

## Overview

After logging in at the **voice compass** website, you directly get an overview of your company's profile.

You see tabs at the top of the page indicating the different areas of information you can fill in. We ask you to go through these areas by making your entries as complete as possible.

The welcome page of your personal voice compass site offers the possibility of defining the desired participation in the voice compass. Therefore please also read "Your participation (!)" at the end of this document.

## Company information

All general information about your company can be filled in here. These are official address, detailed company description, references as well as main business operating areas of your company.

### Address data

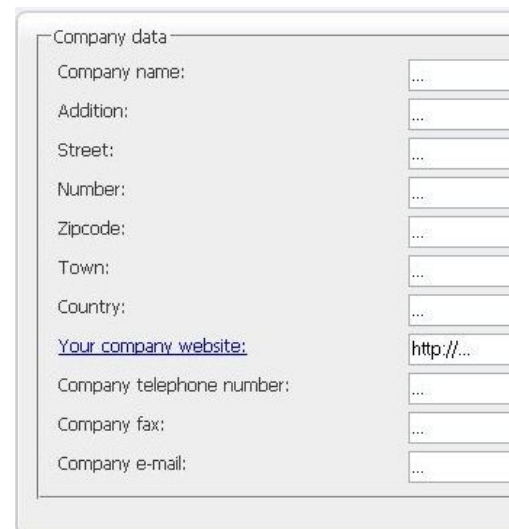
Here you can enter all the important general address and contact data of your company. Please enter contact data of personal contacts separately at the reserved site, please read "personal contacts" accordingly.

### Extended data

A more detailed image of your company is given by entering data here. Therefore describe your company in short words. You should also name date of foundation, references as well as number of employees, developers and implemented projects.

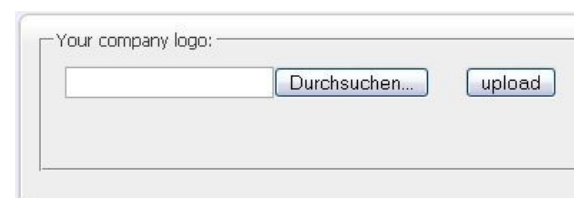
### Your logo

You can easily add your company logo and let it be displayed in your profile. Click "Durchsuchen" and choose a local file that you can add to the system by clicking upload .



Company data

Company name:	...
Addition:	...
Street:	...
Number:	...
Zipcode:	...
Town:	...
Country:	...
Your company website:	http://...
Company telephone number:	...
Company fax:	...
Company e-mail:	...



Your company logo:

## References

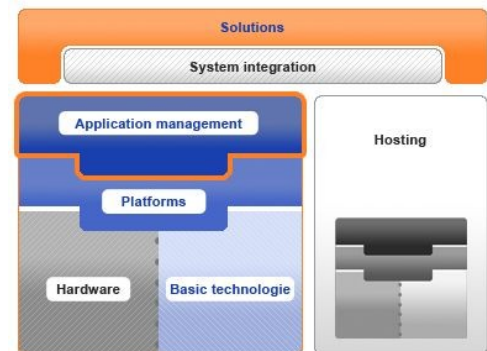
Here you can specify companies as your references.

## Operating fields

The **voice compass** is classified in the following areas: *Hardware, basic technologies, platforms, application server, services and hosting*. You can choose one or more areas for your company.

For this purpose please click on the different areas in the graphic beneath to select or deselect.

Every company should assign to one of the primary areas in order to be listed in them.



## Your personal contact

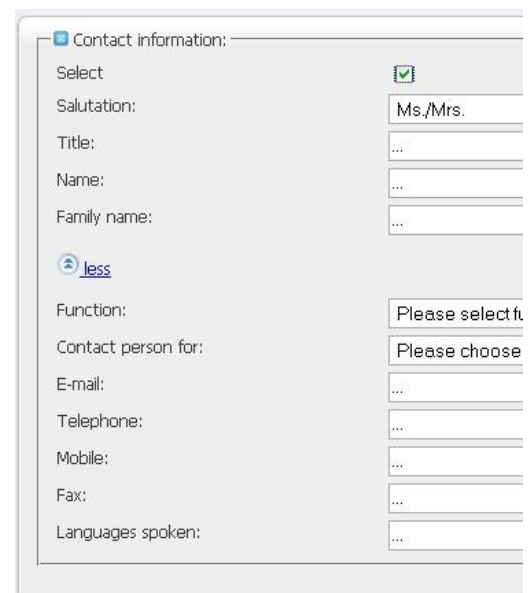
In this field you can fill in different personal contacts of your company with the according contact data and personal information.

Please click the button `insert contact` on the right side of the page. You can see a new form appearing among existing entries on the left side.



*We recommend you to save your input after every edited contact.*

**By hooking a check mark in the line `Select` you can define which contact for your company should appear in the printed issue of the voice compass. You can choose up to three persons and more contacts beyond.**



## Your products

The product pages are created in detail to make exact statement of the different products. You also can select here which products should appear in your profile in the printed issue. Up to three selections are possible and above that you may extend the list of products.

### Advice:

*The editorial department will get detailed information of your products from your product specifications. Thus it is very important to fill in the product specification carefully.*

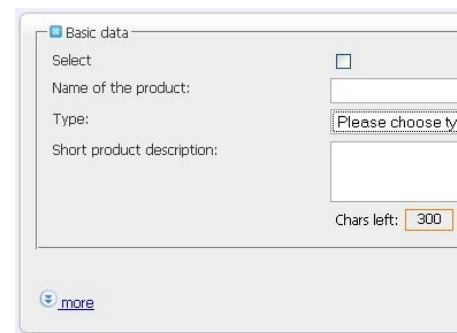
*In addition to that your company profile can be presented on a full page in the **voice compass**. In this case your product specifications are not only editorial basics but also the basis for your profile entry in the **voice compass**. Everything you are going to enter here will be printed identically in the book. To be sure that there are no misinterpretation we will ask you explicitly for data release before the editorial deadline.*

## General information

In the form **Basic data** you can fill in the basic information of your product.

Please type in the exact name of the product as well as a short profile of what it is exactly. Furthermore you can define the pricing and give other information.

The entries **product name** and **short description** will be displayed on your company's profile page, in case you want to order this option.



### Tip:

*The product specification mustn't exceed a maximum length of 300 characters. The amount of characters left will be displayed.*

## Type of product

In order to define your product more precisely, click on the button **type**. Here the entries *basic technology*, *platform*, *application-server*, *services*, *hosting*, *hardware* and *solutions* are available.

**After selecting the correct type of product a new area will be faded in below the described product data. In this area you can put in detailed product specific or technical information.**

Please consider that this detailed information is particularly important for the entry in the according chart of the printed issue of the **voice compass**. It should be filled in as completely and technically specified as possible.

## Profile preview

If your entries to company, personal contacts and products are completed, you may have a preview of your profile by clicking on **preview**.

You can also save or display a pdf view of the data you entered.

## Order your advertising

The **voice compass** is partly financed by ads, placed at the disposal. This advertising particularly emphasises you in the compendium as producer. You can order the different types of advertising in your personal area on the voice compass website.

As another kind of participation in the voice compass you can choose a detailed, one-paged company profile.

On the overview-site of your company profile, choose from the select list **Werbepaket** the desired entry and within the kind of participation you would like to have.

You have the choice between an entry of a short profile and 3 different ad packages. Furthermore you can select a very special ad possibility in the form of an individual bookmark.

The basic entry in the voice compass for you is for free.

Type:	Please choose type of product
Short product description:	Please choose type of product base technology platform application server service hosting hardware solutions












### **Advice:**

*At the end of your entry, please click on the „save“-button on the right side of the page to save all your information!*

**You will get a detailed description of the single options if you select an entry and click on order . The order is only completed by clicking confirm .**

Shortly after you will get an invoice for your advertising. Ads will not be printed in the **voice compass** which are not paid until editorial deadline.

Werbepaket

Price-list:	Price	Ad format	Books	Short profile	Product entry	Supplier list
<input type="checkbox"/> Please tick here:						
<input type="radio"/> Ad package 3	3.450 €	2/1 	5 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/> Ad package 2	1.850 €	1/1 	2 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/> Ad package 1	950 €	1/2 	1 		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/> Profile	480 €	-	-		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="radio"/> free basic entry	0 €	-	-	-	-	<input checked="" type="checkbox"/>
<input type="checkbox"/> Bookmark (only for 1 / 2 / 3)	6.000 €		Prominent type of advertising with very high reach.			

All prices excl.VAT (MwSt)

### General advice

Shortly before editorial deadline you will be asked by e-mail to release your data for the voice compass which you can see in your profile and in your preview.

**Thank you for participating!**

**Your voice compass-team**

**We are available for you by telephone  
+49 241 4133 400 and by e-mail  
[info@voice-compass.com](mailto:info@voice-compass.com)**