

BidsNet Manager for associations – FAQ

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About the BidsNet Manager for Association

What is the BidsNet Manager for associations?

The BidsNet Manager for associations responsible FCE allows the Association to manage all the organizations which it is responsible.

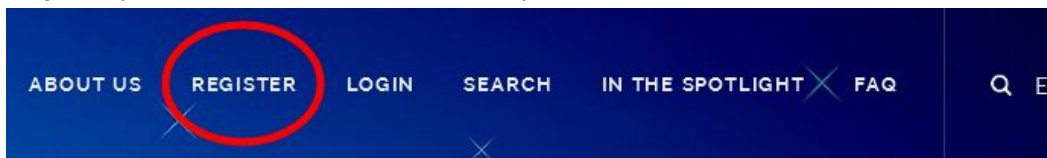
The FCE association must be identified as such by the BidsNet Manager. To do so, please contact fcem@bidsnet.org.

It is the country selected when creating an organization (FCE member) that determines the relationship with the responsible FCE association.

How to create a responsible FCE association?

Do the following:

1. Register your association BidsNet as any member;



2. After registration, contact fcem@bidsnet.org will authenticate you as an association responsible FCE in the system.
3. If necessary the existing members from your country will be linked to your association.
4. Your usual BidsNet Manager is transformed with extended features.

FCE members are automatically linked to the responsible FCE organization registered in the same country

How to connect to BidsNet Manager?

From BidsNet, log in BidsNet Manager like any members. As a contact person related to responsible FCE association, BidsNet Manager adds a number of features.

You must be a contact linked to an authenticated FCE Association to manage your FCE members

What allows the BidsNet Manager?

In addition to managing organizations of which you are bound by your contact card, you can manage the organizations you are bound by the responsible FCE association.

Here are the additional features:

- Edit the data members (organizations, contacts, products and services)
- Show / Hide members in search results
- Add members "In The Spotlight" (as an expert and / or organization)
- Add contacts to existing members products and services

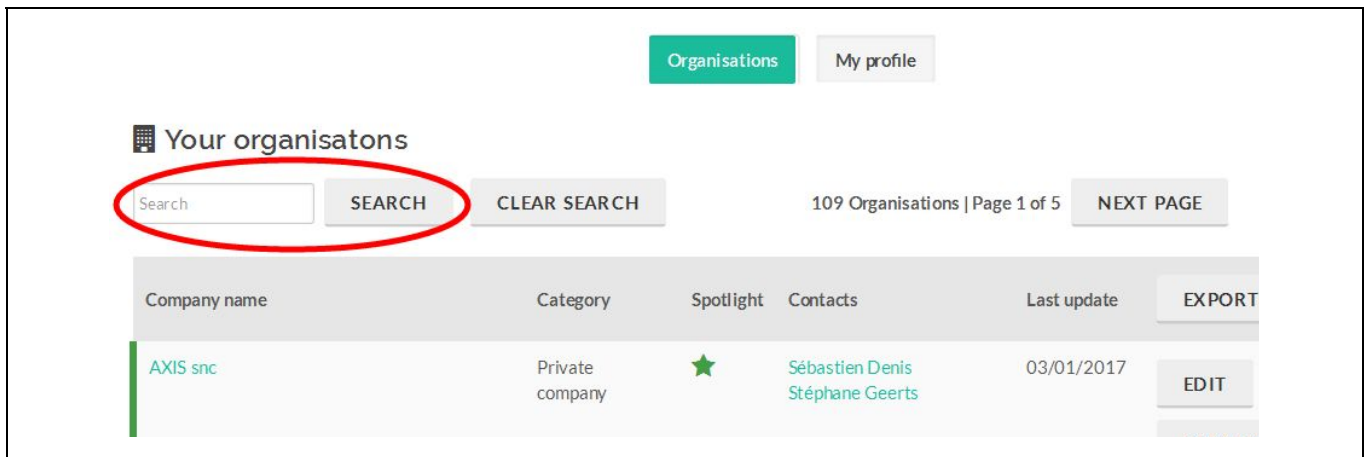
About organizations

How to create a new organization?

To create a new organization (member FCE), the responsible has to register in BidsNet by him(her)self. New members who register in BidsNet are automatically linked to your FCE association as long as the country is the same.

How to search for an organization?

The list of organizations (FCE members) is displayed on the BidsNet Manager welcome page. The search box (in red hereunder) allows a search on the name and email of the organization and contact(s) associated with it.

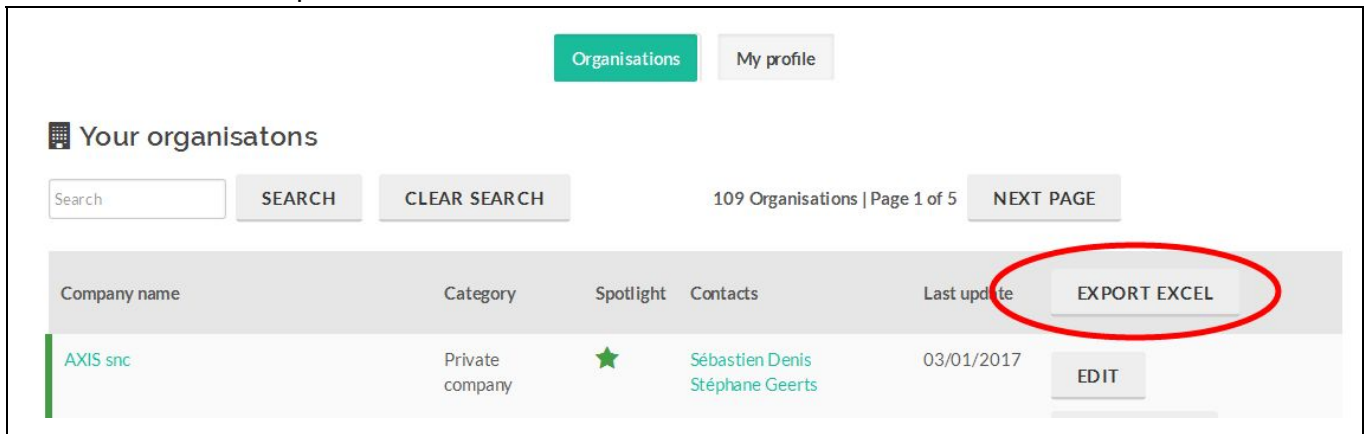


The screenshot shows the 'Your organisations' section of the BidsNet Manager. At the top, there are two tabs: 'Organisations' (active) and 'My profile'. Below the tabs, the heading 'Your organisations' is followed by a search bar with the text 'Search' inside. To the right of the search bar are two buttons: 'SEARCH' and 'CLEAR SEARCH'. Further right, it says '109 Organisations | Page 1 of 5' and a 'NEXT PAGE' button. Below this is a table with the following columns: 'Company name', 'Category', 'Spotlight', 'Contacts', 'Last update', and 'EXPORT'. The first row of data shows 'AXIS snc' as the company name, 'Private company' as the category, a green star in the spotlight column, 'Sébastien Denis' and 'Stéphane Geerts' as contacts, and '03/01/2017' as the last update date. There is also an 'EDIT' button for this row.

The list shows the following:

- Active (displayed) - green edging - or inactive (hidden) - red edging -
- Organization name with a link to the email
- Category of organization
- In The Spotlight: visible - star - or hidden - moon -
- Contact(s) name and link to their email
- Date of update

The list can also be exported to Excel:



This screenshot is identical to the one above, but with a red circle highlighting the 'EXPORT EXCEL' button located in the 'EXPORT' column of the table.

How to change an organization's information?

Click the "Edit" button for the organization. The listing of the member is displayed:

The screenshot shows a web interface for editing an organization's details. On the left, there is a form with the following fields: 'COMPANY NAME' (filled with 'AXIS snc'), 'CATEGORY' (dropdown menu with 'Private company' selected), 'WEBSITE' (empty), 'EMAIL' (filled with 'axis.snc@gmail.com'), 'ADDRESS' (filled with 'Av des Sept Bonniers 174'), 'POSTAL CODE / CITY' (two boxes with '1190' and 'Bruxelles'), and 'COUNTRY' (dropdown menu with 'Belgium' selected). At the top left of the form area is a button that says 'CLOSE AND GO BACK TO ORGANISATIONS LST'. The organization name 'Coordinate of *AXIS snc*' is displayed prominently. On the right side, there is a 'Contact' section with an information icon. It lists two contacts: 'Sébastien Denis' with email 's.denis@gmail.com' and 'Stéphane Geerts' with email '1sstephane.geerts@gmail.com'. Each contact has 'EDIT' and 'DEACTIVATE' buttons, and a star icon. Below the contacts is an 'ADD A CONTACT' button. Further down is a section titled 'Your products and services' with a book icon. It lists 'Services' with a description: 'Website conception: creation, design, hosting, development'. It has 'EDIT', 'DELETE', 'ACTIVATE', and a refresh icon. Below this is an 'ADD A PRODUCT OR SERVICE' button.

Member's details (organization) form provides:

- Edit the contact information and other data such as description ...
- Add or remove types of activities or areas
- Manage contact the organization
- Manage the organization's products and services

This screenshot shows a yellow background with a white form area. The text 'Scroll down to access all data and click the "Save" button' is at the top. The form contains: 'TURNOVER: 0' with a currency dropdown set to '€', and 'FACEBOOK URL:' with an empty text box. At the bottom, there are two buttons: 'UPDATE' (circled in red) and 'DEACTIVATE', followed by an information icon.

How to show or hide an organization?

From the list of organizations, click the "Disable" button to hide the member. The left edging becomes red. To enable the organization and make it visible in search results on BidsNet, click the "Activate" button. The edging left becomes green.

Organisations My profile

Your organisations

Search SEARCH CLEAR SEARCH 109 Organisations | Page 1 of 5 NEXT PAGE

Company name	Category	Spotlight	Contacts	Last update	EXPORT EXCEL
AXIS snc	Private company	★	Sébastien Denis Stéphane Geerts	03/01/2017	EDIT DEACTIVATE
FCEB-VVB	Association	☾	Sébastien Denis Micheline BRICLET Bernadette Dubois	03/01/2017	EDIT DEACTIVATE
DELTENRE - DESREUMAUX	Private company	☾	Régine DESREUMAUX	05/05/2015	EDIT ACTIVATE
AI	Private company	☾	Isabelle TASIAUX-DE NEYS	05/05/2015	EDIT DEACTIVATE

How do I delete an organization?

It is not possible to permanently delete an organization but only to hide it.

How to add an organization "In the Spotlight" on the home page?

From the list of organizations, the column "Spotlight" contains a star if the organization (product or expert) is "Spotlighted" and a moon otherwise.

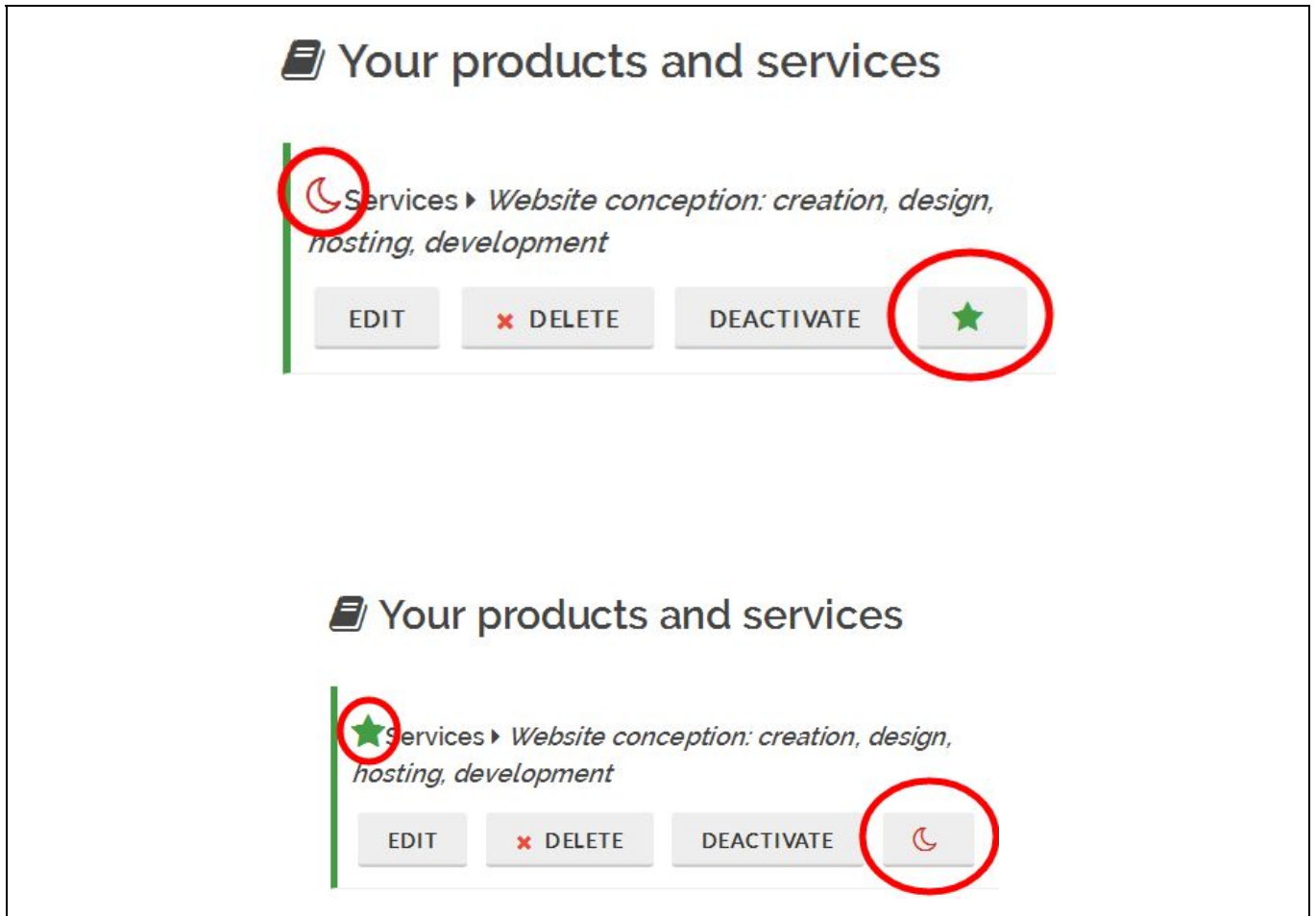
Company name	Category	Spotlight	Contacts	Last update	EXPORT EXCEL
AXIS snc	Private company	★	Sébastien Denis Stéphane Geerts	03/01/2017	EDIT DEACTIVATE
FCEB-VVB	Association	☾	Sébastien Denis Micheline BRICLET Bernadette Dubois	03/01/2017	EDIT DEACTIVATE

It is the product or expert (contact) of the organization that is "In the Spotlight".

To put a product or service "In The Spotlight"

1. click the "Edit" button;
2. in the list of products and services click the "Star" button to turn it "In The Spotlight".

3. The red moon becomes a green star and the star button becomes a moon one. Click the moon button to removes it from "The Spotlight".



The first photo of the product or service displayed "In the Spotlight".
Make sure that a nice picture for the best effect (see FAQ below).

How to add a logo?

From the list of organizations, click the "Edit" button and in the field "Logo" select the logo on your computer and click the "Save" at the bottom of the form.

The logo is then displayed in the profile organization BidsNet:


LOGO:
 NO FILE SELECTED.

DESCRIPTION:
With a list of 500+ happy clients and growing, Axis success can be attributed to the way we work with our clients.
The most impressive websites and app experiences are rooted in smart design, embody clear vision, and are backed by the right technology.

CREATION YEAR: 2009

TURNOVER: 0 €

FACEBOOK URL:



Companies (1)



AXIS snc

Publishing of software

With a list of 500+ happy clients and g clients.

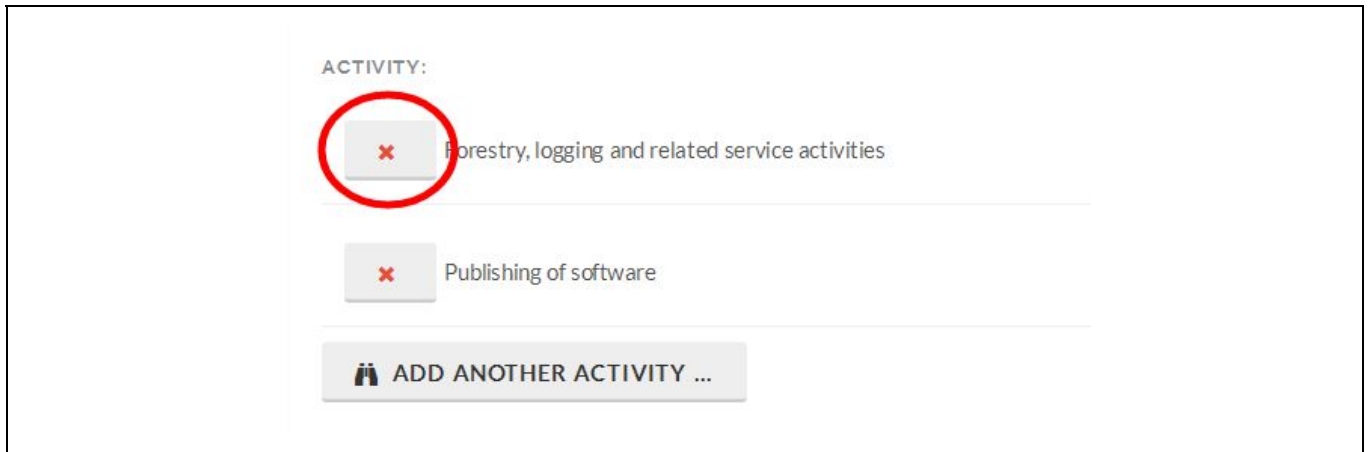
The most impressive websites and app backed by the right technology.

✓ Address: Av des Sept Bonniers 174

✓ Email: axis.snc@gmail.com

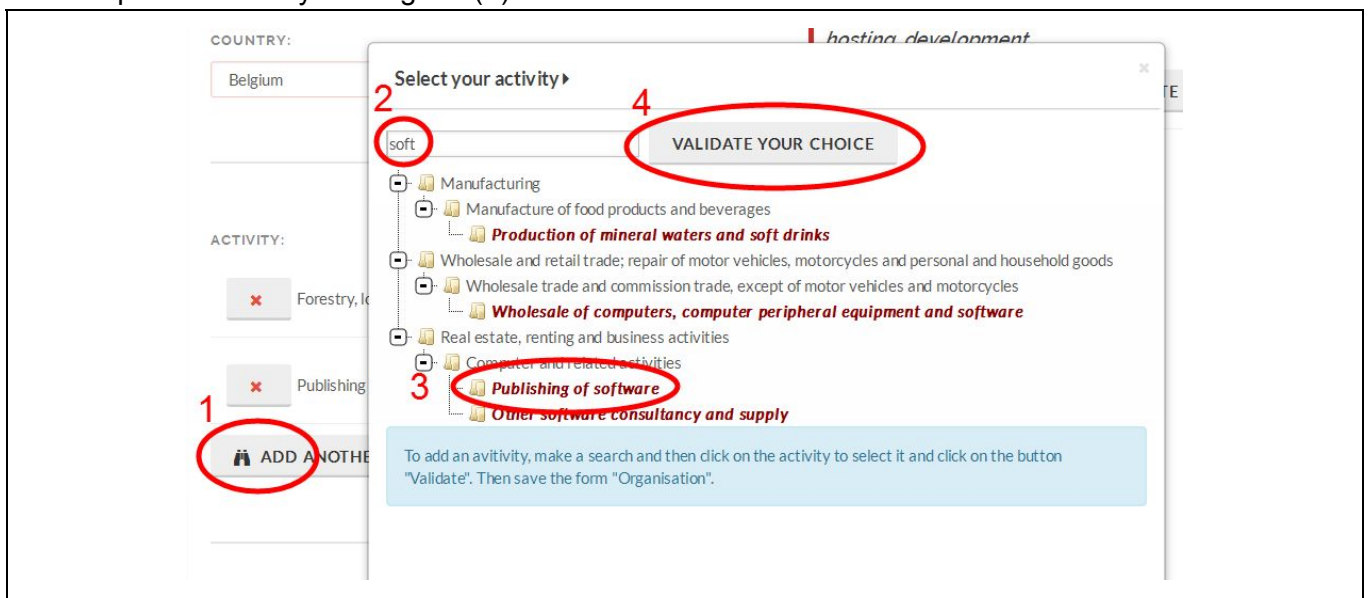
How to delete an activity and / or region?

1. From the list of organizations, click the "Edit" button;
2. Field Level "Activities / Regions", click the "Delete" button marked with a red cross is facing the activity / region;
3. Click the "Save" button at the bottom of the form.



How to add / delete activities and / or regions?

1. From the list of organizations, click the "Edit" button;
2. at the "Activities / Regions" field, click the "Add ..." button (marked **1** below);
3. in the popup that appears, the list of possibilities is shown (sometimes wait a few seconds);
4. you can search for an activity / region by introducing text in the search field (labeled **2** below) or open the tree by clicking the (+):



5. Select a click the desired value (marked **3** above) and
6. click the "Confirm" button (marked **4** above)
7. repeat points 2-6 to add other activities / areas;
8. do not forget to click the "Save" button at the bottom of the form.

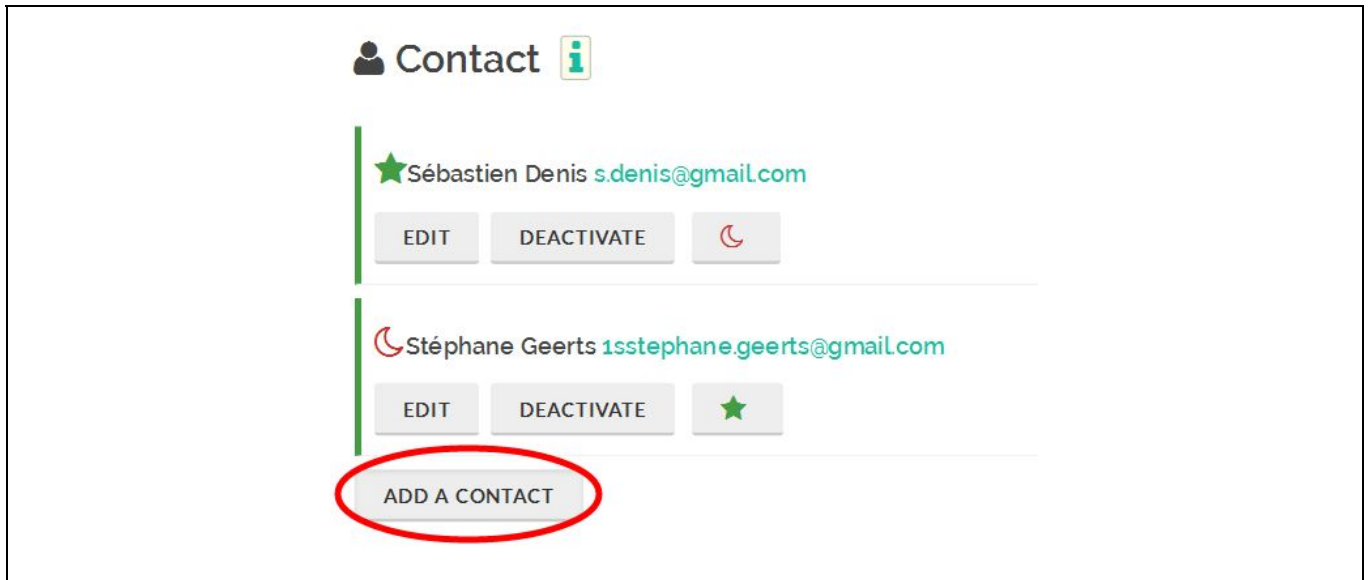
At least one activity and region are required. If it does not, the record can not be saved.

The addition of activities and areas enables more precise in the search result.

About contacts

How to add a contact to an organization?

1. From the list of organizations, click the "Edit";
2. in the contact list, click the "Add":



3. in the popup that opens, fill in the email, name ...
4. and click "Save":



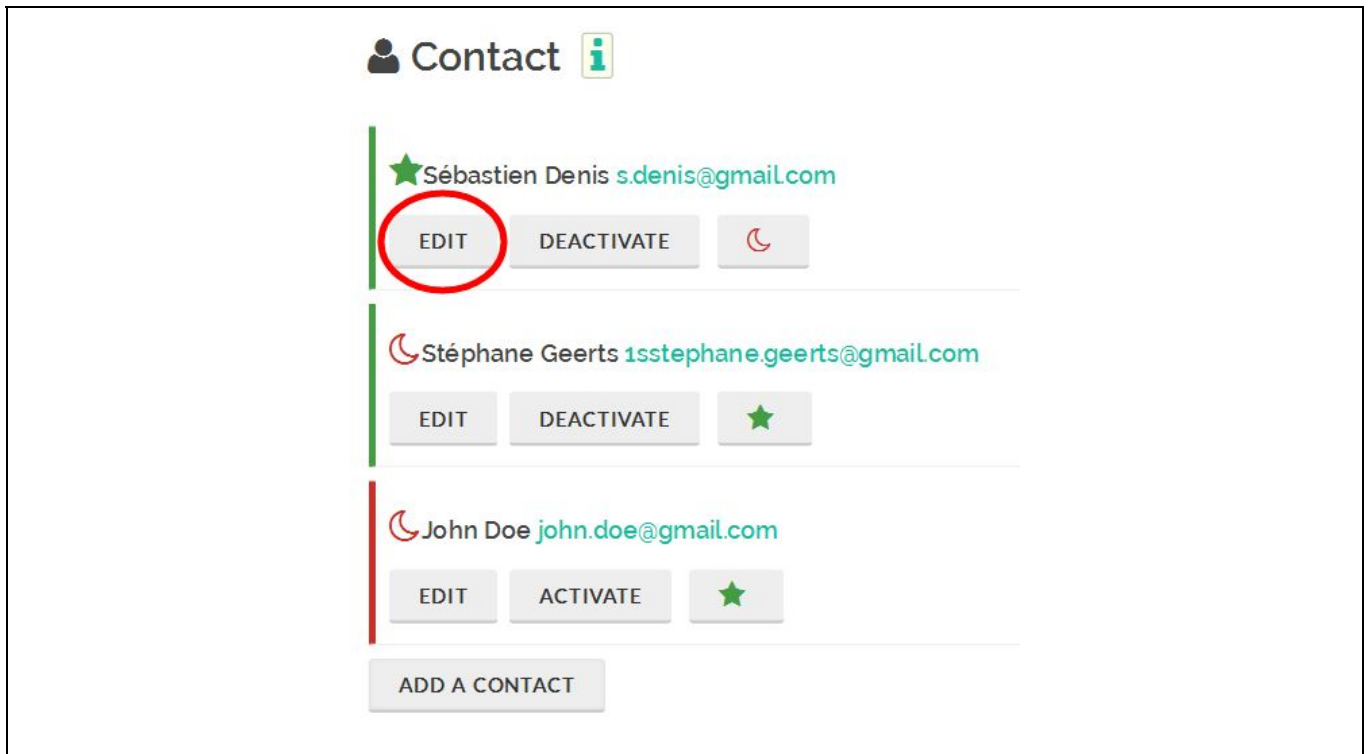
The details of a contact are displayed on BidsNet only if he/she is considered as an expert. To be an expert, the contact should add a photo portrait in his contact card (see FAQ below).

After creating a new contact, an email with an access password is sent. It will then connect to BidsNet Manager and manage its organization.

If the email contact exists in the system, he will not be duplicated. His/her data is updated and it will be linked to several organizations.

How to edit a contact details?

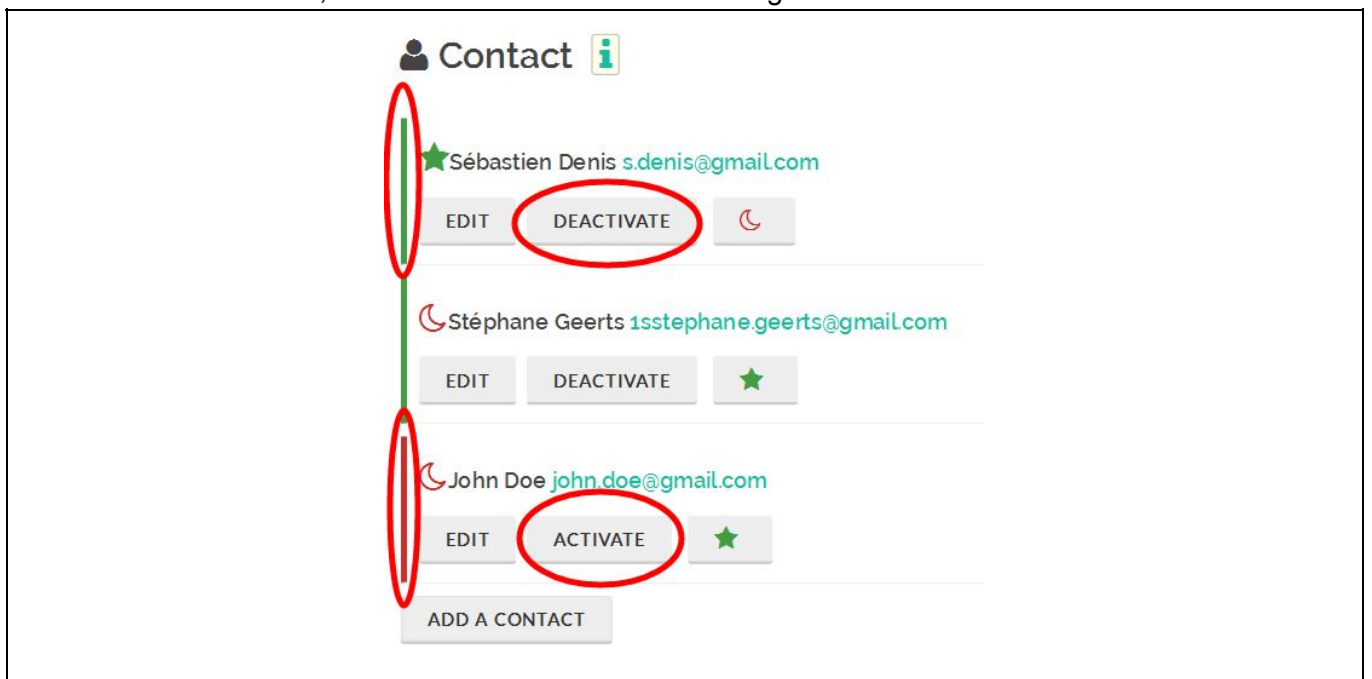
1. From the list of organizations, click the "Edit";
2. in the contact list, click the "Edit / Edit" of the matched contact:



3. in the popup that appears, correct contact information ...
4. and click "Save":

How to block access to a contact?

1. From the list of organizations, click the "Edit" button;
2. in the contact list, click the "Deactivate" the matching contact:



3. the green edging (left contact) becomes red. A new button will reactivate it.

A disabled contact (or blocked) can not connect to BidsNet Manager.
However the organization remains visible if it remains active.

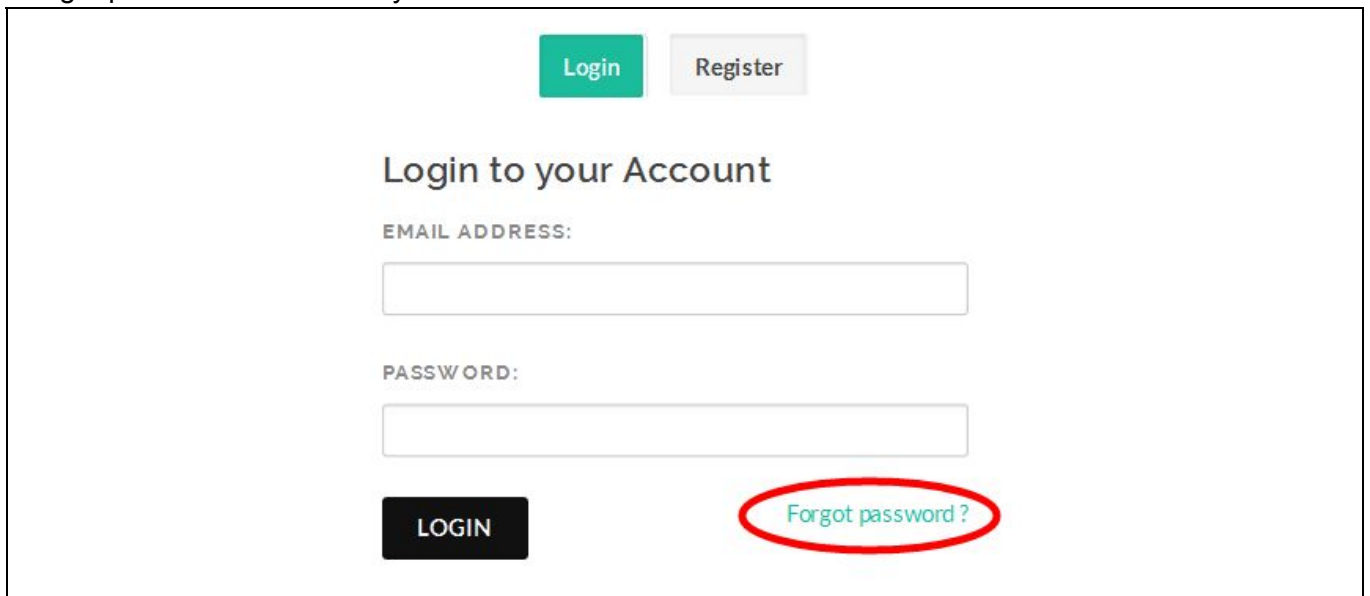
A disabled contact (or blocked) is no longer displayed as expert
- even if it is marked "In The Spotlight"

How do I delete a contact?

It is not possible to delete a contact from the manager.

How to change the password for a contact?

It is not possible to change the password of a contact from the manager. The contact must use the "Forgot password" functionality of BidsNet:



The screenshot shows a login interface with the following elements:

- Buttons: "Login" (green) and "Register" (grey) at the top.
- Heading: "Login to your Account".
- Form fields: "EMAIL ADDRESS:" and "PASSWORD:" with corresponding input boxes.
- Buttons: "LOGIN" (black) and "Forgot password?" (red circle).

The contact will receive an email with the new password.

About experts

How to create an "expert"?

An expert is simply a contact for which a portrait picture is added.

To add a photo, edit the contact card and upload his/her photo. He/she can also upload a photo him/herself from BidsNet Manager in the "My Profile" tab:

The screenshot displays the 'My profile' tab in the BidsNet Manager interface. At the top, there are two tabs: 'Organisations' and 'My profile', with 'My profile' being the active tab. Below the tabs is a 'Contact' form with the following fields:

- LAST NAME: Denis
- FIRST NAME: Sébastien
- EMAIL: s.denis@gmail.com
- PHONE: (empty)
- PICTURE: A file upload area with a 'Browse...' button and the text 'No file selected.' Below this is a yellow informational box: 'Once you upload a picture in your contact information, you appear as "Expert" on BidsNet. Also your the email address become visible.'

At the bottom of the form is an 'UPDATE' button. Below the form are two search filters: 'Refine your search by regions' and 'Refine your search by activity'. Below these are search filters for 'Companies (112)', 'Products (2)', 'Services (1)', and 'Expert (10)', with the 'Expert (10)' filter being the active one. Below the filters are two search results:

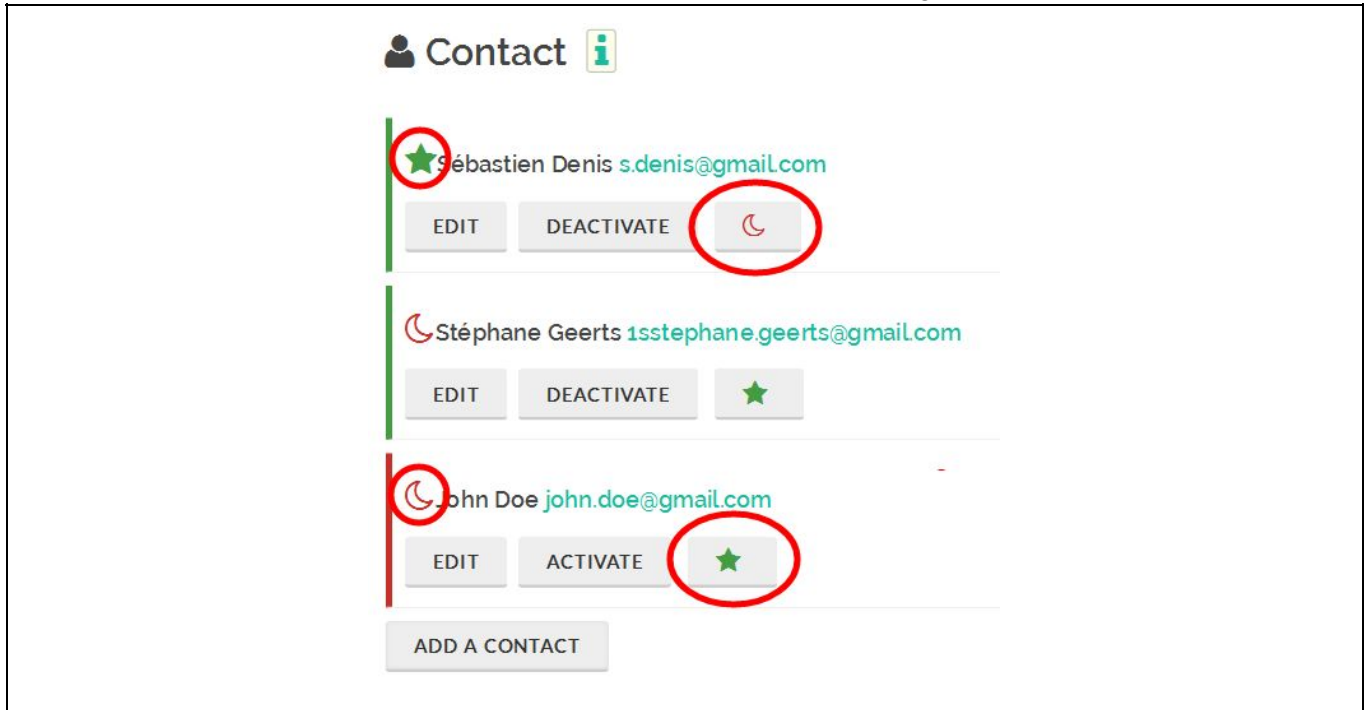
- AXIS snc ▶ Denis Sébastien**
✓ Email: s.denis@gmail.com
MORE INFO ...
- STRATINFO ▶ BRICLET Micheline**
✓ Email: micheline.briclet@gmail.com
MORE INFO ...

Experts are displayed in a separate tab, after the various product types.

If the contact is deactivated (or blocked),
he/she will no longer appear in the "Experts" tab of a search result.

How to add an expert "In The Spotlight" - on the home page?

1. From the list of organizations, click the "Edit" button;
2. in the contact list, click the "Star" button to appear "In the Spotlight".



3. The red moon left is a green star to indicate its presence "In The Spotlight" and the star button is a button moon (and removes it from "The Spotlight").

A maximum of 4 experts can be displayed "In The Spotlight".
If more are expert "In the Spotlight", these are filtered based on the country BidsNet visitor performing the search. Experts are displayed randomly.

If the contact is inactive off (or blocked), he/she will not appear "In The Spotlight".

Why an expert is not visible "In The Spotlight"?

Make sure all the conditions for an expert to be displayed are fulfilled:

1. The organization must be activated (in the green edging BidsNet Manager)
2. The contact must be active / displayed (green edging in BidsNet Manager)
3. The contact must be marked for "The Spotlight" (green star in the BidsNet Manager)
4. The contact must have a portrait picture

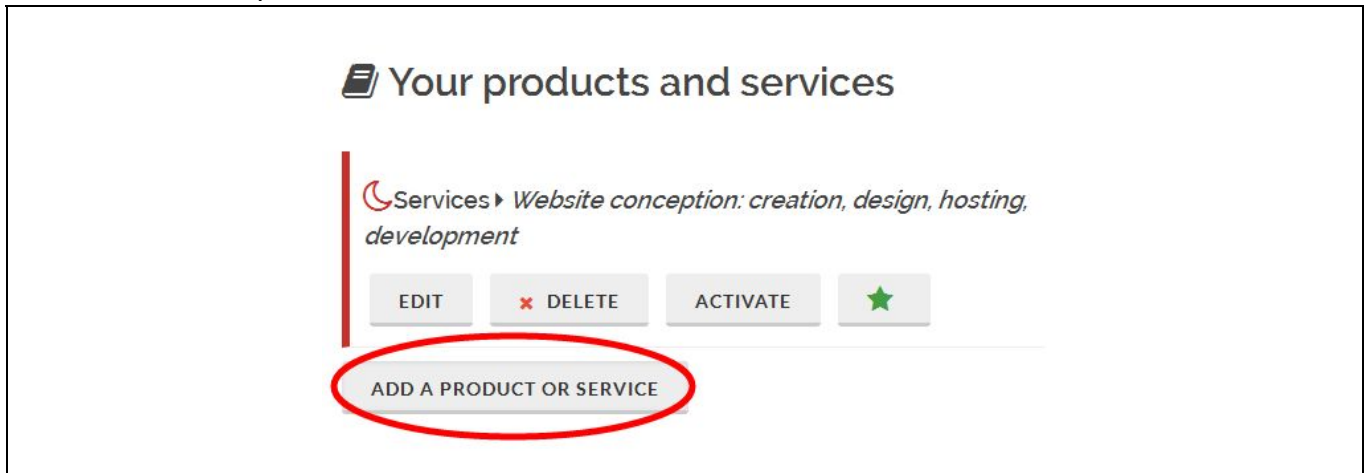
In addition, a maximum of 4 experts can be displayed simultaneously. And so:

- The country in which is located the visitor must match the country of the organization
- The expert may be displayed randomly if there are more than 4 in that country

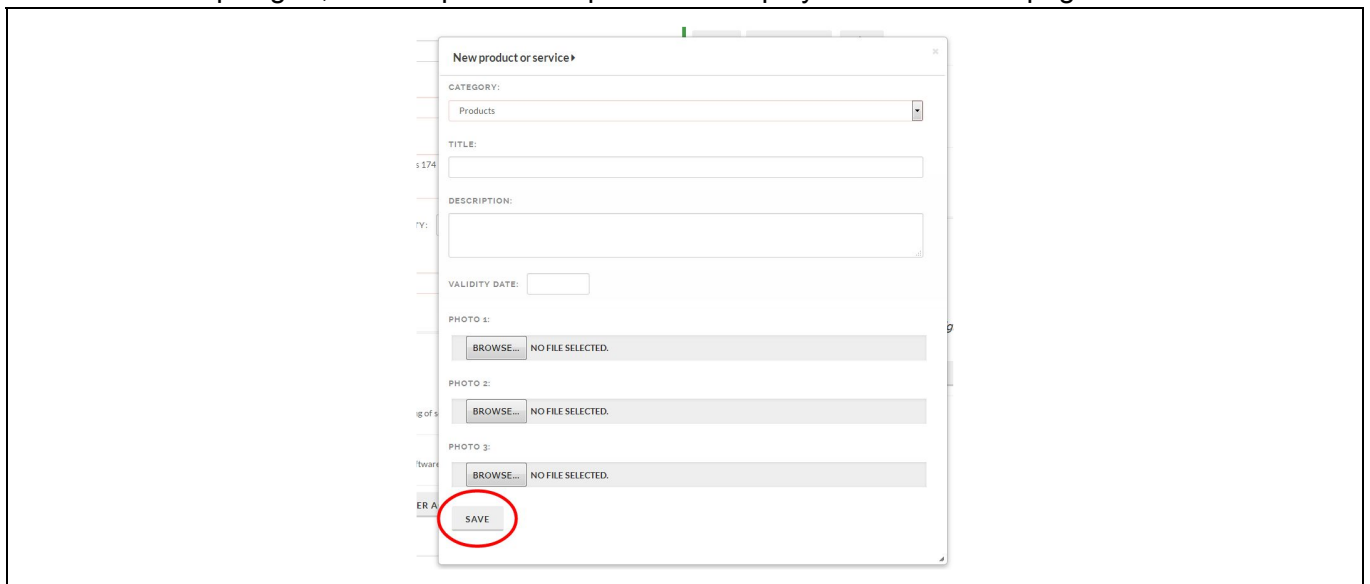
About products and services

How to create a product or service for an organization?

1. From the list of organizations, click the "Edit" button;
2. in the list of products and services click the "Add ...";



3. fill in the information in the popup:
 - o Category: Product (default), services, offer or Partnership
 - o In a partnership, select the type of partnership: financial, commercial, technical or franchise.
 - o Title: a short name
 - o description
 - o Expiration date: beyond that date, the product or service will not be displayed
 - o Photos: three pictures maximum. When selecting the product or service "In The Spotlight", the first photo is required and displayed on the home page.



4. click on the "Save" button.

For each product category (product, service, offer or Partnership)
if necessary, a tab appears in the search result:

Refine your search by regions

Refine your search by activity

Companies (109) Products (3) Services (1) **Partnership (1)** Expert (11) New search

AXIS snc ▶ Website conception: creation, design, hosting, development

✓ Address: Av des Sept Bonniers 174, 1190 Bruxelles, Belgium

✓ Email: axis.snc@gmail.com

MORE INFO ...

The possible tabs in the search result are:

- The Organizations / Companies tab is the only tab always present
 - Up to 4 tabs for Products / Services by category (Product, Services, offer or Partnership)
 - Expert tab with the contacts portrait picture

How to change a product / service (add a picture ...)?

1. From the list of organizations, click the "Edit" button;
2. in the list of products and services click the "Edit" corresponding product or service;
3. correct the information in the popup;
4. click on the "Save" button.

How to show or hide a product / service?

1. From the list of organizations, click the "Edit";
2. in the list of products and services click the "Deactivate" to hide it.
3. The green edging turns red and the product no longer appear in search results

Vos produits et services

Services ▶

EDITER SUPPRIMER DÉSACTIVER

Produits ▶

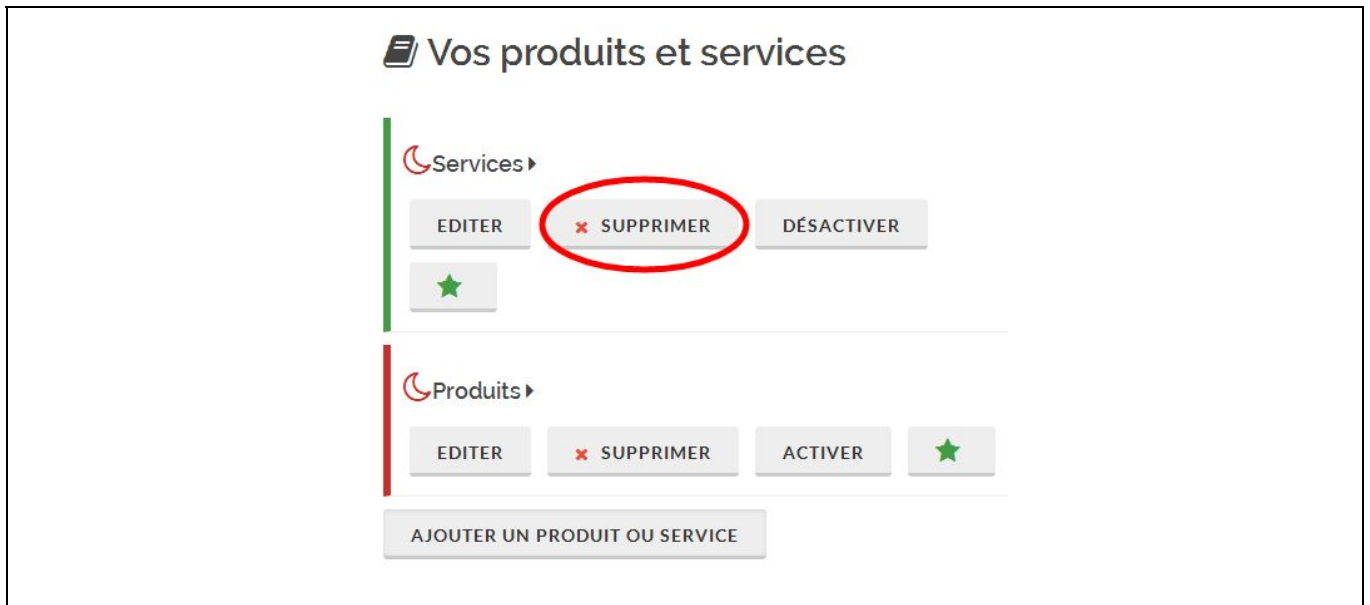
EDITER SUPPRIMER ACTIVER

AJOUTER UN PRODUIT OU SERVICE

Conversely, click the "Activate" button to display the product again.

How to remove a product?

1. From the list of organizations, click the "Edit" button;
2. in the list of products and services click the "Delete" of the corresponding product or service;
3. confirm;

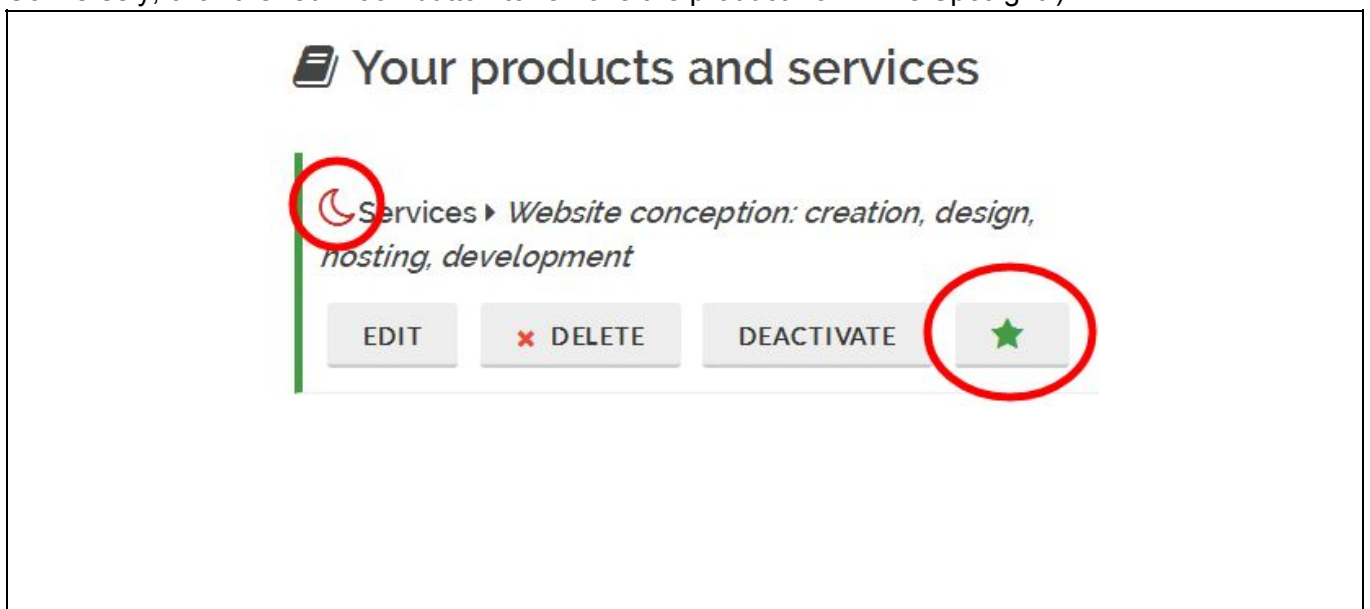


A deleted product is permanently lost and can not be recovered

How to add a product "In The Spotlight" on the home page?

1. From the list of organizations, click the "Edit" button;
2. in the list of products and services click the "Star" button to turn it "In The Spotlight".
3. The red moon left is a green star and the star button is a button moon.

Conversely, click the red moon button to remove the product from "The Spotlight").



Your products and services



The first photo of the product or service displayed "In The Spotlight".
Make sure to upload a nice picture for the best effect (see FAQ above).

A maximum of 4 products and / or services can be displayed "In The Spotlight".
If more products and / or services are "In the Spotlight"
these are filtered based on the country BidsNet visitor performing the search.
Where appropriate, the products and / or services are displayed randomly.

The product or service must be active (green edging) to be displayed "In The Spotlight".

Why a product or service is not visible "In The Spotlight"?

Make sure all the conditions for a product to be displayed:

1. The organization must be activated (in the green edging BidsNet Manager)
2. The product / service must be enabled / displayed (green edging in BidsNet Manager)
3. The product / service must be marked for "In The Spotlight" (green star in the BidsNet Manager)
4. The product / service must have a photo (first photo)

In addition, a maximum of 4 products and / or services can be displayed simultaneously. And so:

5. The country in which is located the visitor must match the country of the organization
6. The product / service can be displayed randomly if there are more than 4 in the country