



Adding/amending your listing in the Products and Services (P&S) Directory

Preliminaries

In order to carry add or edit entries to the Product and Services Directory you must log in to the AILU web site at www.ailu.org.uk using the user name and password of the Corporate Member.

Forgotten your username and/or password

Contact Liz at E: liz@ailu.org.uk or T: 01235 539595

Procedure

1. Locate the 'Log In' area on the home page of the AILU site, enter user name and password and click 'Enter', see figure 1
2. Click the 'update details' link that appears in the Log In area, see figure 2.
3. Click on the 'Directory Listing' tab, see figure 3. Once you have opened this tab you will be able to see all of the entries you currently have.
4. You can now enter/edit company sales contact details and a description of your company, see figure 4. (The same company information is used in the P&S Directory and in the Members' Directory). Click the SUBMIT button in the lower right corner.
5. In the same way as steps (3) and (4), click on the 'Products & Services Listing' tab, see figure 5. Here you can add and/or edit your entries in the various product and service categories, using the pull down menus, all of which is self-explanatory. Click the SAVE button in the lower right corner before exiting.
Please note the following: (i) Each entry requires a brief description (maximum 40 words).
(ii) ONLY ONE ENTRY is allowed in each category.
6. Companies offering laser job shop services: in the same way as step (3), click on the 'Job Shop and Laser Cutting Capability' tab and add/edit your entries here. These details are automatically added to the 'Job Shop Laser Cutting Capability' database that visitors to the site can search.

Whilst you are logged into the update details section this might be a good opportunity to check that your contact details and forum access details are up to date.

Basic entries in the P&S are free. However, at a small cost you can enhance your entries in the online directory with a logo, a boxed entry and/or active web link. For illustrations take 'Advertising' in the link list on the left side of the web site pages and download the Media Guide for costs. To implement enhancements please contact the AILU office (liz@ailu.org.uk; 01235 539595).

Adding your company to the Products and Services (P&S) Directory: figures

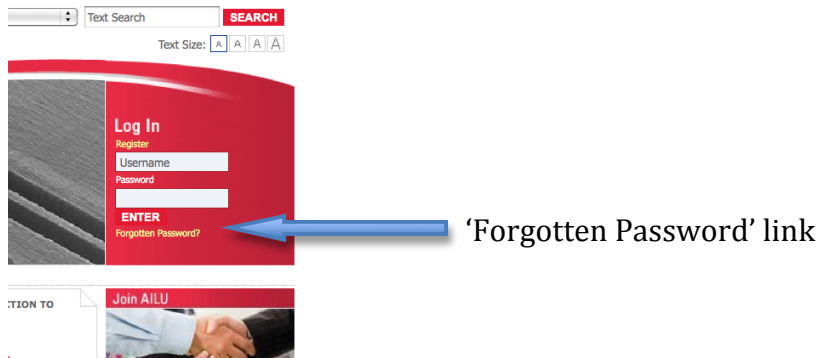


Figure1. Entry point of user name and password

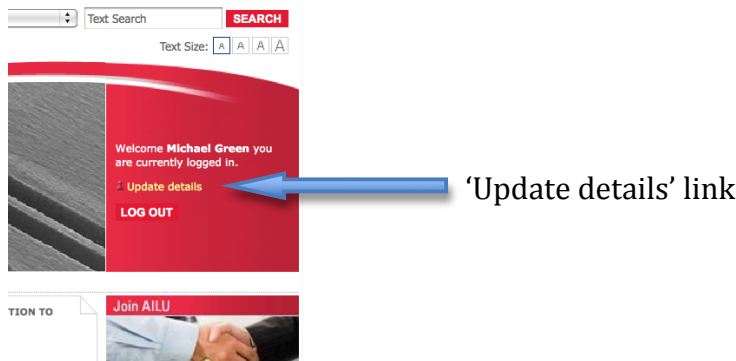


Figure2. Entry point for changing details

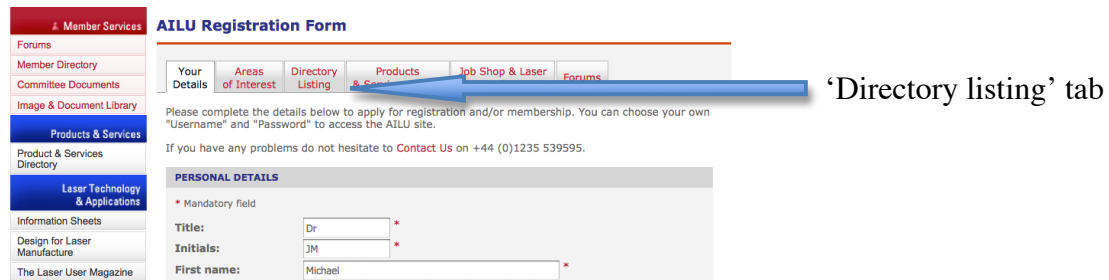


Figure 3. Entry point for changing general directory details

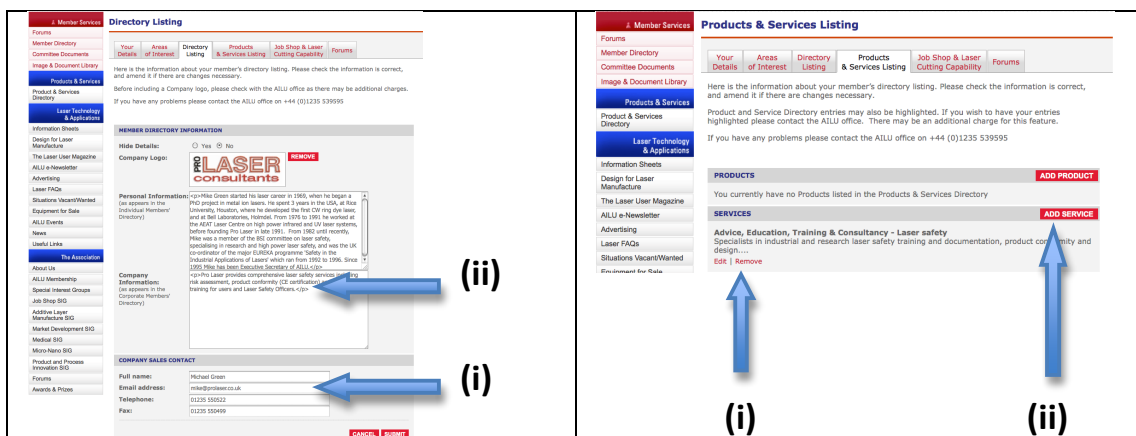


Figure 4 Directory listing fields

- (i) Sales contact details;
- (ii) Company description.

Figure 5. P&S Listing fields

- (i) Edit or remove an entry
- (ii) Add an entry

If you have any problems entering your information, please contact Liz:

T: +44 (0) 1235 539595 E: liz@ailu.org.uk