

+ Getting Started

Login

The user will connect to the website using the web address:

www.formeo-online.co.uk

Before progressing, the user must login using a unique login and password.

If the user wishes, the 'remember me next time' checkbox may be ticked so that the next time formeo is used, the system will remember your password.

Note: Password must be at least 6 characters and ideally should contain a mixture of alphanumeric text and symbols.

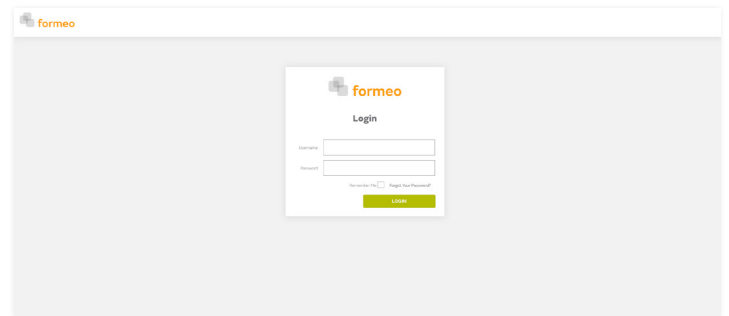


Fig 2

If you have forgotten your password, you can click on the forgot password button and reset it. If this fails please contact the system administrator.

Upon logging in you will be prompted to opt in or out of email marketing messages.

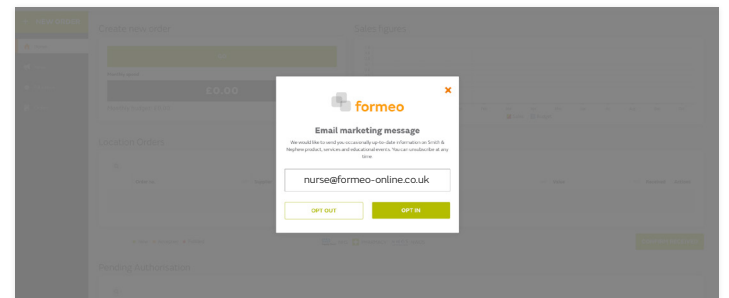


Fig 2.1

The Home Page

Once logged in, the home page will appear. This gives an overall picture of order and sales activity.

The main screen is split into 4 distinct regions (see Fig 3):

- 1 - Create new order and the budget spend for the month.
- 2 - Spend Figures – shows the budget graph, which displays the previous 12 months, sales figures for each month, and the budget line displaying the location's monthly budget.
- 3 - Location Orders – shows order status, displaying new orders just placed, orders in process and orders that have been dispatched.
- 4 - Pending Authorisation - you are viewing orders being held because the products ordered need approval, or the location's budget has been exceeded.

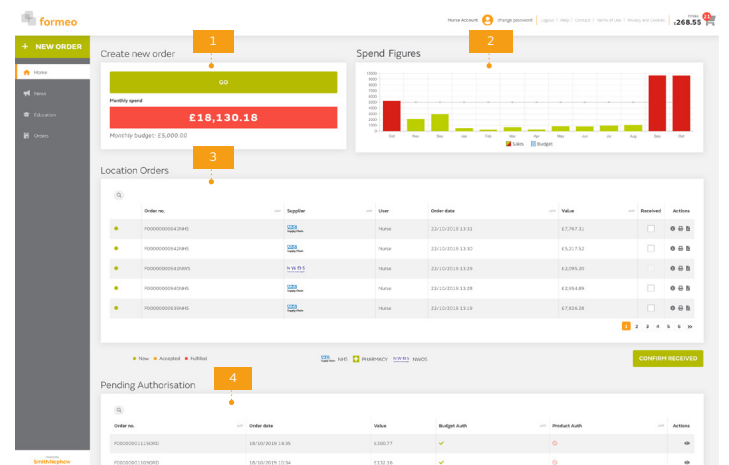


Fig 3

You can also update your marketing preferences by clicking on your profile.

Within the header you can change your password by clicking the 'change password' link.

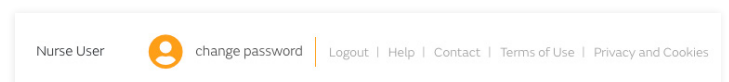


Fig 3.1