

**5. With this lesson you will explore the following FIL Website Features:**

- 1. SPECIAL DEAL 2. EMPLOYMENT**

**1. SPECIAL DEAL**

Our Special Deal Service is designed to get more customers to our clients and for us to use this feature as a promotional tool.

**Step 1.** Login to your website.

**Step 2.** Activate the Special Deal Function and add a Special Deal Voucher

**ADD SPECIAL DEAL VOUCHER**


- a. Click on the **Special Deal tag** from the main menu
- b. Click on **Add New** button
- c. Fill in the **Form**
- d. Click on the **Submit** button



**Special Deal >> Edit**

Company Name : Cyril Moran - Singer Guitarist

Phone Number : 0412 934 621

Logo :  Browse... 150 X 150 

Title : \$50 discount for mid-week event (Mon to Thursday)

Category : Entertainment

State : Victoria

Area : East - South East

Suburb : Monbulk

Offer : Any venue within Victoria. |

Expiry Date : Day: 30 Month: 06 Year: 2014

Rules : Not valid with any other offer, please ring for quote first.  
You can download the songlist from my website.

**Submit**

Your Special Deal Voucher is now listed. You have the options to Disenable, Delete or Edit it.

Once the Expiry date is current the Voucher will automatically be disenabled.

Special Deal						
Company Name	Suburb	Expiry Date	Status	Delete	Edit	
Cyril Moran - Singer Guitarist	Monbulk	01-01-1970				

Once you create a special deal voucher it will be promoted from

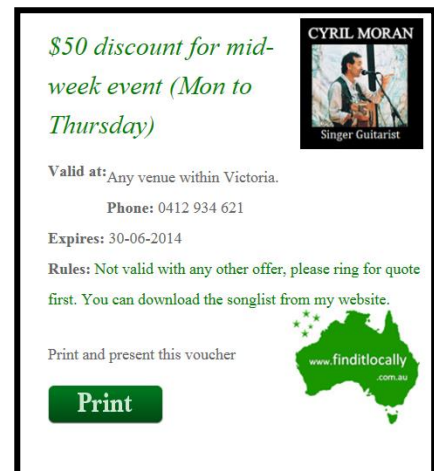
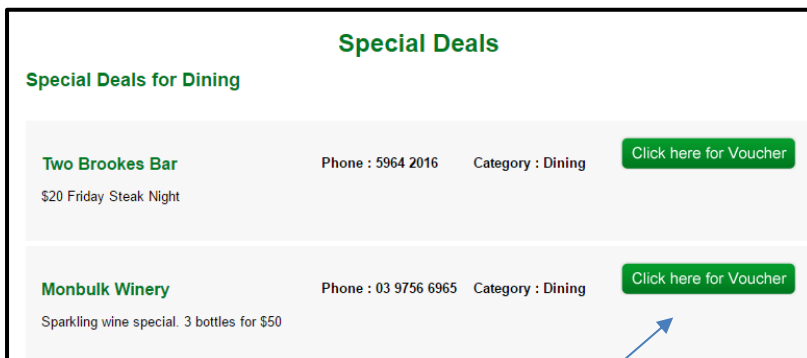
- ✓ Your website
- ✓ Your Local Community Township Page eg. Monbulk
- ✓ The Suburb List eg. South East Victoria Suburbs
- ✓ From the Special Deal App

Customers can either print and present the voucher or take their phone and present it from the phone. The intention of a Special Deal Voucher is to attract new customers and establish a more personal connection with existing customers.

**Step 3.** Test if your Special Deal Voucher is listed with your Area Page.

**VIEW THE SPECIAL DEAL VOUCHER FROM YOUR LOCAL AREA PAGE**

- a. Go to [www.finditlocally.com.au](http://www.finditlocally.com.au)
- b. Click on the **Area** from the **Map**
- c. Click on the **Special Deal Category** displayed on the **Right Sidebar** that relates to your service / product
- \* The Special Deals page will appear with a list of Special Deals for that category



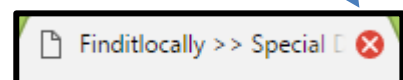
- d. Click on the **Voucher Button**
- \* Your voucher opens in a new window

They can click on the Print button and the voucher will print or they can just present it on the phone.

It is important to cover yourself by communicating any rules that need to be applied. Eg. Not valid with any other offer or only one per customer or if it is a meal voucher only 2 per table.

**Step 4.** Close the window that contains the voucher. (Click on the Close Window icon top right of tab)

You should be back at the Special Deals list.

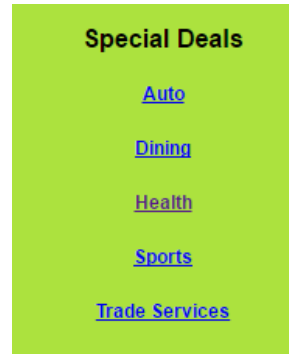


**Step 5.** Activate the Back Icon to go back to the previous page being the Townships for the Area.

**Step 6.** Test if your Special Deal Voucher is listed with your Local Community Township Page.

**VIEW THE SPECIAL DEAL VOUCHER FROM YOUR LOCAL TOWNSHIP PAGE**

- a. Click on your **Township** from the *Area list*
  - \* *Your Local Community Page opens*
- b. Click on the **Special Deal Category** displayed on the **Right Sidebar** that relates to your service / product
  - \* *The Special Deals page will appear with a list of Special Deals for that category and yours should be displayed*



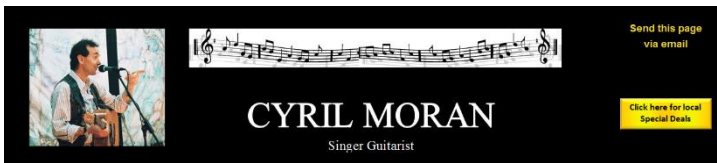
**Step 7.** Activate the Back Icon to back to the previous page which should be your Local Township Community Page.

We advertise all Businesses and their Websites from Their Local Township Community Page with a Advertising Button linked to their Website.

**Step 8.** Test if your Special Deal Voucher is displayed on your website.

**VIEW THE SPECIAL DEAL VOUCHER FROM YOUR WEBSITE**

- a. Click on the **Ad Button** from the **Local Township Community Page**
  - \* *Your Special Deal button will be displayed on the right of your page*



**Step 9.** Test if your Special Deal Voucher is displayed with our APP.

**VIEW THE SPECIAL DEAL VOUCHERS FROM OUR APP**

- a. Active the **www.finditlocally.com.au App** from your iPad, iPhone, Tablet or Android Phone
- b. Click on **Local Page icon** top right
  - \* *Ensure your township is displayed in the Name Bar otherwise press the Reset button or enter it yourself*
- c. Tap the **Hot Deal App**
- d. Tap on the **Category**
- e. Tap on your **Special Deal**



As you can see there are many methods for people to discover your Special Deal.

**Step 10.** Let's go back and work on our Website. Your Content Editor Tab should still be available (*Click on it*) and the Back End of your Website should be accessible.

## 1. EMPLOYMENT

Our Employment Service offers businesses a place to advertise a position vacant. It works similar to the Special Deal Service and is also promoted with : Area List, Township Page, Website & App.

**Step 11.** Activate the Employment Function and add a Job Position.

### ADD EMPLOYMENT OFFER

- Click on the **Employment tag** from the main menu
- Click on **Add New** button
- Fill in the **Form**
- Click on the **Submit** button

\* Your listing will be displayed on the Area and Suburb Pages you select



### Employment >> Add New

Company Name:

Category:

State:

Area:

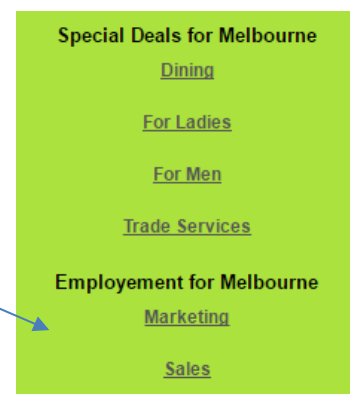
Suburb:

Description: http://www.finditlocally.com.au/business-opportunity to discover more."/>

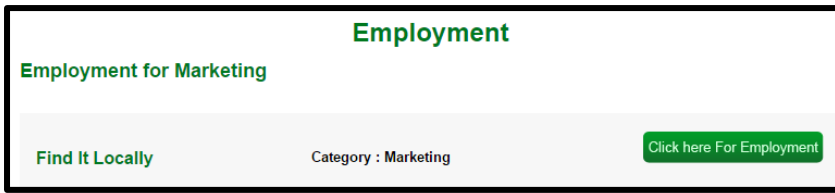
**Step 12.** Test if your Employment Offer is listed with your Area Page.

### VIEW THE EMPLOYMENT OFFER FROM YOUR LOCAL AREA PAGE

- Go to **www.finditlocally.com.au**
  - Click on the **Area** from the **Map**
  - Click on the **Employment Category** displayed on the **Right Sidebar** that relates to your service
- \* The Special Deals page will appear with a list of Special Deals for that category

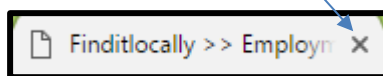


\* Instructions continue on the next page



d. Click on the **Employment Button**  
 \* Your offer of Employment window opens

**Step 13.** Close the window that contains the Employment Offer. (Click on the Close Window icon top right of tab)



You should be back at the Employment list.

**Step 14.** Activate the Back Icon to go back at the list of Townships for the Area.

**Step 15.** Test if your Employment Offer is listed with your Local Community Township Page.

**VIEW THE EMPLOYMENT FROM YOUR LOCAL PAGE**

- a. Click on your **Township** from the Area list  
 \* Your Local Community Page opens
- b. Click on the **Employment Category** displayed on the **Right Sidebar** that relates to your service / product  
 \* The Employment page will appear with a list of Employment Offers for that category and yours should be displayed



**Step 16.** Activate the Back Icon which should take you back to the Local Township Community Page.

**Step 17.** Test if your Employment Offer is displayed on your website.

**VIEW THE EMPLOYMENT OFFER FROM YOUR WEBSITE**

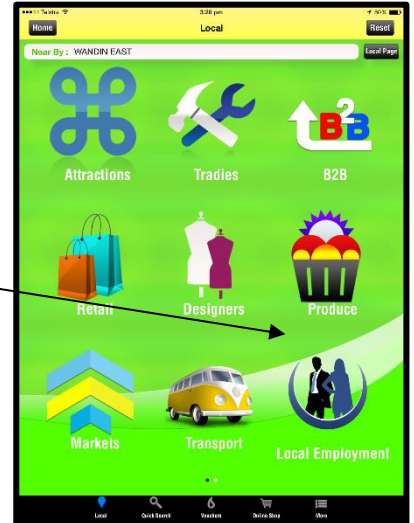
- a. Click on the **Ad Button** from the **Local Township Community Page**  
 \* Your Employment button will be displayed on the right of your website



**Step 18.** Test if your Employment offer is displayed with our APP.

**VIEW THE EMPLOYMENT APP**

- a. Active the **www.finditlocally.com.au App** from your iPad, iPhone, Tablet or Android Phone
- b. Click on **Local Page icon** top right
- \* Ensure your township is displayed in the Name Bar otherwise press the Reset button
- c. Scroll to the right and click on the **Employment App**



Note: At this stage we have not connected the App service for Listing Employment Offers as this website is very new and there would be no listings.

- \* Tap on the **Area** (You are now working live with the **www.finditlocally.com.au** website)
- d. View the **Employment Offer** on the **Right Sidebar**

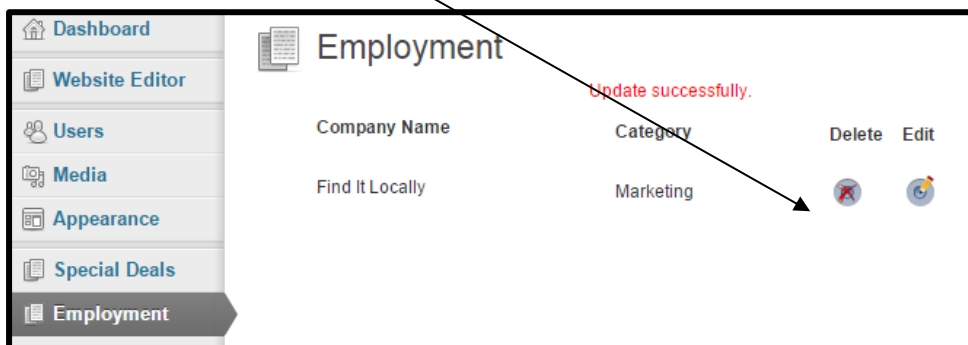
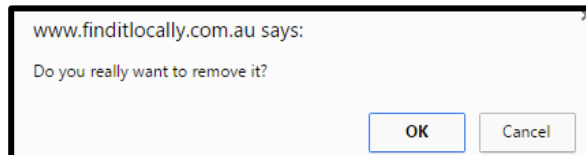
As you can see there are many methods for people to discover your Employment offer. Always remember to delete it when the position is fulfilled.

**Step 19.** Go to the Backend of your Website. Your Content Editor Tab should still be available and the Back End of your Website should be accessible.

**Step 20.** Delete the Employment Offer. (Notice you can also Edit it)

**DELETE AN EMPLOYMENT OFFER**

- a. Click on **Employment** from the main menu
- b. Click on the **Delete Symbol**
- c. Click on **Ok** for the Message that appears



**Step 21.** Now you can Logout of your Website.

**Congratulations** you have now covered all the functions relating to your website. We offer few extra lessons relating to: Operating Template 2 (includes Video), Operating Template 5 (includes Menu) and Adding a Pay Pal button which can be done to any Template.