

Adooda Directory

Searching

Within the business/contact directory you can search on the following:-

- Business name: (full or partial)
- Service: i.e. plumbers, electricians
- Location: postcode, county, country/region or town

If the search is successful, the following information will be displayed:

- Business name
- Address
- Telephone number

Expanding Details

To display all of the information held on the database for a particular record, you need to click on the **green “arrow down”** button. This will then display the following information:

- Fax number
- Web site
- The categories within which that record will be found (up to a maximum of 3)
- A brief description/profile of the business

Browse Directory

Another way of searching the directory is via the categories list. Select the letter of the Service you require i.e. P for Plumbers. You will then see a display of all the categories in the Adooda System beginning with the letter you have entered. Selecting an item from the list will define your search even further. Prior to displaying your search results you will be given the opportunity to define optional search criteria such as the number of items you wish to see on a page. The final step is to click on “Get Listings” and the results of your search will be displayed.

Directory listing

Adding

To add a directory listing you need to do the following:-

- From the Adooda homepage click on My Adooda

- If you haven't logged into the system you must enter your username and password (as per your Adooda sign-up process)
- **otherwise**
- Select either "**Directory Listings**" or "**Add Business**"
- If you choose "**Directory Listings**" a page will be displayed showing you all of your directory records
- Select the "Add New Listing" tab to take you to the initial entry screen
- If you choose "**Add Business**" this will take you to the "My Directory Listings" page and you will need to select the "Add New Listing" tab to take you to the initial entry screen
- You will be required to enter basic company information, some of which is mandatory (these data fields are marked with a red asterisk*)
- You will also need to enter a telephone number; this will need to contain 11 numbers with no alpha characters i.e.x239 for an extension number
- You can upload a company logo if your file is in JPG, GIF or PNG format
- You will also be prompted to enter up to a maximum of 3 categories for the business
- At the end of the process, your new directory record will be sent to Adooda Administration where it will be validated
- At this point it is worth noting that the record is flagged as "Awaiting verification" and will not appear in any directory listings
- You will be sent an e-mail if:-
- The record fails approval and you stated in your preferences that you wanted an e-mail each time one did
- The record complies with Adooda's regulations; it will be flagged as active and will appear in directory searches
- You stated in your preferences that you wanted an e-mail each time a listing is created

Editing

- From the Adooda homepage click on My Adooda
- Enter your username and password (as per your Adooda sign-up process)
- Select "Directory Listings"
- Locate the record you wish to edit and then select the "e" button
- The chosen data record will appear in a format similar to when you created it
- Amend the data field as required and select save
- Continue through the directory record remembering to save each page
- At the end of the process, your amended directory record will be sent to Adooda Administration where it will be checked
- As with the entry process, it is worth noting that the record is flagged as "Awaiting verification" and will not appear in any directory listings
- You will be sent an e-mail if:-
- The record fails approval and you stated in your preferences that you wanted an e-mail each time one did
- The record complies with Adooda's regulations; it will be flagged as active and will appear in directory searches

- You stated in your preferences that you wanted an e-mail each time you amended a directory record

Deleting

- From the Adooda homepage click on My Adooda
- Enter your username and password (as per your Adooda sign-up process)
- Select “Directory Listings”
- Locate the record for deletion and select the **X** button
- You will then be asked to confirm your selection
- Selecting yes will delete the record
- You will be sent an e-mail confirming the deletion and giving you the option of re-instating the record within 7 days should you require to do so

Invoicing

- Select My Adooda
- Select Directory Listings
- Select the **green £ tab** alongside the directory record you wish to review invoicing details for
- A list of invoices will appear in date order (the latest invoice will appear first)
- Clicking on the invoicing description will provide more information on the invoice