

Kijiji My Business Manager

Part 6: Client level tools

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:

- Grant system access to additional users
- Manage the Optional Budget Allocation Tool

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.

A central
place for your
team



Tools

Add or edit a user profile

Click on the Manage Users tab on the tools page to view, edit, or add a user profile to your account.

Add a user

To add a user, simply click Add User.

The screenshot shows the Kijiji My Business interface. At the top, there is a green navigation bar with the Kijiji logo and menu items: Home, Locations, Reports, Tools, and Help. The 'Tools' menu item is highlighted with an orange circle and an arrow pointing to it. Below the navigation bar, the 'Tools' section is active, showing two tabs: 'Manage Users' (selected) and 'Manage Budget'. In the 'Manage Users' section, there is a green 'Add a User' button, also highlighted with an orange circle and an arrow. To the right of the button is a search input field. Below the button is a table with the following columns: Name, Login email, Company, and User type. The table contains six rows of user data. At the bottom of the table, there is a pagination control showing 'Showing 1 to 8 of 8 entries' and buttons for 'Previous', 'Next', and a dropdown menu set to '10' entries. The footer of the page includes the copyright notice '© KIT' and the support email 'For support, email: housing_support@kijiji.ca'.

Name	Login email	Company	User type
Jane Doe	jane@email.com	Your Company	Manager
John Smith	john@email.com	Your Company	Manager
Jennifer Dunning	jennifer@email.com	Your Company	Client
Max Vindu	max@email.com	Your Company	Manager
April Shenning	april@email.com	Your Company	Manager
Sally Jane	sally@email.com	Your Company	Manager

Add user

Creating a Client User profile

Profiles with Client User status have the highest permission level.

To create a new Client User, simply fill out the user's name and email address and click Add.

As soon as you click, the new login will become active and they'll receive their login details.

The screenshot shows the 'Add User' form in the Kijiji My Business interface. The form is titled 'Add User' and is located under the 'Required Information:' section. It contains the following fields and options:

- User Type:*** A dropdown menu with 'Client' selected.
- Company:*** A dropdown menu with 'Residential Test' selected.
- Full Name:*** A text input field.
- Login Email:*** A text input field.
- Language:*** Radio buttons for 'English' (selected) and 'French'.

At the bottom of the form, there are two buttons: 'Add' (green) and 'Cancel' (grey). Below the buttons, the text '© KIT' is visible on the left, and 'For support, email: housing_support@kijiji.ca' is visible on the right.

Add user

Creating a Manager profile

A user with Manager permissions can make changes to locations they've been granted access to.

To create a Manager profile, fill out the username and email address. Then click on the locations they'll be able to access in the locations dropdown and click Add.

As soon as you've completed this, the new Manager will receive their login details.

The screenshot shows the 'Add User' form in the Kijiji My Business interface. The form is titled 'Add User' and is located under the 'Locations' menu. The form contains the following fields and options:

- User Type:** A dropdown menu with 'Manager' selected.
- Company:** A dropdown menu with 'Residential Test' selected.
- Full Name:** A text input field.
- Login Email:** A text input field.
- Language:** Radio buttons for 'English' (selected) and 'French'.
- Locations:** A text input field with an orange arrow pointing to it from a large orange circle labeled 'Locations'.

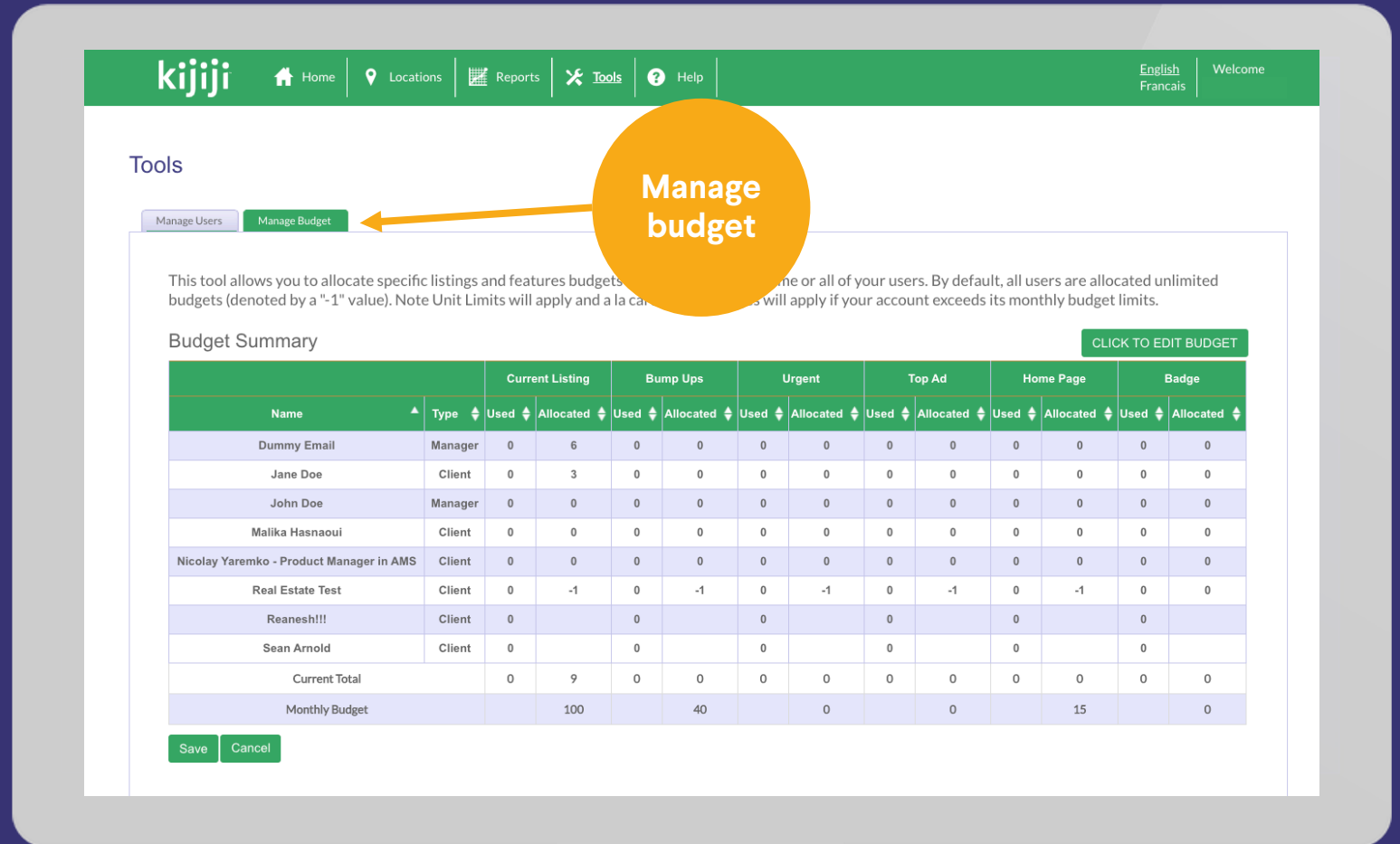
At the bottom of the form, there are two buttons: 'Add' and 'Cancel'. Below the form, there is a copyright notice '© KIT' and a support email address 'For support, email: housing_support@kijiji.ca'.

Tools

The manage budget tab

The second tab that will sometimes appear in the Tools page is the Manage Budget tab.

This tab will only appear if a user has reached out to their Advertising Consultant to request the feature be added to their account.



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

