

# Unit Rate Portal Tutorial v1.0-24.01.2009 - [www.unitrate.com](http://www.unitrate.com) -

Welcome to Unit Rate Portal Tutorial,

In this tutorial we will learn how to use all features of the portal. As you noticed, in Unit Rate Portal you can **search** any construction price in main categories and lots of sub-categories, **add** your product prices and catalogs, **request** price from portal members or visitors, **respond** to price requests and **place** your company in registered companies section.

Also consider that all of these features are **free**.

## Free Registration

### Why Register?

To use the features of the portal you need to register to URP (Unit Rate Portal) community. Registration is needed for communication and listing purposes. Company information and contact details will be visible for users.

### How can I register to URP?

The screenshot displays the Unit Rate Portal homepage. At the top, there is a navigation bar with the following elements:

- Unit Rate Portal logo with a barcode.
- Buttons for "sign up free & add your rates", "search rates - catalogues", and "request request rates from portal".
- A search input field with the text "Google™ Custom Search".

Below the navigation bar is a main content area with several sections:

- A row of product listings with images and titles: "LOADER BOBCAT 753 (1/3...", "BACKHOE LOADER...", "EXCAVATOR 10' W/THUMB...", "BACKHOE CASE 580L 4WD...", and "TRANSMISSION JACK 500LBS". Each listing includes a category name.
- A "Login" section on the left with fields for "Username" and "Password", a "Remember me" checkbox, a "Login" button, and links for "Forgot login?" and "No account yet? Register".
- A "Home > Root" section with three main categories: "Ancillary Service Providers (137)", "Contractors (0)", and "Machinery & Equipment (158)". Each category has a list of sub-items.

Two red arrows point to yellow callout boxes that say "click for registration form". One arrow points to the "sign up" button, and the other points to the "Register" link in the login section.

# Registration

Required field | Field visible on your profile | Field not visible on profile | Information: Point mouse to icon

Upload profile image select "upload profile image" for company logo

Your image will be resized if needed to a maximum of 200x200 pixels. also you can select from ready images

Profile image:  Gözet...

By clicking "Register", you certify that you have the right to distribute this photo.

Name:  Required field Field visible on your profile Field not visible on profile Information: Point mouse to icon

Username:  Required field Field visible on your profile Field not visible on profile Information: Point mouse to icon

Password:  Required field Field visible on your profile Field not visible on profile Information: Point mouse to icon

Verify Password:  Required field Field visible on your profile Field not visible on profile Information: Point mouse to icon

Company:  Field visible on your profile Field not visible on profile Information: Point mouse to icon for rate publishers

Web site:  Field visible on your profile Field not visible on profile Information: Point mouse to icon for rate publishers

City:  Field visible on your profile Field not visible on profile Information: Point mouse to icon

State:  Field visible on your profile Field not visible on profile Information: Point mouse to icon

Zip Code:  Field visible on your profile Field not visible on profile Information: Point mouse to icon

Country:  Required field Field visible on your profile Field not visible on profile Information: Point mouse to icon mandatory field

Address:  Field visible on your profile Field not visible on profile Information: Point mouse to icon

Phone #:  Field visible on your profile Field not visible on profile Information: Point mouse to icon

Fax #:  Field visible on your profile Field not visible on profile Information: Point mouse to icon

Email:  Required field Field visible on your profile Field not visible on profile Information: Point mouse to icon enter a valid e-mail address

Required field | Field visible on your profile | Field not visible on profile | Information: Point mouse to icon

After filling all necessary information click the "register" button. You may login to Unit Rate Portal immediately. **No e-mail confirmation needed.** Please be sure about the e-mail address you gave during registration.

## Add your Product Price or Catalog


### How can I add my products to URP?

Upon successful registration and login to site, you will be directed to your profile page. In profile page details of your contact information, your price submissions and your rate requests can be found. This page is also available for others users who want to contact with you.


When you logged in to URP, you will find "User Menu" on the left side of the page. You can control everything from here.

Let's start adding unit rates.

unitrate.com - all rates you need - add product prices, company catalogs for free - rental equipment, materials



**sign up**  
free & add your rates



**search**  
rates - catalogue


[Home](#) rate directory

[Company List](#) registered companies


[Add Products](#) product or catalog

[Rate Requests](#) post, search, reply


[Help](#) help, contact



LOADER BOBCAT 753 (1/3...  
Category: Bobcat Skidsteer Loaders



BACKHOE LOADER,...  
Category: Backhoes



EXCAVATOR 10' W/THUMB...  
Category: Backhoes

click to start add your rates (you should be logged in to URP)


Login

Hi, URPModerator

[Logout](#)

[Community](#) [Edit](#)

## URPModerator Profile Page



click to add new unit rate

[Add New Unit Rate](#)

User Menu

- Home
- Add New Unit Rate
- My Unit Rate Center
- Add New Category
- My Rate Requests
- My Comments
- User Profile

Search Unit Rate

search...  
[Search](#)  
Advanced Search

User Info [Unit Rates](#) [My Requests](#)

Company:	Unit Rate Portal
Web site:	www.unitrate.com
City:	Everywhere
Zip Code:	000000
Country:	World
Address:	Internet
Email:	Send Email

## Add Unit Rate

The form includes the following fields and callouts:

- 1:** Click "Manage Category" button.
- 2:** Select category from the dropdown menu (e.g., Ancillary Service Providers, Construction Equipment, etc.).
- 3:** Click to save selection button.
- 4:** Also appear in this category button (optional).
- 5:** Enter your product title (mandatory).
- 6:** Price of product or service (optional if Catalog uploaded).
- 7:** Country (mandatory field).
- 8:** Short Description (mandatory field).
- 9:** Upload your catalogs button.
- 10:** Optional field for details of your product or your company.
- 11:** Add product images (optional).
- 12:** Click submit to send your data button.

**Upon submitting data to Unit Rate Portal, our moderators will review it and publish immediately.**

You will be notified via e-mail after your submission approved.

If you do not want to submit your price list via entering data one by one to Unit Rate Portal, send your price list in excel or adobe acrobat reader format directly to [database@unitrate.com](mailto:database@unitrate.com). Unit Rate Portal moderators will convert your price list and upload to the portal database.

**We recommend users to submit all your product prices one by one to the URP database. By doing like that all of your product and service prices will become searchable and easy accessible to the users.**

## Search Price List or Catalog

### How to find desired price or catalog?

Unit Rate Portal has two search modules for users. You may use **general site search** or only in price list or **catalog search** to find desired price.

Option 1:

The screenshot shows the Unit Rate Portal search results for the term "loader". The search bar at the top right contains the text "loader" and a magnifying glass icon. Below the search bar, a list of search results is displayed, including "LOADER BOBCAT S175 W/CASE CONTROLS", "LOADER BOBCAT 753 (1/3 Yard Bucket)", "BACKHOE LOADER, TERRAMITE T7", "LOADER BOBCAT S175 (1/2 Yard Bucket)", "TRACTOR JD 4200 W/LOADER", "DINGO TRACKED UTILITY LOADER W/AUGER ATTACH", "BOBCAT LOADER W/AUGER ATTACHMENT", "BACKHOE LOADER 8', TERRAMITE T5C", "BOBCAT LOADER w/ROCKPICKER ATTACHMENT", and "DINGO TRACKED UTILITY LOADER W/BACKHOE ATTACHMENT". A yellow callout box with a red arrow points to the search bar with the text "enter search term". Another yellow callout box with a red arrow points to a "More results" link at the bottom right of the search results list with the text "if your price not listed above click".

Option 2:

The screenshot shows the Unit Rate Portal search interface. It includes a "Login" button, a "Forgot login?" link, and a "No account yet? Register" link. Below these links is a "Search Unit Rate" section with a search input field containing "search...", a dropdown menu set to "All Categories", and a "Search" button. A yellow callout box with a red arrow points to the "Search" button with the text "click for advanced search".


## Advanced Search

Category:

Product Name:

Country:

Short Description:

Catalog:  Search only catalogs  check if you want only downloadable catalogs

Details:

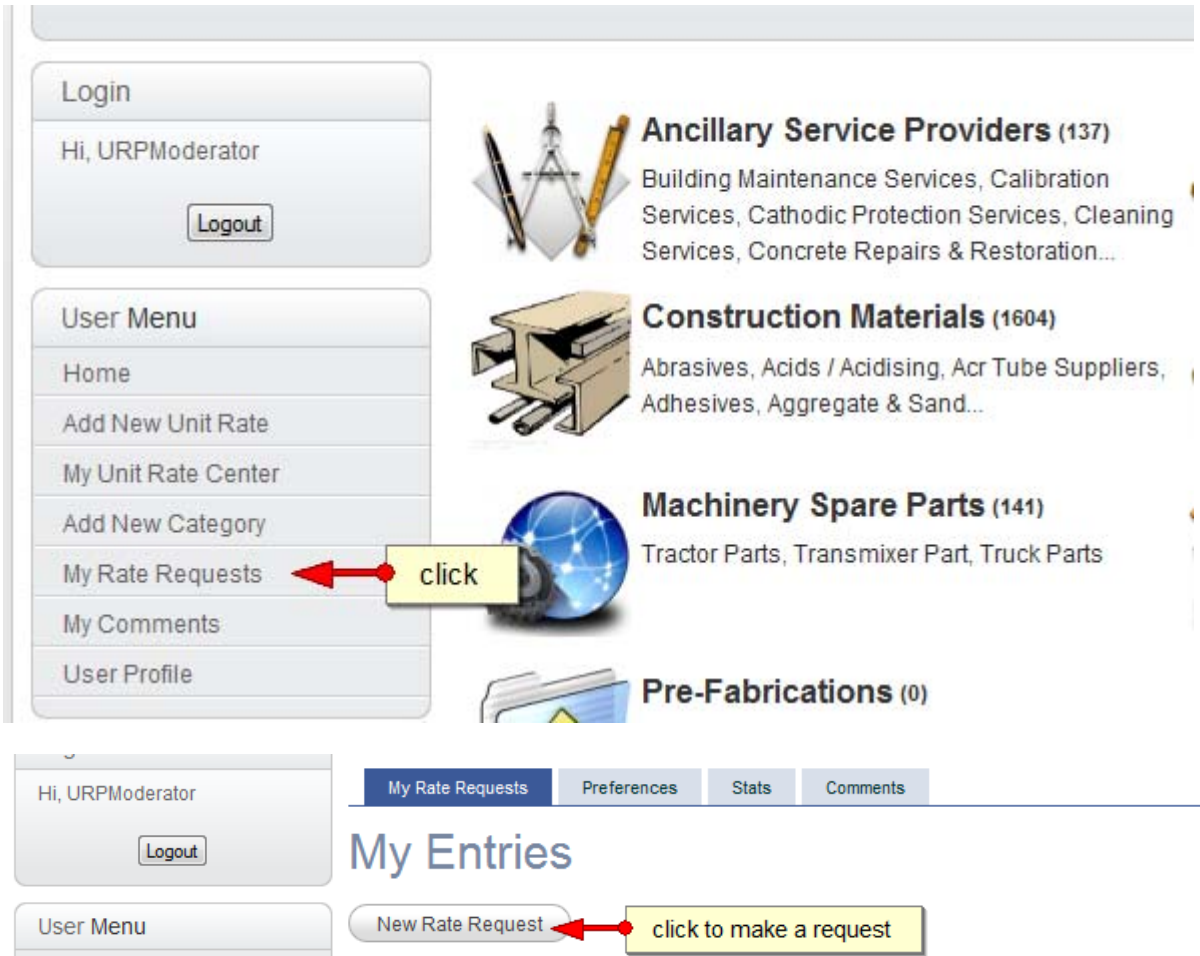
## I could not find what I am looking for?

### Request price from Unit Rate Portal

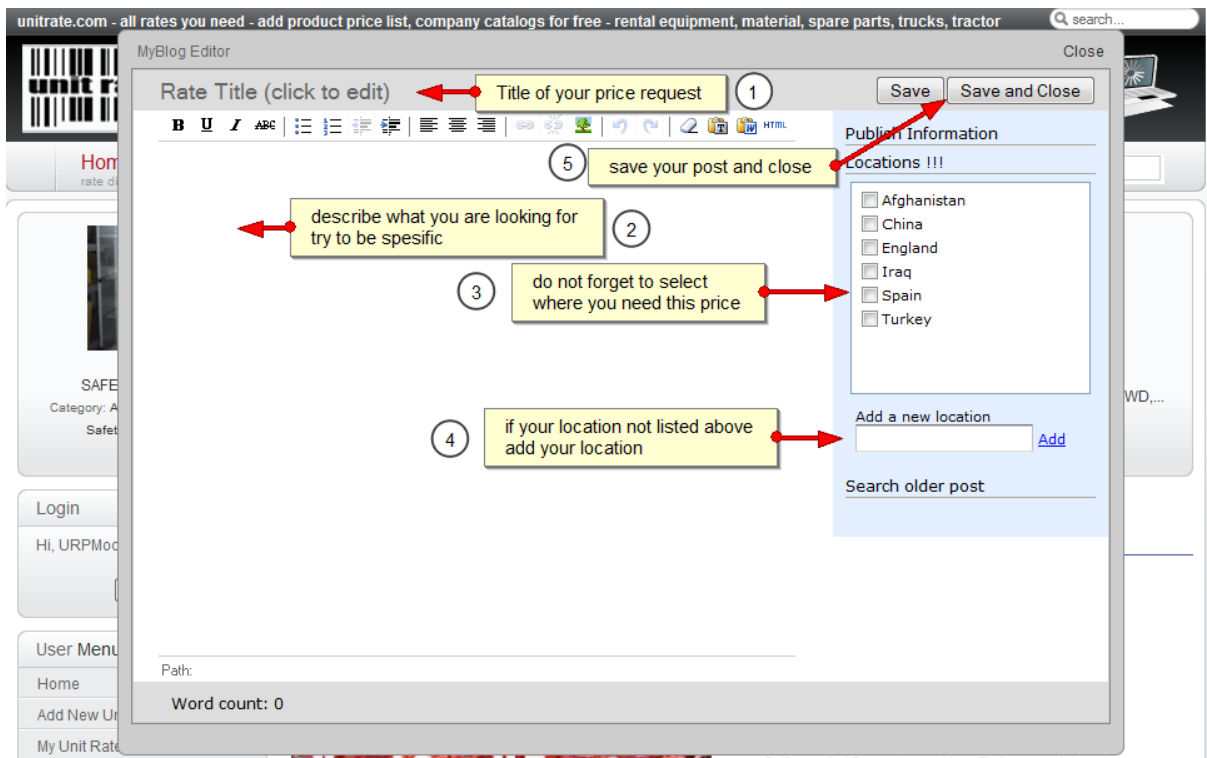
When you could not find the desired price, it is better to request this price from portal. Unit Rate Portal moderators and users will respond your request in short time.

### How to request price?

Firstly login to Unit Rate Portal. Upon successful login you will see "User Menu "on left side of site.



The screenshot displays the user interface of the Unit Rate Portal. On the left side, there is a 'Login' section with the text 'Hi, URPModerator' and a 'Logout' button. Below this is a 'User Menu' with several options: 'Home', 'Add New Unit Rate', 'My Unit Rate Center', 'Add New Category', 'My Rate Requests' (highlighted with a red arrow and a yellow box labeled 'click'), 'My Comments', and 'User Profile'. To the right of the User Menu, there are four categories of services: 'Ancillary Service Providers (137)' (Building Maintenance Services, Calibration Services, Cathodic Protection Services, Cleaning Services, Concrete Repairs & Restoration...), 'Construction Materials (1604)' (Abrasives, Acids / Acidising, Acr Tube Suppliers, Adhesives, Aggregate & Sand...), 'Machinery Spare Parts (141)' (Tractor Parts, Transmixer Part, Truck Parts), and 'Pre-Fabrications (0)'. At the bottom of the page, there is a navigation bar with 'My Rate Requests', 'Preferences', 'Stats', and 'Comments'. Below the navigation bar, there is a 'My Entries' section with a 'New Rate Request' button (highlighted with a red arrow and a yellow box labeled 'click to make a request') and a 'User Menu' button.



Portal moderators will review your request and publish immediately.

### How to respond price request?

It is easy to respond price requests by commenting them. Request owner may contact users whom respond their price requests by their contact information in Unit Rate Portal.