

# How to find what you are looking for in the portal for vouchers copies

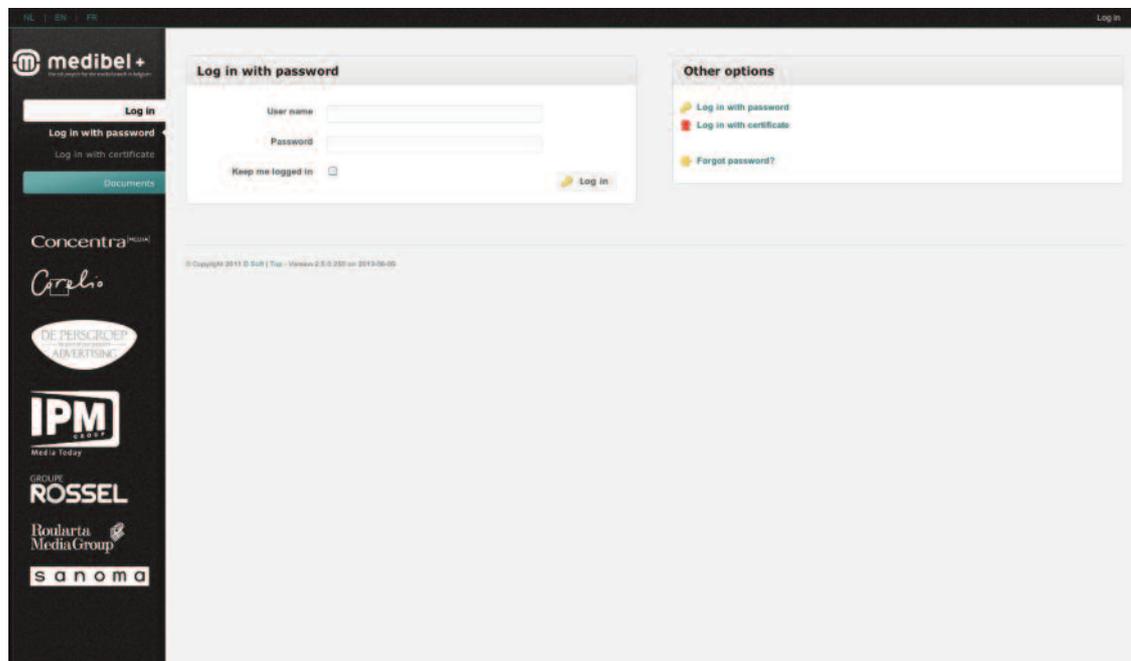
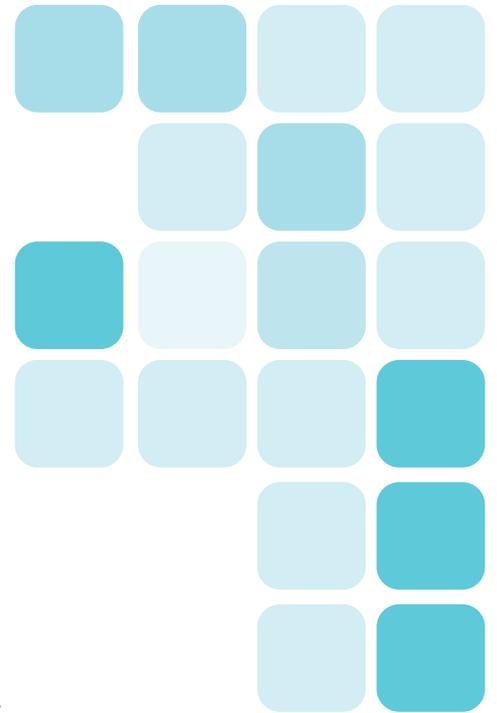
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## 1. Log in

The Medibel+ portal is available via <https://bewijsnummers.doctrails.net>

Following your first insertion, you will receive an e-mail containing a link for creating your personal username and password.



## 2. Adding employees

One person manages the portal within each company.

As administrator you will be able to add other colleagues. They will not receive e-mails, but will have full access to the portal.

Proceed as follows:

In the left-hand navigation bar, select **SETTINGS** followed by **PROFILE DETAILS**. At the very bottom of the screen, you will find a section **EMPLOYEES**.



Employees can be added by clicking on the 'ADD' button, then completing the following screen and clicking on the 'SAVE' button.

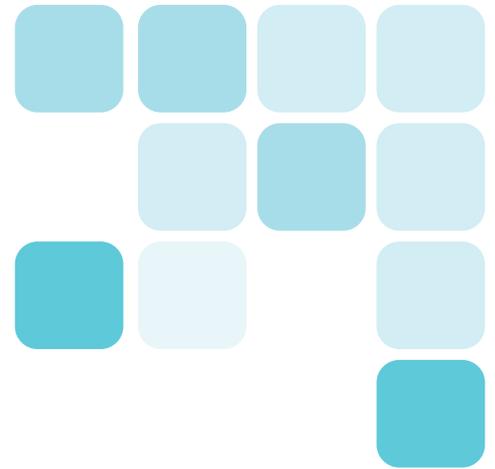
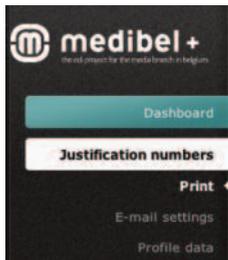


The screenshot shows a form titled "Manage co-worker" with four input fields, each with an asterisk indicating it is required: "Name \*", "E-mail \*", "Password \*", and "Confirm password \*".

### 3. Searching for voucher copies

In the left-hand navigation bar, select **DIGITAL VOUCHER COPIES** followed by **PRINT**.

The **PRINT** tab contains the voucher copies of advertisements in our print media. At a later stage, a **DIGITAL** tab will be added here and this is where you will be able to find your voucher copies from our digital media.



You will see an overview of all your voucher copies and you can search for a specific advertisement via the '**ADVANCED SEARCH**' button.

Advanced search

Advertiser

Company

Contact

Publisher

Product

Issue

Date of issue from  until

MDB-ID number

Advertiser reference

Order n° publisher

Material n° publisher

Downloaded? Show all

Reset Search

Enter your search criteria and click on '**SEARCH**'.

Tear sheets

Advertiser reference	Product	Issue	Advertiser	Date of issue	Download
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Noordrand	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden <input type="text"/>
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Noordrand	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden <input type="text"/>
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Noordrand	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden <input type="text"/>

To sort your search results, simply click on the column headings.



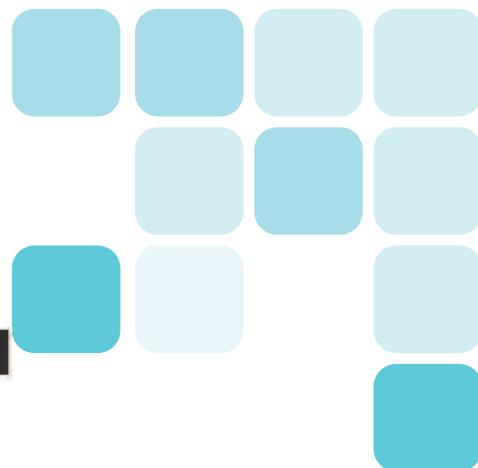
Voucher copies can be opened in two ways:

Via ADVERTISER REFERENCE

You will see the page where your advertisement is placed.

Via PRODUCT

You will see the flatplan of the whole publication.



Via de navigation bar at the top of the page, you can always navigate to either one of the views.

## 4. Forwarding voucher copies

You can also forward your voucher copies if so desired. The recipient will receive the flatplan of the whole publication, but also the double page with the advertisement and the previous and following pages as well.

Proceed as follows:

Search for the voucher copy you wish to forward.

Tear sheets					
Advertiser reference	Product	Issue	Advertiser	Date of issue	Download
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Noordrand	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Noordrand	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Noordrand	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Stad	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Stad	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Stad	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Stad	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Zuidrand	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Zuidrand	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden
<input type="checkbox"/> no reference number	Het Laatste Nieuws	Antwerpen Zuidrand	DE PERSGROEP PUBLISHING	2013-08-09	Downloaden

Select the voucher copies you wish to forward and click on the 'FORWARD VOUCHER COPIES' button. Complete the following screen and then click on the 'FORWARD VOUCHER COPIES' button on the bottom right-hand side.

Flatplan Browse

### Send tear sheet

**Email recipient**

**Advertisement** 95733-04

**Message**

**Email language** Nederlands

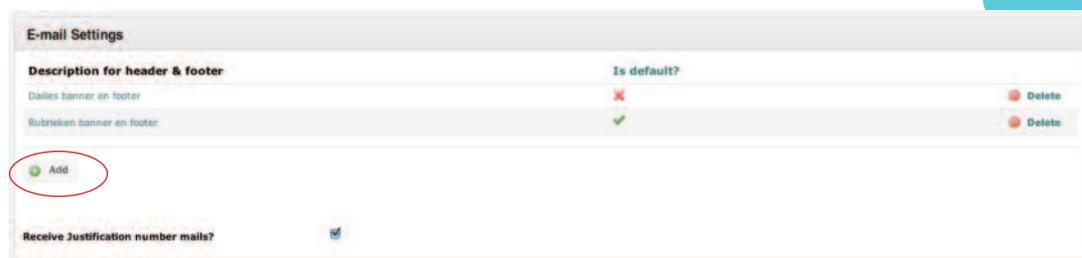
**Header & footer** Rubrieken banner en footer

## 5. Uploading headers and footers

When forwarding voucher copies, you can personalise these with your own header and footer.

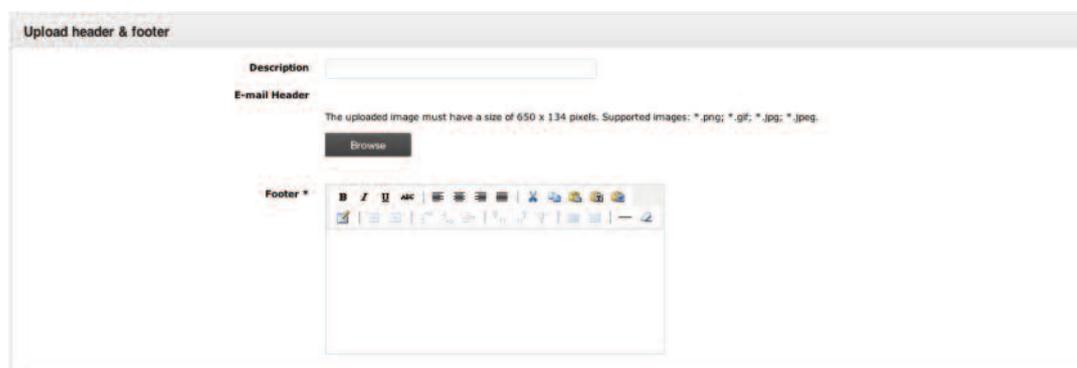
Proceed as follows:

In the left-hand navigation bar, select DIGITAL VOUCHER COPIES followed by E-MAIL SETTINGS. Click on ADD.



Load your header and click on SAVE.

Please note: the header needs to have the correct dimensions (650 x 134 px)



In the 'Footer' field, you can enter your personal signature text.

