

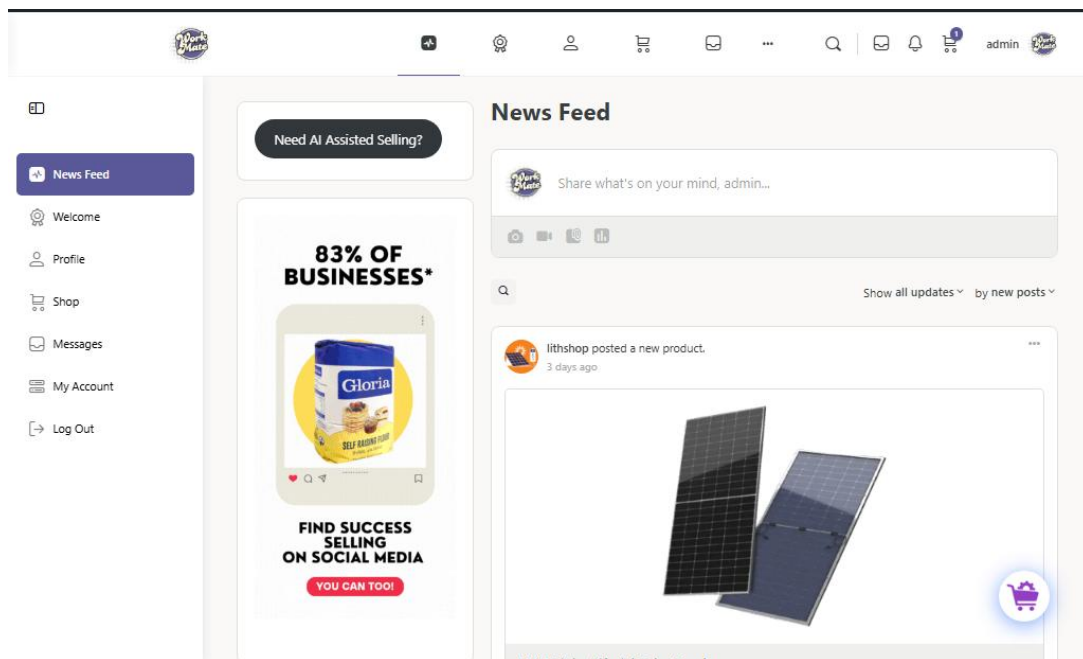
WorkMate Social Commerce Platform: User Guide



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

Visit: <https://workmate.network>



Sign Up

Click [Sign Up](#) Link on the TOP Right Side.

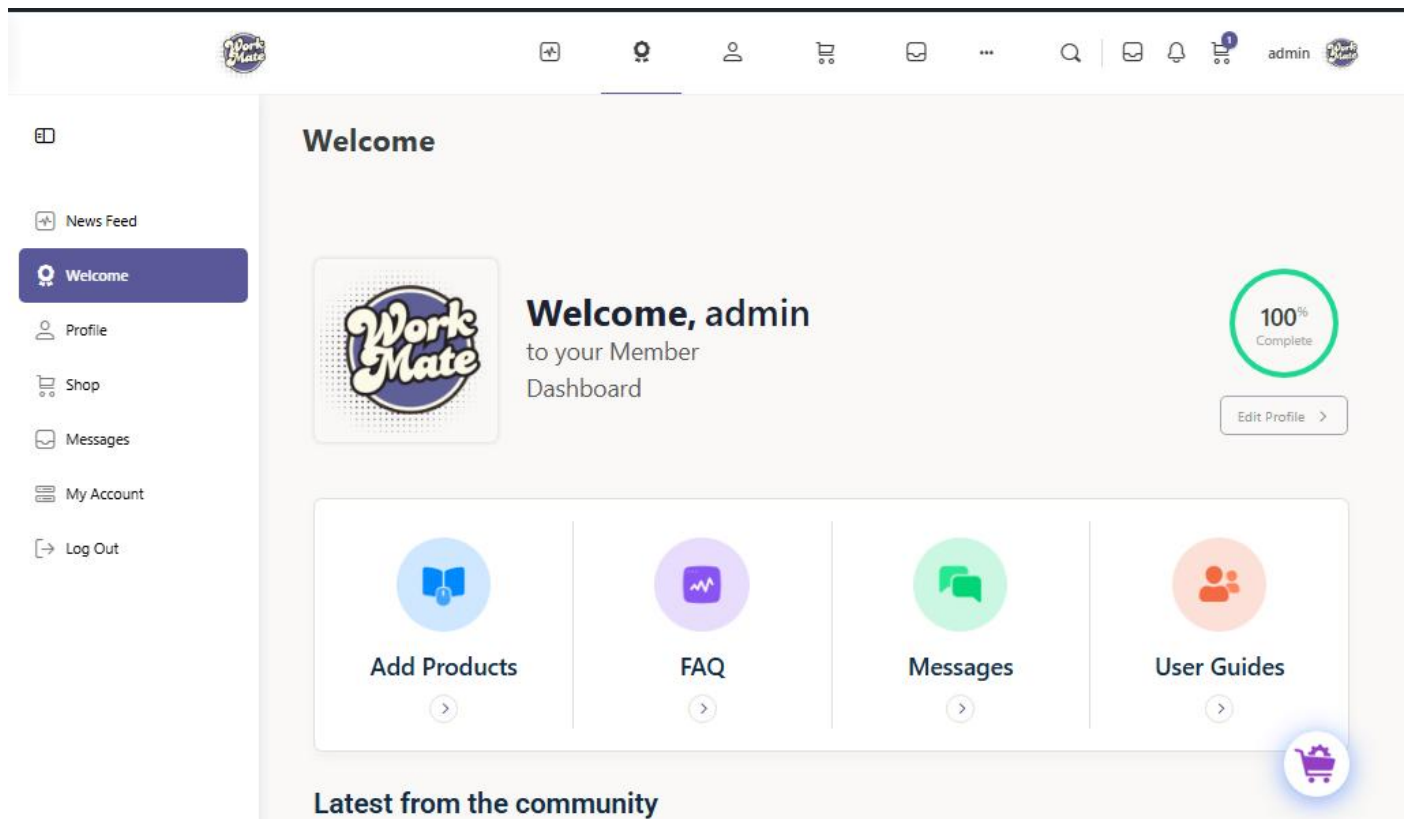
Fill in your Trading Name, Email, Phone and Password in the registration form provided.

Log In/Sign-In

Enter your username/email + password.

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

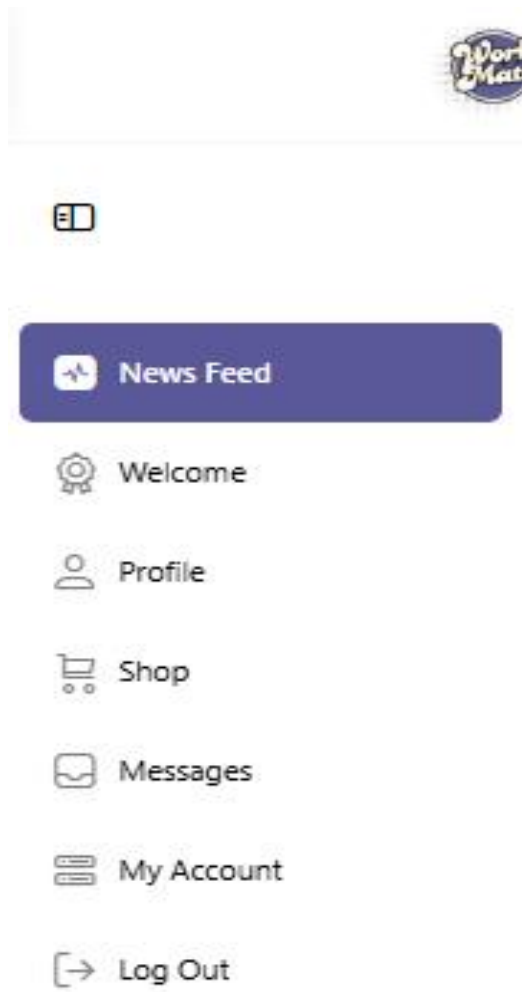
2. Welcome Page/Member Dashboard



Your quick access point, where you can access the following:

- Quick add product or access your sellers dashboard
- FAQ section
- Messages Section
- User Guides

3. 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*

Welcome → Gives you quick access to important resources

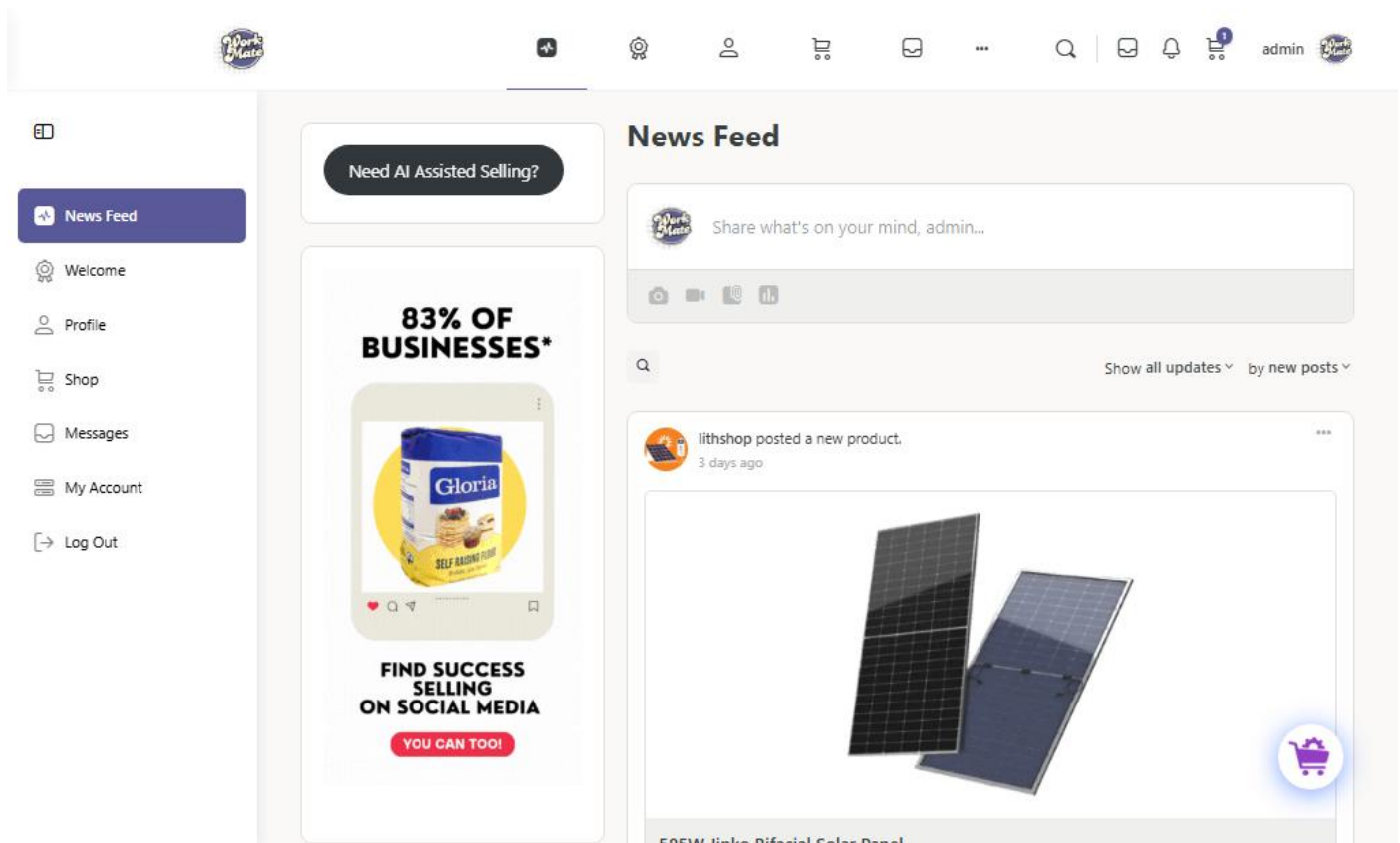
Profile → view and edit your personal profile, Make (Business) connections, create (business) groups.

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

Shop → browse and buy products.

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

4. News Feed (*The Money Maker*)

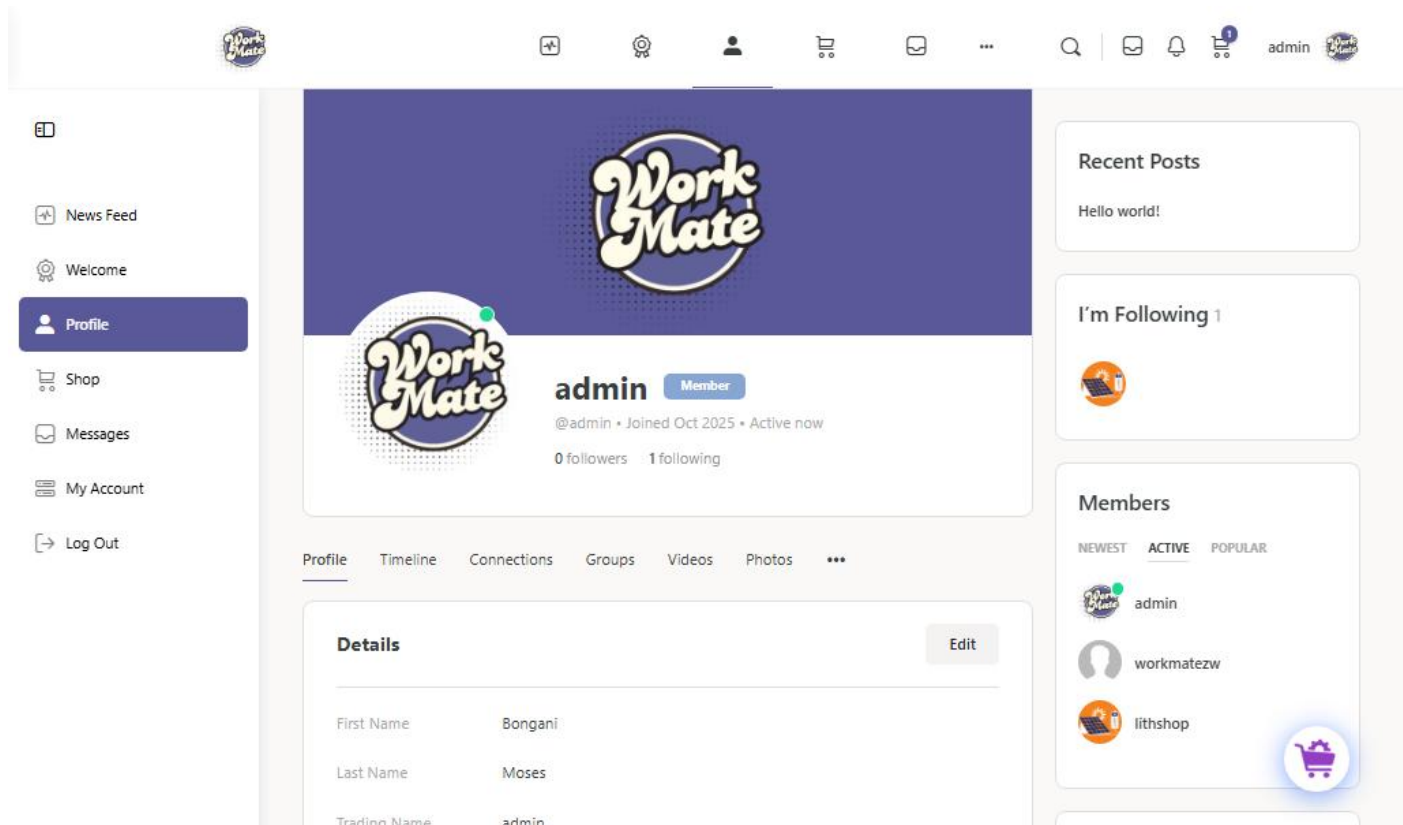


The News Feed works like Facebook's timeline, it shows:

- 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.

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

Access via Profile in the left navigation.

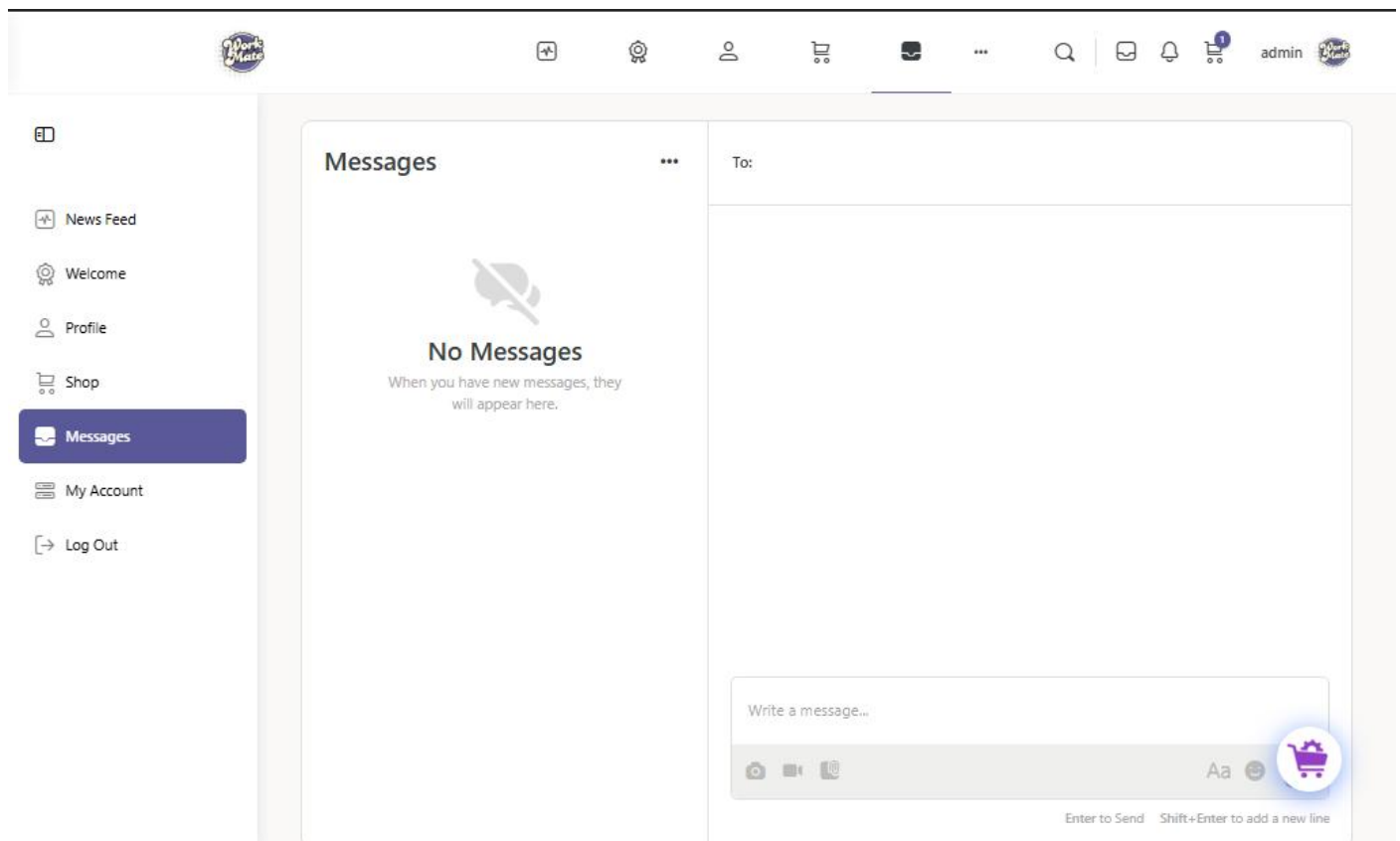


Add or update:

- 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.

6. Private Messaging & Notifications

Send a new message from Messages → Compose.



Messages (*in real time, no delays*)

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

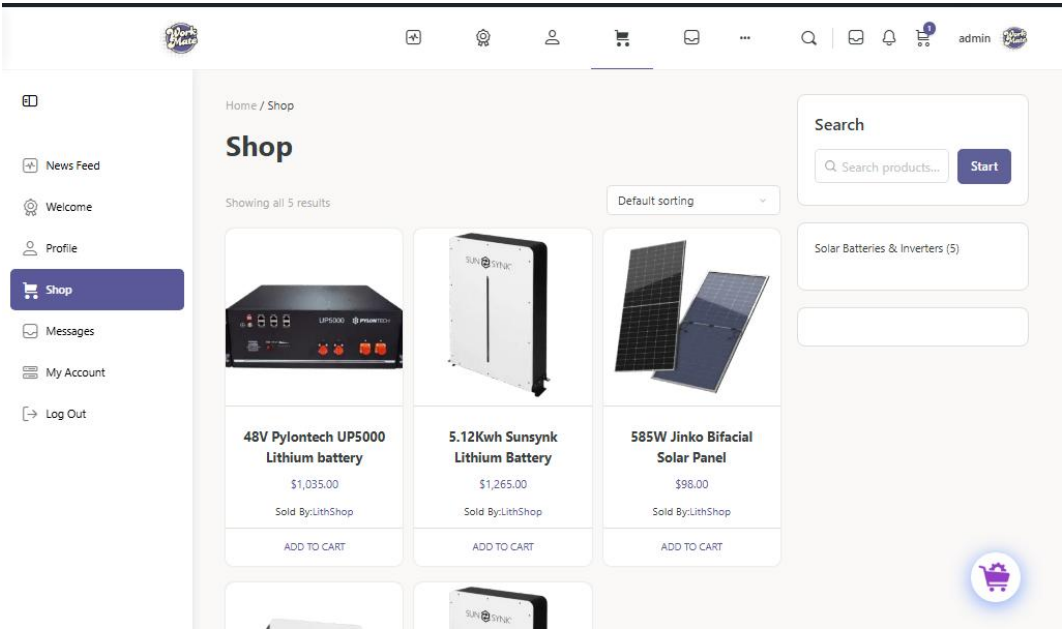
Notifications (Access via Notifications in the **TOP LEFT CORNER**)

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

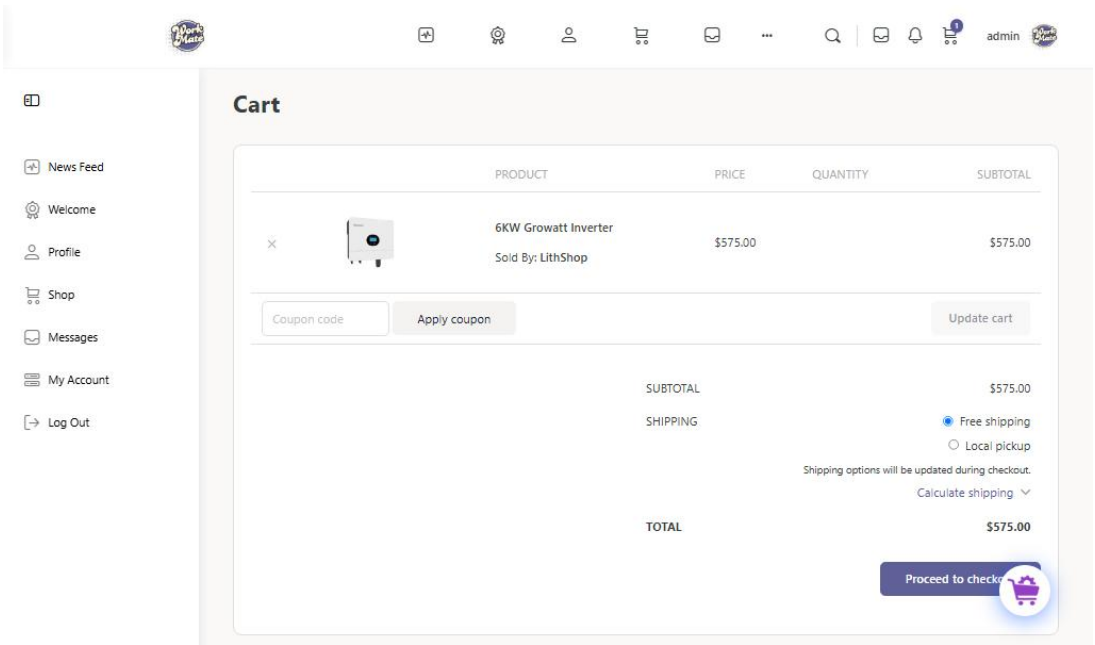
7. Shop

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.

The screenshot shows the checkout process on the Workmate website. The top navigation bar includes the Workmate logo, a search icon, a user profile icon, a shopping cart icon, a message icon, a settings icon, and an 'admin' link. The left sidebar contains links for News Feed, Welcome, Profile, Shop, Messages, My Account, and Log Out.

Checkout

☐ Have a coupon? [Click here to enter your code](#)

BILLING DETAILS

First name * Last name *

Country / Region *

Street address *

Town / City *

State / County *

Phone (optional)

Email address *

☐ Ship to a different address?

Order notes (optional)

YOUR ORDER

PRODUCT	TOTAL
☐  6KW Growatt Inverter QTY: 1 Sold By: LithShop	\$575.00
SUBTOTAL	\$575.00
SHIPPING	☒ Free shipping ☐ Local pickup
TOTAL	\$575.00

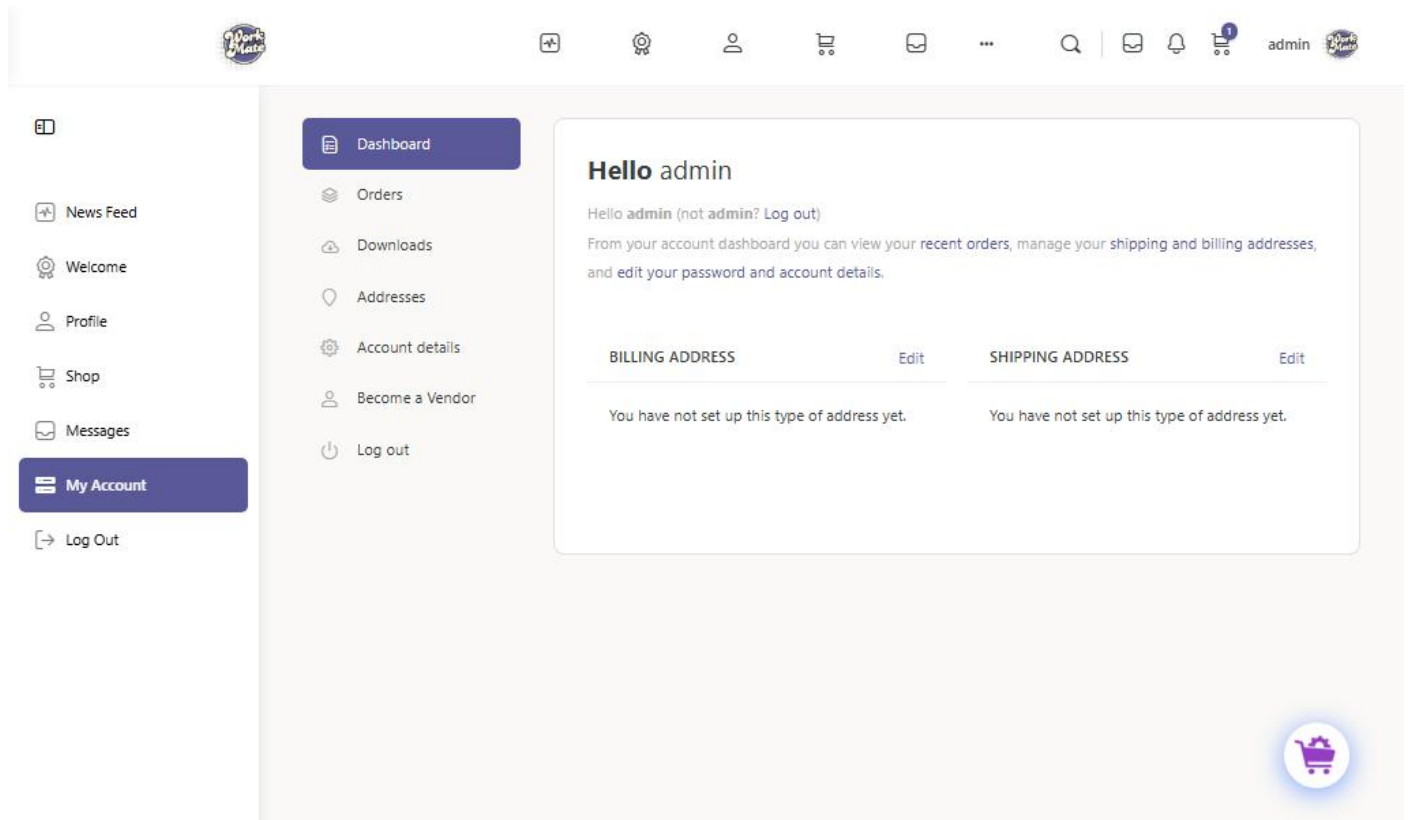
Cash on delivery

Pay with cash upon delivery.

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

[Place order](#)

Manage orders in My Account.



From here you can manage all your customer details including:

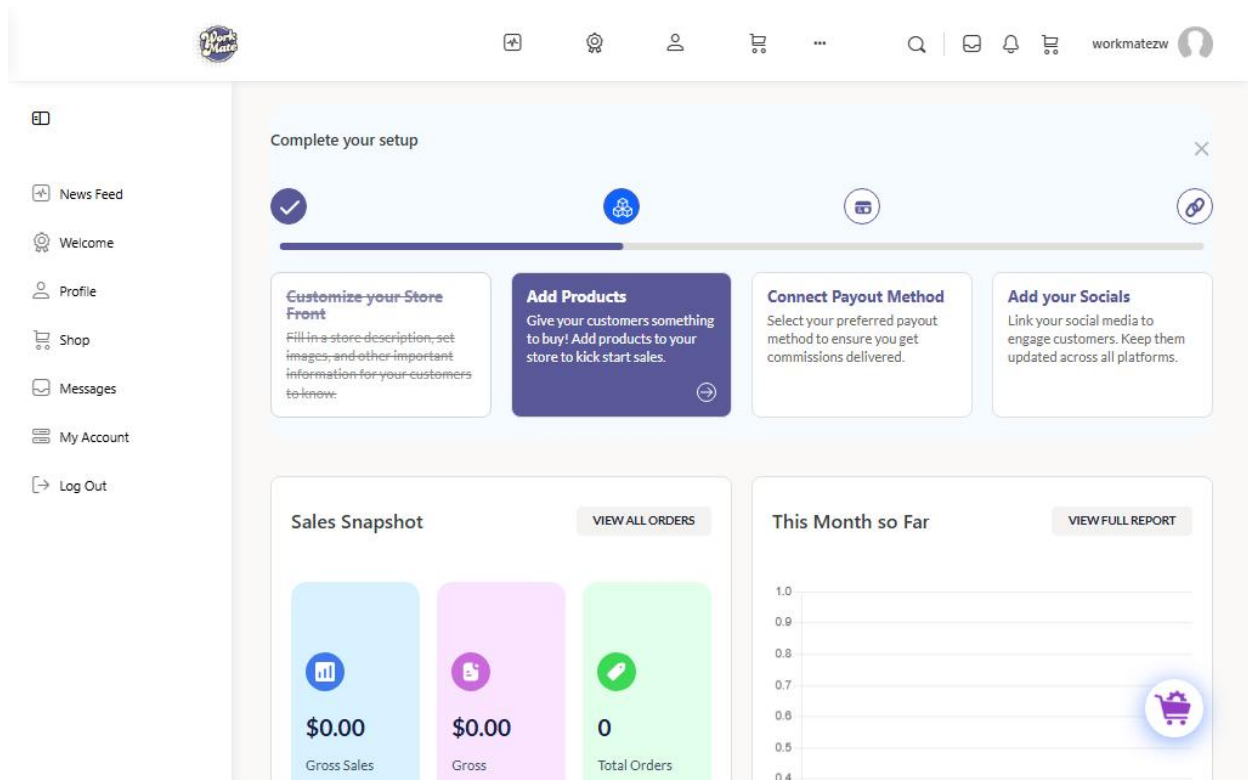
- Orders,
- User Bios,
- Purchased Product Details,
- Re-Purchases and Returns

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

8. Vendor Dashboard

If you're approved as a seller:

Access your Sellers Dashboard from the My Account Tab or Seller Quick Links in your Welcome Page.



Key tools:

- Add new products (*edit or delete too*) *products you add here will show up in the News Feed*
- Manage shipping & inventory
- Product Ratings
- View sales reports
- Settings

Product types supported:

- Physical goods

Thank You!