## Dashboard / Landing Page

**Initiated By:**   **Administrator / User**

**Used To:**   When accessing the system

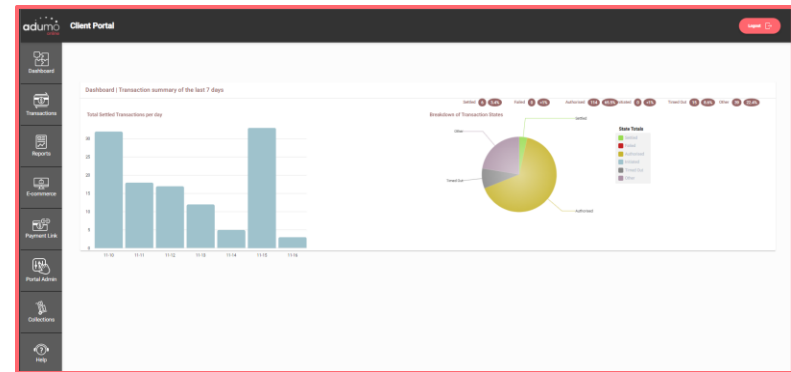Once opened, the Client Portal will prompt you to enter your Username and Password:

Please Note:

Your **password must be 8 characters** long, Must contain the following: an **uppercase letter, lowercase letter, number** and **special character**
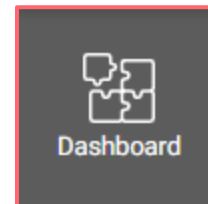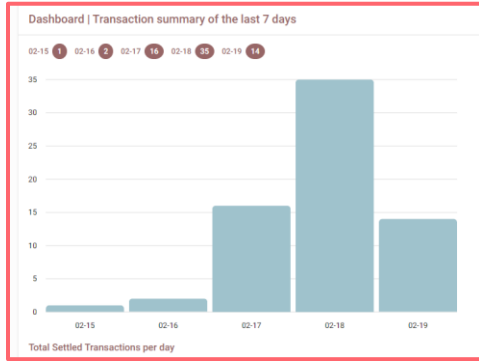
**1.** Open the **Client Portal** URL



**2.** The Landing Page will be the **Client Portal**



**3.** On this page you will be able to see the **Dashboard / Transaction Summary** for your Organisation for the last 7 days

**4.** On the Left-hand side, there is a graph that displays the transactions for the last 7 days in a **graph format**



**5.** On the Right-hand side there is a breakdown of the same information in percentages including **Settled**, **Failed**, **Authorised**, **Initiated**, **Timed Out** and **Other** and in a pie chart format with the legend on the far right