


## Business Directory Dashboard

Once you register our business directory you can login to our system dashboard and change your company profile details.

**Welcome** <User name> 

**Business details**

Business name  \*

Business category1  \*

New category

Business category2  \*

Business category3  \*

Business type  \*

Suite number   \*

**Contact person details**

Name  \*

Phone (Day time)

Mobile  \*

Email  \*

**Login account details**

How can your business refer by others





User name **testing**

Password  \*

Confirm password  \*

**Payment details**

You have not done any payment yet. Pay now using

### Business details

01. Business name - Enter your company name.
02. Business category 1 – Select you main business category from the drop down menu .i.e. 70% of what you do.
03. New Category – If your main business offering is not listed, please type your main business category in here.
04. Business category’s 2 & 3 – Are useful also to explain additional offerings your company provides to its clients
05. Business type – this will categorize your business on the dashboard as either a tenant of the building, in house facility or restaurant or if which category of supplier your business falls under.
06. Suite number – This is only applicable if you are a building tenant, building in house facility or building restaurant.

## Contact person details

The contact details will be visible only for the admin of Business Directory and will not be used or forwarded to any marketing firms for the use of database lists. It is purely as contact information for ICT Internet Presence the site creator & owner.

## Keywords businesses can find you with

We will put this together for you as it needs to be done in a special way, for the S.E.O. to assist you to appear higher in the search engines.

## Login Account details

Initially we will create a user id & password for you, after this time you can change your login & password.




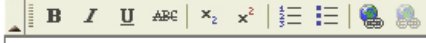
## Payment details

This displays your payment type and also the start & end dates for your advertisement.

### Business Logo and summary

Logo (Image, Flash or YouTube)

Brief description

   Source	
<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>

[Save changes](#)

In the business logo and summary section - you can add your company logo and enter the elevator speech about your company. Please use this save changes button directly below to save these details plus all the personal & business details above before proceeding to the next section.


## Button Explanation





- used to upload your logo image this will allow only \*.jpg, \*.gif, \*.png files





- used to upload flash files and allow \*.swf files only.


 Source - used to add some movie iframe embedded code.


 **B** - used to make **bold** your text. Just select the text area and click this button.


 *I* - used to make **italic** your text. Just select the text area and click this button.

 U - used to make **italic** your text. Just select the text area and click this button.

 ~~ABC~~ - used to make **strike** your text. Just select the text area and click this button.


  $x_2$  - used to make **subscript** your text. Just select the text area and click this button.

  $x^2$  - used to make **superscript** your text. Just select the text area and click this button.




- 1
- 2
- 3

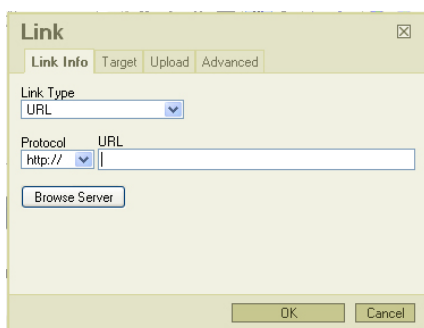
 - used to insert or remove number list.



- 
- 
- 

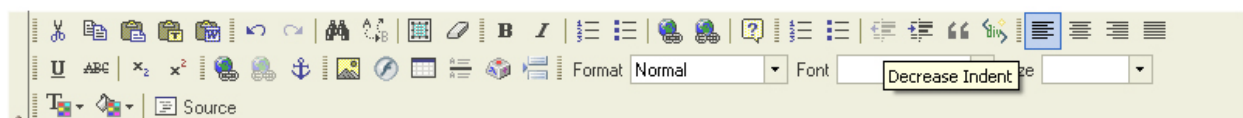
 - used to insert or remove bulleted points.

 - Used to insert / edit link - Just select the text area and click this button. When you click this button the following window will appear. In there you can select the link type and protocol type and enter the url.



## Details description

In this section you can add a more detailed description about your company profile and the services you provide. This should include images that relate to the text and also links to the relevant pages on your website. Below is the button explanation for this section.





- used to cut the selection text or image.



- used to copy the selection text.



- used to paste the selection text.



- used to find text in the document.



- used to replace the text in the document.



- used to select all content.



- used to remove the text styles.  
paragraph.



- increase the indent level of the



- decrease the indent level of the paragraph.



-used to block quote.



- used to create DIV container.



- used to left justify the text.



- used to center justify the text.



- used to right justify the text.



- used to block justify the text.



- used to insert/Edit table.



- used to insert Horizontal line.



- used to insert special characters.



- used to insert page break.  
insert font styles



- used to



- Used to select font type



- used to select font size



- used to choose text color.



- used to choose text background color.

## Sidebar Advertisement/Text

Title - used to add title for the company profile.

Description - used to add footer description for the company footer description.

More contents - used to add more contents in the footer.

## SEO (Search Engine Optimization)

### SEO (Search Engine Optimisation)

Title	<input type="text"/>	* (max 150 chrs)
Description	<input type="text"/>	... (max 500 chrs)
Keywords	<input type="text"/>	* (max 250 chrs)

We will assist you with both the Title and Keywords and then advise how you can write the description part yourself, utilizing the keywords & phrases.

Title - Used for SEO using for company profile title bar and used search in Google engine.

Description – Used to give the description for the SEO.

Keywords – Used to enter company profile keywords for search in search engines.

## Social media Links

### Social media links

Twitter	http.www.twitter.com/	<input type="text"/>	eg: ictip
Facebook	http.www.facebook.com/	<input type="text"/>	eg: your_profile_url
LinkedIn	http.www.linkedin.com/company/	<input type="text"/>	eg: your_profile_url
Flicker	http.www.flickr.com/	<input type="text"/>	eg: /photos/ictip
YouTube	http.www.youtube.com/	<input type="text"/>	eg: ictip
Google+	https://plus.google.com/	<input type="text"/>	eg: your_profile_url
Widets	<input type="text"/>		

Nowadays Social Media is at the forefront of both Business owners & marketing company's minds. Social Media is dramatically changing the way we interact with & purchase products & services from businesses. The searching for services is moving rapidly away from desktop computers and laptops to iphone, Android and tablet technology otherwise known as SO LO MO (Social, Local, Mobile).

We have included all current major Social Media links above so that these can also be seen at the bottom of your Online Portal Advertisement and will assist to further promote your business through Social Media