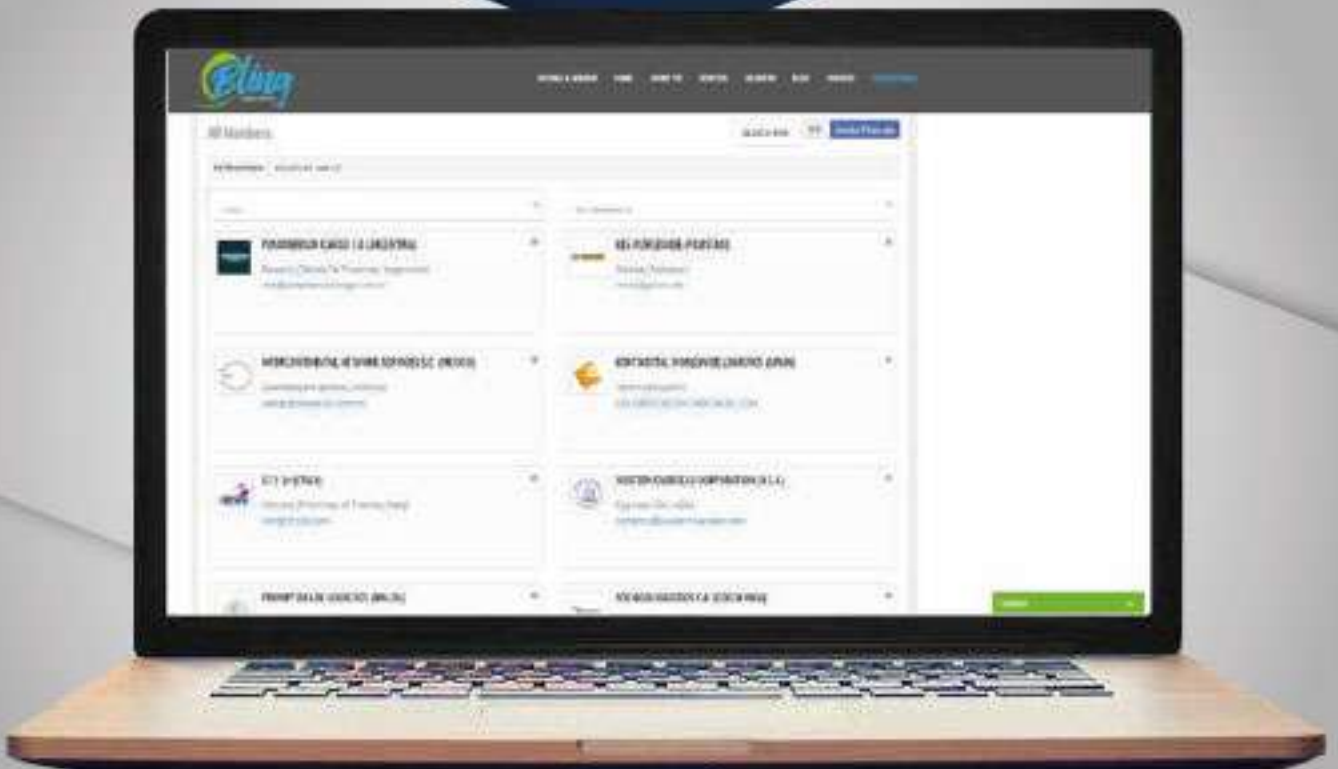




User manual



www.blinglogisticsnetwork.com



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Become a Member.

To begin registering online, you will have to take the following steps:

1. Steps to register your company:

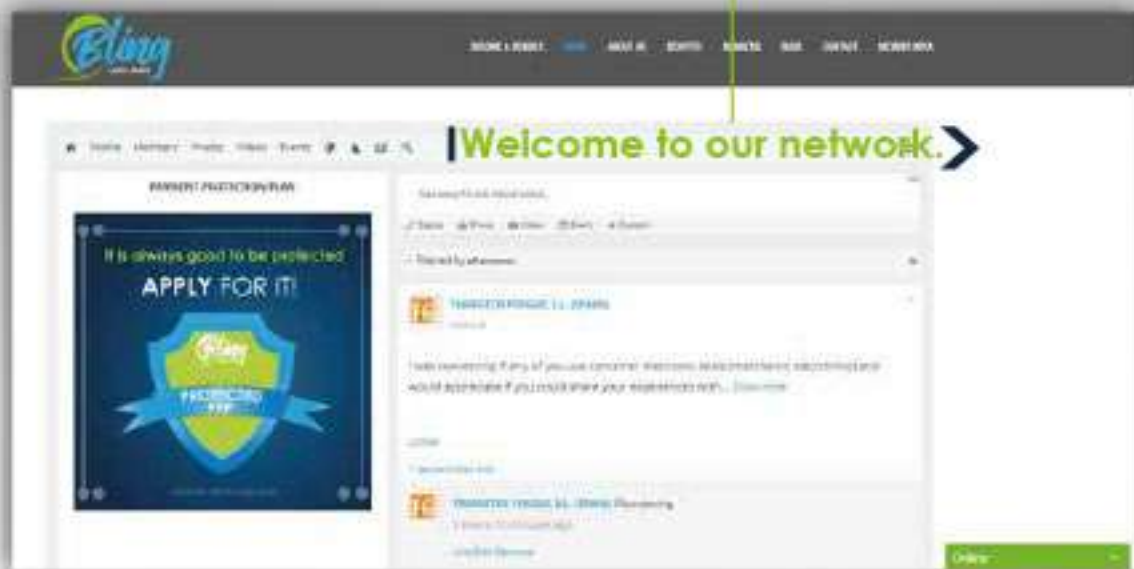
1. Fill out the required information and setup your username and password.
2. Click the checkbox "I'm not a robot"
3. Click the checkbox "Terms and Conditions". By default says: I have read and accept the terms and conditions.
4. Fill out the full registration form.
5. Required fields are marked with asterisk.
6. Click on "Register". Once all fields are filled out the system will then validate whether the information entered is correct. You will receive an email to formalize the registration and access to the platform. Your account will be reviewed by an Administrator and you'll receive a notification once approved.



7. Once approved, you will click on the menu bar, "Member Area", located at the very top of the screen using the mouse by clicking it.
8. Enter your username and password To access the website. (For website communications).

Welcome to our network. >

You will have homepage access where you have the option to set or update your information.



>> 2. Profile

This section allows you to set up your profile. Your profile page is visible to other members in order to make known what your company offers and that you may network with each other.

2.1. Change profile picture

You can add or change your profile picture whenever you want.

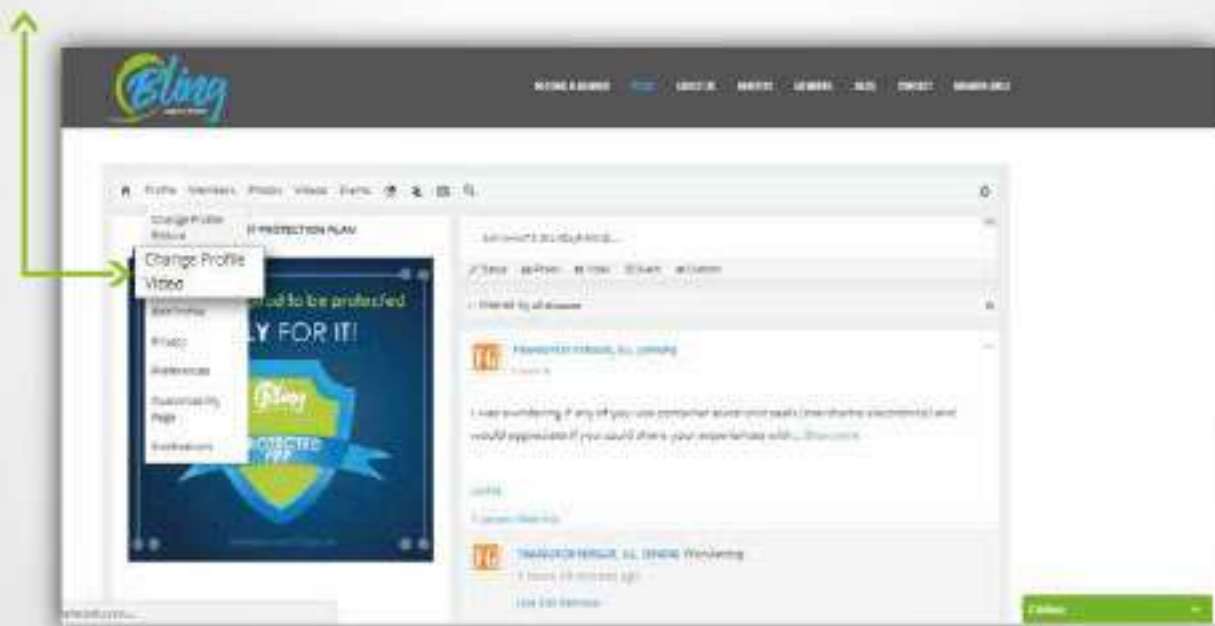
- Click on "Change Profile Picture"
- Hover the cursor over "upload" and click to add or change the image.
- Select the picture you want to use (must be .jpeg, png, with a maximum file size of 4 MB).





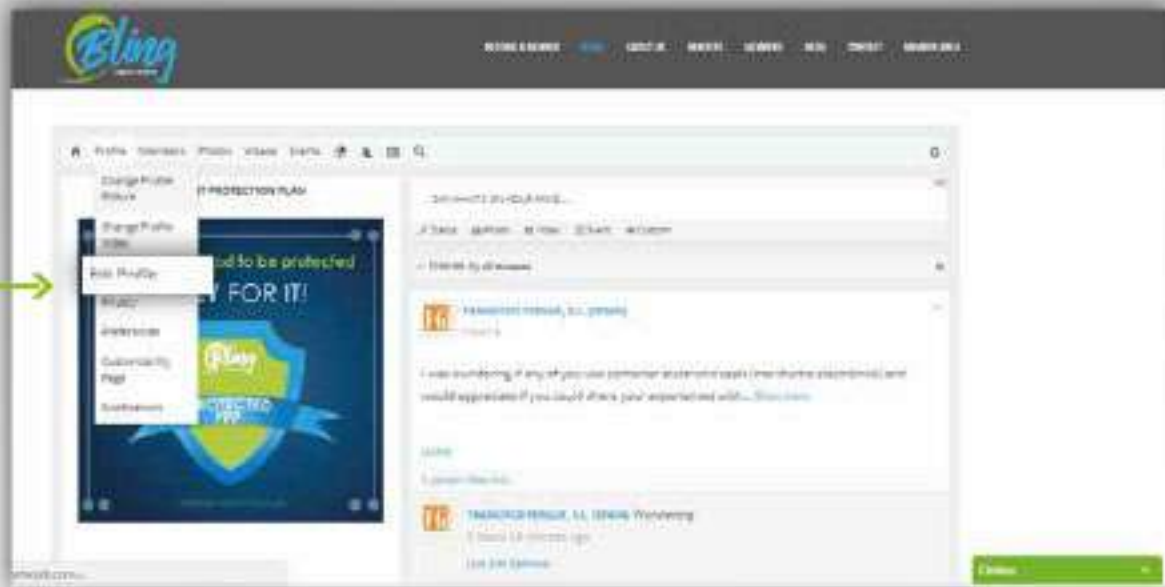
2.2. Change Profile Video

This section allows you to select one of your videos to be featured on your profile. Click on "Set as profile video" button, to set it as profile video.



2.3. Edit Profile

In this section you can update the information about your company, This option will show how others see you and your profile.

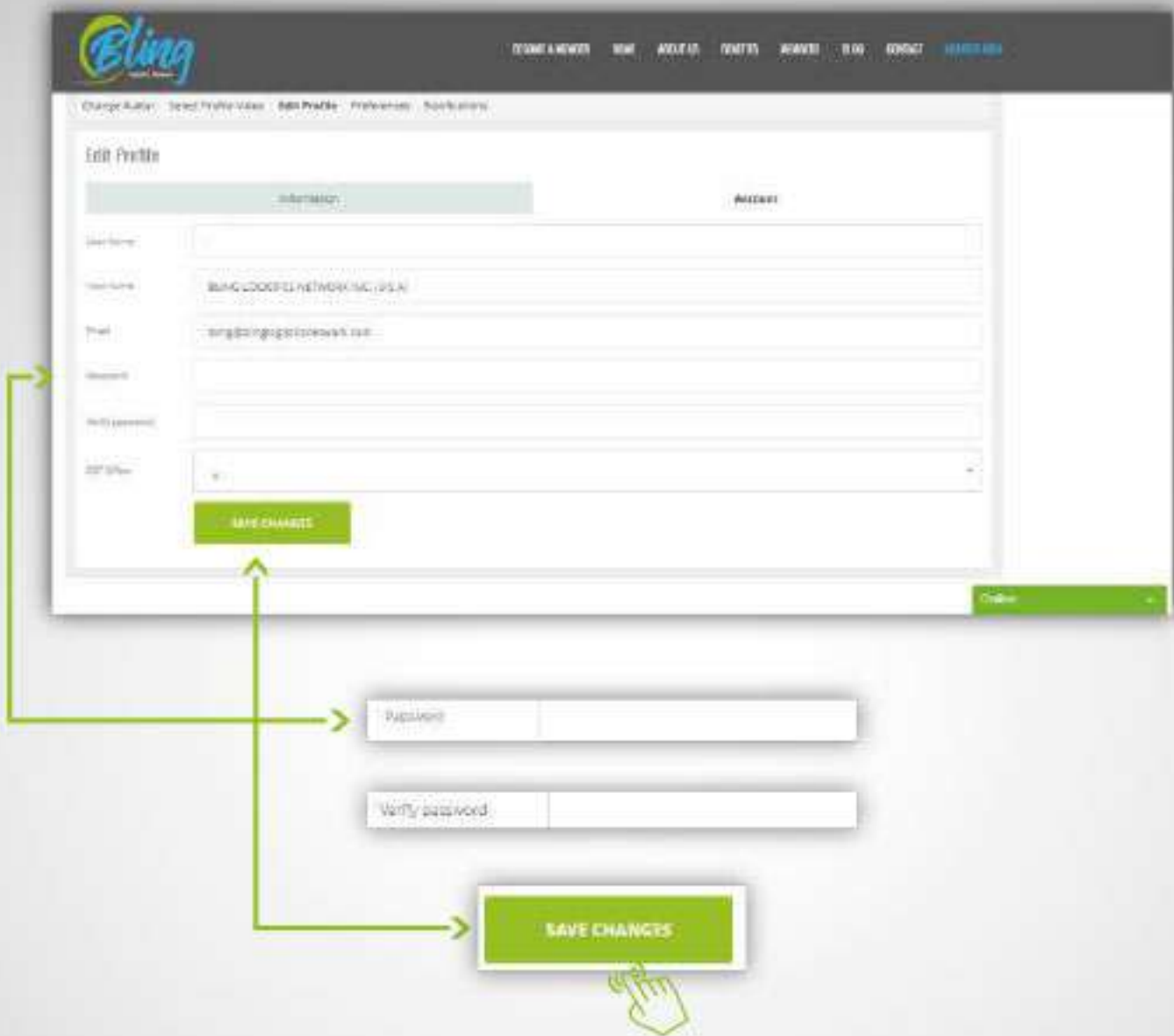


- Scroll down to the section you'd like to update
- Click the fields.
- Make changes in the fields provided.
- Click "Save Changes"



2.3.1. Reset your username and password.

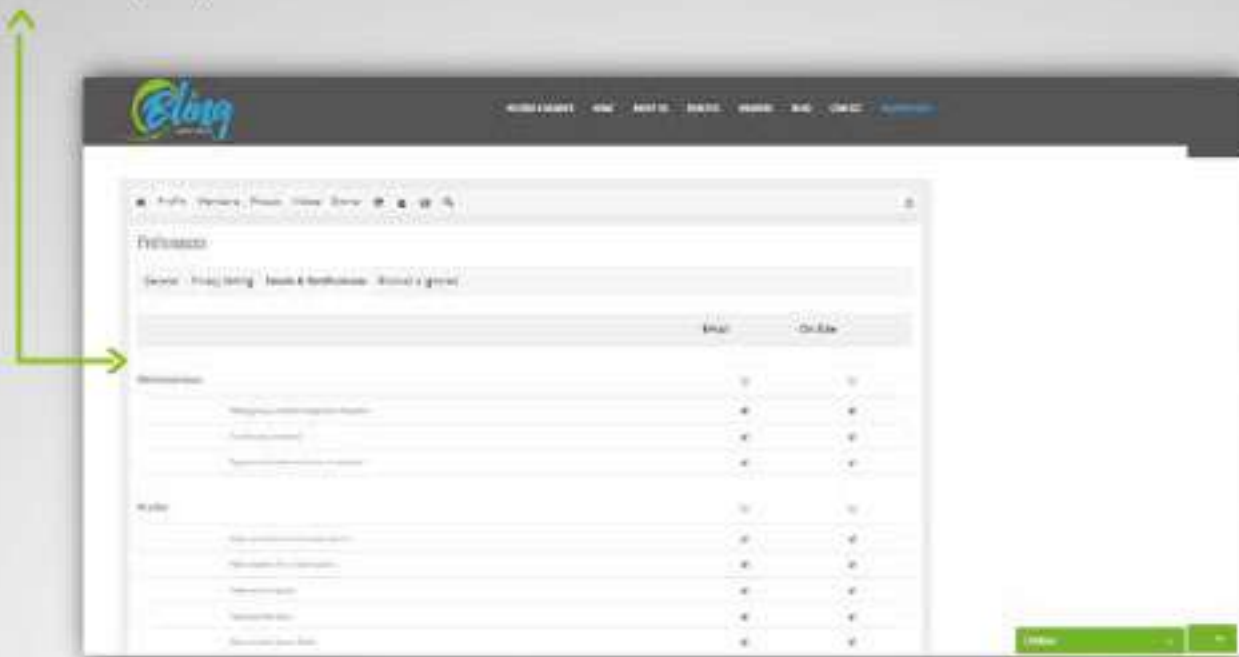
To reset your username and password GO to "Account" section, it is located in the menu bar at the upper right of the screen as shown in the following screenshot.



- Click and type your new username you want to replace.
- Type your new password in both fields
- Click "Save Changes".
- Go back to "Member Area" and log in with your new user name username and password

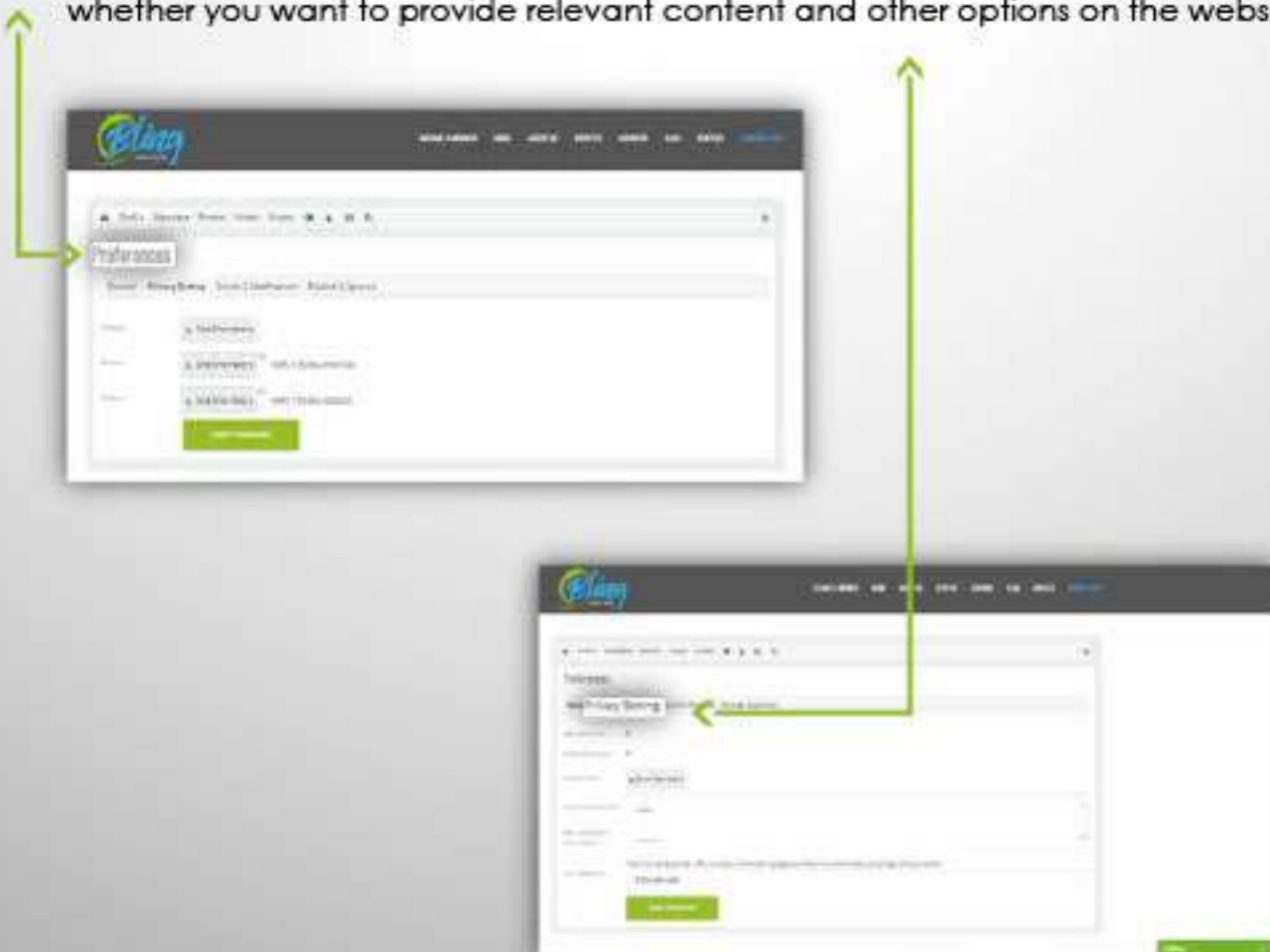
2.4. Privacy

Privacy settings have given members control over what their company decides to display.



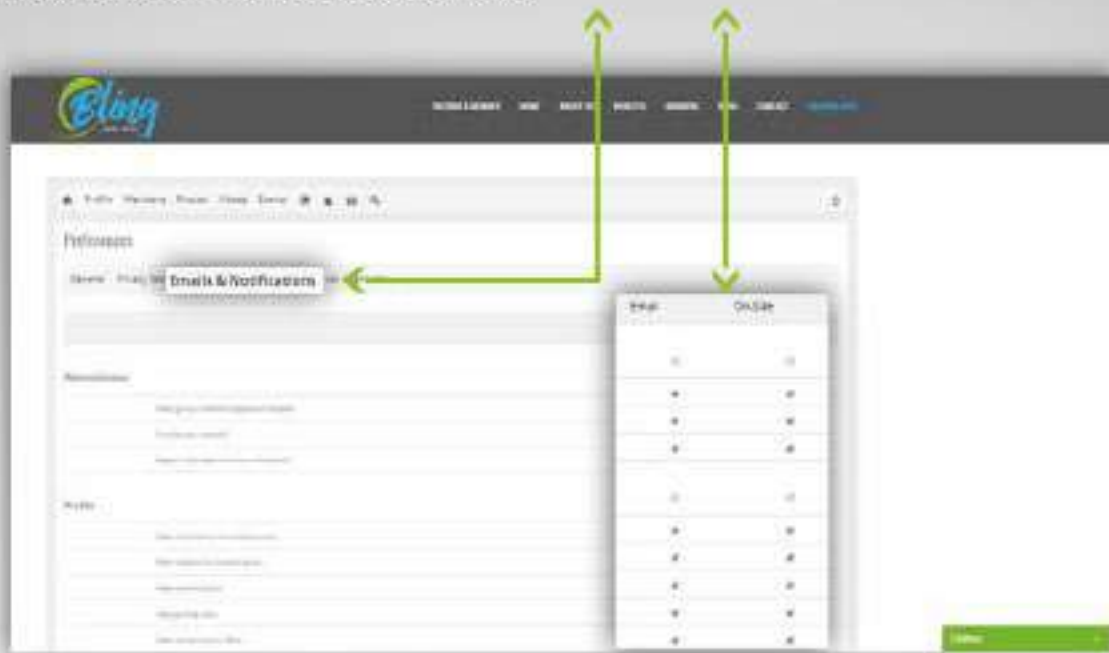
2.4.1. Preferences

The General and Privacy settings page will display by default. Here you can choose whether you want to provide relevant content and other options on the website.



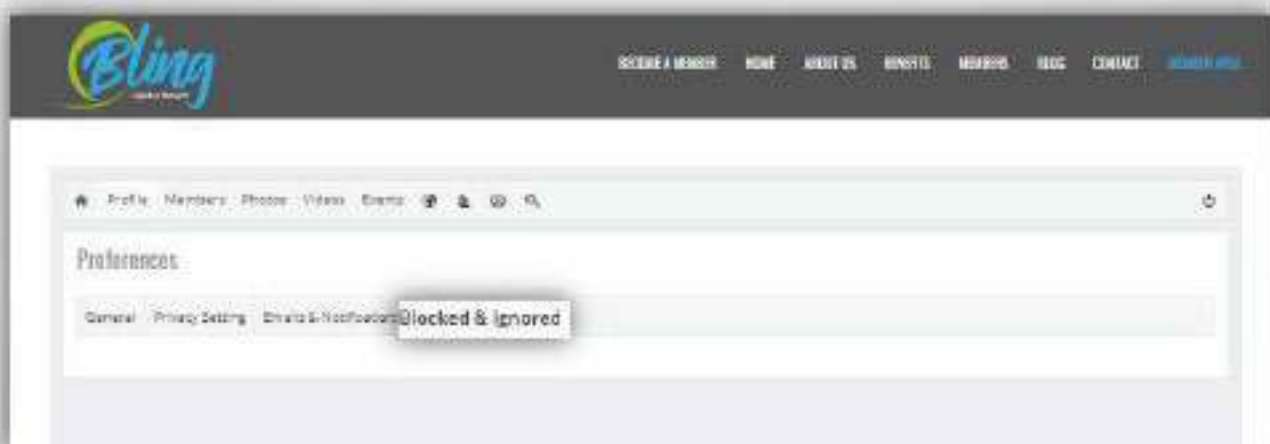
2.4.2. Emails and Notifications

The email and notifications You can enable or disable your email notifications through your default privacy settings.



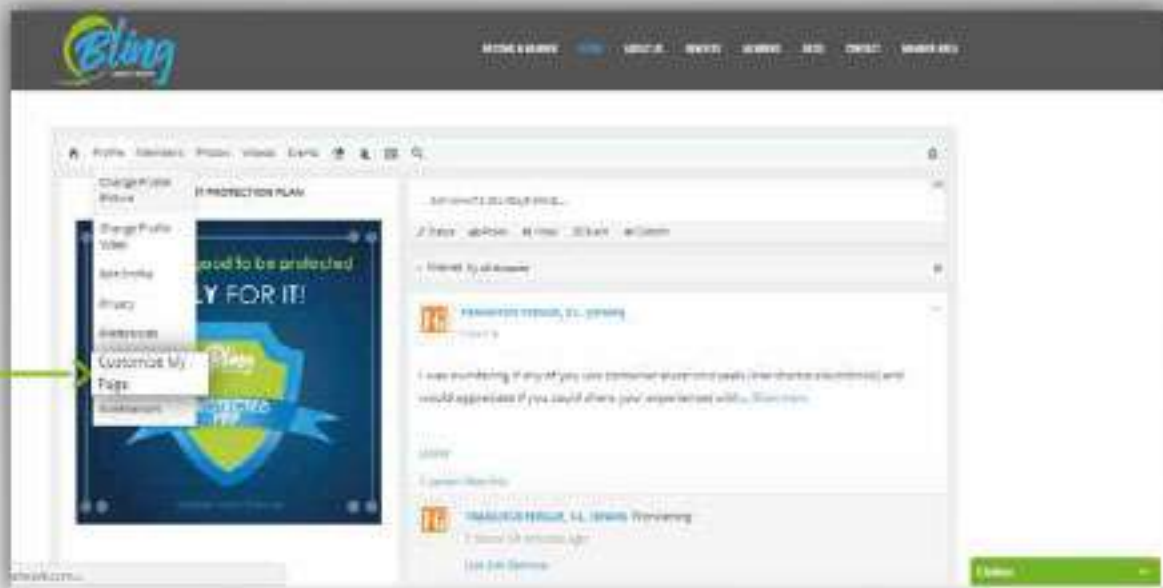
2.4.3. Blocked and Ignored

This section enables you to manage blocked and ignored users, if relevant.



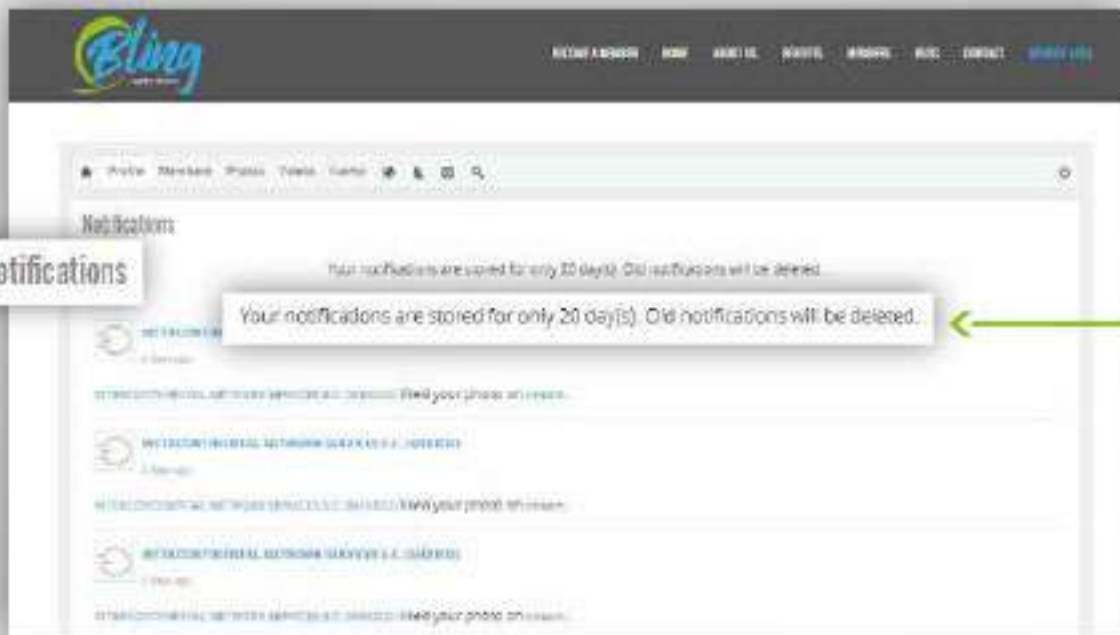
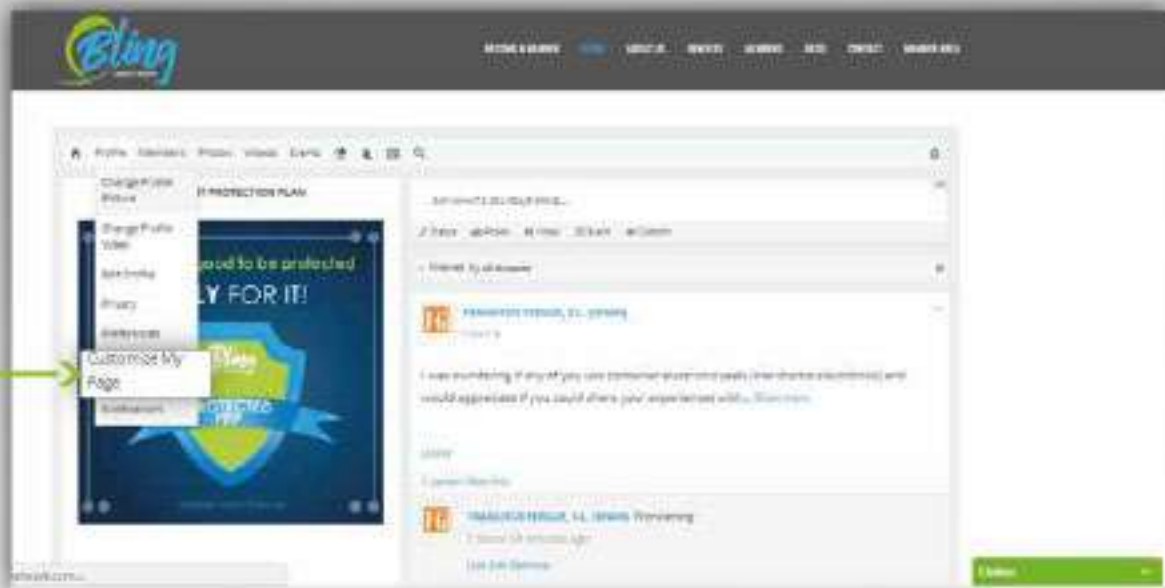
2.5. Customize my page

You can customize the default home page that appears for each user according to a specific purpose and use.



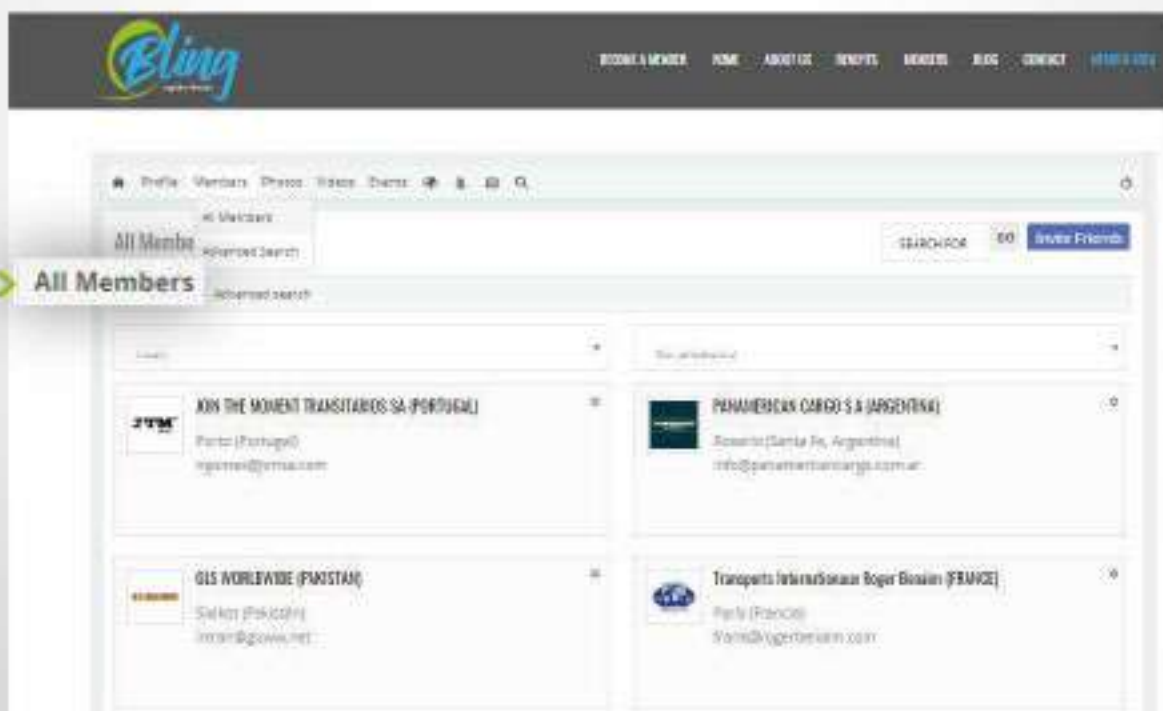
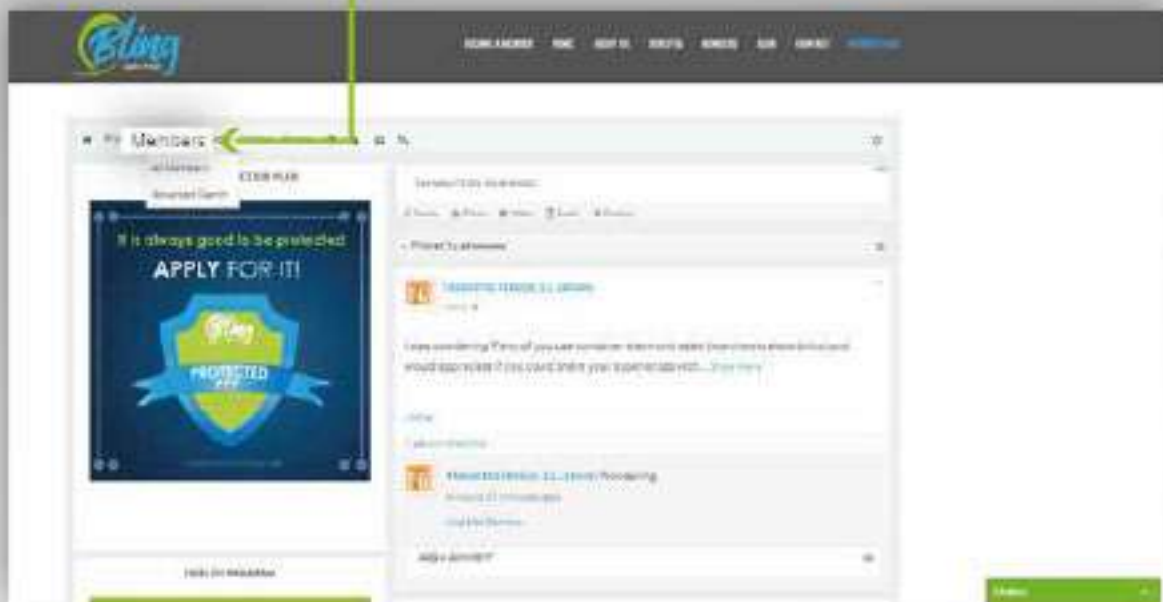
2.6 Notifications

Notifications can automatically be displayed when accessing specific areas of your profile.



3. Members

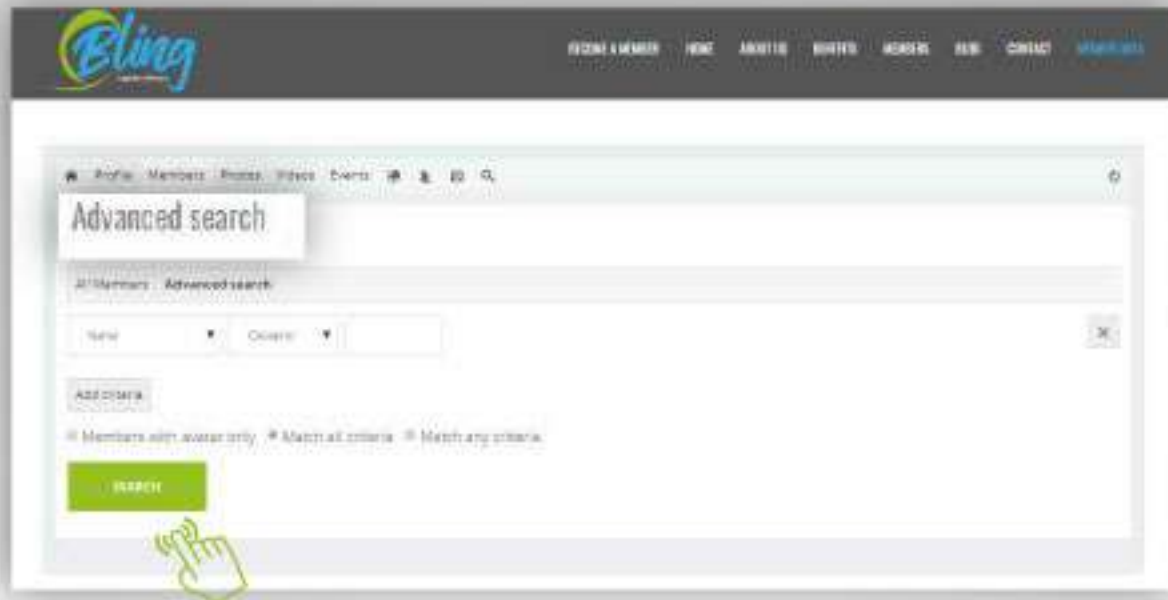
You can visualize all active members and obtain information about them with the purpose of interacting with each other and generating solid and lasting business relationships.



3.1. Advance Search

This feature gives the members the ability to narrow their searches by a series of different filters or search criteria. This feature gives members the ability to narrow their searches through a series of search criteria.

The advance search function is particularly useful when searching for countries with a generic name such as: USA, China, Brazil, Spain, etc.



The search box acts as a field for a query input or search term. Besides, This allows you to narrow the focus of the search by including details such as:

- Location (country where members are located)
- Company name, etc.

The search box is located in the menu bar at the upper right of the screen as shown in the following screenshot.

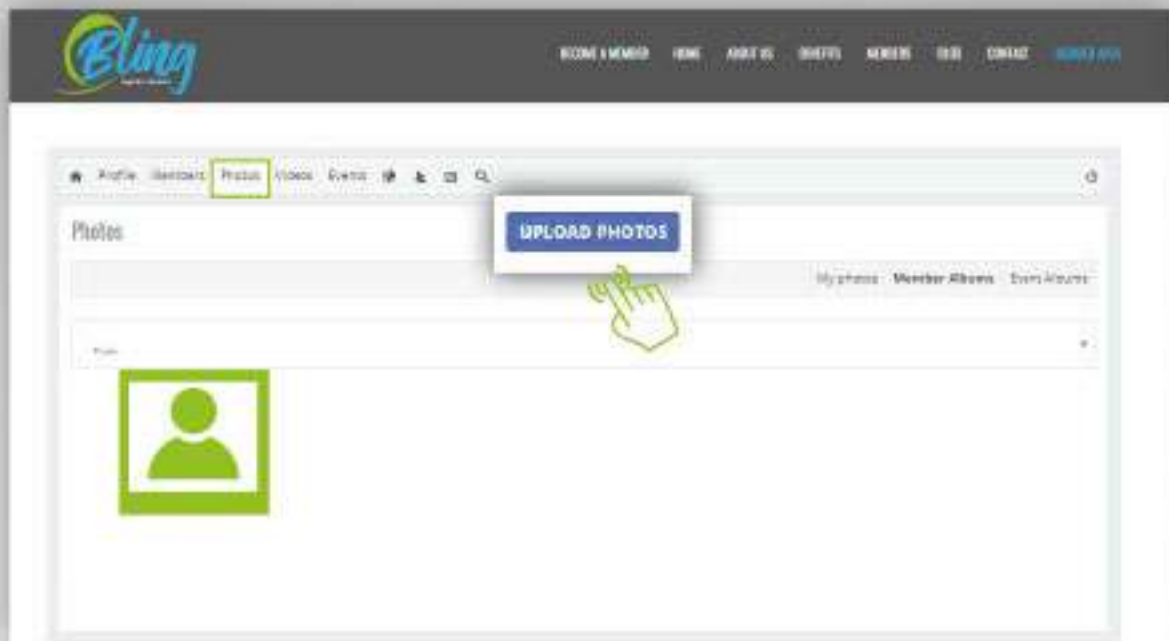


4. Photos

This feature allows you to directly upload pictures from your computer, create and share great group photo albums.

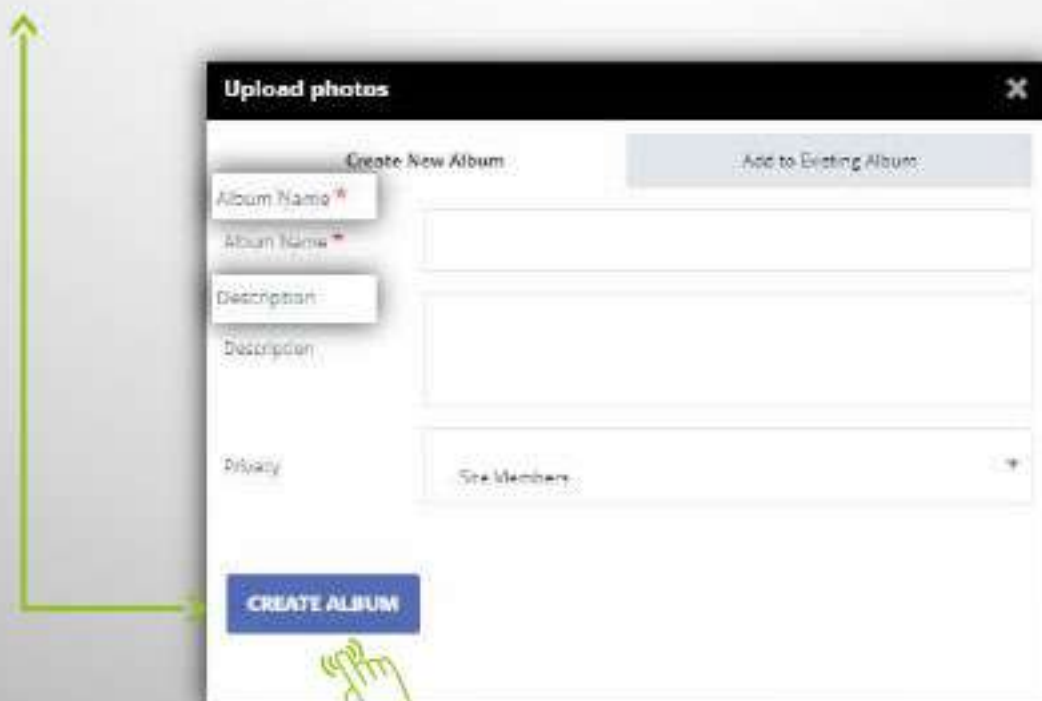
You must follow the steps listed above to upload photos on your Directory Profile.

1. Click on "Upload Photos" at the top of the page.



2. Fill in the required information such as: Album name, Description You can have a title up to 100 characters and a description up to 5,000 characters.

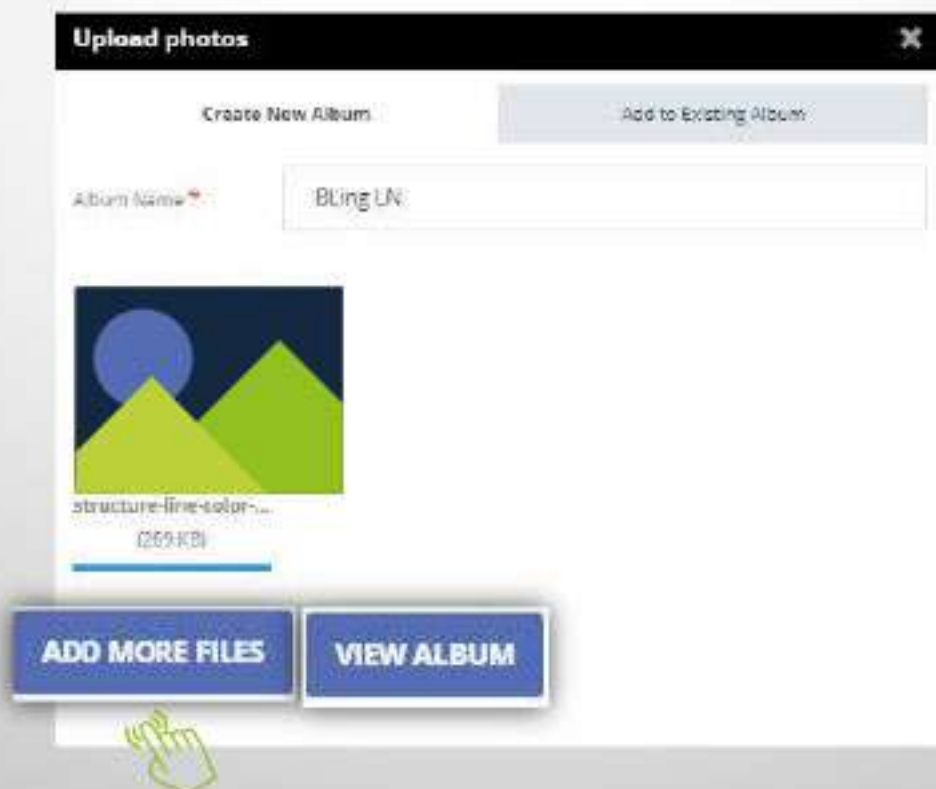
3. Click on "Create Album"



4. Select "Add Files" you'd like to upload from your computer or from your mobile device.

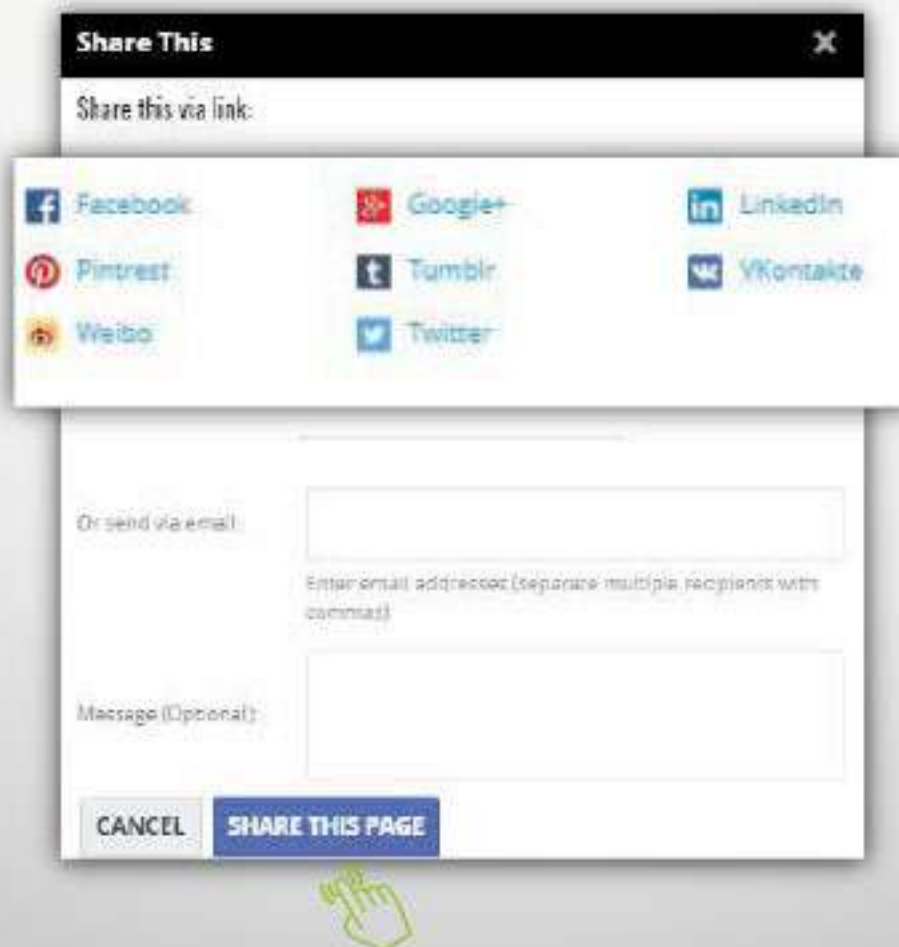


5. Click on "Add More Files" if you want to upload more photos or click on View Album if you are ready to like, share, or report to your Directory Profile and social networks as shown in the graphs below.





6. This section allows you to share photos in social media such as: Facebook, LinkedIn, Pinterest, etc.

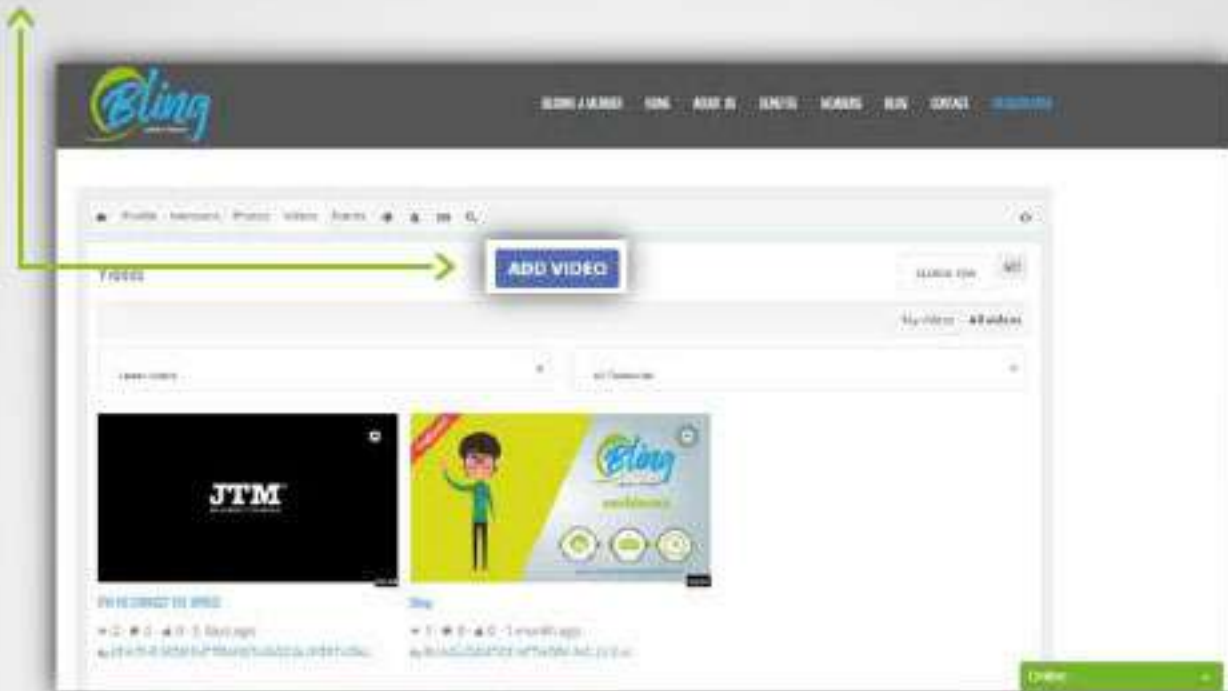


7. Click on "Share this Page".

5: Videos

This feature allows you to upload videos to Bling's website in a few easy steps. Use the instructions below to upload your videos from a computer or from a mobile device. Before you upload a video, you'll have to convert it to a format that's acceptable to the video hosting website (mp4, AVI).

It is important to mention that this feature does not accept audio files, image files, or other non-video formats, such as: MP3, WAV, WMA, JPG, and PNG.




1. Click on "Link video" or "Upload video" at the top of the page.
2. Before you start uploading the video, you must have converted it to a format that's acceptable (mp4, AVI).
3. Click on "Select the video file" you'd like to upload from your computer. You can also import a video from Google Photos.
4. As the video is uploaded, you can edit both the basic information such as: Title, Description You can have a title up to 100 characters and a description up to 5,000 characters, Select a category and Select "Who can see".
5. Click "Upload Video" to finish uploading a public, Site Members, Friends, and Only Me video to Bling's website.

Add Video ✕

Link video | Upload video

Video URL ^{*}

You can import videos from the following video providers:



Category ^{*}

Who can see

LINK VIDEO

Add Video ✕

Link video | **Upload video**

Select video file ^{*}

Title ^{*}

Description

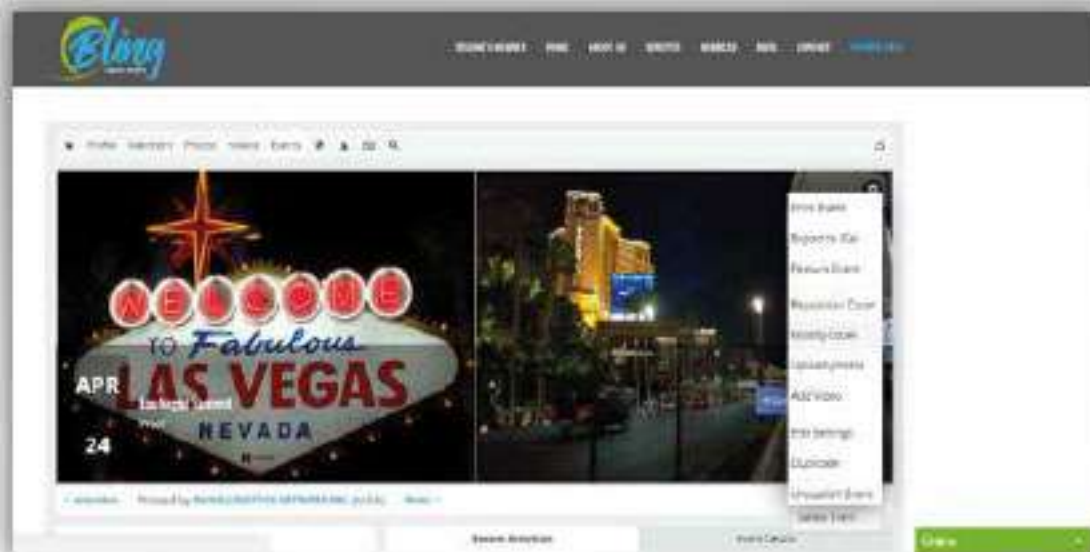
Category ^{*}

Who can see

UPLOAD VIDEO

Once the upload is completed, you will be able to share it with Bling's members.

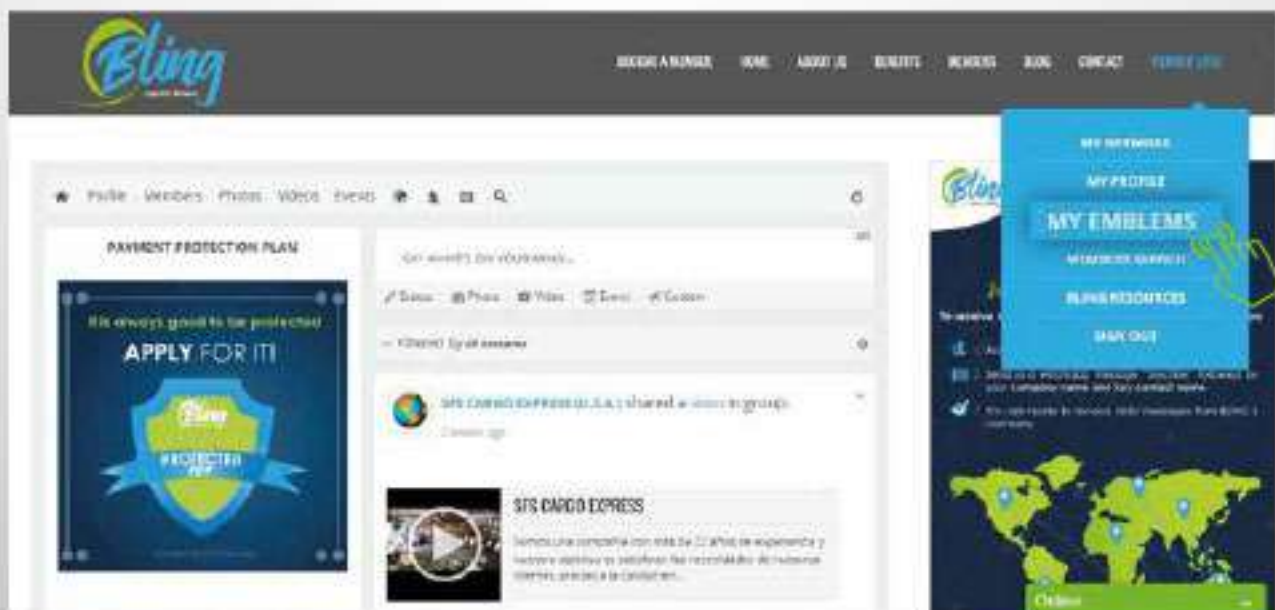
Once you have created a new event you Will be able to update, modify your cover, edit your settings, and upload photos and videos to share with members where it is going to take place.



7. My Emblems.

In this section we have uploaded a range of emblems that help agents classify and categorize each member By their expertise.

Click on "My Emblems" located in the menu bar at In the upper right corner of the the following screenshot.

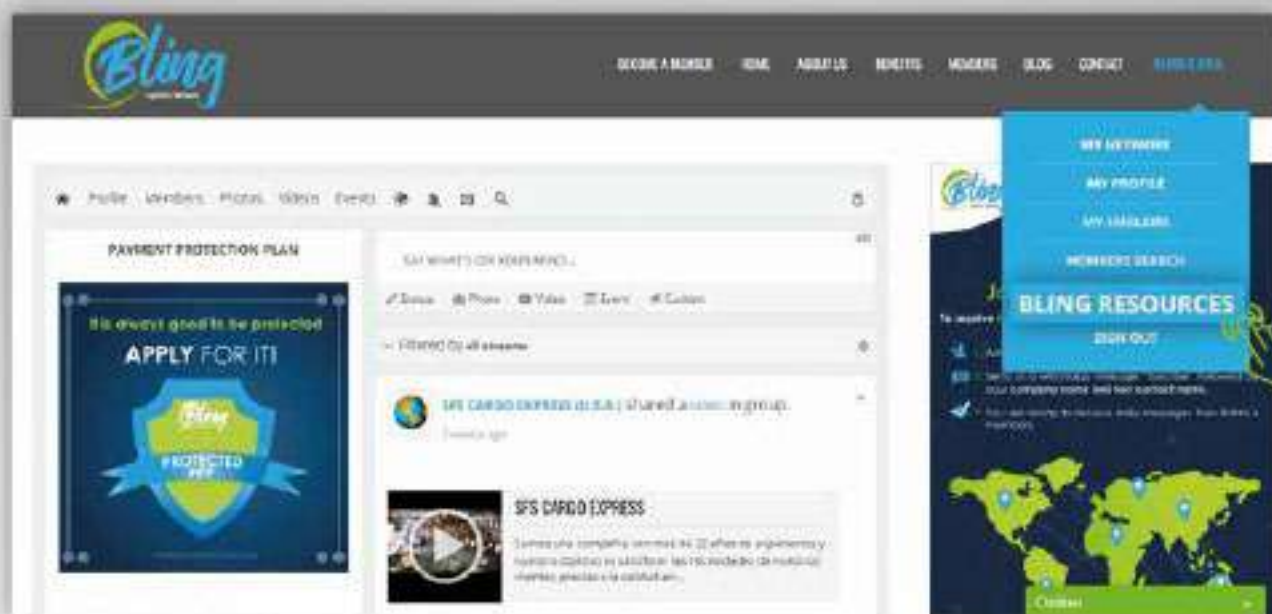


Emblems work as visual tools to identify the outstanding factors of each company which helps to identify the strengths of each partner.



8. Bling Resources

We have uploaded useful resources to download. Click on "Bling Resources", and click on the file name that you wish to download.



MEMBER LIST



TERMS AND CONDITIONS



LOGOS



E-MAIL SIGNATURE



USER'S MANUAL



9. Advertising

We can provide graphic and advertising design for whatever ads you may need through our website so they may be seen in our community platform. We will create an ad for you! Our staff will work closely with you to create the perfect advertising design campaign to fit your company or organizational needs. The team at Bling LN is here to help your business be seen in the freight forwarders community.



We make it easy for you to get your message out!