



BUILD Web Portal

Plant Sale, Plant Hire & Job Vacancies Submission(s)

The contents of this handout will give a brief overview on how to Register as a client, Submit Plant items for Sale or Hire, Submit Job vacancies and Enter Sales on the BUILD web portal.

Contents:

No	Item	Page
1	Overview	2
2	Register to Submit Plant for Sale or Hire	3
3	Login and Out	4
4	Forgotten Password(s)	5
5	Submit New Plant	5 - 6
6	Edit or Deleting Existing Plant Hire or Sales Entry	7
7	Amend Company Details	8
8	Job Vacancies Submissions	8 - 10
9	Contact Us & Technical Support	11



I. Overview

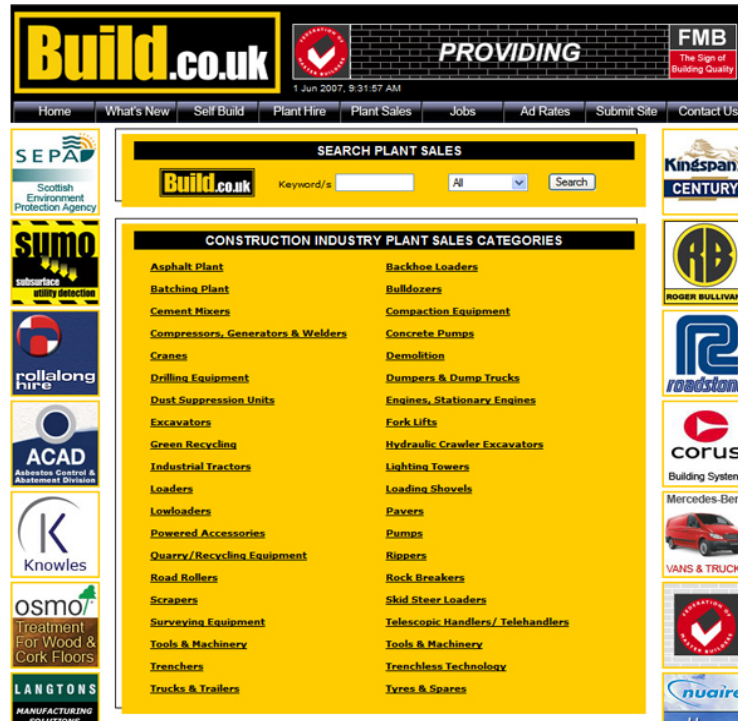


Fig 1

WWW.BUILD.CO.UK provides a Web-based system for the submission of items of Plant for Sale, Hire and Job Vacancies. Any visitor to BUILD has a variety of ways to locate items of Plant and Jobs including three (3) dedicated sections to the website that are driven by a well-maintained and structured directory. (See Fig 1)

BUILD also has an advanced search engine feature which will trawl effectively through the database and return results based on a text search ... this could be for (1) A particular Item (2) Or part of (3) Or description of an item (4) Or for a particular company ... which may Sell or Hire plant.

The process of Registering and Submitting has been fully automated and you will find ease of use. After full registration, a dedicated member of the Web Portal Sales Team will contact you personally, to check your details and after confirmation, your unique **Username and Password** to BUILD will be enabled.

Items of Plant for Sale or Hire can be submitted at any time, but it is important to remember that there are quantity limits in force by the BUILD Support team. Website visitors will be able to see all items for sale or hire for a specified company and all related contact information (**Example:** Email Addresses, Website details, Telephone/Fax numbers etc).



2. Register to Submit Plant for Sale or Hire

The screenshot shows the Build.co.uk website interface. At the top, there is a navigation bar with tabs for Home, What's New, Self Build, Plant Hire, Plant Sales, Jobs, Ad Rates, Submit Site, and Contact Us. The main content area is titled 'CONTACT BUILD.CO.UK' and features a contact form for Flagship Media Group Ltd. The form includes fields for Company, Name, Email, and Message, with a 'Send Message' button. The page is surrounded by various construction-related logos and navigation tabs.

Fig 2

Registering On-Line has been simplified to ensure ease of use by the client.

Complete the short Contact Form (See Fig 2) by clicking the "Contact Us" tab situated at the top of the portal page. It is important that you complete **ALL** fields to include Company Name / Contact Name / Email Address and a short message to the Support Team... When this has been completed you must then click **Send Message**.

When received ... your message and details will be reviewed by the Support Team. You will be contacted as a failsafe to confirm your details verbally. As soon as your full details have been verified, then a unique Username and Password will be generated by the Support Team and allocated to your company. These items will be sent directly to the Contact Name nominated by you ... Via Email

IMPORTANT NOTE: Please record these important details and store in a safe place for future use. After you have received this Unique ID and Password, they can only be changed by contacting the Web Portal Support Team



3. Login and Out

Step 1 – On the BUILD home page ... Click on either **Plant Sales** or **Plant Hire** tabs situated at the top of the portal (See Fig 3)



Fig 3



Fig 4

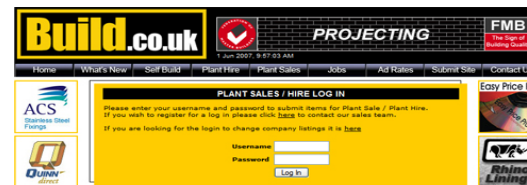


Fig 5

Step 2 – Go to the bottom of the directory page where you will find the link “Submit Items for Plant Sale / Hire” (See Fig 4) ... Click on link and you will be directed to the “Client Log In Page” (See Fig 5)

Step 3 - To login type in your unique Username and Password ... Then Click Submit.

Once you have completed login you will begin your protected BUILD session that will last until you log-out or if the portal remains idle

After login is completed you may surf normally through the site. You will not need to re-enter your Username or Password again. Even if you want to go back to submitting on the Plant Sale / Hire pages.

Step 4 - IMPORTANT NOTE: Always remember to logout after your BUILD session



4. Forgotten Password(s)

When you decide to use the BUILD web portal and you inadvertently mislay or forget your Password and/or your Unique ID ... Click on the "Contact Us" tab and you will be able to request information from the BUILD Support Team (See Fig 2)

It is important that you complete **ALL** fields to include Company Name, Contact Name, Email Address and a short message to the Support Team... When this has been completed you must then click **Send Message**.

5. Submit New Plant

After login ... the following screen will appear (See Fig 6)

A screenshot of a web form for submitting new plant. The form is set against a yellow background. It includes the following fields and options:

- Type:** Radio buttons for 'Hire' and 'Sell', with 'Sell' selected.
- Product Type:** Text input field containing 'Open Frame Generator'.
- Manufacturer:** Text input field containing 'Honda'.
- Model:** Text input field containing 'EC 2200'.
- Year:** Text input field containing '2007'.
- Price:** Text input field containing 'n/a'.
- Description:** A large text area containing the following text: 'Output Max.: 2200 watts', 'Engine: Honda GX160 4 Stroke', 'Oil Alert', and 'Output Dual Voltage: 115v/230 AC'.
- Active:** A checked checkbox.
- Category:** A dropdown menu with 'Tools & Machinery' selected.
- Category 2:** A dropdown menu with 'None' selected.
- Category 3:** A dropdown menu with 'None' selected.
- Age:** A dropdown menu with 'None' selected.
- Buttons:** A link for 'Upload / Remove Image' and a 'Save' button.

Fig 6



Submit New Plant (Continued)

Step 1 - Click the "Create a new Record" link at bottom of the portal page.

Step 2 - Complete the On-Line form with the details you wish to send to market and click SAVE. (See Fig 7 for help in completing any details)

The following chart will give you a description of each area in the On-Line Plant / Sale or Hire form:

*** Means includes Searchable Information for the section.**

Item	Description	Requirement
Type	Choose whether the item is for the SALE or HIRE	MANDATORY
*Product Type	Information here is used in the search function of BUILD	MANDATORY
*Manufacturer	Information here is used in the search function of BUILD	Optional
*Model	Information here is used in the search function of BUILD	Optional
Year	Optional information relating to the Item being submitted	Optional
Price	Optional information relating to the Item being submitted	Optional
Description	Optional information relating to the Item being submitted	Optional
Active	Used as an ON / OFF switch (items can be switched off temporarily which would prevent having to re-type the information in the future)	Optional
Category	Up to 3 categories can be assigned to any one item in the Sale / Hire section/	Optional
Age	Optional information relating to the Item being submitted	Optional
SAVE	Used to save the current information on screen to the BUILD database	Optional
Upload / remove image	One image can be uploaded for each Item submitted to the sales / hire section	Optional

Fig 7

Important Note: Completed information that does not comply with BUILD format rules ... will be returned to the user marked with **Red Text**. (Example: If client does not complete a mandatory section "Product Name" ... The client will be requested to re-submit and prompt the user for more information.



6. Edit or Deleting Existing Plant Hire or Sales Entry

When a registered customer has logged into the Plant Sale / Hire section they can automatically edit previously added items.

BUILD.CO.UK				
Product	Manufacturer	Model	Created	Active H S IM
<u>Test Product</u>	Product Manufacturer	Product Model	01/08/2007 10:58:00	Y Y Y Y DEL
<u>*new record*</u>			01/08/2007 11:12:00	- - - - DEL

Fig 8

By clicking the "Submit Items for Plant Sale / Hire" the window will show all of the items that the company has added to the site. (See Fig 8)

The BUILD portal window will show the grid of product (See Fig 9) and each section is explained as follows:

Product	Information from the Product Name field that was completed from the On-Line Submit Item form.
Manufacturer	Information taken from the Optional Field from the On-Line Submit Item form.
Model	Information taken from the Optional Field from the On-Line Submit Item form.
Created	Timestamp of when the record was added to the BUILD website (Generated automatically by the website.)
Active	Y for Yes or N for No - This includes information on the Directory and Search Option ... If NO – Means you can turn this product OFF without having to delete or lose the data. (Can be useful for temporarily turning an item off to be reactivated again at a later date.)
H	Shown with a "Y" if the item is shown in the HIRE section
S	Shown with a "Y" if the item is shown in the SALES section
IM	Shown with a "Y" if there is an IMAGE included for the product.
DEL	Choosing the "Delete" link will produce a confirm popup window which will ask you to confirm deletion of the chosen item. Important Note: Deleted items cannot be recovered

Fig 9



7. Amend Company Details

Click "Edit Company Details" link to allow you to edit your own Company Profile.

Note: After registration has been completed ... you must contact BUILD Technical Support if you wish to change your User ID or Password. Your registered user can amend general information on your Company Profile.

8. Submit Jobs & Vacancies

To submit Jobs & Vacancies to the BUILD Web Portal has been simplified and automated for ease of use by the client.

Step 1 – On the BUILD home page ... Click on the "Jobs" tab situated at the top of the portal (See Fig 3)

The following window will appear (See Fig 10)



Fig 10



Fig 11



Step 2 – Go to the bottom of the Jobs directory page where you will find the link “Submit /Edit Vacancy (See Fig 11) ...

Step 3 - Click on link and you will be directed to the window “Enter /Enter Job” which contains the appropriate On-line form (See Fig 12 & 13)

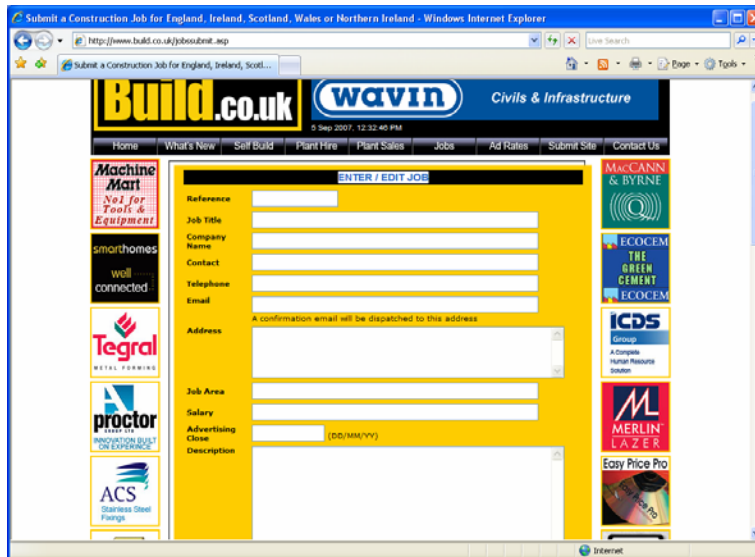


Fig 12

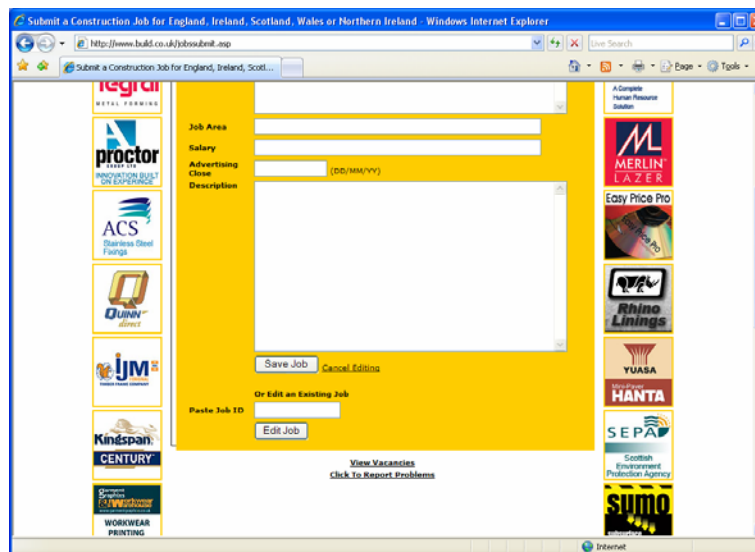


Fig 13



The BUILD “Jobs” portal window will show the grid of fields (See Fig 12 & 13) along with an explanation of each section: Please note the MANDATORY fields that MUST be completed

Reference	Client enters the company reference they prefer
Job Title	Mandatory Field to describe Job
Company Name	Mandatory Field for Company name
Contact	Contact details of portal user designated by your company
Email	Mandatory Field – Valid Email Address
Address	Your FULL company address
Job Area	Mandatory Field – Area of Country etc
Salary	Salary details if required
Advertising Close	Mandatory Field – Must not be more than 90 days long
Description	Brief description of the Job, Requirements and offers to candidates
Save Job	This button saves your submission
Cancel Editing	This cancels any editing and returns the vacancy to its original status
Paste Job ID	When you have submitted a job vacancy you will be issued with a Unique ID. This must be used when editing any vacancy
Edit Job	Click this button to commence editing the vacancy
View Vacancies	This link will take you to the job directory
Report Problems	This link will send mail to BUILD Technical Support Team

Complete the relevant fields and Save or Edit your vacancies as preferred. Once submitted the vacancy will be quality assured by the Web Master and confirmation of entry will then be Emailed to your designated company user.

Important Note: Completed information that does not comply with BUILD format rules ... will be returned to the user marked with **Red Text**. (Example: If client does not complete a mandatory section “Advertising Close Date” ... The client will be requested to re-submit and prompt the user for more information.



9. Contact Us & Technical Support

If you wish to contact the BUILD Technical Support Team for any reason over administration and Login issues then please complete our Contact Form supplied under "Contact Us" tab on the BUILD Web Portal Home Page

<http://www.build.co.uk/contact.asp>

For more technical issues in relation to website ... you can contact the team on any of the following numbers or link:

Tel: +44 (0) 2890 319008

Fax. +44(0) 2890 727800

Ask for BUILD Technical Support Department

For more information email support@BUILD.co.uk.