

RELIQRA • USER GUIDE

Web Portal User Guide

The ReliQRA web portal at cloud.reliqra.com is your full **cockpit** in the browser — the big-screen home for your whole operation. It's the same account and the same live inventory as the ReliQRA iOS/Android apps and the browser extension, but with room to spread out: a financial dashboard, deep inventory tables, sales and tax reports, marketplace channels, a hosted **storefront builder**, an **AI Studio**, and team management.

ReliQRA LLC • Modern tools for serious collectors and dealers

The cockpit is a Pro feature. Full access is gated by the `cloud_portal` entitlement that comes with **ReliQRA Pro** (see Identity, Access & Billing). On a free or Lookups-only plan you can sign in and manage your account and billing, but the cockpit sections stay locked until you upgrade.

01 Sign in

- 1 Go to cloud.reliqra.com in any browser.
- 2 Choose how to sign in — all three reach the **same account** as your apps and extension:
 - **Continue with Apple**
 - **Continue with Google**
 - **Email & password** (new accounts must **confirm their email** — look for the message from *ReliQRA* (noreply@reliqra.com) and click the link first)
- 3 After sign-in, your workspace loads.

Use the **same** sign-in method you use everywhere else so it all stays one account. Apple "Hide My Email" can create a separate account — see *Getting help*.

02 Getting around — the cockpit

A left **sidebar** holds the main sections; the **top bar** has a global search field, a live metal spot ticker, a notifications bell, and your **account avatar** (click it to switch organizations or sign out). On a laptop you can **Collapse** the sidebar

to icons-only for more table room.

SECTION	WHAT IT'S FOR
Overview	A financial dashboard — value, gains, fees, sales chart, recent activity.
Inventory	Your full collection in a sortable, filterable table with a detail drawer.
Sales	Every sold item with proceeds, fees, and net gain.
Orders	Marketplace orders (Whatnot/eBay) and their line items.
Shipping	Shipments, carriers, tracking, and what shipped in each.
Reports	Realized gains, fees, and a tax-prep export.
Marketplaces	Per-channel activity — active listings and sales by marketplace.
Storefront	Build and publish your own hosted shop.
AI Studio	Identify and price coins from photos, right in the browser.
Settings	Billing, plan & Lookups, API keys, Greysheet BYOK, and your account.

Because every surface reads the **same backend**, anything you change here appears on your phone and in the extension instantly, and vice-versa.

03 Overview — your dashboard



The Reliqra Cloud Overview dashboard: KPI cards for inventory value, cost basis, unrealized gain, cost basis, realized gain YTD and fees YTD, a sales-proceeds chart, a recent-activity feed, and a sales-by-marketplace donut

The **Overview** is a financial snapshot of your whole vault:

- **Inventory Value** — the total market value of the items you currently hold, with your active item count.

- **Cost Basis** — what you paid for the open items where a cost is recorded. (If cost is missing on many items, a note reminds you that margins reflect only the items with a recorded cost — fill in cost for accurate numbers.)
- **Unrealized Gain** — market value minus cost on held inventory, with your margin %.
- **Realized Gain (YTD)** — your profit on items sold this year, **after fees**.
- **Fees (YTD)** — total marketplace fees this year, against your gross.

Below the cards: a **Sales proceeds** chart over recent months, a **Recent activity** feed (click any row to open that item), and a **Sales by marketplace** donut splitting your proceeds across **Whatnot, eBay, and your Website**.

04 Inventory

ITEM	YEAR	DENOMINATION	GRADE	VALUE	COST	MELT	STATUS
1868-S Seated Liberty Half Dollar - PL- PID# 2843	1868-S	Seated Liberty Half Dollar	Ungraded None	\$950	\$829	\$26.26	Active
1882-CC Morgan Dollar MS64 - PID#- PID# 1886	1882-CC	Morgan Dollar	MS64 NGC	\$400	\$0	\$0.00	Sold
BC 167 AR Tetradrachm AR Tetradra- PID# 2117	167-Select Opt1on	AR Tetradrachm	F NGC	\$400	\$0	\$0.00	Active
1868-S Liberty Seated Dime - PID# L- PID# 1388	1868-S	Liberty Seated Dime	Ungraded None	\$400	\$0	\$0.00	Active
1888-S Morgan Dollar - PID# 2119 PID# 2119	1888-S	Morgan Dollar	Ungraded None	\$350	\$0	\$0.00	Active
2010-D Sacagawea Dollar SP69 - PID- PID# 1933	2010-D	Sacagawea Dollar	SP69 ANACS	\$300	\$0	\$0.00	Active
1963-P Roosevelt Dime PF69 - PID# L- PID# 1868	1963-P	Roosevelt Dime	PF69 NGC	\$300	\$0	\$0.00	Active
1839-O Liberty Seated Dime - PID# L- PID# 1379	1839-O	Liberty Seated Dime	Ungraded None	\$235	\$0	\$4.51	Active
1875 Unveiling of King Carl XIV Johan- PID# 2244	1875	Unveiling of King Carl XIV Joh.	Ungraded None	\$225	\$150	\$0.00	Active
1894-O Morgan Dollar - PID# 1329 PID# 1329	1894-O	Morgan Dollar	Ungraded None	\$200	\$200	\$0.00	Active

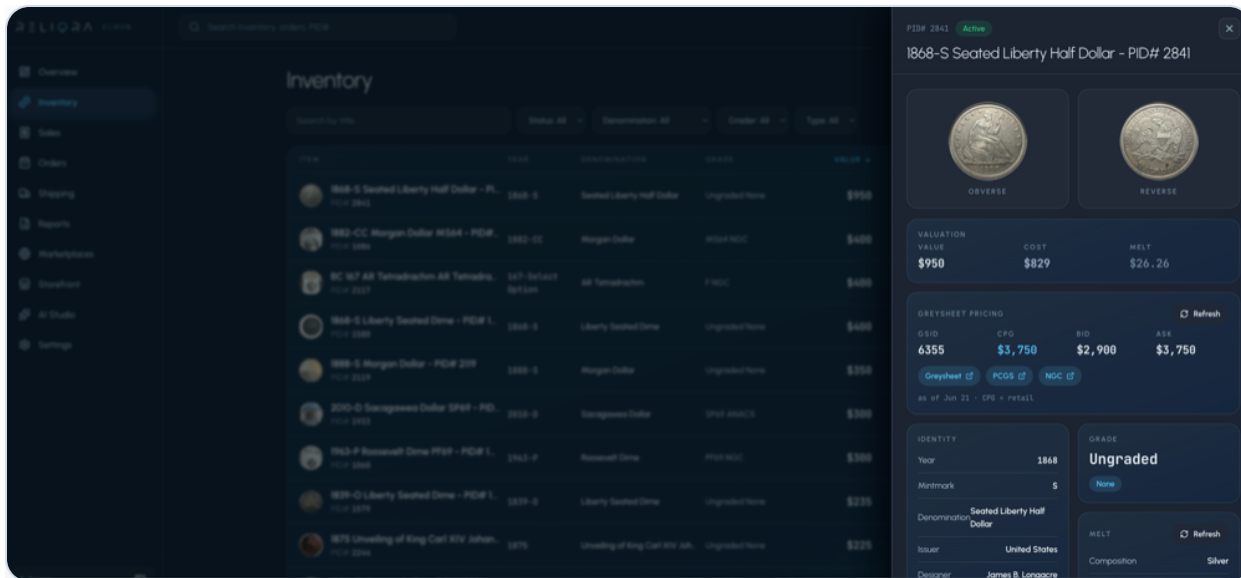
The Reliqra Cloud Inventory table with Status / Denomination / Grader / Type filters and columns for item, year, denomination, grade, value, cost, melt, and status

The **Inventory** table is your collection on a full screen.

- **Search** by title, and **filter** by **Status, Denomination, Grader, and Type**. A **Clear** button shows when filters are active, and the item count sits to the right.
- **Columns:** Item (thumbnail + title + PID#), Year, Denomination, Grade, **Value**, **Cost**, **Melt**, and **Status** (Active / Sold / Traded / Private / Archived). Click a header to sort; results page 50 at a time.
- **Click any row** to open the **item drawer** on the right.

The item drawer





The Reliqa Cloud item detail drawer showing obverse/reverse photos, valuation, Greysheet pricing with CPG/Bid/Ask and external links, identity fields, grade, and melt

The drawer shows everything about one item:

- **Photos** — obverse (front) and reverse (back); the status pill and PID# sit up top.
- **Valuation** — **Value** · **Cost** · **Melt** side by side.
- **Greysheet pricing** — the catalog **GSID**, **CPG** (retail), **Bid**, and **Ask**, with one-tap links to **Greysheet**, **PCGS**, and **NGC**, a **Refresh** button, and an "as of" date.
- **Identity** — year, mint mark, denomination, issuer, designer, composition, mintage, mass, diameter.
- **Grade** — the grade and grader (or **Raw**), plus the slab serial if present.
- **Melt** — composition, weight, the **melt floor**, and the live spot price used, with its own **Refresh**.
- **Sale history** — once an item sells, each sale (marketplace, date, proceeds, gain) and the total realized gain appear here.

The portal is focused on **viewing, analyzing, and managing** inventory. Photo-based **AI identification** lives in **AI Studio** (below) and in the mobile apps and extension — use those to add items, then manage and sell them here.

05 Sales

The **Sales** screen lists every item you've sold, with top cards for **Gross**, **Fees**, **Net gain**, **Sales count**, and **Average sale**. The table breaks down each sale: **date**, **item**, **marketplace**, **sold price**, **shipping**, **fees**, **net gain**, and whether the gain is **short-** or **long-term** (handy at tax time). As with Overview, a note flags when cost basis is missing on some sales so you know the net-gain figure is mostly proceeds-after-fees there.

06 Orders

The **Orders** screen collects your marketplace orders (from the Reliqa apps and the Whatnot extension) by order number. The list shows **order #**, **date**, **buyer**, **item count**, **total**, and **ingestion status** — green/red pills for whether

the **order** and its **shipment** data have made it into Reliqra. Select an order to see its **line items** (each clickable to open the item), subtotal, shipping, tax, and total collected. (*Marketplace fees and net payout are itemized on the Sales and Reports screens.*)

07 Shipping

The **Shipping** screen lists your shipments — **tracking #**, **carrier**, **status**, **ship-to**, **item count**, and **ship date**. Selecting one shows the full **ship-to address**, the carrier and tracking number, and the **items in the shipment**.

The app is honest about its current limits: **live carrier tracking events aren't synced yet**, so a shipment's status reflects the **last marketplace update** rather than a real-time carrier scan.

08 Reports

The **Reports** screen is built for tax prep and accounting. It headers with **YTD Gross Proceeds**, **YTD Fees**, **Realized Cost Basis**, and **YTD Realized Gain**, then charts the **short-term vs long-term** gain split, your **unrealized gain** (market – cost on held inventory), and **fees by marketplace**. A **tax-view table** lists each sale (item, marketplace, sold date, gross, cost basis, fees, realized gain, and the short/long-term period), and **Export CSV** downloads the whole thing for your accountant or tax software.

09 Marketplaces

The **Marketplaces** screen shows per-channel activity — **Whatnot**, **eBay**, and your **Website** — derived from live listing and sales data. Each channel card shows whether it has **active listings**, the **listed value**, the **sales count**, and **gross proceeds**, so you can see at a glance where your inventory is working. (*Listings sync from the Reliqra app and the Whatnot extension; deeper in-portal listing management is rolling out.*)

10 Storefront — your own hosted shop

The **Storefront** builder turns your inventory into a branded, hosted shop at your own shop.reliqra.com address (custom domains coming). It has three tabs:

- **Catalog & Curate** — decide what's public. Enable your shop, then **approve**, **hide**, **reject**, **feature**, or **bulk-approve** items. A counts bar tracks **Approved / Pending / Rejected / Featured / Hidden**, and an **Auto-approve new items** toggle keeps the shop current automatically.
- **Design** — a live **theme editor**: upload your logo, pick a theme pack, set colors and a tagline, preview in real time, and **Publish** when it looks right. (The same instant-preview editor the operator console uses.)
- **Shop settings** — your business info (brand name, company, address, phone), your shop URL, the application fee, and **Republish / Clear cache** controls.

Payments stay off until you turn them on (managed by Reliqra), so customers can **browse your shop right away** while you finish setup. Reliqra's storefront fee is deliberately low — a fraction of what the big marketplaces charge.

11 AI Studio

AI Studio brings the app's photo identification into the browser. Drop an **obverse (front)** and optional **reverse (back)** photo, click **Identify coin · 1 lookup**, and Reliqra's AI returns the **denomination, year, mint mark, grade, grader, composition, weight, diameter, proof flag**, and a **confidence** score. From the result you can tap **Get pricing · 1 lookup** to pull the **Greysheet** GSID/CPG/Bid/Ask with PCGS/NGC links. A **balance bar** at the top shows your **Lookups used vs. allowance** (plus any pack credits), and warns you when you're out with a link to add more.

12 Lookup history

Every AI identification, price check, cert check, and comp lookup you run on **any** surface is logged under **Lookup history**. Filter by kind (Photo ID, Greysheet price, PSA cert, eBay comps, PriceCharting, GoCollect, metal spot, melt value...), see **when** it ran and from **which source** (Web / Extension / iPhone / Android), and open any entry to inspect the exact result it returned. It's the receipt for what you've spent your Lookups on — and where you report a wrong result.

13 Team & business accounts

If you run a business, the portal supports **organizations with seats and roles**. Owners and admins can set the **business name**, **buy seats**, and **invite members** by email with a role:

ROLE	CAN DO
Owner	Everything, including billing, seats, and business info.
Admin	Manage the team (invite, change roles, remove members).
Seller	Inventory, sales, orders, shipping, and reports.
Lister	View inventory and manage marketplace listings.
Viewer	Read-only across the cockpit — no edits, no billing.

You switch between organizations from the **account avatar** (or in Settings), and your current role is shown so you always know what you can do.

14 Settings, billing & Lookups

The **Settings** area holds your account and money:

- **Plan & billing** — your current tier (**Free / Pro**) and where it's managed (**App Store** or **Web/Stripe**). **Upgrade to Reliqra Pro** opens Stripe Checkout; **Manage billing** opens the Stripe customer portal (Apple subscribers manage in the App Store).
- **Usage** — a meter of **Lookups used vs. monthly allowance**, plus any **pack** credits.
- **Lookup packs** — one-time top-ups (e.g. **50 / \$4.99, 150 / \$9.99, 500 / \$19.99**) for when you need more without changing plans.
- **API keys** — create and revoke `sk_...` keys to access your data programmatically.

- **Greysheet® BYOK** — bring your own Greysheet API key/token to see wholesale **Bid/Ask**, drawn from your key rather than your Reliqra Lookups.
- **Account** — your email, the **organization switcher**, and **Sign out**.

A **Lookup** is the unit you spend on paid work (an AI identify or a Greysheet price = **1 Lookup** each); melt, live spot, and saving items are free. Your tier and Lookup balance are **shared across every surface**, so an upgrade or pack bought anywhere applies everywhere. The full plan catalog and prices live in Identity, Access & Billing — Plans & prices.

15 Help & support

Need a hand? The portal has a built-in **support** area where you can **submit a ticket** (subject, message, and up to five image/PDF attachments) and track the conversation — your tickets show their **status** and update as the Reliqra team replies, with a thread view for the full back-and-forth.

16 Getting help

- **Cockpit is locked / you only see account & billing.** The cockpit is a **Pro** feature ([cloud_portal](#)). Upgrading to Reliqra Pro unlocks every section.
 - **"Paid, but the portal shows Free."** You're likely signed in with a different method than you paid with (commonly Apple "Hide My Email" vs. your real email). Sign in with the **same** method.
 - **Your margins or realized gains look off.** Check the cost-coverage notes on Overview / Sales / Reports — those figures only count items with a **recorded cost**. Fill in cost on your items for accurate margins.
 - **A shipment's status looks stale.** Live carrier tracking isn't synced yet; the status reflects the last marketplace update.
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