

Intranet Coding Guide:

Text Colours



- ★ Black Member information can be given to any member, provided the account is AL (active listed)
- ★ White Member is temporarily unlisted; information cannot be given out.
- ★ Orange Member is broker driven; can be contacted by staff; info cannot be provided to another member unless the broker driven member has agreed to let us forward their details
- ★ Purple Member is uncontactable and placed in suspended and locked status until contact made.

Background Colours

- ★ Grey Fees are paid and up to date
- ★ Red Fees are more than 30 days overdue
- ★ Green First overdue fees letter has been sent (30 days)
- ★ Blue Second overdue fees letter has been sent (45 days)
- ★ Purple Third overdue fees letter has been sent (60 days)
- ★ Yellow Account has been forwarded to debt recovery

Letter Keys

First Letter

- ★ A Member is active
- ★ C Contract (second) account
- ★ P Sponsorship account
- ★ U Member is suspended
- ★ L Member is suspended and locked
- ★ D Member is deactivated (closed)
- ★ S Empire Trade Staff Account

Second Letter

- ★ L Member is listed in directory
- ★ N Member is unlisted (real estate spend down, sale of business spend down)
- ★ T Member is temporarily unlisted (still owns the business but is spending down, away, not trading temporarily etc)

Intranet Message Colours

- ★ Red Very High Priority
- ★ Orange High Priority
- ★ Yellow Normal
- ★ Dark Green Low Priority
- ★ Light Green Very Low Priority

Trade Percentages codes – When entering 'latest trade percentage' in the members account under 'Misc'

- ★ NEG Negotiable
- ★ 50+ 50% Plus
- ★ -50 Up to 50%
- ★ 30-50 30-50% or as notified by member
- ★ LO Labour Only
- ★ SN See Notes
- ★ XW Excluding Weekends
- ★ SD Spend Down
- ★ LM Left Message

Star Ratings – This indicates the member's attitude to receiving Empire trade dollars

- ★ 1 lion paw for very disgruntled members – (not accepting trade)
- ★ 2 lion paws for unhappy members – (probably not trading)
- ★ 3 lion paws for members sitting on the fence; waiting for changes to come in to action (trading but not much; maybe want to spend first)
- ★ 4 lion paws for members who are good traders – (that want to trade but don't get enough business)
- ★ 5 lion paws for great members – (are happy receiving trade and are spending it too- love the system)