

Q Guild - Updated Back Office System

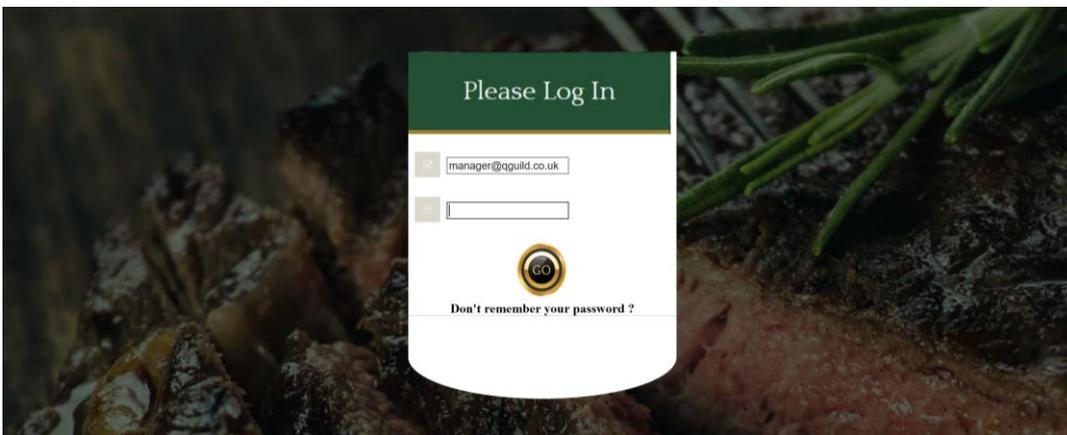
As usual sign in via the 'Log in' icon on the Q Guild Website home page.



Then you will see the normal Log in option

Enter the email associated with your business as featured on the QGuild.co.uk website – if you are not sure pls check in with Claire who can check it for you.

Then click on the 'Don't remember your password?' option, and it will ask you to re-enter your password, after which it will send you an email with a new password, which may even be a set of numbers



The new home page will look like this – with key tabs across the top and down the side. Across the top the Members News, Key Partners and Corporate Members are all self explanatory

Home Product Recipes Member News Key Partners Corporate Members Help Q Guild

Takes you back to the Q Guild website

BOS System
logged in: manager@qguild.co.uk [logout]
Edit My profile
Product Recipes
Members News
Asset Bank
Key Partners
Corporate Members

Asset Bank contains all images and documents

Contains butcher's product recipes – some are still to be uploaded

Welcome

This section of the website is your section and has been called the "BOS" Back Office System. This portal is for Guild members, corporate, key partners and associate members. It is where information and News regarding the Guild and its members is posted.

The following list is just some of the information available

Key Partner Pages.
Corporate Members Pages.
Asset Bank Section includes

- free to use meat images
- Images from Guild events e.g. Smithfield & BBQ Awards
- Extensive pictures of Members and their shops
- Q Guild Logos
- Q Guild Promotional material pdfs
- The Q Guild Steps to Quality Manual
- Q Guild Business Reports and Minutes
- Product of the Month Files

The Q Guild has developed this BOS to add value to your membership and we hope that you enjoy its contents and maximise it fully.

Any queries or requirements for something not available or needs removing, please contact Claire at manager@qguild.co.uk or call 07918762254.

Regards

Forthcoming Dates

January 2019

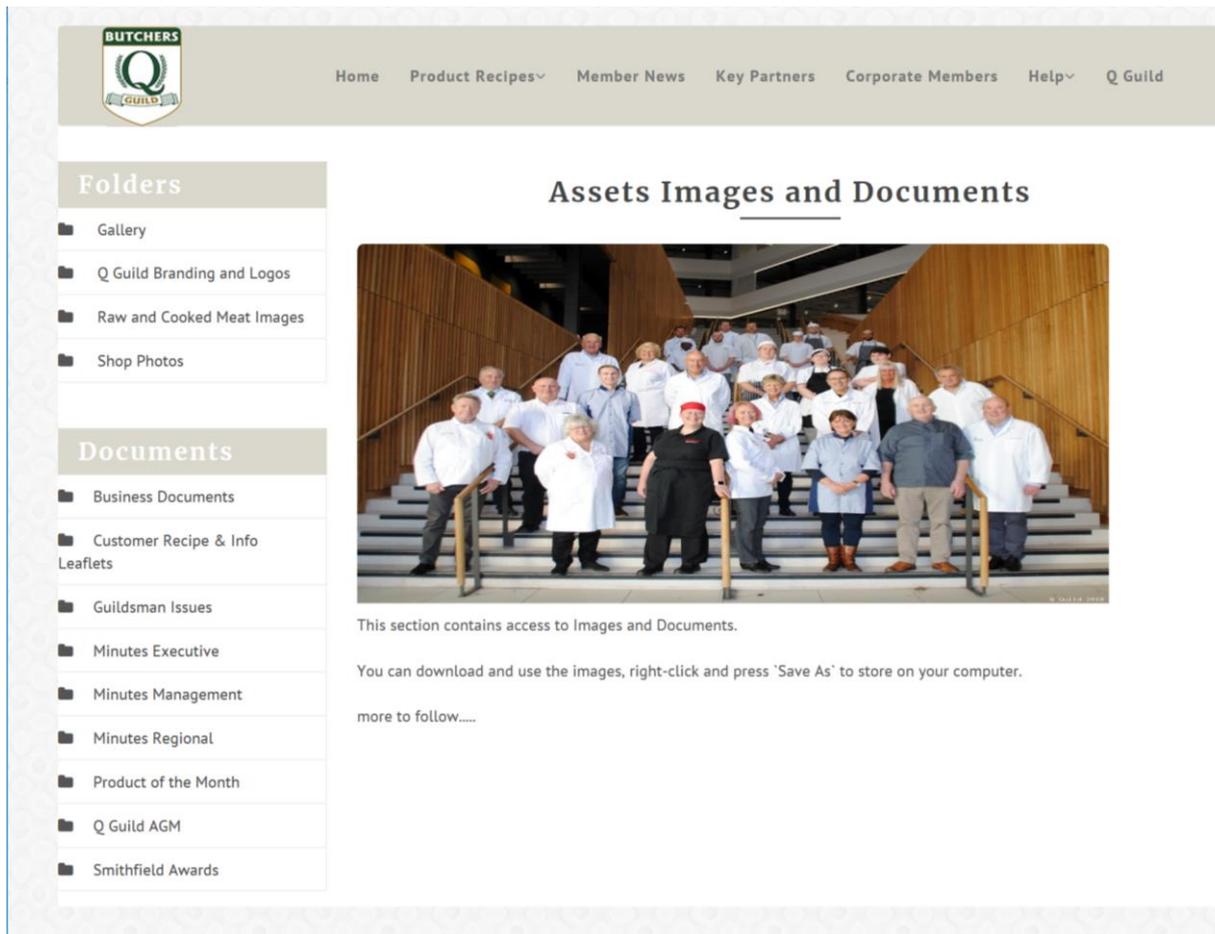
- + 8th - Q Guild Management Meeting
- + 13th - Scottish Meeting New Year Lunch & AGM
- + 30th - Smithfield Awards Lunch

May

- + 12th - 2019 National BBQ Final

Click on the **Asset Bank** which should now be easier to navigate

It contains product of the month details, cooked and raw imagery plus documents



Contents for each section include:

Gallery – folders of images from key events or visits

Q Guild Branding & Logos – include Q Guild, Smithfield Award logos, Best Butchers rosette, icons and straplines

Raw and cooked meat images – images are now in groups by type of meat or product and if they are cooked or raw, please advise if you see any in the wrong category. This also contains images for each Product of the Month

Shop Photo's – are grouped by each member or any shop that has been visited as part of a trip

Documents

Business Documents - Guild specific like 5 yr plan, brand guidelines, members manual, new members application forms

Customer Recipe and Info Leaflets – Christmas cooking leaflet, posters, guides, magazine

Guildsman – lists all back issues

Minutes from all meetings

Product of the Month – production guides and posters – images will be in the **raw and cooked images** file above

Q Guild AGM – minutes and accounts

Smithfield Awards – entry details and results – images will be in the **Gallery** above

Any queries please contact Claire on manager@gguild.co.uk - thanks