



VOYPP 1.0 Tutorial



*Video **O**n **Y**our **P**roduct **P**latform*

*Communication B2B products/services info platform
through NFC tags / QR codes
for mobile phones users*



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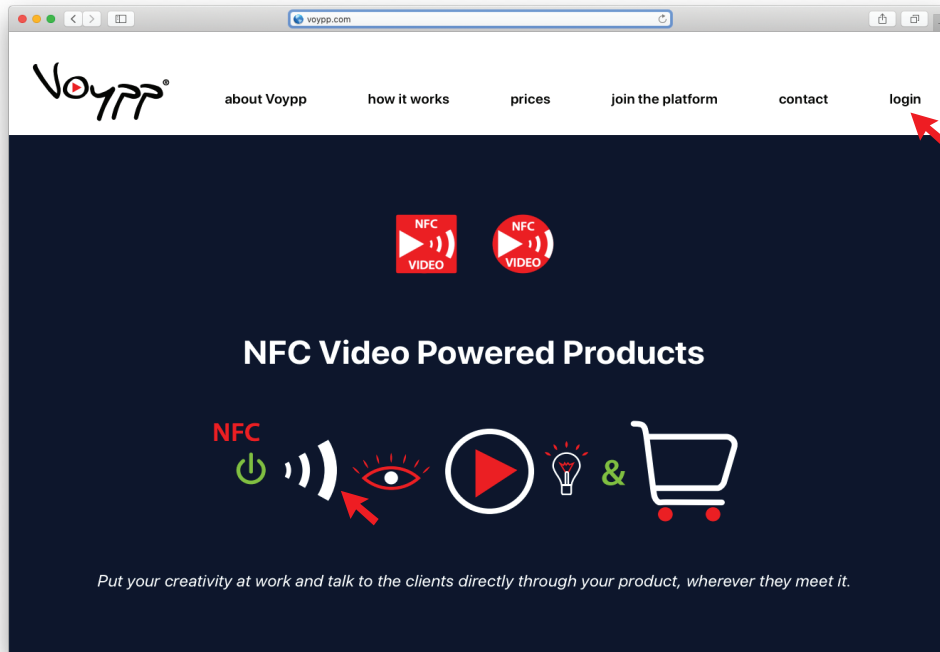
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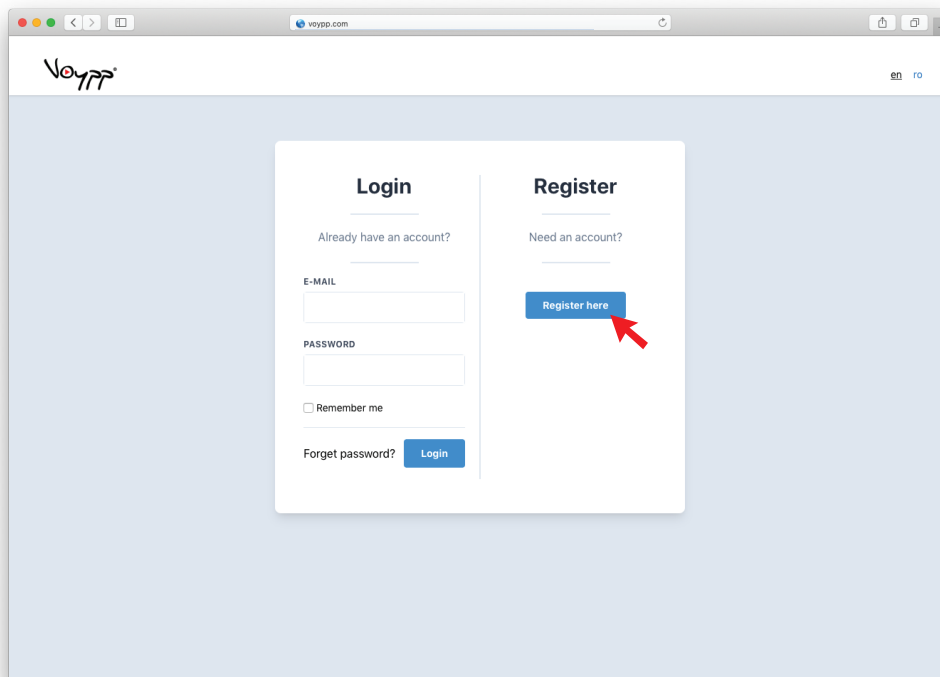
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Welcome to www.voypp.com

Enter www.voypp.com, then select **LOGIN**.



If you want use VOYPP, need register an business account.
if you already have an account, just login on the platform.



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Register new account

Filling marked fields "*" is mandatory.

This is a B2B platform. Respecting the protection of personal data, upon GDPR, registration of contact data is mandatory, as platform usage is contractual.

Check if you need the admin to manage your account.
 (optional, at 25 euro + VAT /monthly/account, regardless SKU number or active slots).

Account cannot be registered without accepting "terms and conditions". Read carefully before you accept the platforms' "terms and conditions".

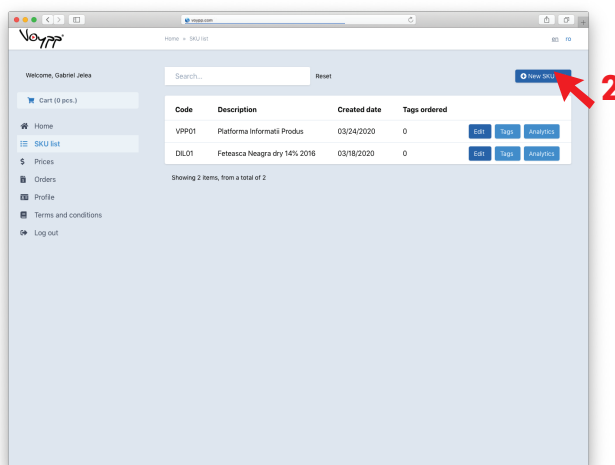
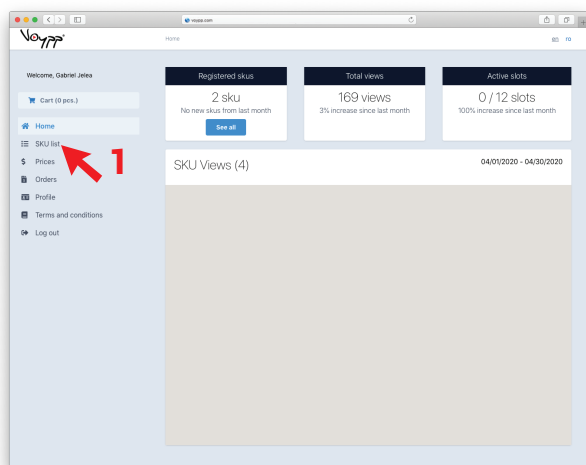
After registration you will receive a verification e-mail in your e-mail box, after confirmation, you can login on the platform.

Note - the admin may disable an account if notice the information is improperly filled.

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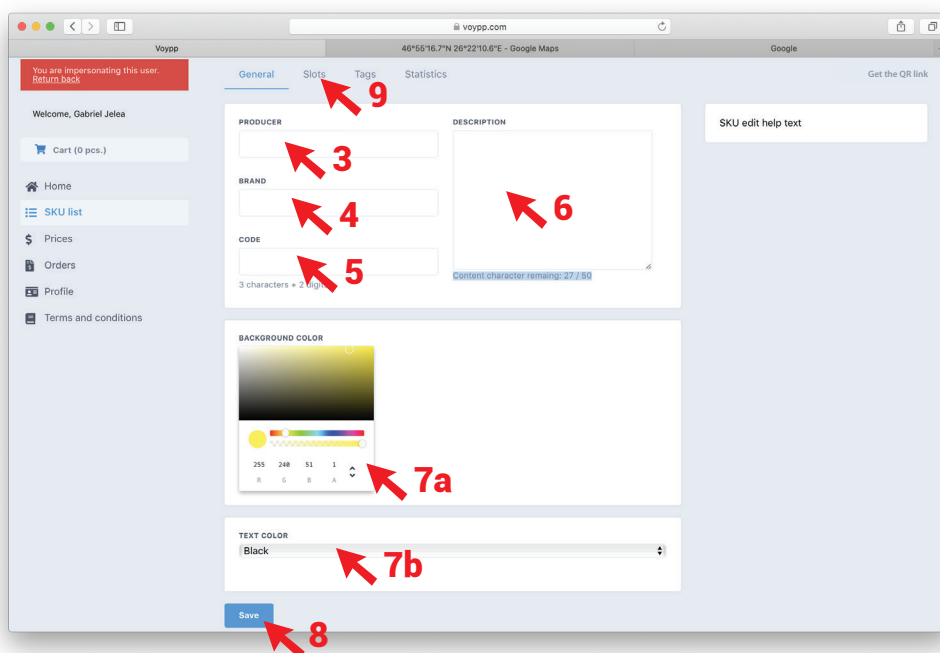
Register new SKU

After login, enter the **SKU list** menu (1) and into the new window, press **New SKU** (2).



Continue filling the information following next steps (3-9):

3. fill the name of the producer (the title of the VOYPP page) - this will be visible on VOYPP page
4. fill the brand name - this will be visible on VOYPP page
5. fill the SKU code - this will be visible in the SKU list
6. fill the SKU description (max. 25 characters) - this will be visible on VOYPP page
7. choose the background color (a) and text color (b) - black or white, upon the background color
8. save
9. proceed with the next step, loading the slots information.

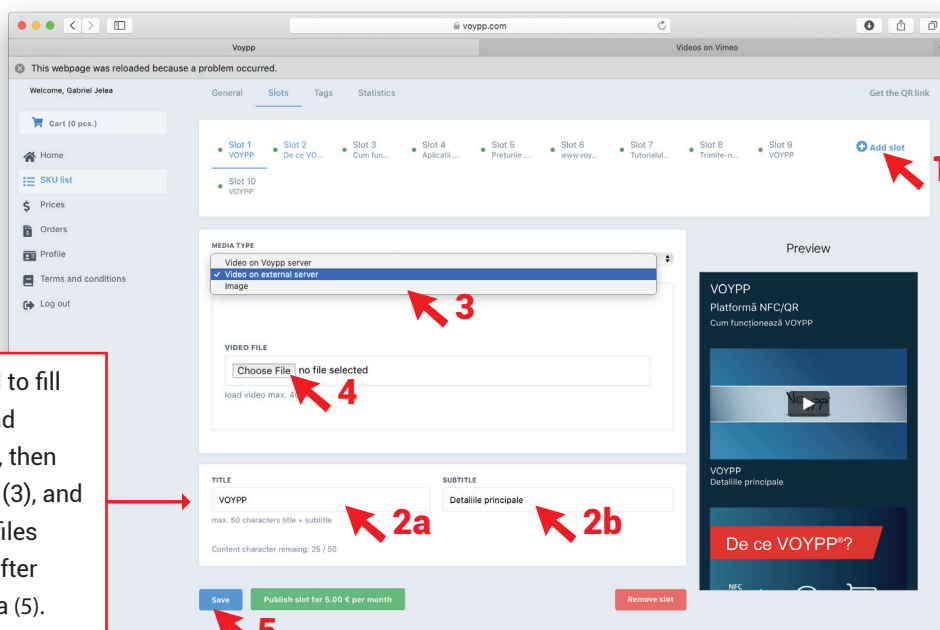


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Info uploading to SKUs' slots

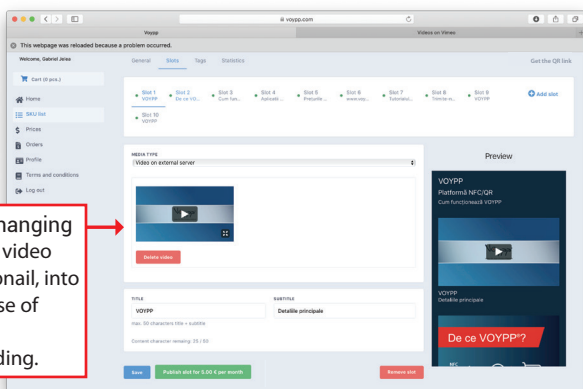
Access the **SKU list** menu, create the slots you need (1) - max. 10, then access each slot to upload specific information. Each slot contain only one type of information: vimeo (video hosted on external server), video (video hosted on voypp server - for countries which banned youtube/vimeo etc. - i.e. China), imagine (.jpg, .tiff, .png etc., with diverse responses (full image, link file (another image, pdf. - these files are loaded on voypp.com server), URL link, e-mailing, telephone call).

Note: video/graphic materials creation or editing are not included in these activities.

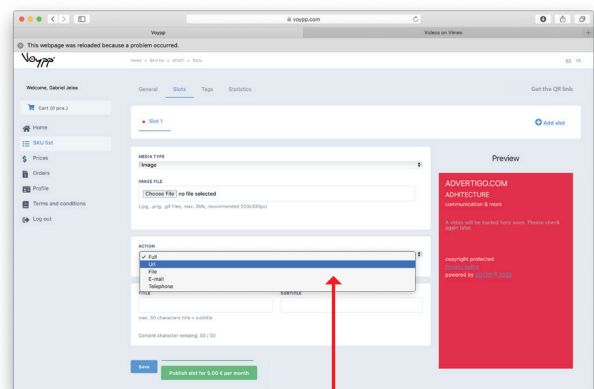


It is recommended to fill firstly the **TITLE** and **SUBTITLE** (2a+2b), then select the file type (3), and continue with the files loading (4). Save after filling required data (5). Repeat the steps 2-5 for each slot.

After filling required data and loading the materials, go to next steps (some operation can be completed even the slots are not fully uploaded, details at pages 7/9): SKU publishing SKU (page 7), SKU activation (page 8) and NFC tags ordering (page 9).



Ask changing of the video thumbnail, into the case of Vimeo uploading.



Possible actions of the image after loading: **Full** - image will enlarge on full screen width, **Url** - opens a web link, **File** - will open a file from the server, **e-mail** - opens an e-mail window, **telephone** - opens a dial window.



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Publish the SKU & get QR code and URLs' link

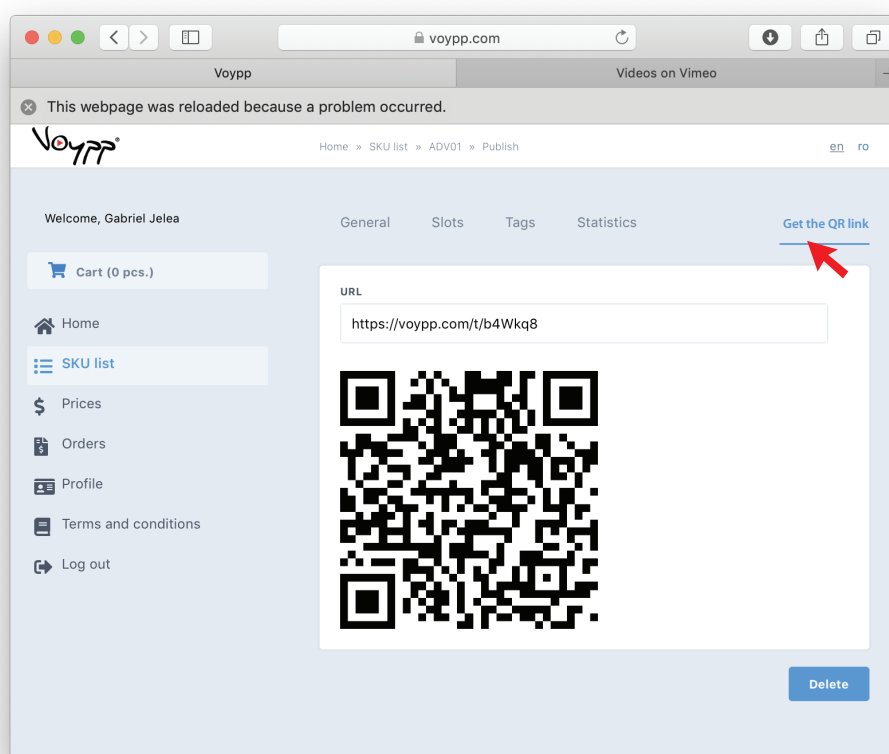
After filling and saving the first slot, you can generate the SKUs' QR code and URL link. These elements are not changing, regardless the SKUs' later updates.

Note: *with this link and QR code, you can start ordering the encoded QR labels or NFC tags. As the production of these labels/tags will require time, we recommend you start with this ordering, immediately you get the link. You will have enough time to proceed with the SKU information update.*

The QR labels or NFC tags you can produce with Voypp or with any other agreed supplier. The SKU link you can use immediately in internet display campaigns.

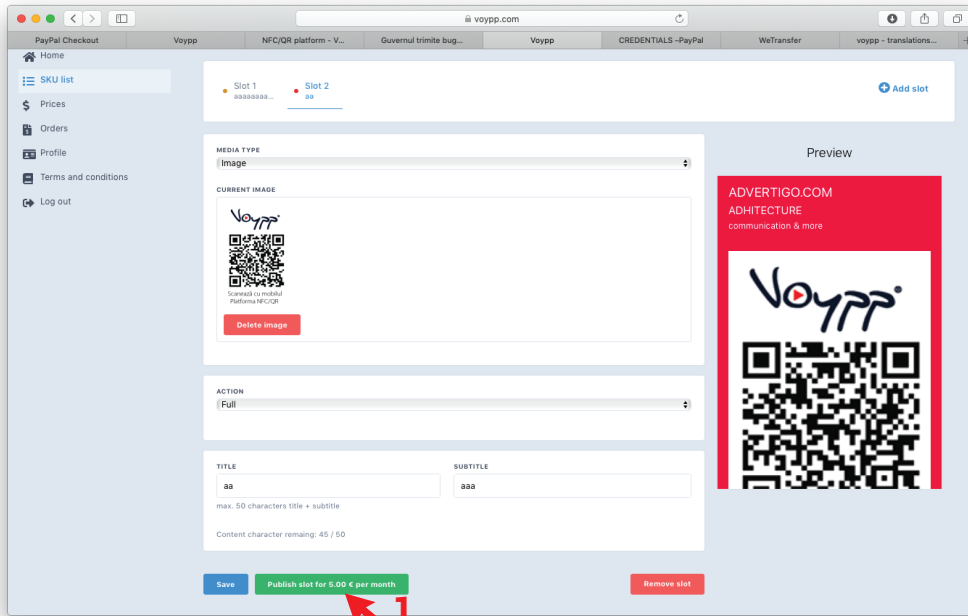
The SKU-ul is not active before the payment of the value of the active slots (minimum 1 month) - if you choose to pay online, this operation being necessary every time before expiration of paid period, to avoid disconnecting the link from the platform.

Into the case of signing a separate contract, the activation and payment of the SKU will be realised upon this agreement.

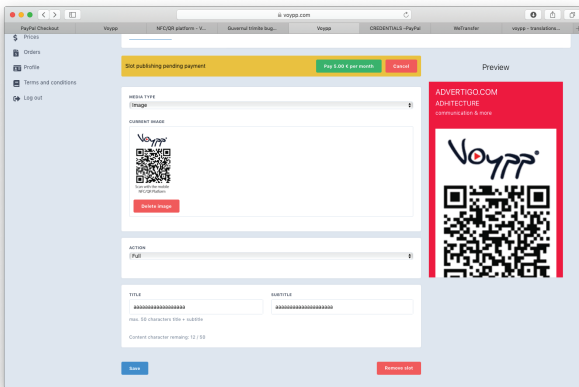


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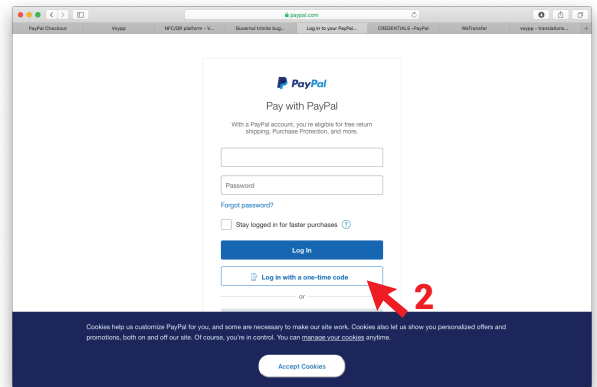
SKU online payment - activate the URLs' link



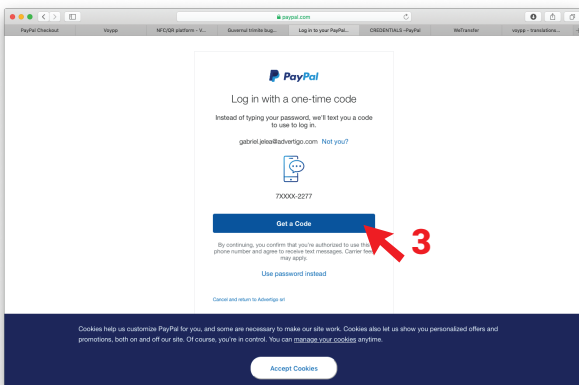
Click **Publish slot for 5.00 € (1)**. Slots can be paid individually or per SKU. Prices do not include VAT.



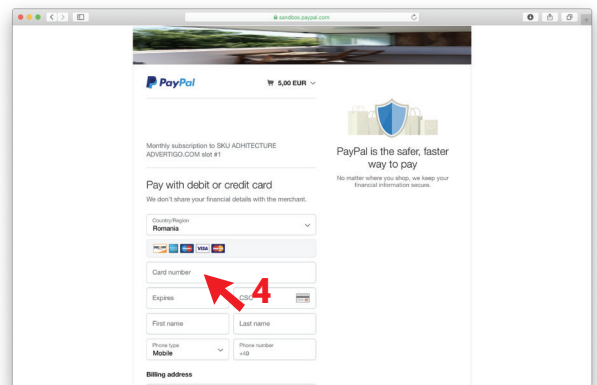
If you did not pay, a reminder will appear on top of the page



Click **Log in with a one-time code** on Paypal window (2)



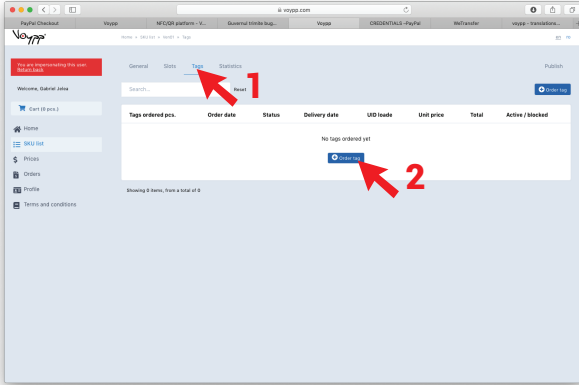
Receive a code on your mobile and fill (3)



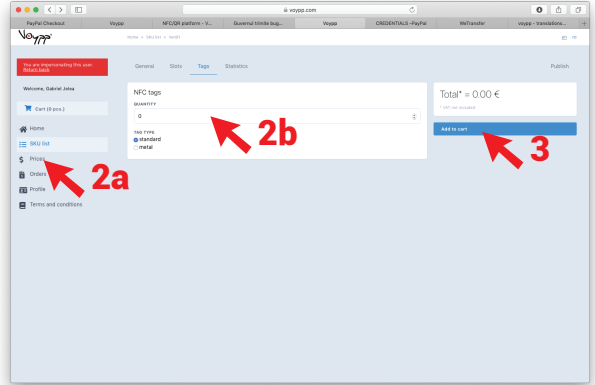
Fill your card details and secure pay by **Paypal** (4)

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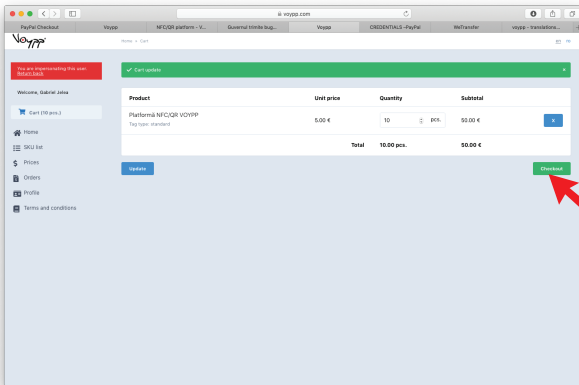
How order NFC tags



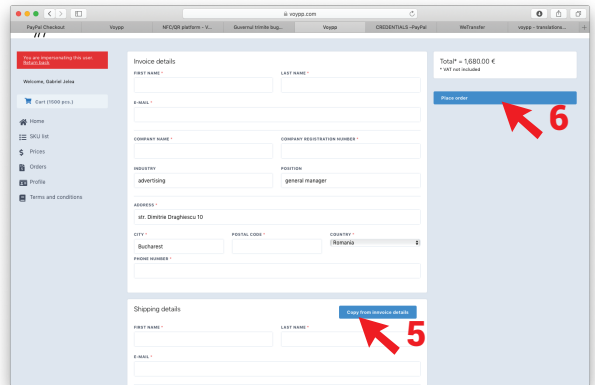
Press **Tags** (1) then press **Order Tags** (2)



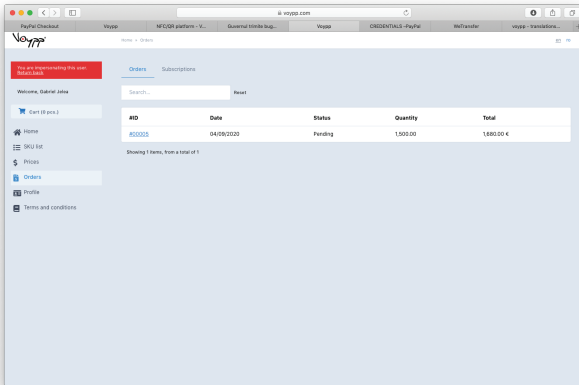
Check **Prices** (2a), fill qty./type (2b), then add to cart (3)



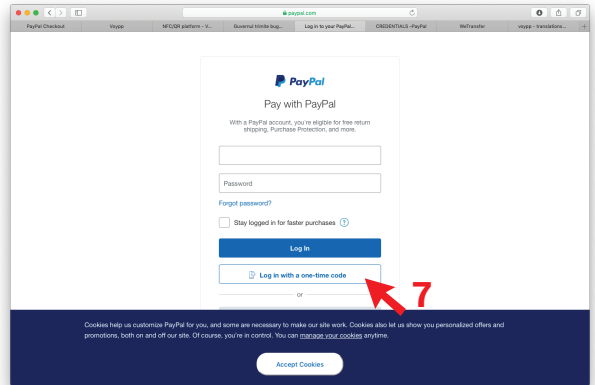
Press **Checkout** (4) after you verified your order



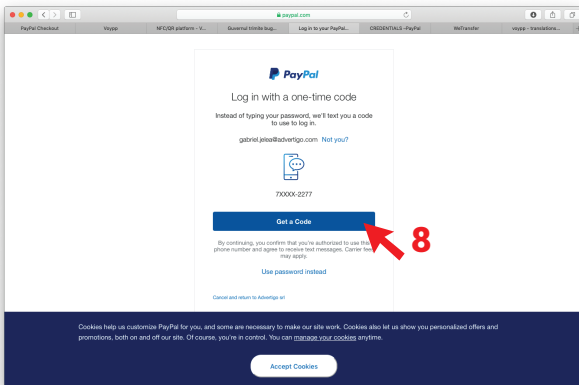
Fill shipping details (5), then **Place order** (6)



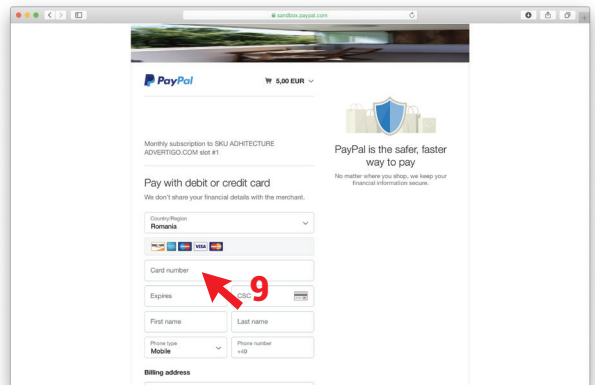
You may see your orders list



Click **Log in with a one-time code** on Paypal window (7)



Receive a code on your mobile and fill (8)



Fill your card details and secure pay by **Paypal** (9)



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*For further details or if have questions,
please write us on office@voypp.com*

Thank you!