Manual PI Website for members

Overview: Basic Content Rules for the PI Website

The following table provides a short overview which pages on the PI Website you can edit as a PI Member, and what needs to be considered when you enter content on these pages.

Page	Contents	Language
Product Catalogue	Only products with PI's technologies.	English
Training	e.g. seminars. Must be related to PI's technologies.	Local language or English
Events	e.g. exhibitions. Must be related to PI's technologies.	Local language or English

Final decision: PI Board.
Manuals are available on https://profibus-projects.com: TC9 / WG14 - PI Website
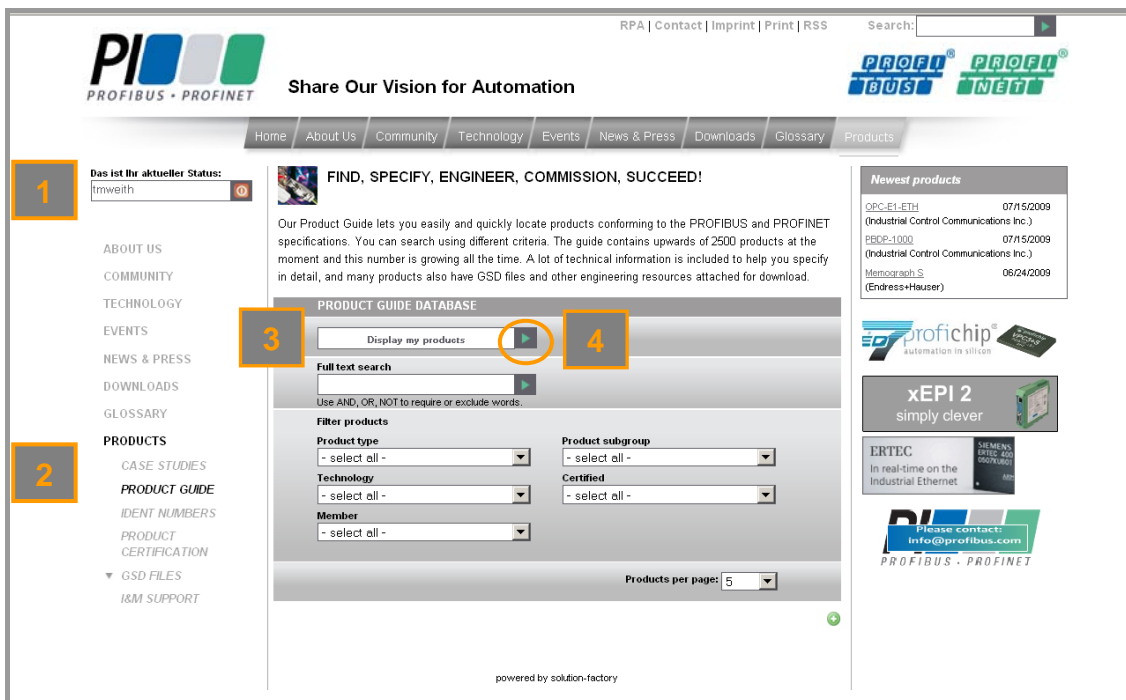
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Product Catalogue on www.profibus.com and www.profinet.com

By adding your products to the Product Catalog, you can inform existing and potential customers about your portfolio, and your customers can specifically search for your PROFIBUS and PROFINET products.

Please use these instructions as an opportunity to take a look your product entries and keep them up-to-date.
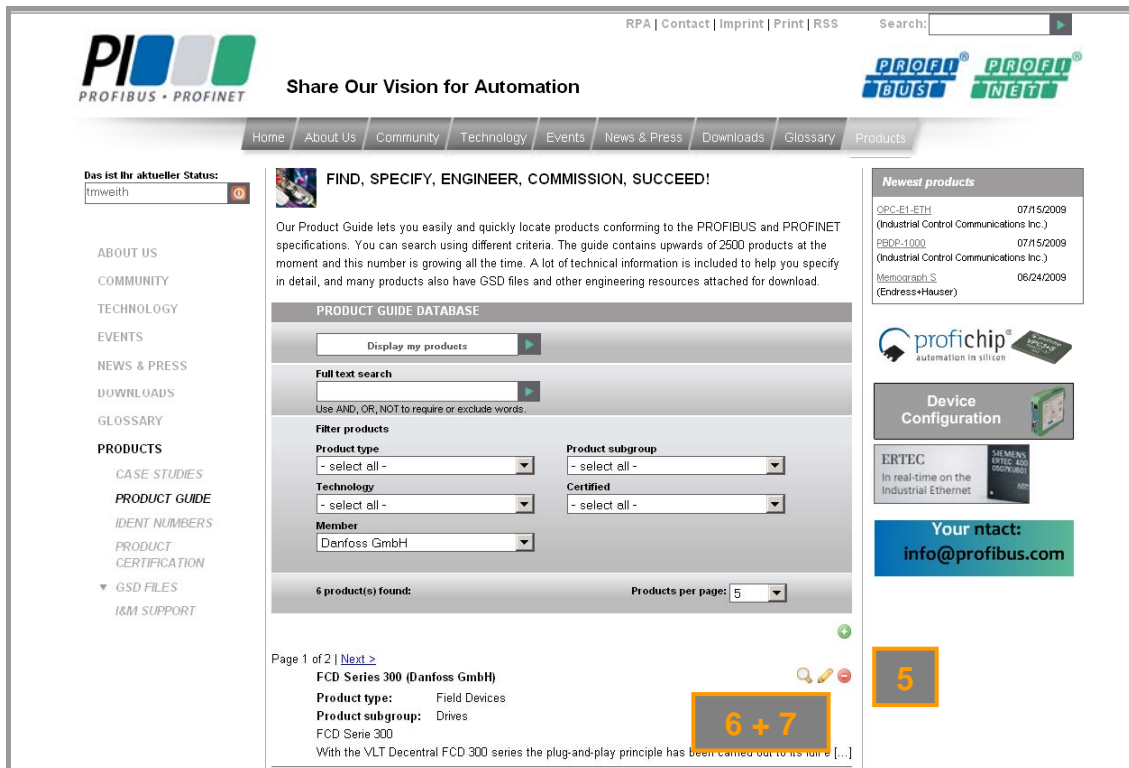
To update your product entires or add new ones, just follow these steps (the numbers in the screenshots correspond to the numbers in the text):

1. Login with your personal username and password
2. Select "Products" - "Product Guide" in the left-hand menu
3. "Display my products" appears in the center (see no. 3). If this is not the case, please contact the PI Support Center: webmaster@profibus.com
4. Click on the green triangle icon next to "Display my products" (see no. 4). A list of your products will appear. You are now in your company's editing area. (Continue with screenshot 2)

Screenshot 1

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Tel: +49 (0)721 9658-590, Fax: +49 (0) 721 9658-589, E-Mail: info@profibus.com

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Screenshot 2

5. Click on the green "plus" symbol to **add** a new product.

6. Select the pencil symbol (next to product) to **edit** the selected product.

7. Click on the magnifying glass to **view** the product information.

8. To **delete** a product, click on the red "minus" symbol.

9. If you select the green "plus" symbol or the pencil (as described at no. 5 or 6), the product entry is opened. You can now create a new product entry or edit the existing entry of the selected product (continue with screenshot 3).

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10. When you click on the small green triangle, a *section* is opened. In the screenshot below, the *sections* Classification, Company, Product Description, Illustration, Downloads and GSD Files are shown. Each of them can be opened and edited by clicking on the small green triangle. In The sections Classification and Company are opened in the screenshot below.

11. In each *section*, you can select entries from a drop down menu (e.g. Product Type or Product Subgroup), by ticking boxes (e.g. Physical Layer), or enter plain text (not illustrated).

12. The red word "Incomplete" appears in the grey section headline, if a *section* is not filled in completely (in our example, Classification is incomplete). If this is the case, the product entry will not be shown in the Product Guide on the Website. You will be able to see the product entry in your company's editing area. (If all sections are completed, the product will be shown online after saving. "Incomplete" will disappear after completing the section and saving.)

13. In the "Company" *section,* you can enter the contact details for your product. Please select a member, manufacturer, or supplier. *Member* is the address as shown in PI's international members list and is entered automatically. The addresses for *manufacturer / supplier* can be edited using the blue "Manufacturer/supplier" link.

14. In the "GSD Files" *section*, you can enter the URL of your website where the GSD file(s) of your product can be downloaded.

15. To save your entries, click on the "Save" button. You can enter a date when the product shall be published. If you leave this field empty, your product is published immediately on the PI Website. If you click on "Cancel", you will exit the input screen and your changes get lost.
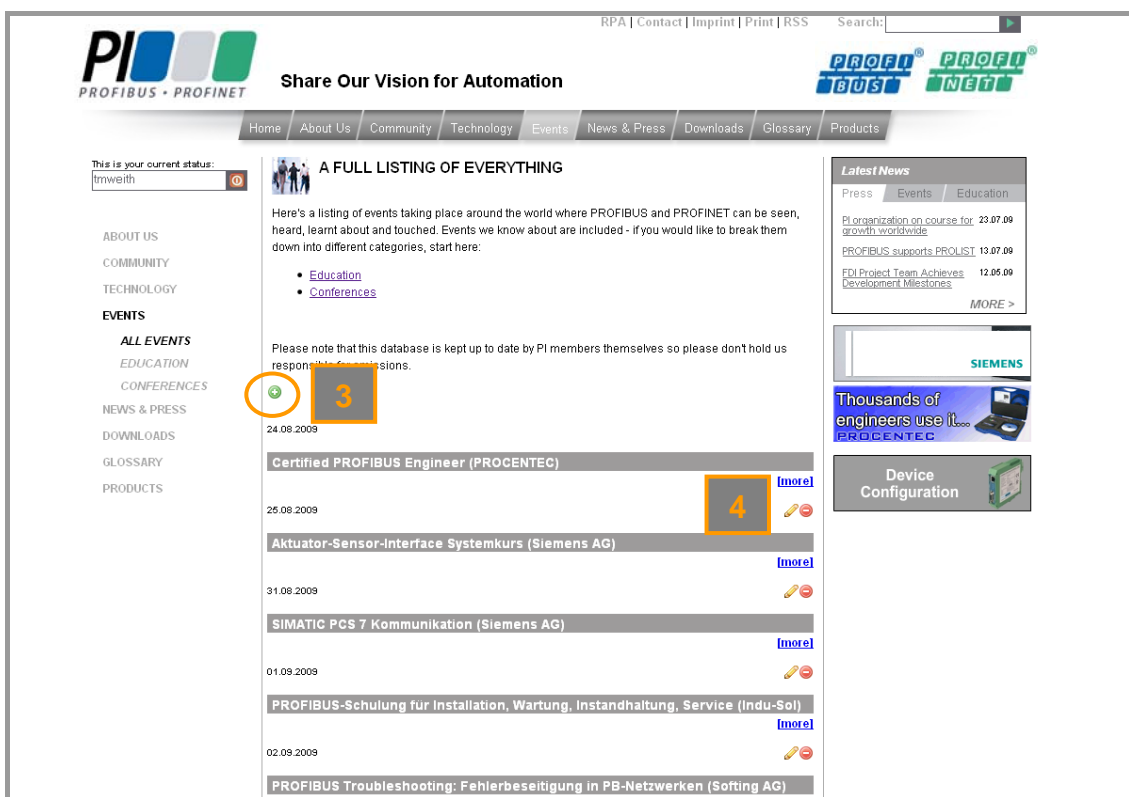

Screenshot 3

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Events and Training on www.profibus.com and www.profinet.com

1. Login with your user name and password.
2. Select "Events" - "All Events" in the left-hand menu
3. A green "plus" symbol appears in the center (see no. 3 in screenshot 4 below). To **create a new entry**, please click on the green "plus" symbol.
4. If you want to **edit an event,** select the pencil symbol on the right hand (see no. 4 below). If you want to **delete** an event, click on the red "minus" symbol.
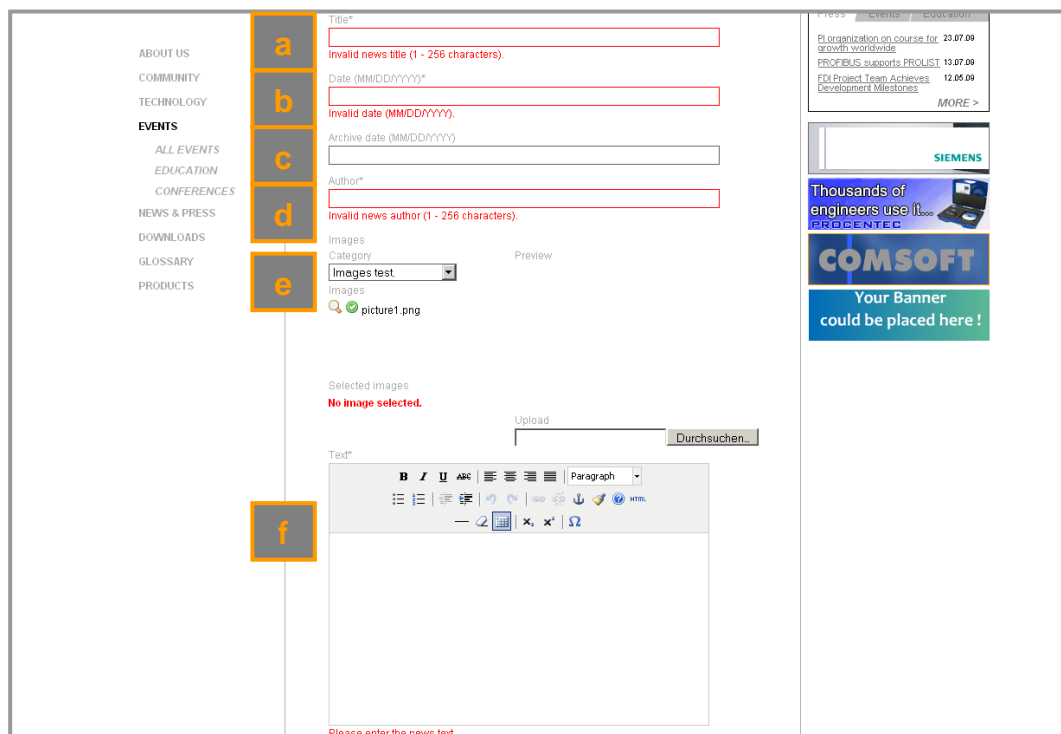

Screenshot 4

5. When you create or edit an event, you can enter the details for the event in the following fields:

   a. Title: name of the event, e.g. PROFIsafe seminar. We recommend to add your company name in brackets.

   b. Date: date when the event takes place.

   c. Please leave "archive date" blank.

   d. Author: your name.

   e. Images: If you want to show pictures, use the "Upload" function. Just click on "browse" (in the screenshot, this is called "Durchsuchen") and select the file on your PC. The files you have uploaded are shown (in the screenshot, the file "picture1.png" has been uploaded already), and you can select the picture you want to show via the green symbol in front of the picture file.

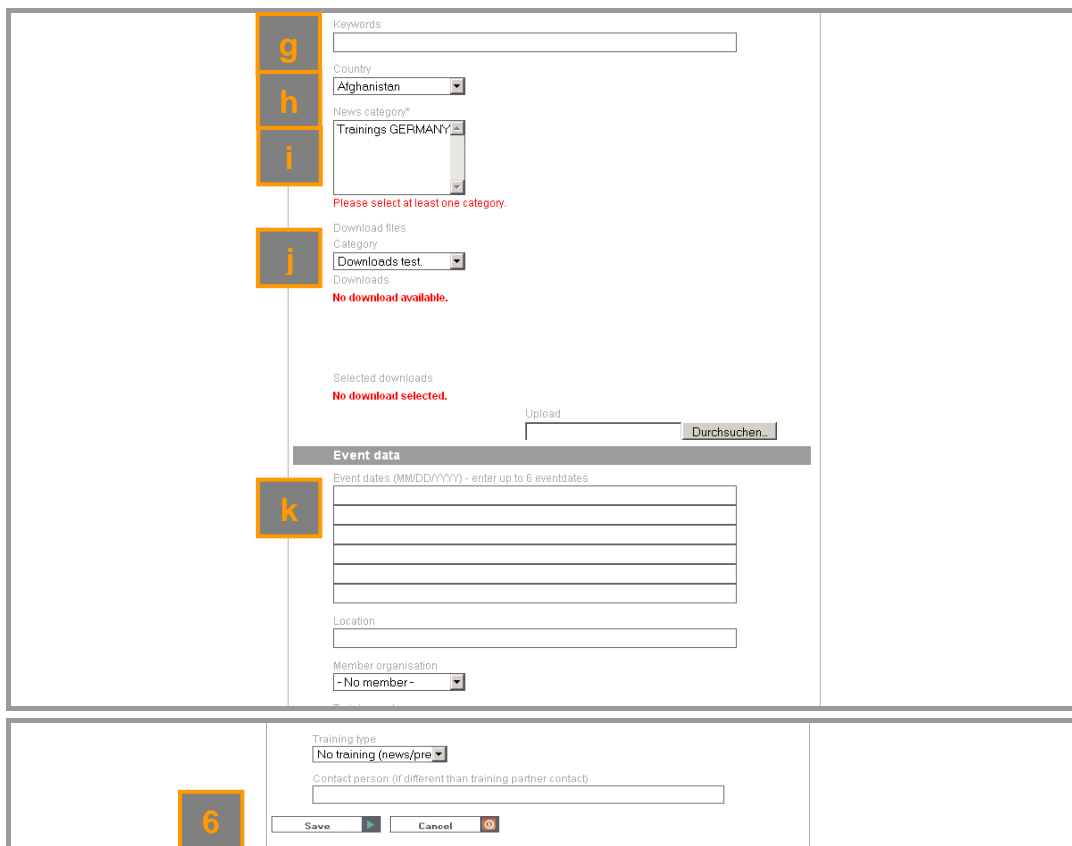   f. Text: Here, you can enter a text describing your event.

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g. By entering "keywords", you can help people find your information through the search function on the PI website. (The title is automatically used as keyword for the search.)

h. Country: country in which the event takes place.

i. News category: click on "trainings <country>"

j. Download files: If you want to add a downloadable file, use the "Upload" function (similar to uploading a picture).

k. Event dates: date when the event takes place. You can enter up to 6 dates, e.g. if the event takes place regularly. (Please fill in all dates incl. first date)

6. To save your entries, click on the "Save" button. If you click on "Cancel", you will exit the input screen and your changes get lost.
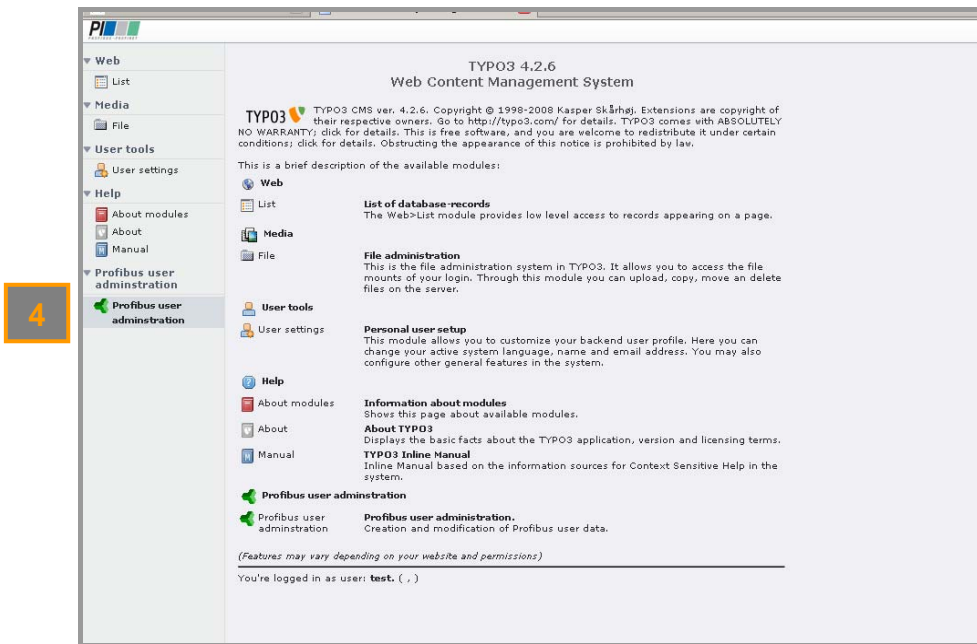

Screenshot 5

User Management for PI Members (additional users for one company)

1. As a PI Member, you can give your colleagues access to the PI Website, so that they can enter products and seminars and keep the information up-to-date. For this purpose, please go to the website www.profibus.com/typo3 (screenshot 6). From here, you can access the user management of the PI Website. (Please note: if you are a new member, you will get your first login data from your RPA. With this login data, you can create additional users for employees of your company in your country. If you need a login for employees in other countries, please contact your RPA for advise.)

2. You can log in here with your personal login details from the PI website.

Screenshot 6

3. When you are logged in, the welcome page of the PI website's Content Management System will appear (screenshot 7)

4. Click on "Profibus User Administration". A new page opens (screenshot 8).

Screenshot 7

5. Here, your company's existing users are listed. If you want to **edit** a user, click on the small pencil symbol next to this user's entry. If you want to **delete** a user, click on the red "minus" symbol (screenshot 8).

Screenshot 8

6. If you want to **add** a new user, click on the green "plus" symbol underneath the list of users. A new screen will appear where you can enter the information about the new user. (Photo 9)

Screenshot 9

7. Please enter a username ("firstname.surname" or e-mail address) and a secure password (we recommend to use a mix of letters and numbers, no real words). Please also fill out the rest of the form and assign the rights which the person should receive. You can choose between the following rights:

   "Admin" rights enable this user to create new logins for other employees of your company.

   "Product Editor" rights enable the user to edit and create products.

   "News Editor" rights enable the user to create new events and training entries.

   You can assign a user no rights (this user can only download files from the PI Website), one right, or several rights.

8. To save your entries for this user, click on the "Save" button. If you click on "Cancel", you will exit the input screen and your changes get lost.

9. The newly created user will now be able to log in to the PI website.

We hope you enjoy investigating and working with the new PI website!
If you have any questions on these instructions or the PI website, please do not hesitate to contact us or your RPA. We would be pleased to assist you!

> PI Support Centre
> Tel.: 0049 (0)721 9658 590
> info@profibus.com

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