



How to register/change Town Guide Premiere



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.

BizArea — *vivinavi* for Business —

Services Application/Payment Customer Support Biz Panel

Town Guide Find Job Hot List Housing / Real Estate Vehicle Buy & Sell Vivinavi

Please complete User Registration (free) to use BizArea services. **Log-in** English

2XXX January 5 Monday AM 00:00 (PST)

Biz Panel **Log-in**

Please complete User Registration (free) to use BizArea services. You can enter email address and password to log-in as a user. If you haven't completed User Registration, please complete it first.

Email

Password

Keep me logged-in

Log-in

Forgot password

Please complete User Registration (free) to use BizArea services.

User Registration (free)

Didn't receive Activation email

STEP 2

Click [Town Guide].

BizArea — *vivinavi* for Business —

Services Application/Payment Customer Support Biz Panel

Town Guide Find Job Hot List Housing / Real Estate Vehicle Buy & Sell Vivinavi

Japanese restaurant Vivinavi **Log-out** English

2XXX January 5 Monday AM 00:00 (PST)

Biz Panel **User Board**

STEP 3

Click Town Guide file name.

Japanese restaunt Vivinavi **Log-out** English

2XXX January 5 Wednesday AM 00:00 (PST)

Town Guide **Manage Post**

Make new post

Plan	Company name	Phone	Address	Area
Premiere	Japanese restaunt Vivinavi	(xx) xxxx-xxxx	XXXX Vivi Blvd., SuiteXXX, Los Angeles, CA US XXXX	L.A

Manage List

Manage Post

Information

Services

1/1 1

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

The screenshot shows the 'Manage Post' interface. On the left is a sidebar with 'Town Guide' and 'Make new post' buttons, and a 'Manage List' section containing 'Manage Post', 'Services', and 'Use Video for Ad'. The main content area has a 'Manage Post' header with a search bar and a navigation bar with 'Company List', 'Details', 'Change Basic Info', and 'Manage Page'. The 'Change Basic Info' button is highlighted with a red box. Below the navigation bar is a table with the following data:

Plan	Premiere
Page	Page has been created
Posting Area	Los Angeles
Company Name - Default	日本料理店 ひびなび
Company Name - 日本語	日本料理店 ひびなび
Company Name - English	Japanese restaurant Vivinavi
Phone	(xx) xxxx-xxxx

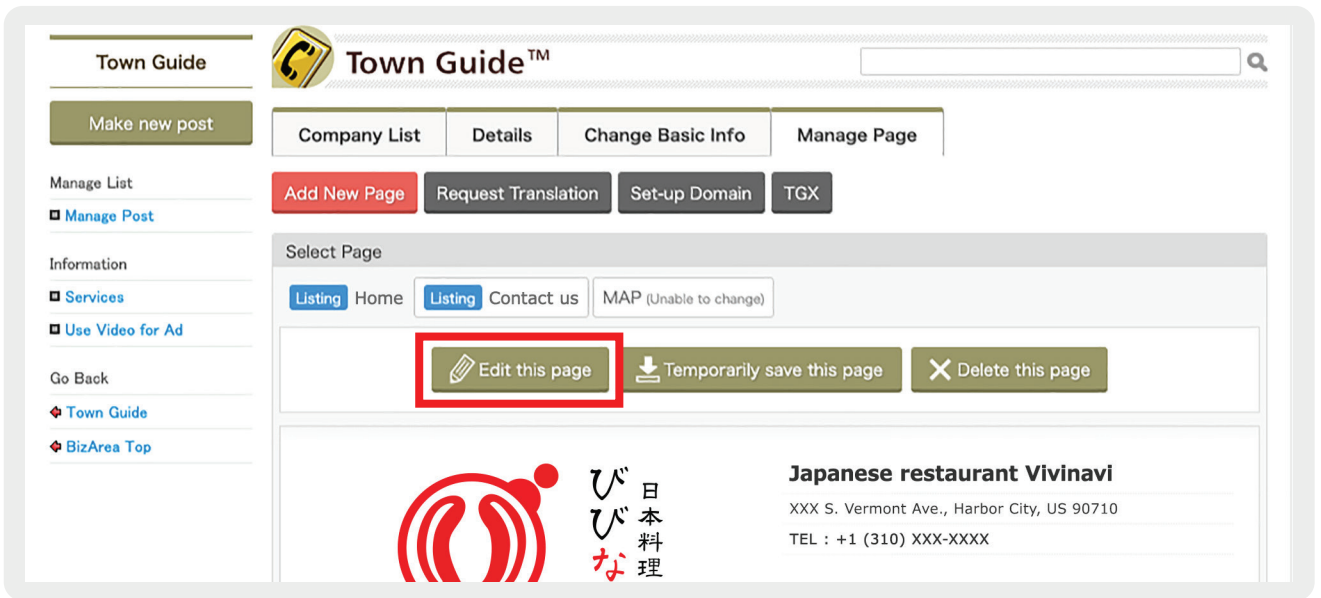
STEP5 After clicking [Manage Page], you will see the following screen. To create a new page, click [Add New Page].

The screenshot shows the 'Manage Page' interface. The sidebar is identical to the previous step. The main content area has a 'Town Guide' header with a search bar and a navigation bar with 'Company List', 'Details', 'Change Basic Info', and 'Manage Page'. Below the navigation bar is a row of buttons: 'Add New Page' (highlighted with a red box), 'Request Translation', 'Set-up Domain', and 'TGX'. Below this is a 'Select Page' section with 'Listing Home' and 'Listing Contact us' buttons. Below that are three buttons: 'Edit this page', 'Temporarily save this page', and 'Delete this page'. At the bottom, there is a preview of a page for 'Japanese restaurant Vivinavi' with the address 'XXX S. Vermont Ave., Harbor City, US 90710'.

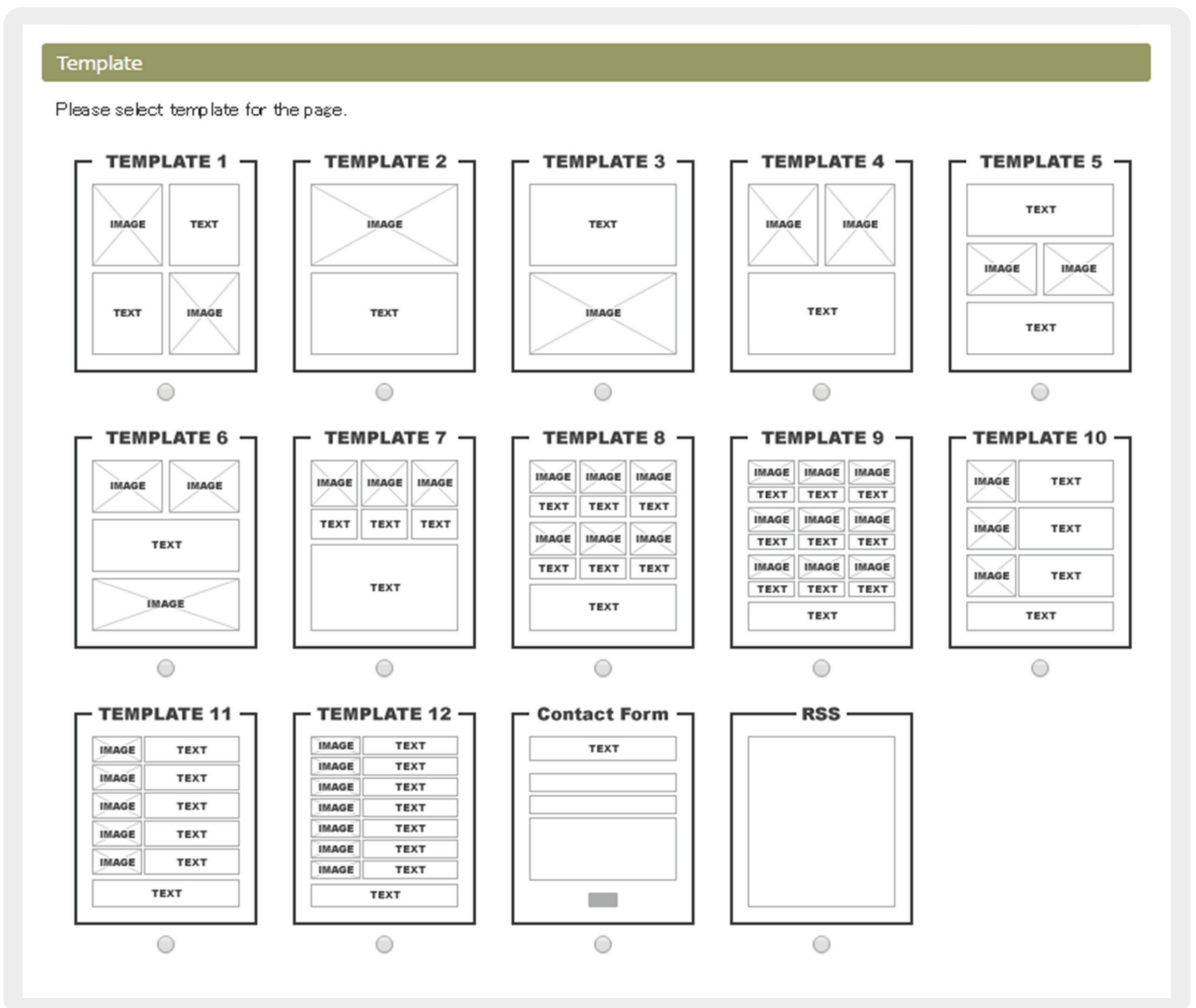
STEP6 To change existing pages, select the page you would like to change.

The screenshot shows the 'Manage Page' interface, identical to the previous step. The 'Add New Page' button is no longer highlighted. Instead, the 'Listing Contact us' button in the 'Select Page' section is highlighted with a red box.

STEP7 Click [Edit this page].



STEP8 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.

The screenshot shows the 'Create Page' interface with the following elements:

- Progress bar: Template > **Page** > Confirm > Finish
- Text: Please enter contents or select options for the page.
- Selected template: Contact Form
- Language selection: Please enter text in this language: English. Switch Language buttons: 日本語, English, español, ภาษาไทย.
- Text: You can enter different texts for different languages by using Translation Switch. Please select language and enter text in the language.
- Currently saved language: English (Main Language: English)
- Available File Type: jpeg, gif, png, doc, docx, xls, xlsx, pptx, ppt, pdf, odt, ods, rtf, avi, 3g2, mov, mp4, mp2, mpeg, flv, wmv, mp4, wav, aiff, mp3, midi
- Text: When you rotate image or video, you may see cached information depending on your operational environment. If the page doesn't show correct information after you made post or change, please reload your Internet browser.
- Recipient email address: vivinavi_restaurant○○○@vivinavi.com (with a link to Change Basic Info)
- Form fields: Title, Description, Notes
- Position: Show this under all pages (highlighted with a red box)

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].

The screenshot shows the confirmation page with the following elements:

- Copyright notice: ©2017 Japanese restaurant Vivinavi
- Text: Publish immediately
- Buttons: Change / Publish Now (highlighted with a red box), Temporarily Save (highlighted with a grey box)
- Progress bar: Template | Page | Confirm
- Text: Unpublish temporarily



How to register/change Find Job



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.

BizArea — *びびなび* for Business —

Services Application/Payment Customer Support Biz Panel

Town Guide Find Job Hot List Housing / Real Estate Vehicle Buy & Sell Vivinavi

Please complete User Registration (free) to use BizArea services. **Log-in** English

2XXX January 5 Monday AM 00:00 (PST)

Biz Panel **Log-in**

Please complete User Registration (free) to use BizArea services. You can enter email address and password to log-in as a user. If you haven't completed User Registration, please complete it first.

Email

Password

Keep me logged-in

Log-in

[Forgot password](#)

Please complete User Registration (free) to use BizArea services.

User Registration (free)

Didn't receive Activation email

STEP 2

Click [Find Job].

BizArea — *びびなび* for Business —

Services Application/Payment Customer Support Biz Panel

Town Guide **Find Job** Hot List Housing / Real Estate Vehicle Buy & Sell Vivinavi

Japanese restaurant Vivinavi **Log-out** English

2XXX January 5 Monday AM 00:00 (PST)

Biz Panel **User Board**

STEP 3

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

Japanese restaurant Vivinavi **Log-out** English

2XXX January 5 Monday AM 00:00 (PST)

New post **Manage Post**

Make new post

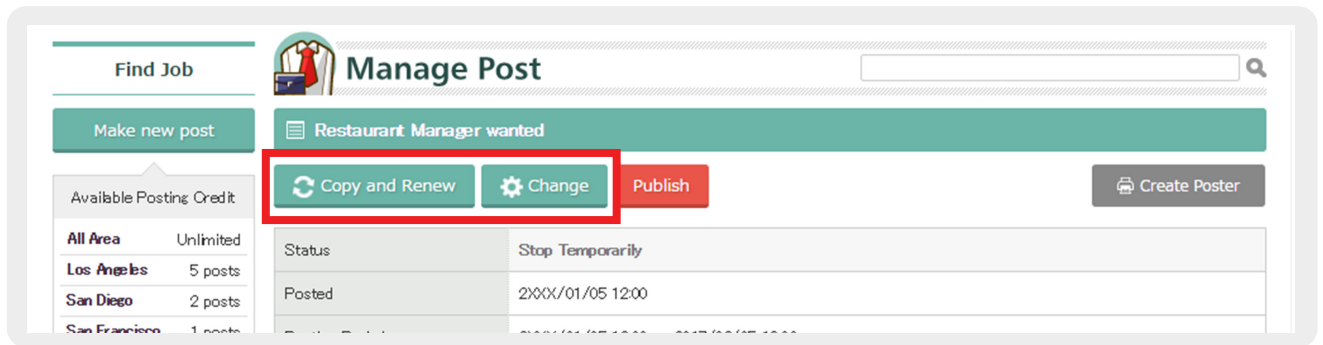
Status	Start Date	Change post	Employer	Job Type	Area	Apply	Registrant
Listings	2XXX/01/05	Restaurant Manager wanted	Full-time	Food/Rest...	LA		Japane...
Listings	2XXX/01/05	Sushi Chef wanted	Full-time	Food/Rest...	LA		Japane...
Saved	2XXX/01/04	Server wanted	Full-time	Constructio...	SD		Japane...

Available Posting Credit

All Area Unlimited

Los Angeles 5 posts

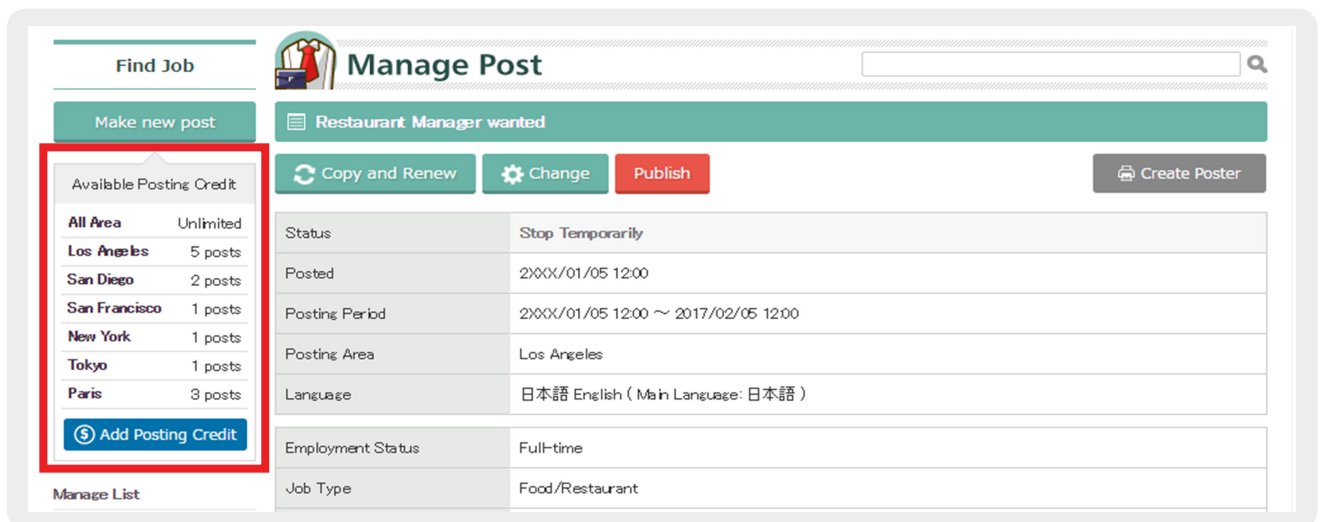
STEP4 To copy the previously used information, click [Copy and Renew]. To change file, click [Change]. * If you copy and renew, you can edit the previous data and publish it as a new file.



The screenshot shows the 'Manage Post' interface for a 'Restaurant Manager wanted' job. The 'Copy and Renew' button is highlighted with a red box. The page includes a 'Find Job' sidebar, a 'Make new post' button, and a 'Create Poster' button. The job details table is as follows:

Status	Stop Temporarily
Posted	2000/01/05 12:00
Posting Period	2000/01/05 12:00 ~ 2017/02/05 12:00
Posting Area	Los Angeles
Language	日本語 English (Main Language: 日本語)
Employment Status	Full-time
Job Type	Food/Restaurant

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.

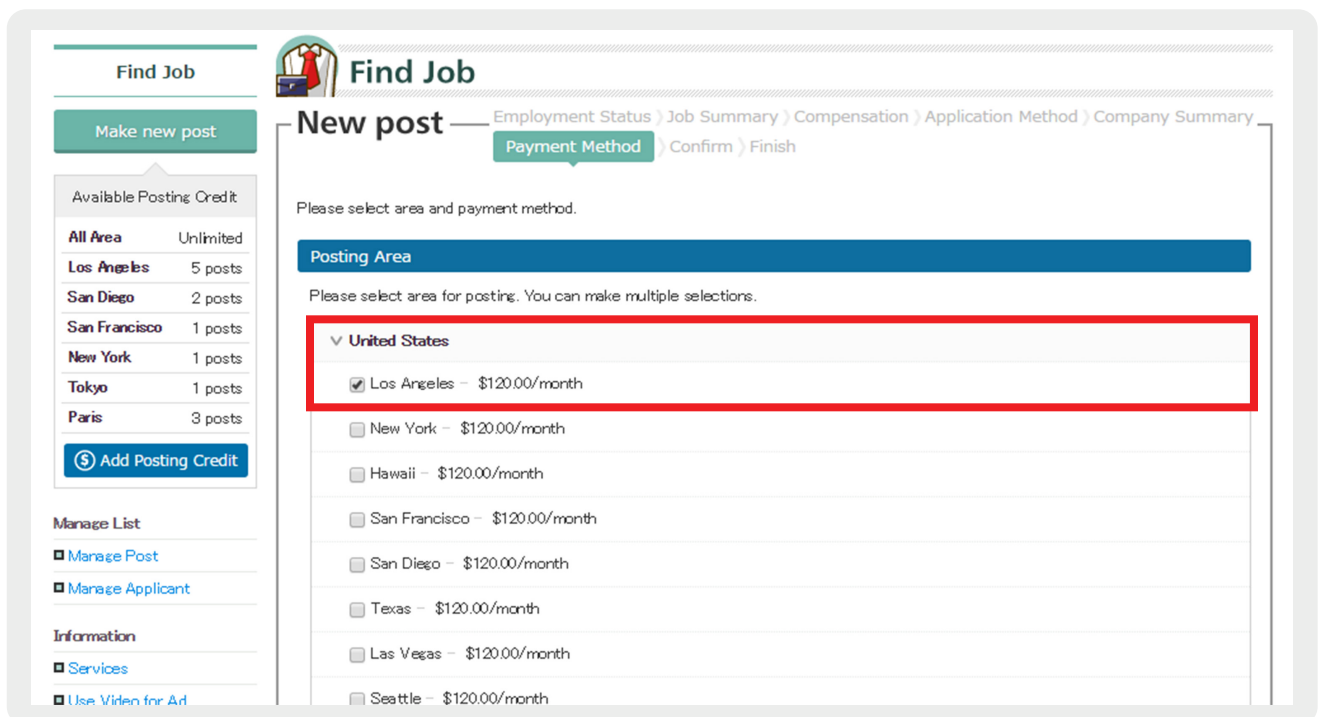


The screenshot shows the 'Manage Post' interface with the 'Available Posting Credit' table highlighted in red. The table lists posting credits for various areas:

All Area	Unlimited
Los Angeles	5 posts
San Diego	2 posts
San Francisco	1 posts
New York	1 posts
Tokyo	1 posts
Paris	3 posts

Below the table is a blue button labeled 'Add Posting Credit'.

STEP6 Select [Posting Area] on the payment page.



The screenshot shows the 'New post' payment page. The 'Posting Area' section is highlighted in red. The page includes a 'Find Job' sidebar, a 'Make new post' button, and a 'Payment Method' button. The 'Posting Area' section contains a list of areas with checkboxes and prices:

- Los Angeles - \$120.00/month
- New York - \$120.00/month
- Hawaii - \$120.00/month
- San Francisco - \$120.00/month
- San Diego - \$120.00/month
- Texas - \$120.00/month
- Las Vegas - \$120.00/month
- Seattle - \$120.00/month

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.

Payment Method

If you're currently using Town Guide or have posting credits, please select **Use Posting Credits on a priority basis**.

Posting Credit

- Use Posting Credits on a priority basis**
- Find JobPosting Credit Los Angeles x 5
- Find JobPosting Credit San Diego x 2
- Find JobPosting Credit New York x 1
- Find JobPosting Credit Paris x 1
- Find JobPosting Credit Tokyo x 5

STEP 8

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

Description

Description	Amount
Find Job Los Angeles	\$0.00
Tax	\$0.00
Total	\$0.00

Promotion Code

STEP 9

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

Find Job **Manage Post**

Make new post

Available Posting Credit

All Area	Unlimited
Los Angeles	5 posts
San Diego	2 posts
San Francisco	1 posts
New York	1 posts
Tokyo	1 posts
Paris	3 posts

Manage List

Status	Listing
Posted	20XX/01/05 12:00
Posting Period	20XX/01/05 12:00 ~ 20XX/02/05 12:00
Posting Area	Los Angeles
Language	日本語 English (Main Language: 日本語)
Employment Status	Full-time
Job Type	Food/Restaurant

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.

Find Job

Make new post

Available Posting Credit

All Area	Unlimited
Los Angeles	5 posts
San Diego	2 posts
San Francisco	1 posts
New York	1 posts
Tokyo	1 posts
Paris	3 posts

Add Posting Credit

Manage List

- Manage Post
- Manage Applicant

Information

- Services
- Use Video for Ad
- About Video Resume

Go Back

Find Job

New post – Employment Status › Job Summary › Compensation › Application Method › Company Summary › Payment Method › Confirm › Finish

Please enter text in this language: English.

Switch Language

日本語 English español עברית

You can enter different texts for different languages by using Translation Switch. Please select language and enter text in the language.

Currently saved language
English (Main Language: English)

Application Method	Email Required	hr@vivinavirestaurant.com
		You can only use your log-in email address or other email addresses that are not used for User Registration.
		If you register a different email address from the currently using email address hr@vivinavirestaurant.com ,this email address will be paired with hr@vivinavirestaurant.com from now on and cannot be used for new User Registration
	Phone	<input type="text"/>
	FAX	<input type="text"/>
	Application (URL)	<input type="text"/>

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.

Find Job

Make new post

Available Posting Credit

All Area	Unlimited
Los Angeles	5 posts
San Diego	2 posts
San Francisco	1 posts
New York	1 posts
Tokyo	1 posts
Paris	3 posts

Add Posting Credit

Manage List

- Manage Post
- Manage Applicant

Information

- Services
- Use Video for Ad
- About Video Resume

Go Back

Find Job

Manage Applicant

You can change the status of applicant.

Restaurant Manager wanted (Full-time/Food·Restaurant) | Los Angeles Expired

New	<input type="radio"/>	Vivitaro Yamada	20XX/01/08	Send
New	<input type="radio"/>	Naviko Saito	20XX/01/08	Send
Intv scheduled	<input type="radio"/>	Vivisuke Suzuki	20XX/01/08	Send
Contact	<input type="radio"/>	Vivijirou Yamada	20XX/01/07	Send
Intv finished	<input type="radio"/>	Navinosuke Yamanaka	20XX/01/07	Send

Sushi Chef wanted (Full-time/Food·Restaurant) | Los Angeles Expired

New	<input type="radio"/>	Vivitaro Oota	20XX/12/14	Send
Intv scheduled	<input type="radio"/>	Naviko Sato	20XX/12/14	Send

Restaurant Manager wanted (Full-time/Food·Restaurant) | Los Angeles Expired

Intv scheduled	<input type="radio"/>	Vivio Yamada	20XX/11/03	Send
Intv finished	<input type="radio"/>	Naviko Tanaka	20XX/11/03	Send
Intv finished	<input type="radio"/>	Vivita Sato	20XX/11/02	Send
Intv finished	<input type="radio"/>	Naviro Saito	20XX/11/02	Send



How to register/change Hot List



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.

BizArea — *びびび for Business* —

Services Application/Payment Customer Support Biz Panel

Town Guide Find Job Hot List Housing / Real Estate Vehicle Buy & Sell Vivinavi

Please complete User Registration (free) to use BizArea services. **Log-in** English

2XXX January 5 Monday AM 00:00 (PST)

Biz Panel **Log-in**

Please complete User Registration (free) to use BizArea services. You can enter email address and password to log-in as a user. If you haven't completed User Registration, please complete it first.

Email

Password

Keep me logged-in

Log-in

[Forgot password](#)

Please complete User Registration (free) to use BizArea services.

User Registration (free)

Didn't receive Activation email

STEP 2

Click [Hot List].

BizArea — *びびび for Business* —

Services Application/Payment Customer Support Biz Panel

Town Guide Find Job **Hot List** Housing / Real Estate Vehicle Buy & Sell Vivinavi

Japanese restaurant Vivinavi **Log-out** English

2XXX January 5 Monday AM 00:00 (PST)

Biz Panel **User Board**

STEP 3

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

New post **Manage Post**

Make new post

Status	Start Date	Change post	Poster / File Name	Coupon	Area	Registrant
Listed	2XXX/01/05	January Lunch Special		No	LA	Japan...
Listed	2XXX/01/05	10% OFF Sushi on Thursdays!		No	LA	Japan...
Listed	2XXX/01/05	Visit Restaurant Vivinavi for your new year's party!!		No	LA	Japan...
Expired	2XXX/12/26	10% OFF Sushi on Thursdays!		No	LA	Japan...
Expired	2XXX/12/26	Visit Restaurant Vivinavi for your new year's party!!		No	LA	Japan...

Available Posting Credit

All Area Unlimited

Los Angeles 5 posts

San Diego 2 posts

San Francisco 1 posts

New York 1 posts

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.

The screenshot shows the 'Manage Post' interface. On the left, there is a 'Hot List' sidebar with a 'Make new post' button and a table of available posting credits. The main area shows a post titled 'January Lunch Special' with a status of 'Listing'. Below the title, there are three buttons: 'Copy and Renew', 'Change', and 'Temporarily Unpublish'. The 'Copy and Renew' and 'Change' buttons are highlighted with a red box. To the right of these buttons is a 'Create Poster' button. Below the buttons is a table with the following data:

Status	Listing
Posted	2XXX/01/05 00:00

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.

The screenshot shows the 'Copy and Renew' form. The title is 'Copy and Renew' with a breadcrumb trail: 'Category > Description > Company Information > Payment Method > Confirm > Finish'. Below the title is a warning: 'Please make sure everything is correct.' The form is divided into several sections. The 'Contents for fans' section has a checkbox for 'Notify [Contents for Fan] to Your Fan.' The 'Scheduled Post' section has fields for 'Scheduled Date' (month and date), 'Scheduled Time' (hour and minute), and 'Notification to Your Fan' (radio buttons for 'Notify on Scheduled Date' and 'Notify immediately after this registration'). A note states: '[Note] You cannot change the scheduled post after it started listing. Notification will be sent only once.' Below the note is a 'Cancel Scheduled Post (Post Now)' button. The 'Description' section is partially visible at the bottom, showing 'Language' set to 'Japanese'.

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

The screenshot shows the 'Manage Post' interface. On the left, there is a 'Hot List' sidebar with a 'Make new post' button and a table of available posting credits. The main area shows a post titled 'January Lunch Special' with a status of 'Listing'. Below the title, there are three buttons: 'Copy and Renew', 'Change', and 'Temporarily Unpublish'. The 'Temporarily Unpublish' button is highlighted with a red box. To the right of these buttons is a 'Create Poster' button. Below the buttons is a table with the following data:

Status	Listing
Posted	2XXX/01/05 00:00
Posting Period	2XXX/01/05 00:00 ~ 2017/02/05 00:00
Posting Area	Los Angeles
Language	Japanese



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.

The screenshot shows the BizArea login page. At the top, there is a navigation bar with the BizArea logo and several menu items: Services, Application/Payment, Customer Support, and Biz Panel. Below this, there is a secondary navigation bar with links for Town Guide, Find Job, Hot List, Housing / Real Estate, Vehicle Buy & Sell, and Vivinavi. A message prompts the user to complete user registration. A 'Log-in' button is highlighted with a red box. Below the navigation, there is a 'Log-in' section with a form for entering an email address and password. The form fields are highlighted with a red box. Below the form, there is a 'Log-in' button and a 'Forgot password' link, which is also highlighted with a red box. On the left side, there is a 'Biz Panel' menu with various options like User Board, Message, Contact, Fan, Seed, Bookmark, and History. On the right side, there is a 'User Registration (free)' button and a link for 'Didn't receive Activation email'.

STEP 2

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

The screenshot shows the BizArea user board page. At the top, there is a navigation bar with the BizArea logo and several menu items: Services, Application/Payment, Customer Support, and Biz Panel. Below this, there is a secondary navigation bar with links for Town Guide, Find Job, Hot List, Housing / Real Estate, Vehicle Buy & Sell, and Vivinavi. A message prompts the user to complete user registration. A 'Log-out' button is highlighted with a red box. Below the navigation, there is a 'User Board' section with a list of messages received from other users. The messages are listed with dates and sender names. On the left side, there is a 'Biz Panel' menu with various options like User Board, Message, Contact, Fan, Seed, Bookmark, History, Basic Setting, and Company Information. On the right side, there is a 'Log-out' button and a link for 'Didn't receive Activation email'.

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.

Biz Panel

Basic Setting

Log-in Setting | Password Setting | Communication Setting | Map Setting | Upload Setting

Notification Setting

You can change Log-in Setting.
To change email address, please complete authentication.

Authenticated Email Address: hr@vivinavirestaurant.com

New Email Address: [Confirm]

If you change this email address, your user log-in email address will be changed.

Language: English

Your time zone: UTC -8:00 Pacific Standard Time (US, Canada, Mexico)

Your currency: US dollar

Tax Area: United States

Setting

News

- User Board

Communicate

- Message
- Contact
- Fan

Tool

- Seed
- Bookmark
- History

Setting

- Basic Setting**
- Company Information
- Authorization / ID Pairing
- Undo Email Pairing

Back

- Biz Panel
- BizArea Top

Last Log-in Today 12:00

STEP 4

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

Biz Panel

Company Information

You can register company information here. This information will be used for posting, payment, and invoice.

BizID Information

Posted: 2000/01/05 | Changed: 2000/02/05 | BizID: 000000

Company Information

Registrant Info

Company name: Japanese Restaurant Vivinavi

Phone: 310-XXX-XXXX

Cell Phone:

Text:

Email: hr@vivinavirestaurant.com

URL: http://vivinavirestaurant.com

Address: XXX S. Vermont Ave.

City: Harbor City

State: CA

Zip: 90710

Country: US

Name: Navitarou Viviyama

Phone: 310-XXX-XXXX

Email: info@vivinavirestaurant.com

Address: XXX S. Vermont Ave.

City: Harbor City

State: CA

Zip: 90710

Country: US

Copy Company Info

News

- User Board

Communicate

- Message
- Contact
- Fan

Tool

- Seed
- Bookmark
- History

Setting

- Basic Setting
- Company Information**
- Authorization / ID Pairing
- Undo Email Pairing

Back

- Biz Panel
- BizArea Top

Last Log-in Today 12:00

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

BizArea
— ビジネス for Business —

Services **Application/Payment** Customer Support Biz Panel

Town Guide | Find Job | Hot List | Housing / Real Estate | Vehicle Buy & Sell | Vivinavi

Japanese Restaurant Vivinavi Log-out English

2XXX January 5 Monday AM 00:00 (PST)

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

Application / Payment **Invoice**

You can see invoice details by clicking Invoice No.
On the detail page, you can print invoice or download PDF.

Status	Issue Date	Payment Due	Invoice No.	Item	Amount Due	Paid	Balance
Paid	2XXX/06/20	2XXX/07/11	123ABCXXX0000	Town Guide Premire	\$120.00	\$120.00	\$0.00
Paid	2XXX/03/09	2XXX/03/30	123ABCXXX0000	Job Class Field	\$120.00	\$120.00	\$0.00
Paid	2XXX/06/08	2XXX/06/23	123ABCXXX0000	Hotlist	\$120.00	\$120.00	\$0.00
Paid	2XXX/04/14	2XXX/04/29	123ABCXXX0000	Hotlist	\$120.00	\$120.00	\$0.00
Paid	2XXX/03/26	2XXX/04/10	123ABCXXX0000	Job Class Field	\$120.00	\$120.00	\$0.00
Paid	2XXX/03/26	2XXX/04/10	123ABCXXX0000	Town Guide Premire	\$120.00	\$120.00	\$0.00

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

Application / Payment **Invoice**

Invoice was issued with the following information.
Please print or download invoice.

Print **Download PDF**

Invoice

Customer ID 123XX
Invoice No. 789XXX000
Issue Date 2XXX/01/05
Payment Due 2XXX/01/25

Japanese Restaurant Vivinavi
Attention: Mr. Naviyama Vivitarou
XXX S Vermont Ave #000, Harbor City
CA 90XXX

Total : \$120.00
Thank you for your payment.

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)

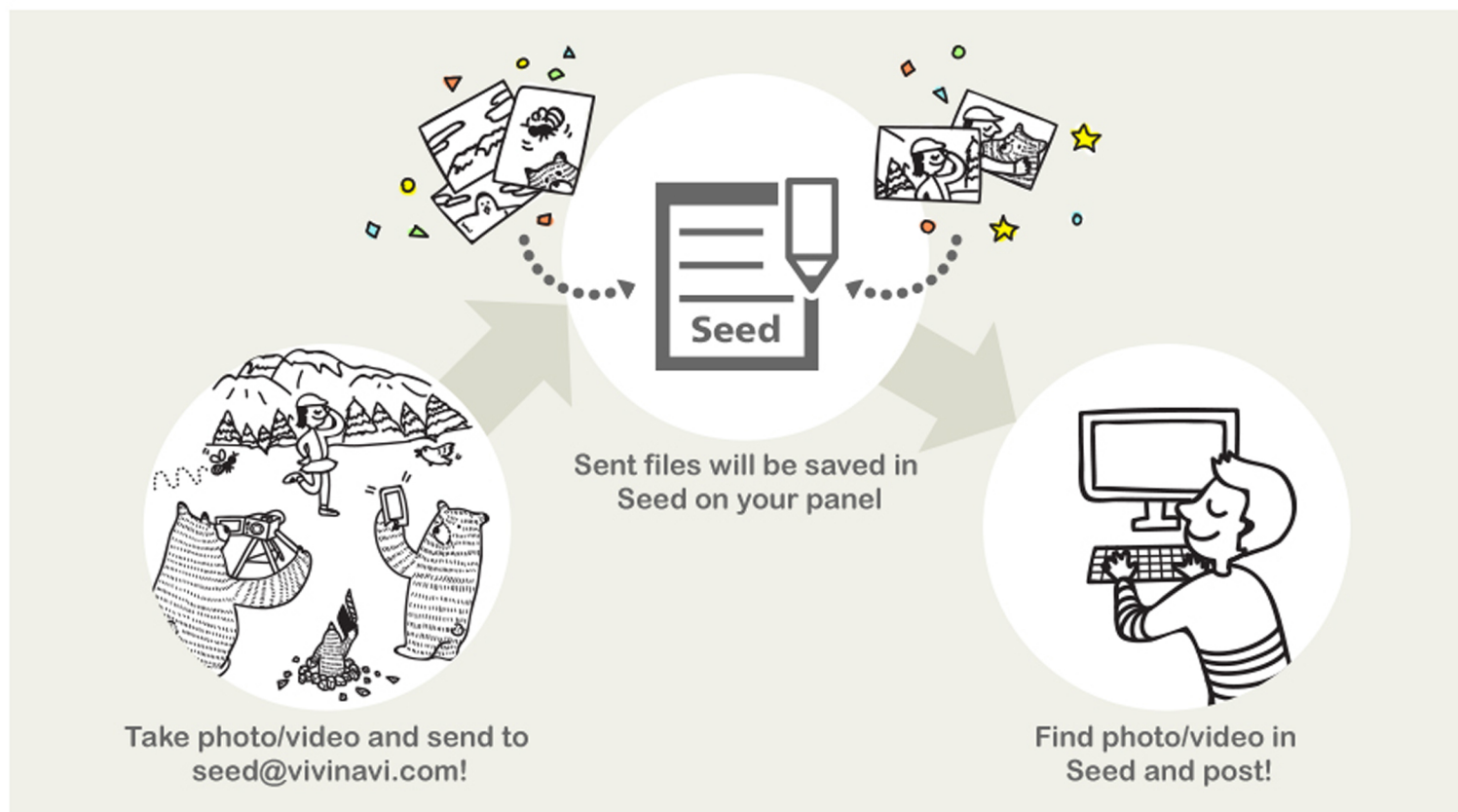


? How to use Seed



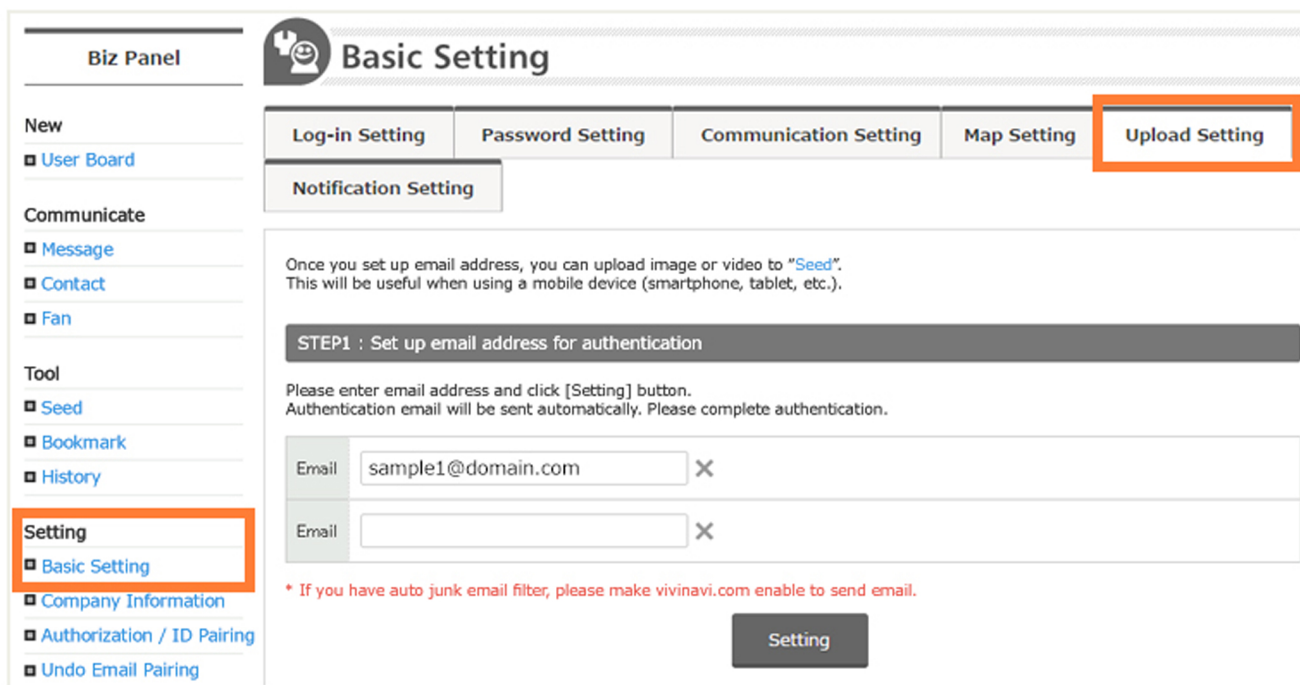
What is Seed?

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.



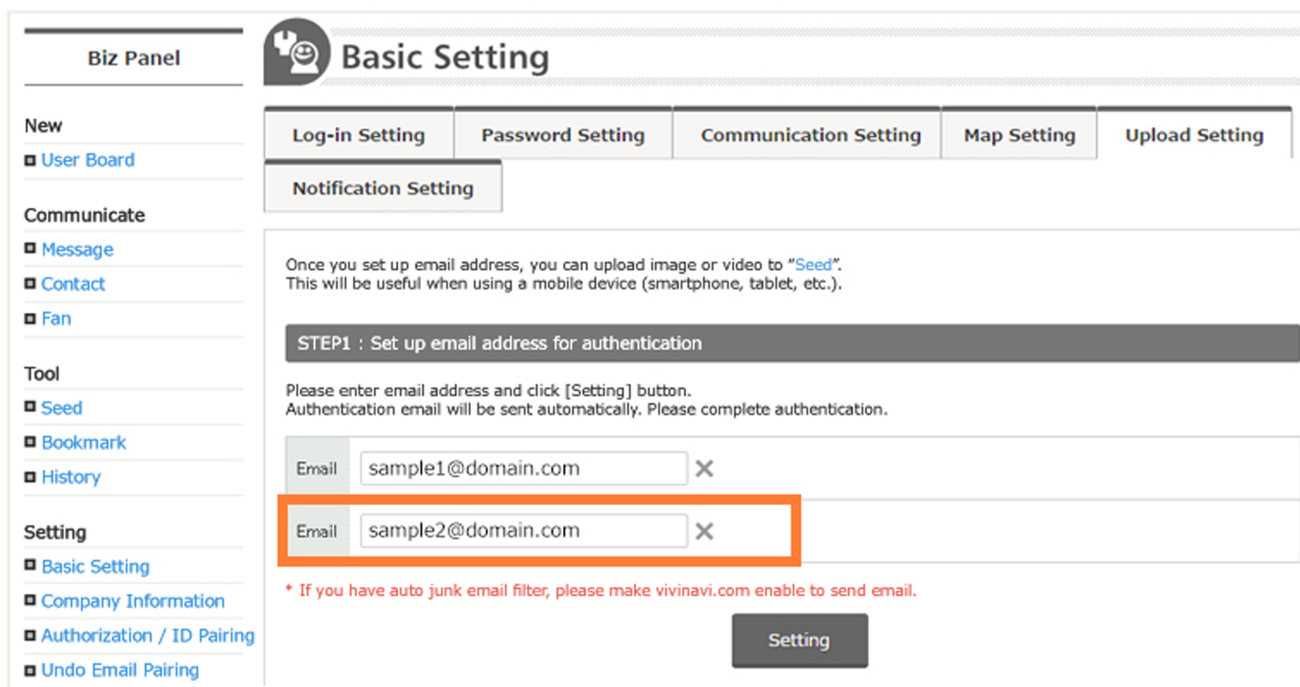
How to use Seed

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.



The screenshot shows the 'Biz Panel' interface. On the left, a navigation menu is visible with 'Setting' and 'Basic Setting' highlighted. The main content area is titled 'Basic Setting' and contains several tabs: 'Log-in Setting', 'Password Setting', 'Communication Setting', 'Map Setting', and 'Upload Setting'. The 'Upload Setting' tab is highlighted with an orange border. Below the tabs, there is a 'Notification Setting' section. The main content area contains the following text: 'Once you set up email address, you can upload image or video to "Seed". This will be useful when using a mobile device (smartphone, tablet, etc.).' Below this is a section titled 'STEP1 : Set up email address for authentication'. The instructions read: 'Please enter email address and click [Setting] button. Authentication email will be sent automatically. Please complete authentication.' There are two email input fields. The first field contains 'sample1@domain.com' and has an 'X' icon to its right. The second field is empty and also has an 'X' icon to its right. Below the input fields, there is a red asterisk warning: '* If you have auto junk email filter, please make vivinavi.com enable to send email.' At the bottom right of the main content area, there is a 'Setting' button.

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



This screenshot is similar to the previous one, showing the 'Biz Panel' interface. The 'Upload Setting' tab is selected. The instructions and warning are the same. In this step, the second email input field, which contains 'sample2@domain.com', is highlighted with an orange border. The 'Setting' button remains at the bottom right.

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.

 Send to seed@vivinavi.com

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

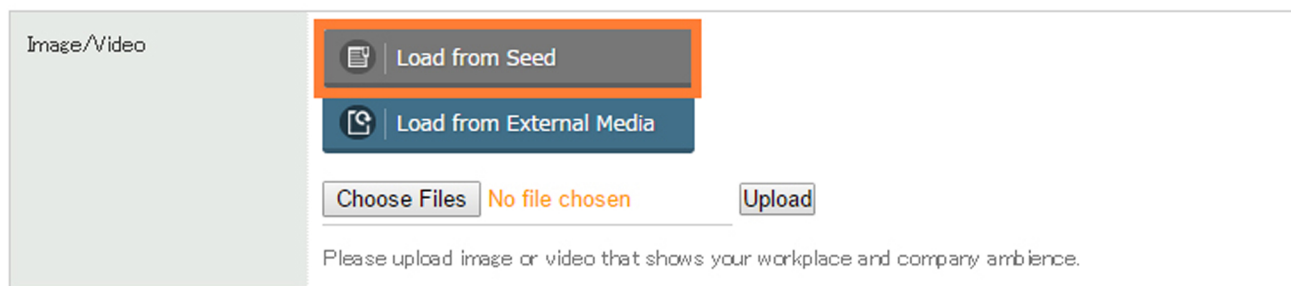


The screenshot shows the 'Seed' interface with a search bar and navigation buttons. A table lists two files, both highlighted with an orange border:

	File Name	Format	Size	Upload
<input type="checkbox"/>	sample_picture_01.JPG	jpeꜧ	33kb	2016/03/02
<input type="checkbox"/>	sample_picture_02.JPG	jpeꜧ	82kb	2016/03/01

Buttons for 'Delete Selection', 'Upload Setting', and pagination '1/1' are also visible.

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



The screenshot shows the 'Image/Video' upload section. The 'Load from Seed' button is highlighted with an orange border. Below it are 'Load from External Media', 'Choose Files', 'No file chosen', and 'Upload' buttons. A note at the bottom reads: 'Please upload image or video that shows your workplace and company ambience.'

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

Takeout available

Body

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

[Contact]

Vivinavi Restaurant
Santa Monica

[TEL] 000-000-0000

Image (multiple)

2. Your post will be published!

Hot list

Introduction / Restaurant / Gourmet



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/>



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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.

STEP1 : Set up email address for authentication

Please enter email address and click [Setting] button.

Authentication email will be sent automatically. Please complete authentication.

Email 1	<input type="text"/>	×
Password	<input type="password"/>	
Email 2	<input type="text"/>	×
Password	<input type="password"/>	

* Password is optional. If you set up a password, please enter the password in Email body.

* If you have auto junk email filter, please make [vivinavi.com](mailto:post@vivinavi.com) enable to send email.

Setting

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

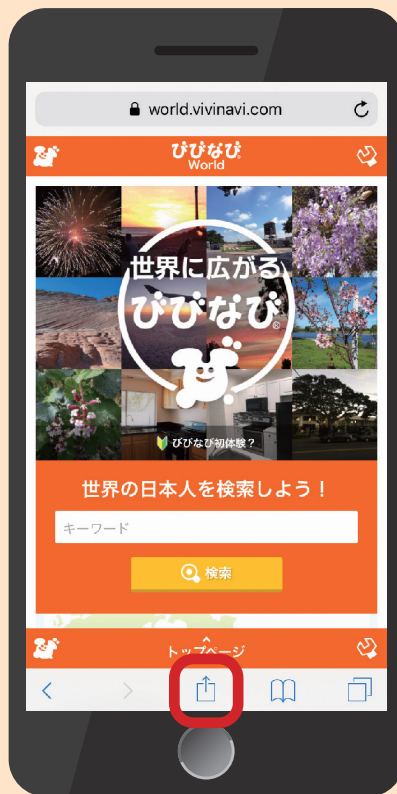
 **310-326-2900**


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

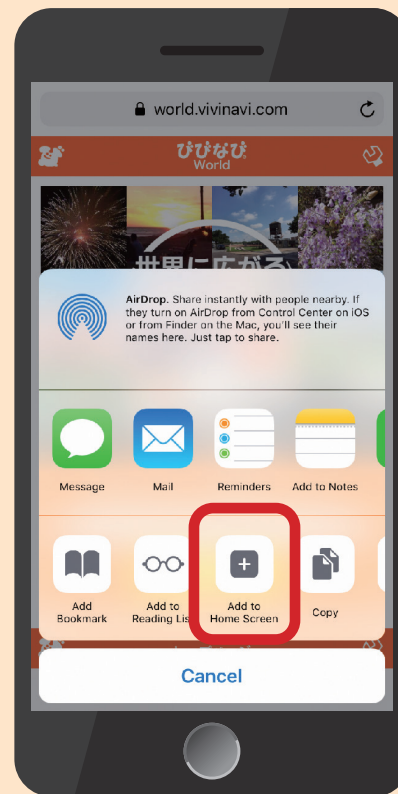


iPhone TIPS!

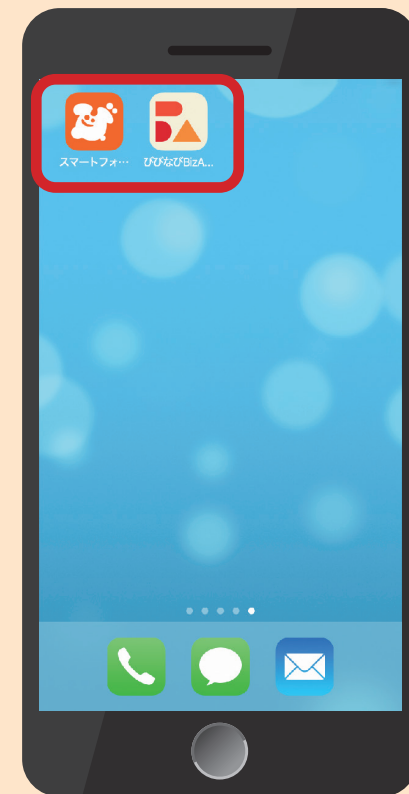
Easy access to Vivinavi by adding it to Home Screen



1 Visit Vivinavi or BizArea.
Click  from bottom menu.



2 Click [Add to Home Screen].



3 Icons will be added to your Home Screen.