



Portal Partner

WasteXchange

Entering your unwanted materials onto Your Community Portal

1. Firstly Log In to Portal Partner



Welcome to East Northants Online...

Welcome to East Northamptonshire Online, your gateway to services available in your local community. Contains information and visitors including local clubs, events, business direct, accommodation, places to visit, local services and more...

- [East Northamptonshire Council's website](#)
- [Report delivery problems with Nene Valley News](#)
- [Tourism Guide 2008 - Short Breaks and Accommodation](#)
- [Out and About Events Guide](#)
- [Out & About - Walking and Cycling Guide](#)
- [Tourist Information Centre](#)
- [User Guides](#) - Free entry listings for jobs, clubs, businesses, community events etc.
- [Transport & Travel information](#)



East Northants Online - Your Local Life Online



For a map of the area and a list of towns and villages covered by East Northants Online please see the [map page](#).

What's New

[Council support for Roadworks Report](#)

Local News

[Council support for 10/12/2008](#)
[By-election Thrapst Ward - 09/12/2008](#)
[Council reduces VA](#)
[Calling all licensees: being able to open Christmas period -](#)

Click here to log in to Portal Partner

connect to your council



Nene Valley News



Welcome to the Log In page. This page will allow you to access any of the information or services on the site that requires a password.

User Name :
Password :

Log In

[Forgotten your login details](#)

Enter your Portal Partner Username and Password here

Services accessible to date include:

- [Businesses](#) - Allows you to manage the information about your services.
- [Events](#) - Allows you to post events for your organisation which will be publicised across the site.
- [Jobs](#) - Allows you to post job vacancies.
- [Locations](#) - Allows you to update and manage information on your village.
- [Parish Council](#) - Allows you to update and manage information on your village.
- [WasteXchange](#) - Allows businesses to trade unwanted materials.
- [Clubs and Societies](#) - Allows you to build and manage a home page about your club or society.
- [Press Releases](#) - Allows you to publish news releases about your organisation.
- [Classifieds](#) - Allows you to advertise household items for sale.

Once set up, all of these functions can be accessed through the [Control Panel](#)

All of the sections work on the same principle - you can enter your information, **save** it, and then **submit** it. Your information will then go

This will then produce the following screen:

Self Publishing
[Add Gold](#)
[Add Silver](#)
[Delete Silver](#)
[Gold](#)
[Silver](#)

WasteXchange
[Add](#)
[Delete](#)
[Update](#)

Your Portal
[Control Panel](#)
[Your Details](#)
[Main Page](#)
[Logout](#)

Click on Add in WasteXchange category

This will then produce the following screen:

Add WasteXchange

* = required fields

Item *

Location(s) *

Wanted / Offered

Category(s)

Description *

Telephone *

Achurch
 Ailsworth
 Aldwincle
 Apethorpe
 Armston
 Ashton
 Barnwell
 Barnwell All Saints
 Barnwell St Andrew
 Blatherwycke

Please select the most appropriate location for your information. If your location is not cover your area and your submission may be rejected.

Wanted
 Offered

Computer / Electrical
 Construction
 Furniture
 Glass
 Metals
 Packaging
 Paper & Card

[advanced edit](#)

4. Complete the Template:

- Item:** Enter the description of the item
- Location:** Choose the location that best describes where it is based
- Wanted/Offered:** Choose if you want it or you are offering it
- Category:** Choose the category that best relates to your item
- Description:** Write briefly anything relevant about the item
- Telephone:** Enter a telephone number for enquiries about the item
- Fax:** Enter a fax number
- Email:** Enter an email address for enquiries / replies to the advert
- Company:** Enter the name of the company advertising the item
- Contact Name:** Enter a contact name for enquiries
- Website:** Enter a website address where applicable
- Terms & Conditions:** Read first the terms and conditions and if you agree please tick the button 'I understand and agree to these conditions'
- Preview:** Click on save and then here to preview what the entry will look like when on the website. If you are unhappy with it, amendments can be made and then preview the site again.
- Submit:** Click here to submit your item for approval.

The Web Team for the portal will approve the entry. It will appear on the website by the end of the next working day following the day it was submitted.