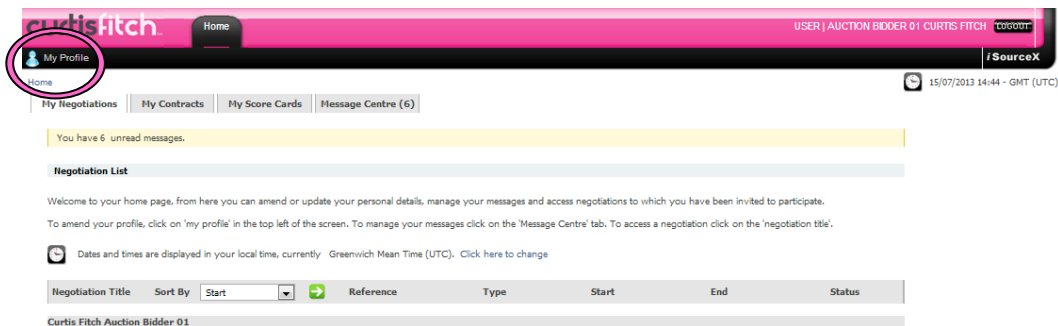


Profile Management

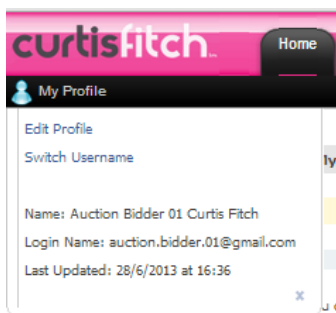
Once you have registered with on the ePortal and received your activation email you will be able to login to the system to view your dashboard and self-manage your profile.

My Profile

To edit any of your company or personal details please click on the blue icon 'My Profile' at the top left of the screen.

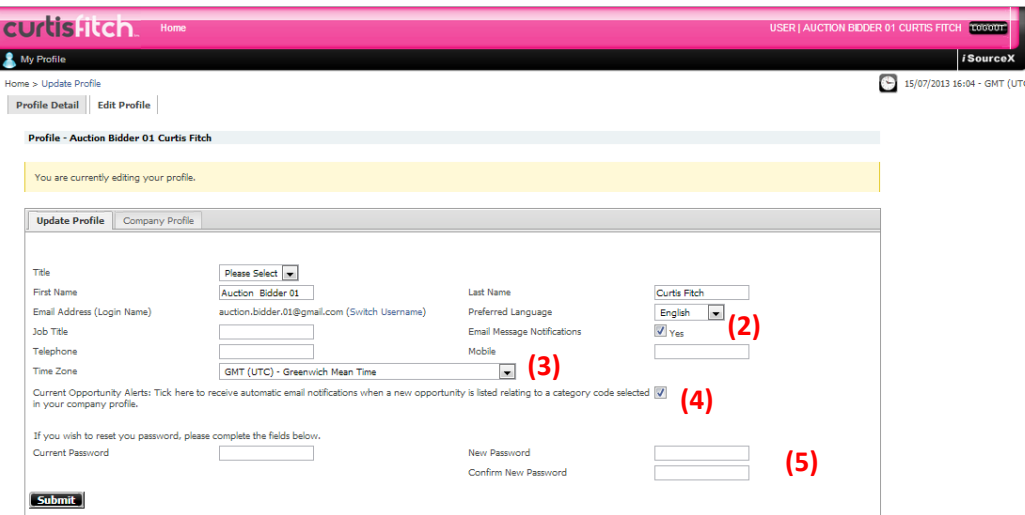


On selection you will have the ability to 'edit profile' and 'switch username'.



Edit the User Profile.

The first screen you will see on 'Edit Profile' is the screen where you can change your personal profile. Here you can amend your contact details, time zone and alerts.



(1) Title: Please Select

First Name: Auction Bidder 01

Last Name: Curtis Fitch

Email Address (Login Name): auction.bidder.01@gmail.com (Switch Username)

Preferred Language: English

Job Title:

Telephone:

Time Zone: GMT (UTC) - Greenwich Mean Time

Email Message Notifications: ☒ Yes

Mobile:

Current Opportunity Alerts: Tick here to receive automatic email notifications when a new opportunity is listed relating to a category code selected in your company profile. ☒

If you wish to reset your password, please complete the fields below.

Current Password:

New Password:

Confirm New Password:

(5) Submit

(1). Update your **Contact Details**

(2). **Receive notifications** via email if you have been sent a message via the system,

(3). **Time Zone** - Ability to change the time zone, all dates and times chosen by Barnet will automatically be converted into your local time-zone.

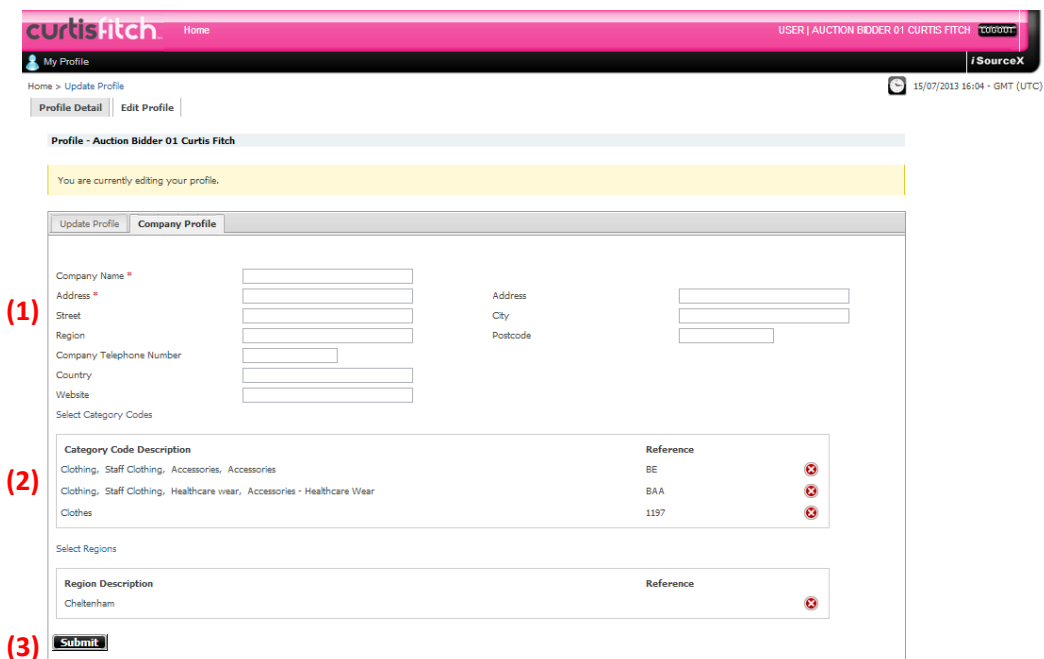
(4). **Current Opportunity Alerts** – By ticking this box you will receive notification of any new tenders posted to the system that are match any categories selected in your company profile.

(5). **Change Password** - To change your password type in your existing password followed by the password you would like to change to.

(6). **Submit** – Any changes to the above will only be saved is the submit button is selected afterwards.

Update the Company Profile

The next tab along is the company profile, here houses the contact details of your company plus the categories selected/assigned to your company. All of this information can be edited at any point via the screen below:



The screenshot shows the 'Update Profile' page for 'Auction Bidder 01 Curtis Fitch'. The 'Company Profile' tab is active. The page includes a header with the Curtis Fitch logo, a home link, and user information (USER | AUCTION BIDDER 01 CURTIS FITCH | LOGOUT). A SourceX logo is also present. The main content area has a yellow banner stating 'You are currently editing your profile.' Below this, the 'Company Profile' tab is selected, showing fields for company details and category codes.

(1) Update your Company Details

Fields for company details include:

- Company Name *
- Address *
- Street
- Region
- Company Telephone Number
- Country
- Website
- Address
- City
- Postcode

(2) Category Codes

Category Code Description	Reference	
Clothing, Staff Clothing, Accessories, Accessories	BE	<input checked="" type="checkbox"/>
Clothing, Staff Clothing, Healthcare wear, Accessories - Healthcare Wear	BAA	<input checked="" type="checkbox"/>
Clothes	1197	<input checked="" type="checkbox"/>

(3) Submit

Below the category codes, there is a 'Select Regions' section with a table:

Region Description	Reference	
Cheltenham		<input checked="" type="checkbox"/>

A 'Submit' button is located at the bottom left of the form.

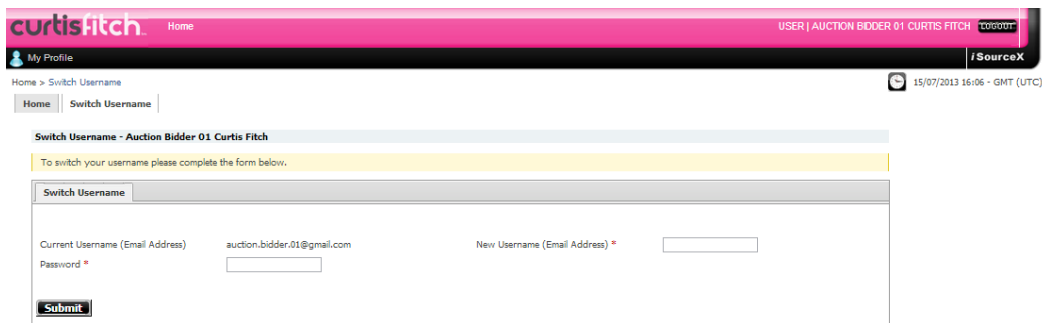
(1). Update your Company Details

(2). Category Codes – edit the category codes that best suit your services provided.

(3). Submit – Any changes to the above will only be saved if the submit button is selected afterwards.

Switching Username.

In the event that you wish to switch usernames for access to the system, click on 'My Profile' - 'switch username'. This will ask you to provide your current password and the email account you would like to transition your account to. Upon completing this action



The screenshot shows the 'Switch Username' page for 'Auction Bidder 01 Curtis Fitch'. The page has a pink header with the Curtis Fitch logo and navigation links. Below the header, there's a breadcrumb trail 'Home > Switch Username' and a clock showing '15/07/2013 16:06 - GMT (UTC)'. The main content area is titled 'Switch Username - Auction Bidder 01 Curtis Fitch' and contains a yellow instruction bar: 'To switch your username please complete the form below.' Below this is a form with a tab labeled 'Switch Username'. The form has three input fields: 'Current Username (Email Address)' with the value 'auction.bidder.01@gmail.com', 'Password *' (empty), and 'New Username (Email Address) *' (empty). A 'Submit' button is at the bottom left of the form.

Home > Switch Username 15/07/2013 16:06 - GMT (UTC)

Switch Username - Auction Bidder 01 Curtis Fitch

To switch your username please complete the form below.

Switch Username

Current Username (Email Address) auction.bidder.01@gmail.com New Username (Email Address) *

Password *

Submit