

*my*AVON  
*office*



# Quick Start Guide

FOR SALES LEADERS



**Everything you need  
to achieve your goals  
now in one place.**



## My Avon Office *bringing you...*

1

Easy to access,  
up-to-date information.



2

One place to  
find everything  
you need to  
drive your  
business.



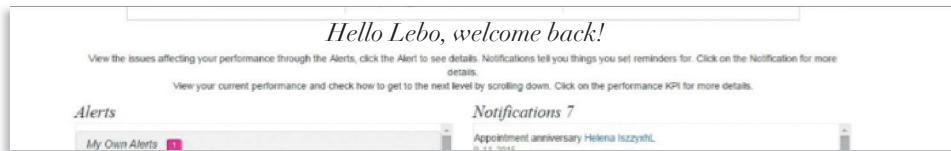
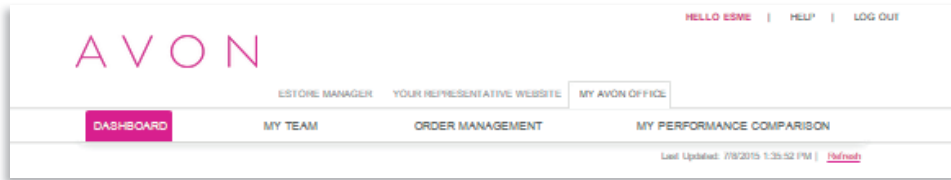
3

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

## One place where you can:

- **Find out all about your team** (My Team)
- **See how you are doing** (Dashboard)
- **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.*



# 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.

The screenshot displays the AVON dashboard interface. At the top, there's a navigation bar with 'AVON' logo, 'YOUR REPRESENTATIVE WEBSITE', and 'MY AVON OFFICE'. Below this is a 'Dashboard' section with tabs for 'My Own Alerts', 'Team Competition', and 'Received Notifications'. A personalized greeting 'Hello Lebo, welcome back!' is shown. The 'Alerts' section lists items like 'My Own Alerts', 'G1 Alerts', and 'All Alerts'. The 'Notifications' section lists events like 'Appointment anniversary' and 'Received Notifications'. The 'Campaign Summary' section shows 'Campaign 4' with 'Day 2/30 Summary'. It includes 'Personal Sales' and 'Group Sales' metrics with circular progress indicators. A 'Next Step' button is highlighted in a red circle.



*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 progress throughout the day from my mobile.*

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## Here you can view...

- **Sales Leader Tree**  
View all your team generations structure and achievement versus target.
- **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.

*I can add my personal reminders for my team which keeps me connected!*



## 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

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

- **Waiting to bill**  
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.
- **Un- Orders**  
Orders which are pending and not yet submitted.
- **Held Orders**  
Orders that are held and not invoiced.

Generation 1	VALUE	TEAM
Waiting to bill	R\$0,00	0
Inactives		57
Order below MCV	R\$0,00	0
Invoiced orders	R\$ 109,20	4
Returns	R\$0,00	0
Unsubmitted Orders	R\$0,00	0
Held Orders	R\$0,00	0

Generation 2+	VALUE	TEAM
Waiting to bill	R\$0,00	0
Inactives		117
Order below MCV	R\$0,00	0
Invoiced orders	R\$17.296,35	13
Returns	R\$0,00	0
Unsubmitted Orders	R\$0,00	0
Held Orders	R\$ 432,80	0

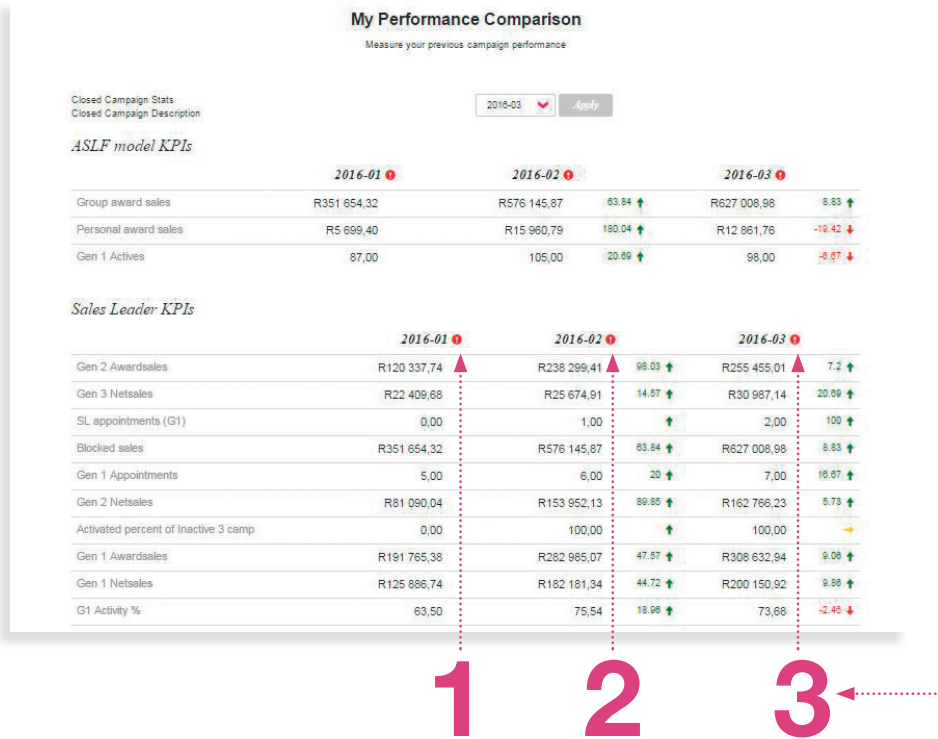


*I use order management as it gives me the information I need to process as many orders as possible before the end of the campaign.*

# My Performance Comparison

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



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**Stay connected.**  
Stay in control.

