

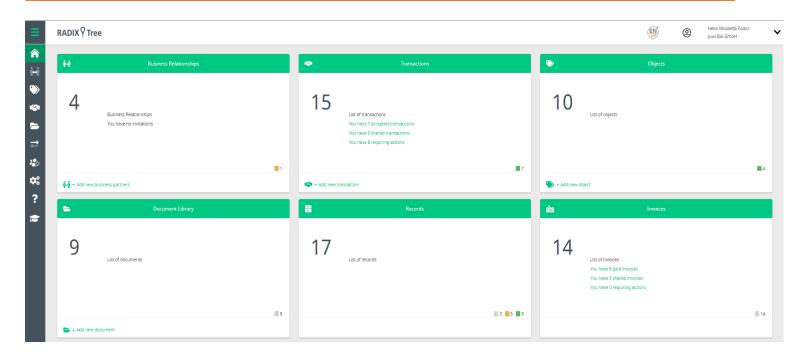
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The Radix Tree dashboard

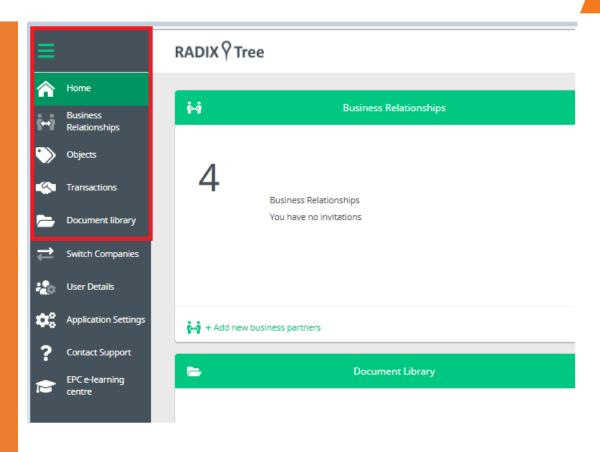
- Once a user is registered, the home page for RADIX Tree is referred to as the dashboard.
- From here all operations and functions can be performed for all users permitted to do so.



The Dashboard – Menu

Fonctions principales

- Business Relationships This view shows you all the companies directly connected to your business (e.g., your National Licenser, 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).

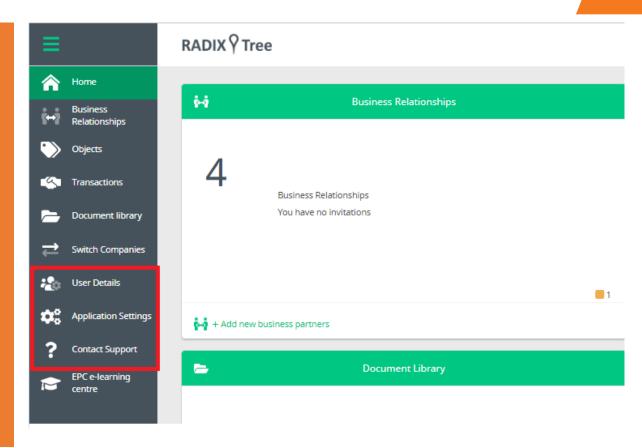




The Dashboard – Menu

Fonctions administratives

- 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

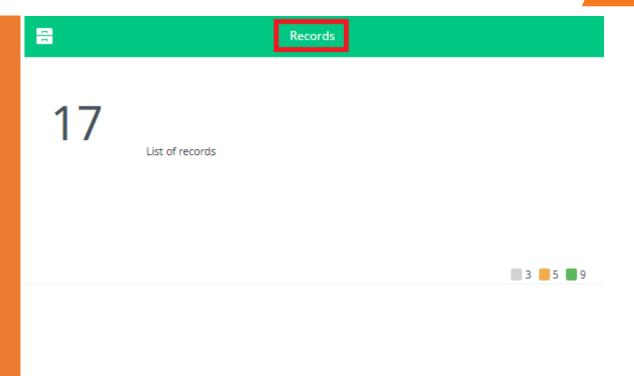




The Dashboard – Records

Fraud/Complaints Library

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

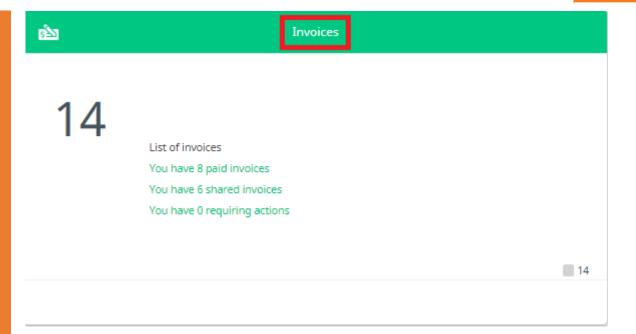




The Dashboard – Invoices

Bibliothèque de factures

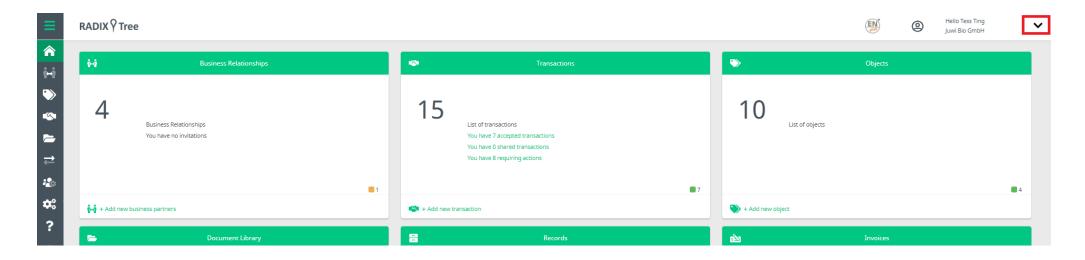
 The Invoices panel will only be visible if your company has received an invoice sent from another Radix Tree company (e.g., National Licenser)





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:





The Dashboard – My Profile

Dans la rubrique « Mon profil », les entreprises peuvent :

- 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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