Nasdaq

INPUBLIC | RELEASE PUBLISHING QUICK START GUIDE
### Easy Way Publishing and Transfer to Support

Easy Way

You don`t have time to publish yourself?

The InPublic | Release Publishing **Easy Way** functionality allows you to easily, quickly and securely submit all the relevant content to the InPublic | Release Publishing Operations Center for publication:

Click **Easy Way** in the main menu of your InPublic | Release Publishing overview page and insert all relevant details for your distribution in the pop-up window:
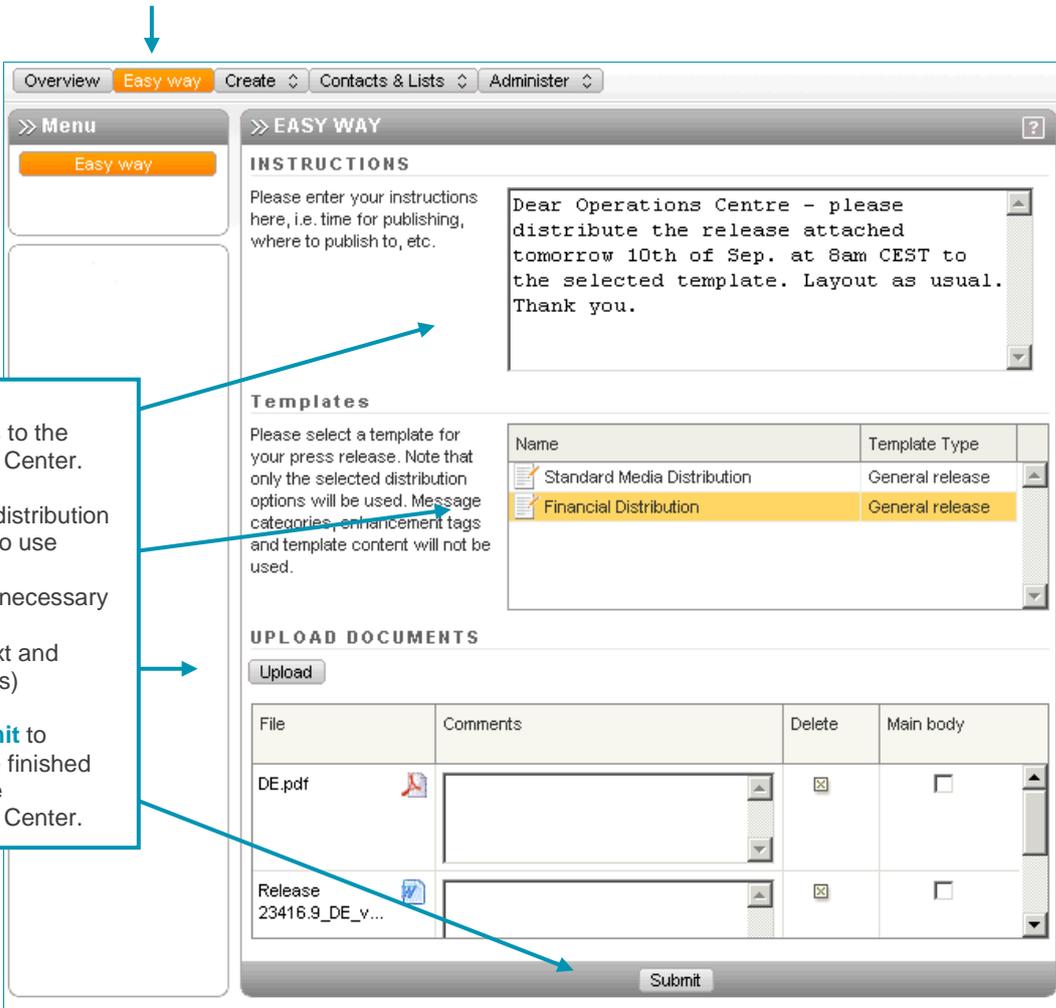
Enter your instructions to the Operations Center.

Select the distribution **Template** to use

Upload all necessary documents (release text and attachments)

Click **Submit** to transfer the finished order to the Operations Center.

Put all relevant details in the **Instructions** box to guarantee smooth and fast distribution of your release.

- Include publishing time and date (incl. time zone).
- In case your announcement is a Regulatory release, please mention the stock exchange ategory.
- Please select one of your templates or list the required distribution channels.
- Upload all necessary documents: word.doc for the main body content and PDF, JPG, Excel etc. as attachment.
- Include your contact details. In case of questions the Operations Center will call you back or contact you by e-mail.

Please note that the content of the Easy Way page is not automatically saved. Whenever you leave the page you will lose the details already inserted (instructions and uploaded documents).

receipt order #16963

Your order has been submitted successfully and will be handled by our Operations Centre as soon as possible.

If you have any further queries or questions, please contact us.
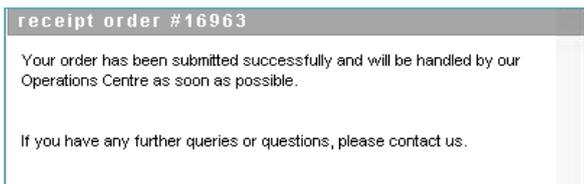
Send your **Easy Way** request to the InPublic | Release Publishing Operations Center by clicking **Submit**. You will receive an acknowledgement of receipt by e-mail.

Until your **Easy Way** has been taken you will see it in your **Transferred to** box on the overview page.
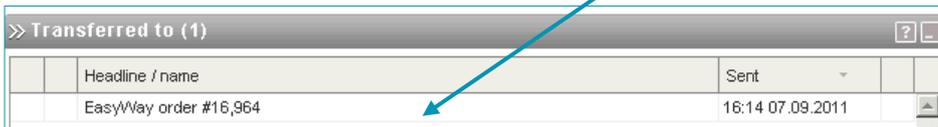
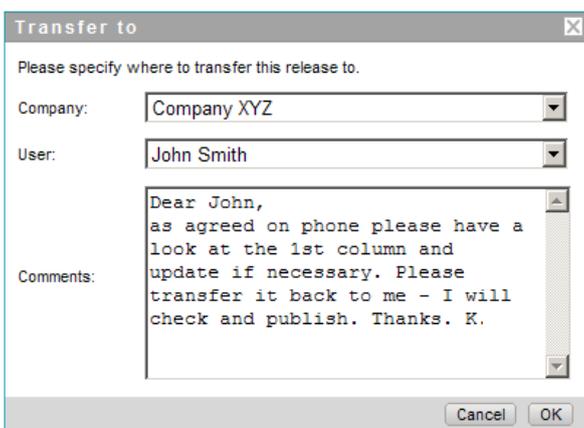| ≫ Transferred to (1)			? _
	Headline / name	Sent ▼	
	EasyWay order #16,964	16:14 07.09.2011	

Transfer To

The InPublic | Release Publishing Transfer To flow allows you to pass your release to another registered InPublic | Release Publishing user or to the Operations Center—all within a secure environment. With help of Transfer To more than one editor can easily work on the content to be published. The functionality is part of the InPublic | Release Publishing create flow and accessible on each single publishing step.

Click the **Transfer To** button in the action bar available at the bottom of each InPublic | Release Publishing page:

Specify your request in the pop-up window:

Transfer to ✕

Please specify where to transfer this release to.

Company: Company XYZ ▼

User: John Smith ▼

Comments:
Dear John,
as agreed on phone please have a look at the 1st column and update if necessary. Please transfer it back to me – I will check and publish. Thanks. K.

Cancel OK

Select either your company or the Operations Center as addressee.

Select **Any user** or one particular by name. All registered InPublic | Release Publishing users for your company are shown by name in the drop-down menu. Please select **Operations Center Leipzig** as **Company** to reach the support team.

Insert a **Comment** so that the recipient knows what to do with the task.

Click **OK** to transmit your order to the selected recipient. You will be taken back to the InPublic | Release Publishing overview page.

Your transmitted announcement will be shown in the recipient's InPublic | Release Publishing **Inbox**. Your instructions will be shown by hovering over the headline.

As long as the recipient has not started to work with your order you can still access the **Transfer To** job from your InPublic | Release Publishing **Transferred to** box. Click the headline to take it back. As soon as the recipient opens the order to work with it you are no longer able to access it. This stage is indicated by the gear wheel icon next to the headline. The order will disappear from your **Transferred to** box as soon as the release is published or removed from the system.

You will be notified by e-mail whenever a task has been assigned to you via **Transfer To**.

Please note that within the **Transfer To** flow your original release version is transferred and not a copy. If you need to save the current status of the publishing flow please print or send a preview before you transfer the content.

Contact us:

If you have questions regarding *Easy Way* Publishing *and Transfer to* Support please contact our Operations Center which will be happy to help you, 24/7.

For contact details click the **Support** button in the main menu of the InPublic | Release Publishing overview page.

Publishing & Client support:

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France, Italy, Portugal, Spain: +33 1 85 34 13 68

If your country is not included please call a number from the above mentioned.