

Directory 'How-To' Manual

This 'How-To' Manual is designed to help you navigate around the directory self-service portal, where you can edit your company information and add content such as whitepapers, press releases and product information.

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Welcome to the Directory

The Directory is the place to promote your company's products and services to industry professionals.

Our industry-leading solution gives you a personal login to publish your own content, press releases, brochures and case studies throughout the year.

Reach Your Ideal Customer

The Directory is promoted on our content and event websites and through our weekly email newsletter circulated to thousands of contacts within the industry.

In addition, if you are exhibiting at one of our events, your directory content will appear on your exhibitor profile within the exhibitor list.

Add Your Own Content

You will be given access to your own self-service editing portal where you can add your own press releases, product information, whitepapers and other information.

The more you put into your listing, the more you will get out of it. Every time you add new content it will appear at the top of the directory homepage in the 'latest' section.

Getting Started

With your listing, you have access to a self-service portal which allows you to edit the information that appears. The 'drag n drop' tool has been developed to make it easy for you to publish your content to the website, but just in case you get a bit stuck we've provided some information on how to publish content through the self-service portal below.

LOGIN DETAILS

You should have received your login details via email already, however if you have misplaced these please contact Bhavesh.Kumar@ubm.com.

Once you have your login details, simply go to the directory homepage and click 'Sign In'.

Listing Types

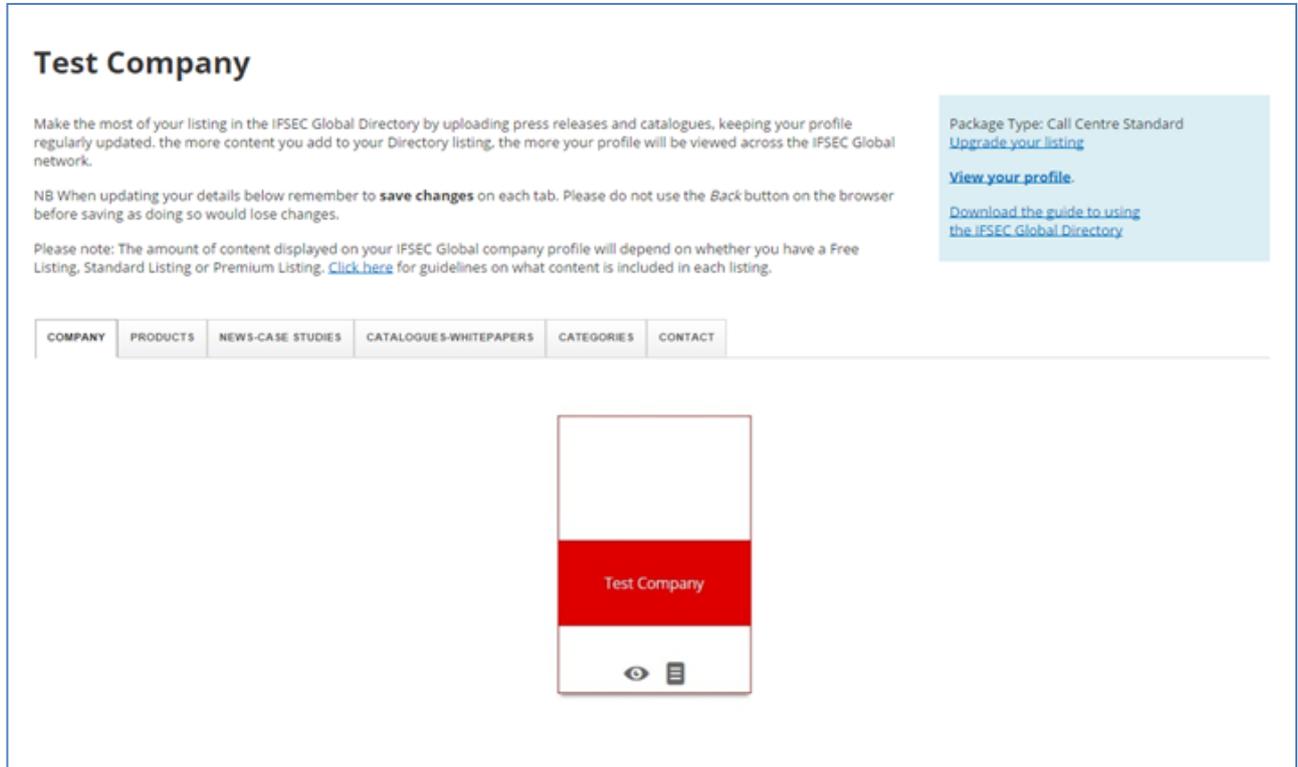
		Free Listing	Standard Listing	Premium Listing
Contact information	Company name	YES	YES	YES
	Address	YES	YES	YES
	Website	YES	YES	YES
	Phone number	YES	YES	YES
	Office branches	Not available	Not available	YES
	Social media (linked icons)	Not available	YES	YES
Customise your listing	URL (eg. Directory.com/yourcompanyname)	Not available	YES	YES
	Logo	YES	YES	YES
	Company description	300 characters	1,000 characters	10,000 characters
	Categories tagged to your company profile	Up to 3	Up to 100	Up to 100
	Content (publish product information, press releases, case studies, whitepapers and catalogues)	Not available	Unlimited	Unlimited
	Categories tagged to your products and news	Not available	Up to 3	Up to 3
	Videos	Not available	Not available	Unlimited
	Live Twitter feed	Not available	YES	YES
	Event promotion (area detailing which event you will be exhibiting at and your stand number)	YES	YES	YES
	Scrolling banner of images (along the top of your listing)	Not available	Not available	Up to 6 images
Visitor information	Cover image (along the top of your listing)	Not available	Not available	YES
	Enquiry form (visitors can email an enquiry)	Not available	YES	YES
Marketing	Traffic statistics (available to view through the client self-service portal)	Not available	YES	YES
	Featured Company (your logo appears on the directory homepage under this section)	Not available	Not available	YES
	Email newsletters (your uploaded content is included under the directory section of email newsletters)	Not available	Not available	YES
	Top of search (your listing is placed at the top of all relevant searches)	Not available	Not available	YES

If you are interested in upgrading to a standard or premium listing, please contact one of the team who will be able to help you.

Updating Your Listing

COMPANY

When you login to the directory, you will be taken to a page that looks like this:



The process of adding/updating your company details will begin here.

To edit your company details, click on the EDIT icon



EDIT COMPANY

The editing window will pop-up. Enter/edit your company details in this window.

Test Company

Logo (max. 300x300)

NEWS (230903img_XL.jpg - click image to enlarge)

Upload a file 1.

Cover image (1128x200)

news.jpg - click image to enlarge

Upload a file 2.

Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus.

3.

B U I ¶ 4.

Categories

BPO Outsourcing UK Consultancy Services 5.

* = Mandatory field

Save Cancel 6.

1. To upload your logo, click 'upload a file'
2. To upload your cover image, click 'upload a file' (only available for premium listings)
3. Enter your company description
4. Use the buttons to format your text
5. Choose your specialties from the drop down menu (unlimited categories available for standard and premium listings)
6. Click save to save your changes

Remember to publish your changes. If you do not publish changes, your profile will not be updated on the live site.

If you have a company logo please ensure it is in either JPG or PNG format and no larger than 300x300 pixels. For rectangular images, please make sure the largest side is no longer than 300 pixels.

PRODUCTS

Add information about your products to this section:

Test Company

Make the most of your listing in the IFSEC Global Directory by uploading press releases and catalogues. Keeping your profile regularly updated, the more content you add to your Directory listing, the more your profile will be viewed across the IFSEC Global network.

NB When updating your details below remember to **save changes** on each tab. Please do not use the *Back* button on the browser before saving as doing so would lose changes.

Please note: The amount of content displayed on your IFSEC Global company profile will depend on whether you have a Free Listing, Standard Listing or Premium Listing. [Click here](#) for guidelines on what content is included in each listing.

Package Type: Call Centre Standard
[Upgrade your listing](#)

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[Download the guide to using the IFSEC Global Directory](#)

CompanyProductsNews-Case studiesCatalogues-WhitepapersContact

(Drag and drop items to change their order.)

+

TEST
PRODUCT

Test Product

≡🗑️

TEST
PRODUCT
2

Test Product 2

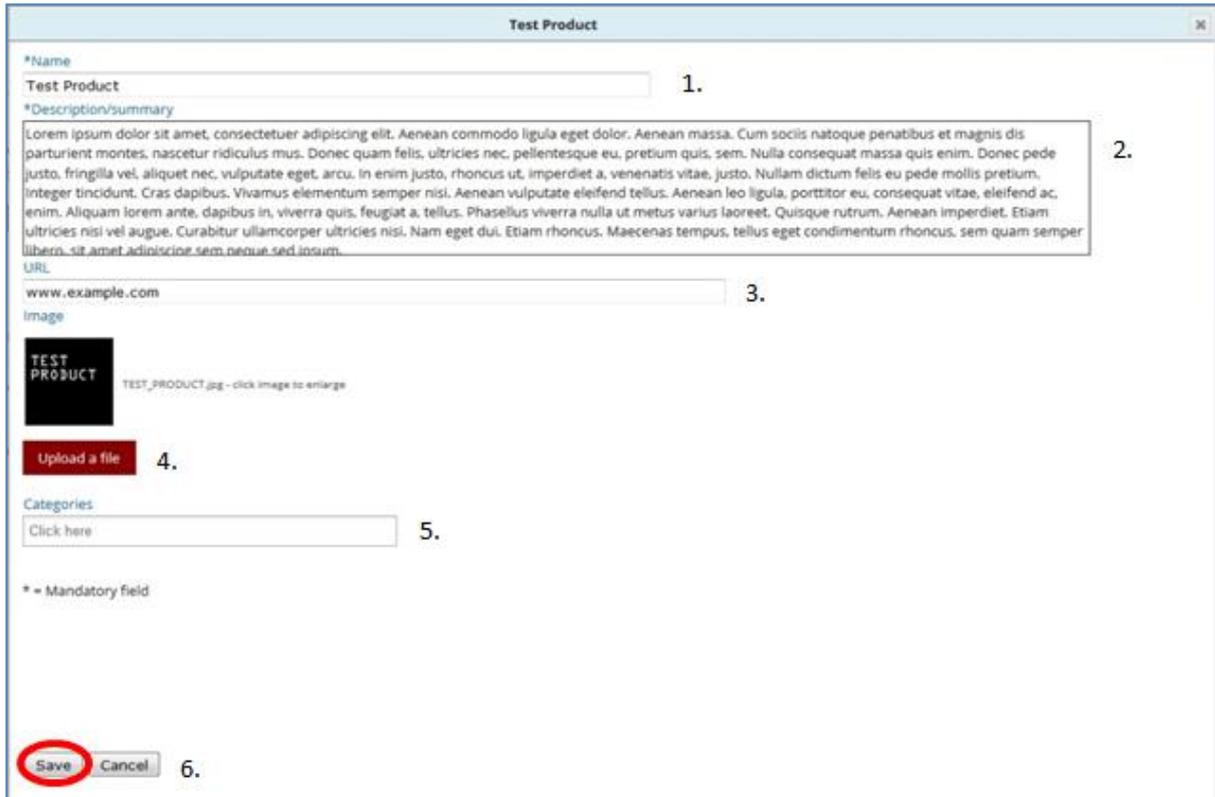
≡🗑️

1. To add a product, click the  icon
2. To edit an existing product click the edit  icon
3. To delete an existing product, click the delete  icon

Remember to publish your changes. If you do not publish changes, your profile will not be updated on the live site.

EDIT PRODUCTS

You can edit your products in the editing pop-up window. Click  to edit



Test Product

*Name
Test Product 1.

*Description/summary
Lorem ipsum dolor sit amet, consectetur adipiscing elit, Aenean commodo ligula eget dolor, Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium, Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. 2.

URL
www.example.com 3.

Image
TEST PRODUCT TEST_PRODUCT.jpg - click image to enlarge

Upload a file 4.

Categories
Click here 5.

* = Mandatory field

Save Cancel 6.

1. Name your product
2. Add your description
3. Add a URL for your product e.g. www.mywebpage.com/myproduct
4. Upload an image
5. Add product categories from the drop down menu
6. Save your product once you've finished

Remember to publish your changes. If you do not publish changes, your profile will not be updated on the live site.

NEWS AND CASE STUDIES

You can update your directory listing with all your latest news and case studies.

Test Company

Make the most of your listing in the IPSEC Global Directory by uploading press releases and catalogues, keeping your profile regularly updated. The more content you add to your Directory listing, the more your profile will be viewed across the IPSEC Global network.

NB When updating your details below remember to **save changes** on each tab. Please do not use the Back button on the browser before saving as doing so would lose changes.

Please note: The amount of content displayed on your IPSEC Global company profile will depend on whether you have a Free Listing, Standard Listing or Premium Listing. [Click here](#) for guidelines on what content is included in each listing.

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[View your profile](#)
[Download the guide to using the IPSEC Global Directory](#)

Company Products **News-Case studies** Catalogues-Whitepapers Contact

(An editor will review your news articles and publish them to the live site.)

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NEWS ITEM
TEST IMAGE
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean...

NEWS
TEST IMAGE 2
Sed aliquam ultrices mauris. Integer ante arcu, accumsan a, cons...

1. To add a news item or case study, click the  icon
2. To edit an item, click the  icon

Remember to publish your changes. If you do not publish changes, your profile will not be updated on the live site.

EDIT NEWS AND CASE STUDIES

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. X

*Title
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. 1.

*Date (e.g. 14 Jan 2014)
17 Jul 2014 2.

*Summary
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. 3.

Content before image
Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium, integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. 4.

Image
 News_Item_Test_Image.jpg - click image to enlarge

Upload a file 5.

Caption
News Item Test Image 6.

Content after image
Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus. Nullam quis ante. Etiam sit amet orci eget eros faucibus tincidunt. Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc, quis gravida magna mi a libero. Fusce vulputate eleifend sapien. Vestibulum purus quam, scelerisque ut, mollis sed, nonummy id, metus. Nullam accumsan lorem in dui. Cras ultricies mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae: in ac dui quis mi consectetur lacinia. 7.

URL
www.example.com 8.

Categories
Click here 9.

* = Mandatory field

1. Name your item
2. Add a date for your news item or case study
3. Add a summary
4. Put any text you wish to appear before your image
5. Upload your image
6. Add a caption for your image
7. Add the rest of your text
8. Add a URL for your news item
9. Add categories
10. Save your changes

Remember to publish your changes. If you do not publish changes, your profile will not be updated on the live site.

WHITEPAPERS, IMAGES AND VIDEOS

You can add your catalogues, whitepapers, videos and product images here.

Test Company

Make the most of your listing in the IPSEC Global Directory by uploading press releases and catalogues, keeping your profile regularly updated, the more content you add to your Directory listing, the more your profile will be viewed across the IPSEC Global network.

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Company | Products | News-Case studies | **Catalogues-Whitepapers** | Contact

(Drag and drop items to change their order.)



File 44696



Nullan Nula ero



New products



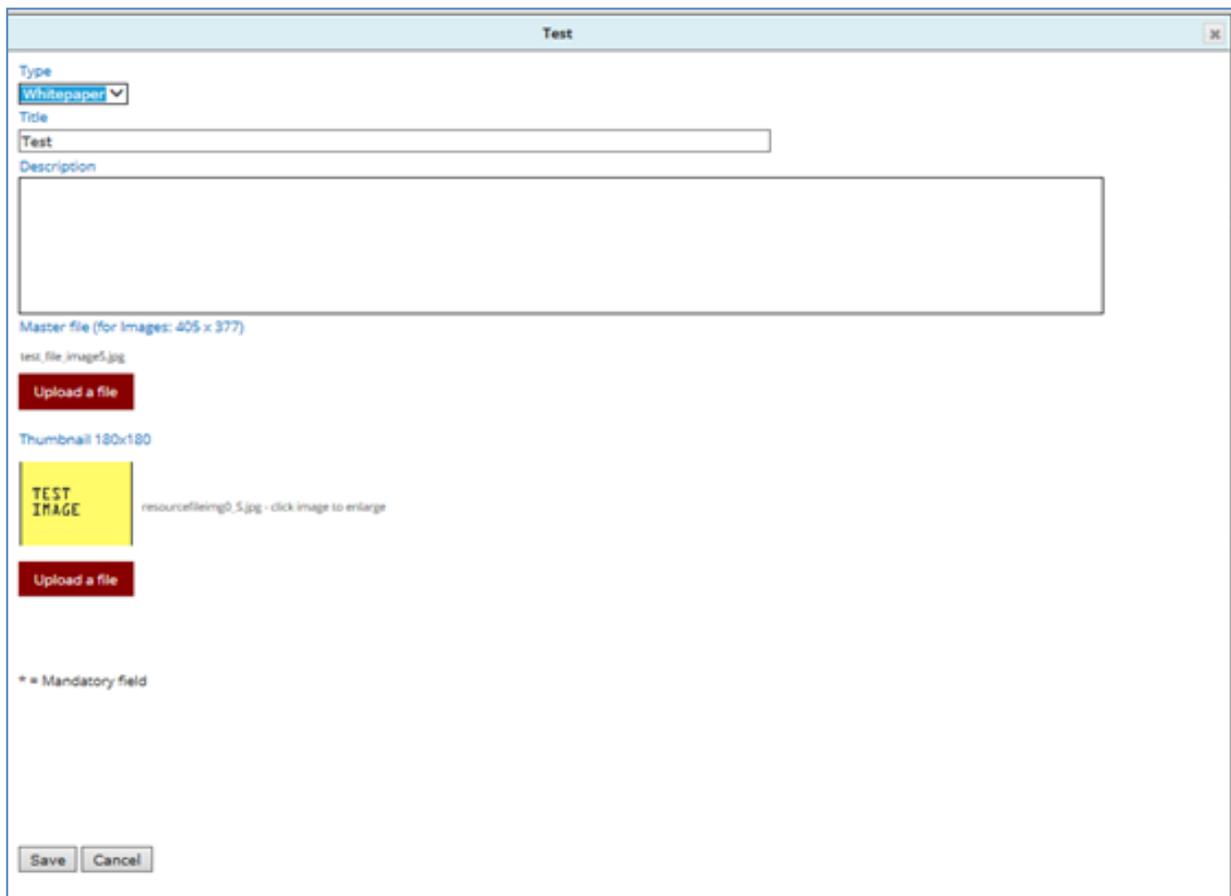
TEST IMAGE

Test



1. To add an item click the  icon
2. To edit the item click the  icon
3. To delete the item click the  icon

EDIT WHITEPAPERS, IMAGES AND VIDEOS



The screenshot shows a web form titled "Test" with the following fields and options:

- Type:** A dropdown menu with "Whitepaper" selected.
- Title:** A text input field containing "Test".
- Description:** A large text area for entering a description.
- Master file (for Images: 405 x 377):** A section for uploading a master file, currently showing "test_file_image5.jpg" and an "Upload a file" button.
- Thumbnail 180x180:** A section for uploading a thumbnail image, currently showing a yellow square with "TEST IMAGE" and the filename "resourcefileimg0_5.jpg - click image to enlarge", along with an "Upload a file" button.
- * = Mandatory field:** A note indicating that fields with an asterisk are mandatory.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

1. Choose your item category from the drop down menu
2. Name the item
3. Add an item description
4. Upload the item
5. Upload a thumbnail image for the item
6. Save your changes

Remember to publish your changes. If you do not publish changes, your profile will not be updated on the live site.

FAQs

Which browser should I use?

We recommend that you use Mozilla Firefox or Google Chrome. If you are using Internet Explorer, we advise that you update to the latest version.

Why aren't my images working?

If your images aren't working, make sure you haven't used spaces in your file name. Instead of spaces, use underscores _ between words, i.e. this_is_my_product.jpg.

Why can't I format my text?

You must save an item to your listing before you can format the text. Press save, re-open the file, and begin your formatting.

Why won't the editing window appear?

Please make sure you have your pop-up blocker disabled.

Help! I've uploaded the wrong file and I can't see how to delete it!

If you select the wrong file to upload, save and close the editing window. When you re-open it you will have the option to upload another file, which will override the incorrect one.

Will my details from the 'Contact' tab be visible to the public?

No, your contact details from this page will not be visible to the public.