

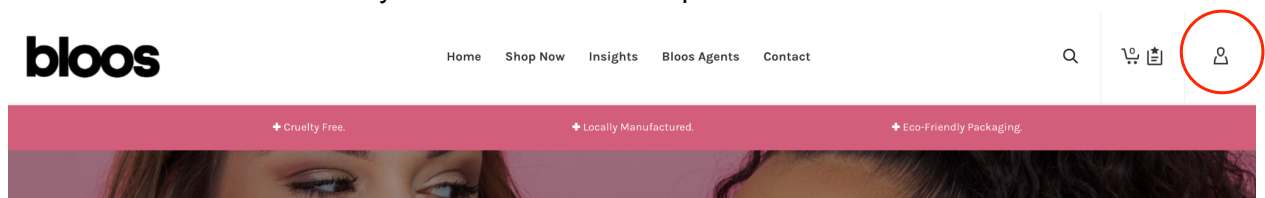
bloos

cosmetics

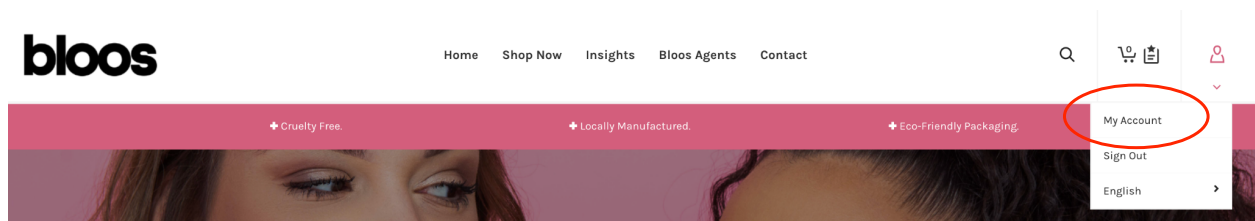
How do I find my Agent Dashboard?

This is the place where you will be doing most things, except for the Bloos Online Shop on the web site.

On the Bloos web site menu you will find a icon of a person



Click on the little icon and you will see the next drop down.



Select My Account from the dropdown, and you will see the next screen.

Need help? Email us at hello@blooscocosmetics.co.za

Dashboard	Hello bloos (not bloos ? Log out)
Orders	From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and edit your password and account details.
Downloads	Go to Sales Agent Dashboard
Addresses	
Account details	
Log out	

If your status on the Bloos system has been changed to Sales Agent from Customer you should see the **Go to Sales Agent Dashboard** button, when you select your button you will go to your Agent Dashboard. Should you not see the **Go to Sales Agent Dashboard** button you should send us an email to update your status to Sales Agent on the system (mail to hello@blooscocosmetics.co.za).

This is the **Sales Agent Dashboard**.

The screenshot shows the Sales Agent Dashboard interface. The browser address bar displays blooscocosmetics.co.za/agent-dashboard/. The Bloos logo is circled in red. The dashboard features a sidebar with navigation options: Announcements, Dashboard, Messages, Cart Sharing, Affiliate Links, My Customers, My Team, Earnings, Payouts, and Profile. The main content area is titled 'Dashboard' and includes a welcome message: 'Welcome to your dashboard, Thomas Hill! Here's everything at a glance...'. Key metrics are displayed in three columns: 'Balance available' (R0,00), 'Order Statistics (last 30 days)' (a chart showing Completed, Pending, and Cancelled orders), and 'Store Statistics (last 30 days)' (Orders: 0, Customers: 9, Announcements: 0, Messages: 0). A 'Recent Earnings' table is visible at the bottom with columns for Order No., Customer, Date, Amount, and Status.

To navigate back to the Bloos Web Site, just click on the Bloos Logo, and then use the same process to get to your **Sales Agent Dashboard**.