



MoverAlerts Webapp:

www.MoverAlerts.co.uk

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Introduction

At TwentyCi Data Ltd we are committed to providing the best data solutions to our clients.

In order to achieve this aim, we would like to introduce our innovative new website

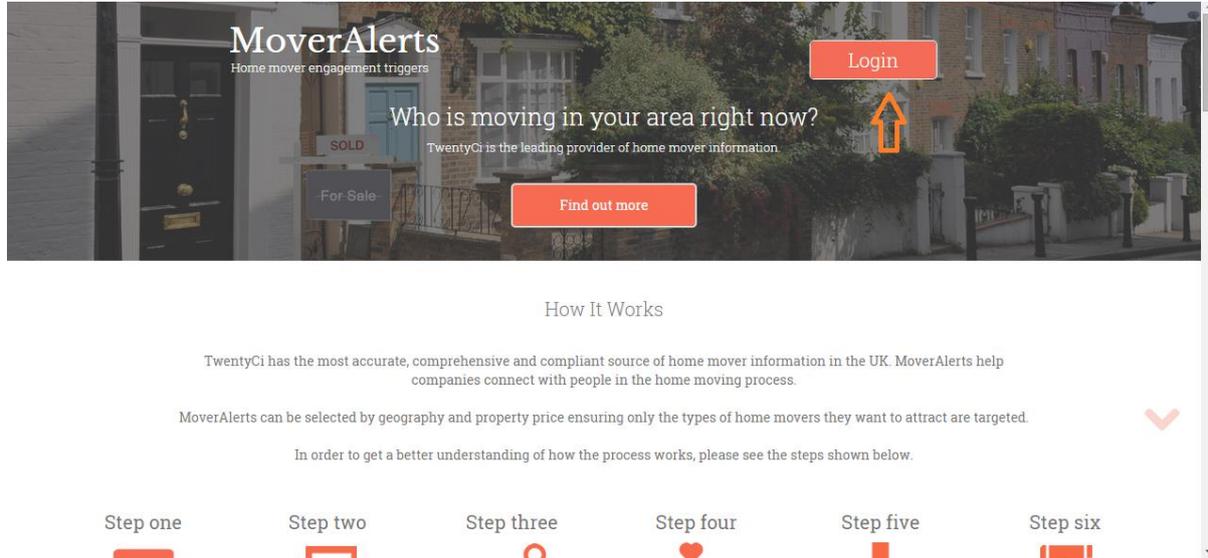
www.MoverAlerts.co.uk

The website will revolutionise the way we deliver our MoverAlerts data to you and, in the future, enable you to buy extra data or try different areas on an ad-hoc basis to help you cover the seasonal peaks and troughs.

Please read on to find out more.

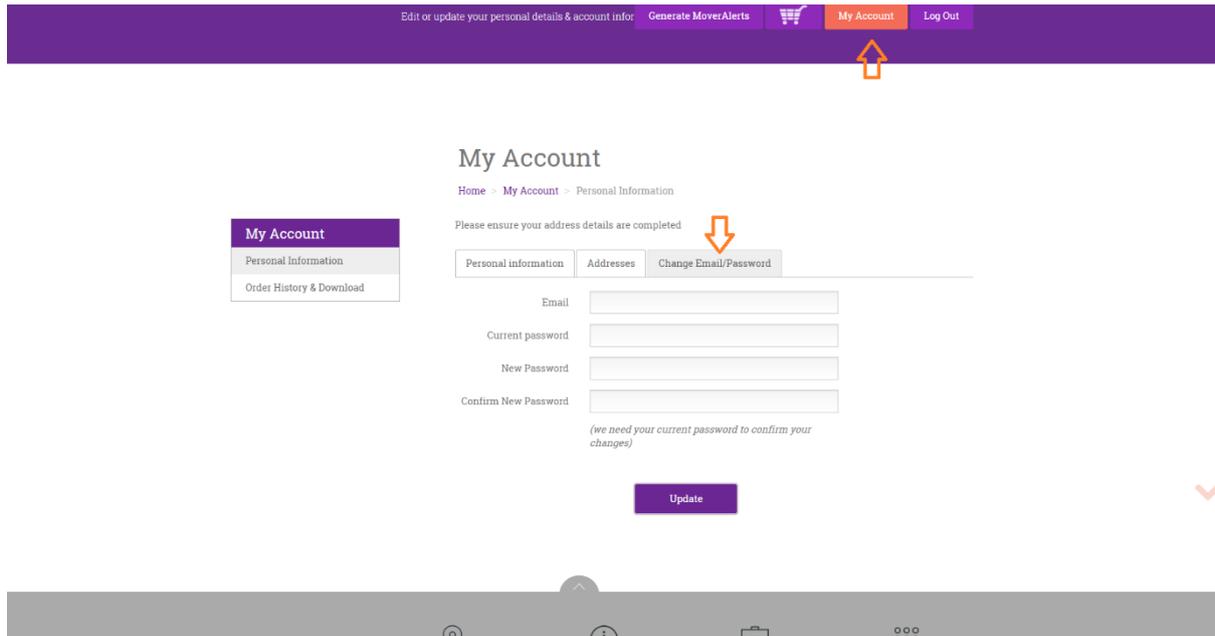
Initial Setup: Username and Password

As an existing customer, you will receive a unique username and password to log on to www.MoverAlerts.co.uk.



Changing Your Password

Once you have logged in using your unique password, you can change your password by clicking on 'My Account' in the top left, and then clicking the 'Change Email/Password' tab and entering the relevant information.



The screenshot shows the 'My Account' page with a purple navigation bar at the top. The bar contains links for 'Edit or update your personal details & account infor', 'Generate MoverAlerts', 'My Account' (highlighted), and 'Log Out'. Below the navigation bar, the 'My Account' section is titled, with a breadcrumb trail: 'Home > My Account > Personal Information'. A sidebar on the left lists 'My Account', 'Personal Information', and 'Order History & Download'. The main content area has a heading 'Please ensure your address details are completed' with a downward arrow. Below this are three tabs: 'Personal information', 'Addresses', and 'Change Email/Password' (selected). The form contains four input fields: 'Email', 'Current password', 'New Password', and 'Confirm New Password'. A note below the fields states '(we need your current password to confirm your changes)'. An 'Update' button is at the bottom of the form. A mobile navigation bar is visible at the very bottom of the page.

Accessing your MoverAlerts via Email Link

There are two ways of accessing your data: through the email link or via www.MoverAlerts.co.uk (section 6).

1. Once your MoverAlerts are ready to be accessed and downloaded, you will be notified via an email. This will occur once a week.

From: orders@moveralerts.co.uk
Sent: 14 May 2015 11:19
To: Tracey Chambers
Subject: MoverAlerts order confirmation



Step five

Thank you for purchasing MoverAlerts.
When you click on the link below you will be taken to a secure location where you can download your MoverAlerts.

[Download](#)

Please do not reply to this email. If there is a problem with this link please contact the MoverAlerts Team on 01908 829300 or email us at info@moveralerts.co.uk

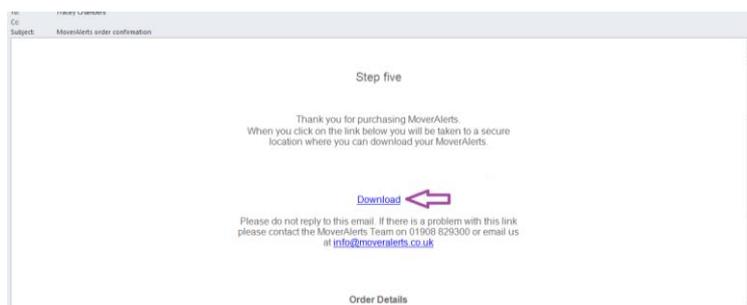
Order Details

Product Name	Leads Count	Lead Price Unit	Sub Total	Order Total
MoverAlerts single use only	189	0.15	28.35	34.02

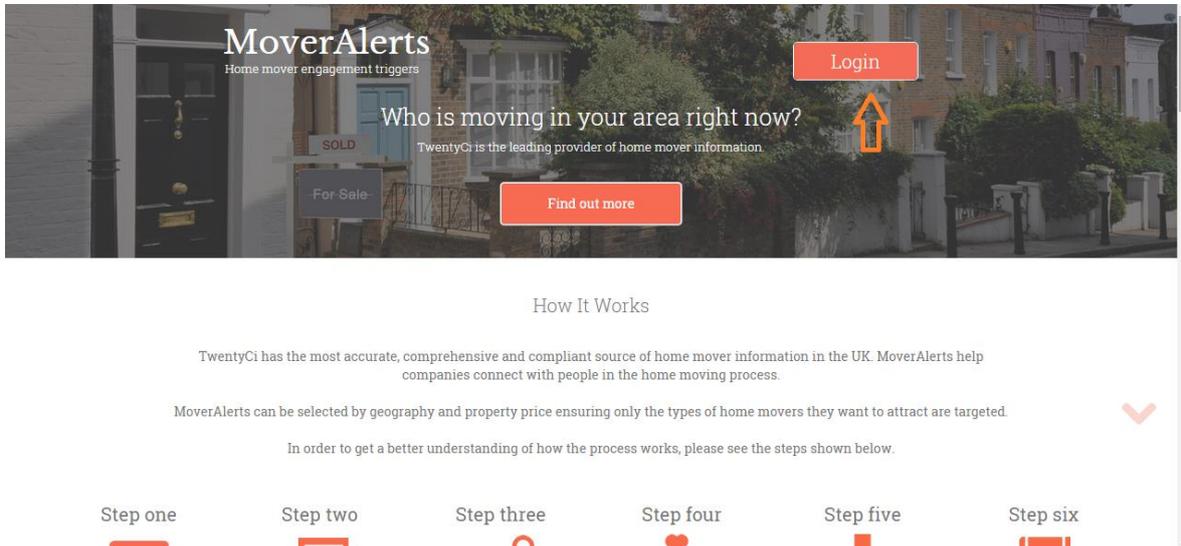
Date of purchase 14/05/2015

TwentyCi Ltd, 6 White Court, Knowlhill, Milton Keynes MK5 8FT
Registered in England and Wales
Number 6943607 VAT Number 123356340

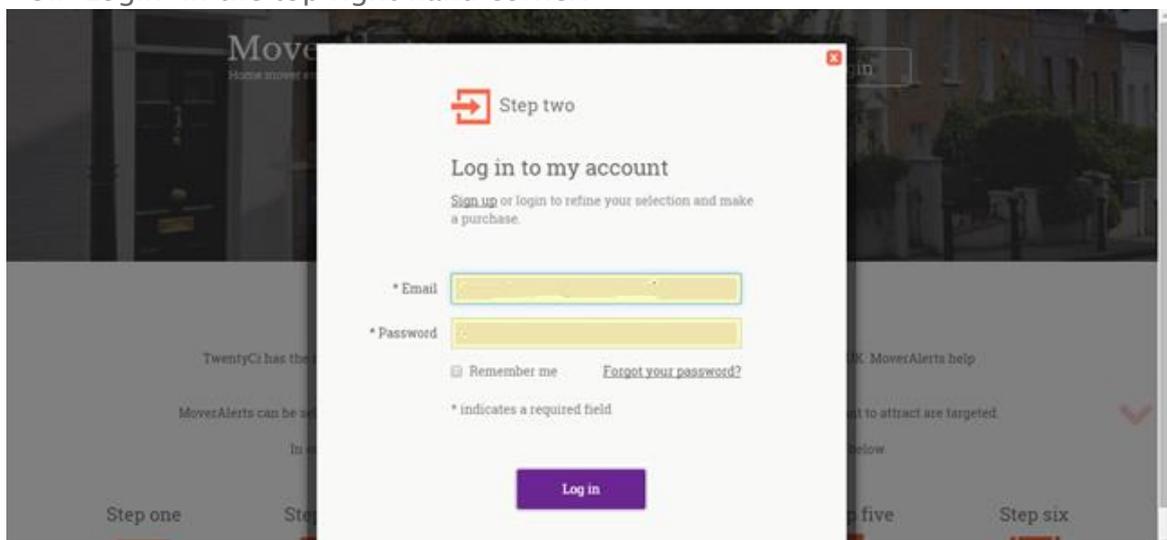
2. The email will include a direct link to the download page.



3. If you click this link, you will be directed to the MoverAlerts homepage



4. You will then need to login using your username and password, by clicking on 'Login' in the top right hand corner.



- You will then be directed to your 'Order History and Download' page, where all of your data orders are listed – newest at the top

[Generate MoverAlerts](#)
[🛒](#)
[My Account](#)
[Log Out](#)

Billed,

See your purchased MoverAlerts

Here you can see what you have purchased and download your orders

Order History & Download

Product	Order Details	Lead Count	Total
MoverAlerts single use only All products details Date Purchased: 14/05/2015	View all details Export Data	361	£54.98
MoverAlerts single use only All products details Date Purchased: 14/05/2015	View all details Download PDF	189	£34.02
MoverAlerts single use only All products details Date Purchased: 14/05/2015	View all details Download PDF	107	£128.40
MoverAlerts single use only All products details Date Purchased: 14/05/2015	View all details Download PDF	137	£24.66



MoverAlerts
Home mover engagement triggers



Where to find us?
6 Whittle Court
Knowlhill
Milton Keynes
MK5 8FT



About Us
Want to find out more about us and the other services we have to offer? [Find out more](#)



Contact Us
Tel: 01908 829300
Fax: 01908 829301
enquiries@moveralerts.co.uk



Legal
[Terms & Conditions](#)
[Privacy Policy](#)

[↑](#)

- If you click on 'All Product Details' you can view your data selection criteria e.g. postcodes, minimum value etc

Billed,
Generate MoverAlerts
 My Account
Log Out

See your purchased MoverAlerts

Here you can see what you have purchased and download your orders

Order History & Download

Product	Order Details	Lead Count	Total
MoverAlerts single use only All products details Date Purchased: 14/05/2015	View all details Export Data	189	£34.02
▼			
MoverAlerts single use only All products details Date Purchased: 14/05/2015	View all details Download PDF	107	£128.40

Order History & Download

Product	Order Details	Lead Count	Total
MoverAlerts single use only All products details Date Purchased: 14/05/2015	View all details Export Data	189	£34.02

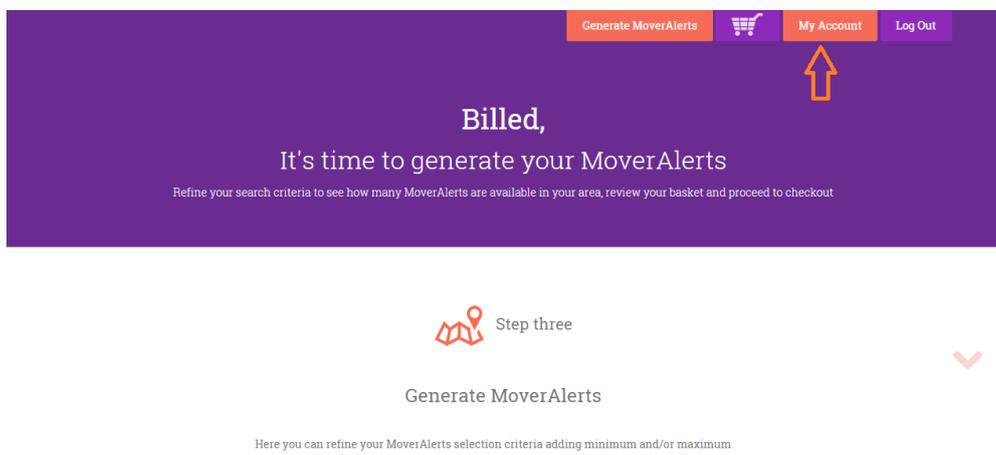
Leads Count	Lead Unit Price	Sub Total
189	£0.15	£28.35

Industry	Removals
MoverAlert Category	Sale
MoveAlerts Type	Sold / Under Offer
Selected Postcodes	OX1, OX13, OX14, OX2, OX20, OX28, OX29, OX3, OX33, OX4, OX44, OX5
Minimum Value	0.0
Minimum No. of Bedrooms	0
Total of MoverAlerts	189

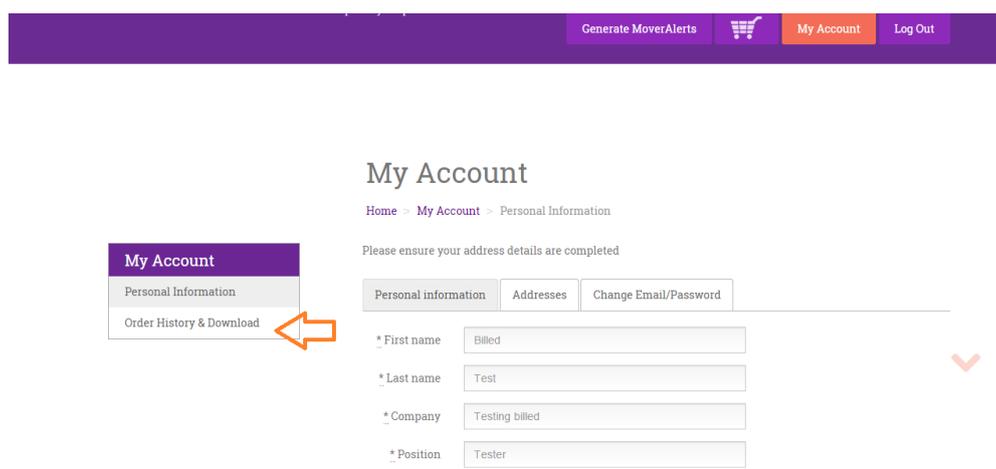
Product	Order Details	Lead Count	Total
MoverAlerts single use only All products details	View all details Download PDF	107	£128.40

Accessing your MoverAlerts via MoverAlerts.co.uk

1. You can also access your MoverAlerts by going to www.MoverAlerts.co.uk, logging in via the top right hand corner with your username and password.
2. You will then be directed to the page shown below. Click on 'My Account'



3. Scroll down and click 'Order History and Download' in the left hand navigation bar



4. You will then be directed to your 'Order History and Download' page, where all of your data orders are listed – newest at the top (as shown on page 9)

Download MoverAlerts

1. Once you have reached the 'Order History and Download' page, (either from clicking the 'Download' link in the email, or through www.MoverAlerts.co.uk homepage) you can now download your MoverAlerts
2. To download them, click the 'Export Data' button next to the top Product Order

Order History & Download

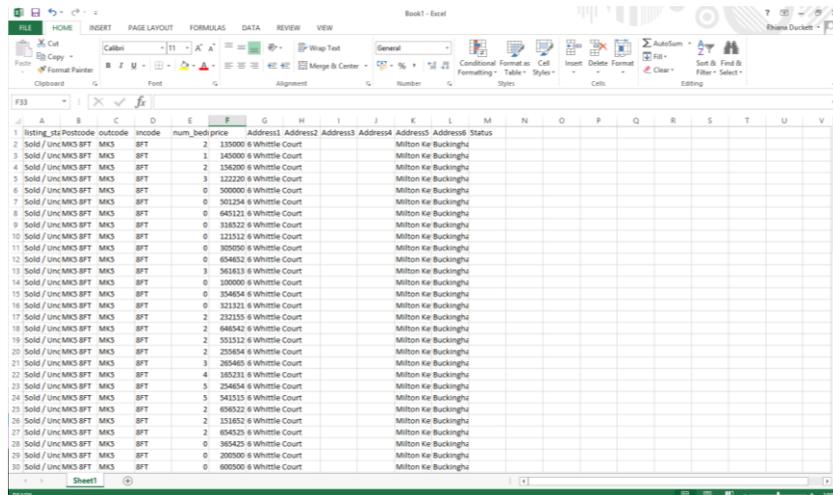
Product	Order Details	Lead Count	Total
MoverAlerts single use only All products details Date Purchased: 14/05/2015	View all details Export Data 	189	£34.02

Leads Count	Lead Unit Price	Sub Total
189	£0.15	£28.35

Industry	Removals
MoverAlert Category	Sale
MoverAlerts Type	Sold / Under Offer
Selected Postcodes	OX1, OX13, OX14, OX2, OX20, OX28, OX29, OX3, OX33, OX4, OX44, OX5
Minimum Value	0.0
Minimum No. of Bedrooms	0
Total of MoverAlerts	189

Product	Order Details	Lead Count	Total
MoverAlerts single use only All products details	View all details Download Data	107	£128.40

3. A box should appear at the bottom of your screen saying 'Open' 'Save' – click 'Open'
4. The data will open automatically as a CSV file



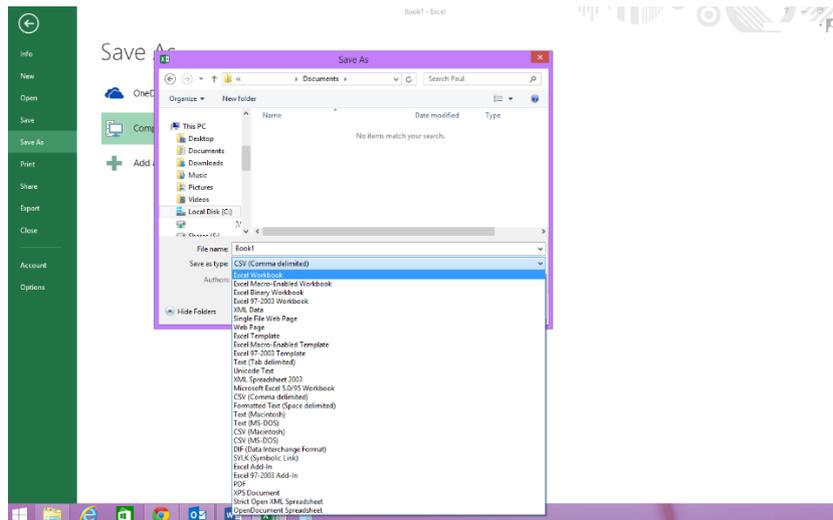
listing_sta	Postcode	outcode	incodes	num_beds	price	Address1	Address2	Address3	Address4	Address5	Status
1	Sold / Unc	MKS	BFT	2	135000	6 Whittle Court				Milton Ke	Buckingham
2	Sold / Unc	MKS	BFT	1	145000	6 Whittle Court				Milton Ke	Buckingham
3	Sold / Unc	MKS	BFT	2	152000	6 Whittle Court				Milton Ke	Buckingham
4	Sold / Unc	MKS	BFT	3	122200	6 Whittle Court				Milton Ke	Buckingham
5	Sold / Unc	MKS	BFT	0	300000	6 Whittle Court				Milton Ke	Buckingham
6	Sold / Unc	MKS	BFT	0	301254	6 Whittle Court				Milton Ke	Buckingham
7	Sold / Unc	MKS	BFT	0	645121	6 Whittle Court				Milton Ke	Buckingham
8	Sold / Unc	MKS	BFT	0	318522	6 Whittle Court				Milton Ke	Buckingham
9	Sold / Unc	MKS	BFT	0	212112	6 Whittle Court				Milton Ke	Buckingham
10	Sold / Unc	MKS	BFT	0	305050	6 Whittle Court				Milton Ke	Buckingham
11	Sold / Unc	MKS	BFT	0	654852	6 Whittle Court				Milton Ke	Buckingham
12	Sold / Unc	MKS	BFT	3	361813	6 Whittle Court				Milton Ke	Buckingham
13	Sold / Unc	MKS	BFT	0	300000	6 Whittle Court				Milton Ke	Buckingham
14	Sold / Unc	MKS	BFT	0	354854	6 Whittle Court				Milton Ke	Buckingham
15	Sold / Unc	MKS	BFT	0	321321	6 Whittle Court				Milton Ke	Buckingham
16	Sold / Unc	MKS	BFT	2	232151	6 Whittle Court				Milton Ke	Buckingham
17	Sold / Unc	MKS	BFT	2	648542	6 Whittle Court				Milton Ke	Buckingham
18	Sold / Unc	MKS	BFT	2	551512	6 Whittle Court				Milton Ke	Buckingham
19	Sold / Unc	MKS	BFT	2	256454	6 Whittle Court				Milton Ke	Buckingham
20	Sold / Unc	MKS	BFT	3	264855	6 Whittle Court				Milton Ke	Buckingham
21	Sold / Unc	MKS	BFT	4	165231	6 Whittle Court				Milton Ke	Buckingham
22	Sold / Unc	MKS	BFT	5	254854	6 Whittle Court				Milton Ke	Buckingham
23	Sold / Unc	MKS	BFT	5	541515	6 Whittle Court				Milton Ke	Buckingham
24	Sold / Unc	MKS	BFT	2	696322	6 Whittle Court				Milton Ke	Buckingham
25	Sold / Unc	MKS	BFT	2	151852	6 Whittle Court				Milton Ke	Buckingham
26	Sold / Unc	MKS	BFT	2	694325	6 Whittle Court				Milton Ke	Buckingham
27	Sold / Unc	MKS	BFT	0	364325	6 Whittle Court				Milton Ke	Buckingham
28	Sold / Unc	MKS	BFT	0	202000	6 Whittle Court				Milton Ke	Buckingham
29	Sold / Unc	MKS	BFT	0	600500	6 Whittle Court				Milton Ke	Buckingham
30	Sold / Unc	MKS	BFT	0	600500	6 Whittle Court				Milton Ke	Buckingham

*****Please Note*****

Once you have clicked 'Export Data' and opened the CSV file, the 'Export Data' link automatically becomes a 'Download PDF' link so you cannot download the MoverAlerts from the site more than once. You will therefore need to save the file as soon as you download (see next section) so you can access it as many times as you need. If you have any issues with this, please contact the team.

Saving MoverAlerts in Excel

1. Once the file has opened, to save the data as it is (CSV), click 'File', 'Save As', then 'Save' in the pop-up box
2. To save as an Excel file, click file, save as. Under 'Save as type' in the pop-up box, choose 'Excel Workbook' then click 'Save'



3. If you would like to view a PDF of the data sent, click 'Download PDF' on the 'Order History and Download' page on www.MoverAlerts.co.uk

Product	Order Details	Lead Count	Total
MoverAlerts single use only All products details Date Purchased: 14/05/2015	View all details Export Data	189	£34.02
MoverAlerts single use only All products details Date Purchased: 14/05/2015	View all details Download PDF ←	107	£128.40
MoverAlerts single use only All products details Date Purchased: 14/05/2015	View all details Download PDF	137	£24.66

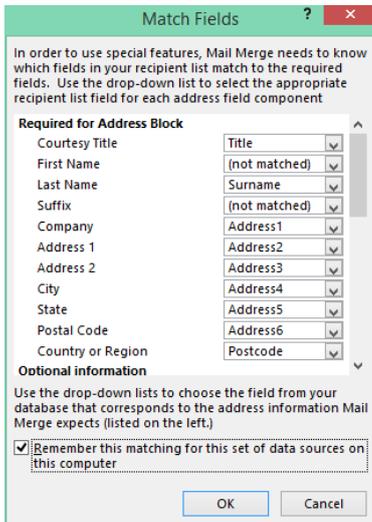
4. A box will appear at the bottom of the screen, click 'Open' and the PDF of data will open automatically

Creating a Mail Merge to Produce Labels

- 1) Open Word and start a New Document
- 2) Select: 'Mailings' tab
- 3) Select: 'Start Mail Merge'
- 4) Select: 'Step by Step Mail Merge Wizard'

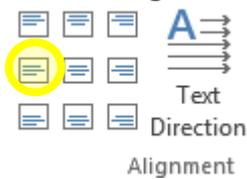
Side Bar to right will open where the following actions will occur:

- 5) Click: Select: 'Labels'
- 6) Click: 'Next: Starting Document'
- 7) Click: 'Label Options'
- 8) Select the applicable option for your business
- 9) Click: 'OK'
- 10) Click: 'Next: Select Recipients'
- 11) Click: 'Browse...'
- 12) Select the data file from the location in which you stored it in the previous steps
- 13) Pop up 'Mail Merge Recipients' is displayed
- 14) Click: OK
- 15) Click: 'Next: Arrange Your Labels'
- 16) Click: 'Address block'
- 17) Pop up 'Insert Address Block' is displayed
- 18) Click: 'Match Fields...'
- 19) Pop up 'Match Fields' is displayed
- 20) Match the fields as below:



- 21) Click: OK to close the 'Match Fields' pop up

- 22)Click: OK to close the 'Insert Address Block' pop up
- 23)Click: 'Update all labels'
- 24)Click: 'Next: Preview your labels'
- 25)Select/Highlight the entire sheet of labels
- 26)Ensure you are on the 'Home' Tab at the top
- 27)Click: "No Spacing" in the Styles option at the top on the right (this will remove any gaps between lines in the address block)
- 28)Go to the 'Layout' tab at the top
- 29)Click: "Align Centre Left" button



- 30)Click: 'Next: Complete the merge'
- 31)Click: 'Edit individual labels'
- 32)Pop up 'Merge new document' is displayed
- 33)Click: 'All'
- 34)Click: 'OK'
- 35)This will launch a new word document that will have all your labels on.
- 36)Save file in relevant directory if necessary
- 37)Print file to printer with the correct labels in the paper tray

Contact Us

For any problems, questions or queries, please don't hesitate to contact our data team.

- Email: data@twentyci.co.uk
- Phone: Main Office 01908 829300 / Sue Schonberger 01908 829323

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TwentyCi Limited | 6 Whittle Court, Davy Avenue, Knowlhill, Milton Keynes MK5 8FT
01908 829300 | enquiries@twentyci.co.uk | www.twentyci.co.uk