

Visit www.askgrapevine.com/update

Login using the username and password supplied.

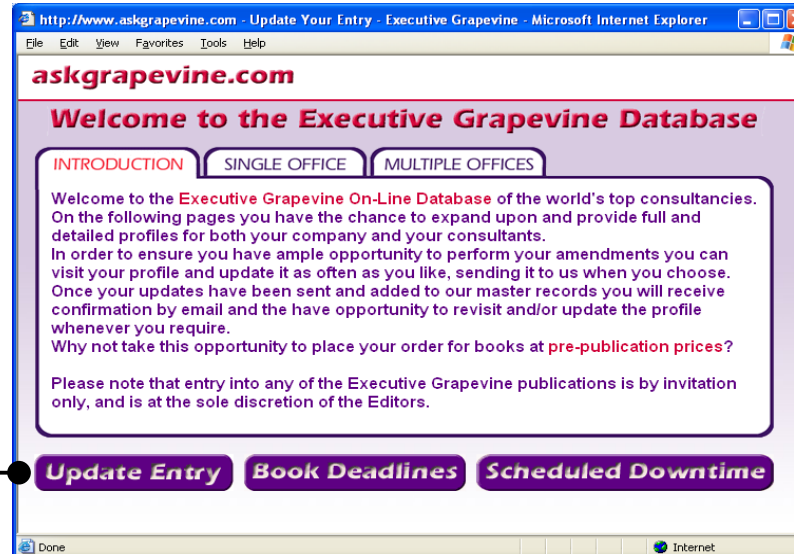
Usernames and passwords are case sensitive and care should be taken not to include spaces before or after the codes as this will invalidate them. Click the **Login** button to proceed.

If the message 'Authentication Failed' appears, or if you do not see the following screen once you have hit the login button, please contact Executive Grapevine.



Follow the online prompt

Once you have successfully logged in, click the **Update Entry** button to begin reviewing and updating your entry.

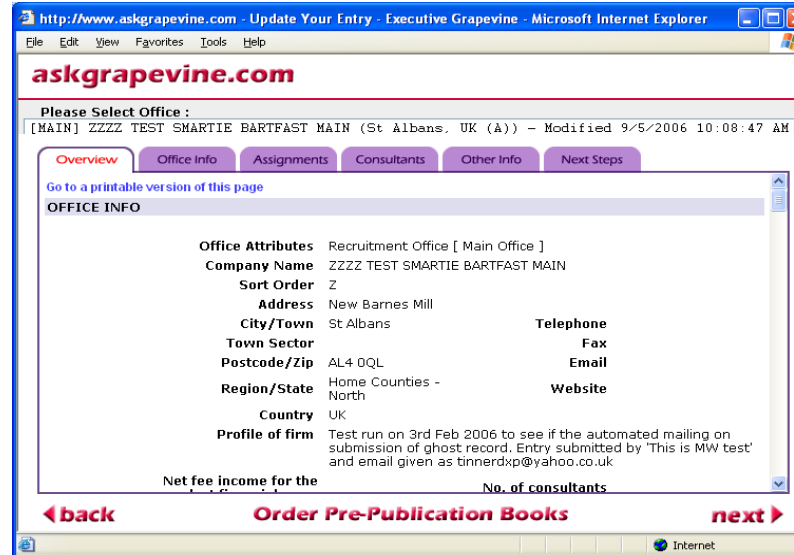


Overview - All the details at a glance

The default screen you are taken to is the **Overview**.

This allows you to review, in one place, all the information we hold about your firm. To easily print the details, use the link [Go to a printable version of this page](#).

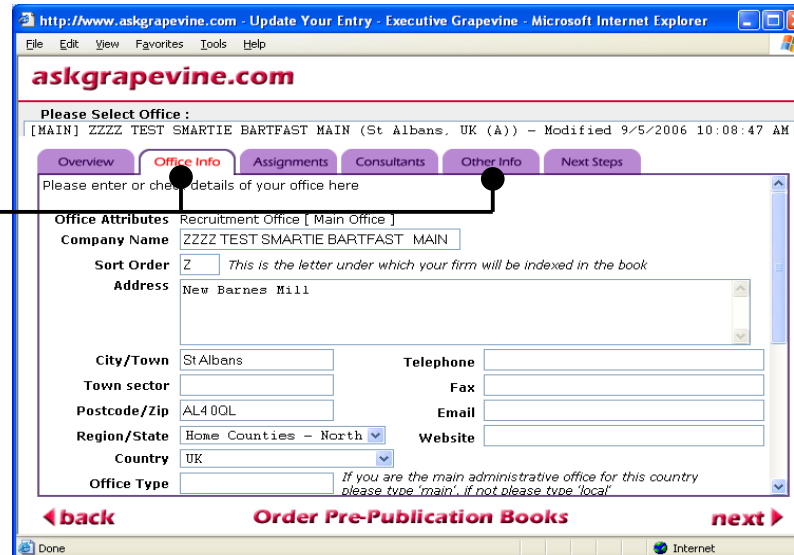
The **Overview** is exactly that, and details cannot be amended here. In order to change particular details, click on the relevant tabs running along the top of the screen...



Office Info

Clicking on the **Office Info** tab allows you to amend contact details and the profile of the firm. Remember to scroll down the screen to view all the information.

The **Other Info** tab allows similar changes to be made to fields such as 'Other Services' and 'International Partners and Associates'.



Assignments

The **Assignments** tab allows you to provide information on the assignments your firm has carried out over the last 12 months. Percentages can be assigned to for the way assignments are handled and the level at which they are handled by clicking on the relevant links:

[Methodology/Client Level](#) and
[Base Salaries/Candidate Level](#)

Details of the Functional areas in which candidates have been placed and the Industry areas in which assignments have been carried out can be submitted by selecting the relevant check-boxes under the appropriate links:

[Corp. Function Specialism](#) and
[Corp. Industry Specialism](#)

NB. A maximum of 18 Function and 18 Industry check-boxes may be selected.

The screenshot shows the 'askgrapevine.com' website in a Microsoft Internet Explorer browser window. The page title is 'Update Your Entry - Executive Grapevine'. The user is logged in as 'ZZZZ TEST SMARTIE BARTFAST MAIN (St Albans, UK (A))' and the page was last modified on 11/13/2006 at 11:39:28 AM. The 'Assignments' tab is selected, and the 'Methodology/Client Level' link is highlighted. Below the navigation tabs, there are three radio button options: 'Methodology/Client Level' (selected), 'Base Salaries/Candidate Level', 'Corp. Function Specialism', and 'Corp. Industry Specialism'. The main content area prompts the user to 'Please enter or check details of assignments your office handled in the last 12 months'. A sub-section titled 'Methodology/Client Level - enter the percentage of your business in each category' contains three input fields: 'Retained Search' (30%), 'Contingency Search' (15%), and 'Selection' (55%). Below this, there is a 'Guidance on completing this section:' section with a note that percentages should total 100% and a typical breakdown is provided: Retained Search 40%, Contingency Search 40%, and Selection 20%. A final note states that the user's firm uses a pure Search method for 80% of all assignments, half of which are paid on a retained basis and half on a contingency basis. At the bottom of the form, there are 'back' and 'next' navigation buttons, and a link to 'Order Pre-Publication Books'.

The screenshot shows the same 'askgrapevine.com' website, but the 'Base Salaries/Candidate Level' link is now selected. The page title and user information remain the same, but the modification date is now 9/5/2006 at 10:08:47 AM. The 'Base Salaries/Candidate Level' link is highlighted in the navigation tabs. The main content area prompts the user to 'Please enter or check details of assignments your office handled in the last 12 months'. A sub-section titled 'Base Salaries/Candidate Level at which assignments have been conducted in the last financial year' contains a grid of input fields for salary ranges. The data is as follows:

Up to £30k	10 %	£75k to £100k	42 %	£200k to £300k	%
£30k to £50k	10 %	£100k to £150k	7 %	£300k to £500k	%
£50k to £75k	23 %	£150k to £200k	8 %	Over £500k	%

Below the grid, there is a note: 'NB Salaries should reflect the Base Salary of assignments handled, exclusive of OTE earnings, bonuses, share options, pension, car allowance, healthcare etc.' At the bottom of the form, there are 'back' and 'next' navigation buttons, and a link to 'Order Pre-Publication Books'.



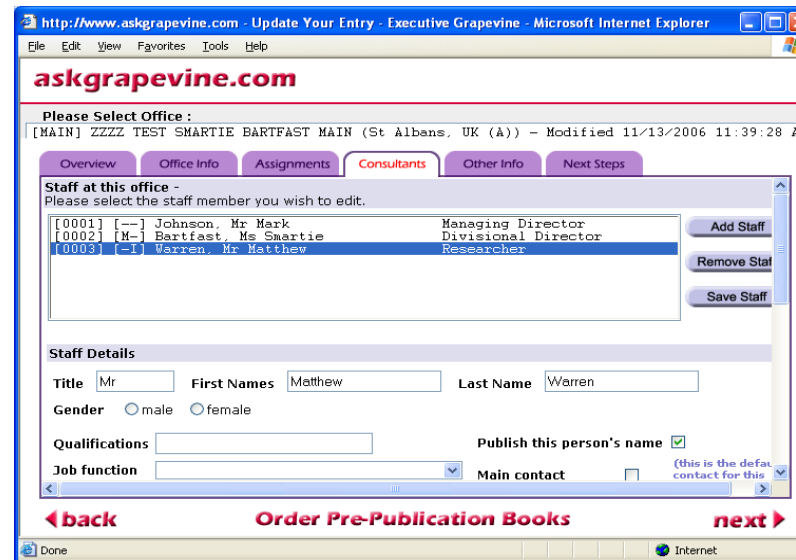
Consultants

The **Consultants** tab allows you to provide information on the people working at your firm. Adding staff is done by clicking on the **Add Staff** button, completing the details for that member of staff and clicking the **Save Staff** button.

Removing staff is done by highlighting the staff member you wish to remove in the list and clicking the **Remove Staff** button. The list automatically updates.

Updating information for existing staff, for instance their recruiting area or biography, is done by highlighting the staff member and making necessary amendments (scrolling down to required fields if needed) and clicking the **Save Staff** button once you are happy with the changes for that member of staff.

NB Key fields are 'Recruiting Specialisms/Practice Group' and 'Biography'. Scroll down the page to view these fields.



Next Steps - Sending your entry to us

Once you are happy with the changes you have made to the entry (and you may review the changes made online using the **Overview** tab), click on the **Next Steps** tab to send us your updated entry.

Fill in your details: Firstname; Surname; Job Title and Email, and click on the **Submit Entry** button.

Your update is now complete and an email confirmation will be sent to the address in the Email field.

Alternatively, should you wish to finish editing your entry later and then submit it to us in the way described above, click on the **Continue Later** tab. This saves the changes you have made up to this point, but does not send the changes over to us.

If you choose to **Continue Later**, please remember to return soon, make your final changes and **Submit Entry**.

