



Quick Start Guide

FOR SALES LEADERS



1 Easy to access, up-to-date information



3 Stay in touch with your team wherever you are, act where it makes the difference



One place to find everything you need to drive your business

Layout

AVON

One place where you can:

- See how you are doing (Dashboard)
- Find out all about your team (My Team)
- Manage your orders (Order Management)
- Compare your performance (My Performance Comparison)

With My Avon Office, I feel in control of my business all the time.



myAVON office

The screenshot shows the My Avon Office dashboard. At the top left is the AVON logo. Below it is a navigation menu with 'Dashboard', 'My Team', 'Order Management', 'My Performance Comparison', 'Information & Guides', and 'System Notifications'. The main content area features a large heading 'Hello Lindie, welcome back!' with a double arrow icon. Below this is a section for alerts, including 'My Own Alerts' (7) and 'GI Alerts' (56). A 'Notifications 9' section lists events like 'Birthday CONFIDENCE MPAHALE' and 'Appointment anniversary JULIA DELIWE SHABANGU'. A search bar is located at the top right, and a footer indicates the dashboard was last updated on 08 March 2017 at 2:02 PM.

Dashboard

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The Dashboard gives you immediate access to important information in 3 key sections.

1 Alerts

Showing you the issues affecting your teams' performance.

2

Notifications

Showing you new events in your team and any reminders you have set for yourself.

3

Campaign Summary

This is where you can see how you and your team are performing through the main key performance indicators that affect your commission.

Click on the **Next Step** button for more details about what you need to do to achieve.



By taking a quick look at my dashboard page each morning I know how to prioritise my day! It is great, I can then track my progress throughout the day from my mobile.

Hello LINDIE, welcome back!

View the issues affecting your performance through the Alerts, click the Alert to see details. Notifications tell you things you set reminders for. Click on the Notification for more details.

View your Current Performance and check how to get to the next level by scrolling down.

Current Performance Dashboard is being updated. See Alerts, Dims, Dims, Dims

Alerts

GL Alerts 33

All Alerts 47

ANNEJULIE ZEEKAT (109441761 SL TH62-COR GI) 2

CANDICE SCORGE (105234063 SL TH62-AC GI) 12

DENYAN STREPOOM (106694423 SL TH62-AC GI) 7

LARA SAYER (102124376 SL TH62-AC GI) 1

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My Goals

Campaign to date title

** Indication of Potential Earnings**

Executive Leader 1

Executive Leader

R106 096/65

CAMPAIGN 11 DW 3009

Executive Leader

Personal Award Sales

Current Campaign Result R2 302.05

Level Target R1 000.00

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GT Achiever

Current Campaign Result 172

Level Target 50

Level Target 50

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Additional Goals

Executive Qualifying Sales

(Applicable to Executive Levels)

Current Campaign Result

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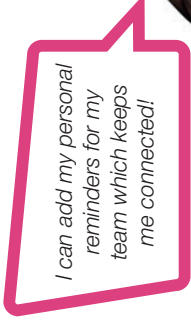
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My Team

AVON

Here you can view...

- **Sales Leader Tree**
View all your team generations structure and achievement versus target. (Only available on laptop, desktop and tablet)
- **Upcoming Demotion/Promotion**
Alert your downline that are about to be demoted to a lower title and offer your support. Motivate those who are about to be promoted to help them achieve their goal.
- **Upcoming Removals**
See who may be at risk of removal and offer them support.



And more...

Dashboard	My Team	Order Management	My performance comparisons
Team Composition Team Profiles LOA, 0 Alerts Late Payers Alerts	Title Changes Upcoming Demotion Upcoming Promotion Upcoming SL Removal	Removed Representatives Upcoming Representative Removal	

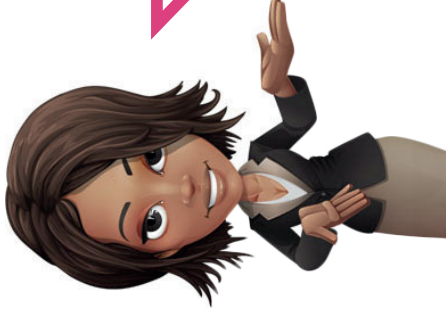
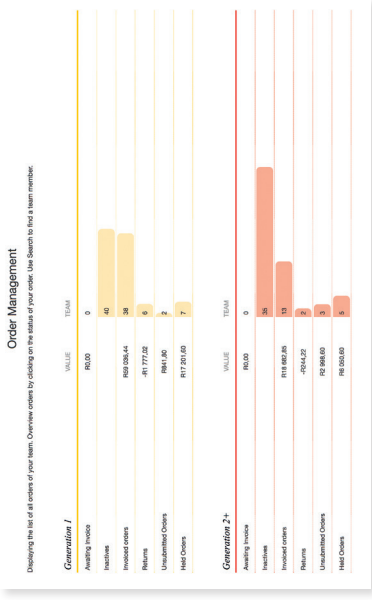
Order Management

AVON

Order Management shows you a complete summary of all your downline orders and inactive Representatives.

- **Awaiting Invoice**
Orders that have been received but not yet billed.
- **Inactives**
Representatives that have not yet placed an order.
- **Invoiced Orders**
Orders which have been invoiced already.
- **Returns**
Showing you where an order has been returned.
- **Unsubmitted Orders**
Orders which are pending and not yet submitted.
- **Held Orders**
Orders that are held and not invoiced.

Click on any of these to see the report.



I use Order Management to give me the information I need to process as many orders as possible before the end of the campaign.

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office

My Performance Comparison

AVON

My Performance Comparison Last Updated: 30 November 2017 11:51 AM

My Performance Comparison

Here you can compare your current campaign performance with the same campaign in prior year (Where available)
You can also measure performance in a selected campaign against prior 2 consecutive campaigns.

<i>Current Campaign</i>	<i>Previous year campaign</i>	<i>2017-11</i>
Advanced Leadership KPIs		
01 - Gen 1 Actives	154,00	172,00 ↑
02 - Group award sales	R1 140 626,79	R1 525 735,69 ↑
03 - Personal award sales	R2 244,00	R2 302,55 ↑
Representative count		208,00 →

Previous Campaign

2017-10 ▼ Apply

Compare your performance on any **3** consecutive campaigns.





Register your new Representative while you are sitting with her

Select the Online Appointment Tab on My Avon Office

Complete all the mandatory details in the form

Validations will be done on:

- ID/Passport Number
- Mobile Number
- Address
- To complete the application you will need to upload a copy of the ID/Passport
- The account number and type will be received as soon as the application has been processed



Online Appointment Form

Last Updated

The information you provide us in this form is secure and is required for the processing of your application. Please complete all the fields below:

1 Personal Details

SL Area Code
12002

Name

Surname

Nationality
South Africa

ID/Passport Number

Date of Birth
YYYY/MM/DD

Save Application

2 Contact Details

Cellphone Number

RS#

OTP

Work Number

Home Number

eMail Address

SMS Only

SMS & Email

Reserved OTP

3 Physical Address Details

Country

Province

Town

Suburb

Street

Building/Complex

Postal Code

Use As Delivery Address

4 Delivery Address Details

Country

Province

Town

Suburb

Street

Building/Complex

Postal Code

Next



Stay connected.
Stay in control.

