



PRODUCT MANAGEMENT

Preference Manager Pages

Version 1.3

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1. OVERVIEW

There are seven pages required for a Preference Manager. These pages have variable elements that can be changed so that they fit your brand guidelines. This guide will take you through each page, the different sections on them, and what can be customised in each area. The seven pages are:

- Login Page
- Registration Page
- Submitted Sign Up
- Confirmation Page
- Update Preferences
- Forgotten Password
- Reset Password

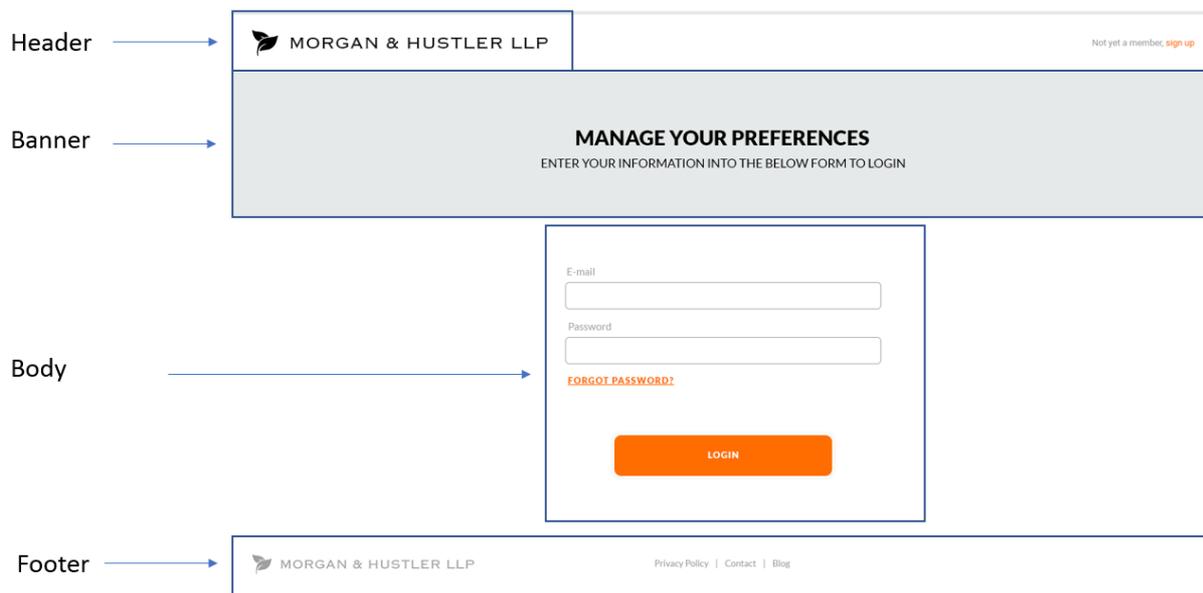
2. CUSTOMISABLE ELEMENTS

Across the seven pages there are several elements that can be customised. Some of these when selected will be fixed across each page, but there are certain elements which will change depending on the page. This section outlines what each element is:

- Logo
 - The logo that appears in the Header and Footer of each page can be changed to your corporate logo. These need to be minimum 200px by 200px.
 - These can be linked to your company website
- Background Colour
 - The background colour of any relevant area in each Preference Manager page
- Font Colour
 - The font colour for any text on the Preference Manager pages
- Font Family
 - The font type used for any text on the Preference Manager pages (e.g. Arial, Calibri, Times New Roman)
- Button Colour
 - The background colour of the buttons on the Preference Manager pages. Please Note: the same button colour must be used on each page.
- Links
 - There are various links throughout the Preference Manager pages that need to be directed to your relevant company URLs.
 - The text for these links can be edited
 - There are a maximum of three links that can be included in the footer of the Preference Manager
- Text
 - There are areas through the Preference Manager pages which contain text. If you would like to change the copy on these areas, then these can be amended.
- Areas of Interest
 - These are the preferences that the user can select when they are registering or update when they log in. You can select up to 30 Areas of Interest

3. FIXED PAGE ELEMENTS

On each Preference Manager page, there are four sections. There are certain elements that are fixed, so once selected to match your brand guidelines, they will appear in the same way across each Preference Manager page.



These sections are:

3.1.1. Header

The following elements are fixed in the Header area across all Preference Manager pages:

- Logo
- Background Colour

3.1.2. Banner

The following elements are fixed in the Banner area across all Preference Manager pages:

- Background Colour
- Font Colour
- Font Family

3.1.3. Body

The following elements are fixed in the Body area across all Preference Manager pages:

- Font Colour
- Font Family
- Button Colour

3.1.4. Footer

The following elements are fixed in the Footer area across all Preference Manager pages:

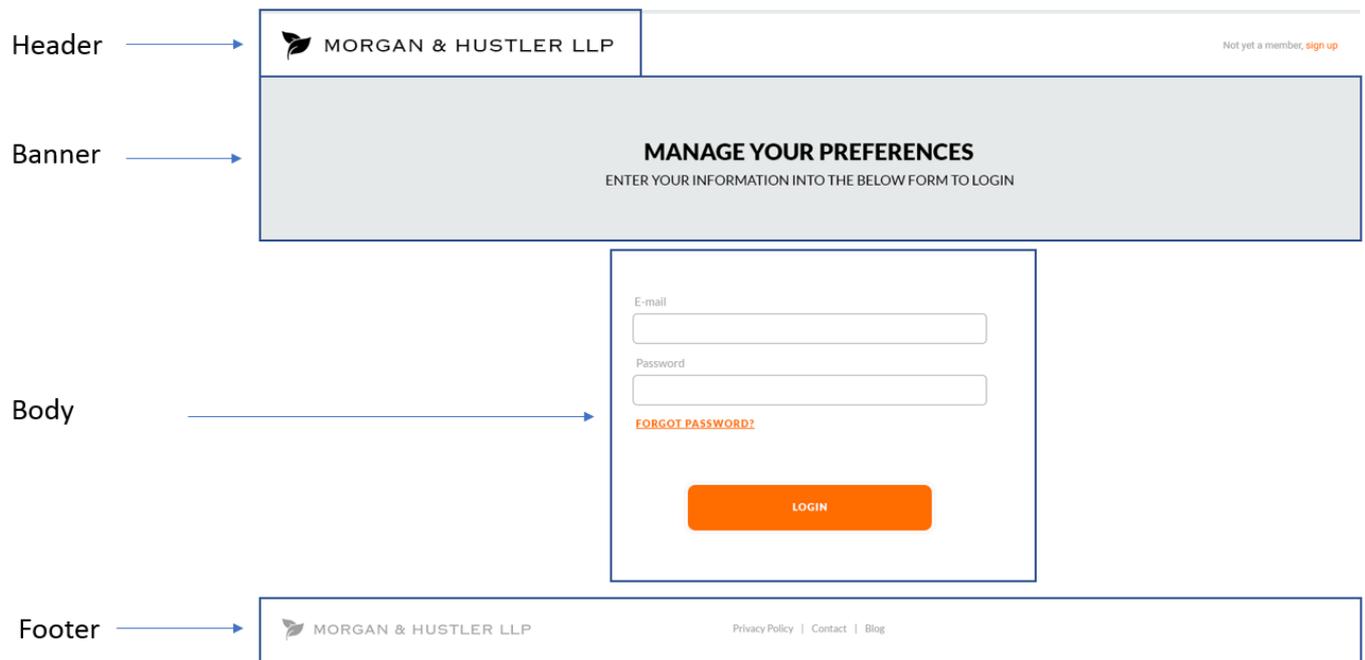
- Logo
- Font Colour
- Font Family
- Text
- Links

4. VARIABLE PREFERENCE MANAGER ELEMENTS

This section outlines the seven different pages, and their various variable elements used in Preference Manager:

4.1. Login Page

The Login Page is the first page that a user will see. An existing user can enter their details into the Preference Manager and then manage the information listed against their contact and their preferences. If they haven't signed up yet, they can click on the link on the top right hand to sign up.



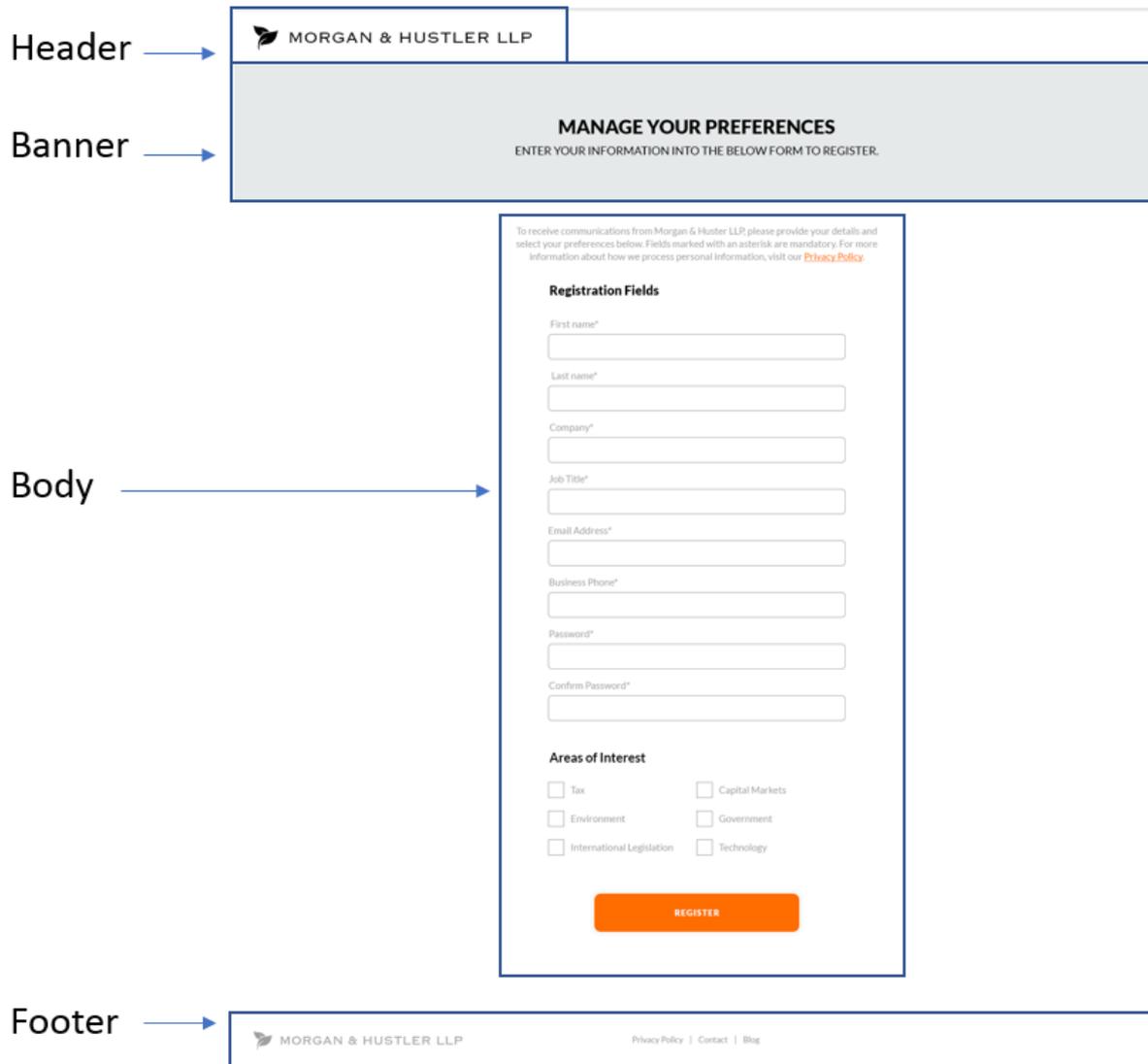
4.1.1. Banner

The following elements can be edited:

- Text

4.2. Registration Page

The Registration Page is where a user registering for the first time can enter in their details into the Registration Fields and then select their Areas of Interest. The default Registration fields can be removed, but new fields can't be added in. The password must be at least six characters long, with one letter and one number.



4.2.1. Banner

The following elements can be edited:

- Text

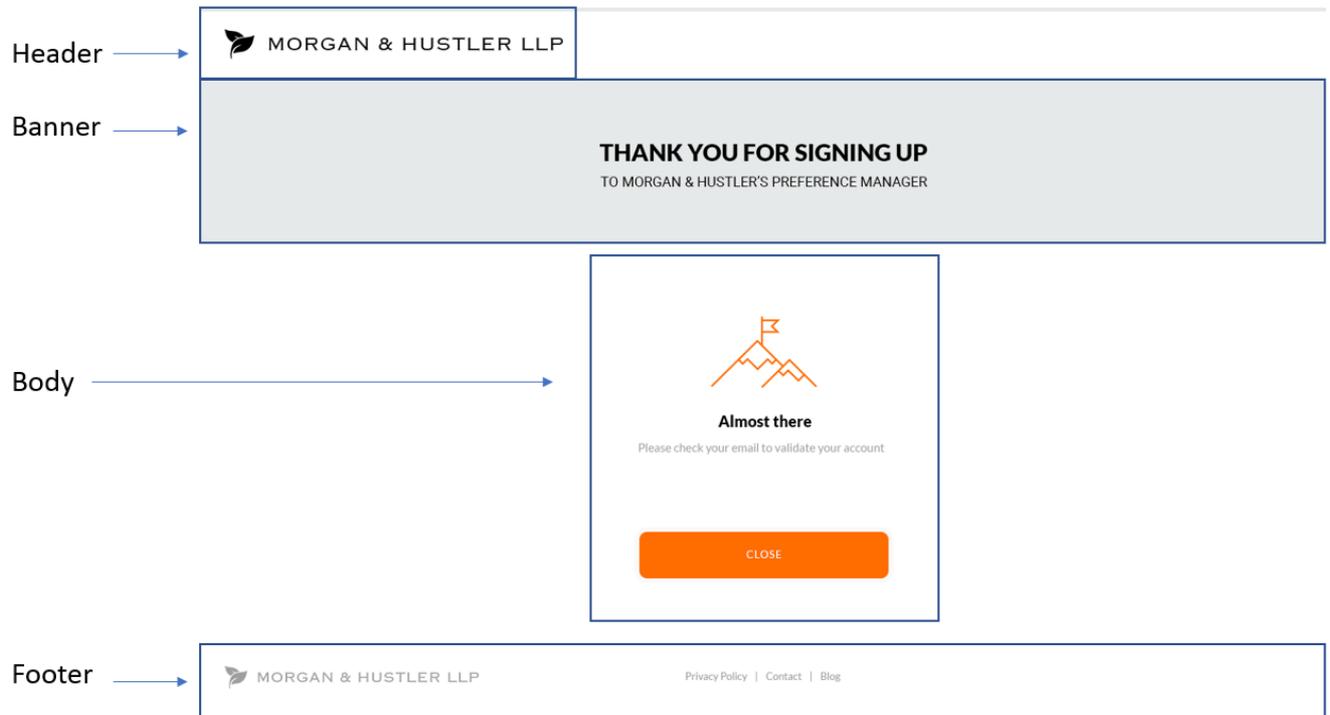
4.2.2. Body

The following elements can be edited:

- Text
- Areas of Interest

4.3. Submitted Sign Up

The submitted sign up is a holding page for when a user has just signed up for the first time. They will be taken to this page as they wait for an email to arrive in their inbox to confirm their sign up.



4.3.1. Banner

The following elements can be edited:

- Text

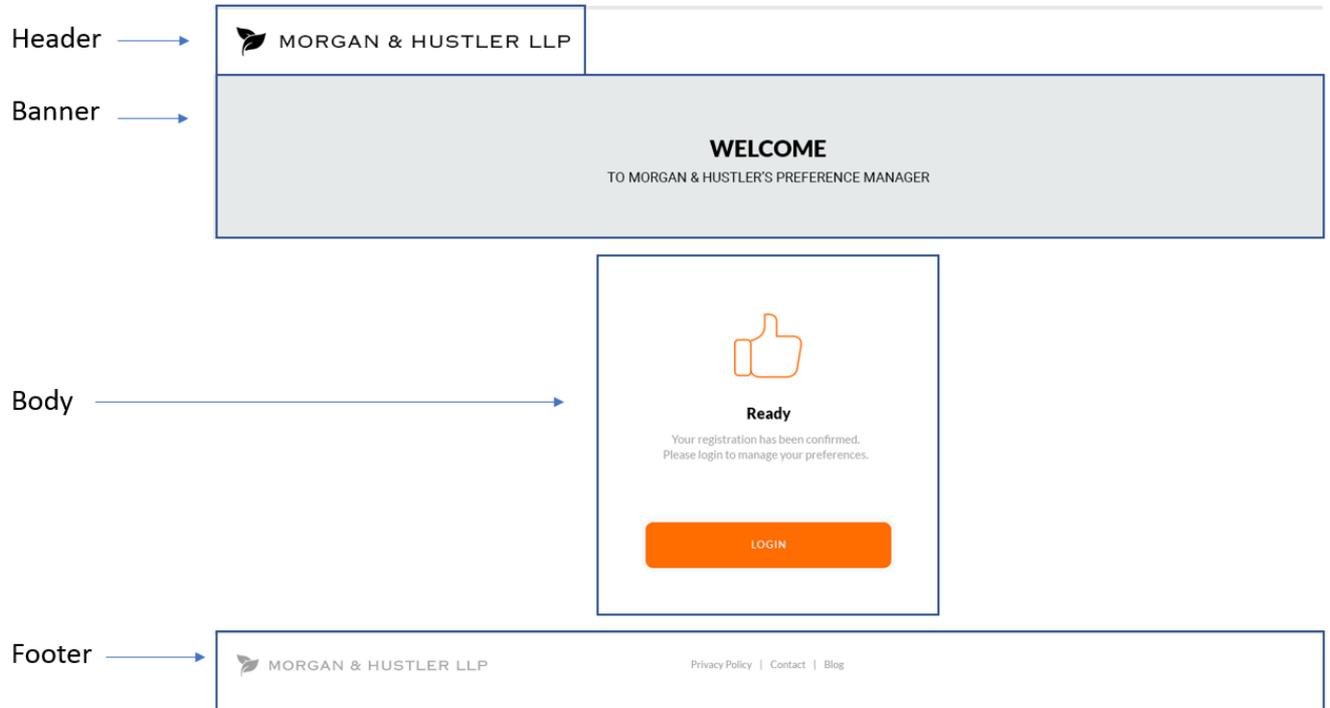
4.3.2. Body

The following elements can be edited:

- Text

4.4. Confirmation Page

Once the user has clicked to confirm that they have signed up to the Preference Manager, they will be taken to the Confirmation Page. From here, they can click on the button to log in.



4.4.1. Banner

The following elements can be edited:

- Text

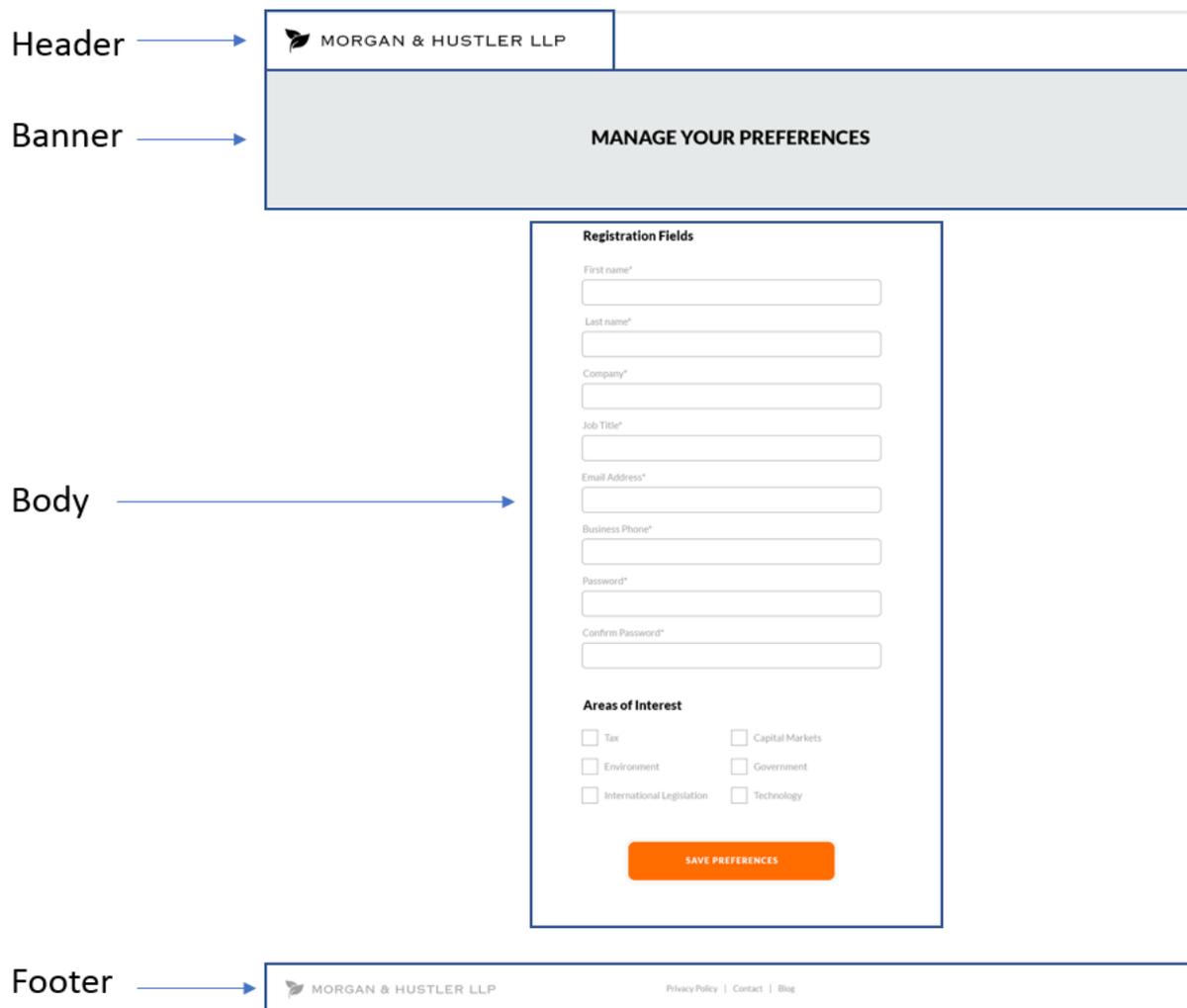
4.4.2. Body

The following elements can be edited:

- Text

4.5. Update Preferences

When a user already has already signed up, when they log in they will be taken to the Update Preferences page to manage their preferences and change any information they need to. As with the Registration Page, the default Registration fields can be removed, but new fields can't be added in. The password must be at least six characters long, with one letter and one number.



4.5.1. Banner

The following elements can be edited:

- Text

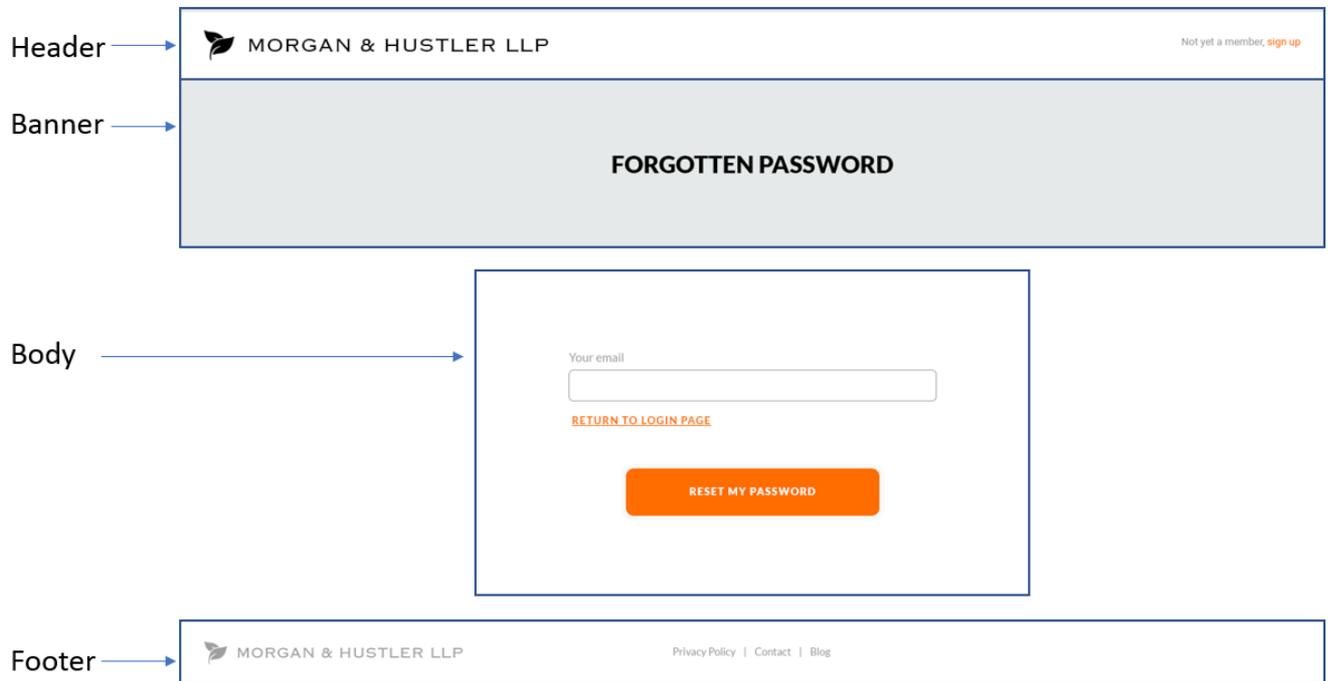
4.5.2. Body

The following elements can be edited:

- Text
- Areas of Interest

4.6. Forgotten Password

If a user forgets their password, they can enter their email in the Forgotten Password page to take them to another page where they can reset their password.



4.6.1. Banner

The following elements can be edited:

- Text

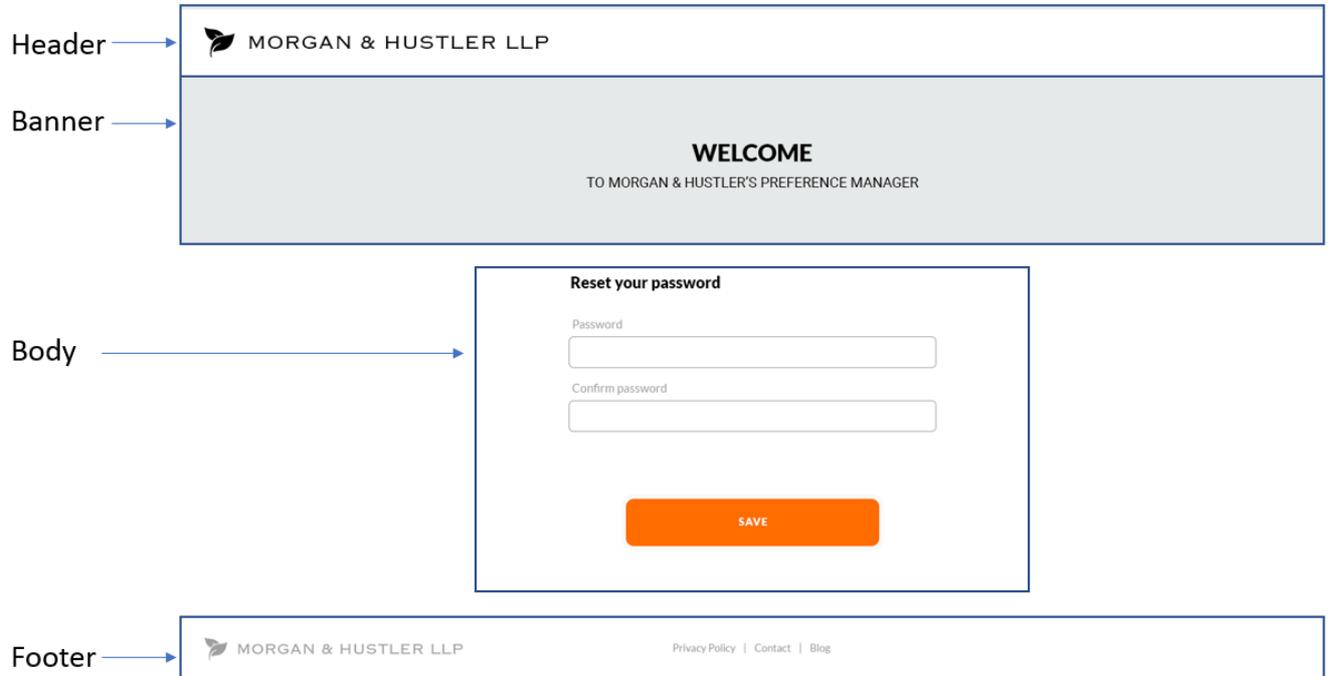
4.6.2. Body

The following elements can be edited:

- Text

4.7. Reset Password

Once they've entered their email address, they will be taken to the Reset Password page, where they will be able to enter in a new password. As before, these will need to be a minimum of six characters, with one letter and one number.



4.7.1. Banner

The following elements can be edited:

- Text

4.7.2. Body

The following elements can be edited:

- Text

5. CONTACT

If you would like to discuss any element of this document please contact us with the below details.

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