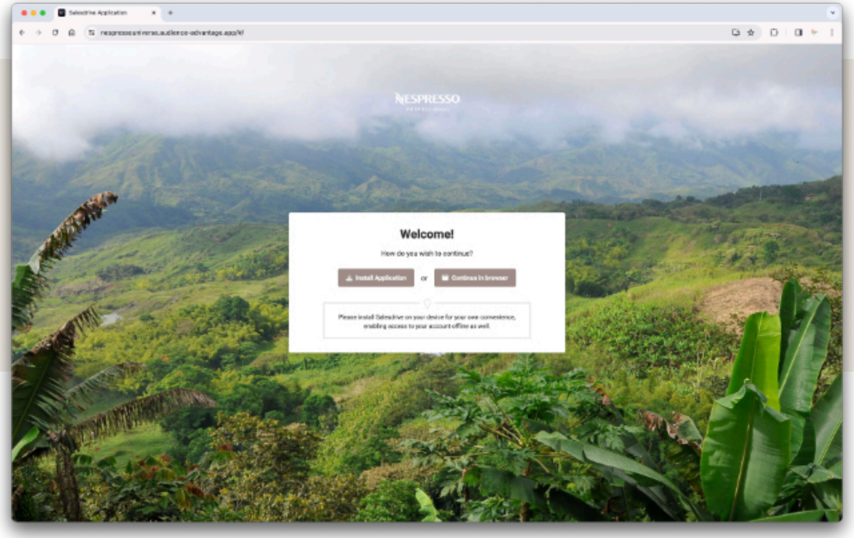
Salesdrive®
EMPOWER SALES. DRIVE EFFICIENCY.

## STEP 1: **OPEN LINK & INSTALL**

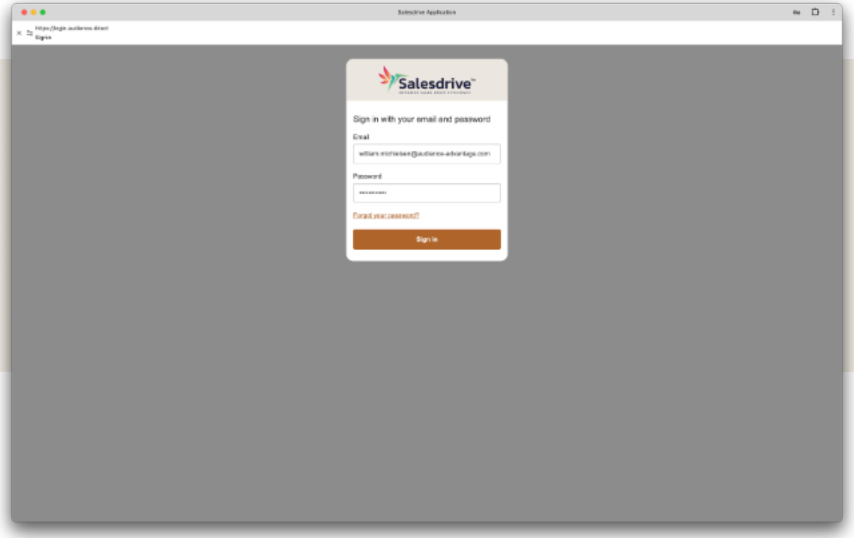



1. Visit the link that applies to you:
   - **NESPRESSO:**
     https://nespressoglobe.sales-drive.app/
   - **DISTRIBUTORS:**
     https://nespressouniverse.sales-drive.app/
2. Choose to continue in browser or install the app.

**Supported browsers?**

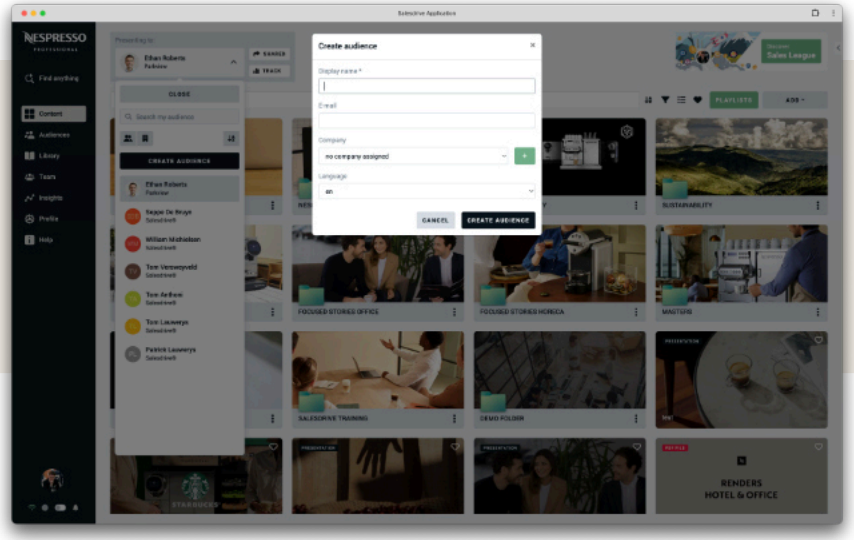
Windows (10): Edge (v80) & Chrome (v80)
iOS (v13.3): Safari (v12)
MacOS (v10.15): Chrome (v80)

## STEP 2: **DISTRIBUTORS ONLY**




1. Distributors only:
   - Use your email address to login into the Salesdrive.
   - Enter your password to complete the login process.
2. Nespresso users will be **logged in automatically** through SSO. No need to provide a password.

## STEP 3: NEW AUDIENCE



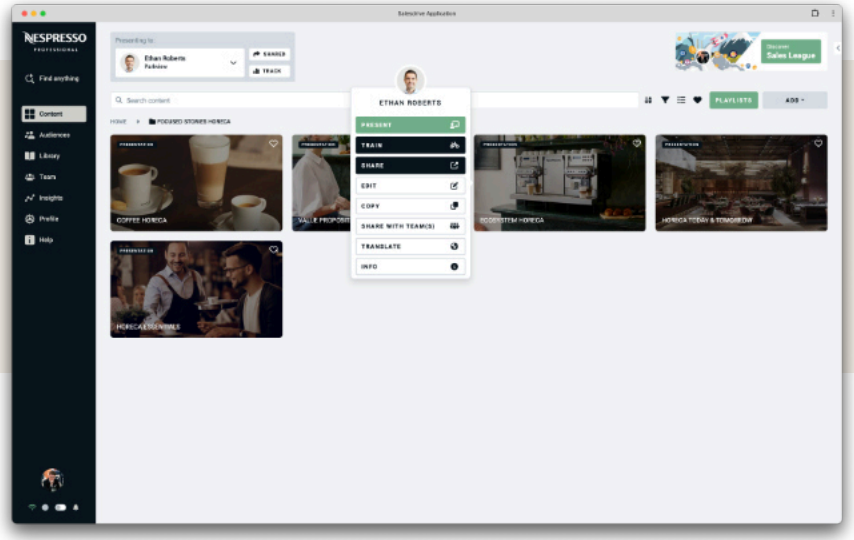

1. When you first log into Salesdrive, you need to create an audience to present or share content. Click the audience box at the top to open the dropdown, then click the **CREATE AUDIENCE** button.
2. Fill out all the details and create the audience.

An audience is to whom (person/profile) we are presenting to.

To present your presentation, you'll need to either create a new audience or use an existing one. This step allows you to track and analyze their interaction with your material.

The language of the audience is the language that will be used when presenting a presentation.

## STEP 4: PRESENT & NAVIGATE




1. By clicking on a presentation, you will see a list of actions popping up.
2. By clicking on **PRESENT**, you will be able to present your presentation and navigate through the slides.
3. You can navigate through the slides by swiping on your tablet or by using your keyboard on the desktop.

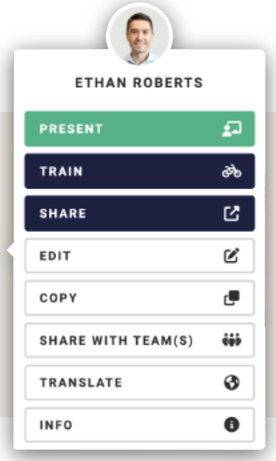
If you use the app offline, analytics and sharing are deactivated until you connect your device.

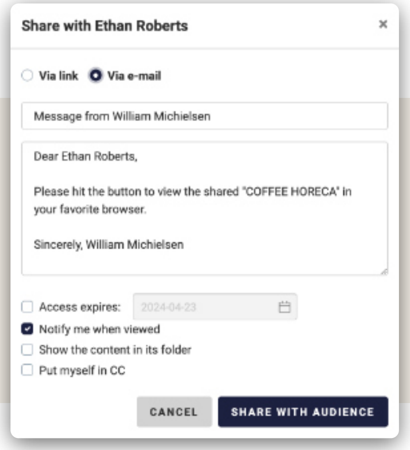
You can easily switch between presentations by leaving the presentation and opening a new one.

Salesdrive®

EMPOWER SALES. DRIVE EFFICIENCY.

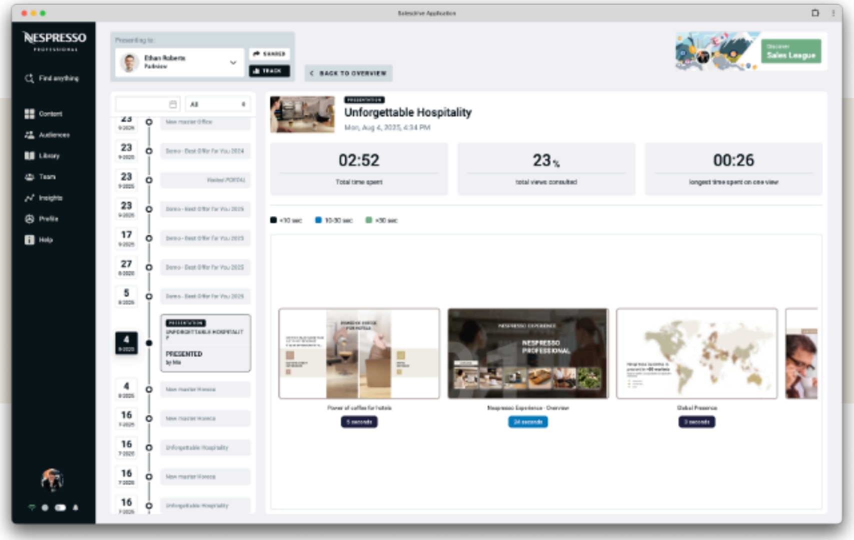
## STEP 5: SHARE




1. You can share content by clicking on a piece of content and choose the option **SHARE**.
2. Next, you'll have the option to share via link or via e-mail.
3. For example, if you choose to share via e-mail, you can provide a subject and you can write a personal message.
4. Next, you'll find additional options:
   - **Access expires**: Set an expiry date for access to the content.
   - **Notify me when viewed**: Receive a notification when your audience has viewed the content.
   - **Show the content in its folder**: Enable this option if you want the audience to also see the folder in which the file is stored. If this option is not enabled, the audience will only see the file(s) itself.
   - **Put myself in CC**: If desired, include yourself in CC to receive a copy of the email.

## STEP 6: TRACKING




1. Click **TRACK** next your audience.
2. You'll find a summary including statistics like: total time spent, number of views consulted, and longest time spent on 1 view.
3. On the left you have a filter to quickly navigate between what is presented, shared, visited, and viewed.
4. On the right you can scroll through the slides to see how long your audience has viewed each slide.

# EXPLORING FURTHER

## Congratulations on taking the first steps with Salesdrive's Quick User Guide!

You've gained a glimpse into the essential features and functionalities that Salesdrive has to offer. If you're eager to delve deeper and unlock the full potential of our application, we invite you to consult our comprehensive **User Manual**.

In the manual, you'll find in-depth explanations, step-by-step guides, and valuable tips to navigate through Salesdrive.

To access the manual, simply navigate to the Help section within the app and select Documents from the top menu. You'll discover the manual right under the Quick User Guide.

**Thank you for choosing Salesdrive.**
**We're excited to see how you transform your sales process using our powerful tool.**

Should you need further assistance, don't hesitate to reach out at support@sales-drive.com.