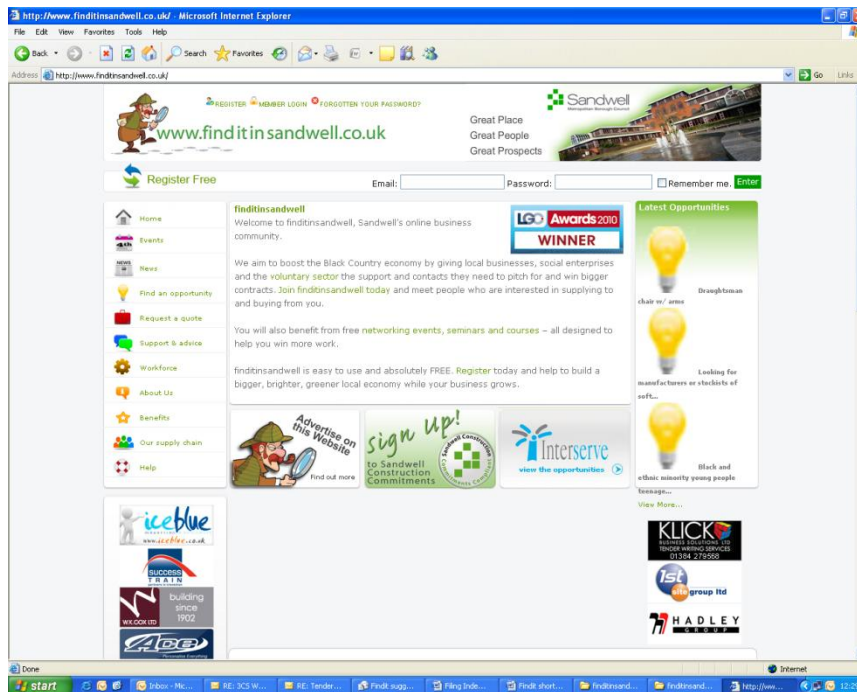


Getting Started With Findit

Registration

If its your first time visiting www.finditinsandwell.co.uk you need to register first by taking the following steps:

1. Left click once on **Register Free**, which appears under the finditinsandwell logo at the top-left of the screen (see illustration below).
2. Complete the boxes provided to enter your email address and create a password. Do not press enter until you have completed all the boxes and clicked submit at end of each registration page.
3. Click on **Next Step** and follow any instructions to check your email, etc. If you are prompted to choose a sector to register under, select **Public and Social Sectors** from drop down menu.



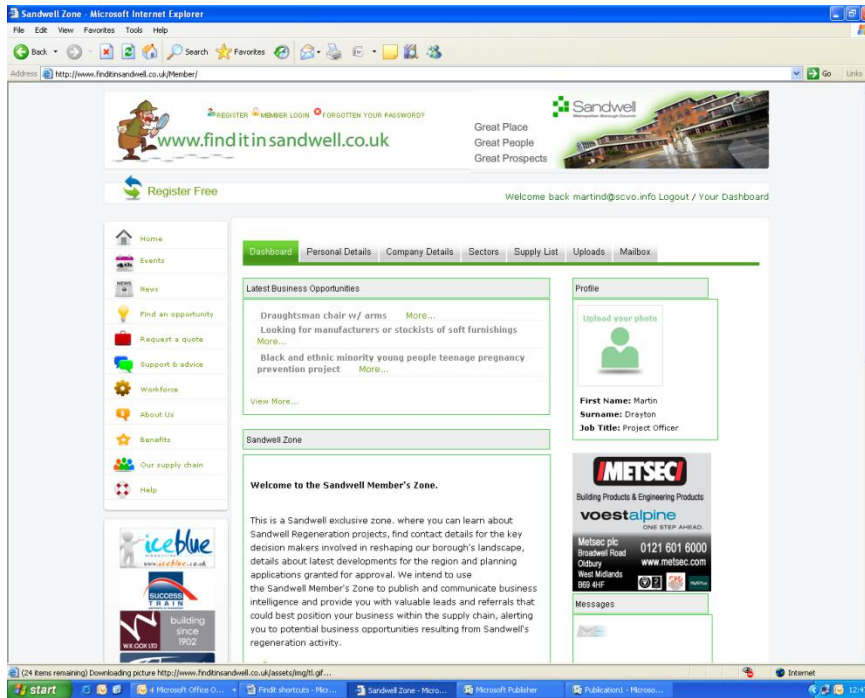
Login

1. Visit www.finditinsandwell.co.uk and enter your **Email** and **Password** in the spaces provided towards the top-right of the screen. If you wish these details to be automatically entered next time you visit the site, make sure you tick the box next to **Remember Me**.
2. You should now see a new message appear in green on the right-hand side,
3. **Welcome Back/Your email address.**
4. If you wish to end your session click **Logout**. (Please note: If you are returning to findit after a period of inactivity, click **Your Dashboard** at the end of the welcome back message. This will allow you to review your details and make any changes.)
5. If you are using Microsoft Outlook as your email software, be sure to check your junk box for messages from finditinsandwell and move these to your inbox, or add to your safe senders list.

Create Your Dashboard

A minisite will be a registered users first impression of you, your organisation and its unique service offer. Your minisite is populated from the details within **Your Dashboard**. You can create your minisite by following the instructions below:

1. Once you have logged in click on **Your Dashboard** (located at the end of the **Welcome Back** message which will open the dashboard function (see illustration on page 3)).
2. Click on the **Personal Details** tab and complete your details in the spaces provided. Some of your details might have auto completed during the registration phase. Don't forget to check your spelling where prompted and you can also upload a picture of yourself by clicking the **Browse** button next to **Personal Image Upload**. The Browse tab will open a window on your computer and ask you to find the image file on your computer to upload. Click **Save** when you are ready to move on. (Please note that clicking **Save** will not automatically take you onto the next section.)



3. Click on **Company Details** tab and complete details as prompted. Don't forget to check your spelling where prompted. Some of your details might have auto completed during the registration phase.
4. When you reach the **Company Short Description** box and enter your **Company Long Description** first. Copy and paste your first sentence from the long description box into the short description box.

You can also upload your company logo by clicking the **Browse** button under **Company Logo Upload**. Notice on the right-hand side there is an invitation to **View Your Minisite** and its possible to click on this option to view how your minisite currently looks. If you wish to return to **Company Details** screen whilst using Internet Explorer, click the **Back** button on your browser. Click **Save** when you are ready to move on (clicking **Save** will not automatically take you onto the next section).

5. Click on the **Sectors** tab and you can add sectors, to receive up-to-date news and email alerts. The sector choice does not appear on your minisite. If you choose **Public and Social Services** sector you will almost certainly receive news for the voluntary and community sectors.

6. Have a search through all the sector lists because there might be something of interest to you.
7. Once you choose a sector in the drop down menu it will open up a list of multiple categories within that sector. To deselect any categories you can click the red cross to the far right of the category. You should build a set of categories that are appropriate to the interests of you and your organisation. This is an auto save page.
8. Completing the supply list tab is important so that other users of findit can find your services. Click on the **Supply List** tab and enter key words (more than one can be entered at any time) e.g. lunch clubs, activities. As you enter keywords they should appear in a list below, which you can remove by clicking the red crosses on the far right hand side. This is an auto save page.
9. Finally, click on the **Uploads** tab, to upload images and pdf documents about your organisation which will appear on your minisite. Clicking the **Browse** tab will open a window on your computer and ask you to find the image file on your computer to upload. It might be helpful to upload recent newsletters, or fact-sheets about your organisation. Once a document is uploaded an option will be given in green under the font that allows you to view or delete files.

Now you've finished populating your minisite you can view it by:

- a) Click **Request a Quote** on the left-hand menu (next to the red briefcase icon), followed by **Search for an existing supplier** in green and next to the magnifying glass icon. Perform a search under **Company Name**. Be sure to use the exact company name you registered with. Search results appear at the bottom of the page and remember if another person has registered from your organisation you will need to click on the **View minisite links** to find your minisite.
- b) Make sure you are in **Your Dashboard**, click on **Company Details** tab and look for the invitation to **View Your Minisite**.

Now you have built your minisite and learned all about the dashboard features you are now ready to start using findit. SCVO suggest getting to know the website and clicking on some of the different icons and tabs to discover the different features. If you get lost at any point, simply click **Home** on the top left menu to re-orientate yourself.

Popular FAQs

How do I get the latest news?

Findit send you the latest news and opportunities direct to your inbox, alternatively click on the home page when you login. You can also read the voluntary and community sector quick guide, which accompanies this leaflet. Copies are available to download from www.scvo.info

How do I perform a simple search on an organisation, services offered or town?

1. Click **Request a Quote** on the left-hand menu (next to the red briefcase icon), followed by **Search for an existing supplier** in green and next to the magnifying glass icon.
2. Perform a search under **Services Offered, Company Name** or **Town** by following the on screen prompts and completing the boxes. As you type, suggestions will appear and you can double click any of those selections to save you typing the whole word or phrase in.
3. Results will always appear towards the bottom of the screen, so use your mouse to scroll down.

How do I get competitive quotes for services my organisation needs, e.g. stationary supplies?

1. Click **Request a Quote** on the left-hand menu (next to the red briefcase icon), followed by **Request a Quote** in green next to the pound sign icon.
2. Follow the on screen prompts and instructions, remember to check spelling, upload tender or other documents and to click **Post opportunity** when you are finished.
3. If you know your opportunity should be targeted at a certain sector use the tick boxes in the drop down menu to be specific. For example, if you want to post an opportunity for people to build a wall, choose construction from the list. If you want your opportunity to be viewed by a general audience then do not choose an option.

How do I access support for my organisation?

1. Click **Support and advice** from the left hand menu (next to the green and blue speech bubble icon).

2. Click on **Business Support** and use the alphabetically listed business support pages to access support for your organisation. If your organisation is a support provider and would like to add your support offer to the business support pages contact Steve Massey (details below).

Who do I contact for help?

If you are a voluntary and community sector organisation, contact Martin Drayton, Project Officer (3Cs), tel: 0121 525 1127 or email: martind@scvo.info. Alternatively you can contact Steve Massey at Sandwell MBC, tel: 0121 569 2097 or email: stephen_massey@sandwell.gov.uk

How do I remove my profile?

Unfortunately, its not possible to remove your profile directly from the findit site, but if you contact Steve Massey at Sandwell MBC, tel: 0121 569 2097 or email: stephen_massey@sandwell.gov.uk, you can arrange to have your details removed.