

Website Listing Guide

➤ Account Creation

- ✓ Click on the **“Dashboard”** on the top menu to create an account or login after reading the instruction.
- ✓ After filling the form and submit, a verification link will be sent to the email provided when registering.
- ✓ Login to your email to click on the **“Confirm Email Address”** button to verify your email.
- ✓ Log into your account or click on the **“Dashboard”** menu on the top and click on the word **“Here”**.
- ✓ In your dashboard, you can manage your account.

➤ Add Listing

- ✓ On your account dashboard at the left menu on the bottom, click on the **“Submit Listing”** button to add as many as you like, your items.
- ✓ You can also go to the top menu and click on the **“Add Listing”** menu to add your items.
- ✓ After submitting your listing, a notification will be sent to your email to tell you your listing has been received and is under review.
- ✓ After submitting your items, an admin will review all your listings within 24 hours; your listing will be publishing on the website.
- ✓ If your listing doesn't march their **policy**, it will not be publishing.

➤ Your Dashboard

- ✓ On the left menu, you will have **My Listing**, showing you the number of items you have listed
- ✓ **My Profile** gives you access to edit your account details.
- ✓ **Favorite Listings** shows all your favorite listings
- ✓ The **announcement** will show you all the announcement sent from the admin

- ✓ **Submit Listing** button will let you add listing
- ✓ If you want to logout from your account, you click on the **“Logout”** button.
- ✓ **All Listings** displays all your items that are live on the website.
- ✓ **Published** will also display all your published items on the website
- ✓ **Pending** also displays both new and edited listings that are yet to be review and publish.
- ✓ **Expired** also displays all your expired listings

➤ **Editing an Item on your Dashboard**

- ✓ Click on the **“Edit”** link at the far right of an item and edit
- ✓ If you want to delete an item, you click on **“More”** at the far right after the **“edit”** link and click on **“delete”** link to delete the item.
- ✓ If you want to **“Promote”** your listing or want your listing to be **“Featured”**, you will go to your **“pending”** if the item hasn't been published and go to your far right of the item you want to feature and click on **“More”** link after the **“edit”** link. Click on the **“Promote”** link and follow the steps.
- ✓ If the items have been published and you want to feature it, you call these lines for help **+233246899598, +233591305099.**
- ✓ When your item(s) expired, you go to your far right and click on **“more”** link and click on **“Renew”** link to renew it.