How to List Equipment on MedicalDealer.com

Overview of Creating a Single Classified Listing

Creating a classified listing on the new medicaldealer.com is an easy process. Just follow the steps below to create an individual listing.

**NOTE:** You must to be a registered user to list equipment. Because you are a valued customer, you have already been pre-registered for the site. If you have not yet received your login credentials, please contact your account representative at (800) 906-3373.
Part 1: Getting Started

To begin listing equipment, make sure you are logged in, using the Username and Password you were given.

Click on the link to go to My Account or click on the [List Your Equipment] button. (Figure 1-1).

You will see the My Account page. If this is the first time you are logging in, click on the [Update Information] button on the left side of the screen under the Company Information section and update any information that is not correct. You may also change your password by clicking on the [Update Information] button and entering a new password on the Update Profile page.
Part 2: Creating the Listing

To create a new classified equipment listing, click on either the [Get Started] button or the [+New Listing] button (Figure 2-1).

Figure 2-1: Create a New Listing

Once you click either the [Get Started] button or the [+New Listing] button, the Create Classified page will be displayed (Figure 2-2).
Figure 2-2: Create Classified

On the **Create Classified** page, there is information required on each of the tabs, as pictured in Figure 2-2 above. The tabs included on this Create Classified page are broken into steps.

Once you enter the required information on each tab, you can proceed to the next tab by either clicking the name of the tab, or by clicking on the [Step “X”] button at the bottom right of the classified form (Figure 2-3).
Filling in the Classified Listing Information

NOTE: All fields marked with an asterisk (*) are required.

Persistent Fields

● *Listing Title - This is the title how you want it to appear on the site.
● *I Own This Equipment - Please indicate yes or no.

Tabs are broken down as follows:

Step 1: Description Fields (Figure 2-4)

Figure 2-4: Description Tab

● *Listing Type - Valid types are List Price or Auction Listing.
● Price - This field is only available if your listing type is List Price.
● Currency - This field is only available if your listing type is List Price.
● *Item Description - Please enter the Item Description in this field.

Click on the Specifications Tab or Click the [Step 2] button to proceed to the next step.
Step 2: Specifications Fields (Figure 2-5)

*Manufacturer - Select the Manufacturer’s name.

Model - Please enter the Equipment Model.

Serial Number - Please enter the Item’s Serial Number.

Model Year - Please enter the Item’s Model Year.

Condition - Please enter whether the equipment is New, Used, or Reconditioned.

Available Date - Please enter date that the item is available to be shipped or picked up in MM/DD/YYYY format.

Last Patient Use - Please enter the Last Patient Use Date in MM/DD/YYYY format.

Last Preventative Maintenance - Please enter the date of Last Preventative Maintenance in MM/DD/YYYY format.

System Under Service Contract With - Please enter the name of the Service Provider, if the equipment is currently under a Maintenance agreement.

Height - Please enter the height of the item. Please indicate measurements using in., cm., ft., or m.
● **Width** - Please enter the width of the item. Please indicate measurements using in., cm., ft., or m.

● **Depth** - Please enter the depth of the item. Please indicate measurements using in., cm., ft., or m.

● **Additional Information** - Please provide any other specifics about the item not listed in the fields above. This field is TEXT-ONLY (no HTML).

Click on the **Category** Tab or Click the [Step 3] button to proceed to the next step.

**Step 3: Category (Figure 2-6)**

![Figure 2-6: Category Tab](image)

● **Category** - Please enter the product category this product should be displayed in. You will need to select the general category and then additional, more specific categories will appear. If you have difficulty finding your category, please contact us at support@medicaldealer.com or call us at (800) 906-3373.
Once you have selected your item’s category, click on the Item Location Tab or Click the [Step 4] button to proceed to the next step.

**Step 4: Item Location Fields (Figure 2-7)**

- **Same as Company Address** - Check this box if the item is located at the same address listed for your company. *This will automatically fill in the required fields for you.*
- **Country** - Please enter the country where the item is located.
- **Address** - Please enter the Street Address where the item is located.
- **City** - Please enter the city where the item is located.
- **State** - Please enter the state where the item is located. *If the item is located outside of the U.S., this field will not be available.*
- **Zip** - Please enter the Zip Code/Postal Code of the item’s location.

Click on the Images Tab or Click the [Step 5] button to proceed to the next step.
Step 5: Images (Figure 2-8)

Valid image formats include JPG or PNG. Images are best displayed on medicaldealer.com at a size of 575px wide by 400px high at 72dpi.

*Main Image - Click on the Add Image link to add your main image (Figure 2-8). A screen will appear where you can click to upload an image. Click on the [Select File] button, and browse your computer for the file you wish to upload. Then click the blue [Select] button at the bottom right of the screen (Figure 2-9).
NOTE FOR BASIC MEMBERSHIP USERS: On Step 5, you will see the [Submit Listing] button. Once you have completed uploading the image in Step 5, click the [Submit Listing] button.

FOR PREMIUM MEMBERS/FREE TRIAL MEMBERSHIP: When you have uploaded the image, click on either the Additional Images tab, or click the [Step 6] button to proceed to the final step.

Additional Images tab, you can click the [Submit Listing] button to finish the listing process. If you would like to have the feature of adding up to 4 additional images, you will need to upgrade to a Premium plan.

Step 6: Additional Images (Figure 2-10)
Figure 2-10: Add Additional Images

- **Additional Images** - *This field is for Premium users only. If you have a Basic Membership Package, you will not see this tab.*

Click on the **Add Image** link (Figure 2-10). Another **Add Image** link will appear (Figure 2-11).

Figure 2-11: Add Premium Image
Click on this **Add Image** link.

A screen will appear where you can click to upload an image. Click on the **[Select File]** button, and browse your computer for the file you wish to upload. Choose the image file (.jpg or .png) that you want to upload. Then click the blue **[Select]** button at the bottom right of the screen (Figure 2-12).

![Figure 2-12: Select Media File](image_url)

Repeat this process to add up to 4 additional images, then, click the **[Submit Listing]** button, as shown in **Figure 2-13** below.
Figure 2-13: Submit Classified

For additional information or support, please contact Medical Dealer at (800) 906-3373 or via email at support@medicaldealer.com.