

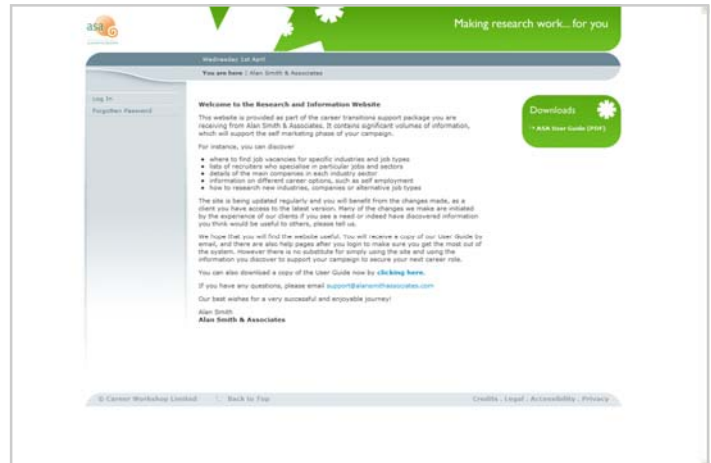
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1. Getting started: finding the site

The Research and Information Website can be found by clicking the link on the asa website (www.alansmithassociates.com) - found on the “Our Services” page.

This takes you to the research and information website. You might like to save the page in your “favourites” so that you can return to it without typing in the address again.

To do this in Internet Explorer, click on *Favourites* on the top browser menu, then click on *Add to Favourites*. If you use Firefox as your browser, you should click on *Bookmarks*, then *Bookmark this Page*.



Right: the ASA home page

2. Getting started: logging-in

To get to the log-in screen, you need to click on *Log In* on the left navigation bar.

You will need to enter your email address and also the password that you have been given to access the website. After entering these two details click on *Log Me In*.

Log In

Please enter your details below to log in.

Items marked with a * are mandatory.

Security Details	
Email Address *	<input type="text"/>
Password *	<input type="password"/>
Remember Me	<input type="checkbox"/>
Only check this box if you do not share access to this pc with other users	
<input type="button" value="Log Me In >>"/>	

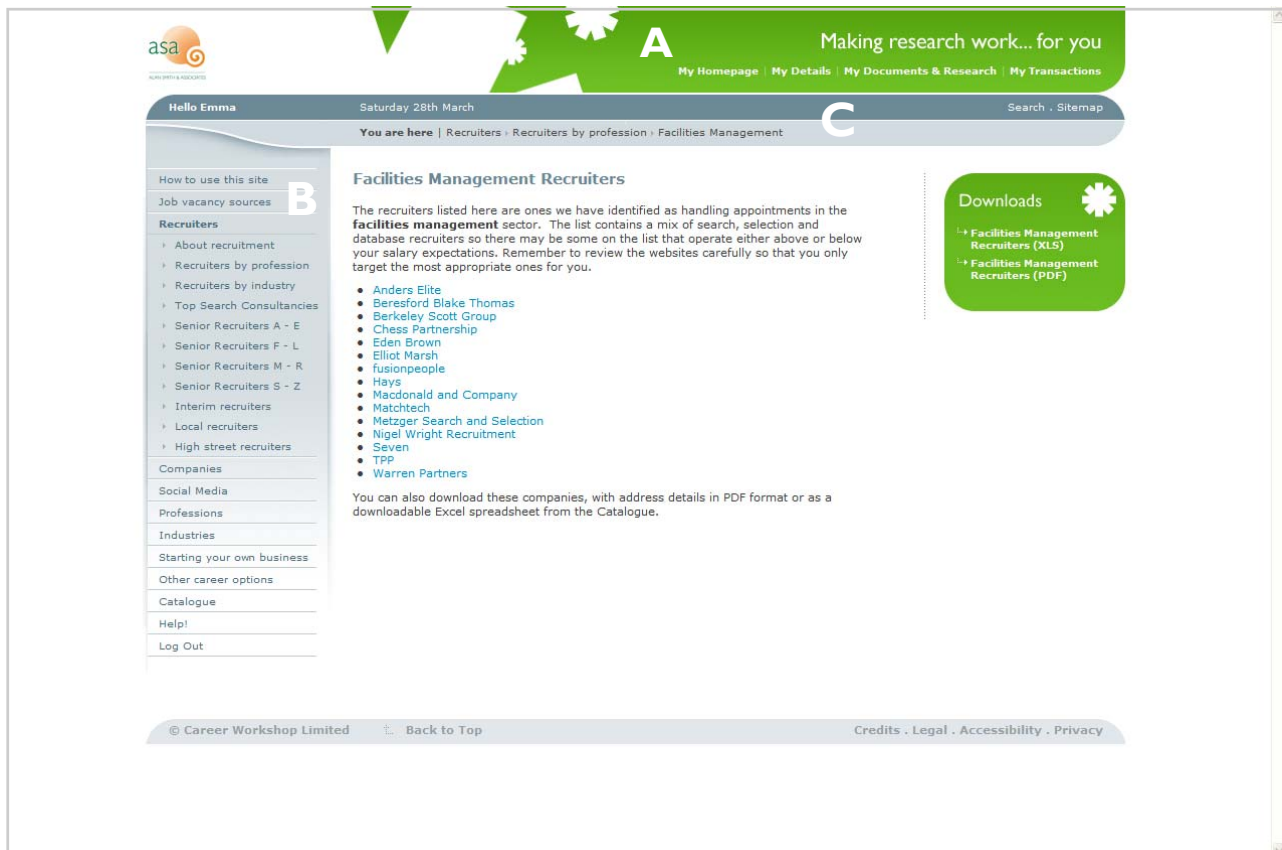
If you are using a home PC you can check the *Remember Me* box so that you don't have to enter your details every time. However, don't use this option if you are using a shared PC, as other people might be able to then log in and see your details.

Forgotten your password? Don't worry! Just use the link for *Forgotten Password* on the left navigation bar, enter your email address, and you will then be sent a reminder.

3. Finding your way around

The website has three main navigation aids to help you find your way around the site:

- A Top banner navigation
- B Left hand navigation
- C Breadcrumb trail



Sample screen from the website showing navigation aids

The **top banner navigation (A)** is on every page in the website. It contains quick links to all the details about you and the documents you have looked at.

- **My homepage** is a quick shortcut to your start page
- **My details** contains a summary of all the personal data you have supplied on the site, including your password
- **My Documents & Research** lists all the documents that you have viewed recently, providing a quick way of getting back to those documents
- **My Transactions** is where any additional information about transactions is stored. You're unlikely to have any data in this section

The **left hand navigation (B)** is on every page in the website. It contains quick links to the sections of the site which contain research and information.

- **Subject headings** take you to information by subject area, including links to resources, documents to download and additional information not covered elsewhere on the site
- **Members Catalogue** is a directory of all the documents, in PDF format or Excel, which you can download from the site
- **Members Help** provides help if you get stuck at any point whilst using the website
- **Latest News** is where we let you know about updates, new documents and any additions to the website
- Click on **Log out** when you have finished using the site

The **breadcrumb trail (C)** is on every page in the website, and shows you exactly where you are on the site at any particular time. Clicking on any part of the breadcrumb trail will take you straight to that section.

4. Site Sections: Online Research and Information

The **online research centre** is the section of the site where all the information on particular topics is brought together in one place. It is arranged by subject, covering key topics such as Sources of Job Vacancies and Finding Recruiters.

Within each section are sub-menus, and you can always find your way back to the main menu by using the breadcrumb trail. On each topic page, there are links to go directly to relevant websites, and also links to download the information. Most pages can be downloaded into PDF, and those which contain contact information can

also be downloaded into an Excel spreadsheet. The information in these section is updated frequently, and new sections are also added as required.



Above: Online Research Navigation Menu

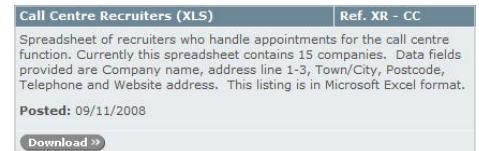
5. Site Sections: The Catalogue

The **Catalogue** is a directory of all the documents available on the website.

Every document listed is available to download, either as a PDF document or as an Excel spreadsheet. The Catalogue is arranged by subject category, so to see what documents there are on a particular topic, you can just browse through the listings. Each document listing has a brief description of its content, and details of the date it was uploaded to the website, so you can see how current the information is.



Above: Catalogue subject categories



Above: Sample document listing

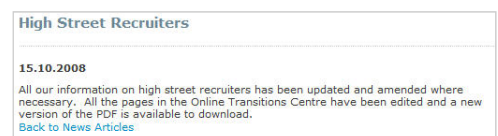
To view PDF documents, you will need the free Adobe Acrobat reader. Many people have this installed on their computers already, but if you don't you can download it from the Adobe Website. There are details on how to do this in the Help section (see below). The spreadsheets require Microsoft Excel, and once again, if you do not have Microsoft Office on your computer you can download a viewer so that you can access the file.

6. Site Sections: Help

The website is designed to be straightforward to use, but if you do get stuck, there is a help section which you can find on the left hand navigation. This provides basic guidance on navigation, passwords, documents, and how to download the readers.

7. Site Sections: Latest News

The Latest News section is where information about any new updates, sections, features, documents or functionality is listed. New content is added to the website regularly, so checking here will keep you up to date with all the latest additions and updates.



Above: Sample news article

8. A note about copyright

Your password provides access for your own personal use of the website. You may save copies of the documents, or print pages out for your reference. However, you should not copy or email information to third parties, and please don't share your log in details with anyone else. This breaks the publisher's copyright.

9. Comments and further assistance

We would really like to know your opinions about the Research and Information website so please do let us know what you think, and any ideas for future improvements would be welcomed.

If there is something that is not covered that you think would be relevant, we would like to hear about it. Very often we will be able to have the information you need added, if it is a topic that would be relevant to a number of users.

You can email your suggestions to support@alansmithassociates.com

We hope that you find the website useful. Best wishes for a very successful programme.