



 **OMNIUM[®] BUSINESS OFFICE NETWORK**



WELCOME TO OMNIUM SOFTWARE



Welcome to your Omnium Business Office Network Software

Congratulations and welcome! We hope that you will find your Omnium Business Office Network Software intuitive and extremely easy-to-use. The following step-by-step instructions will help you login and begin setting up your new Omnium website.

STEP 1. You should already have received an email containing:

- A link to your new URL (website address)
- Your username and password
- A link to the PDF guides section of the Omnium website

STEP 2. Click on the link to your URL which will direct you to your new website. You will be asked to enter your username and password. Login with these details to access your website.

STEP 3. We recommend visiting the Omnium Help Centre www.omnium.net.au/software/helpcentre to download the Omnium Business Office Network Software Help Guides. You can select from a list of PDF guides that contain easy instructions on how to customise and use your new Omnium Software.

These guides include:

- The **Getting Started Guide** provides step-by-step instructions on how to login to the website and how to change your username and password. It also introduces key features of the Omnium Business Office Network Software including the welcome page, your personal profile area and the news area.
- The **Feature Guide** is an introduction to the standard features of Omnium Business Office Network Software. It also describes the **Extra Features** that are only included in the **Full** software version. We recommend you make this guide available to your users so that they too can become familiar with how the Omnium features work.
- The **Administration Guide** provides instructions for the administrator of the website. The administration can be customised by the allocated admin user only. It includes information on adding members, creating teams and allocating user types.

STEP 4. If you have any more questions or require technical support visit our help centre at www.omnium.net.au/software/helpcentre or email info@omnium.net.au.



Contact Omnium at www.omnium.net.au