

My Organiser

Add

Here you can add items to your personal organiser directly from the Adooda Directory.

- Click on the Add tab
- Enter the full or partial name of the business you require
- You can choose to search either by Company name or Adooda display name
- Click on Search
- Search results are displayed showing you every company in the Adooda directory with the search string you entered in their company name/Adooda Display name
- Locate the record you require and add it to your Organiser by clicking on the button marked with a **blue +**

Edit

You can edit your organiser records by following the instructions below:-

- Locate the record you wish to amend
- Click on the button marked with a **green e**
- The data fields you can edit are: Company type, Contact name, Contact telephone, Contact email and Notes
- Once amended click on Preview Listing
- If ok, click on Save Listing

Delete

To delete your organiser records you will need to do the following:-

- Locate the record you wish to delete
- Click on the **red +** button
- A new page will be displayed informing you that the record has been deleted

Search

Use this tab to initiate searches within your organiser

- Click on the search tab
- Select the search criteria from the “Search By” drop down box (Company name, Contact name or Adooda display name)
- Enter full or partial search data into the Name field
- Click on search
- A list of items matching your search criteria will be displayed

View

You can view the full directory details for your organiser records by:-

- Locating the record you require
- Clicking on the **green down arrow button**
- The directory record will then be displayed
- Use the back (←-) to return to the organiser

Options (preferences)

You can personalise your organiser view by:-

- Clicking on Options
- Select your sort by parameter; you can sort by company name, contact name or Adooda display name (Adooda account name)
- Select the number of records you would like to view per page
- Select whether you wish to view open or closed listings (open = information missing or incomplete, closed = data is complete)
- Click on Update to set/amend your preferences