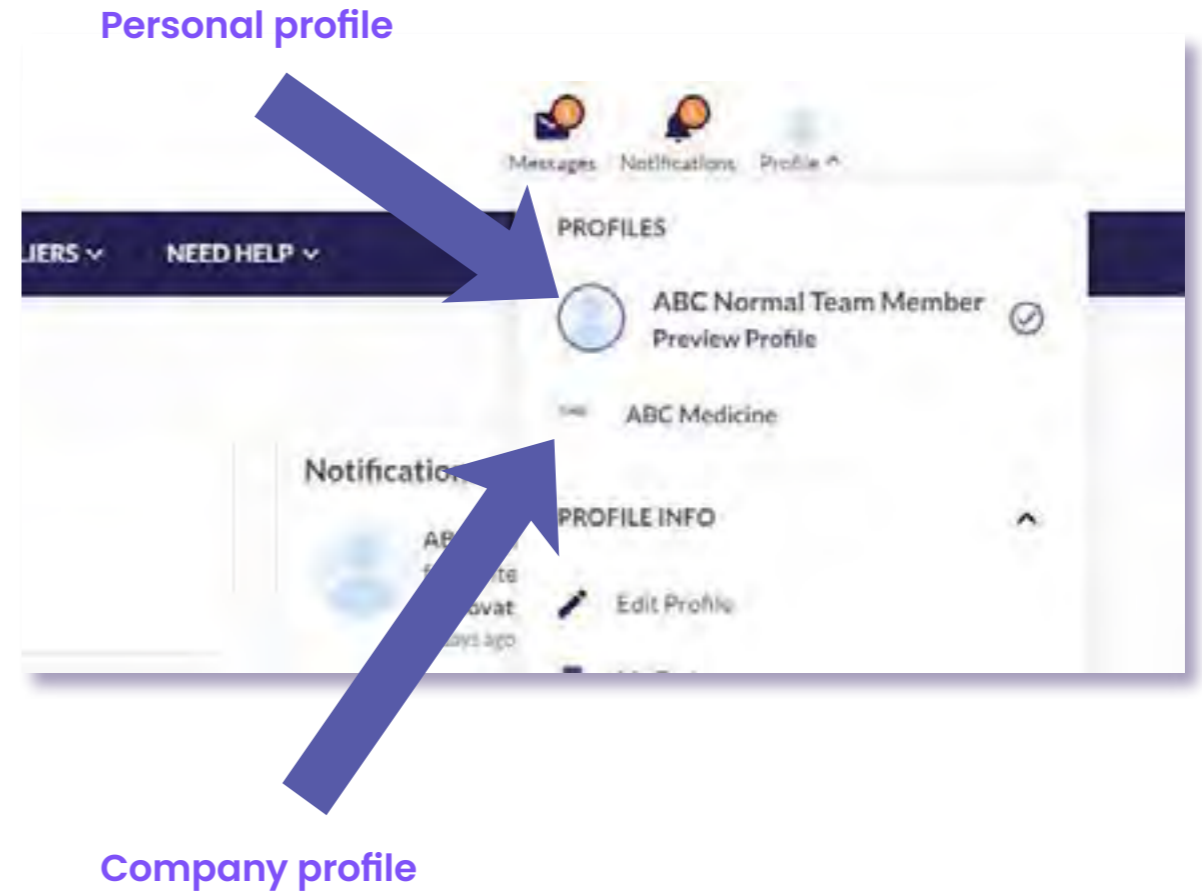


# **My Company Profile & Products**

# Overview of Profile Types

There are 2 different exhibitor profile types:

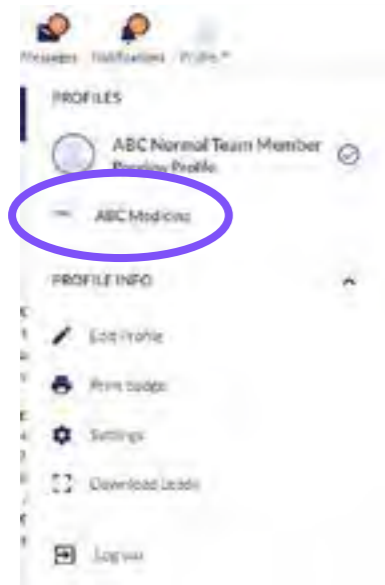
- Admin Team Member
  - Can update company profile, add products, etc.
  - Has a personal profile that can be edited and can interact with others
  - Can amend other team members' profiles to become admin
  - Can view all team members' meeting schedules
  - Can download all leads captured by the company
- Team Member
  - Has a personal profile that can be edited and can interact with others
  - Can capture and retrieve their own leads
  - Can view company profile but not edit



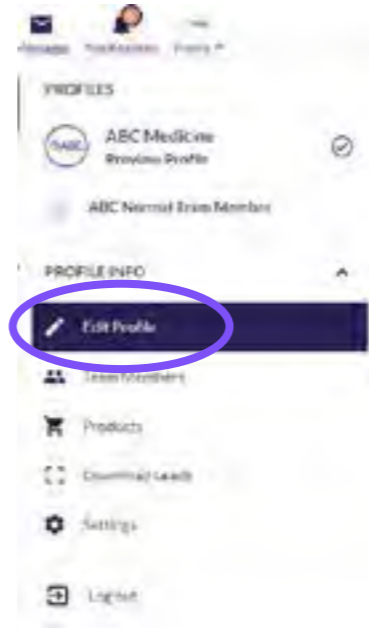
# How do I know if I am an Admin Team member for my company?

If you can edit your company profile, then you are the Admin Team Member. If you are not, then your Admin Team Member can add you as an admin.

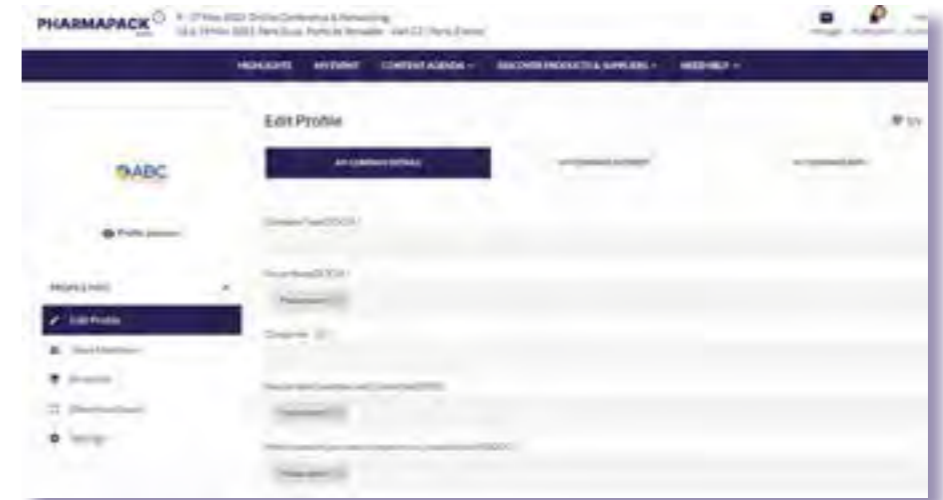
Step 1: Click on your Company Name to go into your company account



Step 2: Click on Edit Profile



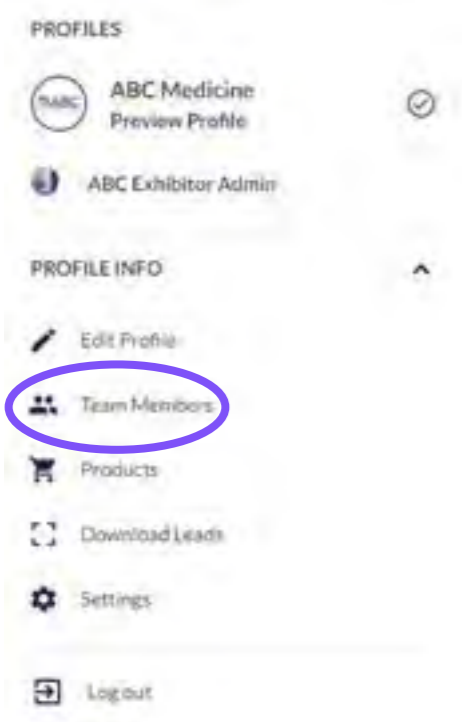
Step 3: Can you edit your company profile? If yes, you are an exhibitor admin. If not, you are a team member



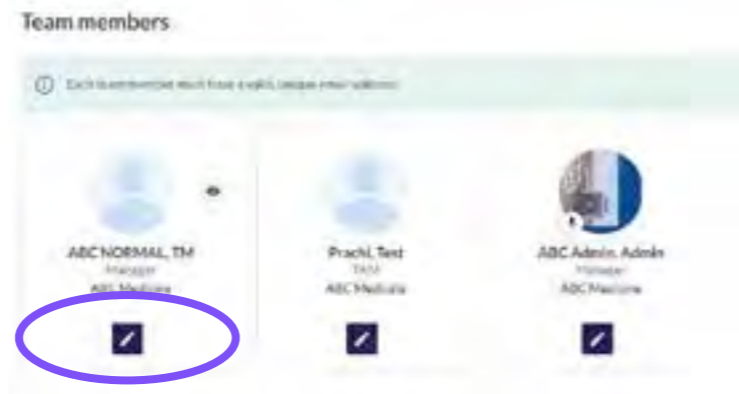
# Adding Team Members as admin

As Admin Team Member, you have access to edit your company profile, products and other functionalities. The Admin Team Member can also add other Team Members as admins

Step 1: Click on "Team Members" in your Company Profile

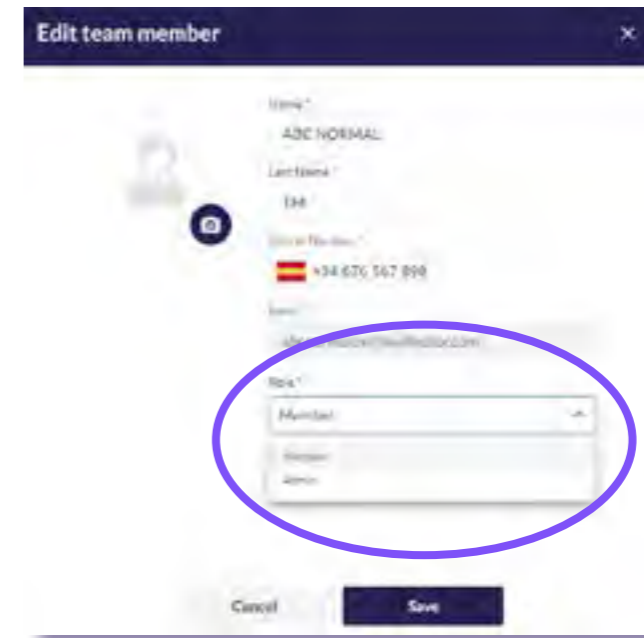


Step 2: Click on the team member



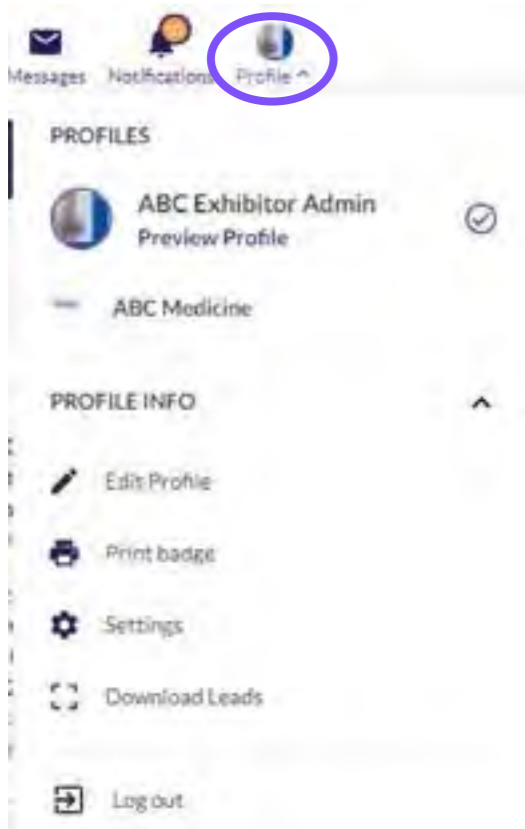
Reminder: Cannot see your colleague in the team member list? If so they are not yet registered. The Main Stand Holder needs to register them via the exhibitor manual. Once registered you should see all your colleague in your Team Member's list.

Step 3: Change the role of your team member

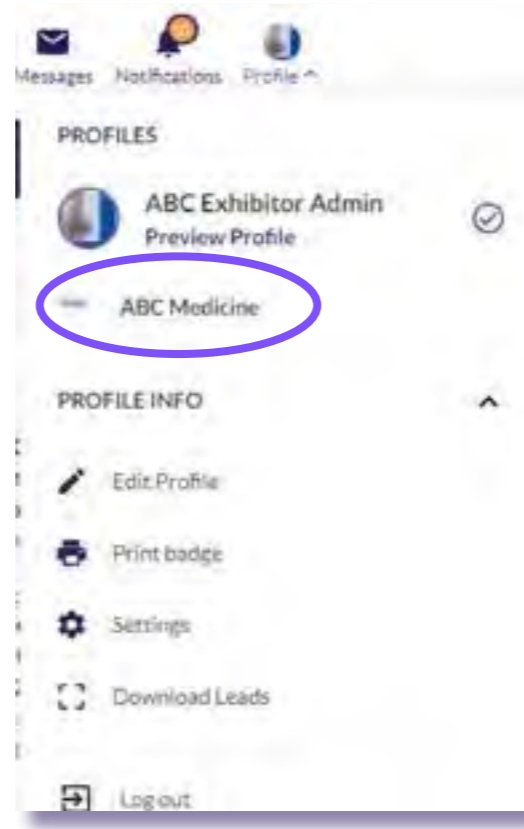


# How do I access my company profile?

Step 1: Click on Profile on the top right



Step 2: Click on your company name



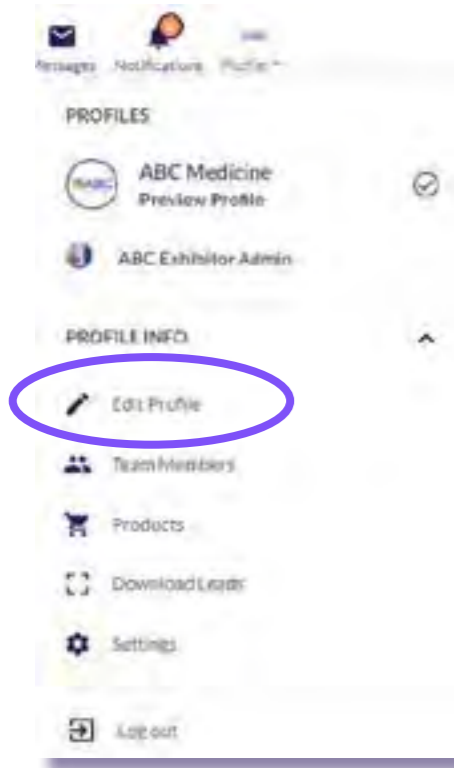
Step 3: You are in your company profile!



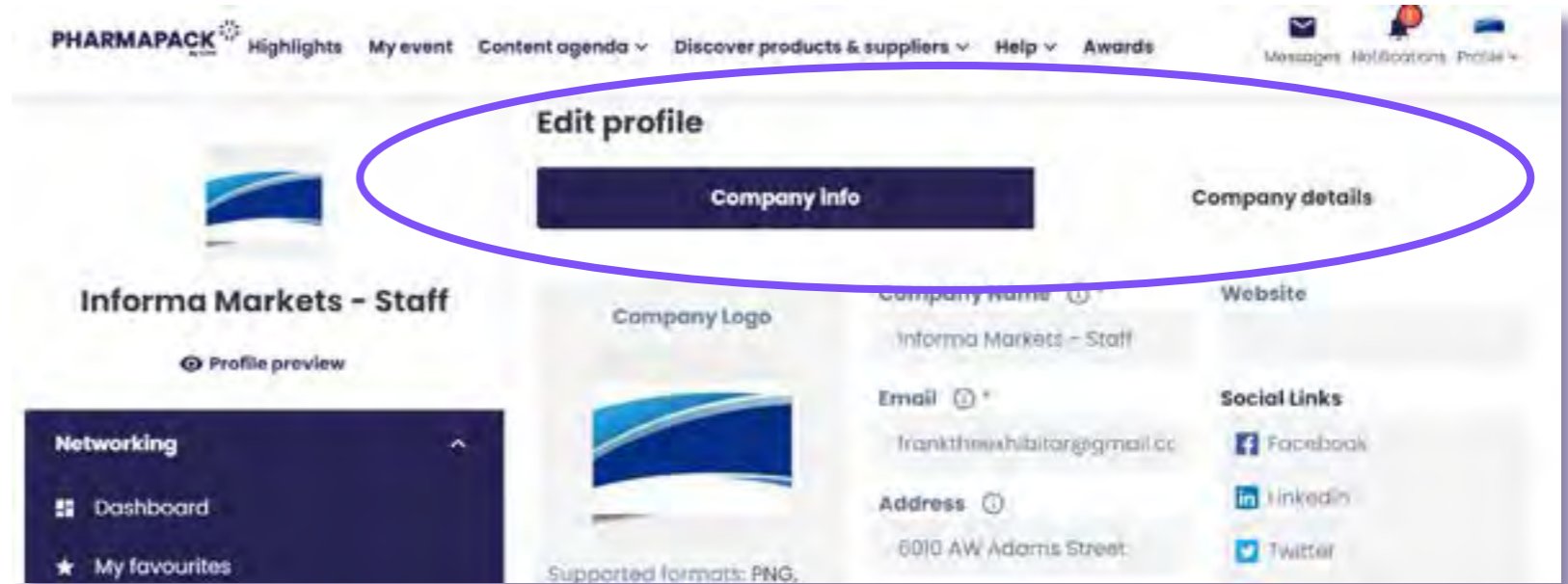
# How do I edit my company profile?

As an Admin Team Member, you can edit your company profile and products page. Make sure to take the time to create an engaging, informative and appealing profile. This is the best way to get the most out of the event.

Step 1: Once you are in your Company Profile, click on Edit Profile



Step 2: Fill in your company information in the below 2 tabs

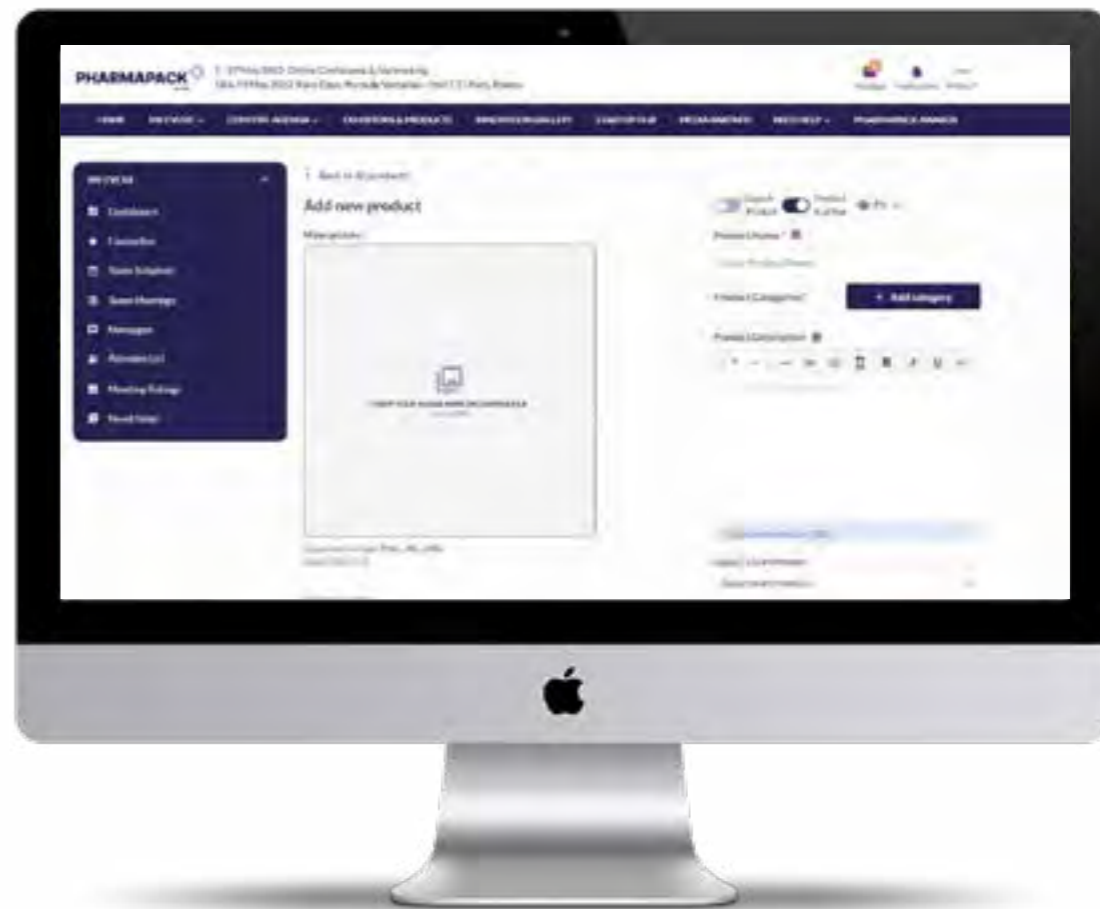


## What is my Product page?

Each product can have:

- A unique name
- Unique product categories
- A unique product description
- Multiple product images
- One product video
- Associated documents
- A team member attached if you have a team member who specializes in this product

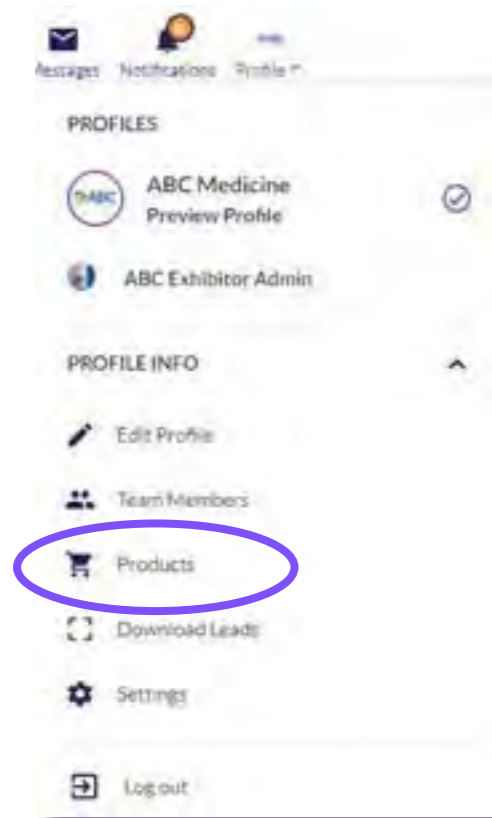
Each product can be toggled to Active status, meaning it is visible to others, or Inactive status, meaning it is visible only to you. Each product's status can be changed at any time.



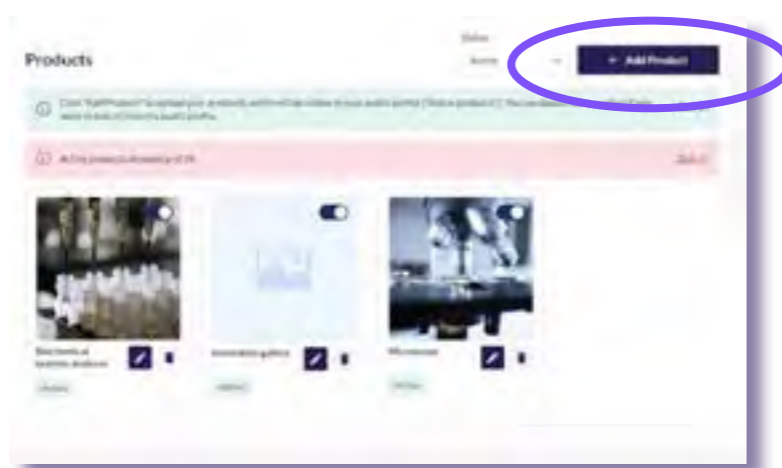


# How do I edit/add/update my product page

Step 1: Click on "Products" from your Company Profile view



Step 2: Click on "Add Product" or to edit your product



Step 3: Start editing your production information





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