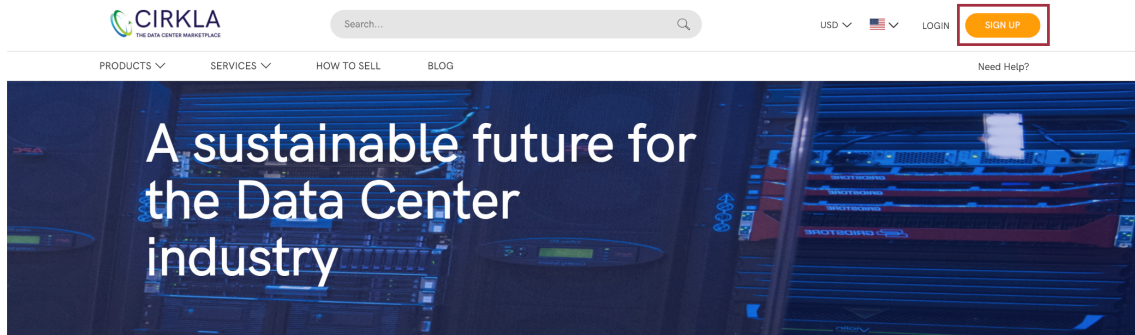


# ADVERTISER - USER MANUAL

**STEP 1: Register.** In order to start advertising your products and services go to the “Sign up” button and click on “I’m an Advertiser”.

You will need to fill all the information and accept the legal terms to get registered. You can also use your Social Media accounts to make a quicker sign up.

This image shows the registration form for creating a new advertiser account. At the top, there are buttons for 'Sign in', 'Register', 'I'm a Buyer', 'I'm a Seller', and 'I'm an Advertiser'. The 'Register' and 'I'm an Advertiser' buttons are highlighted with red boxes. Below these buttons, the heading 'Create A New Advertiser Account' is followed by the instruction 'Create your Account using your existing Social Media Account' and icons for Facebook and LinkedIn. A horizontal line separates this from the section 'Create your Account using your email address'. This section contains a series of input fields: 'First Name \*', 'Last Name \*', 'Email Address \*', 'Phone Number', 'Password \*', 'Re-enter password \*', 'Company Name \*', 'Country \*' (with a dropdown menu), 'Address', 'Postal Code', 'VAT Number', and 'Website URL'. Each field has a placeholder 'Enter Here'. At the bottom of the form, there is a section for 'Acceptance Of Legal Documents' with links for 'Privacy Terms', 'Legal Waiver', and 'Service Contact'. Two checkboxes are present: one for 'Privacy Terms' and one for 'Terms & Conditions'. A red button labeled 'Register as an Advertiser' is positioned below the checkboxes, and a 'Contact Support' link is at the very bottom.

You will receive an email to validate your account, please review your inbox and your spam. If you have any problem, do not hesitate to contact us at [contact@cirkla.tech](mailto:contact@cirkla.tech). Once the account has been validated, you will be able to Login as an the "Advertiser".

**CIRKLA**  
THE DATA-CENTER MARKETPLACE

Search...

USD **LOGIN** **SIGN UP**

PRODUCTS SERVICES HOW TO SELL BLOG Need Help?

**Sign in** Register

### Sign In To Your Account

If you have an account, you can sign in with your email address.

Email \*  
Enter email here

Password \*  
Enter Password

[Forgot Your Password?](#)

**Sign in**

Sign in using your existing Social Media Account

## Advertiser Dashboard

The screenshot displays the CIRKLA Advertiser Dashboard. On the left is a dark red sidebar with the CIRKLA logo and a navigation menu. The main content area is white and includes a search bar, a notification icon with a '2' badge, and a user profile dropdown for 'BLANCA (Advertiser)'. Below this is a 'My Products List' section with a table containing one product entry: Product ID 154, Title 'DELL SERVER', Status 'Approved', and Action buttons for 'View', 'Edit Plan', 'Edit', and 'Delete'. An 'Add Product' button is located in the top right of the product list area. The footer includes 'CIRKLA ADVERTISER ACCOUNT' and a copyright notice.

“Dashboard” tab:

1. **Left Menu:** it contains all pages and functionalities related to the Advertiser. By clicking on each tab, you will be able to navigate to that specific page. The top left contains CIRKLA’s logo, and the currency drop down (\$/€). Currency is selected automatically based on the country’s user.
2. **Header Area:** in this area you can navigate to the notifications page by clicking on the notification’s icon. The Advertiser will be able to search the product in the search bar. In the right side, there is the user information.
3. **Product List:** it shows in a list all products/services the Advertiser has uploaded on the platform.

## STEP 2: Buy a Plan

The screenshot displays the 'Buy a Plan' process on the CIRKLA website. The left sidebar contains navigation options like 'BUY A PLAN', 'ADD A PRODUCT', and 'SERVICES LIST'. The main content area is divided into several sections: 'Buy A New Plan' with three plan cards (Basic, Plus, Pro), a 'Discount Code' input field, and a 'Payment Method' selection (PayPal, Credit Card, Bank Transfer). A 'Your Transaction' summary on the right lists the selected plans and their quantities/durations, with a 'Place Order' button at the bottom. Numbered callouts (1-4) highlight the plan selection, discount code, payment method, and transaction summary respectively.

“Buy a Plan” tab:

1. First of all, the Advertiser has to buy a plan in order to upload a Product/Service. There are three different plans (plans features can be checked by clicking on the top tab “HOW TO SELL” and clicking on “Advertiser Plans” (picture below), “Advertiser Plans” are the plans that apply to the Advertiser). The three plans are: “Ads Basic”, “Ads Plus”, and “Ads Pro”. The Advertiser will need to select the plan wanted by selecting the quantity of the plans he/she wants to buy, and the plan’s duration, this field indicates the duration the plan will be valid for.
2. If the Advertiser has any coupon code, it can be used to get a plan discount.
3. Finally, the Advertiser will need to select a Payment method. It can be paid through PayPal, Credit Card or Bank Transfer.
4. The column on the right, “Your Transaction” will show a summary of the plans selected, its quantity and duration and if a discount applies. The Advertiser will need to click on “Place Order” button in order to finalize its purchase.

The screenshot shows the 'How to Sell' page on the CIRKLA website. The top navigation bar includes the CIRKLA logo, a search bar, and links for 'My Dashboard' and 'Logout'. Below the navigation, there are tabs for 'PRODUCTS', 'SERVICES', 'HOW TO SELL' (which is active), and 'BLOG'. The main content area is titled 'Start advertising on CIRKLA today' and includes a sub-header: 'When you advertise on CIRKLA, you can reach thousands of customers. Start advertising and increase your customer reach.' There are two buttons: '2nd Life Plans' and 'Advertiser Plans'. Below this, three plan cards are displayed: 'Ads Basic' (\$100 / Month), 'Ads Plus' (\$150 / Month), and 'Ads Pro' (\$250 / Month). Each card lists its features and includes a 'Select' button.

## STEP 3: Add a Product or a Service

### Add a Product

The screenshot shows the 'Add a Product' form in the CIRKLA advertiser dashboard. The form is titled 'Product Specifications' and is located on the right side of the page. The left sidebar contains navigation options: 'EUM', 'DASHBOARD', 'BUY A PLAN', 'ADD A PRODUCT', 'ADD A SERVICE', 'SERVICES LIST', 'PLANS LIST', 'ENQUIRES', 'UPDATE PROFILE', and 'USER MANUAL'. The form itself has a search bar at the top and a user profile 'BLANCA Usambert' on the right. The main form area includes a 'Select Plan' dropdown menu with 'CIRKLA BASIC Stay4E (Duration 6 Months)' selected, a 'Product Name' input field, and several other input fields for 'Category', 'Subcategory', 'Brand', and 'Model'. There are also fields for 'Contact' and 'Add a Link'. A large text area for 'Description' is present. Below the form, there is a photo upload section with a camera icon and a document upload section with a document icon. A 'Submit' button is located at the bottom right of the form.

“Add a Product” tab:

1. In order to upload a product the Advertiser has to click on the “Add a Product” tab.
2. Once there, the Advertiser will need to choose a Plan. If the Advertiser does not have any plan available, the fields will not show up.
3. Once the plan has been selected, the Advertiser will need to provide all product details. The Advertiser must take into account that there are some mandatory fields and that the images uploaded have to be real picture of the product, not generic ones. The Product Description, the Number of document and the Photos uploaded will be limited depending on the plan chosen.
4. The product will not have to be approved by CIRKLA.

## Add a Service

The screenshot shows the 'Add a Service' form in the CIRKLA Advertiser Account. The form is titled 'Add a Service' and is located in the 'SERVICES LIST' tab. The form includes the following fields and sections:

- Search:** A search bar at the top right of the page.
- Plan Selection:** A dropdown menu for selecting a plan, currently showing 'CIRKLA BASIC (30 days) (Duration & Months)'.
- Service Name:** A text input field labeled 'Service Name'.
- Service Category:** A dropdown menu labeled 'Service Category' with '200 categories' shown.
- Description:** A large text area for entering the service description.
- Photos:** A section for uploading photos, with a note 'Photos (Normal accepted: png, jpg, jpeg)'. It includes a drag-and-drop area and a note 'Add up to 5 photos. You can still add 5 pictures.'.
- Contact Email:** A text input field labeled 'Contact Email'.
- Link:** A text input field labeled 'Link'.
- Company:** A text input field labeled 'Company Name'.
- Advertise your service:** A dropdown menu labeled 'Advertise your service' with 'Yes' selected.
- Submit:** A red 'Submit' button at the bottom right of the form.

The left sidebar contains navigation links: 'HOME', 'DASHBOARD', 'BUY A PLAN', 'ADD A PRODUCT', 'ADD A SERVICE', 'SERVICES LIST', 'PLANS LIST', 'ENQUIRES', 'UPDATE PROFILE', and 'USER MANUAL'. The bottom left corner shows 'CIRKLA ADVERTISER ACCOUNT' and the bottom right corner shows 'Copyright © 2022 | www.cirkla.tech. All rights reserved.'

“Add a Service” tab:

1. In order to upload a service the Advertiser has to click on the “Add a Service” tab.
2. In order to upload a Service, the Advertiser will need to choose a Plan. If the Advertiser does not have any plan available, the fields will not show up.
3. Once the plan has been selected, the Advertiser will need to provide all product details. The Advertiser has to take into account that there are some mandatory fields and that the images uploaded have to be real picture of the product, not generic ones. The Product Description, the Number of document and the Photos uploaded will be limited depending on the plan chosen.
4. The service will have to be approved by CIRKLA.

## Services List

Search...

EUR

DASHBOARD

BUY A PLAN

ADD A PRODUCT

ADD A SERVICE

SERVICES LIST

AVAILABLE PLANS

ENQUIRIES

UPDATE PROFILE

USER MANUAL

CIRKLA ADVERTISER ACCOUNT

Services Uploaded last 5 weeks

September 9, 2021 - October 8, 2021

Category	Week1	Week2	Week3	Week4	Week5
Job Offers	6	8	0	0	0
Cloud Services	2	0	0	0	0
General Contractors	0	1	0	0	0
Total	8	9	0	0	0

Services

Add Service

ID	Service Name	Category Name	Contact	Country	Reg Date	Action
32	DCCMaas (Data Center Capacity Management as a Service)	Facility Management		Spain	30-07-2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
37	Ads Services	Job Offers		Spain	01-10-2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
38	gg'hg	Job Offers	test@cirkla.tech	Spain	01-10-2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
39		General Contractors		Spain	02-10-2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
40	hello	Job Offers		Spain	02-10-2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
41		Job Offers		Spain	02-10-2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
42		Job Offers		Spain	02-10-2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
43		Job Offers		Spain	02-10-2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
44	Test	Job Offers		Spain	02-10-2021	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

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“Services List” tab:

1. This list shows all the products/services the Advertiser has added. It shows the ID, Service Name, Category Name, Contact and Country.

## Plans List

The screenshot displays the 'Plans List' interface within the Cirkla Advertiser Account. The page features a dark red sidebar with navigation options: DASHBOARD, BUY A PLAN, ADD A PRODUCT, ADD A SERVICE, SERVICES LIST, PLANS LIST (highlighted), ENQUIRIES, UPDATE PROFILE, and USER MANUAL. The main content area includes a search bar, a user profile dropdown for 'BLANCA (Advertiser)', and a table titled 'Plans List'.

Plan Type	Quantity Available	Period
CIRKLA BASIC	4	6 Months
CIRKLA PLUS	4	6 Months

At the bottom of the page, there is a 'Google Chrome' browser indicator and a copyright notice: 'Copyright © 2022 | www.cirkla.tech. All rights reserved.'

“Plans List” tab:

1. This list shows all the plans that the Seller has available in order to upload new products.



# Enquiries

Search...

BLANCA DS (Advertiser)

ID	Name	Telephone	Email	Company Name	Notes	Request date
10	patricia buyer			Spain	test	2021-02-23
13	patricia buyer			Spain		2021-02-23
14	patricia buyer			Spain	I am interested contact me	2021-02-23
15	patricia buyer			Spain	TEXT	2021-02-23
18	patricia buyer			Spain	TEST	2021-02-24
22	Buyer Account	123456789	buyer@yopmail.com	test		2021-09-29
23	Buyer Account	123456789	buyer@yopmail.com	test		2021-09-29
24	Buyer Account	123456789	buyer@yopmail.com	test		2021-10-01
25	Buyer Account	123456789	buyer@yopmail.com	test	hello im interested	2021-10-08
26	Buyer Account	123456789	buyer@yopmail.com	test	info for the service	2021-10-08

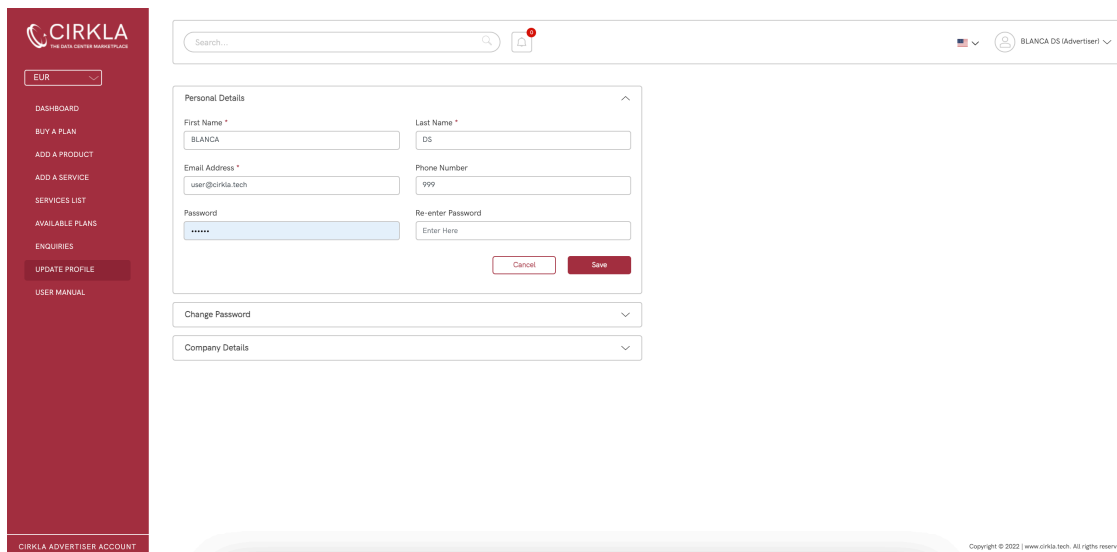
CIRKLA ADVERTISER ACCOUNT

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## “Enquiries” tab:

- The Advertiser will receive the enquiries that the buyers are making for their Products/Services.
- The fields available in this tab are: Product ID, Buyer Name, Buyer Telephone, Buyer Email, Buyer Company Name, Notes and Requested Date.

## Update Profile



CIRKLA  
THE ONLY COMPLETE MARKETING PLATFORM

EUR

DASHBOARD  
BUY A PLAN  
ADD A PRODUCT  
ADD A SERVICE  
SERVICES LIST  
AVAILABLE PLANS  
ENQUIRIES  
UPDATE PROFILE  
USER MANUAL

CIRKLA ADVERTISER ACCOUNT

Search...

BLANCA DS (Advertiser)

Personal Details

First Name \*  
BLANCA

Last Name \*  
DS

Email Address \*  
user@cirkla.tech

Phone Number  
999

Password  
\*\*\*\*\*

Re-enter Password  
Enter Here

Cancel Save

Change Password

Company Details

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“Update Profile” tab:

- The Advertiser can update and change its profile details from this page.
- Fields that contain a star (\*) are mandatory.