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Radix Tree Certification Platform

Introducing the Dashboard

RADIX  **Tree**

The Radix Tree dashboard

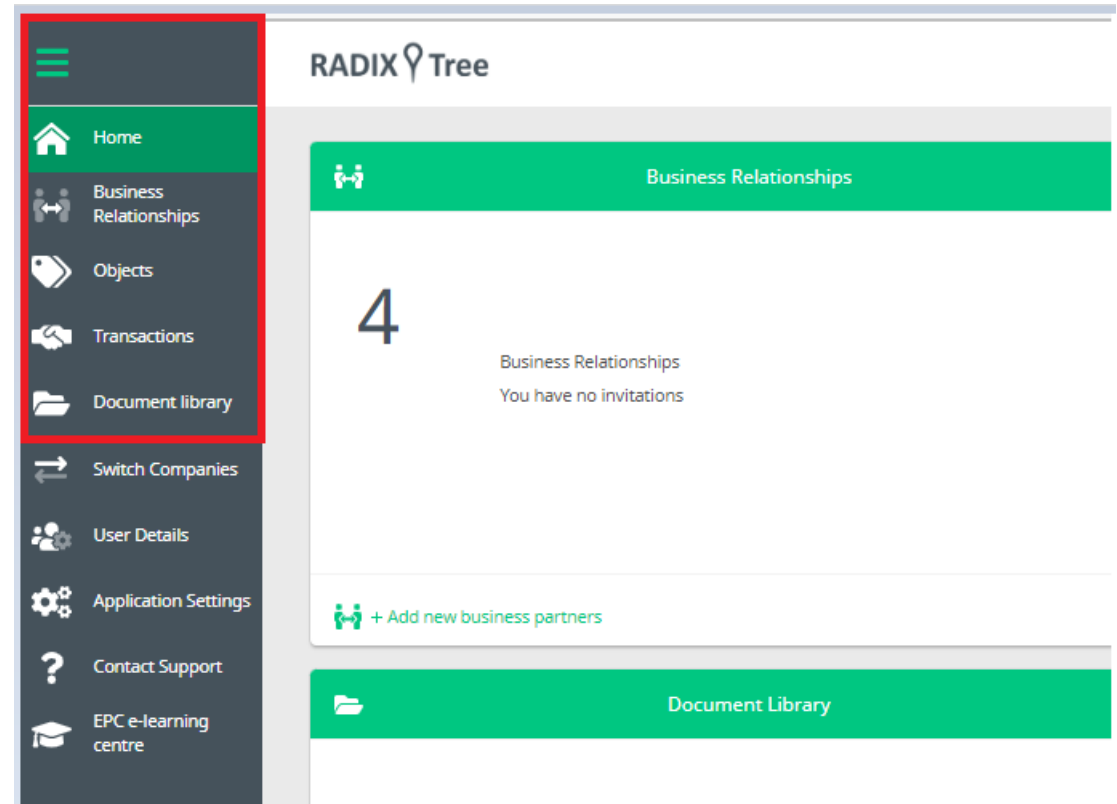
- Once a user is registered, the home page for RADIX Tree is referred to as the dashboard.
- From here all operations and functions can be performed for all users permitted to do so.

The screenshot displays the RADIX Tree dashboard interface. At the top left, the logo 'RADIX Tree' is visible. The top right corner shows the user's name 'Hello Nikoleta Fodor' and the company 'Juwi Bio GmbH'. The dashboard is organized into a grid of six data cards, each with a green header and a white body. The cards are: 'Business Relationships' (4), 'Transactions' (15), 'Objects' (10), 'Document Library' (9), 'Records' (17), and 'Invoices' (14). Each card provides a list of items and an 'Add new' button. The 'Transactions' card includes a sub-list: 'You have 7 accepted transactions', 'You have 0 shared transactions', and 'You have 8 requiring actions'. The 'Invoices' card includes: 'You have 8 paid invoices', 'You have 6 shared invoices', and 'You have 0 requiring actions'. A vertical sidebar on the left contains navigation icons for home, search, and other functions.

The Dashboard – Menu

Primary functions

- **Business Relationships** – This view shows you all the companies directly connected to your business (e.g., your National Licensor, Certification Body).
- **Objects** - This view is for annual figures, where Traders and Producers will record their annual actual and estimate data.
- **Transactions** – The transaction library is used to exchange object data between connected companies.
- **Document library** – The Document Library is where you can find documents relevant for the ENplus® scheme (e.g., Standards).



The Dashboard – Menu

Administrative functions

- **User details** - This function allows you to: view the list of defined users for your company (Quality Manager, accountant, CEO etc.), add a new user (there is no restriction to the number of users), select or remove a user, disable a user
- **Application settings** - Application settings is where the domain administrators for each company can configure many behaviours of RADIX Tree.
- **Contact Support** - Contact support is for RADIX Tree issues ONLY. It should be used to raise problems or questions that are not answered in the RADIX Tree FAQ, or training material

The screenshot shows the RADIX Tree dashboard interface. On the left is a dark grey sidebar menu with a hamburger icon at the top. The menu items are: Home (green bar), Business Relationships, Objects, Transactions, Document library, Switch Companies, User Details (highlighted with a red box), Application Settings, Contact Support, and EPC e-learning centre. The main content area has a white background with a green header bar for 'Business Relationships'. Below the header, there is a large number '4' and the text 'Business Relationships You have no invitations'. At the bottom of this section is a green button with a plus icon and the text '+ Add new business partners'. Below this is another green header bar for 'Document Library'.

The Dashboard – Records

Fraud/Complaints Library

- The **Records** panel will only be visible if a **Fraud** or **Complaint** case has been raised against your company.

Records

17

List of records

3 5 9

The Dashboard – Invoices

Invoice Library

- The **Invoices** panel will only be visible if your company has received an invoice sent from another Radix Tree company (e.g., National Licenser)

14

List of invoices

You have 8 paid invoices

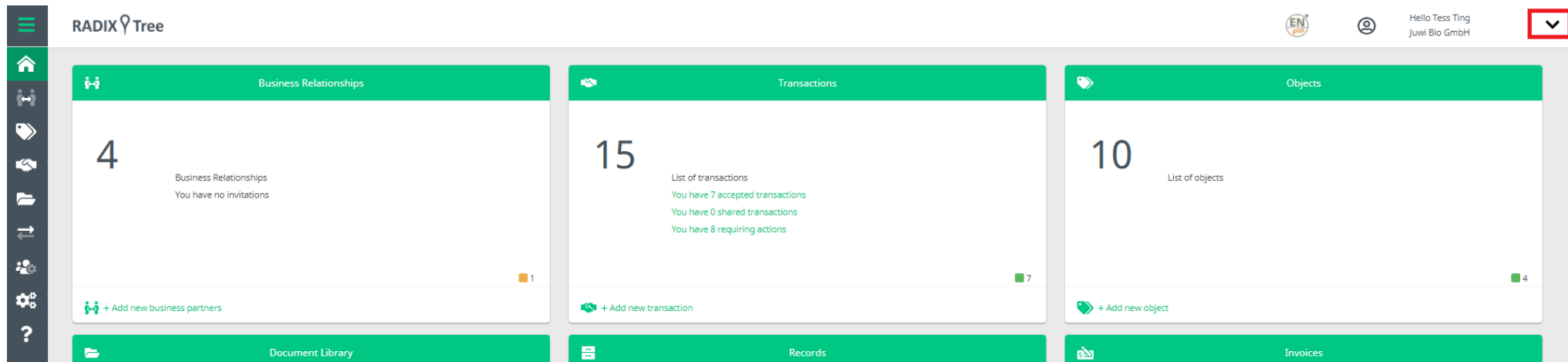
You have 6 shared invoices

You have 0 requiring actions

14

The Dashboard – My Profile

To manage the own user profile, click on the 'v' on the far top right of the dashboard–this will bring up options you can manage:



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The Dashboard – My Profile

In the 'My profile' companies can:

- **Edit user profile:** lets you alter your name and email address, should it need to change
- **Edit company profile:** lets you change or update company specific information as well as review/edit data held against your company
- **View activity:** lets you see what has happened against your account—a history log
- **Change password:** use this if you need to change your secret word
- **Logout**



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