NWS

CUSTOMER ZONE

USER GUIDE

CUSTOMER ZONE MENU

The Customer Zone Menu appears on the left hand side of the screen. From here you can navigate to all of the sections contained within this guide.

MINIMISE THE MENU BY CLICKING THE THREE LINES

MENU LIST

The following pages detail all of the options in the menu list, along with navigation tips to find the information you require.

DASHBOARD

The Dashboard Screen shows your general account information, such as recent invoices, current balance, site information and your available documents. Updates to your account are highlighted by the bell icon next to your account details. This is the screen you will see upon logging in to your account.

SITE INFORMATION

ACCOUNT DOCUMENTS

ACCOUNT DETAILS

My Office ➜

N/A

Documents

More info ➜

£1.20

Pay Now 💳

RECENT INVOICES/TRANSACTIONS
£1.20

LATEST INVOICE

CURRENT BALANCE

CURRENT SITES

If you operate multiple sites, you will be able to select which site you would like to view from this page.

You can return to this page using the second icon on the left hand site, to change between your sites.

SITE LIST

DOCUMENTS

The third tab on the left hand side opens the Documents page, where you will be able to view this user guide, system generated account letters, and scanned correspondence we have recieved from you.

DOCUMENT LIST

MY OFFICE

The My Office Tab details your account overview. Here you can see your account details, the type of collections you have, the collection day, and your future collection details.

ACCOUNT DETAILS

CONTACT DETAILS

COLLECTION INFORMATION

COLLECTION SCHEDULE

NEXT COLLECTION

Andy Hulme Portal Test - 2

Account Number
Customer
Balance
Alpha
Address

Contact
Phone
Mobile
Email

Scheduled Collections | Recent Transactions

Show 10 entries

Search:

Product	Qty	Collection Day	Collection Frequency	Next Collection Date
Food Caddy	1	Tuesday	Fortnightly	-

Showing 1 to 1 of 1 entries

Previous 1 Next

TRANSACTIONS

The sixth tab details all recent transactions, with payment information, the ability to pay an invoice online, and the option to download previous invoices as required.

PAY NOW BUTTON

TRANSACTION LIST

TRANSACTION INFORMATION

DOWNLOAD BUTTONS

REQUESTS

The seventh tab allows you to send messages to request account details, change your collections schedules, or request additional account information.

Requests

REQUEST LIST

Add new Request

Show 10 entries   Search:

Notes	Type	Status	Date
		No data available in table	

Showing 0 to 0 of 0 entries   Previous Next

REQUEST STATUS

ADD A REQUEST

CUSTOMER ZONE

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