



 **RENSON®**
Creating healthy spaces



User manual: Page Login

Edition December 2011
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www.renson-ereps.com

useradmin@renson-ereps.com

e-REPS.

1.1	Access to e-Reps.....	3
1.1.1	Request account details.	3
1.2	Activationmail	4
1.3	Register as a user or activate as user of e-REPS	6
1.3.1	Activation Screen	6
1.3.2	Login screen	7
1.3.3	Forgot login credentials, ask for a new login.	8
1.4	Users	9
1.4.1	The User number.	9
1.4.2	Request user number	10

1.1 [Access to e-Reps.](#)

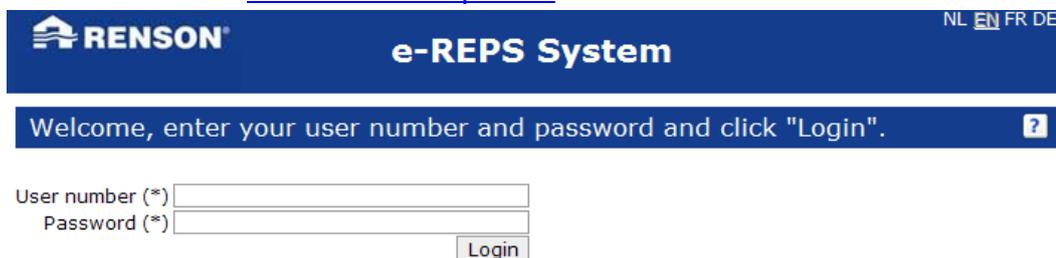
If you wish to use e-Reps you, you'll need an account number to get access to the system. You can gain access through the following link using your web browser (Internet Explorer, safara, firefox, opera, ...): <https://www.renson-ereps.com/>.

1.1.1 Request account details.

Not yet a customer of Renson, you can request a user number and password. To retrieve your account details please take the following steps:

You need to access the following steps to access as a customer of NV RENSON ® Ventilation, NV RENSON Sunprotection ®-Projects, or NV RENSON Sunprotection ®-Screens.

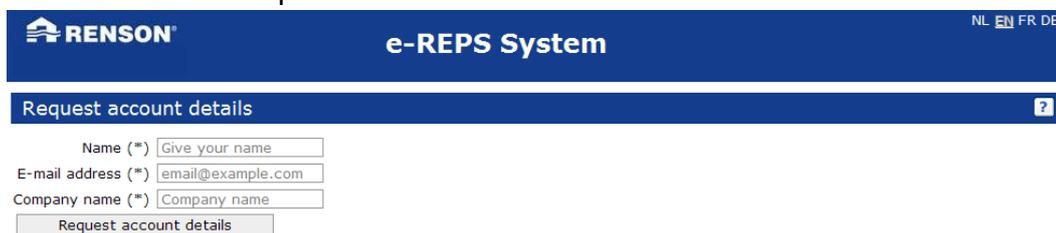
- a) Go to the website www.renson-ereps.com.



The screenshot shows the top navigation bar of the e-REPS System website. It features the Renson logo on the left, the text "e-REPS System" in the center, and language selection options (NL, EN, FR, DE) on the right. Below the navigation bar is a blue banner with the text "Welcome, enter your user number and password and click 'Login'." and a help icon. Underneath the banner are two input fields: "User number (*)" and "Password (*)", followed by a "Login" button.

[Forgot login credentials? Click here to receive an activation email.](#) [Request account details](#)

- b) Click on the link "Request account details".



The screenshot shows the "Request account details" page of the e-REPS System website. It features the Renson logo on the left, the text "e-REPS System" in the center, and language selection options (NL, EN, FR, DE) on the right. Below the navigation bar is a blue banner with the text "Request account details" and a help icon. Underneath the banner are three input fields: "Name (*)" with the placeholder "Give your name", "E-mail address (*)" with the placeholder "email@example.com", and "Company name (*)" with the placeholder "Company name". Below these fields is a "Request account details" button.

- c) You need to fill out your name, address and company name.
d) Click on the button "Request account details". The request has now been sent to the e-Reps administrator. He will verify the data and decide whether or not you will have access to e-Reps.
e) You will receive an activation email to the mail account you have entered (see previous picture). The user number you've received is a code of five digits, the user number is personal! Write down your user number!

In this email you will find the link to register yourself to the platform [RENSON® -eREPS](#).

When you click the link below, your user-ID will appear and you will be able to choose a password. This password must consist of at least 4 letters and/or numbers.

Your user-ID and password are strictly personal and are linked to this email address. Each company's own administrator can create multiple users. If you are the administrator, you can find - after the registration is complete - the manual how to create new users by clicking "?" at the right side of the title bar.

Your user-ID is 14692. Please write this down and save it.

Please click this link to continue >[Account activation](#)

In case you should have questions/problems you can always contact RENSON® e-Reps Support ([Renson-Ereps user administratie](#)).

Best Regards,



- f) Click on the link "Account activation". Next you'll need to fill out a new password. The password must be at least 4 characters long with the following character strings 'A-Z' and '0-9'.

RENSON® e-REPS System NL EN FR DE

Welcome to the activation of your user number. Give your password and click "Start activation" ?

User number (*)

New Password (*)

- g) Click the "Activate" button to log on for the first time.

1.2 [Activationmail](#)

When an administrator creates a new user account, there's a mail with the activation link sent to the new user. The new user activates his account through the link "**Account activation**" as shown in the screenshot below.



Welcome Tom

In this email you will find the link to register yourself to the platform [RENSON® -eREPS](#).

When you click the link below, your user-ID will appear and you will be able to choose a password. This password must consist of at least 4 letters and/or numbers.

Your user-ID and password are strictly personal and are linked to this email address. Each company's own administrator can create multiple users. If you are the administrator, you can find - after the registration is complete - the manual how to create new users by clicking "?" at the right side of the title bar.

Your user-ID is 14688. Please write this down and save it.

Please click this link to continue > [Account activation](#)



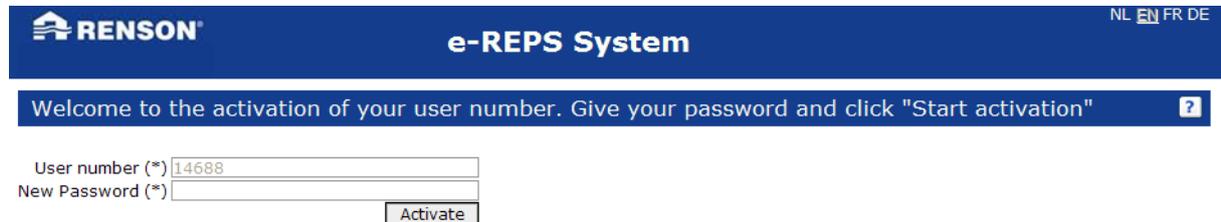
In case you should have questions/problems you can always contact Renson® e-Reps Support ([Renson-Ereps user administratie](#)).

Best Regards,

1.3 Register as a user or activate as user of e-REPS

1.3.1 Activation Screen

Welkom op de e-commerce site van Renson®. U bevindt zich op het activatiescherm van deze website. Voor de algemene intro bij het gebruik van de website ga naar Welcome to the e-commerce site Renson®. You'll find yourself at the activation screen of this website. For the general introduction to the use of the website go to [eReps General introduction](#).



RENSON® e-REPS System NL EN FR DE

Welcome to the activation of your user number. Give your password and click "Start activation" ?

User number (*) 14688
New Password (*)
Activate

User number(*)

The user number is a code of 5 digits. The user receives this while activating his account. The user number is personal, and along with the password attached to the email address of the user.

! Write down your user ID!

Password(*)

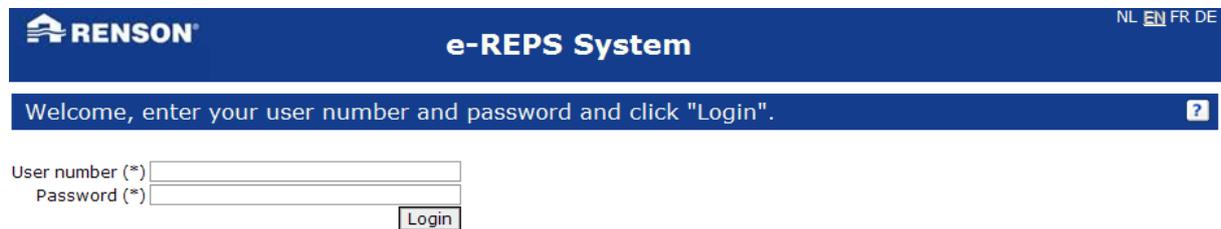
The password at least 4 characters, letters and / or numbers, to be activated by the user.

Click "Activate" to continue.

Upon activation, several messages could appear. Read the messages carefully and follow step-by-step to finish your activation.

1.3.2 Login screen

Welcome to the e-commerce site Renson®. You'll find yourself on the login screen of this website. This site is intended for customers and provides information about quotes, orders, invoices and shipping.



User number (*)

Password (*)

[Forgot login credentials? Click here to receive an activation email. Request account details](#)

How to work with this page? Click here

- Language: top right of the menubar NL, EN, FR, DE.
- Help function: press "?" right side of the title bar.
- Short description: move the cursor over the text, a tool tip appears

User number(*)

The user number is a code of 5 digits. The user receives this while activating his account. The user number is personal, and along with the password attached to the email address of the user.

! Write down your user ID!

Password(*)

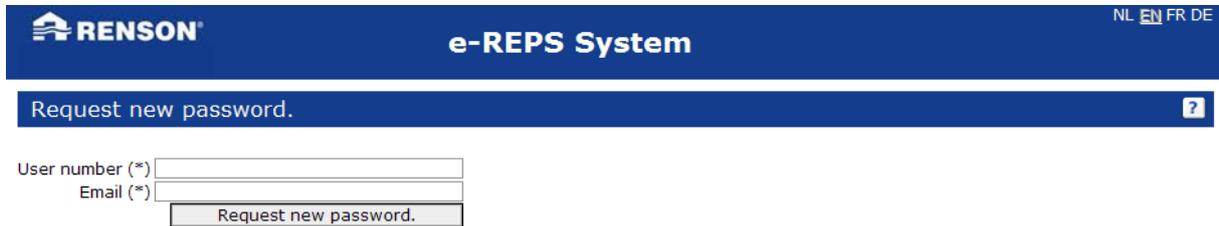
The password at least 4 characters, letters and / or numbers, to be activated by the user.

Forgot login credentials

Click on this link if you have forgotten your password. You'll receive a new activation link in your mailbox. Clicking this link, will ask you to choose a new password.

1.3.3 Forgot login credentials, ask for a new login.

As a user you are the only one who owns a password. A new password can be reset by using the link "*Forgot login credentials. Click here for an activation mail.*" On the login screen. You'll end up in the screen below:



The screenshot shows the 'Request new password' form in the e-REPS System. At the top, there is a blue header with the Renson logo and the text 'e-REPS System'. Below the header, there is a blue bar with the text 'Request new password.' and a question mark icon. The form contains two input fields: 'User number (*)' and 'Email (*)'. Below these fields is a button labeled 'Request new password.'

[Back Request account details](#)

Request account details

You will receive an activation mail.

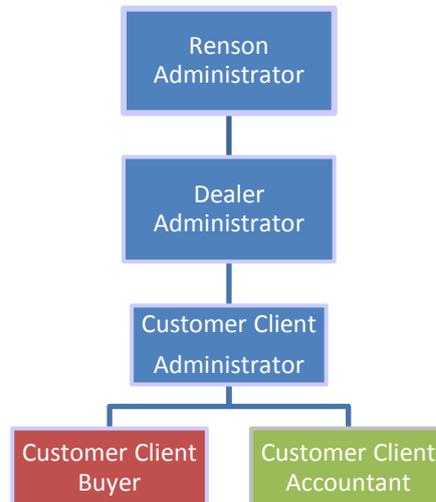
Back

Go back to the login screen.

Upon activation, several messages can appear. Read the reports carefully and follow the steps to finish the activation.

1.4 Users

Registering on the website "Renson e-Reps" is based on a user number and password. A user number is assigned and is unique, the password is chosen by the user. Each user is assigned a role: "administrator", "buyer" or "accountant". The role determines which information is visible and what actions can be executed.



1.1.1 The User Roles

Administrator

The administrator has the most rights in e-REPS within a particular organization.

1. Manage their own users: create, activate, delete or lock.
2. Management of active clients.
3. Management and monitoring of documents, regardless their type.

While registering each client receives an administrator user number. The clients administrator can decide to create one or more users combined with their roles. It is recommended to create an additional administrator account.

Buyer

The buyer is always related to a customer and will receive his user number from the administrator of that customer.

1. Management of his active clients.
2. Management and monitoring of documents except financial documents.

Accountant

The accountant is always related to a customer and will receive his user number from the administrator of that customer.

1. Management of his active clients.
2. Management and monitoring of documents including financial documents.

1.4.1 The User number.

It depends on the role who'll give you your user number. (see diagram above)

The clients administrator gets his user number from the administrator above him in the hierarchy.

Each customer receives one user number as an administrator, so he can create user numbers for its employees.

Each user number is unique and is awarded to a person, who is identified with a valid email account. This email account will be used to request the password to the user.

1.4.2 Request user number

Refer to the diagram above to find out who you can assign a user number. You will receive an email to assign a password.

1. Requests for a user number. The application for a user number is done by mail towards the administrator. The administrator creates the user with the correct email address.
2. The applicant will receive an email, asking to activate using the activation link. Read this email carefully.
3. The login screen lists your user number. Take note and save this user number and enter a password at least 4 characters, AZ and 0-9.

Example of the activation mail:



Welcome Tom

In this email you will find the link to register yourself to the platform [RENSON® -eREPS](#).

When you click the link below, your user-ID will appear and you will be able to choose a password. This password must consist of at least 4 letters and/or numbers.

Your user-ID and password are strictly personal and are linked to this email address. Each company's own administrator can create multiple users. If you are the administrator, you can find - after the registration is complete - the manual how to create new users by clicking "?" at the right side of the title bar.

Your user-ID is 14688. Please write this down and save it.

Please click this link to continue >[Account activation](#)



In case you should have questions/problems you can always contact Renson® e-Reps Support ([Renson-Ereps user administratie](#)).

Best Regards,

