DEMO : Demonstration Account «LogOut»

# 13

# WELCOME

## Good morning Demonstration Account, welcome to MICO Trade

You are using a demonstration account, so orders will not be sent, price lists will not download, and contact details cannot be updated. Have fun anyway!

### Accounts Now is "My Mico Account"



View your account transactions online

- Invoice Detail Now Invoice / Credit Notes
- Invoice Query Removed
- Invoice Format Editor Now under Settings
- Invoice Download Now Invoice / Credit Nots
- Delivery Dockets Removed
- Branch Estimates Now Broanch Quotes
- Status Now Account Balance
- History Removed
- Statements
- Projects Now Under "My Jobs & Customers"

#### Products This is now part of "My Mico Account"



Search and order products online

- Search Products Moved to "My Mico Account"
- Browse Products Moved to "My Mico Account"
- Favourite Products Combined with My Templates
- Basket Now Online Ordering (Where available)
- . Web Orders Now Online Ordering (Where available)
- Price List Format Editor Moved to Settings
- Download Prices Moved to "My Mico Account"
- Price Changes Now on Dashboard

#### Quoting Now is "My Jobs & Customers"





- Quotes/Invoices
- My Templates
- Our Templates Coming Soon
- My Items Now My Stock
- Clients/Jobs Now My Cusotmers
- Address Setup Now Logos & Letterheads
- Terms & Conditions

#### Details Now - "Settings"



Set up users with limited access

- <u>Library</u> Removed
- My Details Now Request Address Change Under "My Mico Account"
- User Admin Now Users
- Change Password

# Other No longer available



Keep up to date with the latest news

- Home Now on Main Navigation
- User Guide Now on Main Navigation Help
- Help & FAQ Now on Main Navigation
- <u>Trade News</u> Now on Dashboard
- Branch List Removed
- <u>Feedback</u> Green Tab found on the right of every page
- Offline Price Lister Removed
- Blipverts Removed
- Logout Now on Main Navigation

## Help & Support Now-"Help"



Contact the e-Business Team

- Email us Help
- Freephone 0800 250085 Help
- Help & FAQ Help
- User Guide Help
- Feedback Green Tab found on the right of every page