TOP 100
MID-SIZED COMPANIES
MarketPlace

User Manual

Powered by:

KPMG

SOFTWARE
TECHNOLOGIES
People | Processess | Governance

Introduction

The Top100 marketplace is an interactive online networking platform that give the winners an opportunity to network, have business to business interactions and share insights knowledge and forums.

It allows you to post offers, services as well as banner images for the home page slider. The file types allowed are only images of the formats png, jpeg and gif. It **doesn't** support **pdf file** uploads. **Only company admins** can upload content for their respective companies.
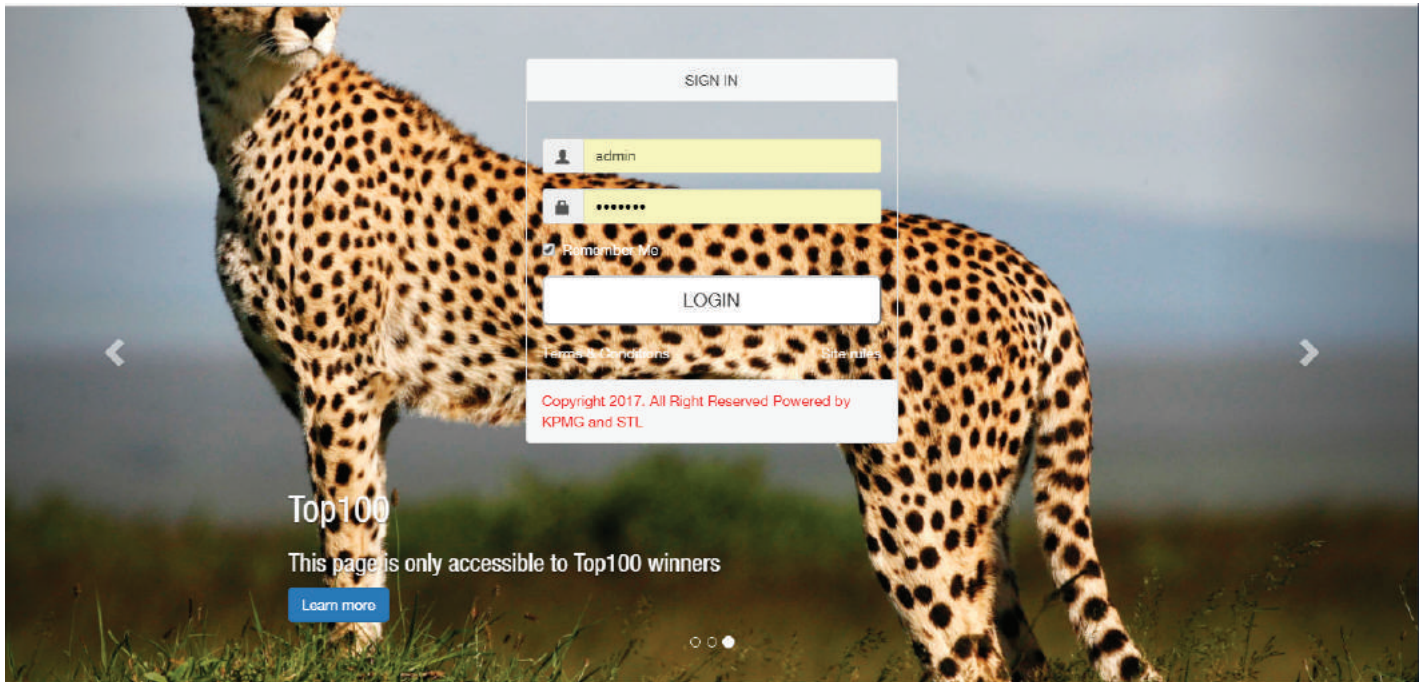
Using the MarketPlace

1. Log In to MarketPlace

First **Log** into the platform by clicking on the **MEMBER LOGIN** link on the top right.
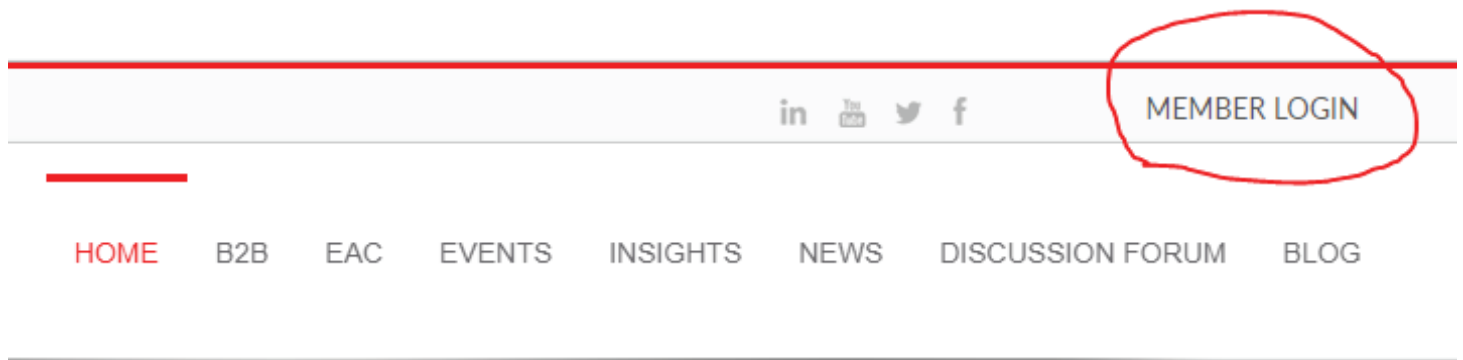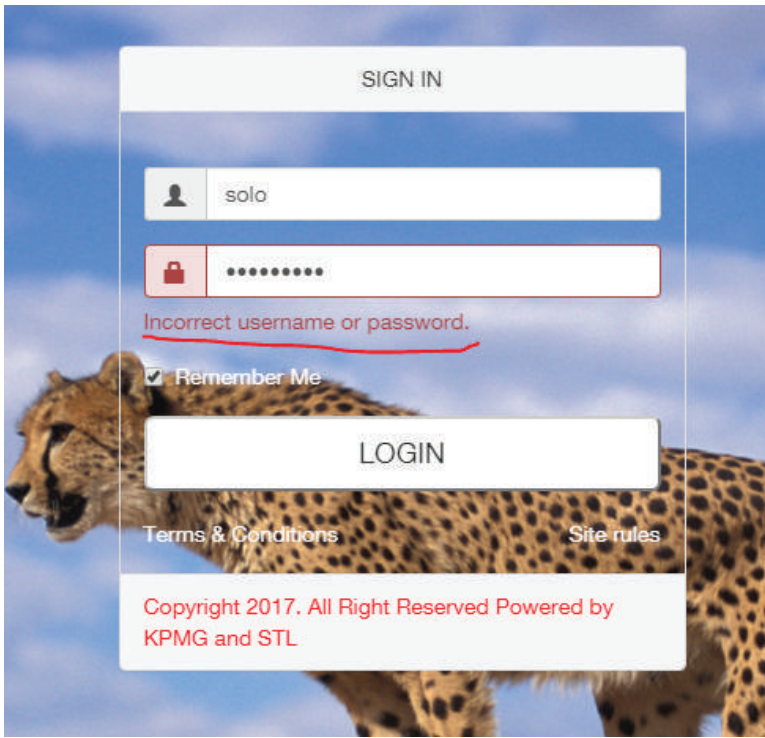

On the screen that appears, input your username and password then click on login button.
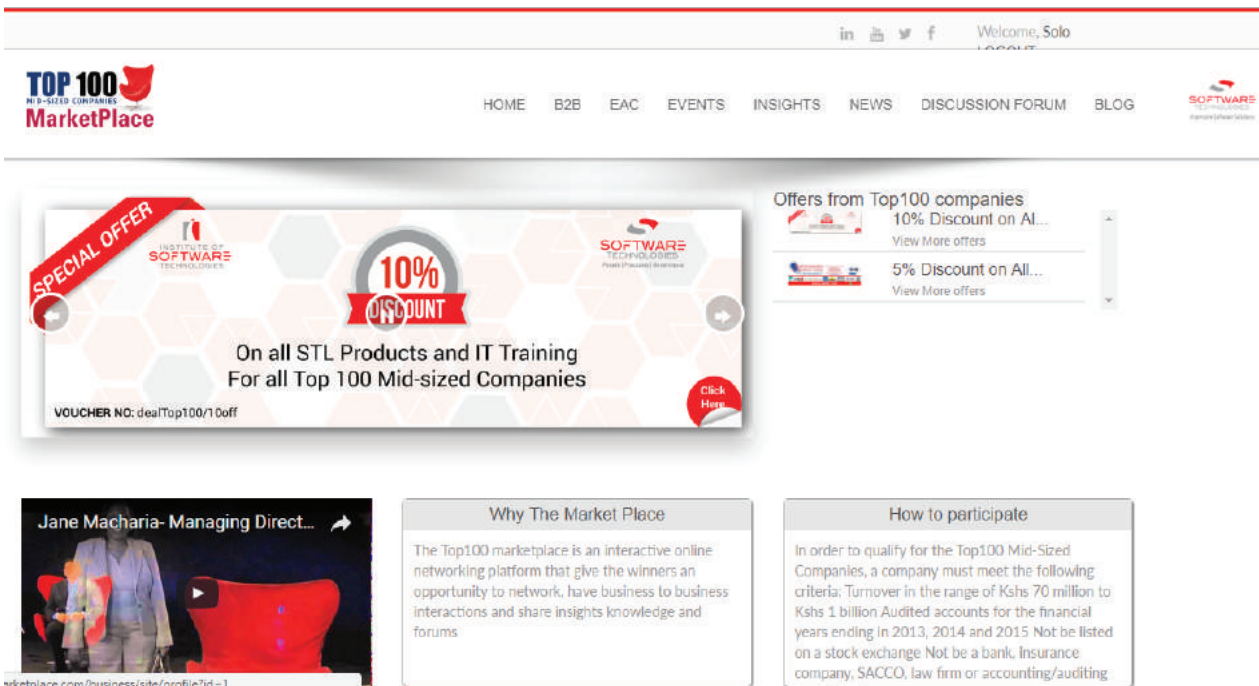

Upon successful login, you will be redirected to the MarketPlace homepage.
Note: In case of an incorrect combination of username or password an error message will be displayed below the password field highlighted in red as shown in the next page.
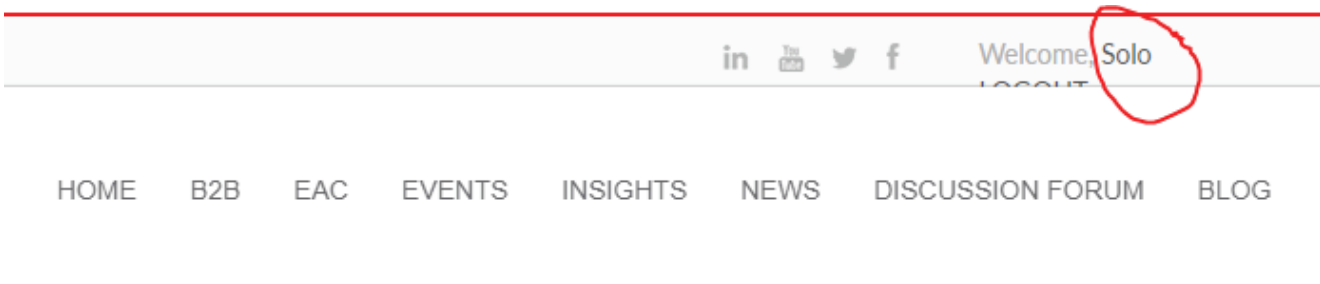
Incorrect login credentials.


Correct login credentials

2. Accessing your admin dashboard

To access your admin dashboard, click on the on your username on the top right which redirects you to your dashboard.

3. Your admin dashboard

Your admin dashboard will look like the image below. By default you will be redirected to your services page where you can add your company's services. On the left sidebar you will see a menu that has links to the various modules of the system. They include **events**, **home page slider**, **services**, **offers** and **videos**.
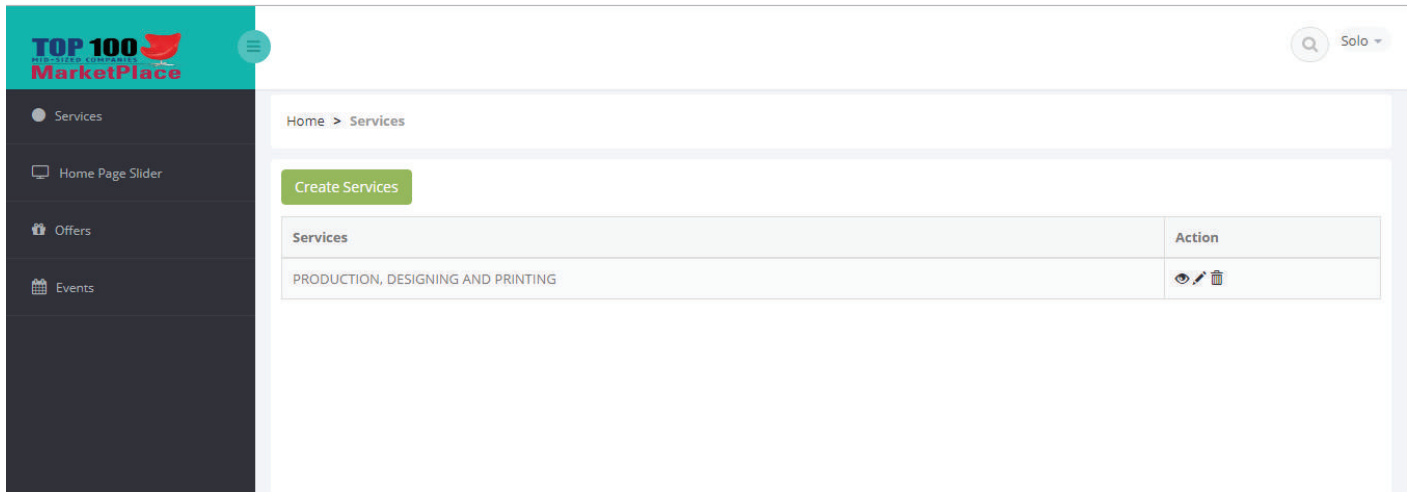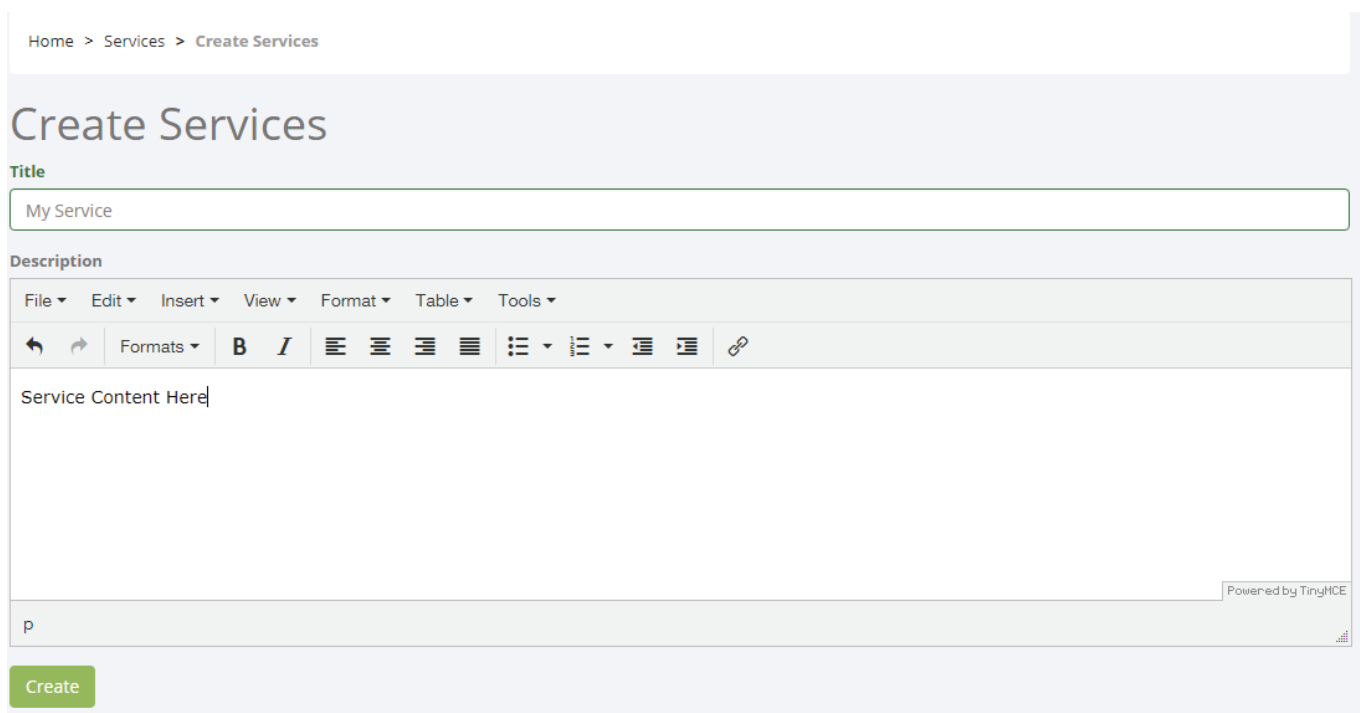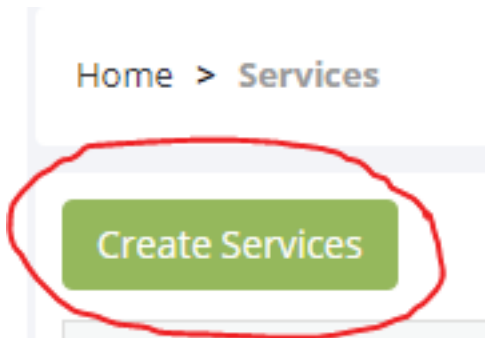

3.1 Adding services

To add a service, click on "Create Services" button.
On the page that appears, input your service title, description and click on the "Create" Button.
Upon successful creation of the service you will be redirected to the service listing page where you can view the service you've just created. *(see images below)*

Home > Services

Create Services

Services	Action
PRODUCTION, DESIGNING AND PRINTING	👁 ✏ 🗑
My Service	👁 ✏ 🗑

From the service listing page you can either choose to view, update or delete the service by clicking on the icons in the action column beside the service.
To add another service, click on the "Create Services" button and repeat the same procedure.

3.2 Adding home page slider

Recommended dimenison: 716px * 335px

To add a home page slider image, click on "Home page slider" link on the sidebar menu.
On the slider listing page that appears, click on "Add Image" button. You will be redirected to an upload image page.
Enter your slider image details such as title, description and then choose an image to be used.
Click on "Upload" button to upload the slider image.
Upon successful uploading of the slider image you will be redirect to the slider listing page where you can view the slider image you've just uploaded. *(see images below)*

Home > Home Page Slider

HOME PAGE SLIDER

+ ADD IMAGE

Home > Home Page Slider > Upload Image

Upload Image

Title

Sample Image

Description

Description

Image

Choose File new_logo.png

Upload

Home > Home Page Slider

HOME PAGE SLIDER

+ ADD IMAGE

No	Company Name	Title	Description	Action
1	SOLOH WORLDWIDE INTER-ENTERPRISES LTD	2017 Campaign Materials	2017 Campaign Materials 20%Discount of market price on all bulk offers	👁 ✏ 🗑
2	SOLOH WORLDWIDE INTER-ENTERPRISES LTD	Sample Image	Sample Image	👁 ✏ 🗑

3.3 Adding offers

Recommended dimensions: 500px * 500px

To add an offer, click on "Offers" link on the sidebar menu.

On the offers listing page that appears, click on "Add Offer" button. You will be redirected to new offer page.

Enter your offer details such as title, description and choose an image.

Click on "Create" button to create the offer.

Upon successful creation of the offer you will be taken to the offer listing page where you can view the offer

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Home > Offers

OFFERS

+ ADD OFFER

Showing **1-1** of **1** item.

#	Title	Company	Description	

NEW OFFER

Title

New Offer

Description

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ Formats ▾ **B** *I* ≡ ≡ ≡ ≡ ≔ ▾ ≔ ▾ ⇥ ⇤ 🔗

Offer Content

Powered by TinyMCE

p

Image

[Choose File] kenya-budge...age_01.png

[Create]

OFFERS

[+ ADD OFFER]

Showing **1-1** of **1** item.

#	Company	Title	Description	
1	SOLOH WORLDWIDE INTER-ENTERPRISES LTD	New Offer	Offer Content	👁 ✏ 🗑

To add another offer, click on "Add Offer" button and repeat the procedure.

3.4 Adding events

To add an event, click on "Events" link on the sidebar menu.
An events listing page will appear, click on "Add Event" button. You will be redirected to new event page.
Enter your event details such as title, description, venue, from date, to date and then choose an event image.
Click on "Create" button to create the event.
Upon successful creation of the event you will be taken to the event listing page where you can view the event you've just created. *(see images below)*

EVENTS

[+ ADD EVENT]

Title

Sample Event

Description

File ▾   Edit ▾   Insert ▾   View ▾   Format ▾   Table ▾   Tools ▾

↶ ↷   Formats ▾   **B** *I*   ≡ ≡ ≡ ≡   ☰ ▾ ☷ ▾ ⫤ ⫥ 🔗

Sample Content

Powered by TinyMCE

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Venue

Venu

To Date

08-Jul-2017

From Date

02-Aug-2017

Image

Choose File   kenya-budge...age_01.png

Create

EVENTS

+ ADD EVENT

Showing **1-1** of **1** item.

#	Title	Company	From Date	To Date	
1	Sample Event	SOLOH WORLDWIDE INTER-ENTERPRISES LTD	08-Jul-2017	02-Aug-2017	👁 ✏ 🗑

Icon meanings

👁   View Icon - Used to view an item

✏   Edit Icon - Used to edit an item

🗑   Delete Icon - Used to delete an item