WHOZ OPEN

Launch Guide

The purpose of this Launch Guide is to enhance the understanding of WhozOpen process. We would like to keep the process very simple so that an individual can start building an informative network with whozopen.com.

When an individual signs up to build a network; they would become a host. Whozopen.com is free to register and sign up. However, a host is charged based on the number of slots, locations, or channels within each network. In order to activate a viewable network at least one channel must be active.

Special Note: Hosts networks are managed only by the hosting individual who signs up. In order to modify any account information the registered host must perform account changes. WhozOpen has plans to open the network for authorized users in the future.

WhozOpen Host Registration:

We encourage our potential hosts to view our Launch Guide. We provided a Help Desk page at whozopen.com/help. Once you are satisfied with our features you can begin our registration process. Let us explore how to register for a network at whozopen.com.

1. Go to whozopen.com

2. Click on Host Access, or Sign Up.

3. Enter a Name for sign-in

4. Enter an email for account creation

5. Click go.

To complete the registration process. You must view your email inbox to find a generated pin from WhozOpen. You will use this pin to access your network. If a pin was not sent within 5 to 10 minutes repeat steps 1-5 and click the Lost Pin in the top right corner of the website.

When a successful pin has been entered, you are now a host on whozopen.com.

Special Note to Hosts on WhozOpen:

An incentive was created for active hosts of WhozOpen network. Invite others to become hosts at whozopen.com. Learn more about this incentive when you signup at whozopen.com.
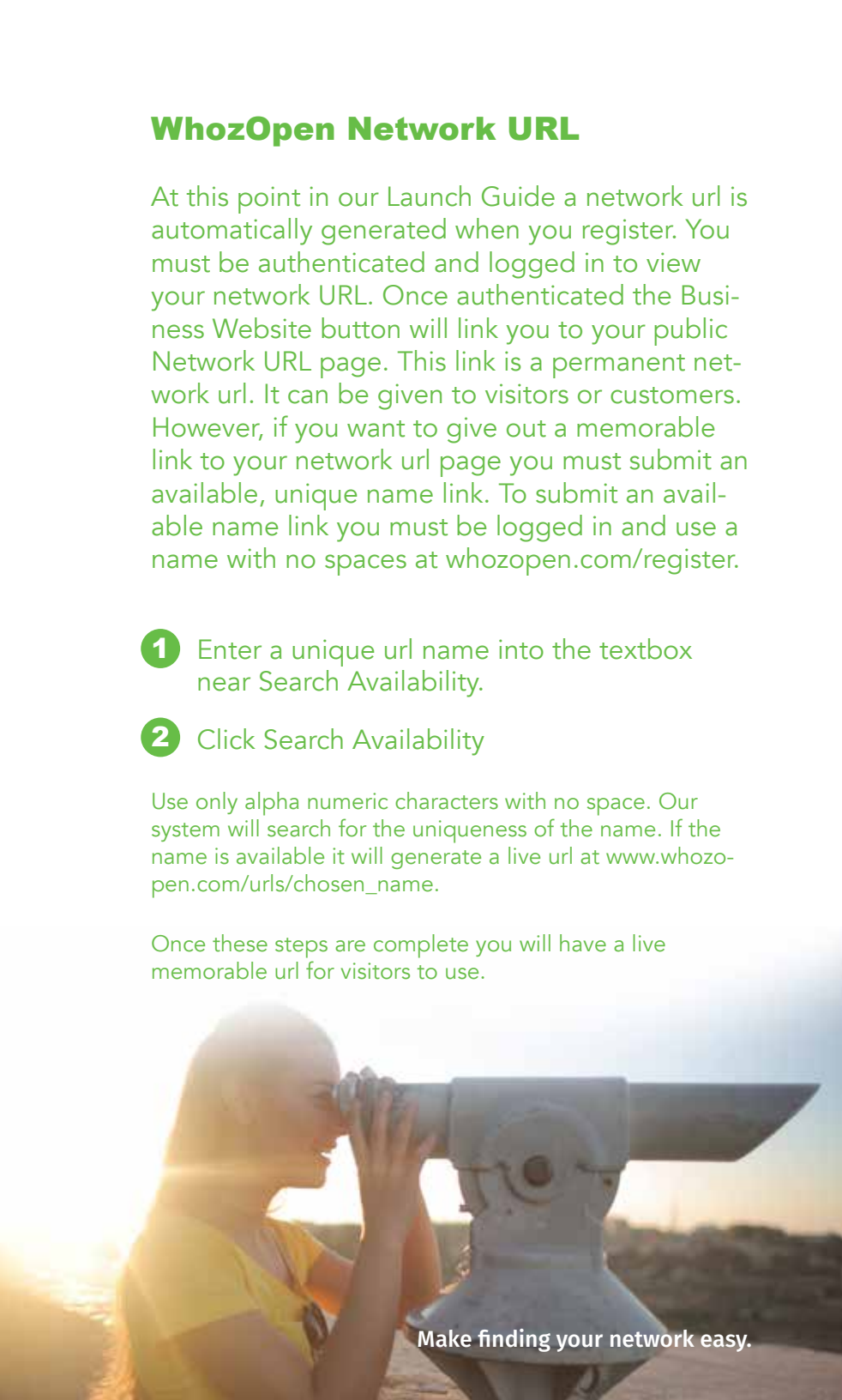
WhozOpen Network URL

At this point in our Launch Guide a network url is automatically generated when you register. You must be authenticated and logged in to view your network URL. Once authenticated the Business Website button will link you to your public Network URL page. This link is a permanent network url. It can be given to visitors or customers. However, if you want to give out a memorable link to your network url page you must submit an available, unique name link. To submit an available name link you must be logged in and use a name with no spaces at whozopen.com/register.

1 Enter a unique url name into the textbox near Search Availability.

2 Click Search Availability

Use only alpha numeric characters with no space. Our system will search for the uniqueness of the name. If the name is available it will generate a live url at www.whozopen.com/urls/chosen_name.

Once these steps are complete you will have a live memorable url for visitors to use.

Make finding your network easy.

Setup Your WhozOpen Network

A very exciting feature is for a host's page to be searchable within WhozOpen network. Steps below are critical to allow visitors and subscribers to find a specific network or business line. This section of the Launch Guide will lead you through the steps of setting up your network. Network Setup will help you launch your network to a searchable state. Below are important features that must be complete to launch the network. You will need to be authenticated and at whozopen.com/register to access the setup page.

1 Authenticate as a host

2 Go to whozopen.com/register

3 Click the Main Menu (top right button)

4 Select Setup from the dropdown menu.

5 Fill all areas marked with an exclamation mark. Use the circle arrow buttons to navigate. Click outside the input box to make a circle arrow button visible when they are hidden.

Note: We will list all areas within the network Launch Setup configuration that are important and optional. However, you only need to complete the areas marked as important to launch. See the next few pages for guidance.

Network Setup
Guidance

> optional   **!** manditory

! **Business Title**
Include the name of the network

! **Business Category**
List the network category of business
+ If there are several categories use a comma to separate each category.

> **Years of Service**
Enter the number of years.
+ You may enter the number of years the network has been around or enter the start date as MM/DD/YYYY.

> **Public Phone**
Enter a reachable public phone number.
+ This number will be posted to the network.

> **License**
Leave the checkbox selected if you have a state, city, or county business license for this network name.
+ Otherwise deselect this box.

! **Locations**
Enter the number of business lines, channels, or locations needed for this network.
+ Locations are business lines, channels, or network slots.
+ Business Lines are the individual business or interest that a customer will find on the network.
+ One Business Line is the least quantity that can be submitted. A max is undetermined.
+ Adjusting the numbers will also trigger the system prices. See host payments for further details
+ Editing a Business Line will not be allowed until payment is satisfied.
+ Change Location Qty is a dialogue box that allows a host to change the qty of business lines.

> **Location Relationship**
Enter the relationship of your network and how each business line is represented within your network.
+ This can be properties you have for sell, affiliates of A&B Group, new products released, or other relationship ties a business line has to the network.

! **Permissions**
Will this network have other editors
+ At this time we only have one host to edit a particular network. This means that there is only one editor. However, we are planning on releasing our authorized editor edition in the future. Which will allow you to specify their email within the settings of whozopen.com. See further details in WhozOpen Host Settings.

Network Setup
Guidance

> **Consumer Interaction**
Leave checkbox checked if you want users to subscribe to changes.

+ Deselecting this box and sending an email to host_test@whozopen.com with subject line "No Subscribers Please" will disable all options on your network for creating news, messages, and other content.

+ We use this for permission and consent.

+ It allows visitors on WhozOpen permission to your content and to be notified if changes exists in the future.

+ To disable all content please reachout to our supportteam@whozopen.com.

! **Business Brief**
Include a brief for visitors and customers about your network.

+ Give us incites to spark our interest in your network.

! **Before You Lauch**
Check to make sure all areas marked with a exclaimation mark are complete. Then, click the checkbox to Lauch Setup

Next step after a successful Setup Launch is to complete the WhozOpen Host Settings to make each Business Line editable.

Its is never to late to launch your ideas.

Business Line
Settings

WhozOpen Host Settings

At this point in our Launch Guide your network should be in launch mode. If you visit your Business Website there are still modifications that need to be made. You will need to navigate to the Network Settings at who-zopen.com/register. To access network settings:

(**1**) Click the menu in the top right hand corner.

(**2**) From the dropdown menu select Settings.

(**3**) Use the arrows to find subtitled areas.

Note the importance is not marked in our system. However, the most important modifications are included within this Launch Guide.

> **Consent to SMS**
> Include a mobile number that consents to SMS
> + Include a carrier service for the mobile number

> **Web Location Type**
> Select an appropriate business line connection that best relates to the network business lines or channels being launched. Then, include a brief connection phrase.

! **Primary Business Address**
1. Include an address that the first slot corresponds to.
   + This is helpful for WhozOpen contact. If any disputes arise over a particular network or a business line. We reach out to this address for an answer.
2. Choose the closes type of operation this slot holds.

! **Location Management**
The Primary Business Address must be added first before proceeding to Location Management.
+ Otherwise, be sure a Locations quantity in WhozOpen Host Set-up has more than 1 quantity. If only one is selected then only 1 will be visible for editing. We list business lines according to the order our hosts include them. Changing or removing a Location may affect the subscribers within the business line.

Location Management Sample

Location Management
Authorized Editors and Business lines.

Location Management Notes

o   If **Location quantity** 4 is entered. Location management is allowed to add up to 4 slots.
  + The Primary Business Address being the first and 3 others. Each location within location management must be the host email address in order for the host to edit a business line.

o   Click the **Location # number** to view or hide other options.
  + For disputes you may include an email into each location management address area. Each location # number represents the slot number in which it will hold. It is the order. Please plan ahead on the number of slots needed and arrange them strategically. There are multiple ways to list a network's business line, but organization will be key!

o   When removing a network. A slot number may change.
  + In order to remove a Primary Business Address is to modify its address. It cannot be removed.

o   Add a new entry by clicking the **Add More** button.
  + You may add as many business lines to Location Management as needed. However, the Location quantity within WhozOpen Host Setup will take precedence.

o   **Locations to add** gives the host a hint to how many approved slots that are left to add.

> PIN Number

Click Reset My PIN to regenerate a new pin.
Referrals

   + A generated Referral Key is for host to give to other
     potential host prior to registration.

! Place Launch on Standby

This is the only area that you may toggle from acti-
vate to deactivate of a particular network.

   + Whether you have 1 or 20 business lines within a net-
     work. This option will make all sites on a network hidden
     to visitors and subscribers. However, the information
     within maintains searchability.

   + If Launch is already checked then the Network Launch is
     already enabled.
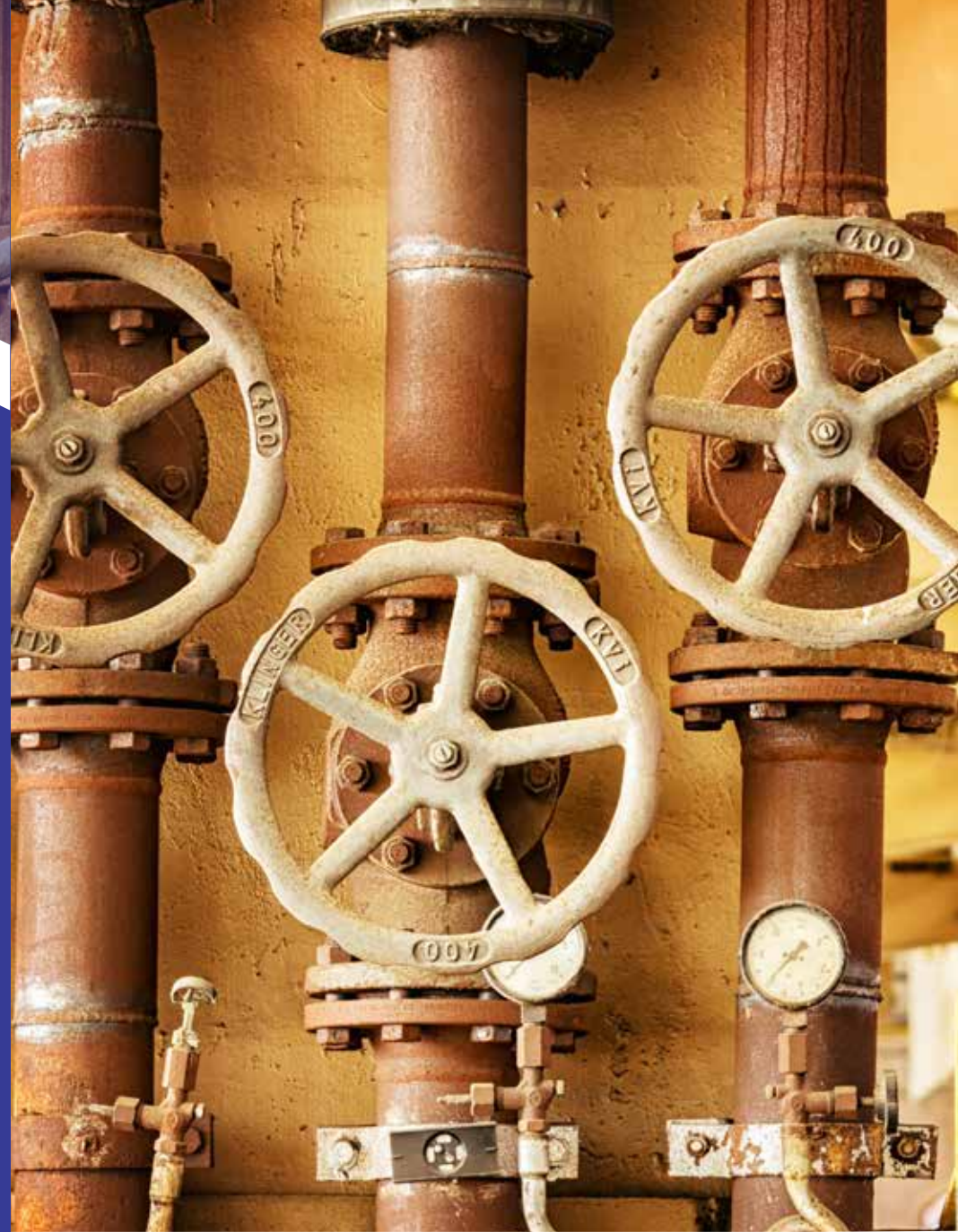
Take control of your business.

Steps to

Activate a Business Line

At this point your network should be in launch mode and your Location Management should have at least one business added. To activate a business line there is a few steps that must be made.

1   Make Payment by saving a card on file
(See Payments for details)

2   Edit the business line on your Business Website

3   Launch each business to activate

Make Payments

Our payment analysis system is integrated within the structures of our network. It informs our hosts when a payment needs to be adjusted. Host may view their current payment amount before making payment. Our system auto draft payment from a saved card. We secure the payment through Stripe integration on authentication of your account with WhozOpen. Making a payment is easy.

1 Go to whozopen.com/payments

2 View charges for your network

3 Enter your card details below

4 Submit

Please note that this card will be saved securely to Stripe and auto drafted until auto payment is deauthorized. We initiate discounts to your account when initiating an account and after an account has been re-authorized.

Payments

Maintaining Payments

We encourage our hosts to change their cards one month before it expires. We can only accept one card at a time. When a network is unpaid for 90 days it may be listed for removal. Please note that content within a business line may not be edited, launched, or modified when payments are deauthorized or the amount paid does not match. We also encourage you to know your costs before changing Locations within the Setup of Host Registration Settings. Pricing may change. We will send an email, and post on our website 120 days prior to an increase. Our increase will be based on channel demands.

Accessing Payments

Host can manage their payments at whozopen.com/payments or by navigating to whozopen.com/register and click payments from the menu.

1. Go to whozopen.com/payments

View Estimated Charges

Host can manage their payments at whozopen.com/payments or by navigating to whozopen.com/register and click payments from the menu. To view estimated charges there our system automatically presents total auto draft charges.

1. Go to whozopen.com/payments

View Auto Payment Dates

Host can view auto payment periods and status by navigating to whozopen.com/payments and clicking the View Payment Status or by navigating to whozopen.com/register and click payments from the menu. Then by clicking View Payment Status.

1. Go to whozopen.com/payments

2. Click View Payment Status

Disable Auto Payment

Hosts can disable auto payment by navigating to whozopen.com/payments and clicking the View Payment Status or by navigating to whozopen.com/register and click payments from the menu. Then by clicking View Payment Status.

1. Go to whozopen.com/payments

2. Click View Payment Status

3. Click Cancel Subscription

When an auto payment is disable the card remains attached to the account. To change the card the account subscription must be fully canceled and all initial auto payment dates have ended.

Get your payments on the right track.

ReEnable Auto Pay

Host can re-enable auto payment by navigating to whozopen.com/payments and clicking the View Payment Status or by navigating to whozopen.com/register and click payments from the menu. Then by clicking View Payment Status. The account's subscription must be canceled. Re-enabling the account can be done anytime before the initial Auto Payment date expires. When the initial Auto Payment date expires and Overage Auto Payment is zero. Then a new card or the same card must be re-entered.

1 Go to whozopen.com/payments

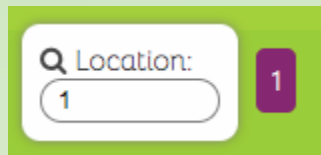2 Click View Payment Status

3 Click Reactivate

edit
BUSINESS LINES

Edit Business Lines

Host can start editing business lines when the account payment card is on file and paid. The system will auto direct hosts to visit the WhozOpen payment link to link a card to the network.

You can start editing by navigating to their WhozOpen Business Website or network url. Search for the Location number to edit. Location Search is located in the top left hand corner of the Business Website edit dashboard. Then click the Start dropdown menu. A menu will appear at the bottom left. You will use this menu to add, remove, or manage features within the business line.

1 Go to whozopen.com/register

2 Click Business Website

3 Wait while the system configures payments.
(Takes 5-10 seconds / once per login)

4 Select preferred location for editing

5 Click Start

6 Select preferred feature to edit from the menu

7 Click Archive Changes to save information permanently

8 Click the Launch Rocket to make the website visible.

Please note that changes are saved temporarily until it is archived. Archive is the file cabinet located below the edit dialog area. If the page reloads or your session ends the changes made will be lost.

Plan it.
Build it.
Launch it.
The way you like.

Archive Business Lines

Archiving business lines are critical to saving each business line's information and changes permanently. You can edit each business line and navigate from one business line to another and retain the information. We use temporary storage to store changes. However, if the browser window closes or you reload your page, the saved changes will be lost. We keep autosave off to prevent unintended saved changes. The system will automatically save each time a page is launched. To archive changes click the file cabinet icon located at the bottom right edge of the edit dialog. This updates a published / launched website and saves changed data to the account.

1. Go to whozopen.com/register

2. Click Business Website

3. Wait while the system configures payments. (Takes 5-10 seconds / once per login)

4. Select preferred location for editing

5. Click Start

6. Select preferred feature from the menu and make changes

7. Click Archive Changes to save information permanently

Note: Archive changes only work for the current business line edited.

Launch or Land Business Lines

Host may launch or land a business line. Launching a business line allows a specific business line to be visible to subscribers and visitors. Landing a business line hides all content from visitors and subscribers. Before a business line can be launched you must fill all business line features marked with a star. When landing a business line we notify customers and visitors to check back later.

1. Go to whozopen.com/register

2. Click Business Website

3. Wait while the system configures payments. (Takes 5-10 seconds / once per login)

4. Select preferred location for editing

5. Click Start

6. Select and edit all features marked with a star

7. Click the launch icon to publish / Click the land icon to hide from the web.

Please note by clicking Launch will both save and make your business website visible to the public. Landing a business line will remove its visibility. Please save any content before landing a page if edits are made prior to landing. Landing and launching a business line can be made without having to make edits or changes.

WhozOpen
Help Desk

For help on understanding WhozOpen system we have included a online Help Desk that gives you incite on a specific topic.
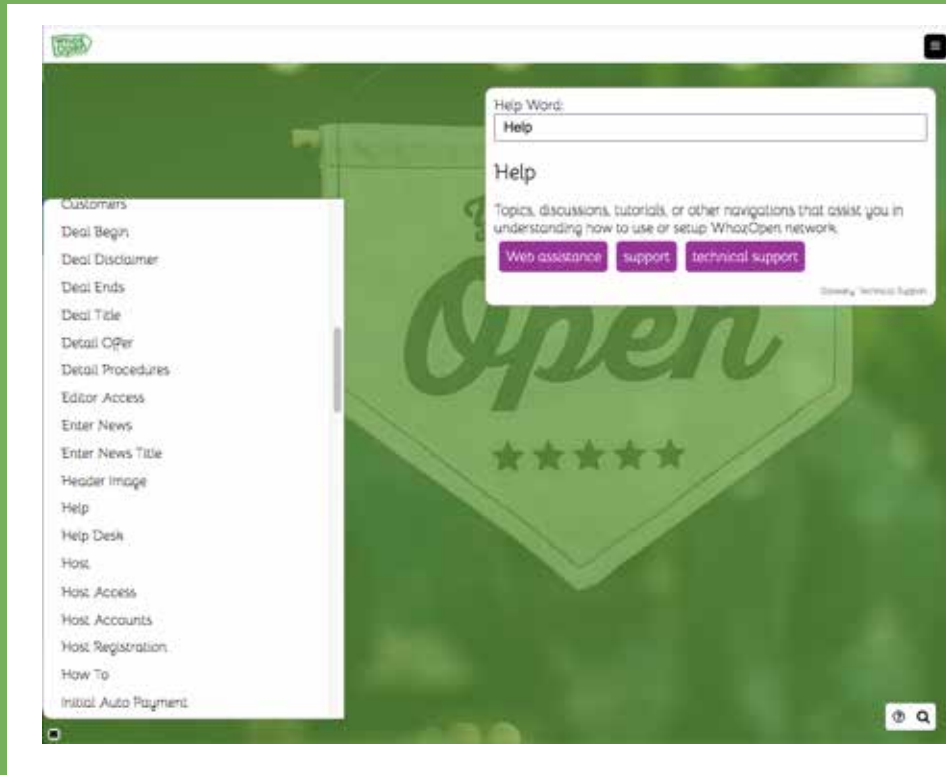
Help Desk

Help Desk is filled with topics and helpful understandings about specific topics on whozopen.com. If you do not find enough information within our help page. Please contact us! To find our help glossary please visit whozopen.com/help.

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