

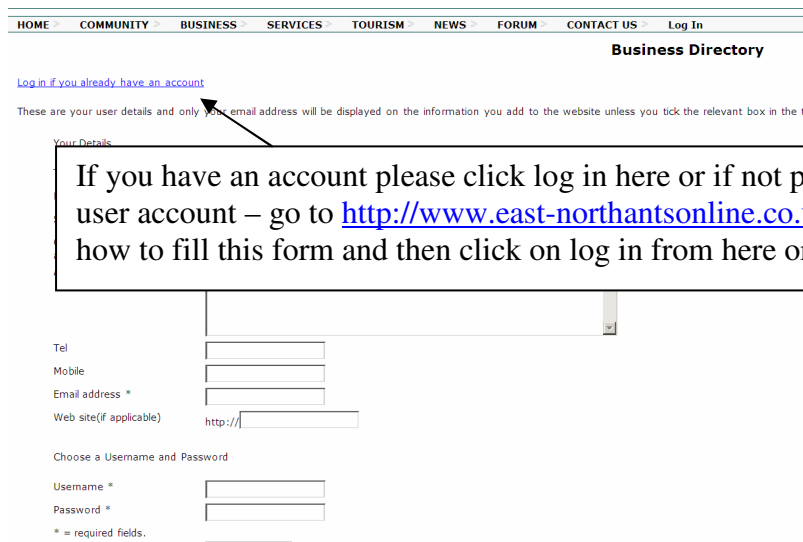
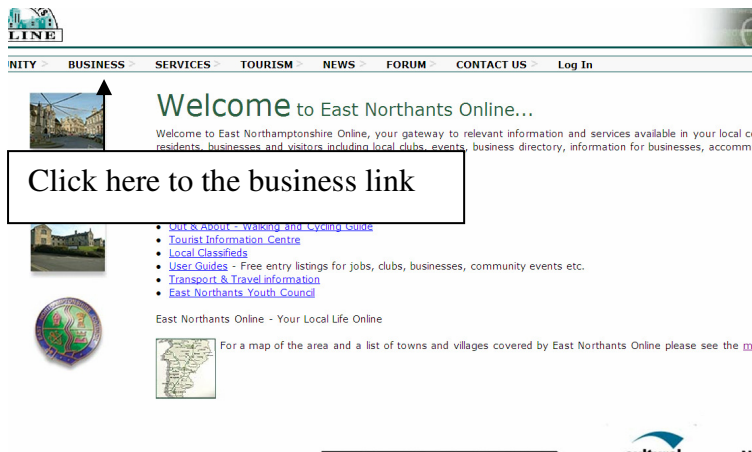


Portal

Business

Entering Business onto Your Community Portal

1. Firstly Log In to the Portal – www.eastnorthantsonline.co.uk



Once you logged in, you will have the following screen. Click on **Add** business



This then produces the following screen:

The screenshot shows a web form with five tabs at the top: 'Basic Details', 'Advanced Categories', 'Accommodation', 'Submit', and 'Your Entry'. The 'Basic Details' tab is active. Below the tabs, there is a warning: 'IMPORTANT! To complete this entry and have it published all pages must be completed. To move between the pages use the "Next" and "Back" buttons at the bottom of the form.' Below this, a note says '* - required fields'. The form contains several input fields: 'Business Name *', 'Flat Number or house number if house name specified below', 'House Number or Name', 'Street Name', 'Suburb', 'Town or Village', 'County', 'Post Code *', and 'UPRN Unique Property Reference Number, for further information see www.uprn.org.uk'. There is also a 'Location(s) *' field with a dropdown menu showing a list of locations: Achurch, Ailsworth, Aldwinckle, Apethorpe, Armston, Ashton, Barnwell, Barnwell All Saints, Barnwell St Andrew, and Blatherwicke. A note next to the dropdown says 'Please select the most appropriate location for your information. If your location is not listed it may mean that we do not cover y'. Below the dropdown is a 'Further details' text area with a 'Further details' label. At the bottom, there is a 'Website' field with a 'http://' prefix and an 'education.edu' suffix.

There are five stages for adding a business entry, each stage is displayed as a 'tab' near the top of this page. You will need to fill in the required fields (marked with an *) in order to advance to the next stage (click the next button when you are ready to move on each time).

BASIC DETAILS

Business Name*: This should be the name you trade under, i.e. you shop name, accommodation name or branch name.

Flat Number, House Number or Name, Street Name, Suburb, Town or Village, County, Post Code*: Address details of the business premises to go in these fields.

UPRN: If you know the Unique Property Reference Number of the your business enter it here. Click the website link for further details.

Location: Please select the location where you business is based. Please do not select the areas you cover. If your location is not listed this website may not cover your area.

Further details: Please provide a brief description of the services or products you provide. This information will form the main body of text that describes your business activities and services provided.

Categories: Please select the most relevant category for your business.

Website, Email:** If your business has a website or web page please enter it in the Website field (the http:// part of the address is not required). Also enter an email address which is to be used for enquiries from your business entry page.

Phone, Mobile, Fax: Standard details required here. If the business does not have one

or more of these please leave the field blank.

Save the page by clicking on **save** at the below so you can preview it and then click the **next** button to advance on to the **Advanced** stage.

This then produces the following screen:

The screenshot shows a web form titled "Update Business" with a navigation bar containing "Basic Details", "Advanced Categories", "Accommodation", "Submit", and "Exit". The "Advanced" tab is selected. Below the navigation bar, there is an important notice: "IMPORTANT! To complete this entry and have it published all pages must be completed. To move between the pages use the 'Next' and 'Back' buttons at the bottom of the form." A note indicates that asterisks denote required fields. The form includes several input fields: "Contact Name", "Contact Position", "Business Size" (a dropdown menu currently showing "1-10 employees"), "# of employees locally", "# of employees nationally", and "# of employees globally". There is a "Full SIC code" field with a small window icon and a note: "(opens in new window) Enter: add a number e.g 34015 not 34.015". Below this is a "Keywords" text area with the label "alternative search words". An "Opt-out of Enquiry Service" checkbox is present, with a note: "Tick this box if you do not want people browsing this site to be able to easily send you enquiries. (Enquiries are filtered by the site administrator)". There is a "Picture" section with an "add picture" button. At the bottom, there are "back" and "next" buttons, a "save" button, and a "preview" button with a note: "opens in new window - save your changes first to see them". A footer note states: "Last updated 12/03/2009 10:47:04" and a disclaimer: "** - By publishing your email address your email address becomes public which may result in an increase of unwanted email. Please note that East Northants Online does not take responsibility for such emails."

ADVANCED

Contact Name, Contact Position: The name and position of the person who you wish to be used as a contact for the business.

Business Size, # of Employees, SIC Code: Optional information. By providing this information you are helping us to provide better services for local businesses.

Keywords: please list any phrases or keywords that someone would use when searching for your type of business - this could be services or products you offer or variations on your business name. Words do not need to be separated by commas or new lines. Keywords will not display on your published entry.

Opt out of Enquiry Service: The enquiry service is not used on all websites, but where used enables visitors to email many businesses at once for quotes, availability, general enquiries etc. If you prefer not to receive such enquiries, please tick the 'Opt Out' box.

Picture: Some websites display images on the entry. You can upload your business logo or picture of your shop, products, etc.

Save the page and click the **next** button to advance on to the **Categories** stage as like the following screen:

Business Categories

- Accommodation
- Art & Craft
- Building Services & DIY
- Care Homes, Support & Sheltered Housing
- Childcare & Nurseries
- Coffee Shops & Tea Rooms
- Computers, Internet & Telecommunications
- Electricians & Electrical Suppliers
- Florists & Gardening
- Furniture & Interiors
- Haulage, Shipping & Transportation
- Local Transport & Vehicle Hire
- Mining & Quarrying
- Newsagents, Books & Stationery
- Plumbing, Heating & Gas
- Pubs, Restaurants & Bars
- Security & Alarms
- Training, Conferences & Exhibitions
- Wholesalers, Distributors & Suppliers
- Agricultural Products & Services
- Banking, Financial & Post Offices
- Business Services & Advice
- Catering & Local Food Producers
- Churches & Religion
- Colleges, Courses & Tuition
- Delivery, Storage & Removals
- Engineering & Construction
- Food Shops & Supermarkets
- Gift Shops & Jewellers
- Health Care Services
- Manufacturing, Recycling & Packing
- Miscellaneous
- Pets & Animal Care
- Printing, Publishing, Copy Shops & Graphic Design
- Rural Craft & Cottage Industries
- Solicitors & Legal Advice
- Travel Agents & Tour Operators
- Antiques & Fine Art
- Brewing, Vintners & Wine Merchants
- Car Sales & Maintenance
- Charities & Community Groups
- Clothes, Shoes & Accessories
- Commercial Lawyers
- Driving Schools
- Estate Agents, Architects & Surveyors
- Funeral Services
- Hair, Beauty & Wellbeing
- Laundry & Cleaning
- Marketing, Media & PR
- Music, TV & Video
- Photographers & Photographic Services
- Public Sector
- Schools
- Sports, Leisure & Entertainment
- Wedding Services

Special Categories

- Local Food Producers & Farm Shops >
- Beef
- Cakes & Baked Goods
- Dairy & eggs
- Farm Shop
- Fish & seafood
- Fruit & veg
- Honey & Preserves
- Lamb
- Online Shop
- Plants & trees
- Pork, bacon & ham
- Poultry

CATEGORIES

Please select at least one main **business category**. This will allow you to be displayed when a user is searching through the relevant category listings on the web site.

Special Categories: This section is for local food producers such as farmers who have a farm shop or sell at markets. Some websites have a farmers market section where this information is displayed. NB: This section is not for grocery stores, supermarkets or restaurants.

Categories for Local Attractions: If your business provides any of these options please select them. **This section should only be used if your own business provides any of the services, and not if they are simply in the surrounding area.**

Click on *save* and then the *next* button to advance on to the **Accommodation** stage as below:

Update Business

Basic Details | **Accommodation** | Submit | Your Entry

IMPORTANT: To complete this entry and have it published all pages must be completed.
To move between the pages use the "Next" and "Back" buttons at the bottom of the form.

* = required fields

Type of accommodation

B & B / Guest Houses Caravan / Camping Hotels & Lodges
 Pub Accommodation Self Catering

Location Name

[National Accessible Scheme](#) (opens in new window) None

Room Details

Price Range From £

Price Basis (e.g per room per night)

Member of Group

Credit Cards Accepted (e.g. Visa, Amex)

Number of Bedrooms

Sleeps - Maximum

Sleeps - Minimum

Number and type of pitches

Official Ratings

Number None star diar₀nd

Rated by AA

Other Rating details

Facilities

A motor home Boat Donator Bulk Water Here

ACCOMMODATION

This stage is only for use by accommodation providers. If you are not an accommodation provider please scroll down the page and click the *next* button to skip this stage.

Type of Accommodation: Select the relevant accommodation type by selecting it here.

Location Name: the location of the actual accommodation.

National Accessible Scheme: if the accommodation is a member of a scheme please select it here. Click the National Accessible Scheme web link for more information.

Room Details: brief description of accommodation available, ie. "3 rooms available, 2 double, 1 single"

Price Range: Enter the lowest price you offer in the From field. Put the highest price charged in the To field. Specify whether this is per room per night or weekly etc. in the Price Basis field below.

Price Basis: eg. per room per night or weekly (in regards to the Price Range field above).

Member of Group: If the accommodation is a member of any particular group you can enter it here.

Credit Cards Accepted: list any credit card types that you accept for payment.

Number of Bedrooms: the total number of bedrooms available for accommodation purposes only.

Sleeps Maximum & Sleeps Minimum: enter the maximum amount that your largest room will sleep in the Sleep Maximum field. Enter the lowest a room in the accommodation will sleep in the Sleeps Minimum field.

Number and type of pitches: for use by caravan/camp site etc. providers only.

Official Ratings: If the accommodation is a member of one of these listed rating providers, please enter the details in this section.

Facilities: selecting the facilities that the accommodation provides will allow them to be displayed on the entry, and also to allow the entry to be found if a user searches on that particular criteria.

Special Offer Detail: here you can enter details of any specials offers/deals the accommodation has. This could include things like weekend specials, seasonal deals, etc.

Special Offer - Date to Start Display & Special Offer - Date to Stop Display: allows your text entered in the Special Offer Detail field to only be visible on your entry between certain dates.

Click on *save* and the *next* button to advance on to the **Submit Your Entry** stage.

SUBMIT YOUR ENTRY

Now you must choose the type of entry you wish to have. All businesses are entitled to a free entry on the site. There are paid for subscription services too, details of which can be found further down this page. Click on the desired service to submit the entry and/or pay for the service (if relevant).

Saving, Previewing & Submitting your entry - You can see how your details will look to the site visitor by clicking on the save button, then the preview link text at the top and/or bottom of the page at any time. A preview screen will appear showing your entry with the changes you have made.

If you wish to make changes simply close the preview and go back to the form, making the changes you wish - you can preview your entry as many times as you wish.

Once you are happy with your entry close the preview screen and choose the 'Submit' button at the bottom of the form page. You do not have to submit your entry straight away - if you want to come back to it another day simply click the save button before you logout and your information will be saved.

Your entry will not go live until it has been checked by the content approver.

Updating your entry in the future - there is no need to add your details from scratch again. To update your details simply login with your username and password at any time and choose 'Update' from your control panel. Your entry will be listed and available for you to view or update.