

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)**

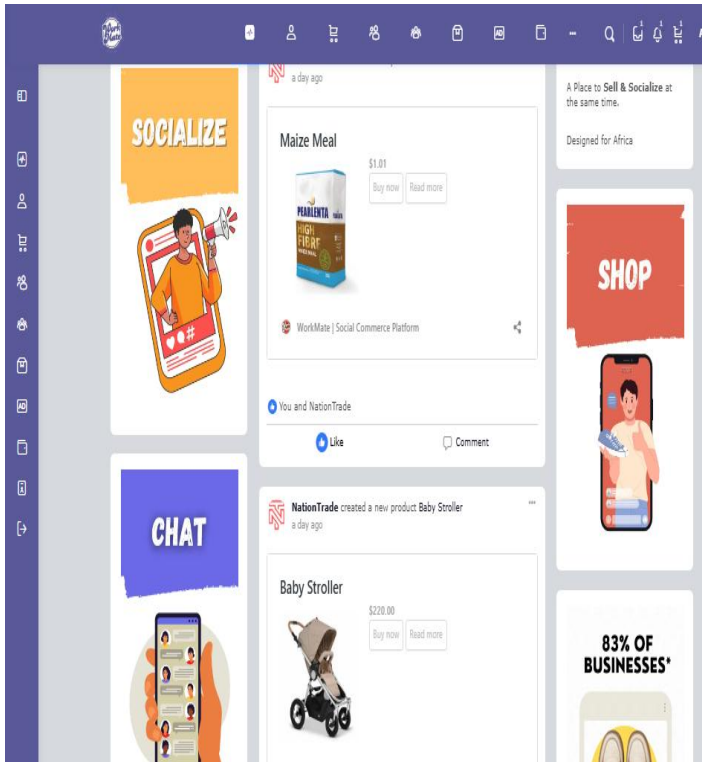
Shop → browse and buy products.

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

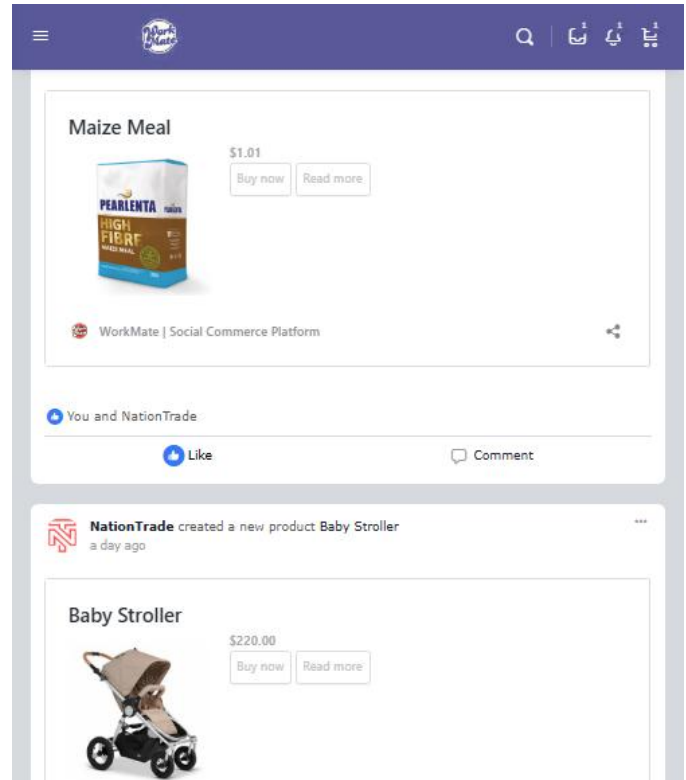
Wallet → Manage your money, rewards and purchases.

3. News Feed (*The Money Maker*)

On Computer



On Mobile

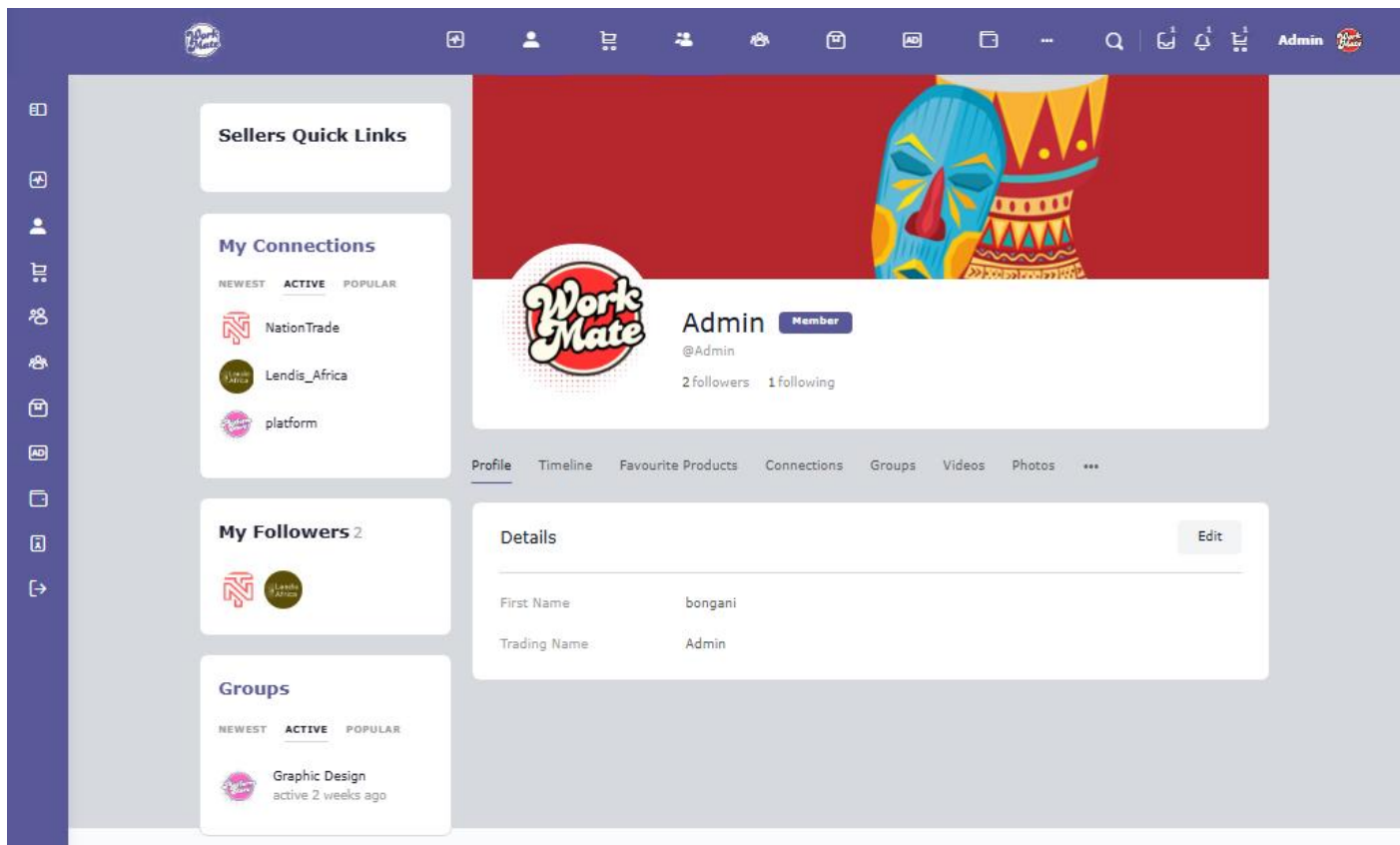


The News Feed works like Facebook's timeline, it shows:

- Products you list for sale show up here with a 'BUY NOW' tag
- Information about Products sold or purchased, product comments or reviews are shown to every user. (*helps with marketing*)
- Post updates – text, links, images, Mentions – user @username to tag others.
- Like & Comment – interact with posts.

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

Access via Profile in the left navigation.

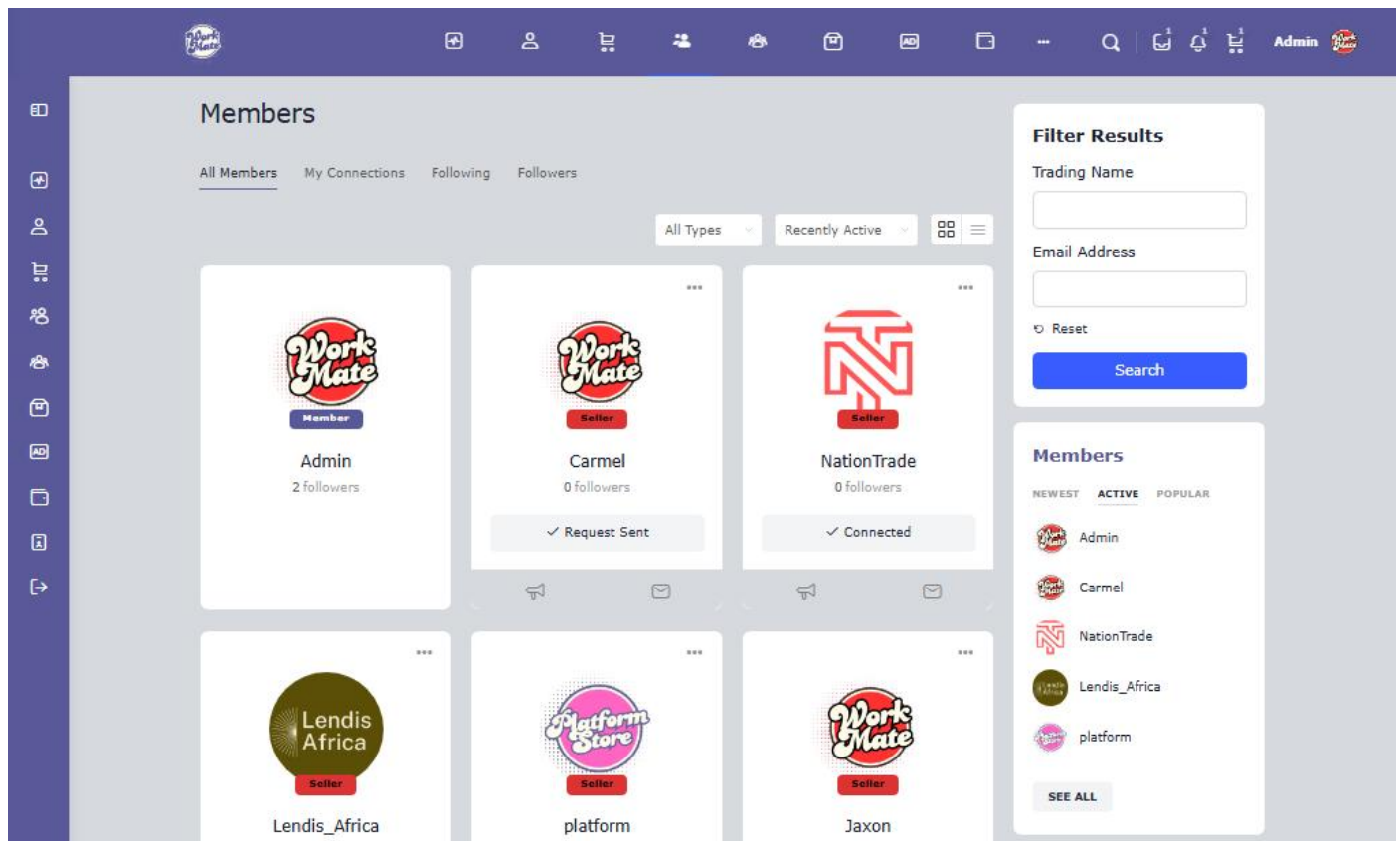


Add or update:

- 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.

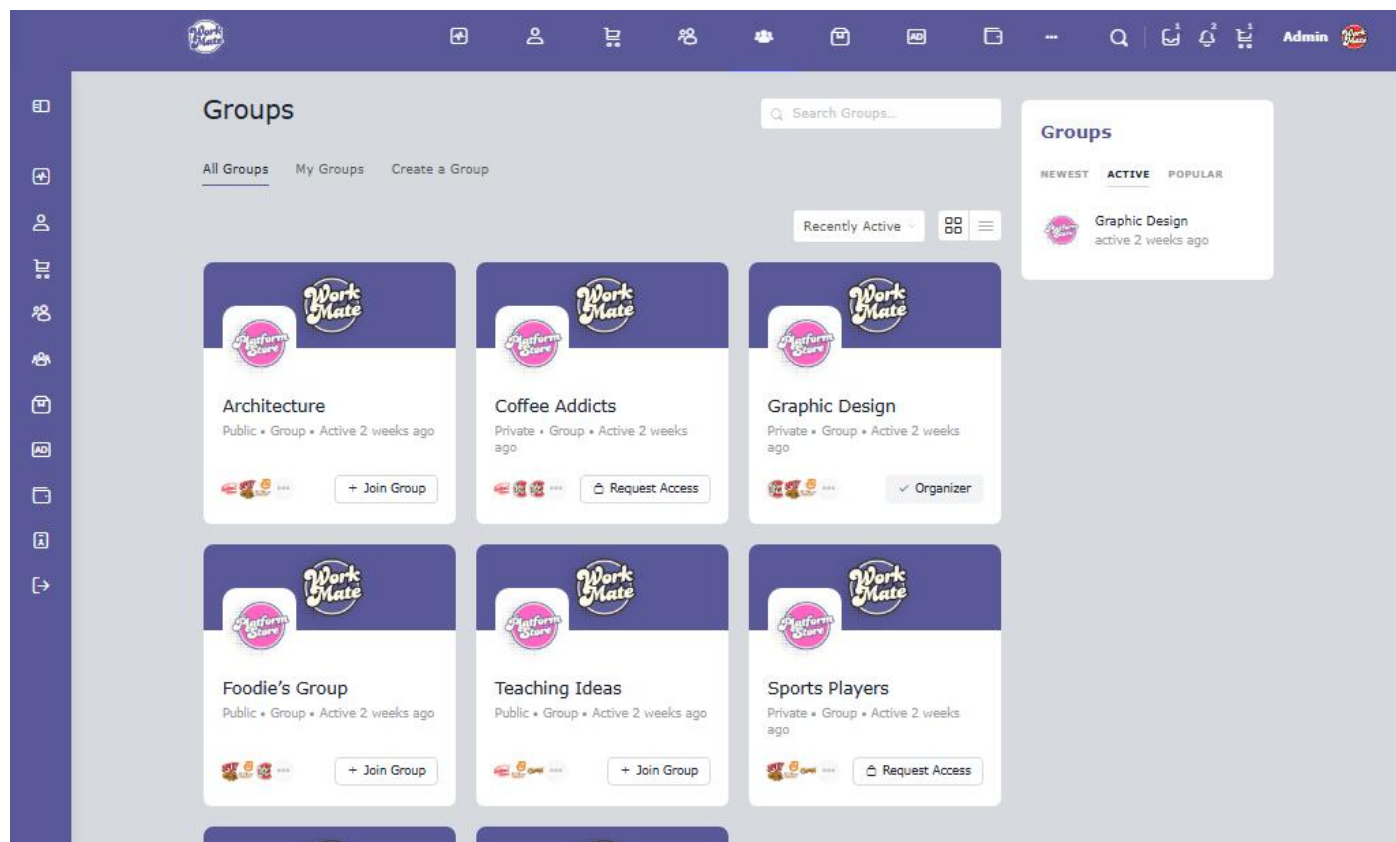
Search: by *Trading Name* or *Email Address*.

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.

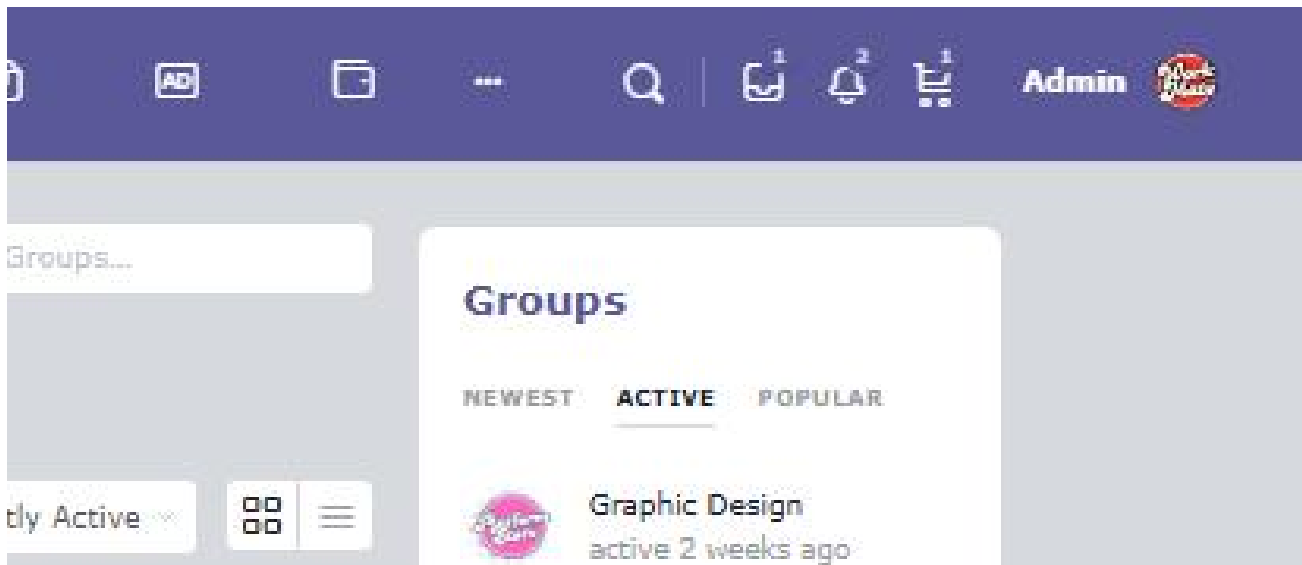
Request access to *private* groups.

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

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.

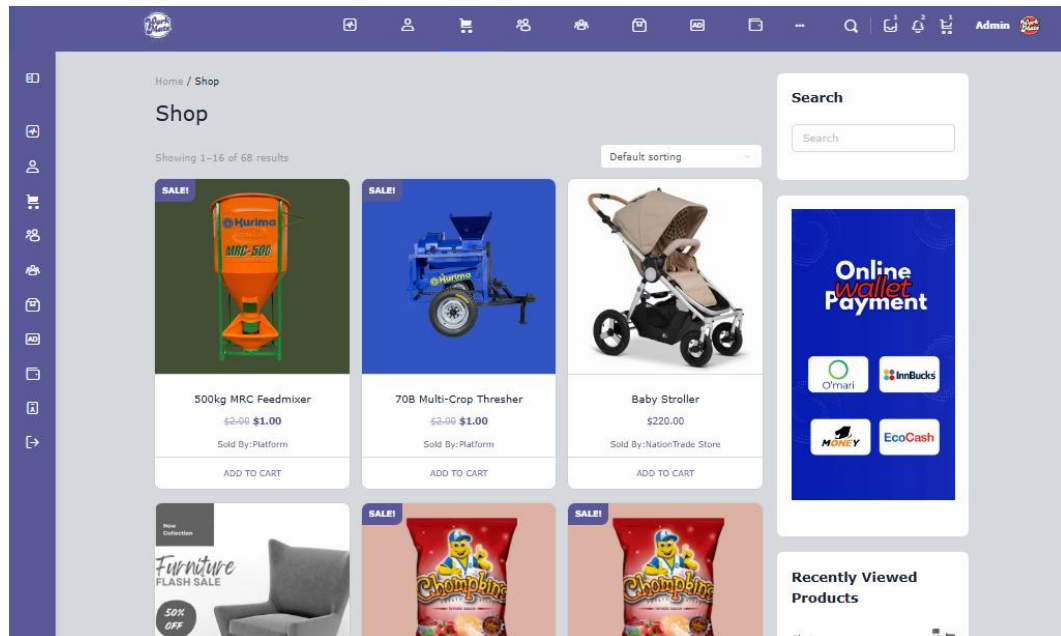
Notifications

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

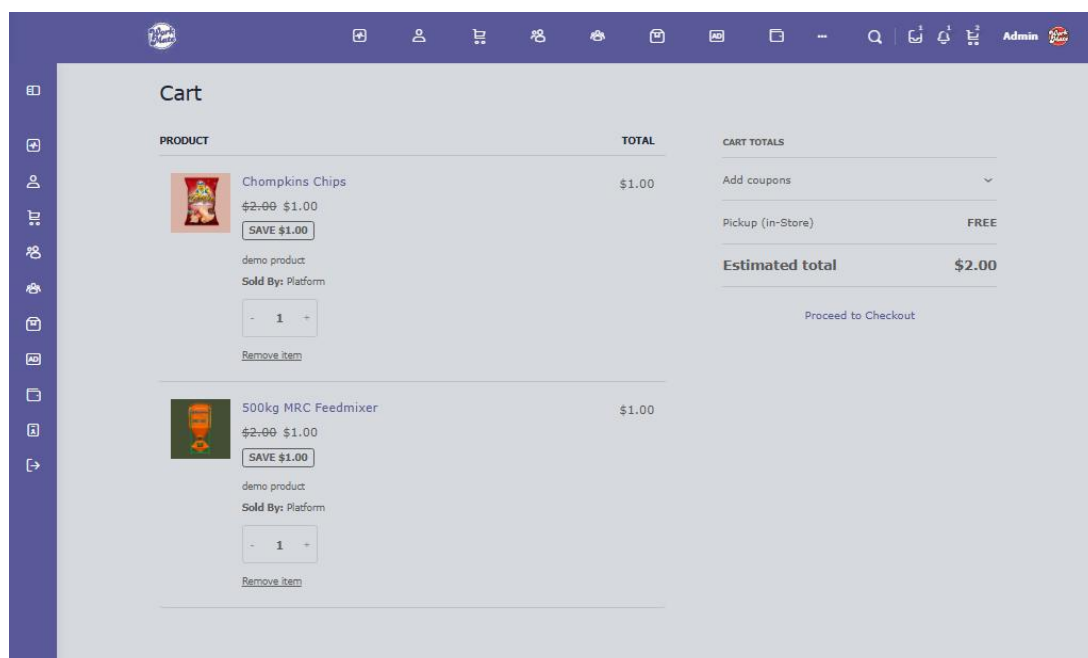
8. Shop

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.

Checkout

CONTACT INFORMATION
We'll use this email to send you details and updates about your order.

Email address
Please enter a valid email address

DELIVERY
Select how you would like to receive your order:

☐ Ship ☒ Pickup

PICKUP LOCATIONS

☒ in-Store FREE
Present Receipt slip or order number & ID

BILLING ADDRESS
Enter the billing address that matches your payment method.

Country/Region
Zimbabwe

First name Last name

Address

+ Add apartment, suite, etc.

City State/County

Phone (optional)

PAYMENT OPTIONS

☒ Cash on delivery
Pay with cash upon delivery.

☐ Add a note to your order

By proceeding with your purchase you agree to our Terms and Conditions and Privacy Policy

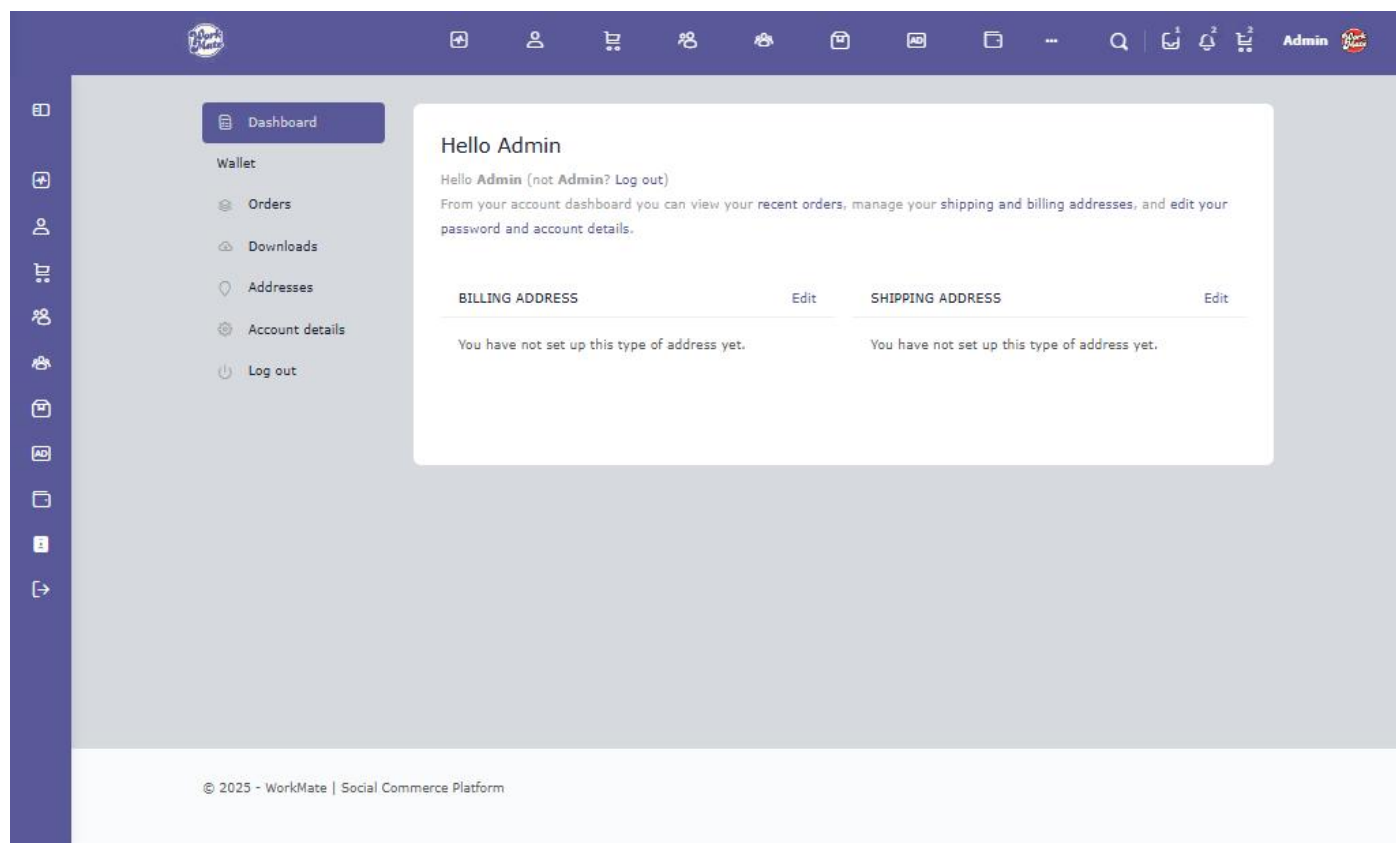
[← Return to Cart](#) [Place Order](#)

Order summary

	Chomplings Chips \$2.00 \$1.00 demo product Sold By: Platform	\$1.00
	500kg MRC Feedmixer \$2.00 \$1.00 demo product Sold By: Platform	\$1.00
Add coupons		
Subtotal		\$2.00
Pickup (in-Store)		FREE
Total		\$2.00

© 2025 - WorkMate | Social Commerce Platform

Manage orders in *My Account*.



From here you can manage all your customer details including:

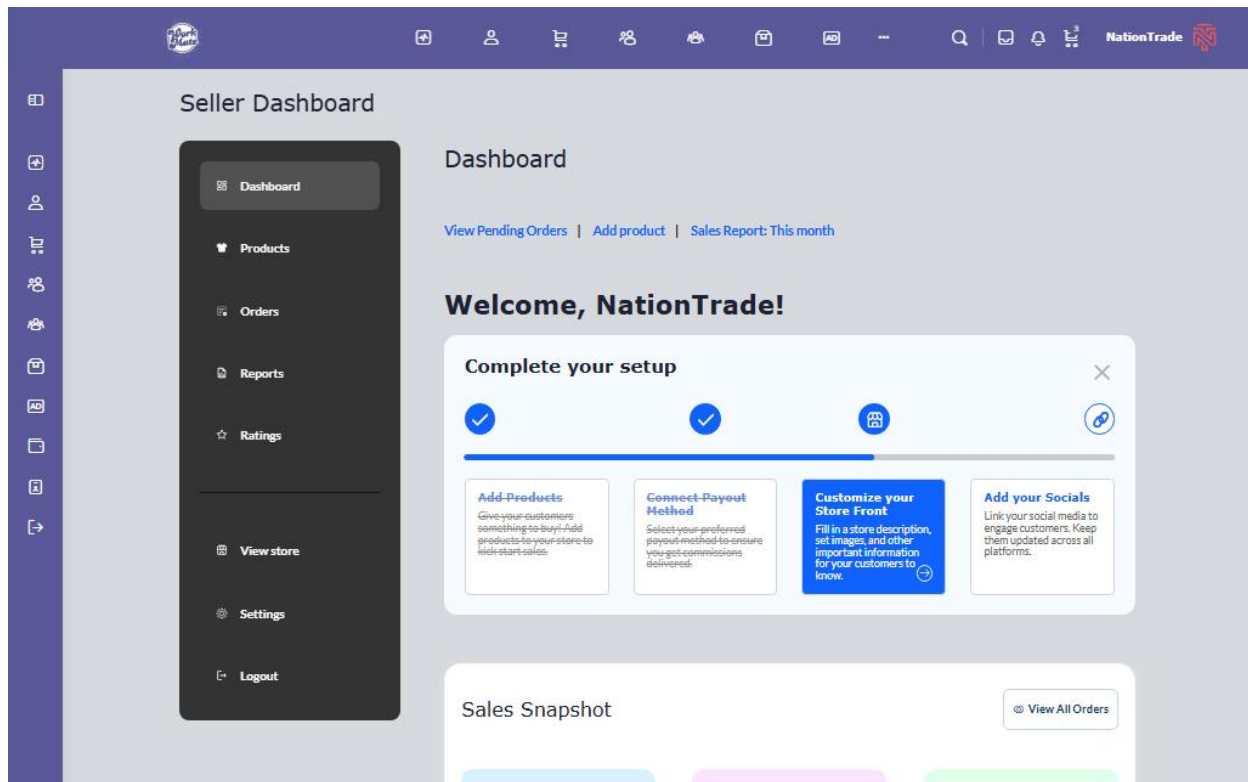
- Orders,
- User Bios,
- Purchased Product Details,
- Re-Purchases and Returns
- wallet.

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
- Manage shipping & inventory
- View sales reports
- Product Ratings
- Settings

Product types supported:

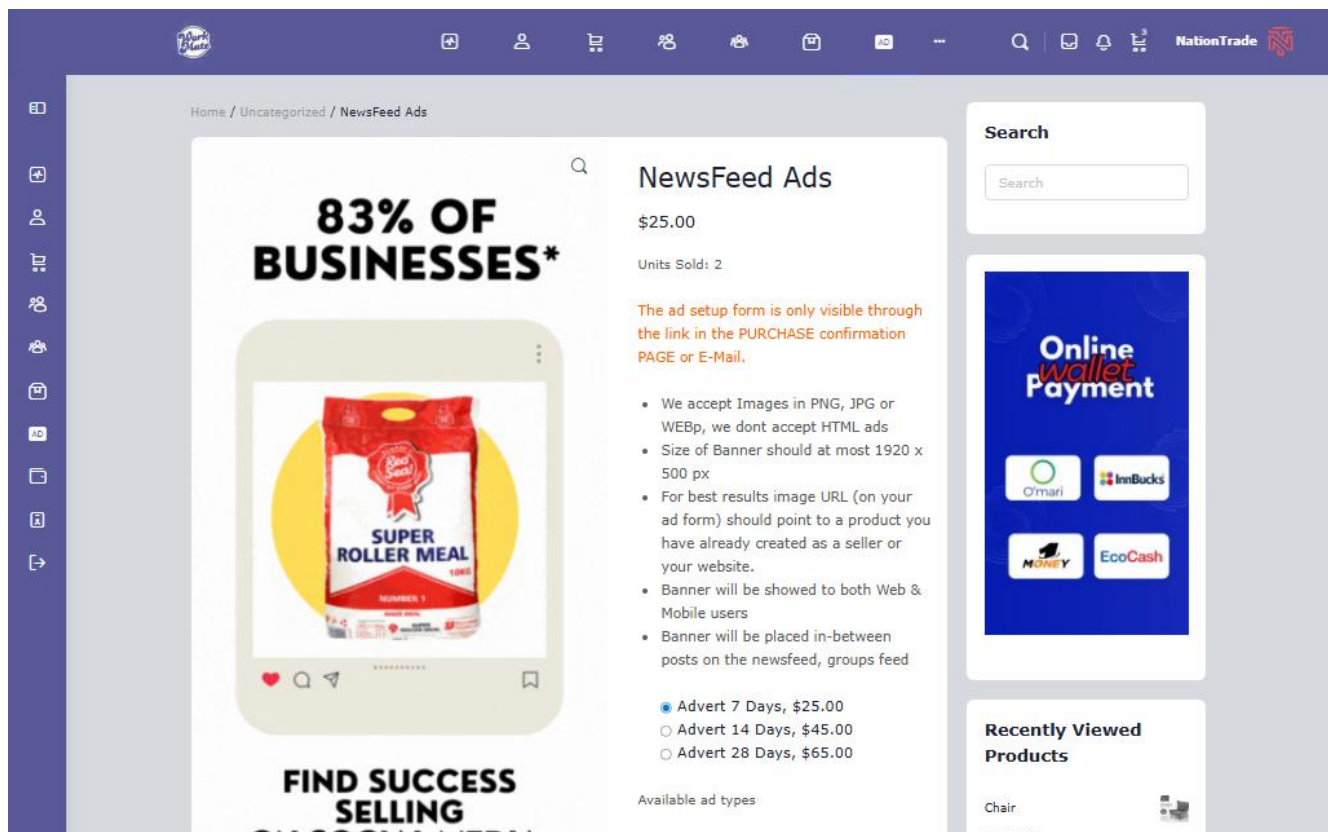
- Physical goods

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

Create Ads

Setup page for order #534, 1 item(s)

purchased by:

Item #1

Pricing option Advert 7 Days
Placement newsfeed-ads
Status
Please complete the ad details so that we can process your order.

Ad Type

Image Upload

Choose File No file chosen Max File Size : 1.0 MB

Target URL

submit this ad

© 2025 - WorkMate | Social Commerce Platform

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!