

Hosted Environment User Log In TEMPLACMS

Version: v.2 (CMS 6.1.0 - August 2021)



COMMERCIAL STATEMENT

This document is subject to any terms as per teamsoftware.com/legal.

HOSTED ENVIRONMENT LOCATION

The TemplaCMS hosted environment (Saas/Microsoft Azure) is accessed at <u>https://templa.teamsoftware.com</u>. You should save this as a **Favourite** in your **Web Browser Toolbar** so that it is easy to find and access in the future.

LOGGING IN

To log in, follow these steps:

- Open your web browser of choice (e.g. Google Chrome, Microsoft Edge etc.)
- Enter the following URL: https://templa.teamsoftware.com
- Press Enter
- The first time that you do this, you will be prompted to review the **Site Privacy** and **Cookie settings**. Review these and optionally configure them based on your preferences.
- When you are comfortable with your **Cookie settings**, select **Accept Cookies**. The following is shown:

TEAM Software		Download Client
	Log in to TEMPLACMS SYSTEMS	
	user@domain Password	
	Log in	
	All computer systems may be monitored for all lawful purposes. THIS IS A PRIVATE COMPUTER SYSTEM This computer system including all related equipment, network devices (specifically including Internet access), are provided only for authorized use.	
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- Enter your **Username**
- Enter your **Password**

Please Note: Your **Username** and **Password** will be supplied by TEAM Software. It follows this format: name.surname@companyname.com

• Select Log in. The first time that you Log in, you must set up a new password. The following Password Reset message is displayed:



• Select OK to Change Password:

Log in to TEMPLACMS SYSTEMS			
Change Password		×	
New Password		ø	
Confirm		ø	
	Cancel	OK	

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- Type in your **New password** and then reconfirm it as prompted entering it again in the **Confirm** box
- Select **OK** to proceed
- Following your successful Log in, your hosted Desktop will load. Using your mouse, right-click on the desktop icon. Choose to run as HTML5

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Team Cleaning Desktop		

The **Desktop** launches. You now have access to the various applications you are authorised to use. An example of such a screen is shown below:

Logging in to each application will be covered during your training.





TEAM Software develops market-leading solutions for companies with distributed workforces. TEAM has a focus on the cleaning and security industries helping the companies who serve these sectors manage and optimise their business; from front line service delivery to back office financial management. TEAM's technology is designed to help improve productivity, employee engagement and profitability, and at the same time help control cost, risk and compliance. For more information, visit teamsoftware.com.