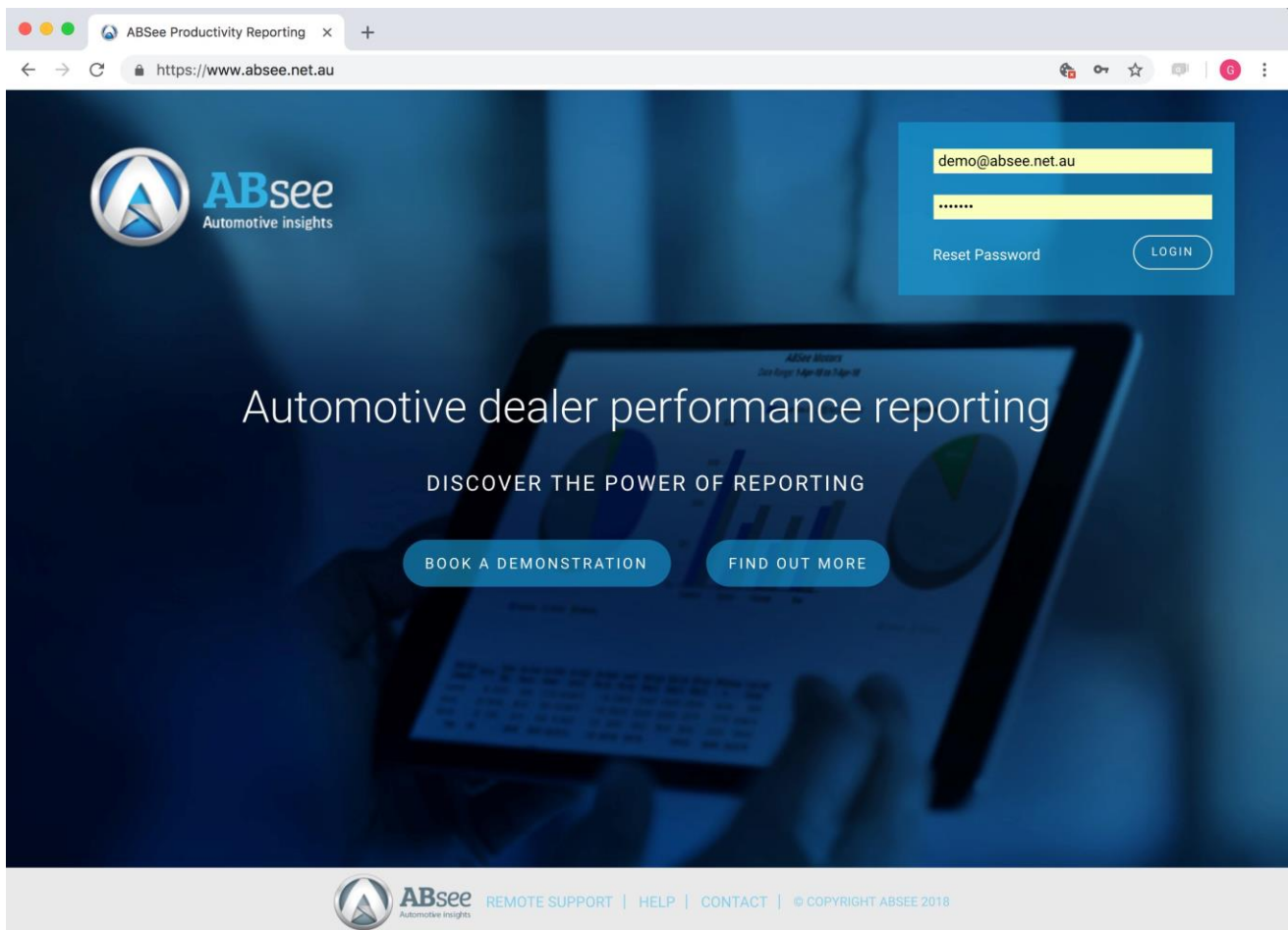
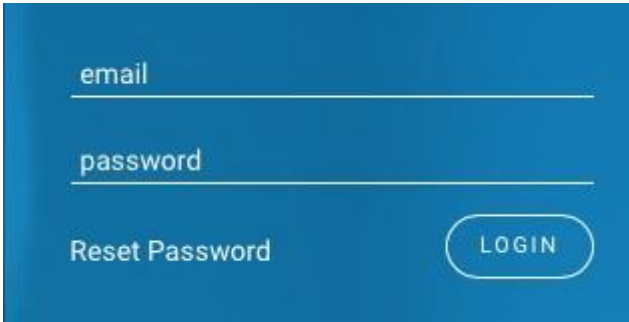


# Logging In

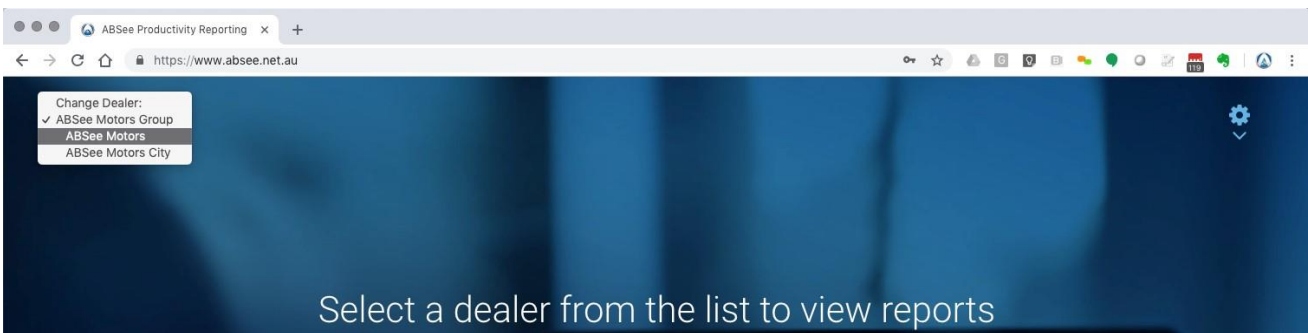
Navigate to the website [www.ABsee.net.au](http://www.ABsee.net.au).



Click the *Login* button in the top RH corner and enter your email address and password (provided by ABsee.net.au support) in the pop out window, and click *Login*



You will log in to the Home page, which will present you with buttons to view the various reports. If you are operating multiple dealerships or separate department views you can switch between the dealerships/departments by selecting the *Change Dealer* drop down in the LH corner and selecting the site you wish to view. Note: you have to be in the Home page to change dealer views, you can click Home in the navigation menu or click the icon on the LH top corner in any screen.



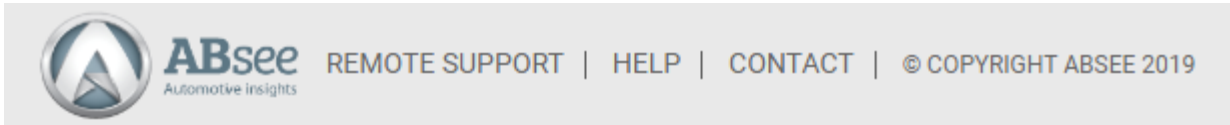
After selecting a dealer, the home page will be displayed:



To review the configuration settings click the gear icon in the top RH corner.



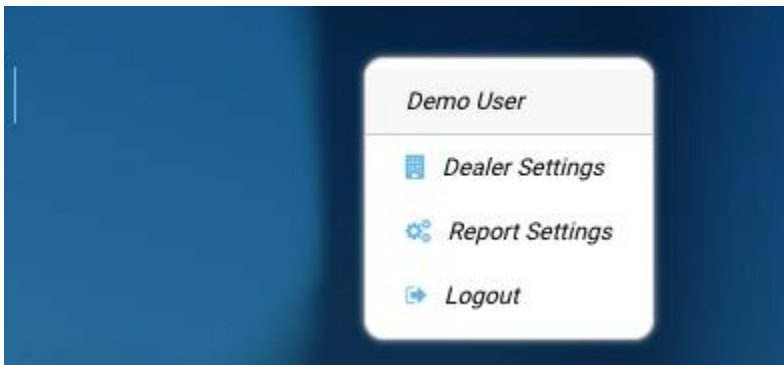
The footer displays on each page with the following functions:



- REMOTE SUPPORT – if remote support is required, when directed you can click to download a local TeamViewer client to enable remote access to your PC for support assistance.
- HELP – provides a link to the full user documentation. Each report shows a “?” in the top RH corner which will link to documentation applicable to that page

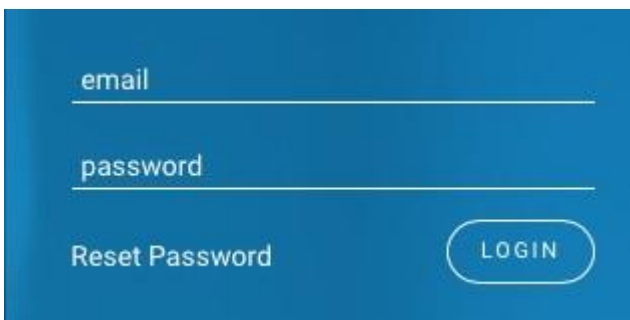
To access help applicable to the page you are on, click “?” icon in the top RH corner.

To logout, click the gear icon in the top RH corner and select *Logout* from the menu.



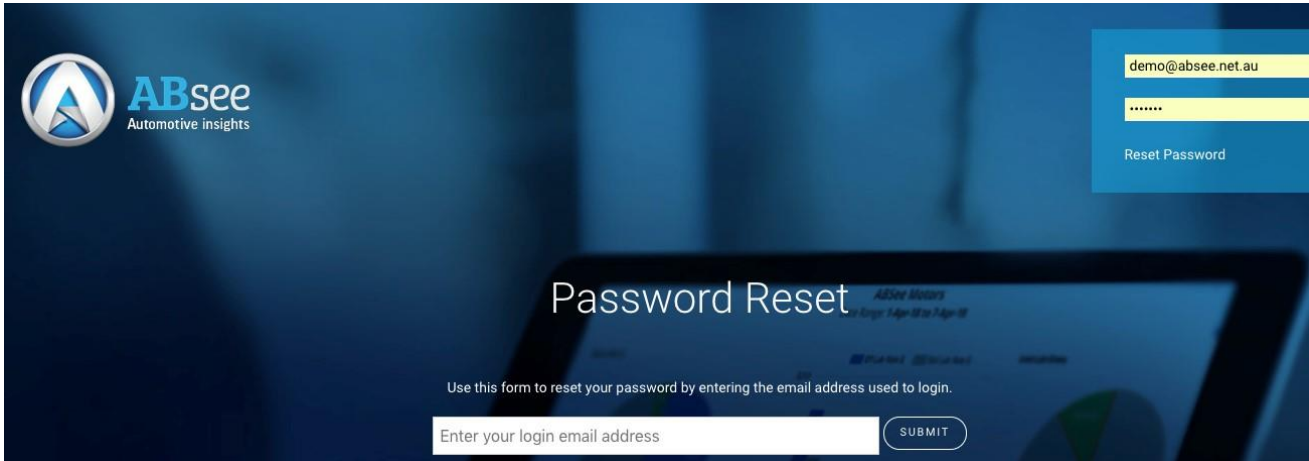
## a. Reset User Password

If you have forgotten your password or wish to change it you can click the Reset Password link on the login panel:



The login panel features two input fields labeled 'email' and 'password', a 'Reset Password' link, and a 'LOGIN' button.

You will then be prompted to enter your email address:

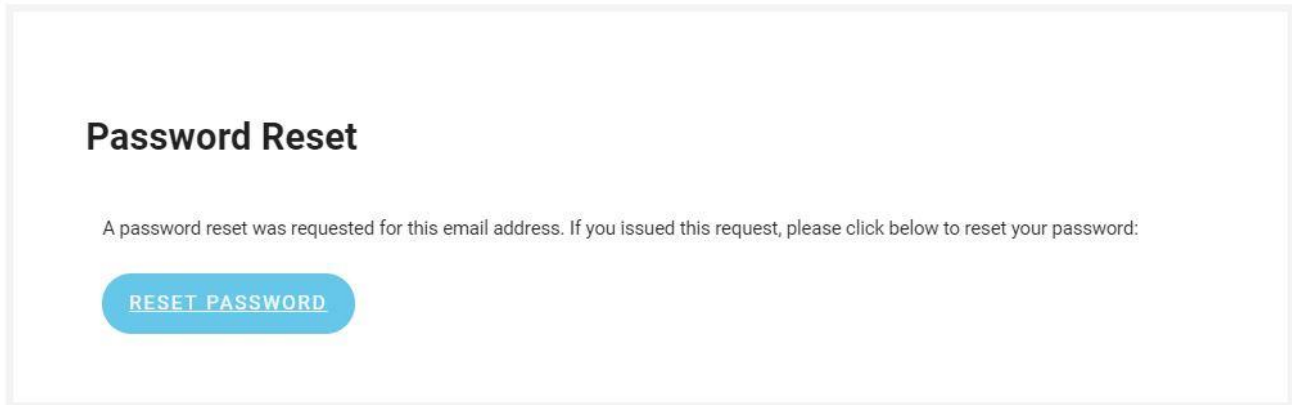


The screenshot shows the ABsee Password Reset form. In the top left corner is the ABsee logo. In the top right corner, there are two input fields: the first contains the email address 'demo@absee.net.au' and the second contains a masked password '.....'. Below these fields is a 'Reset Password' button. The main heading of the form is 'Password Reset'. Below the heading is a sub-heading 'Use this form to reset your password by entering the email address used to login.' At the bottom of the form is a text input field labeled 'Enter your login email address' and a 'SUBMIT' button.

A notification will show to advise an email with instructions:

Note: Only valid email addresses will receive the notification, if an invalid email address is entered the system will not show a notification. This protects from unauthorised attempts to identify valid email addresses.

The email will provide a link which to reset the password:



This will take you to the page to assign a new password. Enter your password and clicked Submit. Note: a password security strength status will be displayed:

# Password Reset

Please enter a new password.

Password:   Good

Confirm Password:

You will then be able to use the new password to log in:

# Password Reset Succeeded

Your password has been reset - please use the login form to login with your new password.

Note: Passwords are encrypted when stored, we cannot retrieve them therefore if you cannot remember the password you have to follow the above steps to reset it.