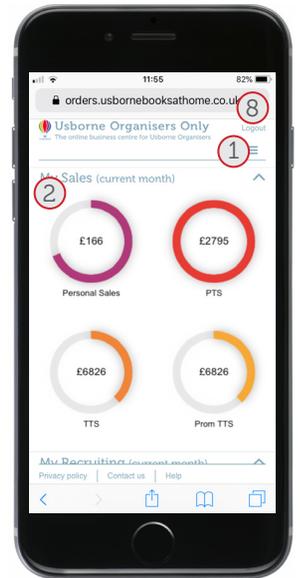
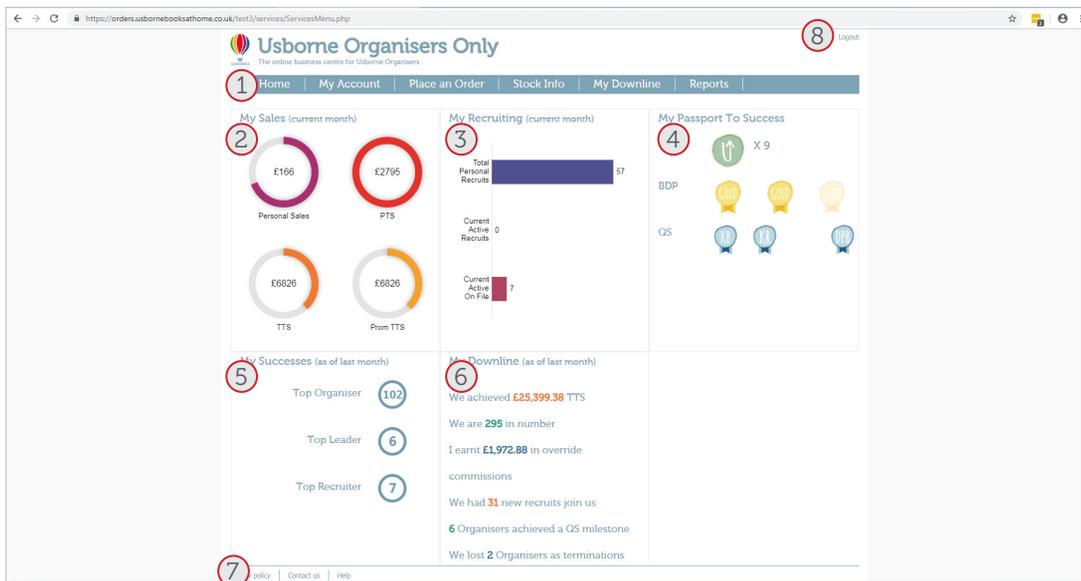


An Introduction to your Organiser “Dashboard”



On logging into the Online Services website: (<https://orders.usbornebooksathome.co.uk/online/Login.php>)

You will be greeted by the following homepage “dashboard”:



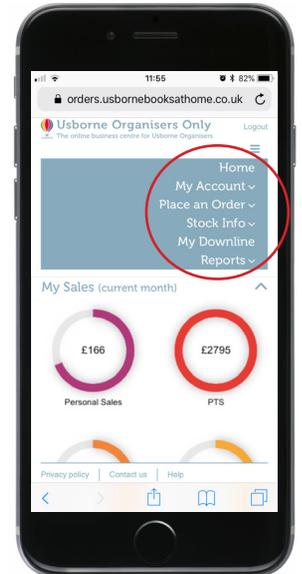
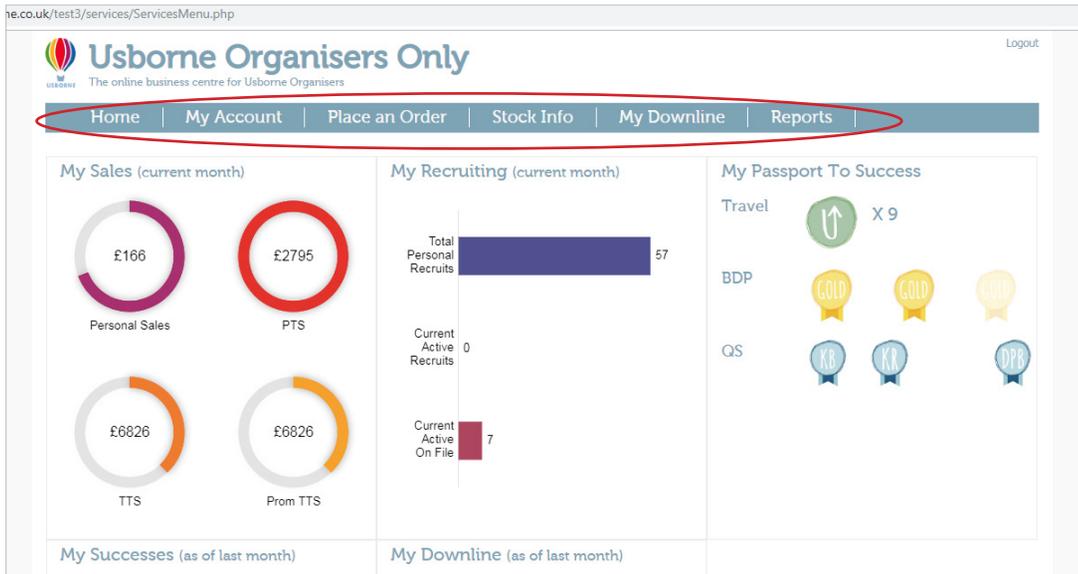
Scroll down for 3, 4, 5 etc.

Key

- 1. Menu
- 2. My Sales widget
- 3. My Recruiting widget
- 4. My Passport to Success widget
- 5. My Successes widget
- 6. My Downline widget
- 7. Footer menu
- 8. Logout



Menu



Home – Return to dashboard page

My account – Update personal and contact details and amend your marketing preferences

Place an order – Place, amend & hold party or schools orders & check Go2Pay payments

Stock info – Real-time stock reporting and individual product enquiries for titles

My downline* – A complete genealogy of your and your down line’s sales and activity

Reports – Run reports to measure your down line product sales and recruiting

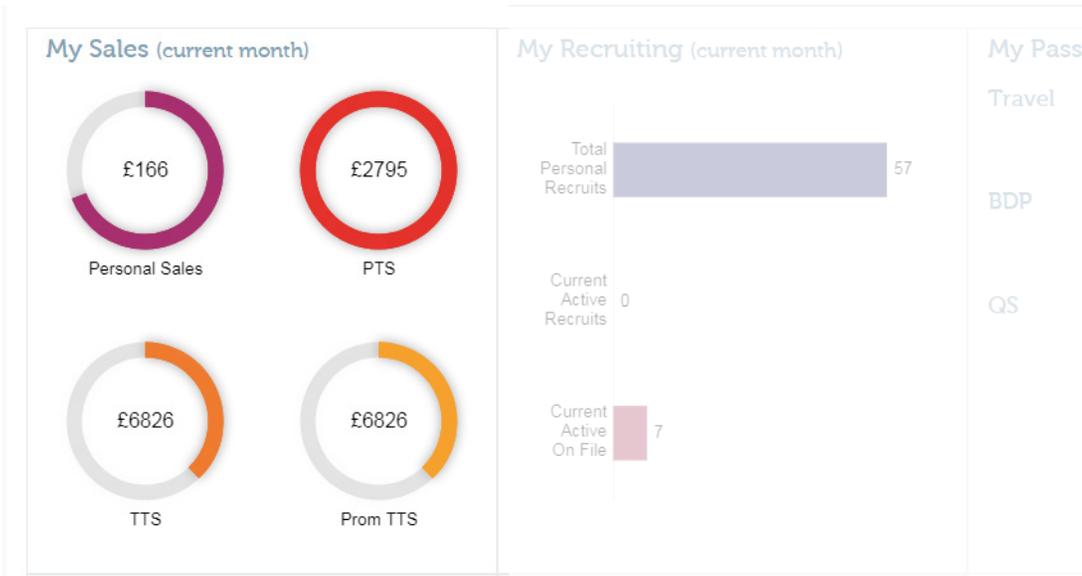
For a more detailed explanation of these menu options, please read the *Introduction to Online Services user guide*.

*For a more detailed explanation of “My downline”, please read the *Introduction My Downline user guide*.

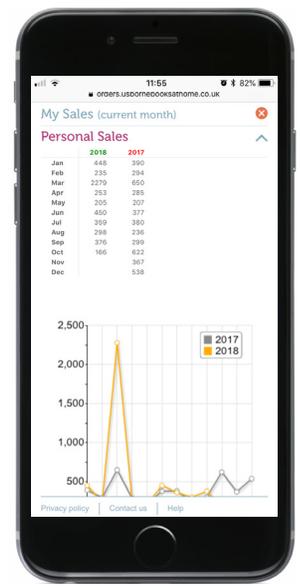
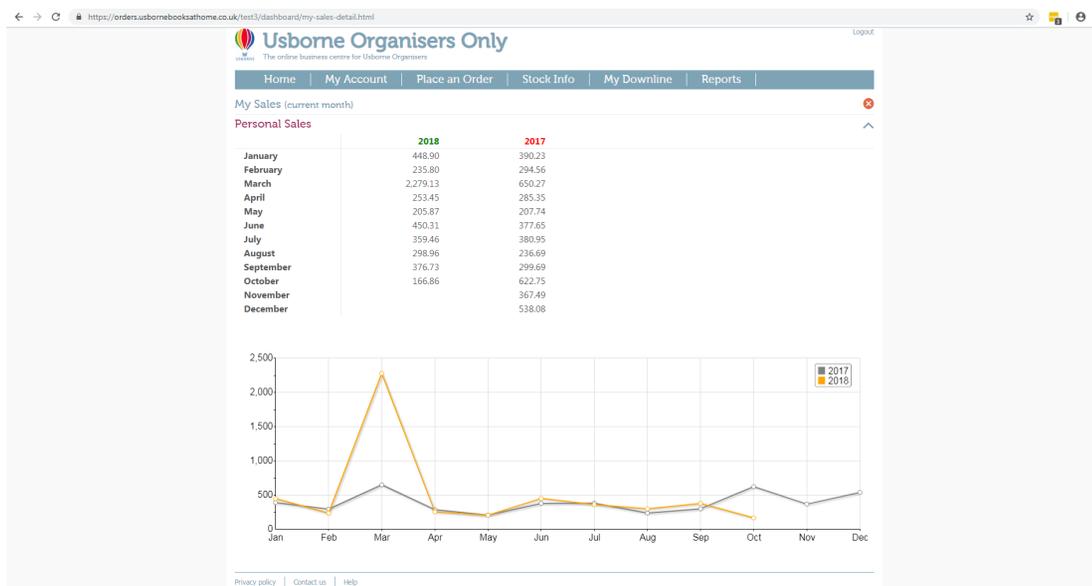
An Introduction to your Organiser “Dashboard”



My Sales widget



The *My Sales* widget provides a real-time update on your sales (Personal, Personal Team, Total Title and Promotional Total Title sales) within the current month at the moment you log in. You can refresh these at anytime. You can click on the widget to view a history of each of these sales categories:

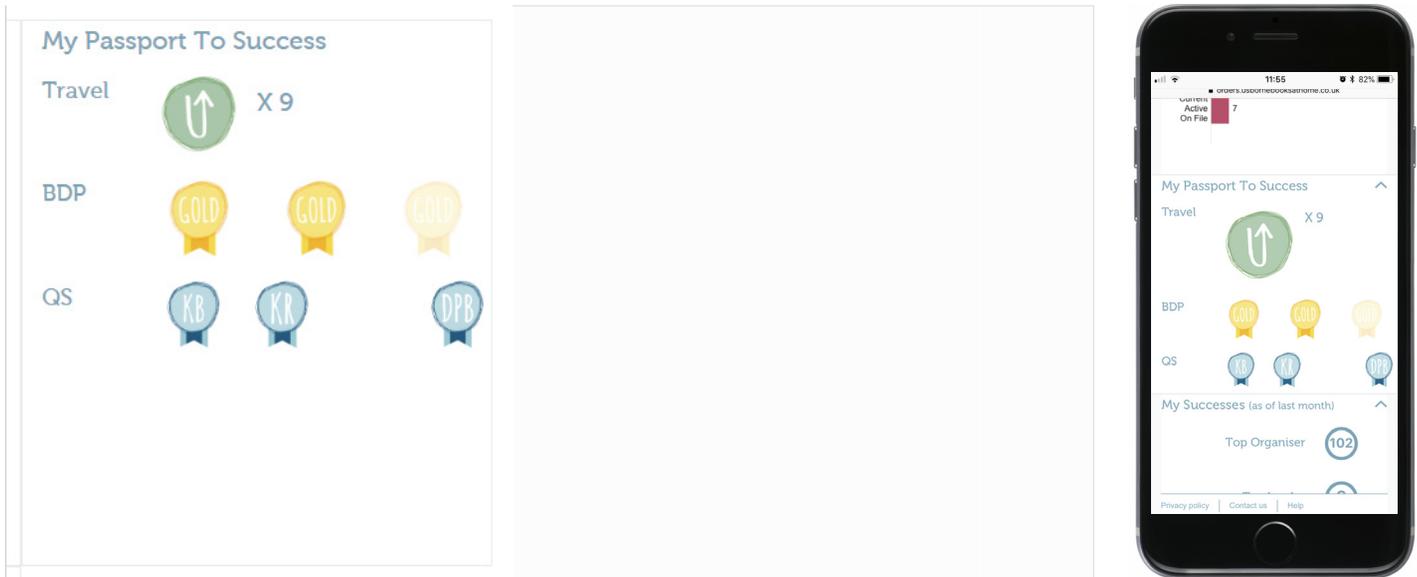


You can click to expand any of the four sales categories to view a list and graph comparing the current year’s sales history (by month) to the previous year.

Click on the little red cross (top right) or click “home” to return to the dashboard.



My Passport to Success widget



The *My Passport to Success* widget details your progress through the three elements of our passport to Success incentives programme – *Quickstart*, *Business Development Programme* and the *Travel Incentive* (“*Up, up and Away*”). Results are presented as follows:

Travel – Your results progress within the *Travel Incentive* (as shown in the widget) will depend on the following criteria:

- If you were Team Leader status or above as of the 1st January in the current calendar year, the results will track your progress through the full “triple Gold” Incentive criteria, listing no. of successfully completed months of progress as at the end of the previous calendar month
- If you were Organiser status as at 1st January (or joined later in the current calendar year) and subsequently promoted to Team Leader status, the results will reflect the no. of Wildcard entries you have earned as at the end of the previous calendar month

If, during the course of the incentive, you become ineligible for the *Travel Incentive* (having been inactive in a month for example), the results will list as zero.

BDP – Lists your completed *Business Development Programme* membership levels (Bronze, Silver or Gold or N/A if membership was not achieved) from the start of the calendar year and as at the end of the previous calendar month. As such, a maximum of three badges can be shown at any time for the three seasons – Jan/April, May/August and Sept/Dec. These will reset at the start of each year.

Unless you are already ineligible for the next *BDP* membership season (having been inactive in a month for example), the most recent badge will display your potential membership level as at the end of the previous calendar month.

QS – Lists your completed *Quickstart* milestones since joining and as at the end of the previous calendar month. Once achieved, these badges will always display on your dashboard.

For more information about the *Passport to Success* incentives, please read the *Passport to Success* booklet that came in your Starter Kit or speak to your Mentor. Details of the incentive criteria can be found on the Usborne Books at Home website.

An Introduction to your Organiser “Dashboard”



My Successes widget

| | |
|--|--|
| <p>My Successes (as of last month)</p> <p>Top Organiser 102</p> <p>Top Leader 6</p> <p>Top Recruiter 7</p> | <p>My Downline (as of last month)</p> <p>We achieved £25,399.38 TTS</p> <p>We are 295 in number</p> <p>I earned £1,972.88 in override commissions</p> <p>We had 31 new recruits join us</p> <p>6 Organisers achieved a QS milestone</p> <p>We lost 2 Organisers as terminations</p> |
|--|--|

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The *My Successes* widget details your progress in the six Achievement Awards for the duration of the current incentive. The results detail your position in the overall rankings as at the end of the previous calendar month. Please note, All Awards categories will be shown, regardless of the Organiser’s eligibility for that category.

https://orders.usbornebooksathome.co.uk/test3/dashboard/my-successes-detail.html

Usborne Organisers Only
The online business centre for Usborne Organisers

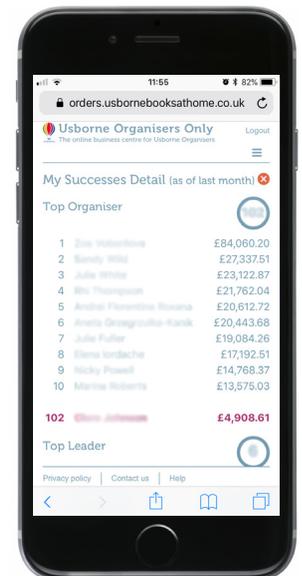
Home | My Account | Place an Order | Stock Info | My Downline | Reports

My Successes Detail (as of last month)

| Top Organiser | | Top Leader | | Top Recruiter | | | | |
|---------------|---------------------------|------------------|----|-------------------|------------------|-----|-------------------|-----------|
| 1 | Zoe Whitehouse | £84,060.20 | 1 | Zoe Whitehouse | £33,675.91 | | | |
| 2 | Sandy White | £27,337.51 | 2 | Sarah Higgs | £23,955.62 | | | |
| 3 | Julia White | £23,122.87 | 3 | Elaine Clarke | £23,896.62 | | | |
| 4 | Wendy Thompson | £21,762.04 | 4 | Wendy Hogg | £22,446.73 | | | |
| 5 | Andrea Florantina Navarra | £20,612.72 | 5 | Elaine Clarke | £22,382.96 | | | |
| 6 | Anna Dragovicova-Karak | £20,443.68 | 6 | Elaine Clarke | £21,968.42 | | | |
| 7 | Julie Fuller | £19,084.26 | 7 | Elaine Clarke | £20,600.84 | | | |
| 8 | Elaine Clarke | £17,192.51 | 8 | Steve Bennett | £19,962.08 | | | |
| 9 | Nicky Powell | £14,768.37 | 9 | Stephen Clarke | £19,345.88 | | | |
| 10 | Maria Navarra | £13,575.03 | 10 | Paula Johnson | £18,058.50 | | | |
| 142 | Elaine Clarke | £4,153.46 | 49 | Wendy Hogg | £8,324.03 | +50 | Wendy Hogg | 30 |

| Top New Organiser | | Top New Leader | | Top New Recruiter | | | | |
|-------------------|-------------------|------------------|----|-----------------------|------------------|--|--|--|
| 1 | Alexandra Wilson | £6,236.87 | 1 | Neilson Whitehead | £17,101.84 | | | |
| 2 | Wendy Thompson | £6,185.64 | 2 | Elaine Clarke | £13,242.98 | | | |
| 3 | Lyndee Pringle | £5,946.00 | 3 | William Andrew Lake | £13,239.43 | | | |
| 4 | Julia White | £5,548.02 | 4 | Wendy Hogg | £13,200.68 | | | |
| 5 | Wendy Hogg | £5,336.79 | 5 | Wendy Hogg | £11,629.33 | | | |
| 6 | Elaine Clarke | £5,237.54 | 6 | Elaine Clarke | £11,073.95 | | | |
| 7 | Wendy Hogg | £5,128.19 | 7 | Wendy Hogg | £9,990.59 | | | |
| 8 | Wendy Hogg | £4,447.53 | 8 | Andrew Steve Marshall | £9,522.57 | | | |
| 9 | Wendy Hogg | £4,345.24 | 9 | Wendy Hogg | £9,165.91 | | | |
| 10 | Wendy Hogg | £4,236.42 | 10 | Wendy Hogg | £9,073.60 | | | |
| 14 | Wendy Hogg | £4,153.46 | 12 | Wendy Hogg | £8,324.03 | | | |

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By clicking on the *My Successes* widget you can access the top ten rankings in each category, with your position highlighted within the Awards you are eligible for.

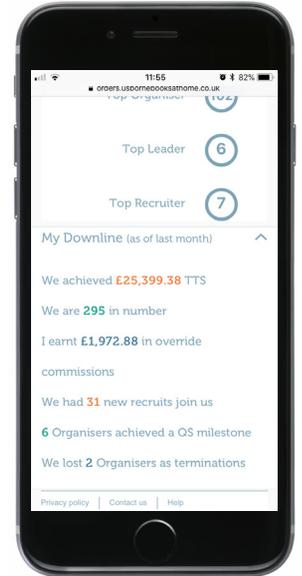
Click on the little red cross (top right) or click “home” to return to the dashboard.

For more information about the Achievement Awards incentive, please speak to your Mentor. Details of the incentive criteria can be found on the Usborne Books at Home website.



My Downline widget

| | |
|---|--|
| <p>My Downline (as of last month)</p> <p>We achieved £25,399.38 TTS</p> <p>We are 295 in number</p> <p>I earned £1,972.88 in override commissions</p> <p>We had 31 new recruits join us</p> <p>6 Organisers achieved a QS milestone</p> <p>We lost 2 Organisers as terminations</p> | |
|---|--|

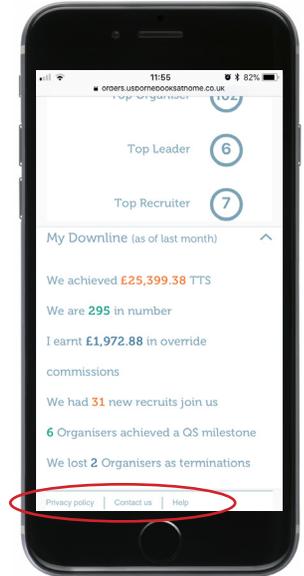
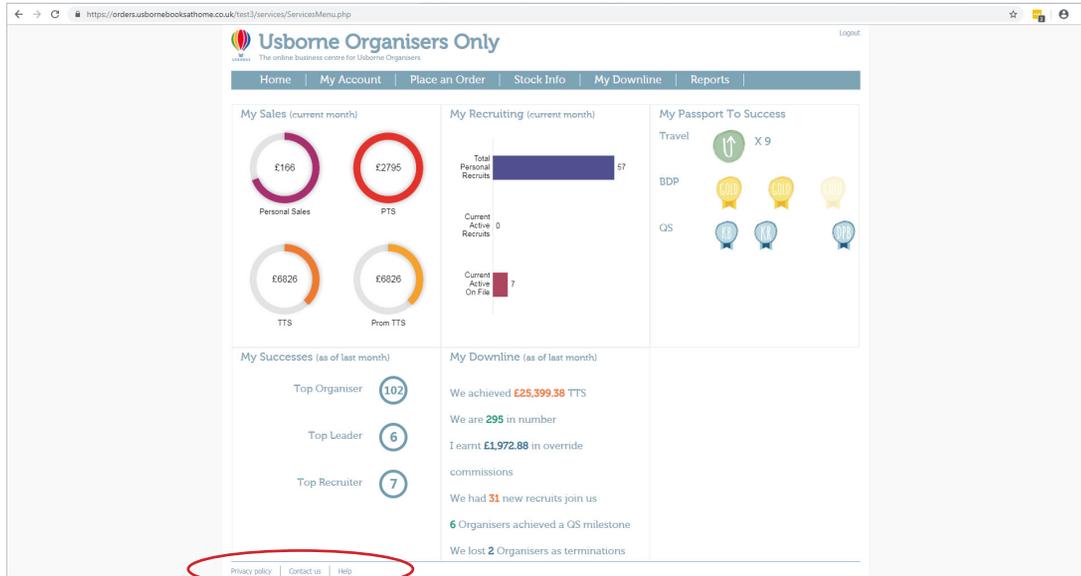


The *My Downline* widget provides an update on your business status as at the end of the previous calendar month, including your entire downline, as follows:

- **We achieved £x.xx TTS** – Your Total Title Sales for the previous calendar month
- **We are xxx in number** – The total number of Organisers in your downline as at end of last calendar month
- **I earned £x.xx in override commissions** – The override commissions paid to you last month
- **We had x new recruits join us** – Total no. of new Recruits who joined in your downline last month
- **x Organisers achieved a QS milestone** – Total no. of Organisers in your down line who achieved at least one Quickstart milestone in the last calendar month
- **We lost x Organisers as terminations** – Total no. of Organisers who left your downline last month



Footer Menu



- Privacy Policy** – Copy of our data protection policy for your reference
- Contact us** – Key contact points and advice on who to speak to at head office
- Help** – Access to relevant user guides (including those listed above) as well as FAQs