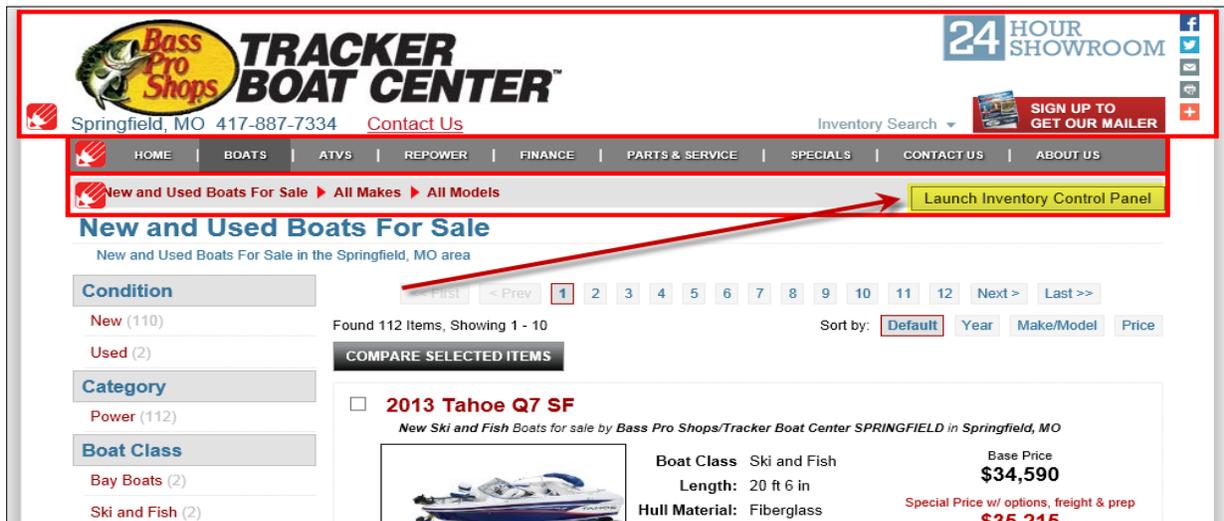# HOW TO ADD USED INVENTORY LISTINGS TO YOUR 24-HOUR SHOWROOM WEBSITE
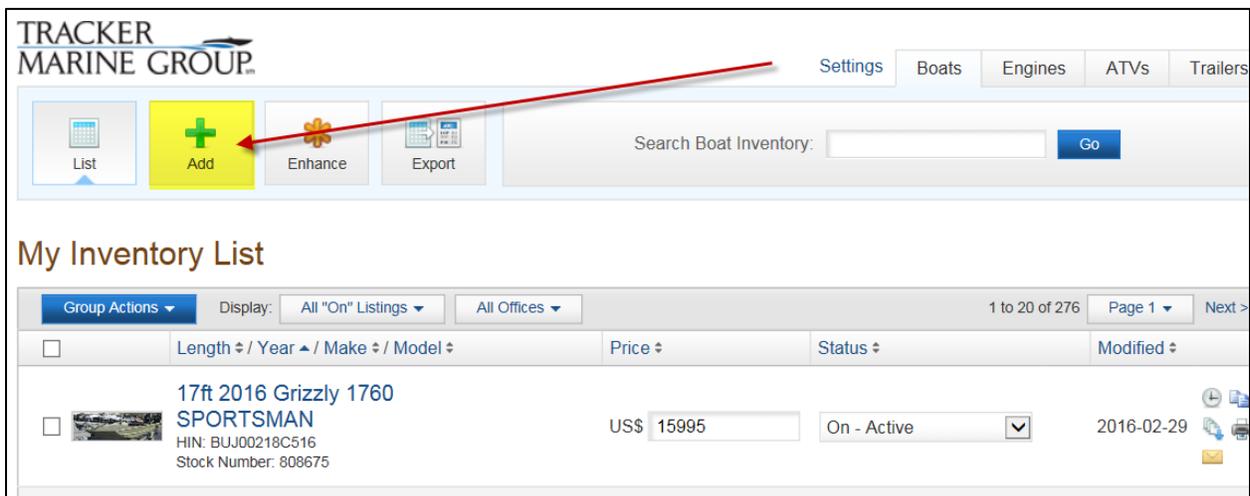
These instructions are to help you add used inventory listings to your 24-Hour Showroom website.

1. Log into your Inventory Control Panel from your 24-Hour Showroom website. (You can locate your web address from any brand website using dealer search. Just click the link to access your site from there. Once on your website, click the login link at the bottom right of the page and enter your dealer number for ID and password.)

2. Go to your "Boats" page and click the "Launch Inventory Control Panel" button at the top right (shown below).



3. From your ICP inventory list page, click the "Add" button at the top left (shown below).

4. Enter the Make and Model and click "Continue" (shown below).



5. You will see a list of models returned. Click the one that most closely matches your model. This will allow you to use pre-loaded information rather than building your listing from scratch.



6. You will be taken to the "Required Details" page where you can begin to add the details specific to the boat you are listing, such as pricing and HIN. Hit "Save" and then "Continue" at the top or bottom of each page to complete addition of any information. When you are finished with your listing, click "Finish."

7. Last, **be sure** to click **"Update"** to activate the listing and push it live to your website.

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