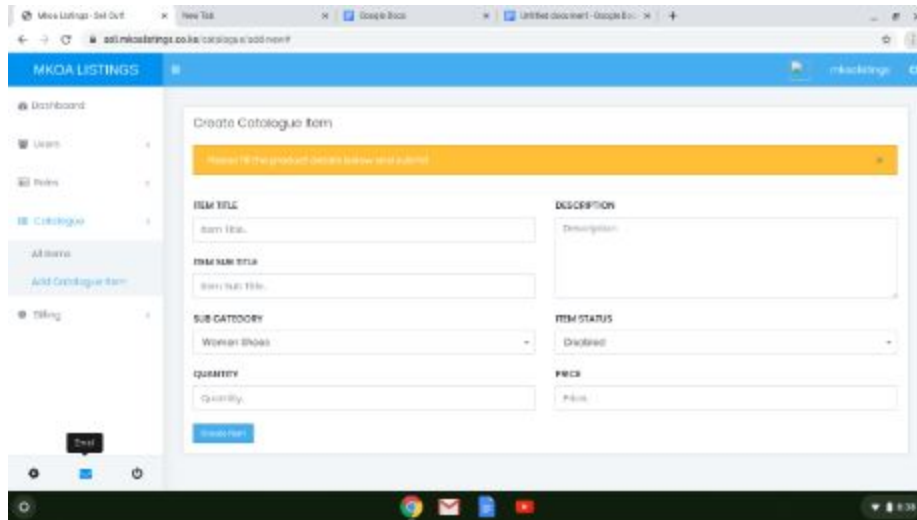


## How to Post on Mkoalistsings website

Log in to your account on mkoalistsings website  
Your dashboard window will appear on your screen.  
Under [Dashboard](#) left side click 'catalogue'  
Click 'add catalogue item'  
The window below will appear on your screen.  
Input your product details

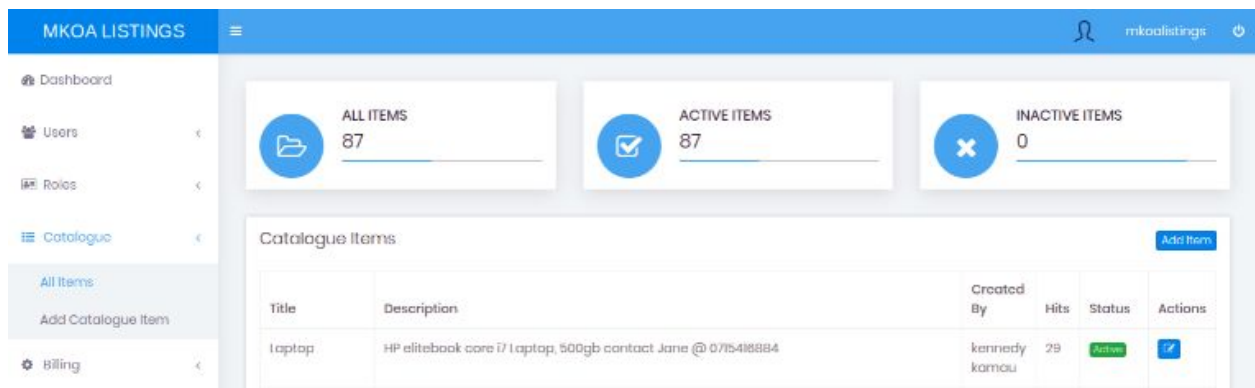


The screenshot shows the 'Create Catalogue Item' form. It includes a yellow warning banner at the top: 'Please fill the product details before you submit'. The form fields are:

- ITEM TITLE: Item title
- DESCRIPTION: Description
- ITEM SUB-TITLE: Item sub title
- SUB CATEGORY: Women Shoes
- ITEM STATUS: Disabled
- QUANTITY: Quantity
- PRICE: Price

A 'Create Item' button is located at the bottom left of the form.

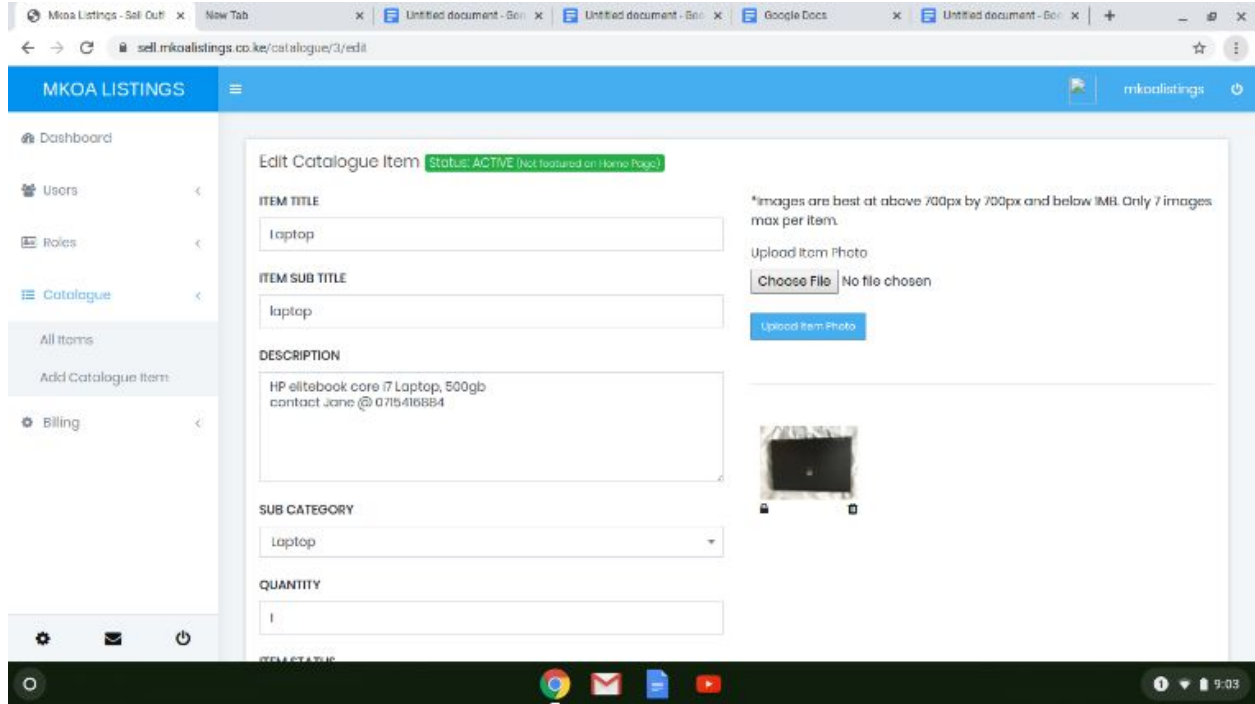
After posting details of the item that you want to post click the [create item](#) button.  
The dashboard window will appear with the posting you just created.  
On the dashboard window click 'catalogue'  
Click 'all items'



The screenshot shows the dashboard with three summary cards: ALL ITEMS (87), ACTIVE ITEMS (87), and INACTIVE ITEMS (0). Below these is the 'Catalogue Items' table with an 'Add Item' button in the top right corner.

Title	Description	Created By	Hits	Status	Actions
Laptop	HP elitebook core i7 Laptop, 500gb contact Jane @ 075488884	kennedy kamou	29	Active	<a href="#">Edit</a>

The above window will appear with the item that you created. Click the blue button on your right under the actions button.



- The window above appears and you can now start uploading images by clicking ‘[choose file](#)’ you can choose the file from your computer or phone.
  - Click the blue ‘[upload photo](#)’ under the [choose file](#) option
  - The image you uploaded will appear under the [upload photo](#) button.
  - Repeat the ‘[choose file](#)’, ‘[upload photo](#)’ process for all the photos you want to upload.
  - Click ‘[save](#)’ at the bottom of the page
- Hooray, you have now created your first listing