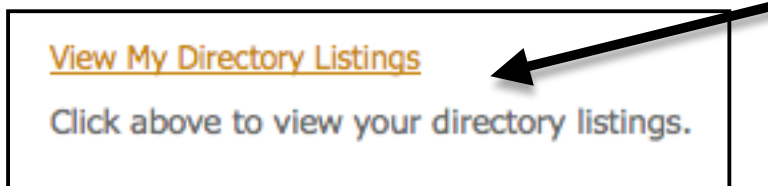


## How to Manage Your Business

1. Go to your City's ShopsQA Website
2. Click on "Edit My Business"



3. Click on "View My Business Listings"



4. Login with your User Name and Password

A login form with two input fields: '\*Email Address:' and '\*Password:'. Below the password field is a checkbox labeled 'Remember me on this computer'. A yellow 'Submit' button is centered below the checkbox. At the bottom is a link 'Forgot your password?'.

*You Created Your Password when Registering Your Business*

5. Click on you Business Listings Name
6. Click on "Edit this Listing" which is the pencil icon



## 7. Fill in the general information on your business

Details

**\*Name:**

**Description:**

Tahoma
B I U A<sup>+</sup> A<sup>-</sup> A<sup>ab</sup> >>

A new and exciting concept of gourmet pizza tying in flavors from the Mediterranean and of course Italian regions of our world. Bringing in old world and new world flavors to you right here in Addison, TX. A new and exciting concept of gourmet pizza tying in flavors from the Mediterranean and of course Italian regions of our world. Bringing n old world and new world flavors to you right here in Addison TX. The owners and operators of Nara Pizza & Oven have an extensive background in the restaurant business. The main operator of Nara Pizza is a native New Yorker that knows Pizza and is extremely

**Address 1:**

**Address 2:**

**\*City:**

**State/Province:**

**Zipcode:**

**Phone:**

**Email:**

**Mailing List Email:**

**Special Identification:**

**Photo or Image:**

**Customers can sign up for a mailing list if you provide your email address in the Mailing List email.**

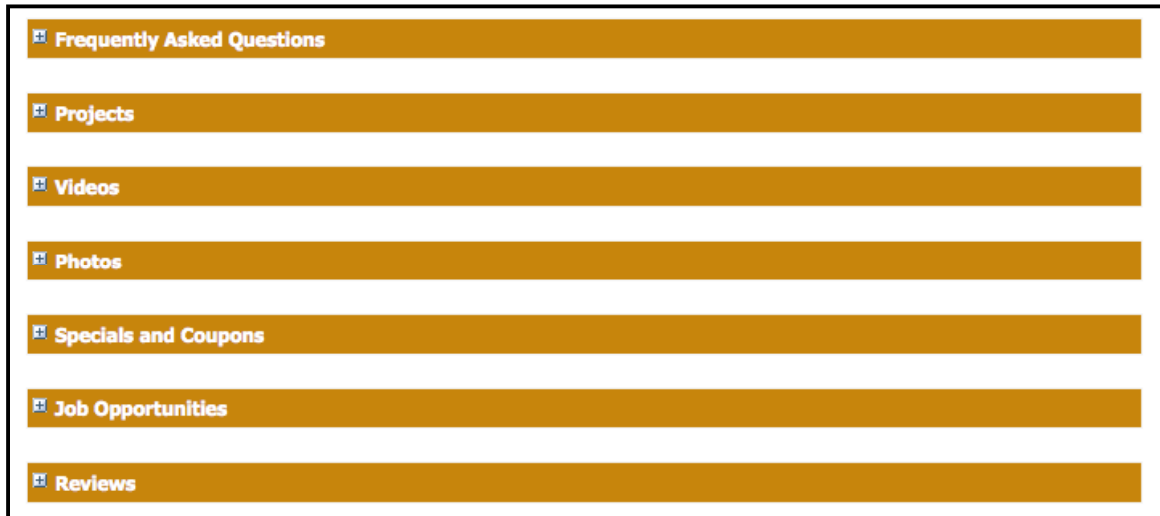
**Special Identification shows an icon next to your business name on the Directory (i.e. sale, new listing, etc.)**

## 8. Select all the Categories you would like your Business to Appear

Categories

<input type="checkbox"/> Automotive	<input type="checkbox"/> Automotive - Dealers	<input type="checkbox"/> Automotive - Repair
<input type="checkbox"/> Available Commercial Properties	<input type="checkbox"/> Banking	<input type="checkbox"/> Chamber of Commerce
<input type="checkbox"/> Computer Services	<input type="checkbox"/> Contractors	<input type="checkbox"/> Department Stores
<input type="checkbox"/> Events	<input type="checkbox"/> Florists	<input type="checkbox"/> Home Improvement
<input type="checkbox"/> Insurance	<input type="checkbox"/> Legal	<input type="checkbox"/> Non-Profit Organizations
<input type="checkbox"/> Physicians/Surgeons	<input type="checkbox"/> Real Estate	<input checked="" type="checkbox"/> Restaurants
<input type="checkbox"/> Restaurants - American	<input checked="" type="checkbox"/> Restaurants - Italian	<input type="checkbox"/> Restaurants - Mexican
<input checked="" type="checkbox"/> Restaurants - Pizza	<input type="checkbox"/> Schools & Education	<input type="checkbox"/> Schools & Education - College Education
<input type="checkbox"/> Schools & Education - Grammar School	<input type="checkbox"/> Schools & Education - High School	<input checked="" type="checkbox"/> Specials and Coupons
<input type="checkbox"/> Specialty Shops	<input type="checkbox"/> Sports and Recreation	<input type="checkbox"/> test
<input type="checkbox"/> Travel & Lodging	<input type="checkbox"/> Water Front District	<input checked="" type="checkbox"/> Wi-Fi Locations

## 9. Complete all Sections you would like your consumers to view on your Business Listing



## 10. SAVE all changes by clicking the Save Icon.



### **Icons Are (in order they appear):**

Save All Changes, Go Back to the Business Directory, ShopsQA Support (FAQ's and Ask a Question), Sign Up to Join a Live "How To" Webinar, Watch our one-minute "How To" Videos, and Create a Coupon

## 11. Add Coupon to Page by clicking, "Coupon Creator" icon:



## 12. Click "Add Coupon"



- a. If you are uploading an existing coupon from your computer:
  - i. Click Upload


- ii. "Name" your Coupon
  - Set "Status" as one of the following:
    1. Active (live on site and viewable to consumers)
    2. Pending (will sit in queue until status updated)
    3. Inactive (for coupons no longer valid)
    4. Deleted (for coupons you will not use again in future)
  - iii. Click "Browse" and choose file to upload
  - iv. Click the "Save" icon at the top of the page
- b. If you are creating a coupon from one of the templates provided:
  - i. "Name" your Coupon
  - ii. Set "Status" as one of the following:
    1. Active (live on site and viewable to consumers)
    2. Pending (will sit in queue until status updated)
    3. Inactive (for coupons no longer valid)
    4. Deleted (for coupons you will not use again in future)
  - iii. Select "Coupon Template" – Choose simple or detailed template
  - iv. Fill in all required fields marked with an asterisk (\*)
  - v. Click "Save" at the top

### 13. Your active coupons will appear at the top of your business page.

## A Turret Cafe

305 W Main Street  
Greenville, IL 62246  
618-690-2160

[←](#) [📧](#) [g](#) [✉](#) [f](#) [✎](#)



*A Turret Cafe  
Greenville, IL*

### FREE FOUNTAIN DRINK

**FREE FOUNTAIN DRINK**

Receive a Fountain Drink with the purchase of any full sandwich. Cannot be combined with any other offer.

Must mention this ad or print off and present to cashier before ordering.

**GREENVILLE'S COFFEE, BREAKFAST AND LUNCH SPOT...**

Quaint setting in one of Greenville's Historic Downtown Buildings. Not only outstanding Specialty Coffees but Unique and Delicious breakfast items, including french toasted cinnamon rolls and banana nut bread. Lunch specialty sandwiches, soups and salads. Great and healthy 100% all fruit smoothies. Free Wi-Fi, relaxing music, large screen TV's and great atmosphere. The Turret Cafe is also home of an outstanding Baseball Museum featuring an International and Olympic Collection of memorabilia from