



SINGAPORE

USER GUIDE: **Mobile Business Dashboard**

Help & Support

Need more help?

Call or write to us



Helpdesk

Email us @
sghelpdesk@amway.com



Call Centre

Call +65 6550 9911
Monday to Friday
9am to 7pm
Saturday
12pm to 7pm
(excluding Sunday & public holiday)

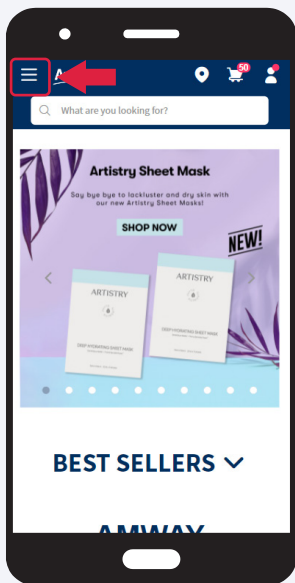


Chatbot

You can also chat with our
Amway Chatbot button at
the bottom right on the
website screen to get
started!

How to access Business Dashboard

1



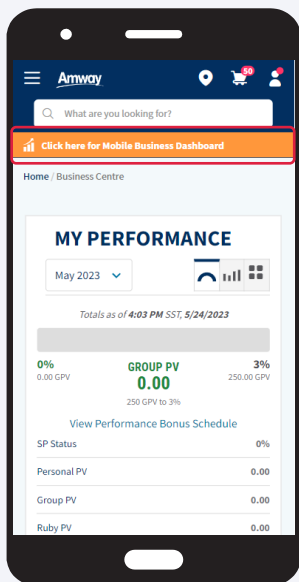
Click on the **Drop-down Menu** icon.

2



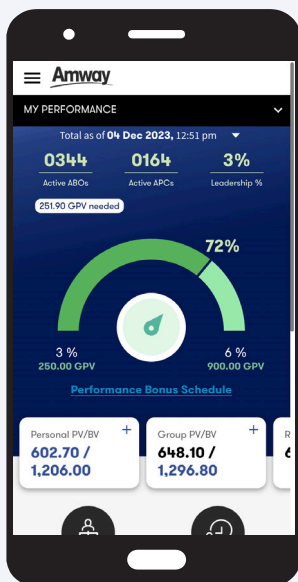
Select **Business Centre**

3



Click on the **Yellow Tab** to access Business Dashboard.

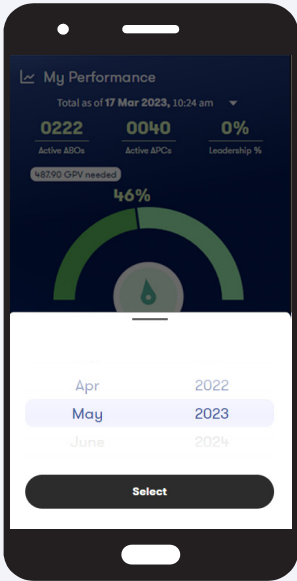
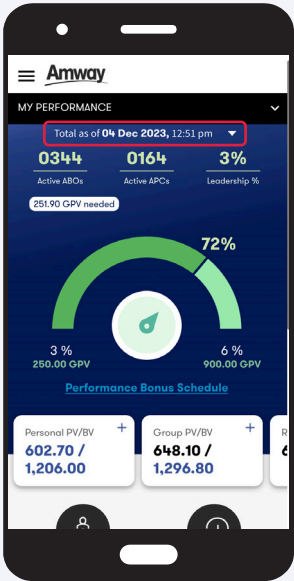
4



You are now at the Business Dashboard main page.

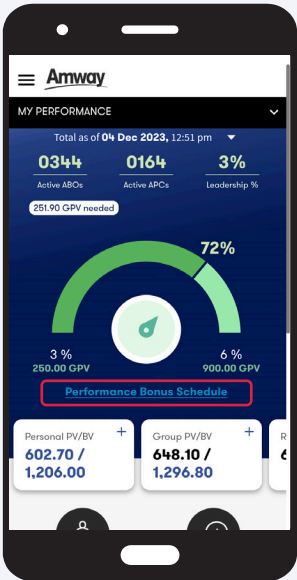
Business Dashboard home page

5



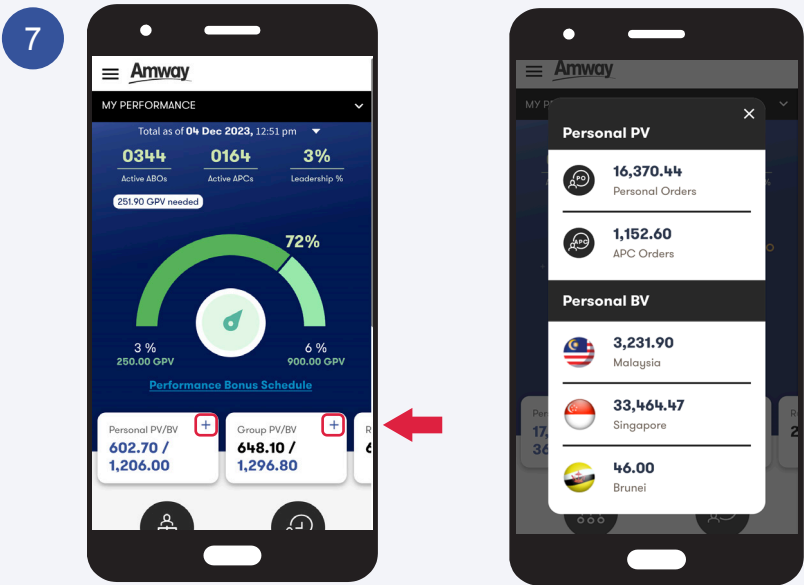
Select the month you wish to view your performance.

6



Click to view performance bonus schedule.

Business Dashboard home page

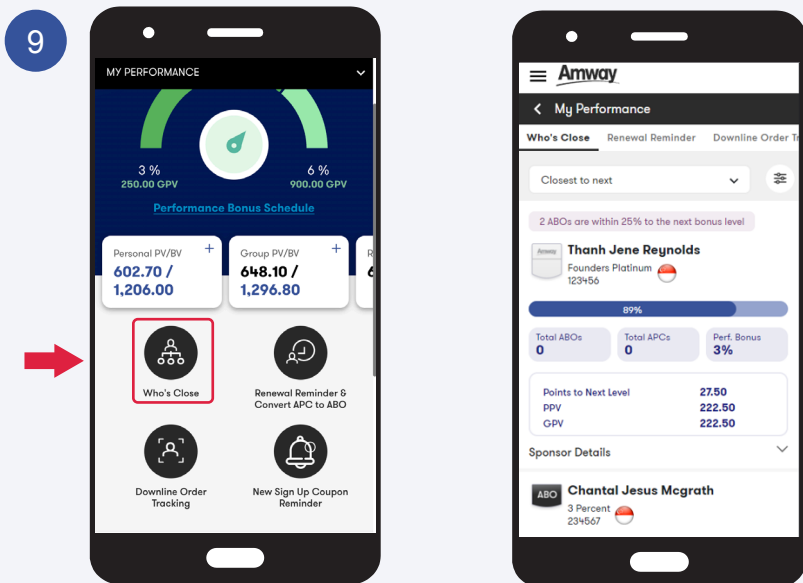


Click to view your PV/BV breakdown here. If you have any Malaysia volume, they will be displayed.

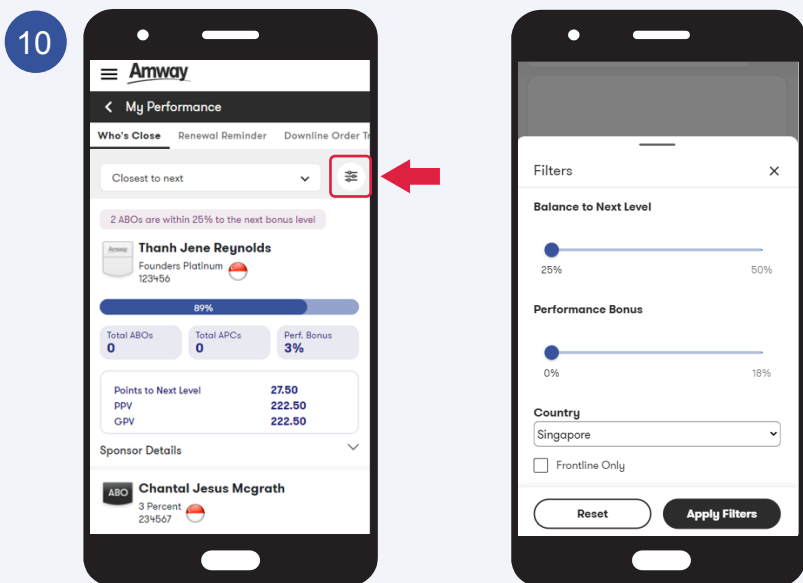


Scroll left/ right to view more information.

Who's Close



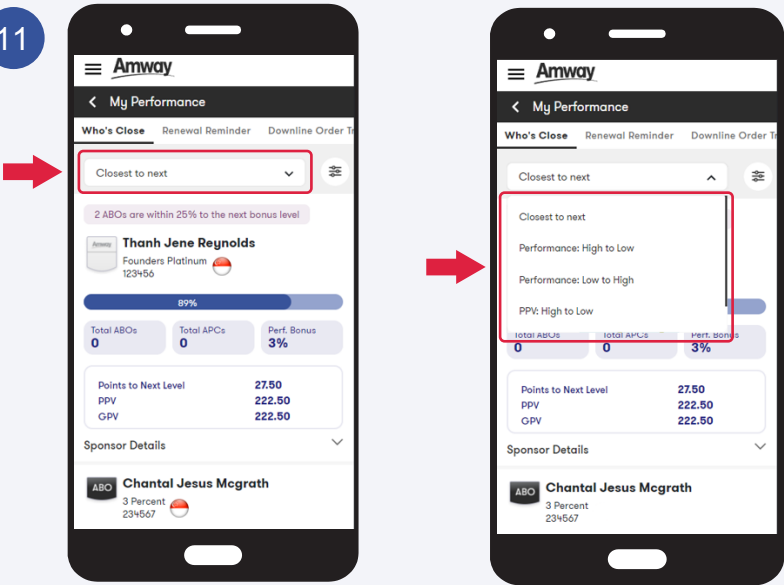
Select **Who's Close** to show downlines who are close to the next bonus level.



Select to apply filter.

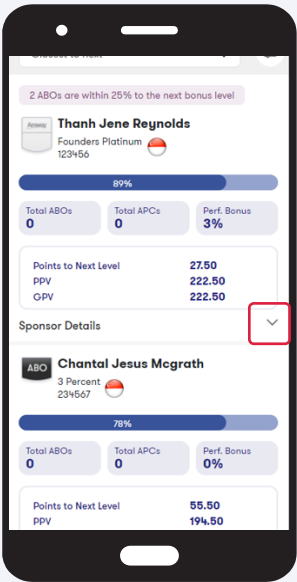
Who's Close

11



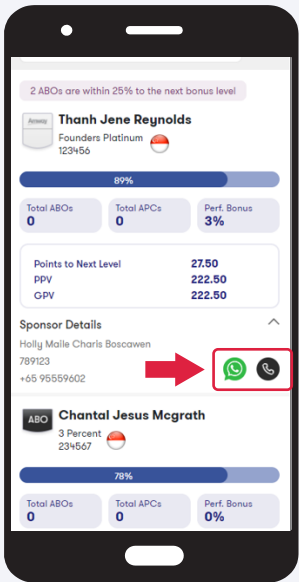
Click to select for sorting options.

12



Click to view more Sponsor Details.

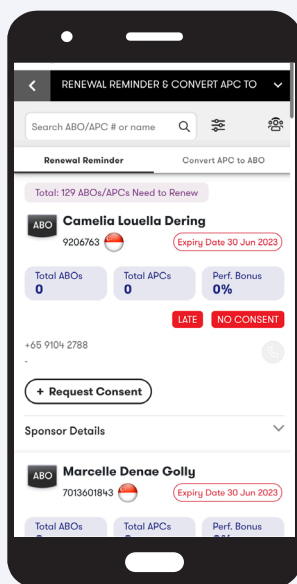
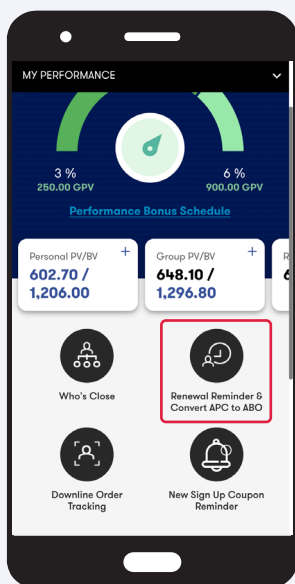
13



Choose to **WhatsApp** or **Call** directly to downline sponsor.

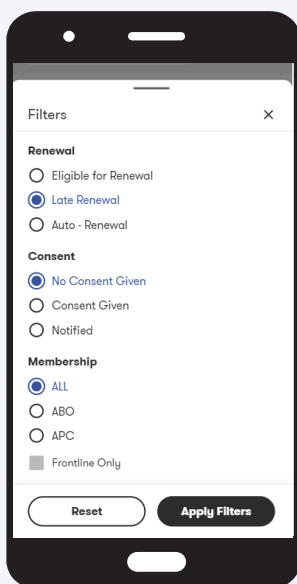
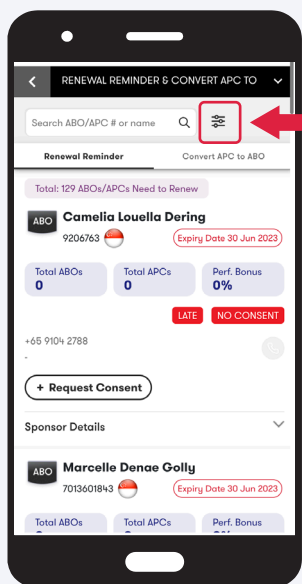
Renewal Reminder & Convert APC to ABO

14



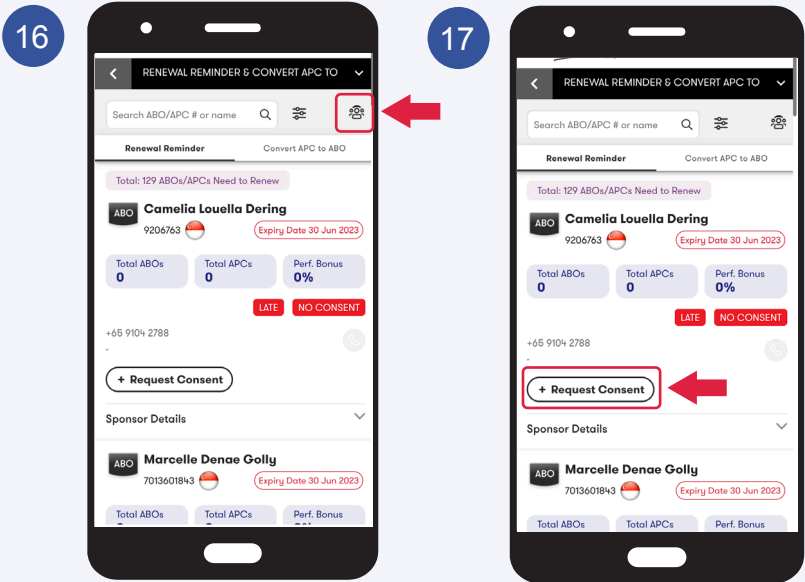
Select **Renewal Reminder & Convert APC to ABO** to view downlines who can be renewed/ convert.

15



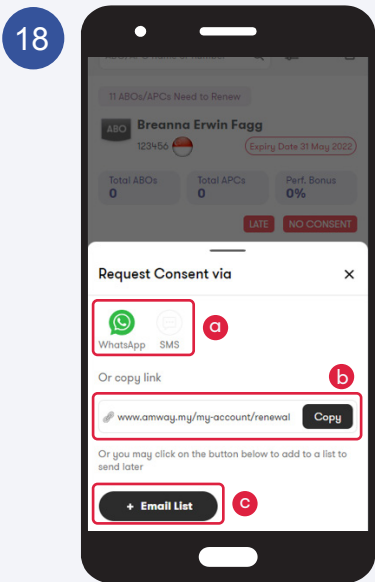
Select to apply filter.

Renewal Reminder & Convert APC to ABO



Select to access Group
Renewal page.

Click to view **Request
Consent** options.

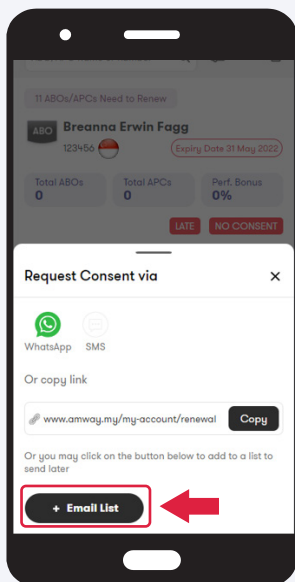


- a. Request consent individually by WhatsApp or SMS.
- b. Get a link that you can share directly to your downline.
- c. Add downline to Request Consent email list which can be sent out in one go.

Note: You will need to repopulate the list again if you exit the Mobile Business Dashboard without clicking send.

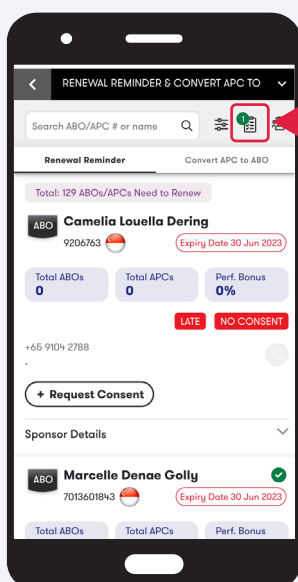
Renewal Reminder & Convert APC to ABO

19



Click to add downline to email list.

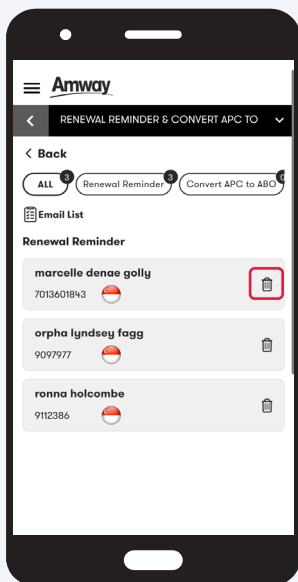
20



Email list icon will appear. Click to edit.

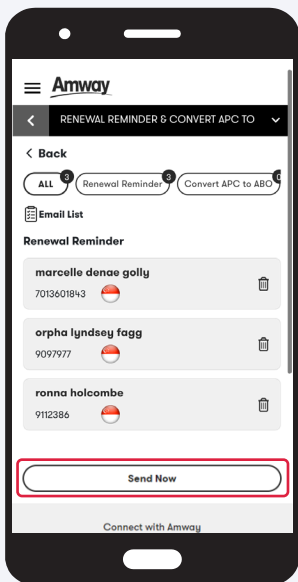
Number of indicator shows total number of ABO/APC in the list.

21



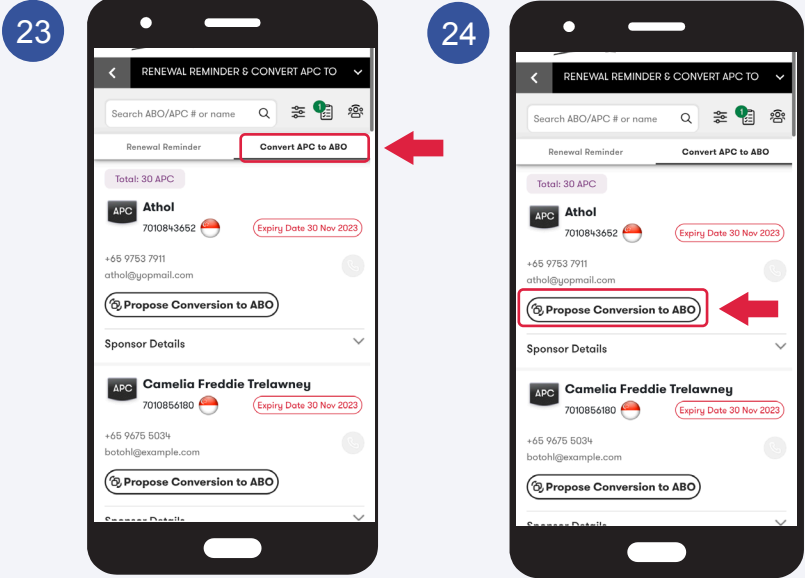
Click if you wish to remove ABO/APC from the email list.

22



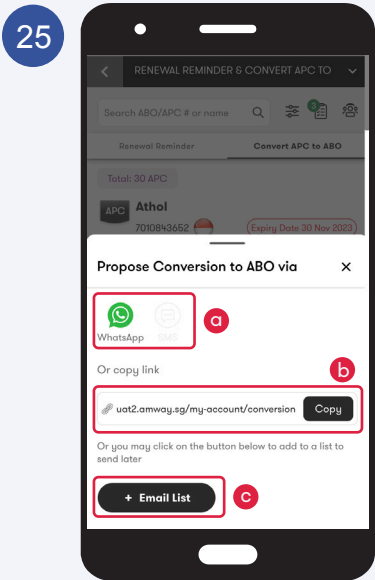
Click to send all ABO/APC for Renewal Consent Request.

Renewal Reminder & Convert APC to ABO



Click **Convert APC to ABO** tab to view applicable APC.

Click to view Propose Conversion to ABO Options.

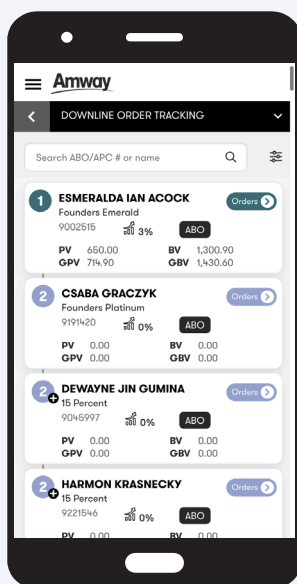
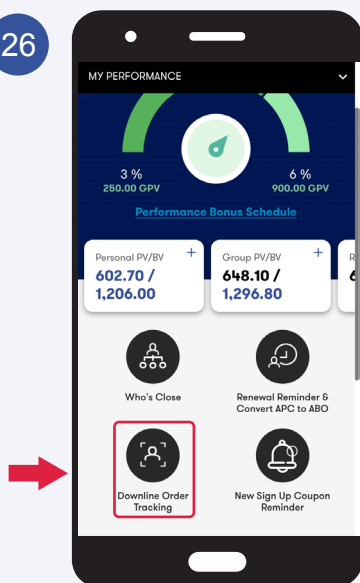


- a. Propose Conversion individually by WhatsApp or SMS.
- b. Get a link that you can share directly to your downline.
- c. Add downline to Propose Conversion email list which can be sent out in one go.

Note: You will need to repopulate the list again if you exit the Mobile Business Dashboard without clicking send.

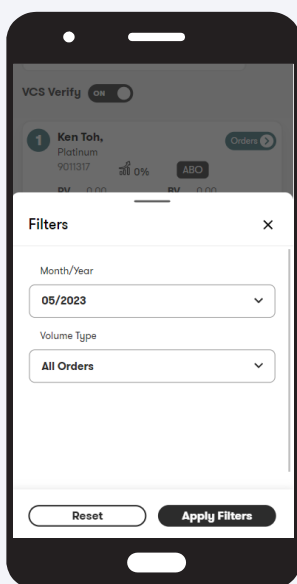
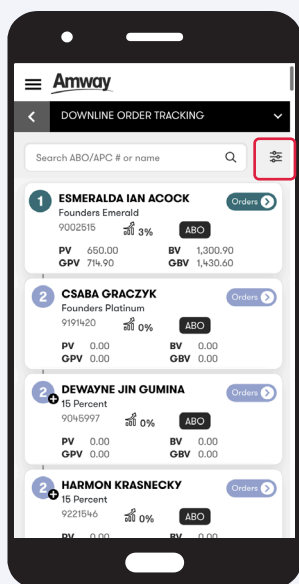
Downline Order Tracking

26



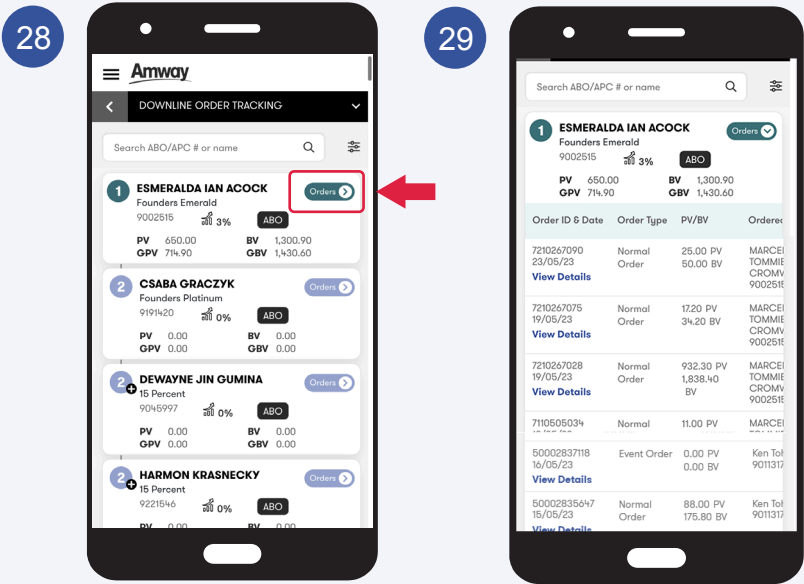
Select **Downline Order Tracking** to view downlines orders.

27

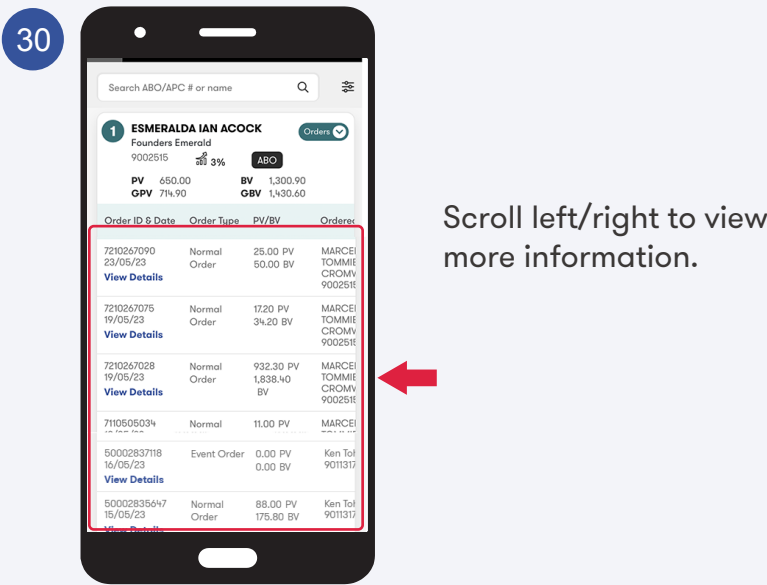


Select to apply filter.

Downline Order Tracking



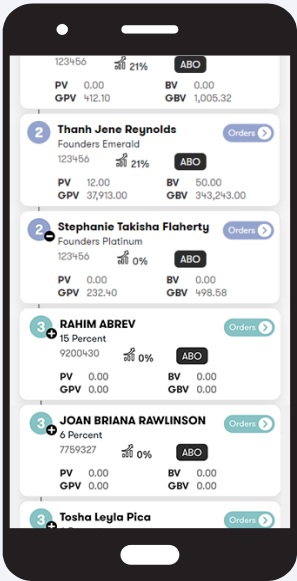
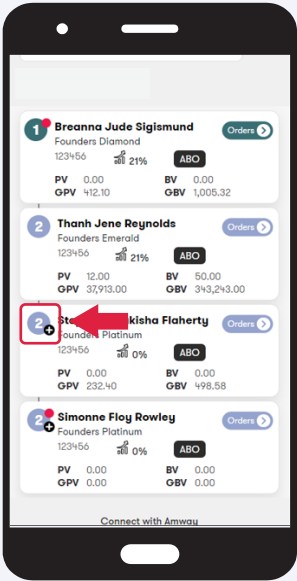
Select to view more order details.



Scroll left/right to view more information.

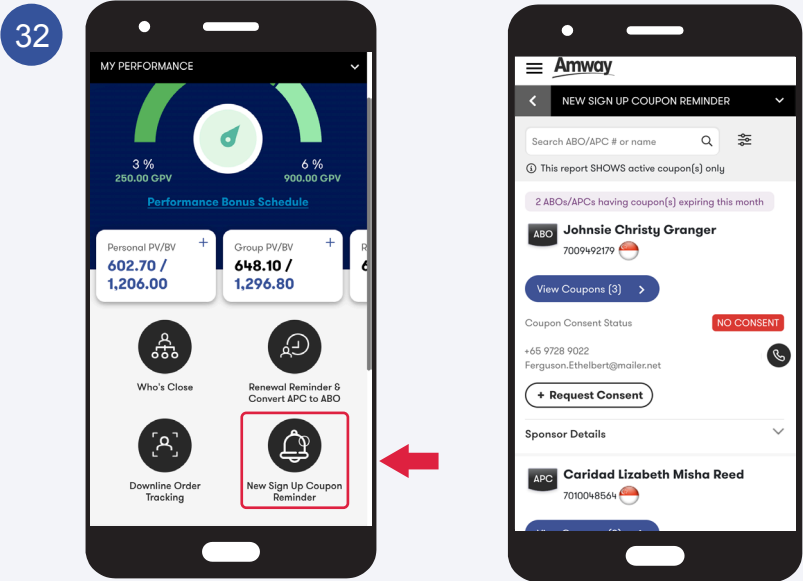
Downline Order Tracking

31

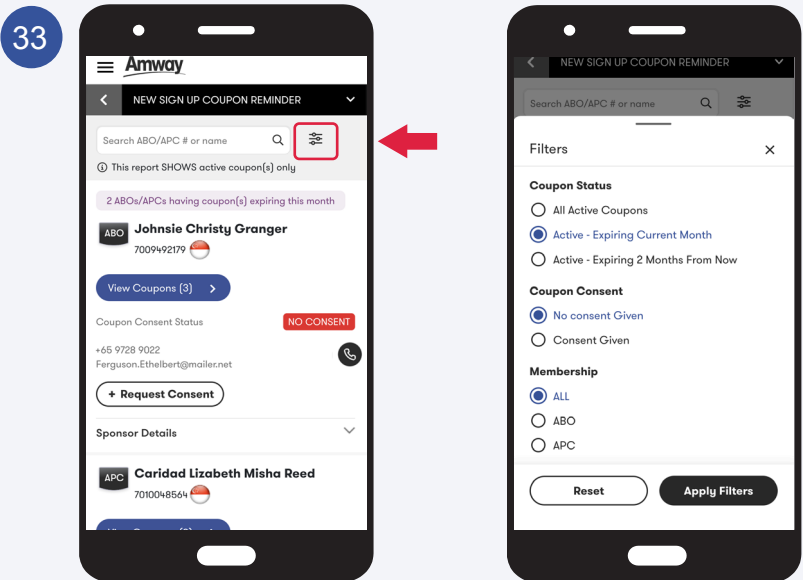


Click “+” to expand and view downline details.

New Sign Up Coupon Reminder

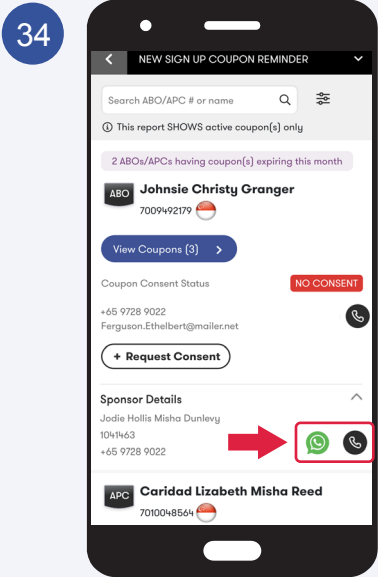


Select **New Sign Up Coupon Reminder** to view downline with available new sign up coupon.

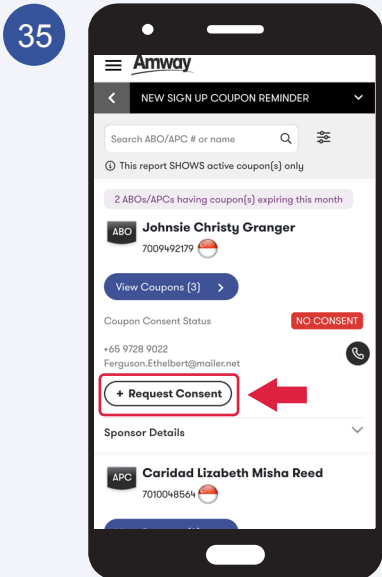


Select to apply filter.

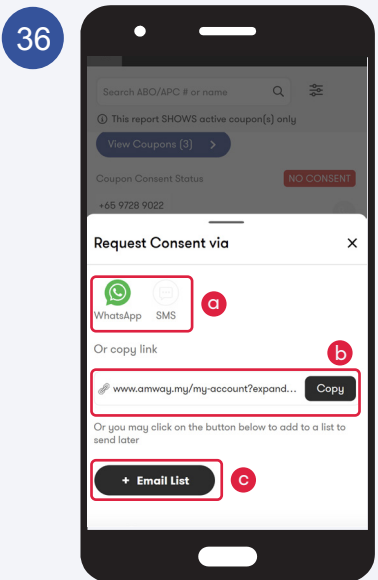
New Sign Up Coupon Reminder



Choose to **WhatsApp** or **Call** directly to downline sponsor.



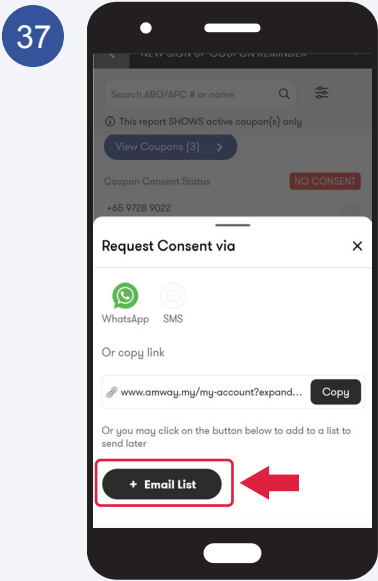
Click to view **Request Consent** options.



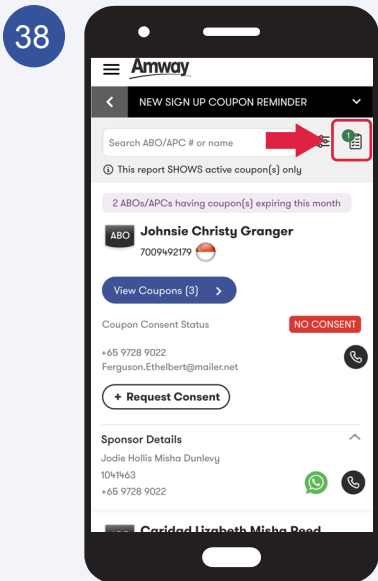
- a. Request consent individually by WhatsApp or SMS.
- b. Get a link that you can share directly to your downline.
- c. Add downline to Request Consent email list which can be sent out in one go.

Note: You will need to repopulate the list again if you exit the Mobile Business Dashboard without clicking send.

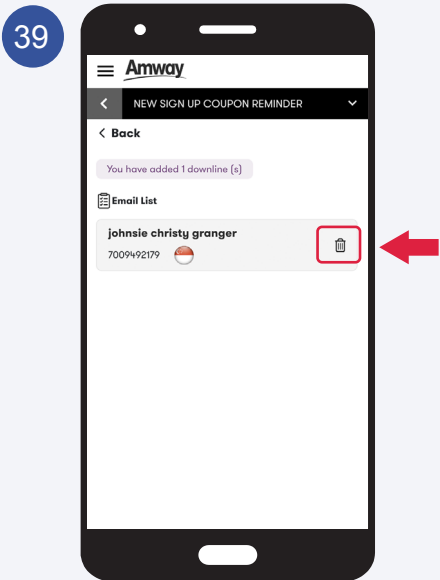
New Sign Up Coupon Reminder



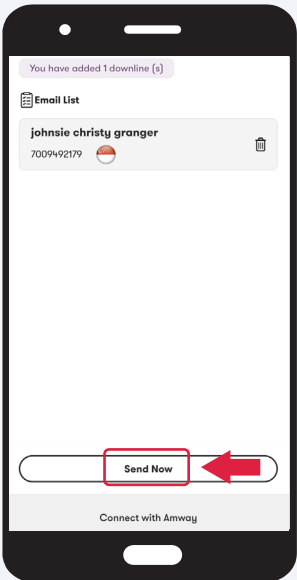
Click to add downline to email list.



Email list icon will appear. Click to edit.



Click if you wish to remove ABO/APC from the email list.



Click to send all ABO/APC for Coupon Consent Request.