HOW TO USE THE BUSINESS DIRECTORY?

There are two kind users of this site.

1. **Business owner and**
2. **Normal user (customers)**

BUSINESS OWNER

This is a person who own a business, company, service or anything that can be posted to the business directory, he/ she will have to create an account via that will give access to business registration page where after login the business owner will have to choose a category of his/her respective business and a sub category then to a page where he/she will be writing all the necessary information to share to customers mainly description of the business/service, items thus pictures of items of the business, description of each item, and their respective price(s). Again there is a place for photo gallery where business owner will be able to post some pictures and little explanation respectively if any.

Steps to post a business?

i. When in a home page, **Log in** through a **Join Us** button but if you are not registered then **register** first.

ii. When logged it will take you to a page where you choose the type of your industry/company/business, then **choose category** of your industry followed by sub-category of business.

iii. After step two (ii) then it will take you to a page where you will have write all information about your business that should be seen by customers (users), then post them via **post** button below the page.

iv.   After posting an optional page that you will be able to add you **Items** and their particulars will be opened hence you will have to add them items of you business, after that you may post some pictures plus their description at the **gallery**

v.   Then you are done therefore you can log out.

NORMAL USER (CUSTOMERS)

These are people who use the business directory for the purpose of getting information about businesses from any place any time about anything they are looking for. The user only have to have internet access and a computer device like personal computer, smart phone, table or any of any platform to make them access the business directory.

How to browse businesses in business directory?

o   When in home page **choose a category** of business you need, then choose a **sub category** from all the names of businesses you are in need will appear hence pick a **name of a business** and you will get full information you need.

o   Also at the top there is a place showing **list of items**, description and their prices that a business offers.

o   Also you can search for business name, category, sub category, owner all even any word that is alike in business directory via **Search** button