

## 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
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### 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

## FAQ

- 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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