

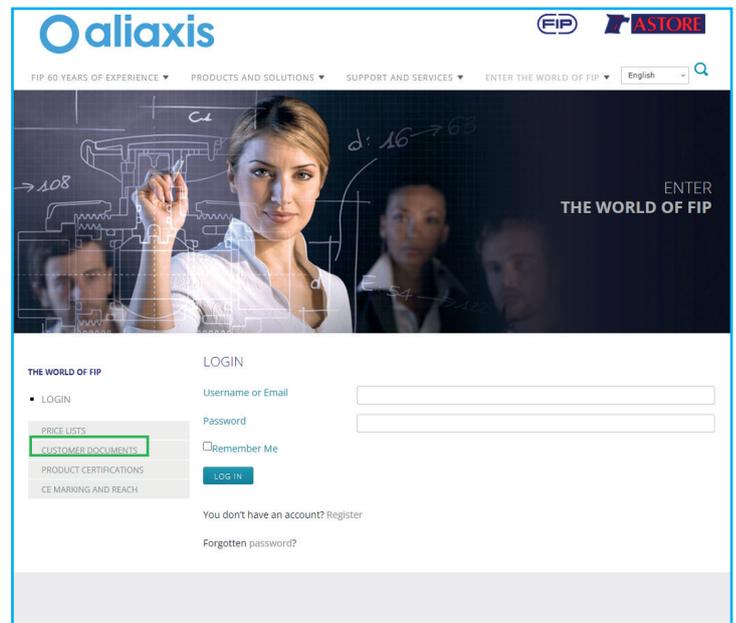
Instructions to access the new CMS

How to recover user passwords and access your documents



01 Go to fipnet.com

Access the [Customer area on fipnet.com](#) by entering your USERNAME or EMAIL and your PASSWORD.

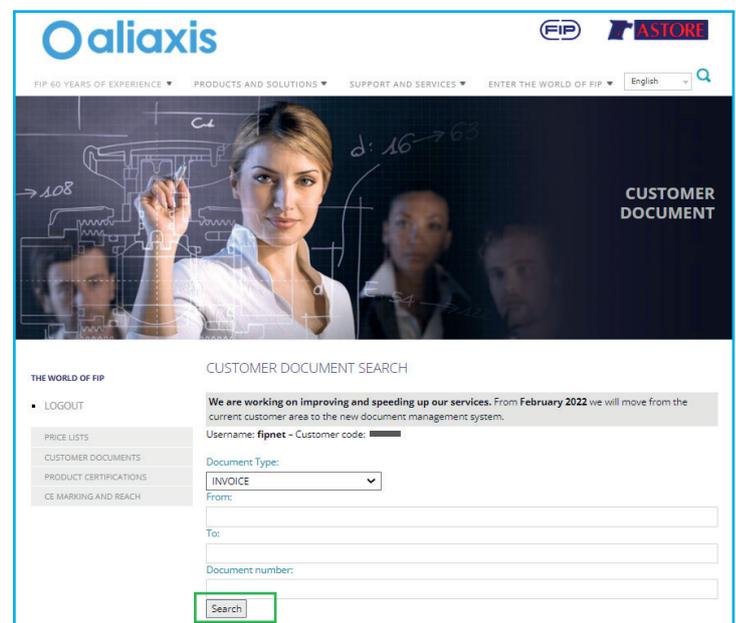


02 Search documents

Search your documents using the FROM/TO SEARCH DATE fields.

All **documents issued by the end of January** are available on the current system and will appear in your search.

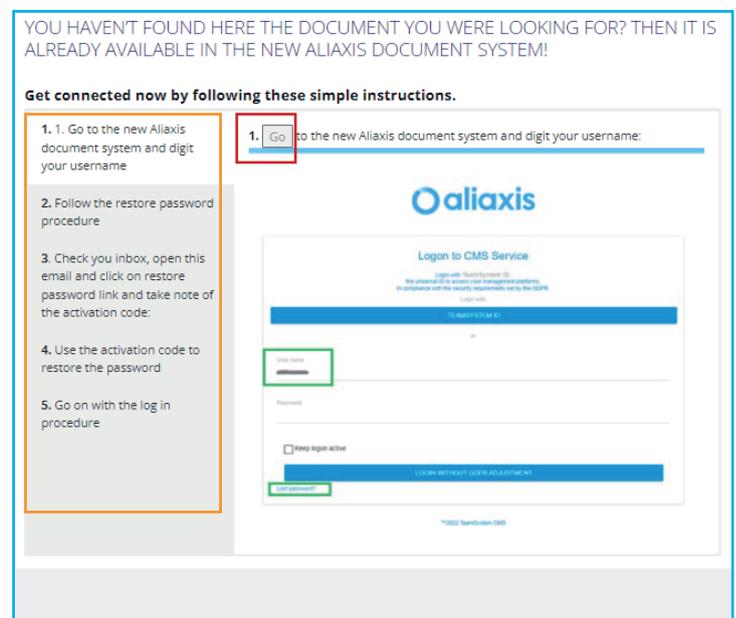
All **documents issued from February 1st** are available on the new document system.



03 Follow the instructions

To access the new document system you can follow the 5 steps in the online help (highlighted in orange) or continue reading this document.

Click on step 1 and then on the GO button (highlighted in red).



04 Access the new document management system

Click on the button highlighted here aside. Enter your USERNAME and click on FORGOT PASSWORD? The recovery procedure is now activated.

Ligon to CMS Service

Login with TeamSystem ID,
the universal ID to access your management platforms,
in compliance with the security requirements set by the GDPR.

Login with

TEAMSYSYSTEM ID

or

User name

Password

Keep logon active

LOGIN

Lost password?

05 Enter your e-mail

Follow the PASSWORD RESET procedure, then enter the e-mail address to receive the new password and click SEND.

Recover password

e-mail
r.a@v.t

e-mail for password reset

SEND

©2022 TeamSystem CMS

06 Password recovery

Check your inbox and open this email, click on the link PASSWORD RECOVER and copy the ACTIVATION CODE.

Request new password for expired password.

EmailCMS.noreply@TeamSystem.com (EmailCMS.noreply@TeamSystem.com)
A Roberto Migliavacca

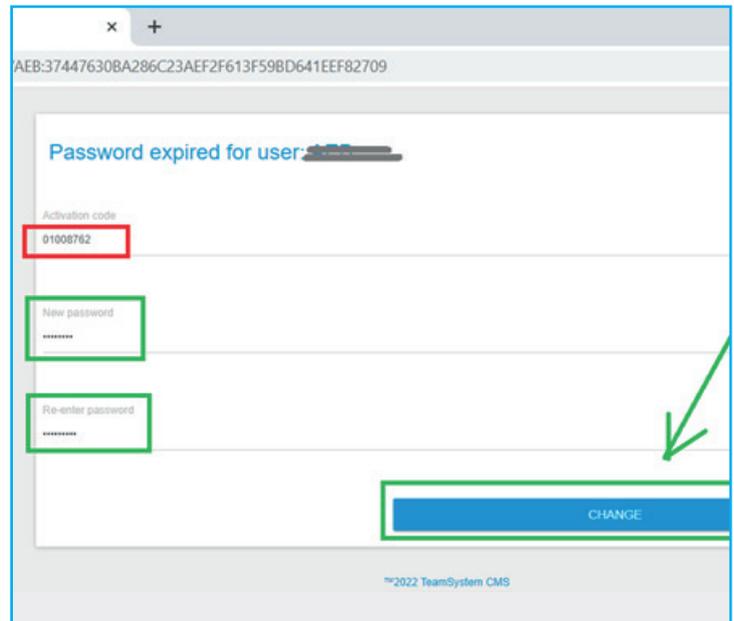
Il mittente effettivo di questo messaggio è diverso da quello normale. Fare clic qui per altre informazioni.

Traduci messaggio in Italiano Non tradurre mai da: Inglese Preferenze di traduzione

As per your request, a link is sent to force the password change on the CMS.
The link is [password recover](#)
Activation code:01008762

07 Set your new password

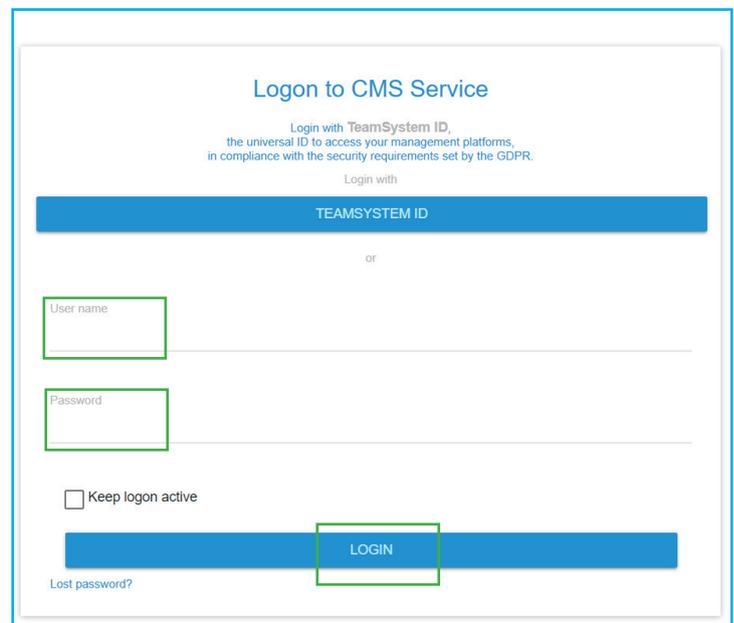
Use the ACTIVATION CODE, then enter a NEW PASSWORD and click on CHANGE.



The screenshot shows a web browser window with the URL `AEB:37447630BA286C23AEF2F613F598D641EEF82709`. The page title is "Password expired for user: [redacted]". Below the title, there is a form with three input fields: "Activation code" (containing "01008762"), "New password" (with masked characters), and "Re-enter password" (with masked characters). A blue "CHANGE" button is located at the bottom right of the form. A green arrow points to the "CHANGE" button. The footer of the page reads "©2022 TeamSystem CMS".

08 Proceed with the login

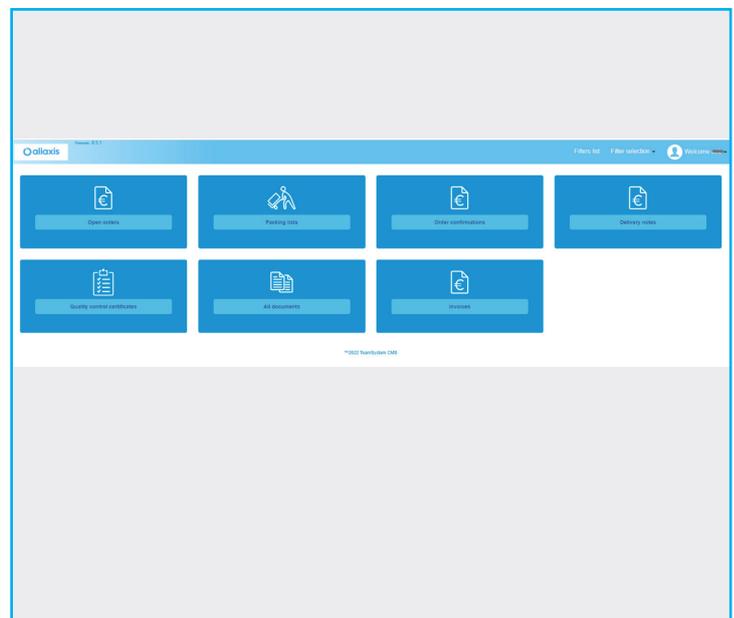
To login for the first time, enter your USER NAME and the new PASSWORD.



The screenshot shows the "Logon to CMS Service" page. The title is "Logon to CMS Service". Below the title, there is a message: "Login with TeamSystem ID, the universal ID to access your management platforms, in compliance with the security requirements set by the GDPR." Below this message, there is a "Login with" section with a blue button labeled "TEAMSYSYSTEM ID". Below this, there is a "User name" input field and a "Password" input field. Below the input fields, there is a checkbox labeled "Keep logon active". Below the checkbox, there is a blue "LOGIN" button. Below the "LOGIN" button, there is a link labeled "Lost password?".

09 Document selection

Search for the documents of your interest by clicking on the relevant button.



The screenshot shows the "Odaxxis" dashboard. The dashboard has a header with "Odaxxis" and "©2022 TeamSystem CMS". Below the header, there is a grid of seven buttons: "Open orders", "Parking lists", "Order contributions", "Delivery notes", "Quality control contributions", "All documents", and "Invoice".

10 View documents

All documents in the selected category will appear in chronological order, starting with the most recent.

By clicking on the pdf icon you can download or view each single document.

