



Inventory Exchange | ESC Instructions

Below is the Introductory page to the Inventory Exchange. Once logged in you will be able to 'assign another employee', 'add a product', 'view/edit products', 'search inventory exchange database', and view the terms & conditions.

CEDIA Inventory Exchange

Authorized Representative

You are logged in as **Test ESC** | [Logout?](#)
[Inventory Exchange Home](#)

You are the authorized representative for your company. All communication regarding your items will be emailed to the email address on file for the authorized representative.

Since you are the main representative for your company, you may [assign another employee](#) as the authorized representative.

My Listed Products

Your company has **9 products** in the database currently advertised for sale. Click below to manage these products.

[Add a Product](#) | [View / Edit Products](#)

Search Products

Search other companies' product listings in the database.

[Search Inventory Exchange Database](#)

Terms and Conditions

[Read the Terms and Conditions](#)

Below is the 'assign authorized representative' page. To change the authorized representative select their name from the drop-down list and click submit to complete the process. By default only the main representative from your company will be able to log into the Inventory Exchange. You may assign someone else as your authorized representative. The main representative may log in at anytime and revoke the authorized representative's access.

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Assign Authorized Representative

You are logged in as **Test ESC** | [Logout?](#)
[Inventory Exchange Home](#)

Select the employee you would like to assign as the authorized representative.

Only the authorized representative can access this system. After assigning an authorized representative, you will not be able to access this system again unless you first revoke their access.

Authorized Representative:

Below is the 'view/edit' page. From this page you can edit a previously entered product's description as well as upload an image. You may also view archived products from the bottom section of this page.

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View / Edit Products

You are logged in as **Test ESC** | [Logout?](#)
[Inventory Exchange Home](#)

Your company has the following products in the database currently.

[Add a Product](#)

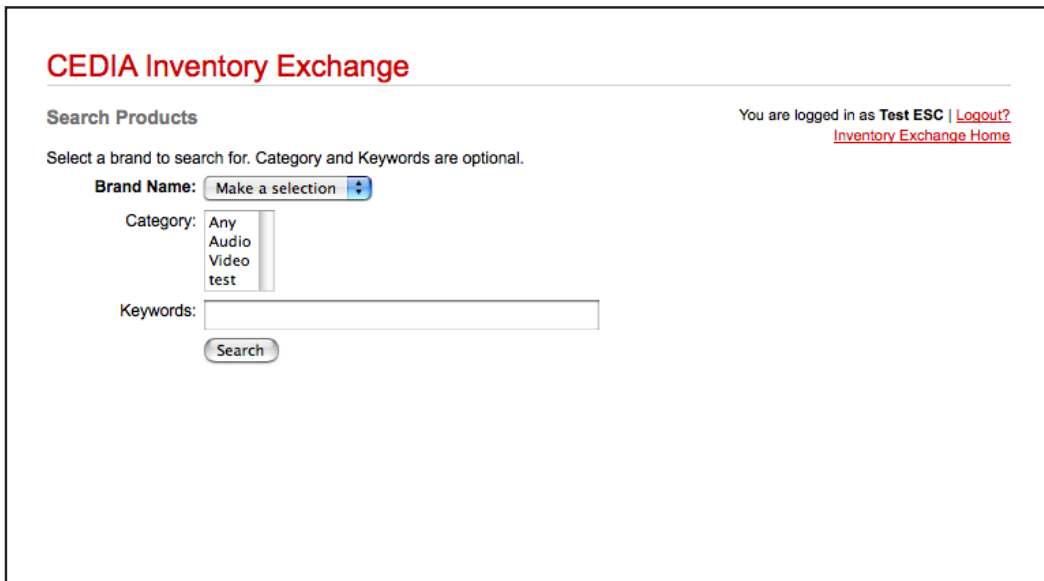
Brand	Model	Category	Price	Actions
ABC	9876	Audio	\$1000.00	Edit Upload Image
ABC	2345	Audio	\$100.00	Edit Upload Image

Archived Products

You have the following products archived in the database currently; they are not accessible to other ESCs and cannot be edited.

Brand	Model	Category	Price	Actions
Brand X	ABC123	Audio	\$100.00	View
Brand Y	123cd-45	Audio	\$150.00	View

Below is the 'search products' page. From this page you can search products that are in the Inventory Exchange database. The 'Brand Name' selection is mandatory to complete the search. 'Category' & 'Keywords' are optional and will help narrow the search results.



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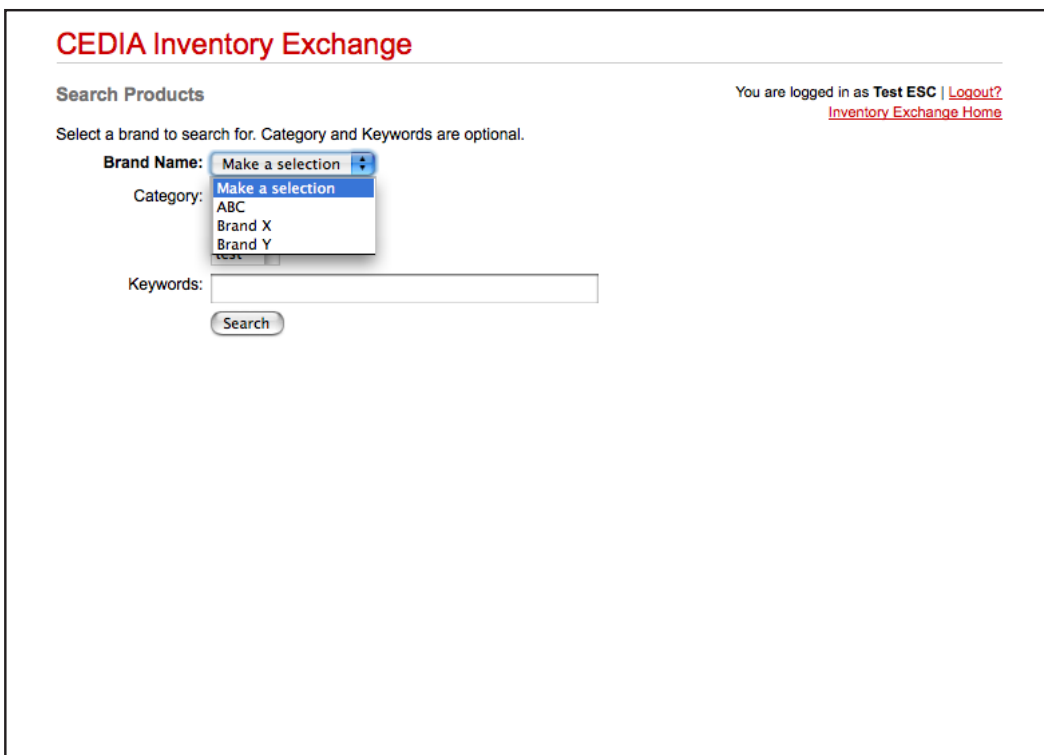
Search Products You are logged in as **Test ESC** | [Logout?](#)
[Inventory Exchange Home](#)

Select a brand to search for. Category and Keywords are optional.

Brand Name:

Category:
Audio
Video
test

Keywords:



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Search Products You are logged in as **Test ESC** | [Logout?](#)
[Inventory Exchange Home](#)

Select a brand to search for. Category and Keywords are optional.

Brand Name:

Category:
ABC
Brand X
Brand Y

Keywords:

Below is the 'add a product' page. The bolded form fields are required. To complete the addition of a new product the 'brand name' and 'category' must be selected in the drop-down menus. Once the required fields are filled in, you may complete the process by clicking submit.

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Add a Product You are logged in as **Test ESC** | [Logout?](#)
[Inventory Exchange Home](#)

Required fields are noted in **bold**.

Brand Name:

Category:

Model Number:

Part Number:

Quantity:

Description:

Asking Price: \$ Or Best Offer

Special Notes:

I have a photo of this product to upload

NOTE: Photos must be less than 1MB in file size. You may only upload one photo per product.

More photos are available – contact seller

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Add a Product You are logged in as **Test ESC** | [Logout?](#)
[Inventory Exchange Home](#)

Required fields are noted in **bold**.

Brand Name:

Category:

Model Number:

Part Number:

Quantity:

Description:

Asking Price: \$ Or Best Offer

Special Notes:

I have a photo of this product to upload

NOTE: Photos must be less than 1MB in file size. You may only upload one photo per product.

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