



Buyers' Guide

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:
<https://www.cpi-worldwide.com/shop/request-password>

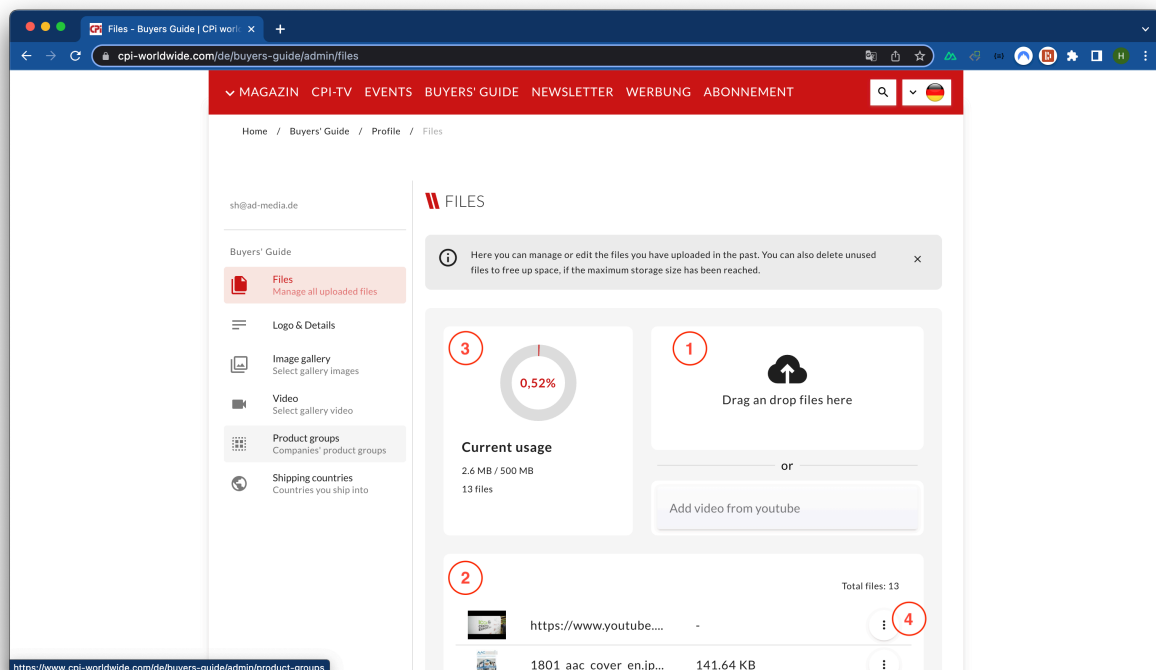
- Open <https://www.cpi-worldwide.com/buyers-guide/admin> to login.
- Use your email address and your previously assigned password for the login.

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



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

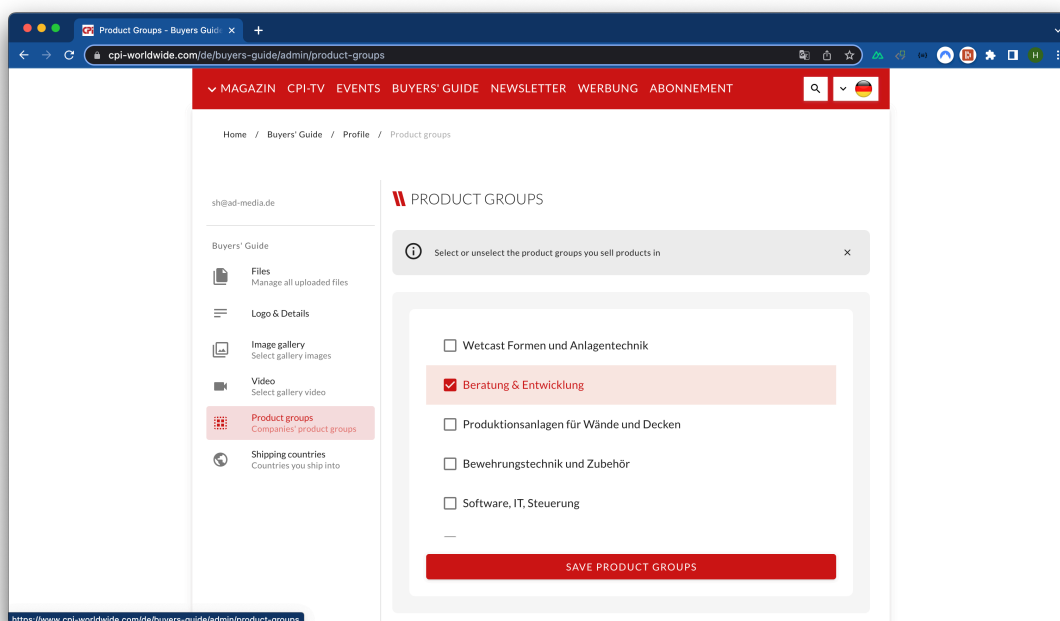
Here you can select videos that were previously uploaded under the **Files** menu item, which will then be published in the Buyers' Guide entry. Videos to be published in the Buyers' Guide entry can be dragged from the **Available videos** section to the **Buyers' Guide videos** section.

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.

Save each change by clicking the **Save** button

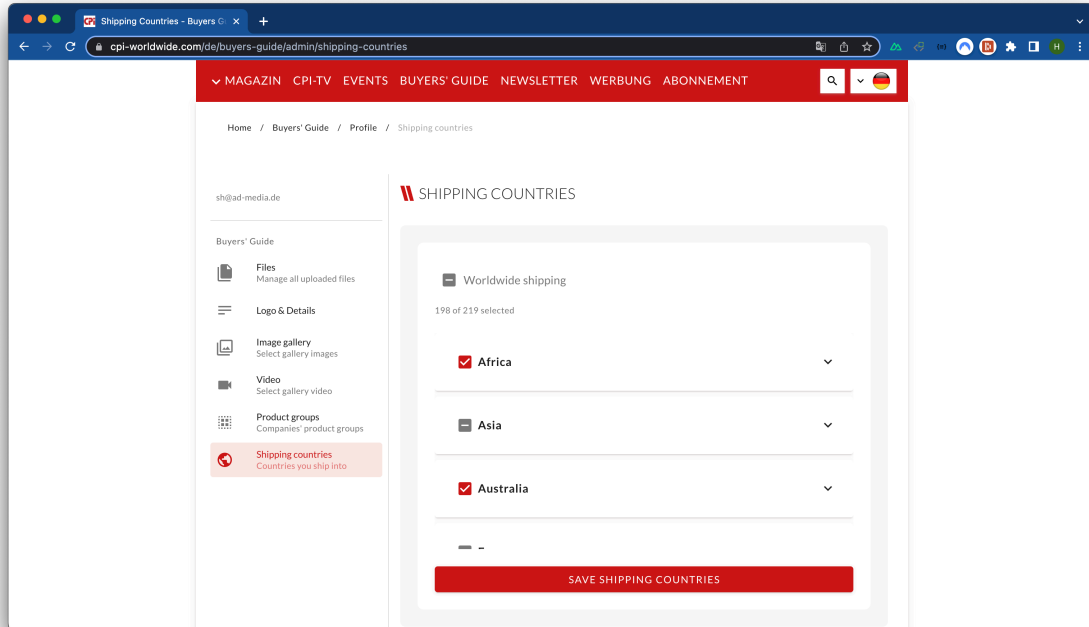


Editing mask of the Buyers' Guide - Product groups menu item

2.6. Shipping countries

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

Save each change by clicking the **Save** button



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