

Quick Guide

How can I best use the Media Library?



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1 About this Quick Guide

The aim of this Quick Guide is to show you how to access the Media Library (following ML), explain the Single-Sign-On pre-filter and how to work with the ML best.

2 How to access ML

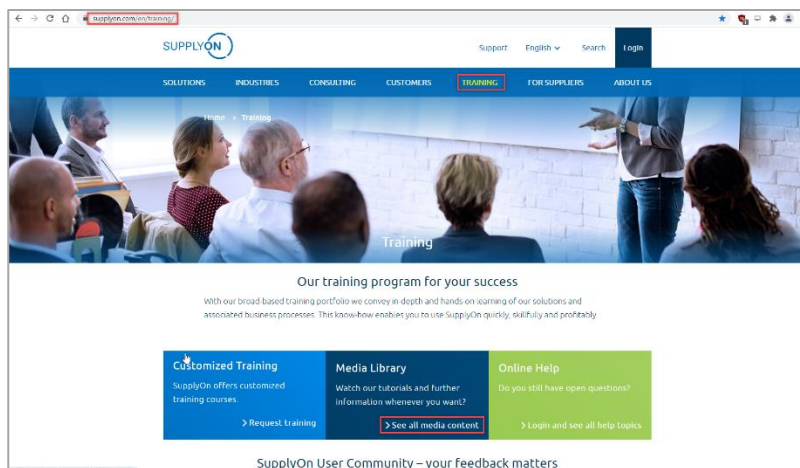
The ML shows public, unpublic and customer specific content.

There are different ways in accessing the ML:

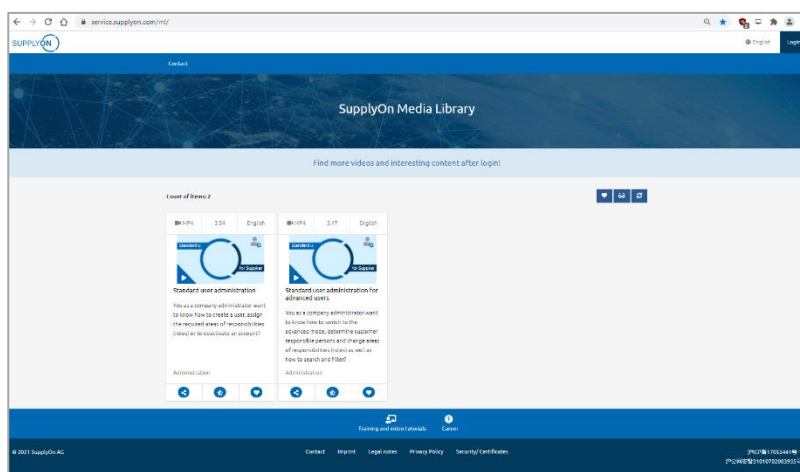
- ✓ Via the training web page
- ✓ Via the SupplyOn Support Center

2.1 Login via the training web page

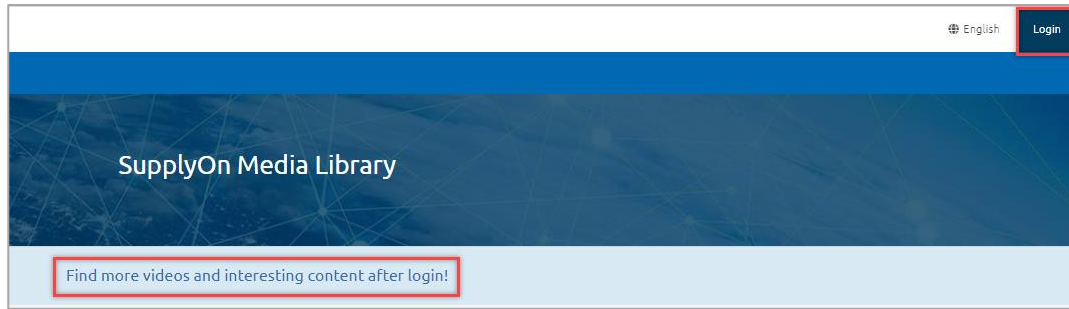
1. Enter <https://www.supplyon.com/> into a web browser and select the heading **Training**.
2. Open the ML with a click on [See all media content](#).



The public content is displayed.



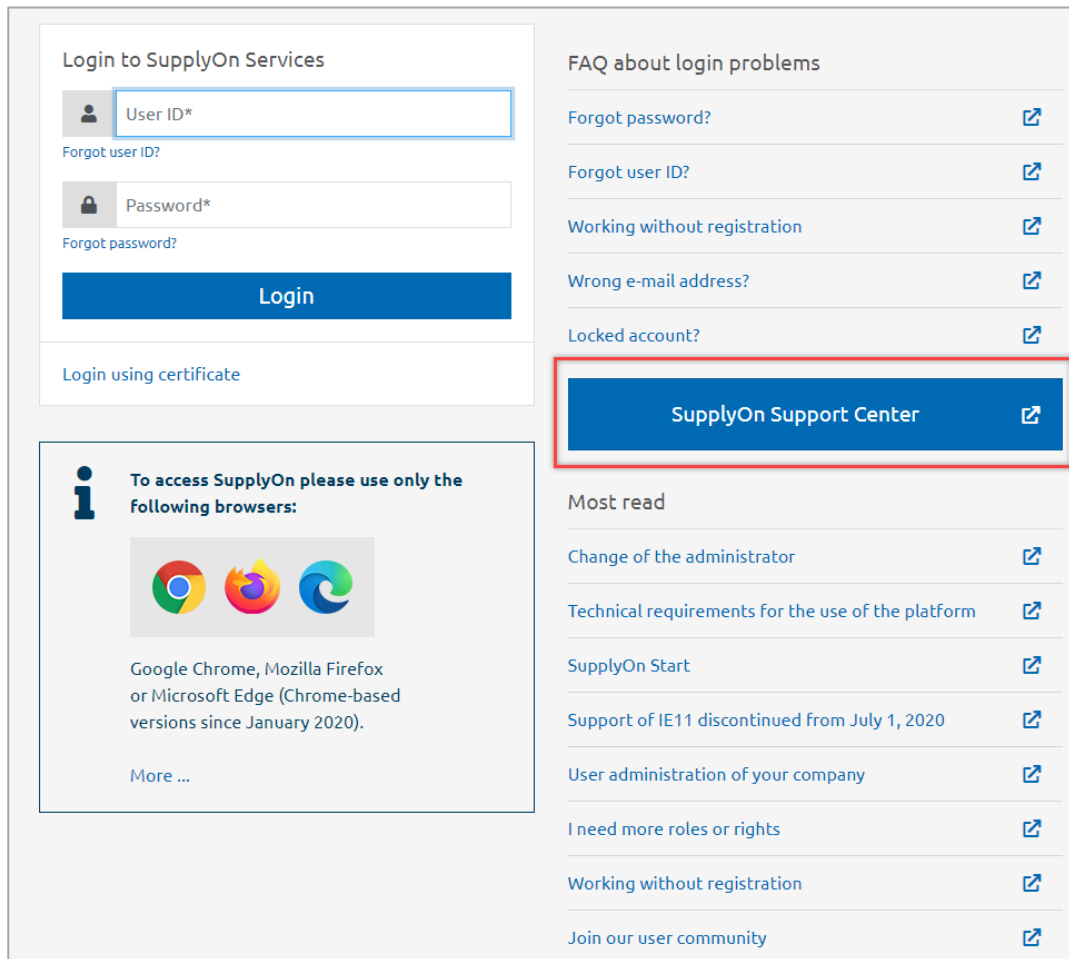
- To see further content, click the **Login** button.
Note: The content displayed is filtered by your booked services and customers. If you remove the filter, more content will be displayed.



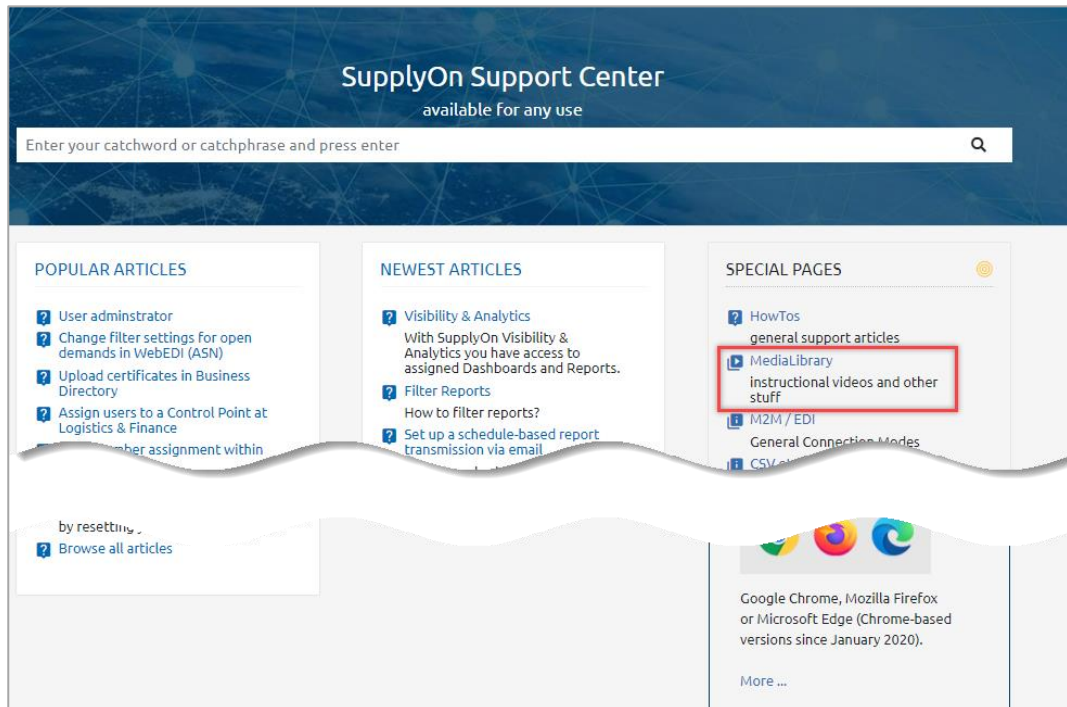
2.2 Login via SupplyOn Support Center (SSC)

When logging on to SupplyOn, the SupplyOn Service Center is displayed on the login page.

- Click on [SupplyOn Support Center](#)



5. Open the ML with a click here.



Click the Login button as described in step 3.

3 How to work with the ML best

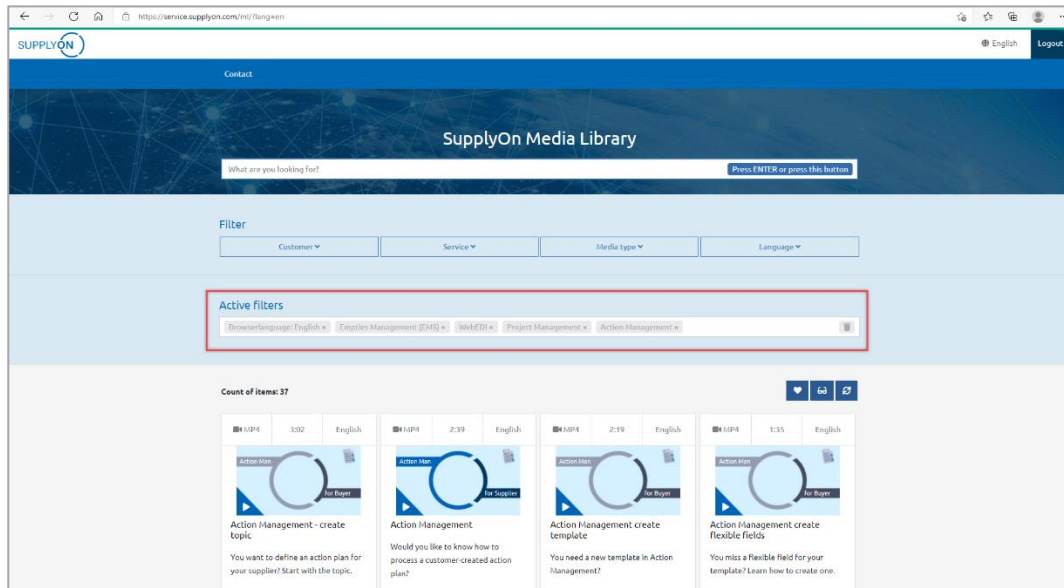
3.1 Active filters after login

When you log on to the ML, an active filter is used.

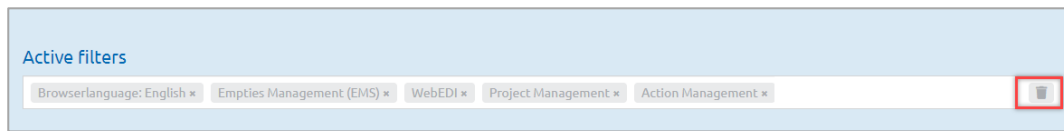
The filter shows:

- ✓ Media related to your services you use with your customer(s)
- ✓ If available, customer specific videos
- ✓ Media available in your browser language – if for example a video in Spanish isn't available the English video is displayed.

The filter results are displayed in alphabetical order.

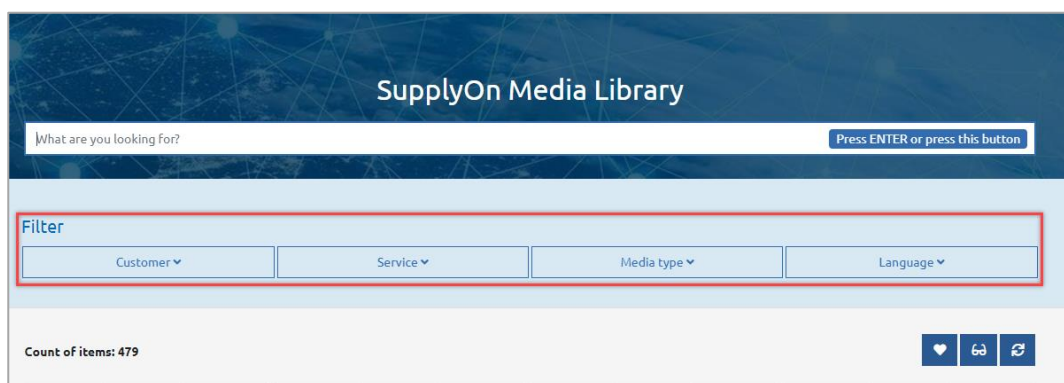


6. If you want to filter by yourself delete the Active filters first with a click here.

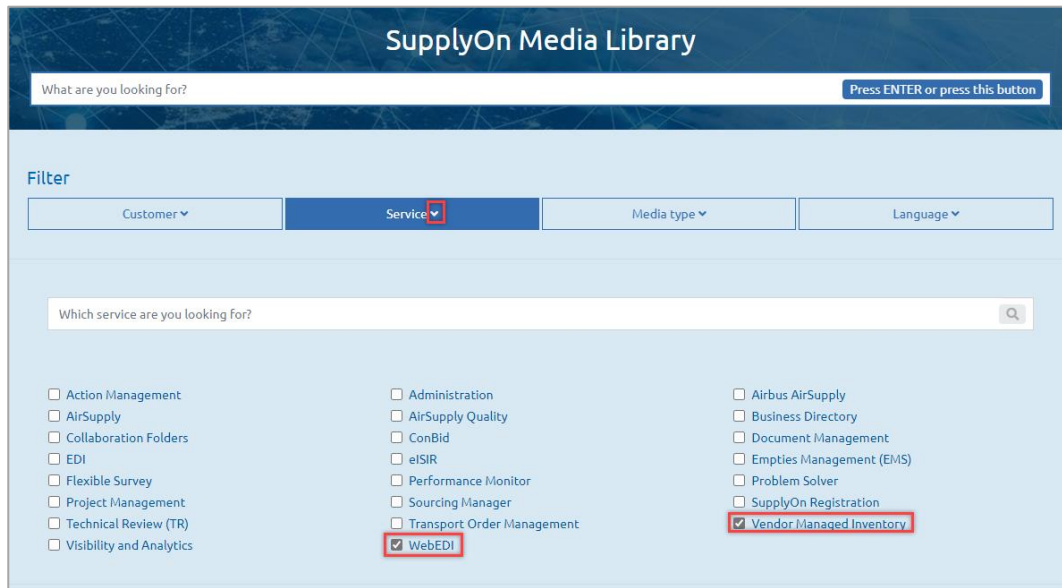


3.2 How to filter by yourself

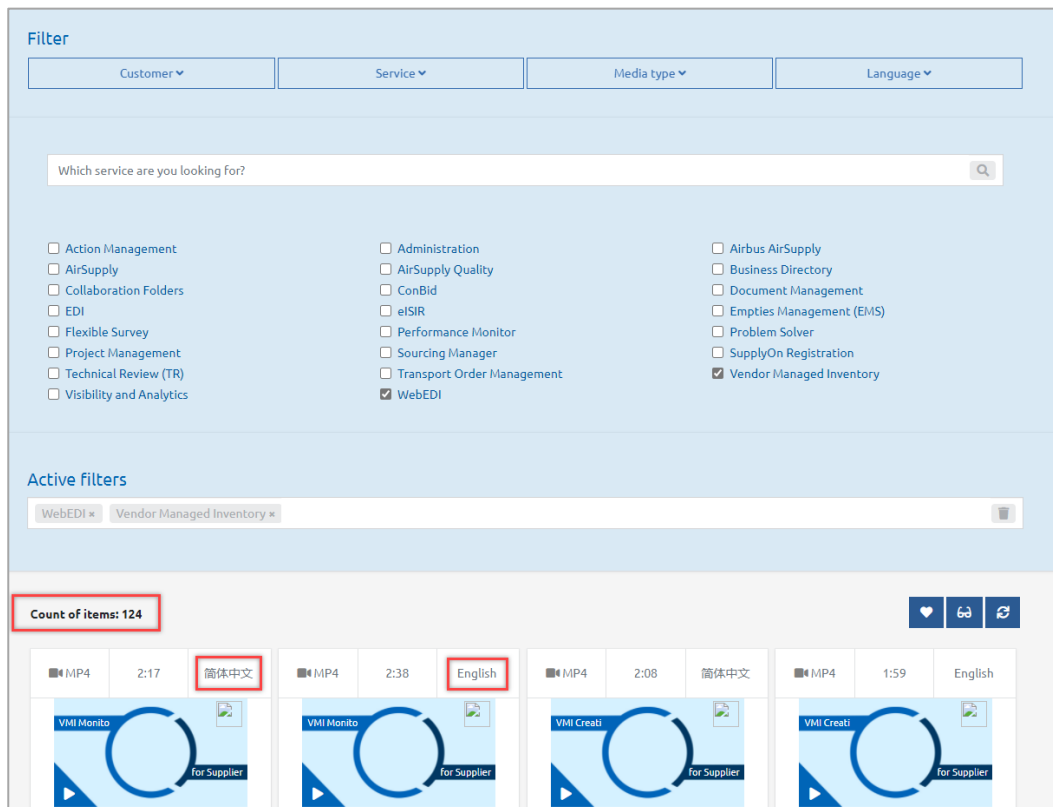
There are different filters available.



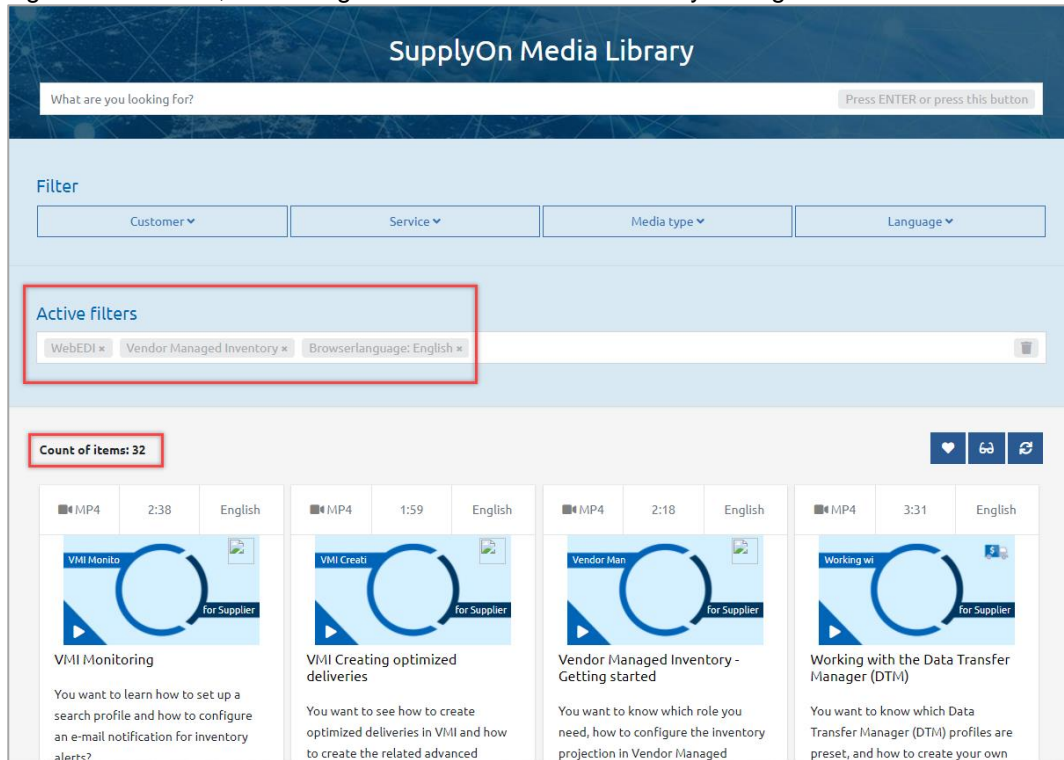
7. Click for example on the **drop down** next to **Service** and select one or more Services.



The result is displayed in all languages.



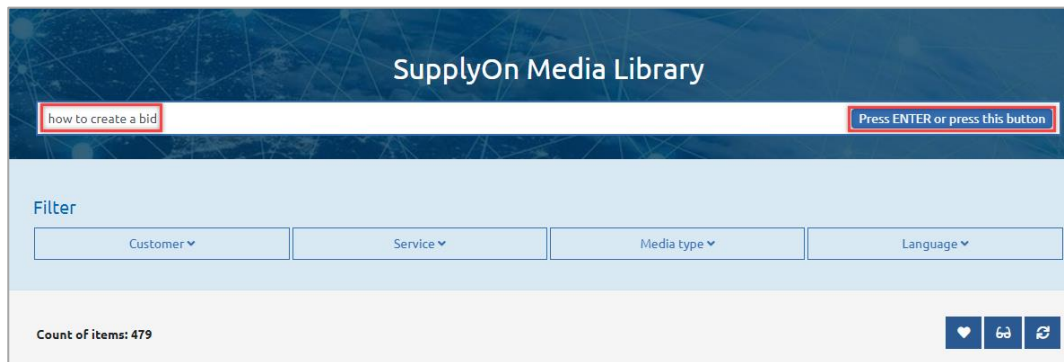
Add a second filter like the language. Now you have a good overview of all media about logistics & finance, consisting of WebEDI and VMI and only in English.



3.3 How to search for a media

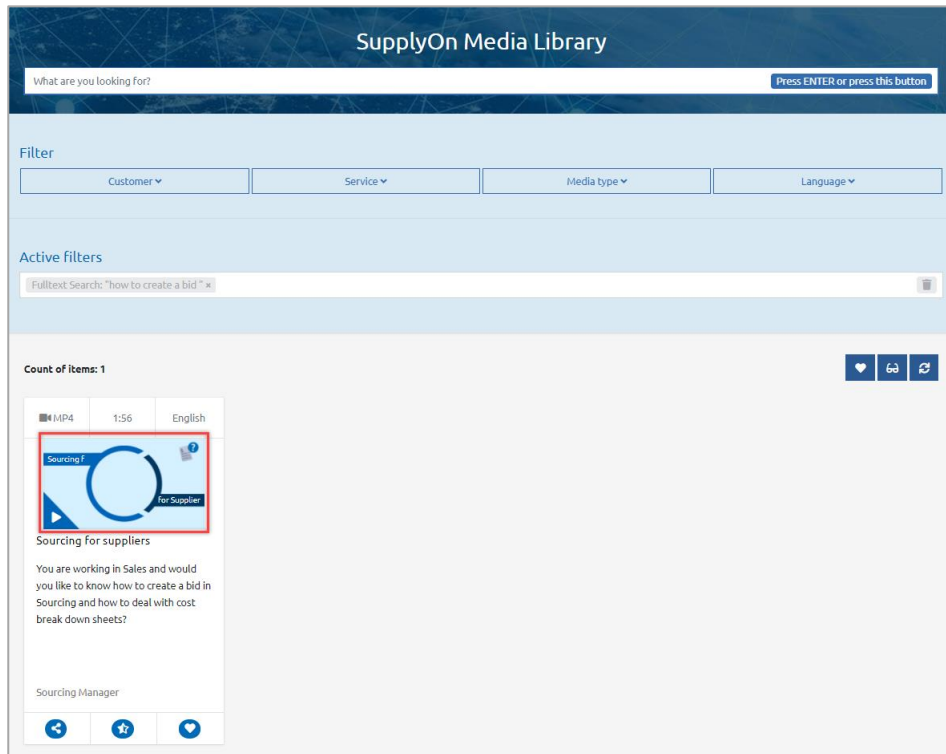
You can search for all media. For example, you want to know how to create a bid in Sourcing.

8. Enter **how to create a bid** into the **Search** and press enter or click the **PRESS ENTER or press this button**.



The available media, in this example a video is displayed.

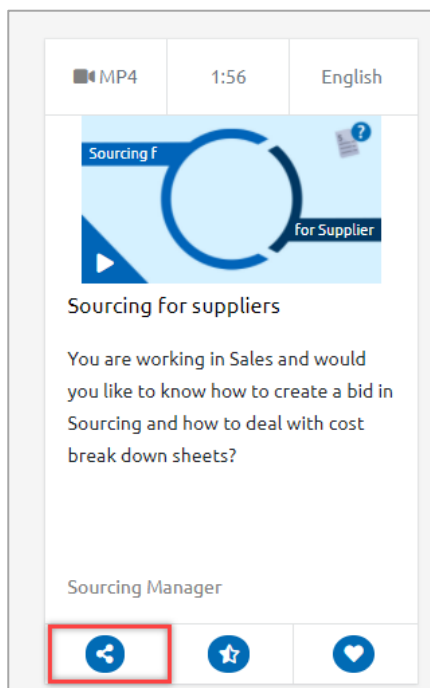
9. Start the video with a click into the red marked area.



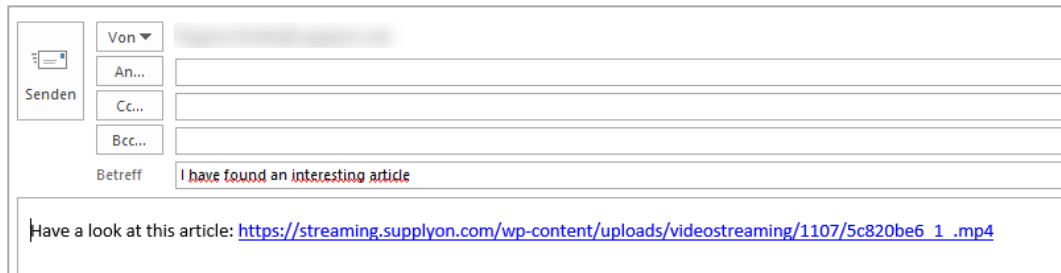
3.4 How to share a media

You may find this video very helpful for you colleagues. Send the video link to them.

10. Click here.



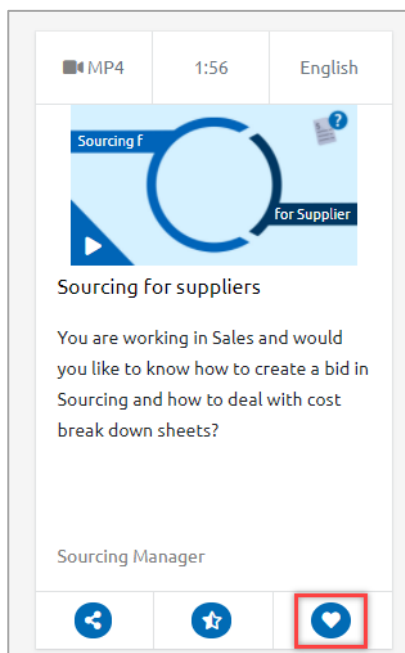
In this example MS Outlook opens automatically and prepares an E-Mail.



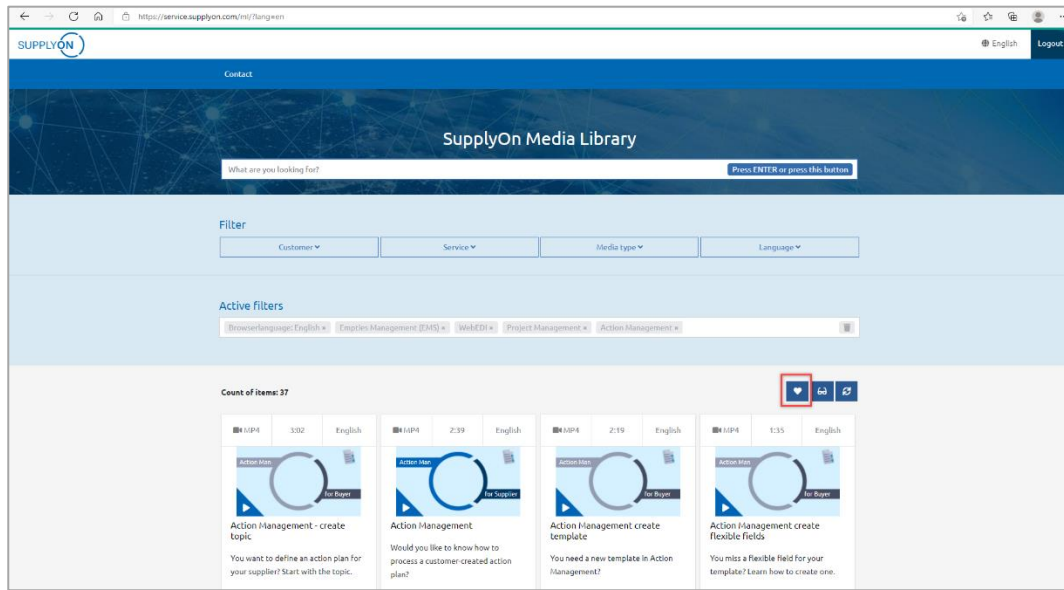
3.5 How to set a bookmark and find bookmarked content

You can bookmark media and next time you log search for the bookmarked content.

11. In this example, set the book mark for this video with a click here.

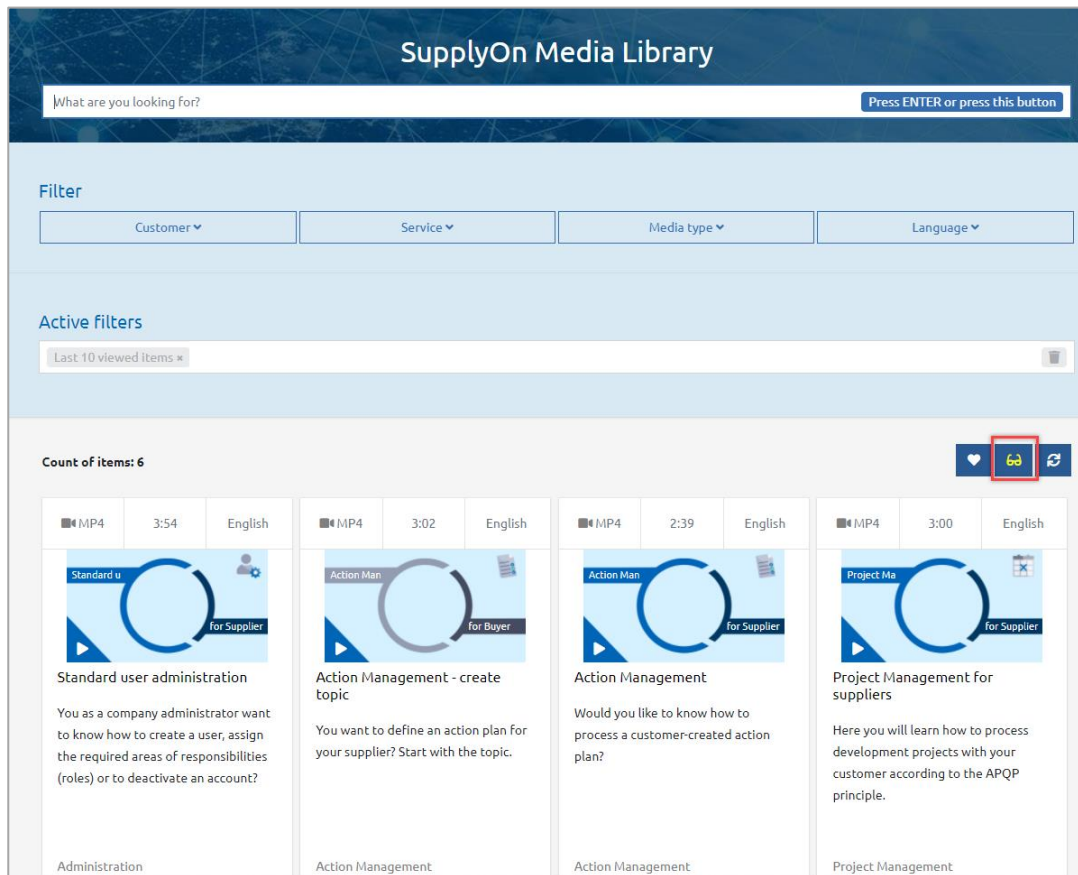


The next time when you log into the ML you can open with one click all your bookmarked media.



3.6 Show last 10 viewed items

With one click you see the last 10 viewed items. In this example only 6 videos have been watched.



3.7 How to rate a video

You rate each Video. Just click on the star symbol and a pop-up window will open.



Move the mouse over the stars (1 = unsatisfactory, 5 = very good) and select the number of stars. If you want to add a comment, you can do so in the window below the stars. Then click Submit.

