User Guide

Version 6.0

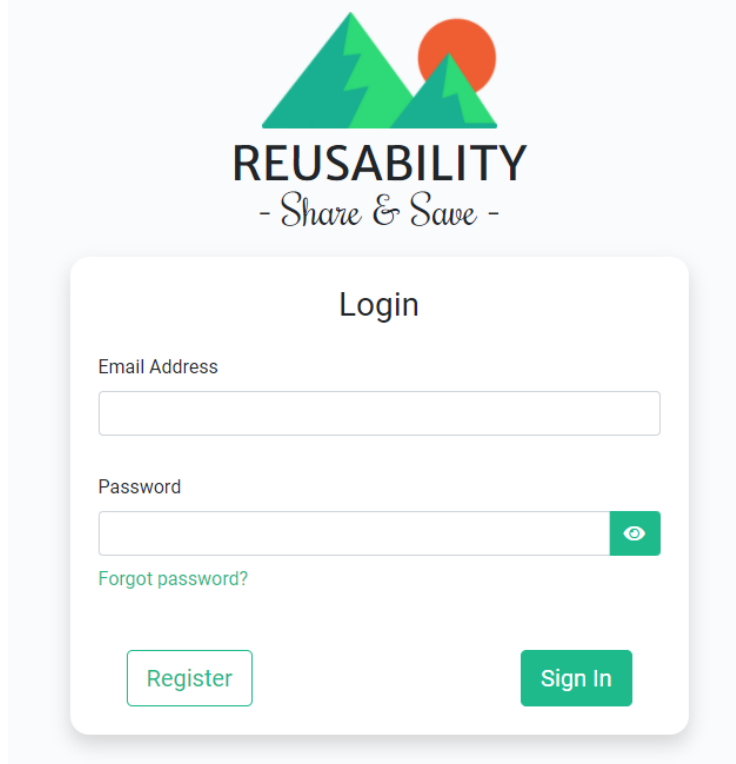October 1st 2021

Contents

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Login Page

To login, if the user is an existing user, they can enter their email address and password into the respective input fields. After doing so, they can click the 'Sign In' button to be taken to their home page. If you have forgotten your password, you can also click on the "Forgot password?" button.

If the user is a new user, they will need to click the 'Register' button to be taken to the registration page to create a new account.

Note that the user can tab between the input fields and buttons using the ' tab ' and ' shift + tab ' keyboard buttons.

The password can be unhidden to the user by selecting the button on the right:

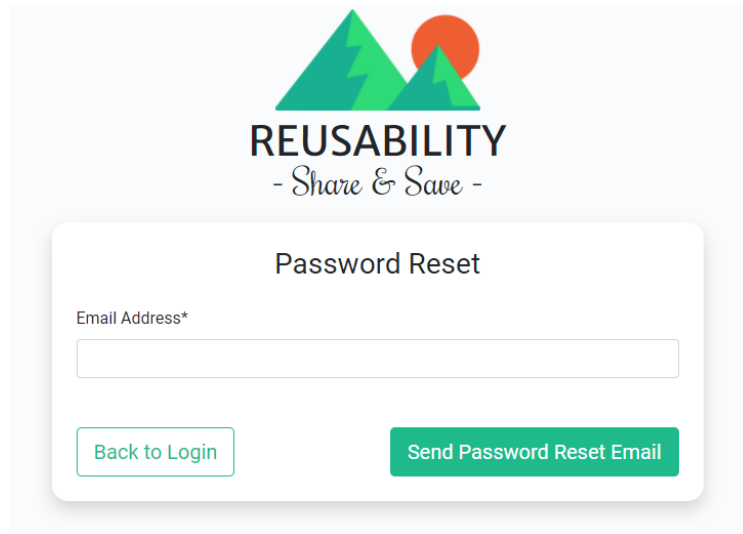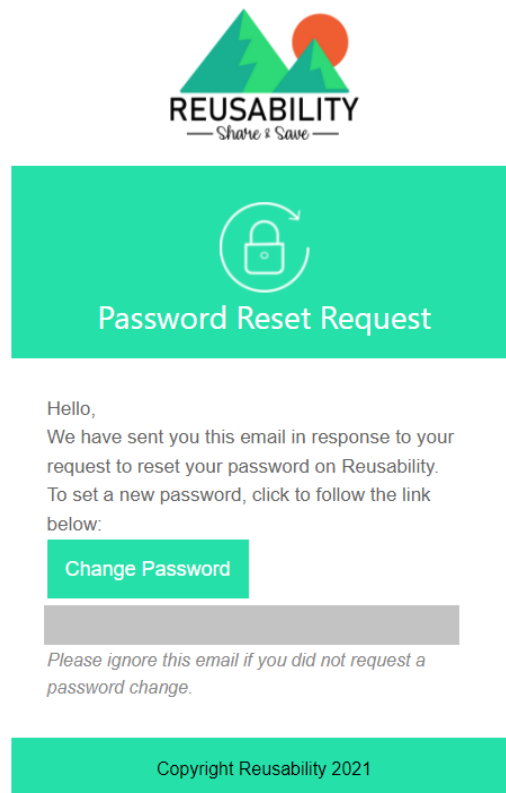**Forgot Password**

After the user has clicked on the "Forgot Password" link, a page will open where they can enter their email address in order to reset their password.
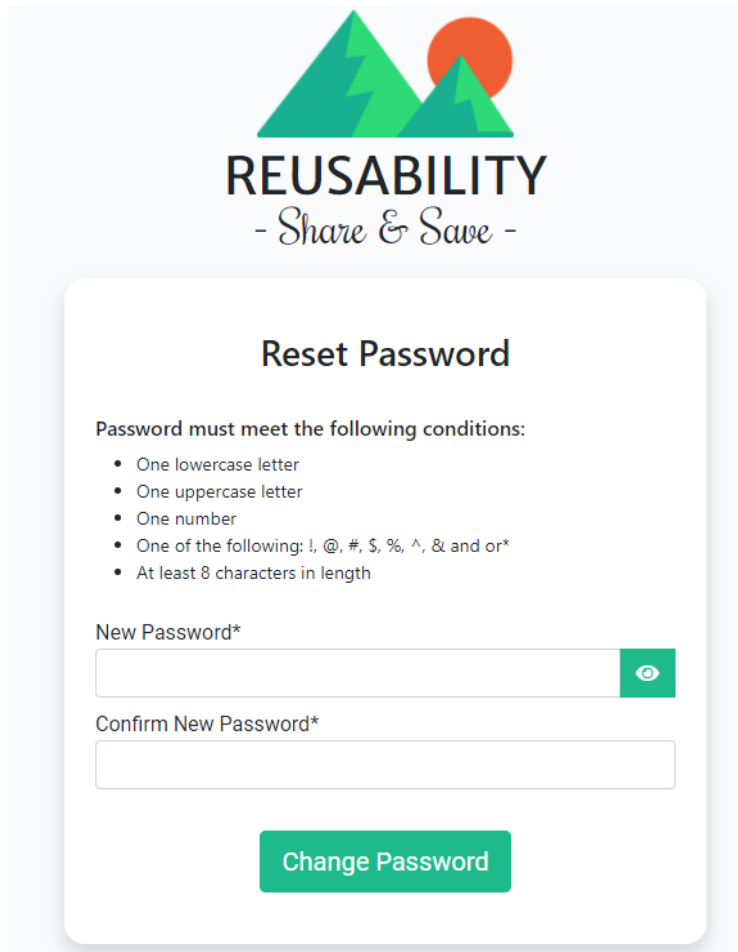
After entering in their email address and clicking on the "Send Password Reset Email" button, an email will be sent which contains a link where they can change their password to a new one.

Upon clicking on the "Change Password" button or following the link below it in the email, the user will be taken to a page where they can change their password.

Registration Page

To create a new account, the user must fill out the required input fields on the registration page.

The compulsory fields are, as indicated by the asterix '*':

- First Name
- Last Name
- Date of Birth
- Email
- Password
- Confirm Password
- Street Address
- City
- State/Region
- Country

A user can choose whether to fill out the remaining optional fields during registration.

After inputting their details, the user can click the 'Register' button.

If the user wants to return to the login page, they must click the 'Back to Login' button.

As the user enters a password, they will be shown what password criteria it meets as they type. This will be indicated from the criteria changing from red text to black text.

The Address Autofill field can be used to generate address predictions. The user can begin typing their address and possible matches will appear in a drop down. This will happen once at least five characters are entered. Once the user sees their address appear, they can select it and the address fields will be automatically filled in with the chosen address's information.

Street Number

50

Street Name

Creyke Road

City

Christchurch

Postcode

8041

State/Region

Canterbury

Country*

New Zealand

Bio

Back to Login

Register

Note that the user can tab between the input fields and buttons using the ' tab ' and ' shift + tab ' keyboard buttons.

Home
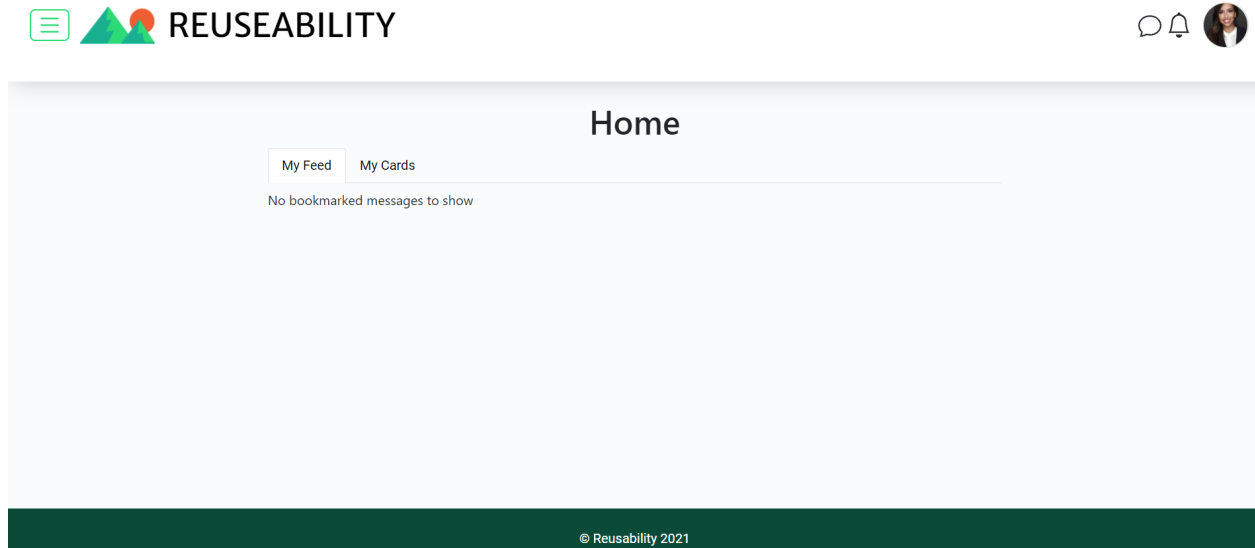
The home page contains my feed which is related to the bookmark section which can be found in "Bookmarked Listing Messages".
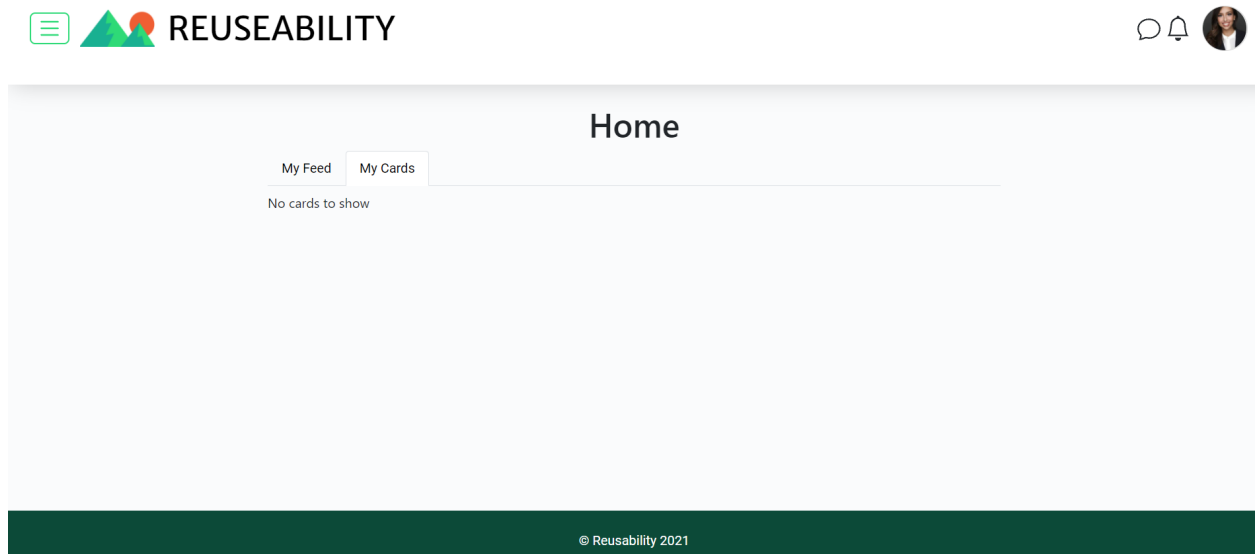
The homepage also includes my cards which relates to the "Finding Your Marketplace Cards" section.

Profiles

An existing user can view their profile. It displays their nickname, bio, name, email, date of birth, phone number, address, join date, businesses administered (if any) as well as their profile picture. If the user has admin rights then this is also displayed.

If a user is acting as a business, they can view their business profile. It displays its name, business type, created time, address, primary administrators, full list of administrators as well as its profile picture.

There is a search bar to allow the user to search for other users or businesses. The user must enter either, part or completely, the full name of the user they are searching for. Once entered, they must click the magnifying glass icon to generate the search results and are taken to a page displaying these results.

Note that the user can tab between the input fields and buttons using the ' tab ' and ' shift + tab ' keyboard buttons.

Edit User Profile
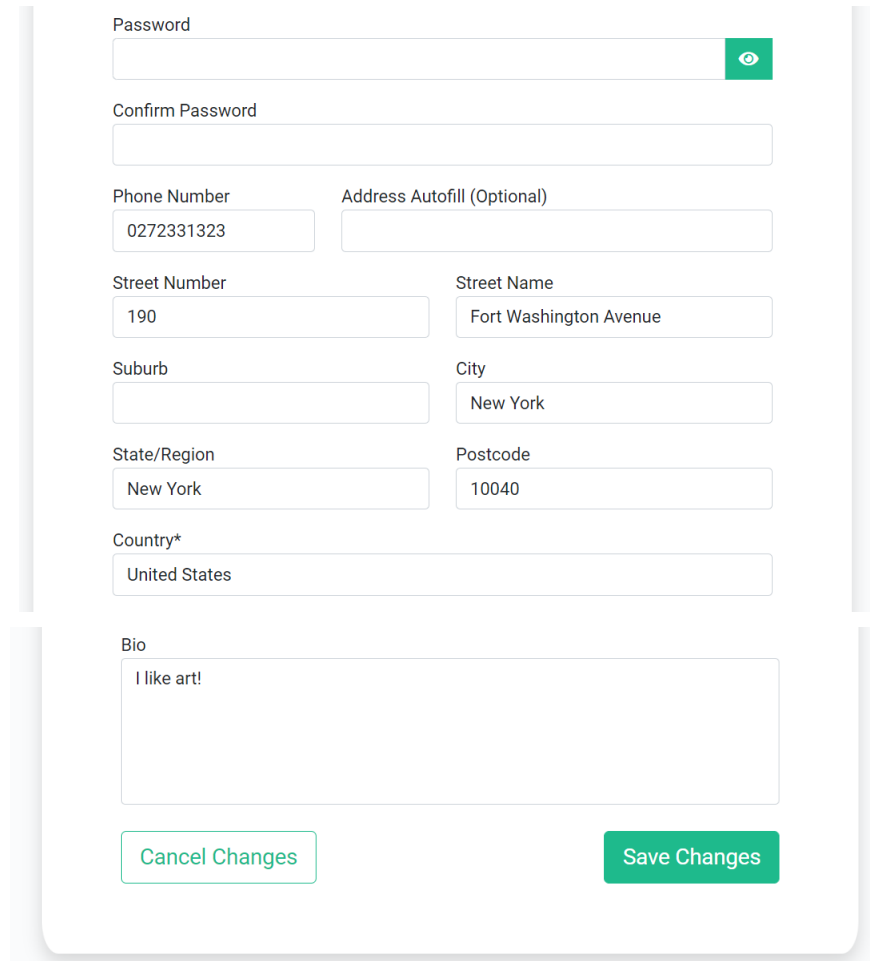
The user can edit their profile by pressing 'Edit Profile'.
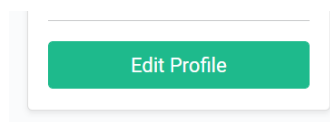
The user can then change their current details. The input fields are automatically filled with their existing information.

The user can change any information they please. Once they are satisfied, they must click the 'Save Changes' button. If they do not wish to save any changes, they can click the 'Cancel Changes' button which will discard any changes they make on this page and their original data will be used.

Edit Business Profile

The user can edit their business's profile by pressing 'Edit Profile'.
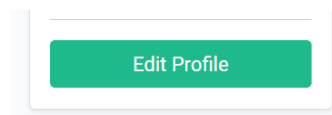
The user can then change the business's current details. The input fields are automatically filled with their existing information.

Edit Business Profile

Name*

Rowe Inc

Type*

Charitable Organisation ⌄

Address Autofill (Optional)

Street Number

Street Name

Suburb

City

Itupeva

State/Region

Postcode

13295-000

Country*

Brazil

Description

Cancel Changes

Save Changes

The user can change any information they please. Once they are satisfied, they must click the 'Save Changes' button. If they do not wish to save any changes, they can click the 'Cancel Changes' button which will discard any changes they make on this page and their original data will be used.

Edit Business Primary Admin

The user can edit their business's primary admin if they are the primary admin by pressing 'Edit Primary Admin.
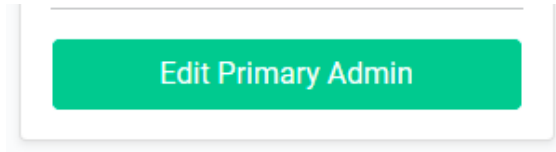
The user can choose an existing admin to be the primary admin from a list.
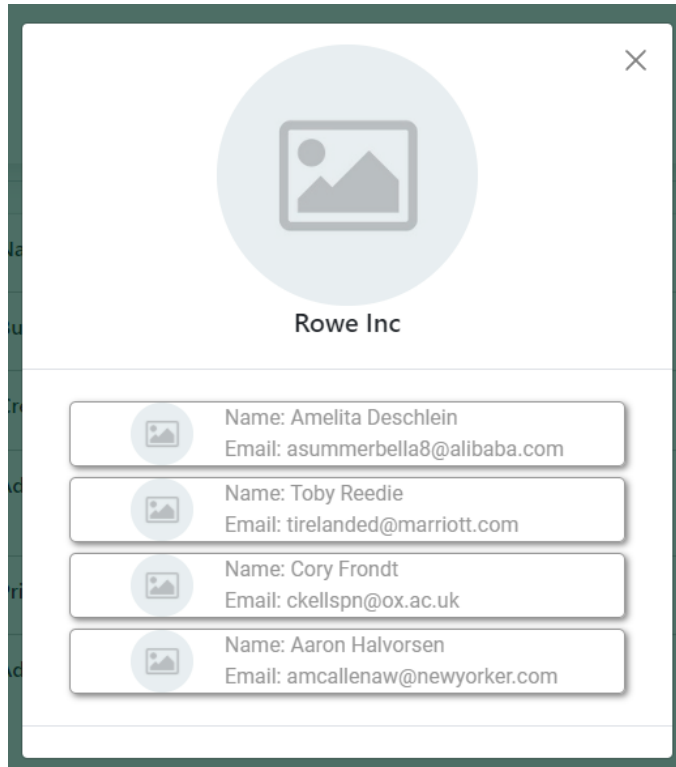
A user can be chosen by selecting the user they wish to be the new primary admin of the business.
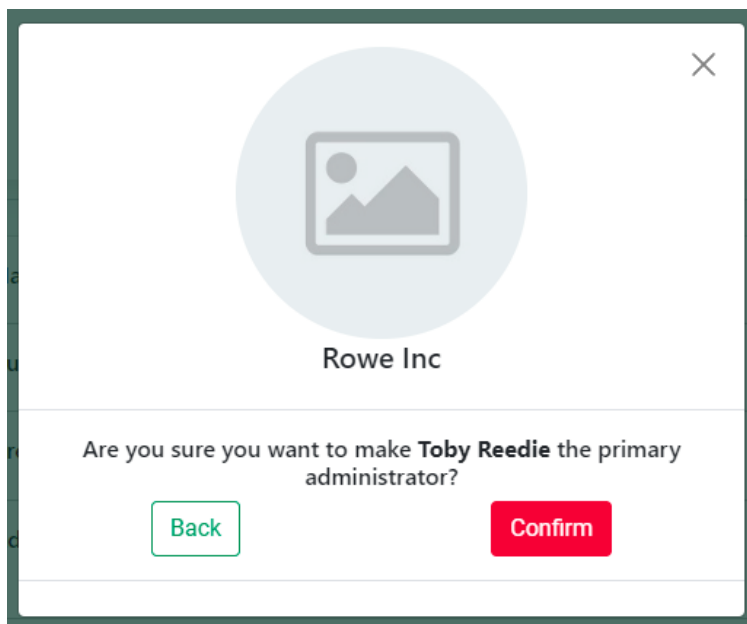
Once the confirm button is pressed, that user is now set to be the new primary admin of the business.

Change Profile Picture (Both User and Business Pages)

The user can change their profile picture by pressing the 'Change Profile Picture' button.

This opens a modal where you can select a new image.
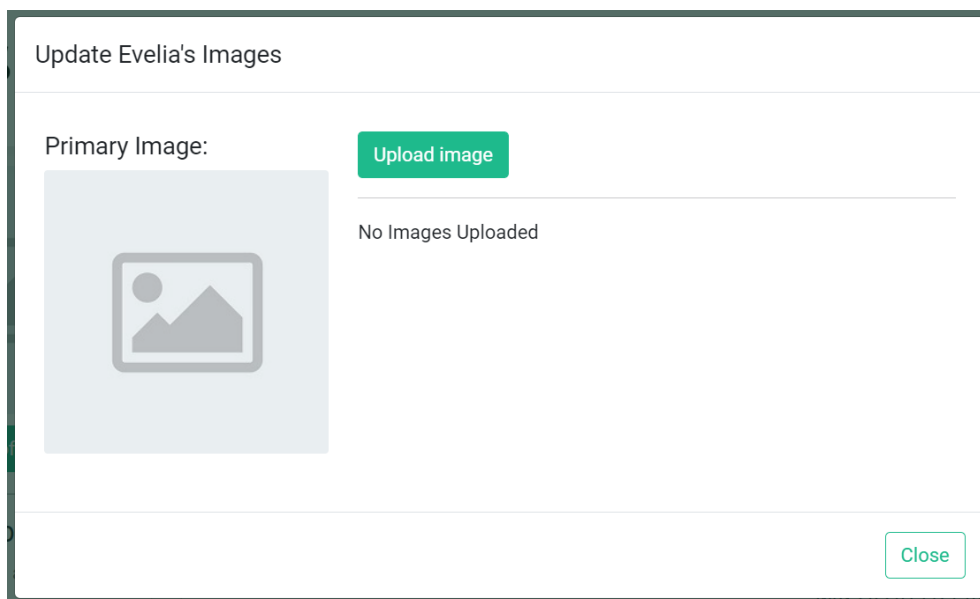
Press 'Upload Image' to open your file explorer to select an image. The image will automatically set as your primary profile picture.
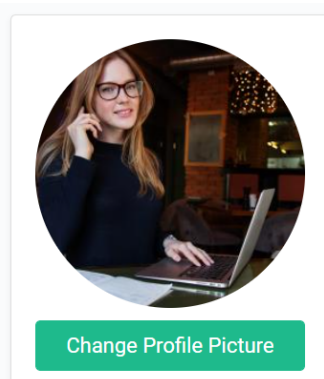
You may upload multiple images. Repeat the process for uploading an image. This will display a carousel of the user's images.
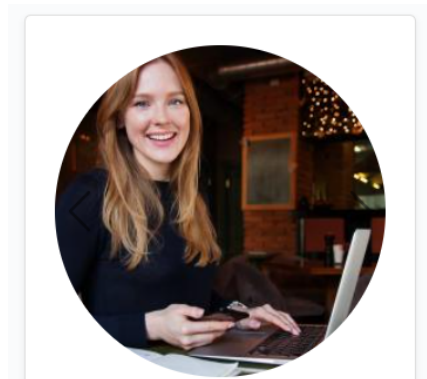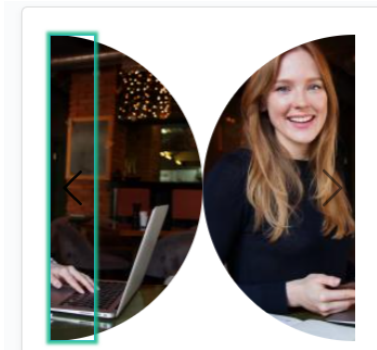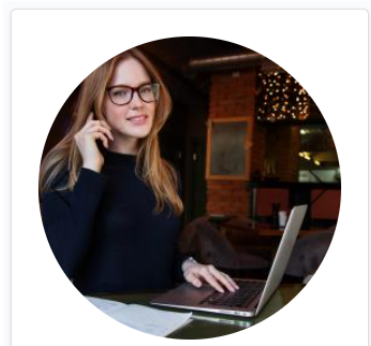
The first image you upload is set as your primary image. If you wish to change the primary image, click 'Change Profile Picture' again. You will see the images you can choose from.
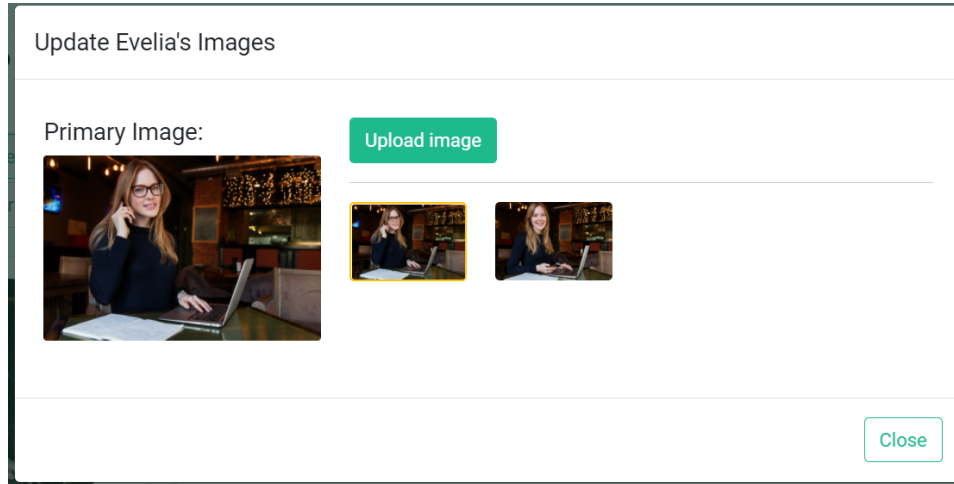
Clicking the rightmost image will display the 'Set Primary Image' button. Click this to set this image as the primary image. The orange highlighting indicates the primary image and the blue highlighting indicates a non-primary image.
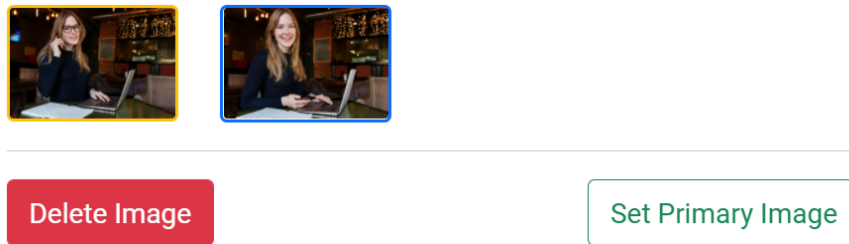
This modal will automatically close and you will see that your profile image has been updated.
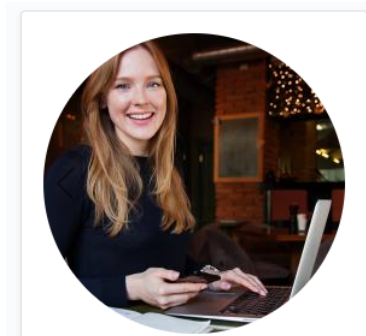
Delete Profile Picture (Both User and Business Pages)

If you would like to remove an image, follow the same procedure as above but click the 'Delete Image' button.

If the image you delete is the primary image, the next image is set as the primary image. If there are no images, the default image is used.
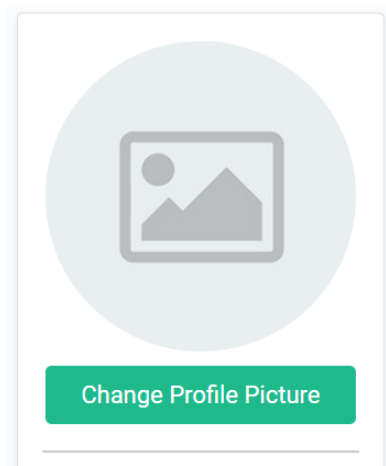
Search

The results generated from the search input entered in the profile page will be displayed.

Only five results are displayed per page by default. The user can click the page number buttons to go to the desired page, each showing the following or previous page's five results (also assuming that there are five results on the last page).

Whilst still on the search page, the user can enter another search value and click the magnifying glass icon to generate the search results.

Note that the user can tab between the search bar and buttons using the ' tab ' and ' shift + tab ' keyboard buttons.

User Search

Initially, the results will be ordered by default by the users' full name if the entire search value matches the first name of the generated users. Otherwise, the results are ordered by the results' nickname, alphabetically.

The user can click 'Nickname', 'Full name', 'Email' or 'Address' to order the results by the clicked button.

The user can click on the user result that they want to view. They will be taken to the user's profile page. This profile page displays the following:

- Nickname
- Bio
- Name (full)
- Email
- Address (excluding the street number and name, for privacy)
- Joined date
- Business administered (if any)

Business Search

When searching for a business, a business type can be selected and only businesses with that given business type will be displayed. The business type options include:

- Accommodation and Food Services
- Retail Trade

- Charitable Organisation
- Non Profit Organisation
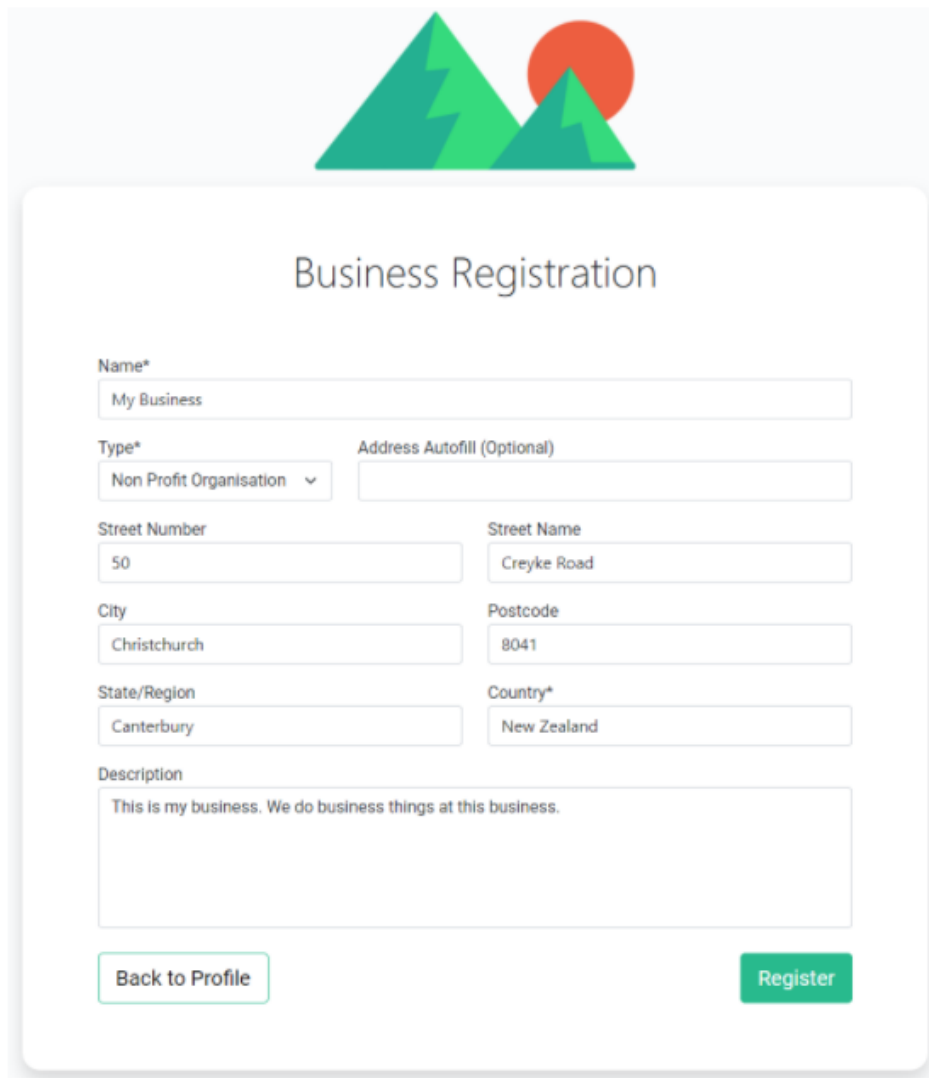
Initially, the results will be ordered by default by the business name, alphabetically. The user can also click 'Name', 'Address', or 'Business Type' to order the results by the clicked button.

The user can click on the business result that they want to view. They will be taken to the business's profile page. This profile page displays the following:

- Name
- Business Type
- Created Time
- Address
- Administrators

Business Registration

To create a new account, the user must fill out the required input fields on the business registration page.

The compulsory fields are, as indicated by the asterix '*':

- Business Name
- Type (Combo-box)
- Country

A user can choose whether to fill out the remaining optional fields during registration.

After inputting the business details into at least the compulsory fields, the user can click the 'Register' button.

If the user wants to return to their profile page, they must click the 'Back to Profile' button.

The Address Autofill field can be used to generate address predications. The user can begin typing in the business address and possible matches will appear in a drop down. This will happen once at least five characters are entered. Once the user sees the address appear, they can select it and the address fields will be automatically filled in with the chosen address's information.

Note that the user can tab between the input fields and buttons using the ' tab ' and ' shift + tab ' keyboard buttons.

Navigation Bar

To aid with navigation to and from any page on the site, a navigation bar is displayed at the top of all pages (once the user signs in). It contains several named buttons that, when clicked, will take them to the corresponding page. To be able to see the business pages dropdown, the user must be acting as a business.
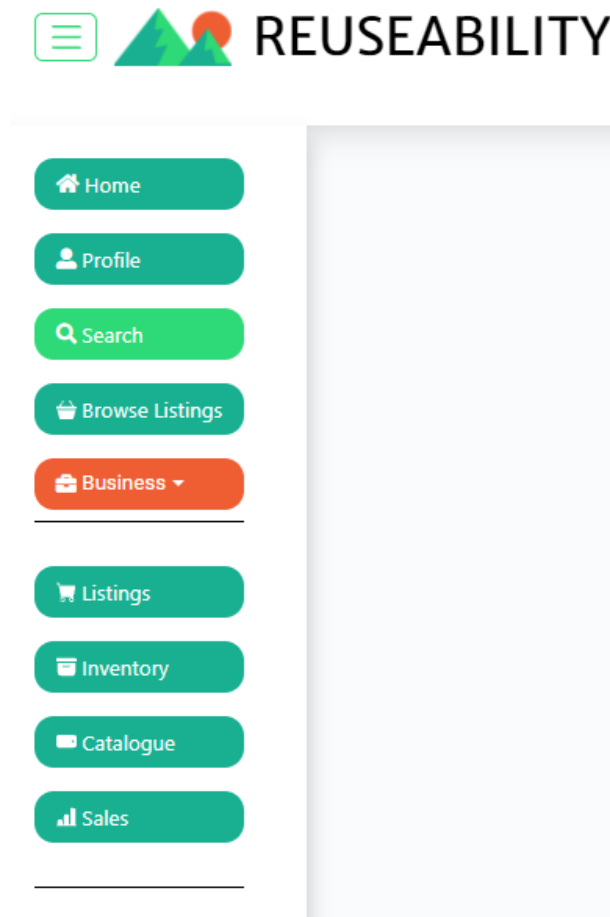
Acting as a Business or User

If the user wishes to act as one of their businesses, they can click on their profile image or name on the nav-bar and select the business they wish to act as.

After clicking on one of their businesses to act as, the name and icon in the nav-bar will change to the business name and icon to indicate the acting as change.

If the user wishes to act as their personal account once more, they can click in the same place in the nav bar and change back to themselves by clicking on their name.
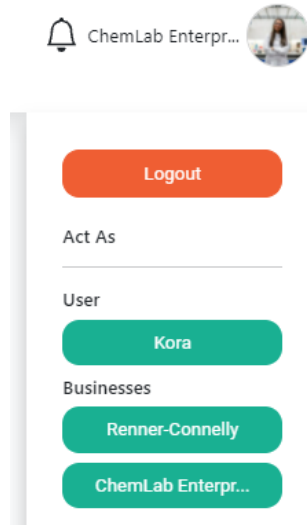
Admin Rights

If the user is a DGAA or a GAA, it will be indicated by their username in the navigation bar.
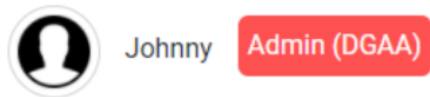
Notifications

Notifications are displayed to the user via the bell icon in the navigation bar.
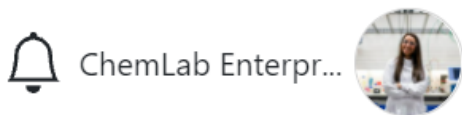
Clicking the bell accesses the user's notifications.

Business Profile

When acting as a business, you can see the business profile. Additionally, other users can view the profile of any business. It displays the business name, business type, time created, address, primary administrator, and all administrators, as well as the business logo.

If you're an administrator, either of the business or a global application admin, or you're acting as the business, you can see buttons to go to the business Inventory and Product Catalogue. Any user can see a button to go to the business Listings page.

Note that the user can tab between the buttons using the ' tab ' and ' shift + tab ' keyboard buttons.

Product Catalogue

Only administrators, either of the given business or global application administrators, can see a business's product catalogue page. All products belonging to the given business will be displayed. Initially, the results will be ordered by default by the product ID in alphabetical order.

The user can click 'Product ID', 'Name', 'Manufacturer', 'Recommended Retail Price', or 'Created' to order the results by the clicked button. An arrow is displayed next to the given label to indicate whether it is in ascending or descending order. The currency of the country that the business is registered to is shown next to the 'Recommended Retail Price' header.

Only five results are displayed per page. The user can click the page number buttons to go to the desired page, each showing the following or previous page's five results (also assuming that there are five results on the last page).

A 'Create Product' button is also on the page, which opens a pop-up allowing the user to create a new product for that business.

Note that the user can tab between the headers, products, and buttons using the ' tab ' and ' shift + tab ' keyboard buttons.

Viewing Product Details
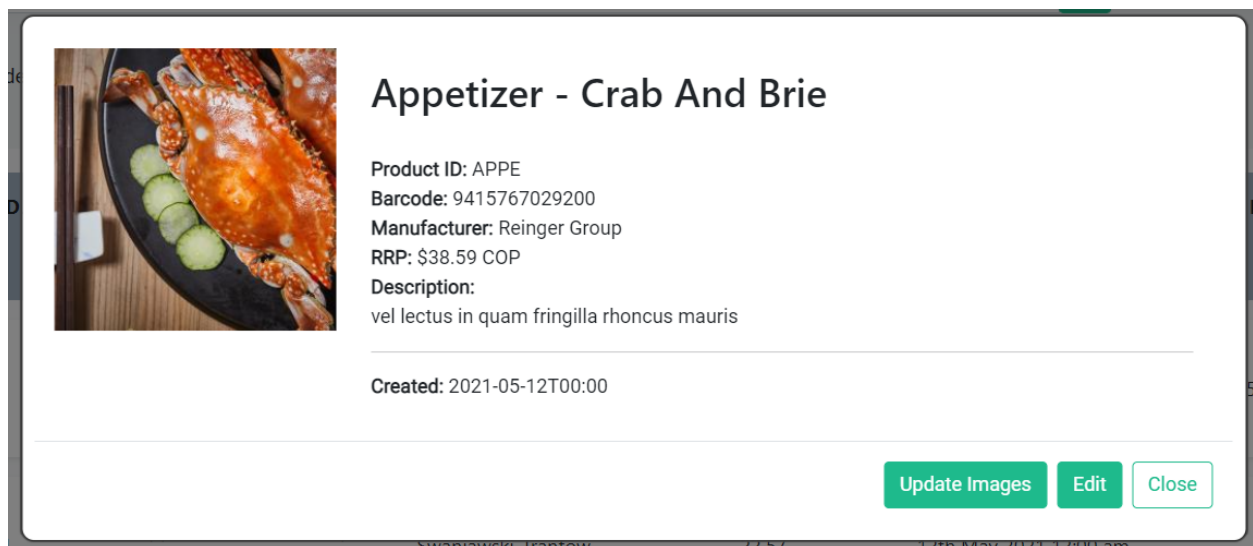
The user can click on the product that they want to view additional details for. This will open a pop-up containing further information about the product. This product pop-up displays the following:

- Product ID
- Name
- Description
- Manufacturer
- Recommended Retail Price, as well as the currency of the country the business is registered in
- Creation Date
- Product Image
  - If the product does not have any associated images then a placeholder image is displayed.
  - If the product has more than one image then an image carousel will appear. This carousel allows you to switch between the images for the product.

The 'Update Images' button opens a separate pop-up which allows you to upload images, delete images or change the primary image of the currently selected product.
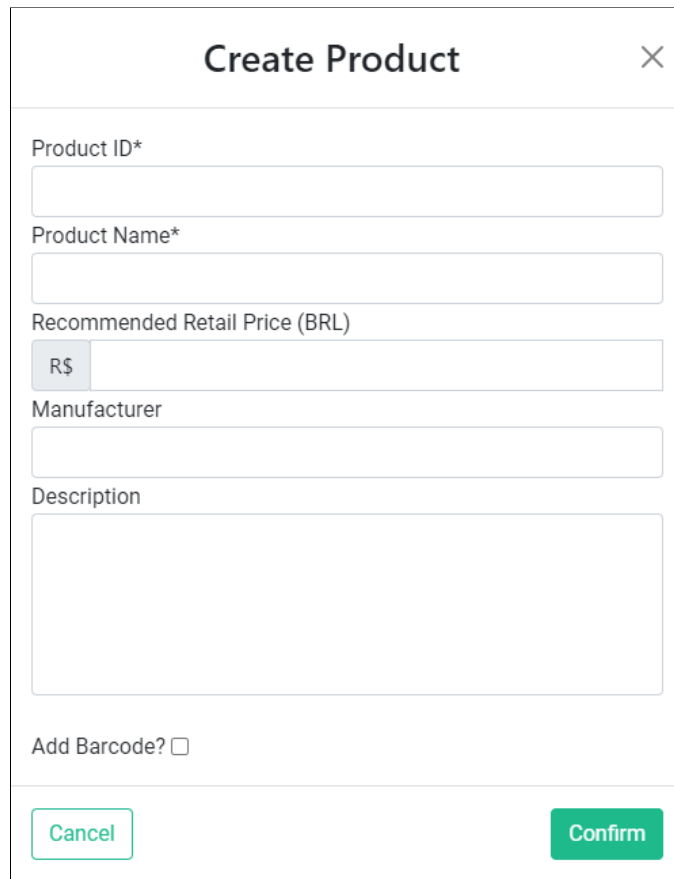
The 'Edit' button allows you to modify the product and the 'Close' button allows you to close the pop-up.

Create Product

When the create product button is clicked a modal will open on the screen with input fields for entering in new product data.

These input fields include (mandatory shown by *): Product ID* (this must be at least three characters in length and must only contain capital letters, numbers and/or dashes), Product Name*, Recommended Retail Price which also shows the currency of the country the business is registered to, Manufacturer, and Description.

Below these sections we have an optional section for barcodes, which ticking the box adds a new section seen below.

You have 3 options of adding barcodes for your product. This includes:

- Typing it it manually using the Barcode input field
- Scanning using an image (photo of a barcode) which you can upload via the button "Scan by uploading image"
- Scanning using a video feed (holding a barcode up to the connected webcam/camera to scan), which will detect the barcode through the feed.

The barcode has to be of form EAN or UPC, and must have a valid checksum. Otherwise you will be notified via an error message.

Once the barcode has been validated the 'autofill empty fields' will be available for use. This will search through a database to see if a product with the same barcode has been logged already and fill in the details into the form (manufacturer, product name and description if available). This will not overwrite any filled in input fields.
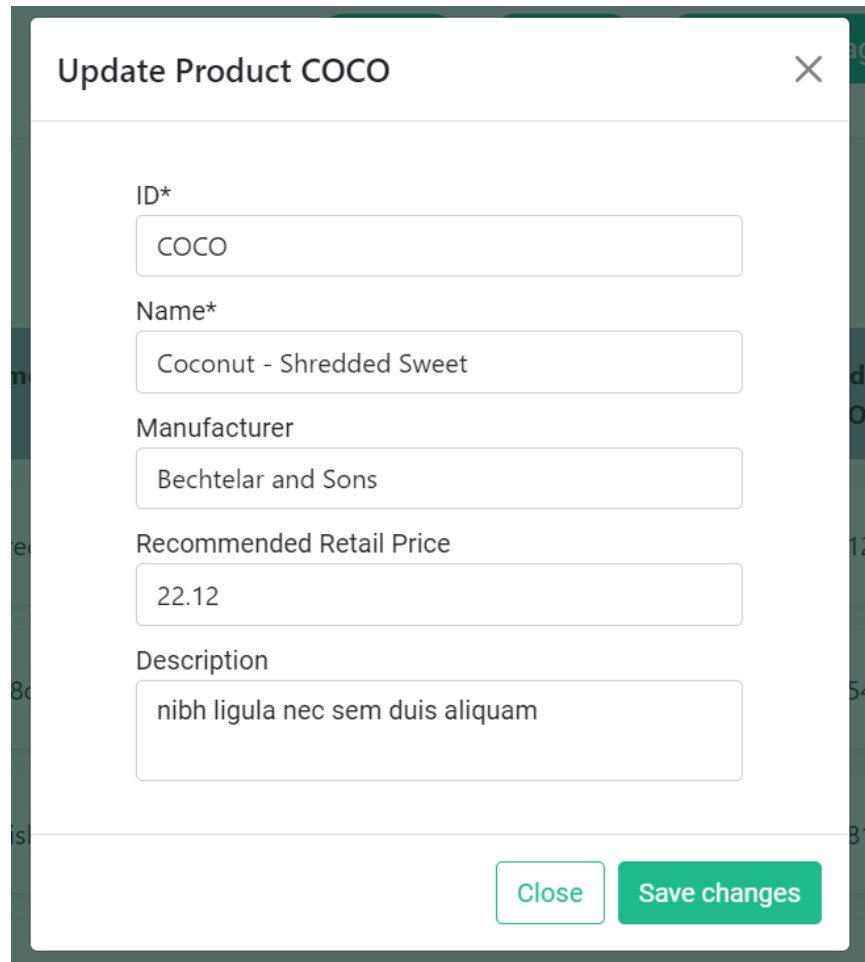
At the bottom of the modal are 2 buttons, Cancel and Confirm.

The Cancel button will reset all input information and close the modal.

The Confirm button will check that all information is valid then create the product and close the modal.

If some of the input data is invalid appropriate error messages will be shown.

Modify Product

The pop-up for modifying a product shows the current product details, and it allows you to change any of the details shown.

Mandatory fields are indicated by an asterisk (*). Mandatory fields do not need to be modified, however they cannot be empty.
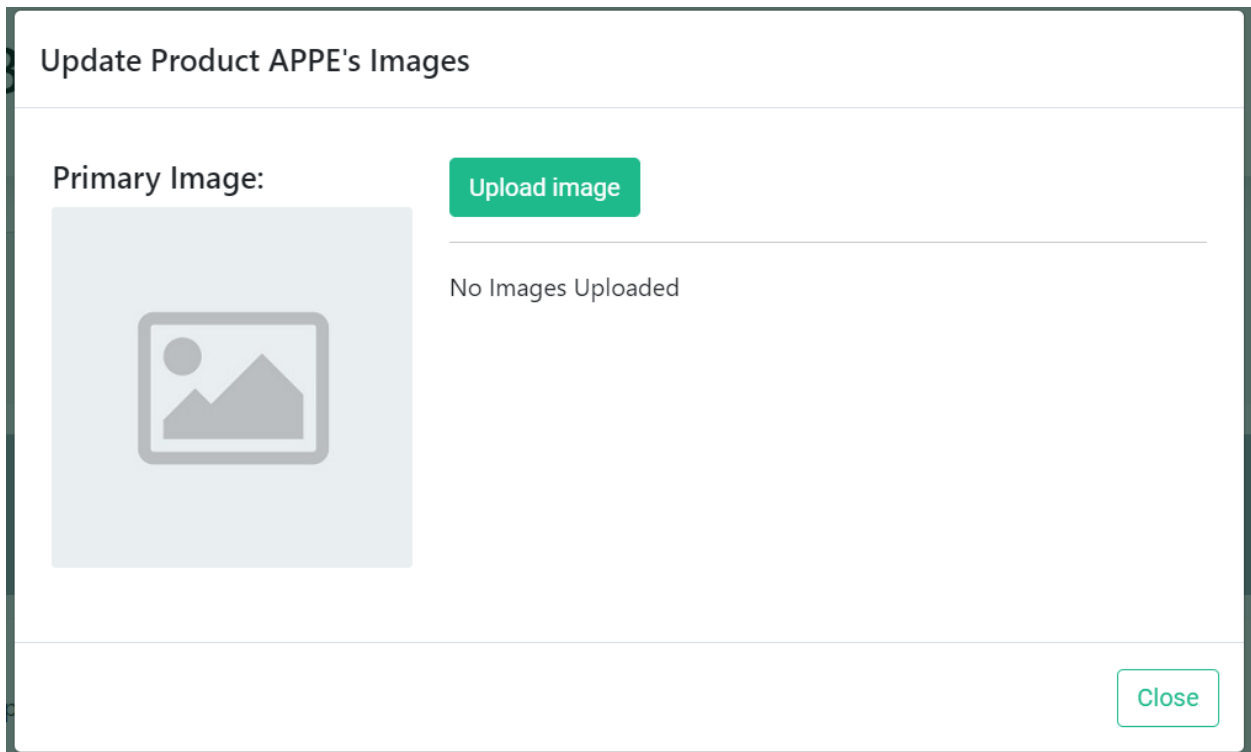
At the bottom of the modal are 2 buttons, 'Close' and 'Save changes'.

The 'Close' button will reset all input information and close the modal.

The 'Save changes' button will check that all information is valid then update the product and close the modal.

If some of the input data is invalid appropriate error messages will be shown.

Product Images

As previously mentioned, by clicking on the 'Update Image's button a modal will open. This modal allows you to change the images for the selected product.

To upload an image you can click the choose file button. This will bring up a file explorer and once you have selected an image it will be uploaded. REUSABILITY currently supports image files with types .png, .jpg, .jpeg, and .gif.
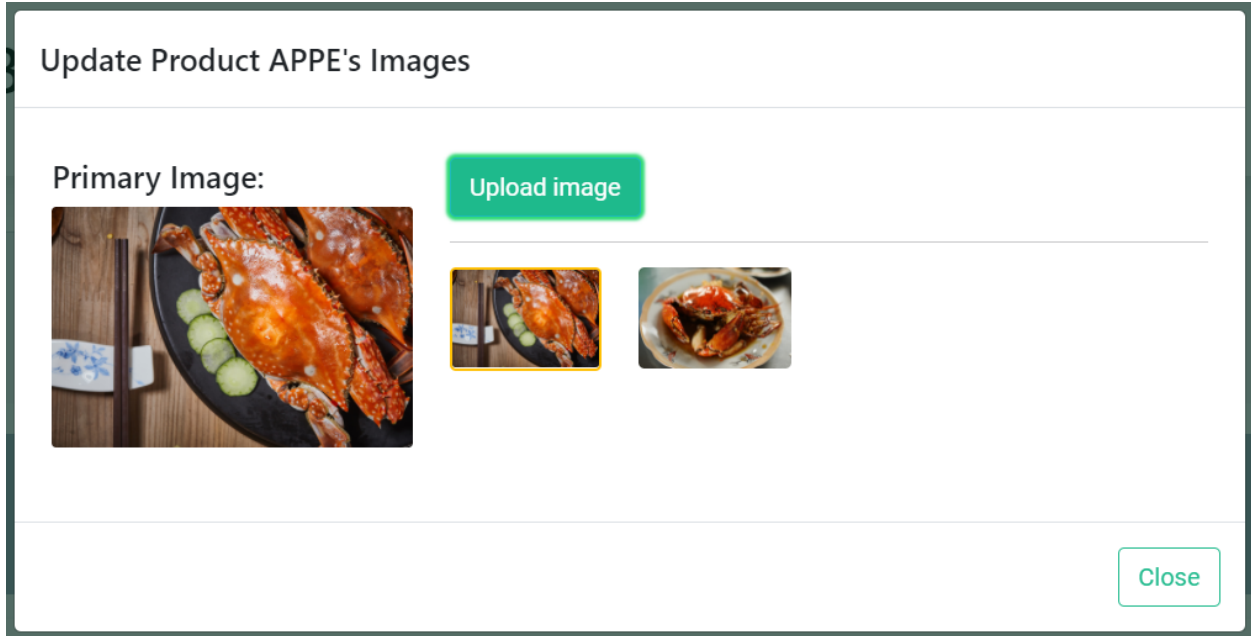
If there are more than two images for a product then a yellow outline will appear around the primary image (this is the image users' will see first when viewing a listing for a product).
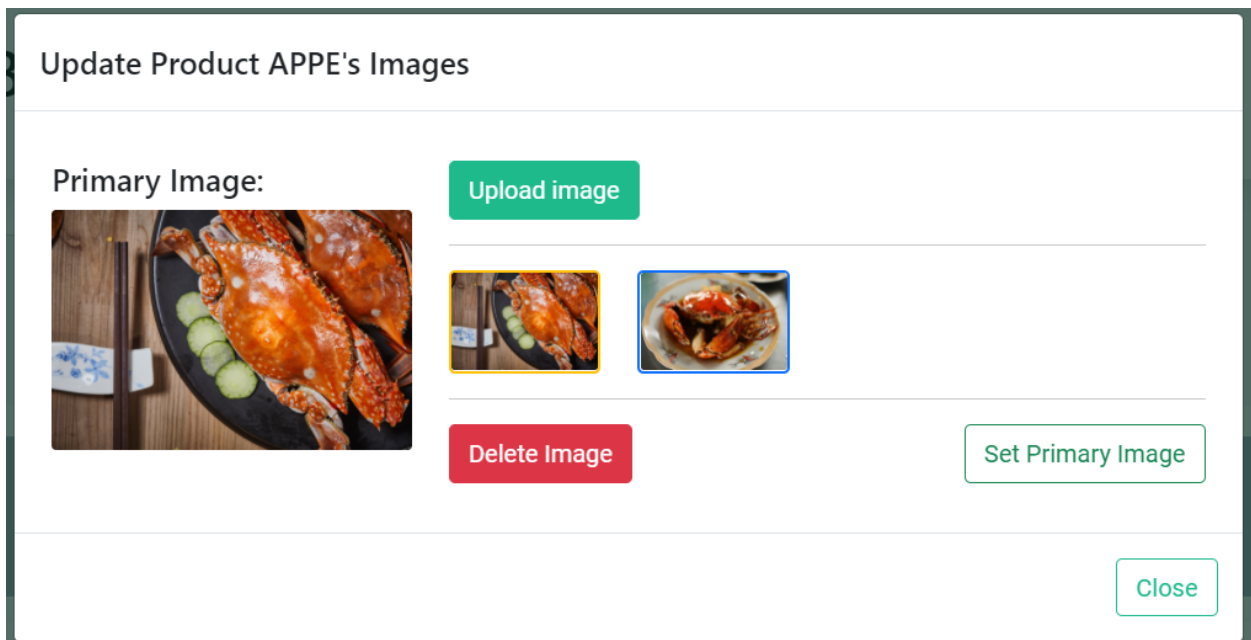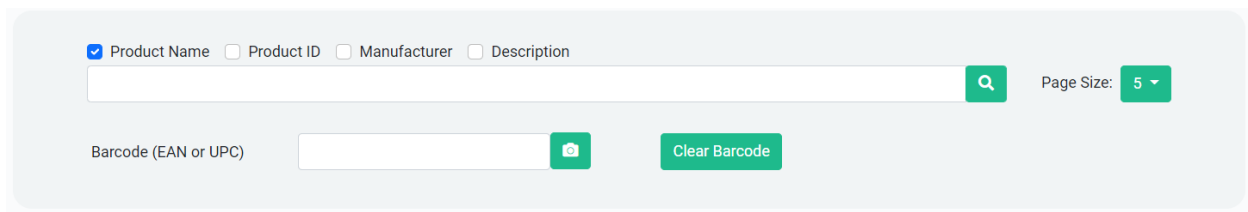
If you click on a non-primary image two buttons will appear. These are the 'Delete Image' and 'Set Primary Image' buttons. Clicking on the 'Delete Image' button will result in the currently selected image being deleted. Clicking on the 'Set Primary Image' button will result in the currently selected image being set as the primary image. The primary image can be deleted by selecting it and clicking

the 'Delete Image' button. If there are other product images when this is done, the next one will automatically be made the primary image.

Product images can be viewed on both the inventory and listings pages.

Searching

The user can enter a search query into the search bar and press enter or click on the search icon to execute the search. Four fields to match the search query to are available: Product Name, Product ID, Manufacturer, and Description. Any or all of these can be selected at any given time. By default, queries are matched to product names. If the query is empty, then all products will be shown.

Searching by Barcode

The user can search for products by their barcode. It must be an EAN or UPC barcode.

The user can enter an EAN or UPC barcode into the search bar. The image below is using a valid EAN barcode.

Alternatively, the user can press the camera button to either upload an image of a barcode or use their device's camera to scan a barcode in real life.
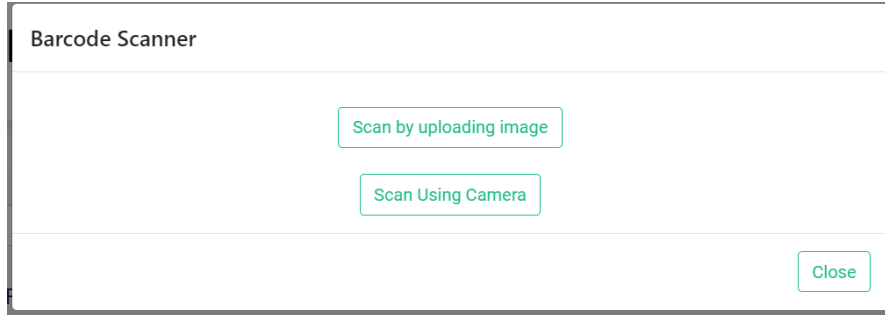
Pressing 'Scan by uploading image' opens the file explorer where the user can select an image of a EAN or UPC barcode.

If the user provides a valid image of a barcode, for instance the image below, then the barcode is retrieved from the image and used.

The retrieved barcode is automatically placed in the barcode input field.
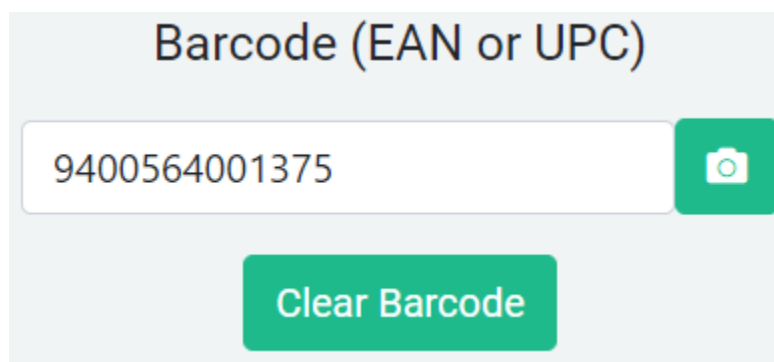
If the image does not contain a valid barcode, then the user is warned that no barcode was detected.

The user can also use the live scanning feature by clicking 'Scan Using Camera'. This activates the user's device's camera. They need to press the 'Allow' button if their browser prompts them to grant camera access to the application. Holding the item still means that the scanner can easily detect the barcode.
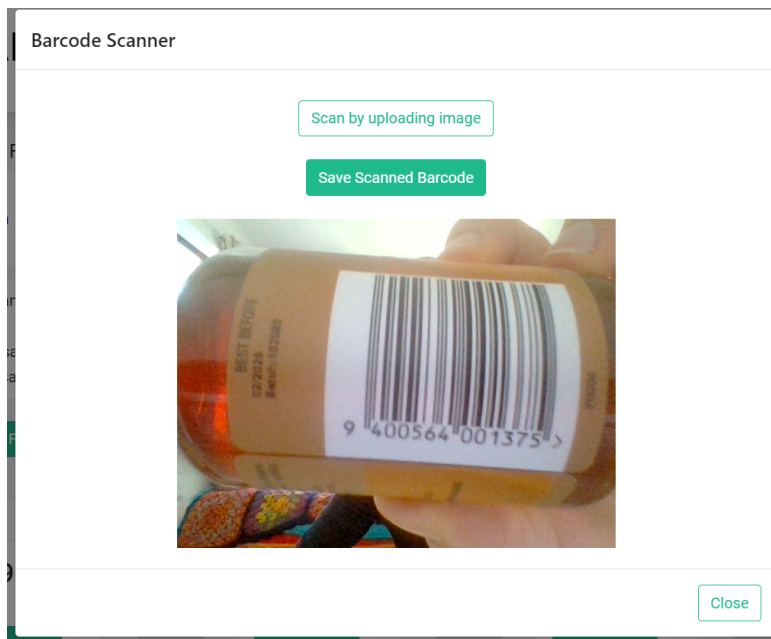
Once the barcode has been detected, the user must press the 'Save Scanned Barcode' button. This automatically closes the modal and fills in the barcode field.

Once the user has their desired barcode in the barcode field, they can either press 'ENTER' or click on the search icon in the top right corner to execute the search.
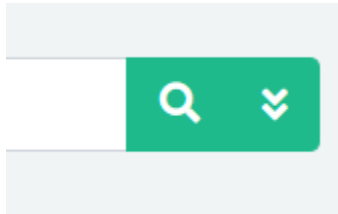
Inventory

Only administrators, either of the given business or global application administrators, can see a business's inventory page.

Each inventory item will be displayed with its names, description, price per item, total price, quantity, expiry, manufacturer, best before and sell by dates and any extra information. With price per item and total price, the currency of the country the business is registered to will be shown.

An option to order the listings will be available for ordering by Product ID, quantity and price per item, total price, manufactured date, sell by date, best before date and expiry date.

If the user is currently acting as the viewed business an option to create a new inventory item will be shown.

New Inventory Item

When the 'Create New' button is pushed, a modal will open on the screen with input fields for entering in new listing data.

These input fields will include (mandatory fields indicated by *): Product ID*, Quantity*, Price per item, Total price, Manufactured Date, Sell by Date, Best before Date, and Expiry Date*.

There is also a dropdown to allow for easy selection of a product ID, which also appears when modifying an inventory item. When you click on the product ID input and begin entering a product ID, relevant products will be shown in the list as you type.
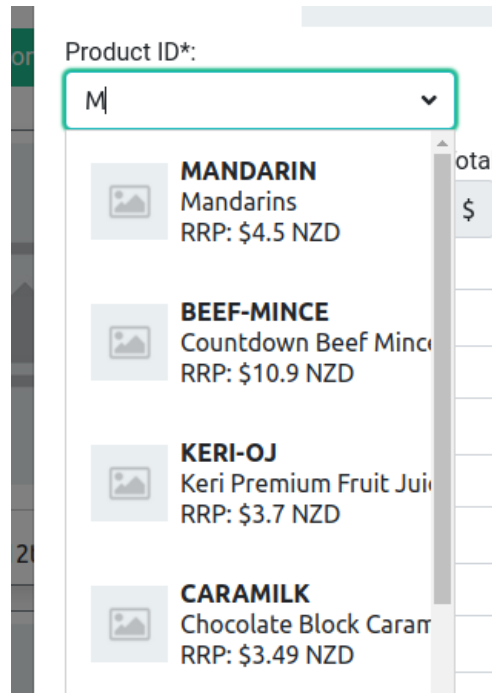
When you hover over one of the items on the dropdown it will show some extra details about the product such as the manufacturer and the product's description.
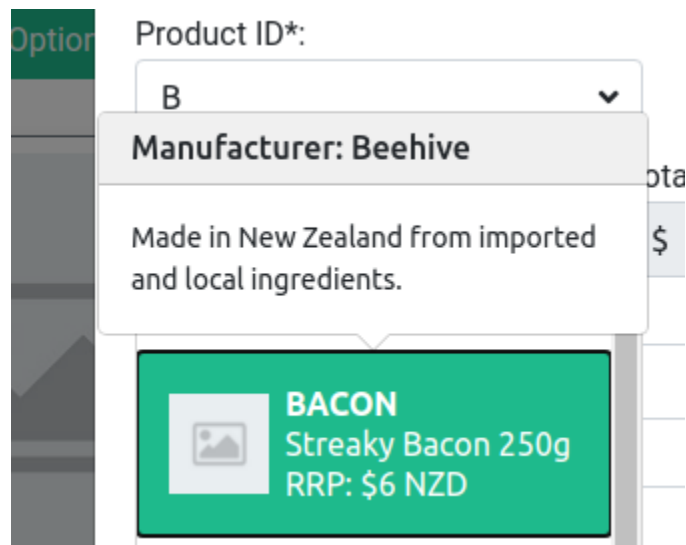
You can select any of these products in this dropdown by navigating to them with the arrow keys or via Tab and pressing Enter, or by clicking on one. When a suggestion is selected, its product ID, quantity, price per item and total price are auto-filled into the corresponding fields. These fields can be manually altered if desired.

At the bottom of the modal are 2 buttons, Cancel and Confirm. The Cancel button will reset all input information and close the modal. The Confirm button will check that all information is valid then

create the inventory item and close the modal. If some of the input data is invalid appropriate error messages will be shown.

Modify Inventory Item

The pop-up for modifying an inventory item can be opened by clicking on an inventory item on the page.

When it opens it shows the current product details, and it allows you to change any of the details shown.

Mandatory fields are indicated by an asterisk (*). Mandatory fields do not need to be modified, however they cannot be empty.

At the bottom of the modal are 2 buttons, 'Close' and 'Save changes'. The 'Close' button will reset all input information and close the modal. The 'Save changes' button will check that all information is valid then update the product and close the modal. If some of the input data is invalid appropriate error messages will be shown.

Listings

On a business's listings page all of that business's listings will be shown to any logged in user.

Each listing will be displayed with its name, description, prices, quantity, listing creation and closing date, items expiry date and any extra information.

An option to order the listings will be available for ordering by Listing creation and closing date, quantity and price.
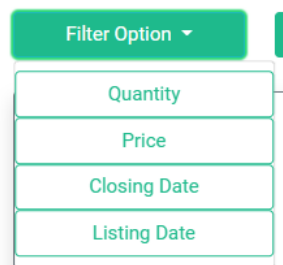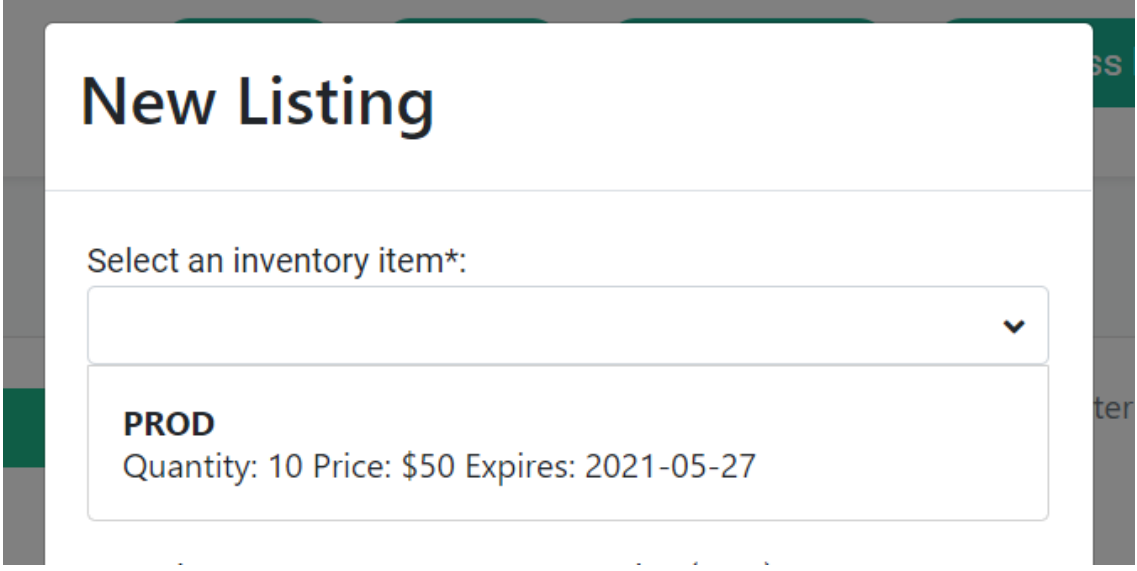
New Listing

If the user is currently acting as the viewed business an option to create a new listing will be shown.

When the add new button is pushed a modal will open on the screen with input fields for entering in new listing data.

These input fields will include (mandatory shown by *): Inventory ID* Quantity* Price*, which also shows the currency of the country the business is registered to More Info Close Date*

Inventory ID will show a searchable drop down of all of the current business's inventory items for the user to select.

Once an Inventory ID has been clicked the quantity will be auto-filled to the max quantity, price will be automatically assigned and the close date will be automatically set to the expiry date.
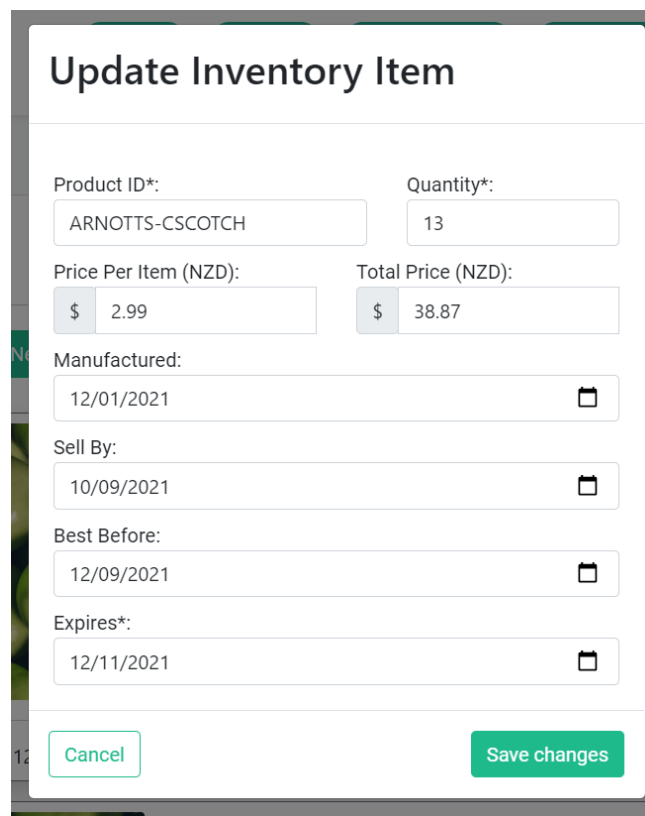
At the bottom of the modal are 2 buttons, Cancel and Confirm.

The 'Cancel' button will reset all input information and close the modal.

The 'Confirm' button will check that all information is valid then create the listing and close the modal.

If some of the input data is invalid appropriate error messages will be shown.

New Listing

Select an inventory item*:

Currently Selected:
ID: PROD Name: Product RRP: $5 NZD Expires: 2021-05-27

Quantity*:

10

Price (NZD)*:

$ 50

More info:

Close Date*:

27/05/2021 12:00 AM

Cancel   Confirm

Withdraw Listing

If the user is currently acting as the viewed business an option to withdraw any of their listings will be shown. A business administrator can withdraw any listing by clicking the 'trashcan' icon on the corresponding listing.

1x Appetizer - Crab And Brie   Selling quick.

APPE   vel lectus in quam fringilla rhoncus mauris

Price: $38.59 COP   Barcode: 9415767029200

Listing Date: 12th May 2020   Closing Date: 12th May 2022   Expires: 12th May 2023

When the withdraw button is clicked, the user will be prompted to confirm their withdrawal.
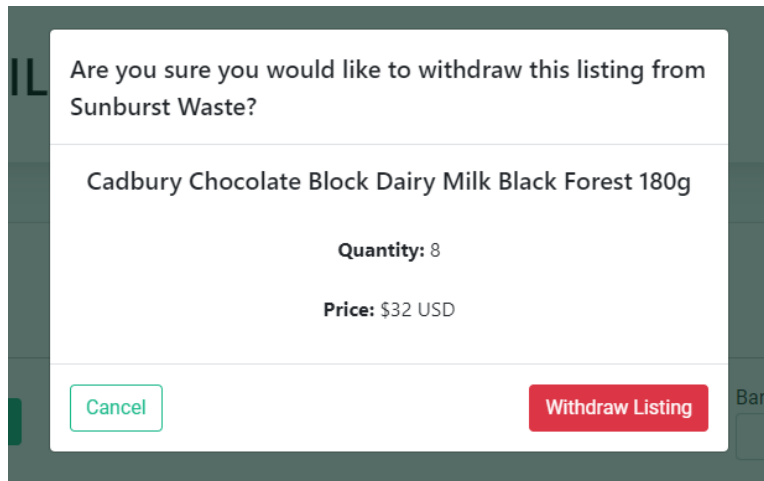
The details of the listing about to be withdrawn are displayed and the user can either cancel the action, or confirm the withdrawal by clicking the red button.

If the withdrawal is confirmed, the listing will be removed and no longer shown on the business's listings page.

Browse Listings

Users can browse all available business listings in the Browse Listings page.

Hovering over the "Seller Info" button shows the information about the business the listing belongs to.

Searching

The user can enter a search query into the search bar and press enter or click on the search icon to execute the search. When clicking on the arrow button next to the search icon, additional options are presented.

Matching Fields

The user can search listings based on choosing which fields to match their search query by clicking on any of the checkboxes on the left, and the selected fields can be cleared by clicking on the "Clear Field" button. Only one field of "Product Name", "Business Location", or "Seller Name" can be selected to match the search query to, and when searching by business location you can search by region, city, or country. Multiple business types can be selected to only return listings that belong to businesses of one of the selected types.

Ordering

The user can order the listings by Price, Product Name, Country, City, Expiry Date, or Seller Name. You can select descending or ascending results using the dropdown to the right.

Searching by Barcode

The user can search for listings by their barcode. It must be an EAN or UPC barcode. The user can enter an EAN or UPC barcode into the search bar. Alternatively, the user can press the camera button to either upload an image of a barcode or use their device's camera to scan a barcode in real life. Please see the subsection of 'Searching by Barcode' in the 'Product Catalogue' section which explains this in detail as this is the same feature.

Filtering

The user can filter the search results by price range or closing date range. A closing date prior to the current day cannot be selected. Either of these fields can be cleared using the "Clear Filters" button.

Bookmarking a Listing

The user can bookmark a listing by clicking on the little bookmark tag top-right in the listing card. When it has been bookmarked, a heart appears in the centre. You can click on the icon a second time to remove the bookmark.
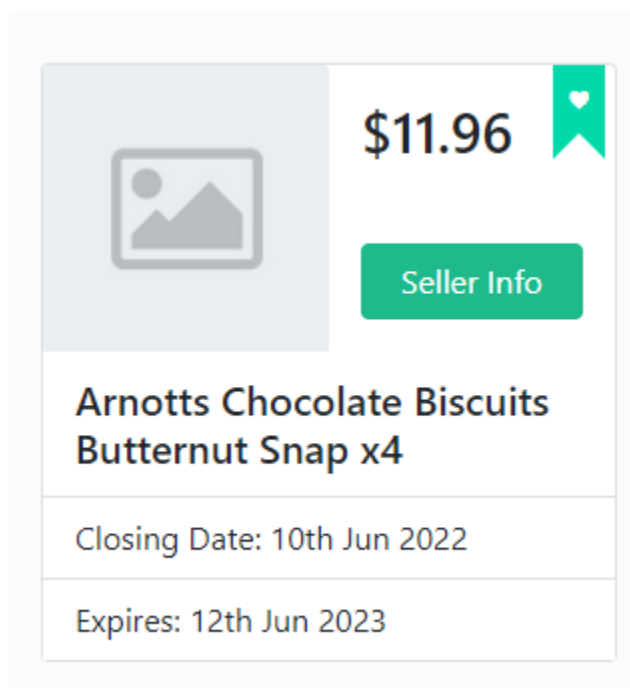
When you have bookmarked or unbookmarked a listing, a message will appear on your homepage. You can delete any of these messages by clicking on the "X" icon in the top-right corner. If you click on a message, it will take you to the individual listing page.
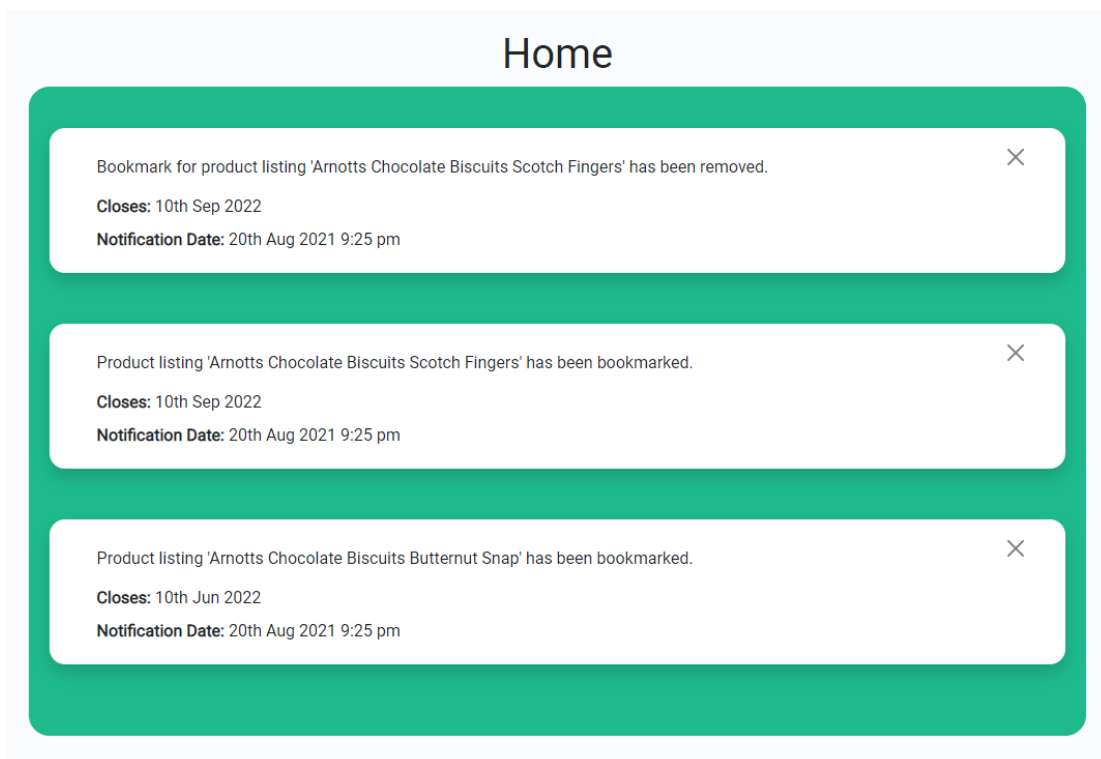
When you're acting as a business, these messages will not appear on your home page, and you are unable to bookmark listings.

Viewing an Individual Listing

A user can view an individual sale listing by clicking on a Listing.

This will bring up a new page containing information about the Listing.

At the top of the page, there is information about the listing date and closing date, the price, number of bookmarks, products barcode, Product ID, quantity for sale, manufacturer and the business name and address.

There are images of the product that you can click through to make sure you are getting the item that you want.

There are three buttons on the page: a 'Buy' button, a 'Return to Sale Listings' button and a 'Go to Business Profile' button.

The 'Return to Sale Listings' button will take the user back to the browse search page they were just on with the same search and page number.

The 'Go to Business Profile' button will take the user to the business' Profile page.

X-Cess Foods

23 Tika Street
Riccarton
8041
Canterbury, New Zealand

Go to Business Profile

Purchasing a Listing

Purchasing

Users can purchase a listing by navigating to the desired sale listing by accessing the Browse Listings page and searching for their desired listing and clicking on the card.
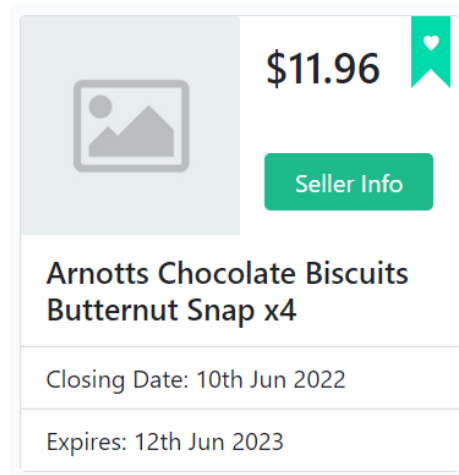
Clicking on a listing card takes the user to the individual sale listing page.
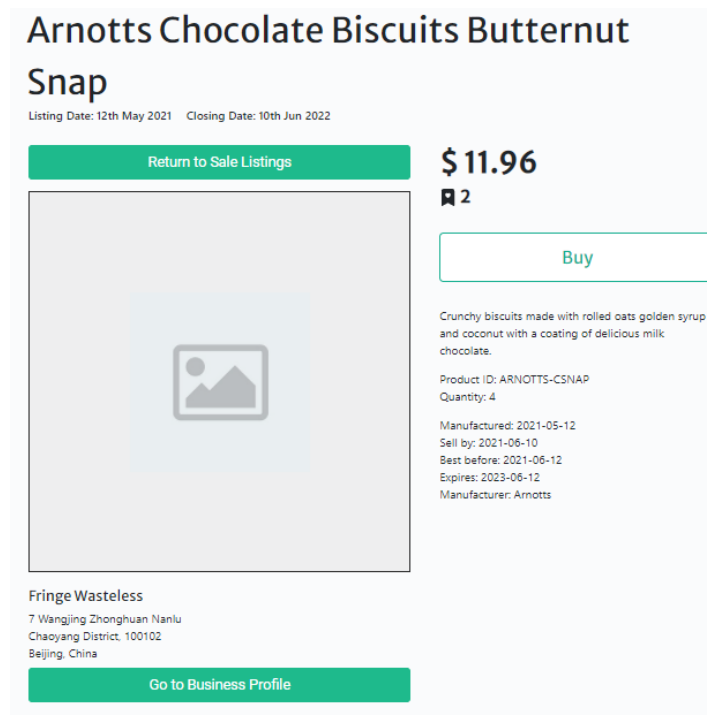
Click the 'Buy' button to purchase a listing.

$ 11.96

🔖 2

Buy
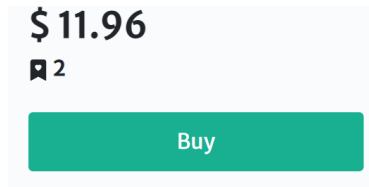
Successful Purchase Notifications

The user who purchases this will receive a notification about it. This is to remind the buyer of what they have purchased, the cost of it and the collection location. They can delete this notification by clicking the 'Delete Notification' button.

🔔 Hayley

You have purchased Arnotts Chocolate Biscuits Butternut Snap x4 for $11.96. Your purchase can be picked up from 7, Wangjing Zhonghuan Nanlu, Chaoyang District, Beijing, China, 100102.

Delete Notification
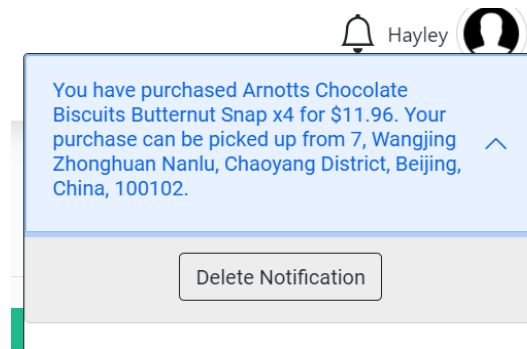
Bookmarked Listing Messages

If a user had this listing bookmarked, the bookmark message is removed from their Home page's "My Feed" section.

Sold Listing Notifications

Users who had bookmarked the sale listing are notified in their Home feed when it is purchased. They can also delete this notification by clicking the 'Delete Notification' button.

🔔 Johnny   Admin (DGAA)

A listing you bookmarked, Arnotts Chocolate Biscuits Butternut Snap x4 from Fringe Wasteless, has been removed.

Delete Notification
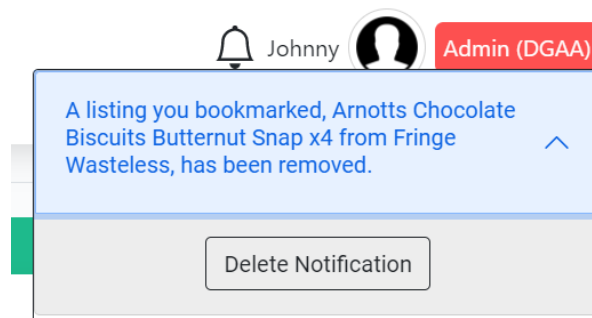
The sale listing is removed and will not appear in future searches.

Seller's Inventory

Upon a sale listing being purchased, it is no longer in the seller's inventory.

Sale History

Information about a sale is recorded in the sales history section belonging to the seller's business. For instance, the Arnotts Biscuits are listed in Fringe Wasteless' Sale History after being purchased by the user Hayley Krippner. The information included is the product id, listing date, sale date, listing date, quantity sold, price they were sold for, the number of bookmarks and the buyer's name.

Fringe Wasteless Sale History

Product Id	Listing Date	Sale Date	Quantity	Price	Bookmarks	Buyer
ARNOTTS-CSNAP	12th May 2021 12:00 am	22nd Aug 2021 8:38 pm	4	¥11.96 CNY	2	Hayley Krippner

Sales Report

Note: In the sales report, weeks start on a Sunday and end on a Saturday (this applies to the "Week" period option and "Weekly" granularity option).

The sale history can also be viewed in a report format. By default, the total sales for the year are displayed. You can select the period of time for the report to display, as well as the granularity.

Sales Report Sales History

Brink Food Sales Report

Period: Year ▾ 2021 ▾ Granularity: Total ▾

Visualisation: Table ▾

Total Sales: 12
Total Revenue: $3760.47 NZD

For period, you can select one of "Year", "Month", "Week", "Day", or "Custom", and select the specific time period for each of these.

For granularity, one of "Total", "Yearly", "Monthly", "Weekly" and "Daily" can be selected. All granularities other than "Total" are displayed in a table, rather than a summary format.

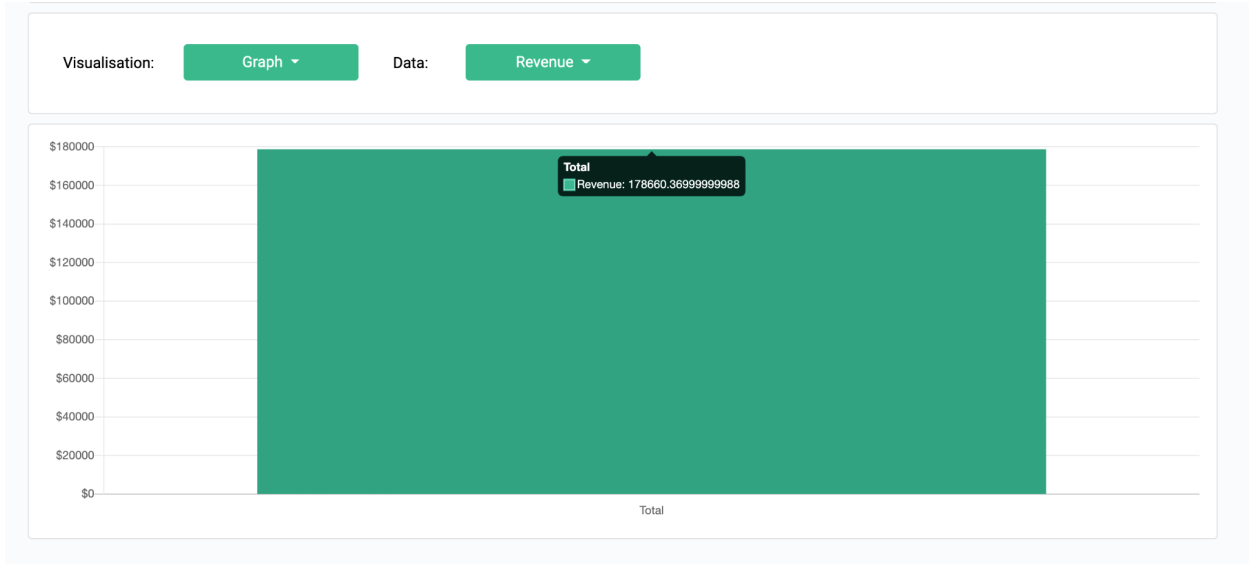| Time	Total Sales	Total Revenue (NZD)
January 2021	0	$ 0.00
February 2021	0	$ 0.00
March 2021	0	$ 0.00
April 2021	0	$ 0.00
May 2021	3	$ 461.10

Sales Report Graph

In the sales report page, there is a Visualisation option. If the user clicks on the graph option, then the sales report graph will display.

In addition to this, users also have options for the data type to show in the graph (Sales and Revenue).

Visualisation: [Graph ▾]   Data: [Revenue ▾]

Total
☐ Revenue: 178660.36999999988

The graph also can be changed by editing the Period and Granularity.

White-Hauck Sales Report

Period: [Year ▾] [2021 ▾]   Granularity: [Daily ▾]

Visualisation: [Graph ▾]   Data: [Revenue ▾]
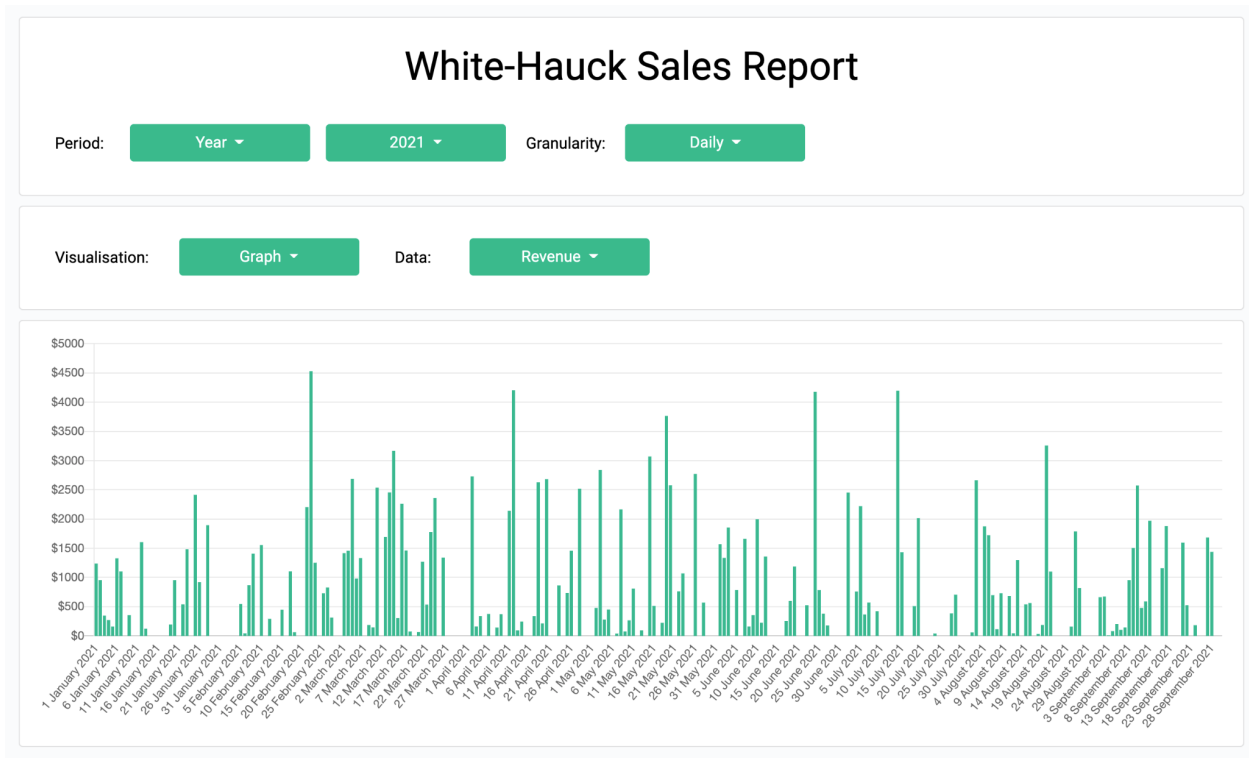
Sales Report Overview

On the user's home page, when you are acting as a business, you will see an overview of your sales for the current week. Pressing the 'Full Sales Report' button will take you to the Sales page.
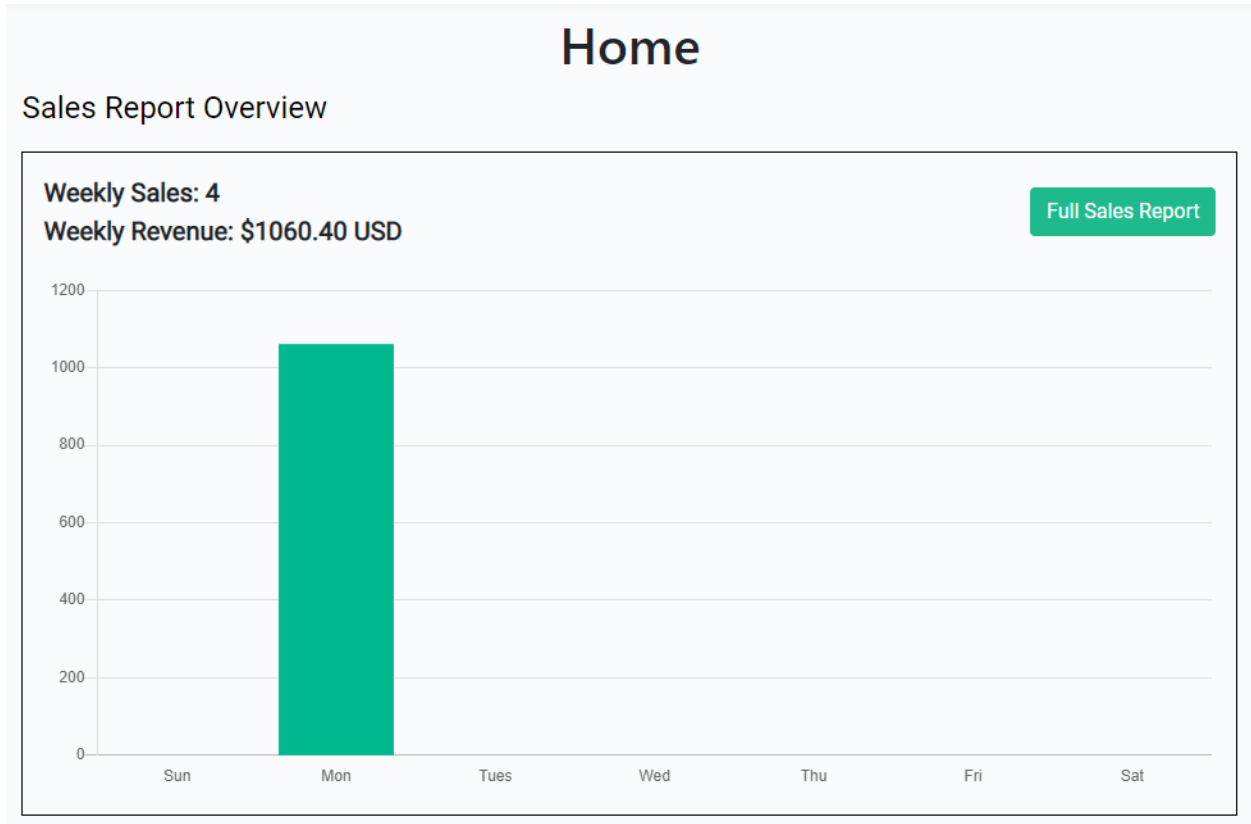
Marketplace

The marketplace is a page accessible for selling, exchanging and expressing interest in items. Any logged in user is able to view and create a marketplace listing.

The marketplace page is split into three sections (For Sale, Wanted, and Exchange) displayed as tabs.
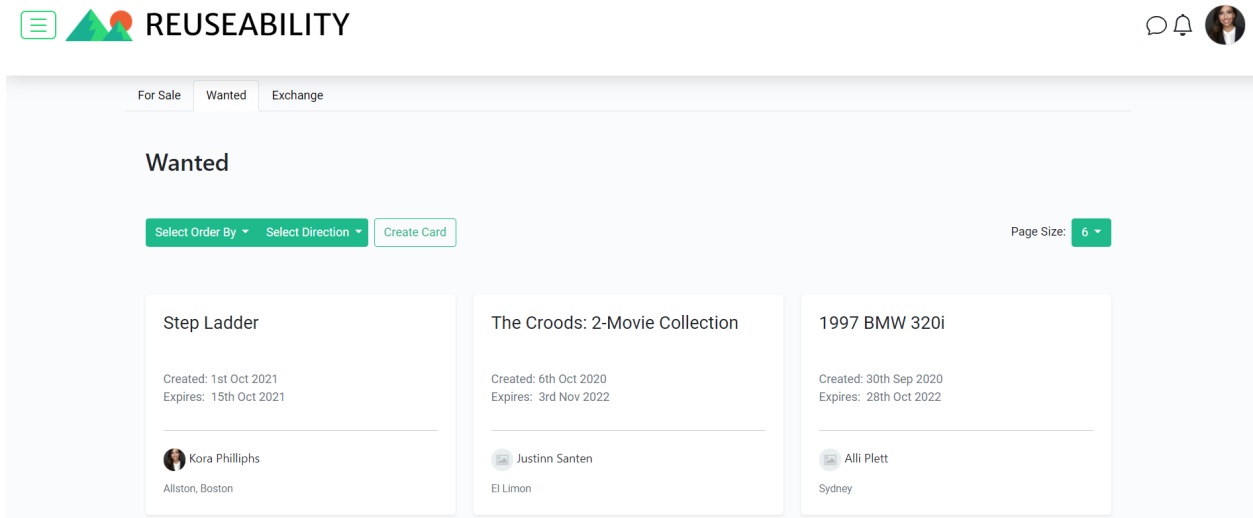
Clicking on one of these tabs will show all Marketplace cards for that section.

Each page has options to sort the listings by Title, Location or Created and the option to do it in ascending or descending order.
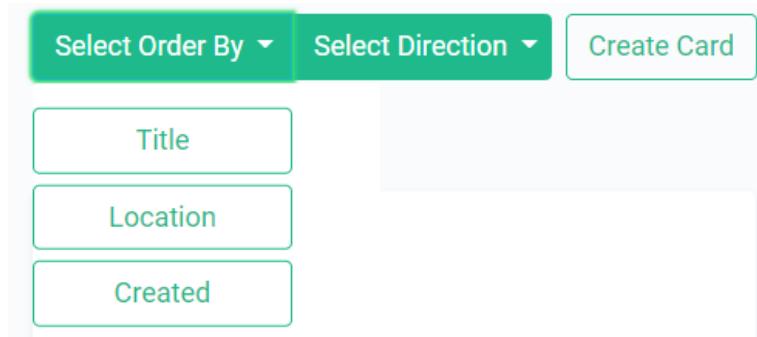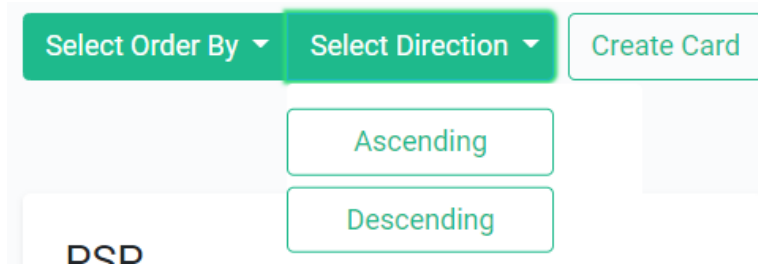
The pages can be changed via the pagination buttons below the cards.

View Marketplace Listing

When the user clicks on one of the cards a modal will be shown with all the information about that card.

If the card is your own, there will be two buttons, Remove and Edit, in the bottom right corner of the modal. The Remove button will delete the card and close the modal. The Edit button will close the modal and open the edit modal.
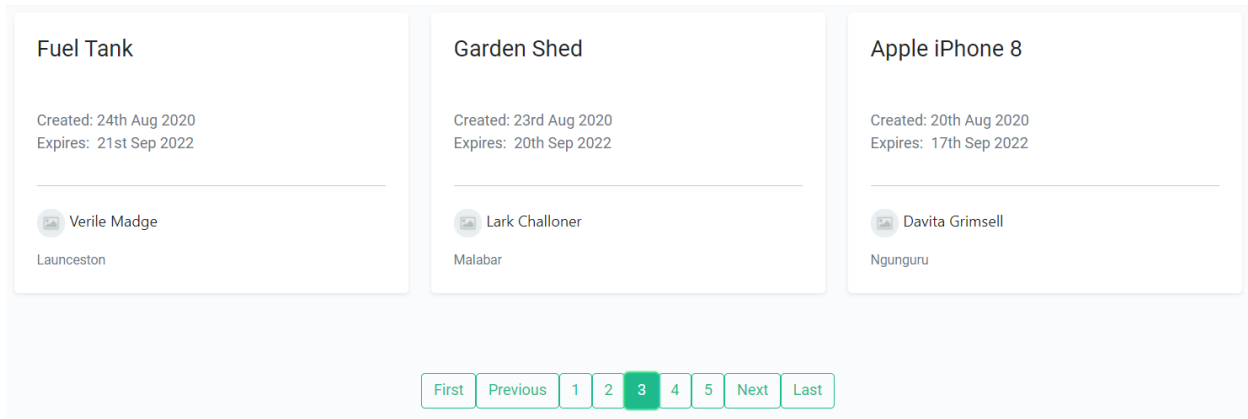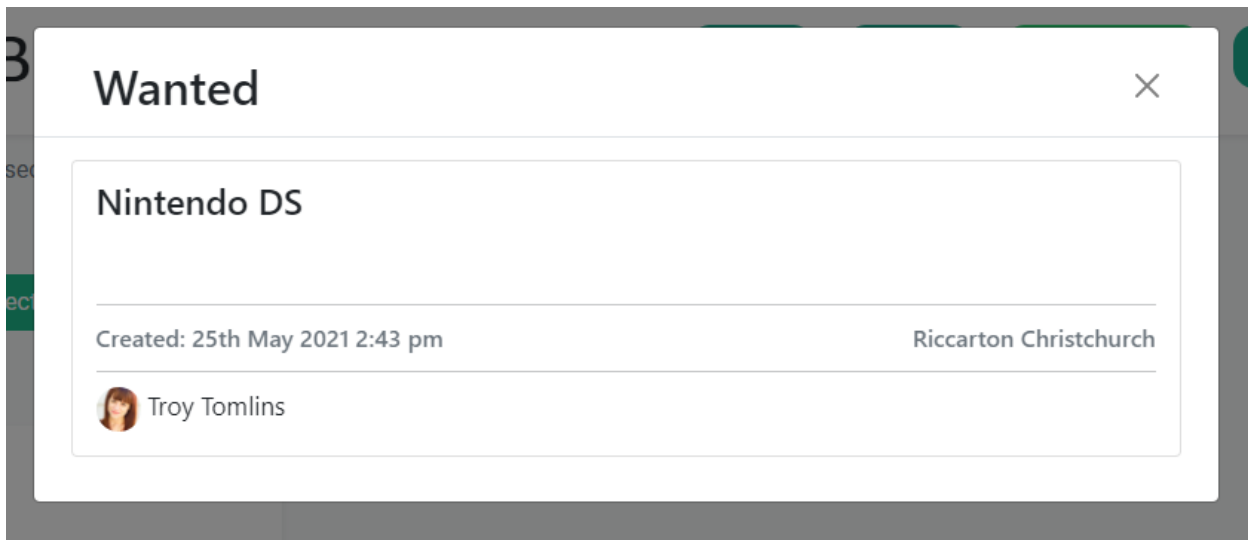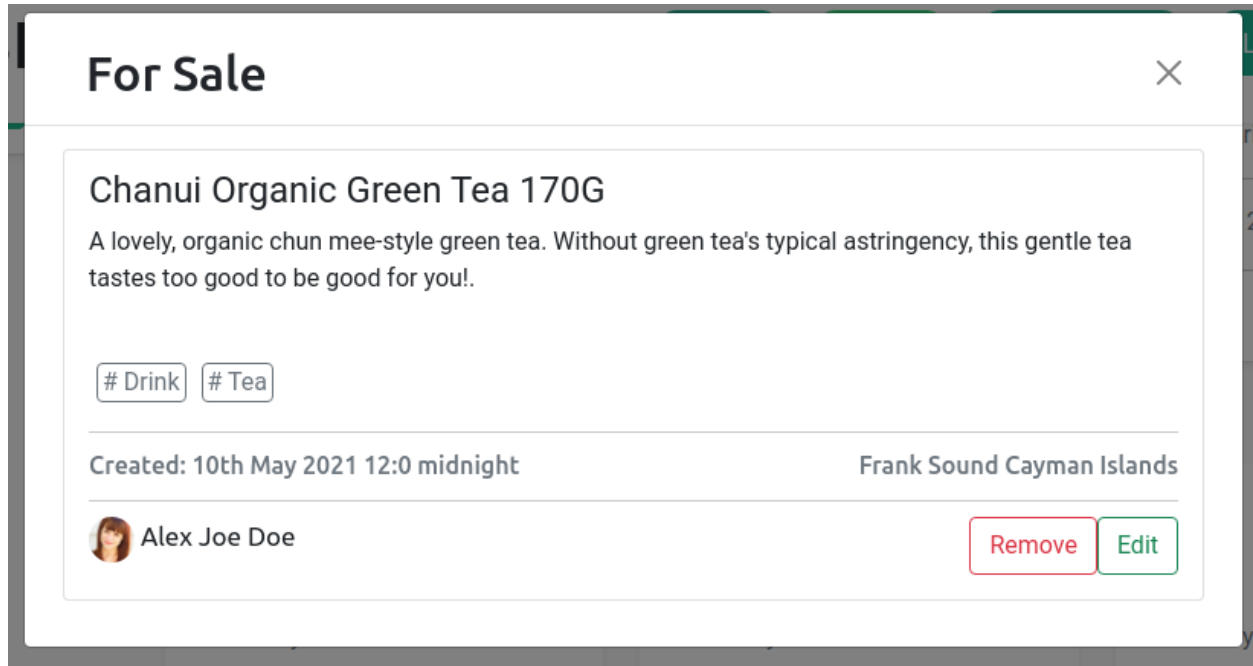

New Marketplace Listing

When the create card button in Marketplace is pressed a modal opens with input fields for creating a new marketplace listing.

The current users' name and location will automatically be displayed and there will be a select box at the top for saying which section you wish to make the listing a part of (For Sale, Wanted, Exchange).

The input fields will include (mandatory shown by *):
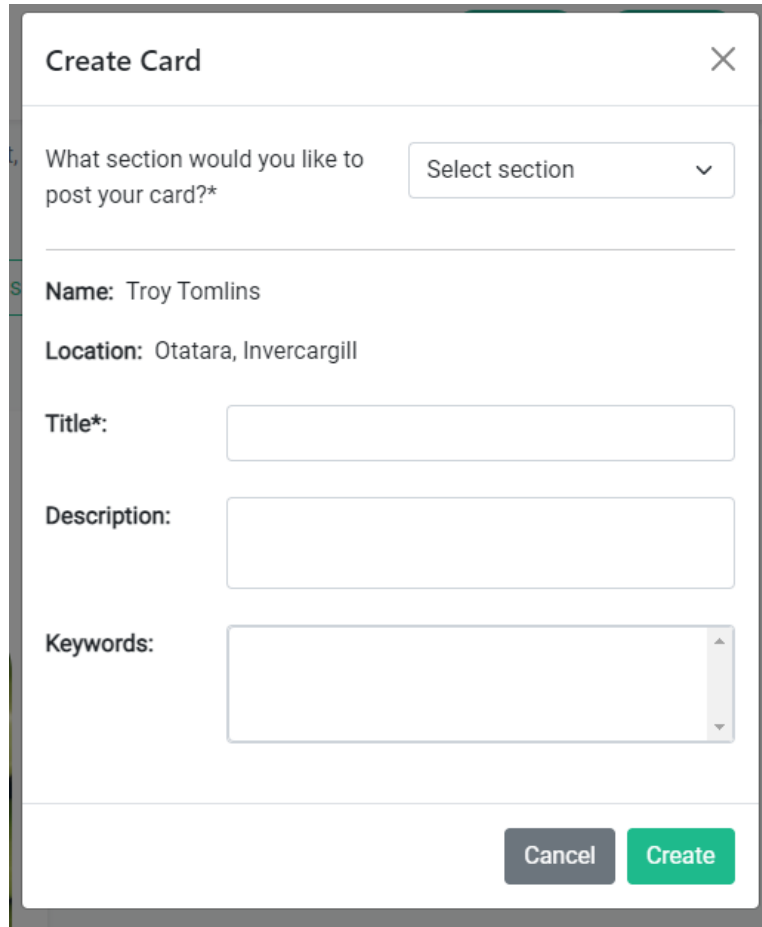
- Title*
- Description
- Keywords

Keywords will be separated by a space and shown clearly by adding a '#' in front of the keyword.

At the bottom of the modal are 2 buttons, Cancel and Confirm.

The Cancel button will reset all input information and close the modal.

The Confirm button will check that all information is valid then create the Marketplace listing and close the modal.

If some of the input data is invalid appropriate error messages will be shown.

Edit Marketplace Listing

When the user clicks the Edit button a modal will be shown with all the cards current information prefilled into input fields and select boxes.
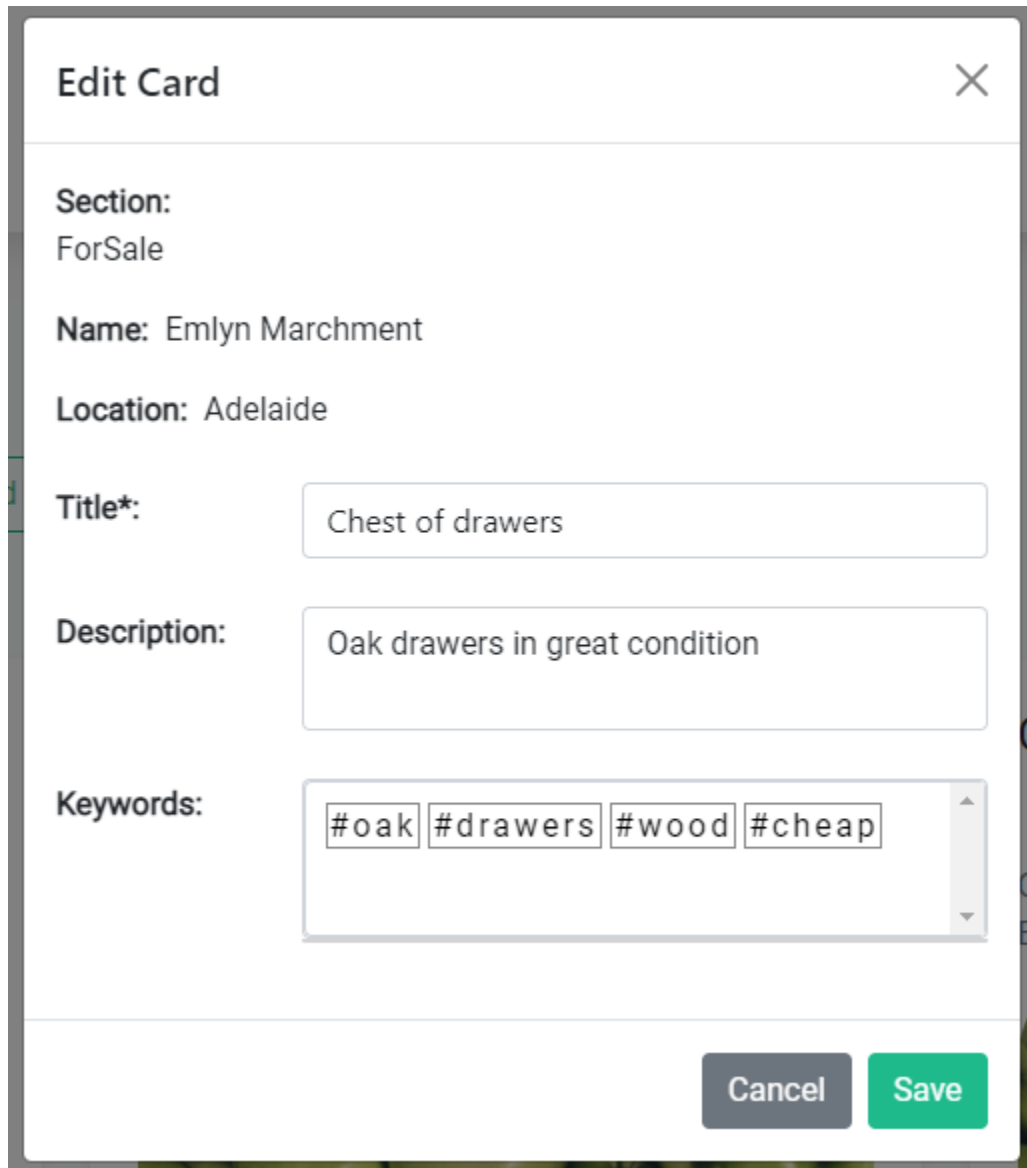
The input fields will include (mandatory shown by *):

- Title*
- Description
- Keywords

At the bottom of the modal are 2 buttons, Cancel and Save.

The Cancel button will reset all input information and close the modal.

The Save button will check that all information is valid then edit the Marketplace listing and close the modal.

Edit Card

Section:
ForSale

Name: Emlyn Marchment

Location: Adelaide

Title*: Chest of drawers

Description: Oak drawers in great condition

Keywords: #oak #drawers #wood #cheap

Cancel Save

Finding Your Marketplace Cards

If you have active marketplace cards these can be found in the "my cards" section on the homepage. The cards are also editable here.
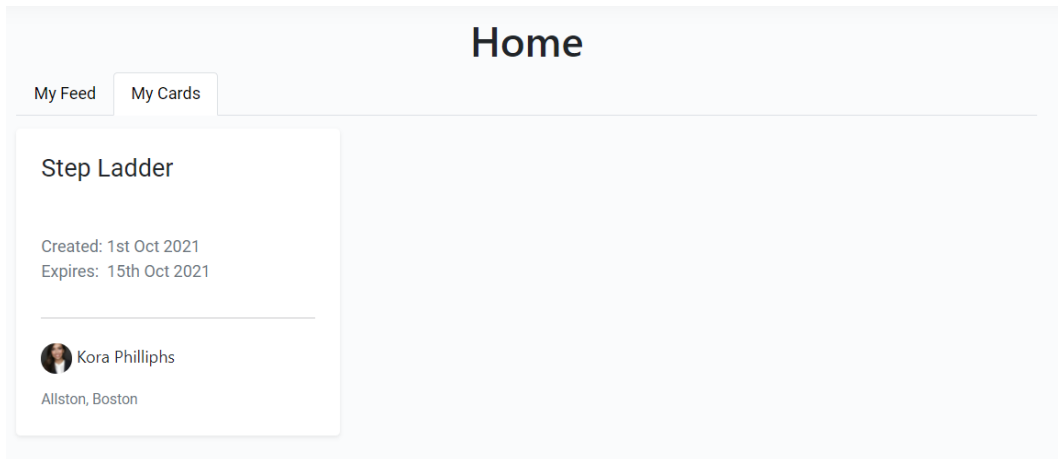
If you have no cards active a simple "no cards to show" message will appear instead.
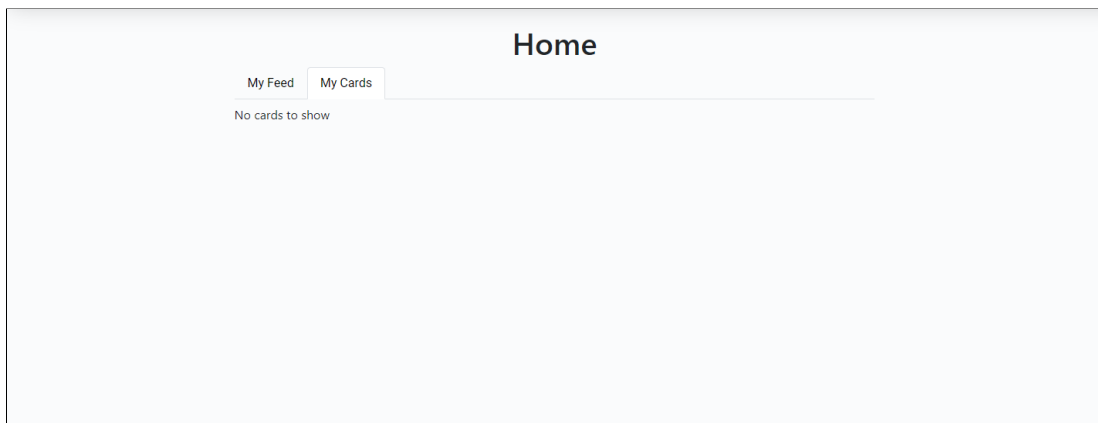
If you have active marketplace cards then these can also be found at the bottom of your profile page.

If you are viewing the profile of another user and they also have active marketplace cards then these can be found at the bottom of their profile page.

Marketplace Card Expiry

If one of your cards has been in the marketplace for the maximum display period (two weeks) then you will receive a notification. To view your notifications you can click on the bell notification located in the navbar.
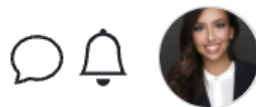
If you have no notifications then a message will display.
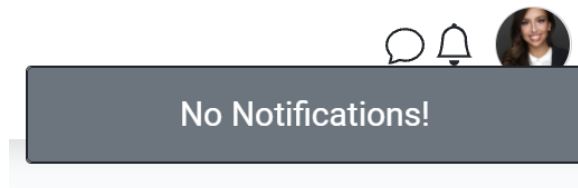
If you have notifications then they will appear here.

If you take no action within 24 hours of receiving a notification then your card will be automatically deleted. For example, in the image above Chaddy did not take action with their card with the title "IPHONE13". Therefore, it was deleted and they were notified. To take action you can click on the notification for the card set to be deleted. This will drop down a section with two buttons 'Delete Card' and 'Extend Card for 2 Weeks'.

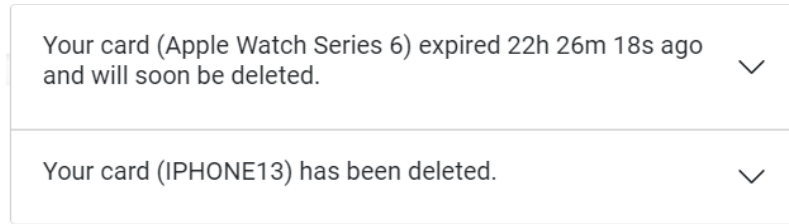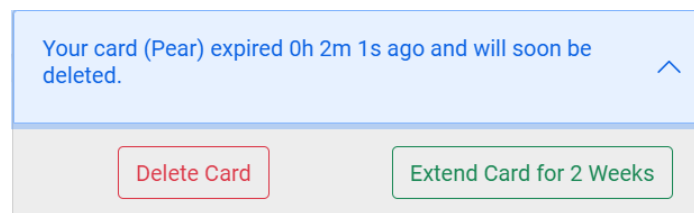The titles of these buttons are self-explanatory, but clicking the 'Delete Card' button will delete your card. Clicking The 'Extend Card for 2 Weeks' button means that your card will be displayed for an additional two weeks.

Marketplace Keyword Management

Keywords are used in marketplace cards to indicate characteristics of the content of the card to quickly gauge information about the card.

As seen in the New Marketplace Listing section, keywords are added upon creating a new marketplace listing. As the user types in a keyword, relevant matching keywords appear in a drop down menu that the user can select from. If the keyword they desire is within this system-wide list, they can select it. If not, they can create a new keyword and it will be added to this list.

Here, the keyword "cake" was not previously in the system-wide keyword list.

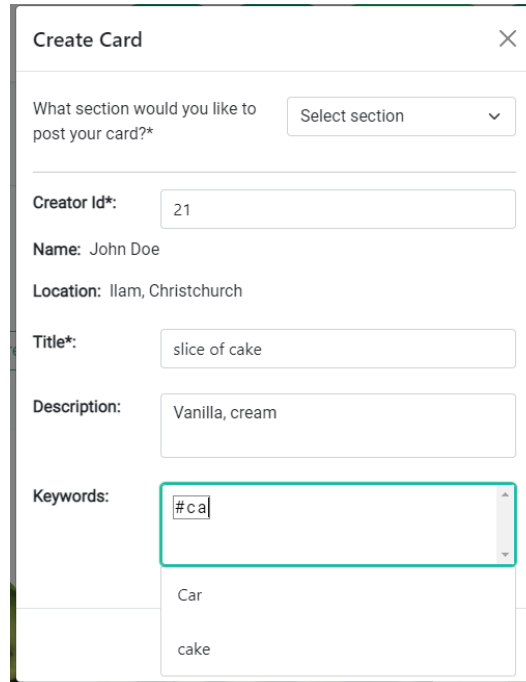The user adds the keyword of "cake" upon creating their marketplace card.

The keyword "cake" is now available as an option within this prompt list of keywords when the user or any other users begin writing the keyword "cake". This increases the user's efficiency.

If the user is a DGAA or a GAA, they will receive notifications about new keywords that are created via the navigation bar. These are in the same location as the marketplace card creation notifications. They can choose to delete the keyword if they believe that it is inappropriate. In the example below, the keyword "round" has been recently created and a user with administration rights has the choice to delete it or not.
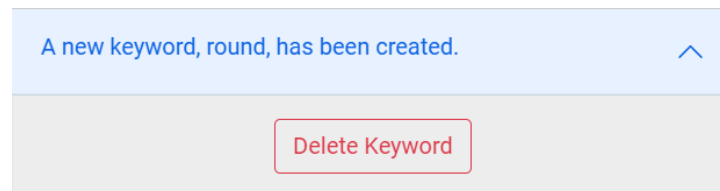
Contacting Other Marketplace Users

To contact another marketplace user you can click on the marketplace card of the user you are trying to contact.
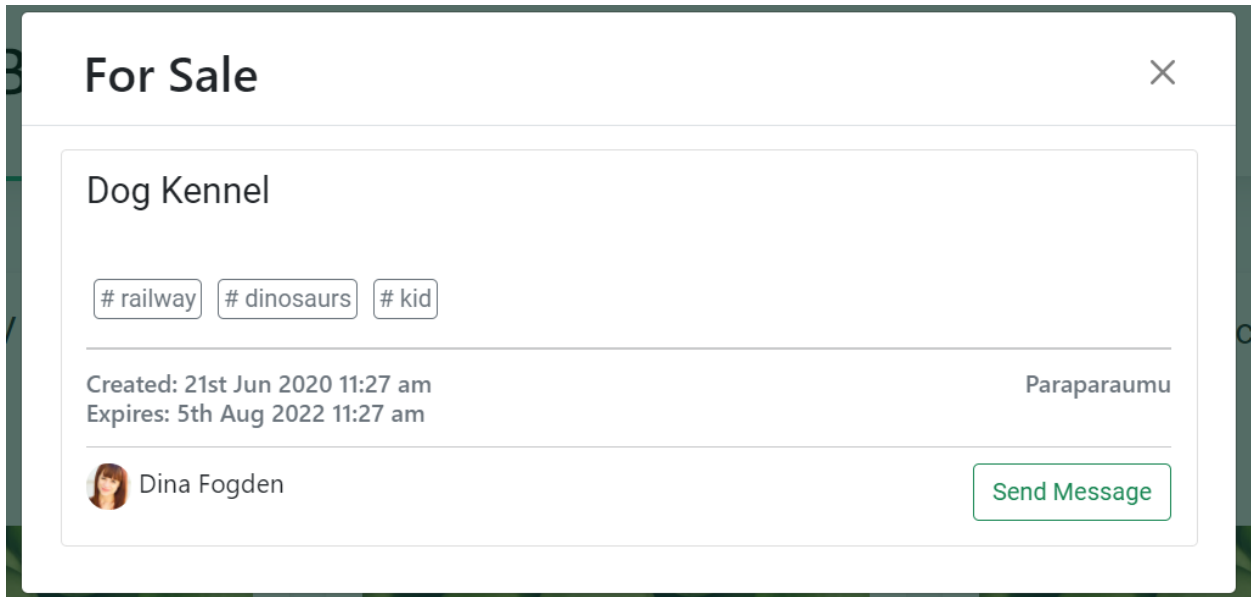
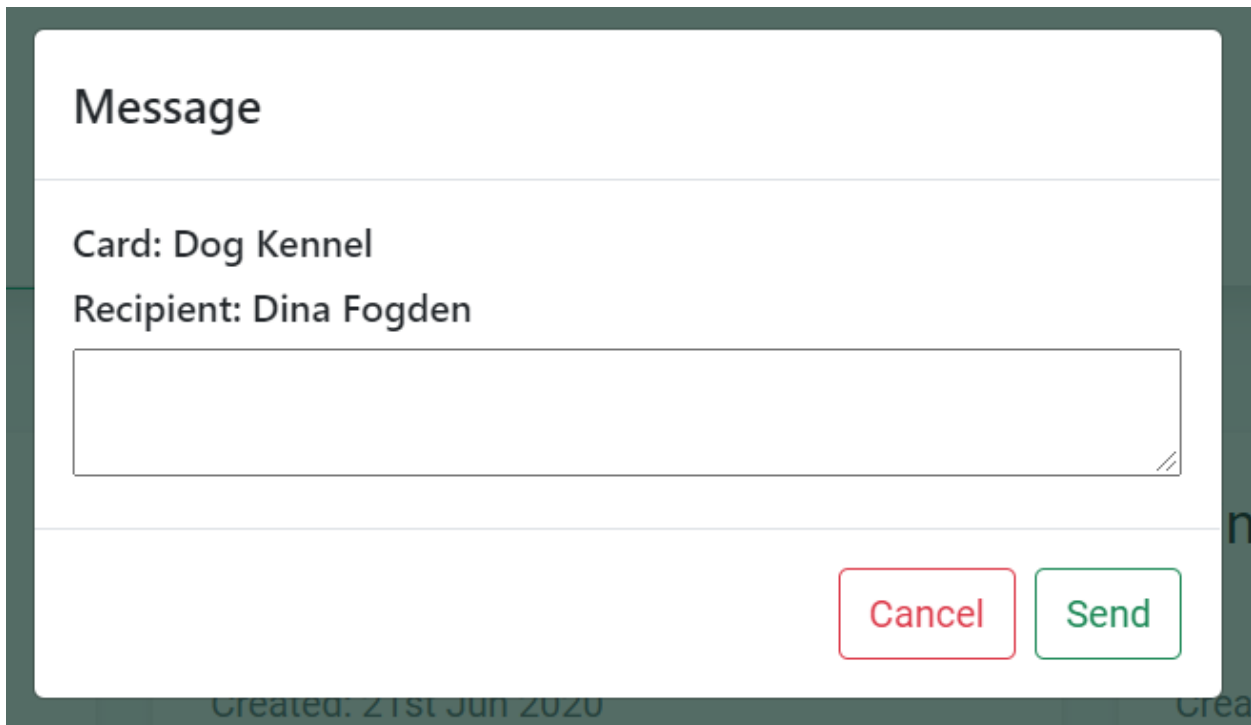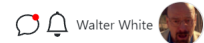Clicking on the marketplace card will open the card detail modal. In the bottom right-hand corner of the card detail modal is the "Send Message" button. Clicking on the "Send Message" button will open the message modal.

The message modal contains the details of the marketplace user you are trying to contact and the name of their card. To send a message to the other user, text can be typed into the textbox before clicking the "Send" button. Messages have a minimum length of one character and a maximum length of 300 characters. If you decide you no longer want to send a message, you can click the "Cancel" button. This will close the message modal.

Sending a message to another marketplace user will create a conversation. To access your conversations you can click on the message icon located on your navbar.


A new message is indicated by the red dot on the message bubble icon.


Clicking on the message icon will open a dropdown containing all your conversations. For each conversation, the profile image and name of the other marketplace user will be displayed. The title of the marketplace card will also be displayed. For each conversation, there are two options. These options are viewing the full conversation or deleting a conversation.
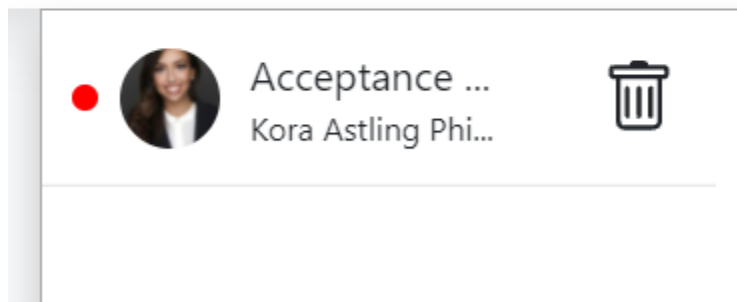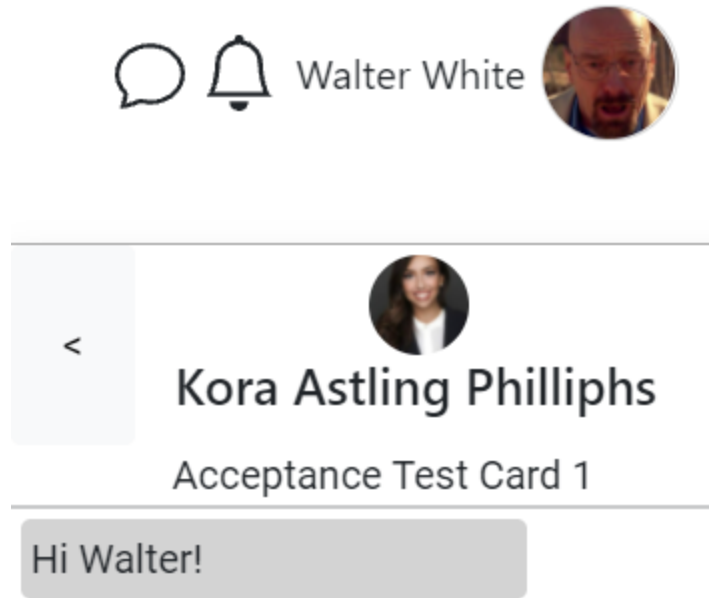
To delete a conversation the bin icon located next to each conversation can be clicked on. Clicking on the bin icon will open up a modal.
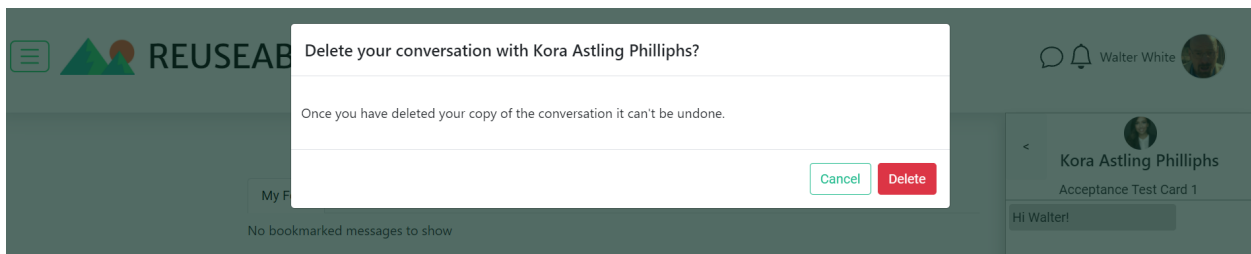
The delete conversation modal gives you the option to cancel deleting the conversation or confirming the deletion. Note when you delete a conversation it only deletes your copy. This means that the other marketplace user will still be able to view the conversation unless they have deleted it as well.

To view the full conversation you can click on the conversation in the dropdown.
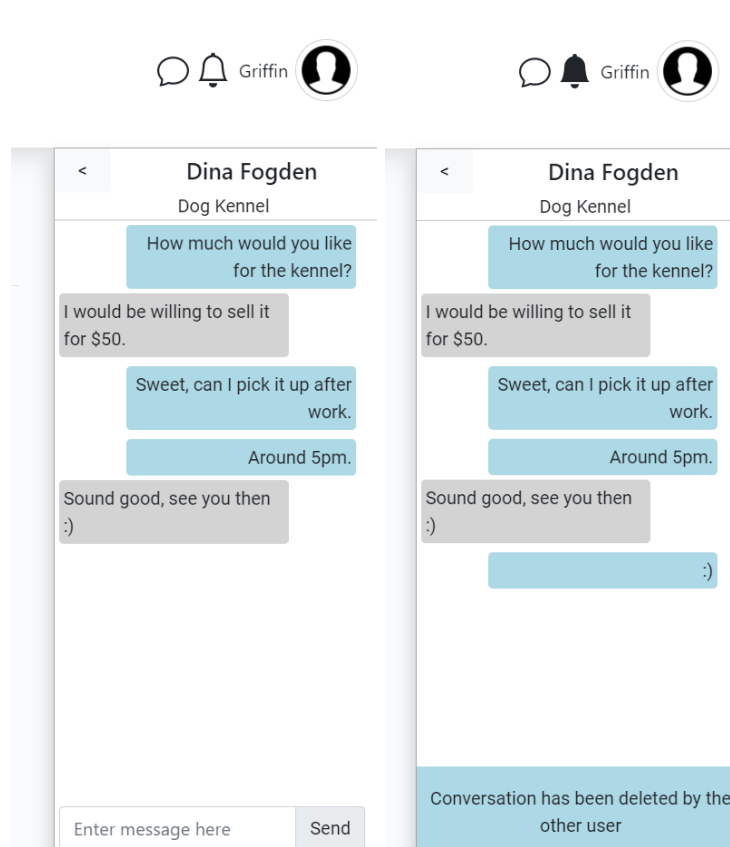
To return to the full list of conversations you can click on the small arrow located on the top left-hand corner. In the conversation, the blue bubbles represent the messages you have sent. The grey bubbles are messages the other user has sent. You can reply to the user by using the message box at the bottom of the conversation (you can click send or use enter to send the message).

When the other user has deleted the conversation you will be unable to reply to them but you can still see the conversation details.