

	Completed
USERNAMES AND PASSWORDS	
1. Updated temporary passwords	<input type="checkbox"/>
2. Review or print out sign up guide in help for future reference	<input type="checkbox"/>
3. Notify all users in offices based in your region of the members' username, members' passwords and who has the administrative password	<input type="checkbox"/>
<i>Suggested text:-</i>	
SUBJECT: Corporate Finance Connections	
We have joined a new corporate finance network which provides a number of services including:	
<ul style="list-style-type: none">• M&A directory• Recruitment• MBI/NED/Interim manager directory• Information and links• News feed	
This network uses a website as its hub which can be found at www.CFconnect.co.uk	
These services can be accessed by logging in using the following username and password:	
Username xxxxxxxx Password xxxxxxxx	
We have an administrative password which is used to post to the site. If you wish to make a posting to the M&A directory, post a job, change the directory, post articles, events or publications, please contact xxxxxxxx xxxxxxxxxx	

		Completed
PHOTOGRAPHS		
1.	Provide photographs for all key contacts – see the sign up guide for further information	<input type="checkbox"/>
2.	Ensure you are happy with the photographs and their quality posted to the site	<input type="checkbox"/>

		Completed
KEYWORDS / TOMBSTONES / SPECIALIST AREAS		
1.	Although tombstones and specialist areas are optional fields, they are important for differentiating your entry from others. The keyword search will select matches from the tombstones and specialist areas. I.e. typing in print will select your entry if printing. They are also an important reference for users of the site in judging the work your firm has carried out. Not entering tombstone data will not give a good impression. The Entry to these sections is straightforward and worth the investment in time.	
1 a.	Specialist areas completed	<input type="checkbox"/>
1 b.	Tombstones updated	<input type="checkbox"/>

		Completed
ARTICLES / PUBLICATIONS / EVENTS		
1.	Review or print out guides in help for articles, publications and events	<input type="checkbox"/>
2.	Review existing web site, brochures, press releases, articles for information suitable to be added to articles	<input type="checkbox"/>
3.	Set up entries for your publications adding links if required	<input type="checkbox"/>
4.	Set up your events entries	<input type="checkbox"/>

		Completed
Recruitment		
1.	Ensure HR team are aware of facility	<input type="checkbox"/>
2.	Post current opportunities to the database	<input type="checkbox"/>

		Completed
Other Regions & general		
1.	Make sure offices in other regions are aware of the opportunity	<input type="checkbox"/>
2.	Set quarterly review dates in your diary	<input type="checkbox"/>