

QUICK REFERENCE GUIDE

Login, Dashboard and Navigation

Learning Curriculum:

EXPLORE

In this guide

Introduction

myIncitecPivot

1. Logging into myIncitecPivot
2. Navigating myIncitecPivot
3. Mobile Navigation 101

Who is this guide for?

Roles

- All users

Channels

- All

What is this guide about?

In this guide I will learn to login and navigate myIncitecPivot, this will mean I will be able to manage my orders and account.

Please note: System look and feel is subject to change **and therefore may differ from shown in this quick reference guide.**

Module 1 – Introduction to Login, Dashboard, and Navigation



WHY I am learning

In this module I will be learning to login and navigate myIncitecPivot, so I can easily manage my orders as well as my account on multiple devices.



WHAT I will learn

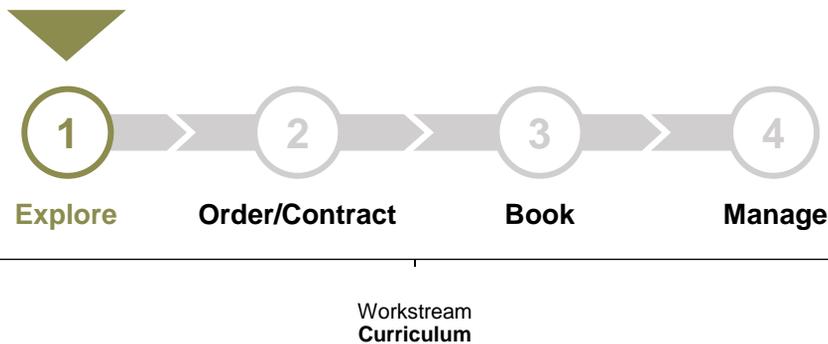
You will learn:

- How to login
- How to navigate myIncitecPivot
- How to navigate myIncitecPivot on a mobile device



WHERE I am on this learning journey

Currently on



Module 2 – myIncitecPivot

1 Logging into myIncitecPivot

To login to myIncitecPivot, follow these steps:

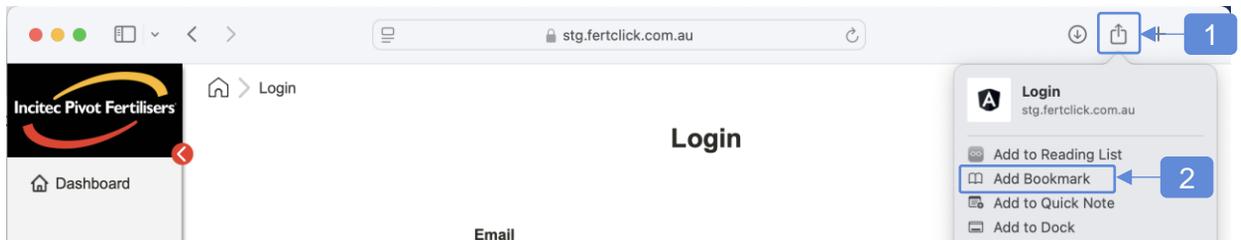
Note

Internet Explorer is no longer a supported browser, and myIncitecPivot will not function properly if it is used. Please use Safari, Edge, Chrome, or Firefox browsers to access myIncitecPivot.

Tip!

You can save myIncitecPivot to your browsers favourites list to quickly access it in the future. To do this, click the marked icons below:

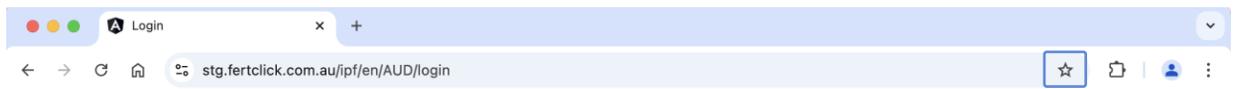
Safari



Edge



Chrome



Firefox



Login, Dashboard and Navigation – myIncitecPivot

Step 1: Open your browser and go to www.fertclick.com.au

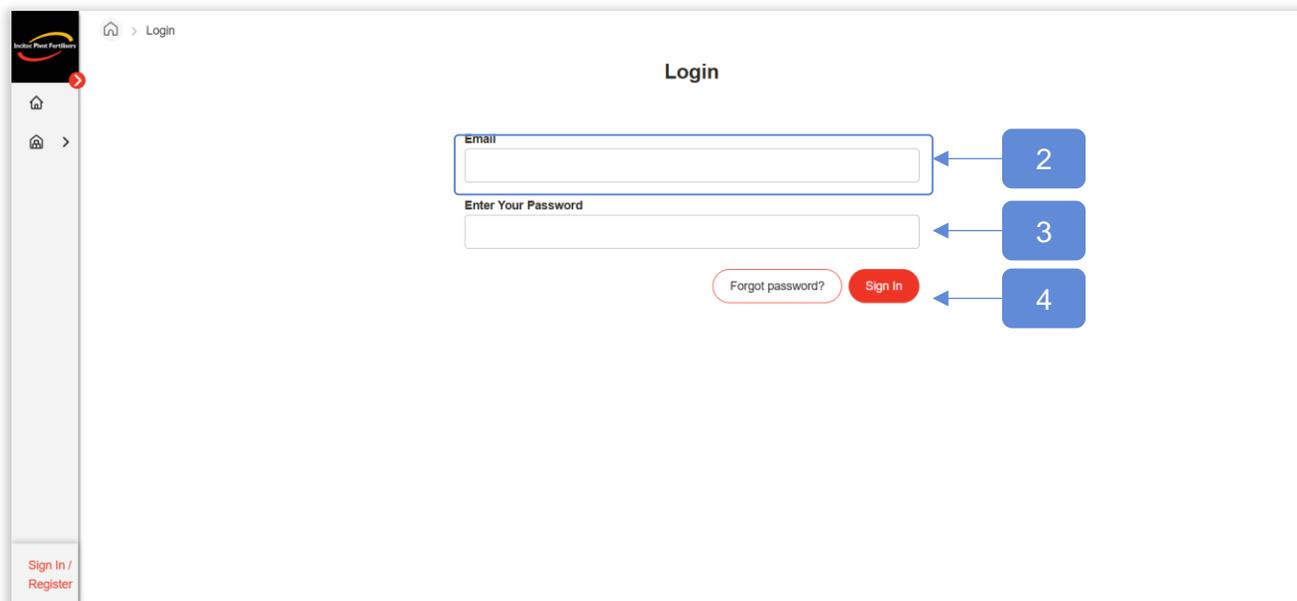
Step 2: Enter email address

Step 3: Enter password

Step 4: Press the “Sign In” button

Top Tip

If you have forgotten your password, click “**Forgot Password?**”. You will be emailed a link to reset your password.

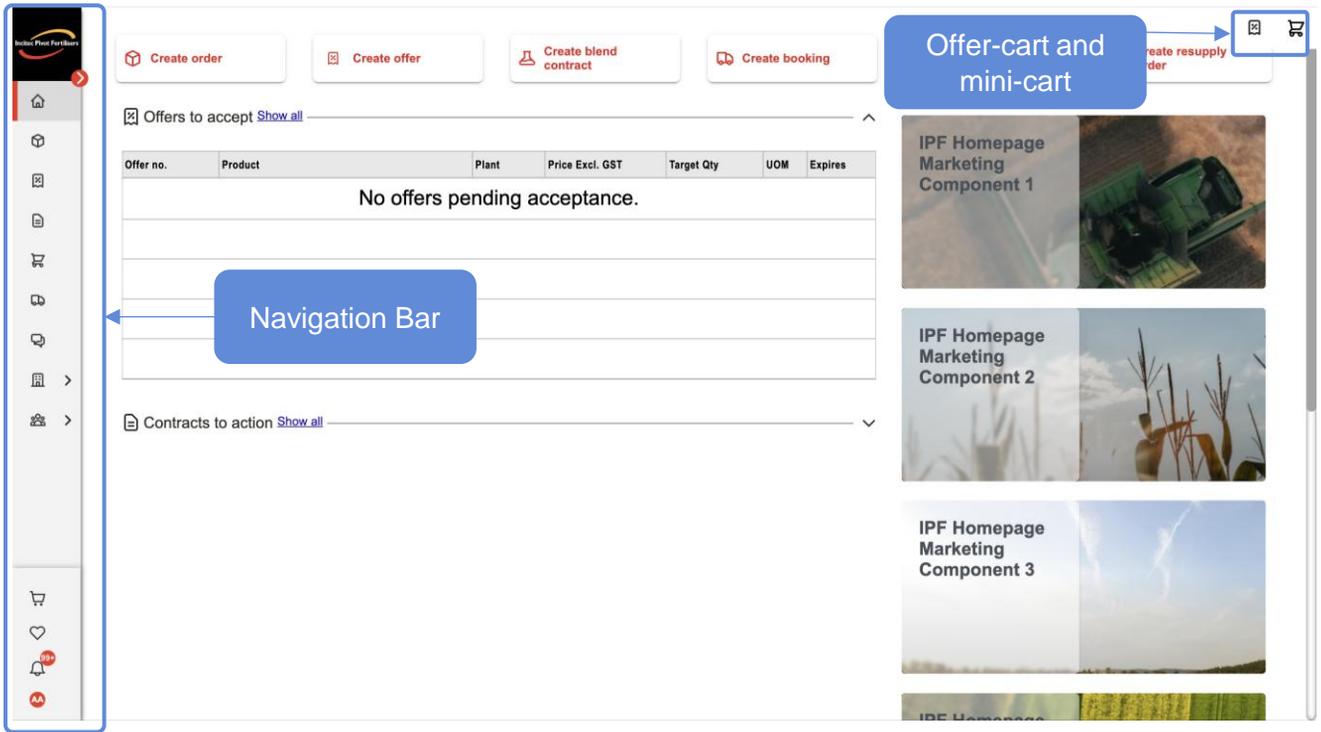


The screenshot shows the login page of the myIncitecPivot website. The page title is "Login". On the left side, there is a navigation menu with a home icon and a "Sign In / Register" link at the bottom. The main content area contains two input fields: "Email" and "Enter Your Password". Below these fields are two buttons: "Forgot password?" and "Sign In". Three blue callout boxes with numbers 2, 3, and 4 are positioned to the right of the input fields and buttons, with arrows pointing to them. Callout 2 points to the Email field, callout 3 points to the Enter Your Password field, and callout 4 points to the Sign In button.

2 Navigating myIncitecPivot

This section will explain how to navigate myIncitecPivot.

Once you login, you can navigate the system using the navigation bar on the left side. You can also access your offer-cart and mini-cart on the top right.



Tip! 💡

You can expand and collapse the navigation bar by clicking the arrow below the logo.



Login, Dashboard and Navigation – myIncitecPivot

In the navigation bar you can find:

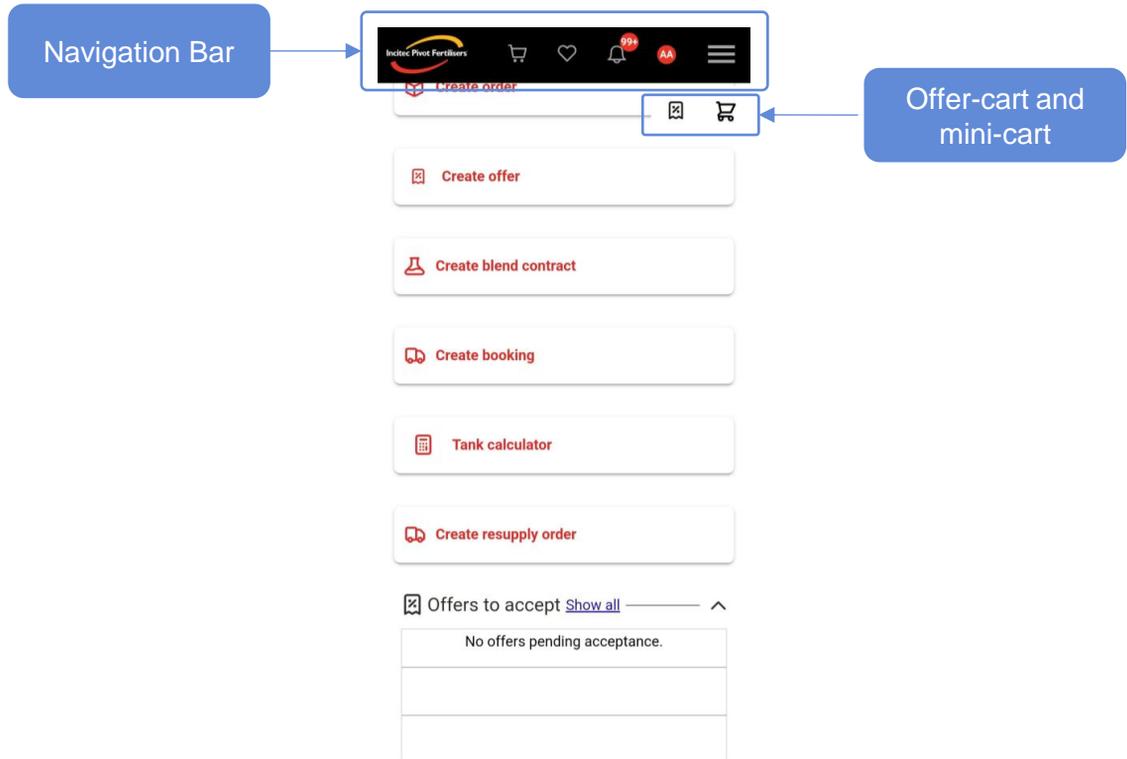
The navigation bar is located on the left side of the application. It features a vertical list of icons, each with a corresponding callout box to its right. The callout boxes are blue and contain the name of the menu item and a brief description of its function. The icons are as follows:

- Home:** A house icon. Callout: **Dashboard** - Return to your dashboard.
- Products:** A cube icon. Callout: **Products** - Search and order products.
- Offers:** A document with a checkmark icon. Callout: **Offers** - View and accept offers.
- Contracts:** A document icon. Callout: **Contracts** - Create and view contracts.
- Orders:** A shopping cart icon. Callout: **Orders** - Create and view orders.
- Bookings:** A truck icon. Callout: **Bookings** - View and book orders for transport.
- Cases:** A speech bubble icon. Callout: **Cases** - View and create cases.
- Reports:** A warning triangle icon. Callout: **Reports** - Request documentation from a specified period.
- Accounts:** A building icon. Callout: **Accounts** - Access Invoices and Credit Summary.
- Admin:** A group of people icon. Callout: **Admin** - View parties that are related to you.
- Deliveries:** A clipboard icon. Callout: **Deliveries** - View delivery and delivery due list (Distribution Agent Only).
- Production:** A gear icon. Callout: **Production** - View and create production orders (Distribution Agent Only).
- Stocks:** A warehouse icon. Callout: **Stocks** -
 - Manage stock functions
 - Manage resupply functions (Distribution Agent Only)
- Order Cart:** A shopping cart icon with a red badge showing '4'. Callout: **Order Cart** - View your order cart.
- Favourites:** A heart icon with a red badge showing '99+'. Callout: **Favourites** - View your favourited products.
- Notifications:** A bell icon with a red badge showing '37'. Callout: **Notifications** - Show notifications.
- Profile:** A person icon with a red badge showing 'AD'. Callout: **Profile** - Editing Profile (Email and Password), Promotions and Logout.

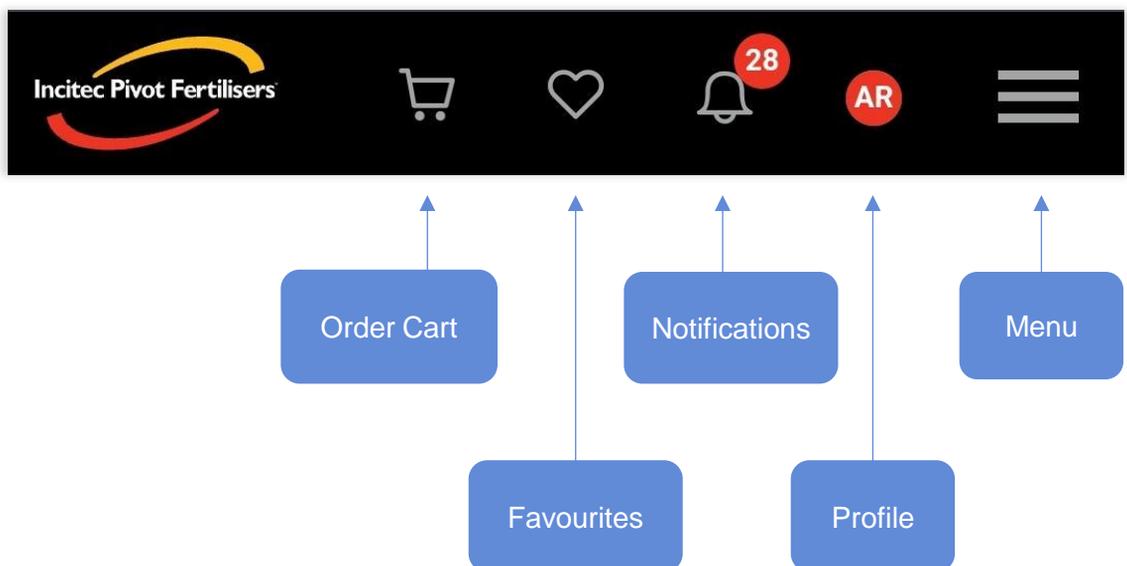
3 Mobile Navigation 101

This section will explain how to navigate myIncitecPivot on mobile.

Once you login, you can navigate the system using the navigation bar on the top of your screen. You can also access your mini-cart on the top right.

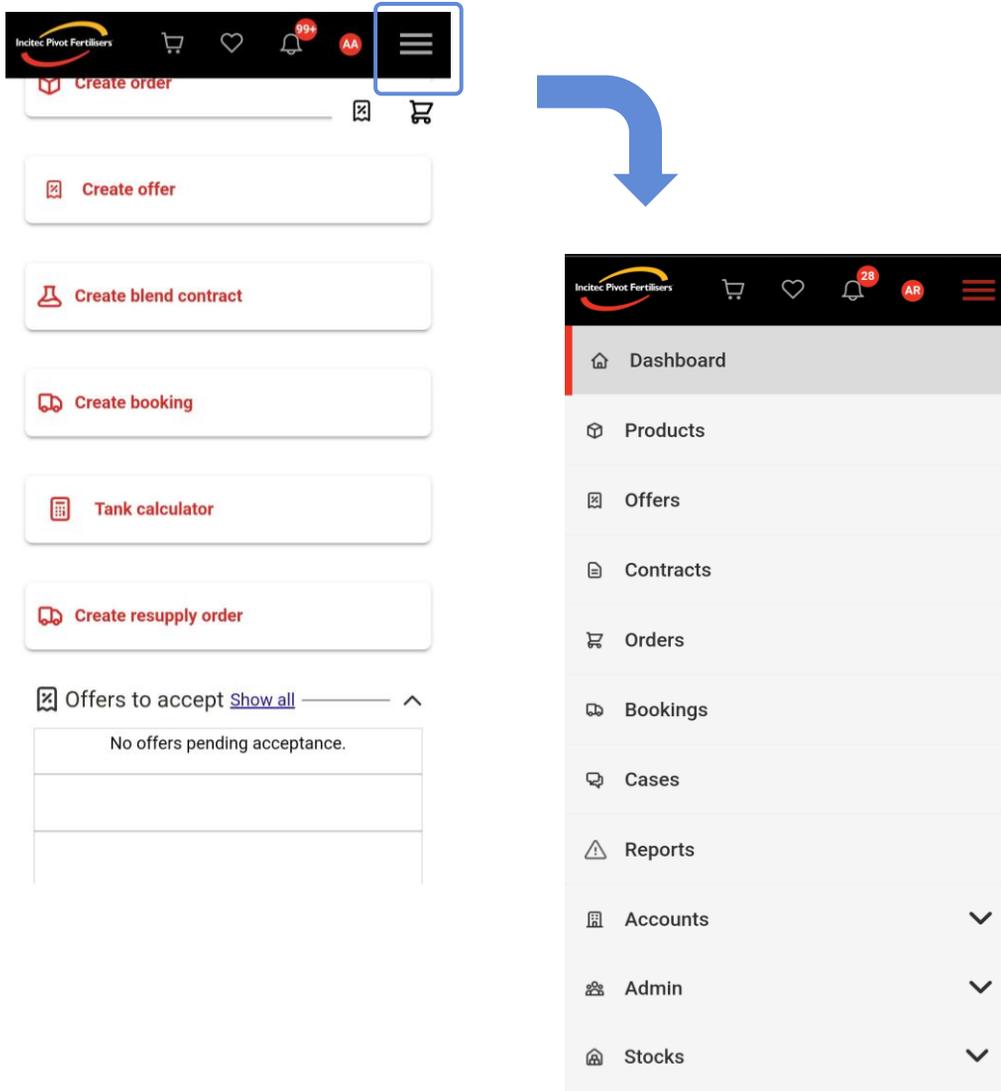


In the navigation bar you can find:



Login, Dashboard and Navigation – myIncitecPivot

Tap the menu button to expand the menu. The menu contains all functionalities available on desktop. For more information see [Page 5](#) of this QRG.



Need further assistance?

Email the myIncitecPivot Customer Experience team at myIncitecPivot@incitecpivot.com.au
or call 1800 009 832.



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