

Frooition Implementation guide

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1: Checklist

Use this helpful Checklist to help ensure you are ready to use the Frooition software:
Ensure you have an active eBay Store Subscription
Setup your eBay store categories
Accept the Frooition eBay Token
Confirm the Frooition design has been Installed
Complete your Frooition Account Profile
Sync your eBay Store Categories
Complete your seller info tabs
Setup your Cross Promotion
Import any active eBay Items
List your first item
Bulk Apply your design to live items
Familiarize yourself with the Frooition Knowledgebase

2: Accessing the Frooition Software

To access the Frooition software you will need an active Internet connection.

Login

To access the Frooition software visit:



Early in the design process you will have received your Username and password via email.

Enter your Username

Enter your Password

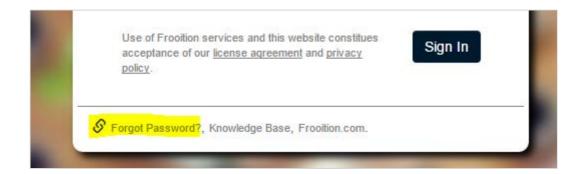
Click Sign In

First Login

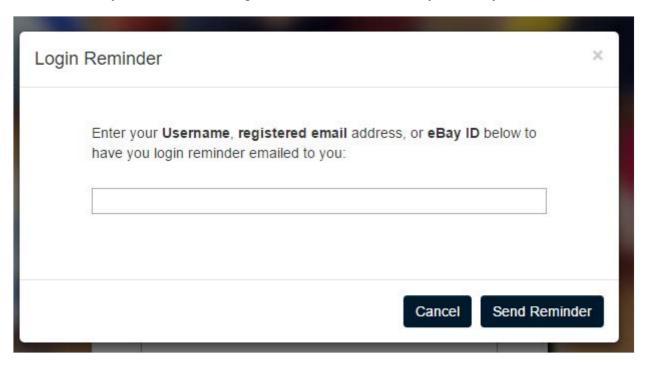
The first time you login to the Frooition software you will be required to change your password to something more memorable. Simply follow the on screen instructions.

Lost Username

if you cannot find your login details or have forgotten your password you can use the Forgot Password? link:



You can then enter your Username, registered email address or your eBay Id:



You will receive an email with password reset instructions. (Check your junk folder if you don't receive the email within 15 minutes).



A Remember to add *@froo.com to you safe senders list to ensure emails don't go to SPAM.

3: Completing your Account Profile

Ensuring you have up to date details within your Frooition account is vital to make sure we can always give you the best help and advice. If your details are correct we will always be able to get hold of you if you open a support ticket within our help center.

Update Your Contact Details:

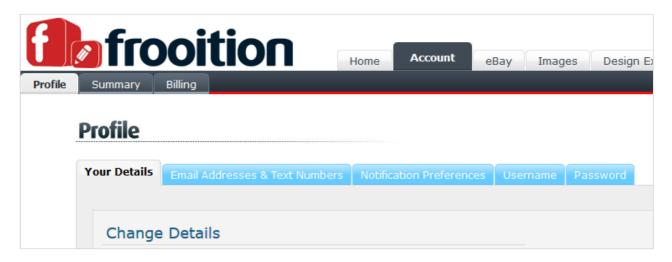
Login to the Frooition Software

Click the **Account T**ab

Click Profile

Complete your contact details

Click Save Details



Update Your Email Address & Text Number:

Click the Account Tab

Click Profile

Click Email Addresses & Text Numbers

Update your email address

Confirm with your password

Click Change my email

Update your Mobile / Cell Number

Click Update Mobile / Cell Numbers

Update Notification Preferences:

Click the **Account T**ab

Click Profile

Click Notification Preferences

Select the subscription reminders preference - Choose to send reminders via: Email, SMS

message or Email and SMS message

Click **Update**

Update Your Username:

Click the **Account T**ab

Click Profile

Click Username

Update your Username

Confirm with your password

Click Change my Username

Change Your Password:

Click the **Account T**ab

Click Profile

Click Username

Enter your Old Password

Create your New Password

Confirm your New password

Click Change my Password

4: Updating Frooition Subscriptions

The Frooition subscriptions cover the constant dynamic delivery of your custom design templates, including promotion boxes, dynamic categories and cross promotion areas.

Every-time one of your products is viewed the Frooition software dynamically delivers all CSS and graphics and handles all the API calls, which give your store and listings the great professional look and feel through advanced design and functionality.

Also included in this fee is a bandwidth allowance for the delivery of the code and graphics.

Updating your subscriptions

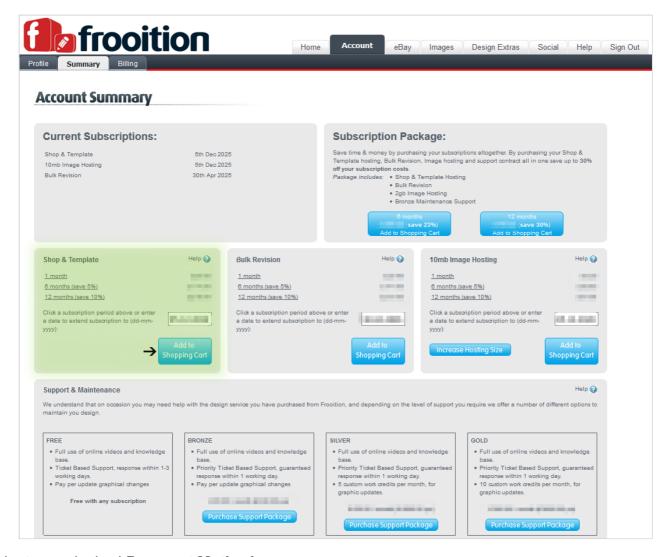
Click the **Account T**ab

Click the Summary Sub-tab

Select the **Subscription T**ab you require

(Advanced & Topseller eBay designs require **Shop & T**emplate subscriptions, Signature customers require the **Signature** Subscription)

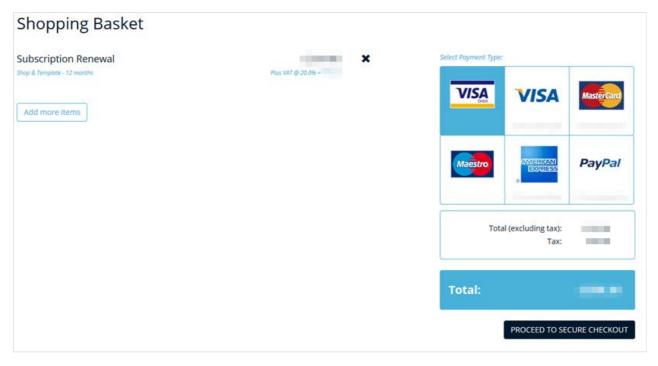
Choose to add 1 month, 6 months or 12 Months by clicking Select under the desired duration Click Add to Shopping Cart



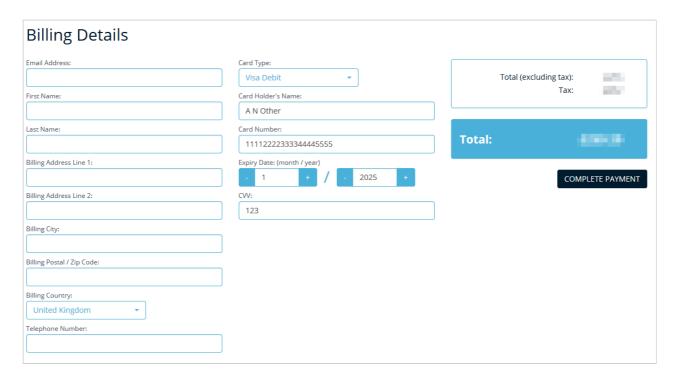
Select your desired Payment Method

Confirm that you accept the Frooition Terms & Conditions

Click Proceed to Secure Checkout



Fill In your **Payment Details / PayPal Details**Click **Complete Payment**



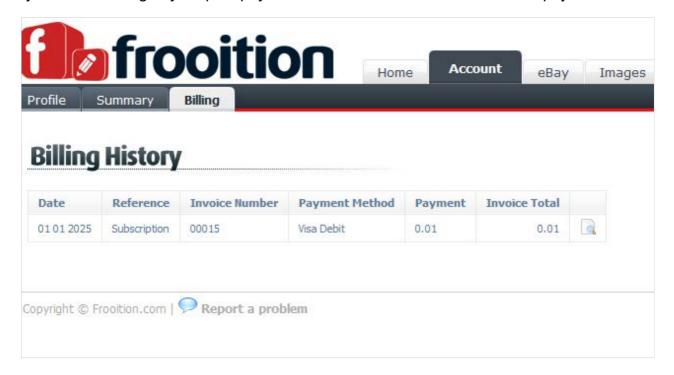
Your subscriptions will now be updated

Retrieving your Subscription Invoices

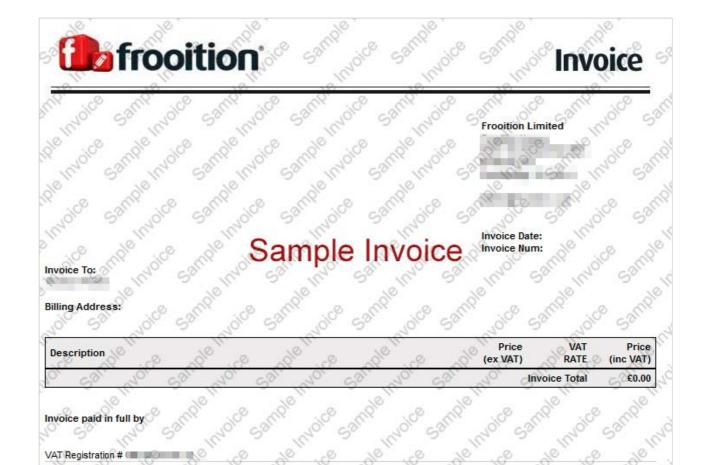
Click the Account Tab

Click the Billing Sub-tab

Here you will see a log of your past payments and download invoices for each payment.



Clicking the preview icon() will open the invoice allowing you to save it or print it.



5: Syncing eBay Categories

One of the valuable features of a Frooition design are the dynamic categories across the store and listings. The technology we have built allows a seller to update categories on eBay and have them instantly synced across every live item saving weeks of work with every update.

This software relies on the eBay API to pull your active store categories from eBay and then display them on every item. As we use server-side technology we are able to provide this service without breaking eBay's Active Content Policy.

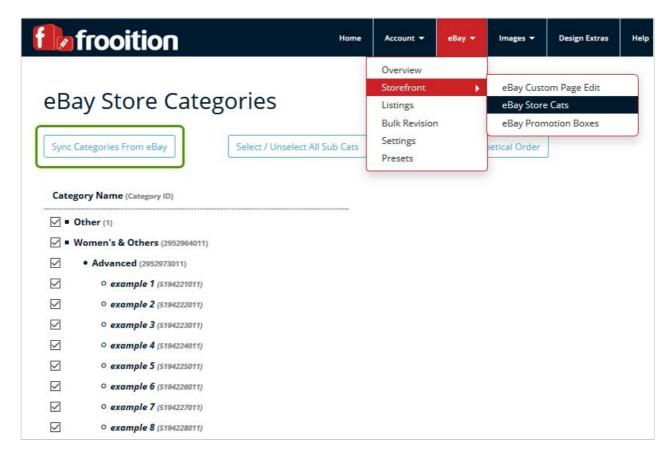


Update categories from eBay

Click the eBay Tab

Click the Storefront sub-tab

Click the eBay Store Cats menu option



Click the Sync Categories from eBay button

Your Frooition account will now be synced with your eBay Store categories

Categories successfully updated from eBay

Enabling and disabling Categories

You can enable and disable individual categories on the eBay Store Cats page (follow process above)

Uncheck any categories that you don't want to display on your store and listings:



Once you have unchecked any unnecessary categories click **Update Storefront**

Update eBay Store

Your store and listings will update to reflect the change.

Disable/enable all sub categories

If you want to hide or show all subcategory boxes click the Select / Unselect All Sub Cats button

Select / Unselect All Sub Cats

Click Update Storefront

Update eBay Store

Your store and listings will update to reflect the change.

Sort Categories Alphabetically

Click the **Sort into Alphabetical Order** button:

Sort into Alphabetical Order

Your categories will now be sorted alphabetically.

Click Update Storefront

Update eBay Store

Your store and listings will update to reflect the change.

6: Store Promotion Boxes

Sellers have the option of creating static HTML promotion boxes or Dynamic product boxes that display products and pricing.

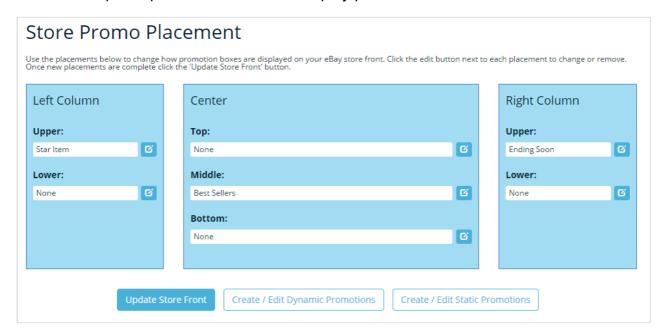
Promotion Box Placement

Click the eBay Tab

Click Storefront

Click Store Promos

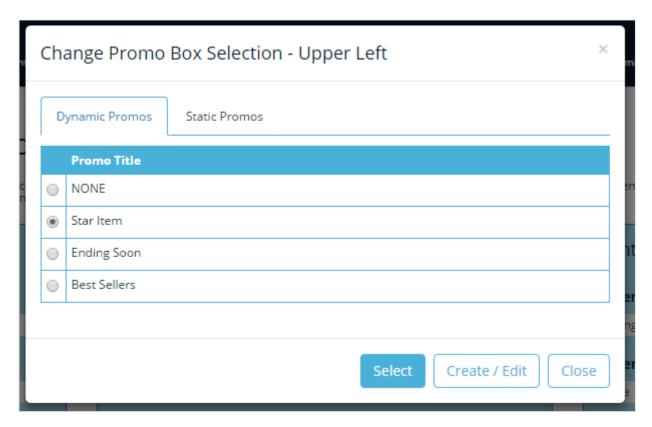
Each Store has up to 7 promotional areas to display promotion boxes.



Select an editable section (e.g. Left Column > Upper) and click the edit icon:



You can choose between a Dynamic or Static promo box using the tabs Select the **promotion box** you require Click Select



Once you have made all your amendments click **Update Storefront**

Update Store Front

Visit the Store Promos tab (eBay Tab > Store Front > Store Promos)

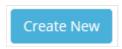
Click Create / Edit Dynamic Promotions:

Create / Edit Dynamic Promotions

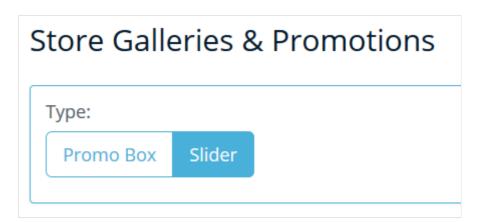
To edit a previously created promotion box click Edit/Preview and follow the same instructions as creating a new promotion:



To create a new promotion box click Create New



Choose between a Promo Box or Slider:



A Promo box is static and doesn't move, a Slider moves left and right allowing for more products to be displayed.

Choose how many items to display:



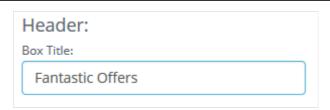


A Promo Box will allow a maximum of 5 products, a slider can display up to 40.

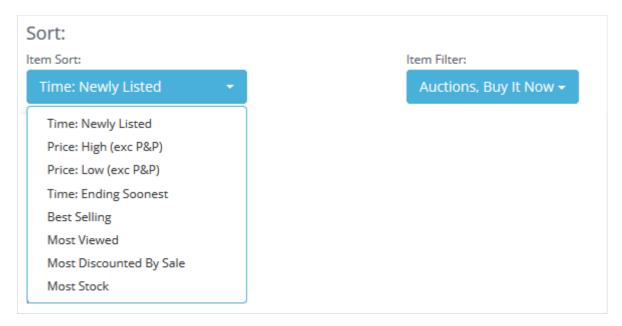
Choose a Header for your promotion box.



Note this will be visible to customers so check your spelling!



Choose the sort order for your items and choose whether to display auction, buy it now or both:



Sort options are: Newly Listed, Ending Soonest, Price (Highest first), Price (lowest first), Best

Sellers, Most Viewed, Biggest Discount and Most stock.

Optional: If you are creating a slider box choose a style:



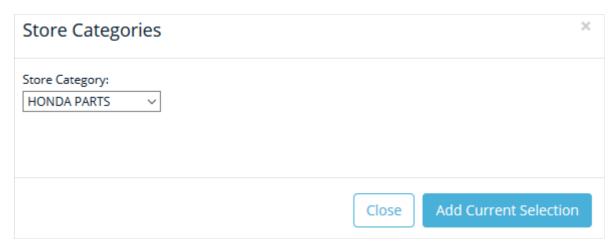
Filtering:

Filter: Store Category:		eBay Category:		Keyword:
★ FORD PARTS	+		+	switch
Item Specifics:		Item Specific Search Mode:		Item Price Range:

Filtering allows you to choose which items are displayed in your promotion box. Filter based on Store or eBay Category.

+

Click the Plus icon and select your category from the drop-down menu:



Click Add Current Selection

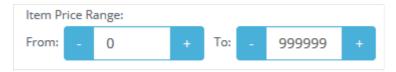
You can also filter by keyword. Simply enter a search term to only display matches to that search:



Or you can filter by Item Specifics:



Filter by a price range, enter the minimum and maximum price ranges:



Once you are happy with your filtering give your box an internal name for your reference:

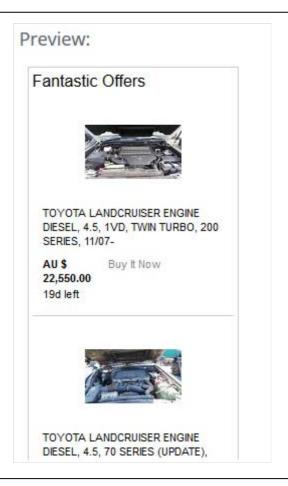


Then click Save

Click Preview to see what items will be displayed in your promotion box.

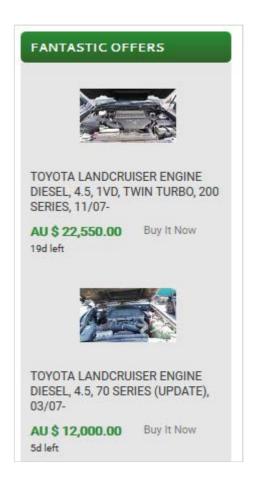


After each change to the filtering you must click Save then Preview to see any changes.



Your preview may not have any visible styling in the preview but will display correctly on the

storefront:



You can now place the newly created box on your storefront, following the instructions above.

A static promotion box allows sellers to add custom HTML to store promotion boxes. This is great for adding messages and images to the storefront.

Visit the Store Promos tab (eBay Tab > Store Front > Store Promos) Click Create / Edit Dynamic Promotions:

Create / Edit Static Promotions

To edit a previously created promotion box click Edit and follow the same instructions as creating a new promotion:



To create a new promotion box click Create New

Create New

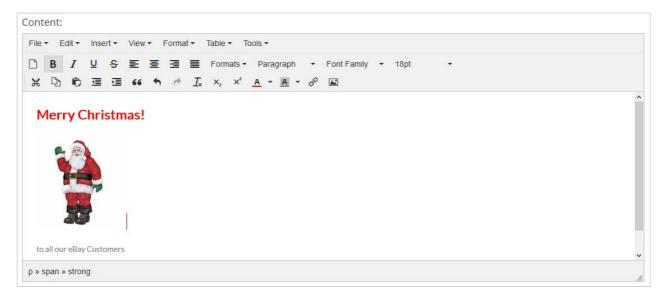
Select Custom HTML



⚠ The script option is for custom functions built by Frooition and shouldn't be used unless

instructed by Frooition

Enter your content using the in-built editor to format it how you wish:



Once you are happy with your box, give it an internal name for your reference:



Then click Save

You can now place the newly created box on your storefront, following the instructions above.

Customizing Listings

7: Template Settings

Default Template Settings

The Frooition software allows you to set default settings for new listing profiles, saving you time and creating uniform listings.

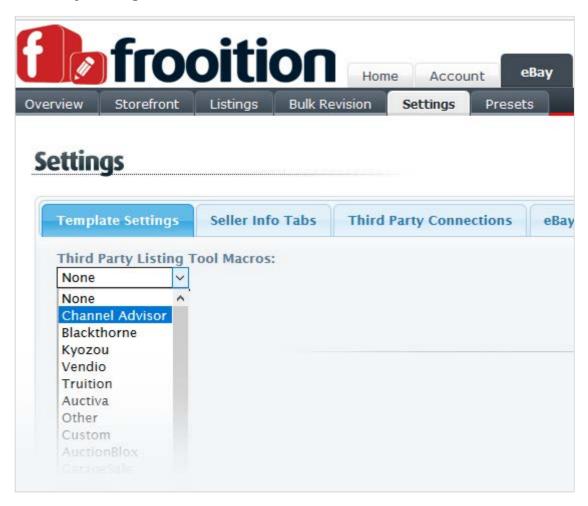
Default Third Party Macros

Click the eBay Tab

Click the Settings sub-tab

Click the **Template Settings** menu option

Pick your 3rd Party Listing tool from the list:



You will then be shown the 3rd party macros for your selected tool (any changes to the macros can be made here).

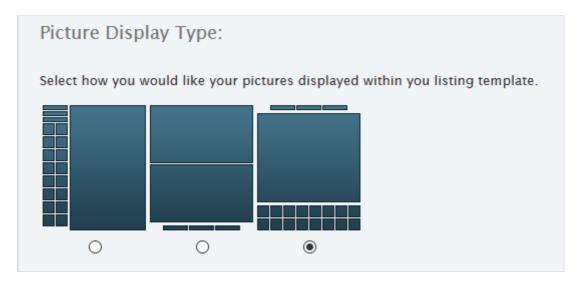
Third Party Listing Tool Macros:		
Channel Advisor ∨	Item Title:	{{itemtitle}}
	Description:	{{itemauctiondescription}}
	Image 1:	{{IMAGE(ITEMIMAGEURL1)}}
	Image 2:	{{IMAGE(ITEMIMAGEURL2)}}
	Image 3:	{{IMAGE(ITEMIMAGEURL3)}}
	Image 4:	{{IMAGE(ITEMIMAGEURL4)}}
	Image 5:	{{IMAGE(ITEMIMAGEURL5)}}
	Image 6:	{{IMAGE(ITEMIMAGEURL6)}}
	Thumbnail 1:	{{THUMB(ITEMIMAGEURL1)}}
	Thumbnail 2:	{{THUMB(ITEMIMAGEURL2)}}
	Thumbnail 3:	{{THUMB(ITEMIMAGEURL3)}}
	Thumbnail 4:	{{THUMB(ITEMIMAGEURL4)}}
	Thumbnail 5:	{{THUMB(ITEMIMAGEURL5)}}
	Thumbnail 6:	{{THUMB(ITEMIMAGEURL6)}}

Once you have made your selection click Save

Any new listing profiles will have this listing tool pre-selected.

Default Picture Display Type:

Pick the default position of product thumbnails:



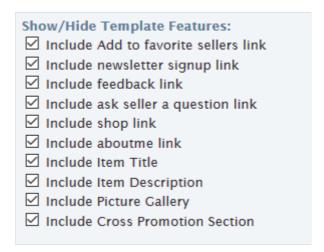
Choose to display thumbnails:

- To the left of the main image
- No thumbnails
- Thumbnails below the main image.

Once you have made your selection click Save

Toggle Template Features

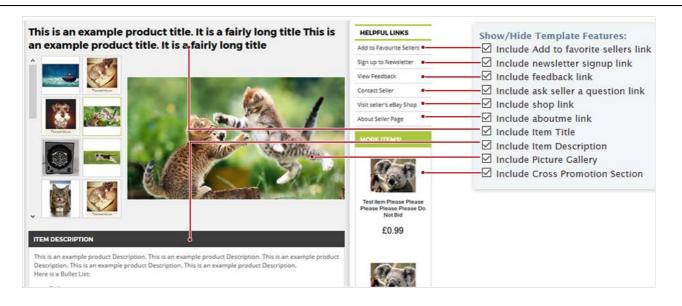
Toggle the default features on the listing template, tick to display the feature, untick to hide the feature:



Once you have made your selection click Save Any new listing profiles will have these features enabled.

The following graphic shows where each feature is displayed on the template.

• Note: Custom templates may vary from this layout:



8: Seller Information Tabs

Seller Information tabs enable you to write important terms and conditions about your listings and position them in a prominent position within the listing; without increasing listing length!

Once you have written your tab content it is saved in the software so you don't have to write or copy the information every time you list a new item.

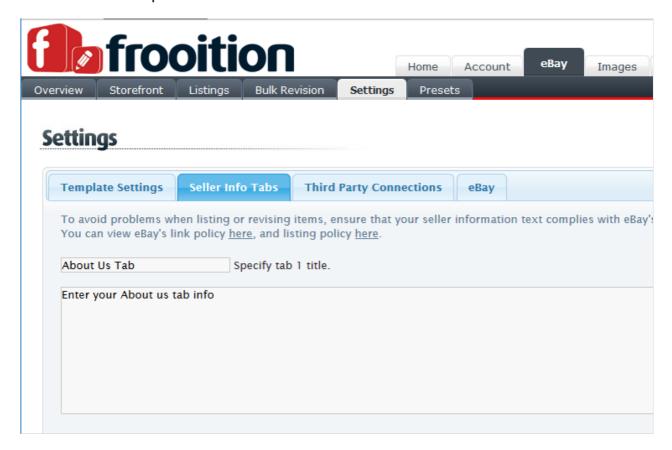
Update your Seller Information Tabs

Click the **eBay T**ab

Click the Settings sub-tab

Select the **Seller Info T**abs menu option

You will see 5 sets of input boxes:



Specify the title of the tab (this will be visible by customers)

The large text-box enables you to write your content

Please note you can use simple HTML to format your tabs.

Once you are happy with all 5 of your tabs click Save Any new listings will have the updated info tabs.



A You can change live seller info tabs using Bulk revision.

9: Listing Promotion Boxes

The Frooition Software allows you to rapidly create custom boxes for your eBay Listings, meaning you are always in control of your design and layout.

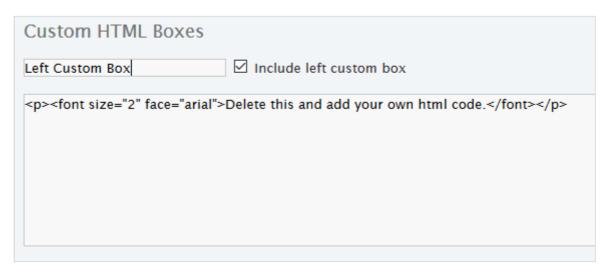
Creating/editing Listing Template custom boxes

Click the eBay Tab

Click the **Settings sub-tab**

Click the **Template Settings** Menu Option

Scroll down to Custom HTML Boxes



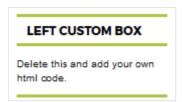
You have 4 positions where you can place a custom box in your listing: Left Column, Right Column, Top Middle (above description) and Bottom Middle (Below description).

Check the **Include {position} custom box** check-box

Write your HTML information in the large **HTML Box**

Click Save

The new custom boxes will be present for any new listings:



10: Cross Promotions

Frooition's cross promotion dynamically offers buyers related items, linked to the item they are currently looking at: e.g. Offer the drumsticks with the drumkit.

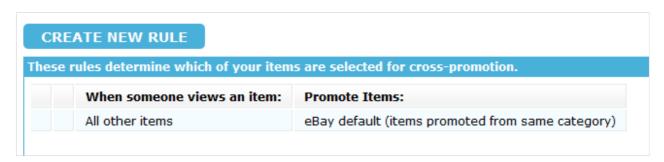


Cross Promotion Rules

Click the eBay Tab

Click the Cross Promotions sub-tab

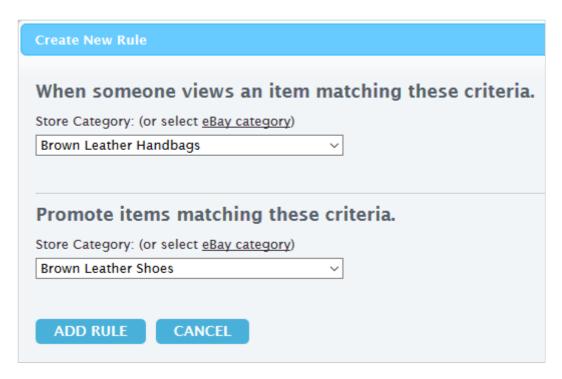
You will see your existing rules:



The default rule is to offer products from the same eBay Store Category

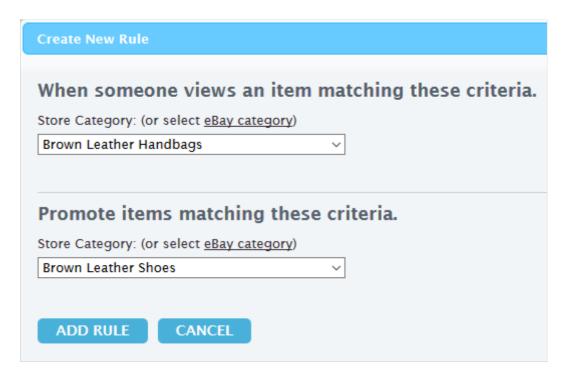
To create a new rule click Create New Rule

You can choose to promote an item from Category A when an item in Category B is viewed:



Click Add Rule

You will see the new rule in the list:



To delete a rule check the tick box and click delete

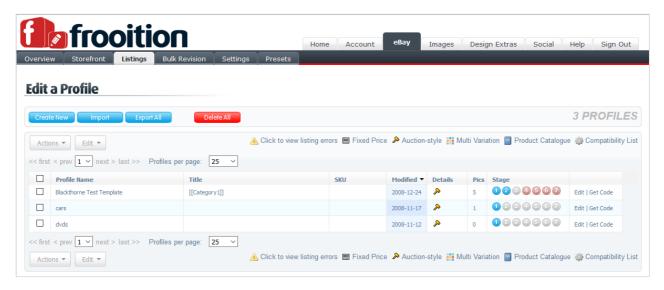
11: Step #1 - Creating a Listing Profile

The Frooition software uses Listing Profiles for each item listed to eBay. Profiles can be imported from a spreadsheet or from live items.

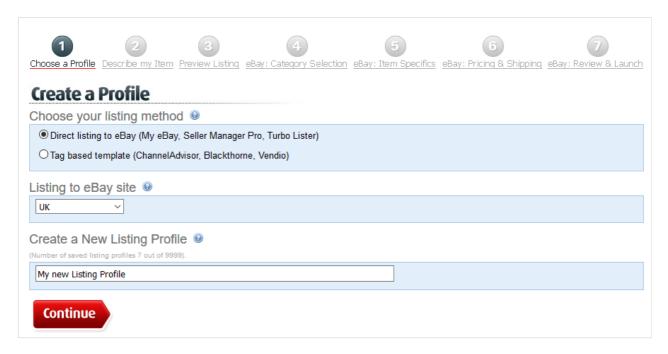
Create a profile

Click the eBay Tab

Click the Listings sub-tab



Click Create New



Select Direct listing to eBay

Select your **eBay listing site** (e.g. UK):

Give the listing profile a unique name

Click Continue.

12: Step #2 - Describe your item

Once you have created a profile you will be taken to stage 2:

Images:

With Frooition you can host Images with Frooition directly or host images yourself and add the image URL's.

To host images with Frooition:

Click Add a Picture:



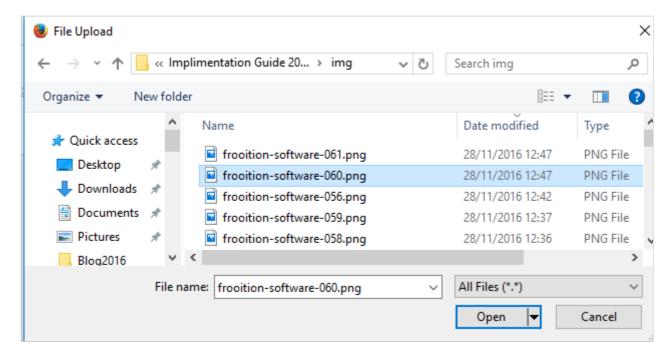
Choose an existing image:



Or click **Upload Pictures**:



Select an image from your computer and click Open



Check any images you want to use (max 20)



Click Select for Listing

+ Select For Listing

The images will update on the profile:



Click Add Images from your own hosting:

Add images from your own hosting. Click here

Enter the URL's of the images:

Add images from your own hosting			
Image 1:	http://cdn.frooition.com/08110014/images/carousel-apple-iphone-7-b		
Image 2:			
Image 3:			
Go E	Back Continue		

Click Continue The images will update on the profile:

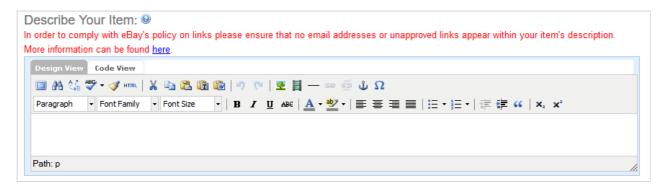


Titles and descriptions:

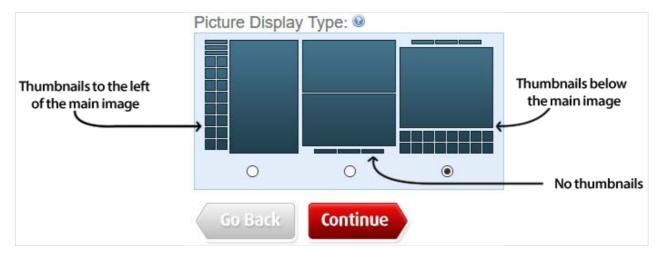
Enter your item title (max 80 characters). This will be displayed when the item goes live to eBay.



Enter your description - using the inbuilt editor to style the description.



Choose your picture display type.

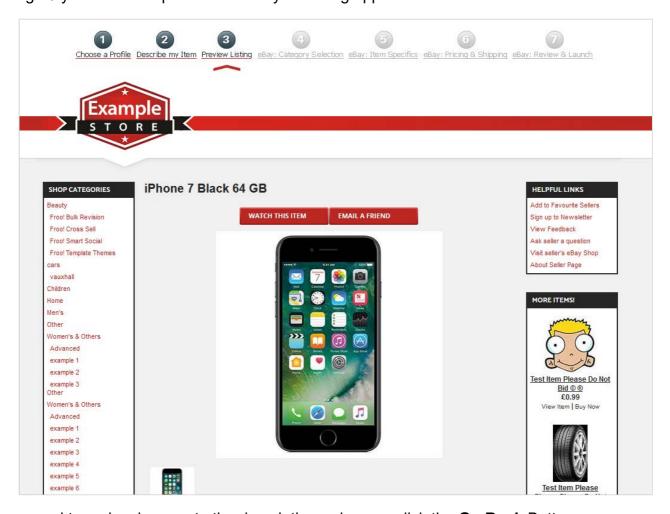


Click Continue to preview your listing

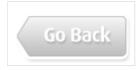
Once you have written your description you will move to stage 3:

Preview Listing:

At stage 3 you will see a preview of how your listing appears.



If you need to make changes to the description or images click the Go Back Button



Optional: If you wish to use a 3rd party listing tool to list your item click **Get Code** and copy & paste the code into your listing tool:



If you are happy with the preview click **Continue** to carry on listing.



14: Step #4 - Category Selection

Once you have previewed the listing you move on to Stage 4 - Category Selection

Choose Category:

Category Search

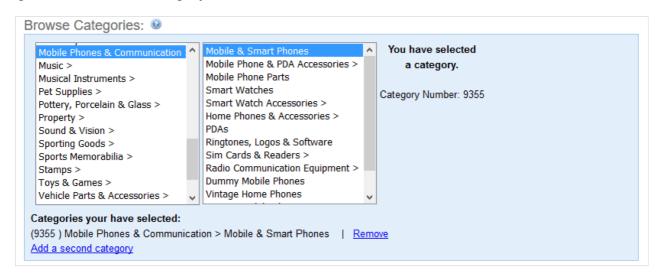
Search for your eBay category using the Category Search function **enter the category keyword** and click Submit to begin the search:



Click the correct category to set the category.

Browse Category

Alternatively you can browse the eBay Category tree. Select the top level category and click through to the relevant category:



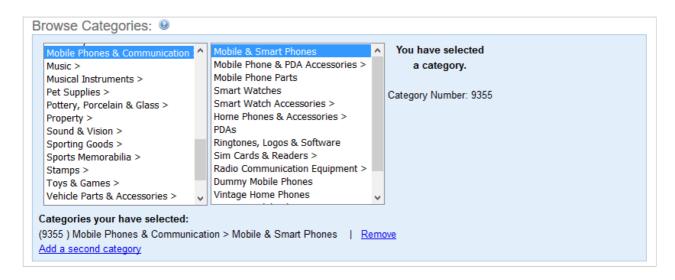
Remove a chosen category by clicking Remove.

f If you wish to list to a second category click Add a Second Category and repeat the process

above.

Shop Categories

Select up to 2 store categories from your store category list:



0

See Section 5 to see how to Sync store categories

Click Continue:



15: Step #5 - Item Specifics

If your category supports it you may be offered the option of Multi-variation listings:

Multiple variations is supported by the ca This allows you to create a single multi-qua variations of your product.	
Create variations:	0
Continue with listing:	•
	Go

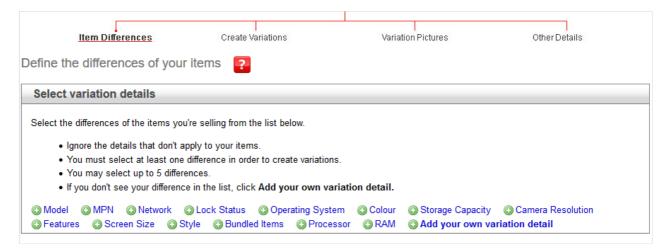
A multi-variation listing allows customers to pick options from a base product - for example clothing colors. Instead of 5 separate listings you can create 1 listing with 5 variations.

If you don't wish to use Multi-variations skip to Item Specifics

To use Multi variation listings select Create variations and click Go

Create variations:	•
Continue with listing:	0
	Go

You will be offered some standard variations specific to the chosen category:



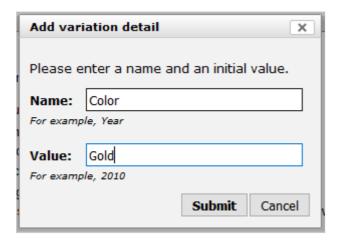
To add a variation press the plus icon next to the variation title:



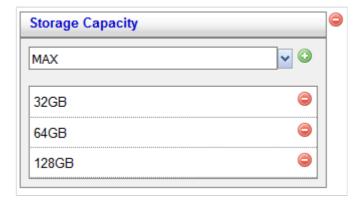
Optional: You can also create your own variation by clicking Add your own variation detail

O Add your own variation detail

Enter the Name of the variation and a value (e.g. Color and Gold).



You can then build a list of option values. Select or type a value from the drop-down and click the **plus icon**:



When you have built your variation set click Continue:



Create Variations:

Here you can create items based on the variation combinations. Enter a Base SKU, set the base quantity and price and click **Create V**ariations.

The software will then create 1 product for each possible variation:



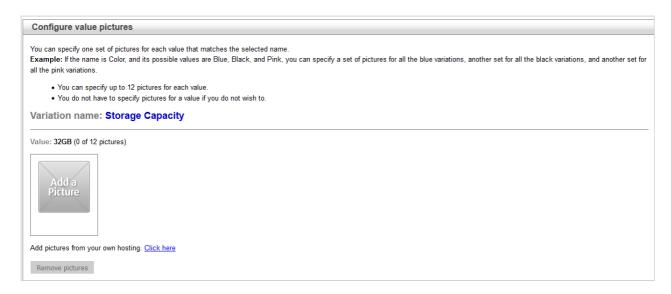
Here you can alter the **prices**, **Quantities and Global identifiers** (EAN in this example). You can remove any unwanted variations by clicking the minus icon.

Click Continue:



Variation Pictures

Set different images for each variation. These images change as customers select different options in the listing:





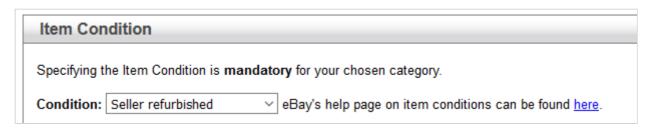
See Step #2: Describe your item for help uploading images

Once you are complete click Continue to move on to Item Specifics:

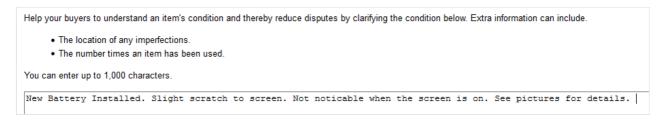


Item Condition

Specify the Item Condition for your item - this field is Mandatory for all categories. Pick a condition from the drop down:



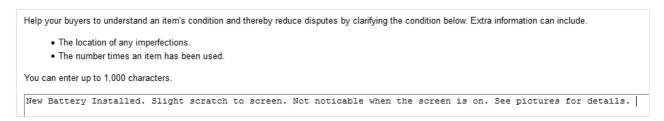
You can also write up to 1,000 words to describe the condition:



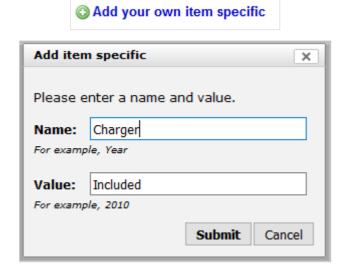
Select Item Specifics

Pick the item specifics for your item. Any specifics with a Blue Asterisk (*) are required and vary based on category.

Select from the drop-down or type custom specifics for each field:



You can create custom item specifics by clicking **Add your own item specific** and following the instructions above



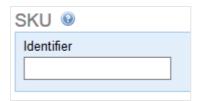
Click Continue:



16: Step #6 - Pricing & Shipping

SKU

If you haven't created a Multi Variation listing you will need to provide a unique SKU identifier:



Auction type, Pricing & Duration

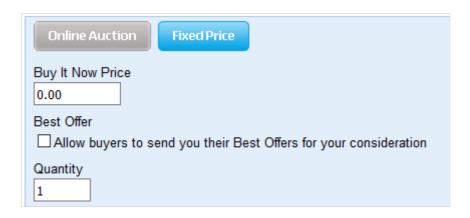
Select the auction type (Online Auction or Fixed Price:

Auction:



If you select Auction enter the **Starting price**, and optional **Buy It Now** and Reserve Prices. Set the quantity .

Fixed Price (Buy it Now):

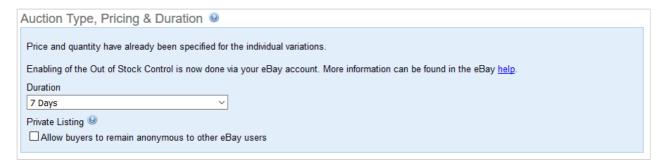


Multi-variation listing:



If you have created a multi-variation listing you will not have the choice of auction type or quantities

Select the Duration of the Listing (choose from 3, 5, 7, 10, 30 days or Good till Canceled):



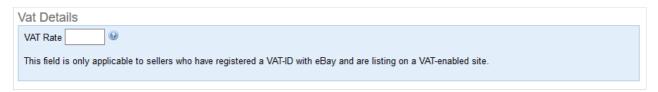
Set the Buy It Now price

Optional: choose to accept Best Offers

Set the Quantity

VAT / Tax Rate

Optional: Depending upon your registered location and status you can enter your VAT or TAX rate:



Shipping Policy

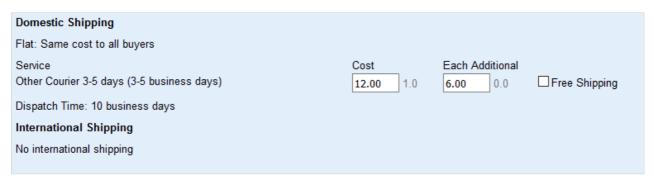
If you have created shipping policies in your My eBay Account you can select them from the dropdown list:



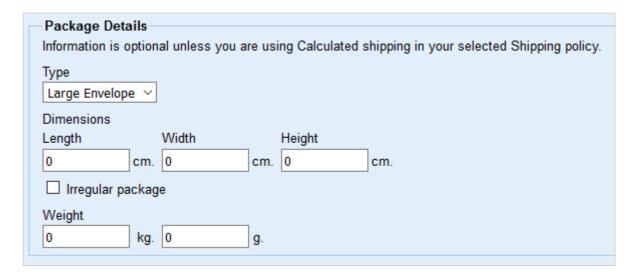
Or you can tick **Edit shipping cost for this listing only** to make changes to your shipping.

 $\hfill\Box$ Edit shipping cost for this listing only.

Enter the Cost for shipping and the cost for **Each Additional** item or select **Free Shipping**.



Optional: Specify the package type and dimensions:



Item Location

Specify the Item Location:



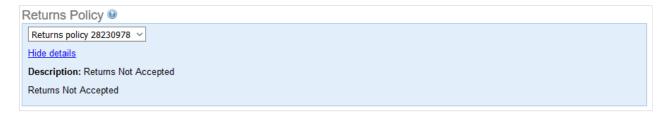
Payment Policy

If you have created payment policies in your My eBay Account you can select them from the drop-down list:



Returns Policy

If you have created returns policies in your My eBay Account you can select them from the drop-down list:



Visitor Counter

Optional: Choose a visitor counter to add to the bottom of your listing:



Once you are complete click Continue:

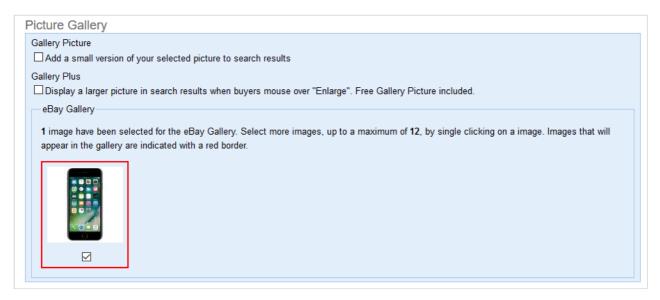


17: Step #7 - Review & Launch

Picture Gallery

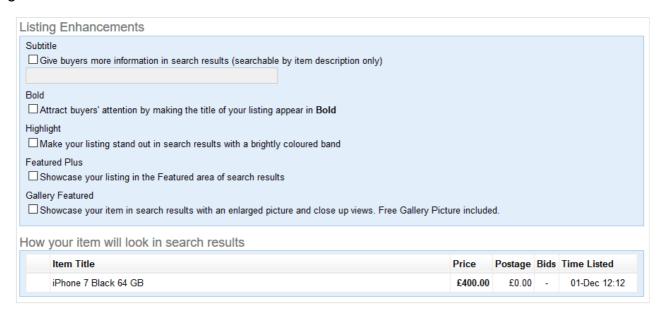
Choose to add the small **Gallery Picture** to your listing search results or choose **Gallery Plus** to add a larger image.

Pick the image to showcase as your **gallery image**:



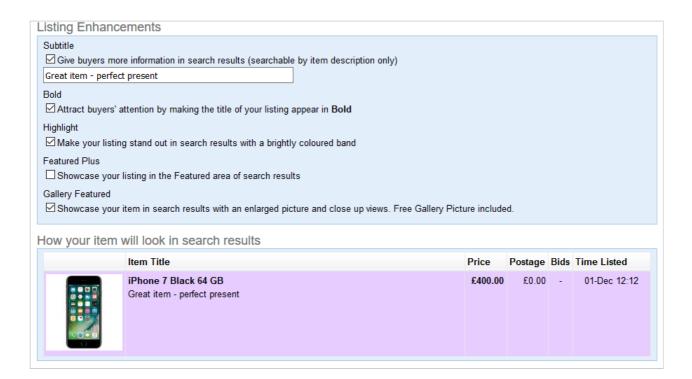
Listing Enhancements

Enhance your listings by adding optional features to the listing such as Subtitle and larger gallery images.



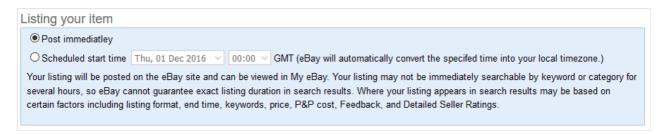
Check the features you wish to add.

Your preview will update to show you how the listing will look in eBay search.



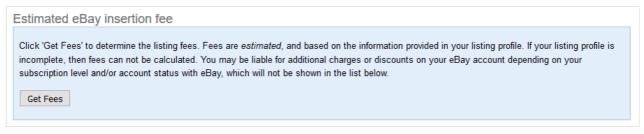
Listing your item

You can post your listing immediately or schedule the listing to launch later on:



Estimated eBay insertion fee

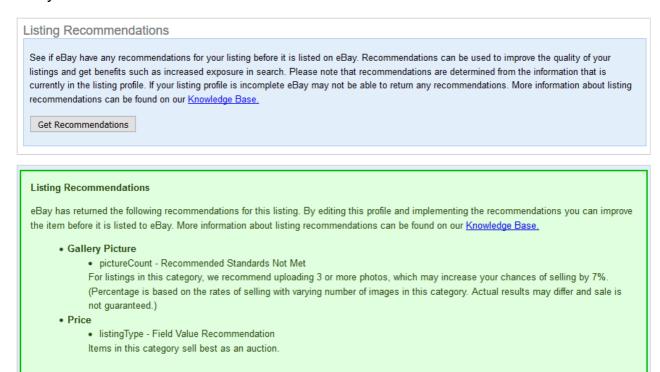
Click Get fees to estimate your eBay listing fees



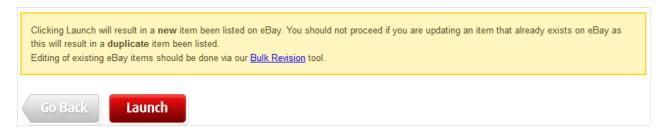
	Estimated Fee (£)
Gallery Plus	2.50
Insertion Fee	0.05
Total estimated fees	2.55

Listing Recommendations

eBay feedback any listing recommendations based on their listing data which can vastly improve your eBay success



Ready to Launch your Item? Click Launch.



Success

You will receive feedback outlining the success or failure of your listing. You may also receive Recommendations and Warnings relating to your listing.

Success

Your item has been posted to eBay.



<u>iPhone 7 Black 64 GB</u> - 322346016967 Track your listing in <u>My eBay</u>.

Warnings

▼ Listing Recommendations

eBay has returned the following recommendations for this listing. The listing can be improved by implementing the recommendations when revising the item. Recommendations can be used to improve the quality of your listings and get benefits such as increased exposure in search. More information about listing recommendations can be found on our Monoyledge Base.

- Ent
 - shipsWithinDays Recommended Field Value Missing
 Same day or 1-day dispatch time along with free postage improves your chances of qualifying for FAST & EE, which can increase your sales by 3%.

Profiles

18: 3rd Party Listing Tools

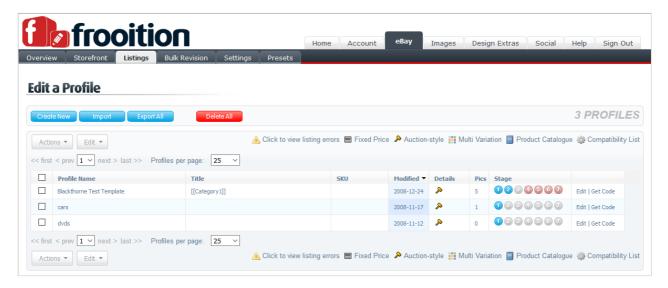
The Frooition software also allows you to integrate your design with 3rd party eBay solutions such as ChannelAdvisor, Blackthorne, and many more.

These systems use template tags such as {{TITLE}} this is then replaced by the software for each individual title at the point of listing.

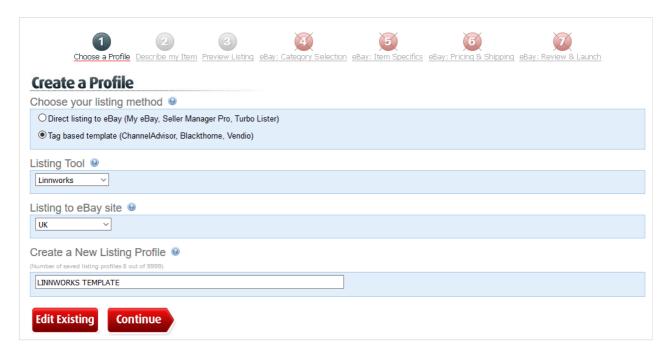
Create a 3rd Party Listing Profile

Click the eBay Tab

Click the Listings sub-tab



Click Create New



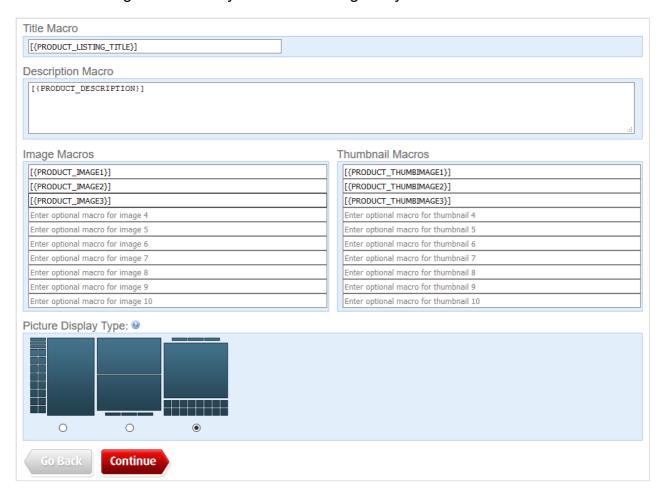
Select Tag based template

Select your Listing Tool from the drop-down list.

Select your **eBay listing site** (e.g. UK):

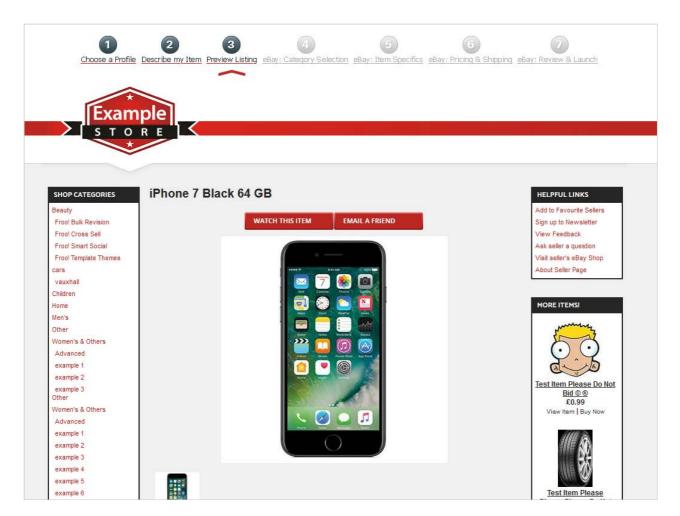
Give the listing profile a unique name

Click Continue. Stage 2 will show you the default tags for your chosen tool:



Modify any that are not standard or relevant.

Click Continue to Preview the listing.



To use a 3rd party listing tool to list your item click **Get Code** and copy & paste the code into your listing tool:



Copy and paste the code into the relevant area of your 3rd party tool.

19: Bulk Applying templates to live listings

Bulk Revision

As a Frooition customer you also get 30 days free subscription to our Bulk Revision tool this enables you to make changes to your eBay listings in bulk.

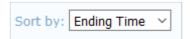
One of the most powerful features is the ability to bulk apply your new Frooition design to your live eBay Listings!

Bulk applying templates to your live items

Click the eBay Tab

Click the Bulk Revision Sub Tab

Select your sort type



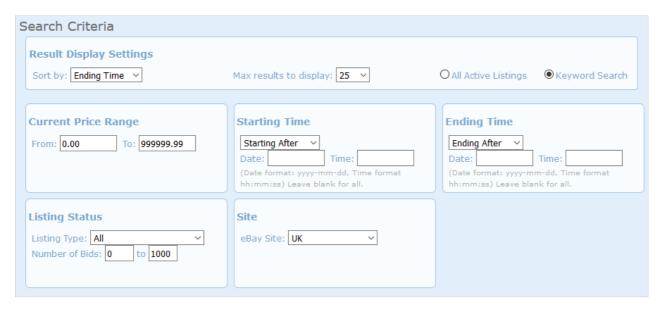
Select how many results to display



Select All Active Items



Alternatively you can select keyword search to search for a specific item or eBay Item Number



Click Start Search



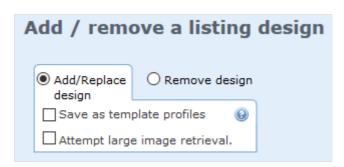
Tick the **check-boxes** for each listing you wish to apply design to (or check the top box to select all)



Select Frooition Template Design from the amendment drop-down



Select Add/Replace Design



Tip: You can save a live listing as a Frooition profile to use as a template for future use: Tick					
Save as template profile					
Save as template profiles					
The item will appear in your profiles on the eBay > listings tab					

Click Continue.

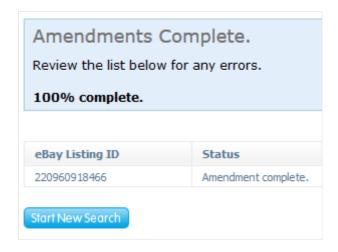
In rare cases the eBay Gallery images that are imported into a listing's template are smaller in size than expected. If you are experiencing this issue select the 'Attempt large image retrieval' option. Do not select this option if you are unsure how it will your live listings.

Continue

Click yes to continue with the revision.



You will be given a status for each item you are revising.



20: Import items from eBay into Frooition

You can import live eBay items directly into Frooition ready to modify and list again with the Frooition design applied.

Import active eBay items into Frooition

Click the eBay Tab

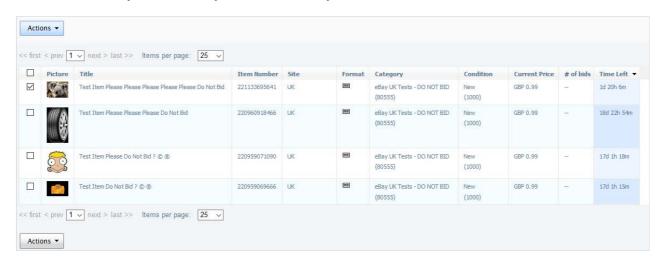
Click the **Overview** sub-tab

Expand the Active eBay Items panel:

• You can follow the same instructions for Unsold items and Recently sold by expanding the corresponding panel



After a few seconds you will see your Active eBay items:

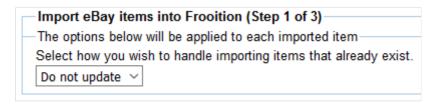


Select the check-boxes to choose which items to import.

Pick **Import into Frooition** from the Actions menu:



Choose to update or ignore any existing profiles:



Click Import.



You will be given a status when the import is complete:



21: Frooition FAQ (KnowledgeBase)

The Frooition software also comes with an extensive Knowledge Base to help you get the most from your new eBay Design

Click the **Help** Tab

Click the **Knowledge base** sub-tab

Here you can browse the help categories or search for a specific article.

The Video Tutorials Section has many useful help guides.

You can access the knowledge base without logging in here (http://faq.frooition.com).

22: Ticket System

If you cannot find a solution in the Knowledgebase then the next best way to get help is through the Frooition Ticket Support System. The Ticket system has a dedicated, in house team of trained support staff who can instantly see your entire support history and will be able to solve your issues or escalate them where needed.

Rather than have costly, premium rate support phone lines Frooition utilize this free ticket based support system. The ticket system also insures that every customer is treated fairly with a documented queuing system.

Opening a ticket:

Click the Help Tab

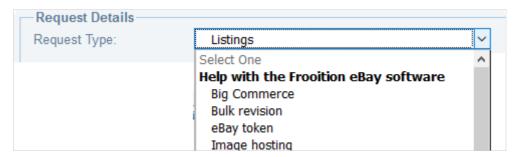
Click the **Support Requests** sub-tab

Click Contact Us

Confirm your contact details are correct:

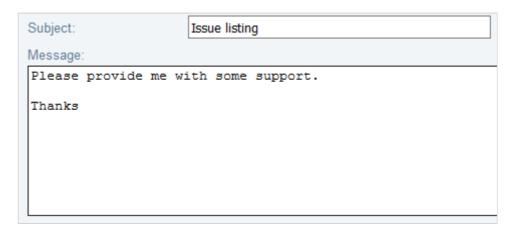
Contact Information		
Name:	Ann Other	
Email:	example@example.com	I
Company Name:	Example.PLC	
Contact Number:	0123456789	

Select a Request Type:

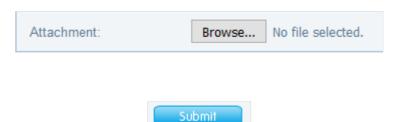


Type your Subject

Type your Message:



If applicable upload any attachments or screenshots by clicking Browse (Screenshots will often improve the speed of a successful resolution)



We aim to respond to all tickets as soon as we can but you should always receive a response within 3 working days.

Check the status of an open ticket

Click the Help Tab

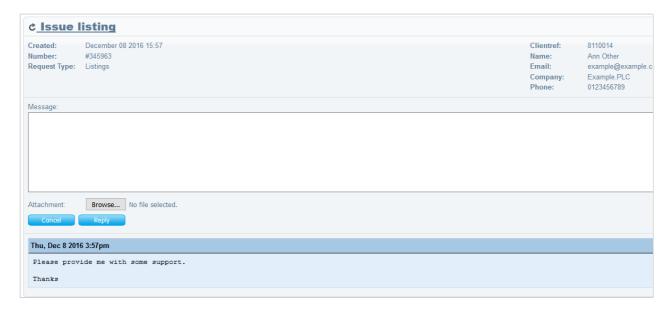
Click Submit

Click the Support Requests sub-tab

You will see any open tickets in the Support Request list:



Click the ticket subject to go into a ticket:



You will see any responses to the ticket as well as be able to add additional information or attachments at any point