

Lancashire – User Support Guide



To Add Your Business Listing

Go to the site and login via the top right login box on the homepage

The screenshot shows the Lancashire website homepage. At the top, a navigation menu includes 'ABOUT', 'DIRECTORY', 'FUNDING', 'EVENTS', 'JOBS', 'TRAINING', 'NEWS', 'CONTACT', and 'LOGIN / SIGNUP'. The 'LOGIN / SIGNUP' link is highlighted in red. Below the navigation menu, the Lancashire logo is visible, along with the tagline 'working together for prosperity'. A 'Training Providers' section is partially visible. A login modal is open, featuring a 'CREATE ACCOUNT' button and a prominent red 'LOGIN' button. The modal contains the following text and elements:

- Log in to your Account**
- Email Address:
- Password:
- Reset your password, use the 'forgot password' link or [contact us](#) if there's a problem.
- LOGIN TO MY ACCOUNT** button
- [Forgot your password?](#) link

- Use the login details sent to you by email or click on 'forgot password'.

Once logged in, click on your name on the login box on the homepage. A drop down will appear with options.

The screenshot shows the Lancashire website homepage after login. The navigation menu includes 'ABOUT', 'DIRECTORY', 'FUNDING', 'EVENTS', 'TENDERS', 'JOBS', 'TRAINING', 'NEWS', 'CONTACT', and 'LEDGE'. The 'LEDGE' link is highlighted in red. Below the navigation menu, the Lancashire logo is visible, along with the tagline 'working together for prosperity'. A search bar is present with the text 'What are you looking for?' and a dropdown menu. A dropdown menu is open, showing the following options:

- My Profile
- View Packages
- Job Notification
- Tender Notification
- Business Panel
- Log out

For All Members



On your login dropdown box you are presented with several options;

Option 1

My profile. This box will allow you to update your details and change your password.

Option 2

View Packages. This box will allow you to upgrade from your current package.

Option 3

Job Notifications. This box will ensure you are notified of any jobs in a specific sector.

Option 4

Tender Notifications. This box will ensure you are notified of any tenders in a specific sector, generating leads for you.

Option 5

Business Panel. This is where you will upload your profile page and (if you have higher level access) to list details of any events, training, tenders, jobs, awards and networking groups!

Instructions for adding your business listing

1. Go to 'business panel'
2. Add your company, details, opening times, logo etc. And save the record.
3. Assign up to 5 sub sectors, this is where on the site your listing will appear

The screenshot displays the Lancashire Business Directory interface. At the top left is the Lancashire logo with the tagline 'working together for prosperity'. Below the logo are navigation links for 'Business Directory' and 'Job'. The main content area features three large colored boxes: a blue box for '0 views (Page)', a red box for '0 Email sent', and a green box for '0 views (Website)'. Below these boxes is a breadcrumb trail: 'Home / Business Directory / Manage'. Underneath the breadcrumb are two buttons: '+ Add' (green) and 'Export to Excel' (purple). To the right of these buttons is a search bar and some icons. Below the buttons and search bar is a table with the following columns: Logo, Category, Name, Contact Number, Address, IsFeatured, and Action. The table is currently empty, and a message at the bottom of the table reads 'No matching records found'. A red arrow points from the third step of the instructions to the '+ Add' button.

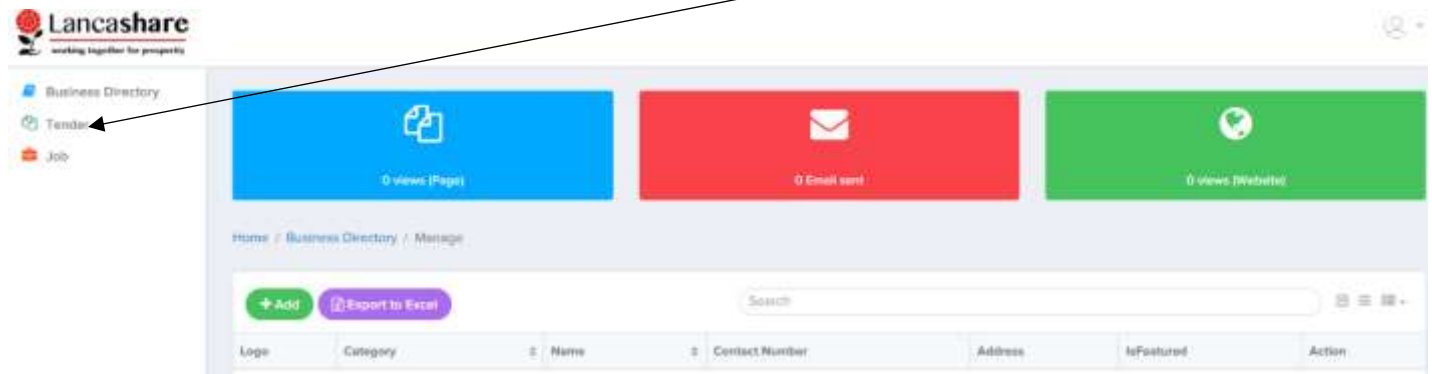
Your 'dashboard' will let you know how many page views and emails you've had. Whilst the green box will tell you how much traffic has been driven to your site.

Additional Features for Silver Members



Within your business panel, you have the ability to 'share' tender opportunities. Tenders are 'anything' your company is buying. All tenders are promoted and emailed to users so your supply chain can respond quickly!

To add a tender opportunity, click tenders within your business panel:



This will allow you to add tender information and publish it to the site, pushing your exposure higher! The following box will appear for you to enter your 'tender' details.

+ Add New Tender

Select Business: Business N/A

Select Category: Select category

Title: enter your tender title eg: Leaflet Printing

Email ID: Email ID

Apply Link: Apply Link

Publish Date: 11 Nov 2016 Deadline Date: 11 Nov 2016

Offered By: Offered By Document Type: Document Type

Select Sub Category (Maximum 5 selection allowed)

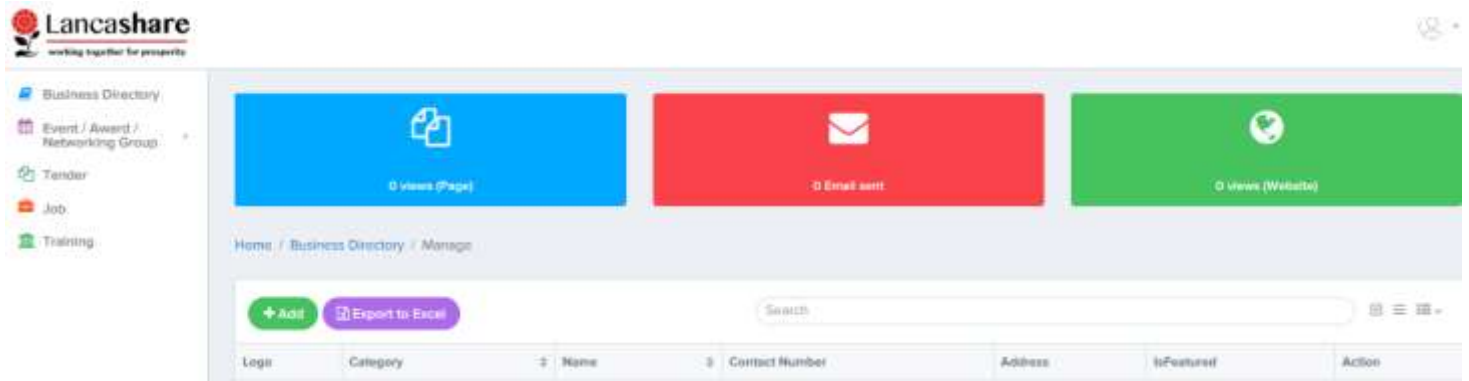
Description: Enter as much detail about your purchasing requirements as possible

Further Details

Rich text editor toolbar: Bold, Underline, Proxima Nova font, text color, bulleted list, numbered list, table, link, unlink, image, video, code, help.

Once added, save your tender and it will be published to the Tender pages and shared on social media and via emails to members.

Additional Features for Gold Members



- Within your business panel, you have the ability to also upload to our training, events, awards and networking groups pages. Clicking on either of these followed the by the 'add' button will allow you to upload to the site in the relevant areas.
- Remember, the more you upload, the more exposure you get. All our pages receive a lot of attention so if you are recruiting, buying, hosting events, awards or training, then make the most of your annual membership.
- Users indicate their preferences so everything you upload is sent to a targeted audience for you.
- Do contact us should you have any challenges with listing your profile pages.

Thank you for supporting your county. Lancashire – a new way of doing business in Lancashire!

The Lancashire Team!

