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只需七步骤 完善 你的公司信息页

重要提示:

尽量完整和丰富您公司信息会提升您公司的浏览量

登录您的帐户

登录您公司帐户

点击 - **My Account**

输入 - **login** 用户名 **password** 密码

然后点击 - **Login**.



The screenshot displays the Kompass website interface. At the top right, there is a navigation menu with 'Your Account' and 'English'. Below this, a login form is visible with fields for 'Login' (username) and 'Password', and buttons for 'Register' and 'Login'. A red arrow points to the 'Login' button. Below the login form, there is a search bar with the text 'Search for company information' and a search icon. To the right of the search bar, there is a section titled 'Find your next customer with EasyBusiness' with a 'Contact us' button. Below the search bar, there is a 'Company Focus' section with a grid of featured companies. The companies listed are:

GLUON 冠麟	Taicang Guanlian Polymeric Material... Synthetic rubbers TAICANG CITY, JIANGSU - CHINA	DYNO	DYNO AG Metallverarbeitung Blatzerwerk services AERUGEN - SWITZERLAND
JINGWEI	Xi'an Jingwei Drilling Machinery Man... Chisels, taps, dies, threaders, manual re... XI'AN CITY, SHAAANXI - CHINA	AITEC	AITEC ENVIRONNEMENT Grinding machinery and equipment for L... AVIGNON - FRANCE
KZST	Hangzhou Kuangzheng Science & Tec... Permanent magnets 余杭市, 浙江 - CHINA	Ringdahl Maskiner AB	Electrodes, metal STOCKHOLM - SWEDEN

1 个人信息

核对您的生成帐户时预设的详细联系信息....

.....请确保及时更新这些信息.

The screenshot displays the KOMPASS user interface. At the top, there is a dark navigation bar with the contact number '400 010 8882' and the user's name 'Mr. Xiong' in English. Below this is a red header with the KOMPASS logo and navigation links for 'Business solutions', 'Access EasyBusiness', and 'Blog'. A search bar is present with the text 'all' and a search icon. A red arrow points to the 'MY ACCOUNT' menu on the left, which is expanded to show options: 'View my profile', 'View my subscriptions', 'View my online purchases', 'MY COMPANY', 'BOOSTER', and 'ACCESS EASYBUSINESS'. The main content area shows the 'YOUR PROFILE' section with the following details: Title: Mr., Surname: XIONG, First Name: Xiaojuan, and Phone Number: +86 01064248801. There is an 'Edit' button next to the phone number. Below this is the 'LOGIN AND PASSWORD' section with E-mail: xiaojuan@kompas.com.cn and Password: *****. There are 'Edit' buttons next to both the email and password fields. At the bottom, the 'YOUR FUNCTIONS' section shows the user's role as 'Assistant Manager' under the 'GENERAL MANAGEMENT' category.

Contact Kompass 400 010 8882

Mr. Xiong English

KOMPASS Business solutions Access EasyBusiness Blog

all What, who ? Activity, company...

MY ACCOUNT

- View my profile
- View my subscriptions
- View my online purchases

MY COMPANY

BOOSTER

ACCESS EASYBUSINESS

YOUR PROFILE

Title: Mr.

Surname: XIONG First Name: Xiaojuan

Phone Number: +86 01064248801 **Edit**

LOGIN AND PASSWORD

E-mail: xiaojuan@kompas.com.cn **Edit**

Password: ***** **Edit**

YOUR FUNCTIONS

Main GENERAL MANAGEMENT Assistant Manager

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Company Information 公司信息

您公司的：详细联系方式, 业务和基本信息.

- 在 **Contacts**, 添加公司信箱地址(email address) 和司徽 (logo).
- 在 **Activity**
 - 描述您公司的业务, 请使用包括你的产品、服务及目标客户群等相关关键词
 - 用康帕斯分类选择你的业务, 可以输入关键词搜索 (use synonyms to enlarge your searches)
 - 确定您公司的性质是生产制造(producer)还是分销 (distributor), 或服务提供商(service provider) ...
- 在 **General Information**, 填写完成您公司的真实信息加上进口和出口意向和商标和商号

尽量让这部分信息充分和完整将会提升您公司在搜索结果上的排名和扩大浏览量

MY ACCOUNT

MY COMPANY

CONTACTS

Enhance your company profile
Add your contact information in different languages
Chinese (simplified)

IDENTITY

Company Name * 康帕斯(中国)国际信息服务有限公司

Abbreviation

Name continuation

General information
Product & service classification
Activity description
Estimates
Catalogues and address
Products
News
Easiness Users

ACTIVITY

What is the Kompass classification? >
What are the main benefits of the Kompass classification? >

Select your main activity(ies) by product or service and select the corresponding classification code. This will ensure you are accurately referenced by the relevant Kompass classification headings and enable precise targeting by potential customers.

1. Find and select three main activities within the Kompass classification

Look for an activity

- ☐ Agriculture & Food
- ☐ Business Services
- ☐ Chemicals, Pharmaceuticals & Plastics
- ☐ Construction
- ☐ Education, Training & Organisations

MY ACCOUNT

MY COMPANY

CONTACTS

General information
Product & service classification
Activity description
Estimates
Catalogues and address
Products
News
Easiness Users

BOOSTER

ACCESS EASINESS

INFORMATION

Co Registration no* T110080410158574

Your Establishment 1983

Number of Employees 30-49 38

Legal form Please select

Corporate capital RMB 120000

Turnover 4450000

Year 2015 2014 2013

Import regions Please select

Export regions Please select

Other classification Please select

Classification code

Brand/Trademarks 康帕斯 康世达 康书 工商信息 软件

☐ Producer
☐ Distributor
☐ Exported brand/tradename
☐ Imported brand/tradename

经理人和管理层详细信息

3

添加您公司全部的关键联系人



Contact Kompass 400 010 8882 Mr. Xiong English

KOMPASS Business solutions Access EasyBusiness Blog

all What, who ? Activity, company...

MY ACCOUNT >

MY COMPANY ▾

- Contacts
- General information
- Product & service classification
- Activity description
- Executives**
- Catalogues and videos
- Products
- News
- Easybusiness Users

BOOSTER >

ACCESS EASYBUSINESS >

View my company profile

YOUR COMPANY EXECUTIVES

	Hao Chen Director (Director) haochen@kompass.com.cn 86 +86-10-64248803		
	陈浩 (执行董事)		
	Mr. Wenqian Ma Departmental Director/Manager (Departmental Director/Manager) wenqianma@kompass.com.cn 86 +86-10-64248806		
	马文彦 (董事、IT经理)		

+ Add an executive

4 定期实时发布公司信息

点击“Add news”

- 上传图片, 添加主题和文字内容

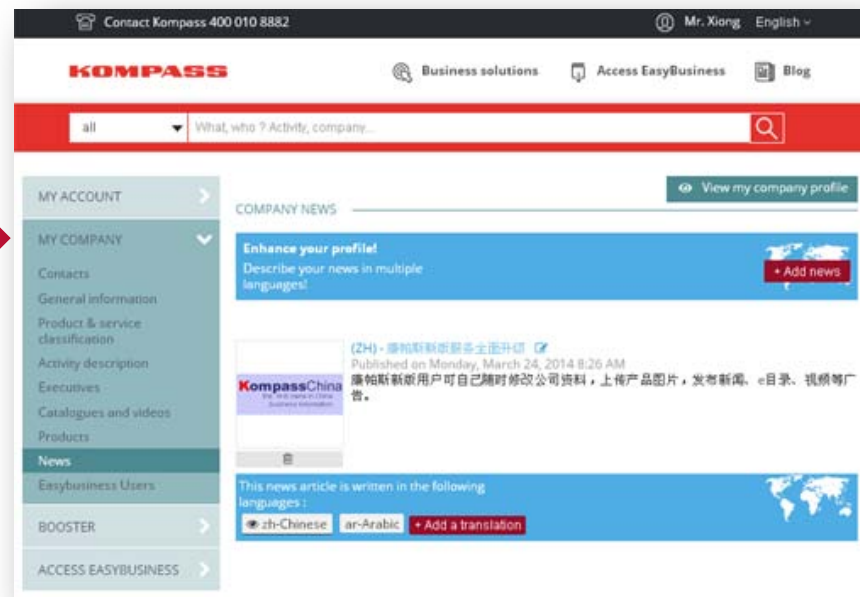
使用文本编辑功能:

- 文字格式
- 下划线标注关键内容
- 添加链接到指定页

您的公司新闻将发布到:

- 您公司信息页
- 康帕斯网站频道主页
- 商业新闻(Business News)频道

如您想让您的消息发布到国际,要使用你目标国家的语言发布新闻.



您公司产品和服务

5 详细描述您的产品和服务

点击 "Add a Product"

- 上传图片
- 添加主题
- 填写详细描述
- 链接到相关康帕斯分类上

请务必包括进技术细节

链接到您公司网站的特定页,或您的视频发布链接点.

为取得最大的国际宣传效果,请添加您目标国家的语言

The screenshot shows the KOMPASS website interface. At the top, there is a navigation bar with 'Business solutions', 'Access EasyBusiness', and 'Blog'. Below this is a search bar with the text 'all' and 'What, who? Activity, company...'. A red arrow points to the 'Products' option in the 'MY COMPANY' dropdown menu. The main content area displays 'YOUR COMPANY'S PRODUCTS' with a 'View my company profile' link. A blue banner encourages users to 'Enhance your profile!' by describing products in multiple languages. Below this, there are two product listings, each with a 'Web-Chinese' button and an 'Add a translation' button. The 'Add a Product' form is overlaid on the page, showing fields for 'Language' (set to Chinese), 'Type' (Product or Service), 'Picture' (with a 'Select file' button), 'Title', 'Description', 'Technical Details', 'Year', and 'Category'. The category list includes 'Publishing houses' with sub-categories like 'Publishers of economics books', 'Publishing: Texts and professional publications', 'Publishers of financial, commercial and business publications', and 'Publishing: Dictionaries and reference books'.

添加公司产品目录和视频

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用产品目录和视频推广您的业务。

上载您的产品目录 - 标注产品目录的语言

上传您公司的视频到Youtube上 - ...然后把视频链接摆放在这里.

添加视频链接将提高您公司信息内容的丰富度,从而提升您在康帕斯平台上的排名。

The screenshot displays the user interface for managing company profiles on the Kompass platform. On the left is a navigation menu with categories: MY ACCOUNT, MY COMPANY (expanded to show Contacts, General information, Product & service classification, Activity description, Executives, Catalogues and videos, Products, News, and Easybusiness Users), BOOSTER, and ACCESS EASYBUSINESS. The main content area is divided into two sections: 'COMPANY CATALOGUES' and 'COMPANY VIDEOS'. The 'COMPANY CATALOGUES' section shows two existing catalogues, each with a thumbnail, a publish date, and a language selection dropdown set to 'Chinese'. The 'COMPANY VIDEOS' section shows three video thumbnails, each with a red play button icon. At the bottom, there is a 'NEW VIDEO' section with a text input field labeled 'Please add the URL for your video:' and a placeholder 'Video URL'.

7

您可以用管理员级别用户指定某用户编辑您公司信息(**modify your company profile**)的权限

管理员(administrator): 只有一个管理员用户 – 通常是初始生成公司帐户的用户,他的权限可以:

修改任何信息,并可以
分配给其他用户编辑权限

编辑用户 (Editors) 能修改任何信息.

用户(Users) 只读.

管理员用户可以将管理权限转移给任何您帐户下的用户,转移完成后,您自己的用户将成为普通级别.

The screenshot shows the 'USERS' management page in the Kompass system. It features a search bar at the top, a navigation menu on the left, and a table of users with their respective permissions. Below the table, there is a section for 'ADMINISTRATOR RIGHTS' with a warning and a dropdown menu to transfer rights.

Name	Mail	Permissions
manager	***@kompass.com.cn	Editor
sales1	*****@kompass.com.cn	Editor
sales2	*****@kompass.com.cn	User
administrator	postmaster@kompass.com.cn	Administrator
sales3	*****@qq.com	User
sales4	*****@kompass.com.cn	Editor
sales5	*****@qq.com	Editor
sales6	****@kompass.com.cn	Editor

ADMINISTRATOR RIGHTS

I would like to transfer my administrator rights to:

(Warning: there is only one data administrator per company. Your administrator rights will therefore be lost upon transferring them to another user)

Please select



KOMPASS

您的帐户享有的服务

管理通过康帕斯平台上发来的买家询盘

-设置转收信箱

通过康帕斯平台发送给您公司的邮件会保存在您帐户的收件箱(Inbox)里. 您可以通过**定制接收来电的信箱地址和业务电话(Customize your emails and phone number)**设置将这些邮件即时转发到您指定的信箱里.

-管理收信箱

通过**收件箱(Inbox)**您可以查看,删除,归档收到的邮件.



The screenshot displays the KOMPASS user interface. At the top, there are navigation links for 'Business solutions', 'Access EasyBusiness', and 'Blog'. Below this is a search bar with the text 'all' and a dropdown menu. The main content area is divided into two sections:

Top Section: Customize your emails and phone number

- MY ACCOUNT** (selected)
- MY COMPANY**
- BOOSTER** (dropdown menu)
- ACCESS EASYBUSINESS**

The 'BOOSTER' dropdown menu is open, showing options: 'General statistics', 'Inbox', 'Archived messages', 'Customize your emails and phone number' (highlighted), and 'ACCESS EASYBUSINESS'.

The 'Customize your emails and phone number' section includes a form for 'My phone number' with a 'Tel:' field set to 'China (+86)' and '10 64248799', and a 'Save' button. Below this is a section for 'My Emails' with instructions on how to redirect messages and an example subject line: 'Subject 1: Request for quotation'.

Bottom Section: MY MESSAGES < Inbox

This section shows a list of messages with columns for 'Subject', 'Date', 'Time', 'Duration', 'Company', 'Contact name', 'Telephone number', and 'Comments'. The table contains several rows of data, including subjects like 'I want to offer ...' and 'Request for quo...'. A 'Select all' button and an 'Archive' button are visible at the top of the message list.

查看来访浏览量统计(General Statistics)

通过统计(Statistics)可以衡量您公司和发布的产品的曝光率

访问量统计

- 公司名单显示次数
- 产品显示,次数
- 我公司电话被点看数量
- 点击 我公司网站次数

图表

- 按年统计图表
- 下载或直接打印图表

