

Kijiji My Business Manager

Part 2: Managing inventory

Kijiji My Business: *Real Estate* (2020)

Welcome to the Kijiji My Business Manager tutorial

This tutorial will teach you how to how to complete the following tasks:

- View and manage your inventory
- Apply features to your ads

The Kijiji My Business Manager is a central place for your team to login and manage your Kijiji advertising, including posting and editing ads, increasing visibility of listings with features, tracking engagement and managing your locations.

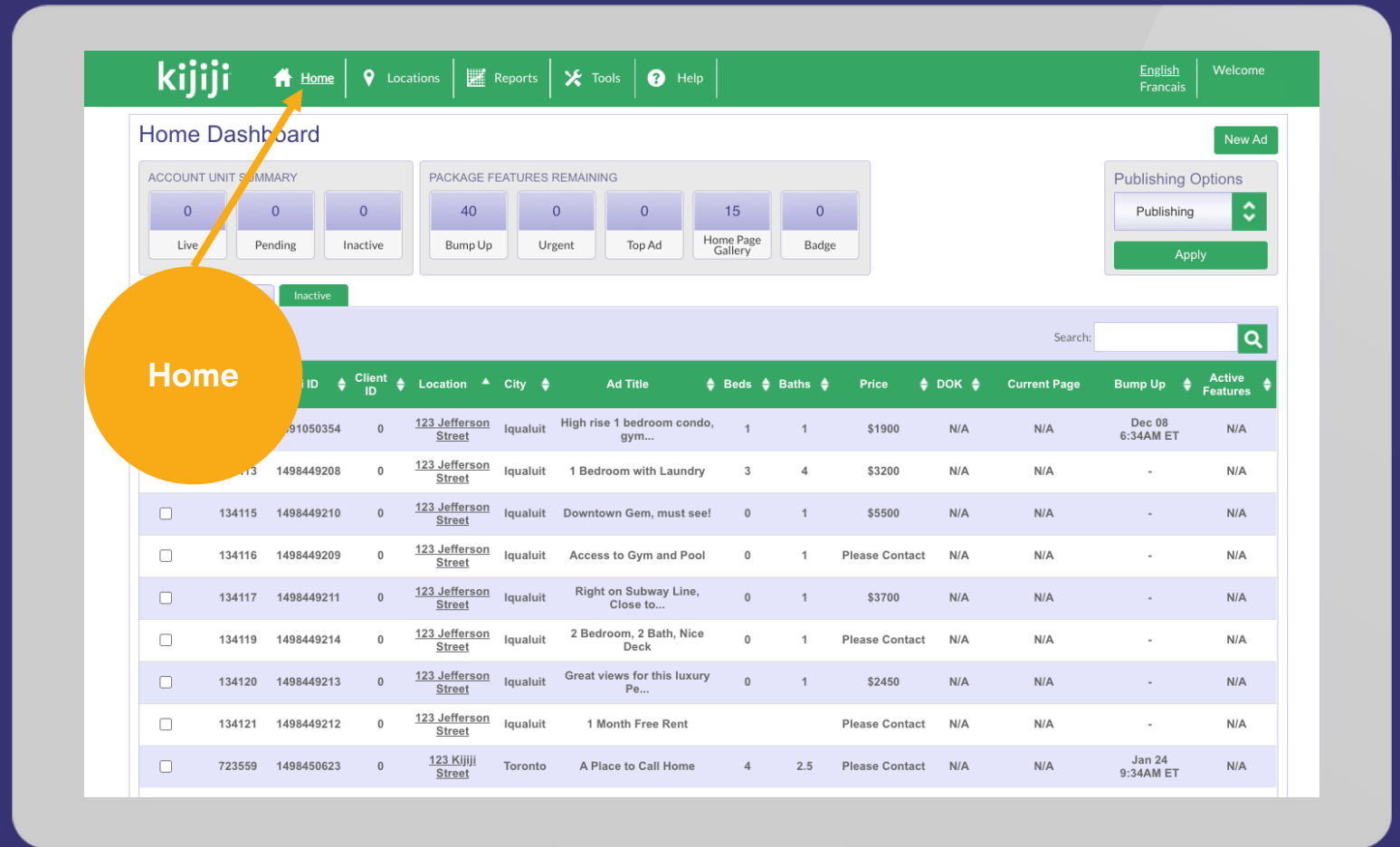
Managing
your Kijiji
inventory



Home Dashboard

Home

When you are signed into Kijiji My Business Manager, you'll land on the home dashboard. Clicking Home on the main menu, will always bring you back to this page.



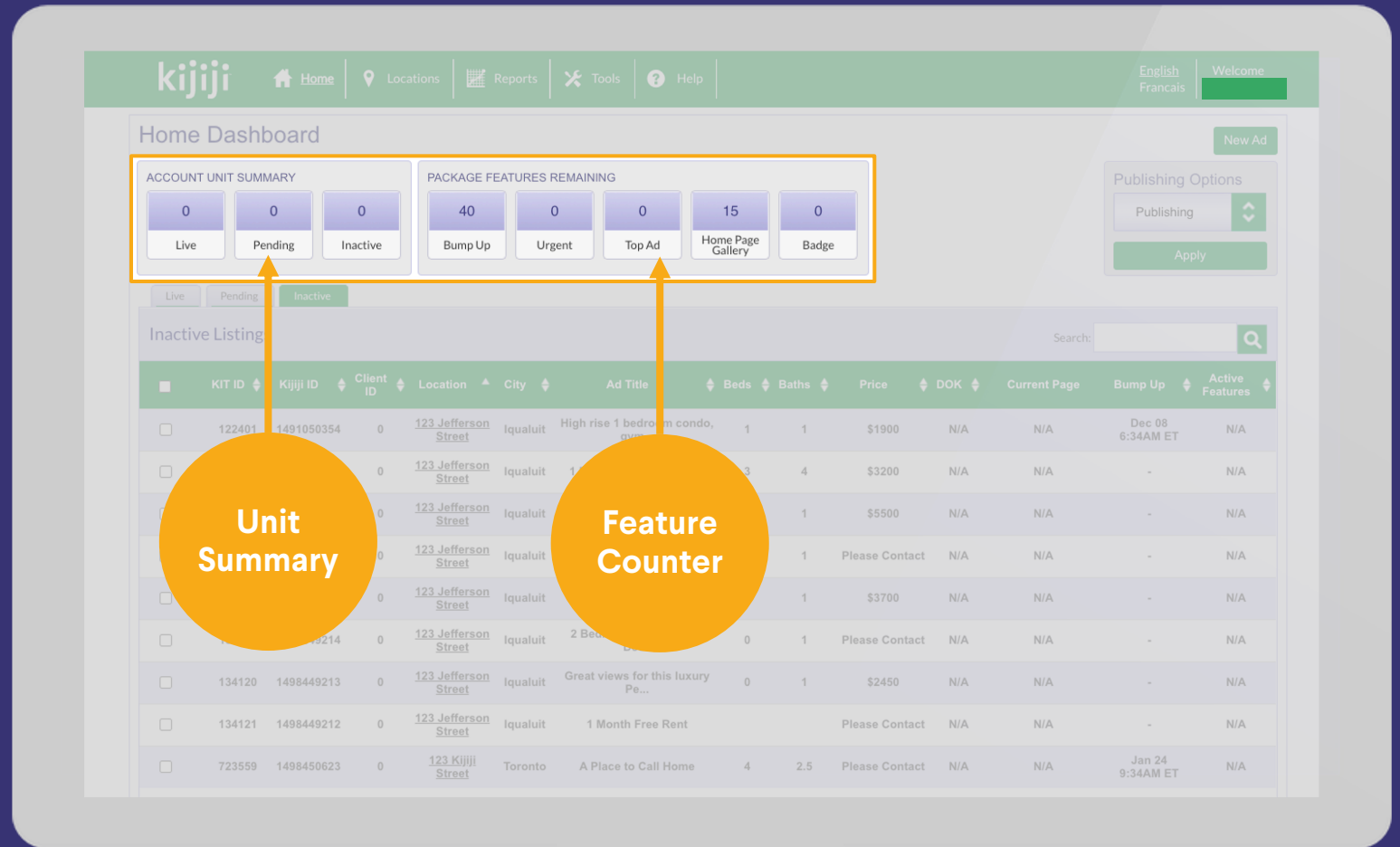
Home Dashboard

Unit Summary

The Unit Summary window shows you how many live, pending, and inactive ads you currently have.

Feature Counter

If you have a feature package, you'll see a Feature Counter section that shows you how many package features you have remaining in your monthly package.



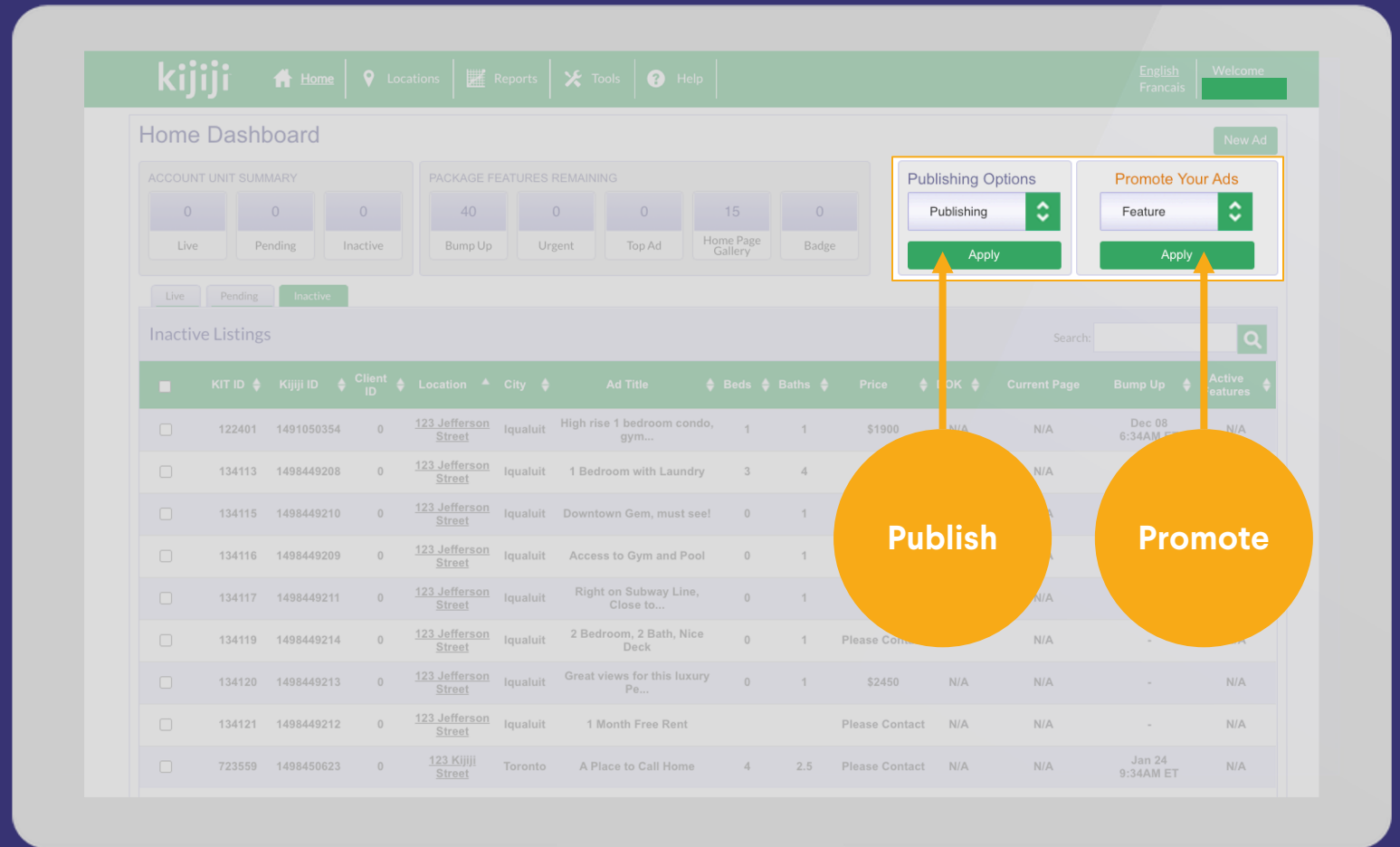
Home Dashboard

Publish

This section lets you remove or delete ads from current/live listings. Choosing delete will remove the ad permanently.

Promote

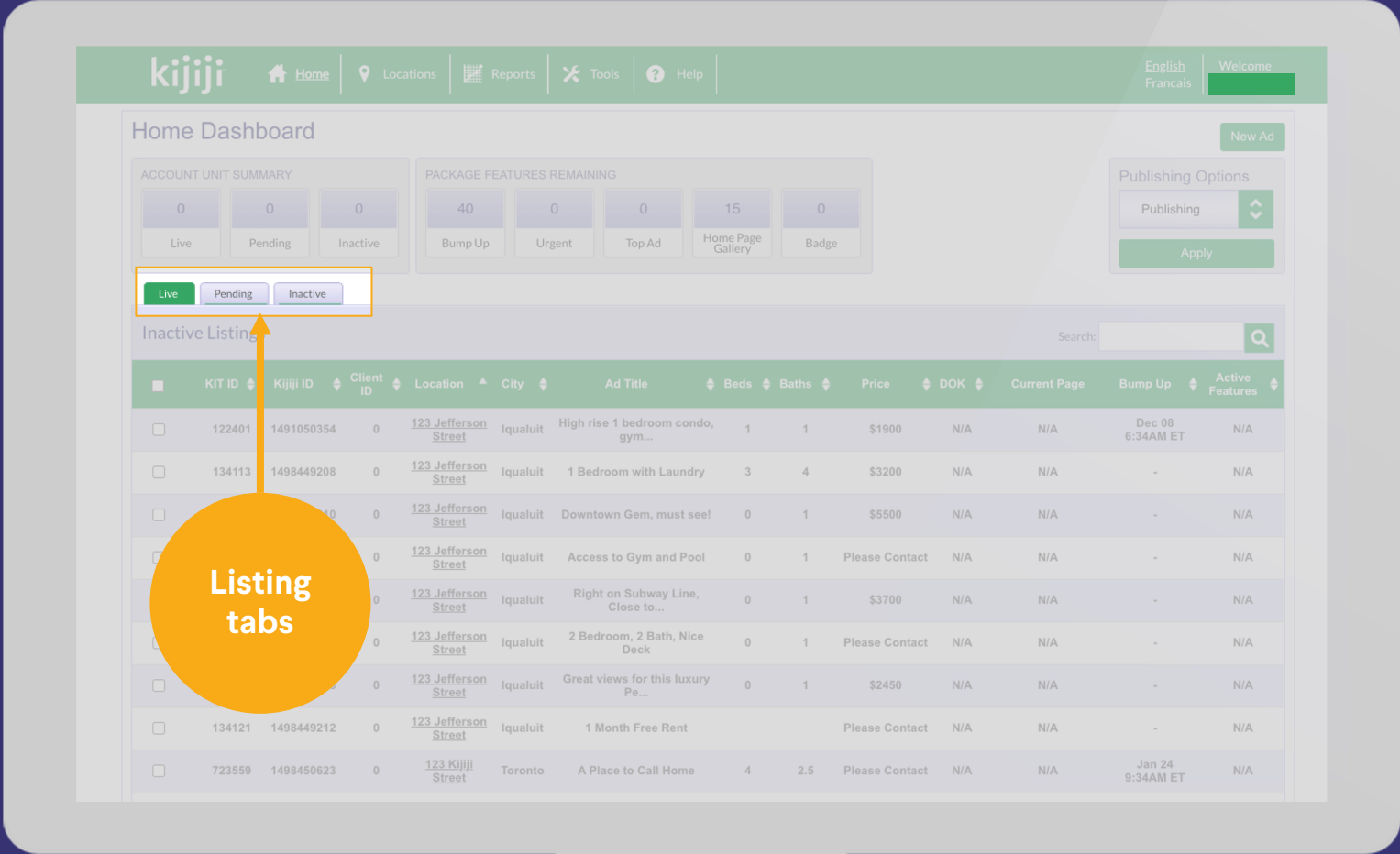
From here, you can choose which of the features you would like to apply to your ad.



Home Dashboard

Listing tabs

The tabs in the upper left corner let you toggle between ads that are currently live, pending or inactive.



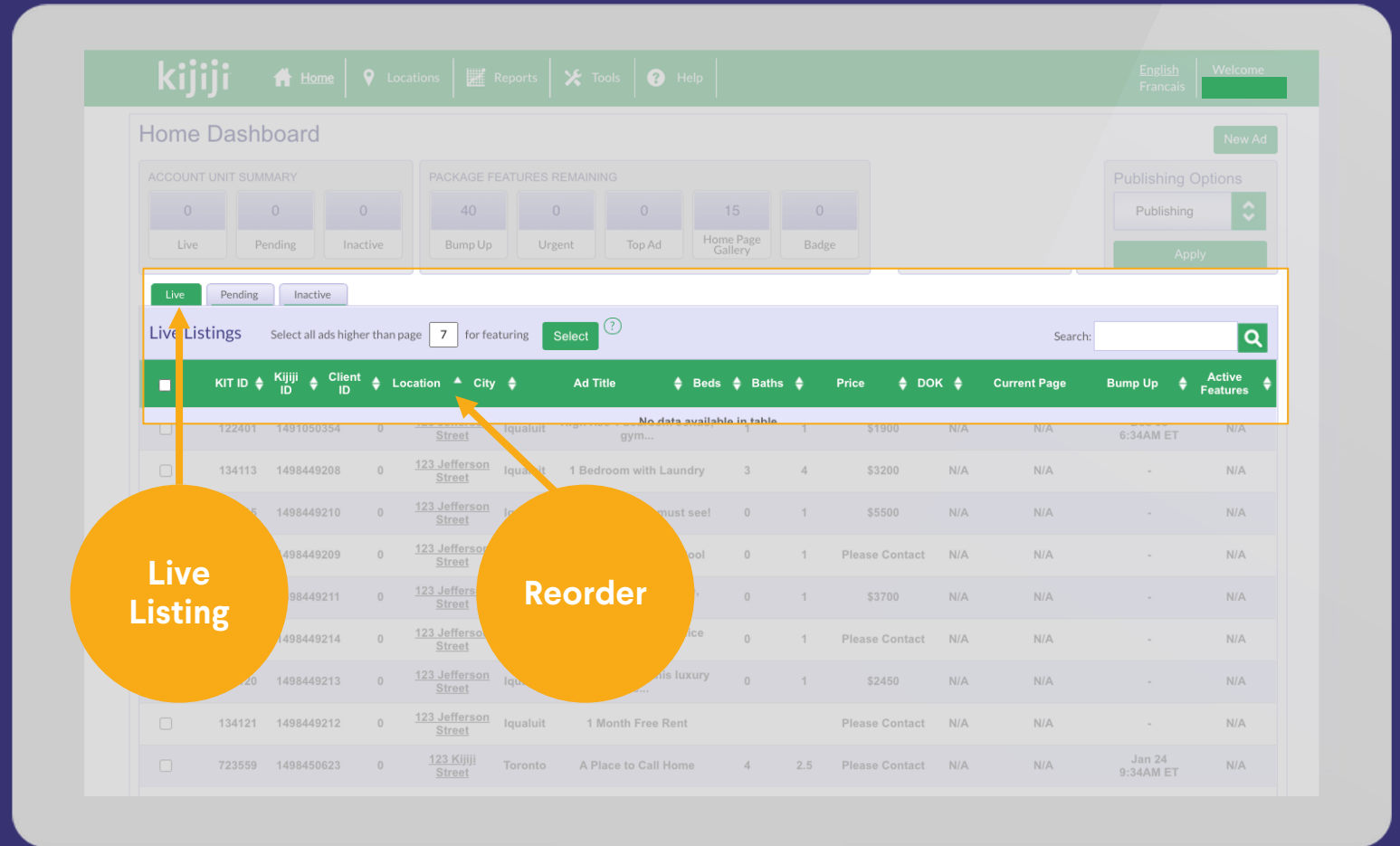
Home Dashboard

Live Listings View

Click on the Live Listing tab will show you all your ads that are currently visible on Kijiji.

Reorder

You can reorder every column so show your preferred view. For example you can sort listings by location, or date.



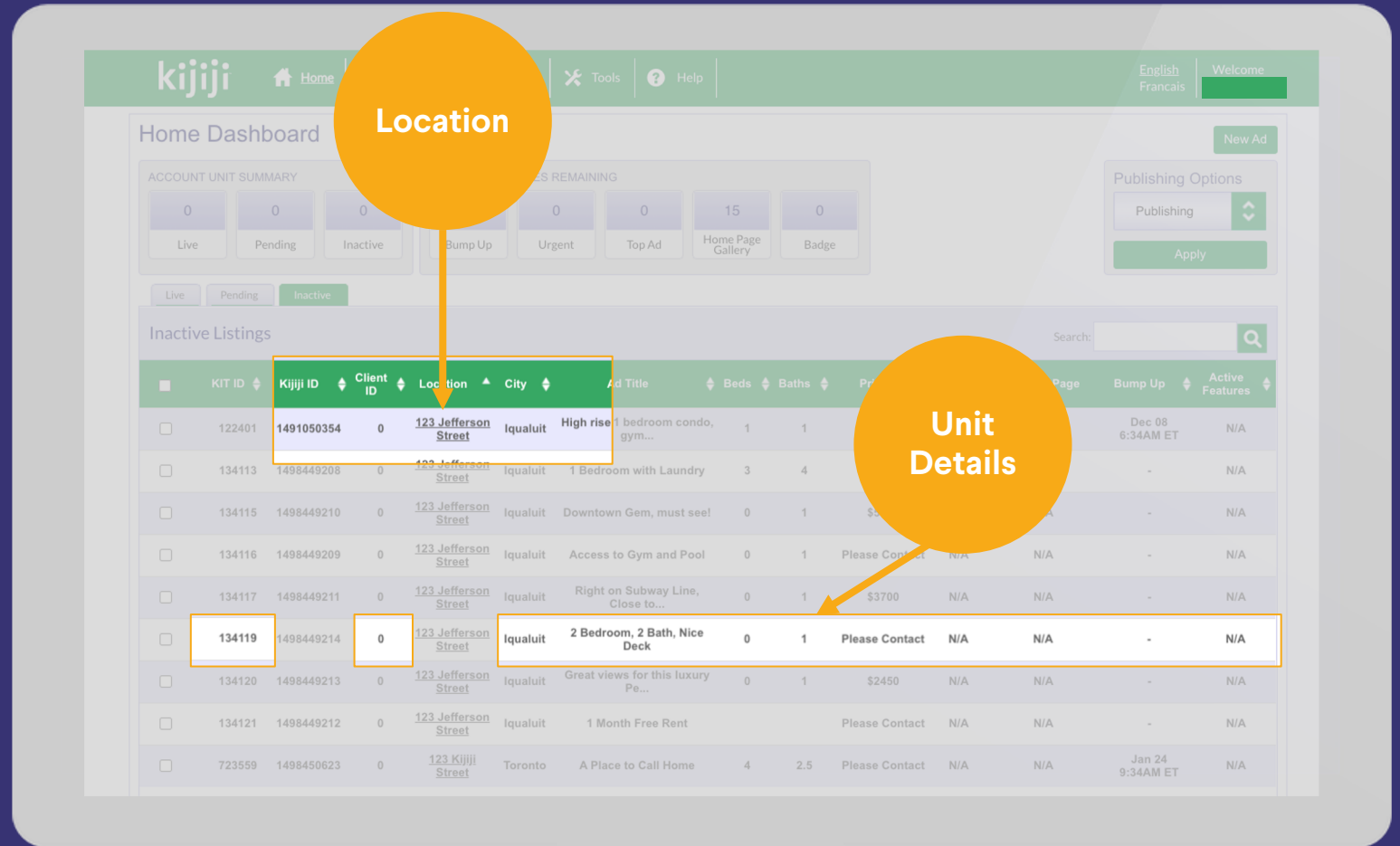
Home Dashboard

Edit Location

To modify the location information, click Location Name under the location column.

Unit Details

To edit the unit details, click on any of the items on the unit line, except Kijiji ID and Location.



Home Dashboard

Change the status of a listing

To change the status of your listing,

1. Check the select boxes on the far-left side
2. Then use the drop-down menus above to choose a preferred ad status.
3. Click apply.

The screenshot shows the Kijiji My Business Home Dashboard. At the top, there are navigation links for Home, Locations, Reports, and Tools. The dashboard includes a summary section with buttons for Live, Pending, and Inactive, and a 'New Ad' button. Below this is a table of 'Inactive Listings' with columns for KIT ID, Kijiji ID, Client ID, Location, City, Ad Title, Beds, Baths, Price, DOK, Current Page, Bump Up, and Active Features. The first row of the table has a checkbox selected. Above the table, there are two drop-down menus: 'Publishing Options' and 'Promote Your Ads'. The 'Publishing Options' menu is open, showing options for Publishing, Make Inactive, and Delete. The 'Promote Your Ads' menu is also open, showing a 'Feature' drop-down and an 'Apply' button. Two orange circles with arrows point to the checkbox and the drop-down menus, respectively.

KIT ID	Kijiji ID	Client ID	Location	City	Ad Title	Beds	Baths	Price	DOK	Current Page	Bump Up	Active Features
<input checked="" type="checkbox"/>	122401	1491050354	123 Jefferson Street	Iqaluit	High rise 1 bedroom condo, gym...	1	1	\$1900	N/A	N/A	Dec 08 6:34AM ET	N/A
<input type="checkbox"/>	134113	1498449208	123 Jefferson Street	Iqaluit	1 Bedroom with Laundry	3	4	\$3200	N/A	N/A	-	N/A
<input type="checkbox"/>	134115	1498449210	123 Jefferson Street	Iqaluit	Downtown Gem, must see!	0	1	\$5500	N/A	N/A	-	N/A
<input type="checkbox"/>	134116	1498449209	123 Jefferson Street	Iqaluit	Access to Gym and Pool	0	1	Please Contact	N/A	N/A	-	N/A
<input type="checkbox"/>	134117	1498449211	123 Jefferson Street	Iqaluit	Right on Subway Line, Close to...	0	1	\$3700	N/A	N/A	-	N/A
<input type="checkbox"/>	134119	1498449214	123 Jefferson Street	Iqaluit	2 Bedroom, 2 Bath, Nice Deck	0	1	Please Contact	N/A	N/A	-	N/A
<input type="checkbox"/>	134120	1498449213	123 Jefferson Street	Iqaluit	Great views for this luxury Pe...	0	1	\$2450	N/A	N/A	-	N/A
<input type="checkbox"/>	134121	1498449212	123 Jefferson Street	Iqaluit	1 Month Free Rent			Please Contact	N/A	N/A	-	N/A
<input type="checkbox"/>	723559	1498450623	123 Kijiji Street	Toronto	A Place to Call Home	4	2.5	Please Contact	N/A	N/A	Jan 24 9:34AM ET	N/A

Home Dashboard

Apply a feature to your ad

To apply a feature to your ad you'll follow similar steps.

1. Check the select boxes on the far-left side
2. Choose the feature you'd like to add from the dropdown.
3. Click apply.

Note: If you do not have a features package, any features used will be billed à la carte at the end of the month.

The screenshot shows the Kijiji My Business Home Dashboard. At the top, there is a navigation bar with links for Home, Locations, Reports, and Tools. On the right, there are language options (English, Français) and a 'Welcome' button. Below the navigation bar, there is a 'Summary' section with buttons for 'Live', 'Pending', and 'Inactive'. To the right of this is a 'PACKAGE FEATURES REM' section with buttons for 'Bump Up' and 'Urgent'. A 'New Ad' button is located in the top right corner.

The main content area is titled 'Inactive Listings' and contains a table with columns: KIT ID, Kijiji ID, Client ID, Location, City, Ad Title, Beds, Baths, Price, DOK, Current Page, Bump up, and Features. The first row of the table is highlighted, and a small orange box highlights the checkbox in the first column of this row. An orange arrow points from the callout '1. Select box' to this checkbox.

On the right side of the dashboard, there is a 'Publishing Options' dropdown menu. An orange arrow points from the callout '2. Drop-down menus' to this menu. The dropdown menu is open, showing options: 'Publishing', 'Feature', 'Bump Up', 'Urgent', 'Top Ad', and 'Home Page Gallery'. Below the dropdown menu is an 'Apply' button.

Questions?

We're happy to help!

Contact our local support team
by phone at

1-866-Kijiji-6 (866-545-4546)

or email us at

housing_support@kijiji.ca

