How to Sell an Item on eBay.com

EBay.com is the world's online marketplace—a place for buyers and sellers to come together and trade almost anything. You probably have bought items on eBay before, but now you want to sell some things of your own. Here is some information to help you start on your way to becoming an eBay seller. It covers everything you need to know about creating a auction-style listing on eBay, including: (1) building your account, (2) researching before you begin, (3) creating your listing, (4) managing your listing, and (5) wrapping up your sale with your buyer.

— *Thanks to Amana P.*

Topic and background

Purpose

Audience

Overview

Agent's Guide to Accepting New Property Assignments in iAgent

As new properties are assigned to you, you must accept them before any subsequent work can be performed. By accepting, you acknowledge that you will perform all required inspections and other tasks necessary to keep the property in sellable condition, as well as listing and marketing the home. Before beginning your work, you will need a computer, an iAgent account, and moderate computer skills. This guide will direct you through the steps necessary in iAgent to accept your new assignment and begin your journey to successfully market your inventory.

— *Thanks to Amy G.*

Topic and background

Purpose

Audience

Using the Avaya MDW 9040 Wireless Pocket Phone

The Avaya MDW 9040 Wireless Pocket Phone is a lightweight, pocket-sized wireless phone. It lets you make, receive, announce, and transfer calls while having the freedom to move about the office. This guide will cover (1) understanding the handset display icons; (2) using the handset for call-handling; and (3) changing the settings. This guide does not cover using the conference-call or hold buttons.

To use this guide, front desk staff should be familiar with the basics of using multi-line phones and transferring calls.

— *Thanks to Anissa L.*

Topic and background

Overview

Scope

Audience

Crystal Reports Distribution Updates

The distribution of Crystal report updates must be conducted weekly by department administrators or first-level managers. The following instructions are the steps to follow in order to send the updates to the distribution lists. The distribution updates are broken into two main processes: Add or Delete E-mail Addresses to Distribution List(s) and Update Central Management Control/Infoview. These two processes must be conducted in order and on the same day; other departments within the organization are dependent on these reports. The only user requirement is access to the Crystal Reports folder and Central Management Console/Infoview. No special knowledge, experience or skills are needed to send Crystal report updates to distribution lists.

Note: If you have trouble accessing the Crystal Reports folder and or Central Management Console/Infoview, please contact the System Administrator at 1-800-000-0000.

— *Thanks to Barbara S.*

Topic and background

Purpose

Background

Audience

Filling and Transporting the XL-160 Liquid Nitrogen Tank

Liquid nitrogen is an inert extremely cold substance used by hospitals, drug manufacturers, research facilities, manufacturers of electrical components and computer chips.   → Background

This procedure describes filling and transporting portable liquid nitrogen tanks in hospitals, drug manufacturing facilities and biopharmaceutical research facilities.   It → Topic, purpose, overview
does not cover liquid nitrogen use in the electrical, computer or medical device facilities. This procedure is → Scope
intended to provide instruction for service personnel, stock handlers, utility workers and supervisory staff. → Audience

All personal working with liquid nitrogen tanks and filling stations are required to undergo training prior to performing these tasks. → Audience

— Thanks to Brian K

Procedures for Routine Cleaning of the AR-15 Rifle

These instructions serve as a guide for cleaning the AR-15 rifle, the civilian equivalent to the military M-16 and M-4 carbine series of rifles. When you have completed → Topic and background
this document, you should be able to recognize key parts of an AR-15, take it apart enough to allow for routine field cleaning, perform the cleaning, reassemble → Overview
the rifle, and perform a function check. This procedure is intended for adults and possibly mature adolescents → Audience
(under supervision) with some basic familiarity with firearms and the AR platform. You should apply the procedures described below only after you have received adequate classroom and hands-on training as this document is intended only as a supplement.

Adding Articles to Modules in Joomla

Joomla is the content management system that OYEOYE uses to publish its company website. This system does not require the user to have any knowledge of writing HTML or code and does not require a background in computer science or information technology. It does require the user to be able to operate a computer and successfully navigate the Internet. Keeping the website up-to-date is critical in this information age. Press releases are frequently published and must be added to the Press Room and Newsflash tabs. Step-by-step instructions for uploading an article to Joomla and then linking it to a module are provided below.

— Topic and background
— Audience
— Audience
— Background
— Overview

— Thanks to Terri K.

Introduction to Website Development
with Hypertext Markup Language

This is a beginner's introduction to coding websites using Hypertext Markup Language (HTML). HTML saw its birth in the 1990's and has become the international language standard for web development. Although many commercial software applications allow users to develop web content without understanding HTML, most web developers, use a text editor to create and edit HTML content.

— Audience, purpose, topic
— Background

This introduction will cover (1) best practices for website development; (2) HTML structure; (3) basic HTML syntax; and (4) basic coding. It does not cover the full scope of HTML coding and is intended only to whet your appetite to learn more. HTML, like any spoken language, is bound by grammatical rules. Starting with basic syntax and coding will provide a solid foundation for future learning.

— Overview
— Scope

— Thanks to Stephen M.