

FOKUSPARTNER

Software User Guide

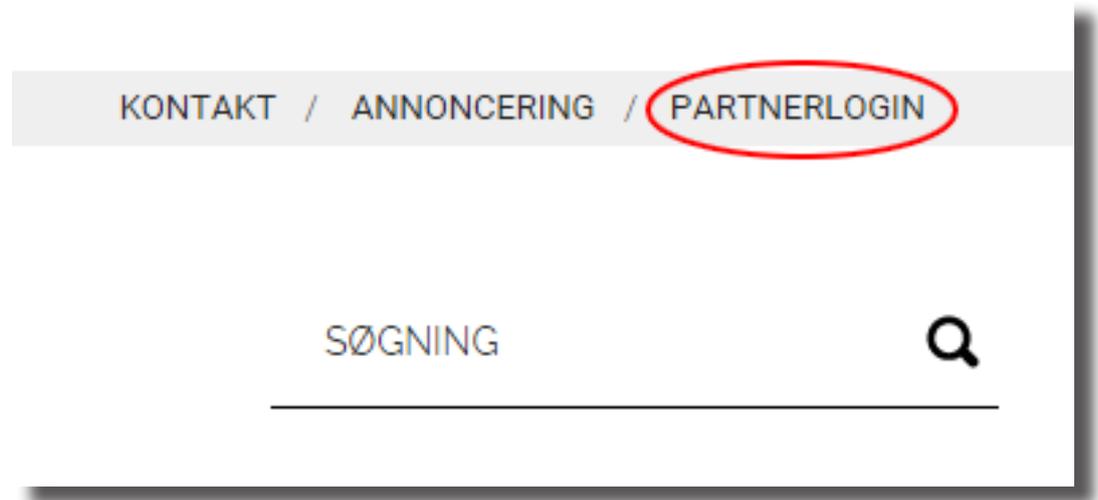


Table of Contents

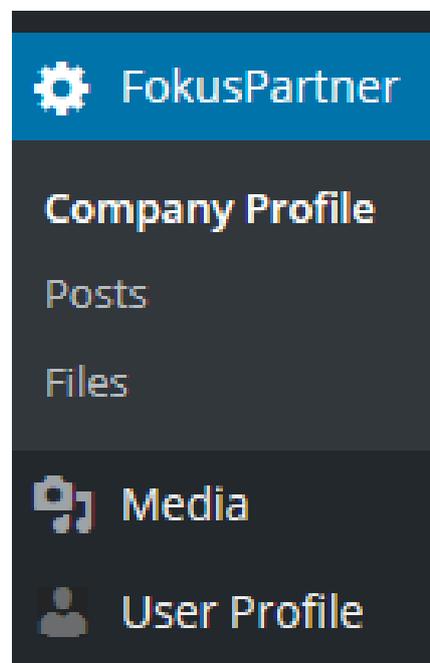
LOGIN	3
GENERALLY	3
USER GUIDE	4
COMPANY PROFILE	4
1) Company name	5
2) Description of the company	5
3) General information	5
4) Further information	5
5) Contact persons	5
POSTS	7
Create a new post	7
The planning of a release date	10
Add pictures	11
Positioning of the picture	12
FILES	13
Upload files	13
Edit files	14
STATISTICS	15

FOKUSpartner Software User Guide

LOGIN You log in at the Partner module by clicking the "PARTNERLOGIN" button at the upper right corner on the homepage main menu. Then you type in your username and password in the related text-boxes.



GENERALLY As FOKUSpartner you have got access to 4 areas in the TechMedia partner module:



1. Company profile
2. Posts
3. Files
4. Statistics

Further you have access to a media library. Here you will find all of your uploaded files, pictures etc. to be used in your posts.

At the bottom of the main menu you can access your user profile. Here you can change the partner login, access code and change the name of the company-person the user account is registered to.

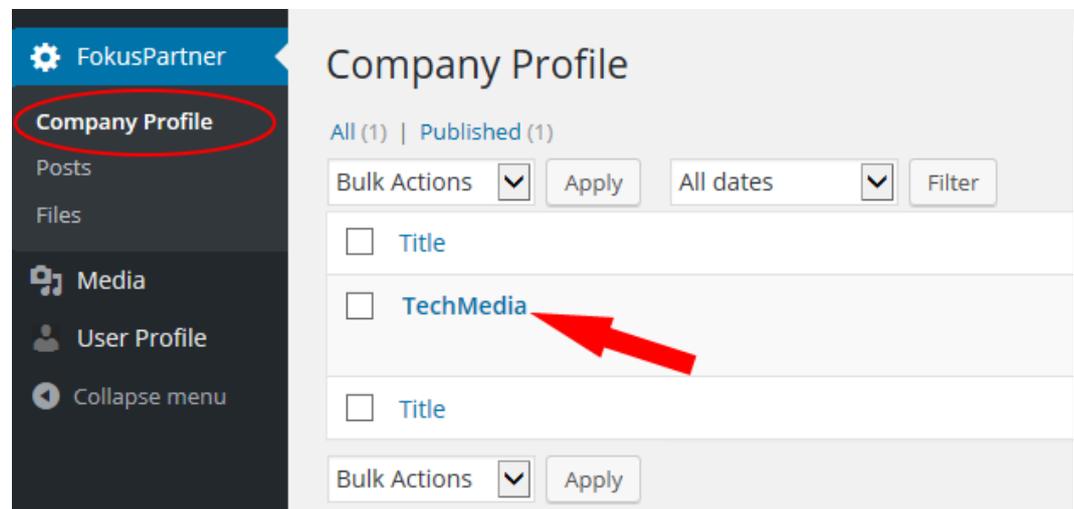
USER GUIDE

 This symbol indicates special notices for partners handling multiple companies via their login.

 This symbol indicates special notices for partners handling companies with access to more than one FOKUS-site.

COMPANY PROFILE

Here you can type in all the basic company information.



A click on the company name allows you to edit the company profile.



If you're handling more than one company via your partner login, you have access to all your company profiles from the start screen when logged in.

COMPANY PROFILE

The company profile is divided into 5 sections.

Edit Company Profile Screen Options ▾

TechMedia¹⁾

Permalink: <http://www.hvacfokus.dk/company-profile/techmedia/> Edit

Add Media Visual Text

2)

Word count: 0 Last edited by thomas on 21. January 2016 at 23:36

General information ³⁾

Address

Postcode

City

Telephone

Email

Website

LinkedIn

Facebook

Additional information ⁴⁾

Company Logo Update Logo Remove Logo



Short description of company

Areas of expertise

Contact Person (up to 5 people) ⁵⁾

Contact Person 1

Workarea

Job Title

Name

Telephone (Direct)

Mobile Number

Email

Contact Person 2

Workarea

Publish Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Published on: Jan 21, 2016 @ 23:36 Edit

Move to Trash Update

COMPANY PROFILE

1) Company name.

Here you must type in the company name exactly in the way you want the name to appear on the website and in your newsletters. The company name is also shown along posts, brochures/whitepapers and of course along your company profile.

2) Description of the company.

In this section you type in an overall description of the company.

3) General information.

In this section you type in company address and contact details.

4) Further information.

In this section you can change the company logo. Please note that the logo must be put in free scabed on a transparent background in order to be shown correctly. The logo must be in png-format with a 72dpi resolution. It can maximum be 300 pixels wide and 100 pixels high.

You can in this section type in a shorter version of the company description to be used as excerpt in the newsletters. If this short-version is not typed in we will automatically use the first 100 characters of the main presentation. However in most cases the typed in short version is to be preferred – this ensures you that all relevant information is included.

The box called “Competences” is used to list up special areas of competence that you wish to highlight in the company profile.

5) Contact persons.

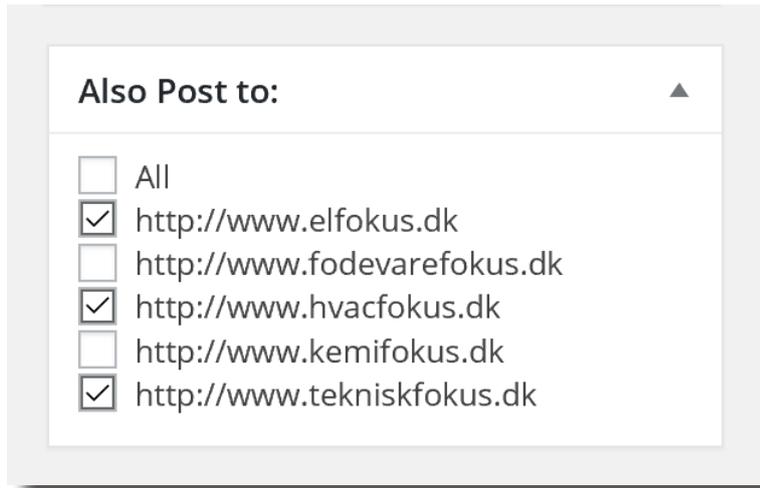
This section is used to type in contact details for a maximum of 5 people. Additionally you here got the possibility of adding job titles and competences for each of the 5 employees.

When you are done editing the company profile you save the changes by clicking the “Update” button (marked with a red arrow in this guide). The changed company profile is now saved and published on the website.



If the company you're editing is a partner on other of TechMedia's FOKUS-sites, the site-URL's for the available sites will appear on a list in the "Also Post to" box in the right side of the screen.

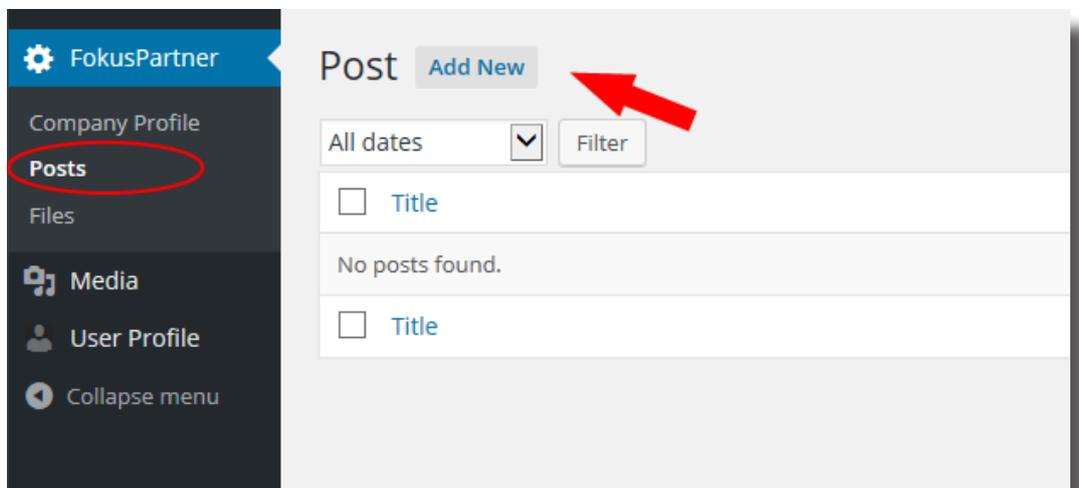
Changes to the company profile will be updated on the site you're logged in to and on all of the checkmarked sites under "Also Post to".



POSTS

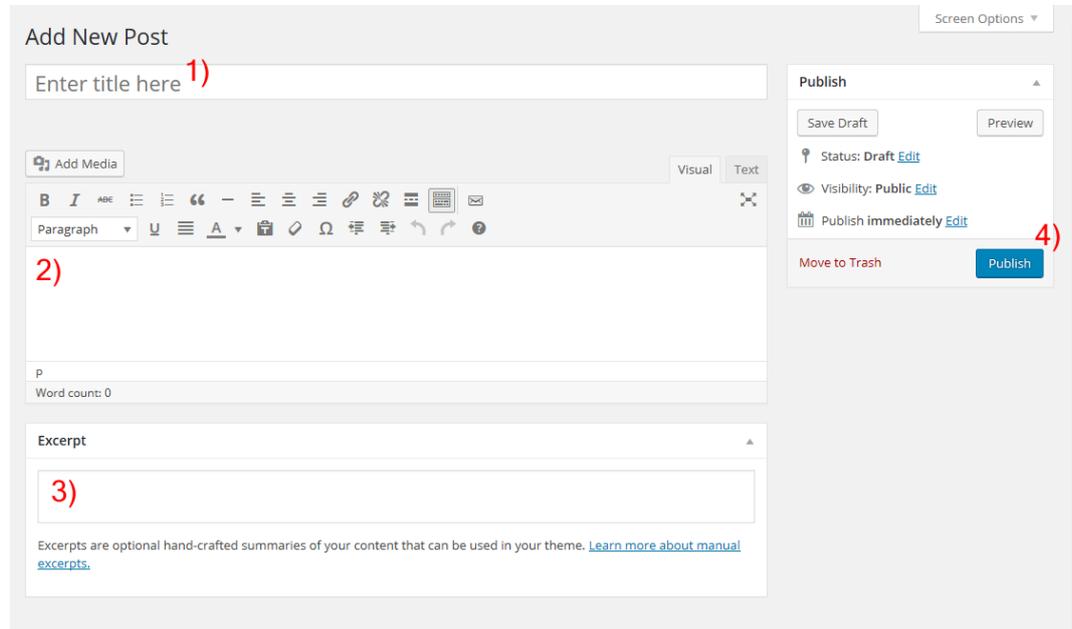
This module allows you to create, edit and publish press releases (new and previous), news and other posts. All new posts are for a limited time shown on the main page of the website. Afterwards the posts will still be available via the company profile and are shown among the search results on the website.

Create a new post.



Click the "Post" link in the menu under "FokusPartner". Then click "Add new".

POSTS In the post-page you type in the title of your post in the top text-box (1). This is mandatory.



The screenshot shows the 'Add New Post' interface. At the top, there is a text box labeled 'Enter title here' with a red '1)' next to it. Below this is a rich text editor with a toolbar and a large text area labeled '2)'. Underneath the main editor is an 'Excerpt' section with a text box labeled '3)'. On the right side, there is a 'Publish' sidebar containing buttons for 'Save Draft', 'Preview', 'Publish', and 'Move to Trash', along with status and visibility information. A red '4)' is next to the 'Publish' button.

Next text-box (2) is where the content is pasted or typed in. If you want to put in pictures etc. in your post you click the button “Add media”. NOTE: It is often easier to put in pictures after you have typed in the actual text. Read more about this subject at the end of this section.

The last text-box “Resumes” (3) is used if you want to write a resume of the post. This will be used for instance when the post is included in a newsletter where the space is limited and cannot hold the full length of the post. The full version can of course be accessed from the web-site. Further by clicking on the title of the post you will be linked to the full version. If this resume-part is not typed in we will automatically use the first 100 characters of the main post.

When you are done the post will be published on the website as soon as you click the blue button “Publish” (4).

If you wish to save a draft in order not to publish the post on the website yet, you simply click the gray button “Save Draft”.

POSTS



When adding or editing posts as a partner handling more than one company, you have to select which company the post should be posted from.

Affiliated Company ▲

ACME Inc. ▼

Publish ▲

Preview Changes

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: **Apr 14, 2016 @ 10:14** [Edit](#)

[Move to Trash](#) [Update](#)



If the selected company is a partner on other of TechMedia's sites, the site-URLs for the available sites will be listed in the "Also Post to" box. The file will be published on the site where you're logged in and on all of the sites checkmarked under "Also Post to".

If you want individual changes to the same post on the different sites, just login to each particular site afterwards and make the local changes – then uncheck all other sites under "Also Post to" before clicking the blue "Update" button.

Also Post to: ▲

All

<http://www.elfokus.dk>

<http://www.fodevarefokus.dk>

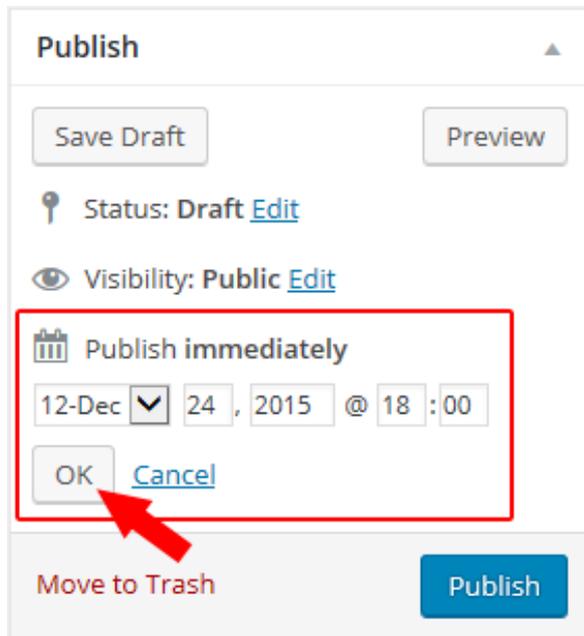
<http://www.hvacfokus.dk>

<http://www.kemifokus.dk>

<http://www.tekniskfokus.dk>

POSTS The planning of a release date

If you want your post to be published at a specific time the partner module allows you to do just that.



Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately

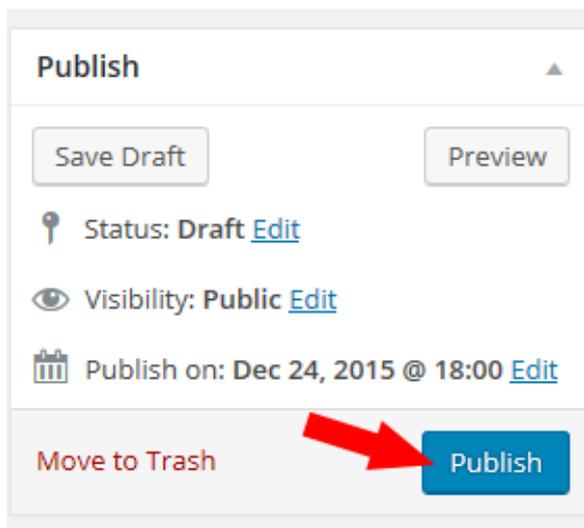
12-Dec ▾ 24, 2015 @ 18:00

OK [Cancel](#)

Move to Trash Publish

To schedule a release you must click the link “Edit” next to “Publish Now”. This allows you to choose a specific date and time for the release of your post on the Web-site.

NOTE: The number in front of the name of the month is not the date but just the number of the month.



Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

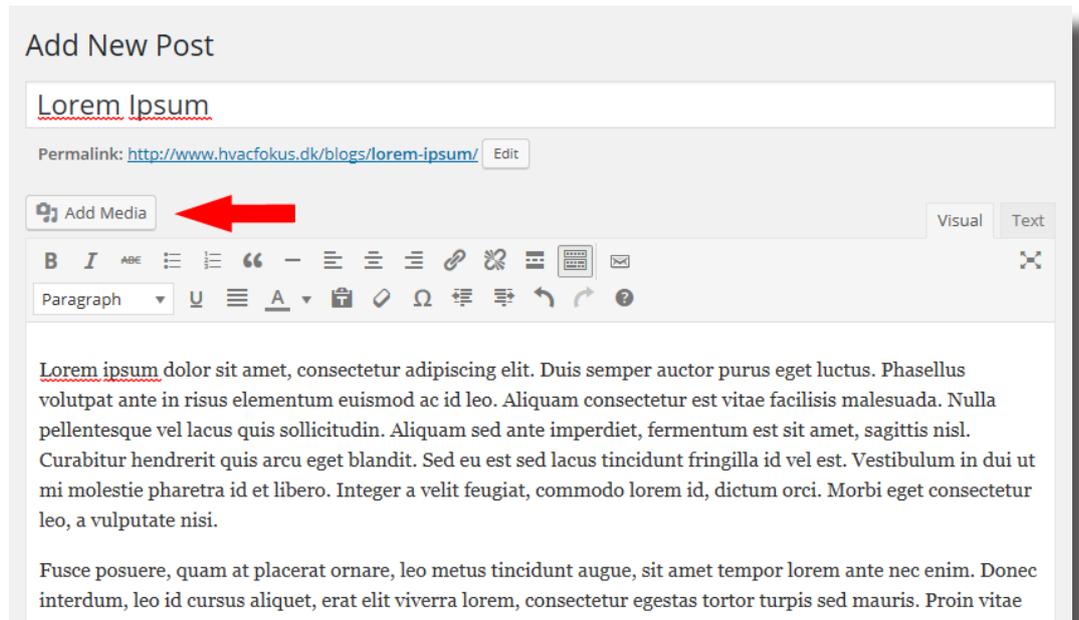
Publish on: Dec 24, 2015 @ 18:00 [Edit](#)

Move to Trash Publish

When the date and time is typed in you first need to click the button “OK” in order to save. Then you click the blue button - that now has changed its name from “Publish” to “Schedule”.

POSTS **Add pictures**

When you want to insert pictures in your text you first click on the exact place in the text where you want the picture to be inserted. Then you click the button “Add Media”. This opens the window “Insert Media”.



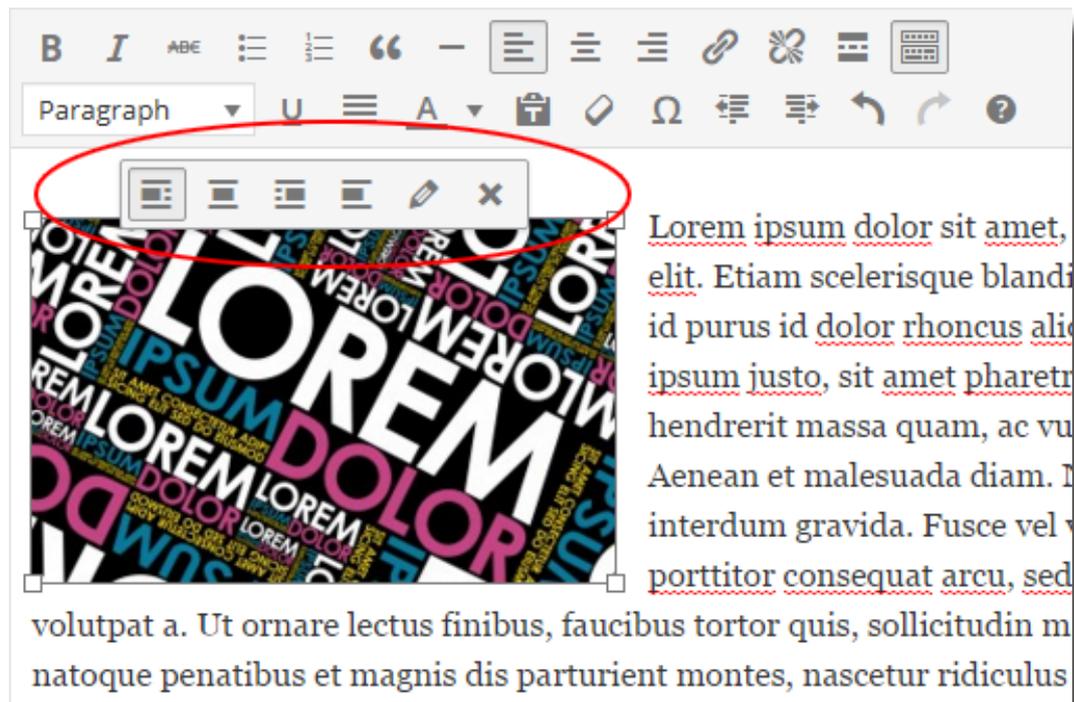
The desired picture can then be drawn directly from the location on your local computer to the open window. Has the picture been used previously in other posts or just been uploaded to the system at an earlier state you can instead click the tab “Media Library” and choose the image file here.

When you have chosen the picture you want you click the blue button “Insert in Post” at the lower right corner. The picture has now been inserted.

NOTE: The picture you want to insert can have a maximum width of 800 pixels and must have a 72 dpi resolution. The file size cannot exceed 1Mb and must be in PNG, JPG or GIF format.

POSTS Positioning of the picture

If you want to edit the position of the picture in the text you simply click the picture once. Then you get access to a small menu with guiding symbols for positioning the picture on the left, centered with text above and below, right of the text or without editing the position at all.

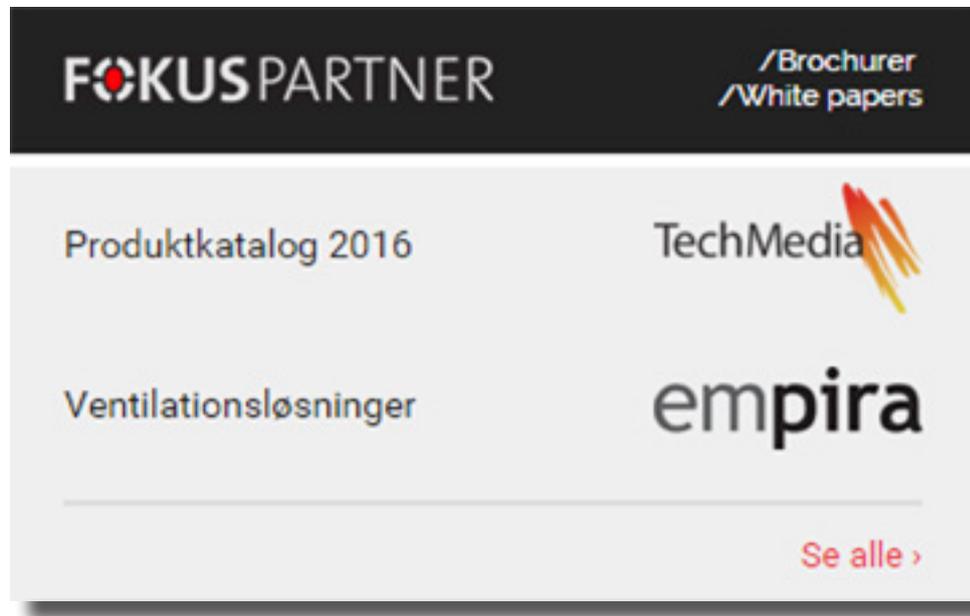


Moreover the menu allows you to edit the picture. You can add texts - under the picture, add alternative text (to be shown instead if problems should occur showing the actual picture). There are in this menu also possibilities to change the size of the picture. This can also be done by simply pulling one of the corners of the picture with the mouse...

If you need to move the picture to another location in the text you just click the picture once. Then you can copy/paste in the usual Windows-way: Ctrl+X and Ctrl+V.

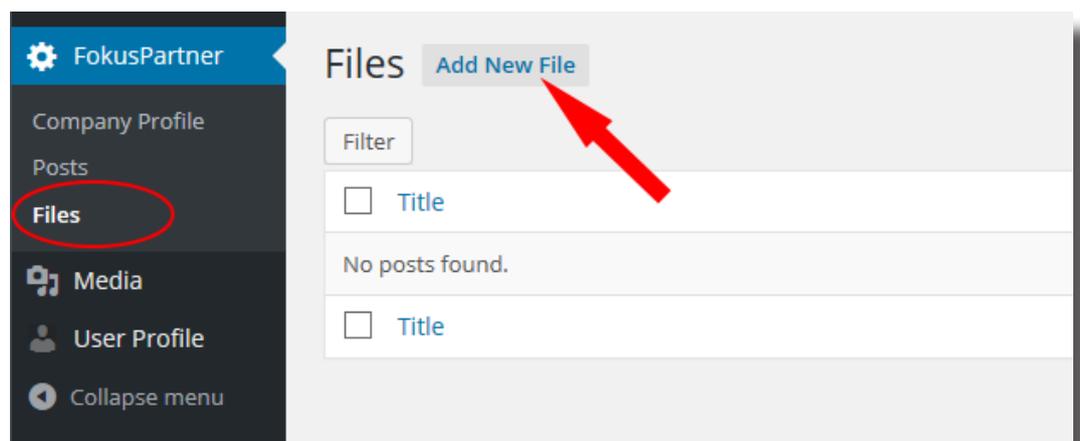
FOKUSpartner Software User Guide

FILES Brochures, whitepapers etc. can be uploaded in this section. The uploaded files are shown separately on the website and are also shown in connection with the company logo.



How to upload a file

In order to upload a file you click the link "Files" in the menu under "FokusPartner".



Then you click "Add New File" (marked with a red arrow in this guide).

FILES In the first text-box (1) you type in the text you want to present on the website for the name of the file. The text acts as a link for the uploaded file. Please make sure the text is as short and precise as possible. Example: “Product Catalogue 2016”.

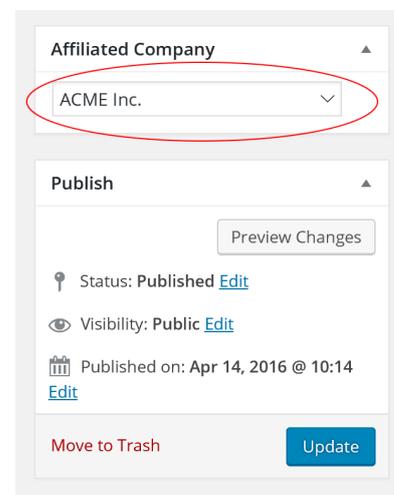


In the text-box “Upload file” you choose the file you want to upload by clicking the button “Browse” (2). Then you can choose the file to be uploaded from your local computer.

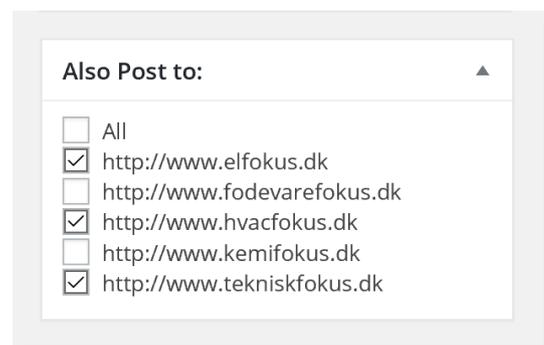
When you have typed in the short-name of the file and you have chosen the file to be published you click the button “Publish” (3).



When adding or editing a file as a partner handling more than one company, you have to select which company the file should be posted from.



If the selected company is a partner on other of TechMedia’s sites, the site-URLs for the available sites will be listed in the “Also Post to” box. The file will be published on the site where you’re logged in and on all of the sites checkmarked under “Also Post to”.



Editing a file

In the menu there is an option to change the visible names of uploaded files and to replace the files with updated versions. This is done by clicking the file-name in the file-list under “FokusPartner -> Files” that you need to change.

STATISTIC **Statistic**

This menu item provides a simple statistic, giving an overview of views per partner post and no. of partner file downloads.