

# 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;

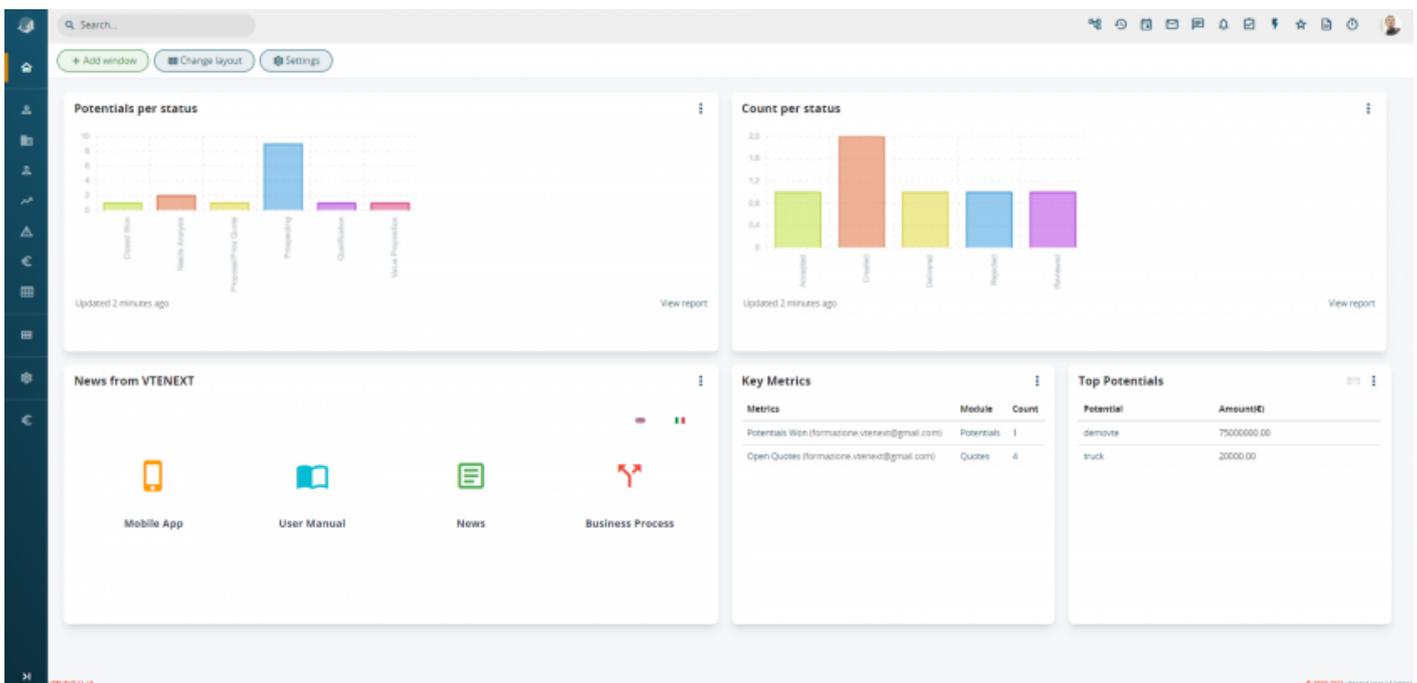
**Home Page:** personal splash screen;

**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.



vteneXt

Search...

LIST

+ Create | Other

Filter All Assigned To All

Showing 1 - 20 of 62

Page 1 of 4

Action	Account No	Account Name	Billing City	Website	Phone	Assigned To
<input type="checkbox"/>  	ACC38	Abdulah NGO	Oviedo	www.info.abdulah.ngo.org	227718409	gung (Manjinder 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	Rhayader	www.data.atlantic.com	987986329	gung (Manjinder Gung)
<input type="checkbox"/>  	ACC40	Azi SpA	Grimma	www.azi_spa.it	570780293	benzie (Magan Benzie)
<input type="checkbox"/>  	ACC37	Azmak Sas	Ceuta	www.azmak-sas.com	403911549	mcateer (Farica Mcateer)
<input type="checkbox"/>  	ACC28	Beekens LLC	Limoges	www.beekens.llc.net	750973308	sanderson (Leila Sanderson)
<input type="checkbox"/>  	ACC56	Belanger SpA	Wichita	www.belangerspa.org	89854463	fretz (Emelita Fretz)
<input type="checkbox"/>  	ACC31	Bennefeld Snc	Hurstingdon	www.bennefeld_snc.net	103977751	xavier (Gurvinder Xavier)
<input type="checkbox"/>  	ACC39	Callahan NGO	Córdoba	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	Santa Cruz de Tenerife	www.info.crozier.inc.co.uk	104214106	xavier (Gurvinder Xavier)
<input type="checkbox"/>  	ACC6	demoute	San Jose	www.demoute.com	807613761462	admin (Administrator)

Account (3M Invest AS)

INFORMATION | PROCESS GRAPH | PROCESS HISTORY | HISTORY

### Account Information

Account Name	3M Invest AS	Account No	ACC2
Website	www.3minvestas.com	Phone	(237) 093-7872
Fax		Member Of	X-CEED INC 99
Phone (other)		Employees	0
email (other)		Ownership	
Industry	Banking	Rating	Active
Type		Lock Automatic Emails	NO
Annual Revenue (K)	0.00	Bank Details	
VAT Registration Number		Social Security number	
External Code	12345	Receive newsletter	YES
Assigned To	formazione.vteneXt@gmail.com (Francesco Vilani)	Time modified	23-11-2021 16:41:13
Time created	30-04-2018 14:44:33	Creator	formazione.vteneXt@gmail.com (Francesco Vilani)
Email	test123@test123.com	Daily cost (K)	0.00

SHORTCUTS

- Tasks
- Notes
- Accounts Hierarchy

RELATIONS

- Contacts 5
- Products 2
- Sales Order 3
- Potentials 1
- Quotes
- Invoice
- Activities
- Documents
- Trouble Tickets
- Campaigns
- Delivery Notes
- Services
- Assets
- Project Plans
- Visit Report

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