

Manual v1

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# English

# 1. Login

To create or edit your company's Buyer's Guide entry, you need an account. This will be created automatically.

If you would like to log in for the first time, you must first assign a password. Use the following link for this purpose: <u>https://www.cpi-worldwide.com/shop/request-password</u>

- Open <u>https://www.cpi-worldwide.com/buyers-guide/admin</u> to login.
- Use your email address and your previously assigned password for the login.

Note: The email you used to contact us will be used to create the account, unless you have told us otherwise. If you wish to make a change, please contact us.

- After successful registration you will be redirected to the editing mask of your Buyers' Guide.

## 2. Edit Buyers' Guide Entry

## 2.1. Files - Upload files

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	sh@ad-media.de	<b>N</b> FILES					
	Buyers' Guide Files Manage all uploaded files	Here you can manage or edit the files yo files to free up space, if the maximum sto	I have uploaded in the past. You can also delete unused X rage size has been reached.				
	Logo & Details	3					
	Video Select gallery video	0,52%	Drag an drop files here				
	Product groups     Companies' product groups     Shipping countries     Countries you ship into	Current usage 2.6 MB / 500 MB 13 files	orAdd video from youtube				
		2	Total files: 13				
nttps://www.cpi-worldwide.com/de/buyers-gu	uide/admin/product-groups	https://www.youtub					

Editing mask of the Buyers' Guide

If you want to use a logo, a video or images for the image gallery, you must first upload them under the **Files** menu item. This menu item serves as a file manager where new files can be uploaded or existing files can be deleted to free up disk space.

- Use the drag & drop field (1) to upload new files. Files with the file extensions .jpg, .png & .mp4 are supported. If you want to use a video from YouTube, copy the link of the video under the drag & drop field.
- After uploading the files, they will be displayed in a list (2).

- (3) shows the current usage (total size of all files).
- Uploaded files (2) can be deleted again by clicking on the three dots at the end of each line (4).
- Image or video captions can also be created in different languages using the three dots at the end of each line (4).

#### 2.2. Logo & Details - Company description and logo

Here a company logo, which was previously uploaded under the menu item **Files**, can be selected. Furthermore, a description of the company can be created in different languages. In addition, social media accounts (LinkedIn, Instagram & Twitter) can be stored here.

Save each change by clicking the Save button

#### 2.3. Image gallery

Here you can select images that were previously uploaded under the **Files** menu item, which will then be published in the Buyers' Guide entry.

Images to be published in the Buyers' Guide entry can be dragged from the **Available images** section to the **Gallery images** section. To change the order, each image can be dragged to the desired position.

Save each change by clicking the Save button

#### 2.4. Video gallery

Here you can select videos that were previously uploaded under the **Files** menu item, which will then be published in the Buyers' Guide entry.

Videos to be published in the Buyers' Guide entry can be dragged from the **Available** videos section to the **Buyers' Guide videos** section.

Save each change by clicking the Save button

#### 2.5. Product groups

The **Product groups** menu item allows you to select product groups that the company distributes or trades with.

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sh@ad-media.de	N PRODUCT GROUPS						
Buyers' Guide	Select or unselect the product groups you sell products in	×					
Files Manage all uploaded files							
Eogo & Details							
Image gallery Select gallery images	U Wetcast Formen und Anlagentechnik						
Video Select gallery video	Beratung & Entwicklung						
Product groups Companies' product groups	Produktionsanlagen für Wände und Decken						
Shipping countries Countries you ship into	Bewehrungstechnik und Zubehör						
	Software, IT, Steuerung						
	-						
	SAVE PRODUCT GROUPS						

Save each change by clicking the Save button

Editing mask of the Buyers' Guide - Product groups menu item

## 2.6. Shipping countries

The **Shipping countries** menu item allows to select shipping countries in which the company operates

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	SAVE SHIPPING COUNTRIES	

Save each change by clicking the Save button

Editing mask of the Buyers' Guide - Shipping countries menu item