

FAQ

1) What would I type under Caption?

Fill with key words that customers will enter to search your business. Also it is very important to type the name of your business.

2) How do I type my Business address?

- a) If you have a physical location, please enter your physical location
- b) If you have a postal address please write your postal address
- c) If you have a mobile business and move around please enter
 - I. Brisbane if you cover Brisbane area
 - II. If you cover a particular area please type a main business central location

If you cover business all around Queensland (for example, if you are an online business) please type Queensland

3. Do I have to enter Price, if it so what I have to do?

This is optional

- a) If you do not want to list your price, leave it blank
- b) if you would like to contact you for the price please write "contact us"
- c) If you have only a single price please list
- d) If you have a multiple, enter your first price enter and the second price

Example:

Travelling charge \$99
Every half an hour I spend \$30
Additional hours I charge \$20
For parts I will let you know

4) How do I provide a link to my business or pdf file or any suitable links I have

To provide the link by clicking the "link" button

- I. click Target
- II. Select "new window" from the down arrow
- III. In this case your price will be displayed as a pop screen for customers

5) Do I have to enter data under " Select Location":

This is a must, do not leave this blank.

Also

- I. if you have a physical address type the physical address
- II. If you have a postal address please type the postal address

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- III. if you think you are going to serve around Brisbane area type Brisbane (example Tradies, mechanics, may work for many areas,)
- IV. if you would like to serve a particular area type your central location you wish to serve
- v) If you do not have an address at all then type Queensland (Example. Website developers, e-commerce)

6. Can I leave the suburb field blank?

Do not leave this blank, please select the best suburb you serve

7. How do I upload images to gallery?

You can upload up to 9 images, the process of adding images

- a) Click Add new
- b) You will get a screen
- c) Again click add new
- d) You will get another screen
- e) Click Add new
- f) Click choose file
- g) Browse to the image file and select it.
- h) To add another image, click Add new
- i) Give a name for all your images under the Name button (Right hand side corner) this is a must field.
- j) At last Click on the create button

8. How do I fill the features field?

- I. Type features of your business
- II. You can upload video files, YouTube links, and any other content to make your listing more interesting
- III. If you have a website and you would like to copy those features just copy and paste or drag the items across
- IV. Example to link a file
 - a Click the link button
 - b Display the text you would like your customers to view, type your URL
 - c Under target, click new window (this feature allows to pop up another screen for customers)

FAQ

10. My FAQ's are getting lost?

Please clicks create after you complete each FAQ (otherwise there will be a tendency to lose)

11) Do I have to provide all Social links?

Provide all your social links, by just copying the relevant URLs

If you do not have a particular social link leave it blank as a blank entry

12) How do I fill the category?

Select the Category of your business belongs to, for example a training organisation should select Education and training

13) What is a chalet?

These are filters customers will select

Example:

Accounting > select whether you offer tax accounting, forensic accounting or any of the other options

For Education providers> Select>Business Coaching, Co-operate training, etc.

14) I have a problem what I do"

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