

# An *iWasteNot* systems TUTORIAL for exchange administrators

## HOW TO turn on the Listings Browser

This tutorial is for administrators with 3-column exchanges (Residential and Food). 2-column exchanges (Industrial and Biomass) already support the 'Listing Browser'; it is already turned on by default .

### INTRODUCTION

The 'Listings Browser' allows users to do a more specific search/browse for items. It now displays properly on a 3-column exchanges. It replaces the 'Search' pane and **allows users to browse for specific listing by categories**, e.g. 'Electronics,' as well as by the type of listings, e.g. 'Available,' 'All' or 'Wanted.'

### HOW TO TURN ON THE LISTING BROWSER

Below shows the 'Search' pane on the homepage of a 3-column residential exchange. To replace the 'Search' pane and display the listings browser:

**STEP ONE:** Click on 'Admin Panel' and then 'Layout Options.'

Signed In	Administration	Exchange Info
Jackie Hutchings Created: Aug 19, 08 Logins: 397 Last Login: Nov 12, 08 <a href="#">Sign Out</a> <a href="#">Admin Panel</a>	<a href="#">Home / Admin</a>  <b>About the Exchange</b> <ul style="list-style-type: none"><li>• <a href="#">Current Exchange Version 4.78.1 (as of November 5, 2008)</a></li><li>• <a href="#">Latest System Notice: September 30, 2008</a></li><li>• <a href="#">Read System Notices</a></li></ul> <b>Administrator Tools</b> <ul style="list-style-type: none"><li>• <a href="#">Email Members</a></li></ul> <b>Manage the Exchange</b> <ul style="list-style-type: none"><li>• <a href="#">Listings</a></li><li>• <a href="#">Members</a></li><li>• <a href="#">Banned Members</a></li><li>• <a href="#">Administrators</a></li><li>• <a href="#">News</a></li><li>• <a href="#">Statistics</a></li></ul> <b>Directories</b> <ul style="list-style-type: none"><li>• <a href="#">Manage Dynamic Directories</a></li><li>• <a href="#">Reuse Charities</a></li><li>• <a href="#">Reuse Businesses</a></li><li>• <a href="#">Recyclopedia</a></li><li>• <a href="#">Links</a></li></ul> <b>Configure the Exchange</b> <ul style="list-style-type: none"><li>• <a href="#">Categories</a></li><li>• <a href="#">Member Referrals</a></li><li>• <a href="#">Postal Codes</a></li><li>• <a href="#">Member Contact &amp; Privacy Policies</a></li><li>• <a href="#">Main Settings</a></li><li>• <a href="#">Layout Options</a></li><li>• <a href="#">Exchange Messages</a></li></ul>	Your exchange administrator is: <a href="#">McTesty</a>  Our Exchange has: 6 New Listings 6 Total Listings 18 Members 2 Exchanges

**Search**  
  
  
Available  
My Area  
[Search Tips](#)

**Navigate**

- Home

**Listings**

- Categories
- All
- Wanted
- Available
- Free
- Newest Listings
- Events

**Sections**

- Exchange News
- Links
- Reuse Charities
- Reuse Businesses
- Recyclopedia

**Site Sponsors**

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[www.rosemountinn.com](http://www.rosemountinn.com)

[Gananoque Inn](#)  
Ramada Canada. Guaranteed Best Available Rate or 1st Night Free!  
[www.ramada.ca](http://www.ramada.ca)

**STEP TWO:** Click on 'Home Page Control Panel.'

## Site Layout

[Home](#) / [Admin](#) / [Site Layout](#)

Home Page

**Home Page Control Panel**

Template

- Show Sponsors Pane
- Enable Company Name Field in Member Profile
- Force Company Name to Always Display with Listings
- Enable Tell-a-Friend

News

- Show News Ascending by Date (default Descending)

Listings

- Show City with Listing
- Show Listing ID
- Hide Request Listing Review Link

Directories

- Show Links Directory
- Show 'Reuse Charities' Directory
- Show 'Reuse Businesses' Directory
- Show Recyclopedia

Exchange Info Pane

(leave all options blank to disable this pane)

- Show Administrator
- Show New Listings Counter
- Show Total Listings Counter
- Show Members Counter
- Show Exchanges Counter
- Move "Exchange Info" Pane to Top

Cancel

Submit

**STEP THREE:** Choose what section of your homepage you would like the 'Listings Browser' to display. i.e. 'Section 1' will show at top, 'Section 4' will show at bottom. Click on the drop down menu and select 'Listings Browser.'

## Home Page Content

[Home](#) / [Admin](#) / [Site Layout](#) / [Home Page Content](#)

Choose sections in the order you would like them appear on your home page. You must choose at least one section.

Section 1: Exchange News

**Section 2: Listing Browser**

Section 3: -- no content --

Section 4: Exchange News

- Newest Items
- Wanted Items
- Available Items
- All Items
- Free Items
- Category List
- Listing Browser**

**STEP FOUR:** Click on the [Submit] button when you are done.

## Home Page Content

[Home](#) / [Admin](#) / [Site Layout](#) / Home Page Content

Choose sections in the order you would like them appear on your home page. You must choose at least one section.

Section 1: Exchange News

Section 2: Listing Browser

Section 3: Newest Items

Section 4: -- no content --

Cancel

Submit

**STEP FIVE:** Click on the [OK] button on the confirmation page.

## Configuration Updated

[Home](#) / [Admin](#) / [Site Layout](#) / Home Page Content

The Site Configuration has been updated.

Note: This particular page may not show the changes made to the template. The next page that loads will contain all changes made.

OK

**STEP SIX:** Click on 'Home' and you will see that the 'Search' pane is replaced by the 'Listings Browser' which also includes the 'All Listings' section shown just below it.

### Signed In Exchange News

Jackie Hutchings  
Created: Aug 19,  
08  
Logins: 397  
Last Nov 12,  
Login: 08  
[Sign Out](#)  
[Admin](#)  
[Panel](#)

**BIG NEWS**  
Oh it's big  
**3 other Eastern Ontario Systems Available**  
Serving Renfrew County, Smith Falls, Gananoque, Brockville and Westport  
**Part-time income?**  
Managing community website service.

### Navigate

• Home

### Listings

- Categories
- All
- Wanted
- Available
- Free
- Newest Listings
- Events

### Sections

- Exchange News
- Links
- Reuse Charities
- Reuse

### Businesses

- Recyclopeda

### Directories

- Test Directory

**Photo Listings**  
Adding a photo brings success!

Result Page:

<< << [1] [2] >> >>

Item (1...4) of 6

### Browse Listings

Search For  (optional) [Advanced Search >](#)  
Type: All   
Site: Kingston Reuses Exchange

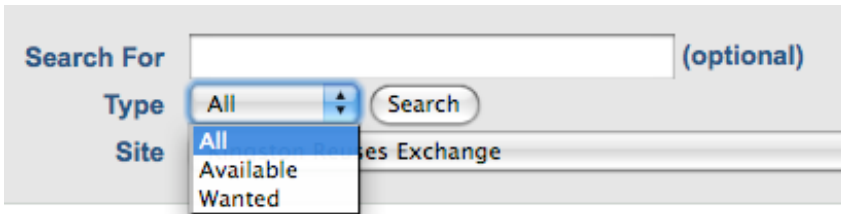
Category: -- All Categories --

### All Listings

<a href="#">16" Ladies Bike</a>	2008/11/10
<a href="#">Sleep</a>	2008/10/21
<a href="#">Shower Curtain</a>	2008/11/03
<a href="#">Piece of wood</a>	2008/11/03
<a href="#">Funny creative fiction books</a>	2008/11/03
<a href="#">Tons of booky books</a>	2008/11/03

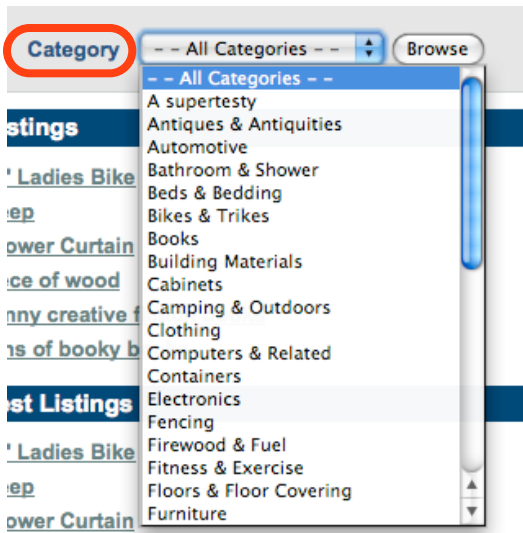
## FYI

This part of the 'Listings Browser' functions the same way as the 'Search' pane.



A screenshot of the 'Search For' section in the Listings Browser. It features a text input field labeled 'Search For' with '(optional)' to its right. Below the input field are two dropdown menus: 'Type' and 'Site'. The 'Type' dropdown is currently set to 'All'. The 'Site' dropdown is currently set to 'Available' and has a list of options: 'All', 'Available', and 'Wanted'. A 'Search' button is located to the right of the 'Type' dropdown.

In this part of the 'Listings Browser' you can search for items by categories.



A screenshot of the 'Category' dropdown menu in the Listings Browser. The word 'Category' is circled in red. The dropdown menu is open, showing a list of categories. The top of the list is labeled '-- All Categories --'. The categories listed are: A supertesty, Antiques & Antiquities, Automotive, Bathroom & Shower, Beds & Bedding, Bikes & Trikes, Books, Building Materials, Cabinets, Camping & Outdoors, Clothing, Computers & Related, Containers, Electronics, Fencing, Firewood & Fuel, Fitness & Exercise, Floors & Floor Covering, and Furniture. A 'Browse' button is located to the right of the dropdown menu.