Re:sale User Manual

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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 matched 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 'Users' in the top left of the navigation bar. This will redirect you to Re:sale's search functionality.
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: Searching with an empty search query will return all users registered with Re:sale.

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.

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 Individual 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', 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. Information displayed about products include 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 has a capacity to sell and to 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.

- Click 'View Inventory' from your business home 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 pertaining to 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, select 'View Sale Listings' from your business home page or, acting as a business, 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 own personal 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 First Name, Middle Name, Last Name, Nickname, Bio, Email, Location, Date of Registration to Re:sale, and any businesses they administer.

A Business' profile page includes information such as Business Name, Description, Address, Business Type, Date of Registration to Re:sale, and Business Administrators.