

User Manual

Creating a new page in the Supplier Database in 10 easy steps

- Step 1. Login
- Step 2. Create a new page
- Step 3. Add a header
- Step 4. Add an image
- Step 5. Select a category
- Step 6. Select Offereed or Wanted
- Step 7. Add price and location
- Step 8. Add text
- Step 9. Add contact details
- Step 10. Add information in PDF



Extra

- Add more images
- Controlling your page

Step 1. Login at the right upper corner of the Dredgepoint website



Network



Once logged in, the tab changes, **my account** appears.



Network

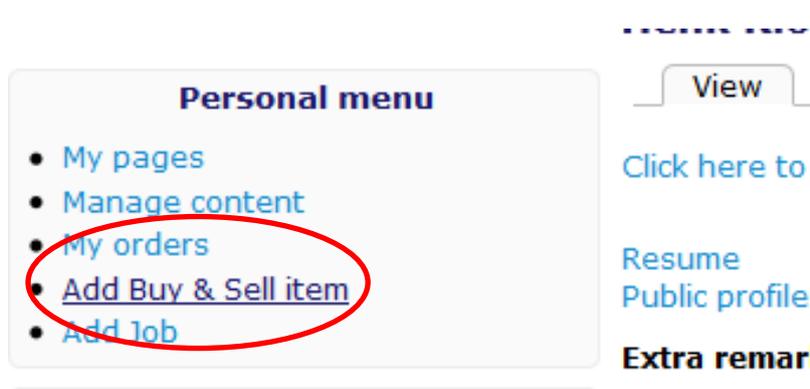


Step 2. Create a new page.

Click **“Add item for sale”** in the Buy & Sell Module or choose **Add buy & Sell item** on **My account**



My account:



Step 3. Add a header.

Click with the cursor in the field “item name”

In this example: “Pump”

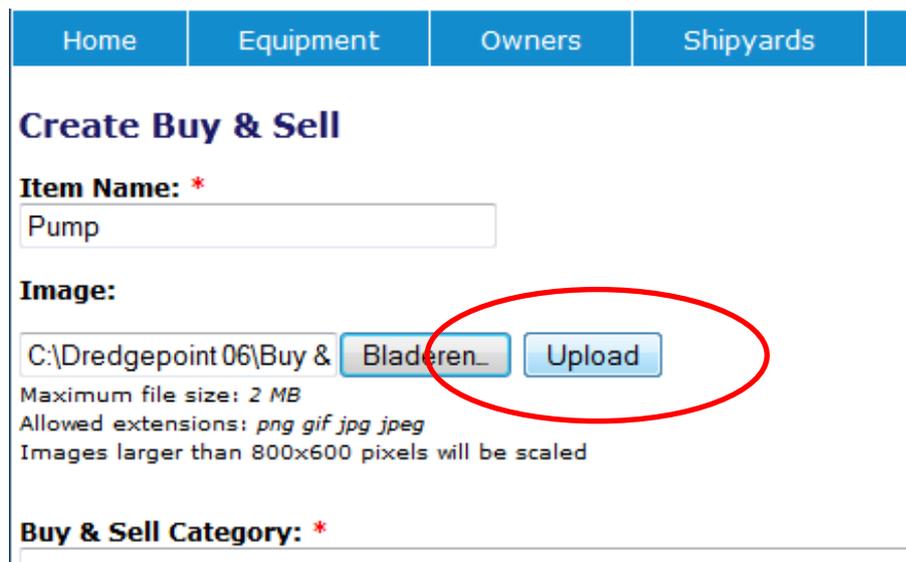


The screenshot shows a web interface with a navigation bar containing 'Home', 'Equipment', 'Owners', 'Shipyards', and 'S'. Below the navigation bar is the heading 'Create Buy & Sell'. The 'Item Name: *' field is highlighted with a red oval and contains the text 'Pump'. Below this is the 'Image:' section, which includes a file input field, a 'Bladeren...' button, and an 'Upload' button. Text below the image section specifies a maximum file size of 2 MB and allowed extensions: png, gif, jpg, jpeg. At the bottom, the 'Buy & Sell Category: *' field is partially visible.

Step 4. Add an image: Click on “Browse” and select the logo at a location on your own computer.

Note: depending on the language settings of your computer, the text “browse” may be named different, in our case the language is set to Dutch.

Click upload.



The screenshot shows the same web interface as the previous one. The 'Item Name' field still contains 'Pump'. In the 'Image:' section, the file input field now contains the path 'C:\Dredgepoint 06\Buy &'. The 'Bladeren...' button is highlighted with a red oval. The 'Upload' button is also highlighted with a red oval. The text below the image section remains the same: Maximum file size: 2 MB, Allowed extensions: png gif jpg jpeg, Images larger than 800x600 pixels will be scaled. The 'Buy & Sell Category: *' field is still partially visible at the bottom.

Step 5: Select one or more categories:

Click on the down arrow, a drop down menu will appear



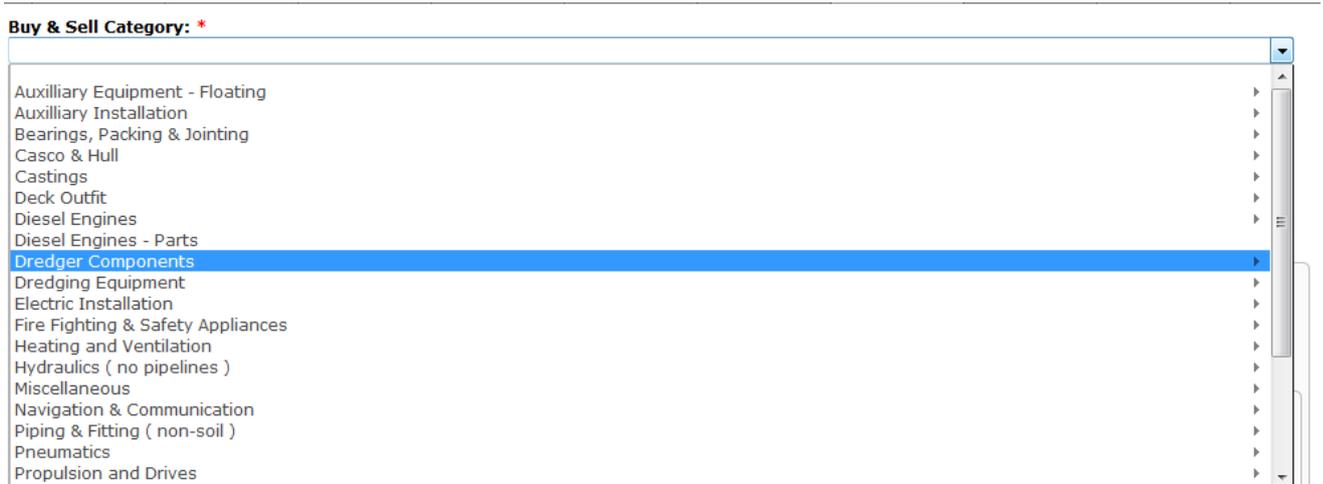
Supplier Category: *

Add

All selections

A red circle highlights the dropdown arrow on the right side of the 'Supplier Category' field.

In this example we choose **Dredger Components**



Buy & Sell Category: *

- Auxilliary Equipment - Floating
- Auxilliary Installation
- Bearings, Packing & Jointing
- Casco & Hull
- Castings
- Deck Outfit
- Diesel Engines
- Diesel Engines - Parts
- Dredger Components**
- Dredging Equipment
- Electric Installation
- Fire Fighting & Safety Appliances
- Heating and Ventilation
- Hydraulics (no pipelines)
- Miscellaneous
- Navigation & Communication
- Piping & Fitting (non-soil)
- Pneumatics
- Propulsion and Drives

A red circle highlights the 'Dredger Components' option in the dropdown menu.

An new dropdown menu will appear. In this new menu we selected **Pumps – Dredging**



Buy & Sell Category: *

Dredger Components

Pumps - Dredging

Add

All selections

Nothing has been selected.

A red circle highlights the 'Add' button.

Click on **Add** . Your item is now connected to this category.

We choose another category the same way. This time we select **Pumps/Pumps-Dredging** and “Add”



Buy & Sell Category: *

<none>

Add

All selections

- Dredger Components > Pumps - Dredging Remove
- Pumps > Pumps - Dredging Remove

Buy or sell ?:

Offered

A red circle highlights the 'Add' button and the list of selected categories. Another red circle highlights the dropdown arrow on the right side of the 'Buy or sell ?' field.

The pump in this example can now be found through both **Pumps** and **Dredging Components**

Step 6. Now choose if this article is for sale (Offered) or if you are looking for an article like this (Wanted)

In this example we offer the pump for sale.

Buy & Sell Category: *
<none>

Add

All selections

Dredger Components > Pumps - Dredging Remove
Pumps > Pumps - Dredging Remove

Buy or sell ? : *
Offered

Step 7. Add price and location. In this example we fill in “Mail for price” and Netherlands by means of the drop down menu.

Price & Location

Price indication:
Mail for price
Please make sure to add the currency unit (EUR, USD, etc.) If you don't want to give an estimate, you can also put 'available on request' in this field.

Location
If you don't want to tell the exact location, please use the 'Location Name' field to add a general location. For example: 'Middle East', or 'South-East Asia', or maybe 'Worldwide'.

Location name:
e.g. a place of business, venue, meeting point

City:

Country:
Netherlands

Step 8: Add text.

There are two ways of adding text:

A: Type in the tekst field

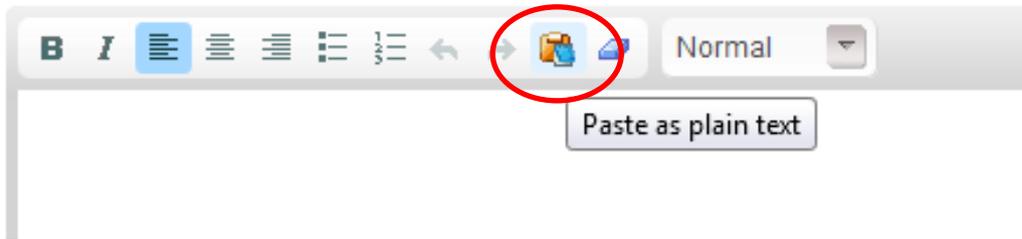
B: Copy/Paste text. In this example we copy/paste tekst from a third source.

Kind attention: An average text format like Microsoft Word contains a lot of “background” script that you don’t normally see. Our professional database however might mutulate your pasted tekst due to this.

To avoid such, you simply use the “Paste as plain tekst” option by clicking on the icon.

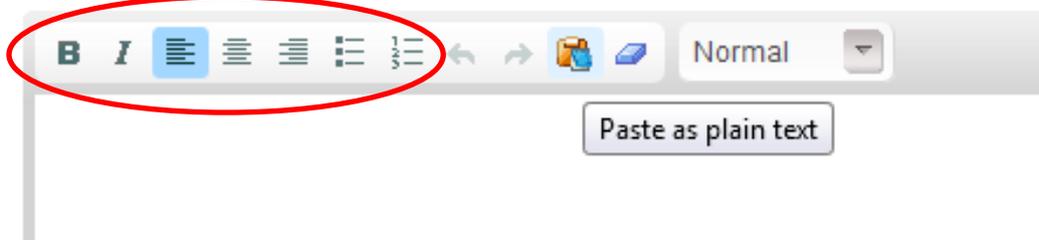
Click the icon "paste as plain text".

About this item:



You can paste your tekst in the field that pops-up (fig. 1) The database then removes the disturbance and saves it as plain tekst. Also text formatting disappears. This can be reinstalled by using the database format features.

About this item:

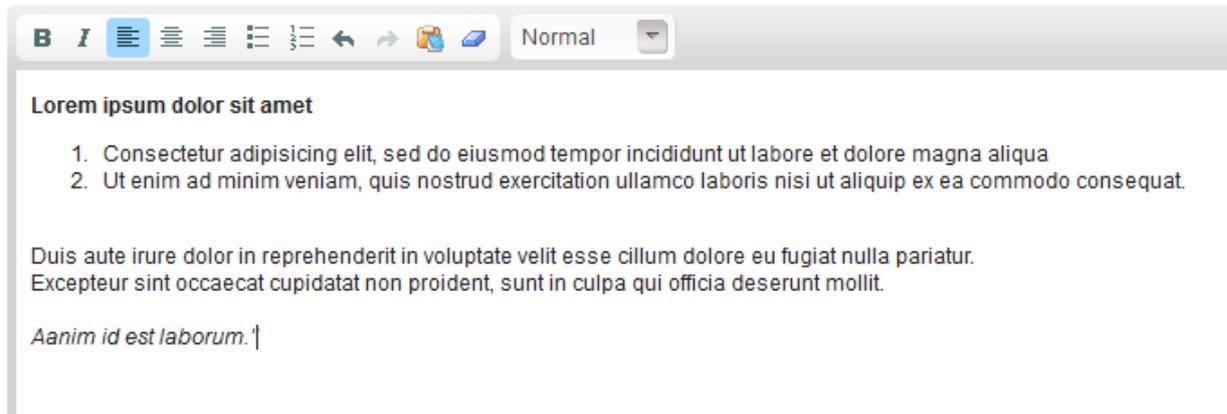


Paste your tekst in the pop-up field and click **OK**



Example of a pasted plain tekst with new database formatting.

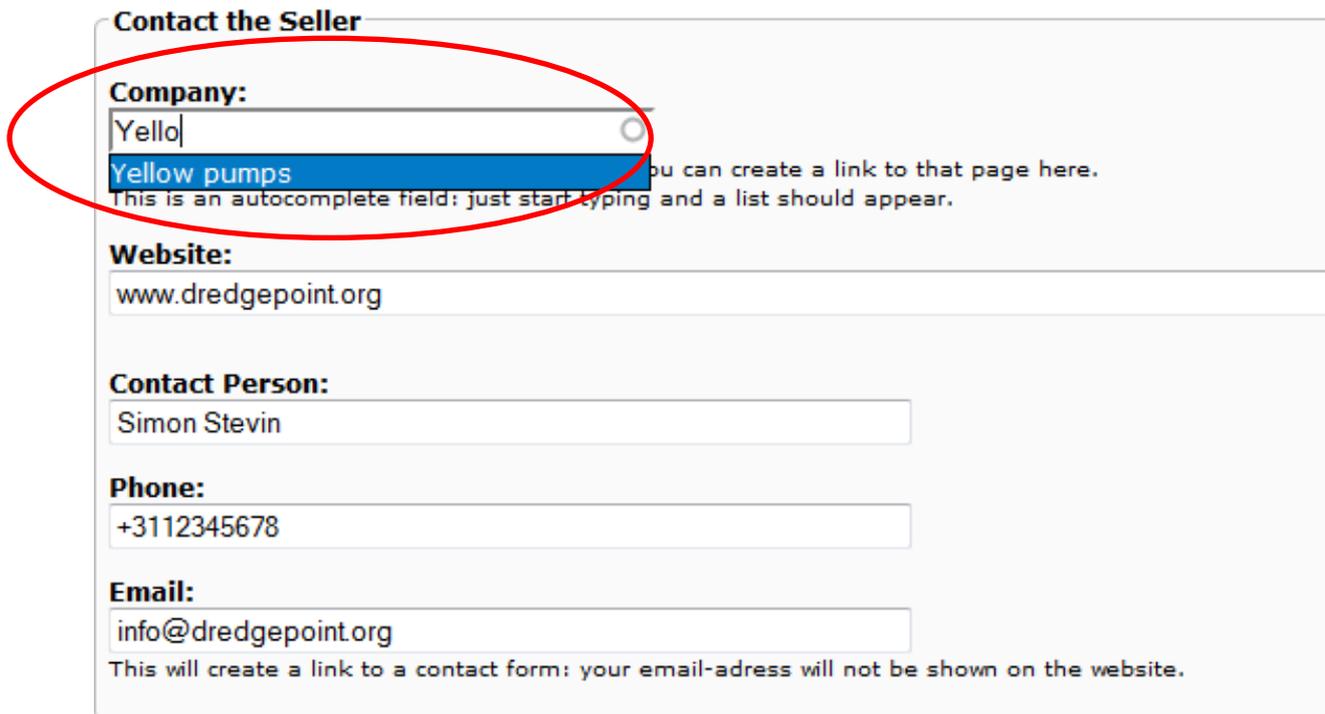
About this item:



A screenshot of a rich text editor interface. At the top, there is a toolbar with icons for bold (B), italic (I), bulleted list, numbered list, indent, outdent, undo, redo, insert link, and insert image. A dropdown menu is open, showing 'Normal' as the selected style. Below the toolbar, the text content is displayed with the following formatting: 'Lorem ipsum dolor sit amet' is bolded. The following two lines are numbered list items: '1. Consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua' and '2. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.' The next two lines are regular text: 'Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit.' The final line is italicized: 'Aanim id est laborum. |'

Step 9. Add contact details.

Browse your company name, if you start typing, it automatically appears. In this example we type Yellow Pumps. When it appears, simply click and the company is selected from the supplier database.

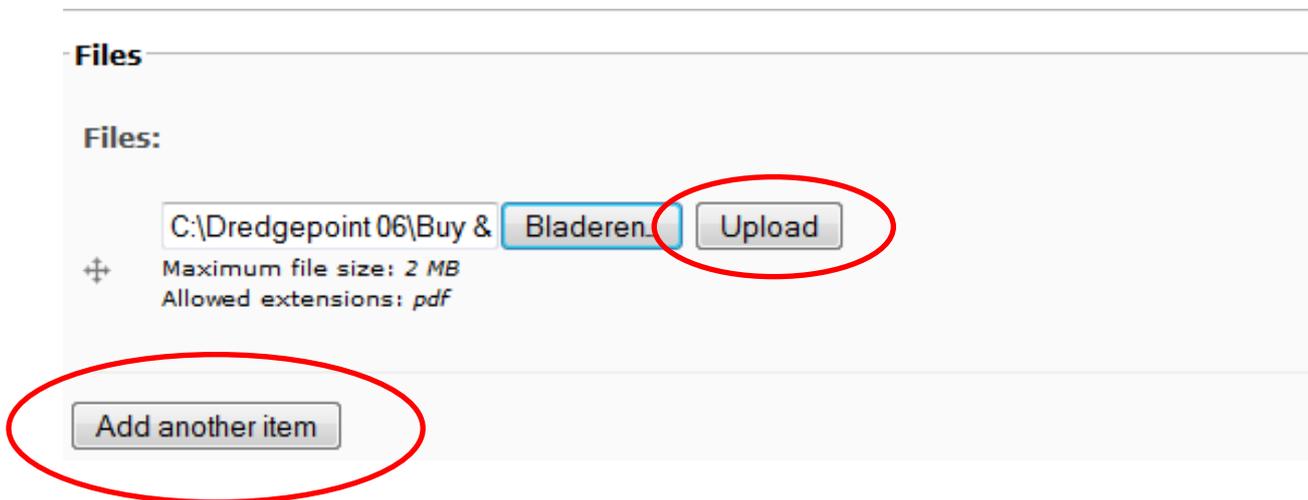


A screenshot of a 'Contact the Seller' form. The form has several sections: 'Company:', 'Website:', 'Contact Person:', 'Phone:', and 'Email:'. The 'Company:' field contains the text 'Yello' and has a dropdown menu open showing 'Yellow pumps' as a suggestion. A red oval highlights the 'Company:' field and the dropdown menu. Below the 'Company:' field, there is a note: 'This is an autocomplete field: just start typing and a list should appear.' The 'Website:' field contains 'www.dredgepoint.org'. The 'Contact Person:' field contains 'Simon Stevin'. The 'Phone:' field contains '+3112345678'. The 'Email:' field contains 'info@dredgepoint.org'. Below the 'Email:' field, there is a note: 'This will create a link to a contact form: your email-adress will not be shown on the website.'

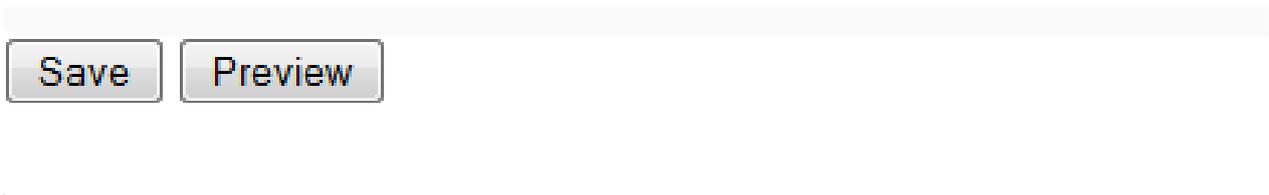
Then fill in the rest of your data. In these fields, you can also paste data copied from other files.

Step 10. Add PDF files

Just like uploading images, it is also possible to add other information like data sheets in PDF format. Click on the “**browse**” button, select the file from a location on your own computer and click **Upload**. If you want to upload more files, click the **Add another item** button.



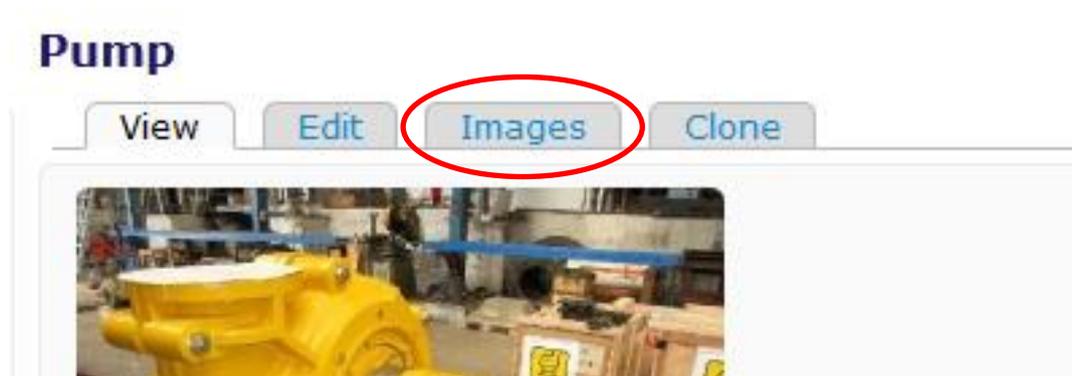
Then click **Save** to secure your page



Add additional images

After your page is saved the database shows you a message that your page was successfully created and takes you to the overview. .

Here you can add additional pictures with the tab **Images**.



Uploading these images can be done in the same way as described earlier
Again, you can add a description with your pictures.

Pump

[View](#) [Edit](#) [Images](#) [Clone](#)

This page allows you to manage node images. Image descriptions (the [Internationalization](#) package).

▼ [Upload a new image](#)

Description:

Enter a description for the new image, max 255 chars.

Weight:

Attach new image:

Images larger than 800x600 will be resized. The maximum upload size is .

If the database has uploaded the photo you have to click **Save Changes**.
If you want to upload more images, simply click **Upload a new image**.
You can repeat this as often as you please.

Pump

[View](#) [Edit](#) [Images](#) [Clone](#)

This page allows you to manage node images. Image descriptions can be translated using the loc (the [Internationalization](#) package).

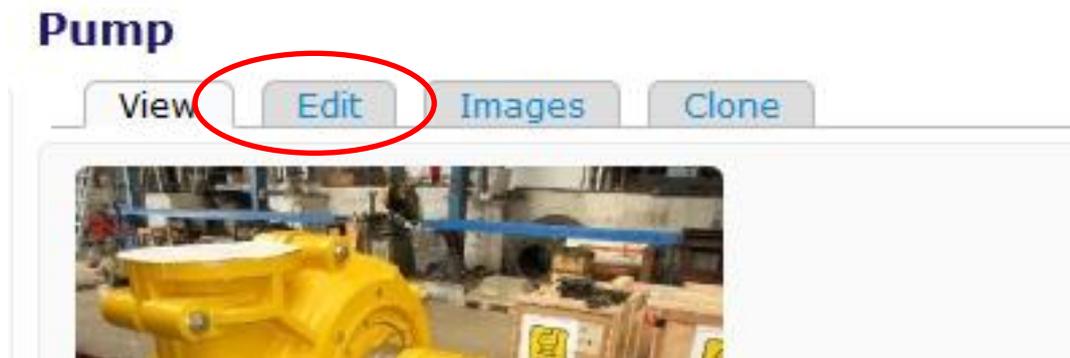
▶ [Upload a new image](#)

Image list

	Delete	List	Thumbnail	Description and info
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="text" value="Yellow pump"/> Author: Henk Klooster Uploaded on: <i>Tue, 19/02/2013 - 17:46</i> Path: sites/default/files/node_images/yp69-2_0.jpg

Your page is now ready and appears at page number 1 in the Buy & Sell module.

If you want to change something on the page or reuse it for a new article if this one is sold, click on the tab **Edit**. The existing pictures must be deleted first, before you can upload new ones.



Any questions or remarks can be addressed to us on info@dredgepoint.org

Your Dredgepoint.org team