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' 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. 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.

- 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 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, 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 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. An individual's profile page also includes 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.

The Marketplace

- The Marketplace is where Individuals can make their own 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 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.

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 quick 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 filing 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 field that is incorrect 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.