



# Speed Configuration Guide

on how to manage listing process

## ▶ Managing listing process

Based on your preferences and requirements you might need to rearrange an existing listing process on your site or build a new one from scratch.

Listing process includes several major elements that need to be linked together:

- *Listing type;*
- *Category (along with a submit form and fields);*
- *Account type;*
- *Plan.*

**Step 1:** In this step you are supposed to add a new listing type, for example **Quick Sales**.

We start with adding a listing type because it is a primary set of configurations that forms a listing process in general. The main purpose of the listing type is to provide a ground for adding categories, to which users will further be able to post ads. Categories in Flynax Software are supposed to be assigned to particular listing types. Apart from category settings you can configure search, multimedia, extra category box and featured options for a listing type (See **Listing Types** Section in the Manual for more details).



To add a listing type go to: **AP > Listings > Listing types > Add a listing type**.

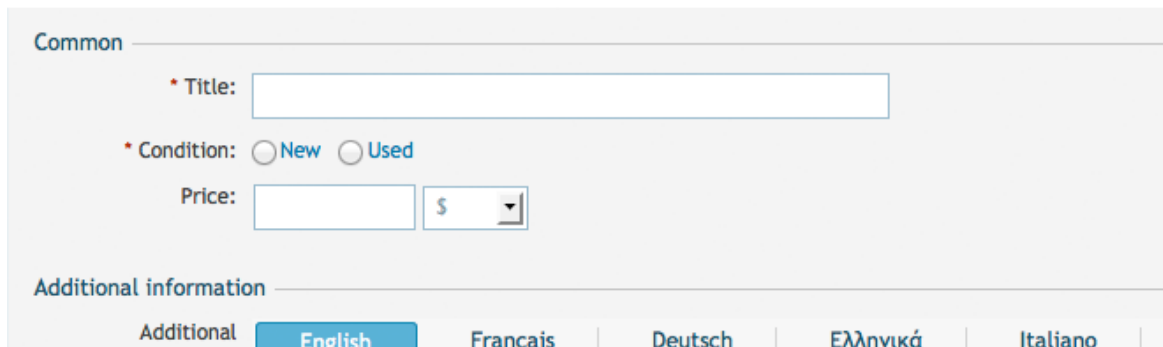
**Step 2:** Once you added a listing type and configured its category, featured, multimedia, extra category box and search options you can start adding categories to the listing type, for example **Quick Sales**.

Category/subcategory is a visual method of classifying or putting together similar or relevant ads (See **Categories Section** in the Manual for more details).



To add a category to the listing type go to: **AP > Categories > Add a Category**.

**Step 3:** After adding a category you will need to build a submit form (including title and short forms) for the category - **Quick Sales**. Submit form is a set of listing fields enclosed into field groups, which users have to fill in when posting their ads. Every submit form can have custom fields, which are added through Field Manager and further activated from Submit Form Builder by dragging and dropping the fields onto the submit form (See **Building Submit Forms Speed Guide** for more details):



**Step 4:** Now that you have a category with all required fields you can add an account type, for example **Quick Sellers**, users of which will be able to post ads to Quick Sales category (including other categories and subcategories, which you will make available for users of this account type).

The purpose of the Account Type Manager is to enable creating different user groups, which will have different capabilities on the site. You can add an account type that will be able to post ads to a particular category(s); in addition, you will have a separate page for users of this account type. Available account types are offered in the first step of registration.

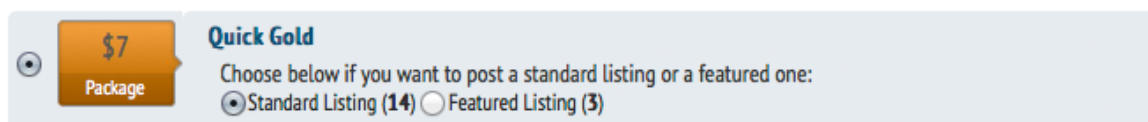
Account Type: Quick Sellers ?

To add an account type go to: **AP > Accounts > Add an Account Type**.

When configuring the account type don't forget to set a listing type, to which users could post ads, in our case Quick Sales listing type. So when you enable users to post ads to a particular listing type you enable posting ads to categories of this listing type.

**Step 5:** In the final step you are supposed to add a plan, for example **Quick Gold**.

Plan is a time limited subscription assigned to a category(s) and available to a particular account type(s) (buyers, sellers etc). The purpose of the Plan is to generate profit by charging users (agents, sellers, brokers, dealers etc) for posting ads on your site (a user is offered to purchase a plan before posting an ad). At the same time plans provide a wide selection of capabilities to users in terms of prices, duration of plans and ads, featuring ads and multimedia uploads. Flynax Software enables you to add both free and paid plans from the Plan Manager. (See **Configuring Plans Speed Configuration Guide** for more details).



To add a plan go to: **AP > Listings > Listing Plans > Add a Plan**.

When configuring Quick Gold plan don't forget to assign it to Quick Sales category and make it available to Quick Sellers type so that users (Quick Sellers) could post ads to the category.

**Bottom line:** Now you have a listing type Quick Sales, which has a category Quick Sales, and you have an account type Quick Sellers, users of which can post ads to Quick Sales category by purchasing (or selecting if you offer a free plan) Quick Gold plan.