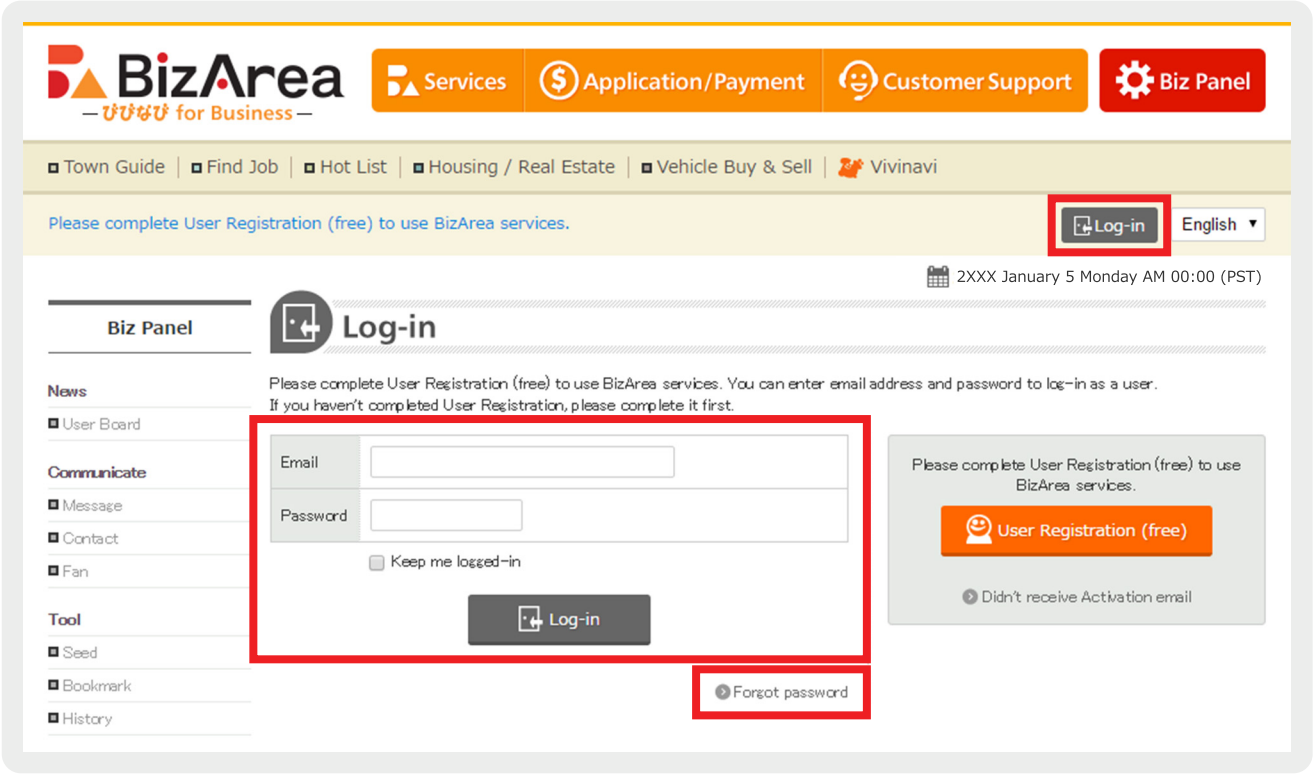
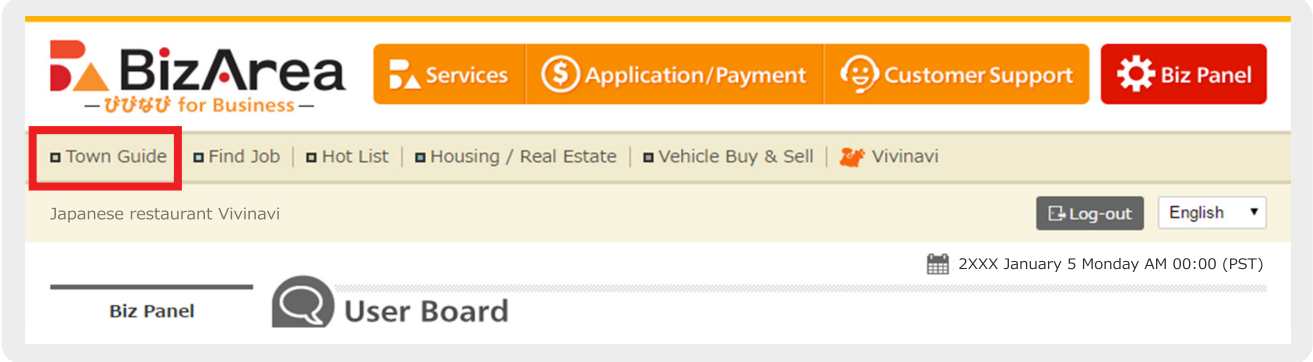
How to register/change Town Guide Premiere

びびなび®

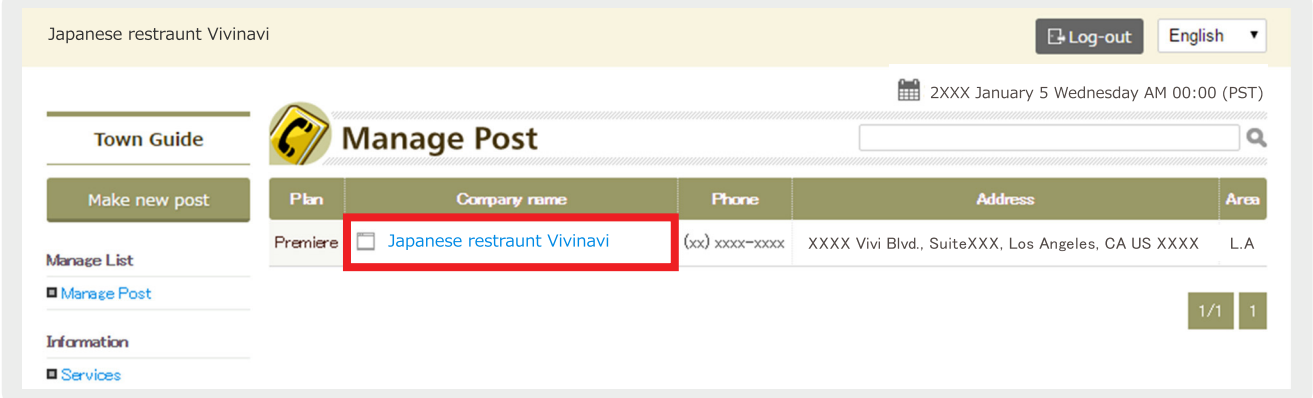
STEP 1 **Visit BizArea (https://bizarea.vivinavi.com) and click [Log-in]. Then, enter your log-in email address and password.** * Please click [Forgot password] if you forgot your password.



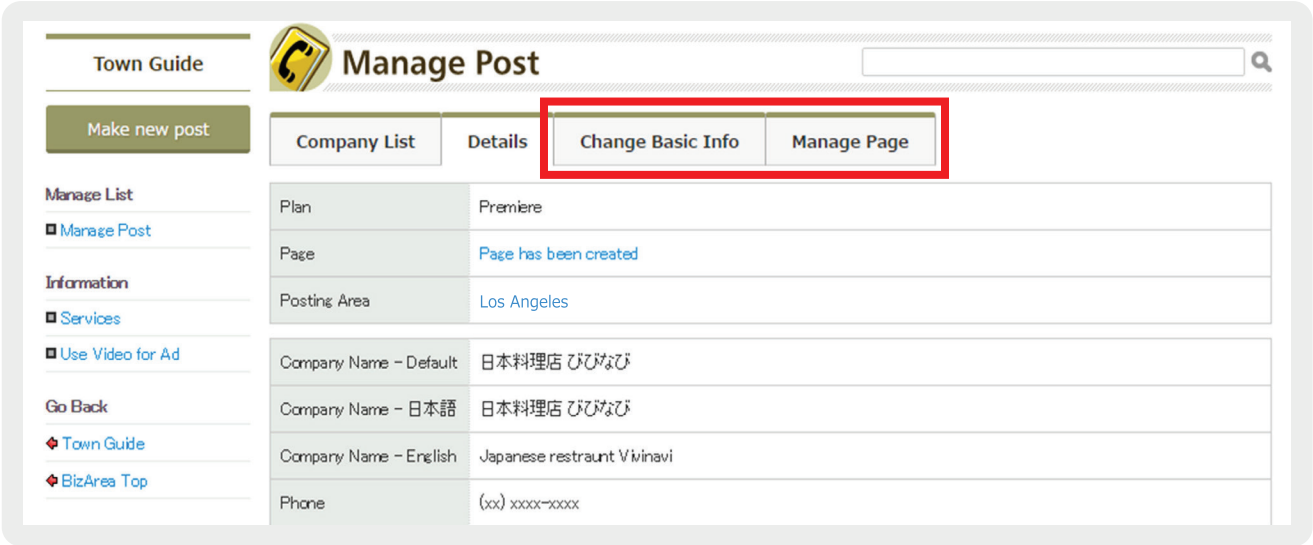
STEP 2 **Click [Town Guide].**



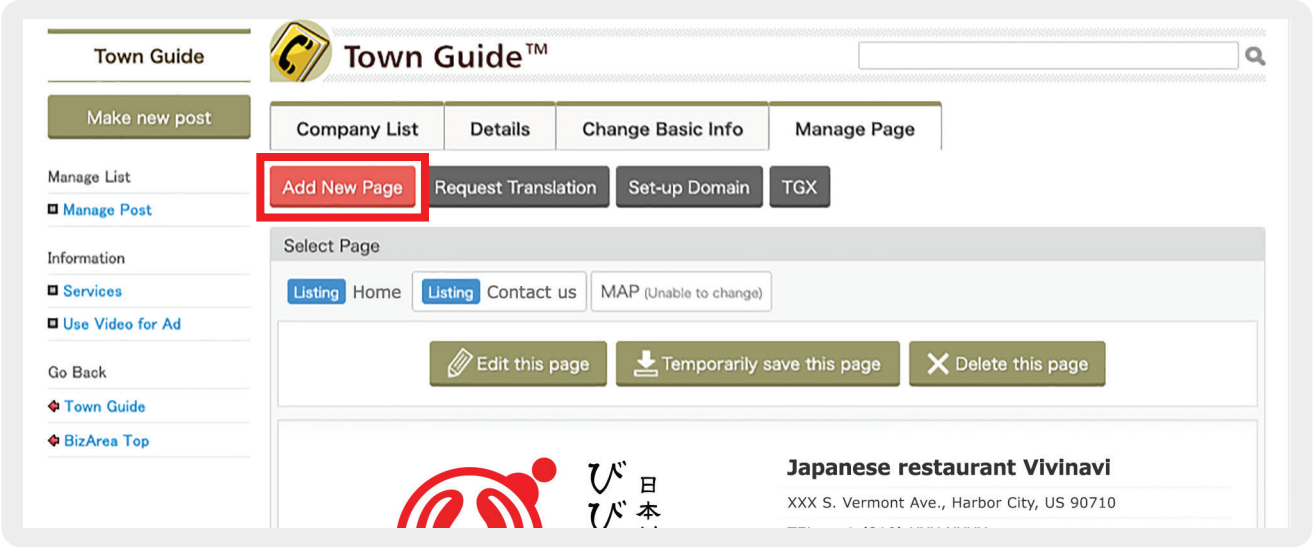
STEP 3 **Click Town Guide file name.**



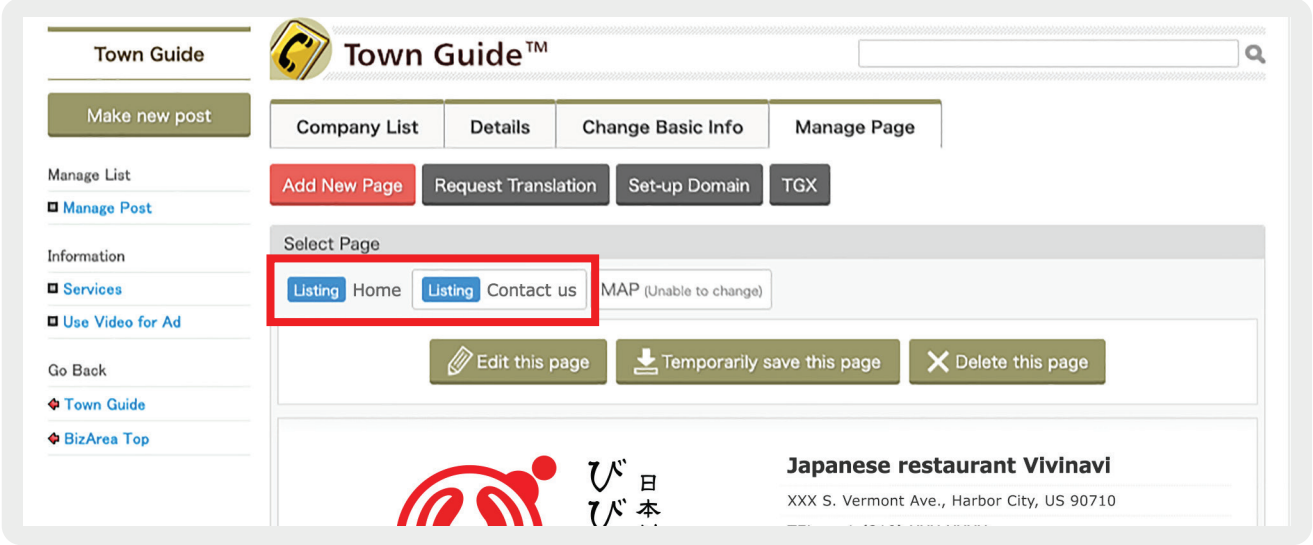
STEP4 Click [Change Basic Info] to change company's basic information and hours. To change any other information, click [Manage Page].



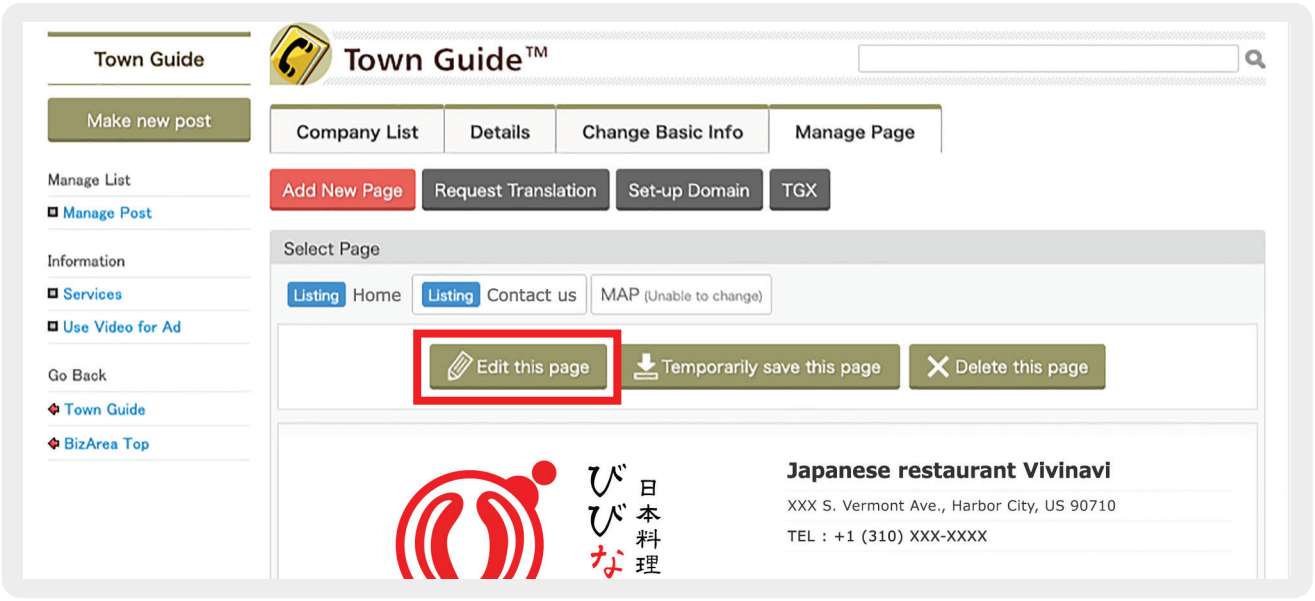
STEP5 After clicking [Manage Page], you will see the following screen. To create a new page, click [Add New Page].



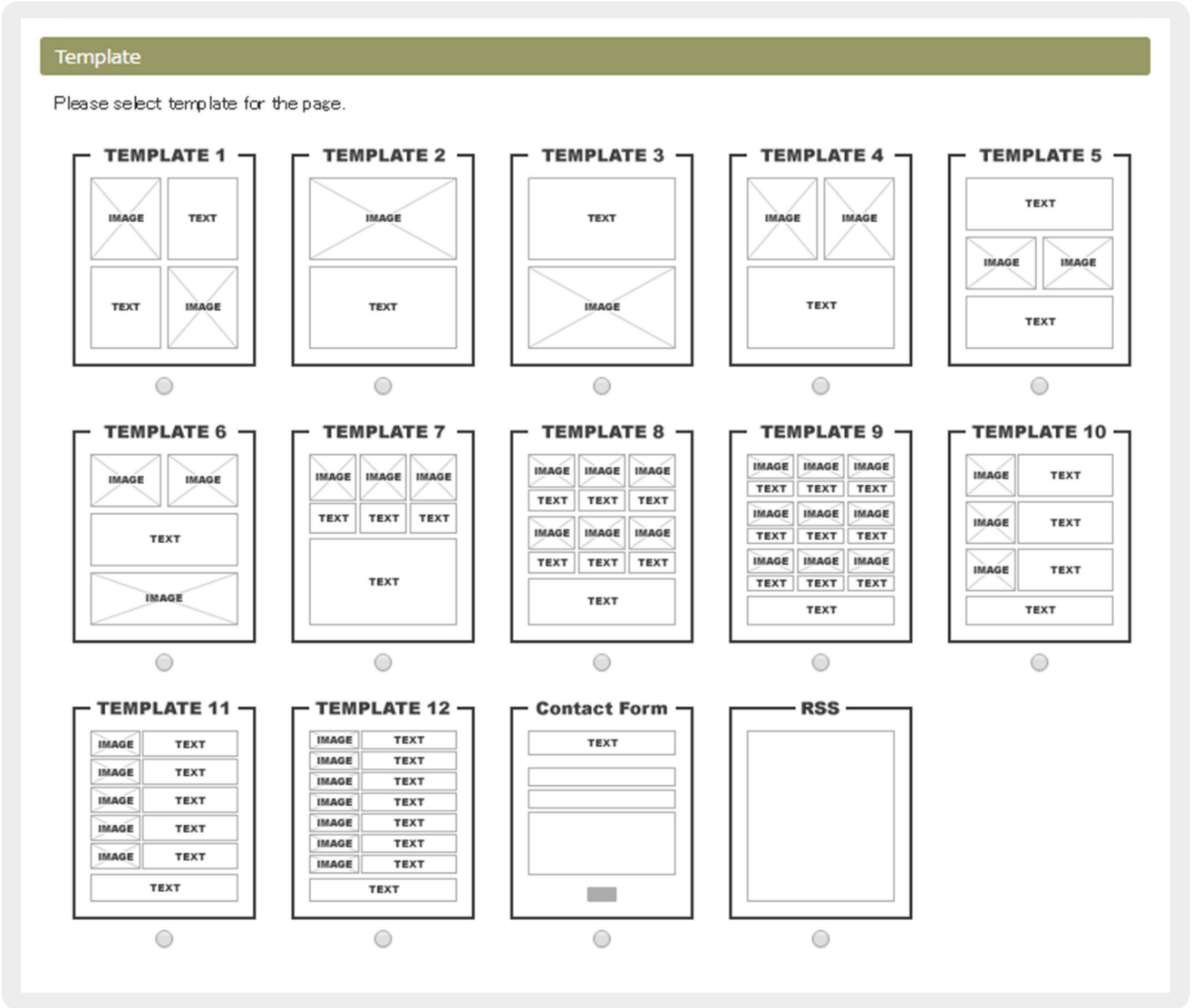
STEP6 To change existing pages, select the page you would like to change.



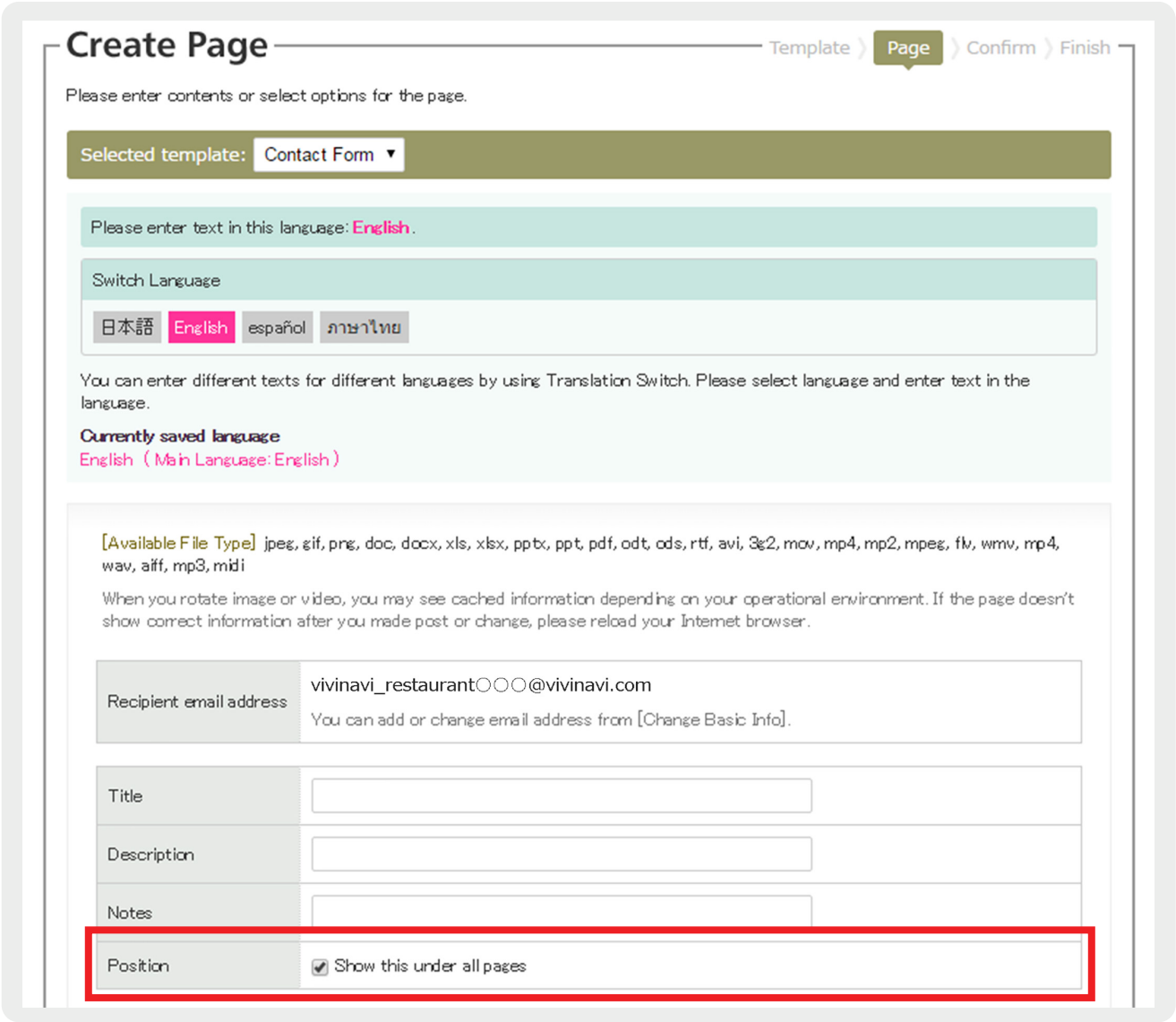
STEP 7 Click [Edit this page].



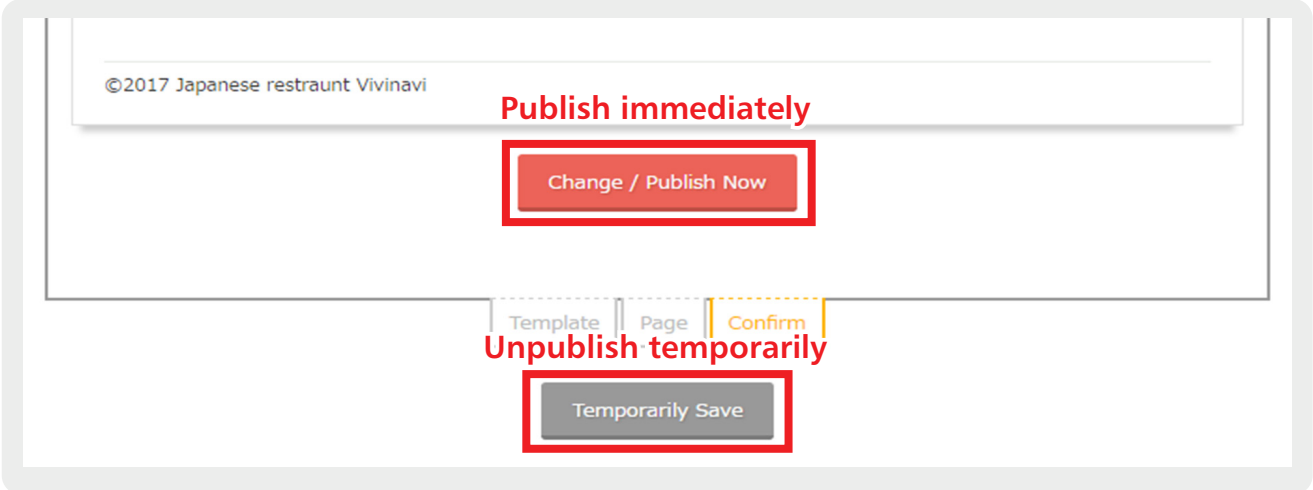
STEP 8 Select template. To create an RSS page, select [RSS]. To create an inquiry form, select [Contact Form].



STEP 9 **If you check [Show this under all pages] on the Contact Form template, your inquiry form will be displayed at the bottom of each page.**



STEP 10 **If you click [Change / Publish Now] on the confirmation page, your page will be updated and published immediately. If you click [Temporarily Save], your page will be unpublished temporarily. You can still change your page again after clicking [Change / Publish Now].**



How to register/change Find Job

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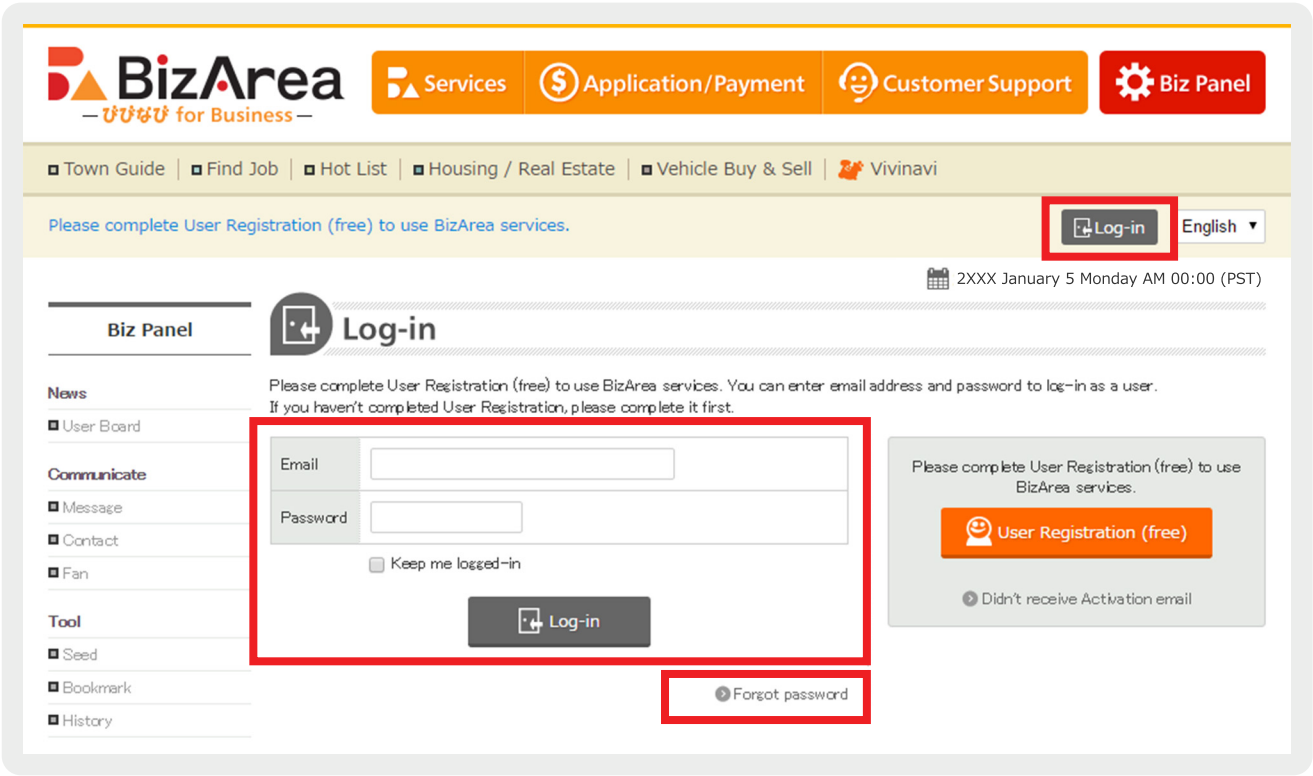
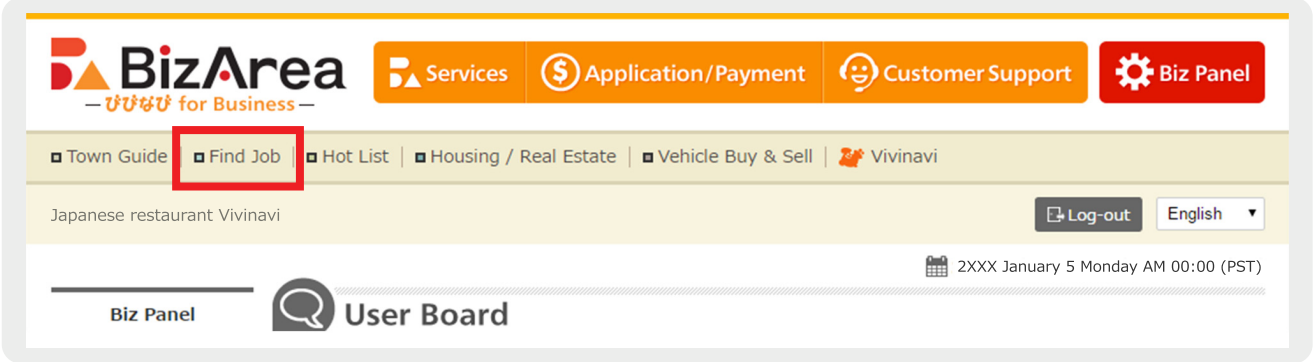
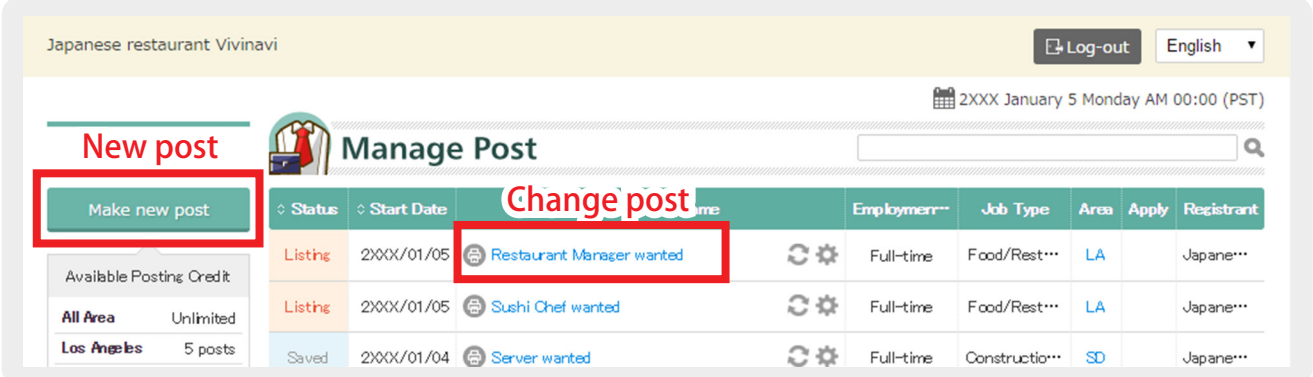
STEP 1 Visit BizArea (https://bizarea.vivinavi.com) and click [Log-in]. Then, enter your log-in email address and password. * Please click [Forgot password] if you forgot your password.



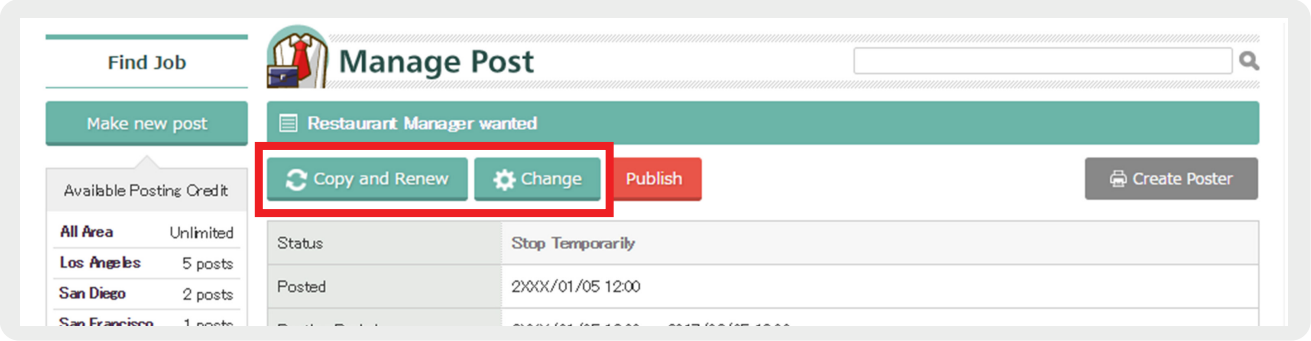
STEP 2 Click [Find Job].



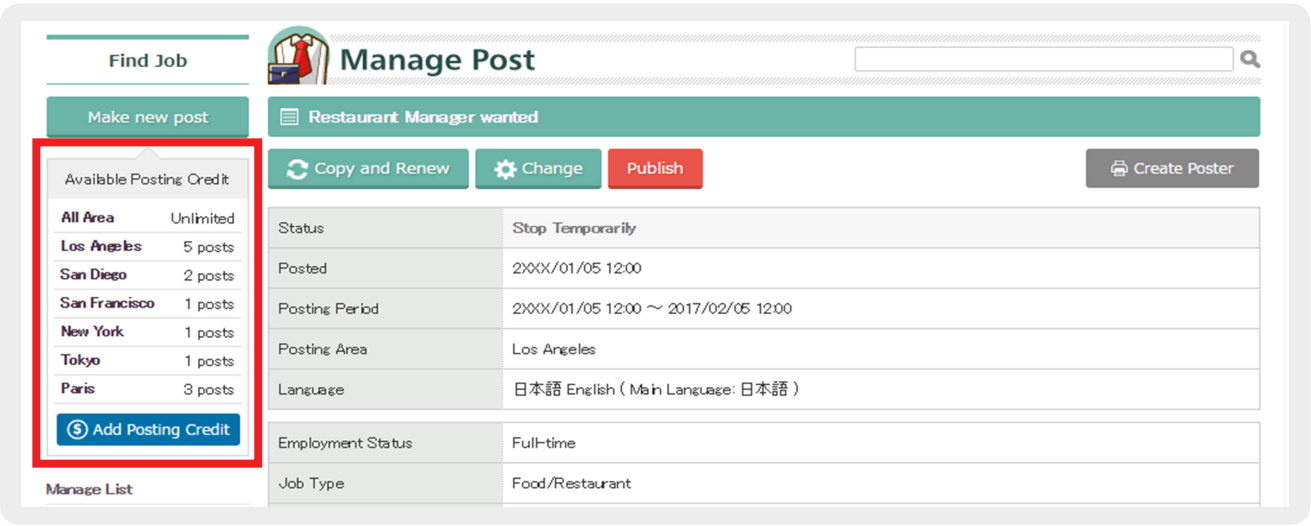
STEP 3 Click [Make new post] to register new information.
To change or copy the previously used information, click a saved file.



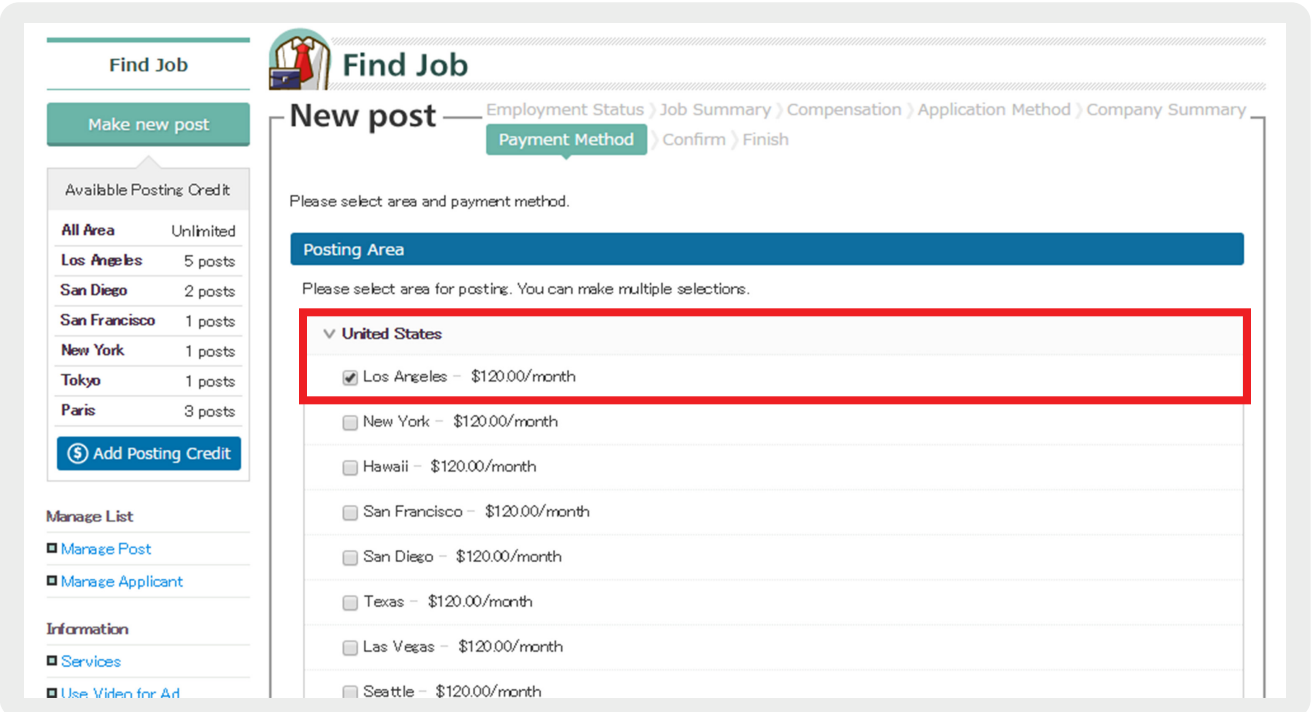
STEP4 **To copy the previously used information, click [Copy and Renew]. To change file, click [Change].** * If you copy and renew, you can edit the previous data and publish it as a new file.



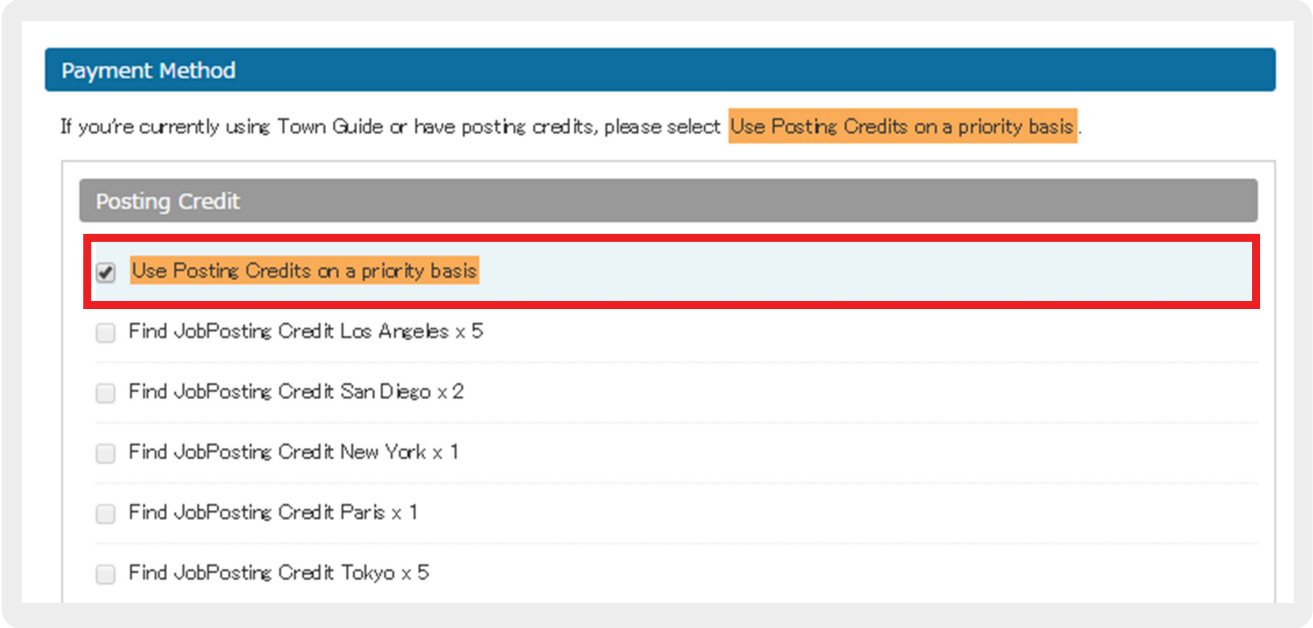
STEP5 **You can check your posting credits at [Available Posting Credit]. To buy more posting credits, click [Add Posting Credit] and make a bulk purchase. If you would like to buy one posting credit, enter information from [Make new post] or [Copy and Renew] and make payment on the payment page.**



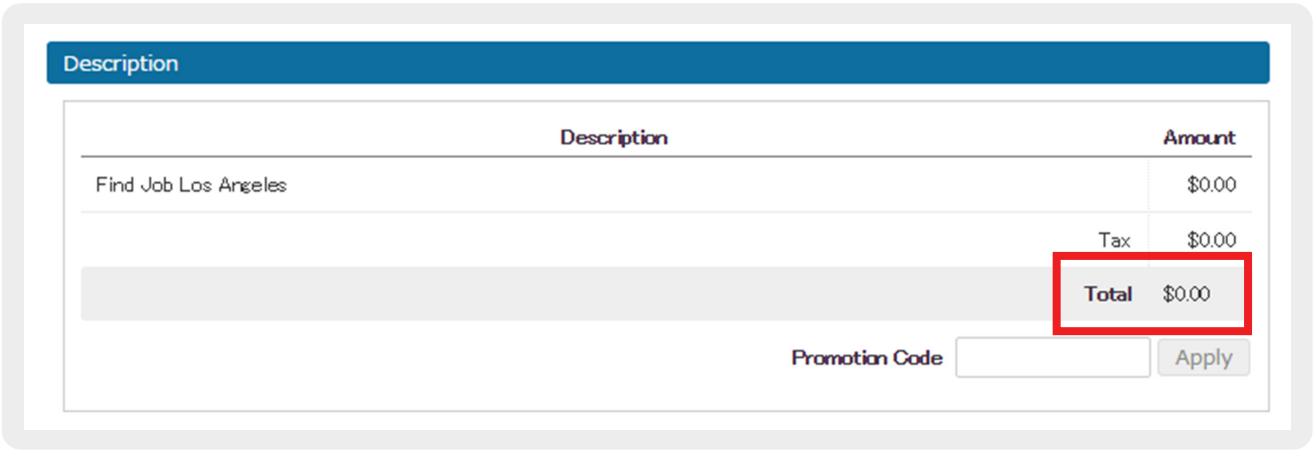
STEP6 **Select [Posting Area] on the payment page.**



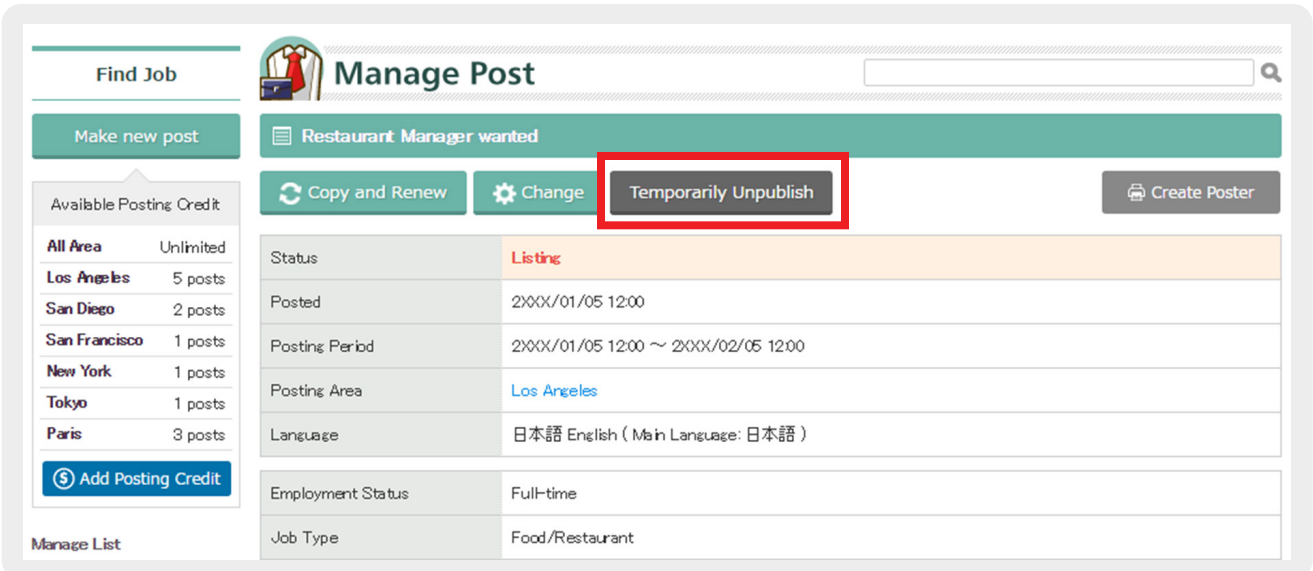
STEP 7 **If you signed up for Town Guide or would like to use existing posting credits, check [Use Posting Credits on a priority basis].** * Otherwise, you will need to make new payment.



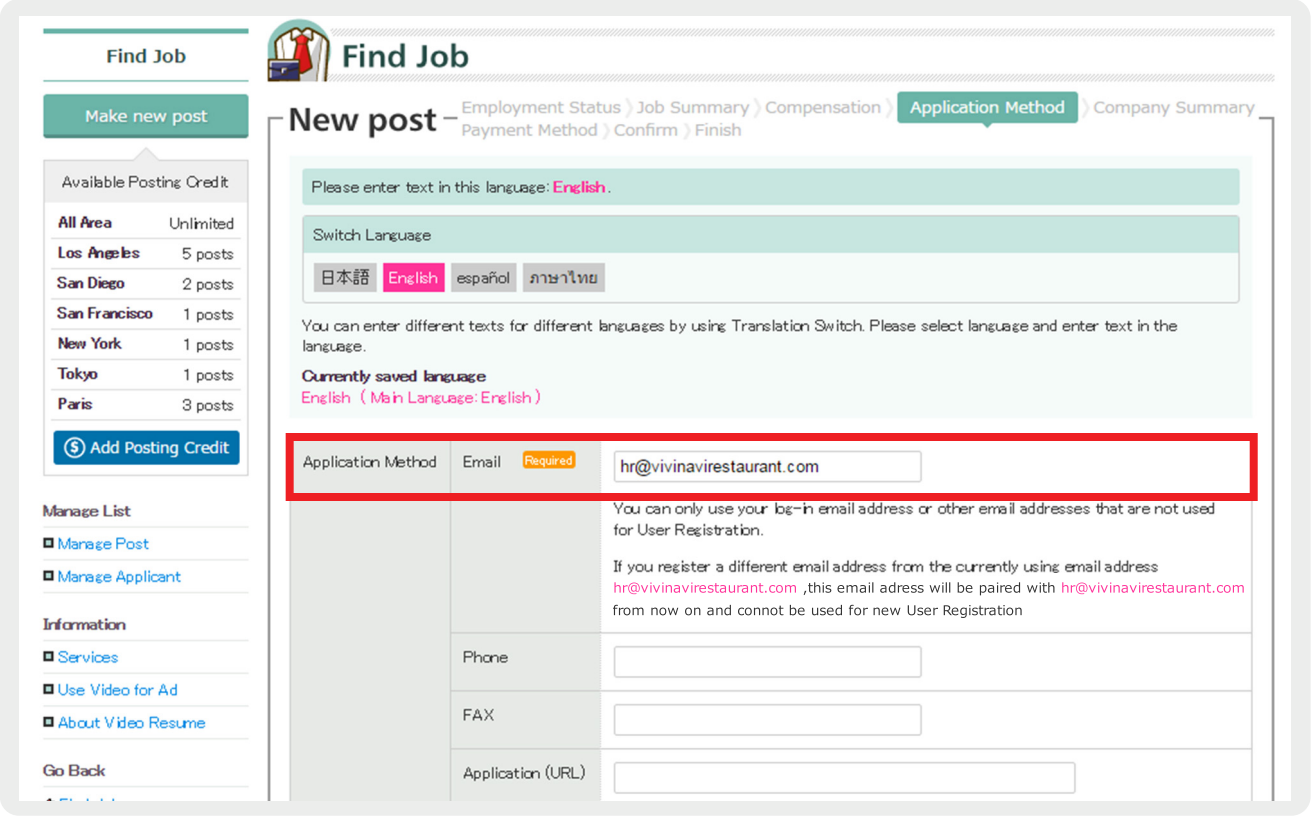
STEP 8 **If you used existing posting credits, make sure your total is shown as "$0.00."**



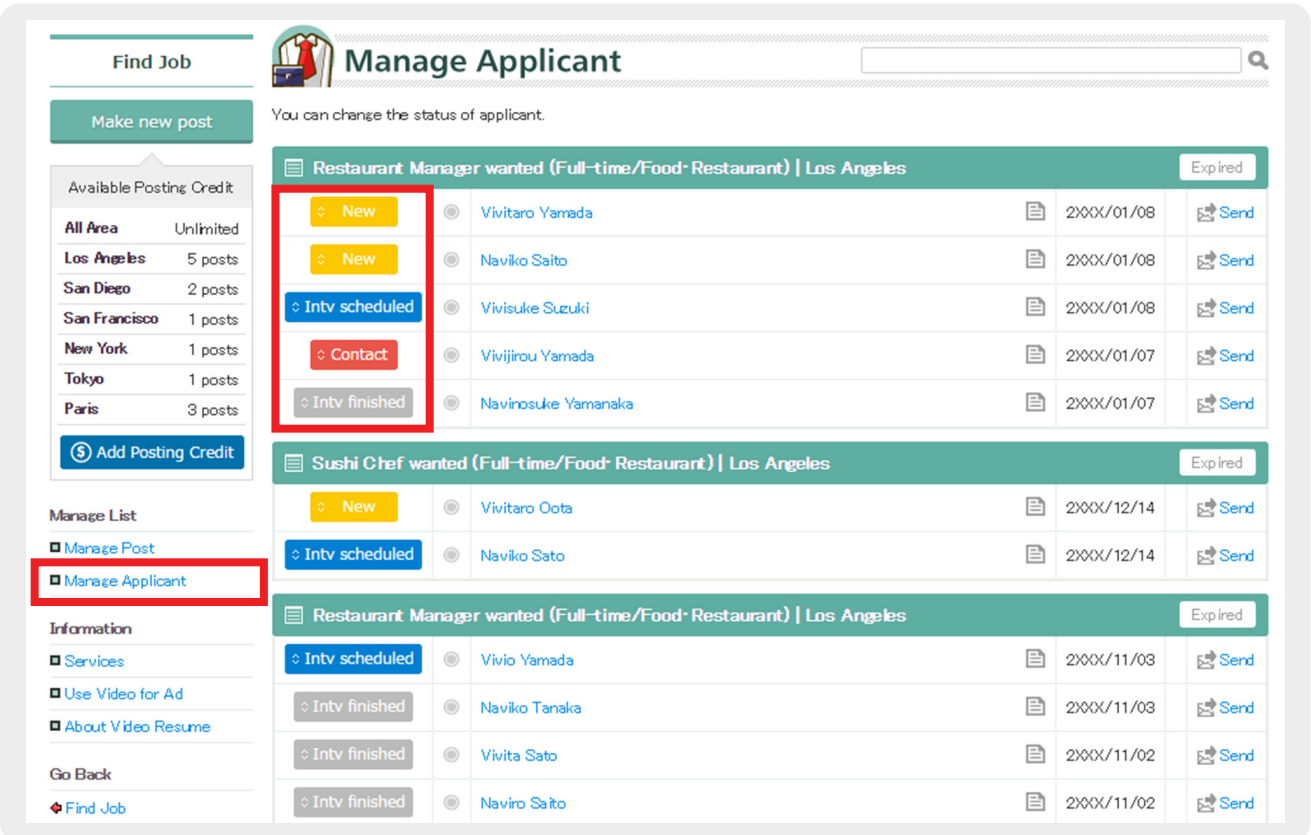
STEP 9 **If you click a saved file on [Step3] and select [Temporarily Unpublish], your post will be unpublished.**



STEP 10 **You will receive a notification email when an applicant sends you a resume. Once you received the email, click URL in the email and log-in.** * To protect confidential information, log-in is required to download attachments.



STEP 11 **If you click [Manage Applicant] after [Step2], a list of applicants will be displayed. Click applicant's name to see details.**
You can mark the hiring status by clicking [New] or [Completed] button.



How to register/change Hot List

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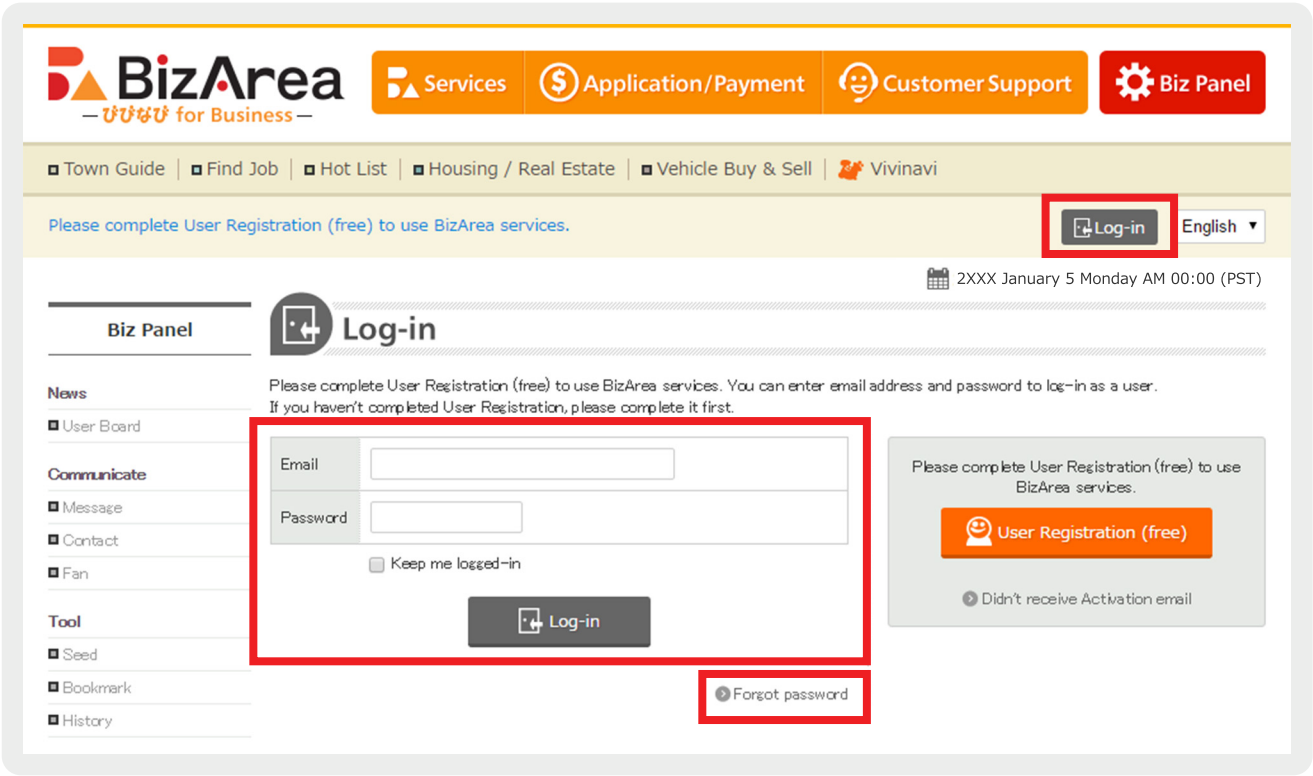
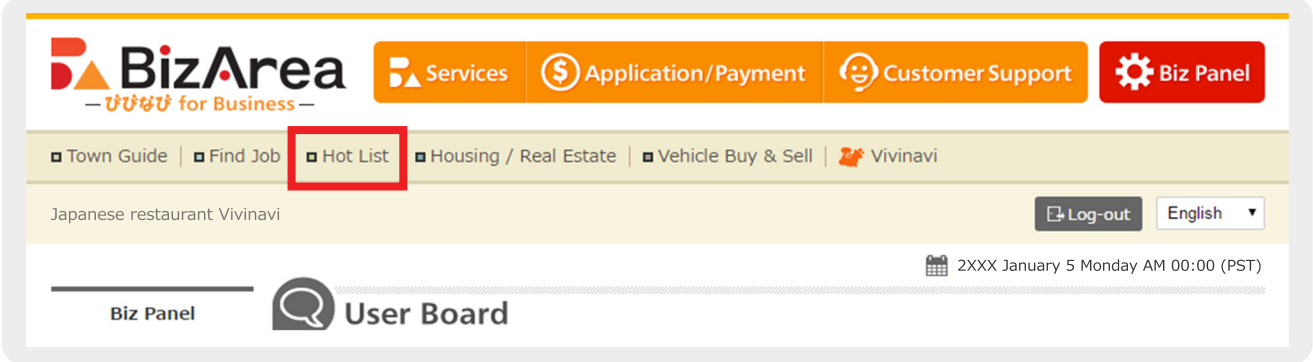
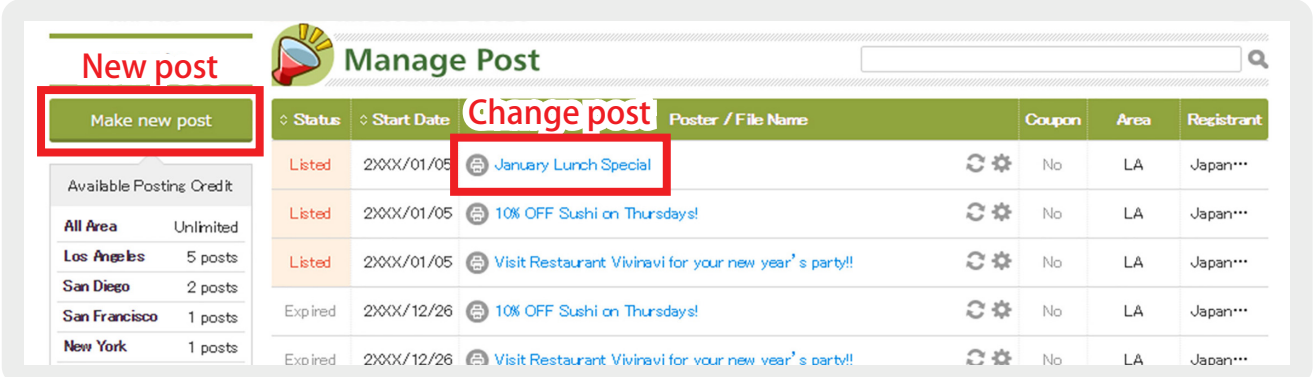
STEP 1 **Visit BizArea (https://bizarea.vivinavi.com) and click [Log-in]. Then, enter your log-in email address and password.** * Please click [Forgot password] if you forgot your password.



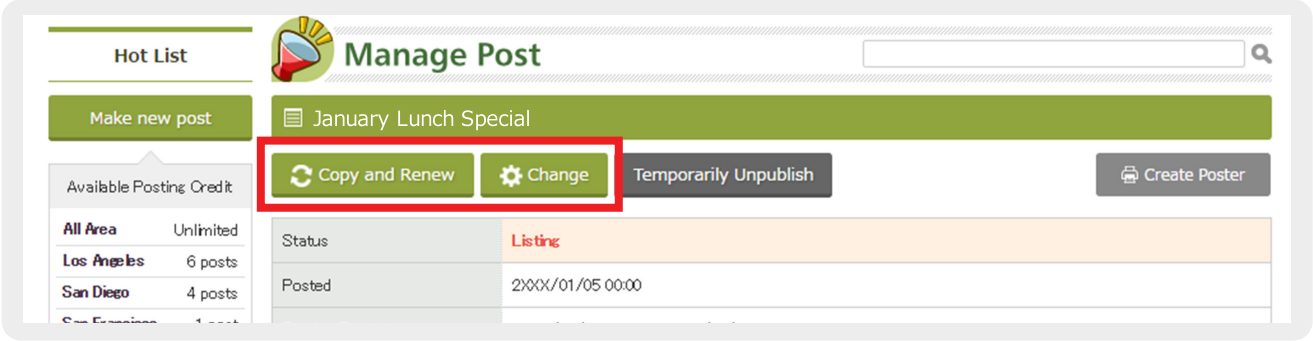
STEP 2 **Click [Hot List].**



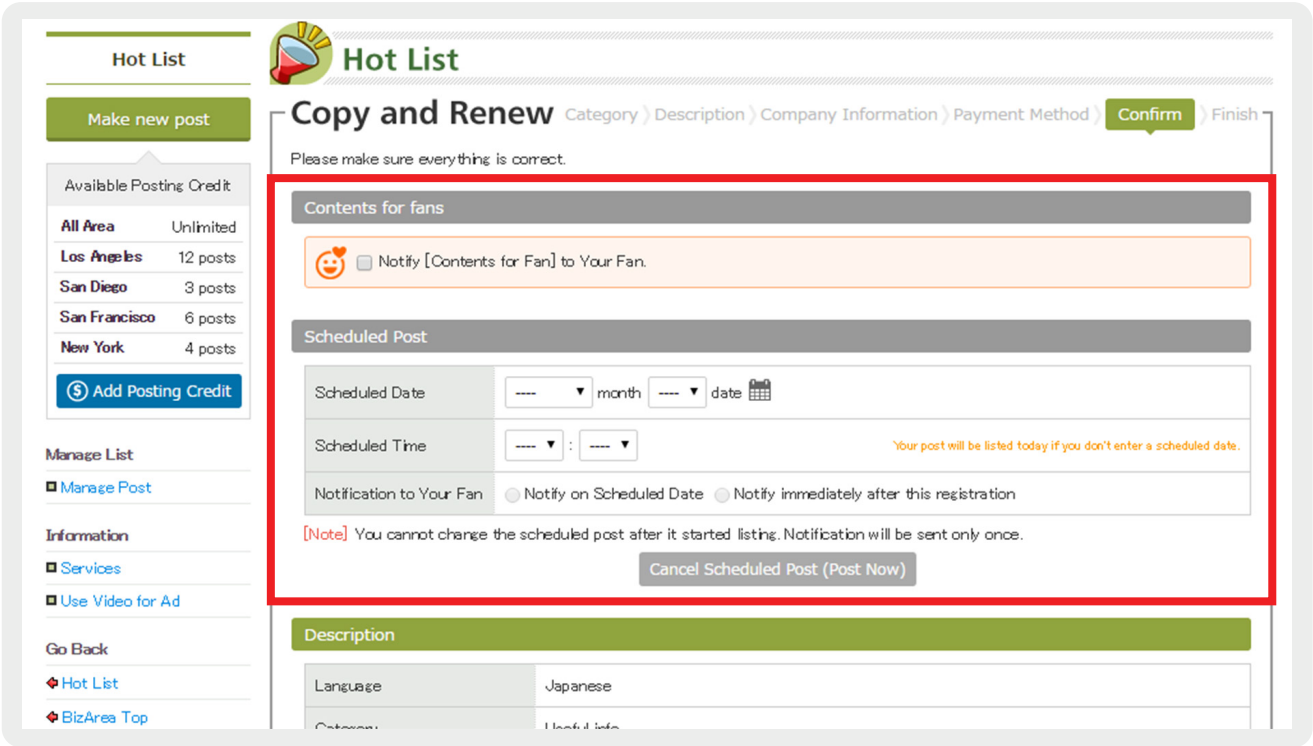
STEP 3 **Click [Make new post] to register new information. To change or copy the previously used information, click a saved file.**



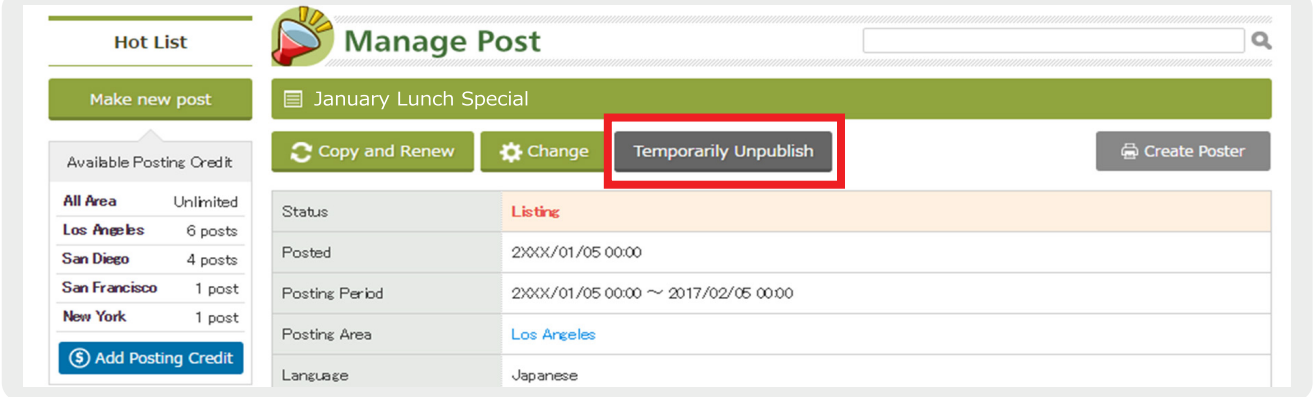
STEP4 **To copy the previously used information, click [Copy and Renew]. To change file, click [Change].** * If you copy and renew, you can edit the previous data and publish it as a new file.



STEP5 **To learn more about Fan, please read [What is Fan?] on Vivinavi Help. To send notification to your Fan, click [Notify [Contents for Fan] to Your Fan.]**
Scheduled post is a function where you enter information in advance and publish it on a scheduled date. To publish your post immediately, leave the boxes of [Scheduled Post] blank.

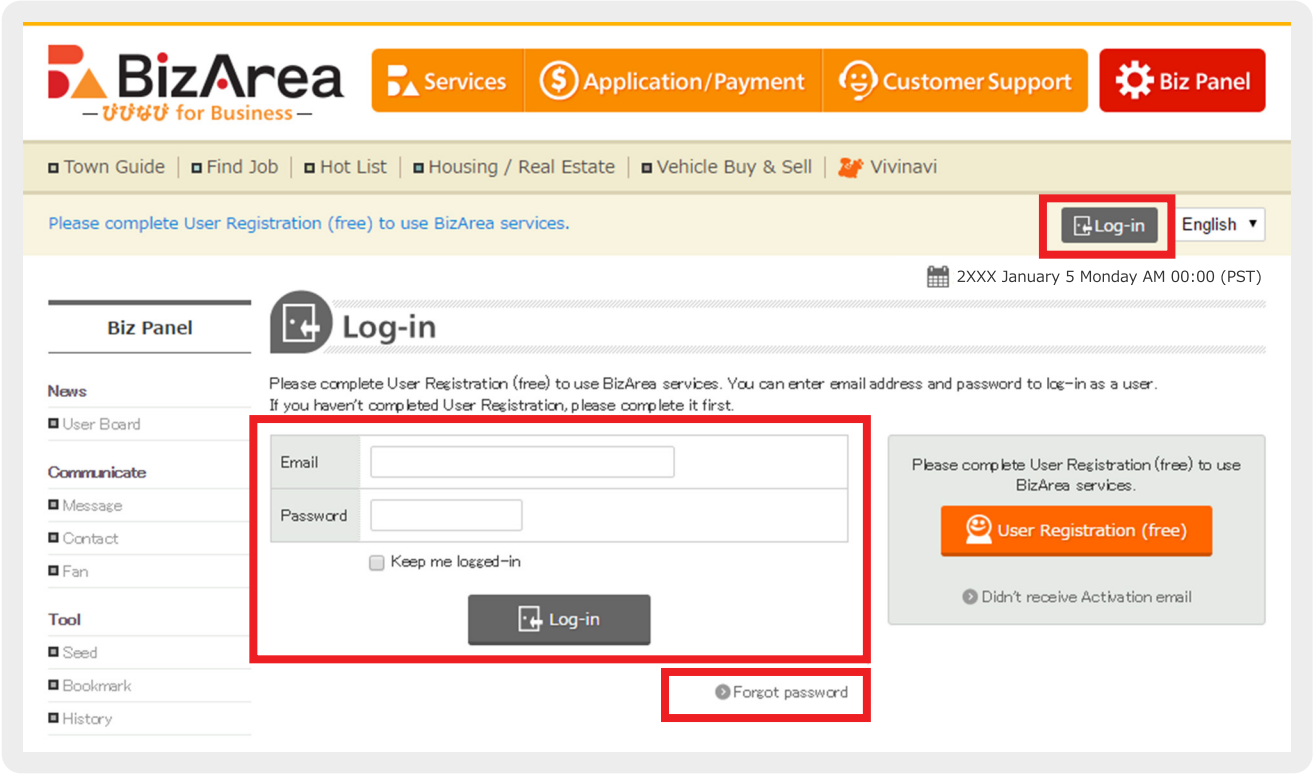


STEP6 **If you click a saved file on [Step3] and select [Temporarily Unpublish], your post will be unpublished.**

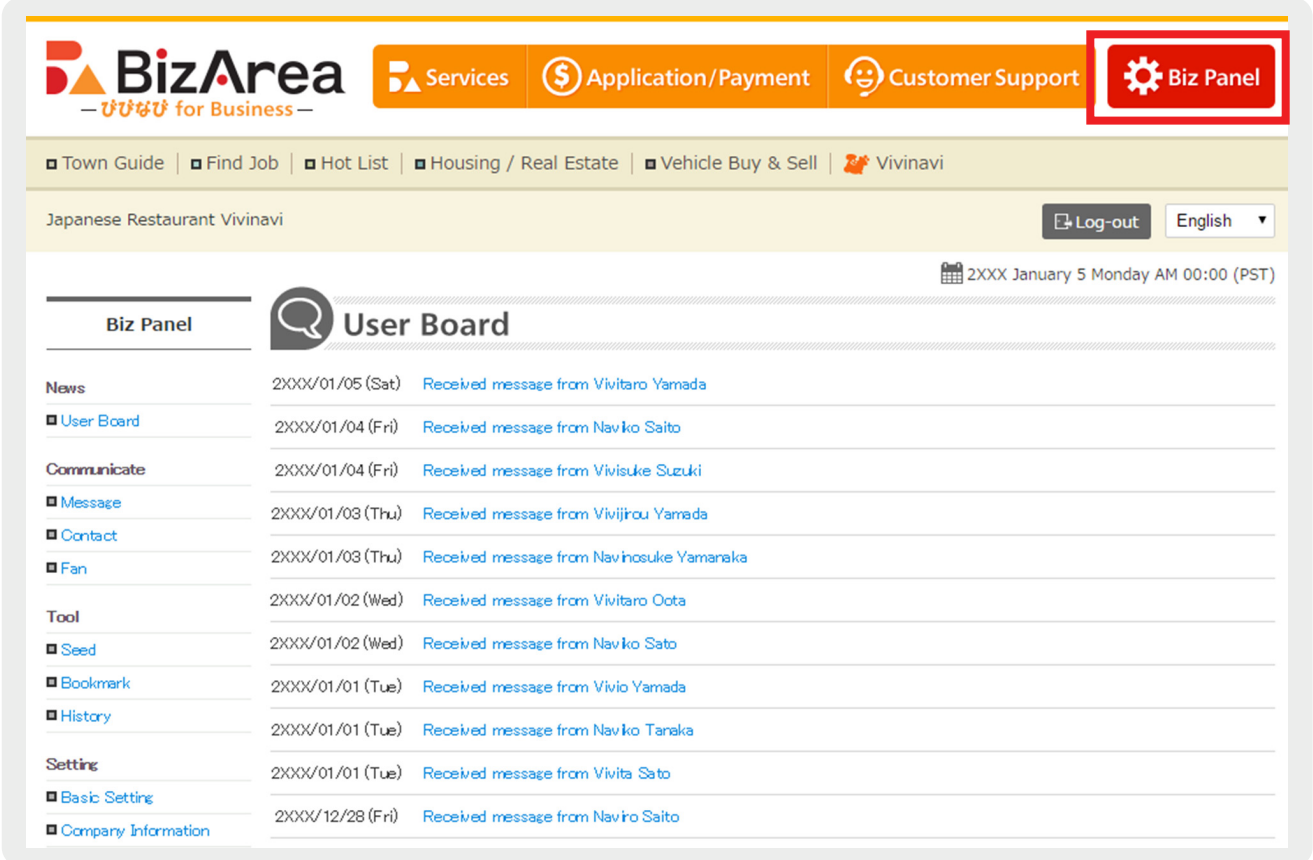


How to register/change Company and Payment Information びびなび®

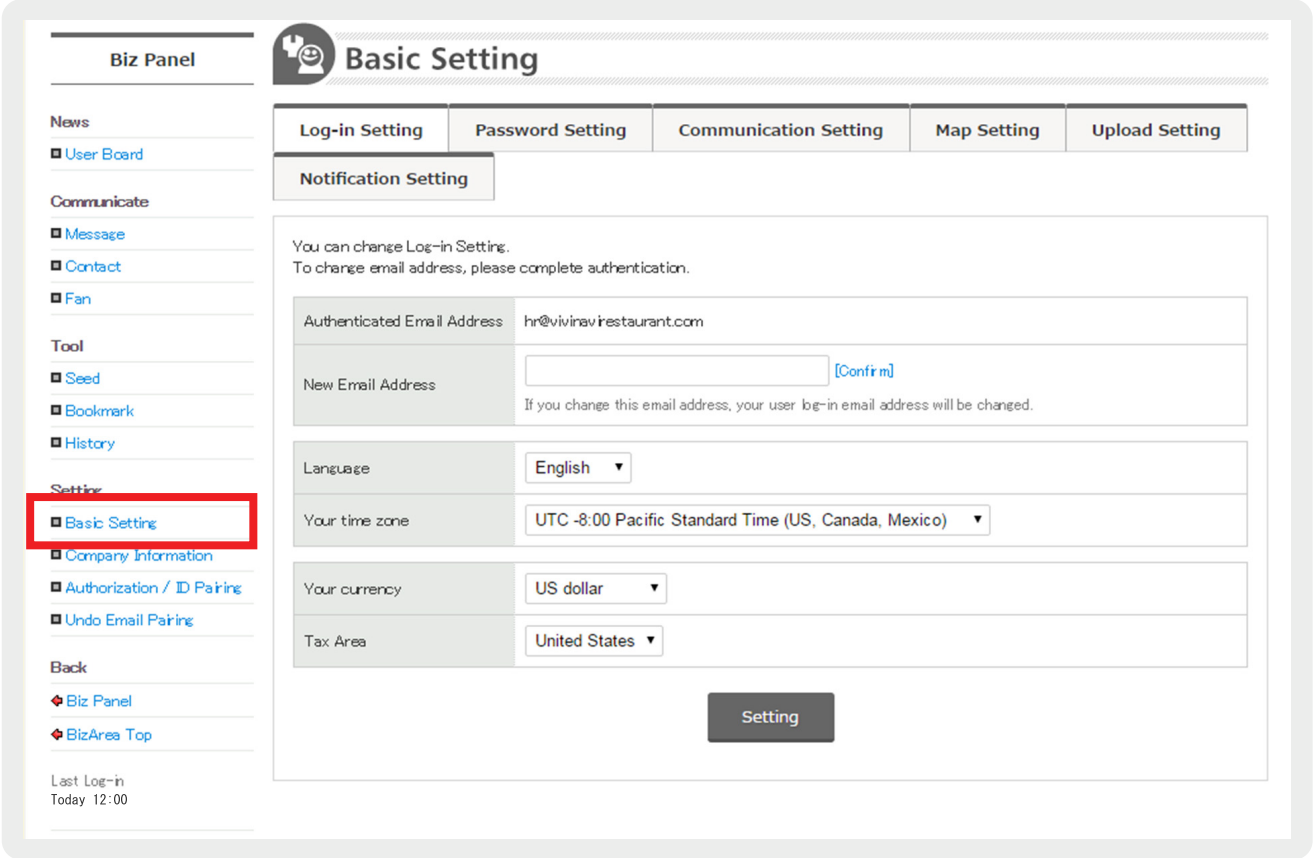
STEP 1 **Visit BizArea (https://bizarea.vivinavi.com) and click [Log-in]. Then, enter your log-in email address and password.** * Please click [Forgot password] if you forgot your password.



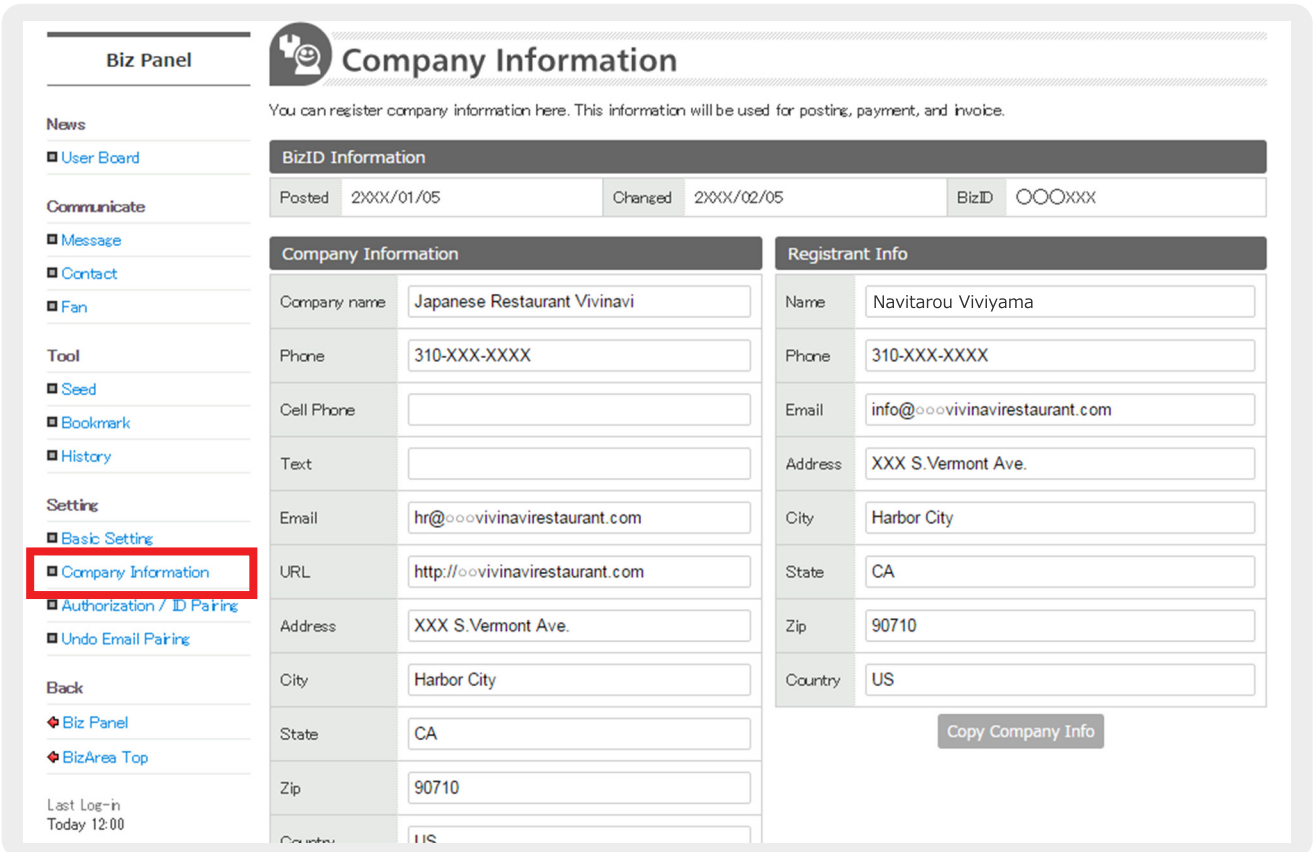
STEP 2 **To change basic settings or company information, click [Biz Panel].**



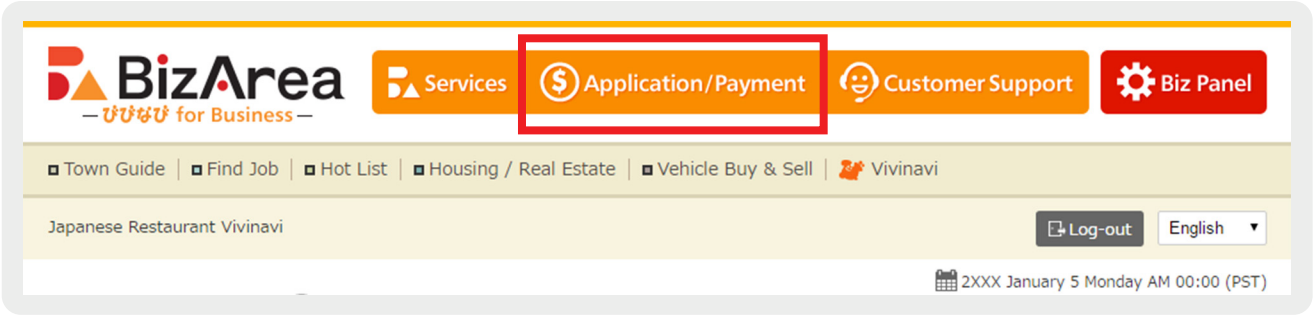
STEP 3 To change basic settings, click [Basic Setting] on the left menu of Biz Panel. You can change language, timezone, currency, tax area, log-in email address and other settings.



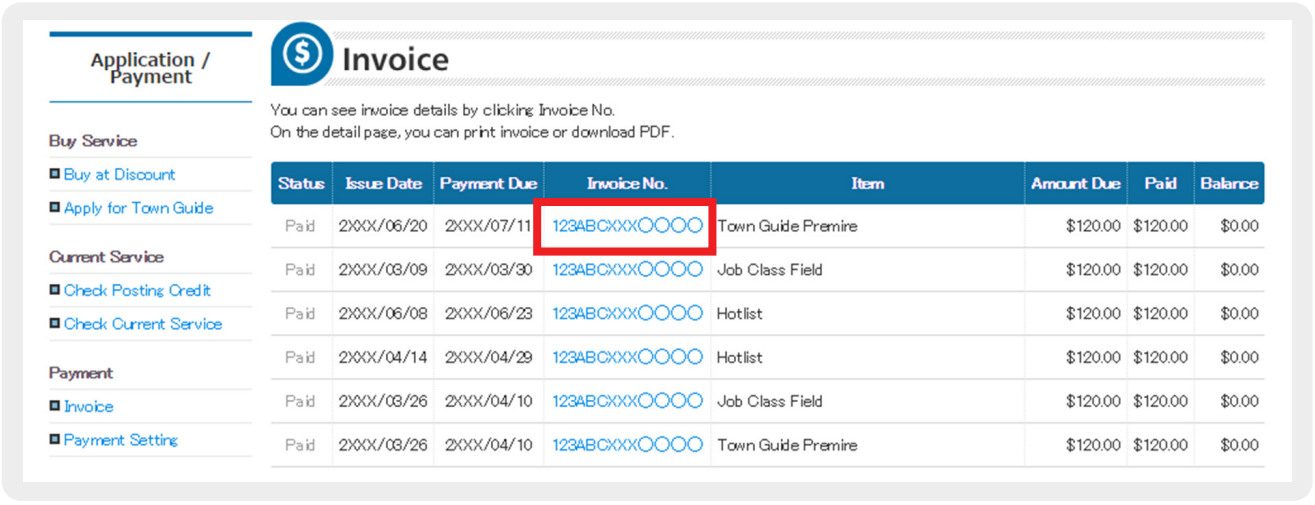
STEP 4 To change company information, click [Company Information] on the left menu of Biz Panel.



STEP5 To view and change payment information, click [Application / Payment] on the top.

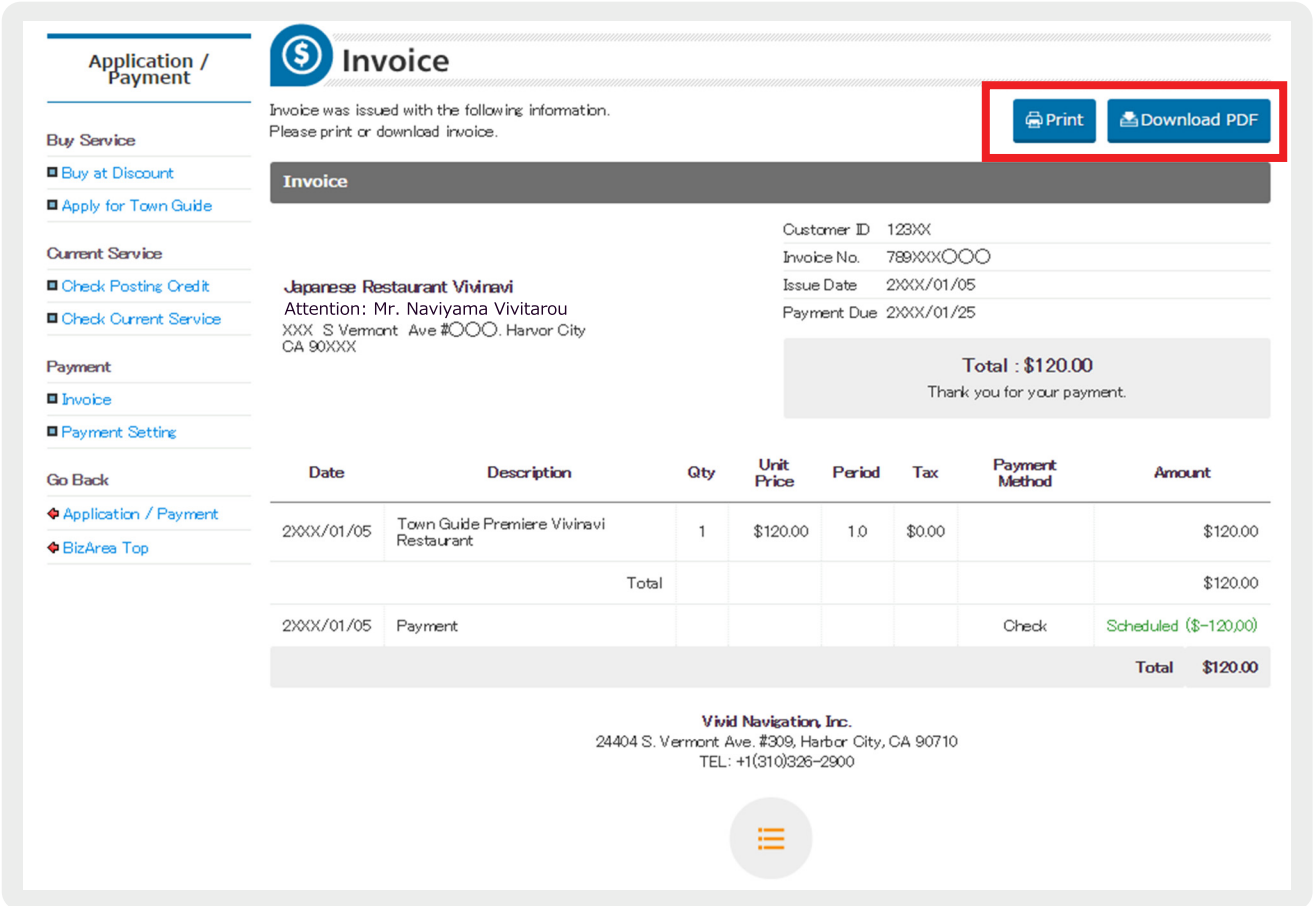


STEP6 Click [Invoice No.] to see invoice details.



Status	Issue Date	Payment Due	Invoice No.	Item	Amount Due	Paid	Balance
Paid	2XXX/06/20	2XXX/07/11	123ABCXXX○○○○	Town Guide Premire	$120.00	$120.00	$0.00
Paid	2XXX/03/09	2XXX/03/30	123ABCXXX○○○○	Job Class Field	$120.00	$120.00	$0.00
Paid	2XXX/06/08	2XXX/06/23	123ABCXXX○○○○	Hotlist	$120.00	$120.00	$0.00
Paid	2XXX/04/14	2XXX/04/29	123ABCXXX○○○○	Hotlist	$120.00	$120.00	$0.00
Paid	2XXX/03/26	2XXX/04/10	123ABCXXX○○○○	Job Class Field	$120.00	$120.00	$0.00
Paid	2XXX/03/26	2XXX/04/10	123ABCXXX○○○○	Town Guide Premire	$120.00	$120.00	$0.00

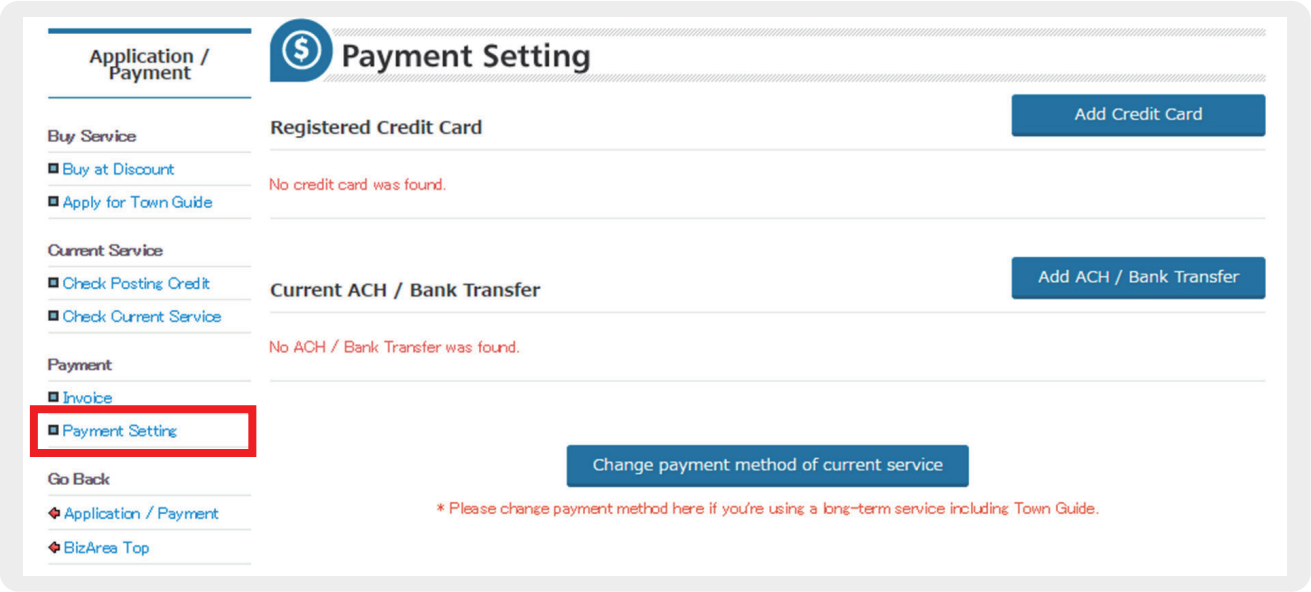
STEP7 You can [Print] and [Download PDF] on the detailed page of your invoice.



Date	Description	Qty	Unit Price	Period	Tax	Payment Method	Amount
2XXX/01/05	Town Guide Premiere Vivinavi Restaurant	1	$120.00	1.0	$0.00		$120.00
	Total						$120.00
2XXX/01/05	Payment					Check	Scheduled ($-120.00)
							Total **$120.00**

Vivid Navigation, Inc.
24404 S. Vermont Ave. #309, Harbor City, CA 90710
TEL: +1(310)326-2900

STEP 8 To change payment settings, click [Payment Setting] on the left menu.



Please contact us anytime.
We are happy to help you !

Contact for Paid Service

Customer Support Center

USA **310-326-2900**

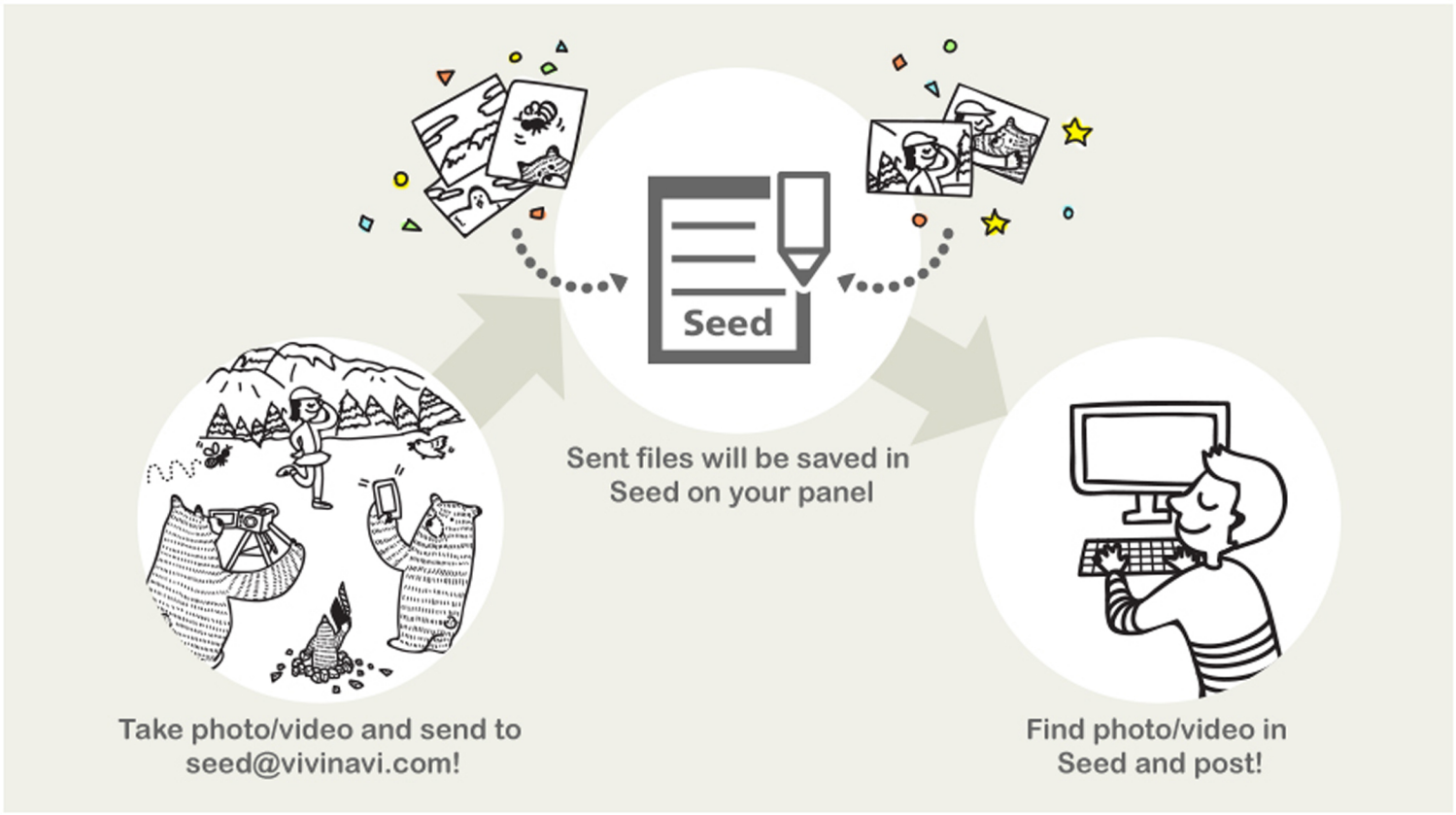
Japan **0438-40-4428**

Hours **9:00-17:00** PST/JST
(Except Sat, Sun & Holidays)

How to use Seed

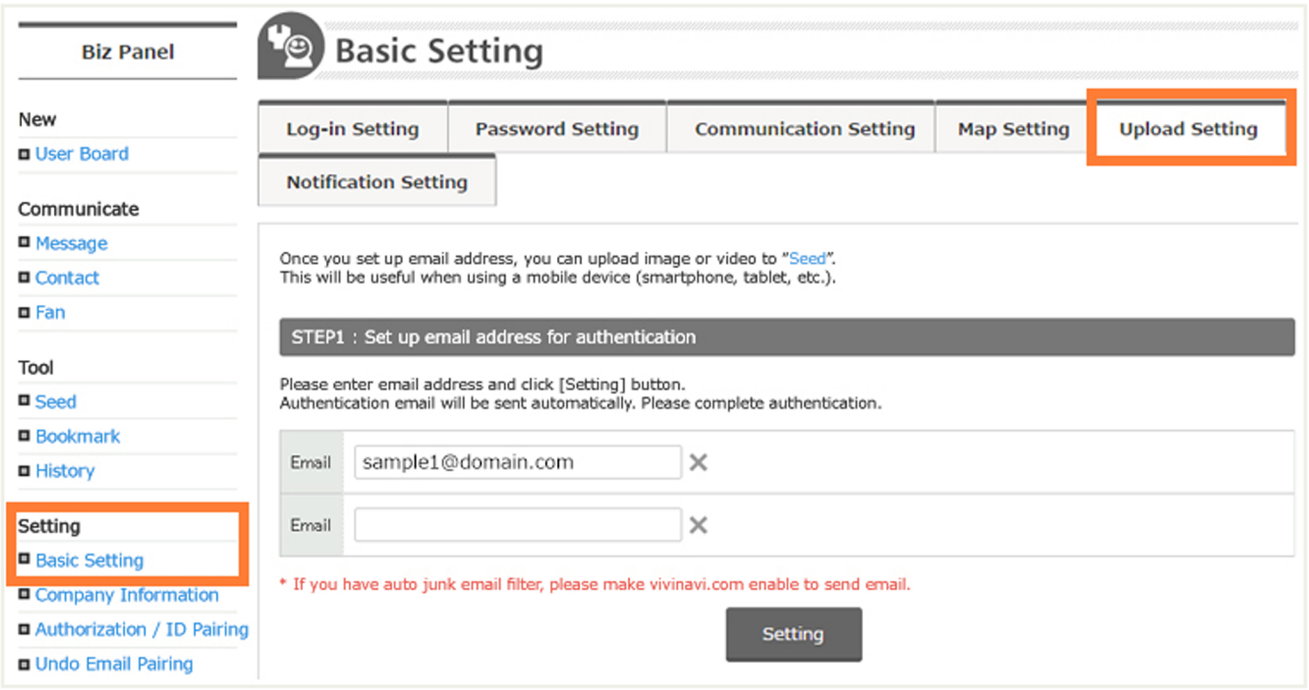
What is Seed?

You can upload photos and videos to Vivinavi Seed by sending email. Once you save photos and videos in Seed, you can use them when you post on Vivinavi.

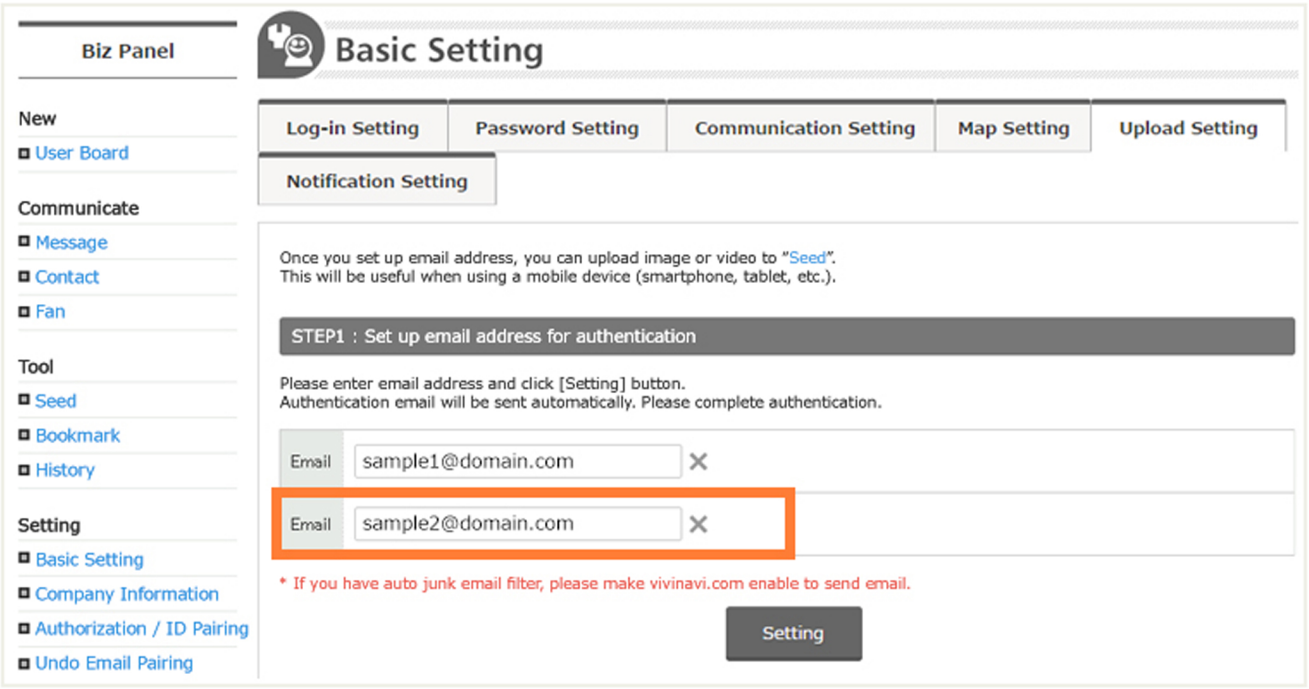


How to use Seed

1. Log-in to your account from User Panel or Biz Panel. Click [Basic Setting] on the left menu and select [Upload Setting] on the tab menu.



2. Enter sender's email address on Upload Setting and click [Setting].



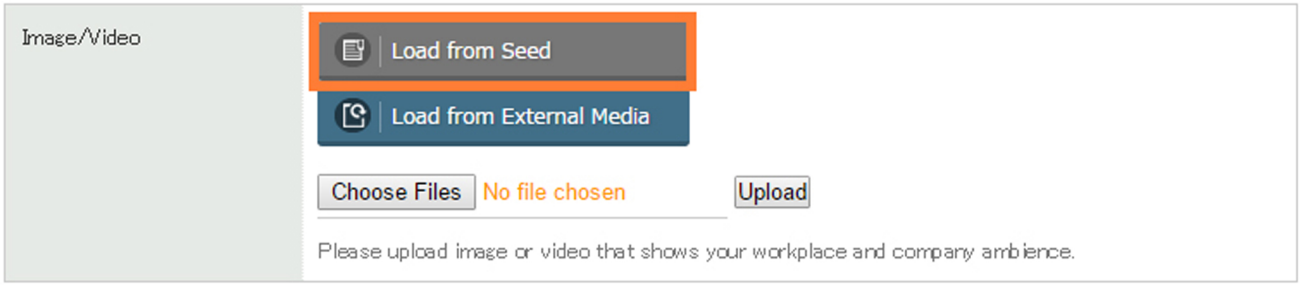
3. You will receive a confirmation email at sender's email address. Click URL listed in the confirmation email.

4. Once you confirm the email, sender's email address will be listed on Upload Setting.

5. Attach files and send email to seed@vivinavi.com from sender's email address.

6. Files will be saved in Seed on User Panel and Biz Panel.

7. You can easily use files in Seed by clicking [Load from Seed]!



Super easy

Post on Vivinavi by email!

1. Email

New Message Send

To: **post@vivinavi.com**

Subject: **Takeout available**

Vivinavi Restaurant now offers takeout.
You can order by phone or online.

[Menu]
- Chicken Bento $5.00
- Beef Bowl $6.00
- Gyoza $3.00
- Curry $7.00

Subject

Body

2. Your post will be published!

Hot list

Introduction / Restaurant / Gourmet

Takeout available

Vivinavi Restaurant now offers take out. You can order by phone or online.

[Menu]
- Chicken Bento $5.00
- Beef Bowl $6.00
- Gyoza $3.00
- Curry $7.00

Send Message

Image (multiple)

[Contact]
Vivinavi Restaurant
Santa Monica
[TEL] ○○○-○○○-○○○○

Online Lessons

Menu & Services

Open House

Join English club

How to post

1. Complete User / Company Registration.

   Company Registration (shortcut)
   http://bizarea.vivinavi.com/panel/support_ureg/

2. Send new message to **post@vivinavi.com** from log-in email address.

3. Your post will be published on Vivinavi.

Please check your post from Hot List

http://world.vivinavi.com/cf/

びびなび® Vivinavi

Your Community Classifieds
http://www.vivinavi.com

びびなび Make post to Vivinavi by Email

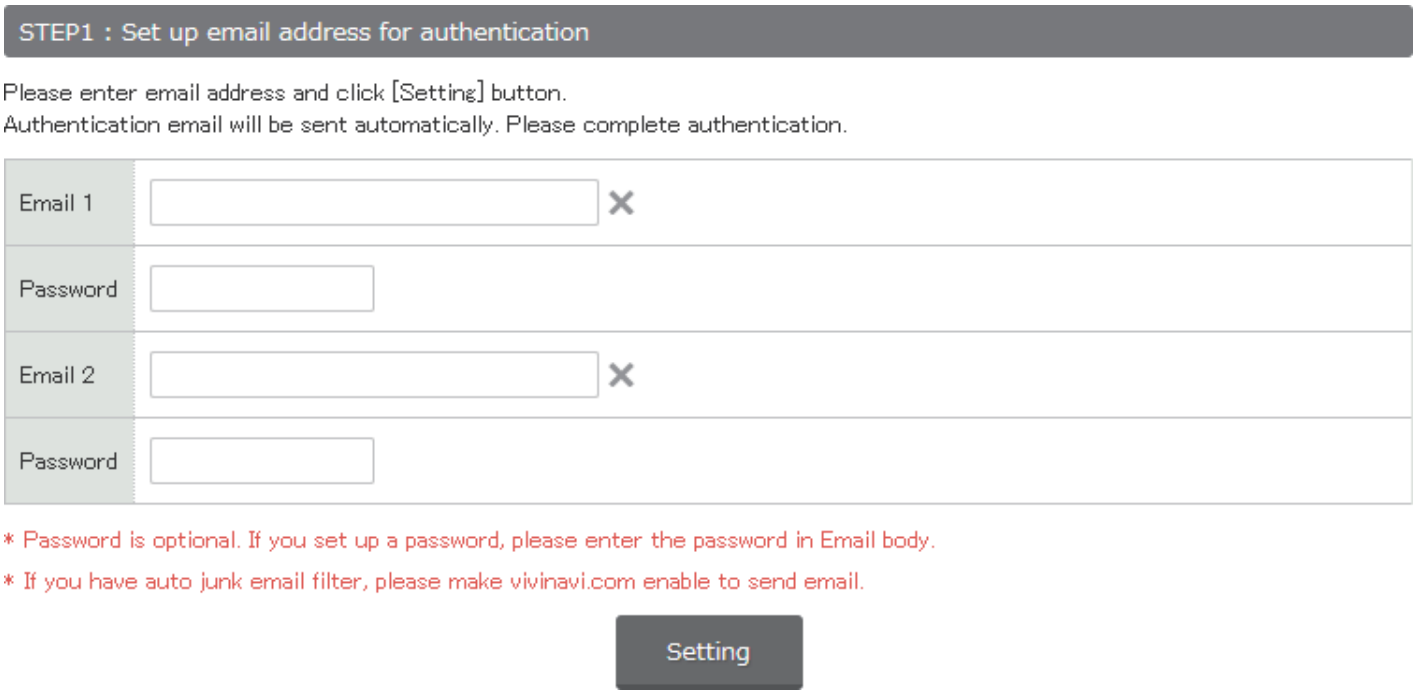
How to publish

1 Complete User Registration

2 Send a new email to post@vivinavi.com from the registered log-in email address

3 Your email will be published as post

* If you wish to use a different email address, please go to Panel > Basic Setting > Post/Upload setting to add the email address. You can authenticate the email address by clicking URL in the confirmation email you will receive.



Q Which listing area will it be published on?

A System will automatically detect listing area from posting history.

Q Which message board will it be published on?

A Business posts will be published on Hot List while other posts will be published on Find Info.

* You can change or delete posts by Email Post on [Manage Post].

How to improve Vivinavi Ad

Golden Rules

1. **Frequently update information!**
2. **Provide necessary details and organize them clearly!**
3. **Utilize image, video, homepage, and SNS!**

1. Frequently update information!

You can change your ad at any time, whether it is Town Guide, Find Job, or Hot List. We recommend you to quickly update your data such as when you have any changes to job listings or when your event details are finalized.

2. Provide necessary details and organize them clearly!

Checklist

☐ **Did you upload image or video?**
(Ex. store in/exterior, staff picture, instruction video, product/service image, tool image)
→Please add new image/video if you are already listing them. Templates with many image boxes are recommended.
→Hot List with image and Town Guide with Logo will be randomly listed on top page.
→It is better to type out contents when you are uploading document or flyer as image file.

☐ **Did you use important keywords in your title?**
(Ad tiles such as "Short Message" or "PR Comment" sections and summaries are important.)

☐ **Did you write specific information such as time, date, price, quantity, and limits?**
(Ex. Hours of operation, nearby landmarks, parking, price chart, limited edition)

☐ **Please use Hot List if you signed up for Town Guide.**
→If you use Hot List, your ad will be more visible on Vivinavi.

Clarify 5W1H to organize information!

When	Hours, holidays, happy hours, event date, established date, hiring season	**Who**	Target demographic, Staff background, potential candidates	**Why**	Benefits of product/service, features, reasons of hiring
Where	Location of store and parking, event venue, target area, work location	**What**	Product/service details, hiring positions	**How**	Process of booking, application, purchase, procedure, company history

3. Utilize image, video, homepage, and SNS!

Let's publish images/videos that you took on your phone/tablet. If your homepage, external sites, or SNS have image or video, you can upload them on Vivinavi, too. If you do not have any, let's take new image/video. Please link your blog and Town Guide with RSS feed if you have a blog. RSS feed from your blog can automatically update your Town Guide.

Recommended You can save image, video, or doc for your ad in Seed. If you send files to seed@vivinavi.com from the registered email address, the files will be automatically saved in Seed!

Please contact us anytime.
We are happy to help you!

Customer Support Center

310-326-2900

Hours **8:30～17:30** PST/PDT
(Except Sat, Sun & Holidays)

vivid navigation™

iPhone TIPS!

Easy access to Vivinavi by adding it to Home Screen

1 Visit Vivinavi or BizArea.
Click ⬆ from bottom menu.

2 Click [Add to Home Screen].

3 Icons will be added to your Home Screen.