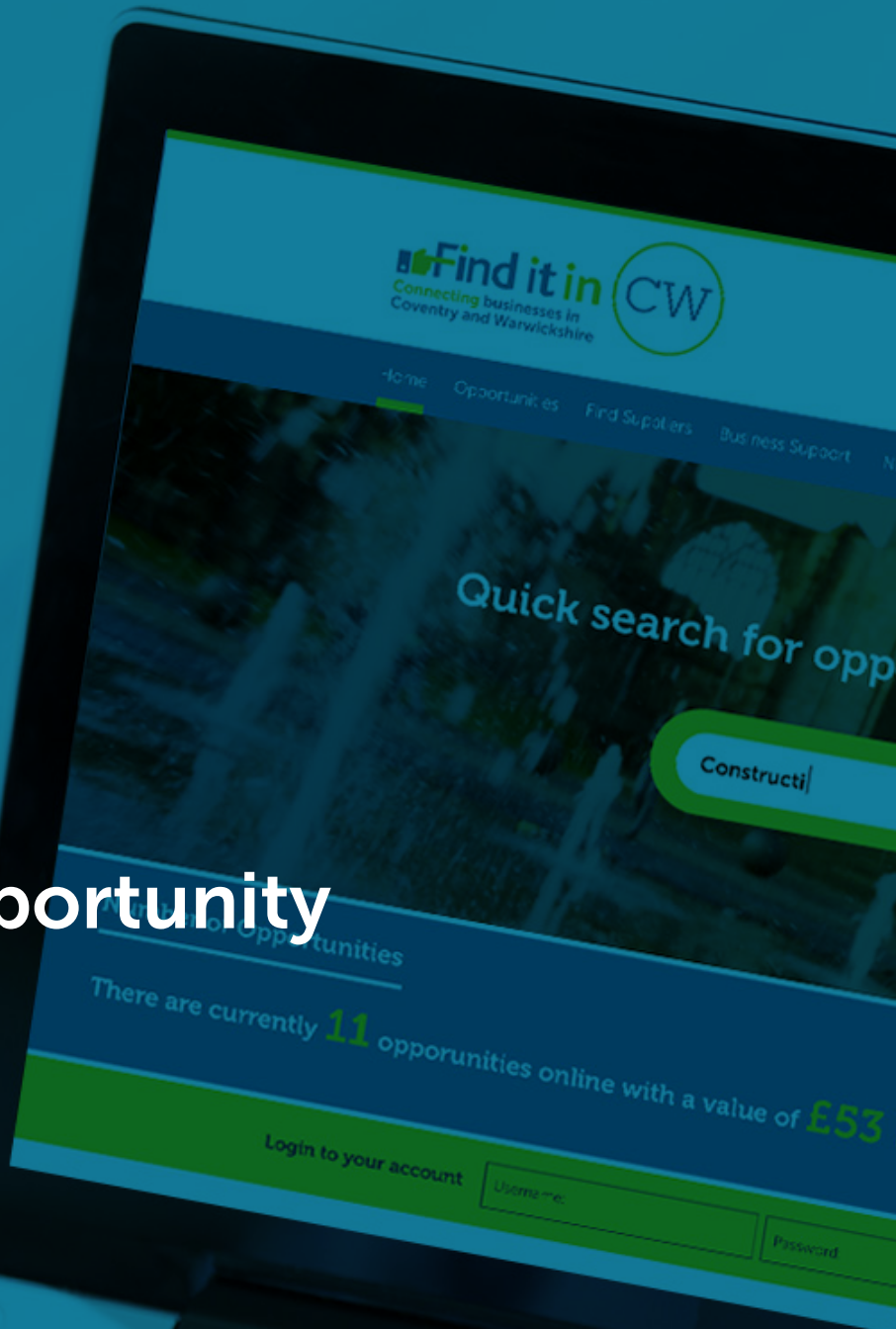


Posting an Opportunity on FinditinCW

A User Guide



This guide is designed to provide you with a quick overview of how to post an opportunity on FinditinCW

All opportunities are posted by sector and should relate to a:
Contract (one-off or ongoing) or;
Request for a product or service

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Step 1

Basic Information

The screenshot shows the 'Post an Opportunity' form on the FinditinCW website. The page has a blue header with the logo and navigation links. Below the header, there are two tabs: 'Find an opportunity' and 'Post an opportunity'. The 'Post an opportunity' tab is active. A progress bar below the tabs shows five steps: 1. Basic Information (highlighted), 2. Sectors, 3. Refine Your Opportunity, 4. Attachments, and 5. Save Form. The main content area is titled 'Step 1 - Basic Information' and contains the following fields:

- Title:** A text input field.
- Description:** A rich text editor with a toolbar containing bold, italic, underline, link, unlink, list, and image icons.
- Website or Email:** A text input field.
- Postcode:** A text input field with the value 'DY10 2AD'.
- Accreditation:** A text input field.
- Closing Date:** A text input field.
- Opportunity Value (£):** A text input field.
- Display Value?:** A checkbox with the text 'Please note that ticking this box will make the opportunity value visible to all Finditin users.'

At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

Tell us about the opportunity you'd like to post by completing the basic fields:

- Title
- Description
- Website
- Postcode
- Accreditation (if required)
- Closing Date
- Value (if known)
- Display Value (only tick this box if you want companies to see the value)



Once you have completed these sections please click the 'next' button at the bottom of the page.

Step 2

Sector details

Find an opportunity
Post an opportunity

This area of the site enables you to post your business opportunities. An opportunity should be a contract (either one-off or ongoing) or a request for a product or service. Please do not use this section of the website to try and promote your company as it will not be published. Posting your opportunity here will inform fellow members, in a specified sector, of what you need, so that they can provide expressions of interest, quotations or estimates. Opportunities are posted by sector and email alerts will be sent to relevant suppliers.

Step 2 - Sectors

Please choose the sector(s) that you want to send this opportunity to, by clicking the 'Add' button next to each. Your chosen sector(s) will appear beneath under 'Added Sectors' as you select them. You can search for your desired sectors by typing the keyword into the 'search' bar. You can also select multiple sectors for your opportunity.

If you need to remove a selected sector, click the 'remove' button next to this sector under 'Added Sectors'.

Suppliers that have registered in your chosen sector(s), and have opted into notifications, will receive an email alert notifying them of your opportunity.

Opportunity Sectors Search: Show entries

Sector Selection
Add - 4-wheel-drive vehicles.
Add - Abattoir construction work.
Add - Abrasive powder or grain.
Add - Abrasive products.
Add - Absconder-tracing services.
Add - Absorbable haemostatics.
Add - Access control system.
Add - Access covers.
Add - Access gates.
Add - Access platforms.

[< Previous](#)
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946
[Next >](#)

Added Sectors

Previous
Next

You can post your opportunity into one particular sector or within multiple sectors. To choose the sector(s) that you'd like to send your opportunity to:

1. Search for your desired sector(s) by typing the keyword into the search box, which you'll find above the list of sectors.
2. Click the 'add' text on the left-hand side of each sector. Repeat this until you have finished.

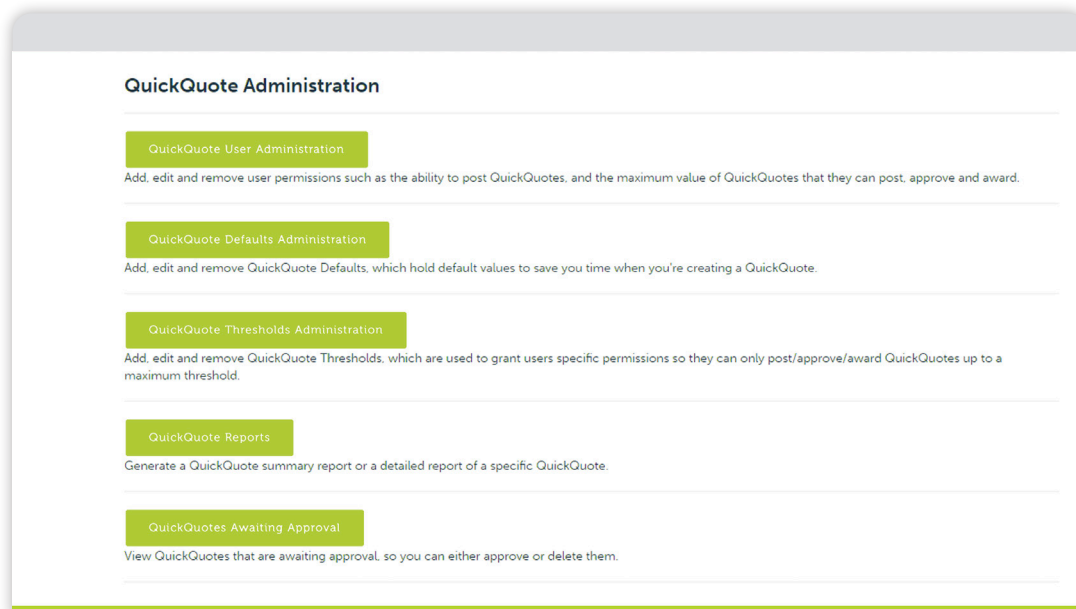
If you need to remove a sector, scroll down to the Added Sectors section at the bottom of the page and click 'remove' next to the relevant sector.

All suppliers who are registered in your chosen sector(s) and have opted to receive notifications, will receive an alert notifying them of your opportunity.

Once you've chosen all of your sectors, move to the next stage by clicking the 'next' button.

Step 3

Quick Quote



You can refine your opportunity so that it's either seen by all of the suppliers within your selected sector(s) or at this point you can opt to only send it to selected companies you want to bid for your work.

To refine your opportunity, select 'yes' in the dropdown immediately below, scroll down and complete the required fields:

- Asking for required accreditations and/or documents, such as membership or industry certifications
- Adding additional contact details

Ensure that you select the **'Who can see this?'** field and choose one of the following two options:

1. All registered Findit users.
2. Specific companies only.

Sharing your opportunity with specific companies only

If you've chosen to share your opportunity with selected companies, then your quotations and expressions of interest will be automatically managed via your member dashboard, providing you with an audit trail of activity.

Choose the suppliers you wish to send your opportunity to from the list below or search for them by company name or postcode in the search box. (You can remove them at any time by clicking 'remove' in the Selected Suppliers section).

Sharing your opportunity with all registered Findit users

If you don't wish to refine your opportunity and would like it to be sent to all suppliers in a sector, select this in the dropdown press 'next' to continue to the next stage.

Step 4

Attachments (optional)

Post an Opportunity

Find an opportunity
Post an opportunity

This area of the site enables you to post your business opportunities. An opportunity should be a contract (either one-off or ongoing) or a request for a product or service. Please do not use this section of the website to try and promote your company as it will not be published. Posting your opportunity here will inform fellow members, in a specified sector, of what you need, so that they can provide expressions of interest, quotations or estimates. Opportunities are posted by sector and email alerts will be sent to relevant suppliers.

✓
Basic Information

✓
Sectors

✓
Refine Your Opportunity

4
Attachments

5
Save Form

Step 4 - Attachments (optional)

You can upload any files that relate to the opportunity here, such as a briefing document or contract details. You may upload the following file types: .doc, .docx, .png, .jpg, .gif, .xls, .xlsx, .txt and .pdf. You can select multiple files to upload. If you accidentally select the wrong file, you can remove it before you continue to the next step by clicking 'remove file.' You are not required to upload files - if you do not need to upload any further information, just click 'Next'.

Click anywhere in the striped area to select the files you wish to **upload**.
You can also **drag & drop** files into the striped area.

Click 'Next' once you have selected all of your required files.

Previous
Next

You can upload any files, such as briefing documents or contract details, that relate to your opportunity here.

The following file types can all be uploaded - .doc, .docx, .png, .jpg, .gif, .xls, .xlsx, .txt and .pdf.

Multiple files can be uploaded. If you accidentally select the wrong file, you can remove it by clicking 'remove file.'

This is an optional step. If you don't need to upload any files, please move on to the next stage by clicking the 'next' button at the bottom of the page.

Step 5

Finish and Save Opportunity

The screenshot shows the 'Post an Opportunity' page on the FinditinCW website. At the top, there are two tabs: 'Find an opportunity' and 'Post an opportunity', with the latter being active. Below the tabs, a paragraph explains that this area is for posting business opportunities, which should be contracts or requests for products/services. A progress bar below shows five steps: 'Basic Information', 'Sectors', 'Refine Your Opportunity', 'Attachments', and 'Save Form'. The 'Save Form' step is highlighted with a green circle and the number '5'. The main content area is titled 'Step 5 - Finish' and features a green checkmark icon followed by the text 'Form Complete'. Below this, it says 'Please click the button below to save your opportunity.' and provides a green 'Save Opportunity' button. A 'Previous' button is also visible. The footer contains the FinditinCW logo, a 'Site map' section with a 'Contact Us' link, an 'Information' section with links for 'Major Supplier Pages', 'Videos', and 'FAQs', and social media icons for Facebook, LinkedIn, and Twitter. At the very bottom, there are links for 'Terms and Conditions', 'Privacy Policy', 'Cookie Policy', and 'Developed By IceBlue'.

Your form is now complete so please click the 'Save Opportunity' button to post your opportunity to the FinditinCW site.

An administrator will then review and approve the opportunity to go live on the website.

If you opted to share your opportunity with selected companies only, make sure you view and manage your quotations via your dashboard.



We hope you've found this guide useful, if you have any queries, please contact the FinditinCW team by emailing info@finditin.co.uk or call **01384 563050**.

