

# Business Listings Overview

 Business Listings

Instance Manager

## Business Listings


### Create New Instance

Name:

Show Phone Number:  Yes,  No

Allow Business Sign-Up:  Yes,  No

Intro Text:



Rich text editor toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and other formatting options. The font size is set to 3 (12 pt).

Path:

Create New Instance

- Accessed through the Site Modules tab in the WebDirect Administration system, Business Listings is a method for postings and managing links and information in a searchable, organized manner.
- Create an Instance, or a topic container, for the genre of businesses to be listed on the Website.

# Add Business Type



## Business Listings

Instance Manager  
Instance: *Motorcycle Rider*  
*Friendly Restaurants*  
Add a Business  
Business List  
Add Business Type  
Business Type List

## Add Business Type

Name:

Add Type

- Select “Add Business Type” in the left navigation to create a new Business Type/category for the Instance.
- Enter the name of the Business Type and click Add Type to save

# Edit Business Types

## Business Listings

Instance Manager  
Instance: *Motorcycle Rider*  
*Friendly Restaurants*  
Add a Business  
Business List  
Add Business Type  
Business Type List

## Business Listings

## Edit Business Types

## Business Listings

Instance Manager  
Instance: *Motorcycle Rider*  
*Friendly Restaurants*  
Add a Business  
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## Business Listings

## Edit Business Type

Name:

- To edit an existing Business Type, click “Business Type List” in the left navigation, select the desired Business Type from the drop-down list and click Edit.
- On the following screen, edit the name of the Business Type, or delete the Business Type.
- Deleting a Business Type will delete all business listings in that Business Type

# Add a Business Listing

Business Listings

Business Listings



Instance Manager  
Instance: *Motorcycle Rider*  
*Friendly Restaurants*  
Add a Business  
Business List  
Add Business Type  
Business Type List

**Name:**

**Business Type:**   
(use "Ctrl" or "Open Apple" and click to select multiple categories)

**Address 1:**

**Address 2:**

**City:**

**State:**

**Zipcode:**

**Phone:**  **Ext:**

**Fax:**

**Email:**

**Web Address:**

**Description:**

-- Format -- -- Font family -- 3 (12 pt)

Path:

**Contact Information:**

**Name:**

**Title:**

**Phone:**  **Ext:**

**Email:**

**Active:**  Yes,  No

Add Business

- Select “Add a Business” from the left navigation to create a new business listing.

# Edit a Business Listing

 Business Listings

Instance Manager  
Instance: *Motorcycle Rider*  
*Friendly Restaurants*  
Add a Business  
Business List  
Add Business Type  
Business Type List

Business Listings



## Business Added

### Edit/Delete an Existing Business

Type (Number of Business) **Business** \* Denotes InActive

- To edit an existing Business Listing, select “Business List” from the left navigation.
- Select a Business Type from the first drop-down list
- Once a Business Type has been selected, the Business Listings for that Business Type will be listed in the second drop-down list.
- Select a Business from the second drop-down list and click “Edit Business”.
- The fields for editing a Business Listing are the same as the fields for creating a new Business Listing (see page 4)
- A Business Listing may also be deleted from the edit screen.