RE:SALE USER MANUAL

TABLE OF CONTENTS

INTRODUCTION

Re:sale is a platform where businesses can advertise products nearing end-of-life at a reduced cost to the public. Users can shop for discounted products that are still of value but would otherwise be discarded by businesses.

REGISTERING AND ACCESSING YOUR RE:SALE ACCOUNT

REGISTERING AN ACCOUNT

1. From the Re:sale landing page, click 'Register' in the top right of the page.
   Note: Registering with Re:sale will create an Individual account, business accounts can be subsequently added once logged in.
2. Enter your First Name, Last Name, Email, Date of Birth, Address, and Password; these are required fields. Optionally add a Middle Name, Nickname, and personal Bio paragraph.
   Note: A user must be over the age of 13 to register, have a valid email address, valid street address and a password of at least 8 characters containing a combination of upper-case, lower-case, and numerical characters.
3. Click "Create Account". You will be redirected to your home page upon successful registration.

LOGGING IN TO YOUR ACCOUNT

1. From the Re:sale landing page, click 'Login' in the top right of the page.
2. Enter your registered email and password Re:sale credentials.
   Note: Authentication will be unsuccessful if you have not registered a Re:sale account or the entered credentials do not match those inputted when creating your account.
3. Click 'Login'. You will be redirected to your home page once authenticated.
   Note: To log out of your account, click on your user/business name in the top right and select 'Logout' in the dropdown menu.

USER SEARCH

SEARCHING FOR A USER

1. Click "Search" in the top left of the navigation bar. This will redirect you to Re:sale's search functionality. Make sure the 'Users' tab is selected.
2. In the search query box at the top of the page, enter a user's First Name, Last Name, Middle Name, Nickname or any combination of these.
3. Click 'Search'. Users that match the given search query will appear as search results. Clicking on a User will redirect you to their profile page.
   Note: A minimum of 3 characters is required to search.

NAVIGATING USER SEARCH RESULTS

- Clicking a specific column will toggle search results to be sorted by that column in ascending or descending order.

Note: Search results include a user's unique identifier, First Name, Middle Name, Last Name, Email, and Location region; these can all be used to sort search results.

- Results are paginated, showing 10 results per page. Click the page numbers at the bottom of the page to navigate across pages to see more search results.

Advanced Searching

- **AND and OR:** Words with an OR between them result in any of the given words being matched. Words with an AND between them result in all the given words being matched. If no conjunction (AND or OR) is given, then it is assumed to be AND.
- **Query within quotes:** A search query within quotes will provide results that match the query words exactly. Any operators within quotes will be treated as words, not operators.
- Extra whitespace between words is ignored. All words (including AND and OR operators) are case insensitive.

Business Search

Searching for a Business

1. Click "Search" in the top left of the navigation bar. This will redirect you to Re:sale's search functionality. Make sure the 'Businesses' tab is selected.
2. In the search query box at the top of the page, enter all or part of a business' name.
3. To the right of the search query box, there is a drop-down to filter results by a single business type.
4. Click 'Search'. Businesses that match the given search query (and selected type) will appear as search results. Clicking on a Business will redirect you to their profile page.
   Note: A minimum of 3 characters is required to search.

Navigating Business Search Results

- Clicking a specific column will toggle search results to be sorted by that column in ascending or descending order.
  Note: As with the User Search, all fields can be used to sort Business Search results.
- Results are paginated, showing 10 results per page. Click the page numbers at the bottom of the page to navigate across pages to see more search results.

Advanced Searching

- The same advanced search functionality as User Search applies.

Business Accounts

Creating a Business Account

1. Click on your name located in the top right of the navigation bar. In the appeared dropdown menu, click 'Create Business'.

2. Enter a Business Name, Address, and Business Type as required. Enter an optional Business Bio paragraph.
   Note: Business types include 'Accommodation and Food Services', 'Retail Trade', 'Charitable Organization', and 'Non-profit Organisation'.
3. Clicking 'Create Business' will add this register this business with Re:sale. By creating this business, you become the primary administrator of this business on Re:sale.

Act as your Registered Business

1. To switch between your profile and Business profile, click on your name in the top right of the navigation bar. In the dropdown menu select the business you wish to act as.
   Note: If the business that you wish to switch to does not appear in the 'Businesses' list, the business has either not been registered with Re:sale or you do not have administrative privileges to it.

Assigning Business Administrators

1. Navigate to a User's profile through Re:sale's User search functionality.
2. While acting as a Business, click 'Add as Administrator to Business' on a User's profile page. This will give administrative privileges to this user.

Managing your Business Product Catalogue

- From the home page of your business, click 'View Product Catalogue' located under the 'Quick Links' section on the left side of the page, or, acting as a business, click on your business name in the top right and select 'Catalogue' in the dropdown menu. This will take you to an itemized list of products in your Product Catalogue. The information displayed about products includes the Product Code, Product Info (name and description), Manufacturer, RRP, and Date Added. This list contains the same sorting and pagination functionality as seen throughout Re:sale.
  Note: Products in the Product Catalogue are items that a business can sell and which can be included as instances in a Business Inventory. The Product Catalogue details overarching information about products and not specific instances.
- To add a product to your business's catalogue:
  1. Click 'New Product' in the top right of the Product Catalogue page.
  2. Add the product's ID, Name, and optional Description, Manufacturer, and RRP.
  3. Click 'Create Product' to add this product.
- To edit a product in your business's catalogue, click the "Edit" button to the right of the listed product. Here you will be able to edit this product's various information.

Managing your Business Inventory

Note: Your Business Inventory is a place to document stock quantities; unit and total pricing; and important date information for perishable goods.

- From the home page of your business, click 'View Inventory' located under the 'Quick Links' section on the left side of the page, or, acting as a business, click on your business name in the top right and select 'Inventory' in the dropdown menu to access your Business Inventory. This will redirect you to a page displaying instances of products including their Product Code, Quantity, Unit Price, Total Price, Manufacture date, Sell-By date, Best-Before date, and Expiry date.

- To add a product to your Business Inventory from your Product Catalogue:
    1. On the Inventory page, click 'New Item'. A popup box to create a new inventory item will appear.
    2. To select an item from your Product Catalogue, click the 'Select' button adjacent to the 'Product Code' field.
    3. This will open a list containing all the products in the Product Catalogue. Click 'Select' next to the product you wish to add an instance of in your inventory.
    4. Having selected an item from the Product Catalogue, enter the Quantity and Expiry, and optionally include Price Per Item, Total Price, Manufactured date, Sell-By date, and Best-Before date.
    5. Once all information about that inventory item has been entered, Click 'Create Item' to save the item to the Business Inventory.
- To edit a product in your Business Inventory, click the "Edit" button to the right of the listed inventory item. Here you will be able to edit this item's various information.

Managing your Product Sale Listings

Note: A sale listing puts the products in your Inventory on the open market for purchase. Users on Re:sale will have the opportunity to purchase your products.

- To view sale listings created by your Business, from the home page of your business, click 'View Listings' located under the 'Quick Links' section on the left side of the page, or, click on your business name in the top right and select 'Listings' in the dropdown menu. This will redirect you to a page where your Sale Listings are displayed, including the Product Info (product name and description), Quantity for Sale, Price, the listing's Creation date, and the listing's Closing date.
- To create a Sale Listing:
    1. On the 'Sale Listings' page, click 'New Listing'. A popup box to create a new sale listing will appear.
    2. To select an item from your Business Inventory to list, click the 'Select' button adjacent to the 'Inventory Item' field.
    3. This will open a list containing all the items in your Business Inventory. Only inventory items with a quantity greater than the quantity of that item already listed for sale will be shown. Click 'Select' next to the inventory item you wish to add a sale listing for.
    4. Having selected an item from the Business Inventory, enter the Quantity of the selected item to sell, its Sale Price, listing Closing date, and optionally add any additional information in the 'More Info' field to accompany the listing.
    5. Once all Sales Listing information has been entered and the listing is ready to be published, click 'Create Listing' to add your product for sale to the Re:sale market.
       Note: Once a Sale Listing has been created, it cannot be edited or removed until the listing close date.

YOUR PROFILE PAGE

- Both Individuals and Businesses on the Re:sale platform have their profile page. To access your profile page, click the ‘Profile’ link in the top right of the navigation bar to view your profile page, the relevant profile being displayed depending on whether you are acting as an Individual or Business.
- An individual’s profile page includes information such as Primary Image, First Name, Middle Name, Last Name, Nickname, Bio, Email, Location, Date of Registration to Re:sale, any businesses they administer, and all the images they have uploaded in carousel form. An individual’s profile page includes all cards for the marketplace they have created, shown in a card form.
- A Business’ profile page includes information such as Business Name, Description, Address, Business Type, Date of Registration to Re:sale, and Business Administrators.

EDITING YOUR PROFILE

To edit your profile, you must be acting as an individual and be on your profile page (To access your profile see above). On the profile page, there is a button labelled “Edit Profile”. Clicking this will take you to a page where you can edit your profile information. All current information will appear in the text boxes under their respective labels, which can now be edited (Validation still applies to these fields).

To edit one of your businesses, you must be acting as the given business and on your profile page (To access your profile see above). On the business profile page, there is a button labelled “Edit Business”. Clicking this will take you to a page where you can edit your business information. All current information will appear in the text boxes under their respective labels, which can now be edited (Validation still applies to these fields).

CANCEL CHANGES

You can cancel any changes made by either clicking the red button labelled “Cancel” at the bottom of the page or by leaving the page in any other way.

SAVING CHANGES

To save any changes made to your profile you must click the green button labelled “Save Changes” at the bottom of the page, doing so will save the changes and take you to a new page. On the new page, you can click the grey button labelled “Edit Again” to take you back to the edit profile page, or you can click the green button labelled “Home” to take you to your home page.

UPDATING YOUR LOCATION

When modifying your user details, if the country is changed (From New Zealand to Australia for example), you will receive a prompt on a new page stating that the currency has been changed and whether you would “like all your active products to have their currency changed”. If you select the grey “No” button, only future products will be in the new currency

When modifying your business details, if the country is changed, a confirmation popup will appear with the text: “The country of your business is changing, would you like to update the currency of your existing products to match this new country?”. If you select the grey “Keep Same” button, all products made before these changes will retain the previous currency, but all subsequent products will be displayed with the currency of the new country. If you select the green "Update" button, all products made before or after these changes will be displayed with the currency of the new country.

Uploading Images

You can add images to your profile by scrolling to the bottom of the edit profile page and clicking on the green button labelled "Add image". This will open a file upload window, by selecting any image(s) (with file type PNG or JPEG and file size less than 10MB) the image(s) will be added to the list of images to be uploaded. To save an image to your profile you must save your changes as mentioned above in the "Saving Changes" section, doing so will upload the images and add them to your profile.

Removing Images

You can remove any image by clicking the red button labelled "Remove" and confirm your decision with the pop up that appears on the screen. This change will be done immediately and independently of the other changes made to your profile. This works for both images that have been uploaded and ones that have been selected but not uploaded yet.

Primary Image

The image that will be shown as the main image on your profile is called the "Primary Image", but all images can be viewed if you scroll underneath the profile information on the profile page where they are displayed in a section labelled "User's Images". To change which image is used as the primary image you will need to be on the edit profile page. Underneath the current primary image, there is a button labelled "Already Primary" to show which image is currently the primary image, by clicking the green button labelled "Make Primary" under any other image that has been uploaded (the same button will be coloured grey for an image that has not been uploaded) you will change the primary image to the selected one. To save this change to your profile you must save your changes as mentioned above in the "Saving Changes" section.

The Marketplace

- The Marketplace is where Individuals can make their listings (called cards) for other Individuals to view and interact with, these cards can only be made by Individuals, not Businesses. Cards can be viewed in one of three sections, For Sale, Wanted, and Exchange.
- Cards will be displayed in the Marketplace for a fixed period of 14 days, when such time has passed, the Individual will be given 24 hours to either delete the card or extend the display time by a further 14 days. If the Individual does not choose either of these options and the 24-hour time limit has been reached the card will automatically be deleted.
- Each card has some basic information (Title, Name of Creator, Country of Creator, Time since creation, and keywords associated with the card) that is visible in the Marketplace, to view more information any User (Individual or Business) can click on a particular card in the Marketplace to expand it.

Navigating to the Marketplace

- Any User on their Home page (Business or Individual) can access the marketplace by clicking 'Marketplace' located on the left-hand side of the page under the 'Quick Links' section, or, by clicking 'Marketplace' located at the left side of the navigation bar at the top of the page.
- On the Marketplace there are three tabs located at the top of the page (For Sale, Wanted, and Exchange), to change sections click on one of the tabs, this will then take you to that specific section.
- The section that is currently being viewed by the User is indicated by highlighting the current tab located at the top of the page. Each section will only display cards that have been added under that specific section.

Filtering cards in the Marketplace

Re:sale gives the user the option to filter cards by keyword.

1. While on the marketplace, type keywords to be filtered by in the input box labelled 'Filter By Keywords' this input box acts as a search for all keywords in re:sale, and will return a list of matching keywords.
2. To select a matching keyword, simply click on it and the keyword will be added to the filter, shown by a bubble below the keyword search.
3. Clicking the "x" on a keywords bubble will remove that keyword from the filter. Also clicking the 'Clear Keywords' button will clear all keywords from the filter and return all cards for the section.
4. Toggling the 'Match all' switch under the keyword search will toggle between matching All keywords in the filter (switch on) or matching any of the keywords in the filter (switch off)
5. Once the desired filters have been set, click the apply button next to the keyword search to apply the filter, now appropriate cards will be shown.

Managing your Marketplace

- To create a new card:
  1. While on the Marketplace page an Individual can create a new card by clicking on the 'New Card' button located on the top right side of the page (this can be done while viewing any of the three sections of the Marketplace). Once clicked a popup box to create a new card will appear.
  2. The fields indicated with a red asterisk are required to be filled out, these fields are the "Section" which is the section the card will be visible in, the card "Title" which is the title that can be seen on the card, and the Keywords which let another User know at a glance what the Individual's card is about. There is also a "Description" field which is not required but is available for any more information about the card.
  3. When the Individual is done with filling out the required fields, they can create their card by clicking the 'Create Card' button on the bottom right of the popup box or they can cancel making the card by clicking on the 'Cancel' button on the bottom left of the popup box.
  4. If the Individual has clicked 'Create Card' and there are any problems, then the Individual will be notified of this by warning messages under the incorrect field as well as that field

outlined in red. If there are no problems, then the popup box will close, and the new card will have been created and will be visible in the section it was assigned.

- Managing your cards:
  1. Once the Individual has made a card, it will be visible in the section they assigned it to. The new card will also be visible on the Individual's Home page.
  2. Each card will have the same information that is visible for other Users, but it will also have additional information only visible for the Creator of the card. This information is a countdown of the display period, as well as a 'Delete' button.
  3. If the card has expired, the creator can either extend the card by another 14 days or they can 'Delete' the card. If no action is taken the card will be deleted automatically.
  4. Clicking the 'Delete' button will cause a popup box to open Asking the User if they are sure they want to delete that specific card, giving the option to click 'Cancel' to cancel the deletion of that card or to click 'Delete' to delete the card.
- Editing your cards:
  1. If an individual would like to edit one of their cards, they can click the "Edit" button shown on the card. This can be done either on the individual's homepage or in the marketplace. Once clicked a popup box to edit the card will appear.
  2. All fields are prefilled with the card's current data. The individual can update these fields as they please. The fields indicated with a red asterisk are still required to be filled out.
  3. Once the individual has made the necessary changes to their card, they can press the 'Save Changes' button, updating the card to display the new changes (provided all required fields are filled).
  4. If the individual decides that they do not want the changes they have made to be saved, they can press the 'Cancel' button instead. This reverts the card data to its original state.

MESSAGING USERS ABOUT CARDS

Re:sale has the functionality to message other users about cards they have on the community marketplace.

- Sending Messages from cards
  1. To Send a message to another user, navigate to the community marketplace, and find the card you want to message the creator about.
  2. Then click the "Message Creator" button on the card, The card will be extended to accommodate an input box where you can then input a message to send to the card creator. Once the user is happy with the message, they can click "Send Message", and the message will be sent.
- Receiving and then sending messages from the messages panel
  1. When you receive a message about a card you created or a reply from another user, that message will be shown in the messages panel on the home page.
  2. To get to the messages panel, navigate to the homepage by clicking the "home" link in the navbar. On the right side of the page, you will see a notification panel, on this page, you can click the messages icon to view your received messages. A small bubble

with the number in it will appear next to the message's icon indicating the number of messages received.

3. To reply to a message, simply click the "view" button, a popup will now appear allowing the user to see the entirety of the message and will allow the user to reply to this message via the "Enter a reply" text box.
4. Once the user has entered a reply to send to the message sender, they can click "Send Reply" to send the message. This sent message will now appear in the receivers' messages panel.

Product Search

Searching for a Product

1. To search for a given product in a business' product catalogue, first, navigate to their product catalogue (see the 'Managing your Business Product Catalogue' section for details on this).
2. Select one of the provided checkboxes (ID, Name, Description or Manufacturer) that you would like to search the product catalogue by.
3. In the search query box at the top of the page, enter your search query.
4. Click 'Search'. Products that match the given search query will appear as search results.

Navigating Product Search Results

- Clicking a specific column will toggle search results to be sorted by that column in ascending or descending order.
  Note: As with the User Search, all fields can be used to sort Product Catalogue Search results.
- Results are paginated, showing 10 results per page. Click the page numbers at the bottom of the page to navigate across pages to see more search results.

Advanced Searching

- The same advanced search functionality as User Search applies.

Sale Listing Search

Searching for a Listing

1. To search for a given listing on the sale listings page, click on the "Browse Sale Listings" button, which can be found at the top of the navbar.
2. Select one or more of the provided checkboxes (Product name, seller name and seller location) that you would like to search the sale listings by.
3. In the search query box at the top of the page, enter your search query.
4. Click 'Search'. Products that match the given search query will appear as search results.

Navigating Sale Listing Results

- Results can be ordered using the dropdown at the top of the page next to the “Order By:” text.
- Results can also be filtered using a price range and a date range, which can be found to the right of the search bar at the top of the page. Once you have entered your ranges in the provided fields, press the “Apply Filters” button beneath the inputs to apply them.
- Results are paginated, showing 10 results per page. Click the page numbers at the bottom of the page to navigate across pages to see more search results.

Advanced Searching

- The same advanced search functionality as User Search applies.