

Lancashire – User Support Guide



To Add Your Business Listing

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

ABOUT DIRECTORY FUNDING EVENTS JOBS TRAINING NEWS CONTACT LOGIN / SIGNUP

CREATE ACCOUNT **LOGIN**

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

[Forgot your password?](#)

SEARCH

HOME ▶ TRAINING

LATEST OFFERS & LISTINGS

Filter by: BY CATEGORY

SHOW 10 PER PAGE

BACK

- 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.

ABOUT DIRECTORY FUNDING EVENTS TENDERS JOBS TRAINING NEWS CONTACT LEDGE

Lancashire What are you looking for?
working together for prosperity

CHOOSE CATEGORY

funding, tenders, businesses...

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

HOME ▶ TRAINING

BACK

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 shows 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: a green '+ Add' button and a purple 'Export to Excel' button. 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'. An arrow from the third instruction in the list above points to the '+ Add' button.

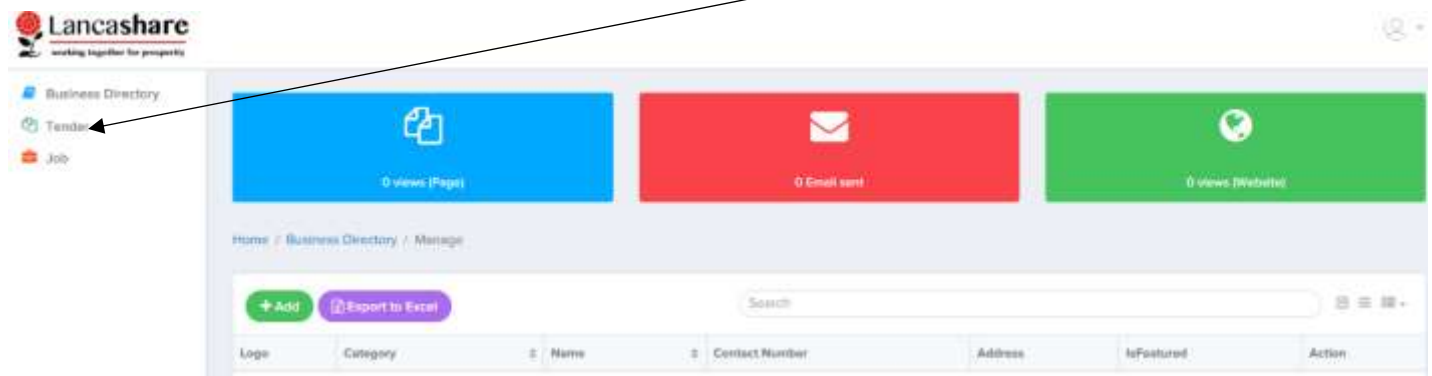
Your 'dashboard' will let you know how many page views and emails you've had. Whilst the green box will tell you how much traffic has been driven to your site.

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)

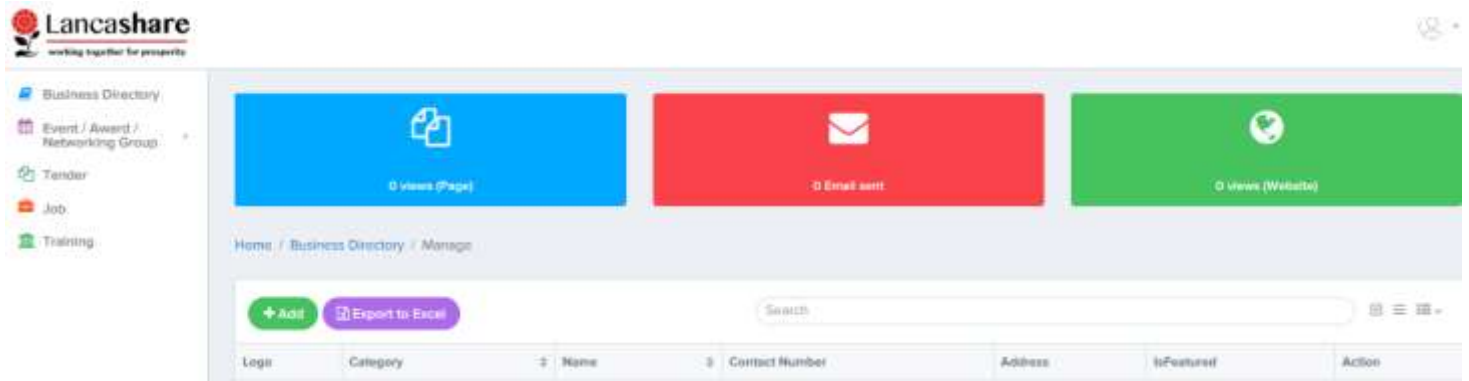
Description: Enter as much detail about your purchasing requirements as possible

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!

