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Setup guide

Setting up your account

MENU

- ⊟ Colecciones
- ⊕ Reporte de descargas
- ⓘ Solicitud de accesos
- ⚬ **Editar Perfil**
- ⊟ Pago

400 Pixels

400 Pixels

publifix/*NEWSWIRE*

Profile picture
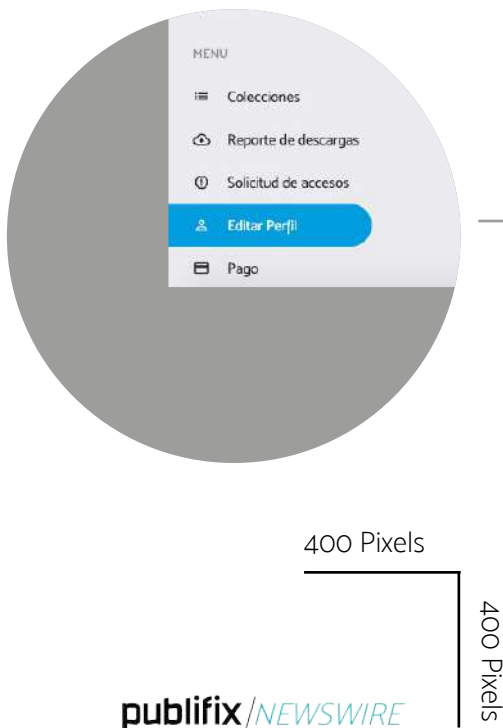
Edit profile

Before you start creating collections and uploading content to the system, you need to setup your **PROFILE** with detailed information of your company. You can do this by clicking on the **EDIT PROFILE** tab from your control panel.

Upload your brand logo in a recommended format of 400 x 400 pixels at 72 DPI, you just have to click on the **MODIFY** button, select the image of your logo already optimized the correct size and the system will automatically upload the file to the site.

Foto de perfil

La imagen de perfil deberá ser de al menos 400 x 400 px en formato JPEG ó PNG.

Modificar | Eliminar

Once you have filled out your company details, you only have to click on **UPDATE PROFILE. Why is it important to edit your profile?** Remember that the media have access to your contact information, either to request more details about any of your collections or to establish direct communication with your brand, provide them with accurate and updated data is key.

Actualizar perfil

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Create new collections

Revisión de colecciones

CREAR COLECCIÓN

Status
pending Colección nueva o con material actualizar
resolved Colección autorizada

Creating a new collection

To start distributing your press and PR materials through Publifix.net, the first thing you should do is create a **new collection** to which you will later upload your files (images, videos, newsletters, etc.). The process is very simple::

1.- Click on **CREATE COLLECTION**

2.- Write the name of your new collection, **Ex. "MTV Movie Awards 2020".**

3.- Selecciona la categoria en la cual quieres ubicar tu nueva colección, **Ex. "Music".**

4.- In case there are no limitations that imply **VERY STRICT** control over your material, we recommend that you select the **"No restrictions"** option, this will allow greater accessibility to your content.

Nueva Colección

Nombre *
Entrega de Premios TV 2020

Categoría *
Música

◉ Sin restricciones ○ Material protegido

CREAR COLECCIÓN

What is the difference between a collection without restrictions and one with protected material? functionality enabled only for PLUS and ENTERPRISE accounts.

A **"no restrictions"** collection is accessible to all media registered on the site, while a collection with **"Protected Material"** can only be previewed. If a media member wants to access its content, it is necessary for said user to send an access request through the system. The client receives the notification with the details about the media which is requesting access, and decides whether to grant or deny access.

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Uploading files to the system

Adding files to your collection

1 Files

Nombre

PUBLIFIX - ENTRETENIMIENTI.jpg

Progreso:

⬆ Subir Archivos

Once your collection has been created, you can start uploading files either individually or by selecting a group of files. The loading time to the system depends on the number of selected items, their size and your connection speed. In case of files with a considerable size it is recommended to upload them to the site individually.
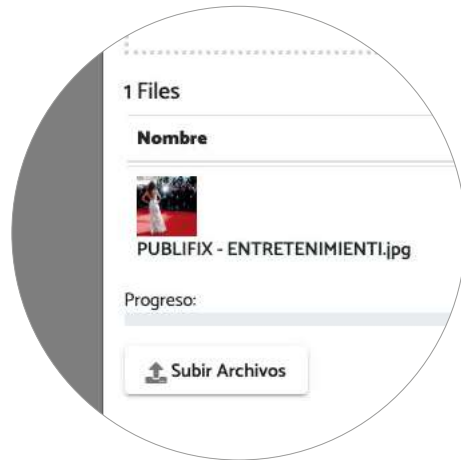
Subir Archivos ✕

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Cargando Archivos

What file formats
can I upload to the site?

Images: **JPG, JPEG, PNG, GIF**

Video/Audio: **MOV, MPG, MPEG, AVI, MP4, MP3**

Text: **DOC, DOCX, XLS, XLSX, PDF**

Yellow indicator

Refers to files pending for review.

Once your files has been uploaded into the site, the system automatically generates a preview for images as well as icons for files such as **PDF, WORD, VIDEO or EXCEL.** The next step is to add details to your content.

4.9 MB ☐	9.2 MB ☐	26 MB ☐	6.4 MB ☐
👁 Agregar detalles	👁 Agregar detalles	👁 Agregar detalles	👁 Agregar detalles
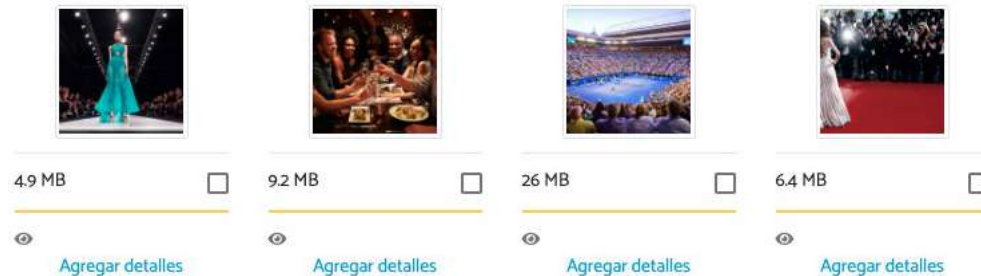
Add details and send for review

Editar archivo ✕

Pie de foto
Abierto Mexicano de Tenis

Créditos
Copyright Mex Tenis 2020

Condiciones de uso
Unicamente para su difusión en medios electrónicos

ACTUALIZAR INFORMACIÓN

Solicitud

Mensaje
Favor de autorizar el 20 de febrero, a las 12:00 hrs.

Solicitar   Cancelar

TIP: The review process of a collection can take from 2 to 24 hours, but you can request its urgent review if necessary.

Collections status

🟨 New collection or with updated material pending to be reviewed

⬜ Collection sent for review and pending response

🟩 Authorized Collection

🟥 Collection reviewed and rejected

Adding details to your files

By clicking on the **ADD DETAILS** button, you can include in each of your files information such as photo credits, image caption or description of the content, as well as conditions of use, ex: "Do not publish before July 18, 2020".

TIP: The success of your content on Publifix.net depends on providing the media members with detailed information about the content of your collection, so we encourage you to take the time to add details to your files.

Collections review

In order to maintain a platform with high quality content and safe for our users, ALL collections before being published go through a review process by the Publifix.net editorial team

Among the details when reviewing a collection, the following stand out:

a) That the content of the collection is "editorially relevant".
b) That its content does not violate our content policy.
c) Images of **HIGH QUALITY.**
d) That the collection has been placed in the corresponding category.

To send a collection for review, click **SEND FOR REVIEW**.

Material Update Alert (PLUS & Enterprise accounts)

Alerta de actualización de material

Titulo
Entrega de Premios TV 2020 - Alfombra roja

Mensaje
Amigos de los medios, ya está disponible en Publifix.net la cobertura de la alfombra roja de los PREMIOS TV 2020. Pueden acceder al material a través del siguiente link,

☑ ¿Deseas incluir tus datos de contacto?

Confirmar   Cancelar

MÚSICA

Hace 1 hora

Entrega de Premios TV 20?

No. Archivos 4

Status
Público en publifix

0-02-17 23:17:42

Ver colección   2020-02-17 23:17:42

Notify the media about your new content

If you have a **PLUS** or **ENTERPRISE** account at Publifix.net, you can send to the media registered in the category to which you uploaded your collection, a **MATERIAL UPDATE ALERT**, where you can place a title as well as a free text with the most relevant information of your content.

How can I verify if my collection was published in the Publifix.net system?

To view the site as if you were a media member, just click on **VIEW SITE AS A MEDIA,** from your control panel.

To send the update alert, just CLICK on the "horn" icon located in the lower right corner of your collection cover. It is recommended to send a single update alert per collection.

Download report

One of the main advantages when using Publifix.net to distribute your content, is that the system allows you to generate, when you need it, a detailed report of the downloads your files have had. This can be done by selecting a date range from the **DOWNLOAD REPORT** section.

If you want to do a more specific search, you can use the filters that allow you to search downloads by media type and country.
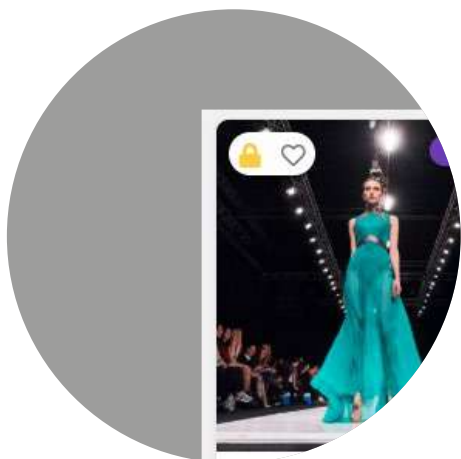

TIP: Click on **VIEW DETAILS** and you will be able to obtain details about the media that downloaded your materials.

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Access request

Entrega de Premios TV 2020

No. Archivos 4

Status
Privado en publifix ⚪

\+   ✏️   🗑️   📢

TIP: To change the status of a collection from "Unrestricted" to "Protected Material" use the dynamic bar of STATUS.

Protected material

To setup a collection under a **PROTECTED MATERIAL** status, you can perform this action during the collection creation flow, or by moving the dynamic tab that appears under the name STATUS IN PUBLIFIX. The options are **"PUBLIC IN PUBLIFIX.NET"** for collections without restrictions or **"PRIVATE IN PUBLIFIX"** for those that you want to define as **PROTECTED MATERIAL**. When you do this, a padlock will appear in the upper left corner of your collection.

Access requests

In your control panel go to the **ACCESS REQUEST** tab, there you will be able to see which media member has sent a request to be able to access a collection with **PROTECTED MATERIAL.** The button **VIEW DETAILS** allows you to know more information about the user. To grant authorization click on the green icon, to deny access click on the stop icon.

Accesos Solicitados

Marca	Fecha Solicitud	Estatus	Nombre		
destinosnetwork.com Ver más	2020-02-18 11:28:48	request	Entrega de Premios TV 2020	🚫	✓

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Payments and invoicing
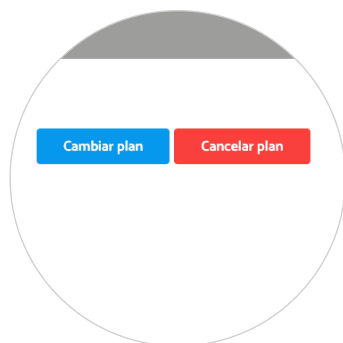
What can I do from the payment page?

The PAYMENT section of your control panel allows you to manage your account, its main features include:

1. CURRENT PLAN
Know with certainty in which type of package and plan your account is active.

2. PAYMENT
Status of the payments made, which method was used and when your next charge will be made.

3. CARDS
Manage the cards you want to establish as a payment method.

4. INVOICE REQUEST
For clients established in Mexico, they can use the request invoice button.

5. MODIFY PLAN
From the payments section you can send a request to modify your current plan, you can do this whenever you want.

6. CANCEL SUBSCRIPTION
The CANCEL PLAN button is displayed in the payment section. Once your subscription is canceled all your data and files will be deleted.

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100 Pine Street Suite 1250
San Francisco, CA 94111
United States.
media@publifix.net
www.publifix.net