



World of Books

Sell Your Books **Pro**

How to add your Point of Contact

1

Navigate to <https://b2b.worldofbooks.com/pro/dashboard>

The screenshot displays the 'Sell Your Books Pro' dashboard. At the top, there is a navigation bar with 'Ecommerce', 'Sell Your Books Pro' (highlighted in yellow), 'Settings', a search bar, and a user profile icon labeled 'SI'. Below the navigation bar, the page title 'Sell Your Books Pro Dashboard' is shown, with 'Overview' selected. The dashboard features three main summary cards: 'Actual Trade' with 0 items in basket and 0 basket value; 'Payments' with 0 trades paid and 0 paid value; and 'Accept Percentage' with a legend for 'Accepted' (green) and 'Rejected' (red). At the bottom, there are sections for 'Trade Status' (with sub-sections for '1 CANCELLED TRADES' and '2 SUBMITTED TRADES') and 'Accepted & Rejected'.

2 Click "Settings"

The screenshot shows the 'Sell Your Books Pro' dashboard. At the top, there is a navigation bar with 'Ecommerce', 'Sell Your Books Pro', and 'Settings' buttons. A search bar is also present. The main content area is titled 'Dashboard' and includes an 'Overview' section. Three main cards are visible: 'Actual Trade' (0 items in basket, 0 basket value), 'Payments' (0 trades paid, 0 paid value), and 'Accept Percer' (Accepted/Rejected status). At the bottom, there are sections for 'Trade Status' and 'Accepted & Rejected'.

3 Click "Locations"

This screenshot shows the same dashboard as above, but with the 'Settings' dropdown menu open. The menu items are: 'Shipping Methods', 'Default form values', 'Reprice rules', 'Inventory Settings', 'Locations', and 'Transfer totes'. The 'Locations' option is highlighted with an orange circle. The background dashboard content is dimmed.

4 Click this checkbox.

Ecommerce Sell Your Books Pro Settings

Search for an Item.

Ecommerce > Settings > Inventory Settings

Locations

Location type + Add more options

<input type="checkbox"/>	Enabled	Default	Name	Ecommerce	Sell Your Books Pro	Collection	Country	County	Postal Code
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Niamh's Nic Naks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	West Sussex	BN12 4QY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Abby Eatocks Eatery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	Lancashire	NG19 0GP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roxy's Vintage Loop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	West Midlands	CV3 4PW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Madalina's Elephant Rescue Foundation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	West Sussex	BN12 4QY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drew's News	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	West Midlands	CV3 4PW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	swells_shop_test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	Coventry	CV3 4PW

5 Click "Actions"

Sell Your Books Pro Settings

Search for an Item.

Settings > Inventory Settings

Locations

Location type + Add more options

Create location Actions

Enabled	Default	Name	Ecommerce	Sell Your Books Pro	Collection	Country	County	Postal Code	Town
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Niamh's Nic Naks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	West Sussex	BN12 4QY	Goring-by-Sea
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Abby Eatocks Eatery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	Lancashire	NG19 0GP	Chorley
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roxy's Vintage Loop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	West Midlands	CV3 4PW	Coventry
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Madalina's Elephant Rescue Foundation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	West Sussex	BN12 4QY	Goring-by-Sea
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drew's News	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	West Midlands	CV3 4PW	Coventry
<input checked="" type="checkbox"/>	<input type="checkbox"/>	swells_shop_test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Kingdom	Coventry	CV3 4PW	Coventry

1 item selected Set to Default Disable Product settings ... X

6 Click "Edit Point of Contact"

The screenshot shows the 'Locations' table in the 'World of Books' system. The table has columns for 'Default', 'Name', 'Ecommerce', 'Sell Your Books Pro', 'Collection', 'Country', and 'County'. The first row is selected, and a context menu is open over the 'Edit Point of Contact' option. The menu options are: Disable, Delete, Set to Default, Product settings, Modify, and Edit Point of Contact. The 'Edit Point of Contact' option is highlighted with an orange circle.

Default	Name	Ecommerce	Sell Your Books Pro	Collection	Country	County
<input checked="" type="checkbox"/>	Niamh's Nic Naks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	West Sussex
<input checked="" type="checkbox"/>	Abby Eatocks Eatery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	Lancashire
<input checked="" type="checkbox"/>	Roxy's Vintage Loop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	West Midlands
<input checked="" type="checkbox"/>	Madalina's Elephant Rescue Foundation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	West Sussex
<input checked="" type="checkbox"/>	Drew's News	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	West Midlands
<input checked="" type="checkbox"/>	swells_sho	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	West Midlands

7 Add your details and click 'Save Contact'

The screenshot shows the 'Point of Contact' form in the 'World of Books' system. The form is open and shows the details for the selected location. The form fields are: CONTACT NAME * (Niamh Elliott-Jones), CONTACT EMAIL * (niamh.elliott-jones@worldofbooks.com), and CONTACT PHONE * (01202125848). The 'Save Contact' button is highlighted with an orange circle.

Enable	Default	Name	Ecommerce	Sell Your Books Pro	Collection	Country	County	Postal Code
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Niamh's Nic Naks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	West Sussex	BN12 4QY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Abby Eatocks Eatery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	Lancashire	NG19 0GP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Roxy's Vintage Loop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	West Midlands	CV3 4PW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Madalina's Elephant Rescue Foundation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	West Sussex	BN12 4QY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drew's News	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	West Midlands	CV3 4PW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	swells_sho	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	West Midlands	CV3 4PW