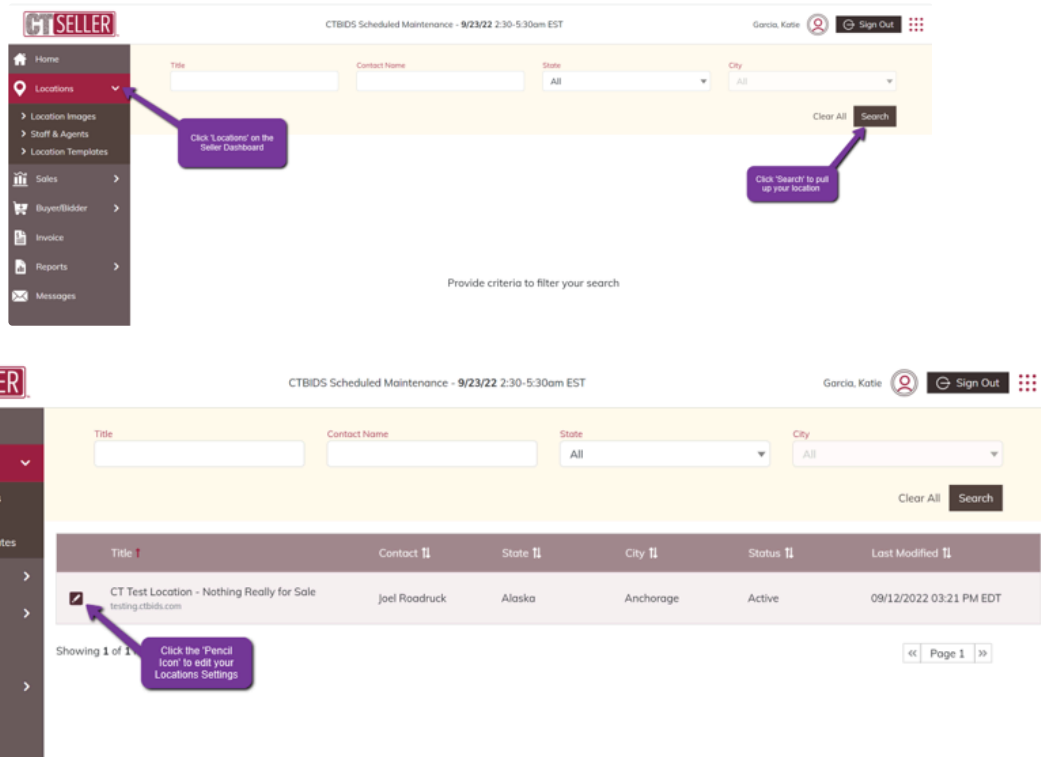


Editing Location Information

Application: **Seller CTBIDS**

Within Seller CTBIDS we can edit and update our location information. Location information is used a wide variety of places but the primary consumer of location information is CTBIDS users through the CTBIDS.com application.

To edit your location information in Seller CTBIDS, sign in to Seller CTBIDS and go to the “Locations” menu item on the left-hand side of the application. Click the ‘Search Icon’ and then click the ‘Pencil Icon’ to edit your location settings.



Your location should be displayed in the provided list. If you are an Administrator in additional locations, those locations will also be listed here.

Select the edit icon located to the right of the location in the list (its a pencil in a square). When selected, the edit location page will be displayed.

Location Details	Settings & Defaults
Location Title * Test Location	Time Zone * Eastern Time
Brief Description * <small>Please enter value</small>	PayPal Email * CTBIDSsupport@CaringTransitions.com
Contact Name * <small>Please enter value</small>	Google Code
Location Email * Email@email.com	FB Pixel
Location Phone * (555) 555-5555	SKU Processing <input type="checkbox"/> Use Automatic SKU's <input type="checkbox"/> Apply Tax On Buyers Premium <input type="checkbox"/> Send Copy of Invoices
External Website * CaringTransitions.com	Item Receipt Methods * <input type="checkbox"/> Pickup <input type="checkbox"/> Delivery <input checked="" type="checkbox"/> Shipping
Country * USA	ctbids.com url https://buyeruat.ctbids.com/estate-sales/catalinablank/4
State * Ohio	
City * Cincinnati	
ZIP * 45242	
About * Test	

Locations have many fields that can be edited on this page. Please note, the “Save” button will only be selectable when all required fields contain information.

The editable fields for a location include:

- **Location Title** - [visible to the public] The location title is displayed in CTBIDS.com everywhere your location is referenced. For example, “Caring Transitions of Eugene/Springfield”
- **Brief Description** - [visible to the public] A brief description of your location, used as a tagline and often in conjunction with the Location Title. For example. “Serving the Eugene and Springfield Oregon Areas.”
- **Contact Name** - [visible to the public] The contact name can be the name of a person or a generic name that people see through CTBIDS.com. It can be the Owner, a staff member, or even a generic name like “Sales” or “Support”.
- **Location Email** - [visible to the public] The location email is the email address that is provided to users of CTBIDS.com to contact your location. It can be a direct email address, like *someperson@caringtransitions.com* or an email group/list such as *salesupport@caringtransitions.com*.
- **Location Phone** - [visible to the public] The location phone number is provided to users of CTBIDS.com to contact a representative of your location. If you use a calling service, put their number here.
- **External Website** - [visible to the public] The link provided in the external website field is provided to CTBIDS.com users to direct them to your location website. For example

“www.caringtransitionsofeugene.com”.

- **Country** - The location country should be the country where your location is located. CTBIDS.com is a global environment so identifying your country helps identify currency, shipping, and representations in other third party applications. Select your location's country by using the dropdown provided.
- **State** - The state is your physical location address state. Select your state by using the dropdown provided.
- **City** - When a state is selected, a list of cities are provided in the dropdown. Select your physical location address city.
- **Zip** - Enter your locations physical zip code (postal code).
- **About** [visible to the public] - The text in the about field supports more characters than the Brief Description field and is presented to the users of CTBIDS.com to elaborate on your location.
- **Time Zone** - Select the timezone of your location. This timezone setting will be applied to all sales created for your location. Timezones are used throughout the entire CTBIDS ecosystem. We use these timezones when saving information such as sale starts, item closings, etc.
- **PayPal Email** - Payments made through CTBIDS.com are done using PayPal. Each location has their own PayPal account and this field requires you to provide the email address for the PayPal location in order to receive payments.
- **Google Code** - All location will now be using Google Analytics and have been provided a code to use in websites, which has been entered in this field. This code is activated when CTBIDS.com users view pages and items that are related to your location. Please Do Not Remove this code unless otherwise asked to do so. There will be more information to come of this in the future. If you require assistance with Google Analytics please reach out to: marketing@caringtransitions.com.
- **FB Pixel** - If you use Facebook pixels for tracking people between CTBIDS.com and Facebook then add that pixel value here. The Facebook pixel is processed in CTBIDS.com web pages and items similar to the Google Code.
- **Use Automatic SKU's** checkbox - If your location does not use patterned SKUs and you would like all items to have a SKU automatically given when an item is created then select this checkbox. You can always override an automatically generated SKU.
- **Apply Tax on Buyer's Premium**- Creates a default setting on the sale setup, so that it will automatically apply taxes to the BP for the sale

- **Send Copy of Invoices-** Checkable box to enable all sale invoices to be BCC'ed to an email of choice for keeping records of
- **Item Receipt Method-** Checkable boxes to enable how the customers will receive their item. There will be 3 options to chose from, you can choose as many as you want but at least one IRM must be chosen in order to save your Locations settings.

You can always review the methods each customer selected when you select a Pickup Report for your sale

- **Pickup** - Buyer will come in and pickup their items during designated pickup time
- **Delivery** - If you have a delivery option available, please select this, it is separate from shipping
- **Shipping** - Shipping an item(s) to a customer at a cost you determine