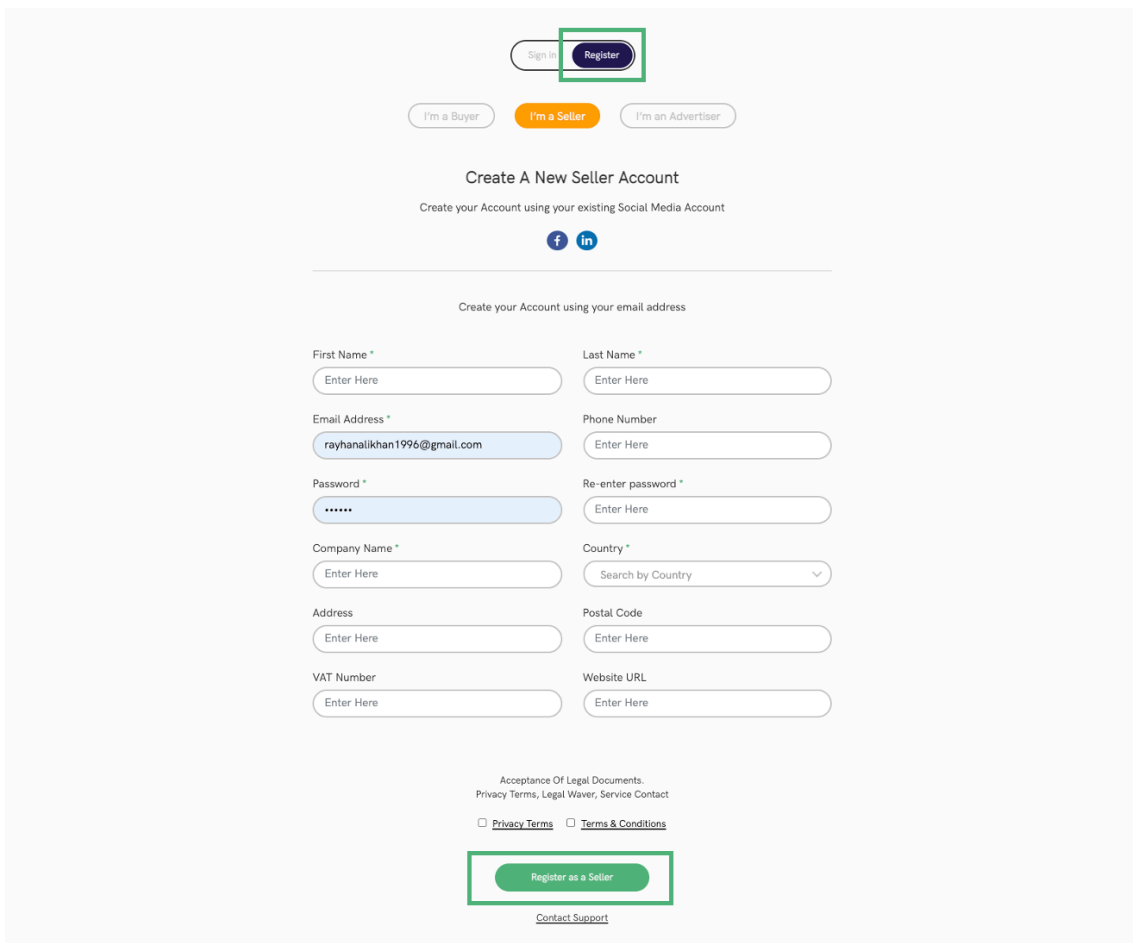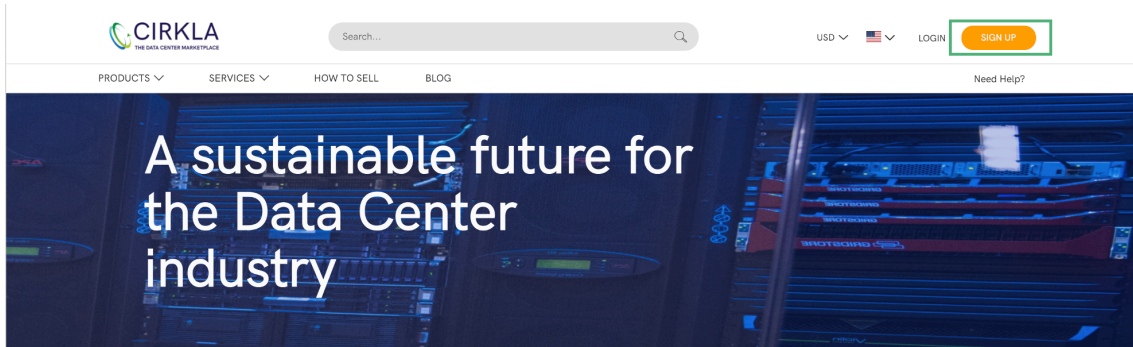# SELLER - USER MANUAL

STEP 1: Register. In order to start selling your secondhand product go to the "Sign up" button and click on "I'm a Seller".
You will need to fill all the information and accept the legal terms to get registered. You can also use your Social Media accounts to make a quicker sign up.

You will receive an email to validate your account, please review your inbox and your spam. If you have any problem, do not hesitate to contact us at contact@cirkla.tech. Once the account has been validated, you will be able to Login as an the "Seller".

PRODUCTS ⌄   SERVICES ⌄   HOW TO SELL   BLOG   Need Help?

Sign in   Register

Sign In To Your Account

If you have an account, you can sign in with your email address.

Email *

Enter email here

Password *

Enter Password

Forgot Your Password?

Sign in

Sign in using your existing Social Media Account

Seller Dashboard

"Dashboard" tab:

1. **Left Menu:** it contains all pages and functionalities related to the Seller. By clicking on each tab, you will be able to navigate to that specific page. The top left contains CIRKLA's logo, and the currency drop down ($/€). Currency is selected automatically based on the country's user.

2. **Header Area:** in this area you can navigate to the notifications page by clicking on the notification's icon. The Seller will be able to search the product in the search bar. In the right side, there is the user information.

3. **Statistics of the Seller:** all data related to the Seller is displayed in a dashboard. The information available is: Total Amount Approved, Total Amount Pending, Total Amount Sold, Weekly Approved Amount, Numbers of Products Pending, Numbers of Products Sold, Numbers of Products Approved, and Numbers of Products Rejected.

4. **Product List:** it shows in a list all products the Seller has uploaded on the platform. The status for the products are: Approved, Pending, Rejected. The products will be approved by CIRKLA.

STEP 2: Buy a Plan

"Buy a Plan" tab:

1. First of all, the Seller has to buy a plan in order to upload a Product. There are three different plans (plans features can be checked by clicking on the top tab "HOW TO SELL" and clicking on "2nd Life Plans" (picture below), "2nd Life Plans" are the plans that apply to the Seller). The three plans are: "2nd Life Basic", "2nd Life Plus", and "2nd Life Pro". The Seller will need to select the plan wanted by selecting the quantity of the plans he/she wants to buy, and the plan's duration, this field indicates the duration the plan will be valid for.

2. If the Seller has any coupon code, it can be used in order to get a plan discount.

3. Finally, the Seller will need to select a Payment method. It can be paid through PayPal, Credit Card or Bank Transfer.

4. The column on the right, "Your Transaction" will show a summary of the plans selected, its quantity and duration and if a discount applies. The Seller will need to click on "Place Order" button in order to finalize its purchase.

STEP 3: Add a Product

"Add a Product" tab:
1. In order to upload a Product, the Seller will need to choose a Plan. If the Seller does not have any plan available, the fields will not show up.
2. Once the plan has been selected, the Seller will need to provide all product details. The Seller has to take into account that there are some mandatory fields and that the images uploaded have to be real picture of the product, not generic ones. The Product Description, the Number of document and the Photos uploaded will be limited depending on the plan chosen.
3. The product will be approved by CIRKLA.

Plans List

"Plans List" tab:

1. This list shows all the plans that the Seller has available in order to upload new products.

Sold Products List

"Sold Products" tab:

    2.   This list shows all the products which have been sold.

Messages

"Messages" tab:
- It displays in a list all the messages the Seller has had with CIRKLA. It contains some details as the Product ID, Item (Product Name), the last message related to that product and button to open that Chat. The Chat of that particular product will show its history.

Update Profile

"Update Profile" tab:
- The Seller can update and change its profile details from this page.
- Fields that contain a star (*) are mandatory.