

How to find what you are looking for in the portal for vouchers copies

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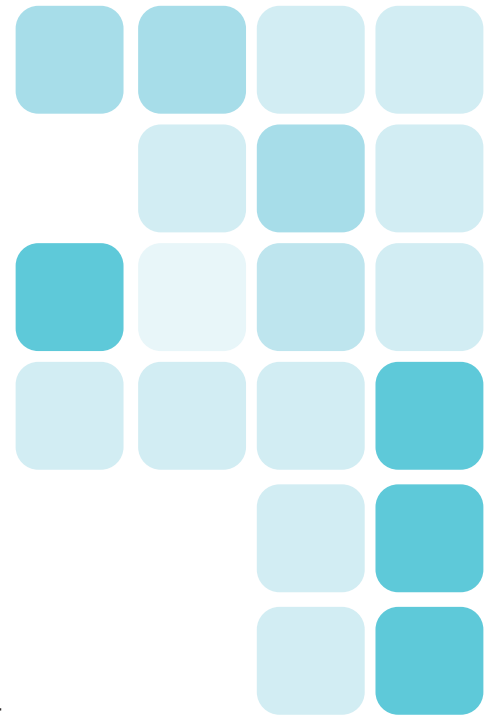
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1. Log in

The Medibel+ portal is available via <https://bewijsnummers.doctrails.net>

Following your first insertion, you will receive an e-mail containing a link for creating your personal username and password.

As soon as you have created these, you can continue. Enter your details and click on 'REGISTER'.



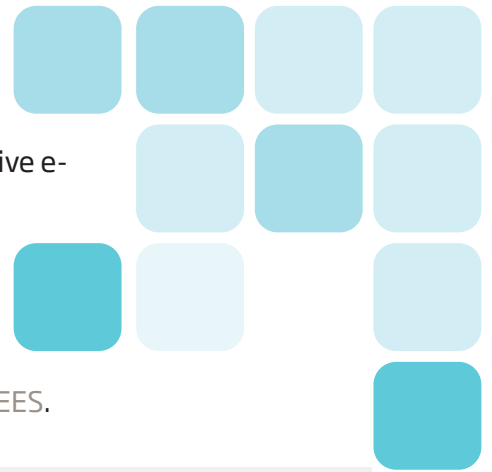
2. Adding employees

One person manages the portal within each company.

As administrator you will be able to add other colleagues. They will not receive e-mails, but will have full access to the portal.

Proceed as follows:

In the left-hand navigation bar, select **SETTINGS** followed by **PROFILE DETAILS**. At the very bottom of the screen, you will find a section **EMPLOYEES**.



Naam	E-mail	
reservation dailies	reservation.dailies@persgroep.be	Gegevens wijzigen Wachtwoord wijzigen Verwijderen

[Toevoegen](#)

Employees can be added by clicking on the 'ADD' button, then completing the following screen and clicking on the 'SAVE' button.

Beheren medewerker

Naam *

E-mail *

Wachtwoord *

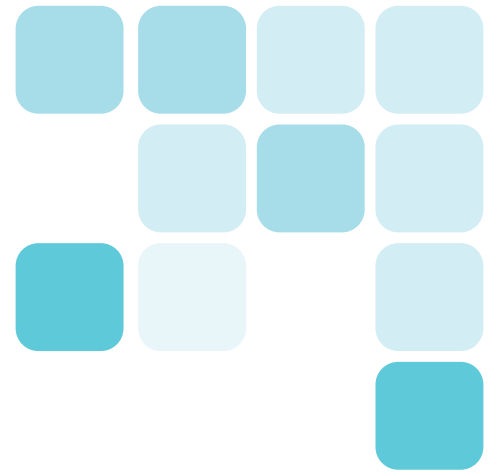
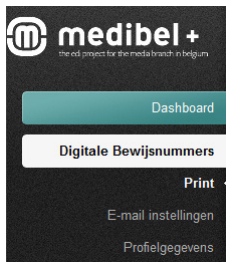
Bevestig wachtwoord *

[Opslaan](#)

3. Searching for voucher copies

In the left-hand navigation bar, select **DIGITAL VOUCHER COPIES** followed by **PRINT**.

The PRINT tab contains the voucher copies of advertisements in our print media. At a later stage, a DIGITAL tab will be added here and this is where you will be able to find your voucher copies from our digital media.



You will see an overview of all your voucher copies and you can search for a specific advertisement via the 'ADVANCED SEARCH' button.

Uitgebreid zoeken

Adverteerder	<input type="text"/>	Publicatie datum	van	<input type="text"/>	tot	<input type="text"/>
Bedrijfsnaam	<input type="text"/>	MDB-ID nummer	<input type="text"/>			
Contactpersoon	<input type="text"/>	PO nummer klant	<input type="text"/>			
Uitgever	<input type="text"/>	Ordernr uitgever	<input type="text"/>			
Product	<input type="text"/>	Materiaalnr uitgever	<input type="text"/>			
Editie	<input type="text"/>	Downloaded?	Toon allemaal <input type="checkbox"/>			

Enter your search criteria and click on 'SEARCH'.

Digitale bewijsnummers					
Referentie adverteerder	Product	Editie	Adverteerder	Publicatie datum	Download
<input type="checkbox"/> ***RESERVATIE*** 245783	DataNews Fr	DataNews Fr	BELGACOM	2013-02-22	Downloaden <input type="button" value="v"/>
<input type="checkbox"/> ***RESERVATIE*** 245783	DataNews Ned	DataNews Ned	BELGACOM	2013-02-22	Downloaden <input type="button" value="v"/>

To sort your search results, simply click on the column headings.



Voucher copies can be opened in two ways:

Via ADVERTISER REFERENCE

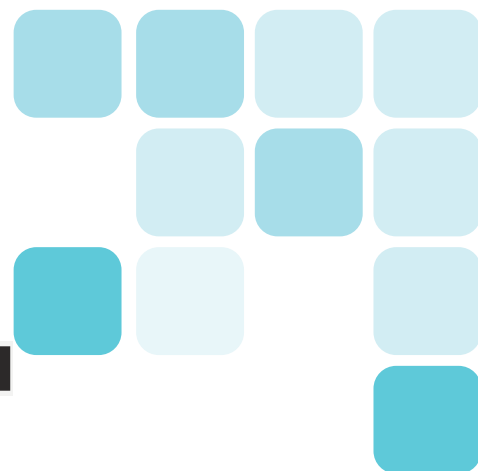
You will see the page where your advertisement is placed.

Via PRODUCT

You will see the flatplan of the whole publication.



Via the navigation bar at the top of the page, you can always navigate to either one of the views.



4. Forwarding voucher copies

You can also forward your voucher copies if so desired. The recipient will receive the flatplan of the whole publication, but also the double page with the advertisement and the previous and following pages as well.

Proceed as follows:

Search for the voucher copy you wish to forward.

Digitale bewijsnummers					
Referentie adverteerder	Product	Editie	Adverteerder	Publicatie datum	Download
<input type="checkbox"/> ***RESERVATIE*** 245783	DataNews Fr	DataNews Fr	BELGACOM	2013-02-22	Downloaden
<input type="checkbox"/> ***RESERVATIE*** 245783	DataNews Ned	DataNews Ned	BELGACOM	2013-02-22	Downloaden
<input type="checkbox"/> Belgacom 246374	Metro	Metro NL	Belgacom	2013-02-21	Downloaden
<input type="checkbox"/> Belgacom 246374	Metro	Metro FR	Belgacom	2013-02-21	Downloaden
<input type="checkbox"/> Belgacom 246374	Metro	Metro NL	Belgacom	2013-02-19	Downloaden
<input type="checkbox"/> Belgacom 246374	Metro	Metro FR	Belgacom	2013-02-19	Downloaden
<input type="checkbox"/> 246491	Het Laatste Nieuws	Nationaal/De Ring	BELGACOM	2013-02-18	Downloaden
<input type="checkbox"/> 246495/246491	Het Laatste Nieuws	Nationaal/De Ring	BELGACOM	2013-02-14	Downloaden

Select the voucher copies you wish to forward and click on the 'FORWARD VOUCHER COPIES' button. Complete the following screen and then click on the 'FORWARD VOUCHER COPIES' button on the bottom right-hand side.

Digitale bewijsnummers doorsturen	
E-mail ontvanger	<input type="text"/>
Bewijsnummers	Geen referentienummer - Het Laatste Nieuws - NATIONAAL - T.L.I. (2/3) Geen referentienummer - Het Laatste Nieuws - NATIONAAL - T.L.I. (1/3)
* bewijsnummers die in het rood gemarkeerd zijn worden niet geforward omdat de forward limiet overschreden is.	
Mededeling	<input type="text"/>
Taal e-mail	Nederlands
Sorteren op *	Referentienummer klant
<input type="button" value="bewijsnummers doorsturen"/>	