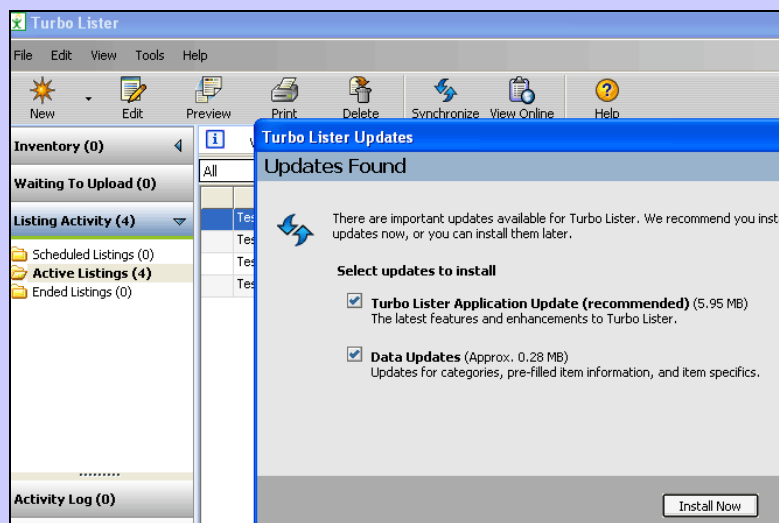
What you need before you start:

- A clearly defined returns policy that complies with your obligations under Australian law to provide a refund in certain circumstances. For more information about returns policies go to <http://pages.ebay.com.au/help/sell/your-return-policy.html>
- Turbo Lister2
 - Turbo Lister2 is the latest version
 - See diagram below to get the latest updates to your current version

How to get the latest updates to Turbo Lister:

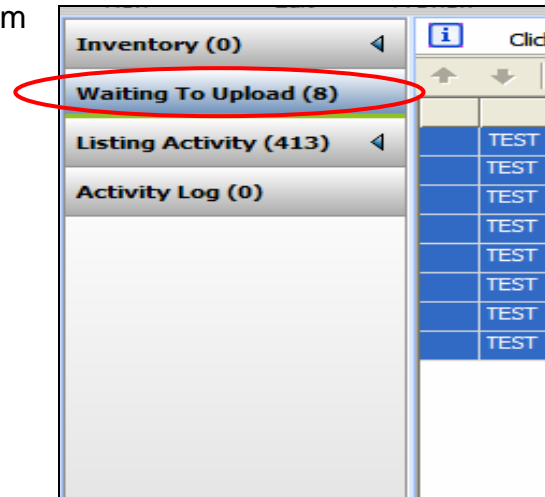
Tip – How to get the latest version of Turbo Lister

- a. Start Turbo Lister
- b. Click on *Check for Program Updates* under **Tools**
- c. Turbo Lister will automatically search for the latest program updates
- d. If updates are found, select **Install Now**. This may take a few moments
- e. Turbo Lister will then restart

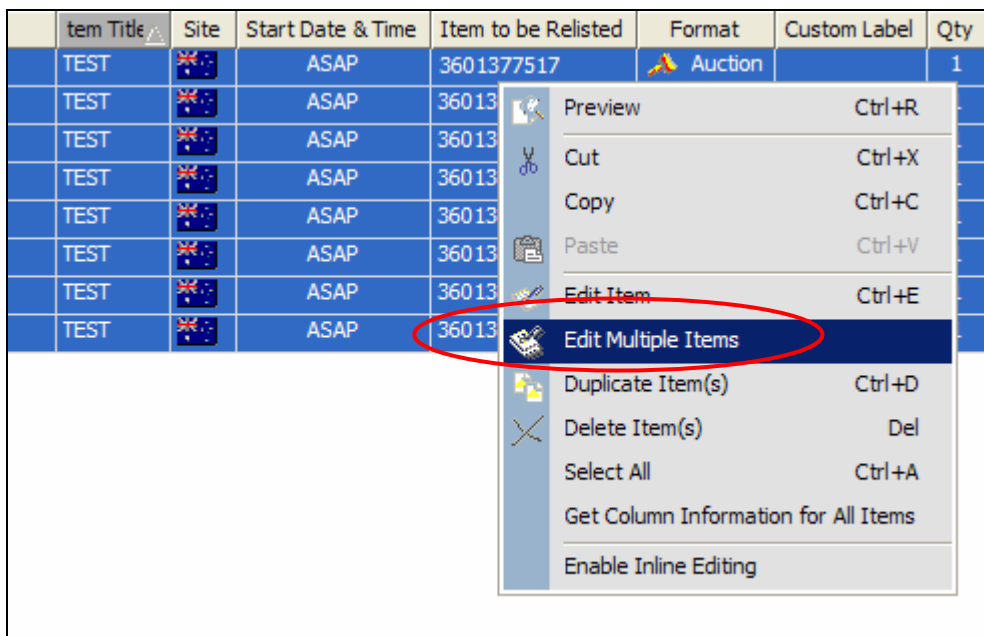


How to edit multiple items

1. Start Turbo Lister2
2. Highlight the items that need to be edited
3. Move highlighted items into TurboLister **Waiting to Upload** section
 - a. To do this:
Copy, paste or drag and drop the item



4. Select the items you want to edit
5. Click **Edit Multiple Items**

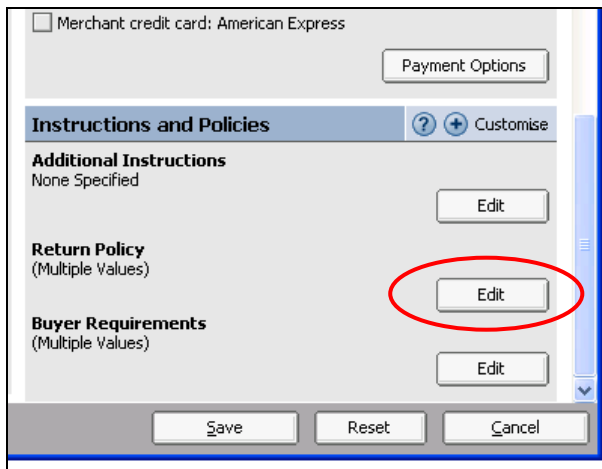


How to add or edit your Returns policy

1. Go to the **Instructions and Policies** section

Turbo Lister2 - how to: Edit or define a Returns policy

2. Click on *Edit* next **Return Policy**



6. To create a new Returns policy, select the checkbox *Returns Accepted*
7. Edit the fields located **below the checkbox** to specify your Returns policy
8. Click **OK** when complete, then click **Save**.

