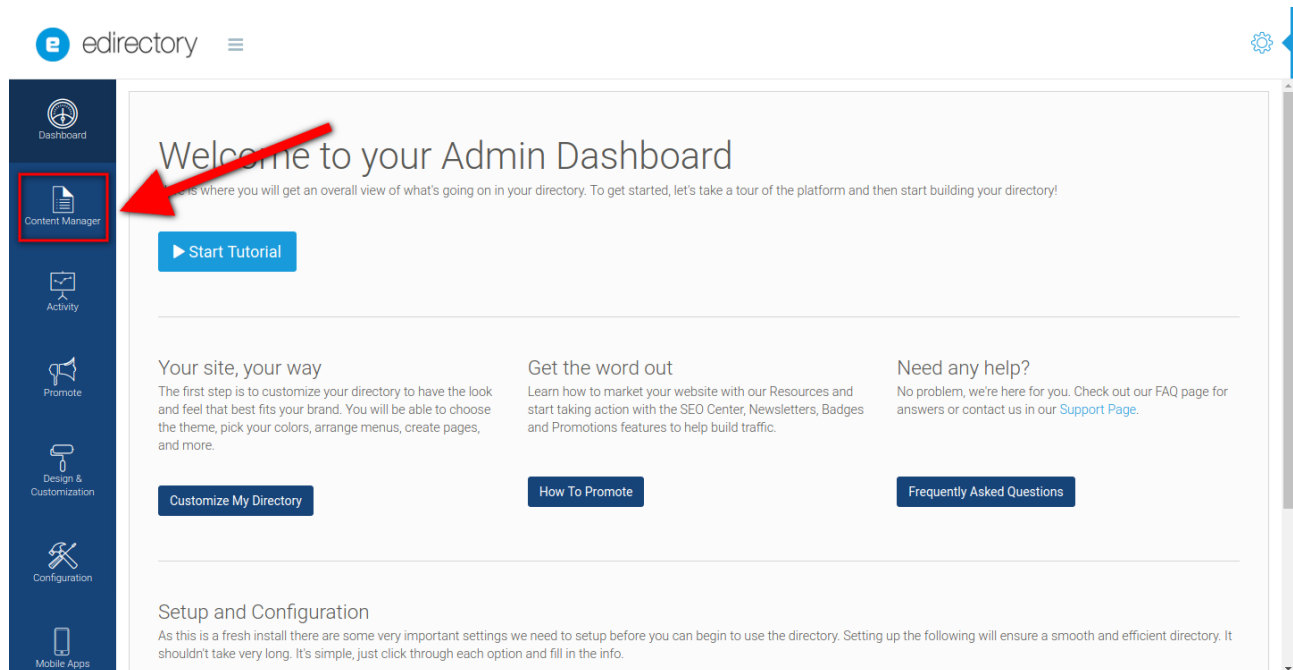


All about “Deals”

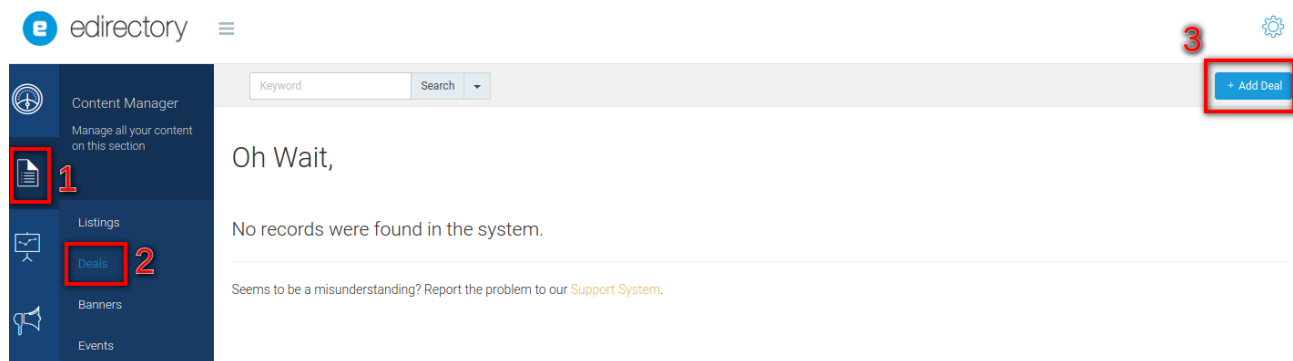
Sometimes the listings can offer deals and the eDirectory has this functionality. To do so the deal needs to be associated with an active listing and be on the active period configured for it. The next steps describe how to create and relate a deal with a listing.

1. How to create the deals

1.1. At the site manager area, go to “Content Manager”



1.2. At listings section, select the Deals options and click at the button “+ Add Deal”



1.3. While editing a page, fill up the following fields:

- Deal Title
- Select the account which the deal will belong to
- A deal needs to be related with an active listing so it can appear at the website
- Make a short description of the deal
- Do a detailed description about the deal

Add Deal

Need help? Take a look on the tutorial. [?](#)

[Cancel](#) or [Save Changes](#)

Deal Title

Type your deal title here.

Basic Information

Account: Associate with the listing:

Leave it blank to unlink the deal.

Summary Description

Brief description of the deal.

250 characters left

Description

Introduce the deal to the public in a clear and efficient way. Describe all features that make it worth.

Cover Image

[Choose File](#)

Recommended dimensions: 1920 x 480 px (JPG, GIF or PNG)
Maximum file size 1.5 MB. Animated .gif isn't supported.

Thumbnail

[Choose File](#)

To select a main image, simply click on it.

Drop files here to upload

- The “Conditions” field brings the deals rules
- Type the keywords for the search
- The deals date determines which period the deals will be active

Conditions

There is a limit of 1 deal per person. The promotional value of this deal expires in 3 months. Deal must be presented in order to receive discount. This deal is not valid for cash back, can only be used once, does not cover tax or gratuities. This deal can not be combined with other offers.

709 characters left

Keywords for the search

Type your keyword. Press 'Tab' or 'Enter' on your keyboard to confirm.

Maximum 10 keywords

Deal Dates

Start Date:

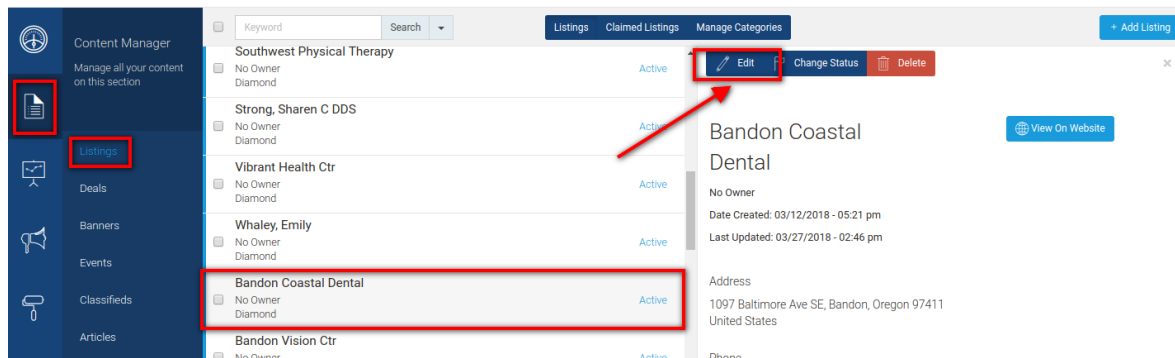
End Date:

- Select the discount type (Fixed Value or Percentage Discount)
- The items value and the discount must be fulfilled
- And set a value for how many deals will be offered

2. How to associate a deal with a listing

For deals appear on your website, they may be within the active period set for them, as well as related to an active listing. A deal can be registered in the system and related to a listing at any time. So, this topic explains how to link a deal with a company.

2.1. To relate a deal with a listing, at the menu, access the listings and select the one which you would like to associate with the deal.



2.2. While editing a listing, select the deals tab. This section you can create a new deal or associate to an existing one.

Edit Listing "Bandon Coastal Dental"

1

Edit Information **Deals** Classifieds

Cancel or Save Changes

Associate a deal to this listing

2

Add A New Deal

or Associate an existing deal with this listing

3

Simply type the deal name to see the association options.

The deal is linked from the listing.
To be active the deal:

- must have an end date in the future.
- must be associated with the listing.

Cancel or Save Changes

2.3. Once you have selected a deal, you can save the changes.

Edit Listing “Bandon Coastal Dental”

Cancel or Save Changes

Associate a deal to this listing

Add A New Deal

or Associate an existing deal with this listing

Save 60% x

Simply type the deal name to see the association options.

The deal is linked from the listing.

To be active the deal:

- must have an end date in the future.
- must be associated with the listing.

Cancel or Save Changes

2.4. It is important to mention again that deals requires to be within the active period time and related with a active listing.

Bandon Coastal Dental

☐ No Owner
Diamond

Active

3. Managing the number of deals to listings levels

The max number of deals can be selected at the site manager area. This info can be added by level, allowing to control the number of deals that which level can have.

3.1. Access the options “Configurations” and then “Manage levels & Pricing”. Select the listing tab, at Deals section.

Configuration

Use this section to set up your directory the way you want.

Basic Information

General Settings

E-Mail Sending Configuration

Social Media

Language & Geography

Manage Levels & Pricing

Google Integrations

Click to Call

Manage Levels & Pricing

Events

Sellafieds

Banners

Recipe Of The Weeks

Options

Order	Level Names	Active	Popular	Featured	Price per month	Price per year	Categories Included	Extra Category Price	Trial
First	Platinum Package	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000.00	10000.00	20	5.00	30
Second	Premium Package	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	500.00	5000.00	1	10.00	30
Third	Professional Package	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.00	1000.00	0	5.00	30
Fourth	Business Listing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	0.00	5	5.00	0

Save Changes

Level Features

Listing (These define how each item behaves)

	Platinum Package	Premium Package	Professional Package	Business Listing
Detail Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Deals	10	5	3	0

3.2. The deals section brings fields for each listing level. That way different number of deals can be offer for different listing levels.

Deals

How many deals can an owner associate to their listing?

10

5

3

0

4. How will the sponsors know when a visitor redeemed a deal

Those listings that have deals will be notified if any visitors redeem the deal offered. Notifications will be sent by email, but the deal historic can be accessed by the sponsor area. When a visitor uses a deal coupon, the sponsor has the option to mark that deal as used.

Listing (Diamond)
Active
Stats Edit Preview Add deal

DuCar Auto Parts
Listing (Diamond)
Active
Stats Edit Preview Add deal

Garden Flowers
Listing (Diamond)
Active
Stats Edit Preview Add deal

Golf Club Resort
Listing (Diamond)
Active
Stats Edit Preview Add deal

Java Coffee Shoppe
Listing (Diamond)
Active
Stats Edit Preview Add deal

Orchids & Flowers

ACTIVITY REPORT

5
Total Viewers

DEALS REDEEMED

Share and get more redeems 1 Deal

e

Redeemed by Test Account
Oct 3rd
Code: 4f3ec822
Deal Checked Out Deal Opened

Hide