

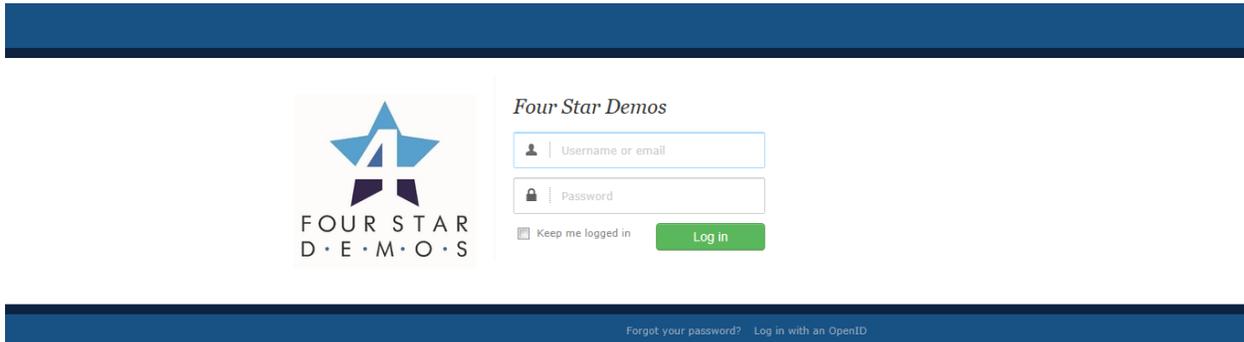
FourStarDemos.TeamworkPM.net

Site Instructions

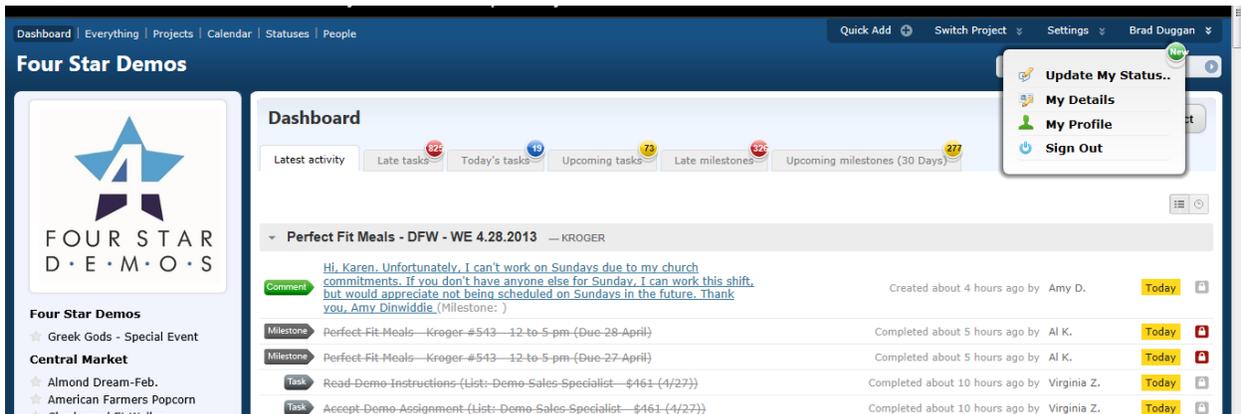
Site Lingo:

- Demo Order = Project
- Demo = Milestone (You will be able to see which Demo Sales Specialists is assigned to conduct the demo/milestone)

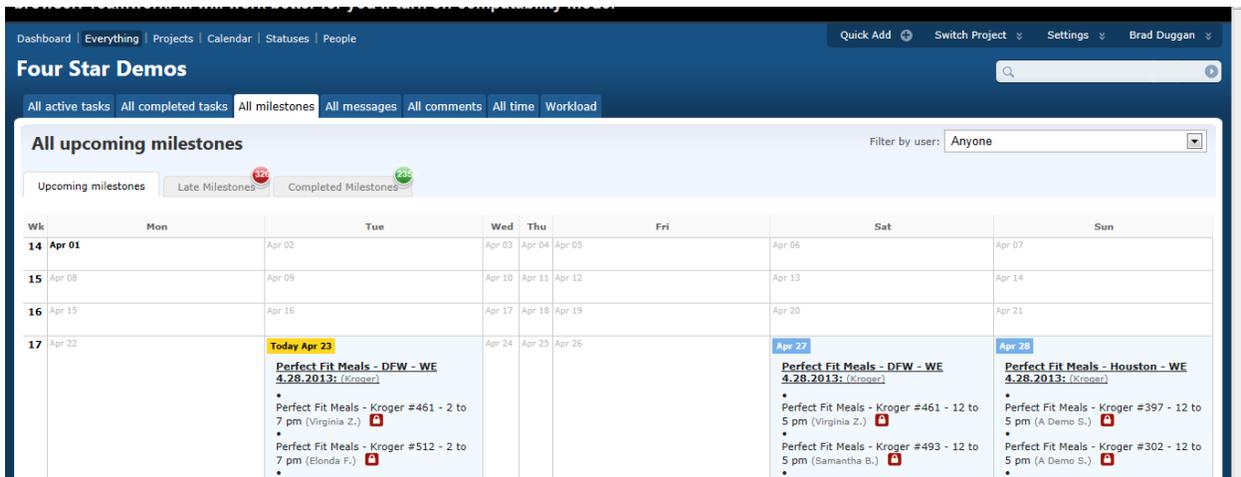
Landing Page – Username is your password. You will receive a welcome email with your password.



You may change your password by clicking on the My Details option under your name. Once you login, the site will default to the Dashboard.



The Everything Tab is where you can view all Milestones (Demos). You will only be able to see the demos for your store.



Scroll to the bottom of that page and you can select to have a PDF File of the calendar or download an Excel File.



Within the Project Page, on the left side, you will see the Category (i.e. Distributor) & who has access to the project. You will see the following tabs:

- Overview – Just like it sounds...gives you a summary of the latest activity for the Project.
- Tasks – These are tasks our Demo Sales Specialists to complete. You will not be able to view them.
- Milestones – These are the demos associated with the Project/Demo Order. You can also print a list of Milestones (either PDF or Excel) for just one Project.
- Messages – You are able to send a message/email through the site. We do this to confirm inventory, discuss results with the manufacturer, ask the Demo Sales Specialist for more information, etc... Please note that you are able to set Privacies on the messages. Please make sure you are sending the message to the people you intend to view the message. Also, you can select to Notify certain people (this will send those people an email). If you do not select to Notify anyone, it is likely that no one will see the message/email. You may respond via email and your response will be posted to the site with the same privacies as the original message.
- Files – This is where we post Demo Instructions and the completed Demo Reports. If you would like to see how the results at your store compared to another store, you can view the demo reports.

