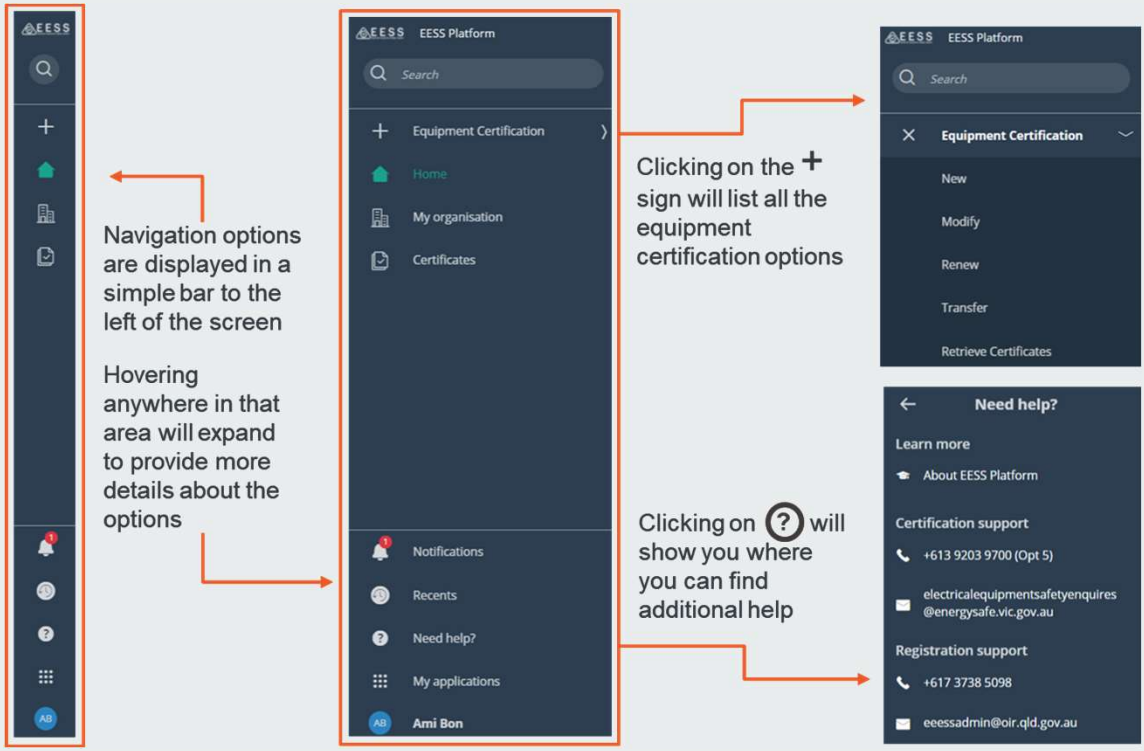
A Quick Reference Guide

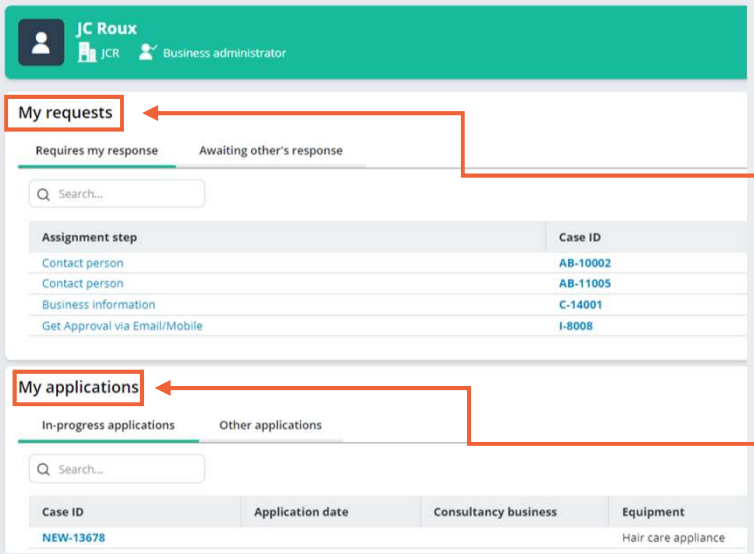
Finding your way round the platform

EESS Electrical Equipment Safety System

1 Navigation



2 Your workspace



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'

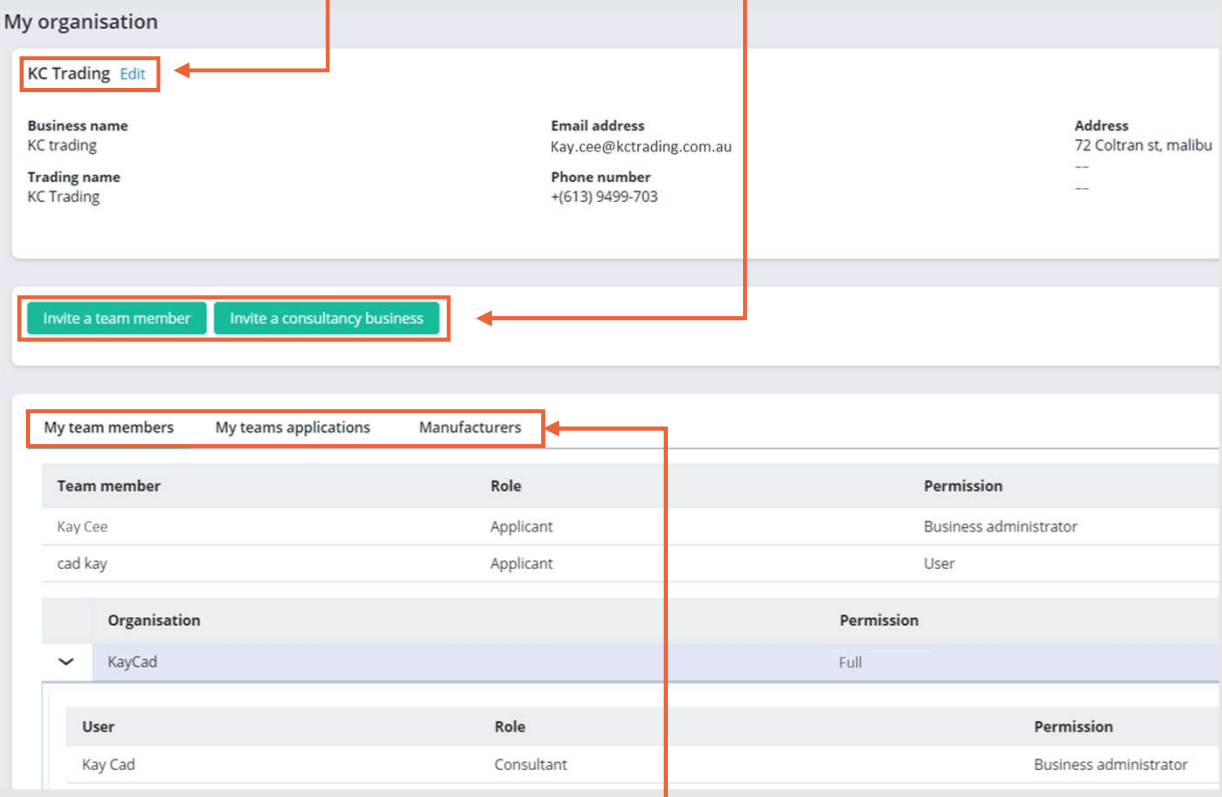
❸ Your organisation, team and work allocated

The Business Administrator for the organisation is able to view the details for their organsation, 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



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

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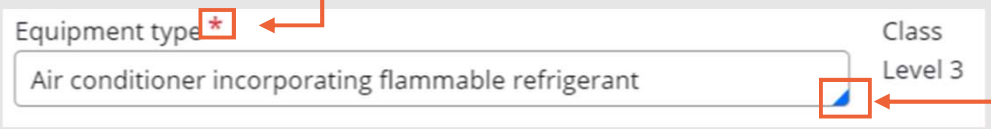
A variety of symbols connected to data fields and instructions provide options or additional help

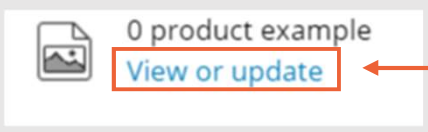
The red asterisk indicates a mandatory field

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



Select from options in drop-down

Hovering over this symbol will provide a tooltip



Click through to further action