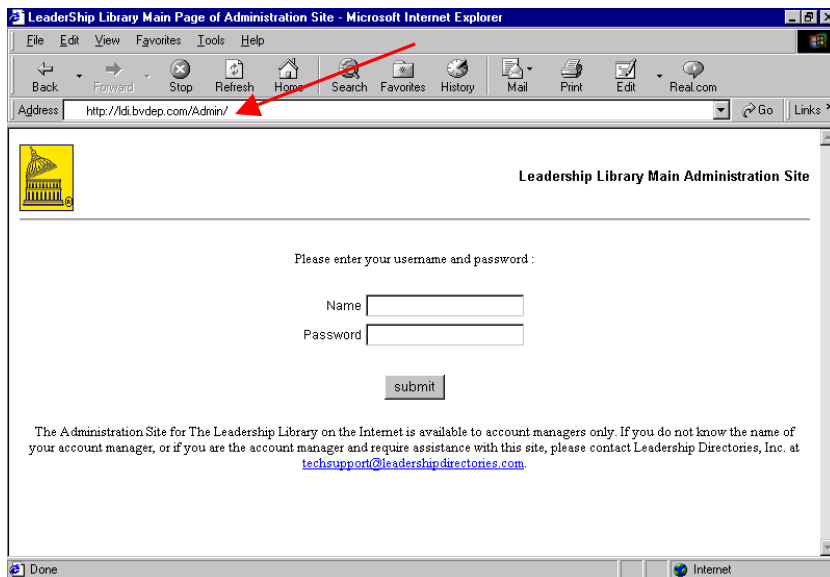


How to use *The Leadership Library*® on the Internet Administrative Site

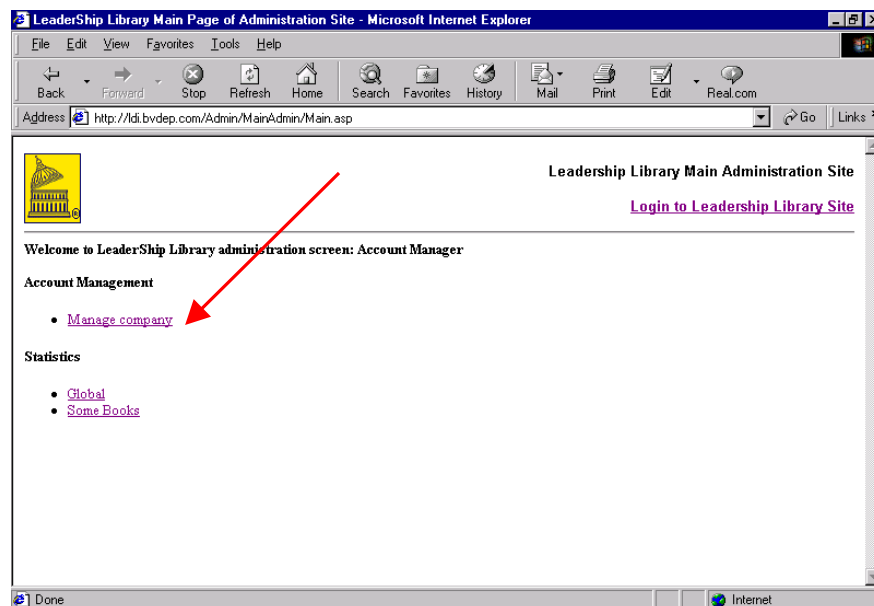
As the account manager for your subscription to *The Leadership Library*® on the Internet, you can use the Administrative Site to manage your account. Here you can add users; view and modify your user list; customize your passwords; retrieve a user's lost password; obtain use statistics for your account; review your company information; and view your subscription's expiration date.

1. Logging in to the Administrative Site

To log in to *The Leadership Library*® on the Internet Administrative Site, type the following address in your browser's address bar: <http://ldi.bvdep.com/admin>. You will be prompted to enter your user name and password. You must use the user name and password assigned to you as an account manager. If you do not know your user name and password and would like to use the Administrative Site, please contact our user support staff at techsupport@leadershipdirectories.com.



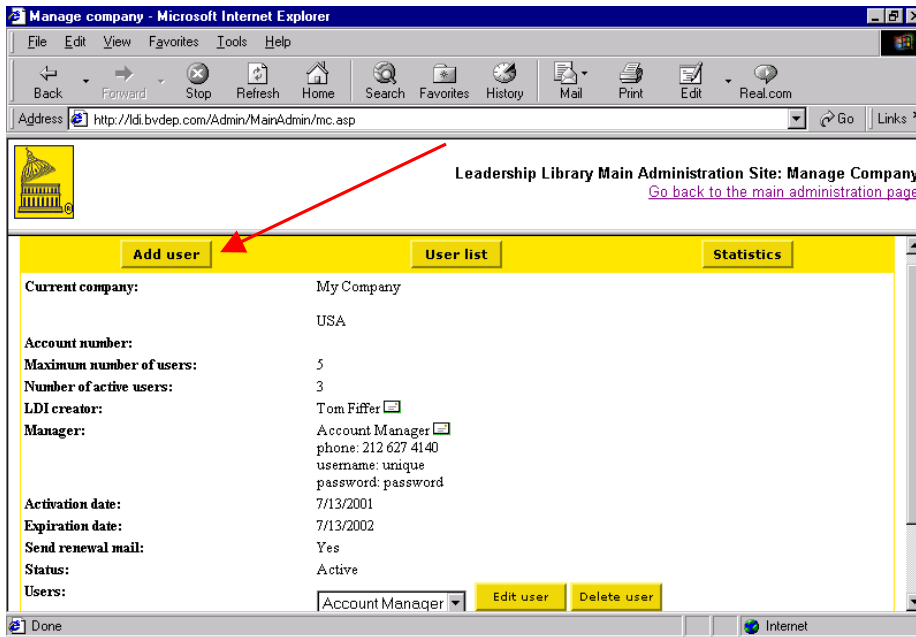
After you log in, you will see the Main Administration Page. Here you have links to "Manage Company", "Global" Statistics, and "Some Books" Statistics. To modify any of your account information or user information, click on the "Manage Company" link.



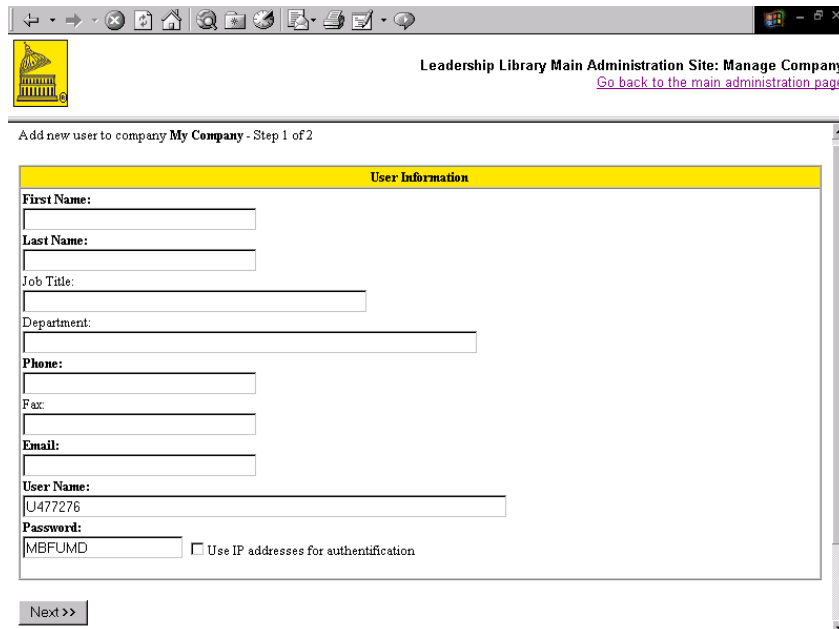
2. Adding Users

You can add users to your subscription, up to the maximum number of simultaneous users you have purchased. Every subscription to *The Leadership Library® on the Internet* includes a license for five simultaneous users, and additional groups of five users are available for half the base subscription price. You can add users to your subscription at any time, and we will prorate the cost based on the unexpired portion of your subscription.

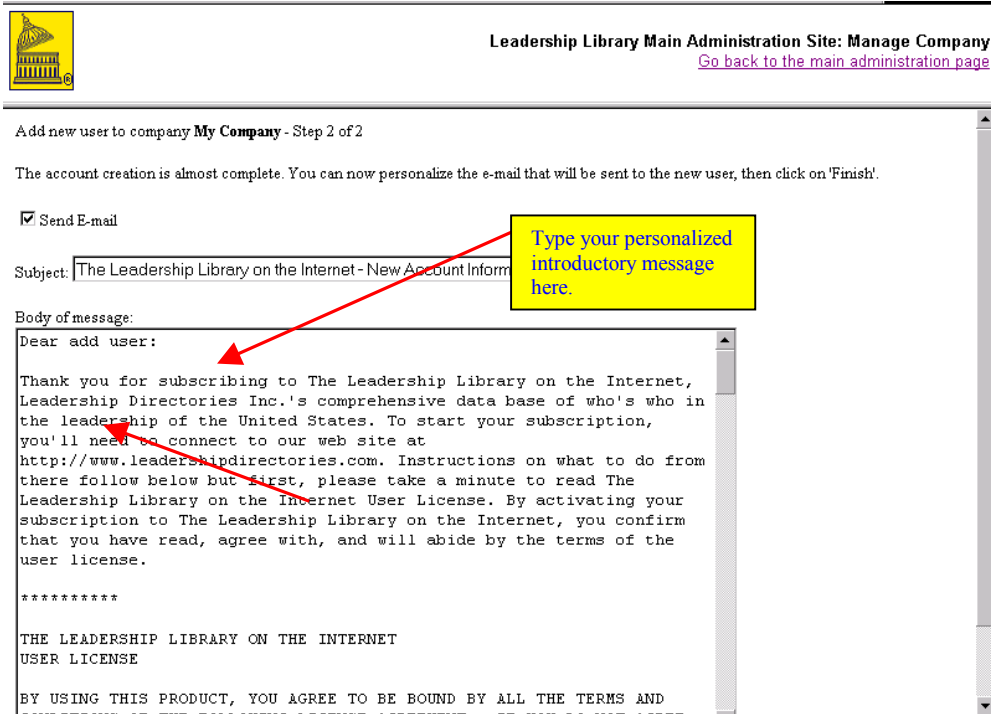
To add users, first click on the “Manage Company” link. Then click on the “Add User” button at the top of the screen.




This will bring you to a screen where you can enter information about your new user. When you have entered all the required information (bold fields), click on the “Next” button at the bottom of the screen.



This will bring you to a screen that enables you to send an e-mail to your new user with his or her user name and password (along with the license agreement for *The Leadership Library® on the Internet*). You may add an introductory note to the message by typing directly into the “Body of message” box. When are ready to send your e-mail, type on the “Finish” button at the bottom of the screen.



 Leadership Library Main Administration Site: Manage Company
[Go back to the main administration page](#)

Add new user to company **My Company** - Step 2 of 2

The account creation is almost complete. You can now personalize the e-mail that will be sent to the new user, then click on 'Finish'.

Send E-mail

Subject:

Body of message:

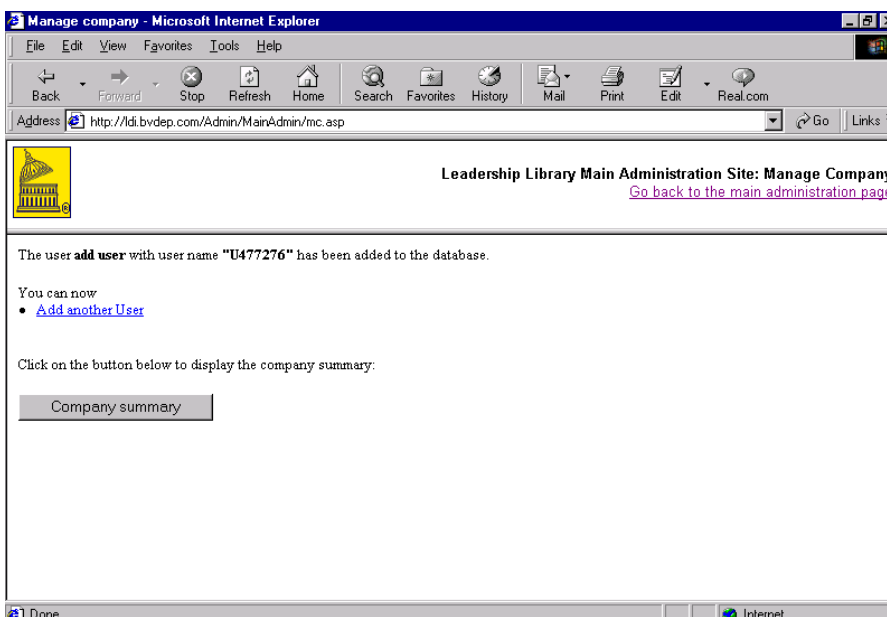
Dear add user:

Thank you for subscribing to The Leadership Library on the Internet, Leadership Directories Inc.'s comprehensive data base of who's who in the leadership of the United States. To start your subscription, you'll need to connect to our web site at <http://www.leadershipdirectories.com>. Instructions on what to do from there follow below but first, please take a minute to read The Leadership Library on the Internet User License. By activating your subscription to The Leadership Library on the Internet, you confirm that you have read, agree with, and will abide by the terms of the user license.

THE LEADERSHIP LIBRARY ON THE INTERNET
USER LICENSE

BY USING THIS PRODUCT, YOU AGREE TO BE BOUND BY ALL THE TERMS AND
CONDITIONS OF THE FOLLOWING LICENSE AGREEMENT. IF YOU DO NOT AGREE

You will then see a screen confirming that your user has been added. To add another user, click on the “Add another User” link. To return to your company information, click on the “Company Summary” button. If you try to add more users than your license allows, you will see a message indicating that you have reached the user limit for your subscription.




Manage company - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Real.com

Address <http://ldi.bvdep.com/Admin/MainAdmin/mc.asp> Go Links >>

 Leadership Library Main Administration Site: Manage Company
[Go back to the main administration page](#)

The user **add user** with user name "U477276" has been added to the database.

You can now

- [Add another User](#)

Click on the button below to display the company summary:

Done Internet

3. Viewing and modifying your user list and retrieving a user's lost password

To view your user list, click on the "User List" button at the top of the Main Administration Page.

Leadership Library Main Administration Site: Manage Company
[Go back to the main administration page](#)

Add user **User list** **Statistics**

Current company: My Company
USA
Account number:
Maximum number of users: 5
Number of active users: 3
LDI creator: Tom Fiffer
Manager: Account Manager
phone: 212 627 4140
username: unique
password: password
Activation date: 7/13/2001
Expiration date: 7/13/2002
Send renewal mail: Yes
Status: Active
Users: Account Manager **Edit user** **Delete user**

List of user for My Company
Sort on: Name

- Click on NAME to edit user information
- Click on DELETE check box to mark user for delete

Delete	Name	UserName	Phone	EMAIL	Role	Feedback
<input type="checkbox"/>	Account Manager	unique	212 555 1212	myemail@mycompany.com	Account manager	
<input type="checkbox"/>	Library Manager	librarian	212 555 1212	librarian@mycompany.com	User	
<input type="checkbox"/>	Marketing Manager	market	212 555 1212	marketing@mycompany.com	User	
<input type="checkbox"/>	Shared Password	mycompany1	212 555 1212	myemail@mycompany.com	User	

Enter your password to confirm any deletion
 Delete

Click on a user's name to view and modify his or her individual information.

On this screen, you can view your user list and click on the name of any user to view and modify his or her individual information. After changing any user information, click the "Submit" button at the bottom of the screen to confirm your changes. Clicking on the user's name will also allow you to retrieve his or her user name and password. As the account manager, you can also modify your own information.

Leadership Library Main Administration Site: Manage Company
[Go back to the main administration page](#)

Change Information for user: **Shared Password**

User Information

First Name: Shared
Last Name: Password
Job Title:
Department:
Phone: 212 555 1212
Fax:
Email: myemail@mycompany.com
User Name: mycompany1
Password: mycompany IP address:
Submit

This screen enables you to retrieve your user's lost user name and password.

Click on the Submit button to confirm your changes.

4. Customizing your passwords

The Administrative Site assigns random user names and passwords to ensure that each user's login information is unique. As the administrator of your account, you can customize your user names and passwords. You can make them easier for your users to remember (i.e., first name, last name), or enable a group of users larger than the number of simultaneous users you have purchased to share access to *The Leadership Library® on the Internet*. In the example below, the account manager has established four "generic" user name and password combinations, ourcompany1 through ourcompany4. A group of 10 users shares access to the account by trying the first login, ourcompany1/ourcompany1, and moving to the next login if they find that the first is already in use. You must keep your user name and password as account manager unique and separate from the generic user names and passwords, to retain your exclusive access to the Administrative Site. In addition, if you assign a user name that is already in use by another account, you will receive a message indicating that you must choose another user name.

List of user for My Company

Sort on: Name

- Click on NAME to edit user information
- Click on DELETE check box to mark user for delete

Delete	Name	UserName	Phone	EMail
<input type="checkbox"/>	Account Manager	unique	212 555 1212	myemail@mycompany.com
<input type="checkbox"/>	User 1 User	ourcompany1	212 555 1212	myemail@mycompany.com
<input type="checkbox"/>	User 2 User	ourcompany2	212 555 1212	myemail@mycompany.com
<input type="checkbox"/>	User 3 User	ourcompany3	212 555 1212	myemail@mycompany.com
<input type="checkbox"/>	User 4 User	ourcompany4	212 555 1212	myemail@mycompany.com

Enter your password to confirm any

User Name: ourcompany1
Password: ourcompany1 IP addresses
Maximum number of concurrent IP users:
Submit

Error You have entered a UserName (ourcompany2) that already exist
Please use the 'Back' button on your browser and resubmit the form

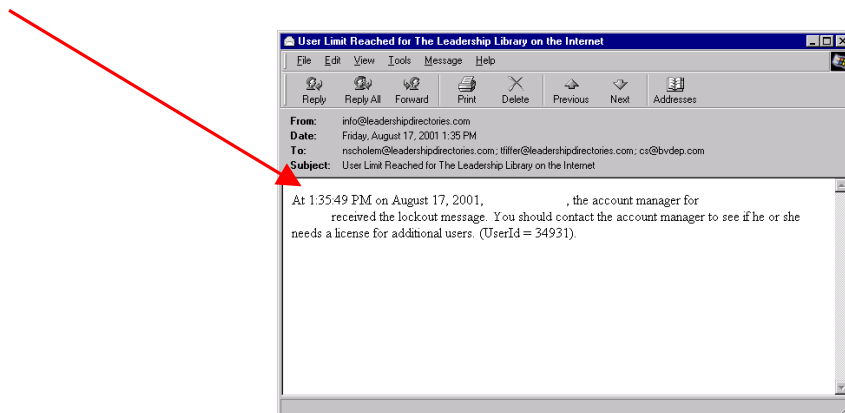
Click on the button below to display the company summary:

Company summary

If you see this message, click on the back button and enter another user name. Each user of *The Leadership Library® on the Internet* must have a unique user name.

For assistance with modifying your account to provide the best login configuration for your users, please contact our user support staff at techsupport@leadershipdirectories.com.

Note: If all your account's user names and passwords are in use and another user tries to log in, you will receive an e-mail indicating that this user was locked out of *The Leadership Library® on the Internet*. If this occurs, we will contact you to discuss whether you wish to increase your number of users.



5. Obtaining use statistics for your account

To obtain use statistics for your account, click on the “Statistics” button at the top of the Main Administration Page. This screen enables you to generate a use report for all users or any individual user for any time period you define. The default report is for all users for the previous 24-hour period. Use the “Users” pull-down menu to restrict the report to a particular user. Type the dates of your choice in the “From” and “to” boxes to modify the date range. The report indicates the number of searches performed (including All Yellow Book searches), the total (unduplicated) number of documents viewed, and the number of distinct or unique documents viewed for each of the 14 directories in *The Leadership Library® on the Internet*.

The screenshot shows the 'Statistics' page in the Leadership Library Main Administration Site. The page title is 'Leadership Library Main Administration Site: Manage Company'. The navigation bar includes 'Add user', 'User list', and 'Statistics' buttons. A red arrow points to the 'Statistics' button. Below the navigation bar, there are fields for 'Current company', 'Account number', 'Maximum number of users', 'Number of active users', 'LDI creator', 'Manager', 'Activation date', 'Expiration date', 'Send renewal mail', and 'Status'. A table displays search and document view statistics for various directories.

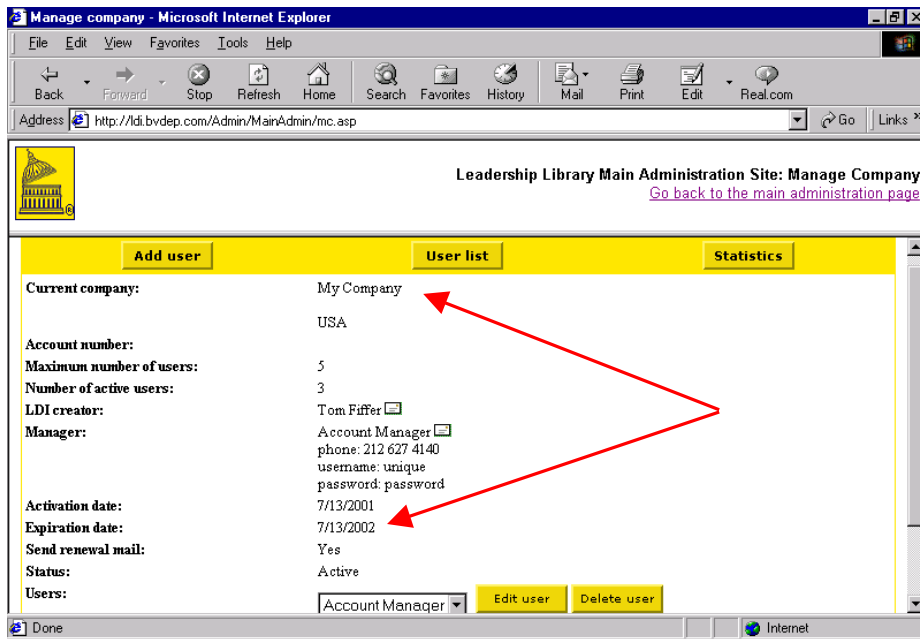
Directory	Searches performed	Documents viewed	Total	Distinct
Yellow Book				
Congressional	0	0	0	0
Federal	0	0	0	0
State	0	0	0	0
Municipal	0	0	0	0
Federal Regional	0	0	0	0
Judicial	0	0	0	0
Corporate	0	0	0	0

The Main Administration Page also has links to “Global” statistics (which takes you to the use statistics screen above) and specialized statistics for “Some Books” searches.

The screenshot shows the 'Main Page of Administration Site' in the Leadership Library Main Administration Site. The page title is 'Leadership Library Main Administration Site'. The navigation bar includes 'Login to Leadership Library Site'. Below the navigation bar, there are links for 'Manage company' and 'Statistics'. Under the 'Statistics' section, there are links for 'Global' and 'Some Books'. A red arrow points to the 'Global' link.

6. Updating your contact information and viewing your subscription's expiration date

The "Manage Company" screen displays your company information and your expiration date.



If you wish to log in to *The Leadership Library® on the Internet* when you are finished using the Administrative Site, return to the Main Administration Page and click on the "Login to Leadership Library Site" link.

If you require assistance using the Administrative Site, please contact our user support staff at techsupport@leadershipdirectories.com.