

AT&T Website SolutionsSM

OneList



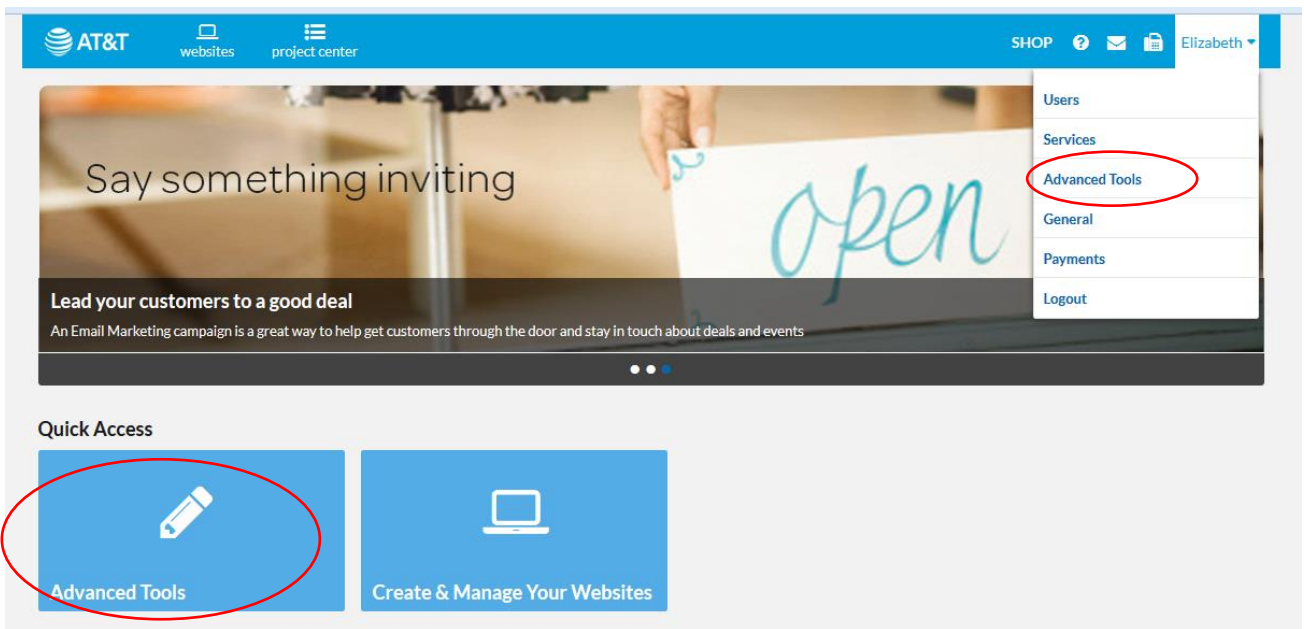
This document contains the steps which will help you to submit your business to listings. The listing includes both business and contact information. You can also include details, such as search keywords, social media links, payment types and your company logo.

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Locate your Advanced Tools and Applications

Once you log into your Online Presence Portal you will find your name in the upper right corner of the blue task bar. When you place your mouse on the blue down arrow, a menu will open; select the Advanced Tools to open a new window with the list of all Advanced Tools that are available with your specific plan. You can also use the Quick Access menu to find Advanced Tools.



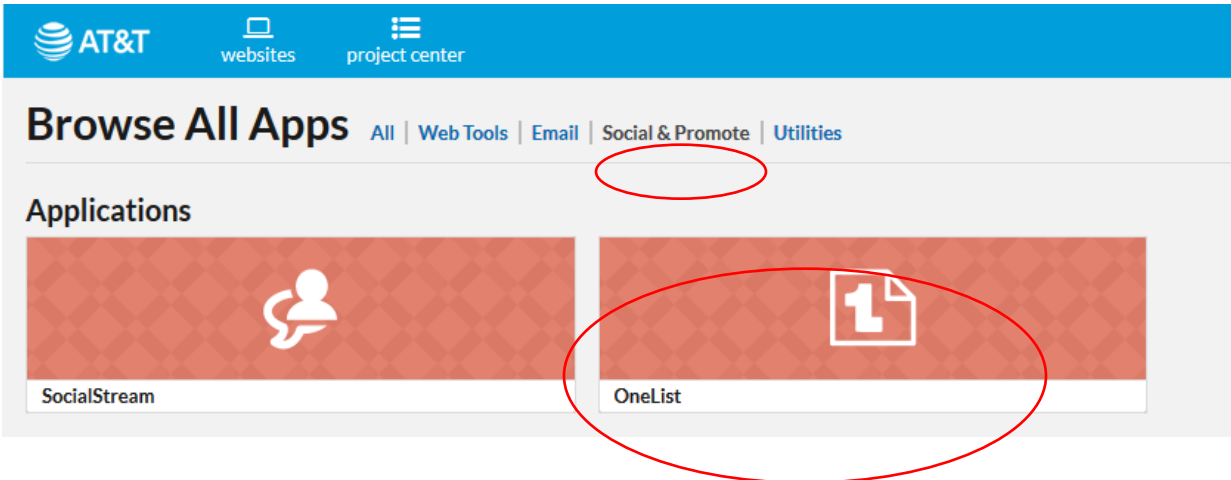
When the new window opens, you can choose from various Apps/Tools by choosing to view ALL or a specific category. Tiles for the tools are color coded based on their category. Note that only available tools based on product plan and purchases will be shown.

Introduction

OneList allows you to create an entry for your business, which will be listed in over 40 local business directories'. The listing includes both business and contact information. You can include details, such as search keywords, social media links, payment types and your company logo.

Navigation

The main page contains links to help create and manage your listing. Easily launch OneList through the Social and Promote tab on the top bar of your Control Panel.



To begin, launch the OneList application which launches the OneList Main Menu.



Main Menu

The main menu provides two links to manage your directory entry – **Listing**, to create and manage the displayed information, and **Reporting**, to view details of any updates made to your directory entry.

Menu Option	Description
Listing	Create your business' listing to be in over 40 local business directories.
Reporting	Reports on all updates over time to your listing.

Sub Menu

Support Feedback

Menu Option	Description
Support	Launches Help (it will open in a new window).
Feedback	Allows you to send feedback back to the program developers.

Listing

Create and edit how company information is displayed by clicking the **Listing** link on the “Main Menu” tab. You can also click the “Listing” tab.

To add or update a Listing:

1. In the Contact Information section, enter the following:

- Contact Name
- Phone Number
- Fax Number, if applicable,
- Email address

Contact Information

**Contact name (max 75 characters)*

**Phone number (format is xxx-xxx-xxxx)*

Fax number (format is xxx-xxx-xxxx)

**Email Address (e.g. johndoe@example.com)*

2. In the Business information section enter the following required fields:

- Business Name
- Country
- State or Province
- City
- Street Address
- Zip or Postal code

Brief Company Description is optional.

Business Details

Selected business categories
employment placement agencies [Change](#)

*Website (Use fully qualified URL (including http://))

Social networking link (Use fully qualified URL (including http://))

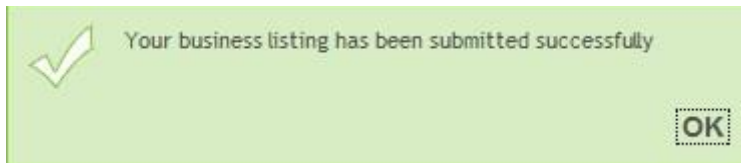
Keywords(specialties) (e.g. keyword1,keyword2)

Payment types (Please select payment type from the drop-down below)

Please select

Logo URL (Use fully qualified URL (including http://))

- Once you have entered all of the information, click **Submit**.
- Click **OK**.



You will be directed to the Reporting page.

Reporting

You can view a list of recent updates to your listing, which also includes the date, time, and the type of action that occurred. To view the details of a reported item, click on the item and the Details open in a separate section.

Reporting

Reports on all updates over time to your listing.

List reports			Details	
Date	Time	Action	Field	Value
April 4, 2011	12:56	Listing updated	Contact name	Qa test
Marth 24, 2011	11:49	Listing updated	Phone number	123-123-1234
Marth 24, 2011	11:47	Listing updated	Fax number	333-222-1111
Marth 24, 2011	11:46	Listing updated	Email Address	qatest@test.com
Marth 24, 2011	11:43	Listing updated	Business name	test name
Marth 19, 2011	09:57	Listing updated	Country	GB
Marth 10, 2011	15:51	Listing updated	State/province	NIR
Marth 10, 2011	13:59	Listing updated	City	qatest
Marth 10, 2011	13:56	Listing updated	Street address	qa test11111111111111111111 11111
Marth 10, 2011	13:50	Listing updated	Street address	My Super Address.21111111 11111
Marth 10, 2011	12:23	Listing updated	Zip/Postal code	12345
Marth 10, 2011	12:23	Listing updated	Brief company description	0123456789012345678901234 5678901234567890123456789 0123456789012345678901234 5678901234567890123456789 0123456789012345678901234 5678901234567890123456789 lasdgi lkajsdflkjksdlkfjsdf adsg
Marth 9, 2011	15:21	Listing updated	Business Category	employment placement agen cies
Marth 9, 2011	15:19	Listing updated	Website	http://qatest.com
Marth 9, 2011	15:18	Listing updated	Social networking link	
Marth 9, 2011	15:10	Listing updated	Keywords(specialties)	
Marth 9, 2011	15:09	Listing updated	Payment types	
Marth 9, 2011	15:02	Listing updated		
Marth 9, 2011	15:02	Listing updated		

Support

View the online help contents by clicking the **Support** link.

Feedback

Provide feedback about the OneList application that will be reviewed by our Customer Support team.

To provide feedback:

1. Click Feedback.
2. On the Feedback dialog, select Comment, Suggestion, or Problem from the drop-down list.
3. Select the checkbox if you want to be contacted with follow-up information regarding your feedback.
4. Add your comments and click Submit Feedback.

Once feedback has been submitted, the following dialog box opens.

Close X



Your feedback is important to us.

Thank you!

5. Click **Close**.