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IDA INSTRUCTIONS FOR ENTERING OR CORRECTING LISTINGS ON YOUR OWN IN LOCAL AREA DIRECTORIES.

You must login to the directory that you want to create or correct a listing.

1. Go to <http://helpfinder.us/login> (you might want to create a bookmark, link or even make this your default page if you plan on doing a lot of data entry).
2. Type in the **username** for the directory you want to create the listing in.
3. Type in your **password**, but do NOT let the browser store the password (it's a security thing). Press the enter key on your keyboard or click on the Login button.
4. Click the down arrow, which will cause a list of categories to be displayed.
5. Type the first letter or so of the category you are looking for, and the program will take you to that area of the list.
6. Scroll down until you find your category you want to place your listing in. (if you don't find your category...send an email to theboss@helpfinder.us or call the toll-free number and leave a message. We will solve the problem in short order).
7. Highlight the category and click the SELECT button.
8. The fields for entering a new listing are at the bottom of the page, with the existing listings above.
 - i. If you are making a correction...make your correction to the information in the appropriate field and click the UPDATE button.
 - ii. Check to make sure your update was taken.
 - iii. Go to the directory listing and make sure you corrections are working as you want.
 - iv. -Repeat- until you get it right, or contact us theboss@helpfinder.us or 877-560-2457.
9. Enter the name of the company you want displayed in your listing and click the TAB key on your keyboard.
10. Enter the contact information you want displayed in your listing and click the TAB key on your keyboard.

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11. Enter the address you want to be displayed in the listing and click the TAB key on your keyboard.
12. Enter the ten digit contact number you want displayed for your listing and click the TAB key on your keyboard.
13. ENTERING a URL for the Company Web Site. Make sure you enter the entire URL in the following format with NO spaces. (<http://www.theirdomainname.???>) and then click the TAB key on your keyboard.
14. ENTERING the mail link. This can be used in two ways:
 - i. The most common way is to use the default email program on the computer to open a new email and auto-address it to the contact person. This is done by starting the URL with mailto: NO <http://> here. There should be one space between the : and the email address so it looks like (mailto: theboss@helpfinder.us)
 - ii. The second way is to use the standard URL format to take the user to a CONTACT PAGE. In this case, no email is generated; instead the user is directed to the contact page by using the URL. (<http://www.helpfinder.us/contactinformation.htm>)
15. Entering the MAPPING link. Again, this can be done in many different ways. I would prefer that you use one of the following two.
 - i. The most common method. You use Google as the source and map (link) to the source in the following manner. Enter the following: [http://maps.google.com?near=](http://maps.google.com?near=123%20main%20st,%20nowhere,%20AZ%2085000) 123 main st, nowhere, AZ 85000. The part up to the = sign is critical that there are no spaces. There is a space after the = sign. Then the street address, less any suite or tagged information, followed by a , and a space, then the city, followed by a , and a space, then the two character state abbreviation and a space and the 5 digit zipcode. Then click the TAB key on your keyboard to exit the field. **Caution: it is important that you test you map links in the program. Google is notorious for blocking address (especially if they are charging for a Google directory listing. If you get a map of the United States, check your work...but, if it is correct; Google is probably blocking the address from the standard format). So...move on to method 2.**
 - ii. This method uses Mapquest as the alternative source of map linking. Go to <http://www.mapquest.com>. Type in the location you want to link to in helpfinder. After you have mapped to the

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location, copy the entire URL from the top of the page (it will be long, but if you single click in the middle of the URL it will highlight the entire URL so you can copy (press the CTRL and the C keys on your keyboard, or click on the copy icon in your browser). Now go back to your listing and paste the URL into the field (press the CTRL and the V keys on your keyboard, or click the paste icon in your browser). Then click the TAB key on your keyboard.

16. Enter the Zip Code. Even though you entered the zip code in the mapping process, you **MUST** enter a 5 digit zip code in the zip code field. Many features in our program are linked this field...so, it is **VERY** important (especially if you want to get paid). Now click the **CREATE** or **UPDATE** button on the right.

BINGO!!! You did it! Smile...you are now a computer **GEEK!**

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Page 3 of 3