

# **Business Networks Website User Manual – Addition One**

## ***Index:***

- 1. Manage Content**
- 2. Create Content**
- 3. Manage Members**
- 4. Remove a Member**
- 5. Add a Member**
- 6. Manage Companies**
- 7. Manage Networks**
- 8. Adding Shortcut Icon to iPhone**
- 9. Instructions on how to log in and update user information: Members**
- 10. Instructions on how to log in and use the newly created forum: Members**

## **1. Manage Content**

### ***Once logged in:***

1. Click on “Manage Content.”
2. There is a content type selector at the top of the newly loaded page.
3. Select the “Type” and they press “Apply.”
4. Every piece of content related the selected “Type” will propagate in alphabetical order.
5. Find the content you want to edit and and press “Edit.”
6. Apply your changes and press save at the bottom.

## **2. Create Content**

### ***Once logged in:***

1. Click on “Create Content.”
2. Select the content type you would like to create.

3. Fill in the necessary information and press save at the bottom.
4. This piece of content will be created.

### **3. Manage Members**

1. Go to “Members” and select the user you are looking for. (Not created yet)
2. OR Go to “Member Search” and type the member you are looking for into the search.
3. OR Find the company you are looking for and press the “Members” tab.
4. Once you find the user you would like to edit, you can press “Edit.”
5. You can add a group or business by starting to type the group or business into “Your Groups,” or “Other Groups.” If you start to type in one location and it doesn't show up, then go to the other location and it will show up in there.
6. Change the information you would like to update and press “Save.”

### **4. Remove a Member**

1. Select the member you would like to remove.
2. Click “edit” and scroll to the bottom on the screen.
3. Click “Cancel Account.”
4. Select “Disable the account and keep it's content.”
5. Click “Cancel Account.”

### **5. Add a Member**

1. Find the company you would like to add a member to.
2. Click “Add New User.”
3. Fill in the necessary information and press “Save.”
4. The member will be added to the company and the BN.

## **6. Manage Companies**

1. Click on “Manage Companies.”
2. A list of companies organized by group will propagate.
3. You can quickly remove a business from a network by selecting the “Remove from BN” action link. This will not delete the business. It will only remove them from the BN. That is fine, you don't want to delete the company.
4. Click “Edit” to update company information. From here you can change group affiliations, contact info, etc.
5. Scroll to the bottom of the screen and click “Save.”
6. You press the members tab at the top to manage the company members.\
7. Go to “Create Content” to create a new company.

## **7. Manage Networks**

1. Click “Manage Networks.”
2. A list of networks in numerical order will propagate.
3. Find the network you want to edit and click “Edit.”
4. Do not delete a network that has members in it.
5. Update the information and click “Save.”
6. You can add a company by clicking “Add a New Company” and filling out the necessary information.
7. Go to “Create Content” to create a new network. A network forum is automatically created when you add a new network.

## **8. Adding Shortcut Icon to iPhone**

1. Open the Safari browser on your iPhone.
2. Go to bottom of screen.
3. Click the button that looks like a box with an arrow pointed up.

4. Select “Add to Home Screen.”
5. Click “Add” on the top-right of the screen.
6. The icon will be added to your iPhone.

## **9. Instructions on how to log in and update user information: Members**

1. Go to <http://www.businessnetworks.com>.
2. Log in on the right side-hand side of the header where it reads, 'login.'
3. Click 'My account' on the right in the header. Press the 'edit' tab and scroll to the bottom of the page.
4. You will see five different tabs. They are named 'Personal Information,' 'Office Information,' 'Spouse/Significant Other,' 'Assistant 1,' and 'Assistant 2.' Press each tab to fill out the corresponding information.
5. Click the 'Save' button on the bottom-left of the page to save your information.

## **10. Instructions on how to log in and use the newly created forum: Members**

1. Go to <http://www.businessnetworks.com>.
2. Log in on the right-hand side of the header where it reads, 'login.'
3. Once logged in, you will see a menu on the left-hand sidebar. One of the items listed is the forum. Click on the forum.
4. You will be taken to the forum page with the forums visible that you are associated with.
5. Enter the forum you would like to view by clicking the name of that forum.
6. At this point you can either start a new topic or engage in an already created topic.
  - a. 'New Topic' is located at the top of the forum on the left. Once clicked, you can fill out the information and save at the bottom-left of the page. The topic will then be created.
  - b. Engage in an already created topic by clicking the topic of choice. You can

either scroll down to the bottom and add a comment or click 'Quick Reply' in the upper-left to be taken to the 'add comment' field automatically. You can then type your comment and save at the bottom-left of the page.