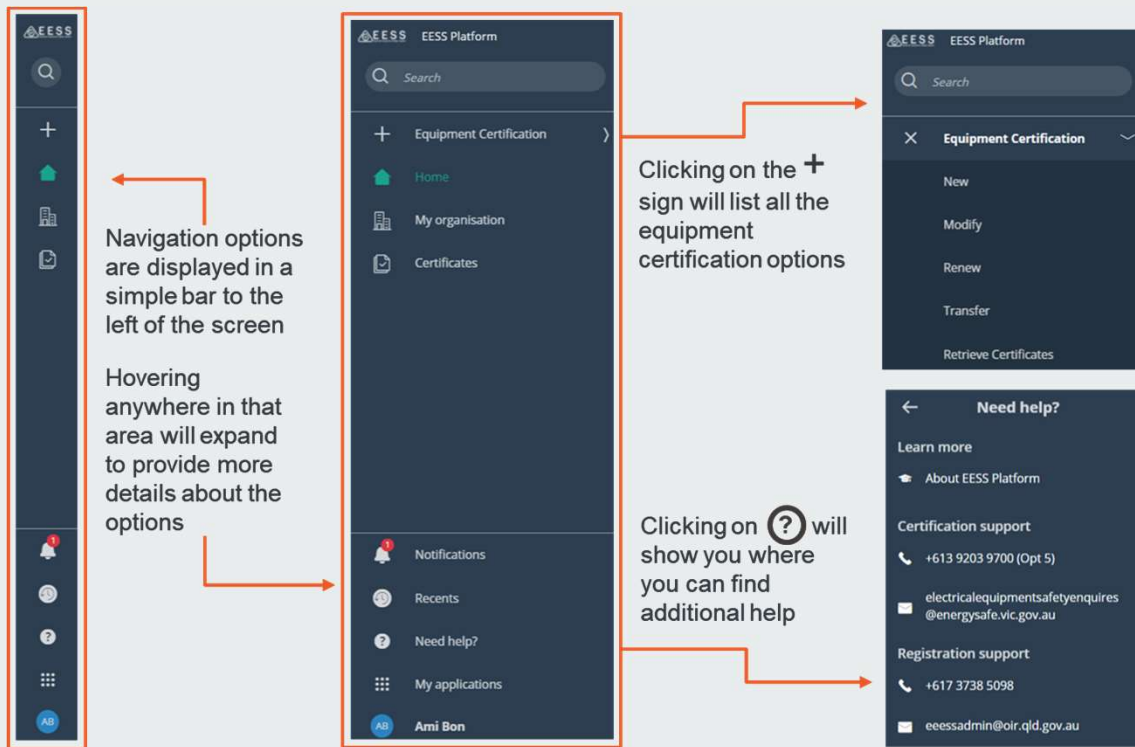


A Quick Reference Guide

Finding your way round the platform

1 Navigation



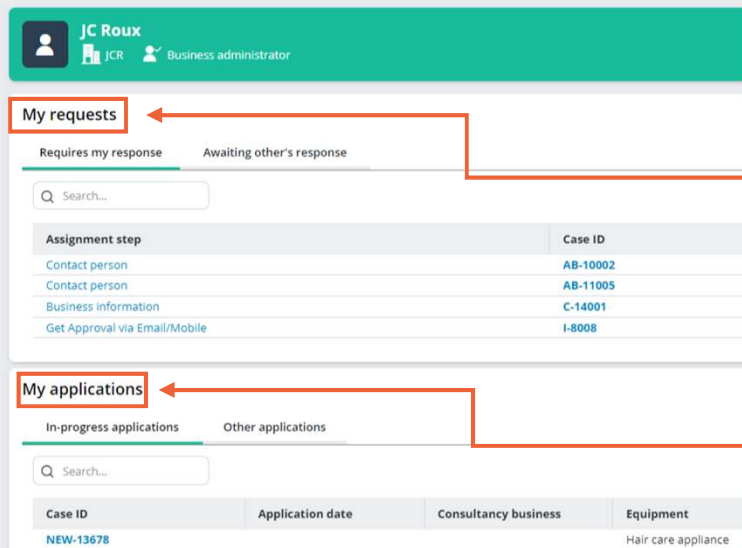
Navigation options are displayed in a simple bar to the left of the screen

Hovering anywhere in that area will expand to provide more details about the options

Clicking on the + sign will list all the equipment certification options

Clicking on (?) will show you where you can find additional help

2 Your workspace




My requests

Assignment step	Case ID
Contact person	AB-10002
Contact person	AB-11005
Business information	C-14001
Get Approval via Email/Mobile	I-8008

My applications

Case ID	Application date	Consultancy business	Equipment
NEW-13678			Hair care appliance

Selecting  **Home** from Navigation will take you to a workspace where you can keep track of your activities:

My Requests


Lists all your requests you have made, such as inviting a team member and you are waiting for a response

My Applications

Lists all your applications requests (such as certifications and renewals) that are 'work in progress'

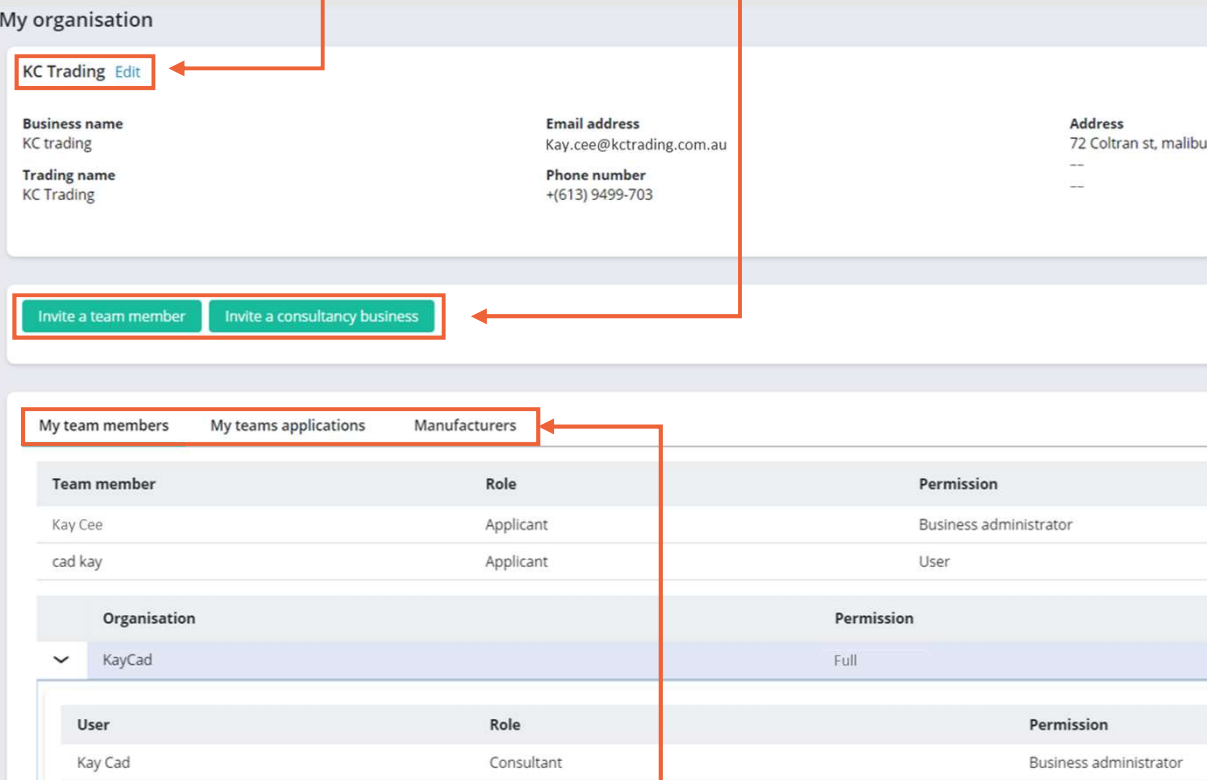
3 Your organisation, team and work allocated

The Business Administrator for the organisation is able to view the details for their organisation, their team and manufacturers

Select  **My Organisation** from Navigation. From here, you can:

View and edit your organisation's details

Invite additional team members and consultancy businesses



My organisation

KC Trading [Edit](#)

Business name KC trading	Email address Kay.cee@kctrading.com.au	Address 72 Coltran st, malibu
Trading name KC Trading	Phone number +(613) 9499-703	--

[Invite a team member](#) [Invite a consultancy business](#)

My team members | My teams applications | **Manufacturers**

Team member	Role	Permission
Kay Cee	Applicant	Business administrator
cad kay	Applicant	User

Organisation	Permission
▼ KayCad	Full

User	Role	Permission
Kay Cad	Consultant	Business administrator

Keep track of the:

- People connected to your organisation and their role permissions
- Applications each team member is working on
- Manufacturers connected to your organisation

4 Instructions and symbols

Different types of instructions and messaging will be displayed in coloured banners to guide and inform

Information providing knowledge and supporting instruction

Success message notifying action complete

Error indication data entry or action needs fixing

Warning requiring your particular attention

A variety of symbols connected to data fields and instructions provide options or additional help

The red asterisk indicates a mandatory field

Indicates an auto-population field. Type the first few letters and select from the options

Equipment type * ▼ Class Level 3

Detachable plug portion

Select... ▼

Select...

Type A


Type B

Type C

Select from options in drop-down

Hovering over this symbol will provide a tooltip

Additional family details ?

 0 product example [View or update](#)

Click through to further action