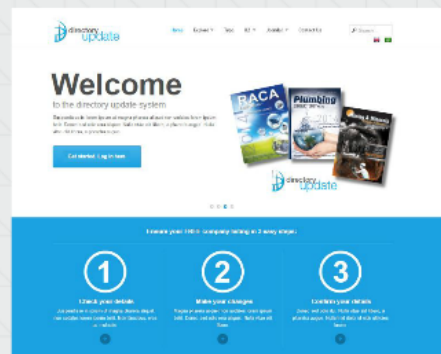


How it works

Welcome to the directory update system

Our easy-to-use system will guide you through each step of updating / amending your directory information. Simply click on the "Get started. Log in here." button to start.



Log in

Use your unique username & password to log in to the system.

Tip: Simply copy & paste these directly from the email you've received - but be careful not to copy any spaces.



Company Details

Please check and edit / complete your company details. Should you wish to edit any details, click on the blue "Edit" button.

Please note: the country section defaults to "Afghanistan" and the region to "Eastern Cape". Please ensure you select the correct ones.



Please note: fields marked with an asterisk (*) are compulsory. Once the information is complete, please click on "Continue".

HOW IT WORKS

Welcome to the directory update system

Our easy-to-use system will guide you through each step of updating / amending your directory information. Simply click on the "Get started. Log in here." button to start.



The screenshot shows the homepage of the 'directory update' system. At the top, there is a navigation bar with the logo, a search bar, and links for 'Home', 'English', 'Type', 'K2', 'Journal', and 'Contact Us'. The main heading is 'Welcome to the directory update system', followed by a sub-heading and a 'Get started. Log in here.' button. To the right, there are three directory covers: 'RACA', 'Plumbing DIRECTORY 2014', and 'Mining & Minerals'. Below this, a blue banner contains the text 'Ensure your FREE company listing in 3 easy steps:' followed by three numbered steps: 1. Check your details, 2. Make your changes, and 3. Confirm your details. Each step has a brief description and a circular arrow icon.

Log in

Use your unique
username & password
to log in to the system.

Tip: Simply copy & paste these
directly from the email you've
received - but be careful not to
copy any spaces.

LOGIN BOX

Username

Password

Login

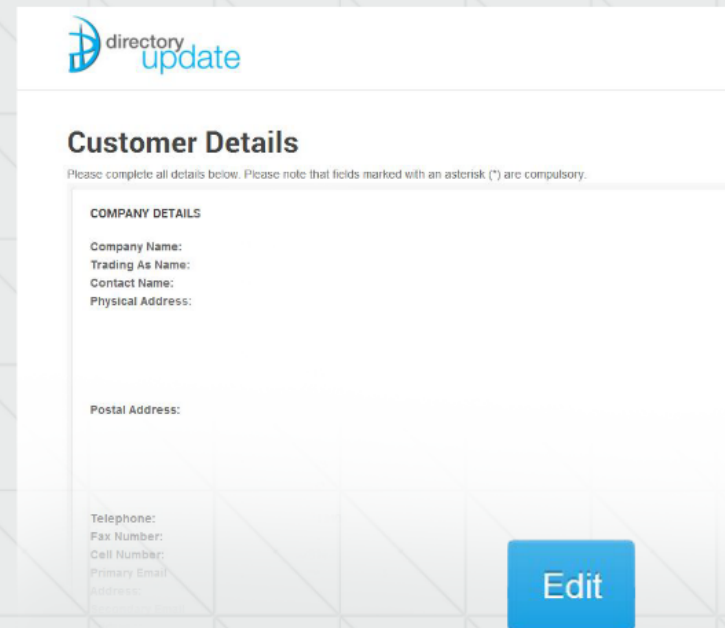


Company Details

Company Details

Please check and edit / complete your company details. Should you wish to edit any details, click on the blue "Edit" button.

Please note: the country section defaults to "Afghanistan" and the region to "Eastern Cape". Please ensure you select the correct ones.



directory update

Customer Details

Please complete all details below. Please note that fields marked with an asterisk (*) are compulsory.

COMPANY DETAILS

Company Name:
Trading As Name:
Contact Name:
Physical Address:

Postal Address:

Telephone:
Fax Number:
Cell Number:
Primary Email Address:

Edit

Please note: fields marked with an asterisk (*) are compulsory. Once the information is complete, please click on "Continue".

Branches

directory update

Home Log Out

Welcome

Branches

Please complete details for any additional branches. Should you wish to to change a branch to Head Office status, please use the tick box at the top.

Current Branches		
Name	Contact	Location
IMD	Marie Groot	Bedfordview - ES

Add Branch

Please edit / add / delete branches as necessary.

To edit, use the  icon. To delete, use the  icon.

To add a branch, use the "Add Branch" button.

Once the information is complete, please click on "Continue".

Products

Use the drop down menus to add (1) the relevant directory, (2) the category and (3) the product / service that best represent your company.

directory update

Home Log Out

Welcome

Products


Please select the relevant Directory, Category and Product with the drop down menus below.

Directory Category Product

Add Product

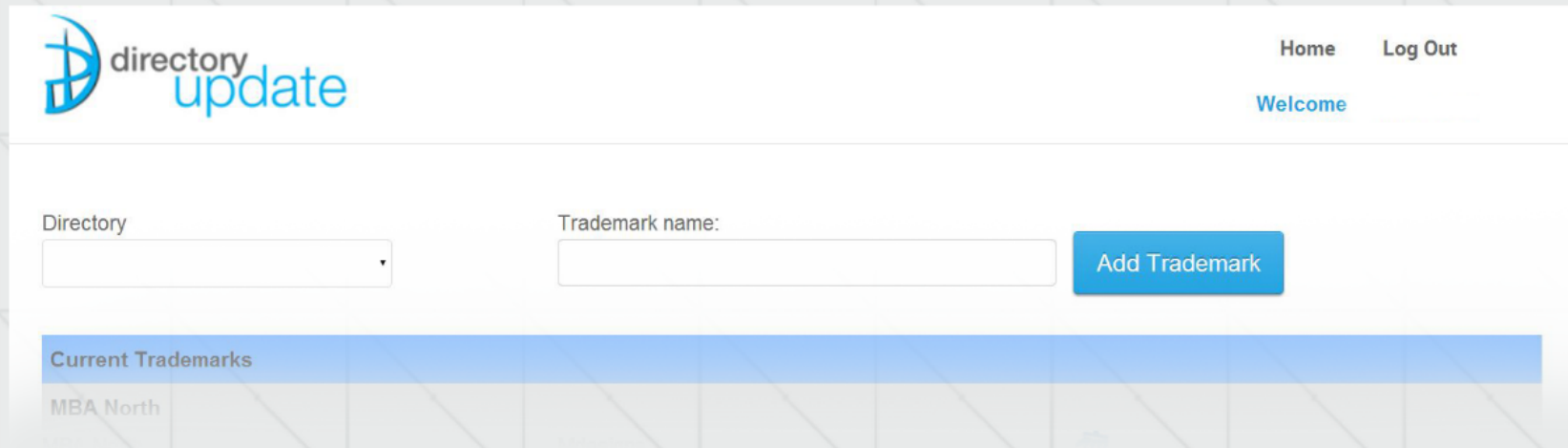
Current Products

MBA North	Aluminium - Contractors	Service Contract	
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Use the "Add Product" button to add more products / services to your profile.
Use the  icon to delete any discontinued products / services.


Once the information is complete, please click on "Continue".

Trademarks



The screenshot shows the 'directory update' website interface. At the top left is the logo for 'directory update'. At the top right are links for 'Home' and 'Log Out', and a 'Welcome' message. Below the header, there are two input fields: 'Directory' with a dropdown arrow and 'Trademark name:'. To the right of the 'Trademark name' field is a blue button labeled 'Add Trademark'. Below these fields is a section titled 'Current Trademarks' with a blue header bar. Underneath, there is a list item for 'MBA North' with a trash can icon to its right.

Use the drop down menus to add (1) the relevant directory, (2) the trademark owned by your company.

Use the "Add Trademark" button to add more trademarks to your profile. Use the  icon to delete any discontinued trademarks.

Once the information is complete, please click on "Continue".

Confirm

Once ALL your company details are correct, please select your desired advertising option & complete the Contact Person and Contact Number text boxes.

ADVERTISING

For advertising options please have someone contact me.
 For Online Website advertising options please have someone contact me.

Contact Person:

Contact Number:

CONFIRM

Company Logo: No file chosen

Confirm Person Name:

Optional: should you wish to supply us with a company logo, click on "Choose File" and browse to the file on your computer.

Enter your name into the Confirm Person text box and click on "Confirm".

Confirm



Thank you for updating your company details. You will receive an email confirming your update shortly.

Should you have any queries, please contact
Sean: +27 11 579 4940