

My Adooda

My Purchases

Here you can choose to either

- update the status of a non-Nochex purchase
- pay for your item using the Nochex payment gateway

A list of your purchases is displayed (these will stay on the system for 60 days after you have marked a purchase as being Paid)

If you have paid for your item(s) online using a payment gateway supplier, click on the Mark as Paid Online button. The status of your purchase will change from Unpaid to Paid and you will be invited to enter Feedback information.

If you have paid for your items(s) offline click on the Mark as Paid Offline button, the status of your purchase will change from Unpaid to Paid and you will be invited to enter Feedback information.

If you wish to pay for your item using Nochex click on the Nochex button, this will take you to the Nochex payment screen. Upon completion of the transaction you will be returned to the Adooda system so that you can leave feedback.

My Offers Made

Withdrawing an offer

- Click on My Adooda
- Click on Offers made
- Select offer you wish to withdraw
- Click on Withdraw offer button

Offer status

- Click on My Adooda
- Click on Offers made
- A list of Offers (accepted/rejected) will be displayed
- If the Offer status is accepted a buy button is displayed enabling you to purchase the item
- N.B When an offer is made on an item an e-mail is sent to the Seller. Regardless of whether or not the Seller accepts or rejects the offer, the person making the offer will be sent an e-mail informing him/her of the Seller's decision

Selling an item

- Select My Adooda
- Select Sell Item
- Working from left to right select the main category you wish your item to be listed under
- Repeat this process for the 2nd, 3rd and 4th categories
- Click on “Next Stage”
- Add your advertisement details, please note that the following fields are mandatory: Title, Description, Price, Quantity, Location
- When the details are complete click on “Next Stage”
- You can now upload up to 4 images (.jpg .gif .png formats only), when you are finished click on “Next Stage”
- You will now be in a position to review your advertisement
- If everything is in order click on “Add Item”

Preferences

Here you can define how the Adooda system interacts with you, areas you can personalise are:

- Would you prefer HTML or text e-mails?
- Would you like an e-mail when a directory listing status changes, is created or fails approval?
- How would you like to be paid, Nochex account, Cash or cheque? Note that you must choose at least one of these options in order for you to be able to sell items in the classified section.

Account settings

Here you can set or change your personal account values, please note that some fields are mandatory (they have to have a value), these are:

- Password
- Secret question
- Secret answer
- First name
- Last name
- Address line 1
- County
- Postcode