



eDirectory User Manual V.5





About the Manual

This Manual provides a complete understanding of the eDirectory software application. The Site Managers manage Member accounts, prepare product listing specifications, handle E-mails, adjust pricing, manage site content and the photo gallery [where Members can upload trailer videos/photos of products and services], define events, promotions, and ad banners. This process allows members to advertise their products and services simply and conveniently.

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SITE MANAGER

INTRODUCTION

The eDirectory software allows for the creation of an on-line web-enabled electronic store/site. The Members can [sign up](#) for an [account](#), [feature](#) their own [products](#), [set](#) their own [Photo gallery/video gallery](#), [make payments](#), [reactivate expired accounts](#), [view ratings](#) and [comments](#) from end users regarding their products and services. Most importantly, [sell products](#) through an easy online Directory. eDirectory is easy-to-use and simple to setup, which makes it easy to list, sell and complete transactions online, anytime and anywhere.

The items, which allow for the managing of all activities within eDirectory, are listed below.

- [Listing as Member](#)
- [Feature their products](#)
- [Present banners](#)
- [Feature events](#)
- [Manage Articles](#)
- [Pay subscriptions](#)
- [E-mail Notifications](#)
- [Advertise products through photos/videos](#)
- [Conduct Promotions](#)

eDirectory allow members to advertise their products and services. Following are some of the important features of the eDirectory software:

- [Simple tools for managing different products and services](#)
- [Availability and use of pre-designed templates](#)
- [Member Listing sign-up process](#)
- [Introducing interesting features like banners, ads, events, articles and promotions](#)
- [Secure transactions with their accounts](#)
- [Instant online help](#)



USER TYPE

eDirectory has three types of users –

1. Site Manager
2. Member
3. Customer

Site Manager

The Site Manager handles the complete application and has full privilege to access the entire system.

Member [Member / Member]

Members register in eDirectory for promoting their products, pay subscriptions and sell products to customers.

Customer

The customer purchases the product(s) from the Directory. The payment is made and the goods are delivered based on agreed terms between the seller and the buyer.



Login

This screen allows Site Managers to access the administrative module within eDirectory. When they enter the system, this is the first screen that appears asking the user to enter their Username and password to authenticate their access.

A screenshot of the eDirectory login page. The page has a white background with a black border. In the top left corner, the text "Log In" is displayed. In the center, there is a light grey rectangular box containing the login fields. Inside this box, the "Username:" label is followed by a text input field containing the text "sitemgr". Below it, the "Password:" label is followed by a password input field filled with ten black dots. Under the password field, there is a checkbox that is currently unchecked, followed by the text "Log me in Automatically". To the right of these fields is a blue button with the text "Log In" in white. Below the central box, the text "Test Password: abc123" is displayed in a small, red font.

Login Page

In the **Username** box, type your Login ID. In the **Password** box, type in your password. Passwords *are* case sensitive.

Click **Login**.



If the Site Manager wants the application to remember his username and password, check the *Log Me in Automatically* box.

Note

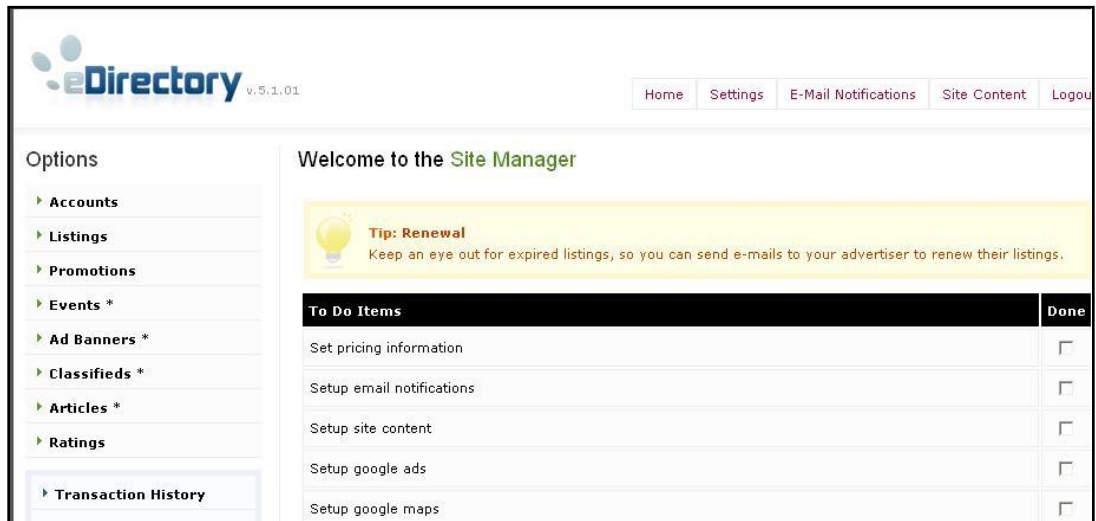
Login credentials are required for the Site Manager and Members.

Once the Site Manager has successfully logged in, they need to enter the online store, which opens in the Home page.



SITE MANAGER HOME PAGE

This is the first page that appears when the Site Manager logs into the application.



Home Page

The Home page displays two panels:

- [Right Panel](#) [Welcome to the Site Manager]
- [Left Panel](#) [Options]

Right panel

The links enable the Site Managers to set the options for members:

- [Home](#)
- [Site Manager Settings](#)
- [E-mail Notifications](#)
- [Site Content](#)

Left Panel

The Left panel provides a link to different options that Members can view when they have logged in with their own Login IDs. These include:

- [Accounts](#)
- [Listings](#)
- [Promotions](#)
- [Events](#)
- [Ad Banners](#)
- [Classifieds](#)
- [Articles](#)
- [Ratings](#)



- [Transaction History](#)
- [Create an Invoice](#)
- [Invoice History](#)
- [Google Settings](#)
- [Discount Codes](#)
- [Categories](#)
- [Locations](#)
- [Export Data](#)
- [Import Listings](#)



HOME


When the Site Manager clicks the Home link, the [Home Page](#) will be displayed. The Home Page will show a detailed view of To Do Items.

To Do Items

The information within the **To Do Items** allows the Site Manager to manage all administrative functions.

All the tasks of the Site Manager are explicitly defined in this page. It shows a list of events, featured listings, banners that have been approved or may be pending approval from the Site Manager.

Welcome to the Site Manager

**Tip: Renewal**
Keep an eye out for expired listings, so you can send e-mails to your advertiser to renew their listings.

To Do Items

» 10 listings to review and activate
» 1 custom invoice to be sent

The Site Manager is where you can manage your eDirectory site. This allows you to manage all aspects and data contained within eDirectory.

\$1827.00 total payments received in last 30 days.
\$0.00 total invoices received in last 30 days.
35803 listings approved and active.
10 listings waiting approval before going live.
1 listing expired.
1 listing expiring in the next 60 days.
1 listing suspended.
19 listings added last 30 days.

To Do Items

Through **To Do Items**, the Site Manager can access and manage data in eDirectory. These items include payments received, pending payments, total invoices, outstanding invoices, expired listings, activated accounts and expired accounts. You can also activate listings, banners, advertisements, events, classifieds, approve ratings, set-up E-mail notifications, set-up Google maps and Google-analytics.



Clicking on any of these links takes the Site Manager to the corresponding section from where he can perform the necessary action or see the latest transactions. E.g. Clicking **Payments Received** takes the Site Manager to the Transaction History page.

Transaction History						
<div>BackHistorySearchExport Payment Records</div>						
Found 312 records Showing page 1 of 32 pages Go to page: 1						
View						
Id	Status	Date	Amount	Account	System	
MAN_4661D4F06B6DD	Completed	06/02/2007 16:37:04	100.00 (USD)	demo	manual	
FREE_4661ADDB900D2	COMPLETED	06/02/2007 13:50:19	0.00	demo	(free)	
FREE_4661ADA07C84D	COMPLETED	06/02/2007 13:49:20	0.00	demo	(free)	
MAN_46606CFB7C84B	Completed	06/01/2007 15:01:15	100.00 (USD)	demo	manual	
MAN_46606CE98188A	Completed	06/01/2007 15:00:57	100.00 (USD)	demo	manual	
FREE_466041893F7BF	COMPLETED	06/01/2007 11:55:53	0.00	asas	(free)	
MAN_465FF3FB6B6D9	Completed	06/01/2007 06:24:59	100.00 (USD)	charles	manual	
MAN_465FEA900753F	Completed	06/01/2007 05:44:48	500.00 (USD)	demo	manual	
507508423	Approved	05/31/2007 15:09:39	200.00 (USD)	richard	creditcard	
MAN_465D4144AAFDE	Completed	05/30/2007 05:17:56	50.00 (USD)	Darryl	manual	

E.g. Transaction History



SITE MANAGER SETTINGS

The following sections allows the Site Manager to configure eDirectory settings:

- [General](#)
- [E-mail](#)
- [Ratings](#)
- [Designations](#)
- [Pricing](#)
- [Invoice](#)
- [Import](#)

General

The General Page will allow the Site Manager to change his login ID or password.

The screenshot shows the 'Site Manager Settings' interface. At the top, there are tabs for 'General', 'E-Mail', 'Ratings', 'Designations', 'Pricing', 'Invoice', and 'Import'. The 'General' tab is selected. Below the tabs, there is a section titled 'Change Login Settings'. This section contains three input fields: 'Username' (with the value 'sitemgr'), 'New Password', and 'Retype New Password'. A blue 'Submit' button is located at the bottom right of the form.

Change Login Settings

- Enter the [Login ID](#) of the Site Manager in Username box.
- Enter [New Password](#) for the Site Manager login into the New Password box.
- Enter the [New Password](#) again in [Retype New Password](#), for further confirmation.

Click **Submit** to change the Login ID and password of the Site Manager.



E-mail

Click the E-mail tab under the menu [Site Manager Settings](#). This section allows the Site Manager to configure the E-mail accounts for general and specific sections.



Administrator E-mail

The first section shows the [Administrator E-mail](#) settings.

A screenshot of the 'Site Manager Settings' interface. At the top, the title 'Site Manager Settings' is displayed. Below it is a horizontal row of seven tabs: 'General', 'E-Mail', 'Ratings', 'Designations', 'Pricing', 'Invoice', and 'Import'. The 'E-Mail' tab is currently selected and highlighted. Below the tabs, there is a section titled 'Administrator E-Mail' with a right-pointing arrow icon to its left.

[Administrator E-mail Setting](#)

General E-mail

The second section shows the [General E-mail](#) section that can be configured by the Site Manager to receive general E-mail notifications.

A screenshot of the 'General E-Mail' settings section. The title 'General E-Mail' is at the top with a right-pointing arrow icon. Below the title, the heading 'General E-Mail:' is followed by a text input field labeled '*E-Mail:' containing the value 'info@edirectory.com'. Below this field is a checkbox that is checked, followed by the text 'Send e-mail notification on this email account.'

[General E-mail Setting](#)

The Site Manager can select the [Send E-mail notification on this E-mail account](#) to automatically receive E-mails on important events.

Specific E-mail

The third section shows [specific E-mail](#) address bars, under different headings, which include events, banners, classifieds, accounts etc. These E-mail IDs are set by the Site Manager and used to receive e-mails from members and visitors to the directory. The Site Manager sets these e-mails if they want specific e-mail addresses to receive information when specific actions occur. For example, the Site Manager can request that a specific e-mail address can receive notice when a new listing is added.

Specific E-Mail

Listing Add / Update
E-Mail:

Event Add / Update
E-Mail:

Banner Add / Update
E-Mail:

Classified Add / Update
E-Mail:

Article Add / Update
E-Mail:

Specific E-mail Setting

Once the E-mail ID details are entered, click **Submit** at the end of the page.



Ratings

Ratings

The first section with the sub-heading *Ratings* allows the Site Manager to enable ratings for the Directory. This will allow the customers to evaluate and give ratings to various products and services that they come across in the Directory.




This is how a rating looks in eDirectory.

Reviews for Technowledge

Technowledge


[print](#) [add to quick list](#) [email to friend](#)




TECHNOWLEDGE is an information technology service provider, focussing on providing end to end solutions while the concept of delivering customized business solutions remains at the heart of our operat

w: <http://www.technowledge.co.za>
e: chardip@technowledge.co.za

[More info >>](#)

 (0 reviews)

Rate it 

Name:

E-mail:

City, State:

Comment Title:

Comment:

Options

The second section shows the sub-heading *Options*. This allows the Site Manager to activate two options.

The first option ensures the Site Manager must approve rating comments by the customer before it gets published on the site.

The second option makes it necessary for the customer to provide his name and E-mail address while he rates a product or service.

Site Manager Settings

General

E-Mail

Ratings

Designations

Pricing

Invoice

Import

▶ Ratings

☒ Check this box to enable ratings for listings.

Submit

▶ Options

Before a comment appears:

☐ Sitemgr must approve the comment

☒ Author must fill out name and e-mail

Submit

Ratings

Click **Submit** to update these options.




Designations

This option allows the Site Manager to maintain certain attributes that can be mapped to a listing.

Listing Designations
(98px x 35px) (JPG or GIF)


Listing Designations allow you to designate listings with certain properties. For example, if you want to mark a listing as "Editor's Choice", you can upload your own icon, and mark the listings you wish to display the icon. You can also give members access to select the designations themselves by checking the box. For example you may want a "Pet Friendly" option that members can use to add to their listings.

Name 1:

 File 1:

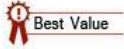
☒ Listing accounts can select this designation

Name 2:

 File 2:

☐ Listing accounts can select this designation

Name 3:

 File 3:

☒ Listing accounts can select this designation

Listing Designation

The Site Manager needs to select the "Listing accounts can select this designation" box to make this option available to Members.

This is how a designation appears.



E.g. Designation in eDirectory

Click **Submit** to save all changes.





Pricing

This option allows the Site Manager to provide default pricing for various categories under different sections such as event, banner, classified, listing etc. The prices can be set for different levels too.

Listing Default Prices

The first section shows **Listing Default Prices**, where the Site Manager can set different levels of default pricing for listings.

Listing Default Prices

	Price per year	# Categories Included	Extra Category price
Showcase:	<input type="text" value="99.00"/>	<input type="text" value="3"/>	<input type="text" value="5.00"/>
Premium:	<input type="text" value="75.00"/>	<input type="text" value="2"/>	<input type="text" value="5.00"/>
Basic:	<input type="text" value="50.00"/>	<input type="text" value="1"/>	<input type="text" value="5.00"/>
Free:	<input type="text" value="0.00"/>	<input type="text" value="1"/>	<input type="text" value="5.00"/>

Submit

Listing Default Prices

The Site Manager can set annual prices for listing levels for Members.

Price per Year – The Site Manager adds annual prices per listing levels to be paid by Members

Categories Included – The Site Manager adds standard categories per listing levels for which the member is charged annually

Extra Category Price – This price is paid by members in the event they add extra levels, in addition to the standard levels set by the Site Manager.

Click **Submit** to save the changes.

Event Default Prices

Event Default Prices

Price per year

Showcase:

Premium:

Basic:

Submit

Event Default prices

The Site Manager needs to enter standard annual charges for three listing levels and click **Submit** to save the changes.

Banner Default Prices

Banner Default Prices

	Price per year	Impressions per block	Price per block
Top:	<input type="text" value="150.00"/>	<input type="text" value="1000"/>	<input type="text" value="15.00"/>
Bottom:	<input type="text" value="75.00"/>	<input type="text" value="1000"/>	<input type="text" value="0.00"/>
Featured:	<input type="text" value="10.00"/>	<input type="text" value="1000"/>	<input type="text" value="10.00"/>
Text Ad:	<input type="text" value="5.00"/>	<input type="text" value="1000"/>	<input type="text" value="5.00"/>

Submit

Banner Default Prices

- (i) The Site Manager needs to enter the annual charges for all 4 levels
- (ii) Impressions per block allow the Site Manager to change the pricing based on volume of traffic that the site expects to receive. The more traffic that the site expects, the more the Site Manager can charge.
- (iii) The Site Manager also sets the price for each of these blocks for the banner.

Note:

An *impression* is when a banner is displayed. So every time a page loads and a banner is displayed, that is one impression. An Impression block is a group of impressions – normally people sell them in blocks of 1000 (also called CPM)



Classifieds Default prices

▶ Classified Default Prices

Showcase:	<input type="text" value="30.00"/>	Price per 30 days
Premium:	<input type="text" value="15.00"/>	Price per 30 days
Basic:	<input type="text" value="0.00"/>	Price per 30 days

Submit

Classifieds Default Prices

The Site Manager needs to enter the monthly charges for 3 levels.



Article Default Prices

Article Default Prices

Article: **Price per year**

Article Default Prices

The Site Manager needs to enter the annual charges for article subscription.

Invoice

This section allows the Site Manager to maintain the invoice details. The information is displayed to Members when an Invoice is generated.

The following eDirectory account information is displayed.

Site Manager Settings

Invoice Information (Directory account information)

Company Name:

Address:

City:

State:

Country:

Zipcode:


Phone:

Fax:

E-mail:

Invoice Logo (180px x 70px):

Transparent .gif not supported



☐ Check this box to remove your existing image



Invoice

The Site Manager needs to enter company details and click **Submit** to save the changes.

Import Settings

A screenshot of the "Import Settings" form. The form has a title bar "Import Settings" in a light blue box. Below the title bar, there are three settings: "Import listings to the same account:" with an unchecked checkbox, "Enable all imported listings as Active:" with a checked checkbox, and "Default Level for imported Listings without level:" with a dropdown menu showing "Showcase". At the bottom center of the form is a blue "Submit" button.

Import Settings

- (i) Check the *Import listings to the same account* box.
(**Note:** Sometimes the data provided is incomplete, so when data is missing, the Site Manager needs to create just one account and import all listings to that account, otherwise there will be unnecessary accounts). If the Site Manager does not want this option, the box should be left unchecked.
Check *Enable all imported listings as Active*, if the Site Manager wants the imported listings to be activated when a Member imports these listings. If the Site Manager does not want to enable this function, the box should be left un-checked.
- (ii) Expand the dropdown list corresponding to *Default Level for imported Listings without level* to select a listing level that will serve as the default level for listings.
(**Note:** Generally, Listings to be imported do not have level info, so the Site Manager needs to assume one default level for all accounts).



E-MAIL NOTIFICATIONS

In this section the Site Manager can manage E-mail notifications for Members. The E-mails include reminders and notifications to members about their tasks.

E-Mail Notifications					
Manage the e-mail notifications					
Found 14 records					
 Edit					
Name	Type	Status	Last Update		
30 day renewal reminder	Renewal Reminder	Active	12/05/2006 04:27pm		
7 day renewal reminder	Renewal Reminder	Active	12/06/2006 05:39pm		
1 day renewal reminder	Renewal Reminder	Active	02/13/2007 09:54am		
15 day renewal reminder	Renewal Reminder	Active	02/13/2007 09:55am		

E-mail Notifications

Type of E-mail notification will be stated in Manage E-mail notification page. The status of the E-mail will be defined as *Active* or *Inactive*.

Edit E-mail notifications

The Site Manager can make modifications in E-mail notifications by clicking **Edit**. The following page will be displayed:

• Back

Automatic email sent 1 day before account expiration date to remind listing owners to renew their account.

Disable e-mail: ☐

Content Type: ☒ text ☐ html

Bcc:

Subject: (Click here for using variables)

Restore default message:

Body:

Dear ACCOUNT_NAME,

Your listing "LISTING_TITLE" will expire in DAYS_INTERVAL days.

You can renew immediately by logging in to your account and submitting a credit card payment through the Payment area by the link below.

DEFAULT_URL/members/billing/index.php

For further assistance please contact SITE_MGR_EMAIL

Thank you for being a member of the Directory.

Regards,

Edit E-mail Notifications

- (i) Disable a particular E-mail notification by checking **Disable E-mail** checkbox. Un-check to keep the function enabled.
- (ii) Specify a **content type** (text/HTML).
- (iii) Enter E-mail ID of those who should receive a **Bcc**.
- (iv) Enter the **Subject** of E-mail notification.
- (v) Choose **Restore Default Message...** This function allows the Site Manager to restore the text within the E-mail message template to its original system format before any changes were made.
- (vi) Edit changes in **Body text** of the E-mail, if required.

Click **Next** to preview E-mail notification format that will be sent. The following page will be displayed:



Automatic email sent 1 day before account expiration date to remind listing owners to renew their account.

FROM: info@edirectory.com
TO: john_smith@user_domain.com
BCC:
Subject: Listing renewal notification

Dear John Smith,

Your listing "John's Auto Repair" will expire in 1 days.

You can renew immediately by logging in to your account and submitting a credit card payment through the Payment area by the link bellow.

<http://www.demodirectory.com/members/billing/index.php>

For further assistance please contact info@edirectory.com

Thank you for being a member of the Directory.

Regards,
The Demo Directory Team

Back

Save

Preview E-mail Notifications

Click **Back** to return to previous page.
Click **Save** to save the modifications.







SITE CONTENT

This option allows the Site Manager to manage content for the entire site. Using this option, the Site Manager can add/edit the content of all web pages.

The Site Manager can manage the following content:

- [General](#)
- [Custom](#)
- [Listing](#)
- [Event](#)
- [Banner](#)
- [Classified](#)
- [Article](#)

General

Manage Content		
General	Custom	Listing
Event*	Banner*	Classified*
Article*		
Found 5 records		
 Edit		
Name	Last Update	
Home Page	04/28/2007 03:26am	
Directory Results	04/26/2007 11:50am	
Terms of Use	12/09/2005 09:38am	

General Content

From this page, the Site Manager can view/edit content of general web pages like Home Page, Terms of Use, Header, and Footer etc. For example, click on the Edit icon corresponding to the Home Page:

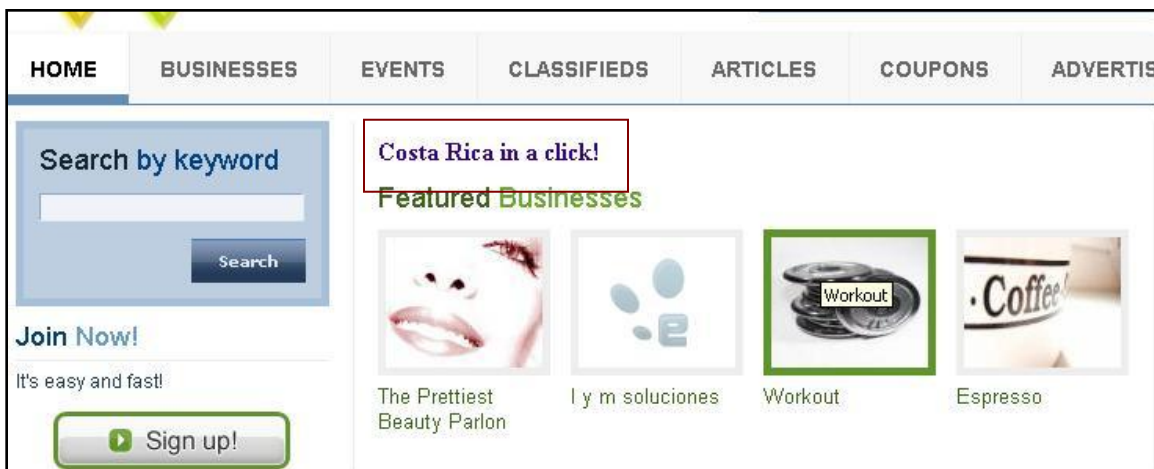


The Site Manager can view the contents in the HTML Editor. The content appears in the Directory as follows:



Edit Home Page Content

When required, the Site Manager can make the necessary changes to the content and click **Save** to update the page content. The updated content appears in the Directory as follows:



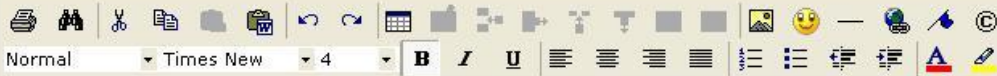
Home Page as shown

Manage Content

[Home Page](#)

[Back](#)


Note: When adding a hyperlink in the editor do not forget to add 'http:/' before the url.



Normal Times New 4 **B** *I* U [List Icons] [Link Icon] [Unlink Icon] [Image Icon] [Color Icon] [Background Color Icon] [Font Color Icon] [Font Size Icon] [Font Family Icon] [Bold Icon] [Italic Icon] [Underline Icon] [Text Color Icon] [Background Color Icon] [Font Size Icon] [Font Family Icon]

Costa Rica in a click! Wake up to the magical world...

Edit Content page



yellow flowers
Flowers to colour


HOME
BUSINESSES
EVENTS
CLASSIFIEDS
ARTICLES
COUPONS
ADVERTIS


Search by keyword
Search


Join Now!
It's easy and fast!


Costa Rica in a click! Wake up to the magical world...

Featured Businesses


Espresso


dfdfdf

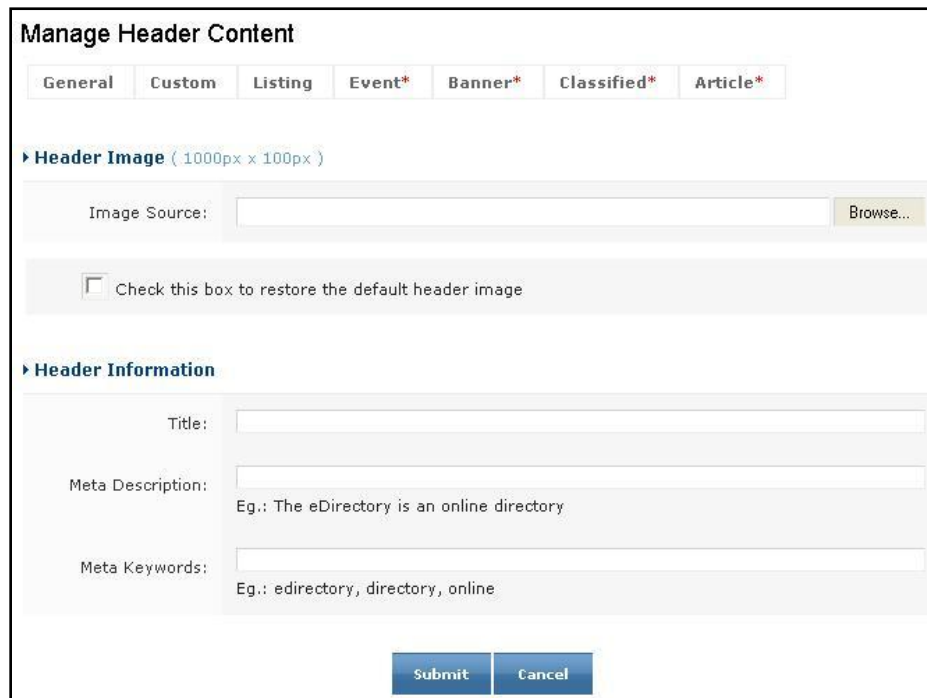

Christa's


Christa's Adult

Results shown after editing

Edit Header Content

This allows the Site Manager to update the Header image, title and meta-tags. The following page will be displayed:



The screenshot shows a web form titled "Manage Header Content". At the top, there are several tabs: "General", "Custom", "Listing", "Event*", "Banner*", "Classified*", and "Article*". The "General" tab is selected. Below the tabs, there is a section for "Header Image (1000px x 100px)". It contains an "Image Source:" text box with a "Browse..." button next to it. Below this is a checkbox labeled "Check this box to restore the default header image". The next section is "Header Information", which includes three text boxes: "Title:", "Meta Description:" (with an example "Eg.: The eDirectory is an online directory"), and "Meta Keywords:" (with an example "Eg.: edirectory, directory, online"). At the bottom of the form are two buttons: "Submit" and "Cancel".

Edit Header Content

Header Image

- (i) Click **Browse** to select an image file for the Header
- (ii) Select the checkbox corresponding to Header Image in case you want to change back to the default header image

Header Information

- (i) Enter **Title** for the header.
- (ii) Enter sentences as **Meta Description** for header
- (iii) Enter **Meta Keywords** for easy header search

Click **Submit** to save information. Click **Cancel** to terminate the action.

Custom

This feature allows the Site Manager to create custom web pages.



Add Custom Web Page

The Site Manager can add custom web pages and provide content for these by clicking **Add a Custom Page** link. The following will be displayed:

The content was successfully changed.

Content Name: Online eDirectory

Meta Tags:

Description: eDirectory online matters

Keywords: Online, eDirectory

URL:
http://www.demodirectory.com/content/Online_eDirectory.html

[get url](#)

Add Customs Content

- (i) Enter **Content Name** for the Custom page. This serves as the name of the custom page
- (ii) Enter **Description** for the page. This is used for internal reference
- (iii) Enter **keywords** for the page. This is an optional field

Click **Get URL** link to see the complete page URL.



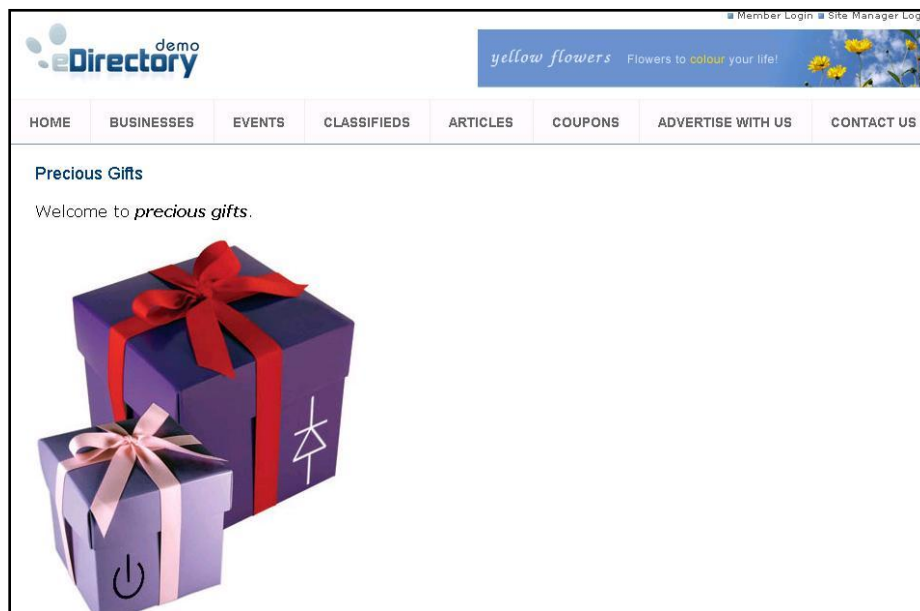
View Content URL

Once the custom web page is created the Site Manager can add content to the page through the **Editor** and click **Save** to create the custom web page along with its content. The new Custom page is added by the Site Manager will be shown as follows:

Manage Content		
General	Custom	Listing
Event*	Banner*	Classified*
Article*		
Add a Custom Web Page »		
Found 4 records		
Edit		
Name	Last Update	
Precious Gifts	06/03/2007 11:26am	Edit Delete
Selling Pages	Not Updated	Edit Delete

Add Customs Page

This is how a custom page appears in the Directory:



Edit Custom Page

Editing custom pages is very similar to adding custom pages. However, instead of clicking [Add customs Content](#) link, the Site Manager will need to click the **edit** link corresponding to page name that needs to be edited. This will bring up the Edit Customs Content page. This screen has the same format as Add Customs Content page. Just make the changes and click.

Listing

This section allows the Site Manager to edit design and content of the listing pages and levels.



Edit Listing Name

To update a listing for a certain page click the listing name. The following Editor will be displayed.

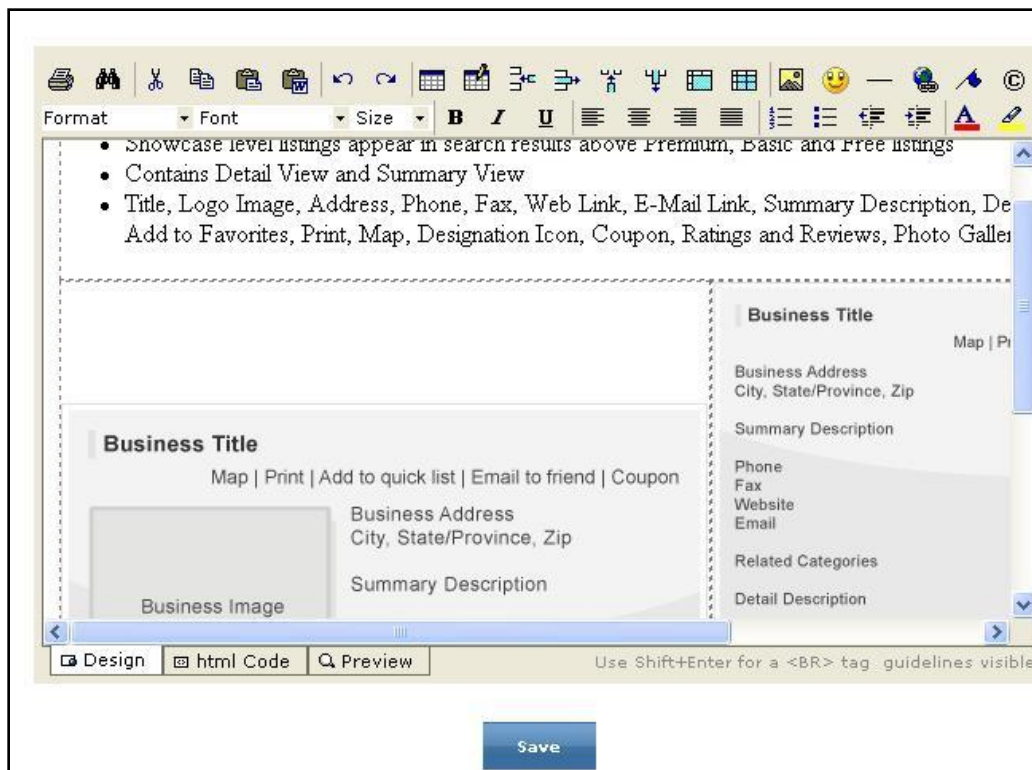
A screenshot of a web-based editor interface. At the top left is a "Back" link. Below it is a note: "Note: When adding a hyperlink in the editor do not forget to add 'http:/' before the url." The main area is a large, empty text box. Above the text box is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link insertion, unlink, image insertion, and other functions. Below the toolbar are dropdown menus for "Format", "Font", and "Size", followed by buttons for "B", "I", and "U". At the bottom of the editor are three tabs: "Design" (selected), "html Code", and "Preview". To the right of the tabs is a small text hint: "Use Shift+Enter for a
 tag guidelines visible". A blue "Save" button is located at the bottom center of the editor frame.

Edit Listing Name

Make changes in Editor and click **Save** to update changes.

Edit Listing Level Advertisements

The Site Manager can also edit content for Listing Level Advertisement by clicking the Edit button corresponding to the particular levels. The following page will be displayed.



• Showcase level listings appear in search results above Premium, Basic and Free listings

• Contains Detail View and Summary View

• Title, Logo Image, Address, Phone, Fax, Web Link, E-Mail Link, Summary Description, Detail Description, Add to Favorites, Print, Map, Designation Icon, Coupon, Ratings and Reviews, Photo Gallery

Business Title
Map | Print

Business Address
City, State/Province, Zip

Summary Description

Phone
Fax
Website
Email

Related Categories

Detail Description

Business Title
Map | Print | Add to quick list | Email to friend | Coupon

Business Address
City, State/Province, Zip

Summary Description

Business Image

Design | HTML Code | Preview

Use Shift+Enter for a
 tag. guidelines visible

Save

Listing Level Advertisements

This page shows application-defined parameters that get replaced by actual values depending on the specific levels of advertisements.

Click **Save** to update the information.



This is how the page appears in the Directory.

A screenshot of a 'SHOWCASE' business listing page. The header includes the word 'SHOWCASE' in red and the price '\$200.00 per year' in red. Below the header, a bulleted list describes the features of the Showcase level. The main content area is divided into two columns. The left column shows a 'Business Title' with links for 'Map', 'Print', 'Add to quick list', 'Email to friend', and 'Coupon'. It includes a 'Business Image' placeholder, 'Business Address' (City, State/Province, Zip), 'Summary Description', contact information (Phone, Fax, Website, Email), and a 'Ratings' section with three stars. A green 'Order Now!' button is at the bottom. The right column shows a similar layout but with a 'Photo Gallery' section containing four 'Gallery Image' placeholders and a 'Contact Form' with three input fields. A small note at the bottom right states '* These images are illustrative'.

Advertisement

Event

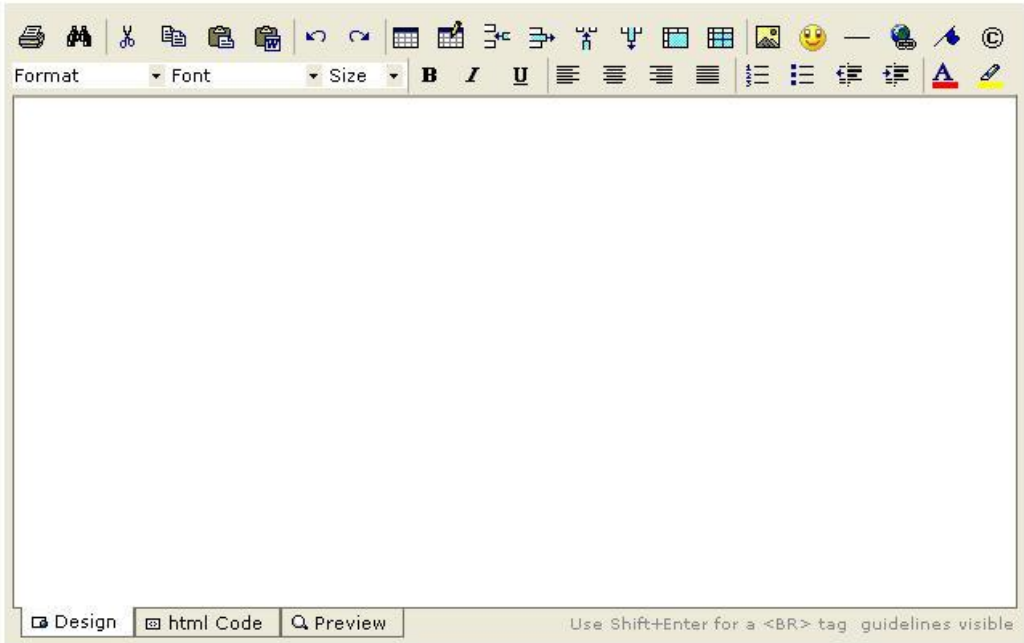
This section allows Site Manager to edit design and content of event pages and event advertisement levels.

Edit Event Name

To update the event for a certain event page, click that event name. The following Editor will be displayed.

• Back

Note: When adding a hyperlink in the editor do not forget to add 'http:/' before the url.



Design HTML Code Preview Use Shift+Enter for a
 tag - guidelines visible

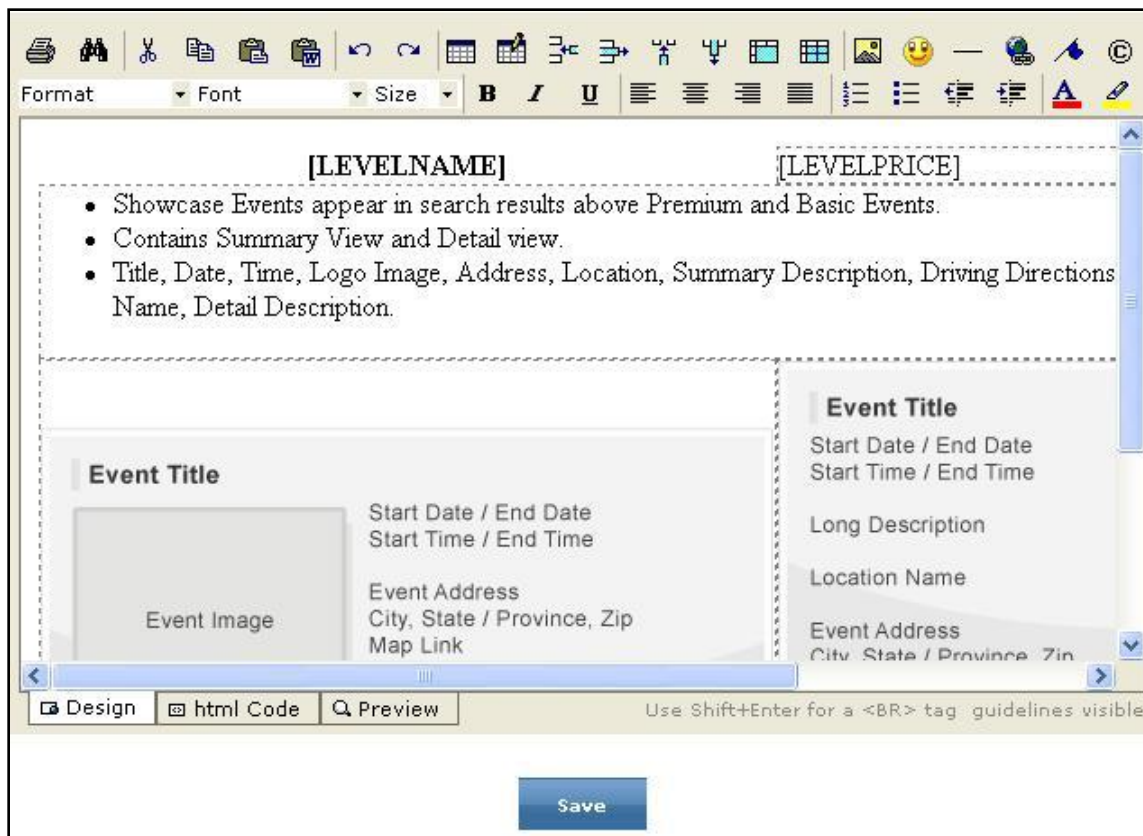
Save

[Edit Event Name](#)

When the contents are edited, click **Save** to update changes.

Edit Event Level Advertisement

The Site Manager can also edit content for Event Level Advertisement by clicking the **Edit button** corresponding to the particular levels. The page will refresh to the following page:



[LEVELNAME] **[LEVELPRICE]**

- Showcase Events appear in search results above Premium and Basic Events.
- Contains Summary View and Detail view.
- Title, Date, Time, Logo Image, Address, Location, Summary Description, Driving Directions Name, Detail Description.

Event Title

Start Date / End Date
Start Time / End Time

Long Description

Location Name

Event Address
City, State / Province, Zip
Map Link

Event Image

Design | html Code | Preview

Use Shift+Enter for a
 tag | guidelines visible

Save

Edit Event Level Advertisement

This page shows application-defined parameters that get replaced by actual values depending on the specific levels of events.


Click on **Save** to update the information.



This is how the page appears in the Directory.


SHOWCASE \$50.00 per year

- Showcase Events appear in search results above Premium and Basic Events.
- Contains Summary View and Detail view.
- Title, Date, Time, Logo Image, Address, Location, Summary Description, Driving Directions, Phone, Web Link, E-mail, Contact Name, Detail Description.

Event Title


Start Date / End Date
Start Time / End Time
Event Address
City, State / Province, Zip
Map Link
Phone
Short Description

Event Title
Start Date / End Date
Start Time / End Time
Long Description
Location Name
Event Address
City, State / Province, Zip
Map Link
Website
Email
Contact Name
Phone



[Order Now!](#)

* These images are illustrative

Event

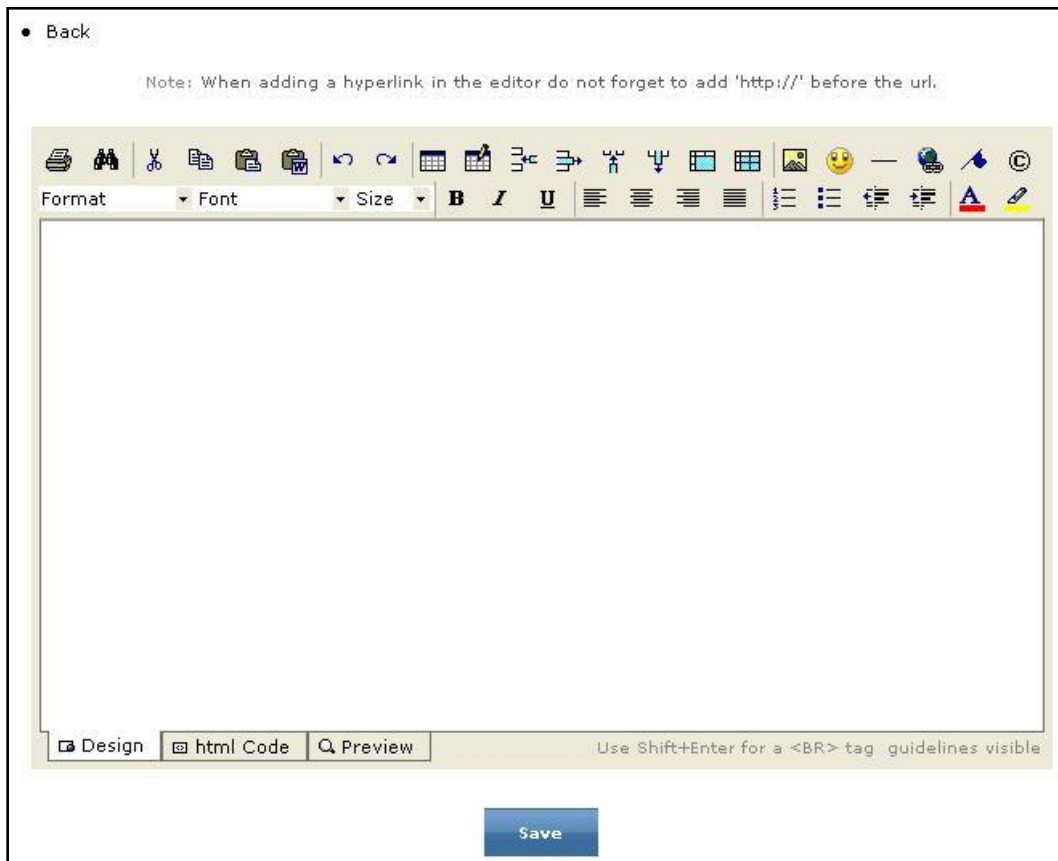
Banner

This section allows the Site Manager to edit the design and content of banners and banner type advertisements.



Edit Banner Content

To update banner, click on banner name. The following Editor will be displayed.

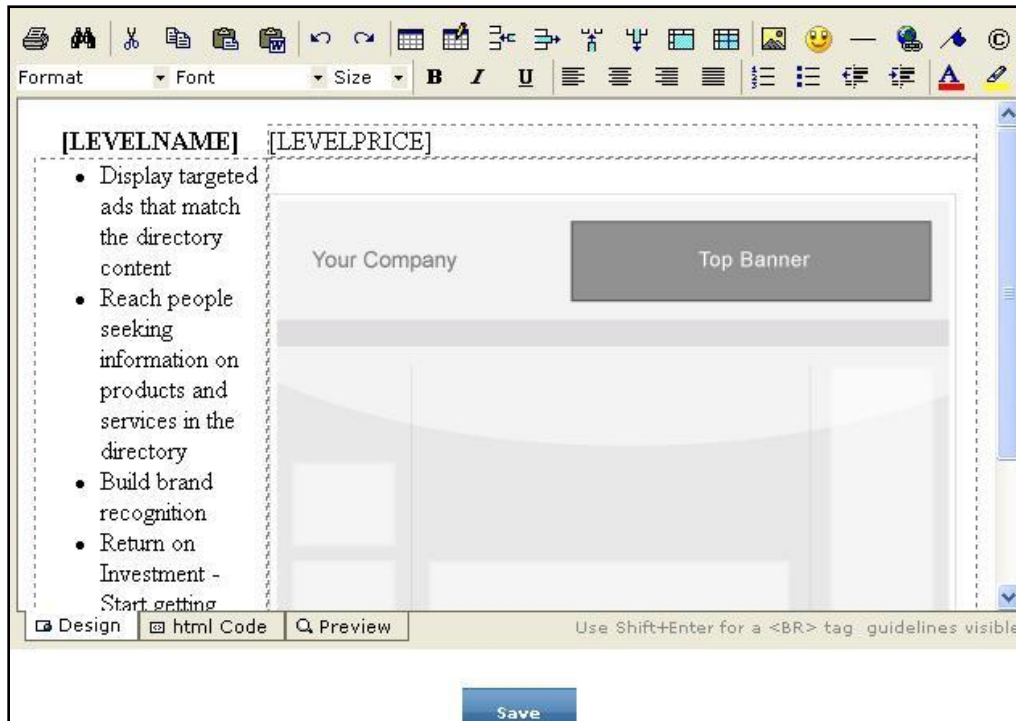


Edit Banner Content

When the contents are edited, click **Save** to update changes.

Edit Banner Type Advertisements

The Site Manager can also edit content for Banner Type Advertisements by clicking Edit button corresponding to that banner type. The following page will be displayed.

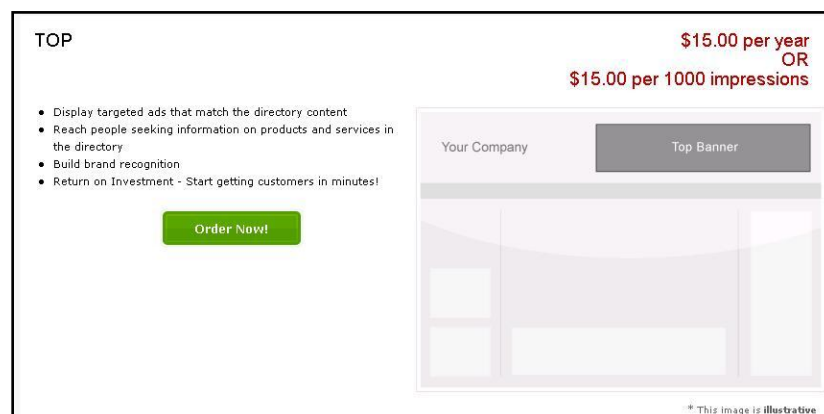


Edit Banner Type Advertisements

This page shows application-defined parameters that get replaced by actual values depending on the specific levels of banner.

Click **Save** to update the information.

This is how the page appears in the eDirectory.



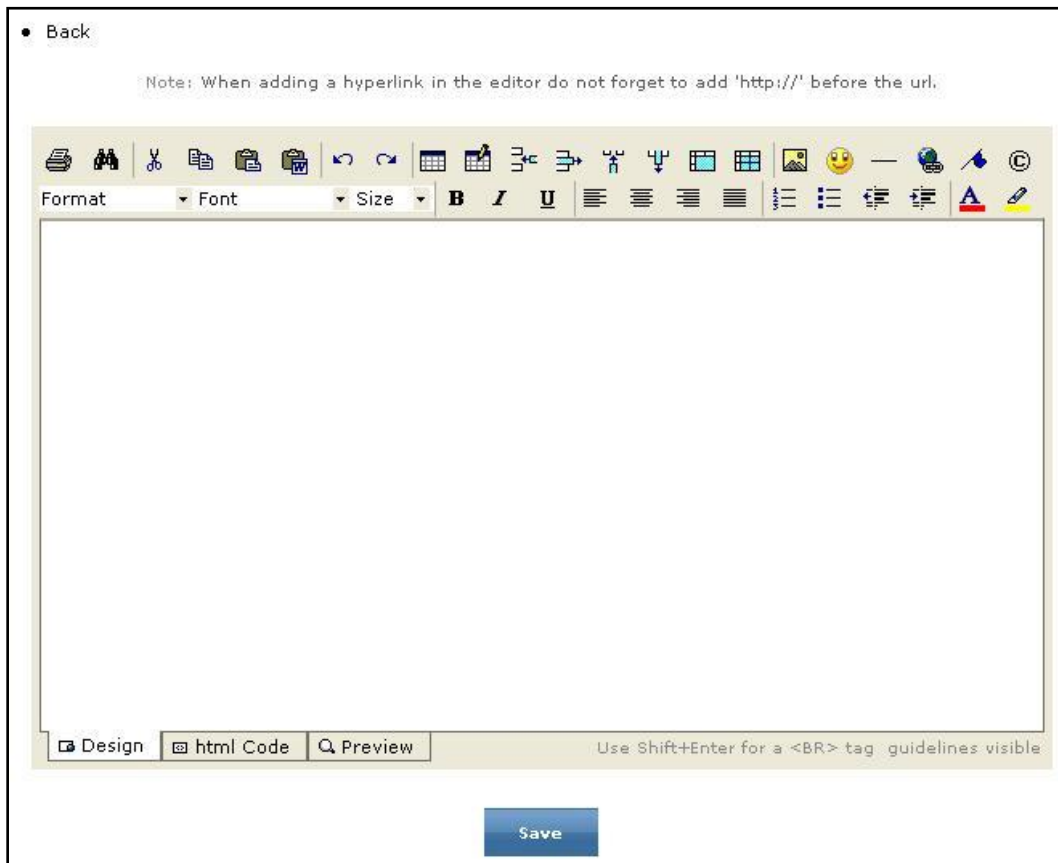


Classifieds Content

This section allows the Site Manager to edit the design and content of Classifieds and Classifieds Level advertisements.

Edit Classified Content

To update Classified, click on Classifieds name. The following Editor will be displayed.

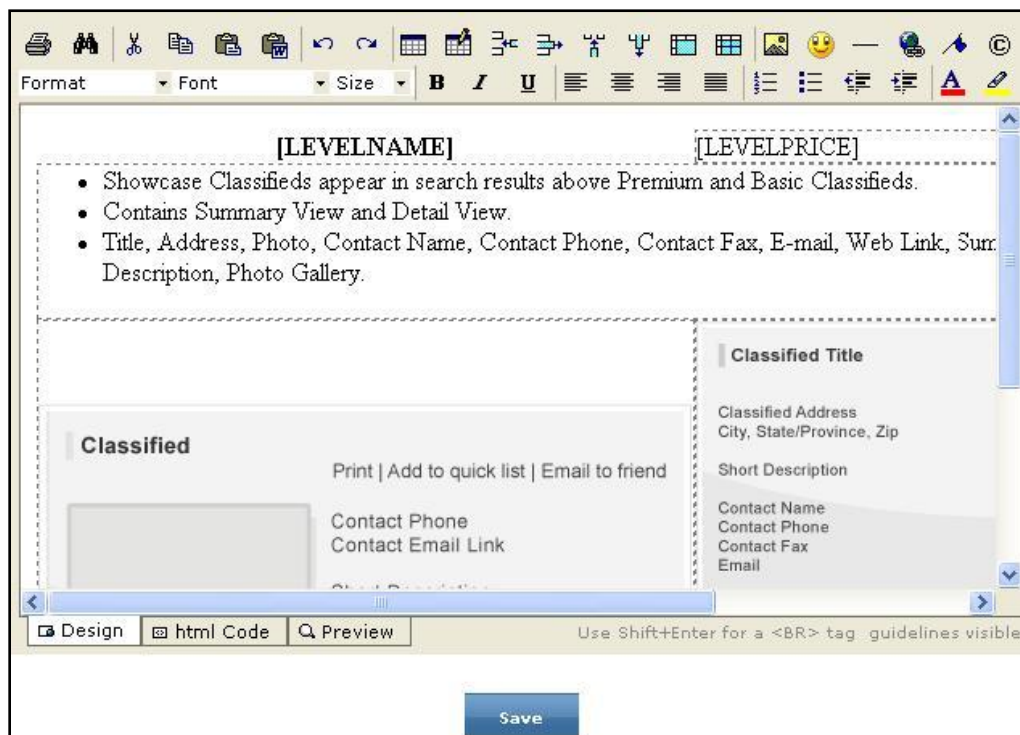


Edit Classified Content

When the contents are edited, click **Save** to update changes.

Edit Classifieds Level Advertisements

The Site Manager can also edit content for Classifieds Level Advertisements by clicking Edit corresponding to Classifieds. The following page will be displayed:



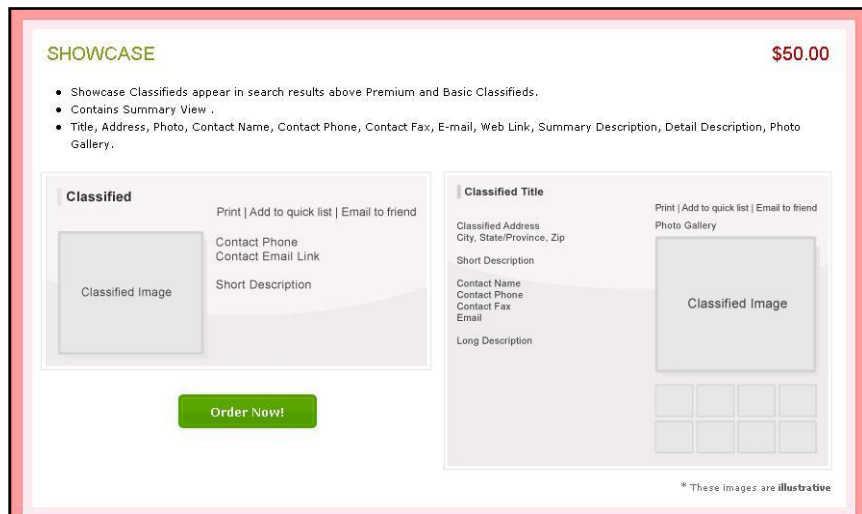
Edit Classifieds Level Advertisement

This page shows application-defined parameters that get replaced by actual values depending on the specific levels of classified advertisements.

Click **Save** to save changes.



This is how the page appears in the Directory.



Classified

Articles

This section allows the Site Manager to edit the design and content of Articles and Article Level advertisements.



Edit Article Content

To update Articles, click the Articles name. The following Editor will be displayed.

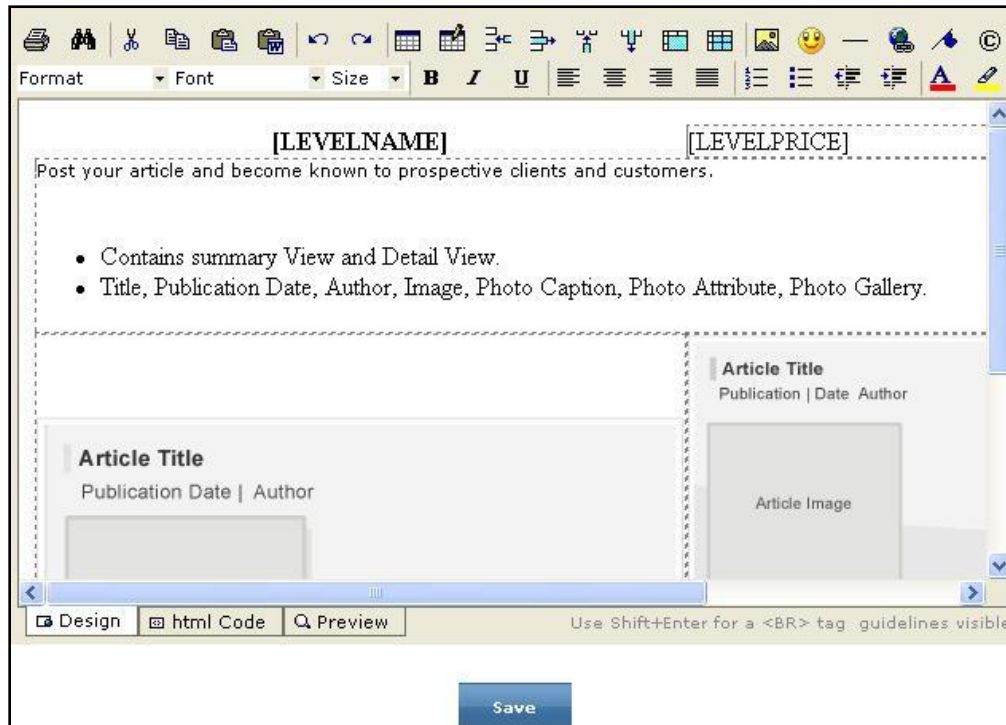
A screenshot of the eDirectory article editor interface. At the top left is a "Back" link. Below it is a note: "Note: When adding a hyperlink in the editor do not forget to add 'http://'" before the url." The main area is a large text editor with a toolbar at the top. The toolbar includes icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, image, table, and other formatting options. Below the toolbar are dropdown menus for "Format", "Font", and "Size", followed by buttons for "B", "I", and "U". The editor area is a large white rectangle. At the bottom of the editor are three tabs: "Design" (selected), "html Code", and "Preview". To the right of the tabs is a small text hint: "Use Shift+Enter for a
 tag guidelines visible". Below the editor area is a blue "Save" button.

Edit Article Content

When the contents are edited, click **Save** to update changes.

Edit Articles Level Advertisements

The Site Manager can edit content for Articles Level Advertisements by clicking the Edit button corresponding to a particular article. The following page will be displayed.



Edit Article Level Advertisements

This page shows application-defined parameters that get replaced by actual values in the article.

Click **Save** to update changes.



This is how the page appears in the eDirectory.

A screenshot of a web form titled 'ARTICLE' in green. In the top right corner, the price '\$50.00' is displayed in red. Below the title, a green instruction reads: 'Post your article and become known to prospective clients and customers.' This is followed by two bullet points: '• Contains summary View and Detail View.' and '• Title, Publication Date, Author, Image, Photo Caption, Photo Attribute, Photo Gallery.' The form is divided into two main sections. The left section contains a box for 'Article Title' with a sub-label 'Publication Date | Author', a placeholder for 'Article Image', and a text area for 'Abstract (250 chars)'. Below this is a green button labeled 'Order Now!'. The right section contains a box for 'Article Title' with a sub-label 'Publication | Date | Author', a placeholder for 'Article Image', and two text areas for 'Short Abstract' and 'Long Abstract'. Below these are sections for 'Photo Caption', 'Photo Attribute', and 'Photo Gallery', which includes four placeholder boxes for 'Gallery Image'. A small disclaimer at the bottom right states '* These images are illustrative.'

Article

ACCOUNTS

This feature allows the Site Manager to manage the accounts of all members who are registered with eDirectory.

The Site Manager can perform the following functions:

- [View Accounts](#)
- [Add Accounts](#)
- [Edit Accounts](#)
- [Delete Accounts](#)



View Accounts Home

The Site Manager can view, add, edit and delete Accounts.

Back Accounts Home Add Search		
Found 27 records Showing page 1 of 3 pages Go to page: 1		
# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z		
View Edit Delete		
Username	Last Login	
demo	04/30/2007 12:13pm	View Edit Delete
steve	04/27/2007 03:24pm	View Edit Delete
daniel	04/04/2007 11:01am	View Edit Delete
jussara	03/26/2007 01:59pm	View Edit Delete
camila	01/10/2007 10:12am	View Edit Delete

Accounts Home Page

The above page presents a list of all [members](#) who have registered.



View Accounts

View Accounts option allows the Site Manager to view the account details of each member. The entire account detail will be displayed:

Account Detail

[Back](#) [Accounts Home](#) [Add](#) [Search](#)

Manage Account

- [Edit Account and Contact Information](#)
- [Delete Account](#)
- [Login into this Account](#)
- [Email the account holder their password](#)

Account Information

Username: steve
Last Updated: 01/06/2006 12:48pm
Date Created: 01/06/2006 12:24pm
Last Login: 04/27/2007 03:24pm

Contact Information

Name: Green, Steve
Company: Garden House
Address: 554 Main Street
State / City / Zip: CA, Sacramento, 87456
Country:
Phone: 015 254 2256 / **Fax:**
Email: gabriela@arcasolutions.com
URL:

[View Accounts](#)

The Site Manager can perform the following activities:

[Edit Account and Contact Information](#)

[Delete Account](#)

Login into this Account

This allows Site Manager to preview a member account, as a member would see.

E-mail the account holder their password

This link allows the Site Manager to send password information to a respective member through E-mails. The following page will be displayed:



Forgotten Password

▶ **Forgotten Password Account - demo**

Email the account holder a link to reset their password?

Click **Yes** to send password to respective member's E-mail ID. Click **Cancel** to terminate the operation.

The rest of the page displays details about Account information and Contact information of the chosen member.

Add Accounts

The Site Manager is allowed to create an account on behalf of a member. Click **Add** to display the following page:

▶ **Account Information**

* Username:

Username must be between 4 and 80 characters with no spaces.

Password:

Password must be between 4 and 50 characters with no spaces.

☐

Send password by e-mail

▶ **Contact Information** (This information will not be displayed publicly)

* First Name:

* Last Name:

* Company:

Address Line1:

Street Address, P.O. box

Address Line2:

Apartment, suite, unit, building, floor, etc.

Add Accounts

You need to select the *Send password by E-mail* option if you want to send a confirmation E-mail to member where account details will be mentioned.



Enter necessary information and click **Submit** to create the member account.

Edit Accounts

The Site Manager can edit details of an account by clicking on Edit Account. Editing an account is very similar to adding it.

Delete Accounts

The Site Manager can delete account belonging to a particular Member. The account gets deleted after a confirmation from the Site Manager.

LISTINGS

This option allows the Site Manager to manage member listings.

The Home Page for Listings is as follows:

Back	Listings Home	Add	Search	Manage Categories
Found 35802 records Showing page 1 of 3581 pages Go to page: <input type="text" value="1"/> ▶				
# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				
Showcase Premium Basic Free				
View Edit Gallery Promotion Traffic Reports Rating				
Transaction Delete				
Listing Title	Level	Account	Status	
Espresso	Showcase	steve	Active	View Edit Gallery Promotion Traffic Reports Transaction Delete
Fly Airlines	Showcase	tony	Active	View Edit Gallery Promotion Traffic Reports Delete
Mexican	Showcase	brandon	Active	View Edit Gallery Promotion Traffic Reports Delete

Listings Home Page

The Site Manager can perform the following functions:

- [Add Listings Level](#)
- [View Listings](#)
- [Edit Listings](#)
- [Add/Edit Gallery](#)
- [Add Promotions](#)
- [View Traffic Details](#)
- [Manage Ratings](#)
- [Transaction](#)
- [Manage Categories](#)
- [Delete Listings](#)

Add Listings Level

The Site Manager can add listings for Members.



Select listing level	Prices
Showcase <input checked="" type="radio"/>	Showcase: 299.00 per year
Premium <input type="radio"/>	Premium: 199.00 per year
Basic <input type="radio"/>	Basic: 99.00 per year
Free <input type="radio"/>	Free: FREE per year

Submit Back

Listing Level

The Site Manager can choose the level for listing for a particular Member. The prices required-to-be-paid per listing will be shown beside the listing levels.

Click **Submit** to save information that takes the Site Manager to the next set of details (as described in [Edit Listings](#)) with which he can create a Member Listing.

View Listings

The Site Manger can perform the following functions:

- [Edit Listings](#)
- [Delete Listings](#)
- [Add / Edit Photo Gallery](#)
- [View/Add Promotions](#)
- [View Listing Reports](#)
- [Manage Ratings](#)

Edit Listings

Site Manager can edit the following listings information for Members.

Account



Account (To change a selected account click on it,)

Account: steve

Account Page



Information

Information

* Listing Title:	Espresso
E-Mail:	test_email@edirectory.com
URL:	http://www.edirectory.com/directory_ad.php
Display URL (optional):	http://www.expresso.com
Phone:	123 898 8989
Fax:	123 898 8999

Information Page

Location

Location

Address Line1:	305 Maple Ave West <small>Street Address, P.O. box</small>
Address Line2:	 <small>Apartment, suite, unit, building, floor, etc.</small>
Country:	United States
State:	KY
City:	Bardstown
Click here if you do not see your city.	
Zipcode:	22180

Location Page

The Site Manager can update location details for a Member.

Friendly URL and Image

Friendly Url

You can choose a page name to be accessed directly from the web browser as a static html page. The chosen name must contain only alphanumeric chars like "a-z", "A-Z", "0-9" and "_" instead of spaces.

For example: The page name "John_Auto_Repair" will be available through the url "http://www.demodirectory.com/John_Auto_Repair.html"

Page Name:

Image (300px x 250px) (JPG or GIF)




Image Source:

Transparent .gif not supported

☐ Check this box to remove your existing image

Friendly URL and Image

- (i) **Friendly URL** allows the Site Manager to specify a page name that can be directly opened from the Web Browser.
- (ii) The Site Manager can update a listing image by clicking **Browse...button**.
- (iii) The Site Manager also has the option to restore the default image by selecting the **Check this box to remove your existing image** check box.

Video Snippet Code, Attach Additional File, Summary Description and Description

▶ Video Snippet Code
(If video snippet code was filled in, it will replace the image above on the detail page)

Code:

▶ Attach Additional File (PDF, DOC, TXT, JPG or GIF)

Source:

Caption:

▶ Summary Description (max 250 chars)

125 characters left

Duis tincidunt. Donec lectus diam, scelerisque id, dictum sit amet, facilisis sit amet, ipsum. Aliquam interdum nibh ut metu.

(including spaces and line breaks)

▶ Description

Nunc vehicula, metus eget tristique luctus, nulla urna facilisis neque, vitae tincidunt velit nisi ac velit. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Maecenas quis sapien eget nisi lacinia placerat. Proin sagittis lobortis elit. Sed fermentum condimentum enim. Curabitur sit amet felis. Nunc non massa. Cras hendrerit sapien ut ipsum. Aenean in metus eget

Video Snippet Code Page

- (i) The Site Manager can fill-in **Video Snippet Code** of a particular video in this field that will show in the Member Login page
- (ii) The Site Manager can provide **additional files** for Member Listing with suitable **captions**
- (iii) A summary description can be added by the Site Manager for each listing
- (iv) The Site Manager can also add description for listing that will be displayed in Member login detail page

Keywords for Search

▶ Keywords for the search (max 10 keywords)

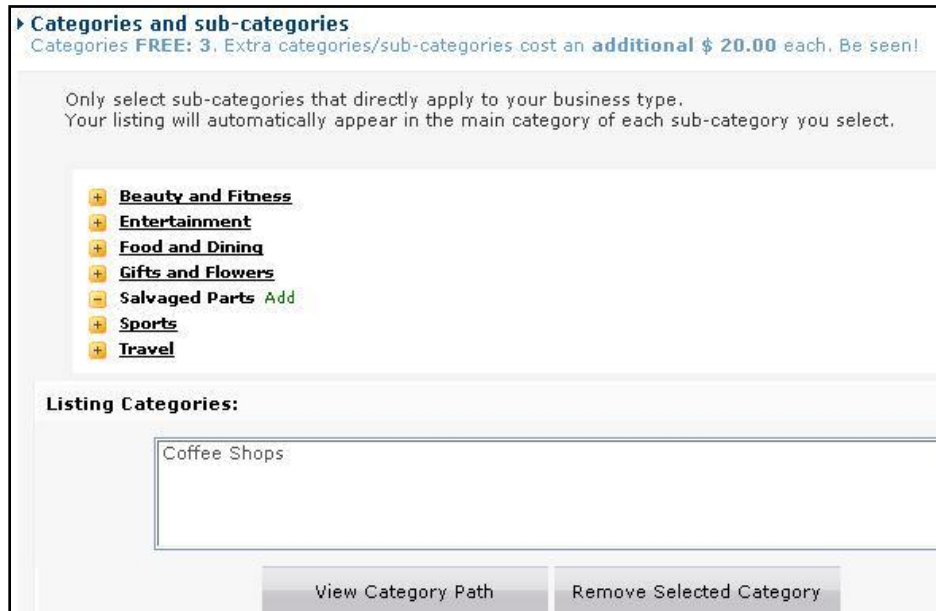
Add one keyword or keyword phrase per line. For example:

Auto Parts
Tires
Engine Repair

coffee
expresso
hot chocolate
cappucino

The Site Manager can add **keywords** with which the listing will be indexed for a search.

Categories/Sub-categories and Listing categories



The screenshot shows a web interface for selecting categories. At the top, a header reads "Categories and sub-categories" with a sub-note: "Categories FREE: 3. Extra categories/sub-categories cost an additional \$ 20.00 each. Be seen!". Below this, a grey box contains instructions: "Only select sub-categories that directly apply to your business type. Your listing will automatically appear in the main category of each sub-category you select." A list of categories with expand/collapse icons is shown: Beauty and Fitness, Entertainment, Food and Dining, Gifts and Flowers, Salvaged Parts (with a green "Add" link), Sports, and Travel. Below the list is a section titled "Listing Categories:" containing a text input field with "Coffee Shops" entered. At the bottom are two buttons: "View Category Path" and "Remove Selected Category".

Categories and sub-categories

The Site Manager needs to map a Listing with one or multiple categories and sub-categories so as to display the Listing under the specific Categories and Sub-categories to the users in the website. As the Site Manager clicks on a Category, the list of all sub-categories under it gets displayed. The Site Manager needs to click the **Add** link to map the sub-category with the Listing. The Sub-category gets automatically displayed in the *Listing Categories* box.

Adding a Listing to a Sub-category also maps it with the **Category** under which the Sub-category belongs.

The Site Manager can click **View Category Path** to view the category/sub-category path for a particular category listing.

To remove a Sub-category that is mapped to a Listing, the Site Manager needs to select a Sub-category and click **Remove Selected Category**.




Note:

The Category level set by the Site Manager for a particular member will be free. In case, the Member wants to add more categories than what is allowed by the Site Manager, that Member has to pay an additional amount fixed by the Site Manager.

Listing Designations

Listing Designations

Request your listing to be considered for the following designations.
Subject to Demo Directory approval.

Best Service	 Best Service	<input checked="" type="checkbox"/>	Select this Choice
Editor's Choice	 Editor's Choice	<input type="checkbox"/>	Select this Choice
Best Value	 Best Value	<input type="checkbox"/>	Select this Choice

Reference Code

Code:

Listing Designation

- (i) Under **Listing Designations**, the Site Manager can provide a certain attribute to the particular Listings. These are available for Members to highlight the items of their choice

Reference Code

- (i) The Site Manager can provide an internal reference code for a particular listing.

Click **Submit** to save the listing changes.

Click **Cancel** to terminate the action.

Add/Edit Photo Gallery

The Site Manager can add/edit photo gallery for Listings. The Site Manager can perform the following functions:

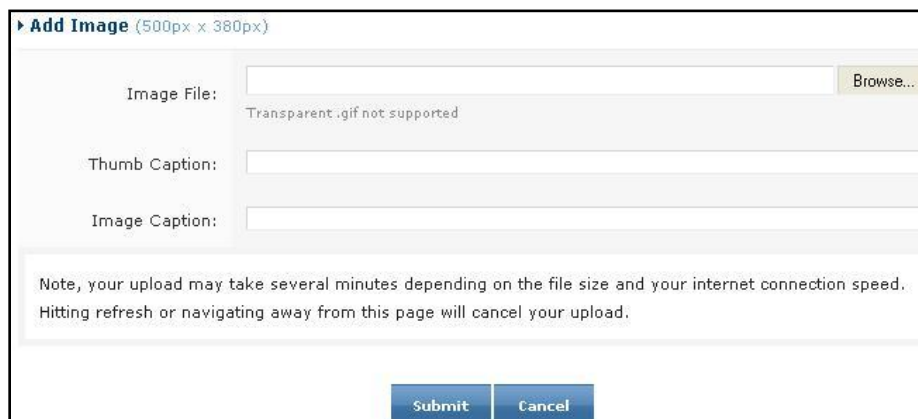
[Add Image](#)
[Listing Preview](#)



Add/edit Photo gallery

Add Image

The Site Manager can add an image for particular Listings. The following page will be displayed:



Add Image



- (i) Click [Browse...](#) to select image for Listings Detail page
- (ii) Enter [Thumb Caption](#) for the image that appears in the Listing when it gets displayed as a *thumbnail*
- (iii) Enter [Image Caption](#) for the image that appears in the Listing when it gets displayed as the main image

Click **Submit** to add the image for the Listing.

Click **Cancel** to terminate the action

Listing Preview

The Site Manager can click on this link to see how the configured Listing is going to appear. The following page is displayed.

Listing Detail

[Back](#) [Listings Home](#) [Add](#) [Search](#) [Manage Categories](#)

Manage Listing - Fly Airlines

▶ Edit Listing Information

▶ Edit Listing Level

▶ Delete Listing

▶ Edit Photo Gallery

▶ Edit Renewal Date (**12/31/2010**)

▶ Edit Status (**Active**)

▶ Edit Account (**tony**)

Edit Promotion

View Traffic Reports

View Listing Ratings

Last Updated: 04/18/2007 - 15:19:11

Date Created: 12/20/2005 - 19:14:14

Listing Preview

[Click here to preview this listing](#)

Listing Details

Clicking *Click here to preview this listing* link opens the following page, as it will appear in the Directory.



Listing Preview

View/Add Promotions

The Site Manager can view promotions that are associated with a Listing.


A promotion/coupon is linked from the listing.
To be active a promotion/coupon:

- must have an end date in the future
- must be associated with a listing

our **promotion/coupon** will appear here:

Espresso

map print add to quick list email to friend **Coupon**



Best Service
305 Maple Ave West
Bardstown, KY 22180
Duis tincidunt. Donec lectus diam, scelerisque id, dictum sit amet, facilisis sit amet, ipsum. Aliquam interdum nibh ut metu.
t: 123 898 8989
f: 123 898 8999
w: http://www.expresso.com
e: test_email@edirectory.com

(0 reviews)
Be the first to rate this listing!

More info

or Associate an existing promotion with this listing:

Promotion: One donut for free!

Submit Cancel

Add/View Promotions

The Site Manager can associate an existing promotion with the Listing from the following section.

► or Associate an existing promotion with this listing:

Promotion:

-- No Promotion --

Associate Existing Promotion

The Site Manager needs to select a Promotion from the drop-down list and click **Submit** to associate the Promotion with the Listing.

Otherwise, the Site Manager can add a new promotion and then associate it with a Listing. For more information on [Adding Promotions](#) for a particular Listing, [click here](#)

This is how a promotion appears in eDirectory.

\$23 For 30 Minute Massage



Relaxation Spa
Valid from: 01/04/2006 to: 01/11/2010

4838 Lankershim Boulevard
91601
999 876 2345

Lorem ipsum dolor sit amet, consectetur adipiscing.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec id dui. Donec vel pede ac risus lacinia euismod. Suspendisse suscipit. Nunc et massa sit amet risus tristique mattis. Etiam mi metus, feugiat.

Coupon must be presented to receive discount. Limit of 1 coupon per purchase. Not valid with other coupons, offers or discounts of any kind. Some restrictions may apply.

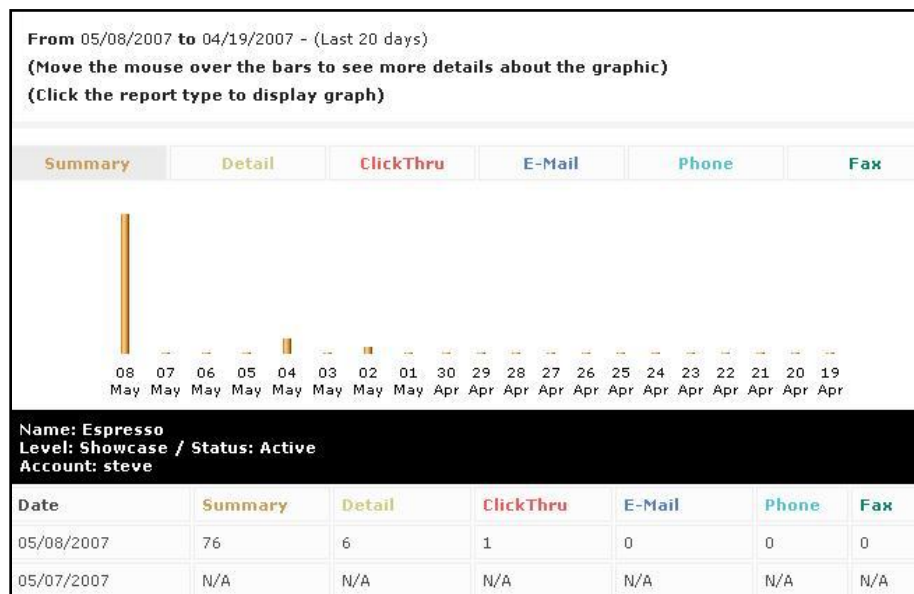
Promotion



View Listing Reports

This page allows the Site Manager to view the traffic details of a Listing. Traffic details help the Site Manager to analyze statistical data based on user activities that indicate popularity of the Listing.

The following diagram will be displayed:



Traffic Details for Listings

The Site Manager can move the mouse over the graphs to view the exact figures that the graphs represent.



Transaction

The Site Manager can click the **History** link to view transaction summary of a Member for all Listings. This includes account, payment, invoice and Listing details of the Member.

Invoice Info				
Account: steve				
Id: 40				
Status: Received				
Issuing Date: 09/05/2006 17:39:24				
Payment Date: 09/18/2006 16:52:07				
Expire Date: 10/05/2006				
IP: 192.168.1.112				
Amount: 299.00 (USD)				
Listings				
Title	Level	Renewal	Discount Code	Amount
Espresso	Showcase	12/31/2014	N/A	299.00

Transaction

Manage Ratings

The Site Manager also manages ratings for Members. Ratings allow Customers to show their appreciation for a particular Listing.

For more information, click [Ratings](#) link

Manage Categories

The Site Manager can manage categories for Listings. The following are the categories managed by the Site Manager:

1. [Listing Categories](#)
2. [Events Categories](#)
3. [Classified Categories](#)
4. [Article Categories](#)

Listings Categories

The Site Manager can add a Category or a Sub-category under a Category by clicking the respective links.

* Title:

► Friendly Url

You can choose a category title to be accessed directly from the web browser through a friendly url. The chosen title must contain only alphanumeric chars like "a-z", "A-Z", "0-9" and "_" instead of spaces.

For example: The category title "Computer" will be available through the url "http://www.demodirectory.com/Guide/Computer" and its subcategory "Software Development" will be available through the url "http://www.demodirectory.com/Guide/Computer/Software_Development"

If there are repeated friendly url names the system will automatically add an id number at the end of the friendly url title.

* Friendly Title:

► Keywords for the search (Keywords will be applied to all categories inserted)

Add one keyword or keyword phrase per line. For example:

Auto Parts
Tires
Engine Repair

Submit

Cancel

Listing Categories

- (i) Enter a **Title** for Category. For example, we added *Health* as the title
- (ii) Enter a **Friendly URL** for this detail page. For example, for the Health site, specify the URL: www.eEDirectory.com/Health and Fitness/Health
- (iii) Enter **keywords** for a particular Category that will allow users to search the Category

Click **Submit** to save information.
Click **Cancel** to terminate the action.

Note:

The Listing category can be edited and deleted by the Site Manager.



Delete Listings

The Site Manager can delete a Listing by clicking on Delete icon corresponding to a particular Listing.

Delete Listing
▶ Delete Listing - Espresso
Are you sure you want to delete this listing? This will remove all listing information, photos and traffic reports.

Delete Listings

Click **Submit** to delete the Listing.
Click **Cancel** to terminate the operation.



PROMOTIONS
















Promotions allow the Site Manager to supervise promotion details of Members.

The Site Manager can perform the following functions:

- [View Promotions](#)
- [Add Promotions](#)
- [Edit Promotions](#)
- [Delete Promotions](#)

View Promotions Home

The Site Manager can view, add, edit and delete promotion details of Members.

View Edit Delete		
Promotion Title	Account	
\$23 For 30 Minute Massage	charles	  
\$5 off your next ride	tony	  
15% OFF Any Delivery Order	brandon	  
20% off on your ticket!	amanda	  
25% off at The Prettiest!	john	  

Promotions Home Page

View Promotions

The Site Manager can view promotions of respective members by clicking on View icon corresponding to different members.

[Edit Promotion Information](#)

[Delete Promotion](#)

[Account](#)

Remove association with listing

The Site Manager needs to click on this link to discontinue the association of the Promotion with the Listing.

Preview this promotion

Clicking on this link will open the promotion page for that particular Member in a separate window:



Preview Promotions

Add Promotions

The Site Manager can add promotional offers for Members. The Site Manager can click the Account link to specify an account for the Promotion. The following section is displayed.



Specify Account

Company or Username can be used to search for an account. The Site Manager needs to click the Empty link if he/she does not want to specify an account for the Promotion.

Information

* Headline:

* Offer:

Description:

250 characters left

(including spaces and line breaks)

Conditions:

81 characters left

Coupon must be presented to receive discount. Limit of 1 coupon per purchase. Not valid with other coupons, offers or discounts of any kind. Some restrictions may apply.

(including spaces and line breaks)

The next set of details that needs to be specified for a Promotion are: headline, offer statement, description (for internal reference) and conditions.

Coupon Date

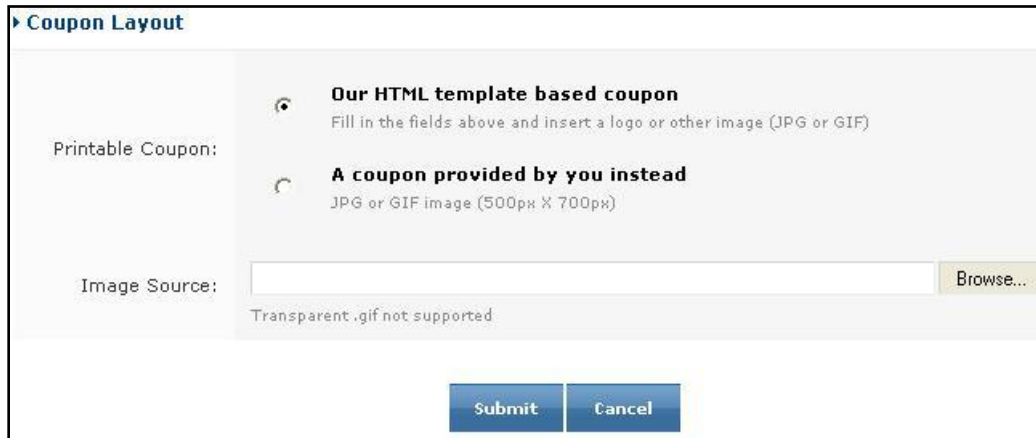
* Start Date:

(mm/dd/yyyy)

* End Date:

(mm/dd/yyyy)

The start and end date for the promotion needs to be specified.



Coupon layout can either be based on a default HTML template that incorporates the details provided by the Site Manager or it can be a customized with an image uploaded by the Site Manager.

Click **Submit** to save information.

Click **Cancel** to terminate action.

Edit Promotions

Editing Promotions is very similar to [Adding Promotions](#).

Delete Promotions

Site Manager is allowed to delete a promotion. The following page will be displayed:



Delete Promotion

Click **Submit** to delete the promotion.

Click **Cancel** to terminate the action.



EVENTS

The Site Manager can perform the following functions to manage an event:

- [View Events](#)
- [Add Events](#)
- [Edit Events](#)
- [Delete Events](#)
- [Manage Categories \(Events\)](#)

View Events

In this page the following activities can be performed.

- [Edit Event Information](#)
- [Delete Event](#)
- [Account](#)

Modify Event Settings

The Site Manager can click on this link to update the following information associated with Events.

A screenshot of a web form titled 'Modify Event Settings - North American International Auto Show'. The form contains three main fields: 'Renewal Date' with a text input showing '10/10/2010' and a placeholder '(mm/dd/yyyy)'; 'Status' with a dropdown menu currently set to 'Active'; and a checkbox labeled 'Add a transaction record (payment has not been loaded through the site)'. At the bottom right of the form are two buttons: 'Submit' and 'Back'.

Modify Event Settings

The Site Manager can update the [Renewal Date](#) and activate/ de-activate an event by changing its [status](#). The Site Manager can also add a transaction record by clicking the respective check box. The following section will be displayed.

Account: **andrew**

Amount:

Notes:

Submit Back

Click **Submit** to enter Account information

Add Events

The Site Manager can add event levels by clicking on Add Events. The following page will be displayed:

Add Event Level

Select event level	Prices
Showcase <input checked="" type="radio"/>	Showcase: 50.00 per year
Premium <input type="radio"/>	Premium: 25.00 per year
Basic <input type="radio"/>	Basic: FREE per year

Submit Back

Add Events

Clicking **Submit** button takes the Site Manager to another page where the Event Details need to be mentioned. This includes the following information:

- Account (associated with the event)
- Event title, E-mail, URL, Phone & Contact Person
- Location (Name, Address, Country, State, City, Zip)
- Event Date (Start date/time & end date/time)
- Image
- Summary Description
- Description
- Categories and Sub-categories (associated with the Event)



This is how an Event appears in the Directory.

The screenshot shows the eDirectory website interface. At the top, there's a navigation bar with links: HOME, BUSINESSES, **EVENTS**, CLASSIFIEDS, ARTICLES, COUPONS, ADVERTISE WITH US, and CONTACT US. Below the navigation bar, there's a search section titled "Search Event" with two tabs: "By Zipcode" and "By Location". The "By Zipcode" tab is active, showing a search form with fields for "Search:", "Category:", "Zipcode:", and "Miles of". There are "Search" and "Clear" buttons, and an "Add your Event" button. To the right of the search form, there's a section for the "San Francisco Symphony" event. It includes the date "Date: 06/01/2006 - 09/12/2010", a description in Latin, the location "Location: Location", the address "Address: 4356 West Bell Road", a link to "Get driving directions", the website "Website: http://www.edirectory.com/directory_ad.php", the email "E-mail: test_email@edirectory.com", the contact name "Contact name: Carl", and the phone number "Phone: 878 923 2355". There is also a small image of a concert hall. At the bottom left, there's a calendar for June 2007.

Events

Edit Events

This allows the Site Manager to update Event details. Editing an Event is very similar to [adding an Event](#).

Delete Event

The Site Manager can delete an event by clicking **Delete**. The following page will be displayed:

The screenshot shows a confirmation page titled "Events (Optional Module)". Below the title, there's a link "Delete Event - North American International Auto Show". The main content area contains the question "Are you sure you want to delete this event?". At the bottom right, there are two buttons: "Submit" and "Cancel".

Delete Events

Click **Submit** to delete an event. Click **Cancel** to terminate the action.



Manage Categories (Events)

The Site Manager can manage event categories/sub-categories through this option. The other Categories the Site Manager can manage are:

[Listing Categories](#)

[Classified Categories](#)

[Article Categories](#)

Events Categories

The Site Manager can perform the following functions:

[Add Category](#)

[Add Sub-category](#)

Add Category

This option allows the Site Manager to add category for events. The following page will be displayed:

* Required field

To add a list of multiple categories paste them in here, one category per line. We recommend categories have less than 22 characters to preserve formatting on the front of the site, but this may depend on your layout.

* Title:

Edit Delete

Add Category

Enter **Title** as Category name.

Click **Submit**. For example, if the Site Manager has added a category named 'Health', it appears as the following image:





Add Sub-Category

The Site Manger can add a sub-category under a Category by clicking the [Add Subcategory](#) link beside the Category. The following section is displayed:

Category Information

To add a list of multiple categories paste them in here, one category per line. We recommend categories have less than 22 characters to preserve formatting on the front of the site, but this may depend on your layout.

Father Category: **Health**

* Title:

Add Sub-Category

Enter [Title](#) for sub-category (example – Health).

Click **Submit** to save information. Click **Cancel** to terminate the action.



AD BANNERS

This section allows the Site Manager to organize Banners for Accounts.

The Site Manager can perform the following functions:

- [View Ad Banners](#)
- [Add Ad Banners](#)
- [Edit Ad Banners](#)
- [Delete Ad Banners](#)
- [View Ad Banner Traffic Reports](#)

View Ad Banners Home

The Site Manager can view, add, edit, and delete Ad Banner details for Accounts. The following page will be displayed:

Found 46 records Showing page 1 of 5 pages Go to page: 1 <input type="button" value="v"/> <input type="button" value="r"/>						
# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z						
<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Traffic Reports"/>						
Caption	Type	Status	Account	Renewal Date	Impressions Remaining	
2222	Top	Active	demo	12/01/2008	Unlimited	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Traffic Reports"/>
Deep Blue Relaxation	Top	Active	jane	10/10/2010	Unlimited	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Traffic Reports"/>

Ad Banner Home Page

View Ad Banners

The Site Manager can view Ad Banners for respective Accounts by clicking the **View** icon corresponding to the different members.

► Manage Banner

- Edit Banner Information
- Delete Banner
- Modify Banner Settings
- Account: demo

► Banner Preview

View Ad Banner

The following actions can be performed:

[Edit Banner Information](#)
[Delete Banner](#)

[Modify Banner Settings](#)
[Account](#)

Modify Banner Settings

The Site Manager can click this link to change Banner settings. The following page will be displayed:



Modify banner settings

- (i) Enter **Impressions per block** in Impressions field
- (ii) Update **Renewal Date**
- (iii) Change **Status** of the banner
- (iv) Selecting **Transaction Record** checkbox will allow the Site Manager to add transaction details for that particular Account for his/her Ad banner transactions

Click **Submit** to modify further settings on Ad Banners. Click **Back** to return to the previous page.

Adding Ad Banners

This section allows the Site Manager to add Ad Banners, which are used by Members to advertise their products. The following page is displayed:

► Banner Type

* Type:

► Order Banner

☒ Renewal date:

Top: **15.00** per year

Bottom: **FREE** per year

Featured: **10.00** per year

Text Ad: **5.00** per year

☐ Impressions:

Top: **15.00** each 1000 impressions block

Bottom: **FREE** each 1000 impressions block

Featured: **10.00** each 1000 impressions block

Text Ad: **5.00** each 1000 impressions block

► Banner Details

Section: ☒ General Pages ☐ Listing ☐ Event ☐ Classified ☐ Article

Category:

Open in a new window: ☐ No ☒ Yes

* Caption:
Max 25 characters

Destination Url:
Max 200 characters

* File:
Allowed file types: SWF, GIF, JPEG

- (i) Click [Account](#) to specify an Account for the Banner
- (ii) Specify [Banner type](#) [size and positions]
- (iii) Order Banner by either [Renewal Date](#) or [Impressions](#)



- (iv) Specify the [section](#) where the Banner will be displayed
- (v) Specify a [Category](#) for the Banner. This is applicable for all sections except "General Pages"
- (vi) Select the option "[Yes](#)" for "Open in a new window" to open Ad Banner in a new window. Otherwise, select "[No](#)"
- (vii) Enter Banner Title for Ad Banners in [Caption](#) text box
- (viii) Enter [Destination URL](#) for the banner
- (ix) Click [Browse](#) to upload the Banner file

Click **Submit** to create the Ad Banner.

Click **Cancel** to terminate the action.

This is how a banner appears in the eDirectory.





Edit Ad Banners

Edit Ad Banner allows Site Manager to update Banner details. The following page will be displayed:

The screenshot shows a web form titled 'Edit Ad Banner'. It has three main sections: 'Account', 'Banner Type', and 'Order Banner'. The 'Account' section shows '* Account: demo'. The 'Banner Type' section shows '* Type: Top (470px x 60px)' with a dropdown arrow. The 'Order Banner' section has two radio buttons. The first is selected and labeled 'Renewal date: 12/01/2008 mm/dd/yyyy'. Below it are prices: 'Top: 15.00 per year', 'Bottom: FREE per year', 'Featured: 10.00 per year', and 'Text Ad: 5.00 per year'. The second radio button is labeled 'Impressions: 0'. Below it are prices: 'Top: 15.00 each 1000 impressions block', 'Bottom: FREE each 1000 impressions block', 'Featured: 10.00 each 1000 impressions block', and 'Text Ad: 5.00 each 1000 impressions block'.

Edit Ad Banner

Please see [Add Ad Banners](#) for further details.

Click **Update** to update the Banner.
Click **Cancel** to terminate the operation.

Delete Ad Banners

The Site Manager is allowed to delete an Ad Banner. The following page is displayed.

The screenshot shows a confirmation dialog box titled 'Delete Banner - 2222'. It contains the text 'Are you sure you want to delete this banner?' and two buttons: 'Confirm' and 'Cancel'.

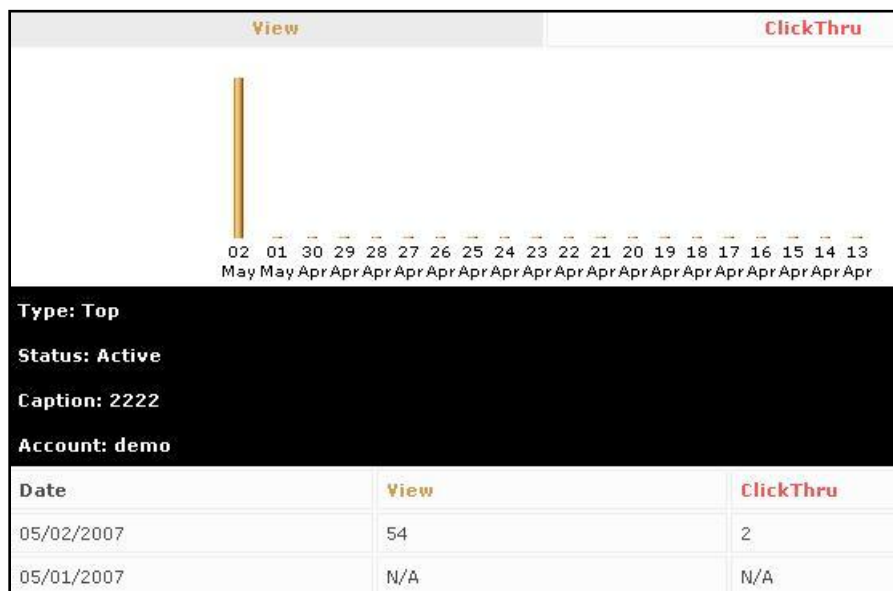


Delete Ad Banner

Click **Confirm** to delete the banner.
Click **Cancel** to stop deleting the banner.

View Ad Banner Traffic Reports

This option allows the Site Manager to view the Ad Banner traffic report. Click **View Traffic** to view the following page.



View Traffic Details

The following banner statistics are displayed:

- **Date** (for which statistical information is displayed)
- **View** (number of times the Banner was viewed)
- **ClickThru** (number of times the Banner was clicked)

CLASSIFIEDS

This section allows the Site Manager to manage classified advertisements for Members. The following page is displayed.

Classifieds (Optional Module)

[Back](#)
[Classifieds Home](#)
[Add](#)
[Search](#)
[Manage Categories](#)

Found 12 records | Showing page 1 of 2 pages | Go to page: 1

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Showcase

Premium

Basic

View

Edit

Gallery

Delete

Classified Title	Level	Account	Status	
BMW 2005 Deluxe		jane	Active	
Office Furniture		jane	Active	
Rent a commercial room		Julia	Active	

Classifieds Home Page

The top links allow the Site Manager to perform the following operations

- [View Classifieds Level](#)
- [Add Classifieds](#)
- [Edit Classifieds](#)
- [Edit/View photo gallery](#)
- [Delete Classifieds](#)

View Classifieds Level

The Site Manger can view the Classified details by clicking **View** corresponding to each Classifieds title.

The Site Manager can perform the following activities:

[Edit Classified Information](#)
[Edit Photo Gallery](#)
[Account](#)

Add Classifieds

The Site Manager can add classifieds information for the Account. The following page is displayed.

► Add Classified Level

Select classified level	Prices
Showcase <input checked="" type="radio"/>	Showcase: 50.00 per 30 days
Premium <input type="radio"/>	Premium: 20.00 per 30 days
Basic <input type="radio"/>	Basic: FREE per 30 days

Submit Back

Add Classifieds

The Site Manager needs to select Classified Levels. Members need to pay an amount per month when they want to add more Classified levels, than what has been set by the Site Manager.

Clicking **Submit** takes the Site Manager to another page where the following Classified details need to be provided:

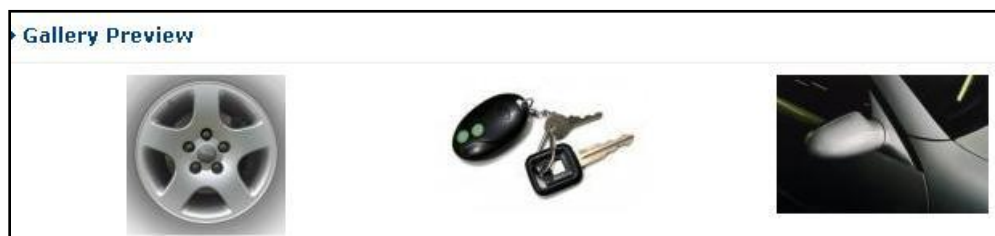
- **Account** (Account with which the Classified is associated)
- **Classified Title, Name, Phone, Fax** and **E-mail**
- **Location** (Address, Country, State, City, Zip)
- **Image**
- **Summary Description**
- **Description**
- **Category**

Edit Classifieds

Editing Classifieds is very similar to [Adding Classifieds](#).

Edit/View Photo gallery

This section allows the Site Manager to handle the images associated with the Classified. The following page is displayed.



Edit/View Photo Gallery



Clicking on an image displays the following page that allows the Site Manager to update details of the images.

A screenshot of a web form for managing an image. It features a large image of a car wheel. To the left of the image is the label 'Image File:'. Below the image are two text input fields: 'Thumb Caption:' and 'Image Caption:'. At the bottom right are three buttons: 'Submit', 'Cancel', and 'Delete'.

- (i) Update [Thumbnail Caption](#) for the Image
- (ii) Update [Image Caption](#) for the Image

Click **Submit** to save information

Click **Cancel** to terminate the action

Click **Delete** to delete the image

Preview Classifieds

The Classified Preview link allows the Site Manager to perform the following activities:

[Edit Classified Information](#)

[Edit photo Gallery](#)

Manage Categories (Classified)

This section allows the Site Manager to manage categories for Classifieds

The other Categories that are managed by the Site Manager are:

- [Add Listing Categories](#)
- [Add Event Categories](#)
- [Add Articles Categories](#)

Add Classified Category

This section allows the Site Manager to create Classified Categories and Sub-categories. The following page will be displayed:

* Required field

To add a list of multiple categories paste them in here, one category per line. We recommend categories have less than 22 characters to preserve formatting on the front of the site, but this may depend on your layout.

* Title:

Add Category »

- + **Autos** [Add subcategory](#)
- + **Furniture** [Add subcategory](#)
- + **Jobs** [Add subcategory](#)
- + **Merchandise** [Add subcategory](#)
- + **Notices** [Add subcategory](#)
- + **Personals** [Add subcategory](#)
- + **Pets** [Add subcategory](#)
- + **Real Estate** [Add subcategory](#)
- + **Rentals** [Add subcategory](#)

Add Category »

Add Classified Category

Enter a **Title** and click **Submit** to create the Classified Category.

Add Classified Subcategory

The Site Manager can add a **Classified Sub-category** under a Classified Category by clicking the **Add Subcategory** link corresponding to a Classified Category. The following page is displayed.

To add a list of multiple categories paste them in here, one category per line. We recommend categories have less than 22 characters to preserve formatting on the front of the site, but this may depend on your layout.

Father Category: **Autos**

* Title:

Add classified sub-Category

Enter a **Title** and click **Submit** to create the Classified Sub-category.



Edit Classified Image

The Site Manager can click the **Image** link corresponding to a Classified Category to upload an Image for the category. The following page is displayed.

Image (40px x 40px) (JPG or GIF)

Image Source: Browse...

Transparent .gif not supported



Submit Cancel

Edit Classified Image

Click **Browse** to select an image and click **Submit** to upload the image for the Classified Category.

Edit Classified Category / Sub-category

The Site Manager can update a Classified Category by clicking **Edit** corresponding to Category/Sub-category and then clicking **Submit** to save the changes.

Classified Category Information

To add a list of multiple categories paste them in here, one category per line. We recommend less than 22 characters to preserve formatting on the front of the site, but this may depend on your browser.

* Title:

Submit Cancel

Edit Classified Category

Delete Classified Category

The Site Manager is allowed to delete Classified Categories and Sub-categories. Click **Delete** to delete the particular Classified Category or Sub-category. The following page is displayed:

Delete Category - Autos

Are you sure you want to delete this Category and all Sub-Categories?

Submit Cancel

Delete Classified Category

Click **Submit** to delete the Classified Category or Sub-category.

ARTICLES

This section allows the Site Member to manage Articles for Accounts. The following page is displayed.



Articles (Optional Module)

Back Articles Home Add Search Manage Categories

Found 11 records | Showing page 1 of 2 pages | Go to page: 1

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

View Edit Gallery Traffic Reports Delete

Article Title	Account	Status	
Banking and Loans	jane	Active	View Edit Gallery Traffic Reports Delete
Business Tips	amanda	Active	View Edit Gallery Traffic Reports Delete
Diet & Nutrition	steve	Active	View Edit Gallery Traffic Reports Delete

Articles Home Page

The links at the top allow the Site Manager to perform the following activities:

- [View Articles](#)
- [Add Articles](#)
- [Edit Articles](#)
- [Edit/View photo gallery](#)
- [Delete Articles](#)

View Articles Level

The Site Manger can view Article details by clicking **View** icon corresponding to the article. The following activities can be performed in this page:

- [Edit Article Information](#)
- [Delete Article](#)
- [Add/Edit Photo Gallery](#)

Add Articles

This section allows the Site Manager to Add an Article. The following page will be displayed:


► **Account** (To change a selected account click on it.)

Account: [Click here to select an account.](#)

► **Information**

* Article Title:

Article Author:

Publication Date: 
(mm/dd/yyyy)

[Add Articles](#)

- (i) Click [Account](#) to specify an Account with which the Article needs to be associated
- (ii) Enter title of Article in article [Title](#) field
- (iii) Enter author name in article [Author](#) field
- (iv) Specify [Date of Publication](#) for the Article
- (v) Upload an Image for the Article through Image [Attribute](#) and [Caption](#)
- (vi) Type Article [Abstract](#) and complete Article [content](#)
- (vii) Associate the Article with one or more [Sub-categories](#) by clicking **Add** corresponding to Sub-category. Articles associated with a Sub-category gets automatically associated with the Category under which the Sub-category is classified

Select a Sub-category in the "Article Categories" box and click **[View Category Path](#)** to view the complete path of Sub-category.

Select a Sub-category in the "Article Categories" box and click **[Remove Selected Category](#)** to remove the Sub-category.


Click **[Submit](#)** to create the Article.

Click **[Cancel](#)** to terminate the action.

This is how an article appears in the eDirectory:

Investing in Stocks

12/05/2006 - By Olivia Matthew



Daniel Hannah



Ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrent in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignis.

Vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; est usus legentis in iis qui facit eorum claritatem.

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Graphics

Click [here](#) for Slideshow. You can also click on any of the photos to start slideshow.

Article

Edit Articles

Editing Articles is very similar to [Adding Articles](#) sequence.

Add/Edit Photo gallery

This section allows the Site Manager to process Article Images. The following page is displayed.

► Add Image

► Article Preview

Gallery Preview



Add Image

The Site Manager can add images for Articles. The following page is displayed.

A screenshot of a web form titled "Add Image (500px x 380px)". The form has a light grey background. It contains three input fields: "Image File:" with a "Browse..." button to its right, "Thumb Caption:", and "Image Caption:". Below the "Image File:" field, there is a small text note: "Transparent .gif not supported". At the bottom of the form, there are two buttons: "Submit" and "Cancel".

Add Image (500px x 380px)

Image File: [Browse...](#)

Transparent .gif not supported

Thumb Caption:

Image Caption:

Note, your upload may take several minutes depending on the file size and your internet connection speed.
Hitting refresh or navigating away from this page will cancel your upload.

[Submit](#) [Cancel](#)

Add Image

The Site Manager needs to specify an Image by clicking **Browse...** provide [Thumbnail](#) and [Main Image](#) captions and click **Submit** to upload the image for the Article.

Edit Image

Editing an Image for an Article is very similar to [Adding Article Images](#).

Manage Categories (Articles)

This section allows the Site Manager to manage Article categories. Other categories that are managed by the Site Manager are:

[Listing Categories](#)

[Event Categories](#)

[Classified Categories](#)

Add Article Category

This section allows the Site Manager to create a new Article Category. The following page is displayed.

* Required field

To add a list of multiple categories paste them in here, one category per line. We recommend categories have less than 22 characters to preserve formatting on the front of the site, but this may depend on your layout.

* Title:

[Submit](#) [Cancel](#)

[Edit](#) [Delete](#)

Add Category »

- + [Business](#) [Add subcategory](#) [Edit](#) [Delete](#)
- + [Finance](#) [Add subcategory](#) [Edit](#) [Delete](#)
- + [Fitness](#) [Add subcategory](#) [Edit](#) [Delete](#)
- + [Life Style](#) [Add subcategory](#) [Edit](#) [Delete](#)
- + [Technology](#) [Add subcategory](#) [Edit](#) [Delete](#)
- + [Volunteer](#) [Add subcategory](#) [Edit](#) [Delete](#)

Add Article Category

The Site Manager needs to provide a [Title](#) for the Article Category and click [Submit](#) to create the Category.

Add Article Subcategory

The Site Manager can create an Article Sub-category by clicking [Add Sub-category](#) link corresponding to a Category. The following page is displayed.

To add a list of multiple categories paste them in here, one category per line. We recommend categories have less than 22 characters to preserve formatting on the front of the site, but this may depend on your layout.

Father Category: [Autos](#)

* Title:

[Submit](#) [Cancel](#)

Add Article Sub-category

The Site Manager needs to provide a [Title](#) for the Article Sub-category and click [Submit](#) to create the Article Sub-category.

Edit Article Category

Editing an Article category is very similar to [Adding](#) an Article Category.

Delete Article Category



The Site Member is allowed to delete Article Categories and Sub-categories. Click **Delete** icon to delete that particular Article Category or Sub-Category. The following page is displayed.

Delete Article (Optional Module)
▶ **Delete Article - Banking and Loans**

Are you sure you want to delete this article? This will remove all article information and photos.

Delete Article Category




















































Click **Submit** to delete the Article Category or Sub-category.
Click **Cancel** to terminate the action.

Delete Article

The Site Manager is allowed to delete Articles. Click **Delete** to Delete an Article. The article gets deleted after confirmation.

RATINGS

This section allows the Site Manager to manage Ratings that are given by users for different listings.

Manage Ratings				
► Ratings				
Found 9 records				
# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				
 View  Edit  Delete  Pending Approval  Active  More Info				
Title	Added	Rating	Reviewer	
 AWESOME!	05/09/2007 17:09:20	5	Jon	   
 Cool	05/09/2007 05:25:58	4	Daryl	   
 naah homie not diggign it	05/08/2007 18:50:57	1	naaah man	   
 sdfas	05/08/2007 10:42:06	5	asdf	   
 Very good hotel!	01/15/2007 11:19:13	5	Richard	   
 It's great!	08/11/2006 15:36:58	5	Kate	   
 Excellent Restaurant!	07/21/2006 00:59:30	5	Cynthia	   
 Great Service	07/10/2006 19:55:31	3	Cynthia Chubb	   
 Excellent Restaurant!	01/06/2006 16:08:34	5	Cindy	   

The Site Manager can perform the following activities:

- [View Ratings](#)
- [Edit Ratings](#)
- [Approve Status](#)
- [Delete Ratings](#)

View Ratings

This option allows the Site Manager to view the Ratings for a particular Listing. The following page is displayed.

Rating Detail

▶ Manage Rating

- Back
- Delete Rating

▶ Rating Preview

Fly Airlines

sdf ★★★★★ - 05/02/2007 19:58:05

Alos from asfd

test

[View Ratings](#)

Following Rating information is displayed:

- **Name** (of the Listing for which the Rating has been given)
- **Date & Time** (when the rating was given)
- **Name & State** (of the person who gave the rating)
- **Title** (of the rating)
- **Comments** (for the Listing for the person who rated)

Edit Ratings

The Site Manager is allowed to edit a rating. The following page is displayed.

Rate it: ★★★★★

Name: David

E-mail: vanrentals@gmail.com

City, State: New York NY

Title: Excellent Exotic Car Rentals

Comment: Excellent Car Rental in New York With Porsche Hummer Corvette Mercedes Benz Range Rover and More in New York City

Submit

[Edit Ratings](#)



The following details can be updated:

- Name
- E-mail
- City
- State
- Title
- Comments

Click **Submit** to update Rating.

Approve Status

Ratings need approval by the Site Manager to be displayed in a Listing. The Site Manager needs to click the **Pending Approval** link corresponding to a Listing to approve and display the Rating in the Listing. An approved rating is displayed as **Active**.

Delete Ratings

The Site Manager is allowed to delete a Rating. On deletion the following page is displayed.

A screenshot of a web browser window showing a confirmation dialog box. The title bar of the dialog box reads "Delete Rating - sdfas - 5 stars". Inside the dialog box, the text "Are you sure you want to delete this rating?" is displayed in red. At the bottom right of the dialog box, there are two buttons: "Submit" and "Cancel".

Delete Ratings

Click **Submit** to delete the Rating.

Click **Cancel** to terminate the operation.

Note:

Rating comments can be viewed by placing the mouse pointer over More Info Icon.

A screenshot of a review box for "Yellow Rose Theater". The box has a title "Yellow Rose Theater" in bold. Below the title, the word "Review:" is followed by a paragraph of text: "I was totally blown away!! We never expected it to be so professional and so much fun. GREAT FOOD, AWESOME SHOW, Great service. We saw THE RAT PACK and they were wonderful. Great vaule for the price....".



TRANSACTION HISTORY

This section allows the Site Manager to view summary of every transaction that has been performed. The Site Manager can perform the following actions:

[View Transaction History](#)

[Export Payment Records](#)

Transaction History (Summary)

The following page is displayed.

Transaction History						
<div>BackHistorySearchExport Payment Records</div>						
Found 293 records Showing page 1 of 30 pages Go to page: 1						
View						
Id	Status	Date	Amount	Account	System	
FREE_4639409DA6056	COMPLETED	05/02/2007 21:53:33	0.00	joblo	(free)	
FREE_46393C25C5C2A	COMPLETED	05/02/2007 21:34:29	0.00	joblo	(free)	
FREE_463929ED24A18	COMPLETED	05/02/2007 20:16:45	0.00	ghjdfjryu	(free)	

Transaction History Home Page

Following information is displayed:

- **ID** (Transaction ID)
- **Status** (of the transaction)
- **Date & Time** (when the transaction was performed)
- **Account** (account name)
- **Amount** (involved in the transaction)
- **System** (payment type)

Transaction History (View)

The Site Manager can view detailed history of particular transaction by clicking **View** icon corresponding to the transaction. The following page is displayed.

Transaction Info

Account: joblo

Payment type: (free)

Id: FREE_46393C25C5C2A

Status: COMPLETED

Date: 05/02/2007 21:34:29

IP: 75.75.68.9

Amount: 0.00 (USD)

Notes:

Classifieds

Title	Level	Expiration	Amount
a nice used car test ad	Basic	06/01/2007	FREE

Transaction History

This page displays the following information to what is already available in the [Summary](#) page:

- **IP** (IP address from where the transaction was performed)
- **Notes** (special notes)

Export Payments Records

This section allows the Site Manager to export payment data. The following page is displayed.

Back
Export Data
Payment Records

Account: [Click here to select an account.](#)

Start Date: 05 / 03 / 2006

End Date: 05 / 03 / 2007

Record Type:
☐ Invoice Records
☒ Online Transaction Records

Delimiter:
☐ [;] - Semicolon
☒ [,] - Comma

Submit

Export Payment Records

- Enter [Start Date](#) and [End Date](#) of transaction
- Select [Record Type](#)



(iii) Select [Delimiter](#) that will act as a separator in the exported file (CSV)

Click **Submit** to export the data in a CSV file

Export Data

This section provides links to export the following data to MS Excel files:

- Listings
- Accounts
- Classified
- Banners
- E-mails

Export Data

[Back](#) [Export Data](#) [Payment Records](#)

▶ [Click One Link To Save](#)

- [Save listings to an xls file](#)
- [Save accounts to an xls file](#)
- [Save classifieds to an xls file](#)
- [Save banners to an xls file](#)
- [Generate E-mail Lists](#)

[Export Data](#)



CREATE AN INVOICE

This section allows the Site Manager to manage invoices. The following page is displayed.

Custom Invoices					
<div>Back Custom Invoices Home Search</div> <div>• Add a new Invoice »</div> <div>Found 1 records</div> <div>View Edit Send Payment Received</div>					
Invoice Title	Date	Account	Status	Amount	
Customizations	05/03/2007	demo	Sent	100.00	View Edit Send

Custom Invoices

This page allows the Site Manager to view details of invoices that include the following:

- Invoice Title
- Date for Invoice
- Account name
- Status
- Amount

The Site Manager can perform the following activities:

- [Add a New Invoice](#)
- [Edit an Invoice](#)
- [View Invoice](#)
- [Send Invoice](#)
- [Payment Received](#)

Add a New Invoice

This page allows the Site Manager to add a custom invoice.



Custom Invoice Information

* Account:

[Click here to select an account.](#)

* Title:

Custom Invoice Items

Note: Items within a description and without a price will have a default price of 0.00

	Description (max 255 chars)	Price (\$)
Item 1:	<input type="text"/>	<input type="text"/>
Item 2:	<input type="text"/>	<input type="text"/>
Item 3:	<input type="text"/>	<input type="text"/>
Item 4:	<input type="text"/>	<input type="text"/>

[Add Invoice](#)

The Site Manager needs to specify an Account for an invoice (mandatory information) and a title. Next he/she needs to provide a list of Custom Items and corresponding Price and click [Continue](#) button to proceed. The following page is displayed:

[Click Here To Send This Custom Invoice](#)

Your Company, Inc.
123 Main Street
Arlington, VA 22207
USA
703.880.6088
703.880.6088
info@edirectory.com

INVOICE

Bill to:
Test Account Demo
Arca Solutions

Arlington, VA 22202

Issuing Date: 05/03/2007
Invoice Number: 4
Invoice Status: Sent

Item	Amount
Listings page	\$ 100.00

Please make check payable to Your Company, Inc.
Questions: Please call 703.880.6088
Thank you for your business!

Total: \$
100.00



View Invoice

Next, the Site Manager needs to click “Click Here To Send This Custom Invoice” to display the following page that allows the Site Manager to send the invoice E-mail to the account holder.

A screenshot of a web form titled 'Custom Invoice Message' with a sub-header 'Edit the information below if necessary'. The form contains fields for 'To:', 'From:', 'CC:', 'BCC:', and 'Subject:'. The 'To:' field is filled with 'cinthia@arcasolutions.com', 'From:' with 'info@edirectory.com', and 'Subject:' with '[Demo Directory] Invoice'. Below these fields is a large text area containing a pre-written email message: 'Hello Test Account Demo', 'Your invoice is ready for payment at the following link:', 'http://www.demodirectory.com/members/billing/index.php?view=custominvoices', 'Amount Due: \$ 100.00', and 'Demo Directory'. At the bottom right of the form are two buttons: 'Send' and 'Cancel'.

Send Invoice

Edit an Invoice

Editing an Invoice is very similar to [Adding](#) an Invoice.

View Invoice

Please see [View Invoice](#).

Send Invoice

Please see [Send Invoice](#).



Payment Received

This link appears for the Invoice when the Site Manager has already received its payment. Clicking on it will display the following page:

Transaction Detail

[Back](#) [History](#) [Search](#) [Export Payment Records](#)

► Transaction Info

Account: demo
Payment type: creditcard
Id: 507485124
Status: Approved
Date: 05/08/2007 14:40:49
IP: 59.93.200.65
Amount: 817.00 (USD)
Notes:

► Listings

Title	Level	Categories	Renewal	Discount Code	Amount
Get your software for e-directory now!	Basic	3	05/08/2008	N/A	119.00 (USD)
Test Listing	Showcase	2	05/08/2008	N/A	299.00 (USD)
testing title	Showcase	1	05/08/2008	N/A	299.00 (USD)

► Custom Invoices

Title	Date	Items	Amount
Customizations	05/08/2007	View Items	100.00 (USD)

Payment Received



[View Status](#)

From the Status drop-down list, the Site Manager can change status of the Invoice and click **Submit** to update changes.

View Account

Click here to view [Account](#)

View Invoice History

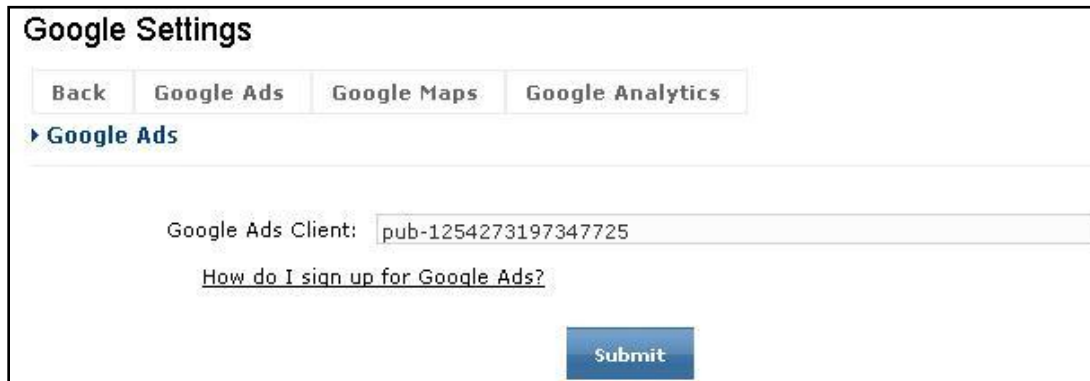
Click here to view [Invoice History](#)

Export Payment Records

Click here to get details about [Export Payment Records](#)

GOOGLE SETTINGS

When the Site Manager clicks on [Google Settings](#), the Google Ads page will be displayed, by default.



[Google Setting](#)

- (i) Enter public number for Google ads client

Click **Submit** and a message "Google Settings have been changed successfully" will be shown by the system.

Click **OK** and Google Settings will be changed.

This is how Google Ads appear in the eDirectory.



[Google Ads](#)

How Do I Sign up for Google Ads

When the Site Manager clicks on this link, a new page is displayed showing Google Login ID and password details. If the Site Manager does not have a new Google Ads ID and password, then the Site Manager needs to click "[Sign up now](#)" option and sign in.



DISCOUNT CODES

This option allows the Site Manager to add/edit/delete discount code details. When this link is clicked, the following page is displayed:

Found 3 records				
# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				
Edit Delete				
Code	Level	Amount	Status	
12345	All Levels	\$100.00	Active	
abc123	All Levels	\$15.00	Active	
abcde	All Levels	5.00%	Active	
A discount code is used to give advertisers discounts. Use discount codes to offer promotions, track advertising channels, sales reps.				

Discount Codes

The page displays discount codes, discount level, discount amount allowed to Advertisers for each level, activate/de-activate discount status and edit/delete status icon.

The Site Manager can perform the following tasks:

[Add Discount Codes](#)

[Edit Discount Codes](#)

[Delete Discount Codes](#)

Add Discount Codes

To add discount codes level, the Site Manager should click Add Discount option. The following page will be displayed:

* Required field

► **Information**

* Code:

* Expiration Date: (mm/dd/yyyy)

* Type: ☒ percentage ☐ fixed value (per year)

* Amount: \$ 0.00

* Listing Level: -- Select a Listing Level --

* Repeat use: ☒ yes ☐ no (allow discount code to be used more than 1 time per listing)

Add Discount Code

- (i) Enter **specific code** for specific discount levels. This field is mandatory and cannot be left blank.
- (ii) Enter **expiration date** for a particular discount code. This field is mandatory and cannot be left blank.
- (iii) **Discount rate** should appear either in a percentage or a fixed value [per year]. This field is mandatory and cannot be left blank.
- (iv) Enter **amount** for a specific discount level. The amount should be expressed in dollars. This field is mandatory and cannot be left blank.
- (v) Enter **listing level** from dropdown list corresponding to that particular discount code.
- (vi) Select radio button corresponding to "yes" or "no" for discount code. "Yes" means a discount code that can be used more than once per listing and "No" means a discount code can only be used once per listing.

Click **Submit** to save information
Click **Cancel** to terminate the action

Edit Discount Codes

Editing a discount code is very similar to adding a discount code. Just make necessary modifications and click **Submit** to save the changed information. Click **Cancel** to terminate the action.



Delete Discount Codes

The Site Manager is allowed to delete a discount code. On deletion, the following page will be displayed:



Delete Discount Code

► Delete Discount Code "abc123"

Are you sure you want to delete this discount code?

Delete Discount Codes

Click **Submit** to save information

Click **Cancel** to terminate the action

Status of Discount Codes

The Site Manager can change the status of discount codes by clicking Status option corresponding to a particular discount code. The following page will be displayed:



► Modify Discount Code Settings - 12345

Expiration Date: (mm/dd/yyyy)

Status:

Discount Code Status

- (i) A particular **expiration date** will be shown. The Site Manager can make necessary modifications in it.
- (ii) The Site Manager can choose the **status of discount codes** from the dropdown list of Status of discount codes.

Click **Submit** to save information.

Click **Back** to return to previous page.

CATEGORIES

To get more information, click on [Categories](#)



LOCATIONS

The Site Manager needs to set locations like Country, States and Cities details for Advertisers.

When the Site Manager clicks [Locations](#) from left panel, the page will refresh to produce Country page.

A screenshot of a web application interface for managing countries. At the top left, there is a tab labeled 'Country' with a right-pointing arrow. Below the tab is a large, empty rectangular text input field. Inside this field, the words 'Canada' and 'United States' are visible, suggesting a list or search results. At the bottom of the interface, there are three blue rectangular buttons with white text: 'Add', 'Edit', and 'Delete', arranged horizontally.

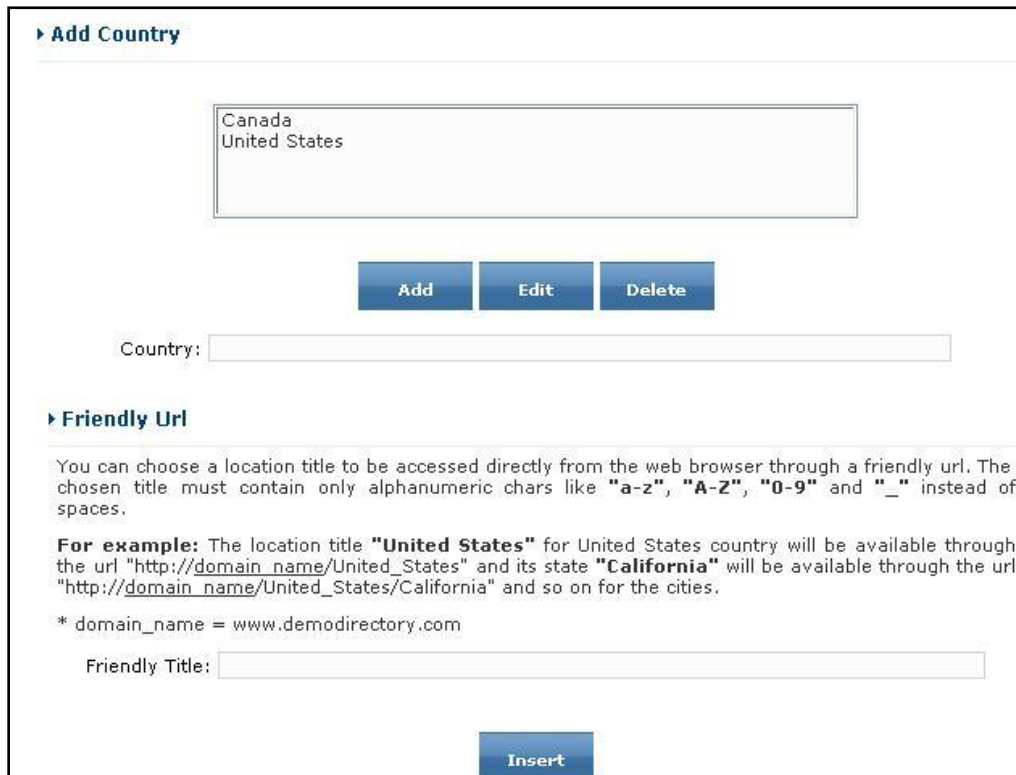
[Locations](#)

The Site Manager can perform the following functions:

- [Add Country](#)
- [Edit Country](#)
- [Delete Country](#)
- [Add States](#)
- [Edit States](#)
- [Delete States](#)
- [Add Cities](#)
- [Edit Cities](#)
- [Delete Cities](#)

Add Country

The Site Manager can add a country by clicking on the Add tab



► Add Country

Canada
United States

Add Edit Delete

Country:

► Friendly Url

You can choose a location title to be accessed directly from the web browser through a friendly url. The chosen title must contain only alphanumeric chars like "a-z", "A-Z", "0-9" and "_" instead of spaces.

For example: The location title "United States" for United States country will be available through the url "http://domain_name/United_States" and its state "California" will be available through the url "http://domain_name/United_States/California" and so on for the cities.

* domain_name = www.demodirectory.com

Friendly Title:

Insert

Add Country

- (i) Enter name of country in Country field
- (ii) Enter a [Friendly URL](#) for this detail page. For example, for a country like Canada, specify the URL: www.eEDirectory.com/Country/Canada

Click **Insert** to insert URL name and URL for a particular country.

Edit Country

[Editing a country](#) is very similar to adding a country sequence. Just make necessary modifications and click **Submit** to save the changed information. Click **Cancel** to terminate the action.

Delete Country

The Site Manager can delete a particular country. On deletion, the page will refresh to produce the following page:

A screenshot of a web application interface for managing countries. At the top, there is a tab labeled "Country". Below the tab is a list box containing two entries: "Canada" and "United States". Underneath the list box are three buttons: "Add", "Edit", and "Delete". Below these buttons is a red text message that reads "Are you sure about deleting country United States?". At the bottom of the interface are two buttons: "Confirm" and "Cancel".

Delete Country

Suppose the Site Manager wants to delete United States, click on the country to select it and then click the **Delete** tab. A message "Are you sure about deleting country United States?" appears in the screen.

Click **Confirm** to delete the country. Click **Cancel** to terminate the action.

Add States

The Site Manager can add a single State under a single country at a time. When **Add** tab is clicked, the following page will be displayed:

Add State

Country:

AK

AL

AR

AZ

CA

Add

Edit

Delete

State:

Friendly Url

You can choose a location title to be accessed directly from the web browser through a friendly url. The chosen title must contain only alphanumeric chars like "a-z", "A-Z", "0-9" and "_" instead of spaces.

For example: The location title "United States" for United States country will be available through the url "http://domain_name/United_States" and its state "California" will be available through the url "http://domain_name/United_States/California" and so on for the cities.

* domain_name = www.demodirectory.com

Friendly Title:

Insert

Add States

- (i) Enter **State** name under a particular country in State field.
- (ii) Enter a **Friendly URL** for this detail page. For example, for a country like United States and its State as AL URL: [www.eEDirectory.com/United States/al](http://www.eEDirectory.com/United_States/al)

Click **Insert** to save information

Edit State

Editing a state is very similar to adding a state sequence. Just make necessary modifications and click **Update** to save the changed information. Click **Cancel** to terminate the action.

Delete State

The Site Manager can **delete** a particular state. On deletion, the page will refresh to produce the following page:

A screenshot of a web application interface titled 'State'. It features a 'Country:' dropdown menu set to 'United States'. Below it is a list box containing state abbreviations: AK, AL, AR, AZ, and CA. At the bottom of the list box, 'AZ' is highlighted. Below the list box are three buttons: 'Add', 'Edit', and 'Delete'. Below these buttons is a red error message: 'Are you sure about deleting state AZ?'. At the very bottom are two buttons: 'Confirm' and 'Cancel'.

Delete State

Suppose you want to delete United States, click on the country to select it and then click **Delete** tab. A message "Are you sure about deleting state AZ?" will appear in the screen

Click **Confirm** to delete the state. Click **Cancel** to terminate the action

Add Cities

When the Site Manager clicks **Cities** tab, a page displays showing Country, State and City details. When a Country and State is selected, the city under it will also show automatically.

The Site Manager can add a single City under a single country and State at a time. When the **Add tab** is clicked, the following page will be displayed:

Add City

Country:

State:

Add Edit Delete

City:

Friendly Url

You can choose a location title to be accessed directly from the web browser through a friendly url. The chosen title must contain only alphanumeric chars like "a-z", "A-Z", "0-9" and "_" instead of spaces.

For example: The location title "United States" for United States country will be available through the url "http://domain_name/United_States" and its state "California" will be available through the url "http://domain_name/United_States/California" and so on for the cities.

* domain_name = www.demodirectory.com

Friendly Title:

Insert

Add City

- (i) Enter [City](#) under a particular Country and State
- (ii) Enter a [Friendly URL](#) for this detail page. For example, for a country like United States, it's State DC, and city as Washington URL:
www.eEDirectory.com/United States/dc/washington.


Click **Insert** to save information

Edit Cities

Editing a city is very similar to adding a city sequence. Just make necessary modifications and click on **Update** to save the changed information. Click **Cancel** to terminate the action.

Delete Cities

The Site Manager can [delete](#) a particular city. On deletion, the page will refresh to produce the following page:

A screenshot of a web application interface for managing cities. At the top, there's a tab labeled "City". Below it, there are two dropdown menus: "Country:" with "United States" selected, and "State:" with "DC" selected. Below these is a text input field containing "Washington". Underneath the input field are three buttons: "Add", "Edit", and "Delete". Below the buttons is a red text message: "Are you sure about deleting city Washington?". At the bottom of the message area are two buttons: "Confirm" and "Cancel".

Delete City

Suppose the Site Manager wants to delete Washington, click on country, state and city to select and then click the **Delete** tab. A message "Are you sure about deleting city Washington?" will be shown in the screen

Click **Confirm** to delete the city. Click **Cancel** to terminate the action.

EXPORT DATA

For more information, click [Export Data](#)



IMPORT LISTINGS

Import Listing Data

The Site Manager can import listings by browsing through the files. Click [Browse...](#) the Choose File window will open. Select the particular file and click [Open](#) option. The selected file will be shown in the [Browse](#) corresponding field. Click [Import this file](#) and the file will be imported into the Directory site.

When the Site Manager clicks [Sample CSV file in eDirectory Format](#), a new page is opened displaying eDirectory information in CSV file formats.

To know more on [Click here to change these settings](#) link, [click here](#)

Import Log

This option allows the Site Manager to view Log details. The following is displayed:

Log List						
<div>Import Home Import Log Import Settings</div>						
Log list						
Delete						
	Log Date Time	Log Filename	Added Lines	Total Lines	Status	
+	05/23/2007 15:05:42	edirectory_s...	1	1	Finished	RollBack this import
+	05/23/2007 15:05:40	edirectory_s...	1	1	Finished	RollBack this import
+	05/23/2007 15:05:39	edirectory_s...	1	1	Finished	RollBack this import
+	05/23/2007 15:05:37	edirectory_s...	1	1	Finished	RollBack this import

Log Import

- (i) [Log Date time](#) shows date and time when the log was generated
- (ii) [Log Filename](#) shows the name of the file that is logged
- (iii) [Added Lines](#) shows the number of lines that were added
- (iv) [Total lines](#) shows the total number of lines for which import was attempted
- (v) [Status](#) shows the status of the import operation (complete/incomplete/suspended/pending)
- (vi) [Roll Back This Import](#) allows to undo the import

Click [Delete](#) to delete a particular log detail.



Note

Log Details can be viewed by clicking on the corresponding icon.



The details will be displayed:

```
Importing data to temporary table.  
1 Line(s) read.  
Importing Countries...  
Found 2 Countries.  
No new Countries found.  
Importing States...  
No new States found.  
Importing Cities...  
No new Cities found.  
Importing Categories...  
Found 8 Categories.  
No New Categories.  
Imported 0 Categories  
Importing SubCategories...  
No New SubCategories  
Imported 0 Subcategories  
1 Account(s) And Contact(s) added  
- Starting Listings import...  
1 Listing(s) added.  
Processing relationship between Listing and Categories  
1 Listing(s) updated.
```

Log Details

Import Settings

To get more information, click [Import Settings](#)



MEMBER

SIGN UP AS NEW MEMBER

A Member can advertise for their products and services in the eDirectory site. But prior to the advertising, the member needs to sign up as a valid member to begin advertising in the directory.

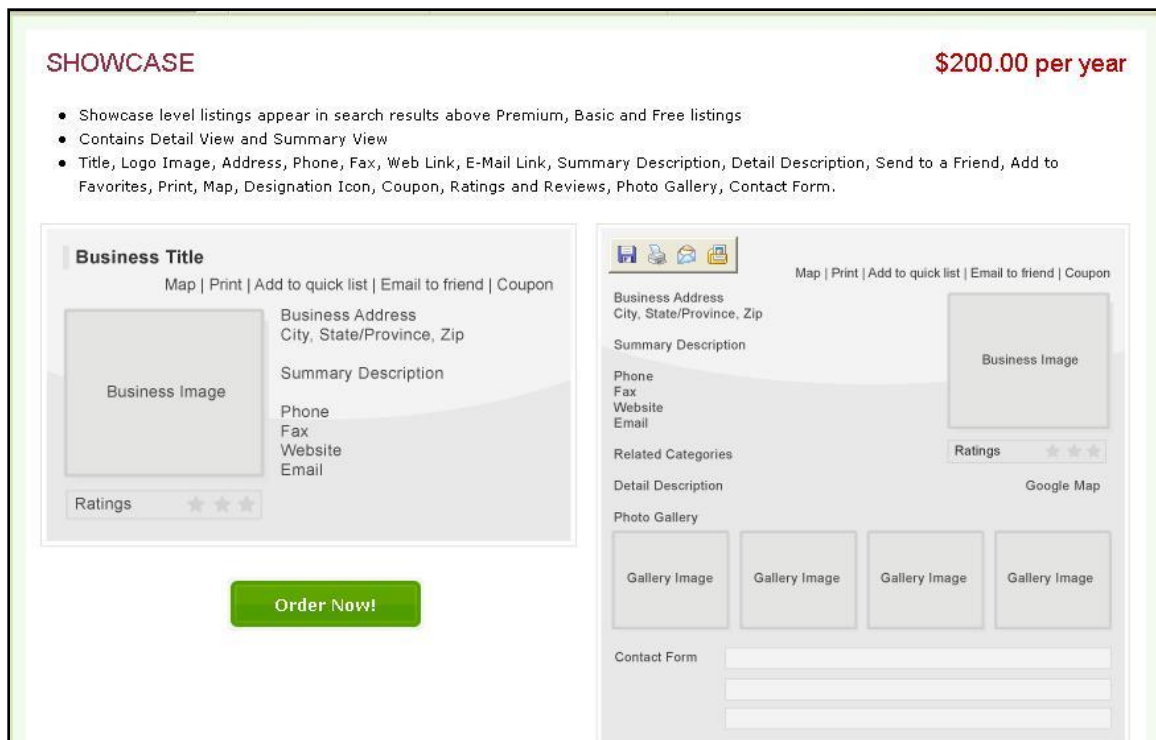
To sign up as a member, click **Sign Up**.

A screenshot of the eDirectory website's login and sign-up section. At the top, there is a search bar with the text 'Search by keyword' and a 'Search' button. Below this, a section titled 'Join Now!' includes the text 'It's easy and fast!' and a prominent green 'Sign up!' button with a play icon. Underneath, a section titled 'Already have access?' includes the text 'enjoy our services!' and login fields for 'username:' and 'password:'. There is also a checkbox for 'log me in automatically' and a blue 'Log In' button. At the bottom of this section is a link that says 'Forgot your password?'.

Sign Up

If the Member already has an **existing ID**, they just need to enter their Username and Password in the respective fields, click **Login** to enter the Directory as a Member.

If it's a **New Member** then click **Sign Up** to register as a Member. The following steps will follow:



Order Now Page

The page will show various levels – [Showcase](#), [Premium](#), [Basic](#) and [Free](#). The Members can choose from any of these options suitable for advertising their products and services. Some levels will require payment, but many directories will offer a basic listing for free. Members should choose a level based on their requirements.

Once the Member has chosen a level, click **Order Now** to become a member under that respective level.

It includes three important steps:

1. [Order](#)
2. [Payment](#)
3. [Place Order and Continue](#)



Step 1 – Order

In **Step-1**, the member has to *select a package* and place an order.

Select a package		Do you already have an account?
Showcase	\$200.00 per year	<input checked="" type="radio"/> No, I'm a new user.
Premium	\$100.00 per year	<input type="radio"/> Yes, I have an existing account.
Basic	\$5.00 per year	
Free	\$FREE	

Select a Package

By default, the **Showcase** package will be selected. The member can choose any of the other packages by selecting radio button corresponding to these packages.

The left panel will show account information. If it's a new user and signing in as a Member for the first time, select *No, I'm a new User* option. In the event you are an existing member select *Yes, I have an existing account* option.

Next, the member needs to provide their **Username**, **password** and **retype password** information for creating an account.

Account Information
Please write down your username and password for future reference.

Username:

Richard

Username must be between 4 and 80 characters with no spaces.

Password:

••••••••

Password must be between 4 and 50 characters with no spaces.

Retype Password:

••••••••

☐ I agree with the terms of use.

Account Information

The member must select the checkbox corresponding to *I agree with the terms of Use*. If the Member does not check this box, he/she will not be allowed to proceed further with the signup process.

The newly registered member [account](#) is available to the Site Manager in the list of accounts.

Next, the member needs to provide details on *Listing information*. Enter **Title** and **Promotional Code number** for Listing. While title includes a name for Listing, promotional code includes discount code number.



Listing Information

Title: Demo Listings

Promotional Code: 3456

Listing Information

Next, the member should add category and a subcategory for Listing. Accordingly, his listing is categorized within a category and subcategory in the Directory.

Members need to click **Add** to map the sub-category with the Listing. The Sub-category gets automatically displayed in the *Listing Categories* box.

Adding a Listing to a Sub-category also maps it with the **Category** to which the Sub-category belongs.

Members can click **View Category Path** to view the category/sub-category path for a particular category listing.

To remove a Sub-category that is mapped to a Listing, A Member needs to select a Sub-category and click **Remove Selected Category**.

Categories and sub-categories

Categories **FREE: 2**. Extra categories/sub-categories cost an **additional \$ 20.00** each. Be seen!

Only select sub-categories that directly apply to your business type.
Your listing will automatically appear in the main category of each sub-category you select.

aaaaaa Add

ss Add

Listing Categories:

ss

View Category Path

Remove Selected Category

Listing Categories

Note:

For every Member, a Category level is set by the Site Manager. In the event the Member wants to add more categories than what is allowed by the Site Manager, the Member has to pay an additional amount fixed by the Site Manager.

Next, the member has to give billing details.

Billing Information
(This information will not be displayed publicly. You will configure your listing after placing the order.)

* First Name:	Richard
* Last Name:	Corleone
* Company:	Webspiders
Address:	2345 County Lane
Address (Optional):	
City:	London
State:	
Zipcode:	
Country:	United Kingdom
* Phone:	004423456789
* E-Mail:	devarati.banerjee@gmail.com

[Pay By Credit Card](#)[Pay By PayPal](#)[Print Invoice](#)

Billing Information

The Member has to enter the following billing information, [First Name](#), [Last name](#), [Company](#), and [Address](#). Optional items include [address](#), [city](#), [state](#), [Zip Code](#), [country](#), and [phone](#). The fields First Name, Last name; Company, Phone and E-mail are mandatory and cannot be left blank.

The Member can pay either through Credit Card, PayPal or by printing an invoice.



Step 2 – Payment

Pay by Credit Card

If the member chooses payment by [Credit card](#), the following page will be displayed:

Billing Info	
* Card Number:	3700000000000002
* Card Expire date:	23/05/2010 (mm/yy)
Card Code:	

The Member needs to enter the credit card number, credit card expiration date and credit card code. Credit card number field and credit card expiration date are mandatory fields and cannot be left blank.

The last section of the page shows information that had been already entered by the Member during the billing process.

First Name:	Richard
Last Name:	Corleone
Company:	Webspiders
Address:	2345 County Lane
City:	London
State:	
ZIP:	
Country:	United Kingdom
Phone:	004423456789
E-mail:	devarati.banerjee@gmail.com
<input type="checkbox"/> I agree to terms!	
Place Order and Continue	

Payment Page



Checkbox corresponding to *I agree to terms* option must be selected to continue.
Select the *Place Order and Continue* option to continue the process of signing up as a Member.

Listing Information page will be displayed before the member.

To know more about Listing Information, [click here](#)



Step 3 – Place Order and Continue

Once the Member enters all information, the following page will be displayed:

Manage Listings

Found 1 records

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Showcase Premium Basic Free

View Edit Gallery Promotion Traffic Reports Rating

Listing Title	Level	Renewal	Status	
Demo Listings	Showcase	05/31/2008	Pending	View Edit Gallery Promotion Traffic Reports Rating

[Place Order and Continue](#)

The status of this new listing will be shown as **Pending** for this particular member. The member can start advertising his products/services only after the Site Manager approves of the listing and the status turns to **Active**.

Listing Approval

The Site Manager will find activating status task for this Member in his [To Do Items](#) list when he/she logs in with his own ID.

To Do Items

» 11 listings to review and activate
» 4 classifieds to review and activate

The Site Manager is where you can manage your eDirectory site. This allows you to manage e... contained within eDirectory.

\$1050.99 total payments received in last 30 days.
\$5.00 total invoices received in last 30 days.
35798 listings approved and active.
11 listings waiting approval before going live.
1 listing expired.

[ToDoItems](#)

The Site Manager needs to click **approval** to approve listings of Members that require approval.

Often there may be several accounts awaiting approval from the Site Manager. In that case, the system will demand a Search option [either by company or by



Username]. The Site Manager needs to click **Search** to approve the listing for a particular member whose information had been placed within the Search box.

Search and select an account for this search.

Company:

Username:

Username richard

Company Webspiders

Email devarati.banerjee@gmail.com

Phone 004423456789

State

City London

[Search an Account page](#)

On selecting the searched user, the following page will be displayed:

Listing Title:

Listing Level: ☐ Showcase ☐ Premium ☐ Basic ☐ Free

Category:

Country:

State:

City:

Status:

Days to Expiration:

► Results

Found 11 records | Showing page 1 of 2 pages | Go to page:

☐ Showcase ☐ Premium ☐ Basic ☐ Free

Listing Title	Level	Account	Status	
asdf	<input type="radio"/> Showcase	demo	Pending	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Gallery"/> <input type="button" value="Promotion"/> <input type="button" value="Traffic Reports"/> <input type="button" value="Rating"/>
Demo Listings	<input type="radio"/> Showcase	richard	Pending	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Gallery"/> <input type="button" value="Promotion"/> <input type="button" value="Traffic Reports"/> <input type="button" value="Rating"/>

[Pending Status of Member](#)



The Site Manager should click **Pending** under the Status column and choose the **Active** option from the dropdown list to activate that particular Member.

Once the Site Manager changes the status to **Active**, the Member can log in and advertise their products or services.

A screenshot of the login page. At the top, it says 'Already have access?' in blue. Below that, it says 'enjoy our services!' in green. There are two input fields: 'username:' with the text 'richard' and 'password:' with seven dots. Below the password field is a checkbox labeled 'log me in automatically'. A blue 'Log In' button is to the right. At the bottom, there is a green link 'Forgot your password?'.

Login page

When a Member clicks **Login**, the Member will be taken to their own login page where they can advertise their products.

A screenshot of the 'Member Options' page. The top header shows the 'eDirectory demo' logo, a 'Welcome Richard Corleone!' message, and links for 'Home', 'Manage Account', 'Help', and 'Logout'. The left sidebar is titled 'Member Options' and has three expandable sections: 'Listings' (with 'Add Listing' and 'Manage Listings'), 'Promotions' (with 'Add Promotion' and 'Manage Promotions'), and 'Events' (with 'Add Event' and 'Manage Events'). The main content area is titled 'Welcome to the Member Section' and contains a welcome message for Richard Corleone, followed by instructions to add, review, or update listings. It also lists the same three options as the sidebar: Add Listing, Manage Listings, Add Promotion, Manage Promotions, Add Event, and Manage Events.

Advertise page for Member



ADVERTISING BY MEMBER

A Member can add, review or modify Listings, Promotions, Events, Ad Banners, Classifieds, Articles, and also check out payment details, free items, transaction history and invoice history.

The Member can perform the following functions:

- [Listings](#)
 - [Add listing](#)
 - [Manage Listings](#)
- [Promotions](#)
 - [Add promotion](#)
 - [Manage Promotions](#)
- [Events](#)
 - [Add Event](#)
 - [Manage Events](#)
 - [Manage Billing](#)
- [Banners](#)
 - [Add Banner](#)
 - [Manage Banners](#)
- [Classifieds](#)
 - [Add Classified](#)
 - [Manage Classifieds](#)
- [Articles](#)
 - [Add Articles](#)
 - [Manage Articles](#)
- [Check out](#)
 - [Make your payment](#)
 - [Free Item](#)
 - [Transaction History](#)
 - [Invoice History](#)

Note:

While the Site Manager can add/edit/view Listings of all Members, a Member can add/edit/view only his own Listings.



LISTING

Add Listing

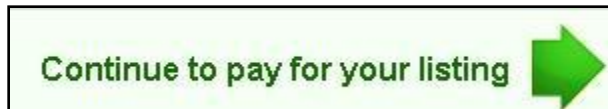
The Member can add Listing Levels by logging in with his own ID. For more details, click [Add Listing Level](#)

Manage Listings

Members can manage only their own Listings details. Members can perform the following functions through thier own Login Ids:

- [View Listings](#)
- [Edit Listings](#)
- [Add/Edit Photo Gallery](#)
- [Change Promotion](#)
- [View Traffic](#)
- [View Ratings](#)

However, "Continue to pay for you Listing" allows the Member to make payments to the Site Manager.



The following page is displayed:

Manage Billing

☐ Check / Uncheck All

Pay	Listing Name	Discount Code	Extra Category	Level	Renewal
<input checked="" type="checkbox"/>	Get your software for e-directory now!	<input type="text"/>	2	Basic	New
<input type="checkbox"/>	Restauzrant Huber	<input type="text"/>	0	Showcase	11/01/2007
<input checked="" type="checkbox"/>	Test Listing	<input type="text"/>	0	Showcase	New
<input type="checkbox"/>	teste pagamento	<input type="text"/>	0	Showcase	04/30/2008
<input checked="" type="checkbox"/>	testing title	<input type="text"/>	0	Showcase	New

Pay for outstanding invoices

Pay	Title	Date	Items	Amount
<input checked="" type="checkbox"/>	Customizations	04/02/2007	View Items	100.00

Payment Method

☐ By Credit Card
 ☐ By PayPal
 ☐ Print Invoice and Mail a Check

Manage Billing

The Member can manage billing processes by selecting the checkbox for Listing Name, entering Discount Codes, viewing extra categories added and calculating for each extra category, view Listing levels and view renewal details.

The last section allows the Member to select payment. Select radio button for making payments through credit cards, Paypal accounts and other options.

Clicking **Next** takes the Member to the following page:

* Card Number:
3700000000000002

* Card Expire date:
24/05/09
(mm/yy)

Card Code:

Customer Info

First Name:
Gerry

Last Name:
Bosh

Company:
Technowledge Development (Pty) Ltd

Address:
1020 Saxby Avenue Eldoraigue



- (i) Enter the [Card Number](#). This field is mandatory and cannot be left blank
- (ii) Enter the [Expiration Date](#). This field is mandatory and cannot be left blank
- (iii) Enter the [Card Code](#) number. This field is optional
- (iv) Enter other details about [Customer Info](#)

Click the **Pay by Credit Card** tab at the bottom of the page.

The following confirmation page is displayed.





PROMOTIONS

Add Promotion

The Member can add new promotions for their own site. To know more about how to Add Promotions, [click here](#).

Manage Promotions

The Member can view/edit and delete Promotions on their own site, through this option.

The Member can perform the following functions:

- View Promotions
 - [Edit Promotion Information](#)
 - [Delete Promotion](#)
- [Edit Promotions](#)
- [Delete promotion](#)



EVENTS

Add Events

The Member can add new event levels to their site. To know more about how to add events, [click here](#).

Manage Events

The Members can view/edit and delete events on their site, through this option. The Member can perform the following functions:

- View Events
 - [Delete Event](#)
- [Edit Event](#)
- [Delete Event](#)

Manage Billing

The Member can pay the Site Manager through the billing process. Click on the link at the bottom of the page:



The billing can be managed from the following page:

Manage Billing			
Pay	Event Name	Level	Renewal
<input type="checkbox"/>	basic event	Basic	05/08/2009
<input checked="" type="checkbox"/>	test event	Basic	05/08/2008

Next

Manage Billing

After an event name is selected, click **Next** to carry out the billing process.

Manage Billing

▶ Billing Information

• Back

Event name	Level	Renewal	Yearly Prices
test event	Basic	05/08/2009	FREE

Total Price
FREE

• Back

Complete The Process

Billing Information

In events were not free and Member had to pay an extra amount, the Member needs to enter the amount details.

Click **Complete the Process** to complete the billing process.

The following confirmation page is displayed.

Transaction (Free) - Completed

▶ Transaction Status - Free

=====

Bill Amount: FREE

Transaction Status: COMPLETED

More information can be found at the **transaction history**.

=====

Transaction Completed

Note:

In the Member needed to add more events than were set by the Site Manager, the Member has to make extra payments and the transaction process would show complete payment structure with details about discount, extra payment etc.



BANNERS

Add Banners

The Member can add new banners to the site. To learn more about how to add banners, [click here](#)

Manage Banners

The Member can perform the following functions:

[View Banner](#)

[Edit Banner](#)

[Delete Banner](#)

[View Banner Traffic Reports](#)

[Make Payments](#)

Note

Banners will be active in the directory after the Site Manager approves of it.



CLASSIFIEDS

Add Classifieds

The Members can add new classifieds for their own site. To know more about how to add classifieds, [click here](#)

Manage Classifieds

To know more about this section, click [Manage Classifieds](#)



ARTICLES

Add Articles

Members can add their own new articles for their site. To know more on how to add articles, [click here](#)

Manage Articles

To know more about this section, click [Manage Articles](#)



CHECK OUT

Make Your Payment

The Member can check his own payment details by clicking on this link. The following page will be displayed:

☐ Check / Uncheck All

Pay	Listing Name	Discount Code	Extra Category	Level	Renewal
<input type="checkbox"/>	Auto Test	<input type="text"/>	0	Showcase	05/02/2008
<input checked="" type="checkbox"/>	girish s	<input type="text"/>	0	Showcase	New
<input checked="" type="checkbox"/>	Lindy House	<input type="text"/>	0	Basic	New
<input type="checkbox"/>	Sarah's Office	<input type="text"/>	0	Showcase	05/28/2007
<input checked="" type="checkbox"/>	sdf	<input type="text"/>	0	Showcase	New

Pay	Event Name	Level	Renewal
<input checked="" type="checkbox"/>	sadf asdf	Showcase	New

► Pay for outstanding invoices

Pay	Title	Date	Items	Amount
<input checked="" type="checkbox"/>	Customizations	05/25/2007	View Items	600.00

Payment Method

☐ By Credit Card ☐ By PayPal ☐ Print Invoice and Mail a Check

Next

Make Your Payment Page

The Member can select the **Pay** option checkbox to select payment options. Listing Name and Event Name shows the name of various listings and events. Discount Code shows discounts added for listings and events. Extra Category shows any additional categories added over the category level set by the Site Manager.

Level shows the category level for that particular event or listing.

Renewal option shows renewal status of a particular event/listing.



Pay for Outstanding Invoices

The Member can pay for outstanding invoices. The amount and other details will be shown.

Payment Method

The Member can pay through three options – Credit Card, PayPal, and by Printing an Invoice and Mailing a Check, whichever is convenient for the Member.

To know more on payment methods [click here](#)



FREE ITEMS

The Member can check out all free items by clicking on this option. The following page will be displayed:

Manage Billing

☐ Check / Uncheck All

Pay	Listing Name	Discount Code	Extra Category	Level	Renewal
<input type="checkbox"/>	wfwef	<input type="text"/>	0	Free	05/22/2009

Next

Manage Billing for Free Items

Check the item and click [Next](#). The following page will be displayed:

Manage Billing

► Billing Information

- Back

Listing name	Discount Code	Extra Category	Level	Renewal	Yearly Prices
wfwef	N/A	0	Free	05/22/2010	FREE

Total PriceFREE

- Back

Complete The Process

Complete Billing for Free Items

Click on [Complete the Process](#) to complete.



TRANSACTION HISTORY

To know about Transaction History click on [Transaction History](#)

INVOICE HISTORY

To know about Invoice History click on [Invoice History](#)



USER

Users are people who will be searching for a product or service within the Directory.

The following categories are available to users:

1. [Businesses](#)
2. [Events](#)
3. [Classifieds](#)
4. [Articles](#)
5. [Coupons](#)
6. [Advertise with Us](#)

HOME PAGE

This page is the first page displayed to the User when they visit the Directory site. The middle panel of the Directory site shows featured listings on some of the most popular subjects like banking and loans, exercise and fitness, food and drinks etc. Clicking on any of these will take the User to the page providing detailed information about these listings. The Header will contain the logo for the site and the footer will show the logo's of the companies advertising their products. The right panel will show links on upcoming events. The left panel provides an option to users to Search for a product or service.

Search by keyword

The User can search for a particular item by *keyword*. An example, this is how a user can search for Gifts and Flowers.

A screenshot of a search interface. It has a light blue background. At the top, the text "Search by keyword" is displayed in a dark blue font. Below this is a white text input field containing the text "Gifts and flowers". To the right of the input field is a dark blue button with the word "Search" in white text.

[Search by keyword](#)


Click **Search** and the Directory will display all the listings that relate to these keywords (*Gifts and Flowers*).

Found 535 records | Showing page 1 of 54 pages | Go to page:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Query SA

print add to quick list email to friend



Best Service Your online directory

t: view phone
w: <http://www.QuerySa.co.za>
e: info@querysa.co.za

[More info >>](#)

★★★★★ (0 reviews)
Be the first to rate this listing!

"All About Flowers" - A Full Service Florist, City

11705 Perrin Beitel Rd Suite 104
San Antonio, TX 78217

t: view phone
w: <http://www.ItsAllAboutFlowersSA.com>
e: test_email@edirectory.com

★★★★★ (0 reviews)
Be the first to rate this listing!

Search Results Category

The User can view a variety of gift and flower business categories on this page. The User can also search by Business.



BUSINESSES

The Businesses page shows categories on business types and featured listings on topics such as food, drinks, health etc.

Search Business

The User can search for businesses

- (i) [By Location](#)
- (ii) [By Zip code](#)

By Location

The User can search for a particular business by location.

A screenshot of the "Search Business" form. The form has a title "Search Business" at the top. Below the title are two tabs: "By Location" (selected) and "By Zipcode". The form contains three input fields: "Search:" with the text "Hotels", "Category:" with a dropdown menu showing "acomadation", and "Location:" with three stacked dropdown menus showing "Australia", "Sydney", and "Sydney". At the bottom are two buttons: "Search" and "Clear".

[Search by Location](#)

By Zip Code

The User needs to enter information on various fields to search for a business category.

A screenshot of a web form titled 'Search by Zip Code'. The form has a light green background and a dark green border. At the top, there are two tabs: 'By Location' (highlighted in green) and 'By Zipcode'. Below the tabs, there is a 'Search:' label followed by a text input field containing the word 'Hotels'. Below that is a 'Category:' label followed by a dropdown menu showing 'acomadation' with a blue arrow icon. Below the dropdown is a 'Zipcode:' label followed by a text input field containing '10', a label 'Miles of', another text input field containing '500', and a label 'Zip' followed by a text input field containing '92'. At the bottom of the form are two dark green buttons: 'Search' and 'Clear'. Below the buttons is a large, rounded rectangular button with a green border and a gradient background, containing the text 'Add your Business'.

Search by Zip Code

Click **Search** and view the displayed results on Business categories.
Click **Clear** to clear all information and start a new search.

EVENTS

The User can browse through a particular event category by clicking on the Browse Event Category option or by clicking on featured Events.

To know more about Search Event options, [click here](#)

CLASSIFIEDS

The User can browse through a particular classified category by clicking on Browse Classified Category option or clicking on featured Classifieds.

To know more about Search Classified option, [click here](#)

ARTICLES

The User can browse through various articles on topics such as diet, fitness and exercise, personal growth, banking and finance etc.

Search Articles

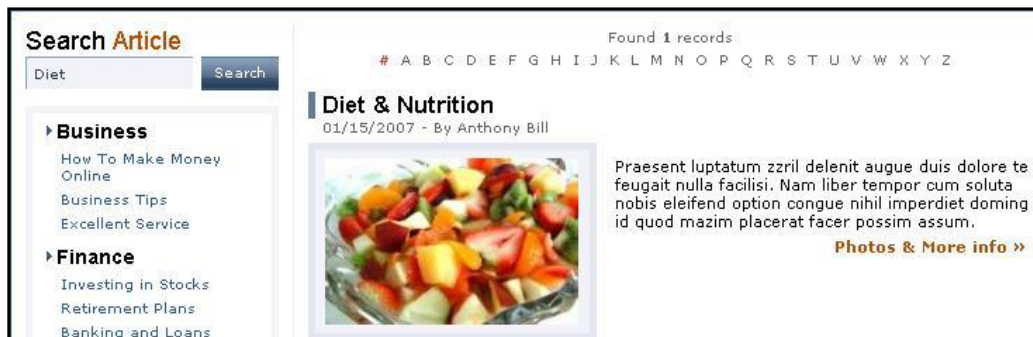
Enter subject of the article in the Search box displayed below:



A search form titled "Search Article" with a text input field containing the word "Diet" and a "Search" button.

Search Articles

The following article page will be displayed:



A screenshot of the search results page. On the left is a sidebar with a "Search Article" form (containing "Diet" and a "Search" button) and two category lists: "Business" (How To Make Money Online, Business Tips, Excellent Service) and "Finance" (Investing in Stocks, Retirement Plans, Banking and Loans). The main content area shows "Found 1 records" with an alphabetical index. The first result is "Diet & Nutrition" by Anthony Bill, dated 01/15/2007, featuring a photo of fruit and a paragraph of placeholder text. A "Photos & More info »" link is at the bottom right.

Search Article Result



COUPONS

The User can browse through a particular Coupons category by clicking on the Browse Coupons Category option or clicking on featured Coupons.

To know more about Search Coupons option, [click here](#)

ADVERTISE WITH US

This feature allows members to register and advertise with the eDirectory. For more information on how to advertise, [click here](#)

CONTACT US

This page provides information on eDirectory address. The user can fill up a form to contact the eDirectory members.

-----*End of Document*-----