

RIVIR

My Company

Company Profile Management

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Company Profile Management



Overview

The RIVIR Operational team builds out a basic RIVIR Member Profile when a new company is added to the RIVIR system. Initially your company profile will contain minimal information is ready for customization. You will have the ability to add or change details such as contact information, brands, and imagery to showcase your company.

Company Profile Management

Overview

A member profile is built from many separate sections such as Company Logo, Profile Background, Member Tagline, Media Showcase, Social Media Links, Headquarters Information, and Member Brands.

- 1) Company Logo
- 2) Profile Background
- 3) Member Tagline
- 4) Media Showcase
- 5) Social Media Links
- 6) Headquarters Information

Company Profile Management



Getting Started

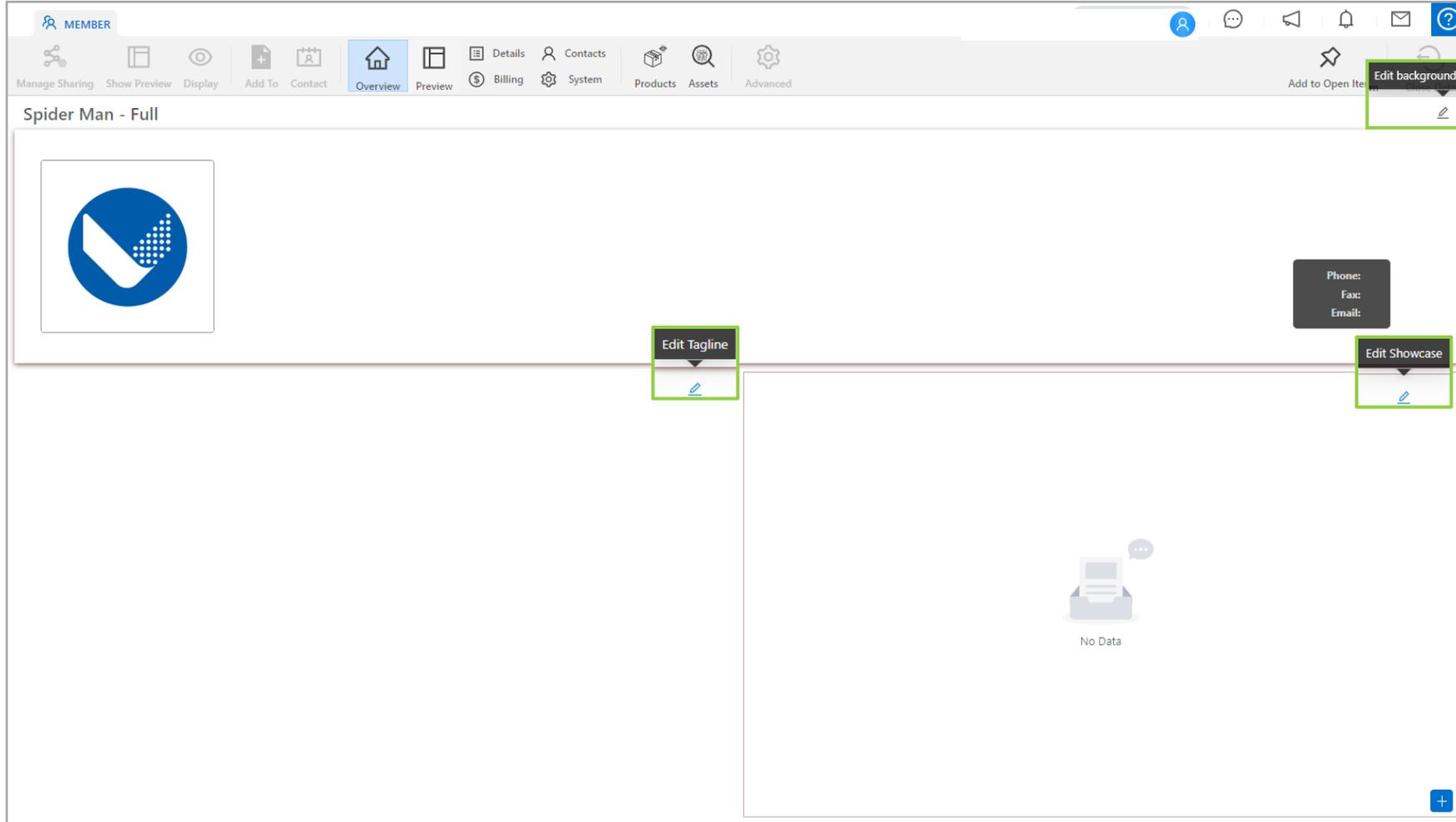
Log in to your RIVIR account, click your profile icon to access your user menu, then select My Company.

The screenshot shows the RIVIR dashboard interface. At the top right, a user profile icon is clicked, opening a dropdown menu. The menu items are: Welcome, RIVIR TRAINING; My Profile; My Company (highlighted with a green border); Schedule Meeting; Approved Sites; Help Center; and Logout. Below the menu, the dashboard displays a navigation bar with 'My Company', 'My Products', and 'My Assets'. A 'Quick Links' section includes 'Curated Queries', 'Recent products', 'Recent assets', 'Showcase', and 'Recent reportings'. A row of seven query cards is visible, including 'Member query 4', 'Asset query 3', 'test', 'Tuan test Popular ...', 'Curated query for ...', 'Search tuantest fol...', and 'Tuan save query 2'. The bottom section shows a calendar for Thursday Feb 22, with a 'Meeting Details' section below it. The 'My Schedule For Today' and 'My Projects' sections are currently empty, displaying 'No Data'.

Company Profile Management

Getting Started

Each section which may be edited will display a pencil icon when hovered over.



The screenshot displays the RINIR Company Profile Management interface for a member named "Spider Man - Full". The interface features a top navigation bar with various icons and a main content area. The main content area is divided into sections, each with an edit button (pencil icon) that appears when hovered over. The sections include:

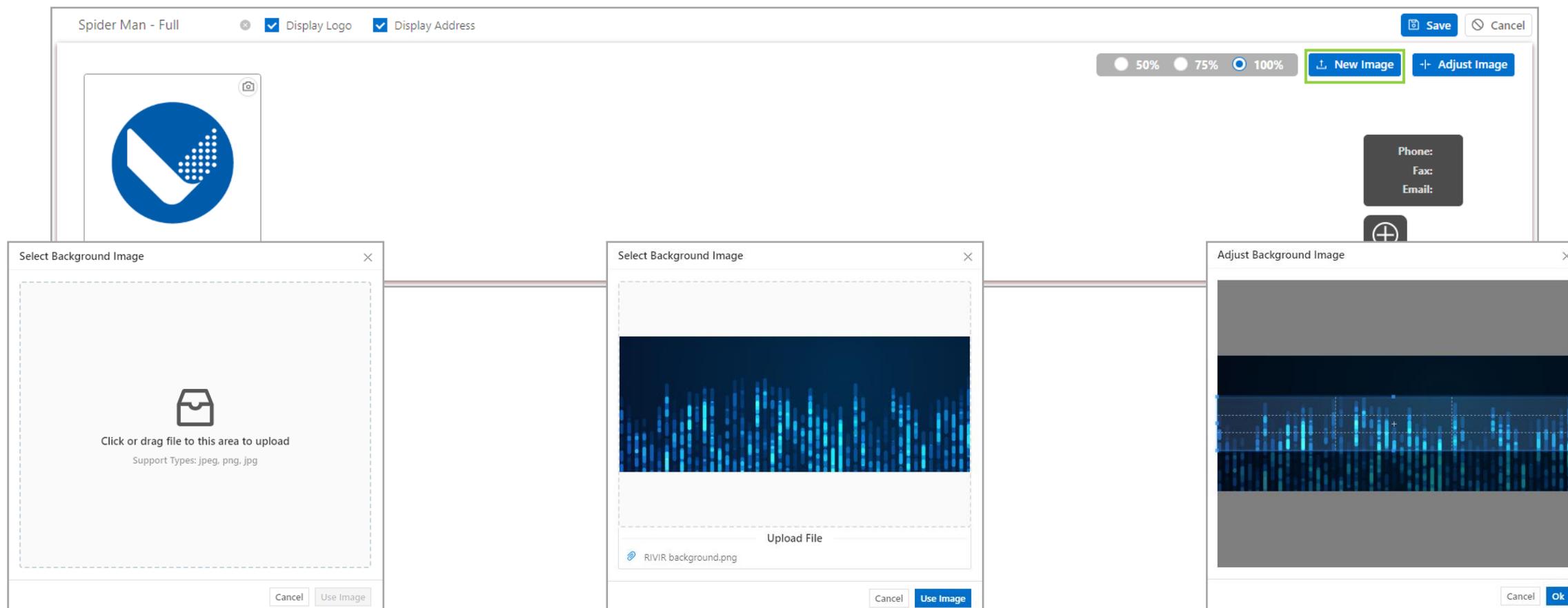
- Edit background**: Located in the top right corner of the main content area.
- Edit Tagline**: Located in the middle of the main content area.
- Edit Showcase**: Located in the bottom right corner of the main content area.

The main content area also includes a profile picture placeholder, a contact information box (Phone, Fax, Email), and a "No Data" message with a printer icon. A blue plus sign (+) is visible in the bottom right corner of the main content area.

Company Profile Management

Edit Background

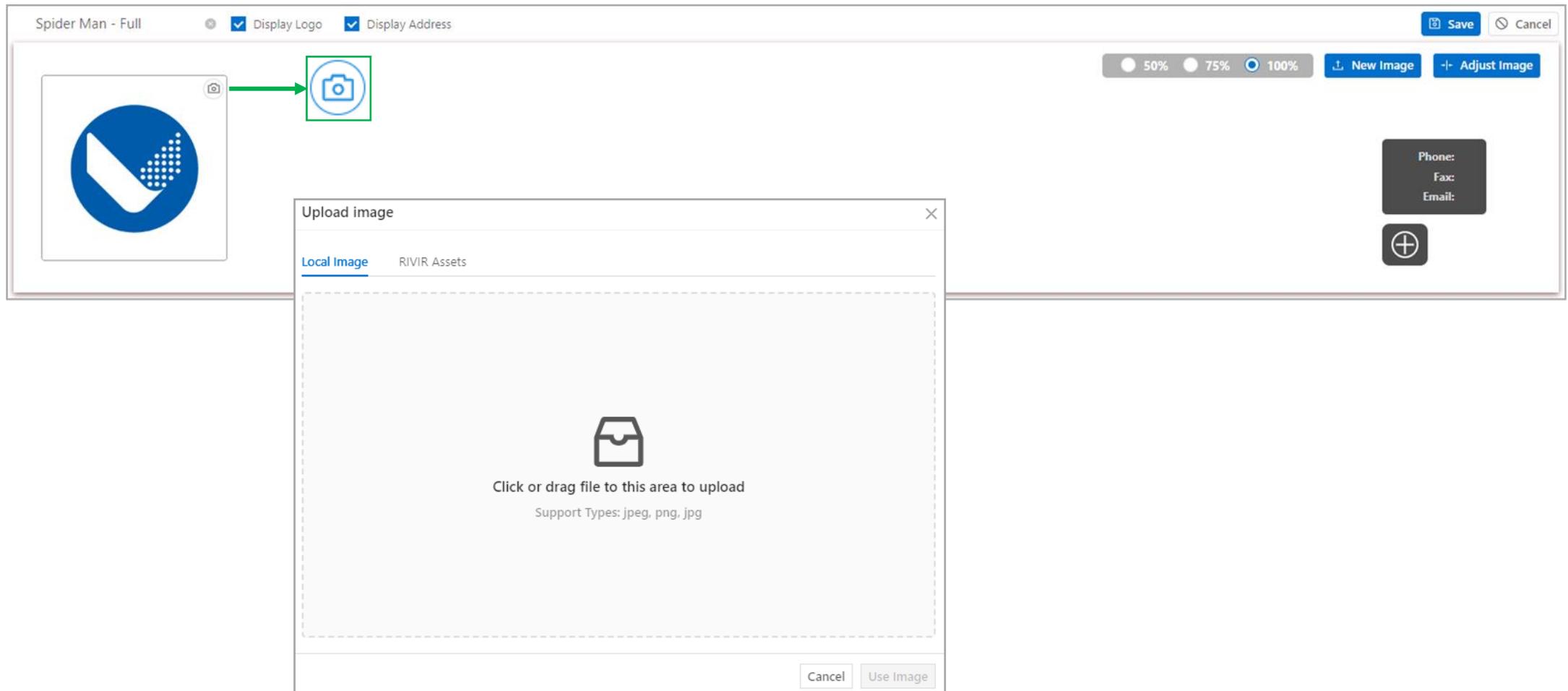
Click to edit the pencil to edit the background section. This will open editing for the Background, Company Logo, and the Social Media Links. Click New Image to open the popup then either drag an image file or click to select from your computer. Use Image or cancel the operation. Then drag photo up and down to adjust as needed. Once an image is loaded you may edit the size to 50%, 75%, or 100% and adjust the image.



Company Profile Management

Edit Company Logo

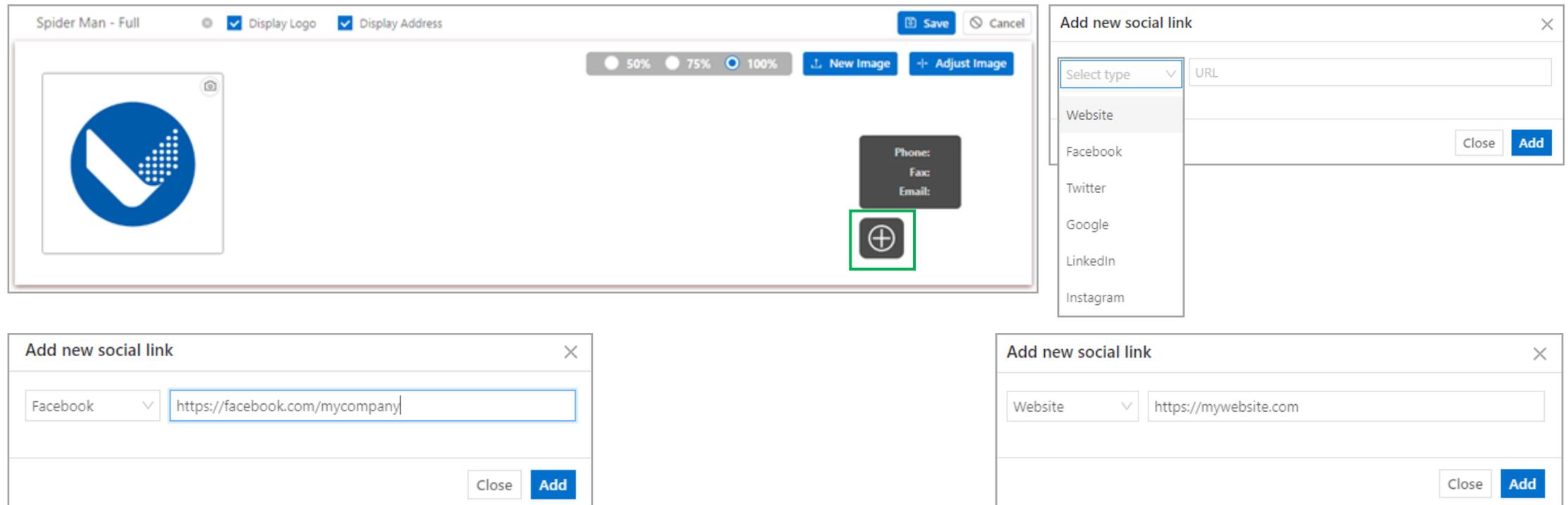
Load your company logo by clicking on the camera icon on the top right corner of the window. This will pop out the Upload image window. Select an image from your computer or from RIVIR Assets you've already uploaded.



Company Profile Management

Add Social Media

To load your social media data, click the target icon on the lower left corner of the window. This will pop out the Add new social link window. Select the type and provide the URL, click Add to save.



Company Profile Management

My Company Banner

After adding your company logo, your banner will be nearly complete. Your company address, phone, fax, and email address will be populated from your main address on the Contacts tab. Click the Save button to save your work. Please note, you may hide the Company Logo and/or Headquarters Information section by deselecting the Display Logo or Display Address. If you have hidden either and wish to display again click the pencil to edit the banner section, check the corresponding box, then click Save.



Company Profile Management

Marketing Copy

Hover over the top right corner of the Tagline frame to display the pencil, click the pencil to enter the edit mode. You may either use the tools at the top of the section or create your own using Markup language. Please note, if you are using HTML as your Markup language and use any of the presets you will need to change the tags to align with HTML requirements.

This section works with Markup. Use this section to provide details about your company. You may load data to this section using HTML tags or utilize some of the presets at the top of the frame.

Brand	Contact	Region
Web One	Mary J Watson	New England
Crazy Eights	May Parker	Midwest
Arachnid Produce	Ben Parker	Southeast

Display Showcase:

Save Cancel

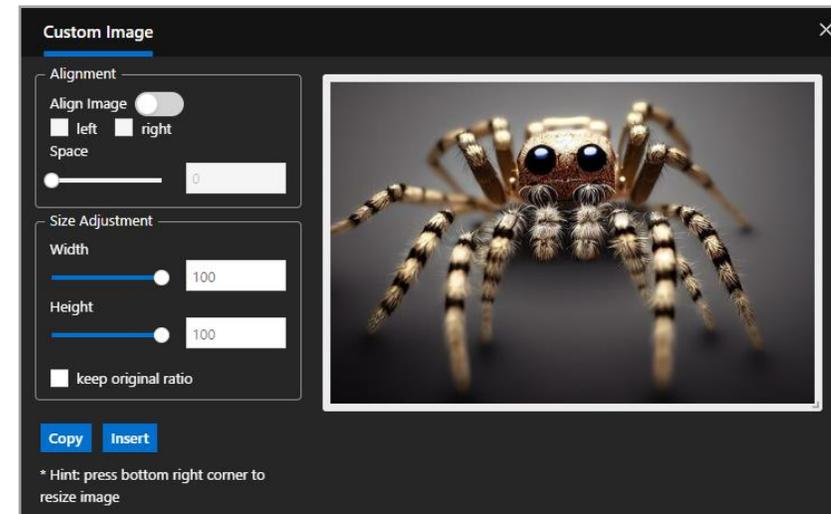
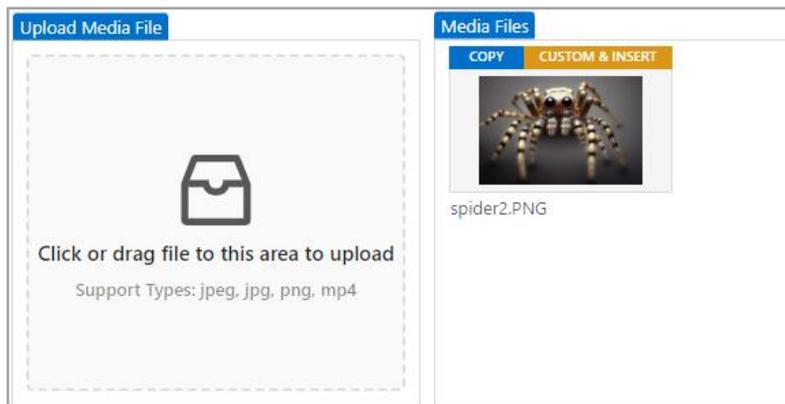
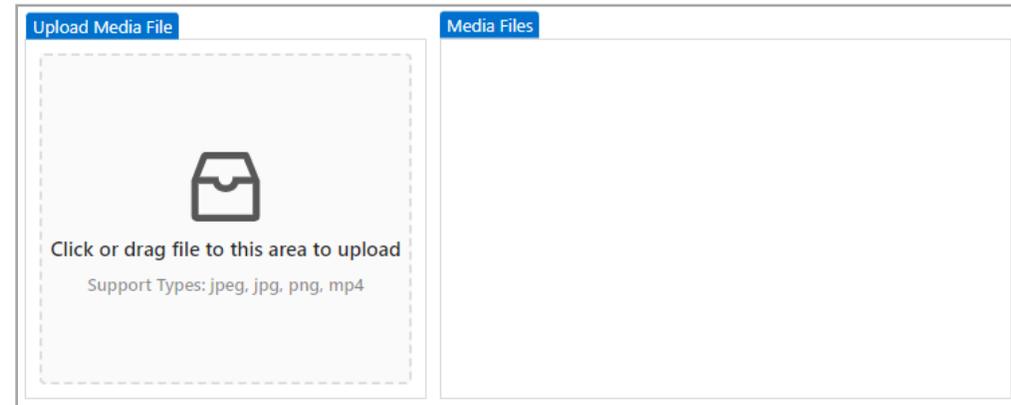
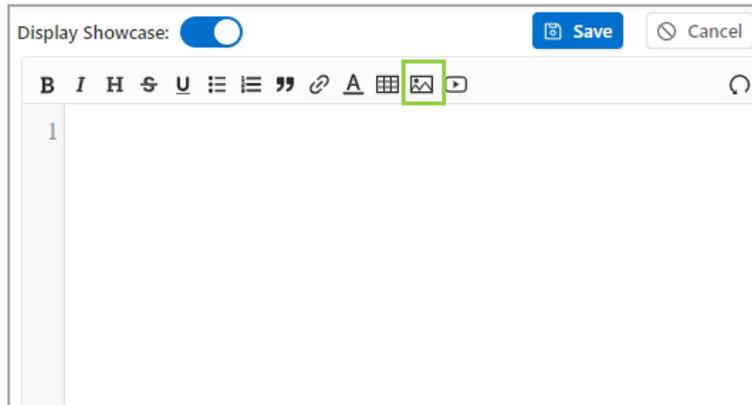
B I H S U [List Icons]

```
1 <!DOCTYPE html>
2 <html>
3 <head>
4   This section works with Markup. Use this section to provide details about your company.
5   You may load data to this section using HTML tags or utilize some of the presets at the top of the fram
6 </head>
7 <br>
8 </body>
9 <table style="width:75%">
10 <tr>
11   <th>Brand</th>
12   <th>Contact</th>
13   <th>Region</th>
14 </tr>
15 </tr>
```

Company Profile Management

Marketing Copy

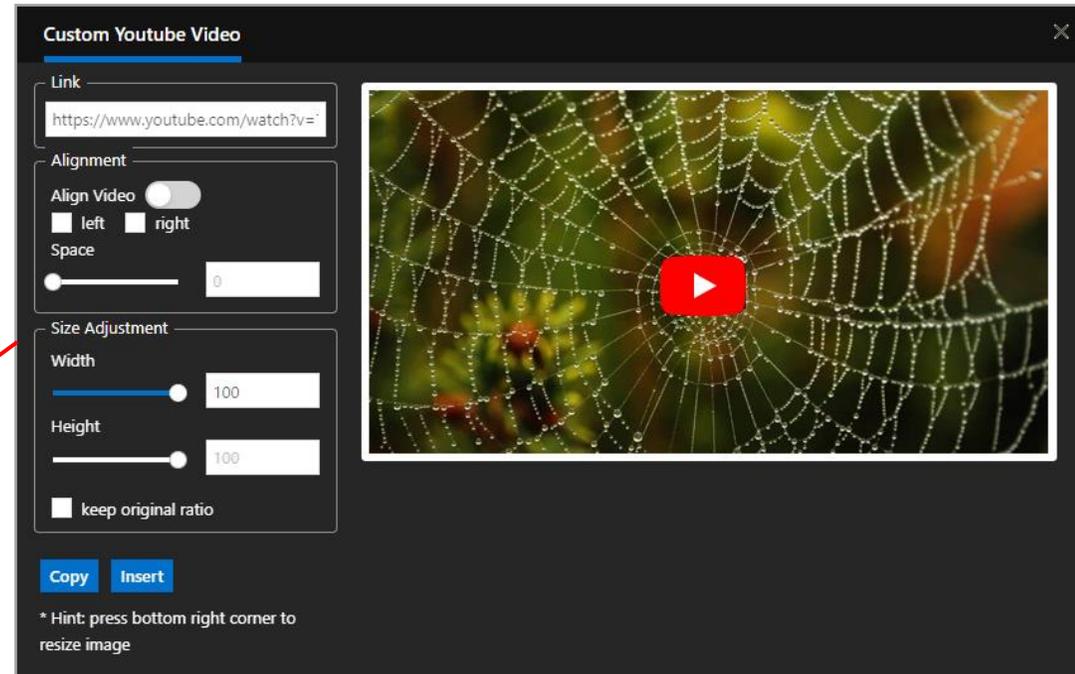
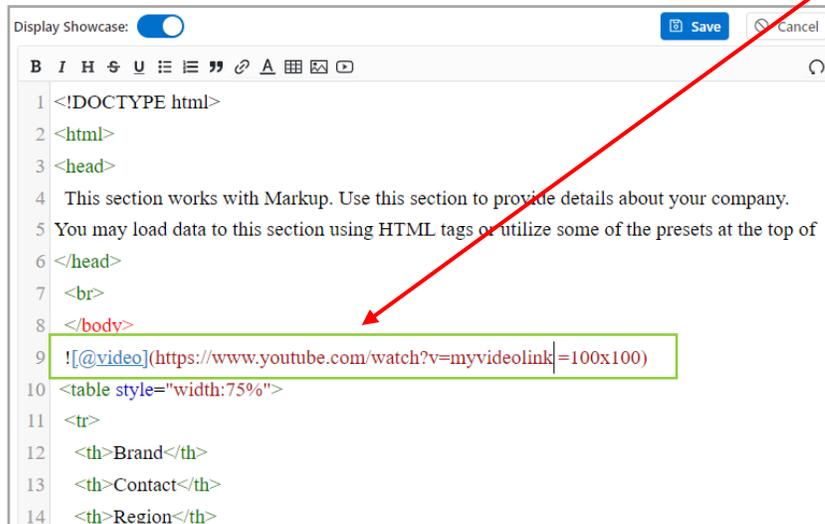
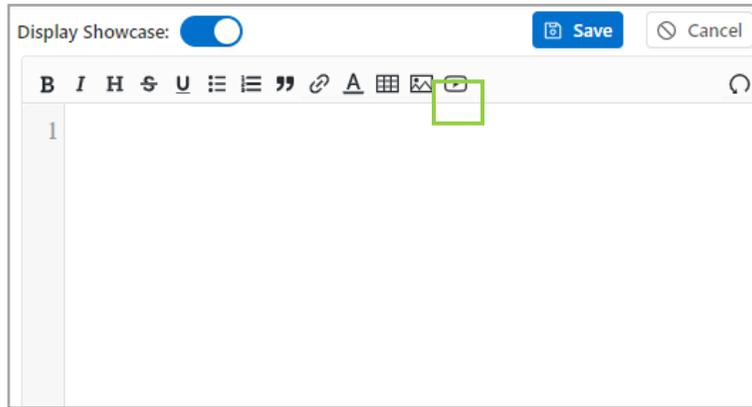
Click the picture graphic to load open the Upload Media File window, once your file has been selected there are options to customize the size and alignment. Click the COPY button to copy the image address to place into your Markup text or CUSTOM & INSERT to adjust before inserting the image.



Company Profile Management

Marketing Copy

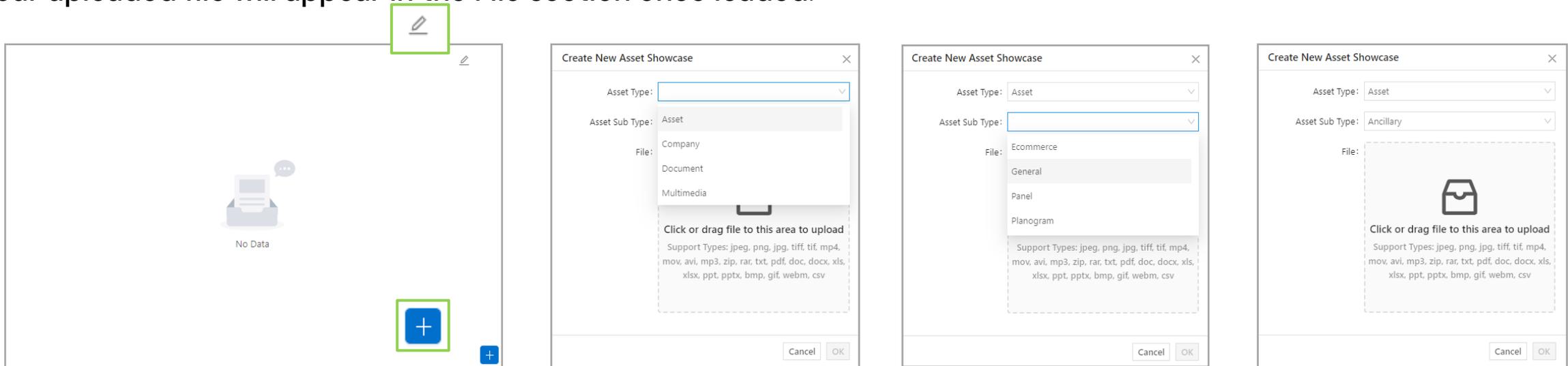
Click the YouTube icon to link a video then make alignment and size adjustments. Hit Copy to grab the text link to place into your Markup script or Insert to paste right into the Tagline.



Company Profile Management

Manage Showcase

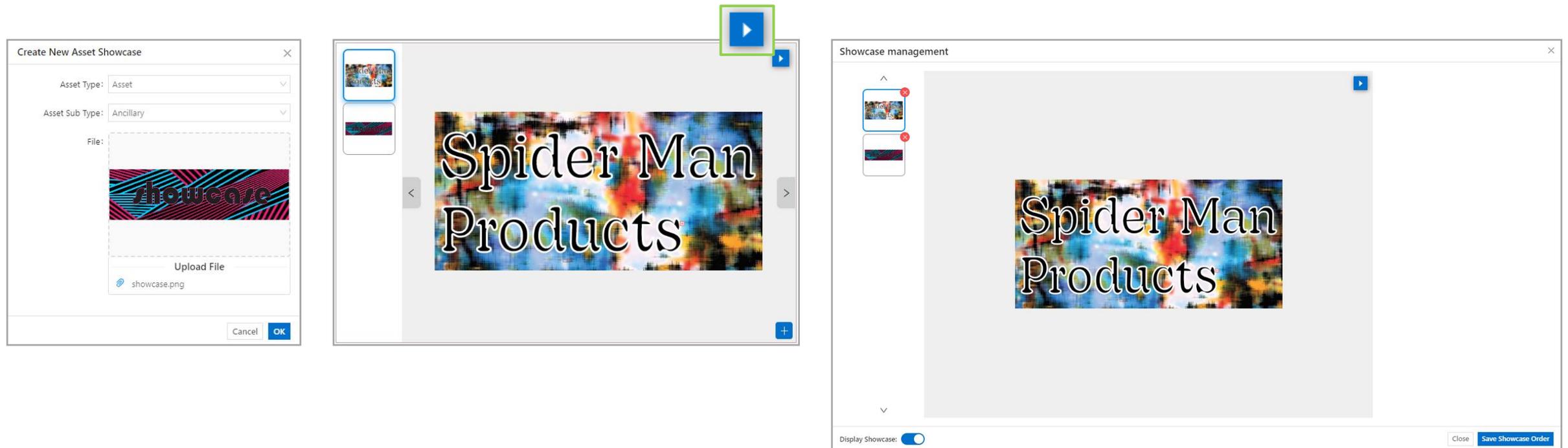
The Showcase section can display images, company documents, multimedia and other files on your main page. To load files, click the pencil to edit the section then click the blue plus sign to pop out the Create New Asset Showcase window. Select your asset type and asset sub type (ancillary, ecommerce, general, panel, or planogram) then click in the File section to open your file manager to select from your computer or drag a file from an open folder or desktop. Your uploaded file will appear in the File section once loaded.



Company Profile Management

Manage Showcase

Your uploaded file will appear in the File section once loaded. You may click OK to complete the load or Cancel if you've chosen an incorrect file. As you add files you will see these loaded to the left side of the Showcase. There's a play button on the top right which initiates the slideshow. You may define the order of the slideshow by clicking the pencil to edit the Showcase then drag the thumbnails in the desired orders. You may remove files from the showcase by clicking the red X on the corner of the thumbnail. Be sure to click Save Showcase Order when you have completed the edits.



The image displays three screenshots of the Showcase management interface:

- Left Screenshot:** A dialog box titled "Create New Asset Showcase". It shows "Asset Type: Asset" and "Asset Sub Type: Ancillary". A file named "showcase.png" is uploaded and displayed as a thumbnail with the word "showcase" overlaid. There are "Cancel" and "OK" buttons at the bottom.
- Middle Screenshot:** A preview of the "Spider Man Products" showcase. It features a central image with the text "Spider Man Products" overlaid. A play button is highlighted with a green box in the top right corner. There are also navigation arrows and a "+" button.
- Right Screenshot:** The "Showcase management" window. It shows the "Spider Man Products" showcase with a play button in the top right. On the left, there are two thumbnails with red "X" marks, indicating they can be removed. At the bottom, there is a "Display Showcase:" toggle switch (which is turned on) and a "Save Showcase Order" button.

Company Profile Management

Manage Showcase

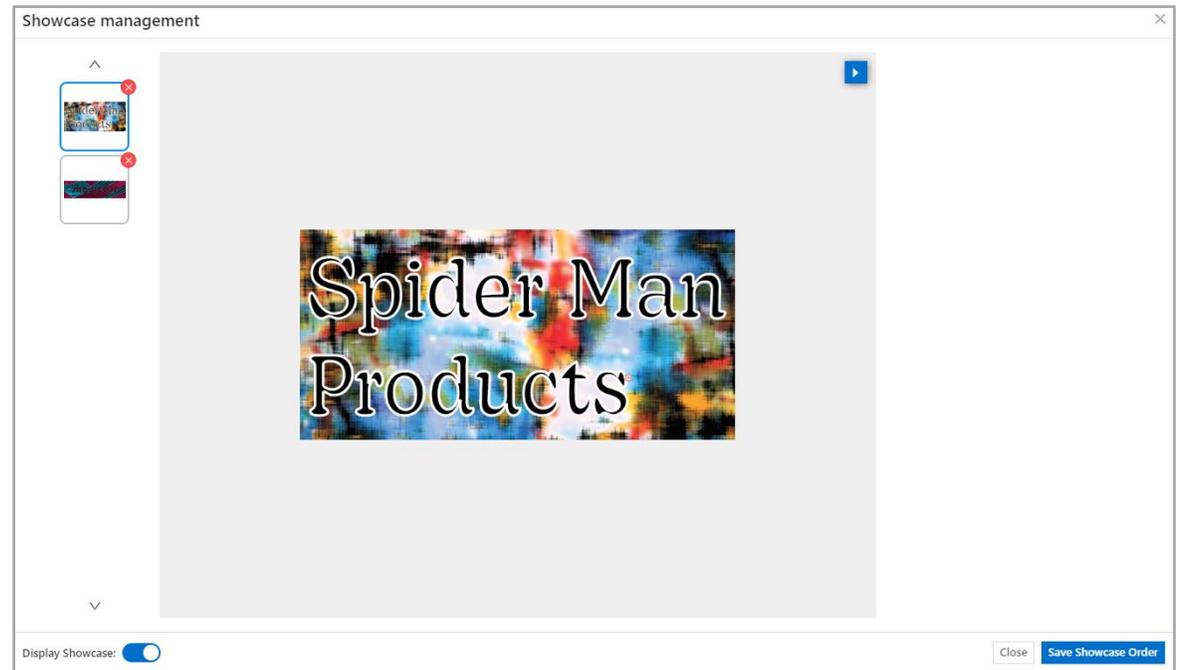
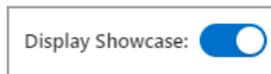
You may choose to hide the Showcase in the Tagline or Showcase sections. The Tagline frame will spread across the bottom frame when the Showcase is hidden. If you would like to restore it, edit the Tagline section and toggle Display Showcase. You must save to lock in the changes.

Display Showcase:

Save Cancel

B I H      

```
1 <!DOCTYPE html>
2 <html>
3 <head>
4 This section works with Markup. Use this section to provide details about your compa
5 You may load data to this section using HTML tags or utilize some of the presets at the
6 </head>
7 <br>
```



Company Profile Management



Details

The Details page is a place to provide facts about your company, manage brands, load company documents, and sales sheets.

ID #: 9287	# Of Employees: 0	Brands	Documents	Sheets	
Status: Active	# Manufacturing Plants: 0		Brand Name: brand 1		
DBA Name: My Business	# Sales Locations: 0	Annual Revenue:	# Products: 1	Market Regions:	
Legal Entity Type:	# Customers: 0	Market Regions:	Primary Contact:	Private Label: No	
Headquarters Country:	Customers:	Product Capabilities:			
State Of Incorporation:	Major Industry Classifications:	Production Capabilities:			
Currency:	Produce National Brands: <input type="checkbox"/>	Market Regions:			
Primary Language:	Product Capabilities:	Export Regions:			
GLN(s):	Production Capabilities:	Export Percentage: 0%			
DUNS #:	Market Regions:	Export Countries:			
Stock Symbol: FAK1	Export Percentage: 0%	Certifications: <input checked="" type="checkbox"/>			
SIC Code:	Export Countries:	Private Label: <input type="checkbox"/>			
NAICS Code:	Certifications: <input checked="" type="checkbox"/>	Private Label Business Percentage: 0%			
Annual Revenue:	Private Label: <input type="checkbox"/>	Private Label Classifications:			
Represented Sales:	Private Label Business Percentage: 0%	Send CIC Accept Automatically: <input checked="" type="checkbox"/>			
Fiscal Year Start Date:	Private Label Classifications:				
Minority Owned: <input type="checkbox"/>	Send CIC Accept Automatically: <input checked="" type="checkbox"/>				
Minority Owned Type:					
Ownership Type: LLC					
B-Corp: <input checked="" type="checkbox"/>					
Co-Op: <input type="checkbox"/>					
50% Co-Op: <input type="checkbox"/>					
Co-Packer: <input type="checkbox"/>					
Contract Packaging: <input type="checkbox"/>					

Company Profile Management



Details

The Details page is a place to provide facts about your company including your DBA Name, Headquarters Country, and whether you can produce Private Label products. Please note, the GLN values are managed by the RIVIR support team, please reach out if you need these values added or edited.

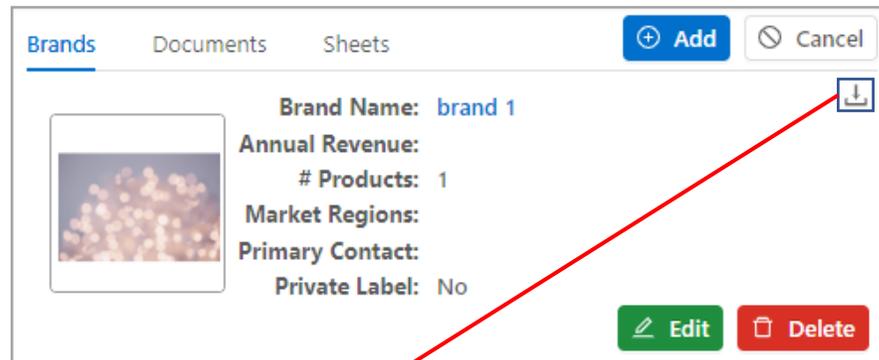
Save Cancel

<p>DBA Name: <input type="text" value="My Business"/></p> <p>Status: Active ✓ <small>Validation success. Active status could be set</small> ✕ 🔄</p> <p>State Of Incorporation: <input type="text"/></p> <p>Primary Language: <input type="text"/></p> <p>Stock Symbol: <input type="text" value="FAK1"/></p> <p>NAICS Code: <input type="text"/></p> <p>Represented Sales: <input type="text"/></p> <p>Ownership Type: LLC</p> <p>Minority Owned: <input type="checkbox"/></p> <p>Co-Op: <input type="checkbox"/></p> <p>Co-Packer: <input type="checkbox"/></p> <p># Of Employees: <input type="text" value="0"/></p> <p>Customers: <input type="text"/></p> <p>Product Capabilities: <input type="text"/></p> <p>Market Regions: <input type="text"/></p> <p>Export Regions: <input type="text"/></p> <p>Export Countries: <input type="text"/></p> <p>Private Label: <input type="checkbox"/></p> <p>Private Label Classifications: <input type="text"/></p>	<p>Legal Entity Type: <input type="text"/></p> <p>Headquarters Country: <input type="text"/></p> <p>Currency: <input type="text"/></p> <p>DUNS #: <input type="text"/></p> <p>SIC Code: <input type="text"/></p> <p>Annual Revenue: <input type="text"/></p> <p>Minority Owned Type: <input type="text"/></p> <p>Contract Packaging: <input type="checkbox"/></p> <p>B-Corp: <input checked="" type="checkbox"/></p> <p>50% Co-Op: <input type="checkbox"/></p> <p>Fiscal Year Start Date: <input type="text" value="Select date"/></p> <p># Customers: <input type="text" value="0"/></p> <p>Major Industry Classifications: <input type="text"/></p> <p>Production Capabilities: <input type="text"/></p> <p>Produce National Brands: <input type="checkbox"/></p> <p>Export Percentage: <input type="text" value="0%"/></p> <p>Certifications: 📄 ✎</p> <p>Private Label Business Percentage: <input type="text" value="0%"/></p> <p>Send CIC Accept Automatically: <input checked="" type="checkbox"/></p>
--	---

Company Profile Management

Details

Click the pencil to access Brand management. Here you can add new brands and edit or delete existing brand profiles. You may also download your brand details.



Brands Documents Sheets + Add ⊘ Cancel

Brand Name: brand 1 ↓

Annual Revenue:

Products: 1

Market Regions:

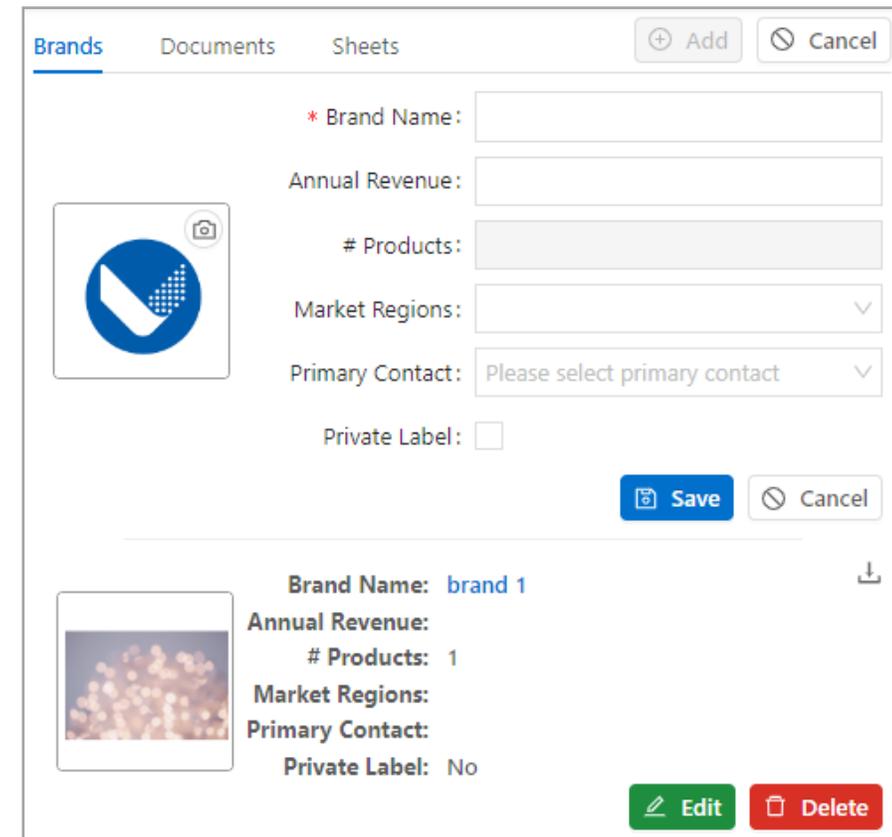
Primary Contact:

Private Label: No

✎ Edit 🗑 Delete



Download button



Brands Documents Sheets + Add ⊘ Cancel

* Brand Name:

Annual Revenue:

Products:

Market Regions:

Primary Contact:

Private Label:

💾 Save ⊘ Cancel

Brand Name: brand 1 ↓

Annual Revenue:

Products: 1

Market Regions:

Primary Contact:

Private Label: No

✎ Edit 🗑 Delete

Company Profile Management



Details

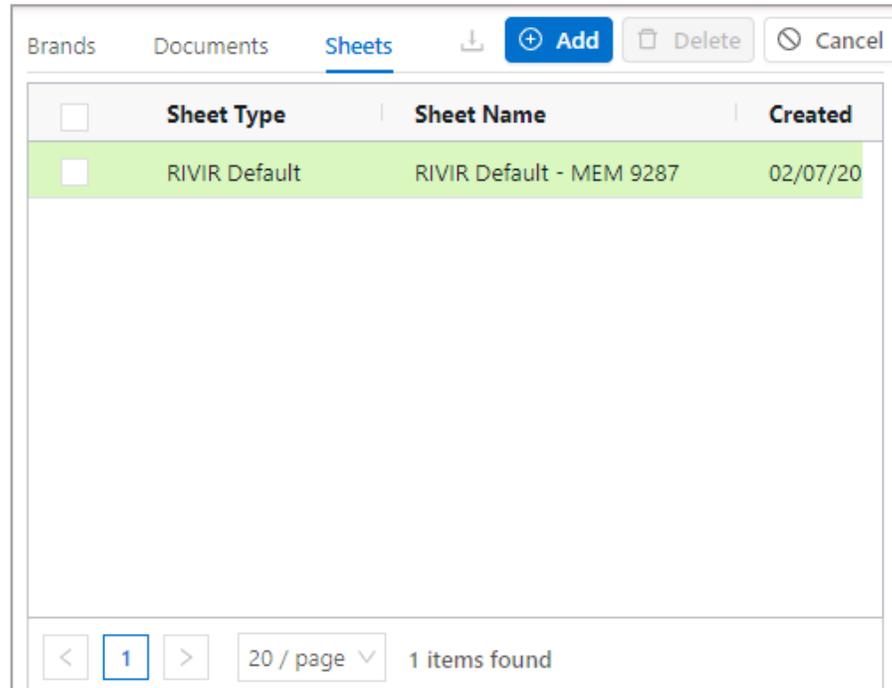
Company Documents are added similarly to logos but have additional specifications. Click the pencil to manage Documents.

The screenshot illustrates the process of adding a document to a company profile. It starts with a table view showing no rows. A green arrow points to the 'Add document' dialog, which prompts the user to click or drag a file to upload. A second green arrow points to the detailed form for adding a document. The form includes fields for Asset name, Asset Description, Sub type, Document type, Add to Showcase (toggle), Effective time (Start date and End date), Classifications, and Visibility. A dropdown menu is open for 'Sub type' and 'Document type', showing options like 'Brand/ Style Guide', 'GDSN Requirements', 'Insurance', 'Legal', 'P&P', 'White Paper', 'Certificate', 'Company', 'Company Audit', 'General', 'Mock Recall', 'PFAS', and 'Product Audit'. A text box at the bottom explains that users should select one or more of the nearly 40 classifications and choose whether the product will be visible to the public, only visible if shared, or private.

Company Profile Management

Details

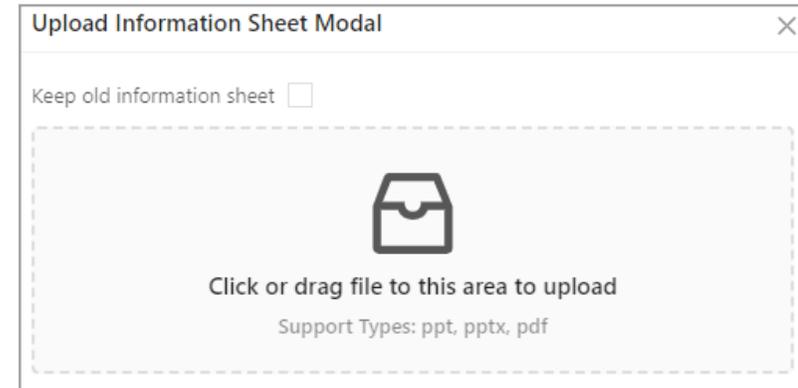
Sales Sheets may be added, removed, and downloaded. You may choose to keep or remove previous Sheets when adding a new file.



The screenshot shows a web interface for managing sheets. At the top, there are tabs for 'Brands', 'Documents', and 'Sheets'. Below the tabs are buttons for 'Add', 'Delete', and 'Cancel'. The main area contains a table with the following data:

<input type="checkbox"/>	Sheet Type	Sheet Name	Created
<input type="checkbox"/>	RIVIR Default	RIVIR Default - MEM 9287	02/07/20

At the bottom of the interface, there are navigation controls including a page number '1', a dropdown for '20 / page', and the text '1 items found'.



The screenshot shows a modal window titled 'Upload Information Sheet Modal'. It contains a checkbox labeled 'Keep old information sheet'. Below the checkbox is a large dashed box containing a file icon and the text: 'Click or drag file to this area to upload' and 'Support Types: ppt, pptx, pdf'.

Company Profile Management



Billing

Invoices and payment details will be housed on the Billing tab. Here you may view your payment terms of Net 60 or Net 30 (both invoiced) or the upcoming monthly billing by credit card. Companies which utilize monthly billing will manage credit card details in this section.

Payment Terms: Net 60
CreditCard: [+ Add Card](#)
Next Billing Date:
Number of Charges: 3
Total Charges For Period: 172
Total Charges Due: 297

[+ Add Charge](#) [Download Billing Statement](#)

ID	Date	Initiated By	Type	Description	Amount	Balance
3	04/11/2024	Admin	Capture Fees	Send products to capture	72	172\$
2	04/11/2024	Admin	Capture Fees	Send products to capture	75	100\$

Company Profile Management



Contacts

Manage your Company Contacts and Company Locations on the Contacts tab. Company Contacts can be set up as RIVIR users. See document RIVIR User Creation_7.2023 for instructions to add contacts and assign user roles.

Company Contacts

<input type="checkbox"/>		First Name	Last Name	Department	Phone Num...	MainAddress	Email	City	State	Visibility	Account Expiration Date
<input type="checkbox"/>			Demo	User 1			manufacturer1...			Public	02/25/2025

< 1 > 20 / page 1 items found

Company Locations

<input type="checkbox"/>		Main Address	City	State	Zipcode	Location Name	Location Description	
<input type="checkbox"/>				123 center st	city	state	12345	home office

< 1 > 20 / page 1 items found

Company Profile Management



Contacts

To manage your Company Locations on the Contacts tab. Click the box to the left of an address line to edit or delete it, you may also download data for one or more rows.

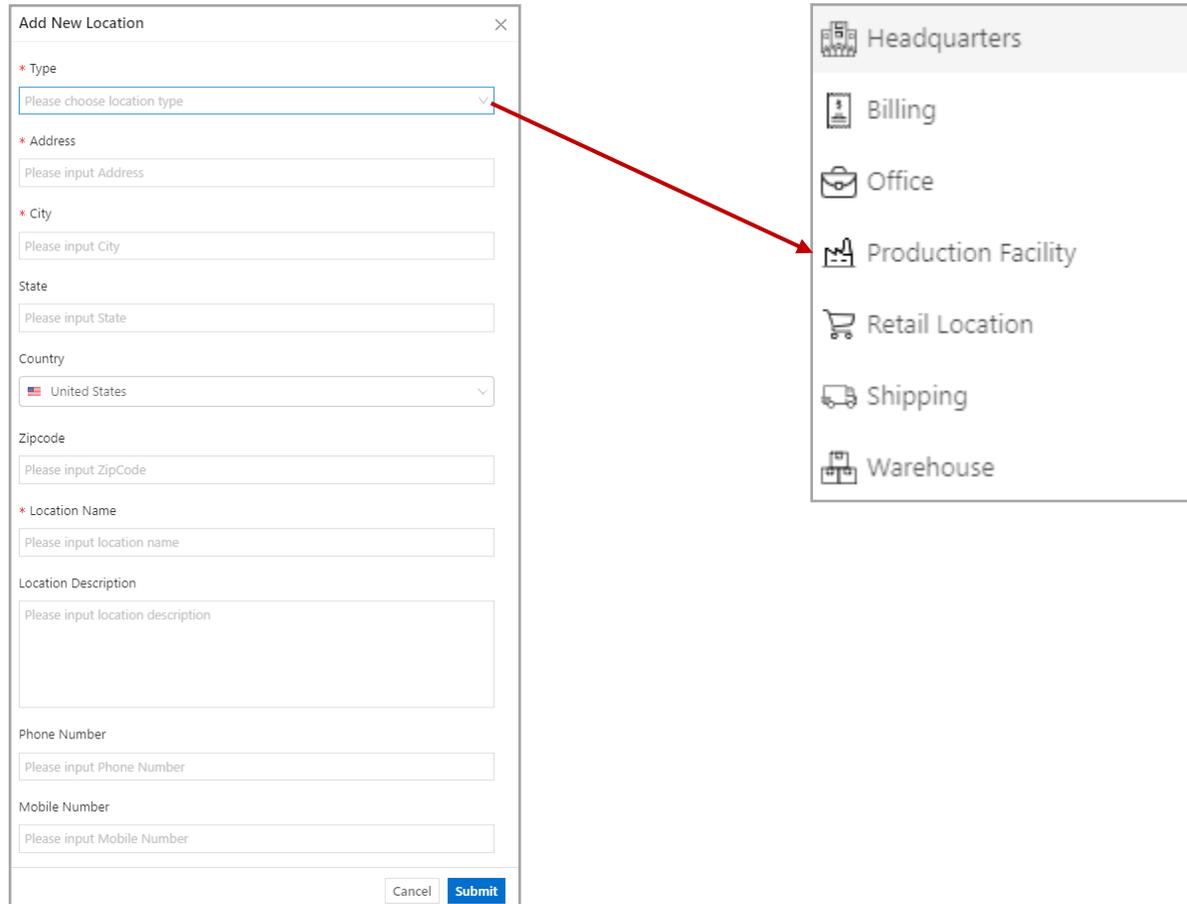
Company Locations							Delete	Edit	Add	Cancel	Download
<input checked="" type="checkbox"/>		Main Address	City	State	Zipcode	Location Name	Location Description				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	123 center st	city	state	12345	home office					

< 1 > 20 / page 1 items found

Company Profile Management

Contacts

When adding or editing Company Locations you will receive this popup. Required fields are indicated with a red asterisk. Please note, the address tagged with Type value Headquarters will be the primary address and will show as the address in the Background frame at the top of your Member Profile.



The image shows a 'Add New Location' form with several input fields and a dropdown menu for 'Type'. The form fields are:

- Type** (required, dropdown menu): Please choose location type
- Address** (required, text input): Please input Address
- City** (required, text input): Please input City
- State** (text input): Please input State
- Country** (dropdown menu): United States
- Zipcode** (text input): Please input ZipCode
- Location Name** (required, text input): Please input location name
- Location Description** (text area): Please input location description
- Phone Number** (text input): Please input Phone Number
- Mobile Number** (text input): Please input Mobile Number

The dropdown menu for 'Type' includes the following options:

- Headquarters
- Billing
- Office
- Production Facility
- Retail Location
- Shipping
- Warehouse

A red arrow points from the dropdown menu to the 'Production Facility' option.

Company Profile Management



System

Management of company and user defaults and brokerage access is handled on the System tab. Please reach out to the RIVIR Support helpdesk if you would like to initiate API or FTP Services interoperability. Once set up, settings may be managed by under this tab.

Visibility Visibility: Public Products: Private Digital Assets: Private User Accounts: Private Folders: Private	API Services API Enabled: No	Membership Info Member Since: Renewal Date: Expiration Date: Date Established: Status: Active
Edit Defaults Password Reset: No Reuse Password: False Password Strength: User Permission: User Personalization: False Landing Page: GTIN / UPC12: Require MFA: False	FTP Services FTP Enabled: No	E-Commerce Product Product Volume: Fluid Ounces Product Weight: Ounces
Brokers Management No Data	<input type="text" value="Search"/> <input type="button" value="Assign Broker"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	Digital Asset Management Enforce Tags Restrictions: <input type="checkbox"/> Tag Listing: <input type="button" value="Download"/> <input type="button" value="Upload"/> Member Defined Properties: <input type="checkbox"/>
		Product Management Custom Properties: Show
		Category Management Category Management: Show

Company Profile Management



System

Click the pencil icon to manage each section.

Visibility

 Save  Cancel

Visibility: ▾

Products: ▾

Digital Assets: ▾

User Accounts: ▾

Folders: ▾

Edit Defaults

 Save  Cancel

Password Reset: ▾

Reuse Password:

Password Strength: ▾

User Permission: ▾

User Personalization:

Landing Page: ▾

GTIN / UPC12: ▾

You may set Visibility (member profile), Products, and Digital Assets to public or private. User Accounts can be set to public, private, or view main contact only. Your Folders may be public, private, or only visible to those you choose to share these with.

The Password Reset feature allows you to set the expiration duration for all company logins. You may also deem whether a password may be reused and set the required password strength. You may also set default User Permission, indicate whether users can personalize their accounts, the default Landing Page for all company users, and set the default product data view of GTIN or UPC12.

Company Profile Management

System

Click the pencil icon to manage each section.

E-Commerce Product

[Save](#) [Cancel](#)

Product Volume:

Product Weight:

Digital Asset Management

Enforce Tags Restrictions:

Tag Listing: [Download](#) [Upload](#)

Member Defined Properties:

Custom Properties: [Show](#)

Product Management

Custom Properties: [Show](#)

Category Management

Category Management: [Show](#)

E-Commerce Product sets the default Product values for Volume and Weight.

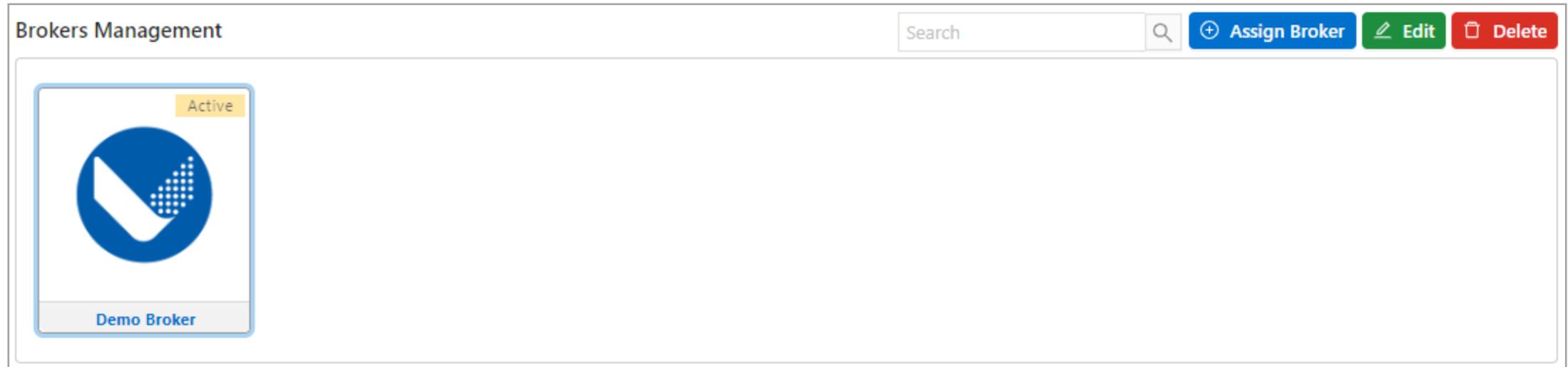
Digital Asset Management allows you to enforce tag restrictions, download tag data to manage restrictions and perform cleanup via upload. You may also enable Member Defined Properties and define Custom Properties.

Product Management and Category Management custom properties are also managed in this section.

Company Profile Management

System

Brokers Management is an area where we can assign or edit broker access. As brokerages usually work with multiple manufacturers, each brokerage has their own company profile and user accounts. You may provide the brokerage with the permissions needed to view and manage your data at the brand, product, or full member level.



Company Profile Management

Products and Assets

If you have the visibility set to Public for the Products or Digital Assets on the System tab external users can navigate directly to your Products or Assets by clicking the associated tab at the top of your page.

The screenshot displays the RINIR system interface for a company profile named "Spider Man - Full". The top navigation bar includes tabs for Manage Sharing, Show Preview, Display, Add To, Contact, Overview, Preview, Billing, System, Products, Assets, and Advanced. The "Products" and "Assets" tabs are highlighted with a green box. Below the navigation bar, the profile name "Spider Man - Full" is displayed above a large image of a spider. To the right of the image are fields for Phone, Fax, and Email, along with social media icons for a globe and Facebook. The main content area is divided into three columns: Visibility, API Services, and Membership Info. The "Visibility" section is highlighted with a green box and contains the following settings: Visibility: Public, Products: Public, Digital Assets: Public, User Accounts: Private, and Folders: Private. The "API Services" section shows API Enabled: No. The "Membership Info" section shows Member Since: 09/10/2023, Renewal Date, Expiration Date, Date Established, and Status: Active. Below these are sections for Edit Defaults, FTP Services, E-Commerce Product, and Digital Asset Management. The "Edit Defaults" section shows Password Reset: No, Reuse Password: False, Password Strength, and User Permission. The "FTP Services" section shows FTP Enabled: No. The "E-Commerce Product" section shows Product Volume: Fluid Ounces and Product Weight: Ounces.



For additional information visit :

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support@gorivir.com

888-997-4492

THANK YOU, COME JOIN US ON THE RIVIR!