



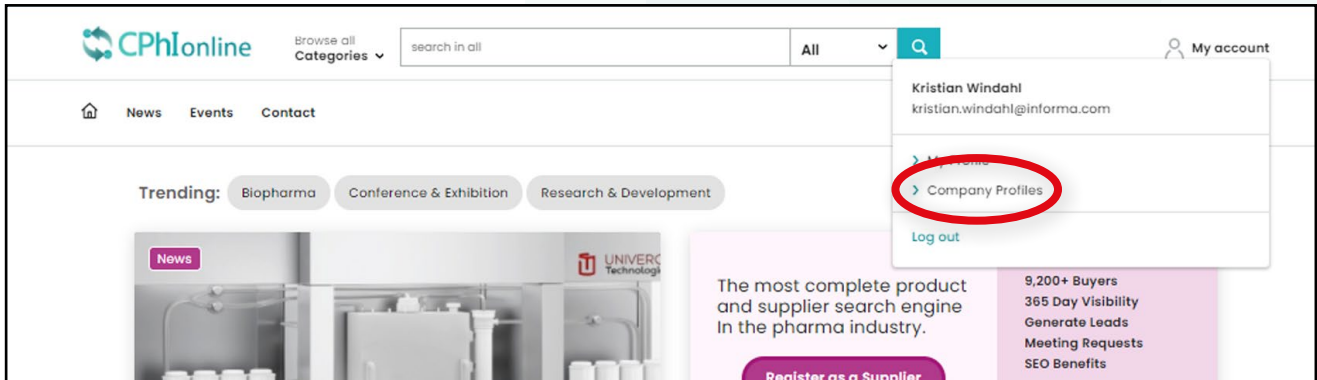
CPhIonline

COMPANY PROFILE
USER GUIDE

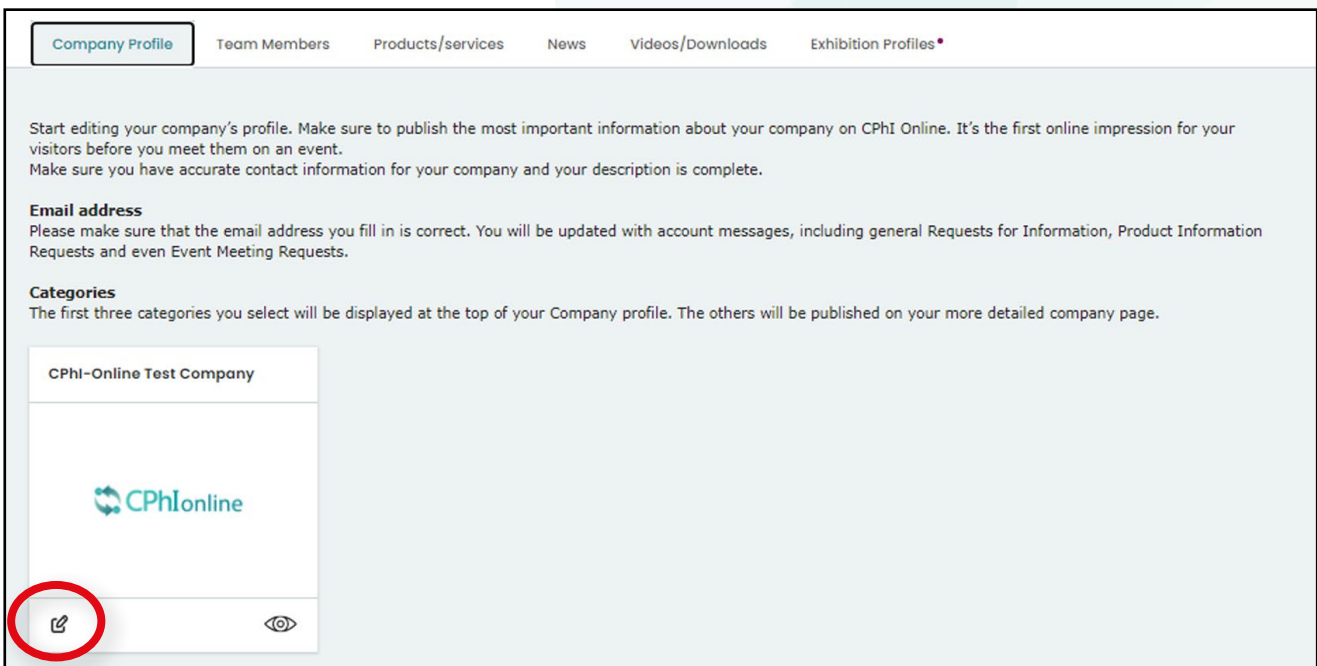
Company profile

How to update your company profile

Once you have finalised your registration you can update your Company Profile. Select “Company Profile” as highlighted below.



Click on the tab “Company Profile” and select the pen icon, highlighted below to start editing your company profile.



1. Update company email
2. Update company website
3. Update company telephone number
4. Update company description
5. Update company logo (max. 300x300)
6. Update social media links
7. Select sales markets
8. Add your categories
9. Press "Save"

After you have saved, remember to publish!

TOP TIP: A more complete profile means its easier for buyers to find you. Please complete as much of the information as you can. After saving your Company Profile information, you will be able to publish it.

Please note If you wish to change your company name, address, town, state, postal code, country and phone number, please contact the Customer Service team as these terms and conditions are linked to your contract signed with Informa. You can use the "chat with us" option, or send an email to cphicustomerservice@informa.com

The image shows a screenshot of a web form for updating a company profile. The form is divided into several sections, each with a numbered callout (1-9) in a teal circle. The sections are:

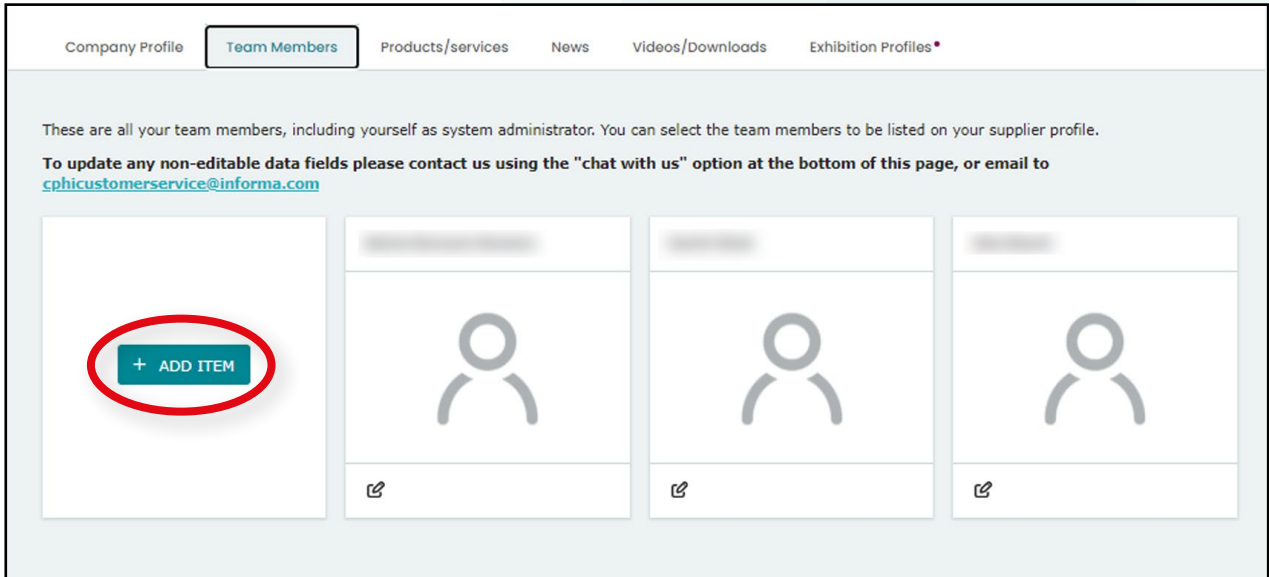
- 1:** *Email (text input)
- 2:** *Website (text input)
- 3:** *Telephone number (text input)
- 4:** *Description (text area with a red 'x' icon)
- 5:** *Logo (max. 300x300) (includes a logo preview for 'CPHonline' and an 'UPLOAD/REPLACE FILE' button)
- 6:** Facebook Page (text input)
- 7:** Twitter handle (@) (text input)
- 8:** LinkedIn Company Profile (text input)
- 8:** YouTube Channel (text input)
- 8:** Blog (text input)
- 8:** Pinterest (text input)
- 7:** Sales markets (checkboxes for Africa, Australia, Central/South America, Eastern Europe, Middle East)
- 8:** *Categories (max 50) (checkboxes for APIs, Amino Acids, Phospholipids, Analytical Chemistry)
- 9:** A teal 'SAVE' button at the bottom right.

At the bottom of the form, there is a note: "* = Mandatory field".

Check and edit users

To check users, click the tab “Team Members”. The information about the users of your company will not be made public.

To add a colleague, click “Add item” as highlighted below and fill in the necessary information.



1. Enter first name
2. Enter last name
3. Enter work email
4. Enter company name
5. Enter job title
6. Enter social media accounts
7. Enter a biography of the team member
8. Add a picture
9. Press “Save”

After you have saved, remember to publish!

Add and edit Products

To add and edit products to your profile, click on the “Products / Services” tab. To add a product, click on “Add item” highlighted below.

Company Profile Team Members **Products/services** News Videos/Downloads Exhibition Profiles*

Add products to your company profile and start to get found on your expertise in your industry. Items per page: 50

Drag and drop items to change the order the products are displayed in. The first 3 products you select will be displayed at the top of your Directory Profile. The others will be published on your more detailed company page.
If you have a Basic Profile only the top 3 products will show up in search connected to your company.

Products determine in which categories your company is listed in the directory and what categories you can be listed in for your event.

Tip: highlight your products, publish images of them on your company profile and stand out.

1. Fill in product name
2. Enter product description
3. CAS Registry Number
4. Upload image
5. Enter sales markets
6. Enter where the product is supplied from
7. Enter product categories
8. Press “Save”

Edit Products

*Product name

*Product description

CAS Registry Number (0000-00-0)

Image

UPLOAD/REPLACE FILE

Sales markets

Supplied from

*Categories (max 3)

* = Mandatory field

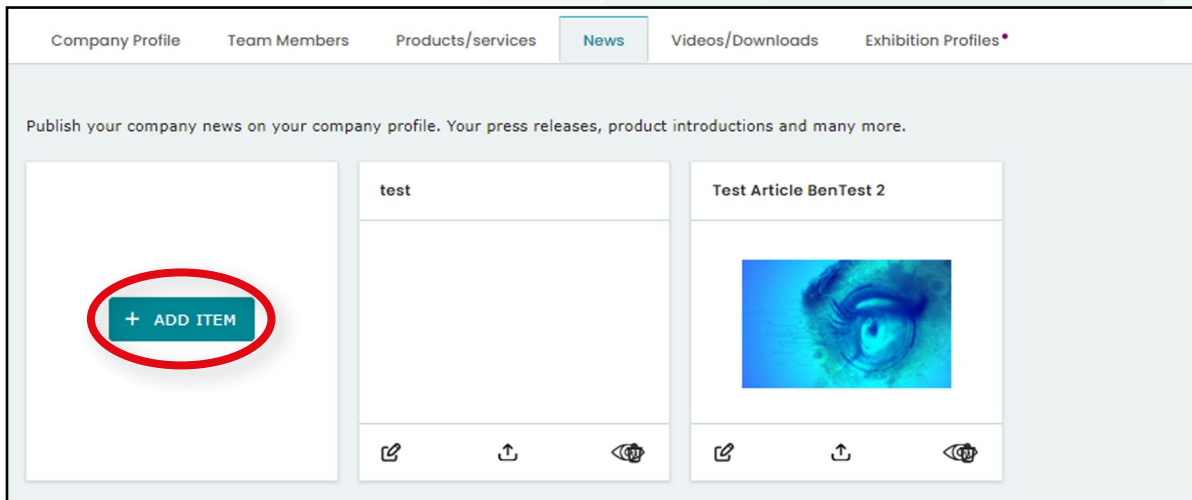
SAVE

After you have saved, remember to publish!

The first four products will be shown directly on your company profile. You can change the order of your products by dragging them around.

Add and edit News

To add and edit your news, click on the “News” tab. Click on “Add item” highlighted below.



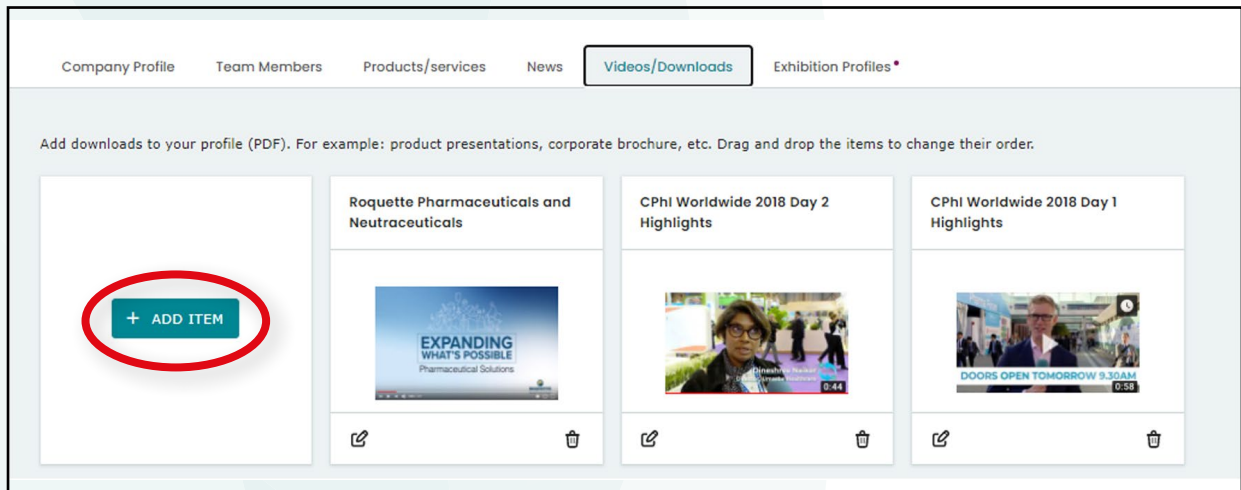
1. Add the title of your news
2. Add news summary
3. Add content that is shown before the image
4. Upload news article image (max. 911x350)
5. Add image caption
6. Add content that is shown after the image
7. Add URL
8. Add categories
9. Press “Save”

After you have saved, remember to publish!

A screenshot of the 'Edit News Items' form. The form is titled 'Edit News Items' and contains several input fields. On the left side of the form, there are nine numbered circular icons (1 through 9) corresponding to the steps in the list. The form fields are: 1. *Title (with a red asterisk and a small red square icon) - a text input field. 2. *Summary (with a blue 'i' icon and a red asterisk) - a text input field. 3. Content before image (with a yellow 'i' icon) - a text input field. 4. Image (min 911 x 350) - a dark grey button labeled 'UPLOAD/REPLACE FILE'. 5. Image caption (with a yellow 'i' icon) - a text input field. 6. Content after image (with a yellow 'i' icon) - a text input field. 7. URL - a text input field. 8. Categories - a text input field with the placeholder text 'Click here'. 9. SAVE - a blue button at the bottom right of the form.

Add and edit Videos & Downloads

To add and edit your downloads, click on the “Videos / Downloads” tab. Within downloads you can add downloads to your profile (PDF). For example: product presentations, corporate brochure, etc.



1. Select the type of content you want to upload. Choose between: *Brochure, Datasheet, Image, Video, Whitepaper* or *None*.
2. Add the title of your content
3. Add a description of your content
4. Upload your master file (only for Brochures /Images /Whitepapers)
5. Add your video link (only for videos)
6. Add a thumbnail (preview) of your content
7. Press “Save”

After you have saved, remember to publish!

Edit Files

Type
Select option

*Title

Description

Master file (only for Brochures/Images/Whitepapers)

Video link ([https://www.youtube.com/...](https://www.youtube.com/)) [?]

Thumbnail [?]

* = Mandatory field

Want to learn more?

For any questions or queries please don't hesitate to contact our friendly Customer Success Team.

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