



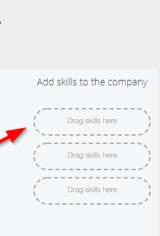


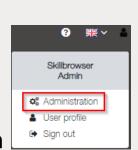


Filled shapes are categories

Outlined shapes are skills

- In the top right you can enter the administration area
- You can only assign skills, not entire categories
- If possible, choose from the skills in our database, but you can also create your own skills
- New skills and categories need to be approved by us, before they appear on your profile, but you can assign them to your profile already in the "pending" state

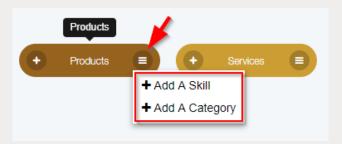








- Create a new category for each new vendor, if it doesn't already exist (e.g. Microsoft, Apple, etc.)
- Create the software products inside the vendor category



- Use the official name of the product, including the vendor name (e.g. Microsoft SharePoint, Apple macOS Server)
- Don't register product versions, we assume your skills are valid for all versions
- For hardware: Don't create detailed products, but «product families» (e.g. HPE Servers, CISCO Firewalls)





- Services are typically ongoing engagements, like laaS, Software Development, Managed Network
- Services are typically product-independent



- Consulting engagements are generally regarded as temporary work products, like projects, training, strategy, etc.
- Consulting services are typically product-independent



- List all industries in which you are experienced (e.g. construction, health care, pharmaceuticals)
- List industries for which you have specific solutions or products





- Solutions should be product independent, e.g. Intranet Solutions, Digital Workplace, Meeting Room Management, etc.
- Solutions can consist of a combination of hardware, software and services. Please enter these individual products in their respective categories



- Create a category for each certification provider if it doesn't exist already (Microsoft, Cisco, HERMES, etc.)
- Create your certification inside the category you have created



- The Supplier list is sorted by «match» and then by number of confirmations
- Please contact your customers to confirm your skills

