Instructions for provider access to the Web-to-Publish market overview

IMPORTANT NOTES:

- Find the overview page of the provider area in the Market/Provider section or in the footer of the website Melaschuk-Medien.de:

  <u>Provider area</u>

- Users must **first register** and enter the provider ID received in the registration form.
- **More than one employee** of a provider may register.
- **New systems** are first created by MELASCHUK-MEDIEN and then released for editing (go to <u>Contact page</u>).
- After final saving by the provider the updated data are **released** by MELASCHUK-MEDIEN and put online thereafter. The user receives an **e-mail notification**.

Editing German and English entries in the market overview:

- If you want to publish your data also in german entries, just send a short information. We then create the german entries with english content (if they do not already exist), which you can overwrite.
- You can edit the German and English data **in one single account**, there is no need for a separate log in. Change between the english and german entries while you are logged in and move for this purpose to the overview page in the <u>provider area</u>.
- In order to change between the languages you can click on the links **"EN"** or **"DE"** on top of the website. Please edit the entries step by step **without** changing the language while editing. When an entry is finally saved (button "Save and finish editing") you can change the language as described.

Instructions for provider access to the Web-to-Publish market overview

1	Registration

Melaschuk-Medien (en) / Market / Provider area / Registration

Provider registration

Provider ID *

301QQXS

E-mail address *

ira@melaschuk-medi

Still 27 characters.

E-mail confirmation

ira@melaschuk-m

Still 27 characters.
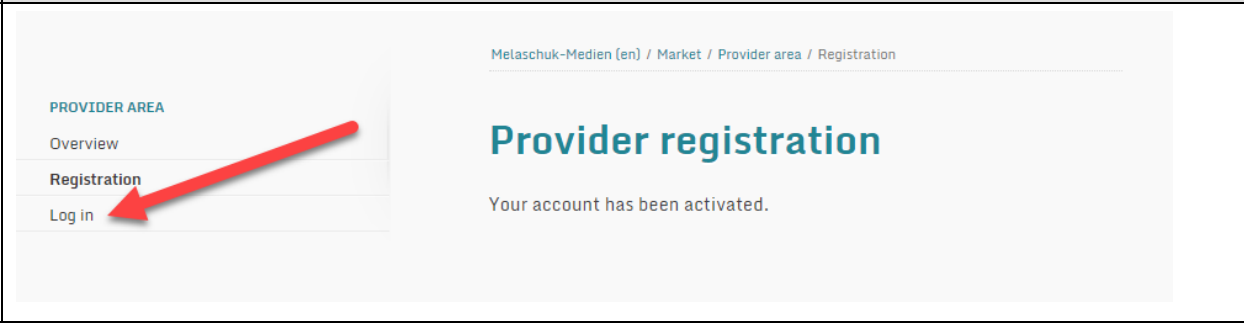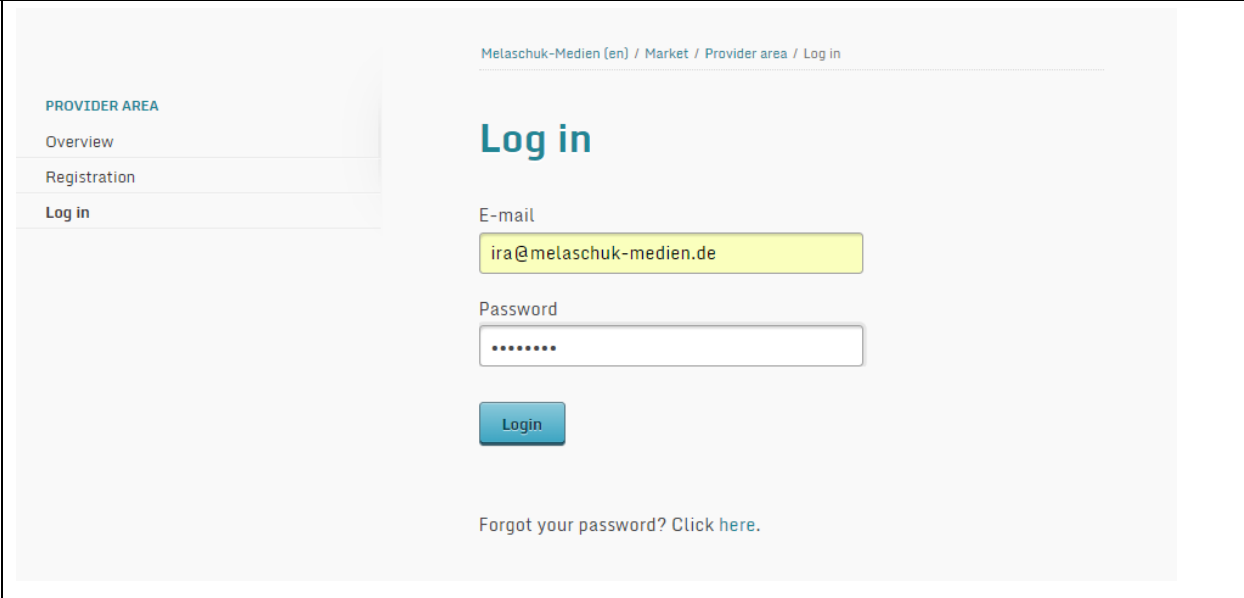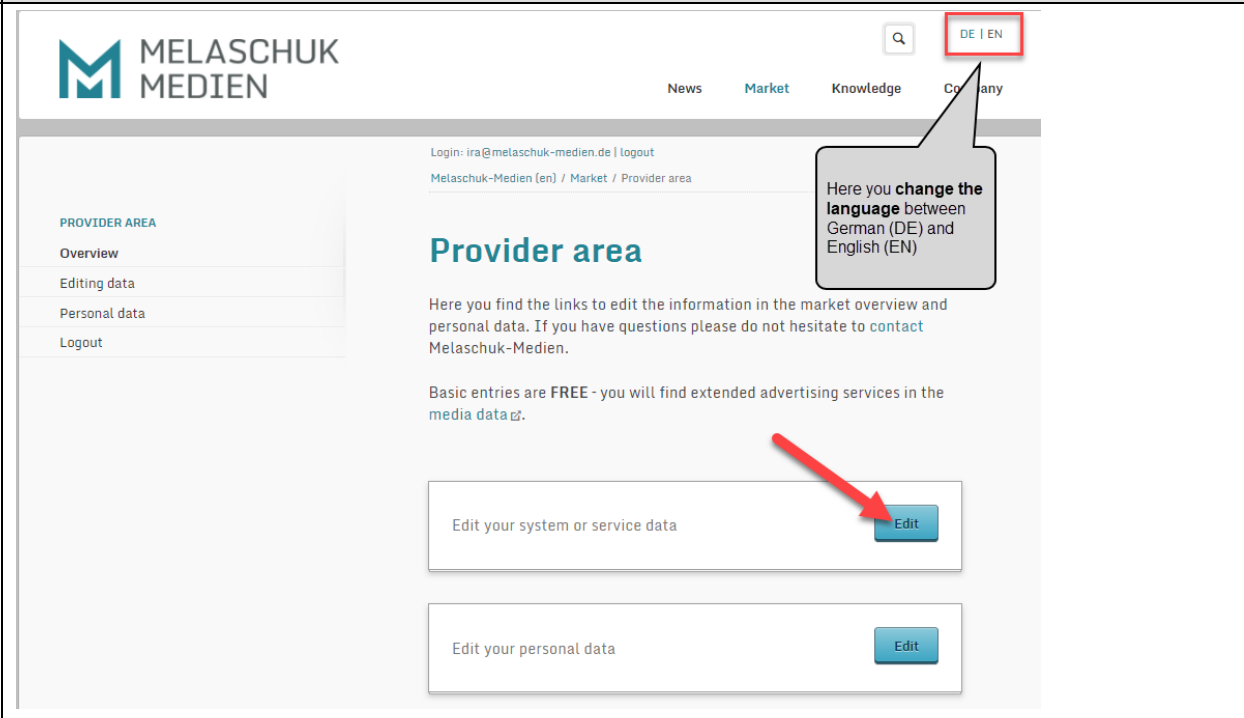
Salutation *

Ms

First name *

Ira

Still 47 characters.

> **New systems or service provisions** are created by Melaschuk-Medien on request.
> Providers then receive a **provider ID** via e-mail. This provider ID is NOT identical to the password.

Last name *

Melaschuk

Still 41 characters.

Company *

Melaschuk-Medien

Still 34 characters.

Password *

••••••••••••

Instructions for provider access to the Web-to-Publish market overview

2	**Click on the link in the confirmation e-mail for the registration**
3	**Log in area**
4	**Provider areas**

5	Select data in the market overview for editing

PROVIDER AREA

Overview

Editing data

Personal data

Logout

Note:

Editing English and Germann entries in the market overview

You can edit the German and English data in one single account, there is no need for a separate log in.

In order to change between the languages you can click on the links **"EN"** or **"DE"** on top of the website. Please edit the entries step by step without changing the language while editing. When an entry is finally saved (button "Save and finish editing") you can change the language as described.

My market overview data

Systems

Name	Status	Last update	
A-Test system	released		edit

Editing data in Providers, Systems or Service Provisions

Services

Name	Status	Last update	
A-Test service (with promotion)	released	2018-02-01 11:37	edit
A-Testservice	in progress		edit

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Instructions for provider access to the Web-to-Publish market overview

6	Editing system data (or provider, service data)

PROVIDER AREA
Overview
Editing data
Personal data
Logout

System data

Basic data

Name *

A-Test system

Still 47 characters.

System description *

Ich bin das zweite Testsystem

Intermediate saving
Changes can be intermediately saved by a user as many times as desired. When logging in again, the last saved data are accessed (there is no version save).

Save and finish editing
Once the data are saved for the last time, the data are transferred for release to Melaschuk-Medien. Only after release will the data go online and the user notified. The data are then released for use again.

Intermediate saving

Save and finish editing

MELASCHUK MEDIEN