

Seller instructions

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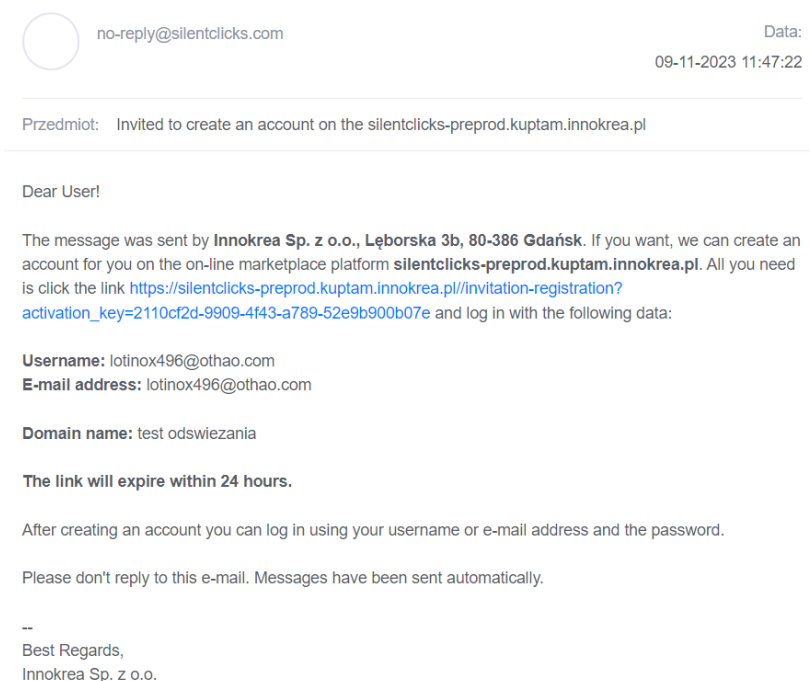
1. What is silentclicks.com?

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



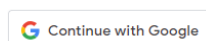
After clicking the activation link, you will be asked to complete the registration. Complete the password (at least 8 characters) and click **Sign up**. Consent is required. From now on you can take full advantage of silentclicks.com.

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](#).

Or



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.

Welcome!

The login form consists of the following elements:

- 1.** A text input field labeled "email / login" with an envelope icon on the left.
- 2.** A text input field labeled "password" with a lock icon on the left and a "Forgot password?" link on the right.
- 3.** A blue button labeled "LOG IN".
- 4.** A link labeled "Forgot password?" located to the right of the password field.
- 5.** A link labeled "Terms & Conditions" located below the "LOG IN" button.
- 6.** A button labeled "Continue with Google" with the Google logo on the left.

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

CHOOSE ZONE

Congratulations! You have got an access to many zones in our website. Choose a zone, which currently interests you

Do you want do create a new zone? [Click here](#)

tests
test description

test2
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

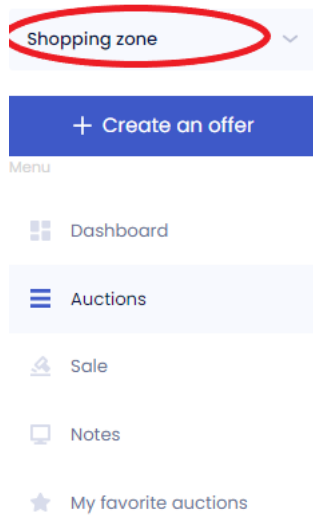
Zone name *

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

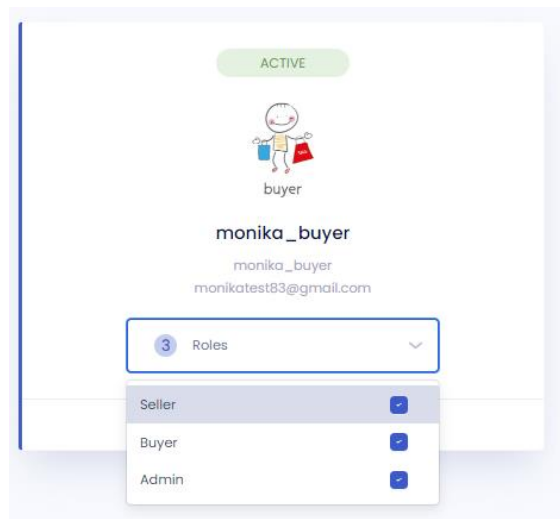
Zone description *

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).

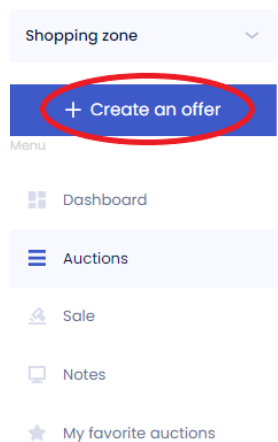


The information about the permissions of the currently displayed role can be found in the upper right corner. If you have multiple roles in the system, such as Administrator, Seller, Buyer, you can switch between your permissions at this location.



4. Add offers

From the menu select **Create an offer** and then Auction.



You will be taken to the sales form where you can choose one of three types of offer:

- **Buy now** - an auction with a predetermined amount for which you want to sell a given product;
- **English offer** - an auction in which participants bid exactly as much as they declare, taking into account the minimum raise amount;
- **Increment offer** – An auction in which participants declare the maximum amount they want to bid for a given product, but the raise is made by the minimum amount from the winning amount (automatic bidding mechanism). The Participant can buy the product for an amount lower than declared.

After clicking on the selected type of auction, a form with appropriate fields will appear.

Complete the mandatory fields: name, price, number of pieces, delivery methods and search keywords. You can also complete additional fields, such as auction start and end time (automatically set to one month), category, description, photos or attachments. Failure to complete the mandatory fields will result in the offer not being added, which will be notified by an appropriate message.

The service owner reserves that auction titles and descriptions cannot contain links to other services or emoticons. The maximum character limit is 100 characters for the title and 10,000 for the description. The seller determines the start and end time of the auction. There is no minimum or maximum duration for the offer. An auction can start in the future, becoming visible to buyers automatically from the specified start date. The default end time is set as a month but can be changed. The form also indicates the formats and maximum sizes for photos and attachments added to the auction. Photos up to 10MB in all formats are acceptable, while attachments can be up to 10MB in size and in the PDF, DOC, DOCX, XLS, XLSX formats.

When selecting the auction type as "bidding," an additional field, Extension Time in seconds, will appear. This field means that if a buyer raises the bid within the last minute of the auction, the auction time will be automatically extended by the number of seconds specified in this field.

Once you've finished entering your offer details, click **Next step**. Check the correctness of the data and click **Publish**. Done, the offer has been added!

Offer settings

Name *

Maximum 100 characters. No HTML or emoji allowed.

Offer type

buy now english offer increment offer

Price * Amount *

1.00 1

Visibility Private offer

Start time End time

2022-11-15 14:20 2022-12-15 14:20

Categories

Categories

Delivery methods *

Delivery methods

Description

B / *I* / U / ~~S~~

Deposited search terms (so your product will be found) *

Here you can enter a bunch of words, used by search engines, to help potential customers find you. Each word should be separated by whitespace.

Images

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

Attachments

Drag 'n' drop some files here, or click to select files

NEXT STEP >

If you have already reached the limit of listed auctions in your tariff, after clicking Add you will be informed about it with an appropriate message.

You cannot add more offers with your tariff plan. Finish some offers or contact the zone administrator who may change the current tariff.

4.1. Create private offer

The **Private offer** checkbox is available in the sales form. Selecting it will cause that in the next step we will ask you to select Users to whom you will give access to the offer (**Add Users** button). Users are added by checking the checkbox next to the selected name and confirming the action with the **Add** button. The offer will not be visible to other Users.

Offer settings

Name *

Private offer

Maximum 100 characters. No HTML or emoji allowed.

Offer type



buy now



english offer



increment offer

Price *

50.00



Min increment *

5.00



Extension time in sec.

0

Visibility

Private offer

Offer publication

Name	Amount	Price	Offer type
Private offer	1	50.00 PLN	english offer

Adding users

Number of added users

0

ADD USERS

< Step back

PUBLISH

5. Sales managements

Sales information is available in the **Sale** tab.

+ Create an offer

Menu

Dashboard

Auctions

Sale

My offers **1.**

Ended **2.**

Sales report **3.**

Notes

My favorite auctions



silentclicks.com

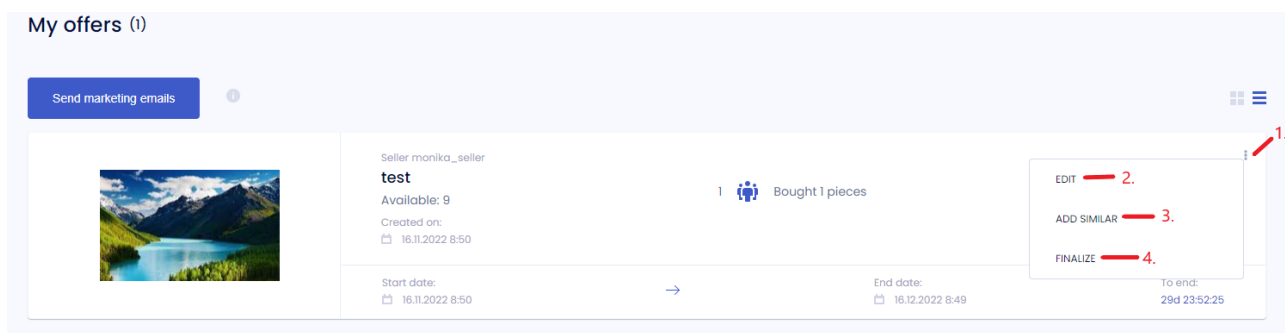
There are three tabs here:

- **My offers** (1.) - it is used to view and manage posted offers (editing, adding similar and finalizing); allows for monitoring of the number of people who have purchased or bid on the product (the number of people is indicated on the list of offers - a human icon);
- **Ended** (2.) - presents a list of completed offers (purchased or expired) and gives the possibility to manage them (adding again and deleting).
- **Sales report** (3.) - details of all orders are available here along with information about the date of purchase, amount, name of the Buyer and the selected delivery method.

5.1. My offers

In the **Sales - My Offers** view, you can see all your offers. Each item has detailed information depending on the type of auction. Here we can see the name, price and date of create, start and end of the auction, as well as the number of available products and the number of buyers or bidders. Here you can use three options to manage the offer (1.). The **Edit** button (2.) redirects you to the offer editing form, where you can change any fields and save the offer. The **Add similar** (3.) button allows you to list a similar auction without having to edit the previous one. The **Finalize** button (4.) ends the offer before the time for which it has been saved expires.


In the case of an auction in which someone is already taking part, only the Finalize button will be available. It is not possible to edit an auction when someone is participating in it.



The **My Offers** tab also gives you the opportunity to send marketing emails to your Users. After clicking the **Send marketing emails** button, a checkbox (1.) appears next to each offer. By selecting it, a link to such an offer will be included in the e-mail. You can select any number of offers. Clicking **Send** (2.) will send an e-mail with the offers to the Users who have agreed to receive marketing e-mails. In order to cancel the action, just click the **Cancel sending emails** button (3.).

My offers (1)

Send marketing emails ⓘ




Seller monika_seller
test
Available: 9
Created on: 16.11.2022 8:50

Start date: 16.11.2022 8:50

My offers (1)

Cancel sending emails ^{3.} Send ^{2.} ⓘ

^{1.}




Seller monika_seller
test
Available: 9
Created on: 16.11.2022 8:50

Start date: 16.11.2022 8:50

5.2. Ended offers

The **Sale - Ended** view shows all your offers that have expired. These can be auctions that have been bought and those whose duration has expired or have been completed before the end of this time. Here you can use two options to manage the offer (1.). The **Add again** button (2.) allows you to repeat the auction. It redirects you to the offer editing form, where you can optionally change any fields and save the offer. The **Delete** button (3.) permanently removes the auction from the list of completed offers.

Ended (2)



Seller monika_seller
test
Available: 9
Created on: 16.11.2022 8:50

1 ⓘ Bought 1 pieces

ADD AGAIN ^{2.}
DELETE ^{3.}

Start date: 16.11.2022 8:50 →

End date: 16.11.2022 9:14

5.3. Sales report

Silentclicks.com gives you the ability to monitor your sales. To use it, select **Sales-Sales Report** from the Menu. A list of purchased products is available here, along with information about the name and price of the offer, date of purchase and the name of the buyer. Clicking the **More Details** button expands the payment and delivery method. In this view, data can be filtered by name and categories, and sorted by purchase time and alphabetically by name. By default, the Sales Report displays data from all zones you are in. If you want to view data from only one zone, select it from the dropdown list on the right side.

Sales report (10)		
		for All zones
Find		All categories
		sort by newest
english offer (product no. 26) to monikatest8383@gmail.com (monikatest8383@gmail.com)	1 x 55.00 €	55.00 € More details
03.04.2023 8:37		
test (product no. 31) to monika_buyer (monikatest83@gmail.com)	1 x 3.00 €	3.00 € More details
03.04.2023 8:37		

6. My favorite auctions

This tab presents a list of auctions added to favorites.

Shopping zone

[+ Create an offer](#)

Menu

- Dashboard
- Auctions**
- Sale
- Notes
- My favorite auctions**

My favorite auctions (1)

for All zones ▾

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.).

Auctions (2)

filter ▾ | advanced filter | sort by newest ▾

Categories: buy now

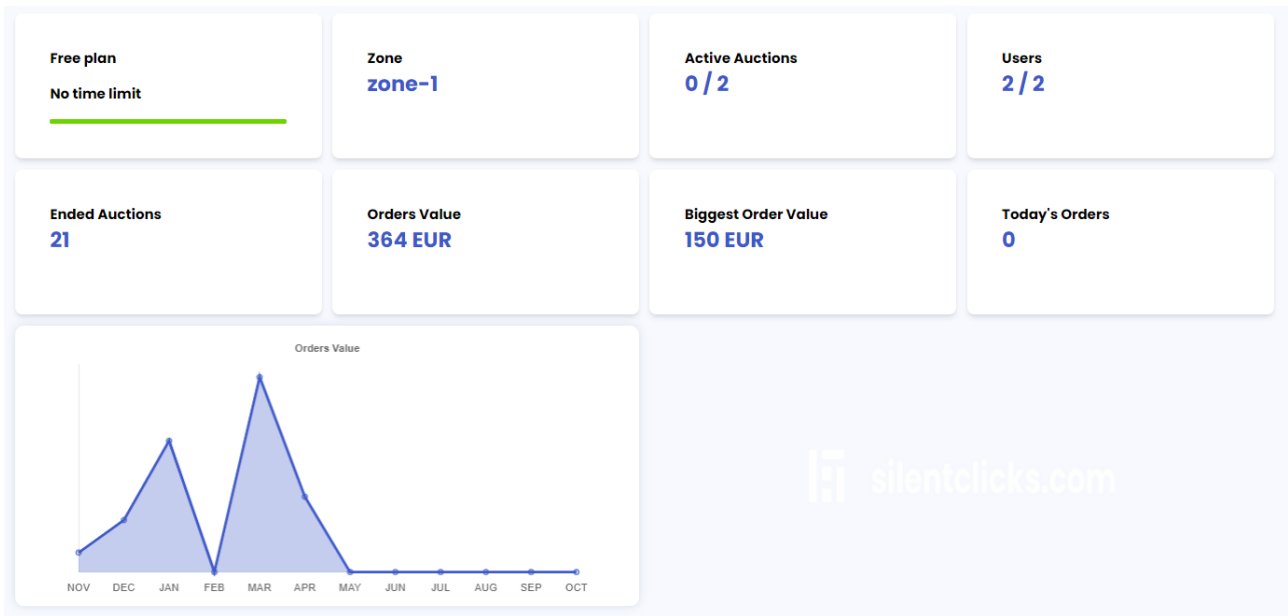
Removing an auction from favorites can be done in two ways:

- 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, 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 Auctions tab interface includes a search bar and several filters: "Find", "All categories", "Min price", "Max price", "all auctions", and "sort by newest". A specific auction listing is shown with the following details:

- Seller:** monika_buyer
- Item Name:** Test
- Available:** 1
- Price:** 1.00 €
- Start date:** 11.10.2023 10:52
- End date:** 11.11.2023 10:52
- To end:** 1d 21:42:31


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.

Note settings

Title *

Date

  Calendar note

Description *

NEXT STEP >

Notes calendar

Today Previous Next November 2023 Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09 Note	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.
- **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.

