RD2RD Quick Start Guide

Put your work to work.

Tips

- Accepted file types: .jpg, .jpeg, .gif, .png, .mp4, .wmv, .avi, .flv, .mov, .mp4, .ppt, .zip, .pdf
- Maximum file size: 64 MB
- Product listing featured image: 930 x 700 pixels

Navigating the Vendor Dashboard

The following features are available on your vendor dashboard:

- Products: View a list of all your products that are available for sale
- Add Product: Add a new product listing
- Earnings: View information about your earnings and sales
- Orders: View information about your orders
- Profile: View and update your profile information, including your profile picture
- Vendor Feedback: View feedback from sellers about your products

Delete a Product in Your Store

To delete a product in your store, do the following:

1. Navigate to your vendor dashboard.
2. Click the **Products** link on the left navigation.
3. Click **Delete** below the product you wish to remove.

Updating Your Vendor Profile

To update your vendor profile, do the following:

1. Navigate to your vendor dashboard.
2. Click the **Profile** link on the left navigation.
3. Make the desired changes.
4. Click **Save Changes**.

Changing Product Information in Your Store

To make changes to a product in your store, do the following:

1. Navigate to your vendor dashboard.
2. Click the **Products** link on the left navigation.
3. Click **Edit** below the product you wish to edit.
4. Make the desired changes.
5. Click **Submit**.

Your Store URL

Every store has its own URL that you can share with others to promote your store. To find your store URL, navigate to your vendor dashboard and click the **Dashboard** tab on the left navigation.

Customer Support

Need some help? Have a question? Have a suggestion? Contact us at

help@rd2rd.com

RD2RD Quick Start Guide

Adding a Product to Your Store

To add a product to your store, do the following:

1. Navigate to your vendor dashboard.
2. Click the **Add Product** link on the left navigation.
3. Complete the following. This information displays on the product page for potential customers to view and can be updated at any time.

   Product Post Type: The Standard option allows you to include only one image in your product listing. The Gallery option allows you to include multiple images in your product listing.

   Photo: Add a photo of your product. The recommended image size is 930 x 700 pixels.

   Title/Subtitle: Add a title and subtitle for your product. Be sure to use keywords that potential customers might use so they can find your product easier.

   Category: Select categories that are appropriate for your product. To select more than one product, hold Ctrl while clicking the desired categories.

   Product Description: Add detailed information about your product. Images can be added by clicking Add Media – the images display at the end of the product description.

   Product Sidebar: Add a short summary about your product. This information displays just below the price and any product reviews.

   Tags: Select any tags that you want to associate with your product. Tags are displayed to customers and provide additional details about your product.

   File Type: Select the file type of your product.

   File Size: Specify the file size of your product.

   Number of Pages: Specify the number of pages for your product.

   Pricing: Specify the price of your product. This is also where you upload your product files.
4. When you are finished, click **Submit**.