SAMPLE WEB APP INSTRUCTIONS

Instructions for using Kijiji on their cell phone. Written for use by Seniors.

Using Kijiji

To log in:

Login ████████████████████████

Password: ████████

To login on your mobile phone:

Go to My Kijiji on the menu along the bottom of the screen – icon looks like a person outline.

Tap 'Sign In'

In the field that says email type ████████████████████████

In the field that says password type ████████

So you know… This is case sensitive.

To Search for items

From the Home screen – this is the first screen you come to when you open the app OR if you logged in then tap on the little house icon at the bottom of the screen.

There is a white space at the top of the screen that says 'Search Kijiji' in faded text. Tap in that. A keyboard will pop up on your screen. As well your screen will change to a white screen that will show recent searches. If you want to repeat a search – then tap one of the recent searches that appear.

To start a new search, use the keyboard on the screen to type a search term. For example, Medalta.

This will bring up all ads, in the area that is set (could be Edmonton or something else). With the most recent showing first.

If you want to change the area or the order of the ads tap on the word 'Refine' that shows in the upper right of your screen.

This will bring up a new screen.

At the top is '**Sort Options**'. It will show 'Most Recent' by default. Tap on this to change what shows first in the search. The options for this are:

Most Recent
Nearest to Me - by distance – Kijiji must have location settings allowed to use this. It should ask you if it can use your location settings when you select this if it hasn't already. Tap ok or yes on this when it asks.)
Cheapest – it will order it with the cheapest listed price first.
Most expensive – it will order the search by the most expensive item listed first.

Tap **Done** in the upper right and it will accept the **sort** option you have picked.

Next is **Refine Options**

Category is set to **all ads** by default. If you tap on that it will bring up a list of categories. If there is a number by the category – that is how many ads there are for your search term in that category. For example – Medalta shows 18 ads, all in Buy and Sell. However, if you showed ads in another category like 'Free Stuff' you could refine your search by selecting free stuff.

Tap **Done** and it will accept the refine option you have picked.

Location is the next refine option. On mine it is set to **Edmonton Area**. If you tap it, it will come back with the Current set location. An option to select **My Current Location**. If you tap this, it will use your phones GPS to figure out where you are and will give you ads accordingly. Below that is **Recent Locations.** It will show options like Canada (which will show you all ads in Canada) and Alberta (which will show you all ads in Alberta.

Once you make your selection – it automatically updates this when you tap Refine in the upper left corner.

Price Type is next. It is set to **Any** by default. When you tap on that it will show you the options of:

Any
Amount
Please Contact
Free
Swap/Trade

Once you make your selection – it automatically updates this when you tap Refine in the upper left corner.

You can set a **Price Range** by taping on the Min $ or Max $ fields (or you can set both).

Offer Type is next. It is set to **Any** by default. You can refine that to only ads where people are selling things by taping **'I am Offering'.** Or to ads where people are wanting things by taping **'I want'**.

Once you make your selection – it automatically updates this when you tap Refine in the upper left corner.

Finally, there is a toggle to **Require Images**. If you tap the little button beside where it says Require Images, it will turn orange and will set it so you only see ads where there are pictures uploaded.

To change your search to use any of the refinements you pick, tap **Done** in the top right corner.

To be honest the refinements I find most useful are sort type, category, location and setting a price range but your mileage may differ.

Favoriting Ads

If you find an ad you would like to find again later, you will notice on the listings that there is **a little blank heart** on the bottom right of each ad in the list. If you tap the heart, it favorites the ad and the heart turns orange. You can then find the ad easily later by taping on Favorites on the bottom menu.

So you know… If the person who posts the ad, deletes it and it's still on your favorites – it will still show in your favorites BUT when you tap on the ad to see the details it will tell you that 'Ad xxxxxxxx is no longer available'. Just remove the heart by taping it again and it will disappear.

Viewing an Ad

Just tap the ad in the list. It will open a new screen that will have more information – including phone numbers and/or the ability to send the seller a message.

So you know… *Not all ads will have phone numbers. It depends on what the seller added for information when they posted it.*

You can scroll through the pictures on an ad by swiping left or right. It may show blank for a moment while it loads the next picture.

If you tap **Call** at the bottom of the screen – your phone will call the number that the seller has given in the ad. If you tap **Chat,** it will open a chat message that you can type into.

So you know… *Sellers will sometimes list alternate ways of reaching them (or preferred ways) in the text of the ad. Read all the details first.*

In an open ad, the heart to favorite shows at the upper right.

The **arrow pointing left** at the top of the screen will take you back to the ad list you brought up with the search.

To Post an Ad

Tap the **Camera** shaped icon on the bottom menu. A new screen will open.

If you tap **Add a Photo** at the top of the screen, it will give you the option to add photos from your album OR to take a new photo.

In the field that says **Title** – if you tap that it will bring up a keyboard on your screen – add a Title to your ad.

So you know… *There is a character limit to how long your title can be.*

Description is where you type the body of your ad. What you're selling. What your terms are. Directions to the farm. Pretty sure you have this covered.

Category is where your ad will be listed. Most of yours will be going in Buy & Sell > art & collectables (which is where antiques go) but there is also a section for Garage Sales, Free Stuff, etc.

So you know… *Livestock (including chickens, horses, cows, etc) are under pets. Weird I know.*

Details is where you tell them if you're offering (selling) an item or if you are looking for an item. If you tap where it says **I'm Offering**, you can change it. It will

also ask if you are the owner of an item or a business. Always select owner – they charge businesses to list. Tap **Done** to commit the change.

Where it says **Fixed Price** is where you set your price. If you tap Fixed Price, it will give you other options for pricing:

Fixed Price
Free
Please Contact
Swap / Trade

Pick your option and tap **Done** at the top of the menu.

If you're good with Fixed Price as your selection – enter your price in the box beside where it says fixed price.

Almost done. **Location & Contact** is last except for previewing and posting the ad.

These things should be set in your account settings. BUT you can change them here.

If you tap where it says Location & Contact, it will bring up another screen.

It will show the first three digits of your **Postal Code** – it may ask you for it all, when you post but it will always only show the first three digits and it will tell you it's posting in Edmonton.

Address is optional, but I have mine set to Duffield, AB

Enter email is where it would show your email address. It will demand that. Add a comment in your ad about not sending emails if you don't want emails..

Phone Number is optional, but if you don't want emails make sure it's always there.

Tap **Done** and it will set these things for you.

If you tap **Preview Ad**. It will show you what your ad will look like, but it's not posted.

If you tap **Post Ad**, it will post your ad. It will also give you options to make your ad more noticeable. They tend to be expensive and will require a credit card to complete.

Messages

If you send someone a message **or** they answer a message you sent **or** someone messages you about one of your ads, this is where they'll show up. An email will also be sent to your email address just so you know, but this is how you can have a conversation through Kijiji.

Click on the message icon at the bottom of the screen, and all sent messages will show on the side – in bold if it's unread. Tap it and it will bring up a screen where you can read the messages. Your text will be on the right side – white in a dark blue/purple box. Theirs is black in a white box.

This has nothing to do with calling people, only if they (or you) use the **Chat** button on an ad.

That's it. That's all the tutorial I can give you for Kijiji.