

Auctions zone admin instruction

Version 1.2
24.11.2023

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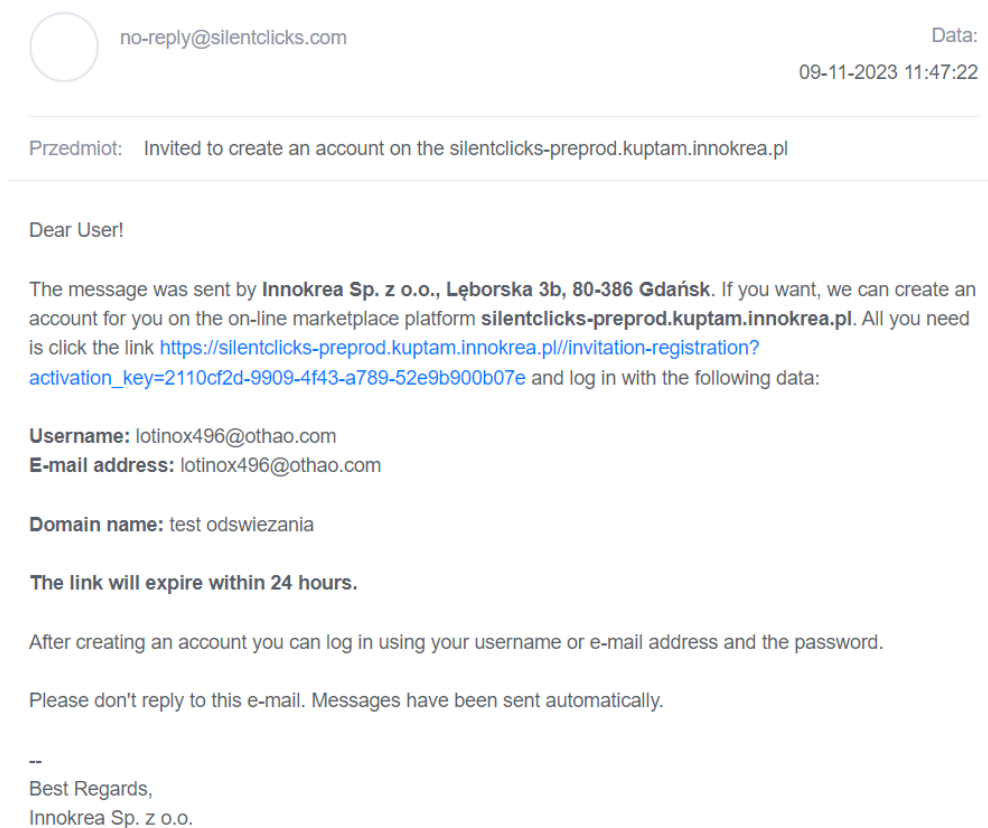
1. What is silentclicks.com?

Silentclicks.com is an online platform that allows you to sell and buy goods for a closed group of users, you decide who can participate. Sell excess stock to your employees; start a charity auction; organize sales for selected customers.

2. Registration

There are two ways to register a new account

a) receiving an e-mail inviting you to register



After clicking the activation link, you will be asked to complete the registration. Complete the password (at least 8 characters) and click **Sign up**. Consent is required. From now on you can take full advantage of silentclicks.com.

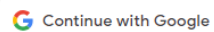
Activate the account

password *

I agree to the processing of my personal data in order to use silentclicks.com. I agree and accept the [Regulations](#) and [Privacy Policy](#).

SIGN UP FOR FREE

Or

 Continue with Google

Logging in means accepting the [Terms & Conditions](#)

b) self-register

On the home page, click the **Sign up** button. In the registration form complete the email and click **Sign up for free**.

Create an account

email *

SIGN UP FOR FREE

Or

 Continue with Google

Logging in means accepting the [Terms & Conditions](#)

You will receive an activation link to the e-mail address provided during registration. Click on it. Complete the password (at least 8 characters) and click **Sign up**. Consent is required.

Activate the account

password *

I agree to the processing of my personal data in order to use silentclicks.com. I agree and accept the [Regulations](#) and [Privacy Policy](#).

SIGN UP FOR FREE

Or

 Continue with Google

Logging in means accepting the [Terms & Conditions](#)

Registration can also be done through logging in via Google. Simply press the appropriate button, choose the email address for registration, and you're all set. You can fully enjoy the service.

3. Login

To log in to the website, enter the email/login (1.) and password (2.) and click the **Log In** button (3.). If you don't remember your password, you can reset it using the options **Forgot password?** (4.). To do this, in the next step, enter the e-mail address provided during registration. After pressing the **OK** button, password reset instructions will be sent to the e-mail address provided. A link to the *Terms and Conditions* has been placed in the bottom panel (5.). Logging into the service can also be done through Google (6.). Simply press the appropriate button, choose the email address for logging in, and you're all set.

The image shows a login form titled "Welcome!". It contains the following elements with red arrows and numbers pointing to them:

- 1. "email / login" label above an input field with an envelope icon.
- 2. "password" label above an input field with a lock icon and a "Forgot password?" link to its right.
- 3. "LOG IN" button.
- 4. "Forgot password?" link.
- 5. "Logging in means accepting the [Terms & Conditions](#)" text below the button.
- 6. "Continue with Google" button.

After logging in, you will be asked to select an existing or create a new shopping zone.

The image shows a page titled "CHOOSE ZONE" with the following content:

- Header: "CHOOSE ZONE"
- Text: "Congratulations! You have got an access to many zones in our website. Choose a zone, which currently interests you"
- Text: "Do you want do create a new zone? [Click here](#)"
- Section: "tests" with sub-items "test description" and "test2"

Creating a new zone is done by clicking the button "*Do you want to create a new zone? **Click here***" and entering the required data, such as name and description of the zone. After entering the data, press **Create zone**.

Create a new zone

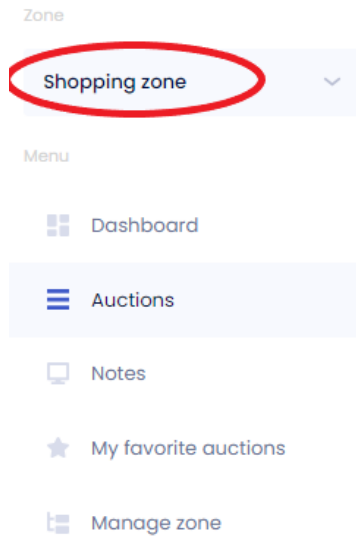
Zone name *

Zone's url: <https://silentclicks.com>

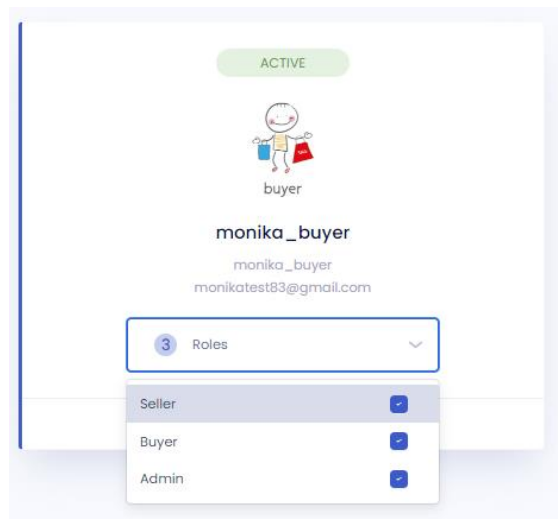
Zone description *

CREATE ZONE

Information about which zone you are in can be found in the left corner above the Menu.



If you create a zone on your own, you will have the roles of zone administrator and seller within it. To change roles for yourself or other users, go to the "Manage Zone-Users" tab and, in the dropdown list next to the specific user, check or uncheck the checkbox next to the role that is to be assigned or revoked (multiple roles can be held simultaneously).

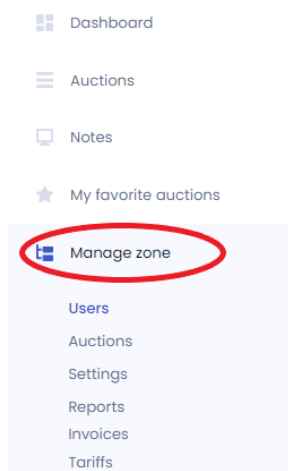


The information about the permissions of the currently displayed role can be found in the upper right corner. If you have multiple roles in the system, such as Administrator, Seller, Buyer, you can switch between your permissions at this location.



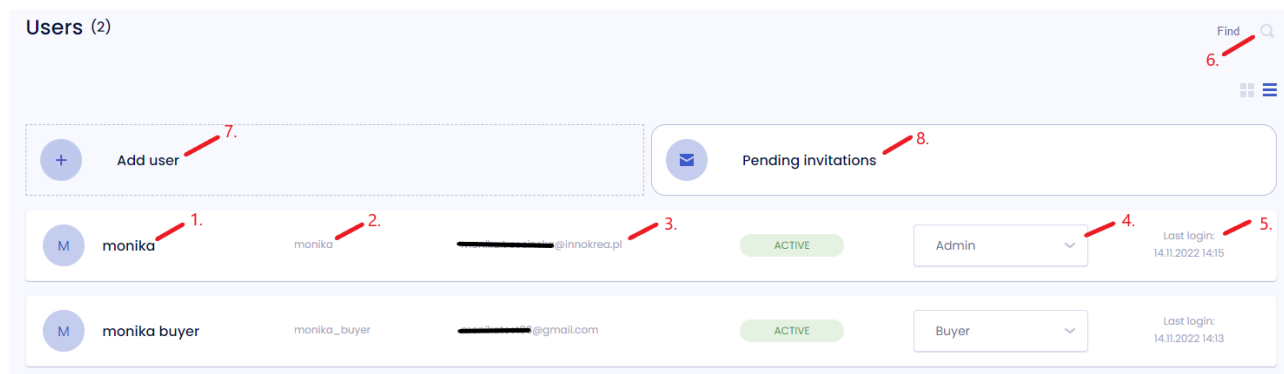
4. Manage zone

In this view, you have access to many tabs that allow you to manage your zone, such as adding and editing users, editing a zone, generating reports or choosing a tariff.





4.1. Users

The list of Users is visible in the **Manage zone - Users** tab and gives access to such data as the nickname (1.), username (2.), user's email address (3.), roles assigned to him - the select list (4.) and last login date (5.). You can search for users using the search engine (6.).



After clicking on the nickname, you will be redirected to his details. In addition to the previously indicated data, you will also find here the date of activation of the account and information about the consents granted by the user (the possibility of expanding and collapsing the content of consents). This view also gives you the ability to edit the nickname visible in the system. This can be done by clicking the pencil icon next to the name and saving. Roles assigned to a user can be edited both from the list view and from the user's details. Just expand the select list with roles and check or uncheck the checkbox next to the selected role.



monika 

Username: monika
 E-mail: monika.trzecinska@innokrea.pl
 Account activation date: 09.11.2022 11:28
 Last login: 14.11.2022 14:15

Consents and additional data:

- Consent to the terms of use of the auction site.
- Consent to the processing of personal data.
- Consent to commercial and marketing information.
- Consent to notifications of activity on the auction site.
- Consent to activity monitoring.

Admin ▼

Admin

Seller

Buyer

The Users view also has two tabs available - **Add User** (7.) and **Pending Invitations** (8.). Clicking on the first one - **Add user** redirects you to the invitation creation form. Enter the email address to which you will send the invitation and the role assigned to the user. You can also specify what name the user will have on your list and select the language of the e-mail. After entering the data, just click **Send invitation**. The same action can be performed by entering the **Manage zone - New user** from the Menu.

Add user

Nickname for zone

E-mail *

Preferred E-mail Language

Polish ▼

Data origin

From public information available on the internet ▼

Roles *

Seller

Buyer

Admin

[SEND INVITATION](#)

In case you have already reached the limit of invited users in your plan, you will be notified with an appropriate message when you click on "Add user".

You cannot add more users with your tariff plan. Upgrade zone tariff plan

The **Pending invitation** tab shows a list of invited users who have not yet activated their account along with information about the assigned role and the date of sending the invitation. There is a **Invite again** button that gives you the option to resend the invitation email. The same action can be performed by entering from the Menu in **Manage zone – Pending invitations**.

Pending invitations (1)

+
Add user

👤
Active users

M
██████████@gmail.com

Roles: Seller

Sent on: 15.11.2022 10:40

INVITE AGAIN

4.2. Auctions

Thanks to the **Manage zone - Auctions** tab, you can view all offers posted in a given zone also by other sellers. The actions you can perform here are **Edit**, **Add similar** and **Finalize** for your own offers, and **Finalize** for other sellers' offers.

4.3. Edit zone

A zone can be edited after clicking the **Manage zone – Settings** tab. Here you can change the name of the zone (1.) and add its description (2.). You also have here information who and when created it (3.). With the appropriate tariff package, you can assign a logo to the zone or change the color of buttons in the zone. Changing the logo involves uploading a picture (4.), appropriately cropping it, and saving the changes. You can change the color by clicking on the color icon (5.) and selecting the desired one from the available palette. Confirm the changes by clicking **Save changes**.

Edit zone
 Created at: 30.11.2022 14:16 — 3.
 Created by: monika

Change logo

4.

Drag 'n' drop your file here, or click to select the file

Zone name 1.

zone 1

Zone description 2.

test

Zone color 5.

SAVE CHANGES

4.4. Reports

Silentclicks.com gives you the ability to monitor your sales. To use it, select **Manage Zone - Reports** from the Menu. Select the date range you are interested in and the file type. Then press Generate Report.

Generate reports

Report type
Shop report


Start time
2022-10-15

End time
2022-11-15

File type
XLSX

GENERATE REPORT

The report is generated. You can open it by clicking on the file.

Generated report:  report-15-11-2022.xlsx

The following data are available in the report: Auction number, Offer name, Category, Deal number, Time of the Deal, Amount, Unit price, Final price, Seller's ID in the zone, Seller's email, Buyer's ID in the zone, Buyer's email, Delivery Method, Delivery Address.

4.5. Tariffs

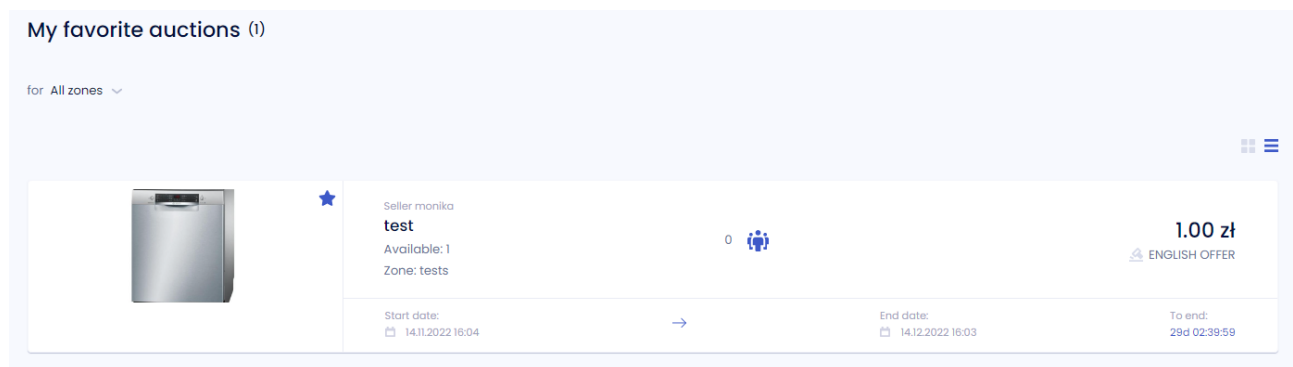
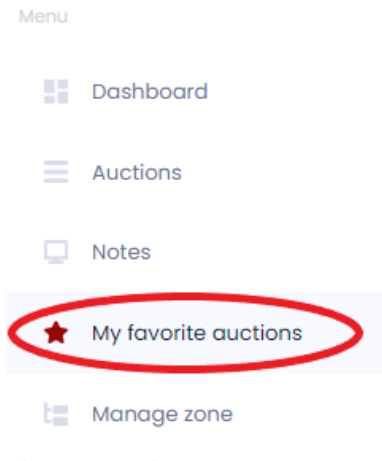
In the **Manage zone – Tariffs** tab, you can change your tariff plan. Here you will see information about the validity period of the tariff, the user limit (used by you and the maximum), whether you can edit the logo and colors of the zone in a given tariff, the price and the limit of offers (issued by you and the maximum).

Silver Period: 15 minutes Users: 5/7 Zone logo editing	10.00 PLN net	Gold Period: 20 minutes Users: 5/10 Zone logo editing Zone color editing	20.00 PLN net
	2/5 offers		2/10 offers
BUY NOW		Remains until the end 19min	
		15.11.2022 11:35 → 15.11.2022 11:55	

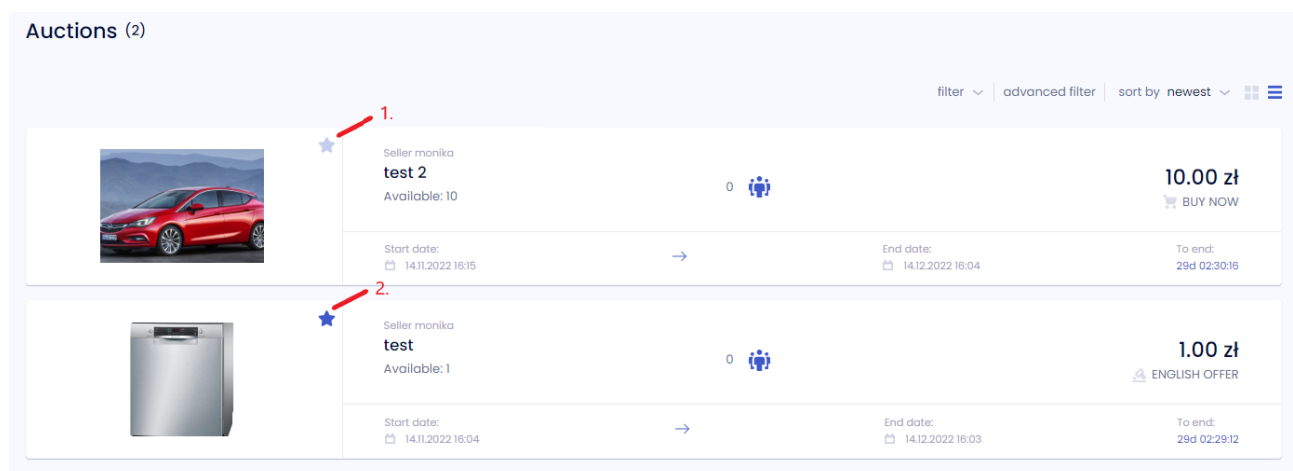
To change the tariff, just click **Buy Now** next to the selected option. You will be redirected to the store. There, fill in your data, choose a payment method and accept the Terms and Conditions, then click **Buy and Pay**.


5. My favorite auctions



This tab presents a list of auctions added to favorites.




An offer is added to favorites by clicking the star icon next to a given auction, both from the auction list and from the details of the selected auction. When an offer is selected as a favorite, the star changes color from gray (1.) to blue or another zone color (2.).



Categories: buy now 

test 2

10.00 zł 0 

Remains until the end
29d 02:28:14 (14.12.2022 16:04)

Seller: monika

Delivery methods: Personal Pickup

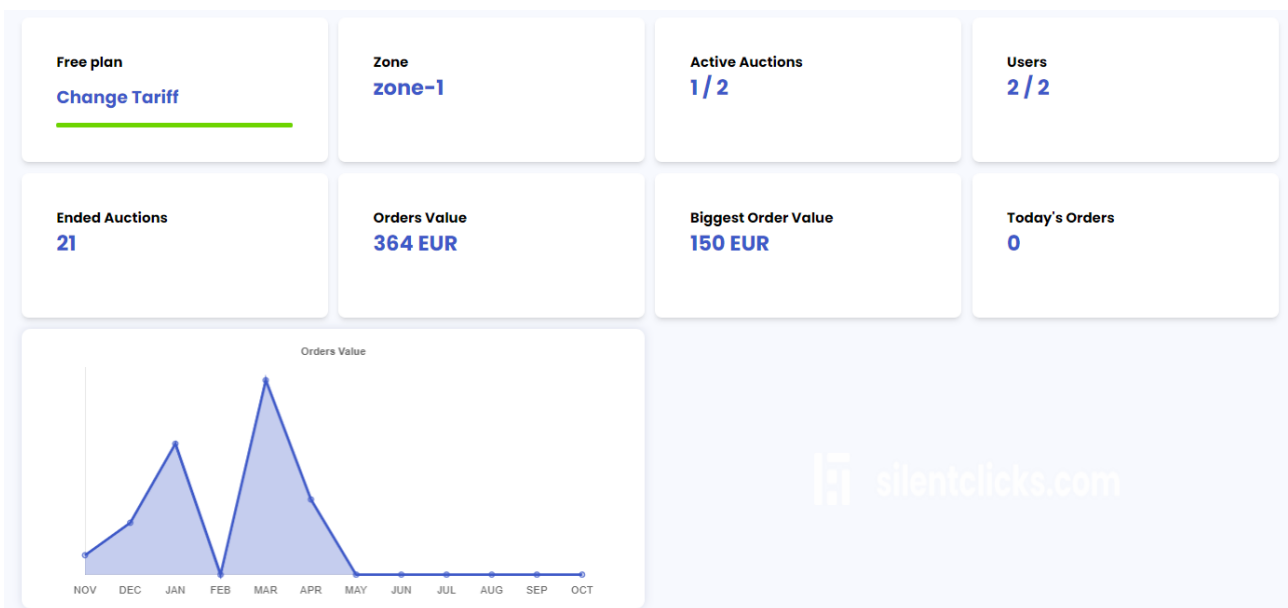
Removing an auction from favorites can be done in two ways:

- by entering the list of Auctions and clicking the star icon next to the offer;
- by entering the My favorite auctions tab and clicking the star next to the offer.

7. Other tabs

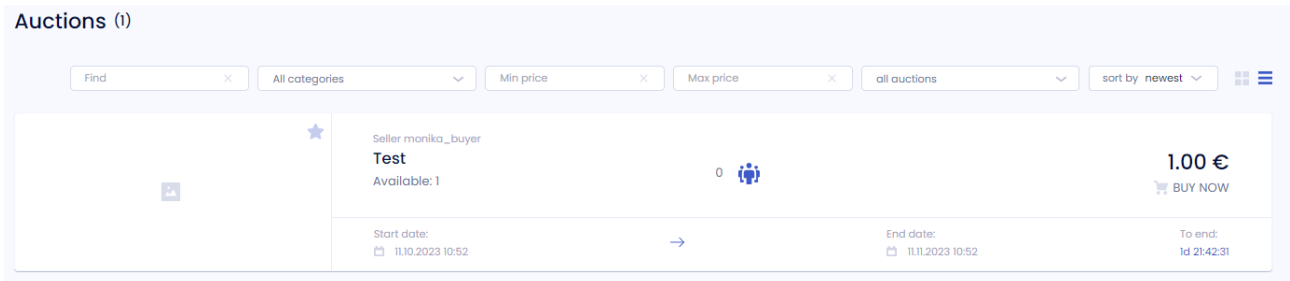
7.1. Dashboard

In the Dashboard tab, you will have access to summarized data about your sales. You will find information about the tariff in the selected zone and you can change the tariff here, information about the zone's name, the number of active auctions and users in the zone, the number of completed auctions, the total order value, the amount of the largest order, and the order amount for the current day. There is also a chart showing how the sales have been over the past year, from the month preceding the previous month.



7.2. Auctions

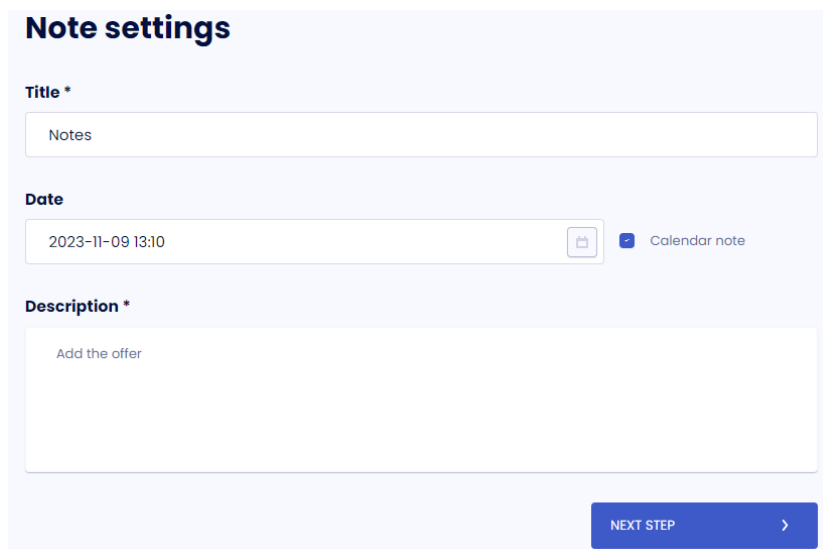
In the Auctions tab, all active auctions in the zone are visible, excluding private and future auctions—essentially, the view that buyers see. To find a specific auction, you can use the search function and available filters by category, price, and auction privacy. Sorting options include starting time, duration, alphabetical order by name, and by price.



The screenshot shows the 'Auctions (1)' interface. At the top, there are search filters: 'Find', 'All categories', 'Min price', 'Max price', 'all auctions', and 'sort by newest'. Below the filters, the auction details are displayed for 'Seller monika_buyer' with the title 'Test'. It shows 'Available: 1' and a price of '1.00 €' with a 'BUY NOW' button. The start date is '11.10.2023 10:52' and the end date is '11.11.2023 10:52'.

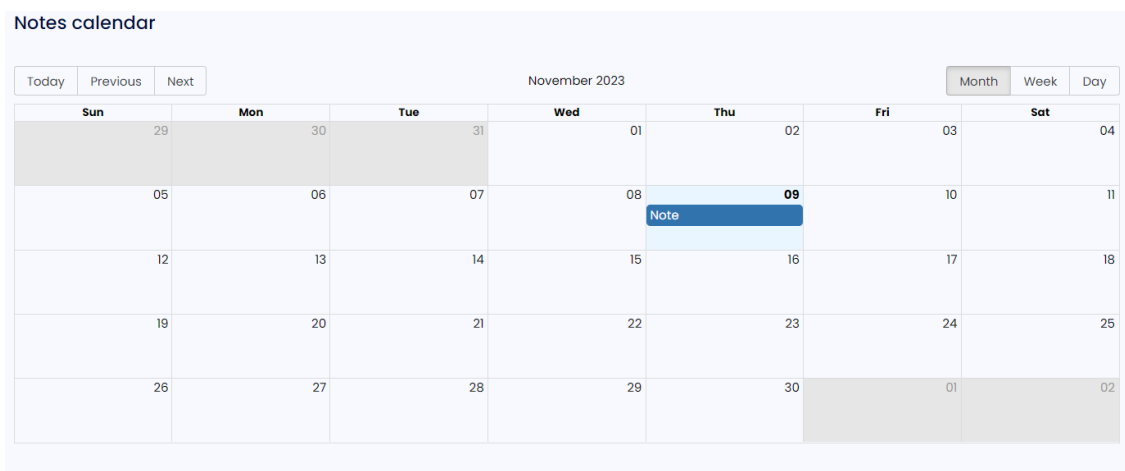
7.3. Notes

In the Notes tab, we have the ability to create private notes, with the option to add a note with a specific date on the calendar.



The 'Note settings' form includes the following fields and options:

- Title ***: A text input field containing 'Notes'.
- Date**: A date input field showing '2023-11-09 13:10' with a calendar icon and a checked 'Calendar note' option.
- Description ***: A text area with the placeholder 'Add the offer'.
- Next Step**: A blue button with a right-pointing arrow.



The 'Notes calendar' shows a monthly view for November 2023. The calendar grid has columns for days of the week (Sun to Sat) and rows for dates. A blue 'Note' is placed on the date '09' (November 9th). Navigation buttons for 'Today', 'Previous', and 'Next' are at the top left, and 'Month', 'Week', and 'Day' views are at the top right.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	Note 09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02

7.4. Personal data and application data

In the top right corner of the application, there is a dropdown menu called **My account** with information about your account and owned zones. Here you will find:

- **My personal data** – you can change your details such as name and surname, language for emails, view and manage given consents, and set your avatar visible to other users.
- **My addresses** – for adding, editing, and deleting addresses.
- **Zone change** – if you are a user in multiple zones, you can switch between them here.
- **Create zone** – allows you to create a new zone where you will be the administrator.
- **Password change** – enables you to change your password.
- **Tariff change** – allows you to change tariff.
- **Delete account** – this option allows you to delete your account, and you will lose complete access to the portal. You are responsible for finalizing your offers and auctions you won before deleting your account. Note that this change is irreversible. After clicking "Yes," you won't be able to log in to your data anymore.
- **Logout** – used to log out of the service.

Change app language in the top right corner – this option allows you to change the language in which the application is displayed. Available languages are Polish, English, and German.

