



“How To...” Users Guide

The UsedBoats.com “How To...” Users Guide is a brief explanation of some basic functions available to you on the website. It is intended to provide you direction and insight, increasing your ability to utilize the tools available, enhancing your boat buying or selling experience.

Please take some time to review this material, as it will assist in showing you around the site, and all it can do for you.

Contents:

- 1) Login**
- 2) Boat Central Page**
- 3) Place a New Ad**
- 4) My Online Ads**
- 5) My Offline Ads**
- 6) My Sold Ads**
- 7) My Wish List**
- 8) My Saved Boats**
- 9) My Profile**
- 10) Ad Manager File**
- 11) Questions**

1. Log In

Simply go to www.UsedBoats.com, once there click on the red 'LOG IN' tab (see Fig. 1)

Fig. 1)



Next enter in your USERNAME and PASSWORD, and hit enter or click on the Log In box (see Fig. 2). This will open your Boat Central page.

Fig. 2)

Log In

User Login

Please enter your username and password to log in:

Username:

Password:

Remember username and password

[Forgot Password?](#) | [Forgot Username?](#)

2. Boat Central Page

This is the homepage for your account, and provides you the ability to select all inventory management and review functions.

Underneath the blue navigation bar you will see a grey **WELCOME** bar (see Fig. 3) containing links to all your inventory management functions.

Fig. 3)

You will also see 7 grey panels containing information summarizing each content area. Each panel has a link in red letters “[View/Edit My Online Ads](#)” that will also take you to your inventory management functions (see Fig. 4).

Fig. 4)



3. Place A New Ad

This is the page to create your ad listing. People search for used boats using many different criteria. Filling out the listing form as completely as possible will maximize the number of buyers who will see your ad (see Fig. 5).

Fields that are highlighted in **red** are required. If any of these are not completed, or do not match standard criteria, you will be prompted to verify or change the data. Simply follow the steps, and prompts in each page, and you will be walked right through.

Fig. 5)

Boat Information

Category	Powerboats	Manufacturer	Hatteras	Length/LOA	58	Feet
Type	Trawler	Click here to see a list of manufacturers.		Price	349000	USD
2nd Type	Sedan	Model	Tri Cabin Motoryach	Condition	Like New	
3rd Type	Motoryacht	Year	1973	Boat Name		

Boat Location

City	Marina Del Ray	Zip	90292	Province (outside US)	
State	California	Country	United States	Area Code	310

Boat Specs

Engine Manufacturer	Detroit Diesel	Fuel Type	Diesel	HIN	
Engine Type	Inboard, Other	Fuel Capacity	850 Gallons	Number of Hulls	1
Total Horsepower	365	Water Capacity	250 Gallons	LWL	55'2 feet
Engine Model	GM8V71T1	Holding Tank	Yes	Beam	15'10 feet
Engine Year		Cruising Speed	12 Knots	Draft	4' feet
Engine Volume	CI	Max. Speed	18 Knots	Displacement	63000 lbs
Engine Hours		Propeller Type	Fixed	Passengers	0
Engine Drive	Stern Drive, dual prop.	Propeller Material	Other	Sleeps	0
Number of Engines	Twin	Hull Material	Fiberglass/Composite	Ballast	
		Hull Designer		Sail Area	
				Keel Type	

Boat Description

Ad Header	58' Hatteras TRI-CABIN MOTORYACHT
Description	this information nor warrant the condition of the vessel. A buyer should instruct his agents, or his surveyors, to investigate such details as the buyer desires validated. This vessel is offered subject to prior sale, price change, or withdrawal without notice.

Note: You will be prompted to upload photos at the end of the ad-placement process.

4. My Online Ads


From the Boat Central, click 'My Online Ads', which is located in two different places on this page and displayed as in Figure 1.

A list of your inventory will be displayed (see Fig. 6). From here you can select several functions for your ads. Select the ads you wish to affect, by checking the box to the left of the ad. You can: Delete; Take Offline; Mark as Sold; View Emails; and Print My Ads, any ad or your entire inventory.

Fig. 6)

My Online Ads

You have **6 posted ads**. Now displaying page 1 of 1. *Hint: Click on the boat you wish to modify.*


Delete Take Offline Mark As Sold View Emails Print My Ads  Manage Print Ads

Select All | Unselect All Results/Page

Select	ID	Mfg/Model	Length	Year	Price	Boat Views	Page Views	Website Views	Emails	Medias	Magazine status
<input type="checkbox"/>	657256	test test	34	2001	\$34,000	20	20	0	2	1	Not In Print
<input type="checkbox"/>	674258	test2 test2	34	2000	\$30,000	0	0	0	0	0	Not In Print
<input type="checkbox"/>	660488	Sea Ray 300 weekender	30	1986	\$36,900	4	4	0	0	0	Not In Print
<input type="checkbox"/>	674253	test test model	23	2000	\$20,000	0	0	0	0	0	Not In Print
<input type="checkbox"/>	660767	test test	12	1999	\$1,234	14	34	1	2	4	Not In Print
<input type="checkbox"/>	674252	test test	11	1999	\$1,234	0	0	0	0	0	Not In Print

Page: 1

Select All | Unselect All

Delete Take Offline Mark As Sold View Emails  Manage Print Ads

Ads can be displayed for preview by simply clicking any of the information in the line, of the boat you wish to view.

5. My Offline Ads

If, for some reason you do not want a boat to be displayed for a period of time, taking it Offline will do this for you. Selecting My Offline Ads lists the ads currently not being displayed. Any ads stored can be re-activated from this page.

6. My Sold Ads

Lists ads previously marked as Sold from your inventory.

Note: When marking an ad as “Sold”, you will be prompted to indicate the most appropriate reason for the sale. This information is collected for industry tracking purposes only and allows us to develop a more effective website.

7. My Wish List

You can create your own personal Search Agent to find a boat. By identifying what kind of boat and features you want, the customized search agent will find it. Your search agent will check the listings every day and send you an e-mail when the boat is found.

You can create as many different search agents as you want -- simply click the "Add a New Wish List" button and enter your criteria (see Fig.8)

Fig.8)

My Wish List

Create your own personal Search Agent to find your perfect boat -- or boats!

Tell us exactly what kind of boat and features you want, and our customized search agent will comb through tens of thousands o listings to find it.

After you tell us what you're looking for, you don't have to do a thing. Your search agent will check the listings every day and will send you an e-mail when your perfect boat is found.

You can create as many different search agents as you want -- simply click the "Add a New Wish List" button below and enter you criteria!

[Select All](#) | [Unselect All](#)

Select	Type	Mfg/Model	Length	Year	Price	Location	Status	Run
<input type="checkbox"/>	Power boats	Sun Runner	-	-	\$1000 - \$6000	32829, within 1000 miles	Active	Run
<input type="checkbox"/>	Sail boats	West Veritas	40 - 90	1900 - 1952	\$150000 - \$2000000	FL	Active	Run

[Select All](#) | [Unselect All](#)

[Add a New Wish List](#)

[Delete Wish List](#)







8. My Saved Boats

My Saved Boats allows you to store boats from our database, for review and comparison, at a later time. By utilizing the Compare and Value Analysis functions, when viewing ads, you can have all the information in front of you. There is no need to go back and forth between pages (see Fig. 9).

Fig. 9)

Boat Comparison Results

[Clear comparison List](#) | [Print this Page](#)

		
 View Photo Gallery	 View Photo Gallery	 View Photo Gallery
Remove	Remove	Remove

Specifications:

ID:	295097	597322	562890
Category:	Powerboats	Powerboats	Powerboats
Type:	Motoryacht	Sport Fish./Conv./Flybr.	Motoryacht
Manufacturer:	Christensen	Broward	President
Model:	2005 Mega Yacht Award Winner	Sport Fisherman	Pilot House Motor Yacht
Year:	1988	1969	1996
Length / LOA:	115 ft/ 35.1 m	67 ft/ 20.4 m	62 ft/ 18.9 m
Price:	Call for priceEUR Call for price	\$579,000 / EUR 690,168	\$799,000 / EUR 952,408
Condition:	Like New	Very Good	Like New
Boat's Name:	Thomas Spirit		
Location:			
Beam:	24'6" ft/7.5 m	17'0" ft/5.2 m	16'7" ft/5.1 m
Draft:	7'0" ft/ 2.1 m	5'0" ft/ 1.5 m	3'2" ft/ 1.0 m
LWL:			
Displacement:		165,760 lbs / 0 kg / tons	
Ballast:			

9. My Profile

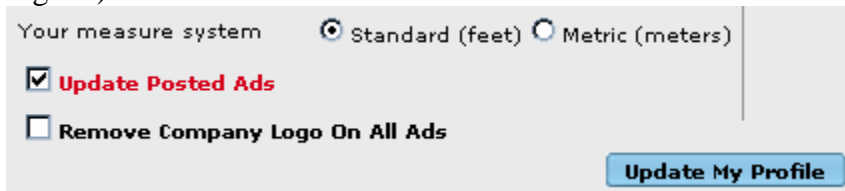
Information contained here is displayed as the Contact Information in each of your ads. You can customize how this appears for each ad posted by making changes here. From Boat Central Click the 'My Profile' link displayed (see Fig. 10). Make the appropriate changes and click the "Update My Profile" icon at the bottom.

If you wish to make these changes to all of your posted ads click on the 'Update Posted Ads' Checkbox and then click submit (see fig. 11)

Fig. 10)



Fig. 11)



10. Ad Manager File

The Ad Manager file is displayed when an individual ad is selected for display from the My Online Ads page. You can make any changes to your ad including: modifying text, enhancing the ad for better viewing, adding photos or videos to the ad, changing posted photos or their display order, and previewing emails generated by the ad (see fig. 12).

Fig. 12)



When you have completed any changes, you must click the "Submit" tab at the bottom of the page. Each time a change has been applied, it will display for review.

11. Questions

- a. How do I update my **Ad information**?
- b. How do I Upload **Boat Pictures**?
- c. How do I change the order my **ad photos** appear?
- d. How do I change the **Contact Information** on my ads?
- e. How do I check my **E-mails**?
- f. How do I mark an ad as **Sold**?
- g. Why does my browser hang after clicking the **'Upload Photos'** button?
- h. **Where is my ad**, I just did a search and I didn't see it?
- i. How do I enhance my ad to help get more **visibility**?

a) How do I update my Ad information?

From the "Boat Central Page" select **'My Online Ads'** and click the mfg/model description of your ad from the list. Your ad will be displayed for review. Above your boat information you will see a red link in the **AD MANAGER** bar to **'Modify My Ad'** (see Fig. 12). This will bring you to the page where you will be able to make modifications to your ad. From here make the appropriate changes and click the 'Submit' icon below.

b) How do I upload Boat Pictures?

From the **'My Online Ads'** page click the Mfg/Model for your boat. Towards the top in the **AD MANAGER** bar (Fig. 12), select **'Upload Photos & Media.'** Here you will be able to upload new images by clicking the browse button, and then browsing for the picture on your Hard Drive. You will also be able to enter in a description of each picture. When you are complete, click the



button. You will then be returned to your ad displaying your images for review.

c) How do I change the order my ad photos appear?

If you wish to change the order your photos appear, click the **'My Media Files'** link and this will take you to a page where you will be able to modify Image order and photo descriptions of each boat.


d) How do I change the Contact Information on my Ads?

Changing contact information on your ad can be done in one of two ways. If you would like to change information to a select number of boats, you can manually change the information by following the steps in **How do I Modify My Ad?** (Question a), and change the information in your contact fields.


By selecting **'My Profile'**, and changing the appropriate information, select the checkbox to **"Update Posted Ads"** (see Fig. 11), and click the **"Update My**

Profile.” This will Update all the ads that are associated with your account displaying the new information.

e) How do I check my Emails?

Emails from potential buyers are sent to the email address listed in “My Profile of your particular boat, unless you manually change it. They are also logged for later review. From the ‘My Online Ads’ page, select  . This will open a new screen listing your logged emails in a line item description similar to most email browsers.

f) How do I mark my boat as sold?

From the “Boat Central” page, select ‘My Online Ads’ and click the checkbox next to the appropriate ad in the list. Click the  button found at both the top and bottom of the list on the page. Your boat will no longer be displayed on UsedBoats.com, and will be stored in ‘My Sold Ads’.

To view your ad, select ‘My Sold Ads’ from the Boat Central page. Your boat will no longer be searchable. However, if the Quick ID of your boat is entered for a search, it will be displayed as ‘Sold.’

g) Why does my browser hang after clicking the ‘Upload Photos’ Button?

Common issues with hanging after attempting to upload media and material usually results from having a full Internet cache. To clear your cache, follow the steps below.

Internet Explorer

- (1) On the Internet Explorer Tools menu, click **Internet Options**. The Internet Options box should open to the General tab.
- (2) On the **General** tab, in the **Temporary Internet Files** section, click the **Delete Files** button. This will delete all the files that are currently stored in your cache. Also Press **Clear History** and **Delete Cookies** as well. All three of these may take a few moments to clear out so please be patient.
- (3) Click **OK** and your done.

Safari

(1) Reset Safari:

- (a) This will erase your cookies, auto fills, cache, history list, usernames, and passwords.

1. Go to the **Safari** menu
2. Click **Safari**

3. Select **Reset Safari**

Netscape 4.x and Up

- (1) Click **Edit** from the Netscape menu bar
- (2) Click **Preferences** from the Edit menu
- (3) Expand the Advanced menu by clicking the **triangle sign**
- (4) Click **Cache**
- (5) Click both the **Clear Memory Cache** and the **Clear Disk Cache** buttons.

Mozilla 1.x and Up

- (1) Click **Edit** from the Mozilla menu bar
- (2) Click **Preferences** from the Edit menu
- (3) Expand the Advanced menu by clicking the **plus sign**
- (4) Click **Cache**
- (5) Click the **Clear Cache** button

Opera

- (1) Click **Edit** from the Opera menu bar
- (2) Click **Preferences** from the File menu
- (3) Click the **History** and **Cache** menu
- (4) Click **Cache**
- (5) Click **ok** to close the Preferences menu
- (6) Please refer to the Opera support page on Web caching for more detailed information.

AOL 3.x and Up

- (1) Please refer to the AOL support page on Web caching for more detailed information.

For Web TV Users:

- (1) Just unplug your unit from the power source and when you plug it back in, your cache has been cleared

h) Where is my ad, I just did a search and I didn't see it!



Searches for boats from the **Find Your Boat** section of the homepage can be very general, or very specific. In each of these instances, there are several factors that may result in not spotting your ad.

General searches typically retrieve larger numbers of boats from our database, while specific searches retrieve fewer.

Because general searches retrieve larger numbers of boats from our database, yours may not be spotted easily. Conversely, a specific, or advanced, search should be more limiting. If the search criterion does not match the information posted in the ad however, it will be eliminated from the retrieval. Always make sure information contained in the ad is correct and accurate e.g., correct spelling, boat type and model classifications, etc.

i) How do I enhance my ad to help get more visibility?

Usedboats.com offers optional features that will improve ad visibility by search list positioning, or ad text print.

From the 'My Online Ads' page, select the boat that you would like to enhance. When you come to the page that displays your ad, select the 'Enhancements' link from the **AD MANAGER**. This will display a page enabling you to select the enhancement options preferred. Listed below is a brief description of how each of these features works. After selecting the options that you would like, select the  button towards the bottom, and when you arrive at the next screen enter your credit card information. Press  and you are done.

Featured Ad- This increases visibility of your ad up to 15x's regular viewing activity by placing it on the front page of our website for 10 days.

High Priority- Gold or Silver priority options allow your ad to be displayed in the first or second position in any search list generated. Our system sorts all search lists by length, and priorities are given within each length group. This feature increases ad visibility by up to 12x's regular viewing activity.

Extra Visibility - This feature allows your ad to catch more attention in any search list due to the highlighted red or bold text. Ads with this feature generally experience up to 8x's regular viewing activity.