

Site Introduction System

User Guide

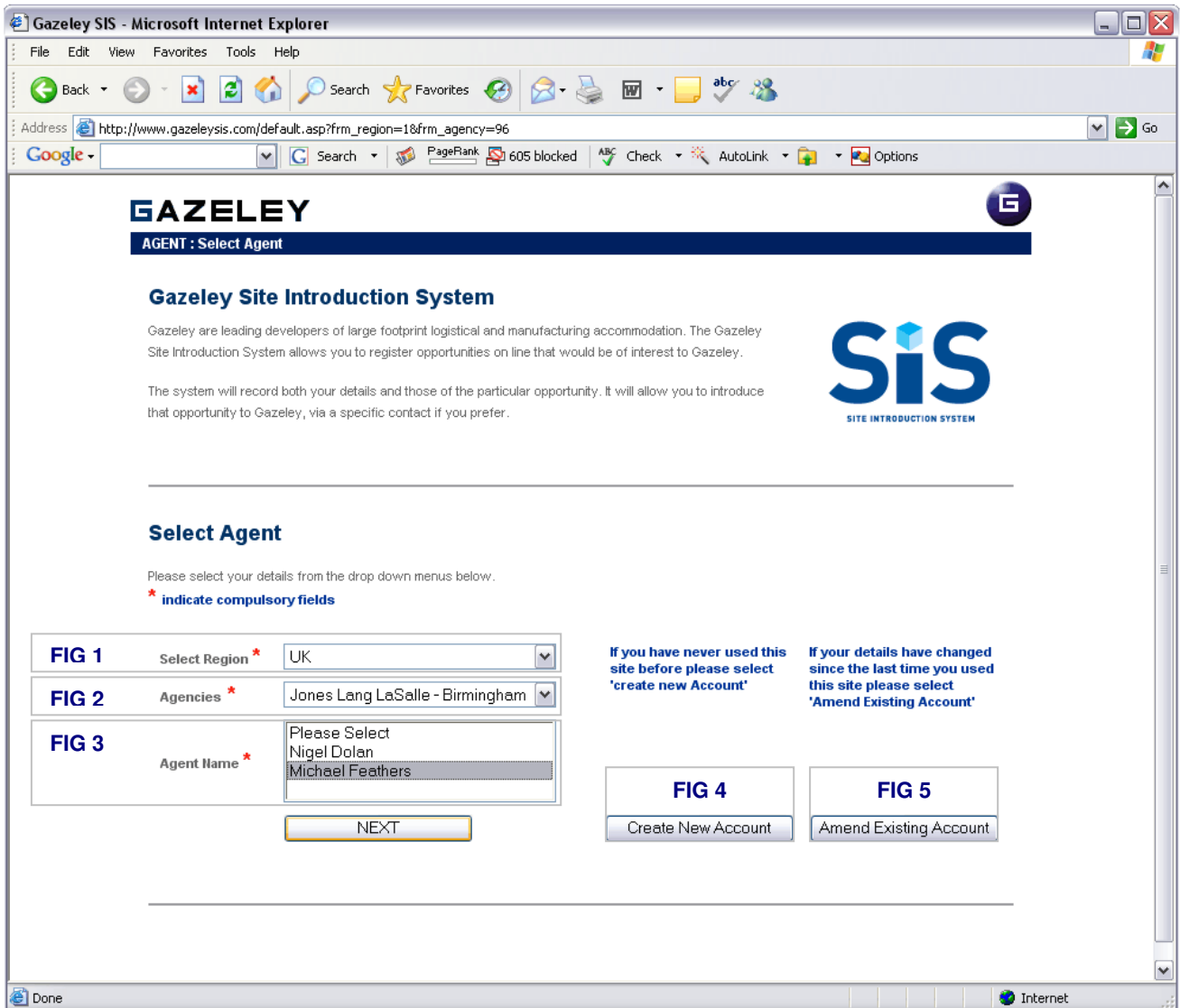
www.gazeley.com
www.gazeleysis.com

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Should you encounter any problems in using this Site Introduction System
Please contact the IT Team at Gazeley on +44 (0)1908 838100.

Access and Log-in to SIS



You can access the Site Introduction System either from the link on our web-site or simply by typing www.gazeleysis.com

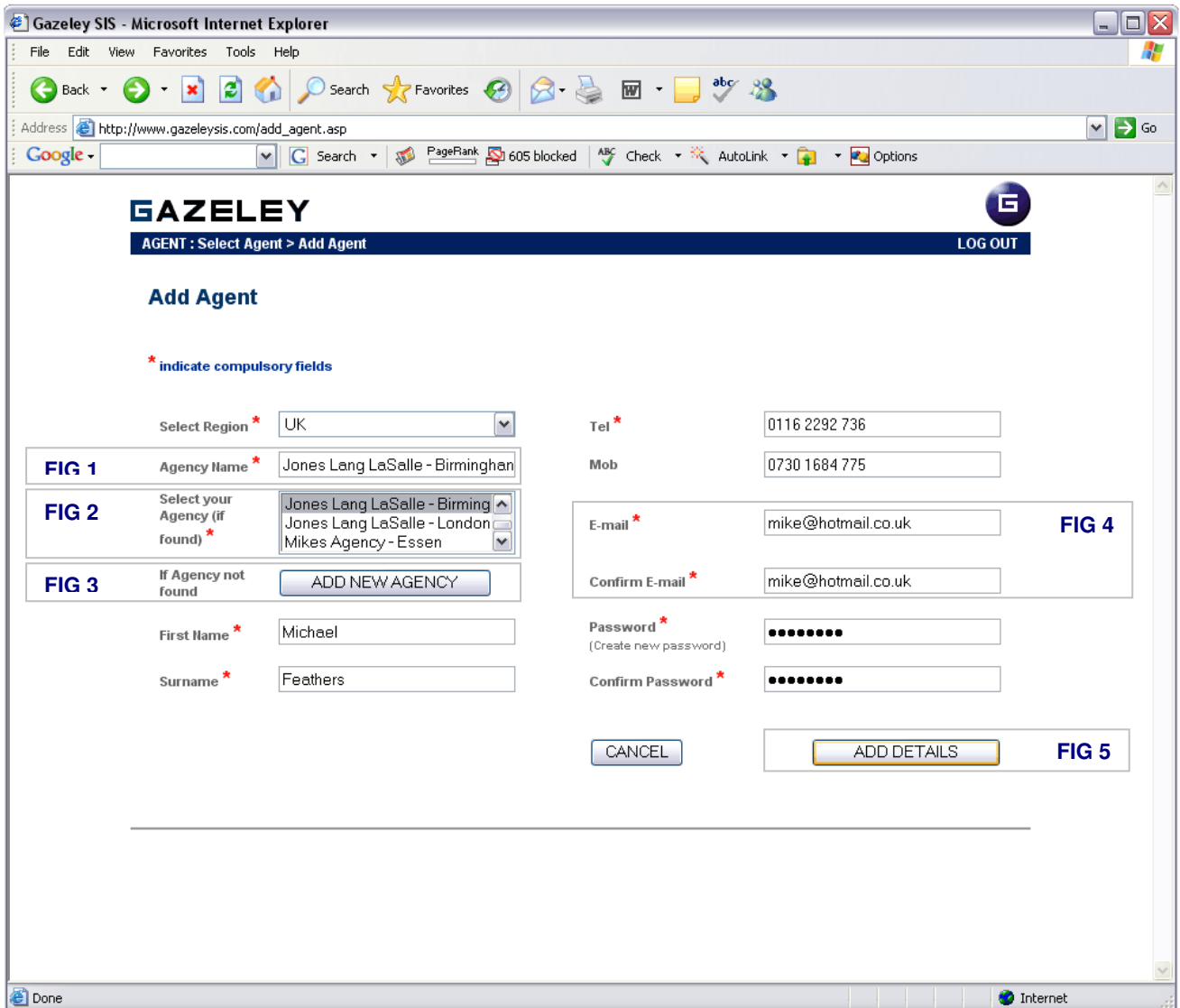
To register site introductions you will need to have an account. If you have not used this system previously you will need to create an account by selecting **'Create New Account'** (fig 4). For more information please read page 2.

If you wish to amend an existing account select **'Amend Existing Account'** (fig 5). For more information please read Page 4.

If you have created an account select your region from the region drop-down menu (fig 1). This will then populate the Agencies drop-down with all the Agencies associated with this region. Then select your Agency from the Agencies drop-down menu (fig 2). This will populate the Agent Name drop down Menu (fig 3) with all the agents associated with the selected Agency.

When you have found your name select **'NEXT'** and you will go through to the site details page where you will be able to log the information about the site you wish to introduce to Gazeley.

Creating a New Account



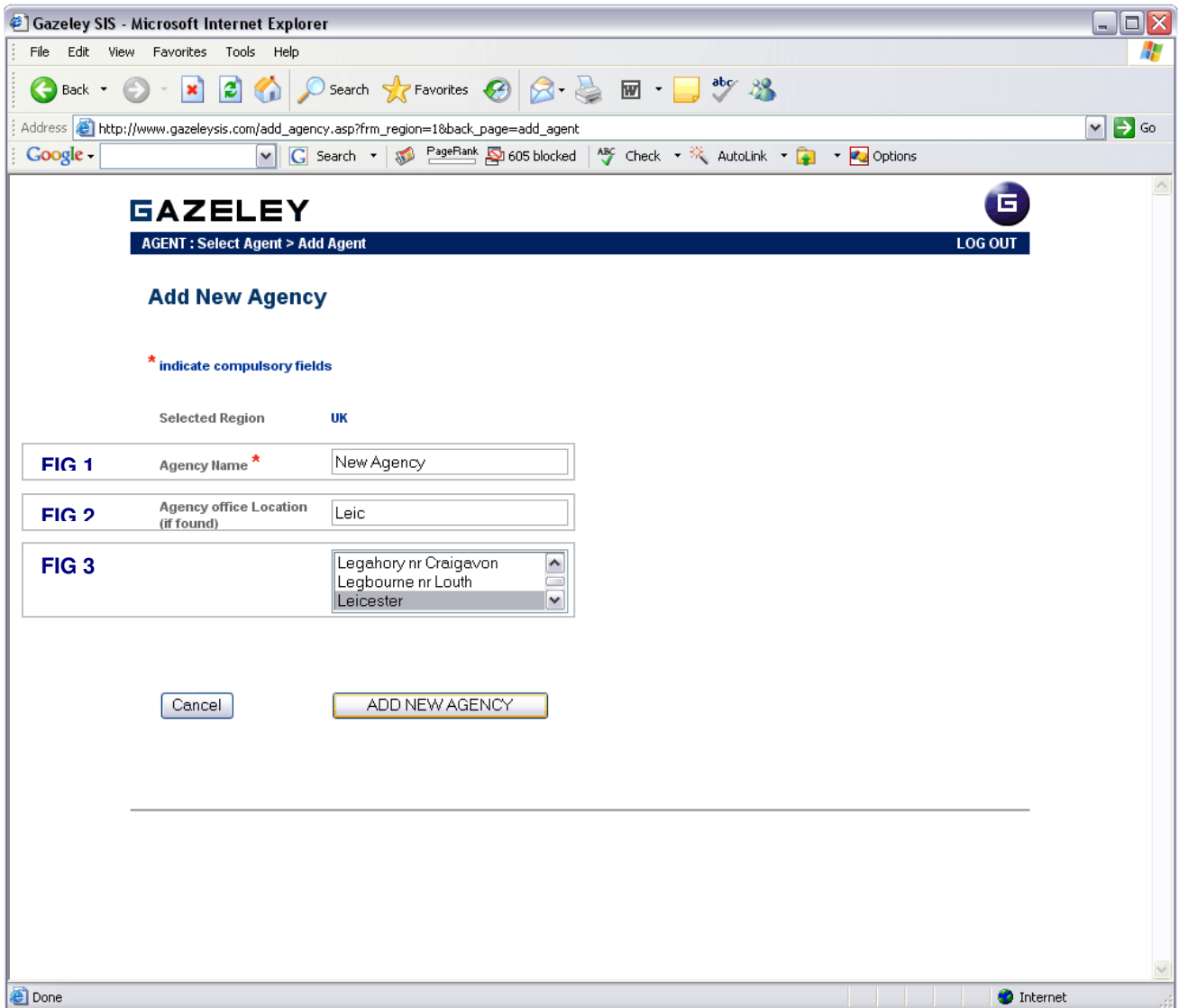
General Note: Please ensure all compulsory fields (marked by *) are complete before submitting the page. If you leave compulsory fields blank and submit the page the required field name will be highlighted in red and the form will not be submitted.

To select your Agency use the 'Agency Name' textfield (fig 1) to filter the list below (fig 2). If you find your Agency name select it and it will automatically appear in the 'Agency Name' (fig 1) field. If your Agency does not appear in the list it will need to be added - select 'ADD NEW AGENCY' (fig 3). For more information about adding a new agency please read page 3.

The email address fields (fig 4) are checked to ensure that they are not only complete but also contain a valid email address i.e. 'yourname@youraccount.extension'. If this is not true then the email field will be highlighted in red.

Once all fields are complete select 'ADD DETAILS' (fig 5) and the new account is created.

Creating a New Account - Adding a New Agency

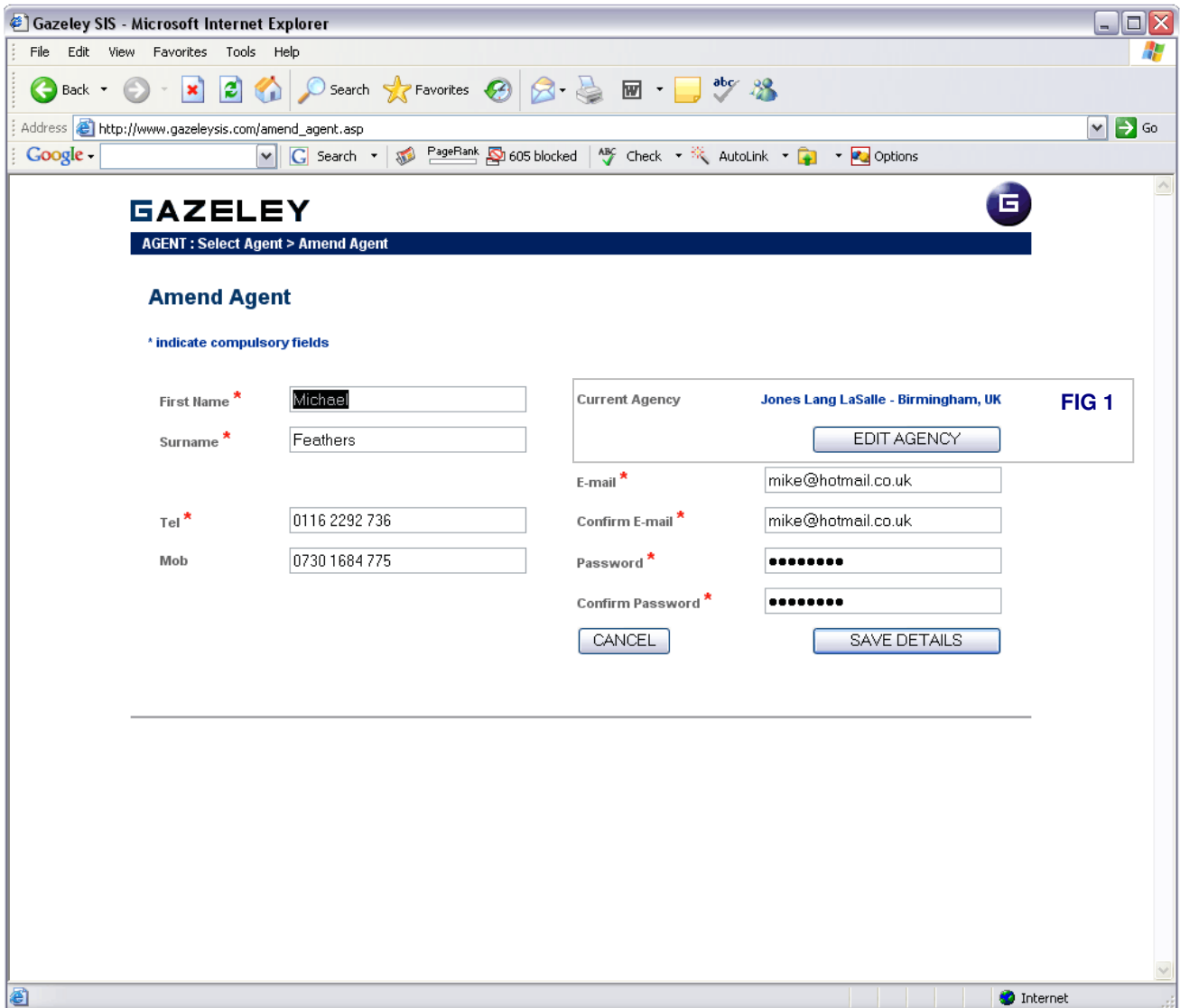


Agency Name is a required field and must be complete when creating your account.

To select the location of your office (fig 3) use the 'Agency Office Location' textfield (fig 2) to filter the list below (fig 3). If you find your office location please select it and this will automatically appear in the 'Agency Office Location' (fig 2) field. If it does not appear in the list then type the new location into the 'Agency Office Location' textfield (fig 2) and the new location will be added and associated with your Agency Name (fig 1).

Once all fields are complete select '**ADD NEW AGENCY**' and your Agency will appear in the list as shown on page 2 (fig 2)

Amending an Existing Account

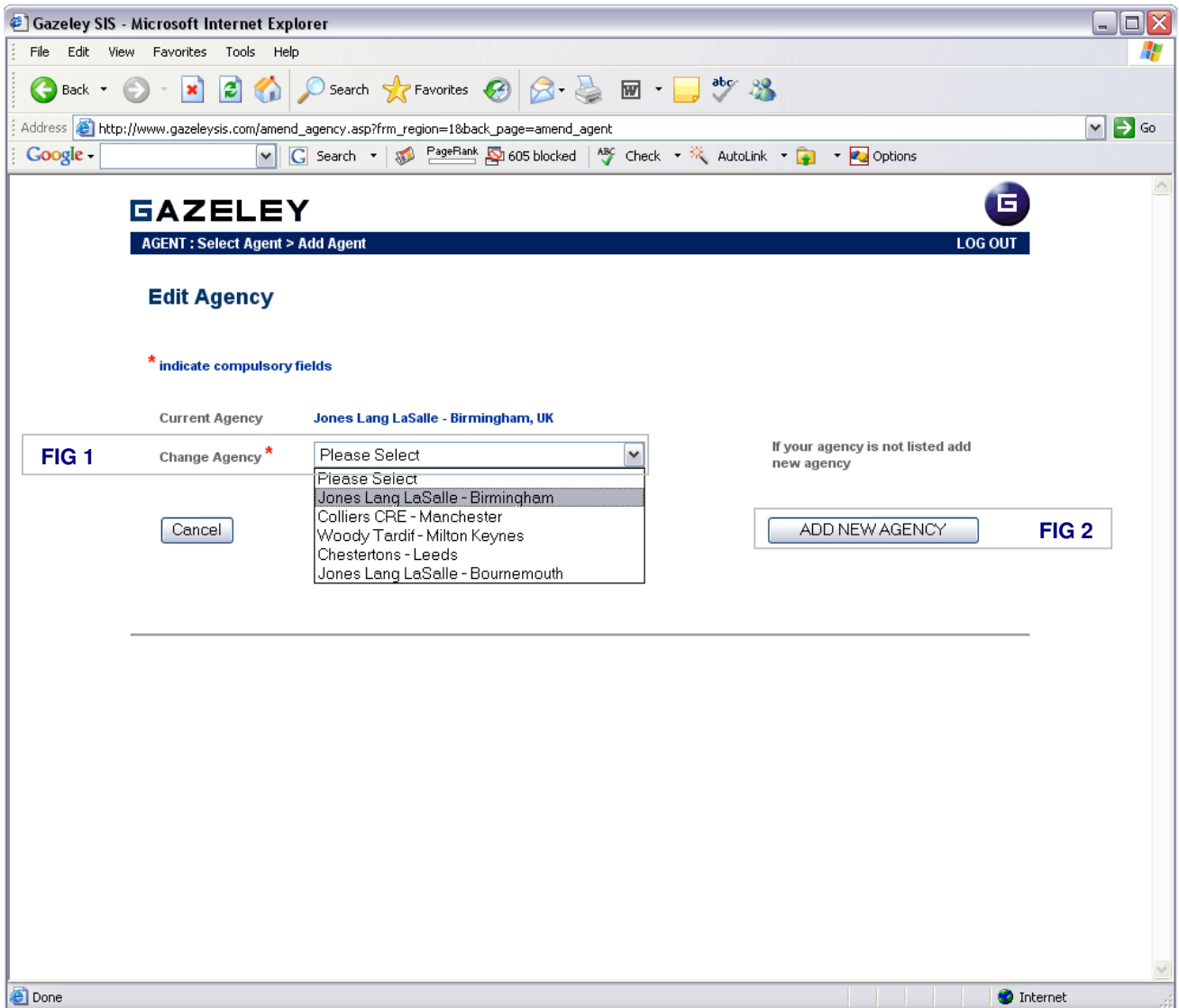


Having successfully entered an e-mail and password on the previous screen your account details can now be edited. As before all validation rules apply i.e. compulsory fields must be complete and email addresses must be in the proper form.

To change your Agency information i.e. location click on **'EDIT AGENCY'** (fig 1) to open the 'Edit Agency' page. For more information on editing Agency information please read the next page.

Once all necessary fields have been updated select **'SAVE DETAILS'** and the account will be updated.

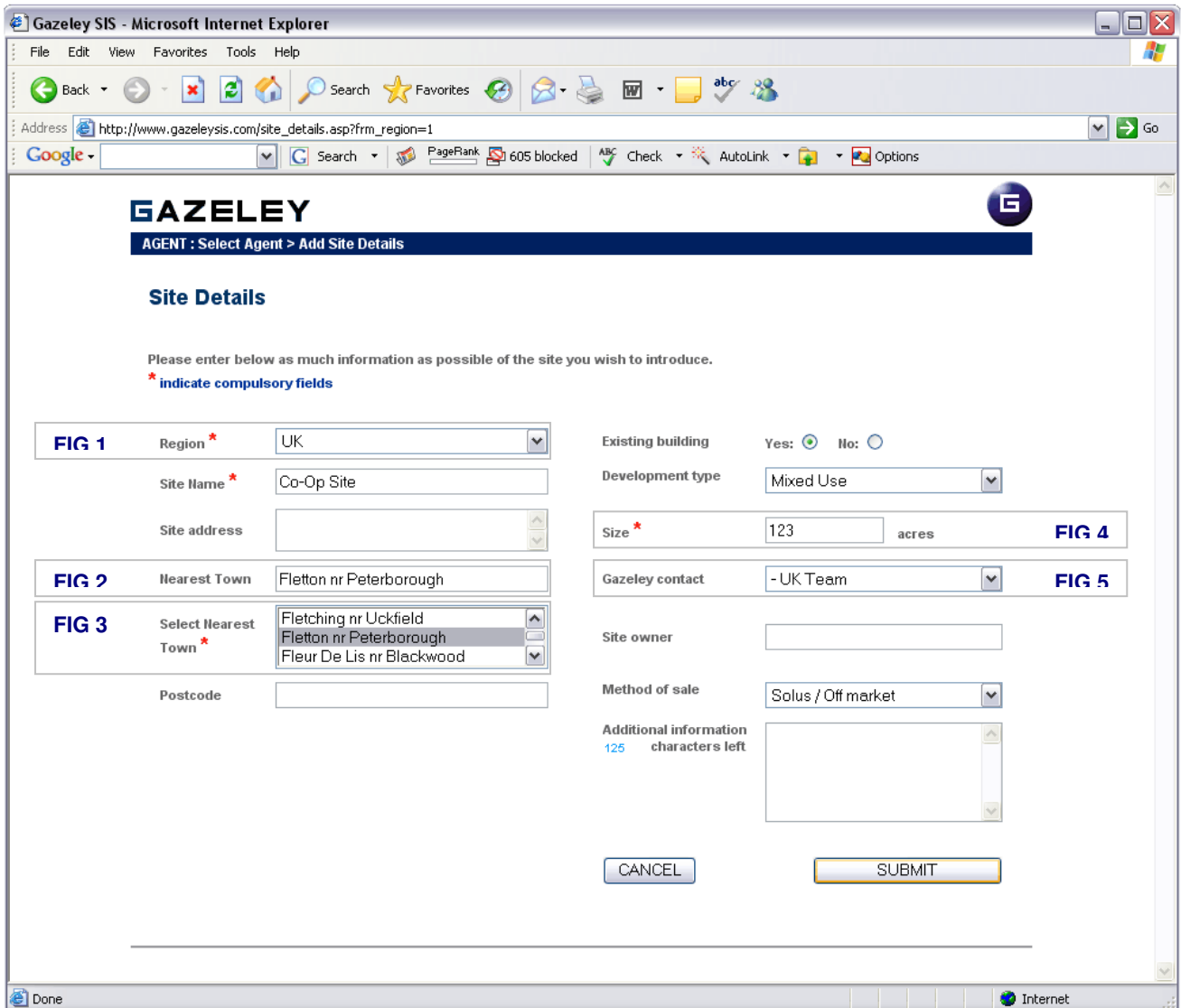
Amending an Agency



To change an Agency use the select dropdown menu (fig 1) to display all agency on the system. If you see the agency you wish to change to select it and then select **'UPDATE DETAILS'**

If you do not see your agency name please select **'ADD NEW AGENCY'** (fig 2) to create your agency. For more information about adding a new agencies please read page 3

Register a Site Introduction



To introduce a new site to Gazeley all compulsory fields marked with an asterisk (*) must be complete. If UK is selected in the region drop-down menu (fig 1) a town-name from the nearest town dropdown menu (fig 3) must be selected. To select a nearest town name - start to type it in the field above (fig 2). As you type the name, the list will automatically start to find matches. When you find the town or the closest town to the site-location you are introducing simply select it and it will appear in the Nearest Town textfield (fig 2)

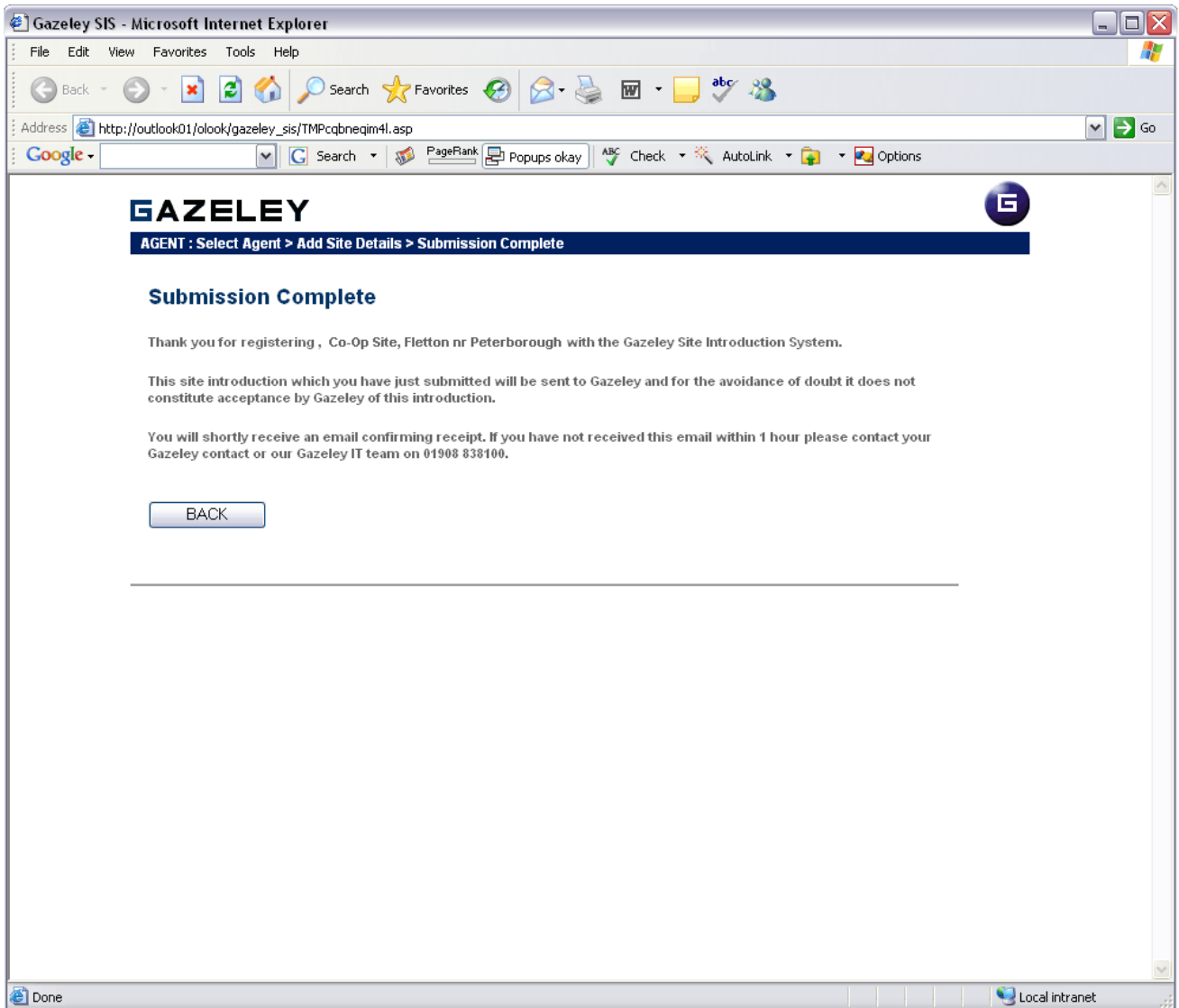
If you select a region other than UK it is not compulsory to select a town from the 'Nearest Town' dropdown menu (fig 3). Instead, if the list does not match the town it will be added on submission.

The 'Size' field will change according to the region you select. If UK is selected from the region dropdown menu the size will display 'acres' (fig 4). If you select a region other than the UK the size will display 'hectares'

To select a contact to receive your enquiries select the 'Gazeley Contact' dropdown menu. Here you can select the whole team or an individual at Gazeley.

Once all the compulsory and optional fields are complete select 'SUBMIT'.

Register a Site Introduction - Confirmation



When submission is complete you will see the screen above. This confirms that all details have been sent to the selected Gazeley contact. You will also receive an e-mail confirmation for the Site Introduction made to Gazeley. Thereafter, Gazeley will be in touch with you in relation to the site you introduced.

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