



MYKDG V04 USER MANUAL

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0. Editorial

Dear customer,

At last, **my kdg V04**, the warehouse management version of our unique online reporting system, has been released and is now available to you for all your queries round-the-clock.

This is good news for you: Now, you not only have unlimited access to all production data and status reports for your respective orders, but you can also view your **overall warehouse stock as well as your stock orders** at our kdg MEDIALOG GmbH logistics division.

As of now, this last point can be queried via the new menu item **“Warehouse Management”**. It can be found on the second line of the header bar next to the “Order Management” and “Payment Management” buttons with which you are already familiar.

Your production orders are shown under **“Order Management”** as has been the case up until now. To view them, click on the “Order Management” button, search for the desired orders and then click on the magnifying glass icon in the last column. In addition to the general production information, a total of eight icons are shown, which can be used to navigate to the following detail views.

Parts/Despatch: Parts lists, delivery addresses, shipment tracking

Payment: Invoicing

Materials: Production materials and documentation

Licensing: General and individual declarations, exemptions

Documents: Order confirmations, delivery notes, invoices

Stock: Warehouse stock

Please note: This area shows the stock of individual components (printed matter, packaging) you have ordered or provided to us and which we still have in stock. Your finished goods stored at kdg MEDIALOG GmbH can be found in my kdg V04 Warehouse under the newly-launched “Warehouse Management” button.

O.K.: Releases; not yet activated.

Re-Order: Order form; not yet activated.

In **my kdg V04**, we have provided you with even more points of access to our company. We’d like you to go ahead and keep a close eye on us. That just motivates us even more to offer you the best possible service far and wide. And that reflects our intention to keep **my kdg** growing continuously – in the background we are already working on new features. The objective of our online customer support is to transform our enterprise, bit by bit making it into a transparent factory. We want you, the customer and client, to be able to follow the



entire production process via the Internet. Because the sooner you can actively take action in the event of an error or a delay, the faster we can also make corrections or take appropriate measures. What's more, you will no longer have to pick up the phone for every unanswered question or unclear issue, instead keeping your communication with us in line with your actual needs and time resources. And that's precisely what we think contemporary service provision should be about.

The following manual is designed to be a guide to our online customer support: The text and figures guide you clearly from one menu item to the next so that you can become familiar with the basic functions of **my kdg V04**. If you should have further questions or desire a more detailed introduction, please contact your customer service representative or your contact person in sales. Our customer service representatives as well as our sales team would be happy to show you in detail how our online customer support works. Please also inform your customer service representative right away if you are unable to access your data or if you discover faulty entries. We will make every effort to correct these problems as quickly as possible.

As an online customer support system, **my kdg** is, by definition, a "project in progress" – the performance and application spectrum of **my kdg** will be expanded and diversified on an ongoing basis in the coming years. And it is for this reason that we are greatly interested in your feedback. Share your suggestions, comments and wishes with us at **my kdg**. The better we understand your needs and requirements, the better we will be able to assist you in your daily tasks with our online customer support.

Wishing you all the best in our continued collaboration

Michael Hosp
CEO
kdg enterprises



1. Getting Started

You can access the **Portal** of kdg's new online customer support as follows:

- a) Enter <http://www.mykdg.com> on the URL line of your browser.
- b) In your browser, go to the welcome page <http://www.kdg-mt.com> and click the "my kdg" button.

The login screen will open.

The screenshot shows the login interface for 'mykdg V04'. At the top, there is a navigation bar with the kdg logo on the left and links for 'MY KDG', 'MY ACCOUNT', 'MY KDG MANUAL', 'COMPANY', 'CONTACT', and 'LOG OFF'. On the right side of the header, it says 'kdg enterprises'. Below the header, there is a large grey area with the text 'Welcome to mykdg V04!' and a small image of a person's hand holding a device. Underneath, it says 'PLEASE LOGIN'. There are two input fields: 'User Name:' and 'Password:'. A 'log in' button is located at the bottom right of the login area.

Now enter your **User Name** and your personal **Password** in the input fields provided for this purpose.

User Name = it is composed as follows: "*AbbreviatedCustomerName_Personal NameAbbreviation (consisting of the first two letters of the surname and the first two letters of the given name)*". Your customer service representative or your contact person in sales can give you both the abbreviated customer name and the initial password. Please note: there must be an underline "_" between the abbreviated customer name and your name abbreviation.

Password = *randomly-generated combination of letters and numbers, which your kdg contact person will give you. You can change this password yourself. (A detailed explanation of this can be found under the point "6. My Account" in this manual.)*

For security reasons, your entry only appears as asterisks.

Confirm your entry with "**Enter**" or click on "**Log in**". This takes you to your personal welcome page.



Note: If you make a mistake during login, you will be shown a corresponding message located above the text box. You can then repeat your entries (see above).

PLEASE LOGIN

Incorrect Login, please try again!

2. Your Personal Welcome Page

After the login procedure, your personal welcome page will be open.
The following window appears containing eight menu items in the menu bar.

MY KDG **MY ACCOUNT** **MY KDG MANUAL** **COMPANY** **CONTACT** **LOG OFF** **kdg enterprises**

ORDER MANAGEMENT **PAYMENT MANAGEMENT** **WAREHOUSE MANAGEMENT**

Welcome to mykdg V04!

Your customer advisor: Sabrina Kobald
Phone: + 43(0)5634 500 207
E-mail: skobald@kdg-mt.com

Dear

We've done it: **mykdg V04**, the warehouse management version of our unique online reporting system has been activated and is now at your disposal around the clock for any queries you may have.

It's great news: as of now you not only have **unrestricted access to all production data and status reports** for each of your orders - and you can also view your **entire warehouse stock and your warehouse release orders** at kdg MEDIALOG, our logistics division, at any time.

From now on you can use the **'Warehouse Management'** item to poll the latter data. You'll find it on the second line of the header bar right next to the 'Order Management' and 'Payment Management' buttons which you already know.

You can still view your manufacturing orders under **'Order Management'**. To do this, simply click the 'Order Management' button, look for the orders in question and select the magnifying glass in the final column. Right next to the general production data you will now see a total of eight pictograms which take you to the following detailed views.

Parts/Despatch: item lists, delivery addresses, dispatch monitoring
Payment: invoicing
Materials: production materials and documents
Licensing: general and specific declarations, releases
Documents: order confirmations, delivery notes, invoices

Stock: - Please note: this is where you will find the individual components (printed matter, packaging) you ordered or provided which we still have stored in our warehouse. Your finished goods are stored with kdg MEDIALOG can be found at the mykdg V04 Warehouse under the new 'Warehouse Management' feature.

And now, cross the threshold, get in and discover the new benefits of **mykdg V04**, our enhanced online customer service.

In this sense we look forward to continuing our good and successful business relationship with you over the coming year.

Your kdg team

PS for your information:

You currently have : current orders.
Your last registration was on:

You may choose to read the Welcome Letter in English, German or Italian. Just click on the corresponding abbreviation for the desired language found on the last line: „eng“ / „ger“ / „it“



Your customer advisor: Sabrina Kobald
Phone: + 43(0)5634 500 207
E-mail: skobald@kdg-mt.com

You will also find information about your customer service representative on this page: Name, telephone number and e-mail address.

2.1. The Menu Items in the Menu Bar

a) MY KDG



MY KDG = Here, you can navigate to the **my kdg V04** portal.

b) MY ACCOUNT



MY ACCOUNT = You can now change your password on the **"MY ACCOUNT"** page. (Instructions for this can be found under the point **"6. My Account"**.)

You can open the following page by clicking the MY ACCOUNT button:



c) MY KDG MANUAL



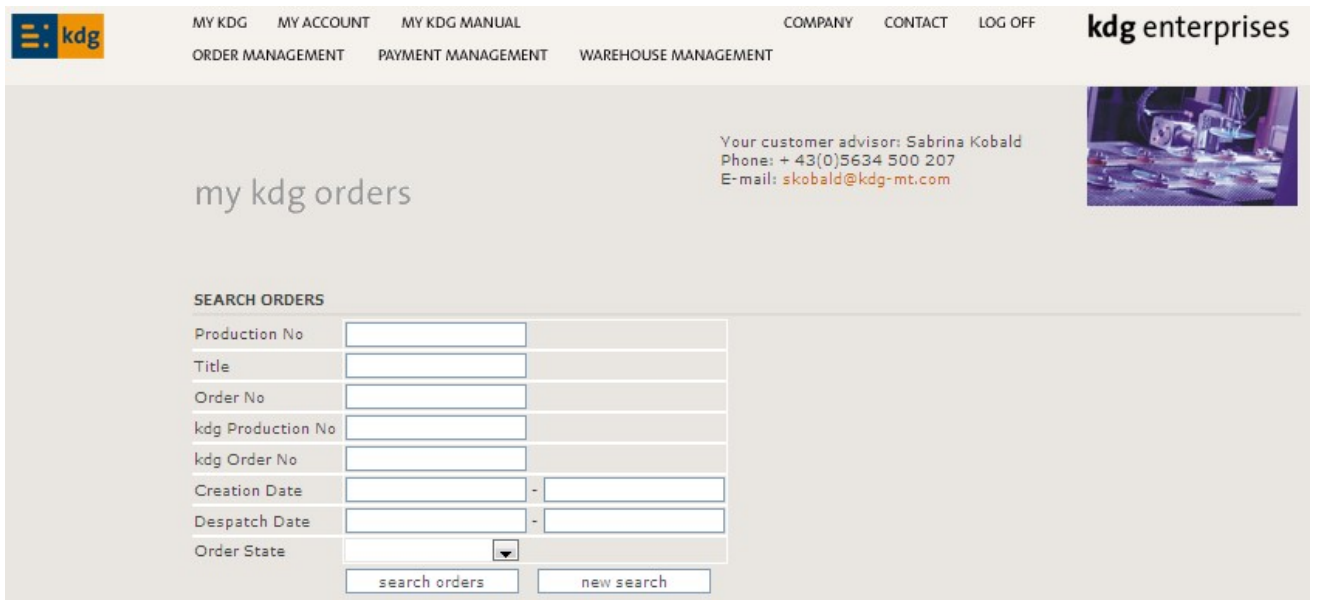
MY KDG MANUAL = The respective current version of the **my kdg** user manual can be found here.

d) ORDER MANAGEMENT



ORDER MANAGEMENT = This is the core of **my kdg V04**: Here you can view all of your orders and check them with respect to all templates, schedules and received materials.

You can open the following page by clicking the ORDER MANAGEMENT button:



(A detailed explanation of this can be found under the point “3. Order Management” in this manual.)

e) PAYMENT MANAGEMENT



kdg Holding GmbH, Am kdg campus, Dorf 91, 6622 Elbigenalp, Austria
T +43 (0) 5634 500, office@kdg.at, www.kdg.at
Geschäftsführung: Michael Hosp, UID ATU 668 53 844, FBG IBK Nr. 366390i



PAYMENT MANAGEMENT = You can view all of your payments here.

You can open the following page by clicking the PAYMENT MANAGEMENT button:

(A detailed explanation of this can be found under the point “4. Payment Management” in this manual.)

f) WAREHOUSE MANAGEMENT

WAREHOUSE MANAGEMENT = Here you can view all of your warehouse stock as well as stock orders at our MEDIALOG logistics division.

You can open the following page by clicking the WAREHOUSE MANAGEMENT button:



(A detailed explanation of this can be found under the point “5. Warehouse Management” in this manual.)

g) COMPANY



COMPANY = Connects you to our corporate homepage.

You can open the following page by clicking the COMPANY button:



h) CONTACT



CONTACT = Shows you our address, telephone and fax numbers, and e-mail address.

kdg Holding GmbH, Am kdg campus, Dorf 91, 6652 Elbigenalp, Austria
T +43 (0) 5634 500, office@kdg.at, www.kdg.at
Geschäftsführung: Michael Hosp, UID ATU 668 53 844, FBG IBK Nr. 366390i



You can open the following page by clicking the CONTACT button:

i) LOG OFF

LOG OFF = You can use this button to exit **my kdg V04** at any time.

You can return to the following page by clicking the LOG OFF button:



3. Order Management

3.1. Search Orders

Now click on **“ORDER MANAGEMENT”** on the second line of the menu bar: This takes you directly to the core of our **my kdg V04** online customer support.

The following screenshot shows the mask used for selecting the desired information for the topic of “Order Management”:

my kdg orders

SEARCH ORDERS

Production No

Title

Order No

kdg Production No

kdg Order No

Creation Date -

Despatch Date -

Order State

As you can see from the screenshot, the **“SEARCH ORDERS”** input field makes it possible for you to search your orders and production runs by various parameters. Here is a brief list and an explanation of the search parameters. You can start the search by clicking the “search orders” button.

Production No. = *The production number assigned by you*

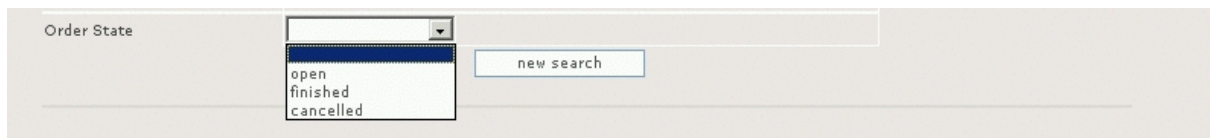
Title = *Title of the production being searched for.*



Please note: Entering the percent sign “%” as a placeholder at the end of the title enables you to make a wildcard search. For example, by entering “Chicke%”, the system searches for all titles that begin with the word “chicke”.

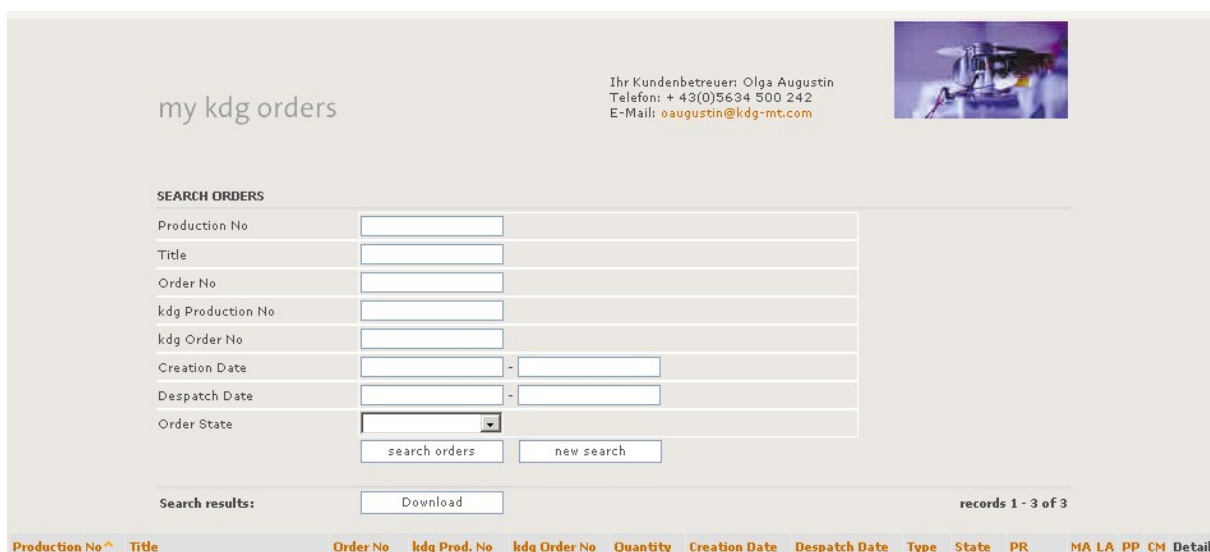
- Order No.** = *Your order number*
- kdg Production No.** = *kdg production number (e.g. 876.543, entry with a full stop)*
- kdg Order No.** = *kdg order number (e.g. 444444, entry without a full stop)*
- Creation Date** = *Date on which the order was created*
- Despatch Date** = *Date of despatch*
- Order State** = *Status of the order:*
 - open** *active orders*
 - finished** *completed orders*
 - cancelled** *cancelled orders*

The respective status of the order is indicated as follows:



The result is the following screen with the desired list:
see 3.2 Order Overview

3.2. Order Overview





If the search returns **several search results**, the list can be sorted by the desired criterion. To do so, click on the respective column title. Use the **“new search”** button to start a new search.

In addition to the search and info boxes already shown in the search mask such as *Production No.*, *Title*, *Order No.*, *kdg Prod. No.*, *kdg Order No.*, *Creation Date*, *Despatch Date*, the list of results or hits now includes the following new information boxes as well.

Quantity = *Order quantity*

Production No [^]	Title	Order No	kdg Prod. No	kdg Order No	Quantity	Creation Date	Despatch Date	Type	State	PR	MA	LA	PP	CM	Detail
----------------------------	-------	----------	--------------	--------------	----------	---------------	---------------	------	-------	----	----	----	----	----	--------

Type = *Order type: indicates whether your order is an initial order or a re-order.*

Production No [^]	Title	Order No	kdg Prod. No	kdg Order No	Quantity	Creation Date	Despatch Date	Type	State	PR	MA	LA	PP	CM	Detail
----------------------------	-------	----------	--------------	--------------	----------	---------------	---------------	------	-------	----	----	----	----	----	--------

IO *Initial Order*

RO *Re-Order*

State = *Order status: This is indicated by the following symbols.*

Production No [^]	Title	Order No	kdg Prod. No	kdg Order No	Quantity	Creation Date	Despatch Date	Type	State	PR	MA	LA	PP	CM	Detail
----------------------------	-------	----------	--------------	--------------	----------	---------------	---------------	------	-------	----	----	----	----	----	--------

Symbol bar in the “ORDER MANAGEMENT” form

Symbol	Description
<input type="checkbox"/>	open (active orders)
<input type="checkbox"/>	finished (completed orders)
<input type="checkbox"/>	cancelled (cancelled orders)

PR = *Status of production*

Production No [^]	Title	Order No	kdg Prod. No	kdg Order No	Quantity	Creation Date	Despatch Date	Type	State	PR	MA	LA	PP	CM	Detail
----------------------------	-------	----------	--------------	--------------	----------	---------------	---------------	------	-------	----	----	----	----	----	--------

MA = *Status of the master*

Production No [^]	Title	Order No	kdg Prod. No	kdg Order No	Quantity	Creation Date	Despatch Date	Type	State	PR	MA	LA	PP	CM	Detail
----------------------------	-------	----------	--------------	--------------	----------	---------------	---------------	------	-------	----	----	----	----	----	--------

LA = *Status of the label*

Production No [^]	Title	Order No	kdg Prod. No	kdg Order No	Quantity	Creation Date	Despatch Date	Type	State	PR	MA	LA	PP	CM	Detail
----------------------------	-------	----------	--------------	--------------	----------	---------------	---------------	------	-------	----	----	----	----	----	--------

PP = *Status of the print job*

Production No [^]	Title	Order No	kdg Prod. No	kdg Order No	Quantity	Creation Date	Despatch Date	Type	State	PR	MA	LA	PP	CM	Detail
----------------------------	-------	----------	--------------	--------------	----------	---------------	---------------	------	-------	----	----	----	----	----	--------


CM = *Status of the customer's material*

Production No ^	Title	Order No	kdg Prod. No	kdg Order No	Quantity	Creation Date	Despatch Date	Type	State	PR	MA	LA	PP	CM	Detail

Detail = clicking on **"Detail"** takes you to the further information regarding your product.

Production No ^	Title	Order No	kdg Prod. No	kdg Order No	Quantity	Creation Date	Despatch Date	Type	State	PR	MA	LA	PP	CM	Detail

3.3. Detail Views


Clicking on  the icon causes the following window to open:

Production No ^	Title	Order No	kdg Prod. No	kdg Order No	Quantity	Creation Date	Despatch Date	Type	State	PR	MA	LA	PP	CM	Detail


3.4. Order Information

[← Back](#)


click on icon




Parts/Despatch




Materials




Documents




Stock




Payment



Licensing



O.K.



Re-Order

Clicking on one of the icons allows you to view the respective contents.

click on icon =

- Parts/Despatch
- Materials
- Documents
- Stock
- Payment
- Licensing
- O.K.
- Re-Order

a) Parts/Despatch



Parts/Despatch: This column takes you to the detail view. Simply click on the “Parts/Despatch” icon.

PRODUCTION INFO

Title		Technic		PR	
Production No		Type		MA	
kdg Production No		Form		LA	
		Length		PP	
		Protection		CM	

Parts/Despatch

Shipment Positions: [Back](#)

Name	Name 2	Street	Zip	City	Country	State	Quantity	Quantity Shipped	Despatch ID	Parts List	Despatch




You will get a **list of all addresses** to which the corresponding order has been or will be delivered. Furthermore, a description of the storage medium also appears in this detail view under “Production Info”. In addition to the **Delivery Addresses**, the following information boxes are also present in the so-called “Shipment Positions”.

State = *Delivery status:* This is indicated by the following symbols.

Shipment Positions: [Back](#)

Name	Name 2	Street	Zip	City	Country	State	Quantity	Quantity Shipped	Despatch ID	Parts List	Despatch

The symbol bar in the “PARTS/DESPATCH” form

Symbol	Description
	open (not yet delivered)
	delivered (full delivery completed)
	partially delivered (partial delivery completed)

Quantity = *Quantity:* Indicates the quantity to be delivered.

Shipment Positions: [Back](#)

Name	Name 2	Street	Zip	City	Country	State	Quantity	Quantity Shipped	Despatch ID	Parts List	Despatch
							200				

Quantity Shipped = *Quantity delivered:* Indicates the quantity of goods already sent to the delivery addresses shown.



Shipment Positions:											Back	
Name ^	Name 2	Street	Zip	City	Country	State	Quantity	Quantity Shipped	Despatch ID	Parts List	Despatch	
								210		INFO	INFO	

Despatch ID = *Despatch number* under which your shipment went out.

Shipment Positions:											Back	
Name ^	Name 2	Street	Zip	City	Country	State	Quantity	Quantity Shipped	Despatch ID	Parts List	Despatch	
									471476	INFO	INFO	

Parts List = *Parts list*: This column takes you to the “Parts List” detail view. In the “Parts List” box of the selected delivery address, simply click on the “Info” button.

Shipment Positions:											Back	
Name ^	Name 2	Street	Zip	City	Country	State	Quantity	Quantity Shipped	Despatch ID	Parts List	Despatch	
										INFO	INFO	

Despatch = *Shipping information*: This column takes you to the “Shipping Information” detail view. In the “Despatch” box of the respective delivery address, simply click on the “Info” button.

Shipment Positions:											Back	
Name ^	Name 2	Street	Zip	City	Country	State	Quantity	Quantity Shipped	Despatch ID	Parts List	Despatch	
										INFO	INFO	

You can return to the following page by clicking [Back](#) the button:

MY KDG MY ACCOUNT MY KDG MANUAL COMPANY CONTACT LOG OFF **kdg enterprises**

ORDER MANAGEMENT PAYMENT MANAGEMENT WAREHOUSE MANAGEMENT

Your customer advisor: Sabrina Kobald
Phone: + 43(0)5634 500 207
E-mail: skobald@kdg-mt.com

Order Informations

PRODUCTION INFO

Title	Technic	PR
Production No	Type	MA
kdg Production No	Form	LA
	Length	PP
	Protection	CM


[Back](#)


click on icon

b) Materials



Materials: This information box is an important feature of **my kdg V04**. “Material” provides information about all materials which must be delivered to kdg for the processing of your order, whether it be masters, graphic data or printed matter.

You can navigate to the “Materials” detail view by clicking  the icon.

Materials						
Materials:						< Back
Description	Category^	Due Date	Receive Date	Quantity	Quantity received	State
Label-EMail	Label	02.09.2010	31.08.2010	1	0	

Description = *Description:* Indicates what materials are required for the respective order (e.g. master CDR).

Materials						
Materials:						< Back
Description	Category^	Due Date	Receive Date	Quantity	Quantity received	State
Master-CDR	Master		26.07.2007	1	0	

Category = *Category:* Allocates the material to a specific category (e.g. printed matter, master, litho, label).



Materials

Materials: < Back

Description	Category^	Due Date	Receive Date	Quantity	Quantity received	State
Master-CDR	Master		26.07.2007	1	0	<input checked="" type="checkbox"/>

Due Date = *Target date*: Indicates the date by which the ordered material must be delivered so that your order can be produced and shipped on time.

Materials

Materials: < Back

Description	Category^	Due Date	Receive Date	Quantity	Quantity received	State
Master-CDR	Master		26.07.2007	1	0	<input checked="" type="checkbox"/>

Receive Date = **NEW**: *Date of arrival* of materials: Indicates which materials for production have been delivered.

Materials

Materials: < Back

Description	Category^	Due Date	Receive Date	Quantity	Quantity received	State
Master-CDR	Master		26.07.2007	1	0	<input checked="" type="checkbox"/>



Quantity = *Quantities*: Indicates the material quantities required for production.

Materials						
Materials:						< Back
Description	Category^	Due Date	Receive Date	Quantity	Quantity received	State
Master-CDR	Master		26.07.2007	1	0	

Quantity Received = **NEW:** *Quantities received / Material quantities*

Materials						
Materials:						< Back
Description	Category^	Due Date	Receive Date	Quantity	Quantity received	State
Master-CDR	Master		26.07.2007	1	0	

State = *Material status*: Indicates whether the respective material is still lacking or has already been delivered. The statuses are indicated by the following symbols:

Materials						
Materials:						< Back
Description	Category^	Due Date	Receive Date	Quantity	Quantity received	State
Master-CDR	Master		26.07.2007	1	0	

The symbol bar in the “MATERIALS” form

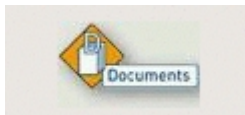
Symbol	Description
	arrived (already delivered)
	ready (already completely executed)

[< Back](#)

	open (not yet delivered)
---	--------------------------

You can return to the “Order Information” page by clicking the button:
See above


c) Documents




NEW: Documents: Here you will find your invoices, order confirmations and delivery notes.

Documents

Documents List: [< Back](#)

Type	Creation Date	Number	Download
			 

To view the documents you need to have Acrobat Reader installed. If you don't have installed it, you can get it from the link on the right.



Type = *Type of document:* Indicates that this is a document of type “x”.

Documents

Documents List: [< Back](#)

Type	Creation Date	Number	Download
Delivery Note	<input type="text"/>	<input type="text"/>	<input type="text"/>
Invoice	<input type="text"/>	<input type="text"/>	<input type="text"/>

Creation Date = *Date of creation:* Indicates when the respective document was created.

Documents

Documents List: [< Back](#)

Type	Creation Date	Number	Download
	22.03.2007		

Number = *Number*

Documents			
Documents List:			< Back
Type	Creation Date	Number	Download
		471476	

Download = **NEW:** You can download the invoices, order confirmations and delivery notes in the download area. Here you can find these documents as Acrobat PDFs.



To be able to use the current PDF version, you will need Acrobat Reader from Adobe. If this is not yet installed on your PC, you can download Acrobat Reader at no cost by clicking on the following icon:



d) Stock



NEW: Warehouse stock: Here you can check to see what materials are in stock in the warehouse.

Stock	
Stock List:	
Description ^	Quantity
Inlay DVD-Box 4/0	210

Description = *Product information*



Stock List: < Back

Description ^	Quantity
Inlay DVD-Box 4/0	

Quantity = *Amount*

Stock List: < Back

Description ^	Quantity
	210

You can return to the "Order Information" page by clicking < Back the button:
See above

e) Payment



Invoicing: Your invoices are stored here.

Invoice No	Invoice Date ^	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR	■	

Invoice No. = *Invoice number*

Invoice No	Invoice Date ^	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR	■	

Invoice Date = *Invoice date*



Invoice No	Invoice Date	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR		

Due Date = *Due date*

Invoice No	Invoice Date	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR		

Total = *Overall amount*

Invoice No	Invoice Date	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR		

Currency = *Currency*

Invoice No	Invoice Date	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR		

State = *Payment status*

Invoice No	Invoice Date	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR		

Document = *Documents: Here you can find your invoices as Acrobat PDFs.*

Invoice No	Invoice Date	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR		

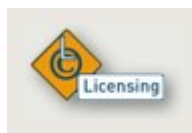
The symbol bar in the "PAYMENT" form

Symbol	Description
	<i>paid</i> (invoice has been paid)
	<i>open</i> (invoice is unpaid)
	<i>overdue</i> (invoice is past due)

You can return to the "Order Information" page by clicking the button:

See above

f) Licensing



General and individual declarations, releases
You are able to check whether the required license releases are present.

License OK = *License release*: Indicates whether the required license releases are already present.


License:		
License OK	Individual Declaration	General Declaration

Individual Declaration = *Individual declarations*

License:		
License OK ^	Individual Declaration	General Declaration

General Declaration = *General declarations*


License:		
License OK ^	Individual Declaration	General Declaration

You can return to the “Order Information” page by clicking  the button:
See above

g) O.K.




NEW: Releases: At present, not yet activated!
This page is still under construction.

You can return to the “Order Information” page by clicking  the button:
See above

h) Re-Order



NEW: Order form; At present, not yet activated!
This page is still under construction.

You can return to the “Order Information” page by clicking  the button:
See above



4. Payment Management

To check the **payments**, simply click on the “**PAYMENT MANAGEMENT**” button on the second line of the menu .

MY KDG MY ACCOUNT MY KDG MANUAL COMPANY CONTACT LOG OFF **kdg enterprises**

ORDER MANAGEMENT PAYMENT MANAGEMENT WAREHOUSE MANAGEMENT

Your customer advisor: Sabrina Kobald
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Payment Management

SEARCH PAYMENT

Invoice No

Invoice Date -

Due Date -

Payment State

To view the documents you need to have Acrobat Reader installed. If you don't have installed it, you can get it from the link on the right.

As you can see in the screenshot, the “**SEARCH PAYMENT**” input field allows you to search for your payments and invoices by various parameters. Here is a brief list and an explanation of the search parameters:

Invoice No.	=	<i>Invoice number</i>
Invoice Date	=	<i>Invoice date</i>
Due Date	=	<i>Due date</i>
Payment State	=	<i>Status of the payment</i>
		open <i>payment has not been made</i>
		overdue <i>payment is overdue</i>
		paid <i>payment has been made</i>

SEARCH PAYMENT

Invoice No

Invoice Date -

Due Date -

Payment State

open
overdue
paid



Activate the query by confirming with “Enter” or clicking on “search payment”. Using the “new search” button deletes all entries.

4.1. Payment Overview

Invoice No. = *Invoice number*

Invoice No	Invoice Date ▼	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR	■	

Invoice Date = *Invoice date*

Invoice No	Invoice Date ▼	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR	■	

Due Date = *Due date*

Invoice No	Invoice Date ▼	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR	■	

Total = *Overall amount*

Invoice No	Invoice Date ▼	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR	■	

Currency = *Currency*

Invoice No	Invoice Date ▼	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR	■	

State = *Status of the payment*



Invoice No	Invoice Date	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR		

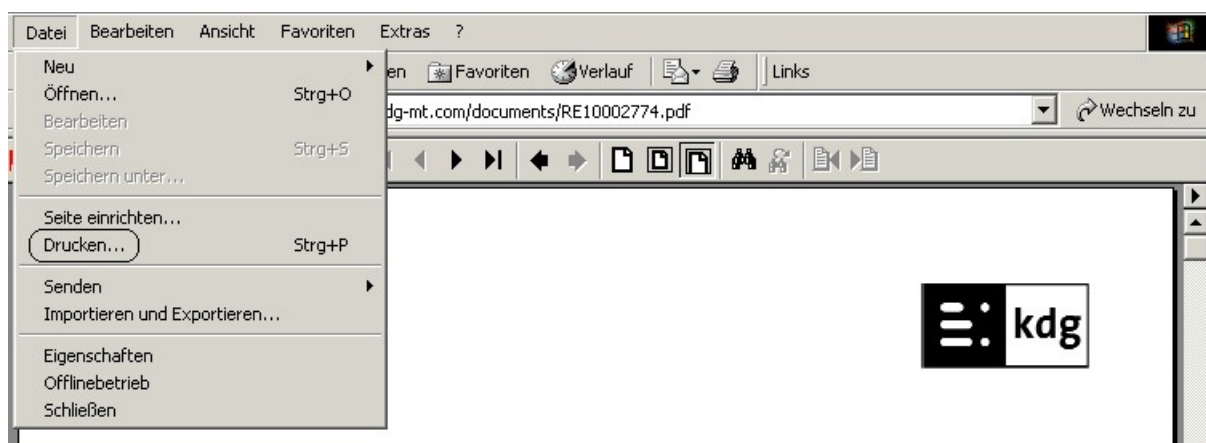
The symbol bar in the “PAYMENT MANAGEMENT” form

Symbol	Description
	open (invoice is unpaid)
	paid (invoice has been paid)
	overdue (invoice is overdue)

Document = Document

Invoice No	Invoice Date	Due Date	Total	Currency	State	Document
10005148	17.12.2008	15.02.2009	0.00	EUR		

You can obtain a printout of the respective invoice by clicking on the icon and then printing the document.



5. Warehouse Management

In the new version of **my kdg**, you can also view your entire warehouse stock as well as stock orders at our MEDIALOG logistics division.



Clicking on one of the icons allows you to view the respective contents.


click on icon = Stock
Stock Order

a) Stock



NEW: Warehouse stock: Here you can check to see what materials are in stock in the warehouse.



Warehouse Management 

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 E-Mail: oaugustin@kdg-mt.com

SEARCH STOCK

Article No	<input type="text"/>
Title	<input type="text"/>
Artist	<input type="text"/>
EAN	<input type="text"/>
Medium	<input type="text"/>
Vendor No	<input type="text"/>
Vendor Name	<input type="text"/>

Enter a search term in an input field (e.g. article no.) and start the query by clicking the “search stock” button.

Article No. = *The article number assigned by you.*

Title = *Title of the production being searched for.*

Please note: Entering the percent sign “%” as a placeholder at the end of the title enables you to make a wildcard search. For example, by entering “Chicken%”, the system searches for all titles that begin with the word “chicken”.

Artist = *Name of the artist*

EAN = *Bar code*

Medium = *Type of product*


Vendor No. = *Number of the vendor*

Vendor Name = *Name of the vendor*

b) Stock Order




NEW: *Stock orders:* Here you can check to see what was ordered from stock when.



Warehouse Management

Ihr Kundenbetreuer: Olga Augustin
 Telefon: + 43(0)5634 500 242
 E-Mail: oaugustin@kdg-mt.com



SEARCH ORDER

Delivery Date	<input type="text"/>	-	<input type="text"/>	
Order No	<input type="text"/>			
Delivery Address	<input type="text"/>			
Status	<input style="border: 1px solid black;" type="text"/>			
Customer No	<input type="text"/>			
Customer Name	<input type="text"/>			
<input type="button" value="search orders"/>		<input type="button" value="new search"/>		

Enter a search term in an input field (e.g. Delivery Date) and start the query by clicking the “search orders” button.

Delivery Date = *Date of delivery*

Order No. = *Your order number*

Delivery Address = *Delivery address*

Status = *Status of the delivery*

open	<i>not yet delivered</i>
consignment in progress	<i>shipping has been initiated</i>
finished	<i>delivered</i>
cancelled	<i>cancelled</i>

SEARCH ORDER

Delivery Date	<input type="text"/>	-	<input type="text"/>	
Order No	<input type="text"/>			
Delivery Address	<input type="text"/>			
Status	<input style="border: 1px solid black;" type="text"/>			
Customer No	<input type="text"/>			
Customer Name	<input type="text"/>			
<input type="button" value="new search"/>				

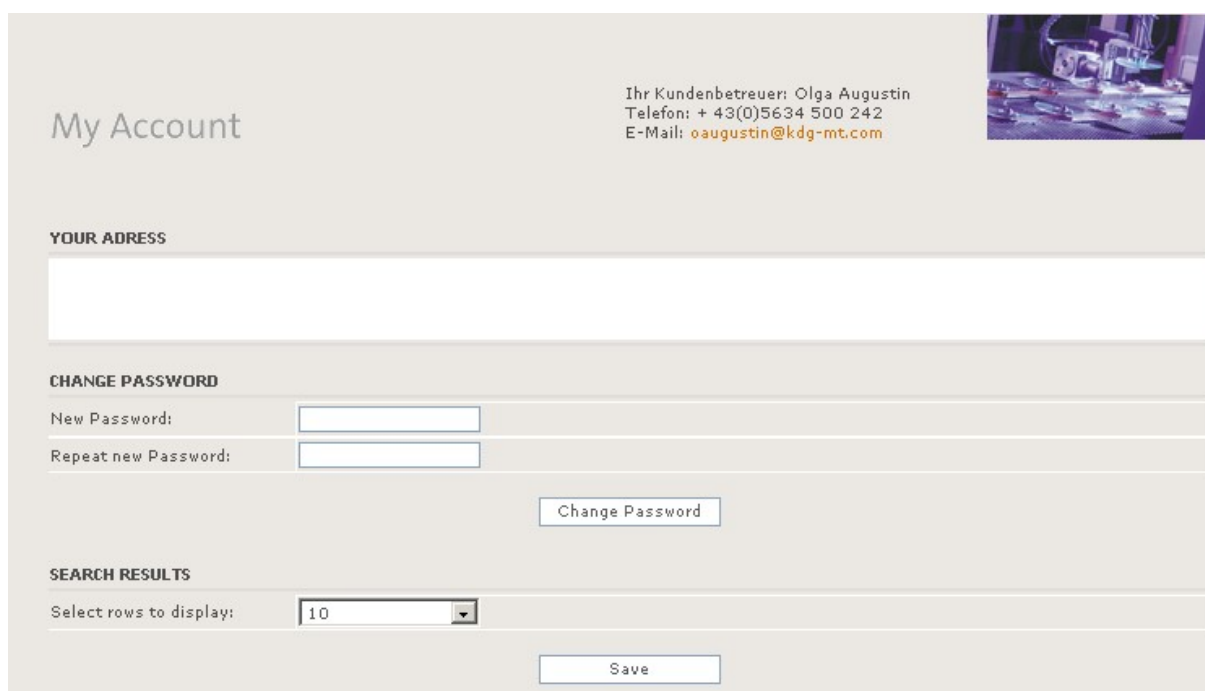


Customer No. = *Your customer number*

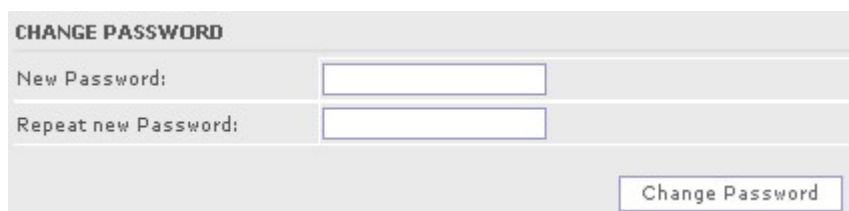
Customer Name = *Your company name*

6. My Account

In the new version of **my kdg**, you can now change your password at any time. Simply click on the **“MY ACCOUNT”** menu item on the second line of the menu bar. This will open the screen shown below with your address and the **“CHANGE PASSWORD”** mask which prompts you to enter a new password and then confirm it on the next line.



New Password = Enter your new password in the input field. Your new password can be a word, a name or a combination of letters and/or numbers.



Repeat new Password = Confirm your new password by entering it once again in the text box below and then clicking the “Change Password” button. Now your new password is saved.



CHANGE PASSWORD

New Password:

Repeat new Password:

SEARCH RESULTS

Select rows to display:

- 10
- 20
- 30
- 50
- 100

Drop-down list: Specify the number of rows per page here. Certain values can be selected from the drop-down list (in descending order).

Select rows to display = Screen display: You may specify the desired number of rows in the input field indicated above.

Log Off: Pressing the respective “Log off” button takes you back to the following page:

Welcome to mykdg V04!

PLEASE LOGIN

User Name:

Password:



7. Technical Requirements

(As of March 2019)

All of the browsers listed here, including older versions, should fulfil the minimum requirements for accessing the **mykdg** online reporting system, provided they are run with the standard settings, such as with Javascript enabled. However, to achieve optimal display and full functionality, we recommend one of the following software products, which we have tested:

FOR MICROSOFT WINDOWS (VERSION 7 - 10)

Microsoft Internet Explorer (11)

<https://support.microsoft.com/de-at/help/18520/download-internet-explorer-11-offline-installer> (IE11 multilingual)

Mozilla Firefox (65.0.2)

<http://www.mozilla.org/en-US/firefox/all.html> (multilingual)

Google Chrome (73.0.3683.75)

<https://www.google.com/chrome/> (multilingual)

Opera (58.03135)

<https://www.opera.com/de/download> (multilingual)

Safari (5)

<http://www.apple.com/de/safari/> (deutsch)

<http://www.apple.com/safari/> (english)

FOR MACOS

Safari (12)

<http://www.apple.com/de/safari/> (deutsch)

<http://www.apple.com/safari/> (english)

FOR LINUX (UBUNTU)

Mozilla Firefox (65.0.2)

<https://support.mozilla.org/de/kb/firefox-unter-linux-installieren> (deutsch)

<http://www.mozilla.org/en-US/firefox/all.html> (multilingual)



GENERAL INFORMATION:

- The mykdg tests of the Internet browsers listed above were carried out with the respective standard settings and they can be downloaded free of charge at the Internet address indicated. The tested versions are listed in parenthesis.
- If you are using an older version of Microsoft Internet Explorer, it may prove to be necessary to make the following setting in order to successfully access the order tracking function: *Internet Options - Privacy - Advanced - then enable "Override automatic cookie handling"*.
- If a newer version of the listed software is used, it should generally be downwardly compatible.
- The list of tested applications provided here only represents a small selection of the broad range of products currently available for accessing websites such as mykdg.
- Several browsers are also available for other platforms.
- Javascript is mandatory for the use of mykdg.

8. Imprint

MY KDG V04. Concept & programming: kdg enterprises, Project Management: Dominik Friedle,
Design: Koch Corporate Design. Manual Communication: CMC Corporate & Marketing Communications /
2019