



# Getting Started

- Create an account on <http://handsupsolutions.com/register>
- Download the Gamut Installer

## DOWNLOADS

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### Gamut: Order Management Software

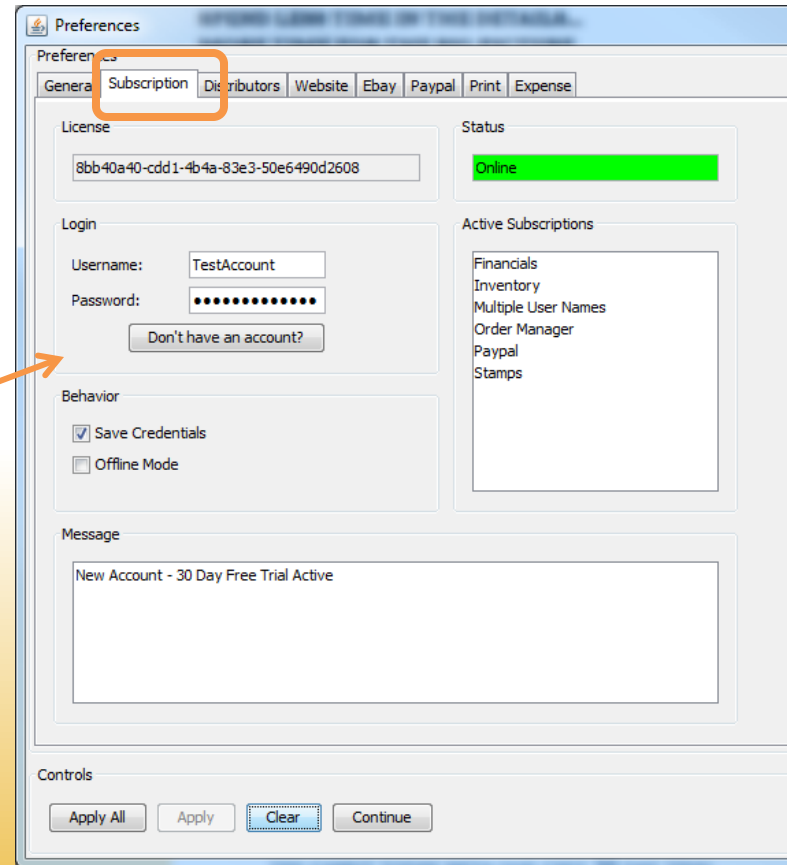
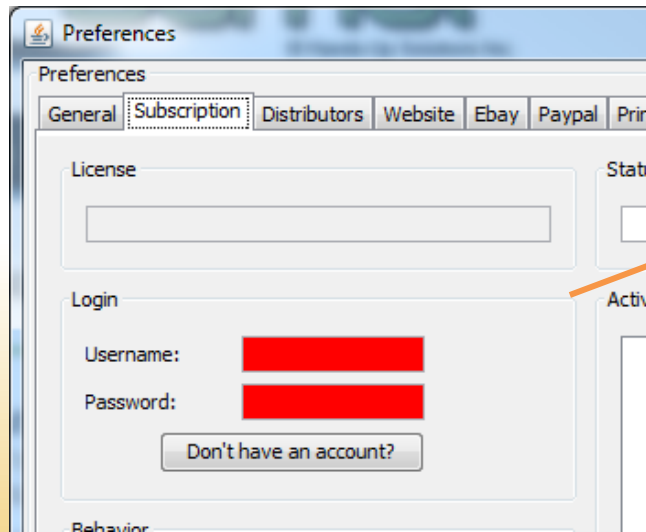
Expand your selling capabilities with a complete order, tracking, and inventory manager

[Gamut Installer \(x86\)](#) | [Gamut Zip \(x86\)](#) | [Learn More](#) |



# Getting Started : Connect to Gamut

Enter Gamut subscription username and password





# Getting Started : Connect to eBay

## Connect Gamut to your eBay account



Grant application access: Gamut

Ready to use Gamut? Great! We need your consent to share your eBay data. Don't worry, we won't share your eBay password. You can change this any time by editing your [account preferences](#). Please take the time to read Gamut's terms of service and [privacy policy](#), because these policies will apply when you use this service. Remember, we don't manage policies set by other companies. By clicking on the "I agree" button, you're allowing us to link your eBay account with Gamut.

[No thanks, take me to the Application's website or eBay homepage](#)

### Thank You

[Help](#)

Authorization successfully completed.

It's now safe to close the browser window/tab.

Preferences

General Subscription Distributors Website **Ebay** Paypal Print Expense

Information

Account Name:  
testaccount1714

Status  
Online

Accounts  
testaccount1714

Last Update  
UNKNOWN

Controls



# Getting Started : Connect to PayPal

## Connect Gamut to your PayPal account

**Logging in with PayPal**

Please log in now to set up permissions for your account.

- We will not share your bank information, card information, or password with PNP Inc

[Sign up](#) for PayPal

**Log in with PayPal**

Email:

Password:

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**PayPal**

**Grant Permission to Gamut**

You are giving permission to Gamut to access specific information in your account and take actions on

Gamut is asking your permission to:

- Search your transactions for items that match specific criteria and display the results. [What's this?](#)

For more information about the permissions you are granting, see [Third Party Permissions](#).

To revoke permissions at any time, log in to your PayPal account and choose Profile, then API Access, and then c Permissions.

Preferences

Preferences

General Subscription Distributors Website Ebay **Paypal** Print Expense

Information

Account Name:

Status  
**Online**

Accounts

Charges

**Domestic Charges:**  
Transaction Fee:  % + \$

**International Charges:**  
Transaction Fee:  % + \$

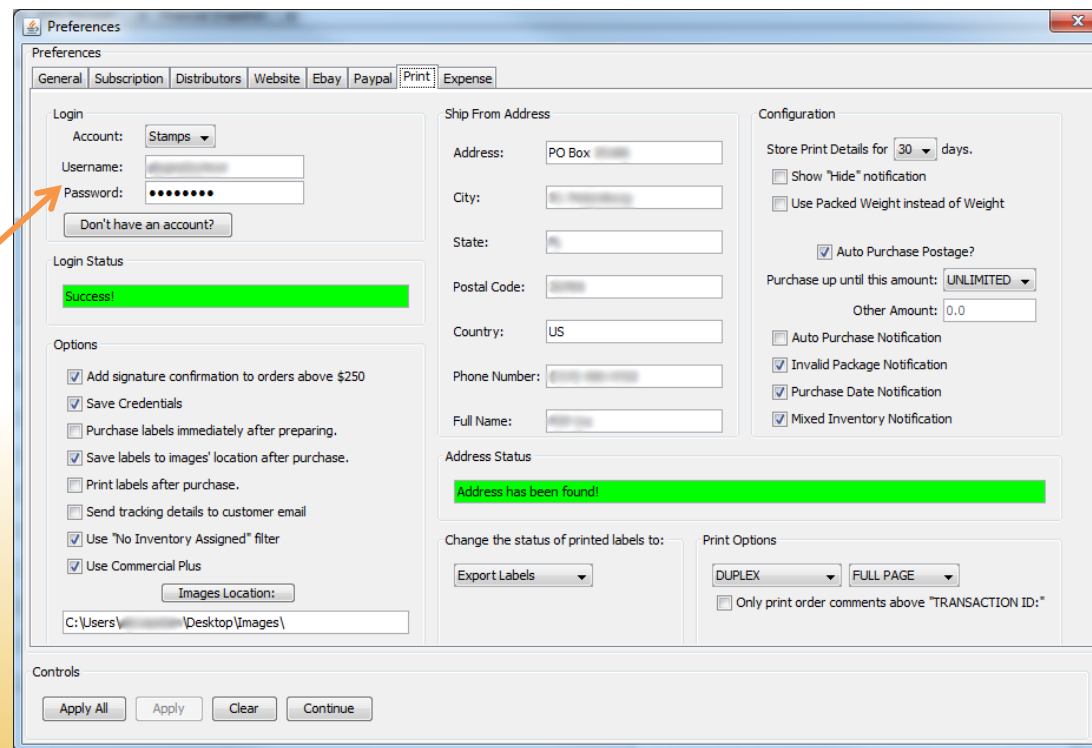
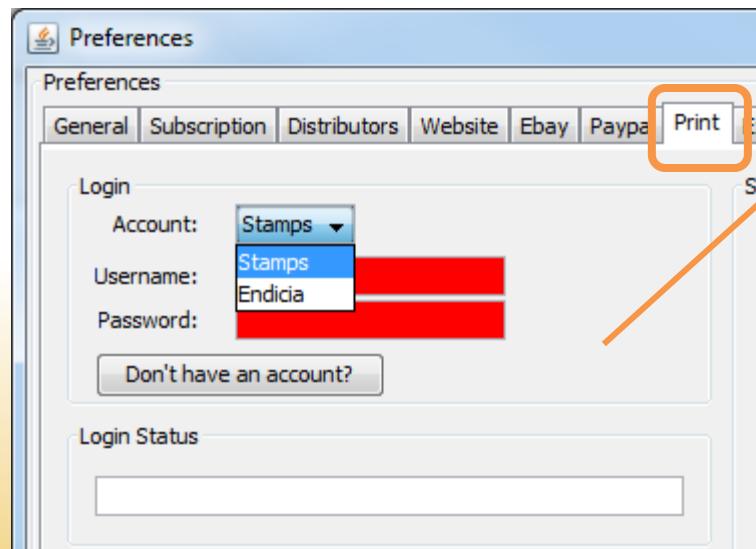
Behavior

Auto-Link Paypal Transactions after update



# Getting Started: Printing

Log into your Stamps.com or Endicia account





# Getting Started: Printing Set Up

- **Auto Purchase Postage:** if checked this will automatically purchase the postage from stamps.com or Endicia when purchasing labels, up to the specified **dollar amount.**

A screenshot of a postage amount dropdown menu. The menu is open, showing a list of options: 25, 50, 100, 200, 300, 500, OTHER, and UNLIMITED. The 'UNLIMITED' option is highlighted in blue. An orange arrow points from the text in the adjacent list item to this dropdown menu.

- You can also purchase postage **manually** from the Print Manger screen.

- **Notifications:** We suggest leaving **all notifications** checked while learning how to use Gamut; when a notification is activated by the user, you will also be prompted to “Discontinue future notifications?” if desired

A screenshot of the software settings interface. The 'Auto Purchase' section is at the top, with a checked checkbox for 'Auto Purchase Postage?'. Below it, 'Purchase up until this amount:' is set to 'UNLIMITED' in a dropdown menu, and 'Other Amount:' is set to '0.0' in a text box. Below this is the 'Notifications' section, which contains five checkboxes, all of which are checked: 'Show "Hide" notification', 'Auto Purchase Notification', 'Invalid Package Notification', 'Purchase Date Notification', and 'Mixed Inventory Notification'. An orange arrow points from the text in the adjacent list item to the 'Notifications' section.



# Getting Started: Printing Set Up

Images

Save labels to images' location after purchase.

Images Location:

C:\Users\... \Desktop\Images\

## Save Images:

We highly suggest saving a copy of your printed labels in a file for your records or to reference the label in the future. Both images of printed labels and SCAN forms will be saved in the file location you specify. The label files will be saved under the Order ID number.



# Getting Started: Printing Set Up

## Printer Options / Setup

- If you want two labels printed on the same page, select **Full Page**; If you want a single label printed per page, select **Half Page**
- Select **Single** page option, if you have a **standard** printer or do **not** want order/product information printed on the back of the label
- Select **Duplex** page option, if you have a **Duplex** printer and want to have the order/product information printed on the back of the label
- “**Only print order comments above Transaction ID**” – If this box is **not** checked, all of the **Order Comments** in Order Manager will print on the back of the label, otherwise only comments **above** the transaction ID will print on the labels.

Print Options

Only print order comments above "TRANSACTION ID:"

Change status of printed orders to:

Export Labels

Page Options:

DUPLEX FULL PAGE

SINGLE HALF PAGE

DUPLEX FULL PAGE

Comments for Shipping

Order Comments:

\*Ship in a Box

TRANSACTIONID: [02F42RY238N1412Q1H]

\*Change Apartment number to #52A

Comments for Processing

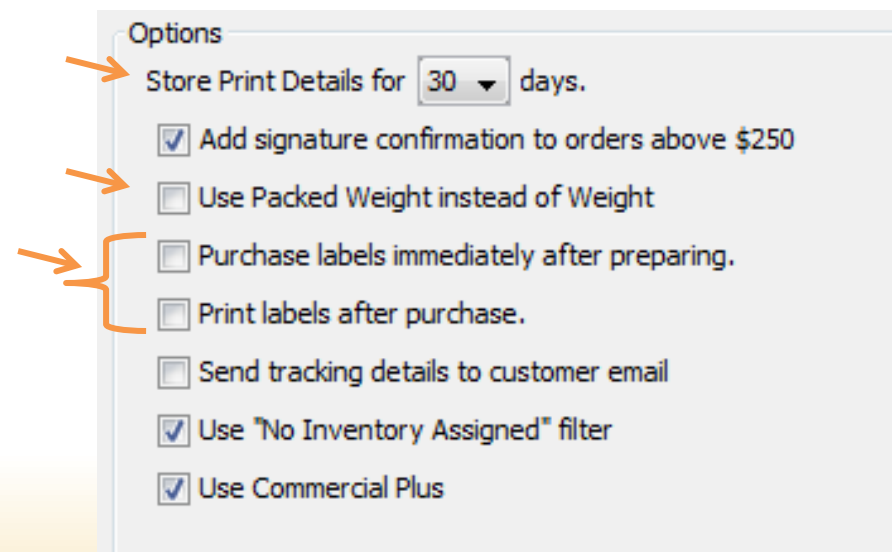




# Getting Started: Printing Set Up

## Other Options:

- **Store Print Details:** archived orders will be deleted from the print manager after specified number of days and you will no longer be able to duplicate the order and print a new label through the program
- We suggest completing each step of the printing process of Gamut before using the preferences to skip steps or removing filter options
- You can choose to use the **packed weight** of products or the **actual weight** of the product when pulling weight information for printing labels
- Other Print Options:
  - Add signature confirmations
  - Send tracking details to customers
  - Use commercial plus pricing (if applicable)





# Setting up Preferences : General Tab

- **Registration / Invoice Information:** This information will be used to create an invoice for orders when using the “Create Invoice” button.
- **System Behavior:**
  - **Refresh Search / Filter Results on Apply:** when applying changes in the Order Manager, refreshes information after every applied change (**If checked this may cause your system to run slowly**)
  - **Financial Snapshot:** choose to start your sales periods on the 1<sup>st</sup> or 16<sup>th</sup> of each month

Registration / Invoice Information

Business Name:

Website Address:

Invoice Comments:

System Behavior

Refresh Search / Filter Results on Apply

Financial Snapshot sales periods start on the  day of each month.



# Setting up Preferences : General Tab

- **General Notifications:** We suggest leaving all **notifications** checked while learning how to use Gamut; when a notification is activated by the user, you will also be prompted to “Discontinue future notifications?” if desired
  - **Notify when stock falls to specified number:** A popup will appear when your inventory stock falls to specified number
  - **Negative Profit:** A popup will appear when you are making negative profit on an order
  - **Unmerge Order:** A popup will appear when unmerging orders as a reminder that the order total price and shipping prices may need to be manually edited to enter the correct prices for the unmerged orders
  - **Push Tracking:** A popup reminder that will appear when pushing tracking for orders that have both in stock items and non-inhouse items in the order
  - **Sync :** A popup reminder that will appear when clicking the eBay Sync button in the Inventory Manager

Notifications

Notify when stock falls to:

Negative Profit Notification  Sync Notification

Unmerge Order Notification

Push Tracking Notification



# Additional Preferences: Inventory Distributors

- Enter your Distributors information to help with predictive ordering
  - You can also access this menu in the **Inventory Manager**

The screenshot shows a web application window titled "Preferences". At the top, there are several tabs: "General", "Subscription", "Distributors", "Website", "Ebay", "Paypal", "Print", and "Expense". The "Distributors" tab is currently selected. The window is divided into two main sections. On the left, under the heading "Information", there are five input fields: "Company Name:", "Contact Name:", "Website:", "Email:", and "Phone:". On the right, under the heading "Distributors", there is a large, empty rectangular box intended for listing distributors.

The screenshot shows a web application window titled "Add Item". It contains several input fields: "Distributor:" (a dropdown menu with a three-dot button next to it), "Item ID:" (a text box with an "Inhouse" checkbox), "Ref. ID:" (a text box), "Item Name:" (a wide text box), "Cost:" (a text box), "Quantity:" (a text box), "Weight:" (a text box), "Pkd Weight:" (a text box), and "Location:" (a text box). A "Submit" button is located at the bottom right. An orange arrow points to the three-dot button next to the "Distributor:" dropdown.



# Additional Preferences : Customize Expenses

- Customize your expense categories
  - You can also access this menu in the **Financial Snapshot**

The screenshot shows a software window titled "Preferences" with a sub-tab "Expense". The window is divided into two main sections: "Information" and "Expenses".

**Information:**

- Expense Label: [Text input field]
- Edit Label: [Text input field]

**Expenses:**

- Defective Item
- Lost Package
- Office Expense
- Sent Wrong Item
- Warehouse Expense

The screenshot shows a "Filter Expenses" dialog box. It features two columns of expense categories and three control buttons.

**Available Expenses:**

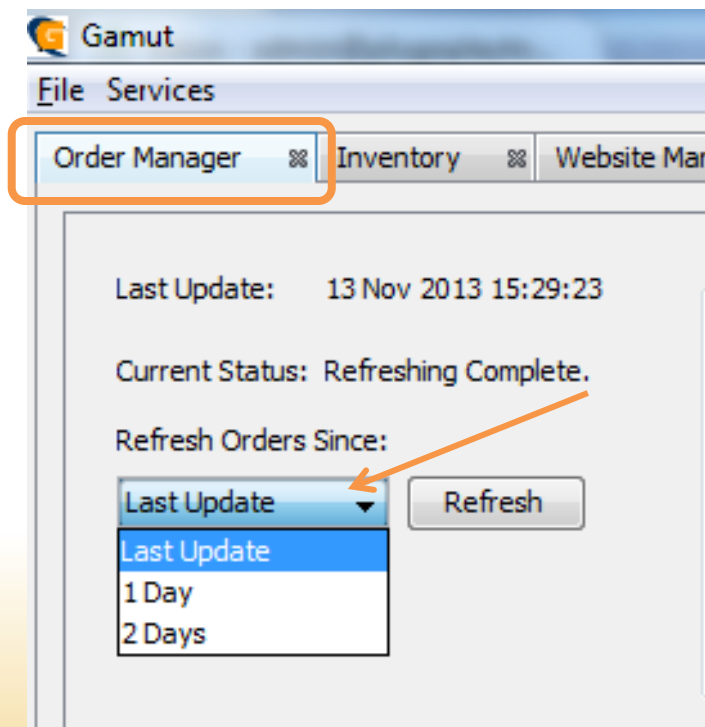
- All
- Other

**Buttons:**

- Add ->
- <- Remove
- Customize (highlighted with a blue dotted border and an orange arrow pointing to it)



# Getting Started : Importing Orders



Go to Order Manager and start by “Refreshing” your database with your newest orders

Please checkout our “Importing Sales & Tracking “ tutorial for more information on importing your sales information



# Getting Started : Importing Inventory

- Create a Mass Import by creating a template.txt file which can be opened in Microsoft Excel
  - To Import your inventory, the txt file must be structured the same as the template with no additional information on the txt file
  - Packed weight and Distributor Product ID are optional
- Check out the Inventory Manager tutorials for more information

Order Manager † Inventory † Website Manager † Paypal Manager † RMA Manager

Import Inventory

Invoice Location:  Browse **Create Template**

Distributor: Acha Co., Ltd. Import

|    | A       | B        | C      | D                        | E         | F        | G         | H                                 | I     | J     |
|----|---------|----------|--------|--------------------------|-----------|----------|-----------|-----------------------------------|-------|-------|
| 1  | Item ID | Location | Weight | Packed Weight (Optional) | Item Name | Quantity | Item Cost | Distributor Product ID (Optional) |       |       |
| 2  | AA123   | A1       | 5      |                          | item 1    | 20       | \$ 3.10   | DT123                             |       |       |
| 3  | AA124   | A2       | 3      |                          | item 2    | 20       | \$ 3.10   | DT124                             |       |       |
| 4  | AA125   | A3       | 8      |                          | item 3    | 20       | \$ 3.10   | DT125                             | Large |       |
| 5  | AA126   | A4       | 3      |                          | item 4    | 20       | \$ 3.10   | DT126                             |       | Green |
| 6  | AA127   | A5       | 24     |                          | item 5    | 20       | \$ 3.10   | DT127                             |       |       |
| 7  | AA128   | A6       | 6      |                          | item 6    | 20       | \$ 3.10   | DT128                             |       |       |
| 8  | AA129   | A7       | 3      |                          | item 7    | 20       | \$ 3.10   | DT129                             |       |       |
| 9  | AA130   | A8       | 7      |                          | item 8    | 20       | \$ 3.10   | DT130                             |       |       |
| 10 | AA131   | A9       | 3      |                          | item 9    | 20       | \$ 3.10   | DT131                             |       |       |
| 11 | AA132   | A10      | 2      |                          | item 10   | 20       | \$ 3.10   | DT132                             |       |       |
| 12 | AA133   | A11      | 3      |                          | item 11   | 20       | \$ 3.10   | DT133                             |       |       |
| 13 | AA134   | A12      | 17     |                          | item 12   | 20       | \$ 3.10   | DT134                             |       |       |



# Further Tutorials

- **Please view our other tutorials for more information or feel free to contact us with any questions**
- Further Tutorials:
  - Order Manager Tutorials:
    - Order Manager Overview
    - Importing eBay sales and tracking
    - Search and Filter Orders
    - Manually Create Orders
    - Merge, Un-Merge, and Split
  - Add-on Tutorials:
    - General Inventory Management
    - General Financial Overview