

Accessing New Items

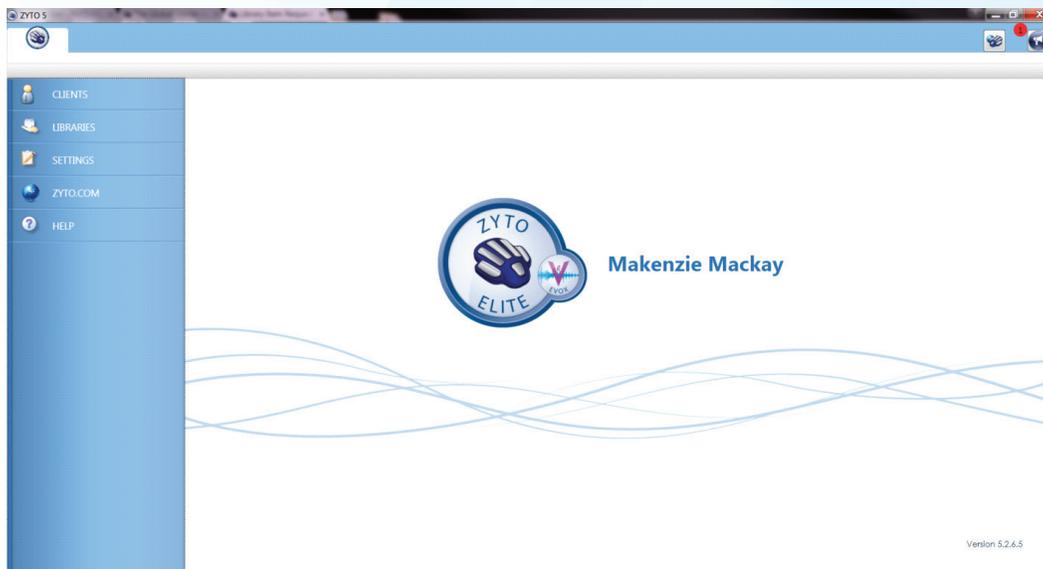
New Items are Virtual Items that ZYTO has linked on your behalf. This guide will walk you thru a step-by-step process to help you find and utilize new Virtual Items once they have been approved and added.

There are three ways to access and utilize these new items: using Main Library, Inventory, or Custom Categories. You can also access and utilize new service items using Services.

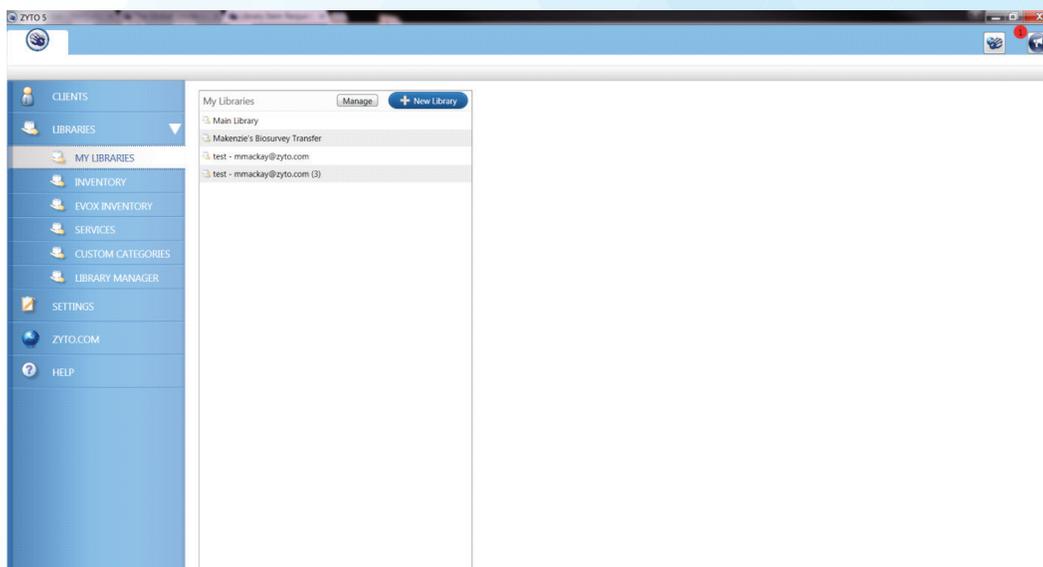
New Virtual Items are either added to your personal library or the ZYTO Elite Community library, depending on what you specified in your Library Item Request in your online ZYTO Dashboard.

Accessing new personal library items in your Main Library

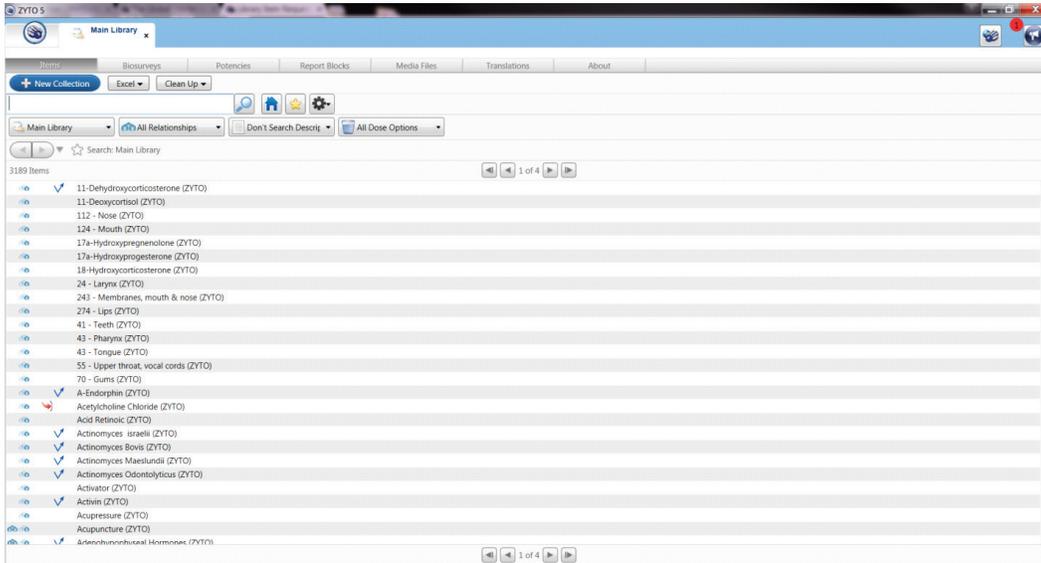
1. In the main menu of your ZYTO software, click **Libraries**.



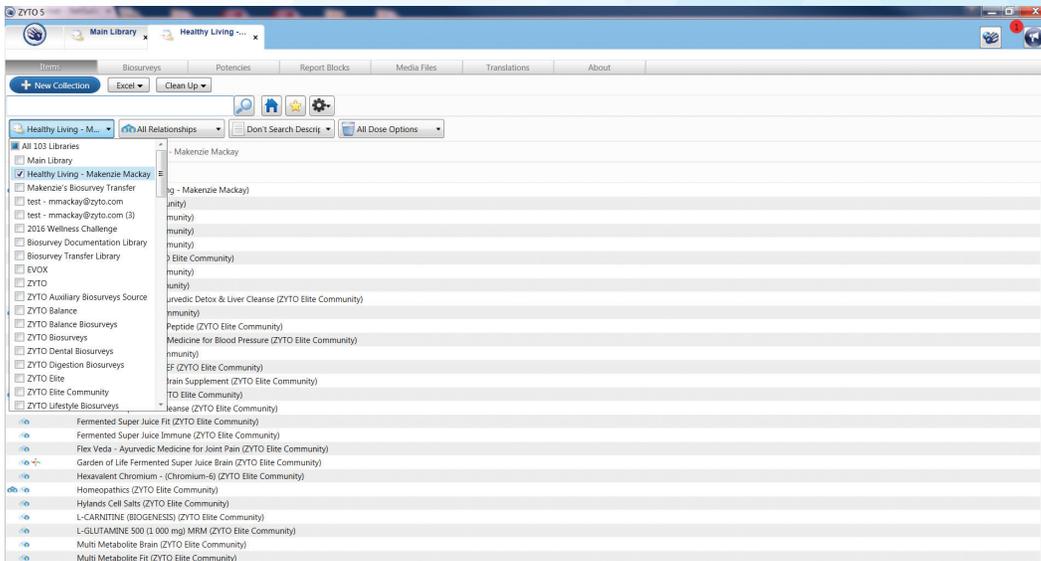
2. Under **Libraries**, click **My Libraries** and then select **Main Library**.



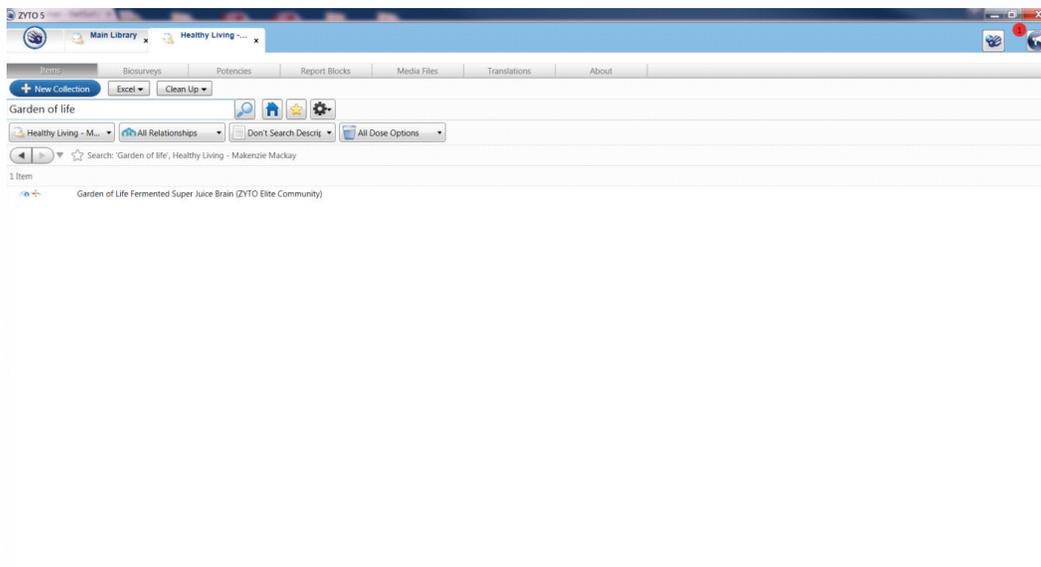
This will show you everything that's in your **Main Library**:



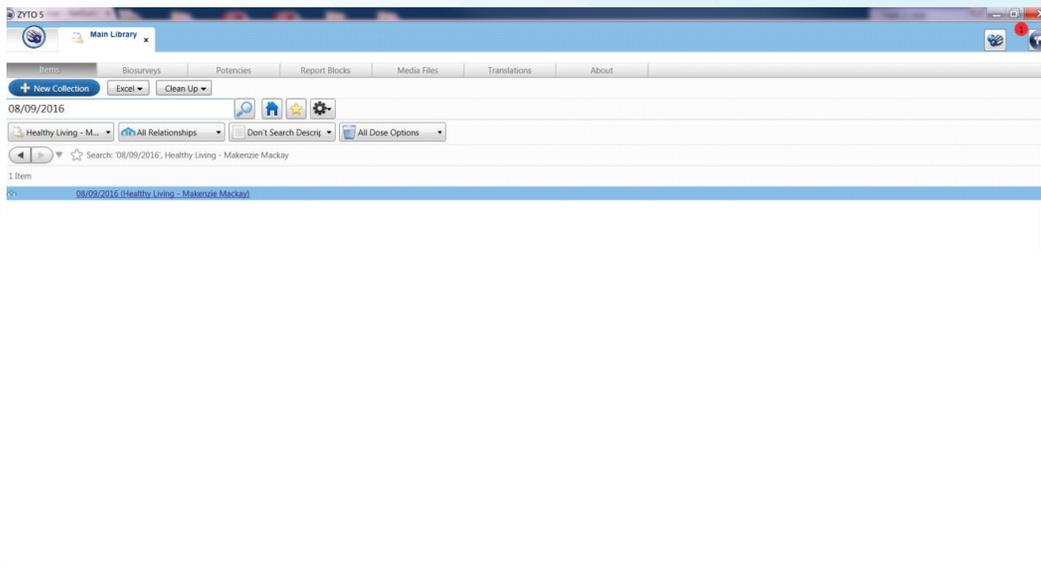
3. Click the **Main Library** drop-down menu and first deselect your **Main Library**. Then, select your personal library, which will be titled with your company name and the owner of the account (for example, Healthy Living – Makenzie Mackay).



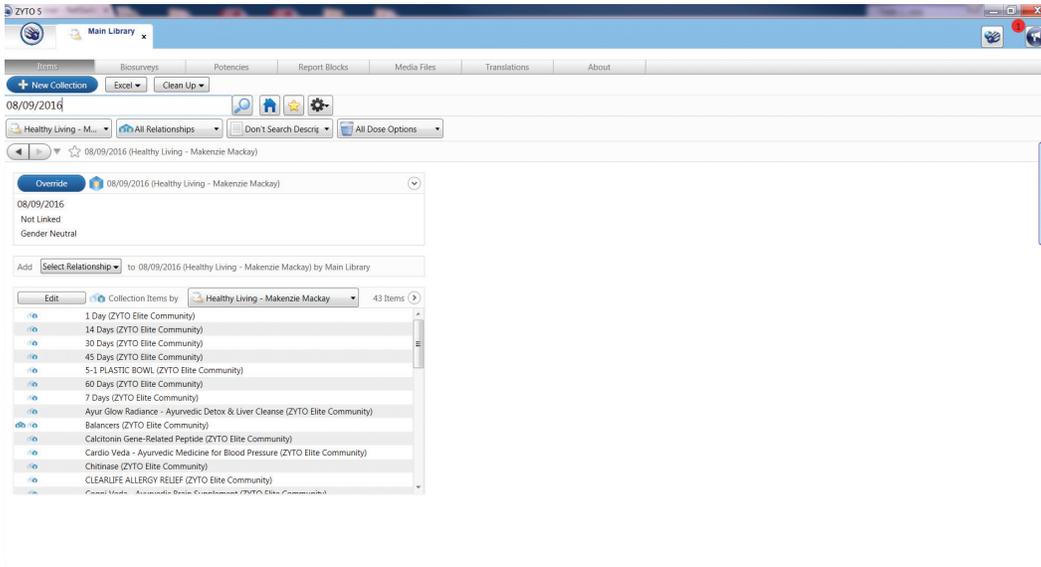
4. Use the search bar to search for items that have been added.



You may choose to search by date if you know the date the item was added (for example, 08/09/2016):

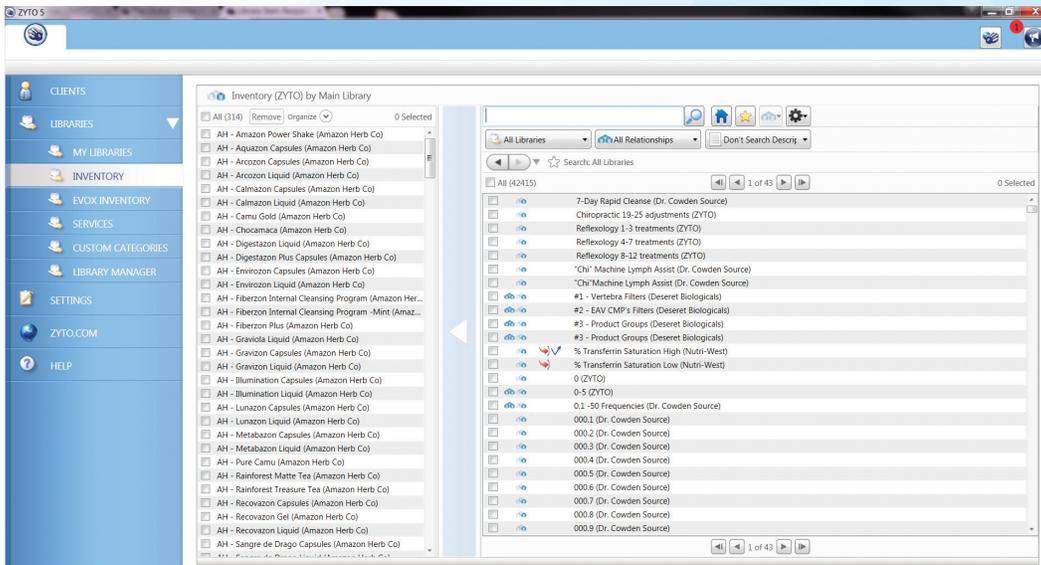


5. Click the appropriate collection to view the items that have been added.

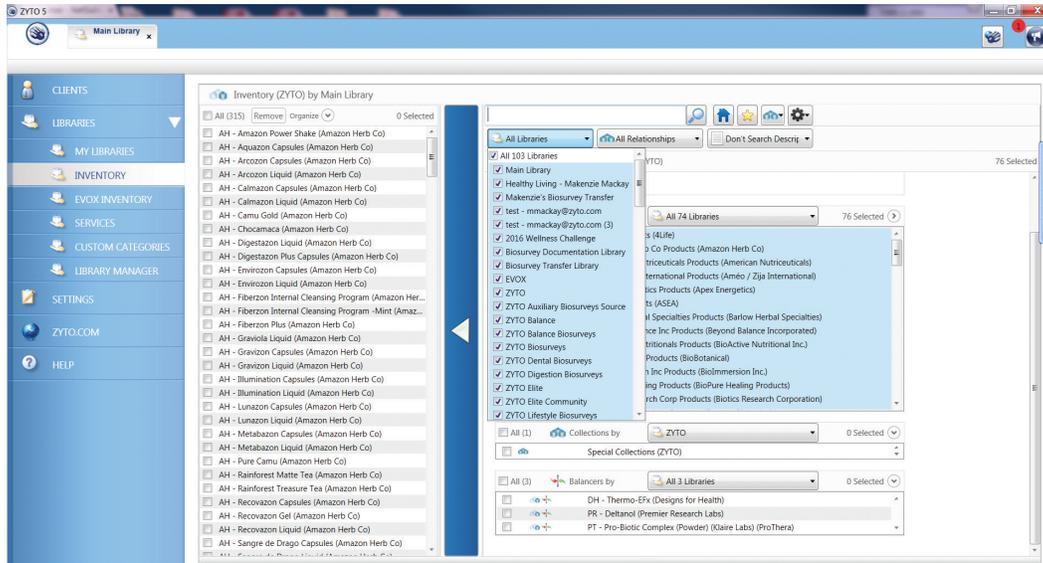


Accessing new personal library items and adding them to your Inventory Collection

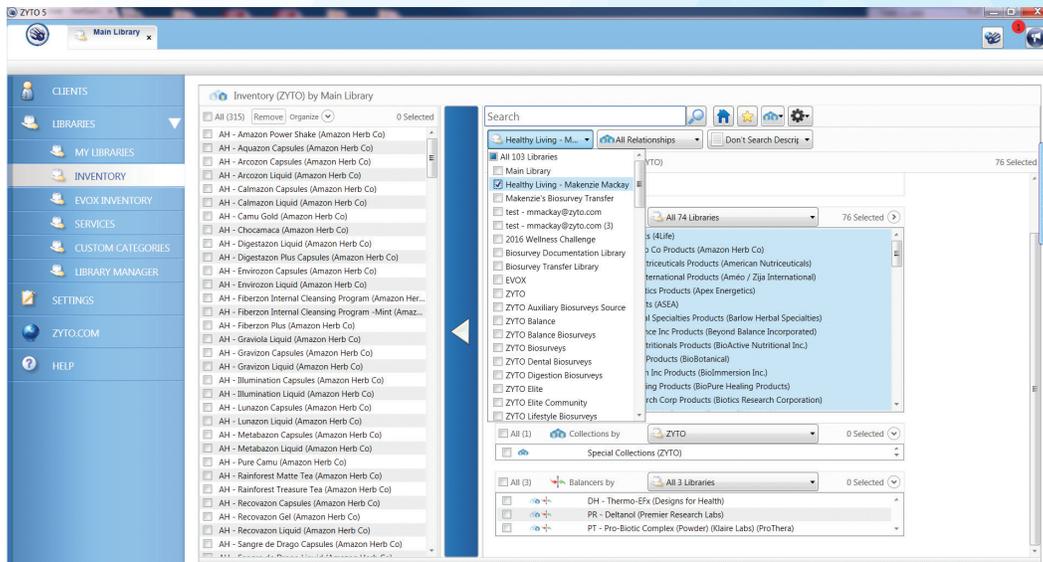
1. In the main menu, under **Libraries**, click **Inventory**.



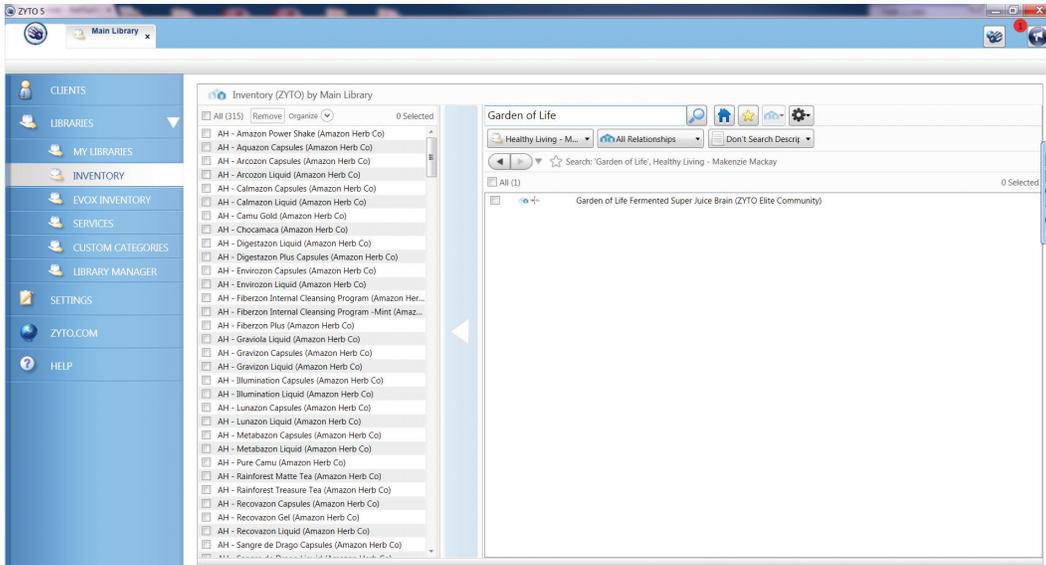
2. On the right-hand side of the screen, click the **All Libraries** drop-down menu.



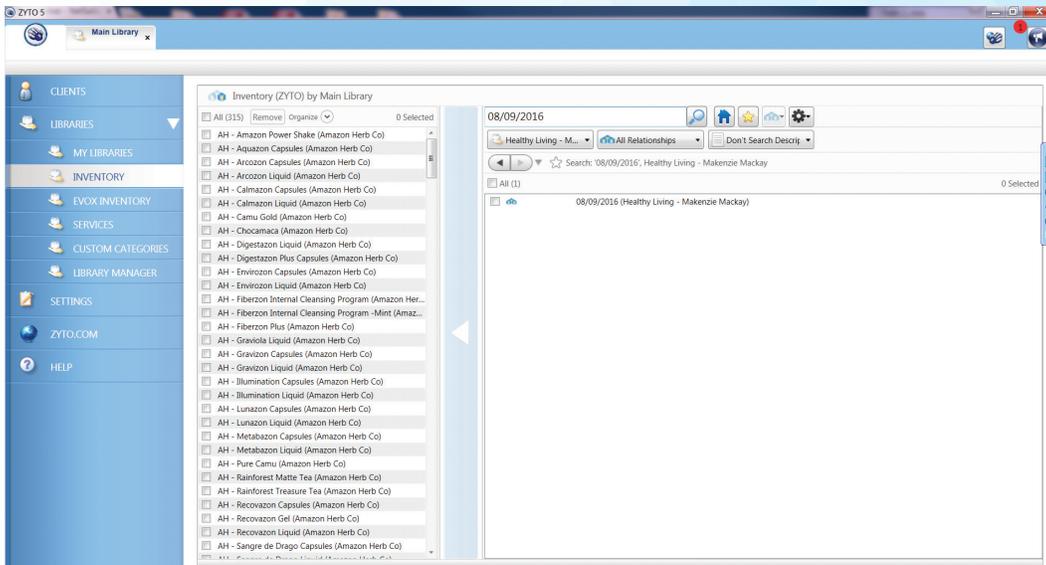
3. Click to deselect **All Libraries**. Then, select your personal library, which will be titled with your company name and the owner of the account (for example, Healthy Living – Makenzie Mackay).



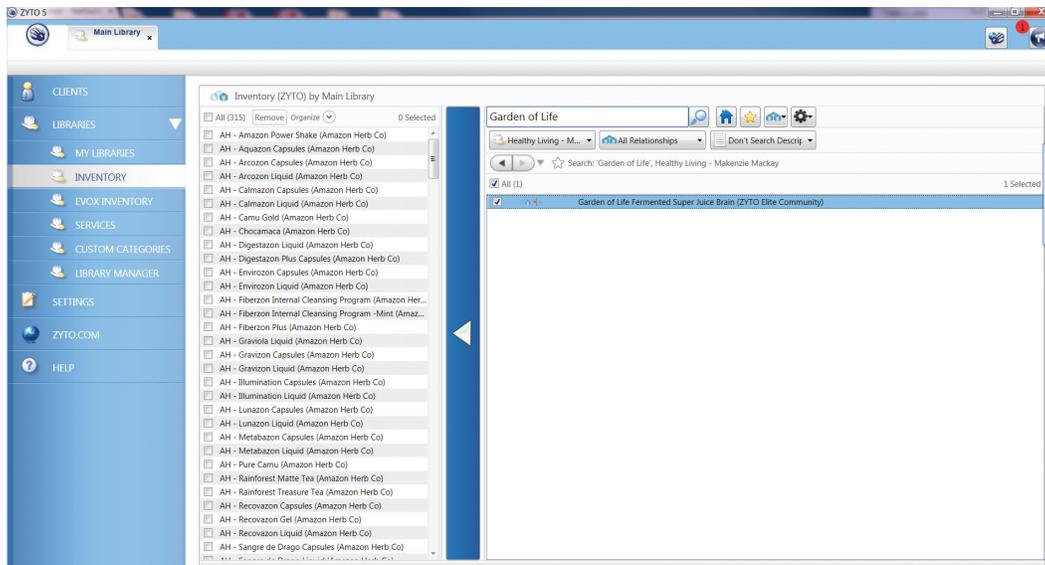
- Use the search bar to search for items that have been added. If no search term is used, all items that have been added for you will appear on the right-hand side of the screen.



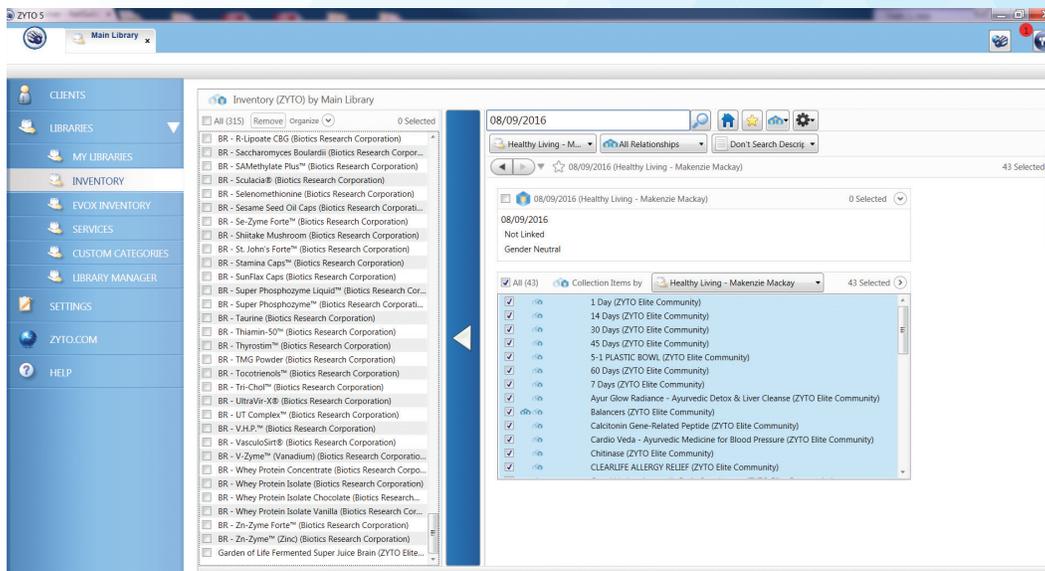
You may choose to search by name or date if you know the date the item was added (for example, 08/09/2016).



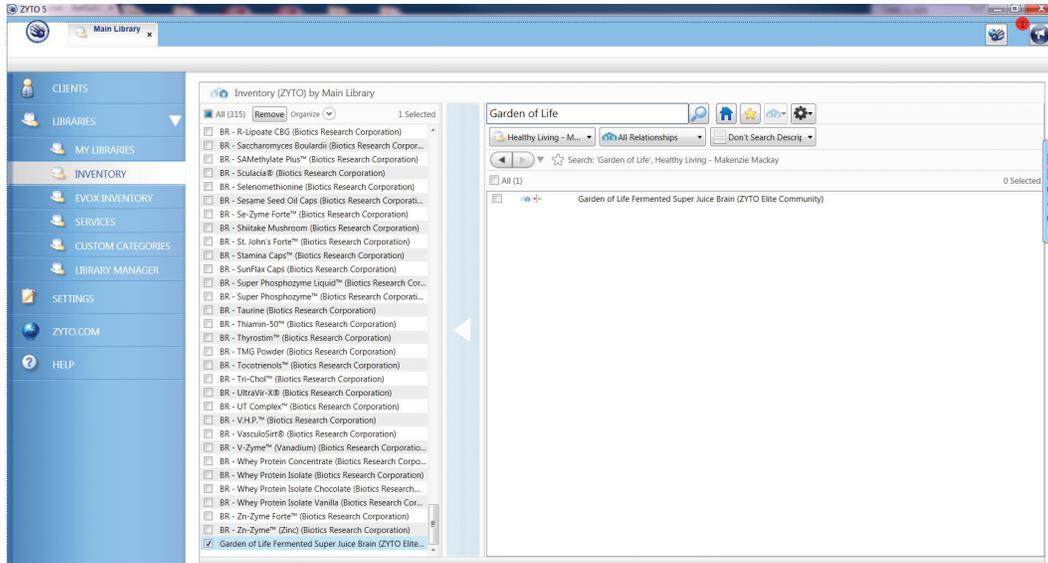
5. Select the Virtual Item(s) you want to add by clicking the check box to the left of the item(s).



If you want to add items from the dated collection (for example, 08/09/2016), make sure you first click to open the collection and then click to select the individual items you want to add to your inventory:

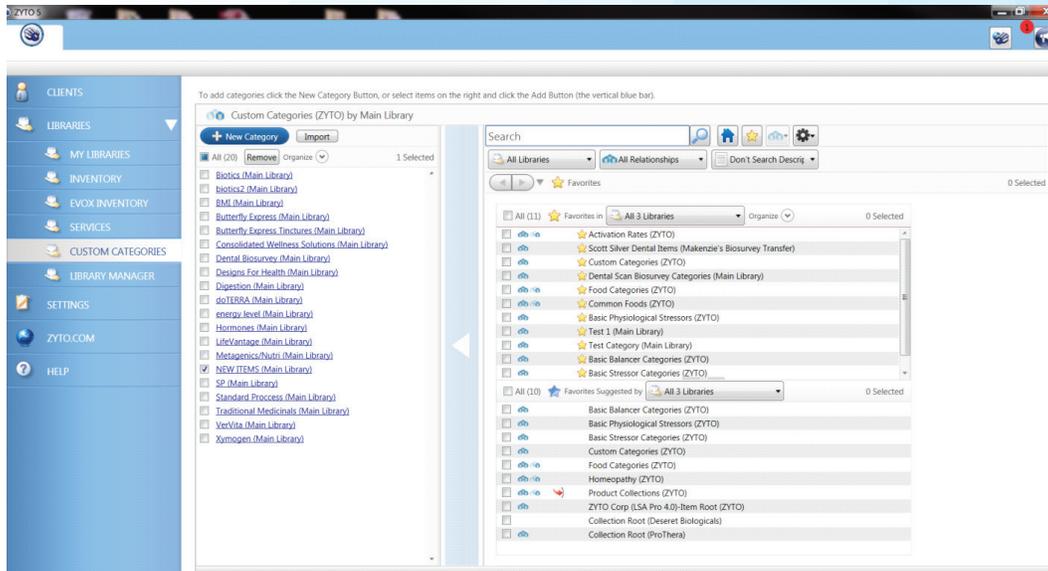


- Click the blue copy bar to move the selected item (or items) into the inventory collection. At the bottom, you can see that Garden of Life has been added to your inventory.

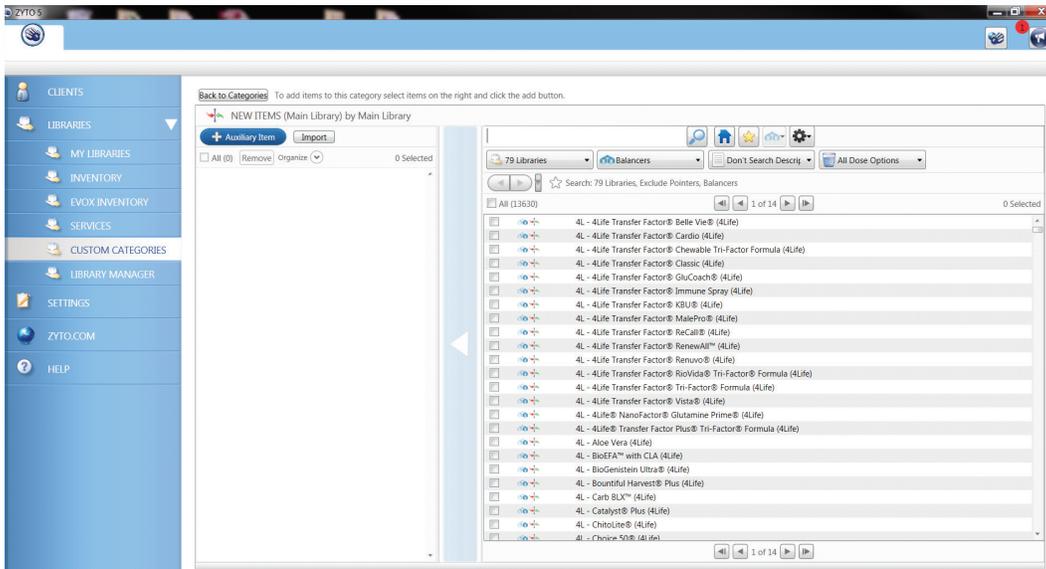


Accessing new personal library items and adding them to Custom Categories

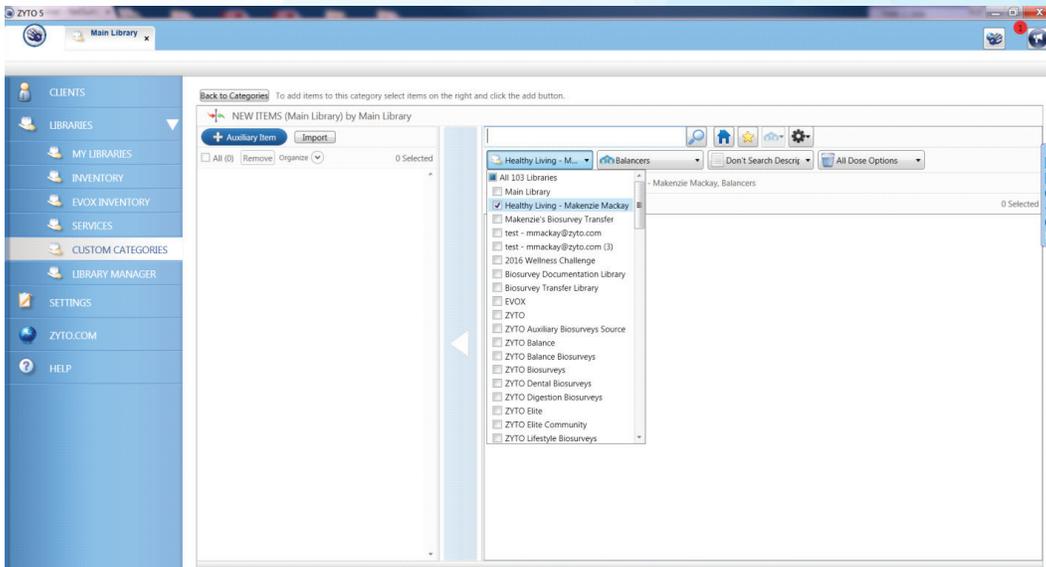
- In the main menu, under **Libraries**, click **Custom Categories**.



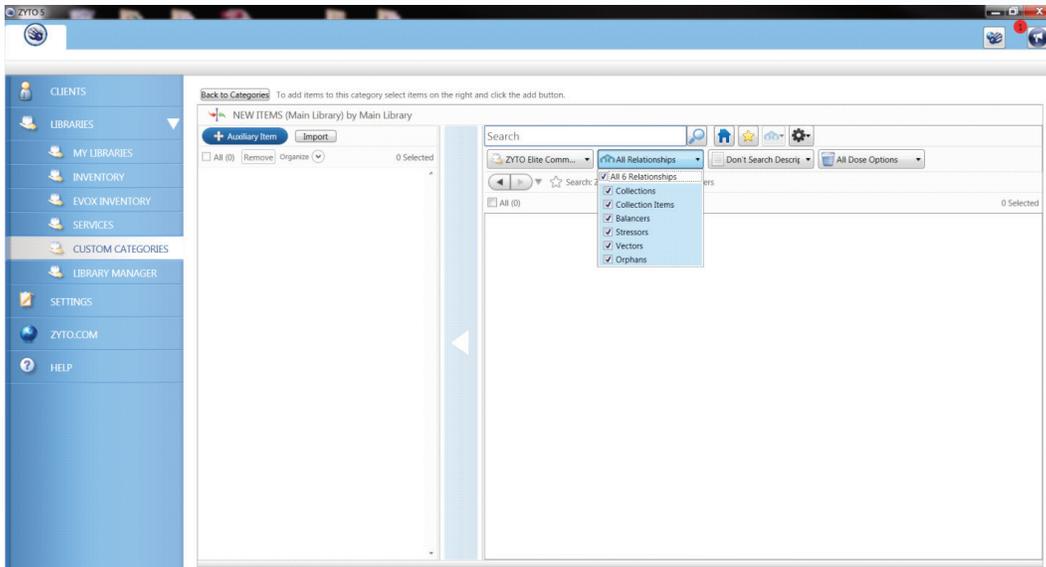
2. Select the custom category that you want to add these items to.



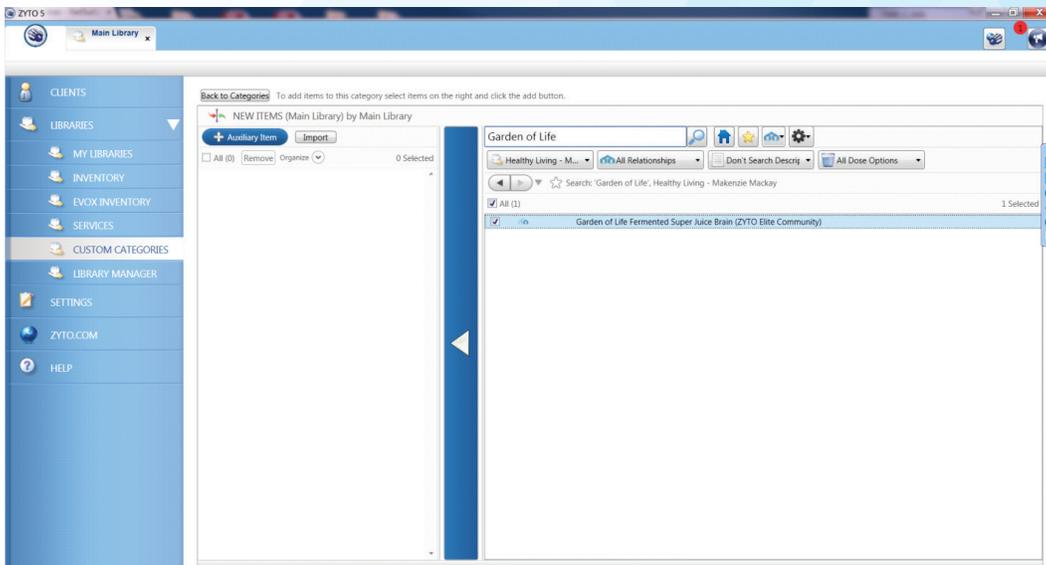
3. Click the **Libraries** drop-down menu on the right-hand side of the screen and click to deselect **Main Library**. Then, select your personal library, which will be titled with your company name and the owner of the account (for example, Healthy Living – Makenzie Mackay).



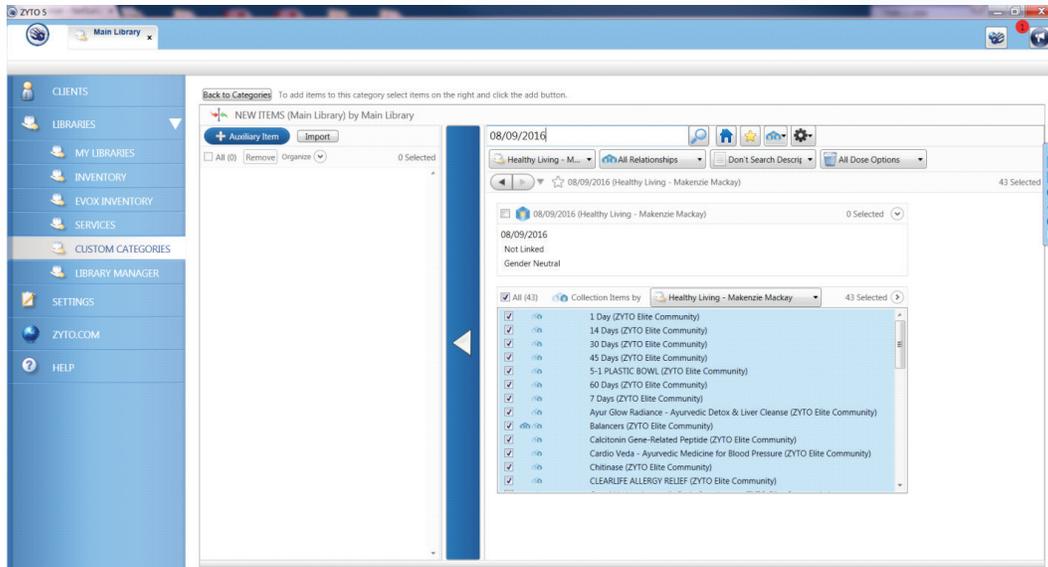
4. The software will automatically pick Balancers as the relationship type. In order to see the new items in this library, click the **Relationship** drop-down menu and select **All 6 Relationships**.



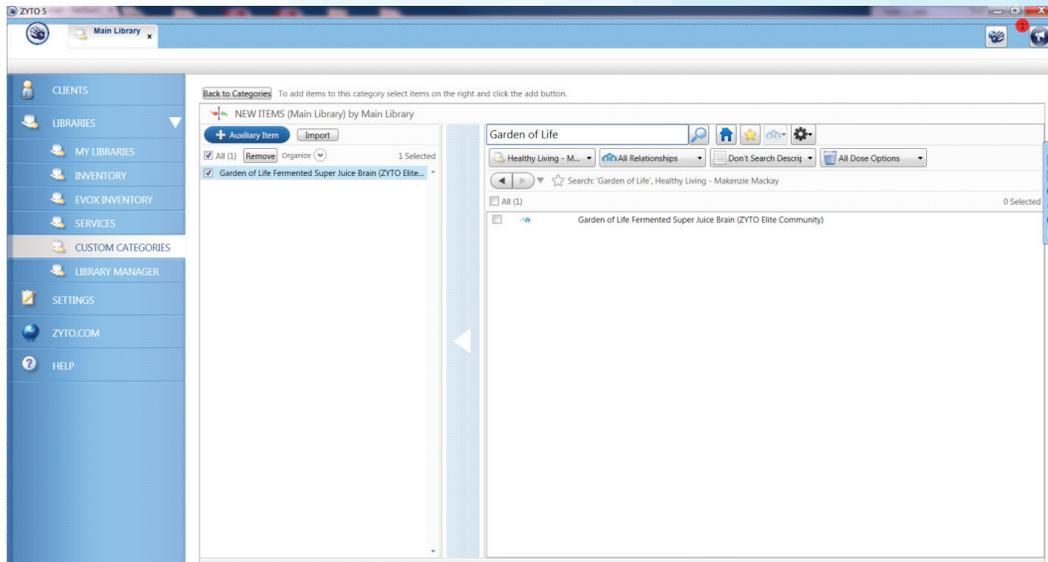
5. Search in the search bar for the item(s) you want to move over or select from the full list.



If you want to add items from a dated collection (for example, 08/09/2016), make sure you first click to open the collection and then click to select the individual items you want to add to your custom category:

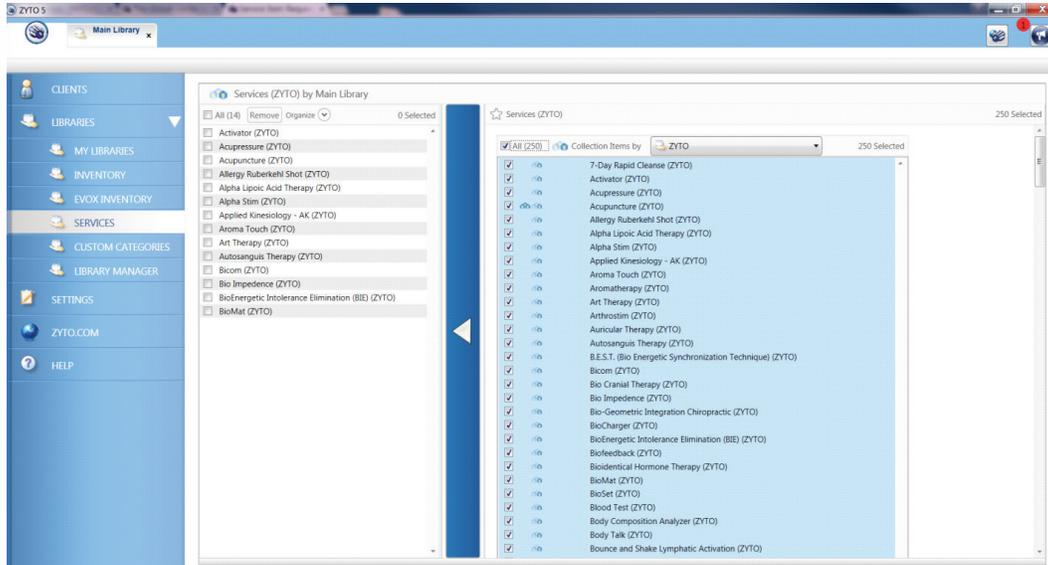


6. Click the blue copy bar to move the item or items into the custom category. Now you can see that Garden of Life is moved over into the NEW ITEMS Custom Category.

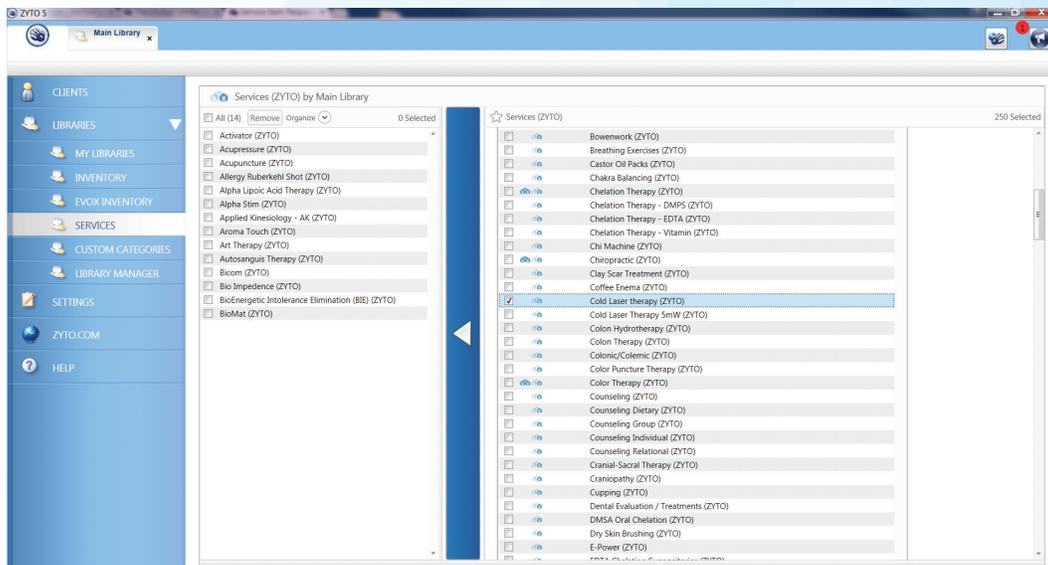


Accessing new service items and adding them to your Services inventory:

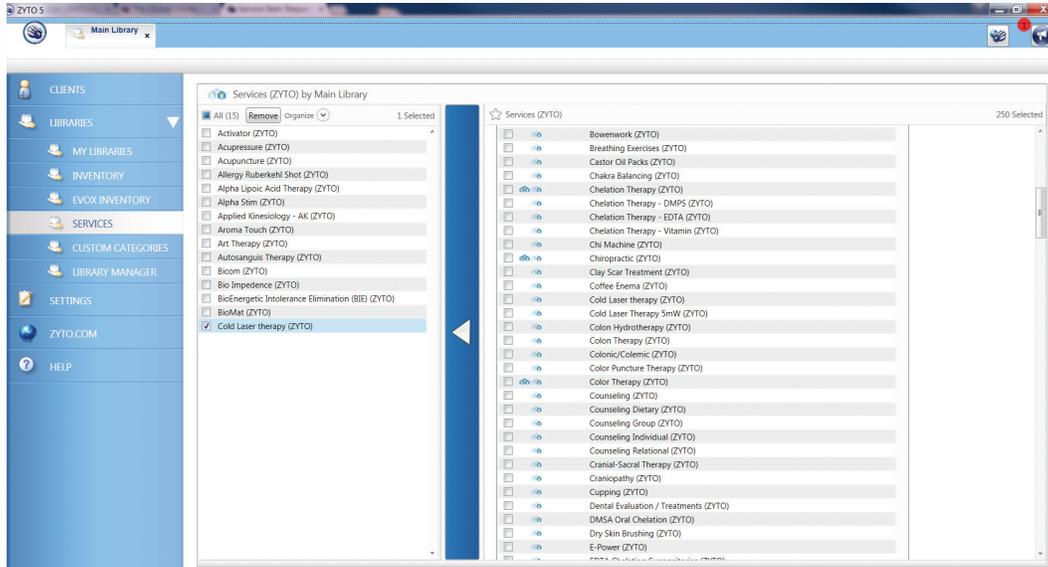
1. In the main menu, under **Libraries**, click **Services**.



2. On the right side of the screen, deselect the All checkbox and scroll through the list to find the new service item you submitted. Then click the checkbox next to your service item(s) you wish to add.

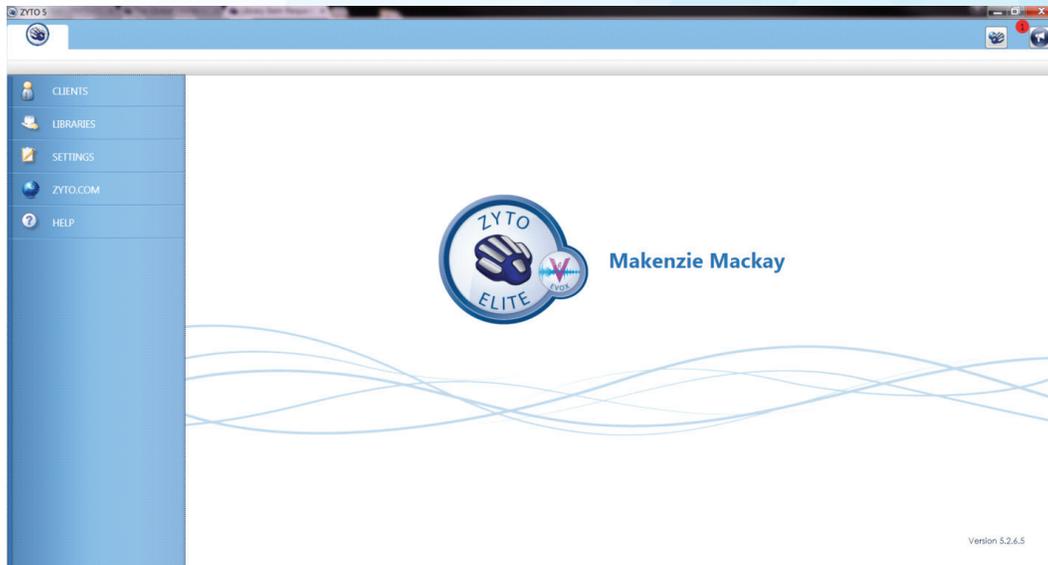


3. Click the blue bar to move the item or items over to your Services. Now you can see that Cold Laser Therapy has been added to the Services category in the Main Library:

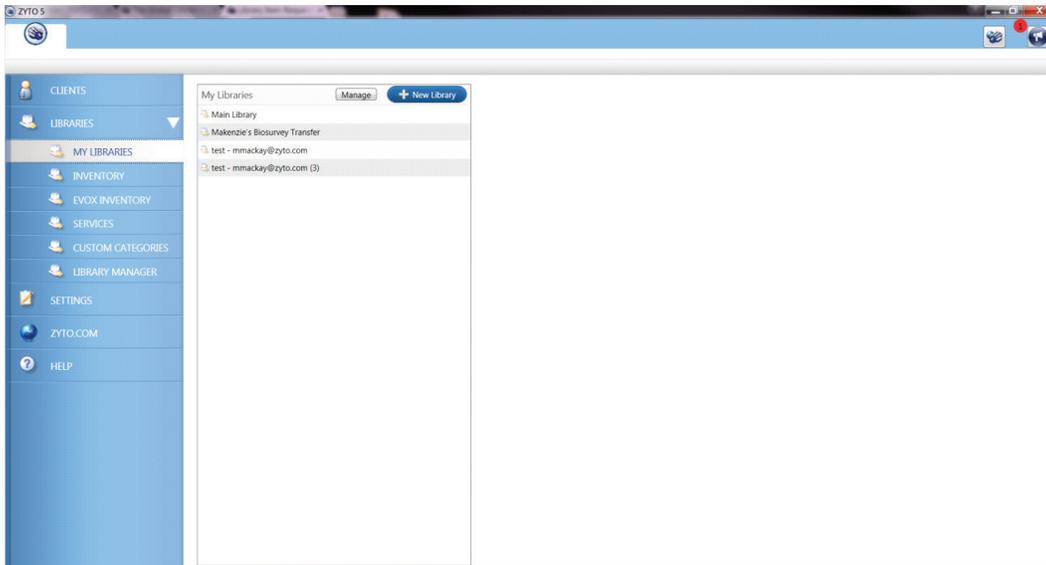


Accessing new Elite Community library items in your Main Library

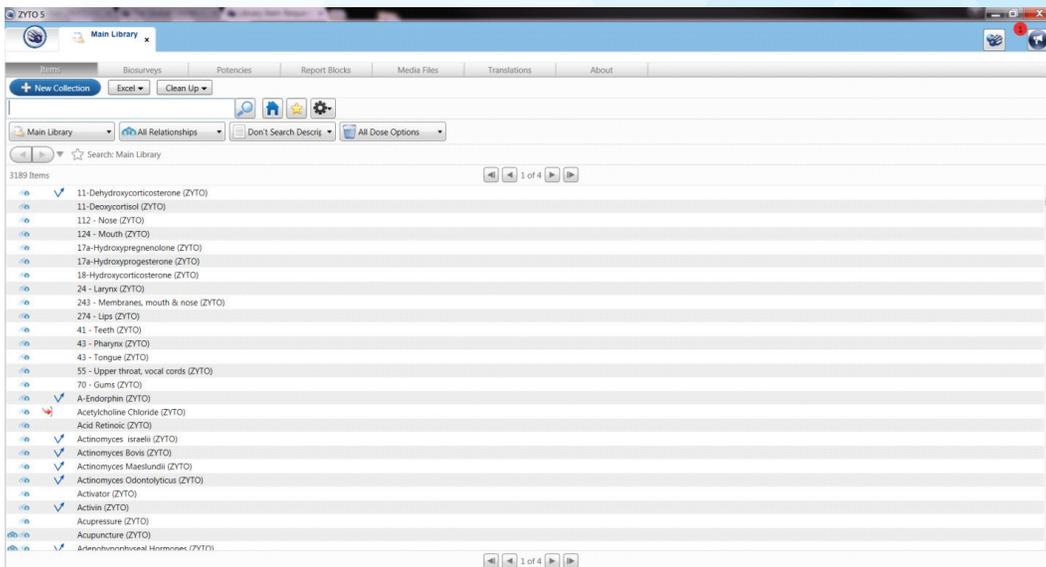
1. In the main menu of your ZYTO software, click **Libraries**.



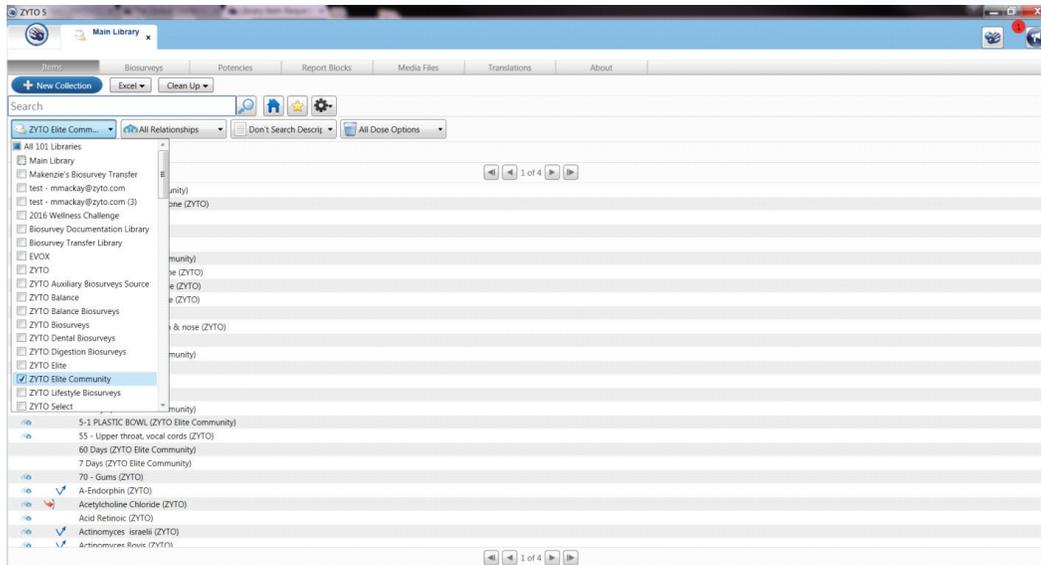
2. Click **My Libraries** and then select **Main Library**.



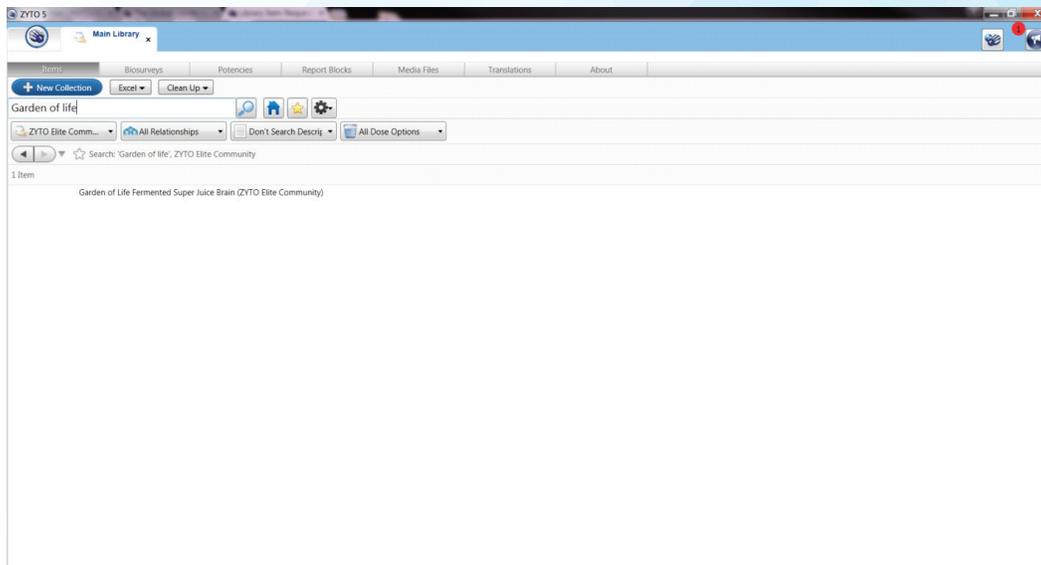
This will show you everything that's in your Main Library:



3. Click the **Main Library** drop-down menu and first deselect your **Main Library**. Then, select **ZYTO Elite Community**.

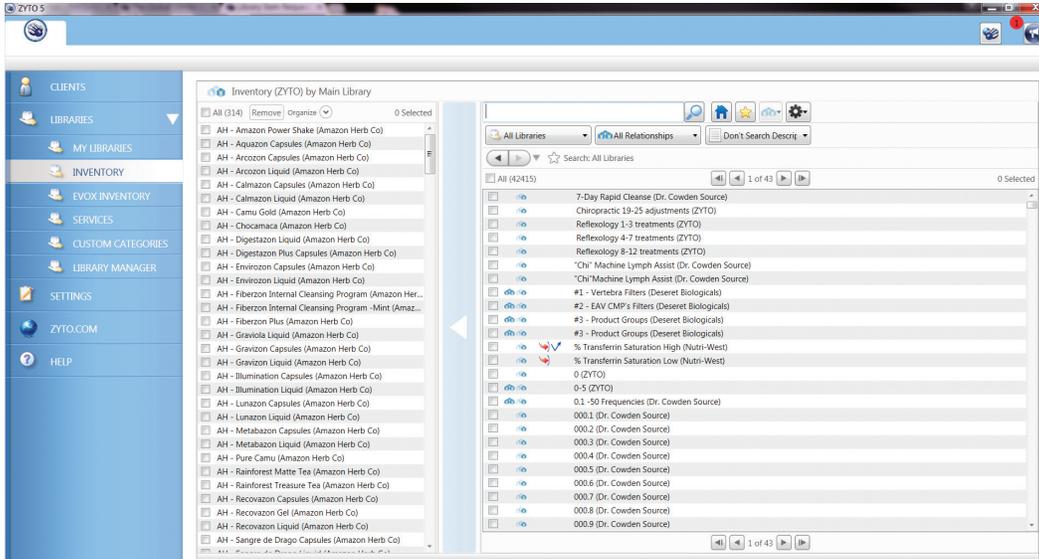


4. Use the search bar to search for items that have been added.

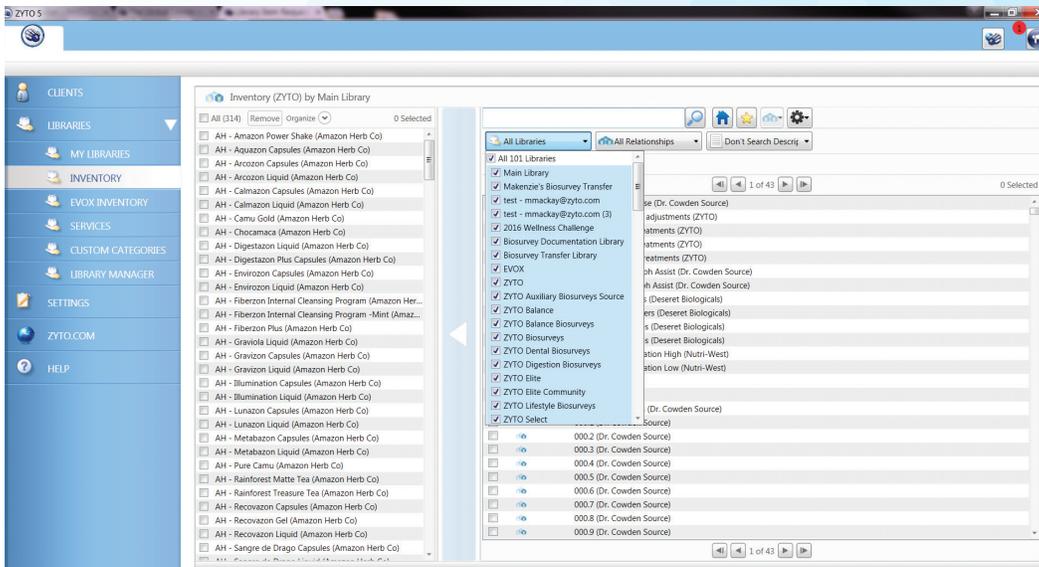


Accessing new Elite Community library items and adding them to your Inventory

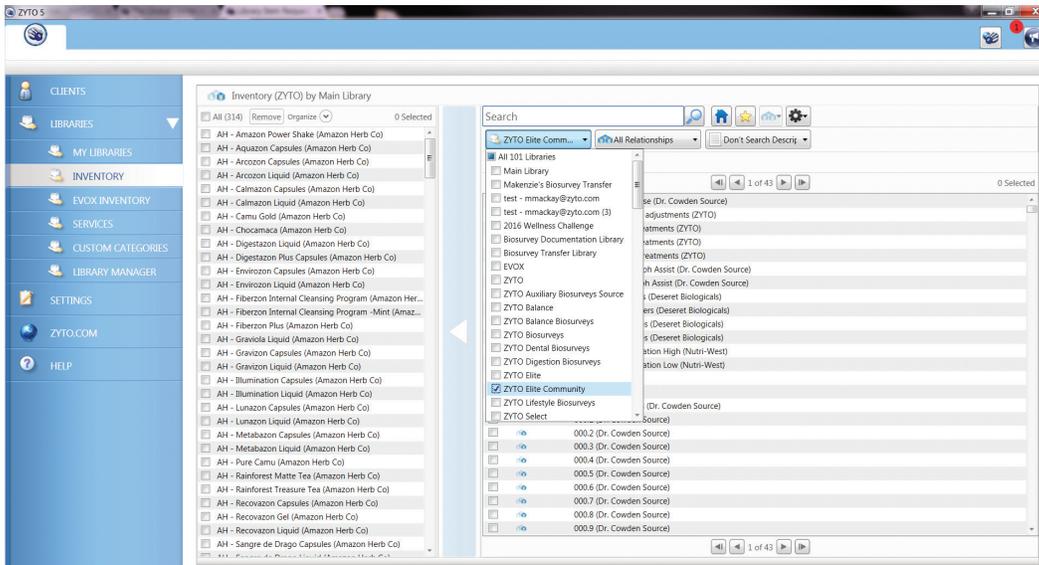
1. In the main menu, under **Libraries**, click **Inventory**.



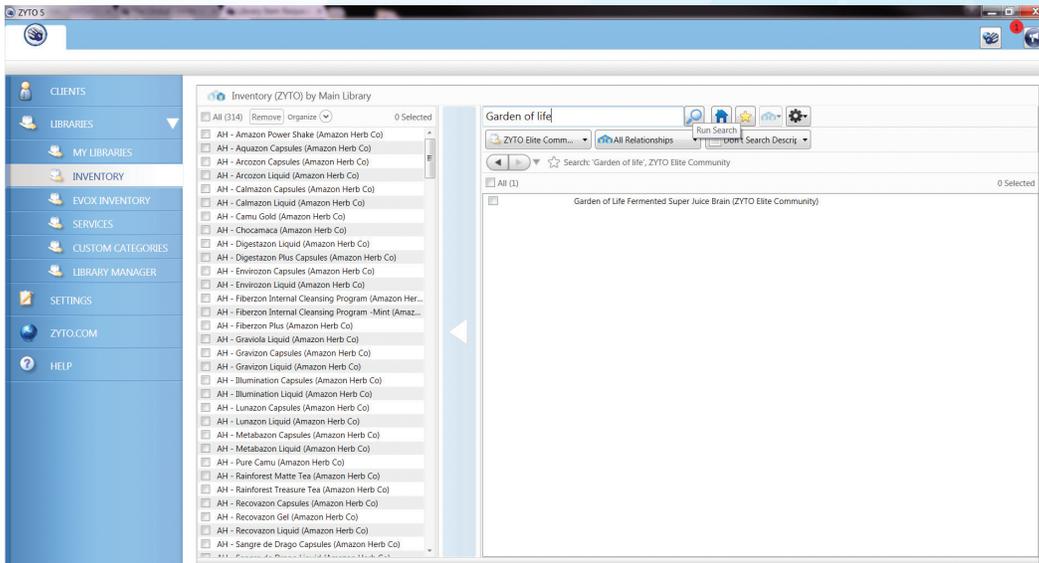
2. On the right-hand side of the screen, click the **All Libraries** drop-down menu.



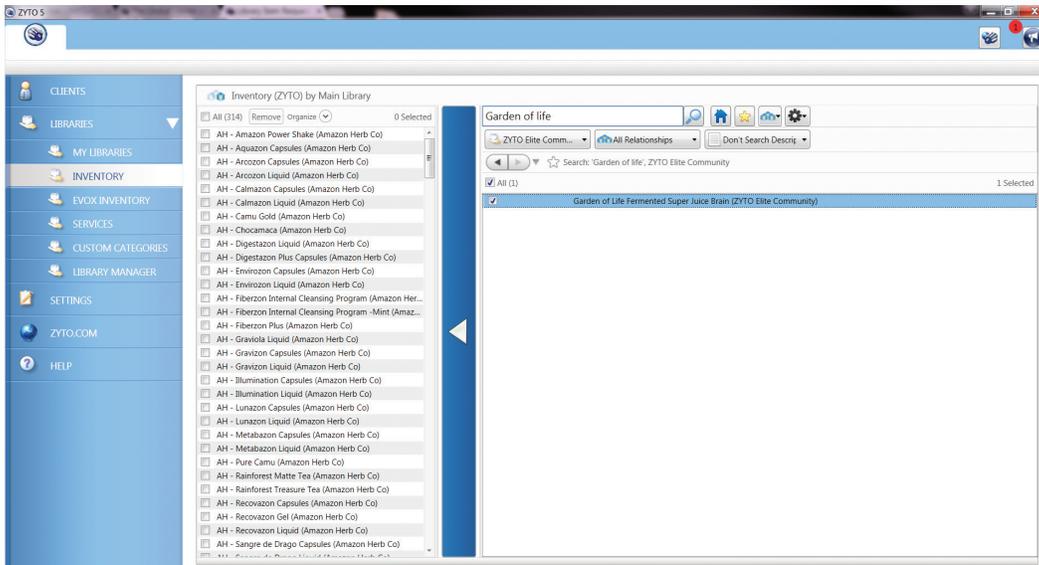
3. Click to deselect **All Libraries**. Then, select **ZYTO Elite Community**.



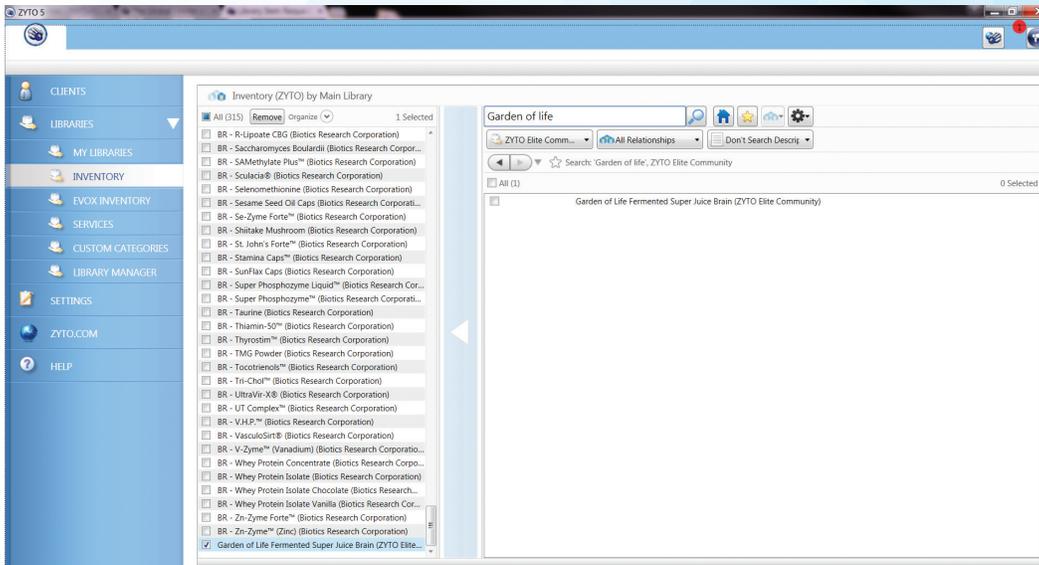
4. Use the search bar to search for items that have been added.



5. Select the Virtual Item(s) you want to add by clicking the check box to the left of the item(s).

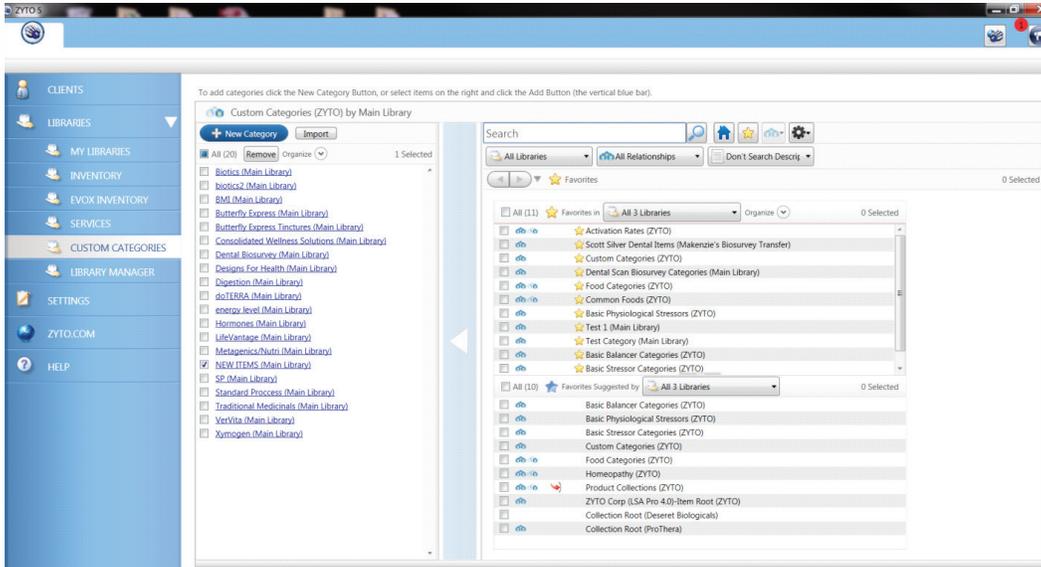


6. Click the blue copy bar to move the selected item (or items) into the inventory collection. At the bottom, you can see that Garden of Life has been added to my Inventory.

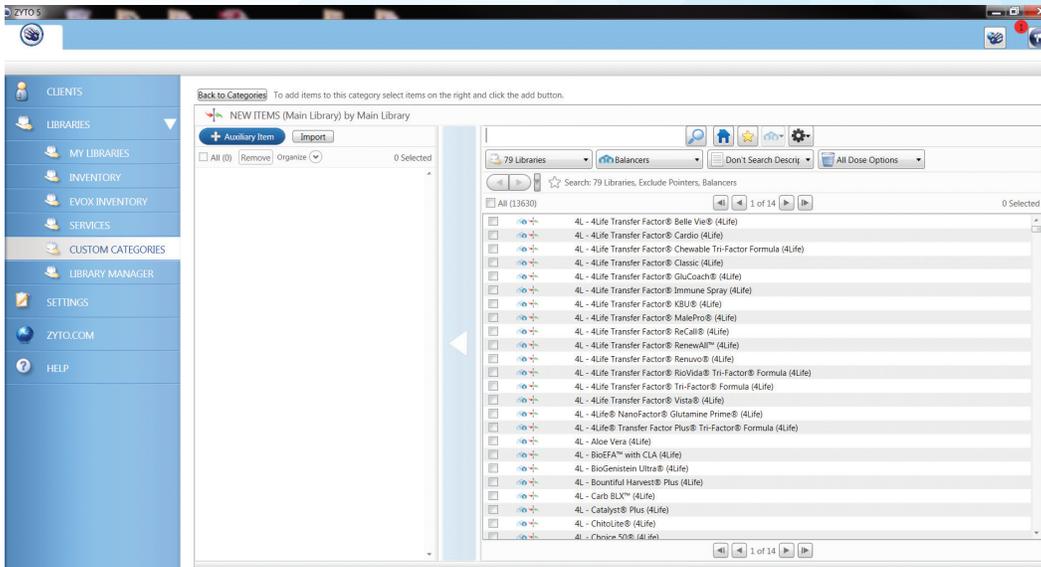


Accessing new Elite Community library items and adding them to Custom Categories

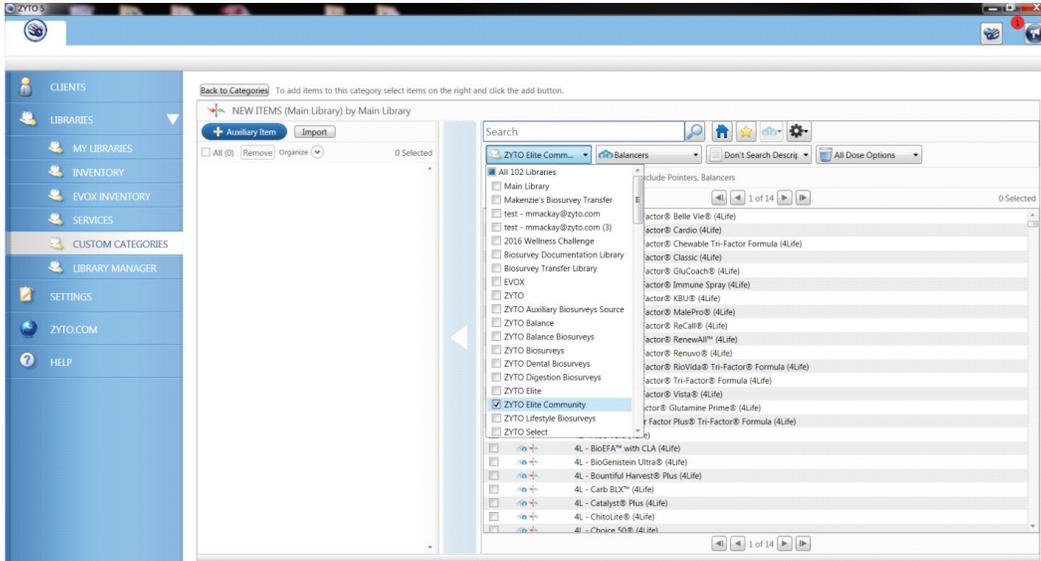
1. In the main menu, under **Libraries**, click **Custom Categories**.



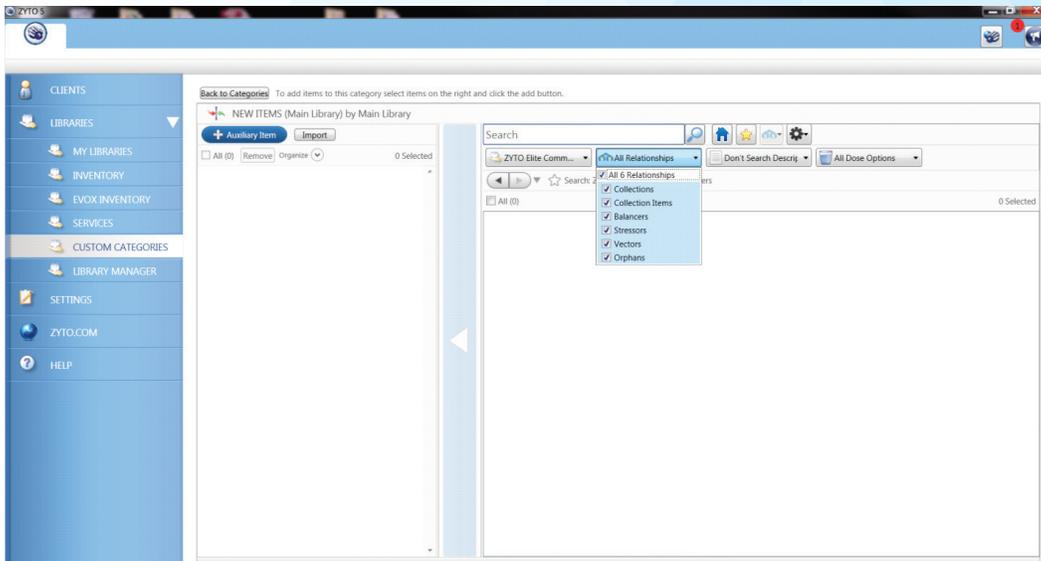
2. Select the custom category that you want to add these items to.



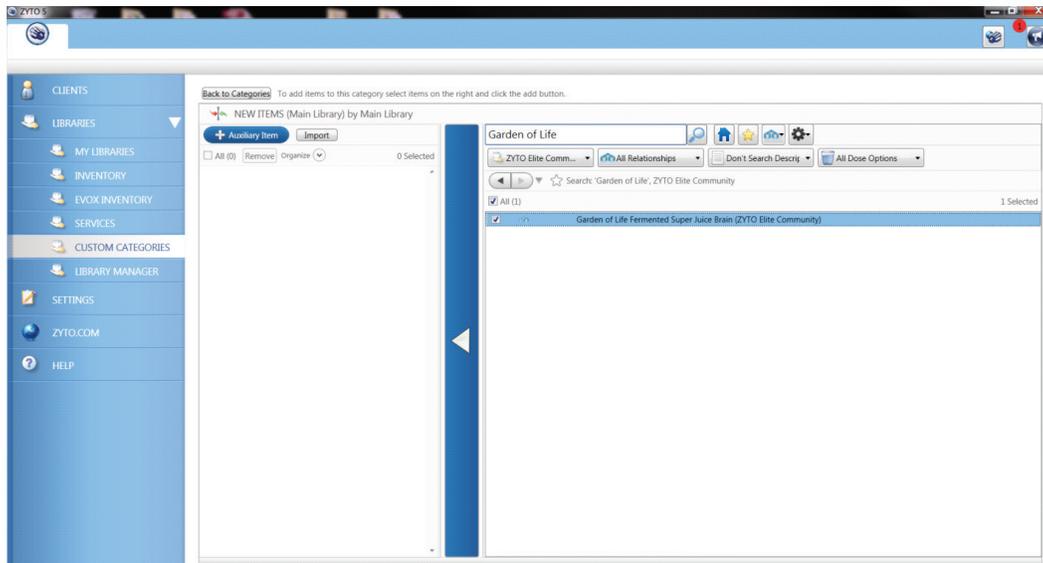
- Click the **Libraries** drop-down menu on the right-hand side of the screen. Then, deselect the **All Libraries** option at the top and select **ZYTO Elite Community**.



- The software will automatically pick Balancers as the relationship type. In order to see the new items in this library, click the **Relationship** drop-down menu and select **All 6 Relationships**.



5. Search in the search bar for the item(s) you want to move over or select from the full list.



6. Click the blue copy bar to move the item or items into the custom category. Now you can see that Garden of Life is moved over into the NEW ITEMS category.

