



Getting exposure on esd-suppliers

This FAQ assumes you are from a subscribing organisation. If your company is registered some of these functions may not be available to you.

Setting up your company profile is one of the most important aspects of generating interest in your products and services through the esd-toolkit.

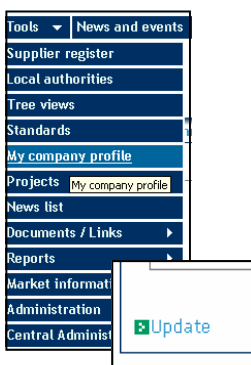
There are 4 parts to your supplier profile:

- Supplier information
- About your company
- Products
- Local authority involvement

You can further enhance your exposure on esd-toolkit by:

- Listing projects your company has been involved in
- Linking your products to services in the LGSL
- Making 'special offers' available to esd-toolkit subscribing authorities
- Uploading and sharing documents with esd-toolkit users
- Syndicating news articles from your website onto the esd-toolkit and esd-supplier home pages
- Registering your self as a user of esd-standards controlled lists

Updating your 'supplier information' and 'about' tabs



Select 'My company profile' from the 'Tools' menu of esd-suppliers.

This will display your company's profile.

Then click the 'Update' button in the bottom left hand corner.

Organisation name *	<input type="text" value="esd limited"/>
Company logo URL	<input type="text"/>
Web site	<input type="text"/>
Forename *	<input type="text" value="Rob"/>
Surname *	<input type="text" value="List"/>
Email *	<input type="text" value="rlist@esd.org.uk"/>
Address	<input type="text" value="Bon Marche Centre"/> <input type="text" value="Ferndale Road"/> <input type="text" value="London"/>
Postcode	<input type="text" value="SW9 8BJ"/>
TelephoneNumber	<input type="text" value="0123 456 789"/>
RSS feed URL	<input type="text"/>

The information on this screen relates to basic company contact information.

This screen also allows you to record the URL of your company's logo from your website. This will display at the top of your profile.

You can also record an RSS feed URL. If your company website has an RSS feed, paste the URL here and the news will be displayed on the home page of esd-suppliers and in user's "My Toolkit" page in esd-toolkit.

You can use the rich text editor to paste stylised text and images to describe your company.

Updating your products

Click "My company profile" from the "Tools" menu, then click the 'Products and services' tab click the "add products and services" button to bring up the add products screen.

Continued overleaf

Updating your products

Type the name of the product and then click the tree picker next to 'Type' to link it to a product type.

Click the tree picker next to 'IPSV terms' to link the product to terms in the IPSV. This will list the product against relevant terms in the list.

If your product has been used in relation to a project held in esd-toolkit you can select it from the list. This will add it to the products section of the project details page in esd-toolkit.

Select the tree picker next to 'Services' to select items from the LGSL. This will list the product against services in authority's "local tree".

You can type a brief case study or description about this product.

The contact drop down list will show all people who are registered for your company. They will be shown as the primary contact for this product.

You can also include a page on your website that describes this product in more detail.

Click 'Add products and services' to add another product, or click 'Save supplier information' at the bottom of the page to save your changes.

Entering supplier offers

Supplier offers will display on the esd-toolkit 'Subscriber offers' page.

Click the 'add supplier offers' button on the 'supplier offers' tab.

Enter a headline and description for the offer. You can also enter a page on your website that describes this offer in more detail.

Enter an email contact address for authorities to contact in regard to this offer.

Optionally, you can enter an expiry date. The offer will no longer be shown after this date.

Recording local authority involvement

Click 'add local authority involvement' on the 'Local authority involvement' tab of your supplier profile.

Simply type a description of the involvement and an email address at the local authority who can validate your involvement.

The status will remain 'pending' and will not show on the site until it has been validated by the contact at the email address specified.

Uploading & Sharing Documents

The screenshot shows a form with the following fields and options:

- Document type * #
- Title *
- Notes
- Authority type
- Owner: esd limited
- Type of service #: External service, LGSL service
- Service
- Services impacted
- Channels
- Interactions
- Version number

Click 'Tools' then 'Documents / Links' and finally 'Add document / link' to bring up the add document screen.

This will bring up the add document screen. There are two types of document: those you physically upload to esd-suppliers, or hyperlinks to documents located on your website.

Click document types to bring up a document type picker, select any relevant terms.

You must enter at least a title and description.

Optionally you can link it to services in the LGSL, channels in the LGChL and Interactions in the LGIL and Efficiency areas (formerly Gershon).

If linked to services, this document will appear in authority's "Local Tree".

Syndicating news features

The screenshot shows a form with the following fields and options:

- Article headline *
- Lead paragraphs *
- Image URL
- Author email *
- Release date * #: 05/10/2006
- Expiry date * #: 05/11/2006
- Viewable by: Public, Registered, Subscribed

You can automatically syndicate news using RSS feeds from your company's website by updating the RSS feed URL field in the 'supplier information' tab of your company's profile.

In addition you can also key news to appear on the esd-toolkit front page and in user's "My toolkit" page in esd-toolkit.

Click the 'Add news' button which you can find on the 'News List' page, under the 'Tools' menu.

Register as a list user

The screenshot shows the 'Standards usage' section with the following list of standards and checkboxes:

- IPSV
- LGAL
- LGATL
- LGBCL
- LGCHL
- LGCL
- LGCS
- LGDL
- LGIL
- LGNL
- LGPTL
- LGSL
- LGTL

If you register as a user of a controlled list you will receive automatic email notifications when the list changes. In addition, your name will be listed on the esd-standards list users page for the list in question.

To register as a list user, click the 'My Profile' link from the top right after logging in, then click the 'Standards usage' tab. Simply select which lists you use and press the save button.