As a Retailer, Eagle Gift and List Registry gives you the tools to manage and promote this unique online service to your local customers and limitless others across the globe.

In this course we will explore both Users tab   and the Gift Registry option found in the Applications tab.

We will review how to Import a List from your Eagle system into a Registry or Project,   How to Record Purchases manually   and within eCommerce Point of Sale.

With the addition of Eagle Gift and List Registry you will create and modify users just as you do now.

Choosing, 'Add Employee Account'   provides access to the 'Security and Options' tab.

Here you can limit access to 'Manage Shopping Lists' to restrict their ability to Manage Customer Registries.

You can also choose to allow or restrict access to 'iNet Configuration' and control any alterations to the actual Registry site.

You can click the 'Gift Registry' Link on the far left or the Applications Tab above.

Both will take you to the same page which is divided into three sections: Registries,   Projects and Utilities.

The Registries section allows you to 'List' all of the available Gift Lists and Projects currently found on your site.

You can also more narrowly define this list by entering Search criteria in the text box, here.

You can search by 'Description' or 'Registrant Name' or 'Registry ID'.

The 'Advanced Search' permits you to set parameters for 'Start Dates', 'End Dates' and the 'List Type'.

Click 'Create Registry' to begin a list for an existing User.

Enter the User Name here   or search using the looking glass icon.

Select the 'Type' of List   and click 'Go'.

Add a detailed 'Description'.

Set the 'Access' to 'Public' and everyone will have access to this registry.

Choose 'Shared' and only those with the designated Secret Word will have access.

Or opt for a 'Private' setting to grant only the assigned user the ability to access this registry.

Use the 'Address on-file' or add an alternate.

The 'Projects' section of the Registry tab functions in a similar way.

You can 'List' all current projects, search for them by 'Description' or 'Project ID' or Create a new one.

From the List your choices include 'Manage', 'Edit' or 'Delete'.

Manage gives you the chance to 'Edit Quantities' and 'Delete' items.

From the link here, you can 'Add items to this project.

You can also 'Export' the list or send it to 'Print'.

Projects allow for a longer 'Extended Description' and provide a means for you to include an image. For example if this were a Deck Project you could display a picture of the finished product.

Check the 'Project Total' box to 'Show project total (retail price)'. With this option the Consumer and/or Registrant will know how much the total cost is for all of the listed materials.

Select your 'Publish' option to 'Display in carousel' if you would like the Image and the link to be part of the landing page scrolling images.

The 'Utilities' section gives you a tool to 'Purge Registries' based on their Start and End Dates.

You can also limit them by 'Type'.

The 'Registry Item Report' produces a list the SKUs contained on your current Registries.

You can set the output parameters by Start and End Dates, Registry ID and Registry Type.

Checking the box marked 'Aggregate Quantity' will add like SKUS into one line with a combined Quantity total.

Retailers and Registrants have the ability to import a scanned list into their Registry or Project.

A 'Blank' or Type O for Order List Type are the only ones that can be imported.

Be sure to watch the Training on Demand course titled 'Creating Item Lists' for more information on List Types.

Locate your Registry or Project and chose the Manage icon.

Now, select 'Add items to this project'.

Choose, 'Import Items from Eagle List'   and you will have the option to 'Search Eagle Lists'.

Search by 'List Number' or 'List Description'.

The Description search is not case sensitive.

You can leave fields blank and press 'Search' to view all lists.

Click 'View Items' under the 'Action' heading   and then the 'Add Items to Project' button.

A confirmation message appears.

Choose 'View Project' or 'Continue' to remain on this page.

Retailers and their Registrants can manually Record Purchases.

Locate the Registry under 'List Registry' function.

Select the 'Manage' button.

When the Registry appears choose the item being purchased.

Click the check mark icon to 'Record Purchase'.

Enter the 'Quantity Purchased'.

You can also choose to add the person's 'Name' or 'Email' that is buying the item.

Click 'Record Purchase'.   Confirmation appears in red.

Sales of Gift or Project list items from your eCommerce site will be recorded automatically via the normal sales check out process.

These steps will be explored in detail in the course titled, 'Using Gift and List Registry for Consumers and Registrants'.

When customers purchase items in your store you can decrement the appropriate registry at the POS terminal.

Enter the SKU and the Quantity.

With the cursor in the Quantity field click the 'Menu' button.

Select 'Sell Gift Registry Item'.

Enter the Registration number. You do not need to include any leading zeros.

Complete the sale as you normally would.

The Registry number appears on the receipt.

We have examined how you, the Retailer, utilize your administrative capabilities for the Eagle Gift and List Registry within your eCommerce website.

You now have the tools to manage Users, Registries and Projects.

Utilize the Item List function in your Eagle system to quickly load multiple SKUS.

Keep the Quantity Requested accurate within each list through online or instore Point of Sale or by manually decrementing them.