Workmate Network User Guide

This guide will help you get started, whether you're here to connect with others, share updates, or buy/sell products in the community.

1. Getting Started

Sign Up

Click _The Google Sign Up_ Link on the Registration Page.

OR

Fill in your _Trading Name, Email, Phone and Password_ in the registration form provided.

Log In/Sign-In

Enter your _username/email_ + _password_.

Once logged in, look for the **left-side navigation panel** .

2. Navigating the Site – Left Side Menu

The left-side panel is your main navigation guide. From here you can reach all areas of the community:

News Feed → the community's main activity stream. *Product related updates, comments, reviews & social posts*

Profile → view and edit your personal profile.

Members → browse all registered users & connect.

Groups → join or create interest-based groups. (Only sellers can CREATE groups)
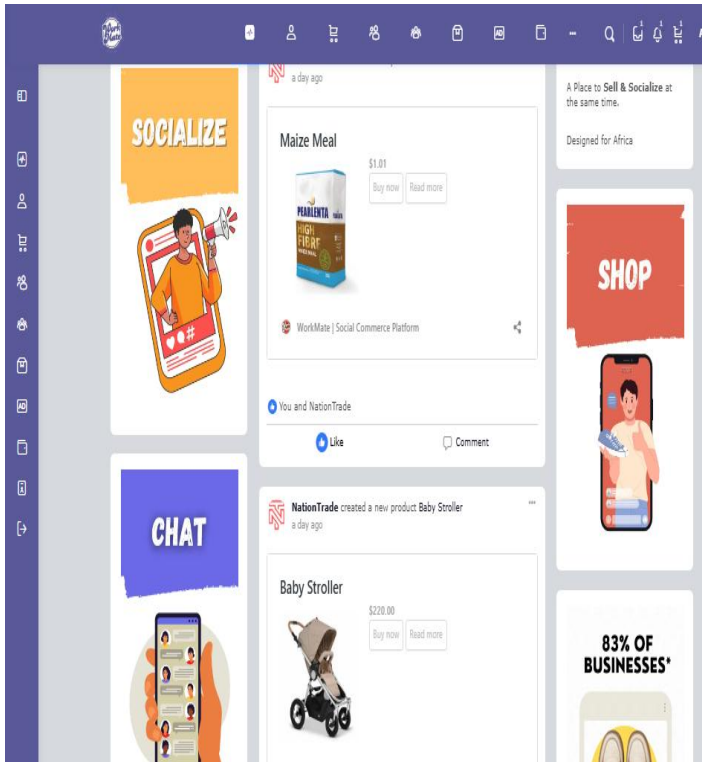
Shop → browse and buy products.

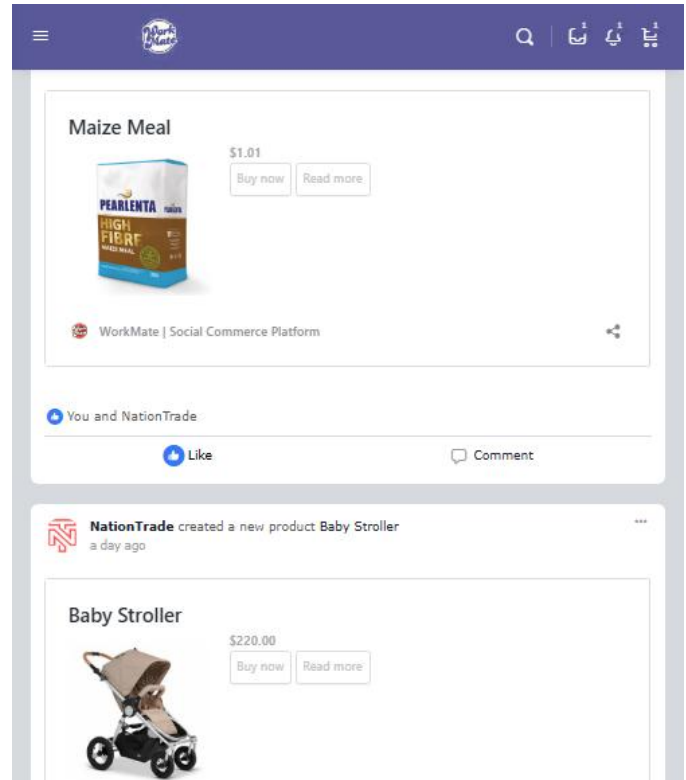My Account → Manage your products and sales (if you're a seller). Manage your purchases. (for customers/buyers)

Wallet → Manage your money, rewards and purchases.

3. **News Feed** *(The Money Maker)*

*On Computer*   *On Mobile*

The News Feed works like Facebook's timeline, it shows:

- Products you list for sale show up here with a 'BUY NOW' tag

- Post updates – text, links, images, Mentions – user @username to tag others.

- Information about Products sold or purchased, product comments or reviews are shown to every user. *(helps with marketing)*

- Like & Comment – interact with posts.

4. Your Profile *(About Your Brand/Company Page)*

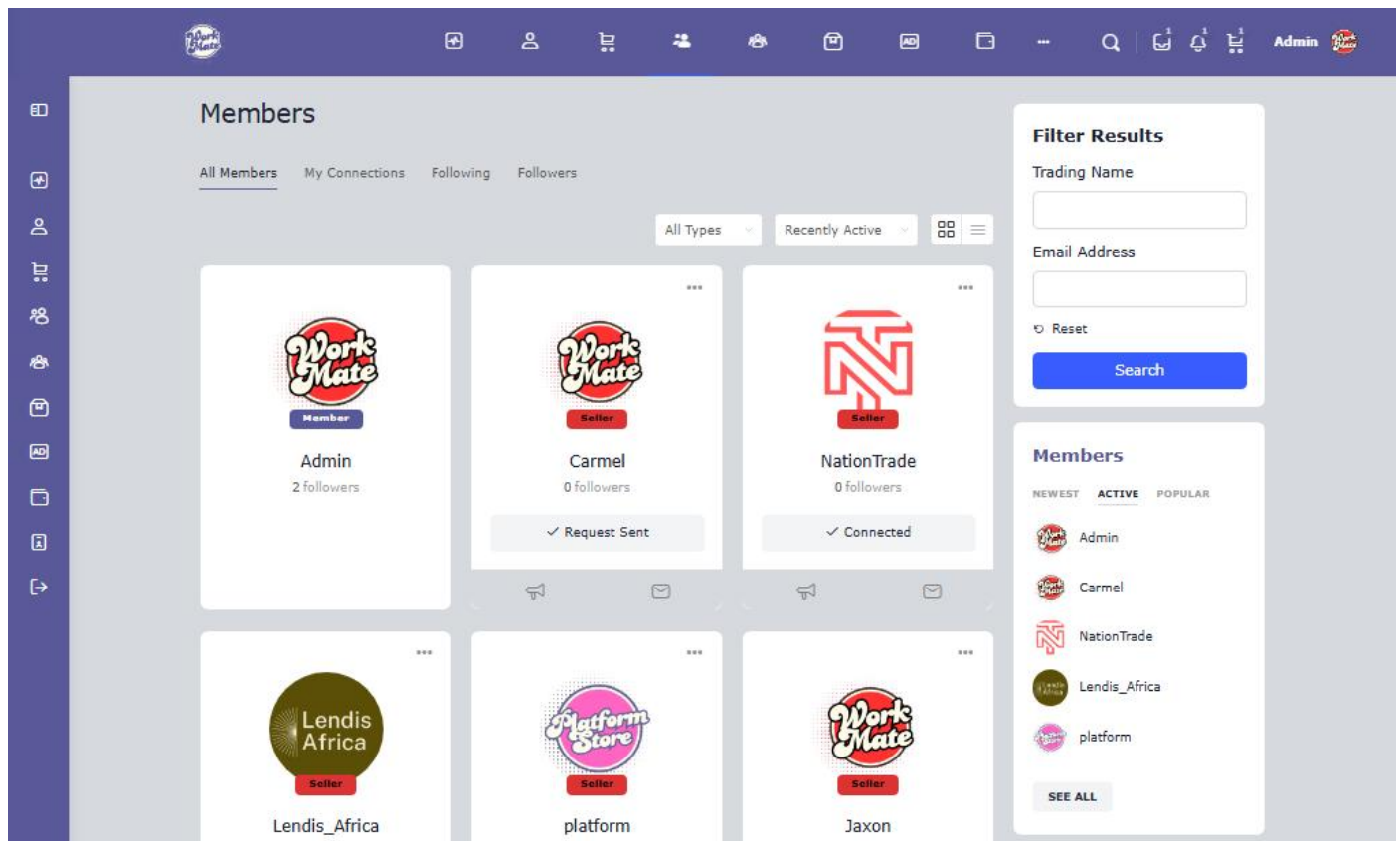Access via *Profile* in the left navigation.
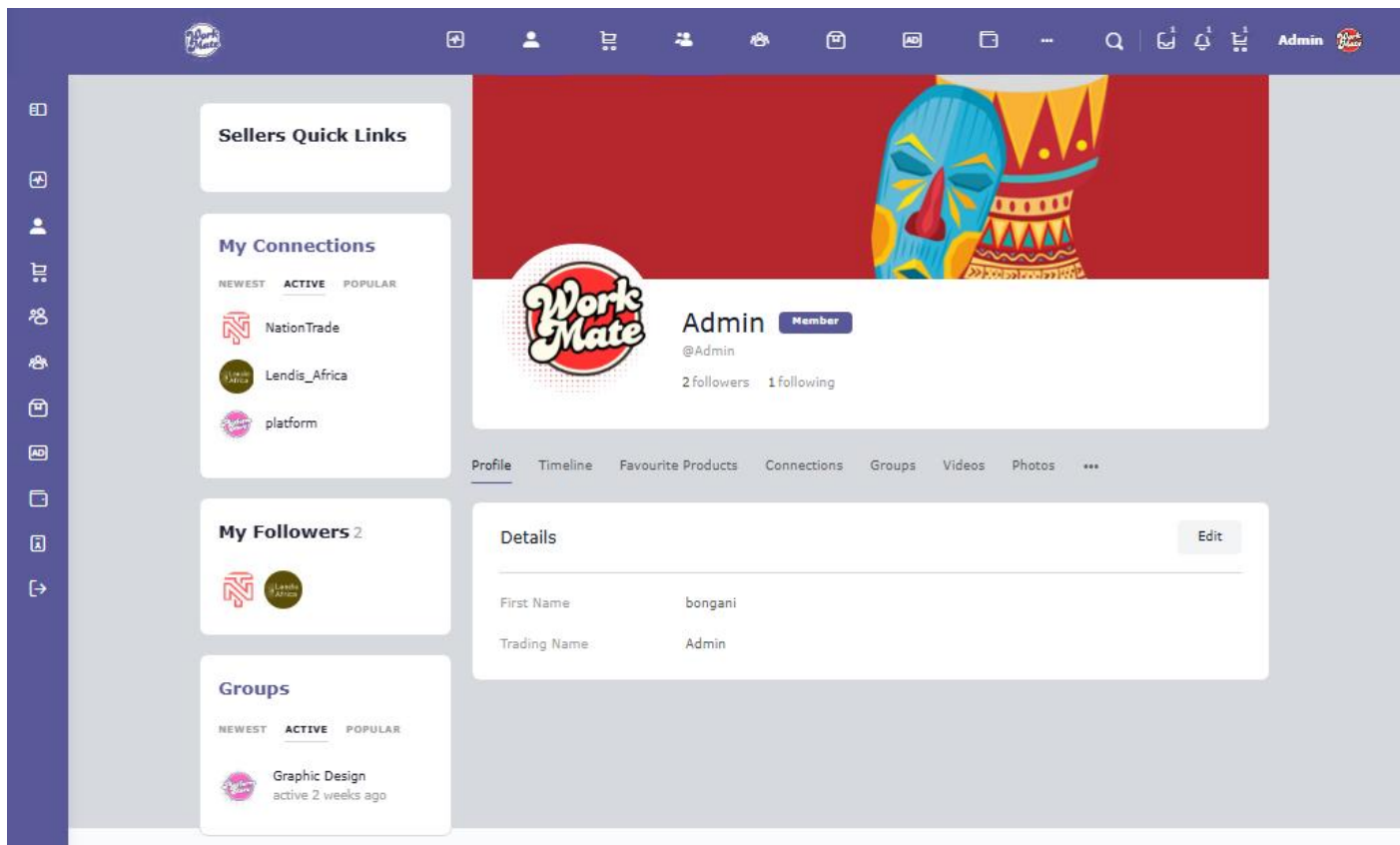
Add or update:

- Profile photo, Cover Banner

- Sellers Quicks Links: add products, view Orders

- Bio & personal details

- Check Timeline tab for your *OWN* posts & activity.

- Use Connections tab to view or manage your network.

5. Members Directory *(Other Brands/Companies)*

Click *Members* in the left menu.
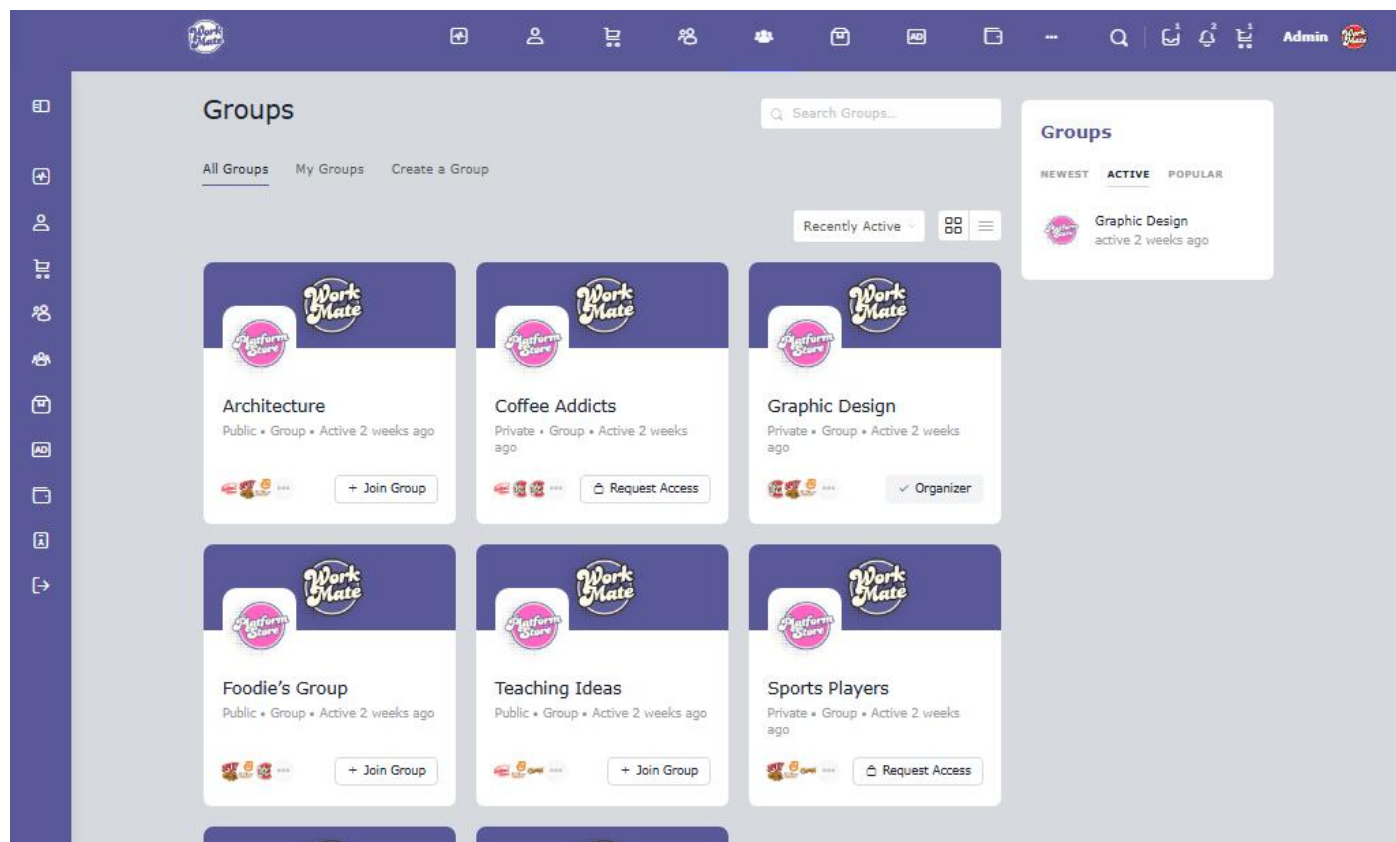

Browse all users in Grid or List view.

Search: by *Trading Name* or *Email Address*.

Options for *interaction* on each profile card:

● Connect

● Follow

● Message

6. Groups

Click *Groups* in the left menu.

Depending how Group creators set up their groups, you have one of two options to join:
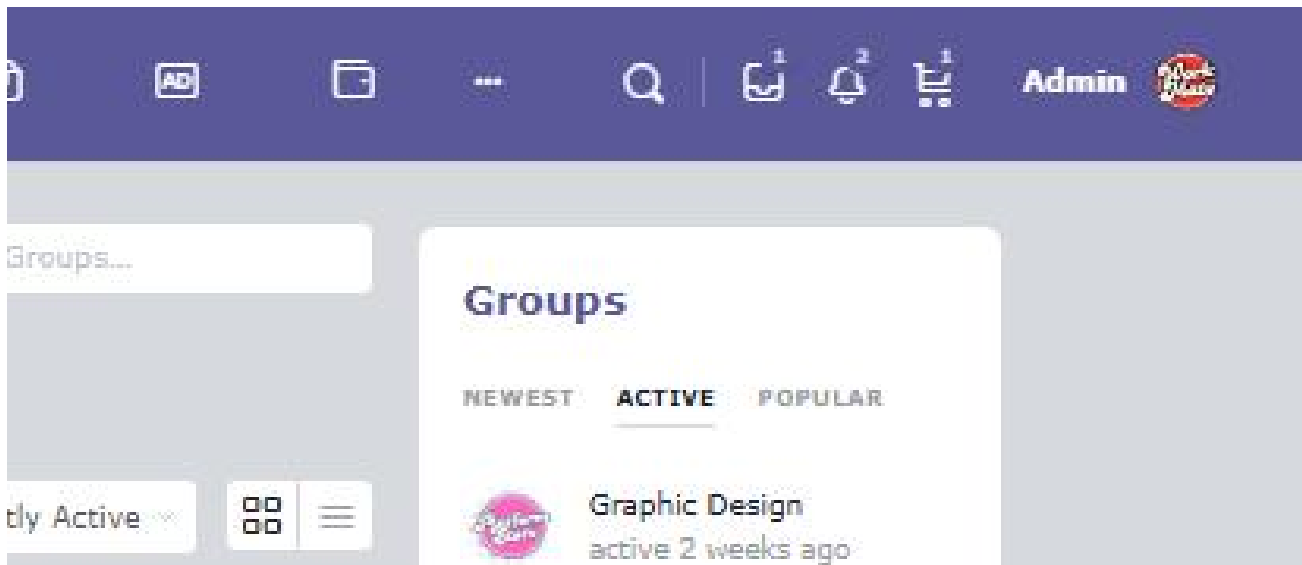
Join public groups directly.

Request access to *private* groups.

Inside any group you can:

● Post in the group feed.

● Join group forums (if enabled).

● Share files or updates with members only.

● Only *SELLERS* can create groups

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7. **Private Messaging & Notifications**

Access via *Notifications* in the *TOP LEFT CORNER*

Messages *(in real time, no delays)*

Send a new message from Messages →
Compose.

View inbox, sent messages, and threads.
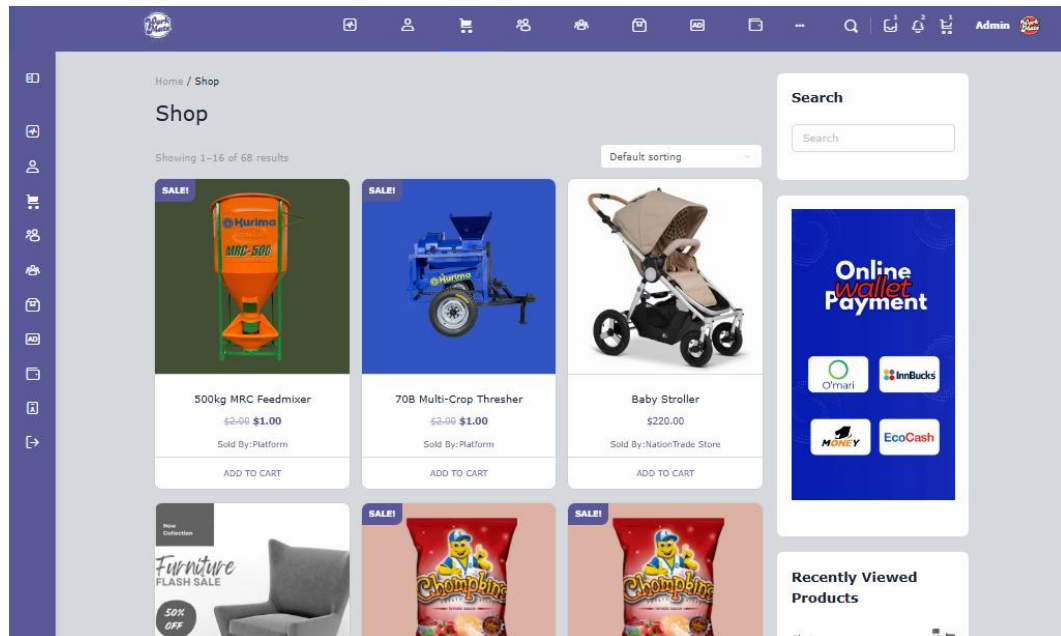Share text, links, or media.

Notifications

Alerts include: Products in Cart, likes,
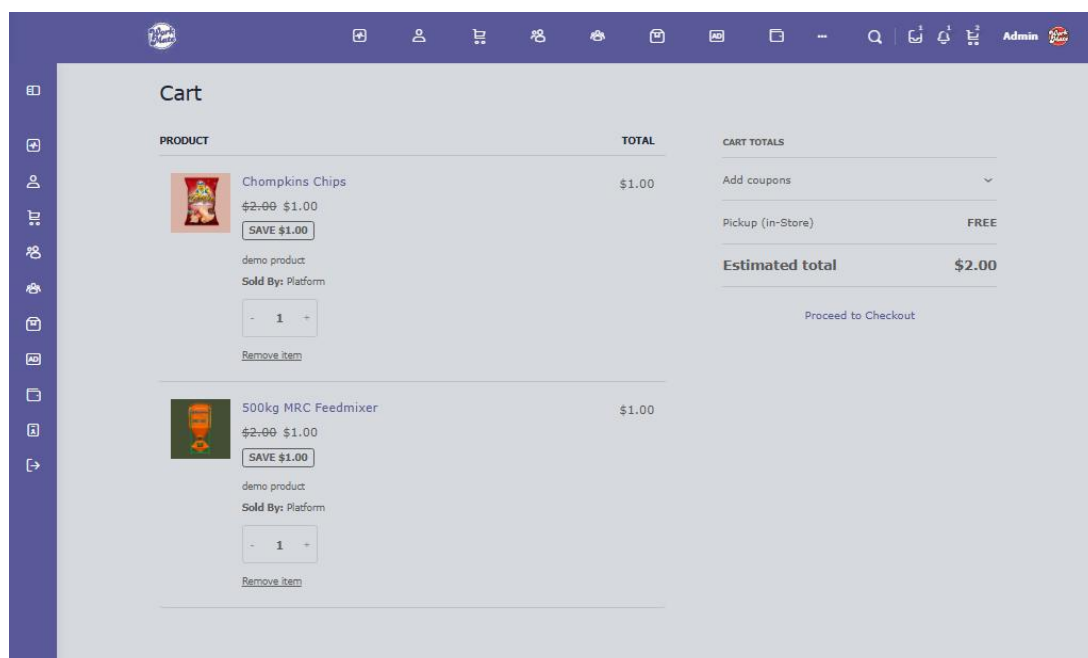comments, mentions, new connections,
and group invites.

8. **Shop**

Click *Shop* in the left navigation panel.

Browse products by Category, Price or A-Z.

Add items to *cart*

Checkout.

Depending on the preference of each seller, ***delivery*** of the product you purchase can be *shipped* to you or you can *pick-up* from a location (probably their retail store)

Payments can be with Wallet, Cash, Bank OR Mobile Money.

Manage orders in *My Account*.
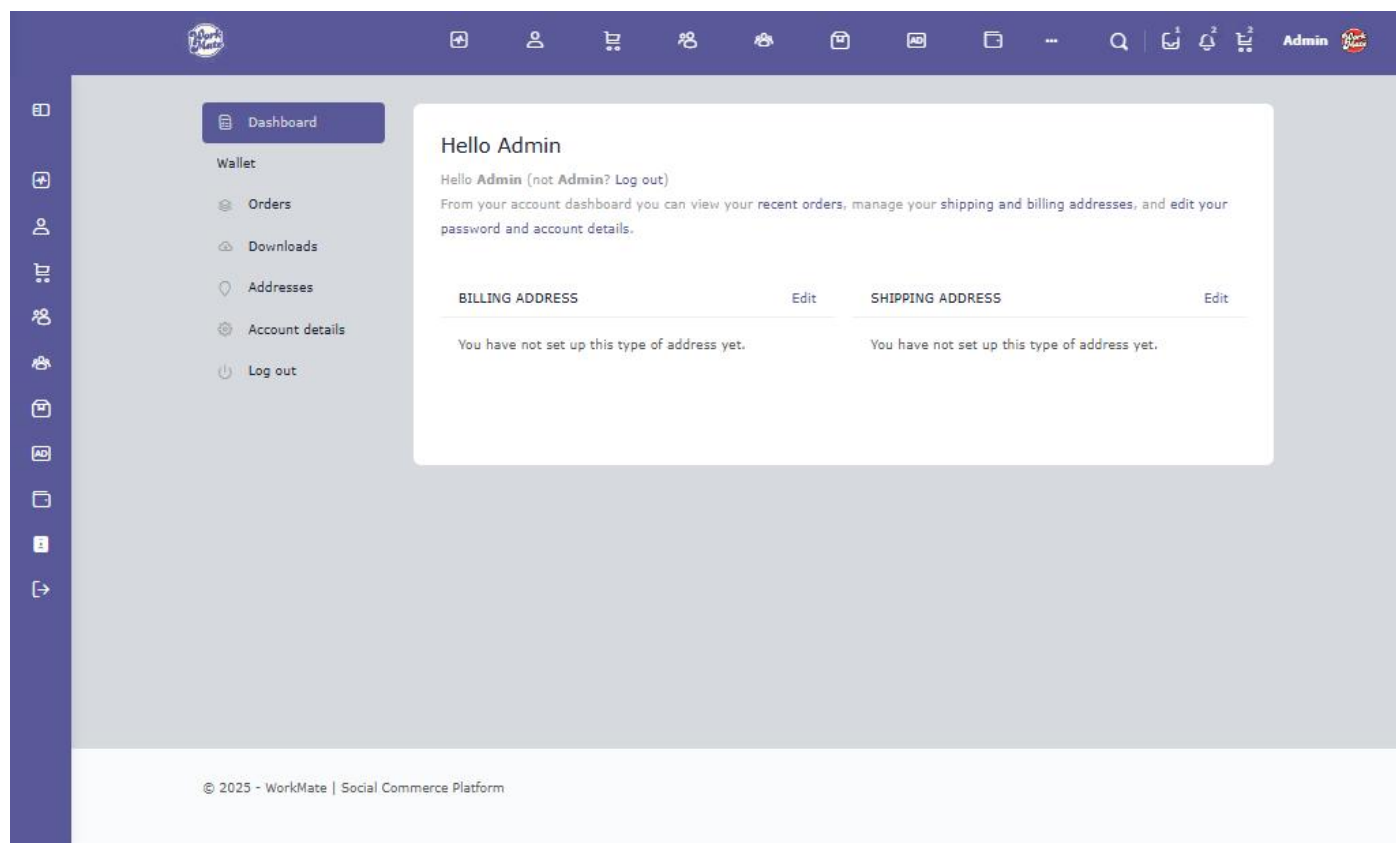
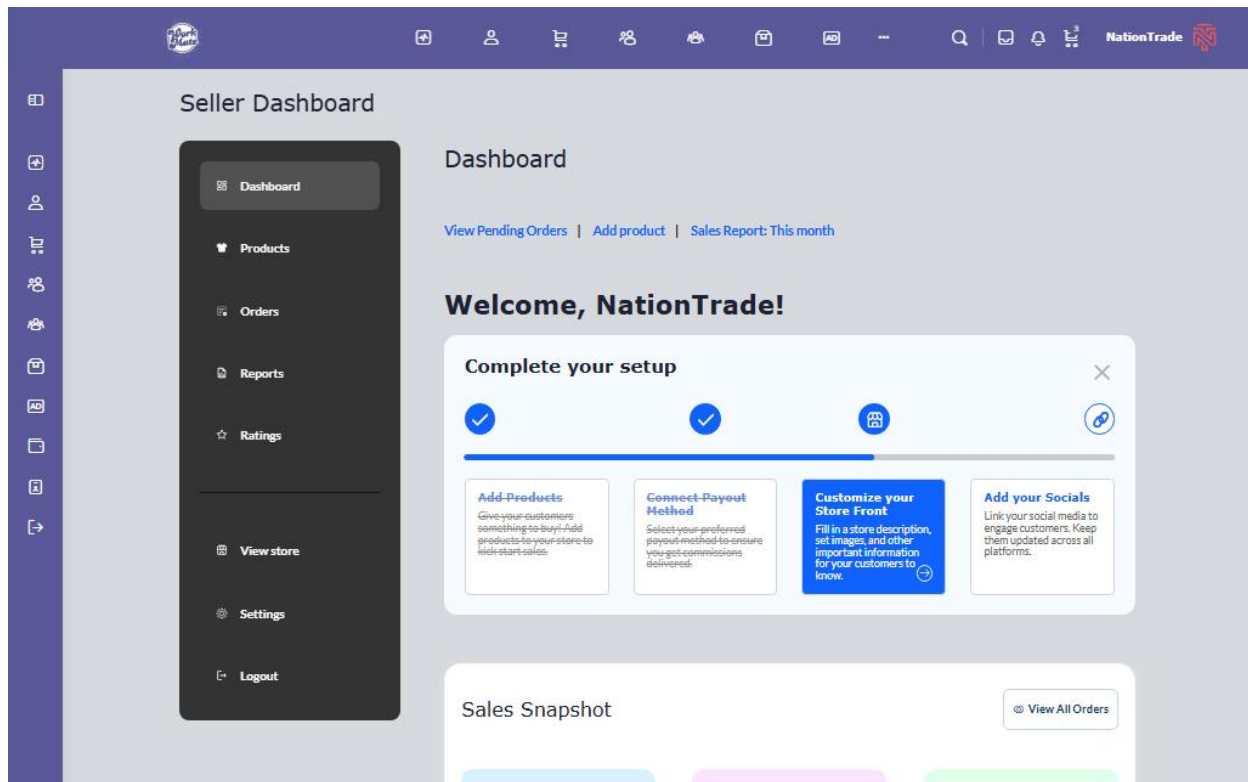From here you can manage all your customer details including:

- Orders,
- User Bios,
- Purchased Product Details,
- Re-Purchases and Returns
- wallet.

If you are seller, you also have access to your *SELLERS DASH* too.

9. Vendor Dashboard

If you're approved as a _seller_:

Access your _Sellers Dashboard_ from the _My Account_ Tab or Seller Quick Links in your _Profile Page_.

Key tools:

- Add new products _(edit or delete too)_ _products you add here will show up in the News Feed_

- View sales reports

- Manage shipping & inventory

- Product Ratings

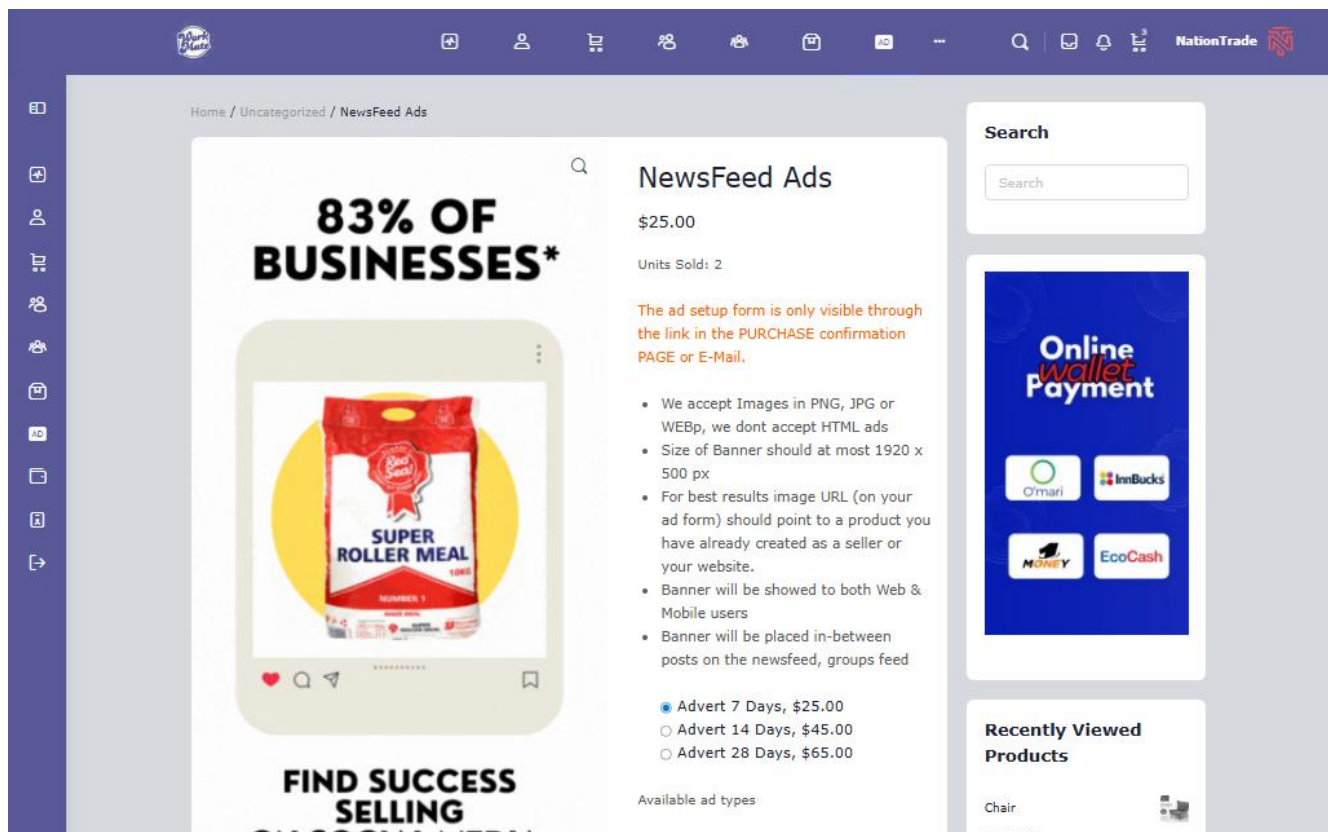- Settings

Product types supported:

- Physical goods

9. Advertise on Both News Feed & Groups Feed

Click *Create ADs* in the left navigation panel

You will redirected to AD purchase PRODUCT. *Remember to use your sign-up credit to purchase your desired ADs*

Choose AD duration then *cart* then *checkout*

Fulfill the whole purchase process, *(add to cart, checkout & pay)*

The ad setup form is ONLY visible through the link at the *Bottom* of the *PURCHASE confirmation PAGE* or E-Mail.

Purchase confirmation automatically comes after a successfully product purchase.

On Ad Set-up Form

Upload a banner image that is 1200 x 500 px

For URL Target: link the product you are advertising

Submit The AD, Done! **Repeat for new ads**

Thank You!