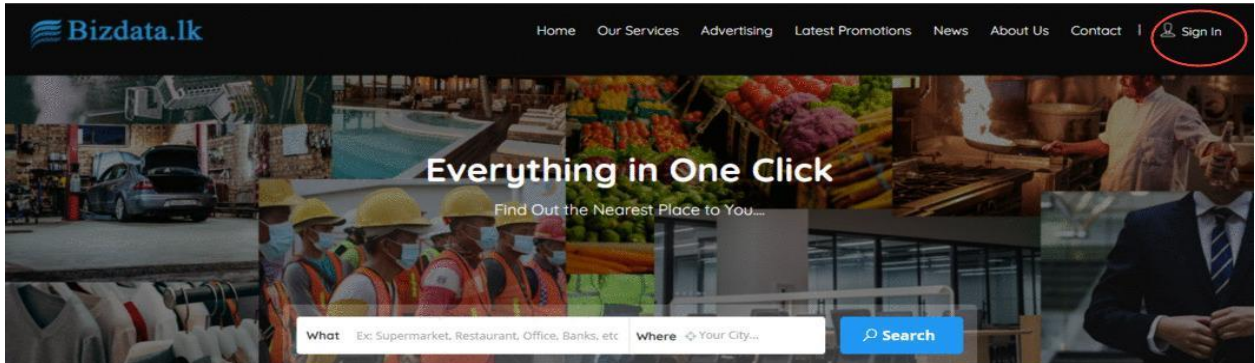


User Guideline for Listing Your Business

This guideline is to make you aware of *Bizdata.lk* the latest Business Directory in Sri Lanka. Get registered with our site and reach to your customers easily.



You can sign in to Bizdata.lk using the Sign in option.

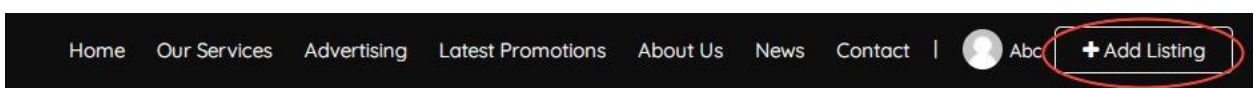
Step 01

- If you are new to the site, you can sign up and create a new account
- If you are an existing customer enter your Username or E mail Address with the password to sign in.
- If you forgot the password, Click on **Forgotten Password** and continue.

A screenshot of the "Sign in" form on the Bizdata.lk website. The form has a title "Sign in" and a close button in the top right corner. It contains two input fields: "Username or Email Address *" and "Password *". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom of the form, there are two links: "Not a member? Sign up" and "Forgot Password", both of which are circled in red. A red arrow points to the "Username or Email Address" input field.

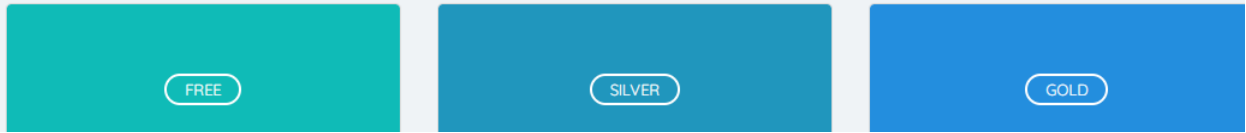
Step 02

After you sign up with the site you will be directed to your account. Then you can click on the below option in the bar to add your listing.



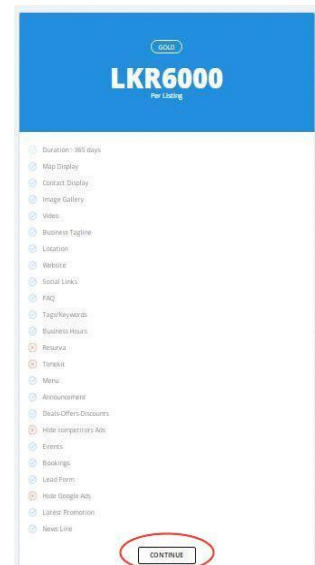
Step 03

These tabs will appear with the listing plans that you have to choose.



Step 04

Out of the three categories Free, Silver and Gold select the most preferred plan and continue it.



Step 05

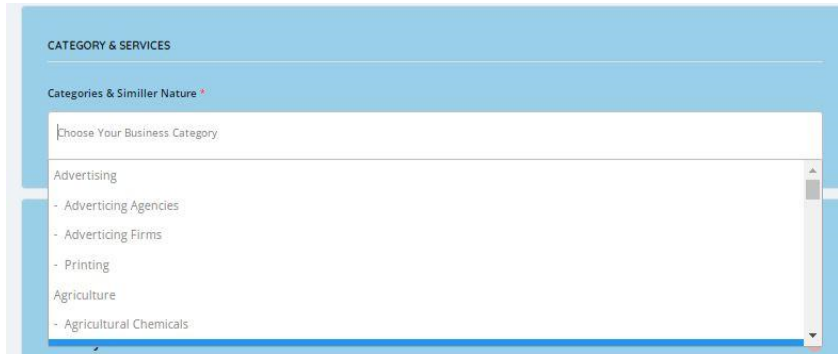
When you continue it, you will get a tab to fill the primary details of the business such as Name, Address, City, Phone, WhatsApp & Website to be appeared in your account.

When entering the address there are three options to be chosen.

A screenshot of a form titled 'PRIMARY LISTING DETAILS'. The form has several input fields: 'Company Name / Listing Title' with a red arrow pointing to it and the text 'xyz (pvt) Ltd'; 'Full Address (Geolocation)' with the text 'xxxxx,123 lane, Colombo' and three buttons: 'Search By Google', 'Manual Coordinates', and 'Drop Pin'; 'City / Town' with the text 'Colombo, Sri Lanka'; 'Phone' with the text '0112xxxxxx'; 'Whatsapp' with the text '078xxxxxxx'; and 'Website' with the text 'xyz@gmail.com'.

Step 06

Choose the proper category of your business which helps users to search your business.



CATEGORY & SERVICES

Categories & Simillar Nature

Choose Your Business Category

- Advertising
 - Advertising Agencies
 - Advertising Firms
 - Printing
- Agriculture
 - Agricultural Chemicals

Step 07

Select the Business hours customers can reach.



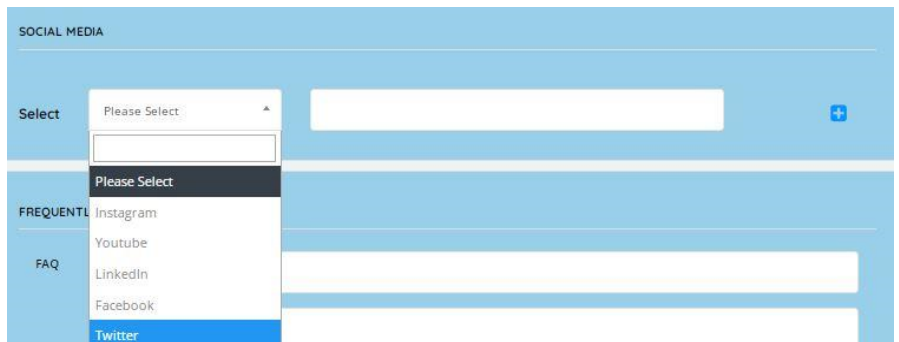
BUSINESS HOURS

Monday	07:00am ~ 10:00pm	X
Tuesday	07:00am ~ 10:00pm	X
Wednesday	07:00am ~ 10:00pm	X
Thursday	07:00am ~ 10:00pm	X
Friday	07:00am ~ 10:00pm	X
Saturday	07:00am ~ 10:00pm	X
Sunday	07:00am ~ 10:00pm	X

Monday 07:00 ... 10:00 ... 24 Hours +

Step 08

You can select the social media platforms your business linked in. This will give a link to your social media accounts.



SOCIAL MEDIA

Select Please Select +

Instagram

Youtube

LinkedIn

Facebook

Twitter

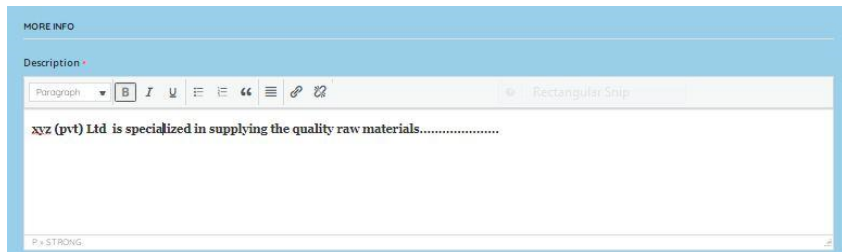
Step 09

FAQs are important to other parties in order to sort out the doubts arise about your business.



Step 10

Describe about the products or services supplied by your business.



Step 11

Add tags or keywords relevant to your business as it makes easier to search your business in the directory.



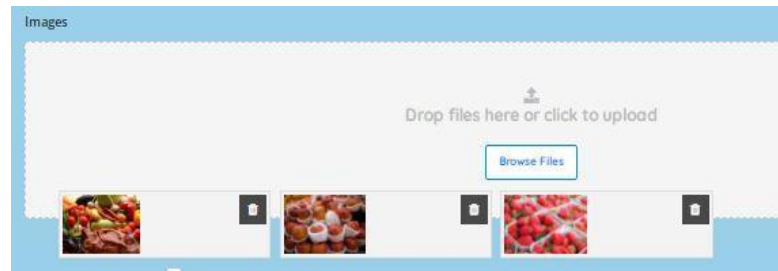
Step 12

Under media add your business videos.



Step 13

You can add up to 3 images to display in the gallery of your listing.



Step 14

For the featured image you can add only one image of the size 740*800. Featured image always appears as the front image of your profile.



Step 15

Once you are finished with entering the data and images click on **Save & Preview**. In a while you'll be directed to the draft mode of your listing.



If you need further assistance, please contact us

Contact Number – 011 5927902 / 077 3571586

E-mail- customercare@bizdata.lk

