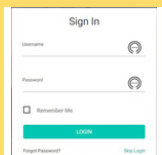


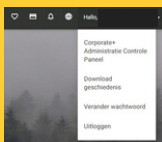
# HOW TO USE CORPORATE+

## 123RF Enterprise Solution



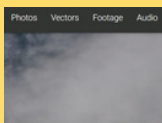
### Find your custom link Login to your own environment

Access the system with your dedicated link which looks like: yourcompanyname.assetdelivery.com. If you are an admin you can toggle between admin and user screen on the top right



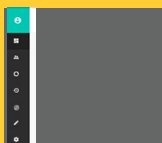
### Main Menu Switch between regular and admin functions

This is where admins can switch to setup the system. You can also select (from left to right) lightboxes / credits overview / notifications / language. See your download history and change password in the main menu



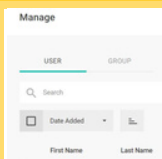
### Start Your Search Images sound and motion

Search works just like on our website and you can save your results in lightboxes and share them with your colleagues or use them later



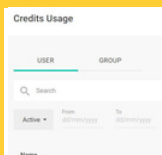
### Getting Started As The Administrator Switch to the admin screen on top right

On the left hand of the screen you will see your options. The first option (dashboard) shows you a quick overview of activities like logins, credit allocations and downloads



### Manage Your Account Add users and groups

Users and groups allow you to allocate credits and manage usage and costs within departments. In this menu you add credits from the main account to your users on the right side of the screen (3 dots)

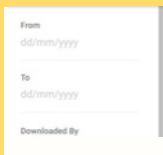


### Check credits usage Keep up to date with your users

Want to keep tabs on usage of credits and images in your business? This is where you check usage of all your users and how much they have left (so you can top-up if you want)

# HOW TO USE CORPORATE+

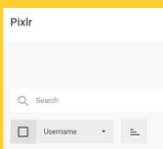
Continued



## Download History

### Save money by redownloading content

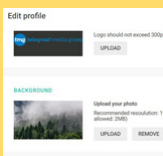
This is where you see all the downloads in your company. You can select a date range, find images and use them again. You can also create a CSV or PDF report of your downloads for your record.



## PIXLR Access

### World class photo editing software

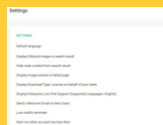
Pixlr is one of the most popular photo editing tools in the World. We have redeveloped and improved it and you can give your users access to it in this menu. There is a free and a paid version.



## Personalize The Corporate+

### Add your business assets

you can add a logo, background picture and a special welcome message to your team. You can also add special fields and a contact form.



## Manage Your Settings

### Organize what users see in the system

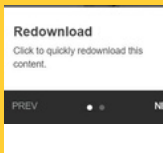
Anything from language to alerts and content types you can set it here so your users have the best and most relevant experience



## Sizes And Resolutions

### More from your settings menu

You can also set (with our help if required) the image sizes your users see when they search. If there is a special agreement we will only show agreed sizes and you can check those here



## The Assistant

### Follow the pop-up tips

Pop-ups appear in the system to guide your through every step. You can walk through all of the or dismiss them with a click. And if you need further assistance our team is there to help