

# 2 First steps: how to browse vtenext

This section consists in a brief introduction to vtenext for those who are accessing the system for the first time. The goal is to provide to the user with the basic knowledge to become familiar with this tool, which is designed to be intuitive and easy to use.

The following basic horizontal tools will be illustrated:

**Login:** how to access vtenext;

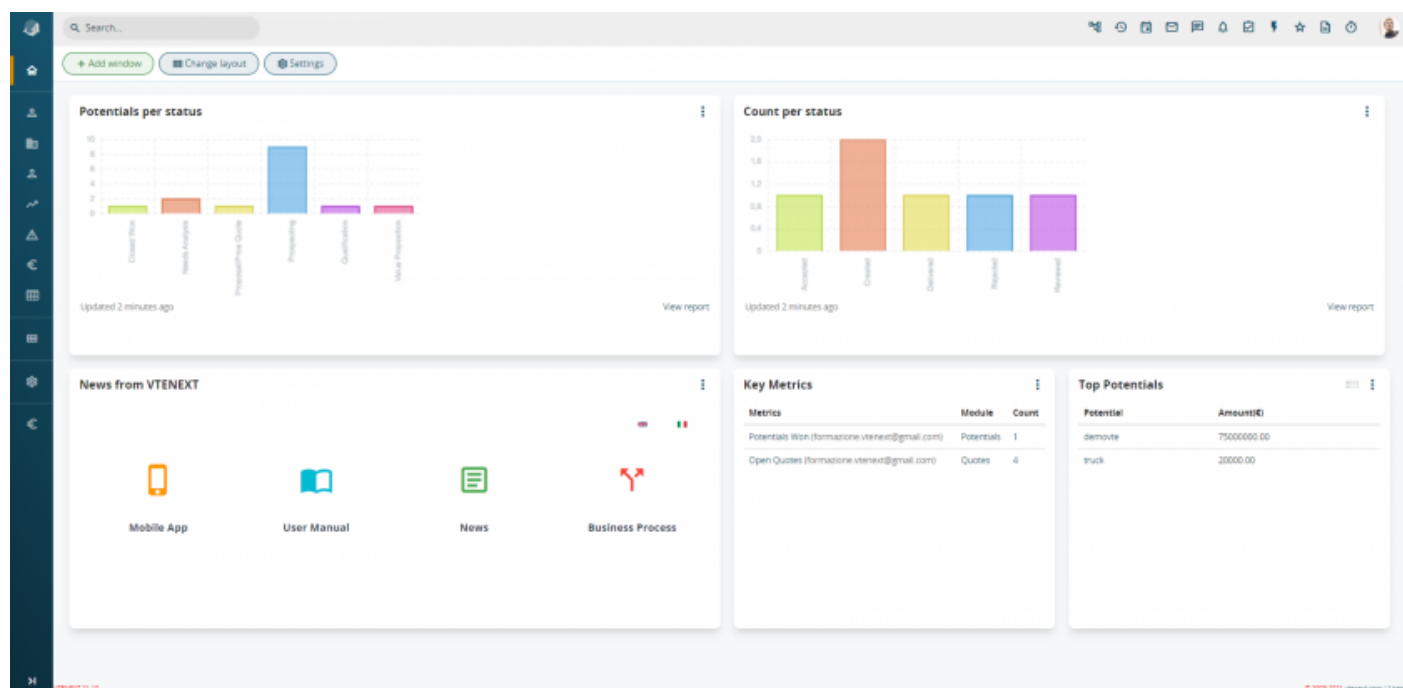
**Home Page:** personal splash screen;

**Navigation:** menus and icons;

**Search functions:** simple and advanced search, in each module and global;

**Modules and records:** what they are and how they are structured;

**User preferences:** personal information, notifications and more.



vtentext

Home

Modules

Favorites

Leads

Accounts

Contacts

Campaigns

Trouble Tickets

Potentials

Reports

Clients

Marketing

Projects

Sales

Inventory

All

Settings

Search...

LIST

+ Create

| Other

Filter

All

Assigned To

All



























Showing 1 - 20 of 62

<

Page 1

of 4

>

<input type="checkbox"/>	Action	Account No	Account Name	Billing City	Website	Phone	Assigned To
<input type="checkbox"/>	 	ACC38	Abdullah NGO	Oviedo	www.info.abdullah.ngo.org	227718409	gung (Marjinder Gung)
<input type="checkbox"/>	 	ACC29	Administrator Inc	Jefferson City	www.administrator.inc.com	921686935	reuben (Yolande Reuben)
<input type="checkbox"/>	 	ACC12	Alegre	Aachenleben	www.info.alegre.net	611551329	xavier (Gurvinder Xavier)
<input type="checkbox"/>	 	ACC57	Atlantic LLC	Rhuyader	www.data.atlanticc.com	987886329	gung (Marjinder Gung)
<input type="checkbox"/>	 	ACC40	Aziz SpA	Grimma	www.aziz_spa.it	570780293	benzie (Megan Benzie)
<input type="checkbox"/>	 	ACC37	Azmak Sas	Ceuta	www.azmak-sas.com	403911549	mcateer (Farica Mcateer)
<input type="checkbox"/>	 	ACC28	Beerkens LLC	Limoges	www.beerkens.llc.net	750973308	sanderson (Lela Sanderson)
<input type="checkbox"/>	 	ACC56	Belanger SpA	Wichita	www.belangerspa.org	89854483	frest (Emelia Frest)
<input type="checkbox"/>	 	ACC31	Bennefeld Snc	Huntingdon	www.bennefeld_snc.net	103977751	xavier (Gurvinder Xavier)
<input type="checkbox"/>	 	ACC39	Callahan NGO	Cordoba	www.callahan_ngo.com	171024697	mcateer (Farica Mcateer)
<input type="checkbox"/>	 	ACC34	Chaaban Snc	Fayetteville	www.info.chaaban.snc.co.uk	858437784	frankcom (Barby Frankcom)
<input type="checkbox"/>	 	ACC52	Crozier Inc	Sanja Cruz de Tenerife	www.info.crozier.inc.co.uk	104214106	xavier (Gurvinder Xavier)
<input type="checkbox"/>	 	ACC5	demote	San Jose	www.demote.com	9509.335.1464	admin (Administrators)

Revision #1