livesauda – User Guide

Overview

This is a one of its kind of platform, enabling users of smooth and seamless trading across various industries. The platform comes with unique rich features like Video Conferencing, Notifications, Friendly Feedback, Dispute Posting and many more.

Kindly note that all the data displayed is based on the **Product Category** selected by the user. The user can select any other category at any point of time post successful login.

The default Product Category for the user will be the Preferred Category mentioned in the Registration form, along with the company details.

User is required to furnish certain mandatory information without which the registration will not be complete. The mandatory information required is marked by RED STAR (*****) next to it.

Steps:

New User	Registered User
1. Registration 2. Setup Users 3. Setup Buy / Sell Product Requests 4. Trade	1. Login 2. Review / Manage Buy/ Sell Product Requests 3. Trade 4. Manage Product Requests

Registered users can also:

- Provide Friendly Feedback
- Post Disputes to Wall (Public)
- Create Mini Tender Event open to all
- Create Bidding Event and have selective invites.

Registration

This is the first step and the most important to enjoy the benefits of the platform. Here the user is requested to enter the required Company & Company Admin User details.

This is a two step process. The first is to fill all the required details and second verification. Once the user fills up the required details and Submits the form, a verification mail is sent to the Admin User mail id provided. This mail acts as a two prong check. When the user clicks on the link provided in the mail, it proves as a verification step and also the user account is

activated. This Admin user can then subsequently create other users for the company who would be active on the platform.

The Admin User can also add subsidiary company details, Company Name & GST number too. Subsequently, go on to setup the Product Buy / Sell Requests.

Login

Registered Users can log in to the platform by entering the registered user email id and the password provided at the time of registration or when the Admin User created the sub-users for the company. Upon successful log in the default landing page is the Dashboard.

Setup Users

The Admin User can setup multiple sub-users to be able to access the platform on behalf of the company. Admin User would be responsible for all the activities of the sub-user on the platform.

Each sub-user will have the verification and activation process too. The respective passwords can be managed by the respective sub-users. In case the sub-user forgets the password, of course the **Forgot Password** link can be used to reset the same.

Setup Buy / Sell Product Requests

Registered users can setup their Buy or Sell Product Requests. This can be done via **Manage Products** under **MY APP** link. It would be more beneficial if the user can define clearly, the request as much as possible, so be able to get maximum compatible search results.

The Product request setup form has **mandatory** and optional fields. There are dropdown attributes where the user can select value from the predefined values. In case the value is not present in the dropdown the user can select **OTHERS**. A **Description** box is provided where the user can enter the details as per the labels given. The OTHER label in the description box, allows the user to mention any other specifics for the requirement that would help in defining the requirement. This could be Fixed Price / No Bargain, etc.

In case the user wants to replicate the product requirement, with similar description, then this description text can be copied and pasted in the new requirement.

The user can **EDIT** the product form, and change the requirement details. Once saved, the new details will replace the old details.

Product Image can also be uploaded. The formats supported are JPG, PNG and GIF. The image resolution should be 1024 X 576 pixels and the image size should be upto 1 MB.

Product Certificate(s) can also be uploaded. The format should be PDF. The file size should be upto 2 Mb. In case of more than 1 certificates, the user will have to consolidate all of them in a single PDF file and then upload.

Dashboard

- Default Starting page upon successful Login
- Two Lists of Active Requests, Buying & Selling
- Company's own requests are listed too. This will have only **View** button. This is helpful for online **comparison** with requests listed by other users and for immediate reference on same dashboard.
- The lists are ordered in reverse chronological order, i.e. latest at the top.
- User can control of number of records to be displayed per page
- User can Apply a Filter to the list by entering Text in the Filter box. This will display only those records where the entered text appears.
- User can sort the displayed list, by clicking on the Arrow next to the column heading of the list.
- ONLINE users are indicated with a GREEN dot and the GREEN **A/V + Chat** button
- OFFLINE users are indicated with a RED dot and **A/V + Chat** button is WHITE.
- User can do the following from the DASHBOARD
    o Invite an **ONLINE** User to **DEAL ROOM** for a deal. When one party clicks the **A/V + Chat** button, the invitee will get a popup notification indicating Company name & the Product Name, for which the invitee has been invited to the deal room.
    o The invitee can choose to Accept, Reject or Later the request.
        ▪ If Accepted, the both the parties enter the deal room.
        ▪ If Rejected, the inviter gets a message that the Deal Room invite has been rejected by the invitee.
        ▪ If Later, then the inviter gets a message that the invitee will get back later.
    o In case the user is **OFFLINE**, then a **Missed Invite** Notification is sent to the user's INBOX.
    o Create a Transaction directly based on the offline discussion / talk
    o View Listing Details – see the product request details
    o View User Profile – see the information of the user who posted the product request
    o View Company Profile – see the company information of the user who posted the product request
    o View Friendly Feedback – see Friendly Feedback received from other users, for the transactions where he is one the party

o   View Dispute Wall – see Dispute posting from other users, for the transactions where he is one the party

SEARCH Panel

- Here, the user can refine his search by providing specific details for search.
- User can either Search for Buyers or Sellers
- Depending on the Category selected, the user can select from dropdown lists, and can enter the product name in the text box provided. Any other search criteria text can be mentioned in the text box.
- User can also search for product requests of a particular Company, by entering the full or part of Company Name in the text box.

DEAL ROOM

- Here, the invited parties can converse via **Chat** or have a **Video Conference**.
- The Chat session and AV conference is totally private to the participating parties. No other members including the livesauda team will be able to see the chat history nor the video recordings. The chat history can be downloaded **before** the user exits out of the deal room. This can be done simply by using the copy and paste functions of windows.
- Both the Parties are auto connected for Chat, upon entering the deal room.
- Either party can start a video call by clicking on the **Call** button. Upon starting the video call, the other party gets a popup notification indicating that the other party would like to have a video call. The invitee has an option to Accept or Reject the Video call.
- Both the Parties have an option to record the video recording. This can be started by clicking the **RECORD** and stopped by clicking the **STOP** button. Upon stopping the video recording, the recording file is automatically downloaded to the user computer. The location of the file is as per the **download** location specified in the browser settings.
- The recording can be viewed at any time by the user.
- The recording is private to the user.
- Following details of the successful deal are not shared with any other user on the platform :
    o   Buyer / Seller Name
    o   Deal Quantity
    o   Deal Price
- These details are declared in case of dispute for a particular transaction, only on **DISPUTE WALL** posted by participating member of the said transaction.

MY APP

- Dashboard – this is same as the **Dashboard** section above
- Manage Profile – this enables the user to manage own profile
- Manage Company – this enables the Admin User to manage the Company information. Here, the Registered Name, Popular / Short Name, GSTIN information cannot be changed.
- Manage Users – this enables the Admin User to manage the sub-users for the company
- Manage Products – here the users can setup the Buy or Sell Product requirements.
- View Transactions – this navigates the user to the page listing the transactions / deals done by the company.
    - Post to Wall – this enables the user to post dispute relating to a transaction / deal, on a dispute wall.
    - Leave Feedback – this enables the user to leave a Friendly Feedback for the other party regarding a pleasant experience for a transaction / deal.
- Friendly Feedback – this navigates the user to the Friendly Feedback page, where one can view the friendly feedback received for oneself and from whom and when. The user can post a friendly feedback for the other user too.
- Dispute Wall – this navigates the user to the Dispute Wall page, where one can view the Dispute comments posted for oneself and by whom and when. Also, the user can post a reply.
- Mini Tender – this navigates the user to the Mini Tenders page. There are two tabs. First shows, the Mini Tender Events created by the own company and the second by other companies and available for submitting quote. **Quote can be submitted only once**. **Once the Quote is submitted, there is no way to change it**. The event is for a specified period of time, as specified by the user, by selecting Starting and Ending Date and Time.

    The creator of the Mini Tender event can see the quotes submitted at any point of time during the interval of the event. Once the interval is over, the user who created the Mini Tender event can select from the quotes received for transaction. A notification is sent to the other party for transaction Approval. Only the Admin User of the other party Company can approve the transaction. Subsequently the deal transaction is generated and both the parties are notified.

    - CREATE – this enables the user with privileges to create a new Mini Tender event. Start Date and Time and Ending Date and time are required to be selected for creating the event. A Mini Tender creation notification is sent to all the members on the platform.

In case a user creates a Mini Tender event and then CANCELS the same, a notification for Cancellation will be sent to all the users on the platform. This will be implemented very soon.

- Bidding – this navigates the user to the Bidding page. This page will list the bids received from the invitees. The event is for a specified period of time, as specified by the user, by selecting Starting and Ending Date and Time. During the Bidding period, the invitees can submit the quotes multiple times. In case the
    - In case of BUY Bidding Event, the invitees are SELLERS, the list is ordered by the **quotes**, in the ascending order, i.e. lowest at the top. Invitees can resubmit the quotes, in **decreasing** order, i.e. the new quote **lower** than the previously submitted quote.
    - In case of SELL Bidding Event, the invitees are BUYERS, the list is ordered by the **quotes**, in the descending order, i.e. highest at the top. Invitees can resubmit the quotes, in **increasing** order, i.e. the new quote **higher** than the previously submitted quote.
    - **CREATE** – this enables the user with privileges to create a new Bidding event and send out invitations to selected parties to participate in the bidding event.

During the Bidding event, the user who created the event can see the list of bidders submitting the quotes. The invited users can see their rank in the list of bidders. The ranks will change based upon the quotes submitted. Currently the updated ranks can be viewed by manually refreshing the page. Soon, **auto-refresh** functionality will display the ranking in real time or at a shorter interval.

Once the event interval ends, the user who created the event can select the bidder with whom the transaction can be done. A notification is sent to the other party for transaction Approval. Only the Admin User of the other party Company can approve the transaction. Subsequently the deal transaction is generated and both the parties are notified.

In case a user creates a Bidding event and then CANCELS the same, a notification for Cancellation will be sent to all the invited users. This will be implemented very soon.

livesauda Community

- This will have
    - News and Updates regarding the Market & products
    - Expert Opinions & Views regarding the Market Trends and New Products
    - Market Expert's Interviews

- o User Stories and Testimonials
- o Social work by Users and livesauda team
- o Details of Upcoming Events, Seminars, Workshops arranged by livesauda Team
- **This will be coming soon**

Home Link

This link navigates the user to Home page of the site. This link can be clicked on from any page of the site.

A link to download livesauda User Guide.

About US Link

This link brings up the About livesauda page, giving a brief of the platform and benefits offered by livesauda.

FAQs Link

This link navigates to a section reserved to have a list of questions and answers that would seem to be posed by the prospective users of the platform. This list will be **coming soon** and would grow on regular basis.

Contact Us Link

This link navigates the user to a page which is partly there. This will be **coming soon**. However, if the user has any queries, the same can be posed to the livesauda support team, by filling out the query form provided and clicking the SUBMIT link.