End-User training

Target-group

This training is designed for end-users who will:

1. Approve, forward, or reject invoices either for themselves or on behalf of others.
2. Apply the appropriate account and various dimensions (such as cost, project, etc.) to each individual invoice.
3. Add comments to an invoice, which will be visible to anyone with access to it.
4. Set out-of-office assistant
5. Use SEMINE's mobile app for easy invoice approval

Get started

You will receive an email from SEMINE that contains your username and password for https://my.semine.no/. The sender is marked Semine No-Reply with the subject field SEMINE login. If you cannot find the auto-generated mail, please look in junk or spam in your mail account. You´ll find the login instructions at the bottom of the email.

Alternatively, click directly into the https://my.semine.no/ in the Google Chrome or Microsoft Edge browser

How to log in?

- Username: your work email

  Password: At the first login, you will be sent an email with a link to set up your password.

  The password must be:

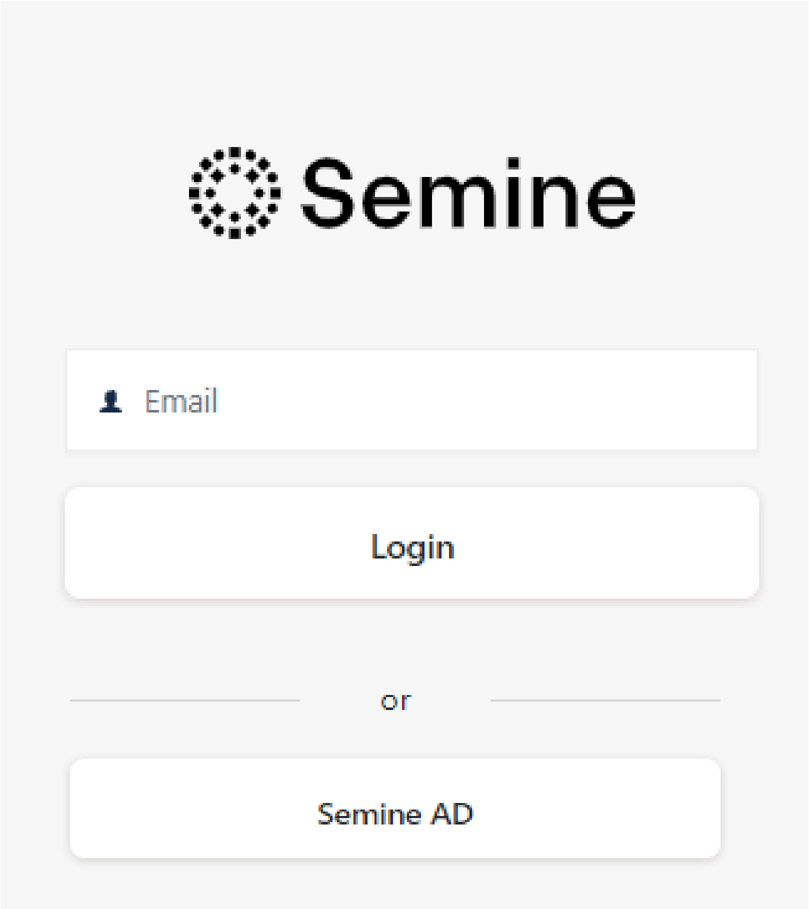
  Do not consist of your first name, last name or e-mail address.

  Minimum 10 characters

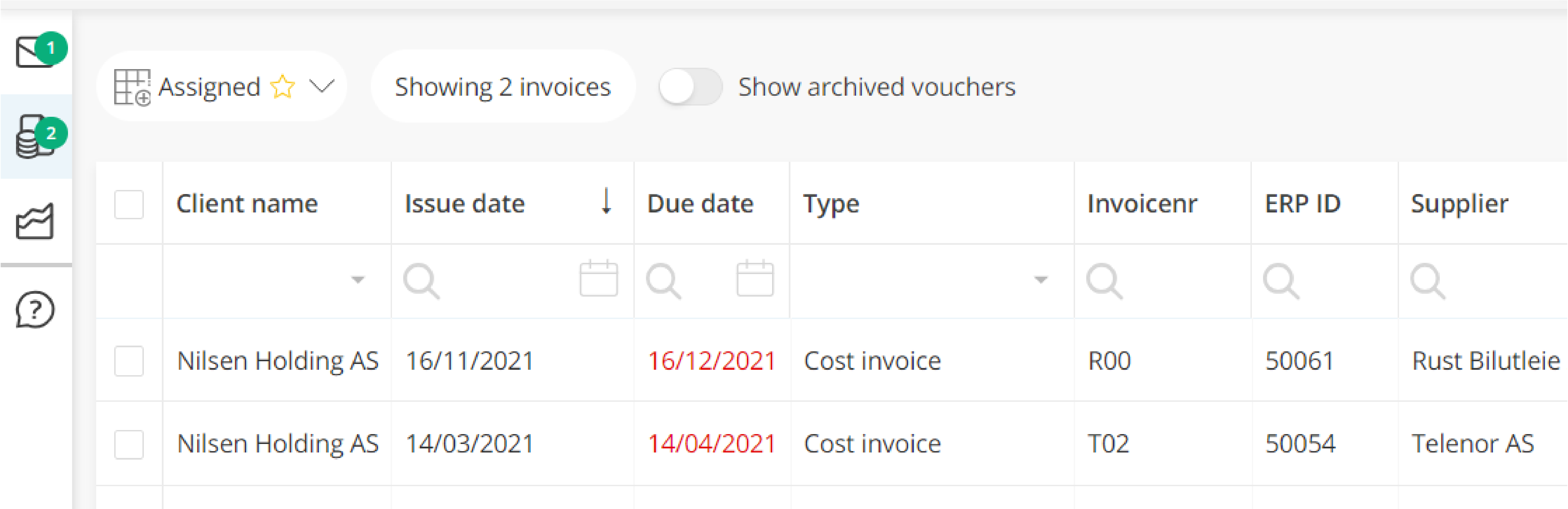
  Minimum 1 uppercase letter

  Minimum 1 number

  Minimum 1 special characters (!" #¤)
- If you have activated Single Sign-On, you can log in by clicking the button with your company name. The button will appear when you enter your email. If you encounter any difficulties while trying to log in using Single Sign-On, please reach out to your Semine super user.



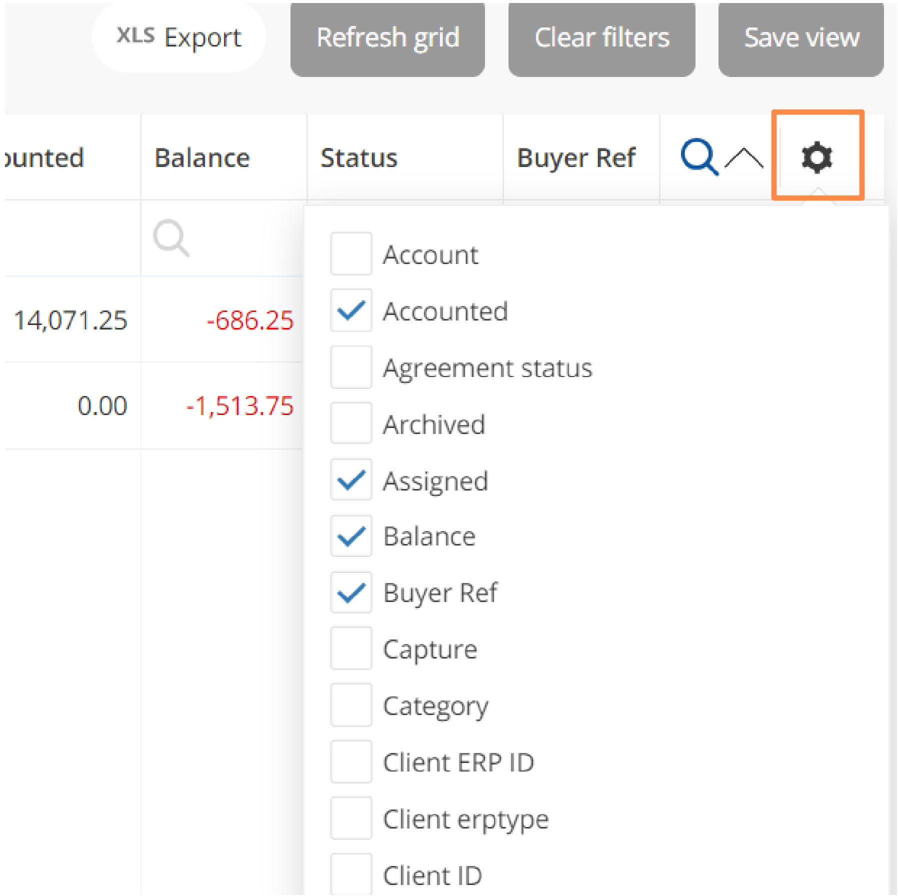
Home page



Approvers only get access invoices sent to them for approval, so upon the initial login, you might not see any invoices.

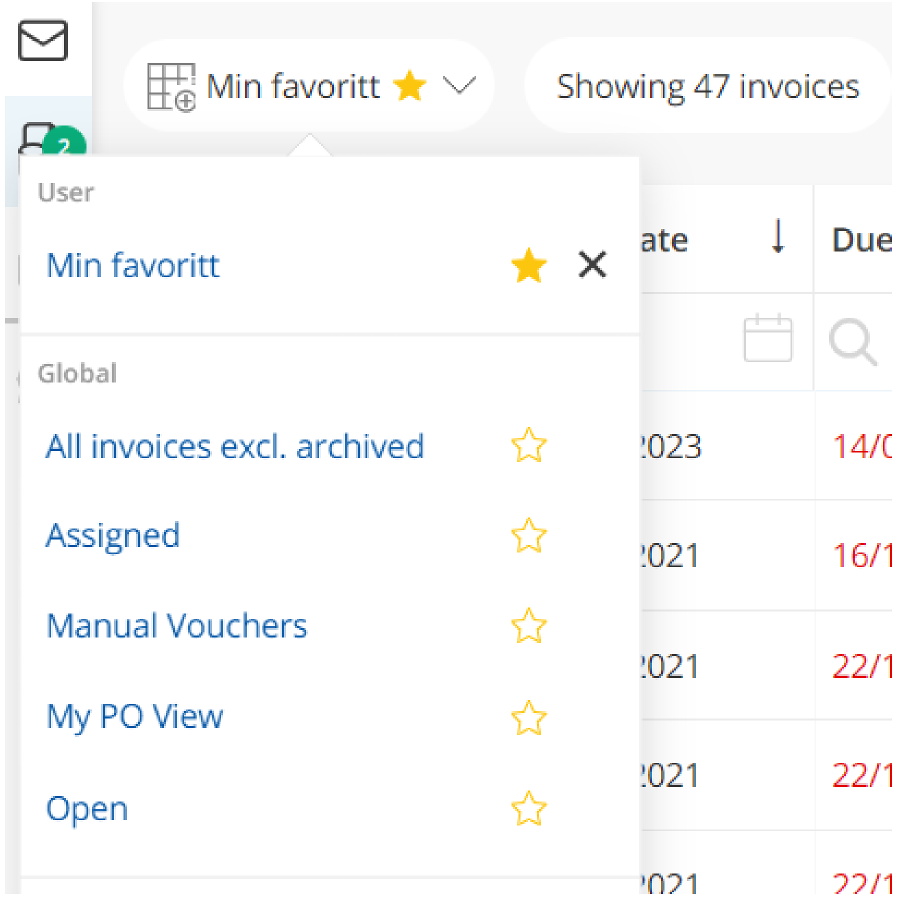
Customize the view

- You can customize your own view by drag & drop the fields
- Remove the fields that you don't want to show in your customized view
- Remember to save when you are satisfied with your view



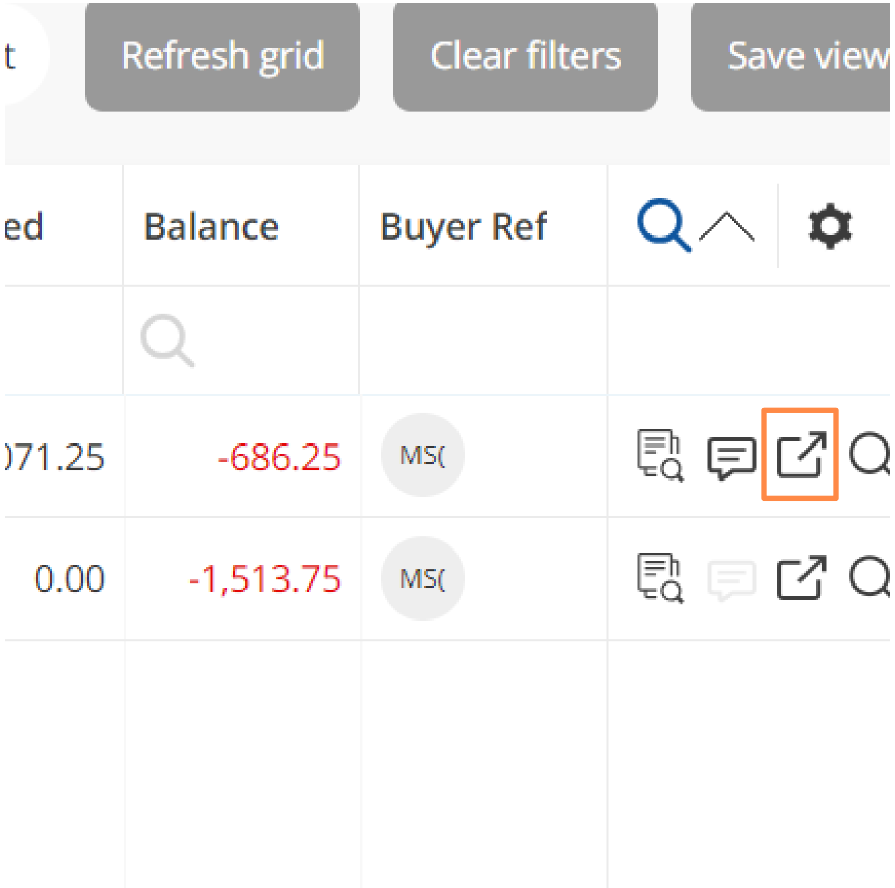
My favourite view

- Star your favourite view that will become the default view for Semine
- "Assigned invoices" show invoices that you need to follow up on. (We recommend starting with this view as favourite if you only want to see invoices that require follow-up/approval)
- Customize and save your personal view
- The view “all invoices” show all the previously approved invoices
- Common views created by super users appear at the bottom of the list under Organization



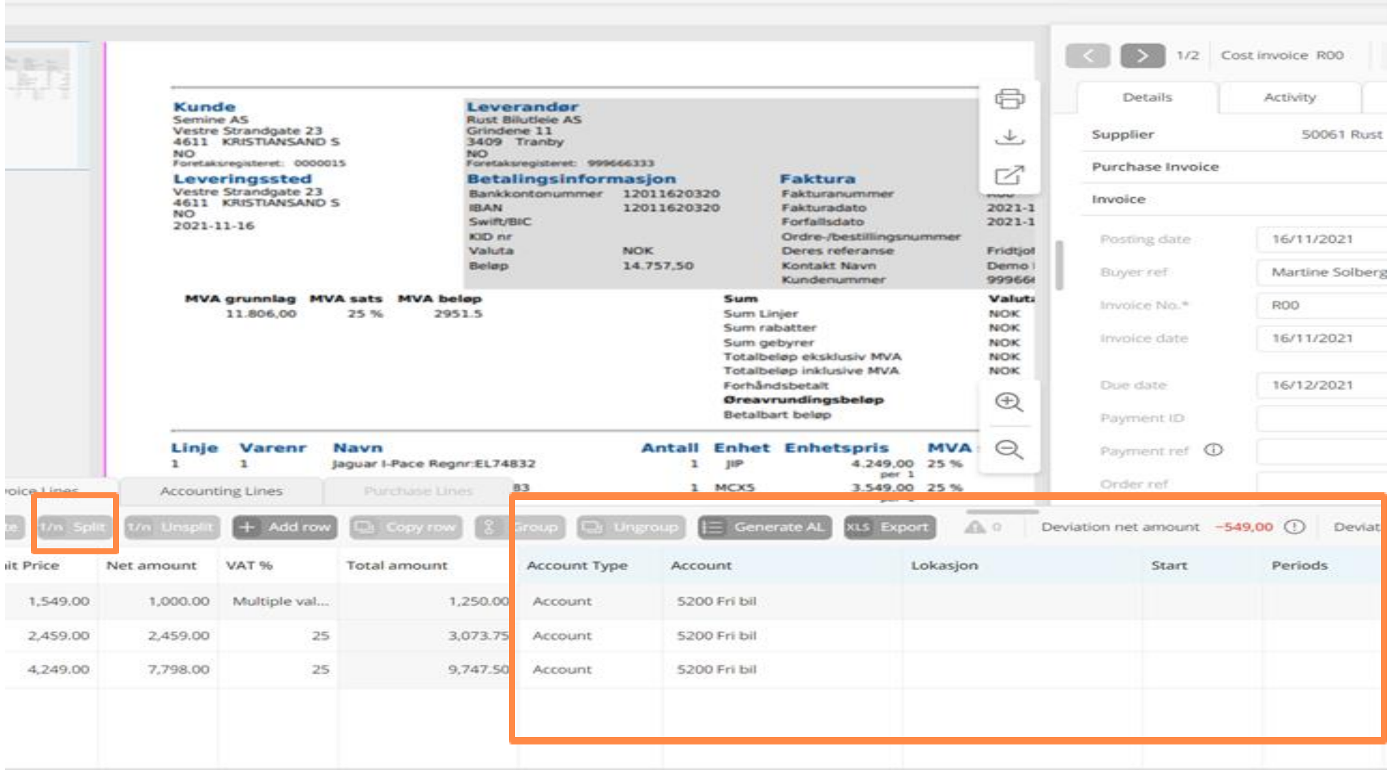
Open an invoice

- Open invoice in a separate tab in the browser or use
- It is only possible to have one additional sheet tab up using the
- You may also double click on the invoice line to open the invoice
- To see invoices that you have for approval remember to use the vies "Assigned"



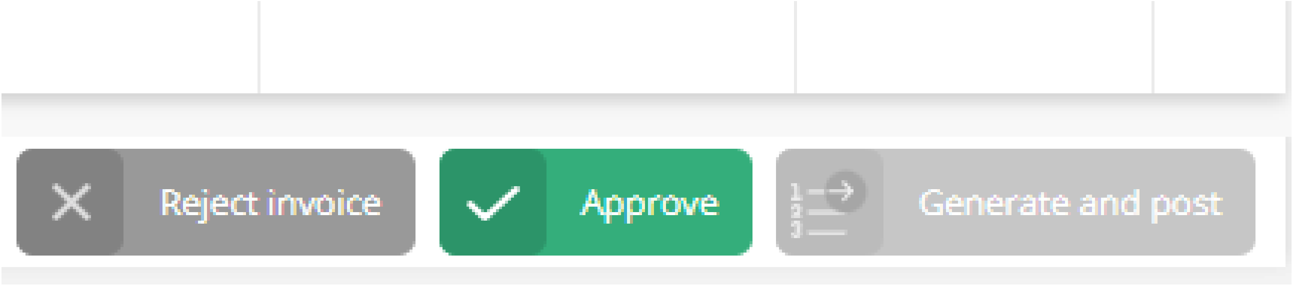
Invoice Processing

- Enter the account and dimensions/cost carriers, if that is your responsibility on this invoice
- If an invoice has several invoice lines and perhaps the same account on all the lines, you can right-click on the desired field and select "copy this value to all"
- You can also Split and Group the lines (etc.) before the invoice is approved



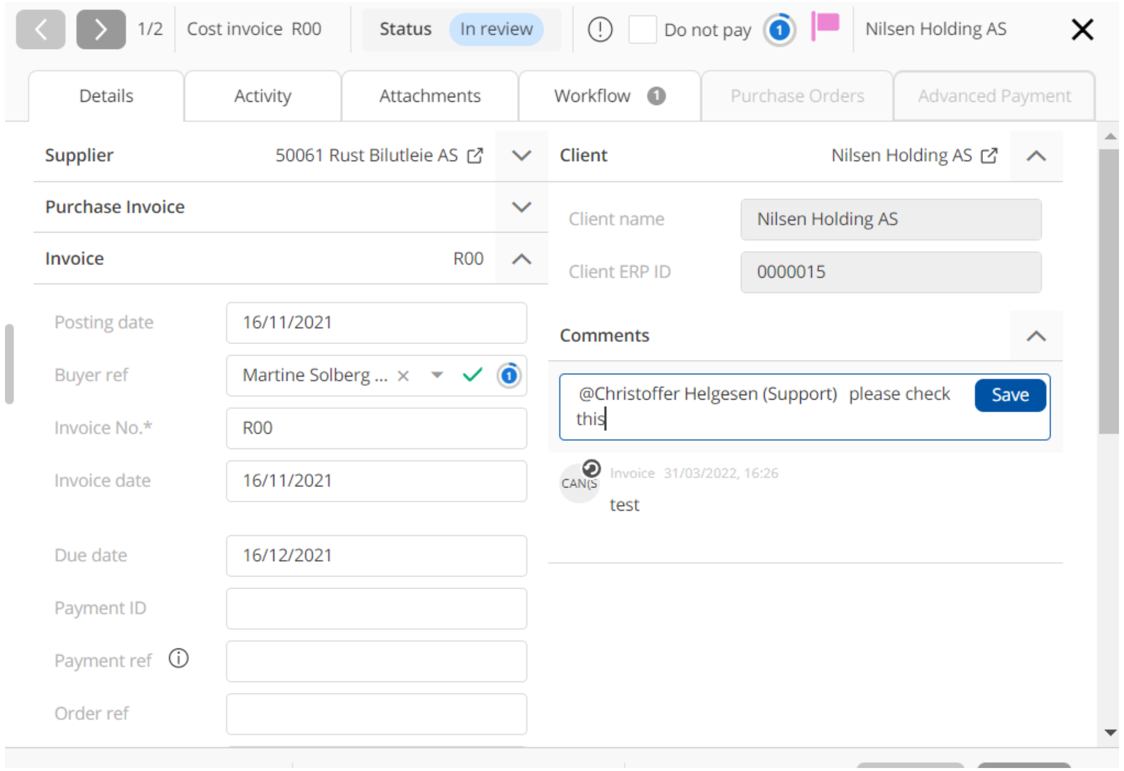
Approve an invoice

- Click Approve If the invoice is correct
- Click Forward to send the invoice to a colleague who needs to approve it.
- Click 'Reject' if the invoice is incorrect. The invoice will be sent back to your accounting team. Comment is obligatory when rejecting invoices



Comment on an invoice

- You can comment on each invoice, and the comment will be saved as a historical record for others who see the same invoice later.
- You can communicate directly with your colleagues by tagging their names using the @-sign. Users who are "tagged" will be granted reading access to the invoice but will not be able to approve. Remember to save the comment by clicking enter or the save button



Adjust the invoice display

- You can also customize the invoice screen
- Remove and move the fields that you want to show and then save the view. Put as Favourite.
- If you have access to multiple companies, you make one view per company

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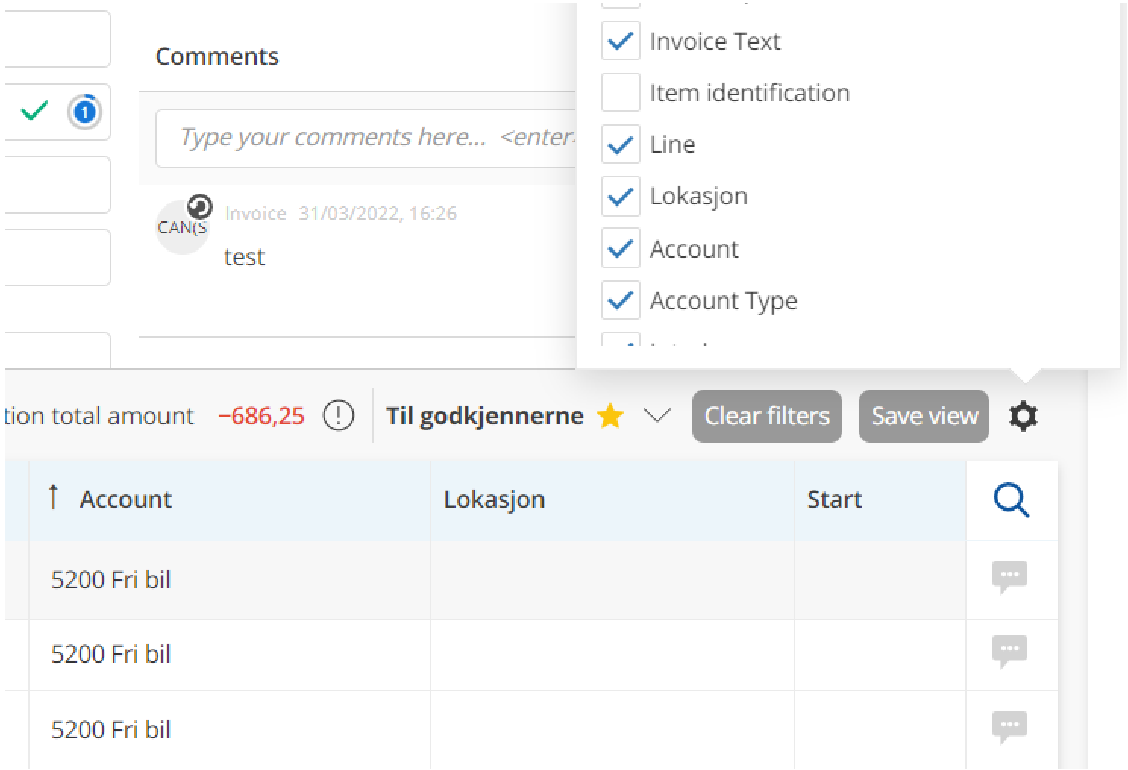
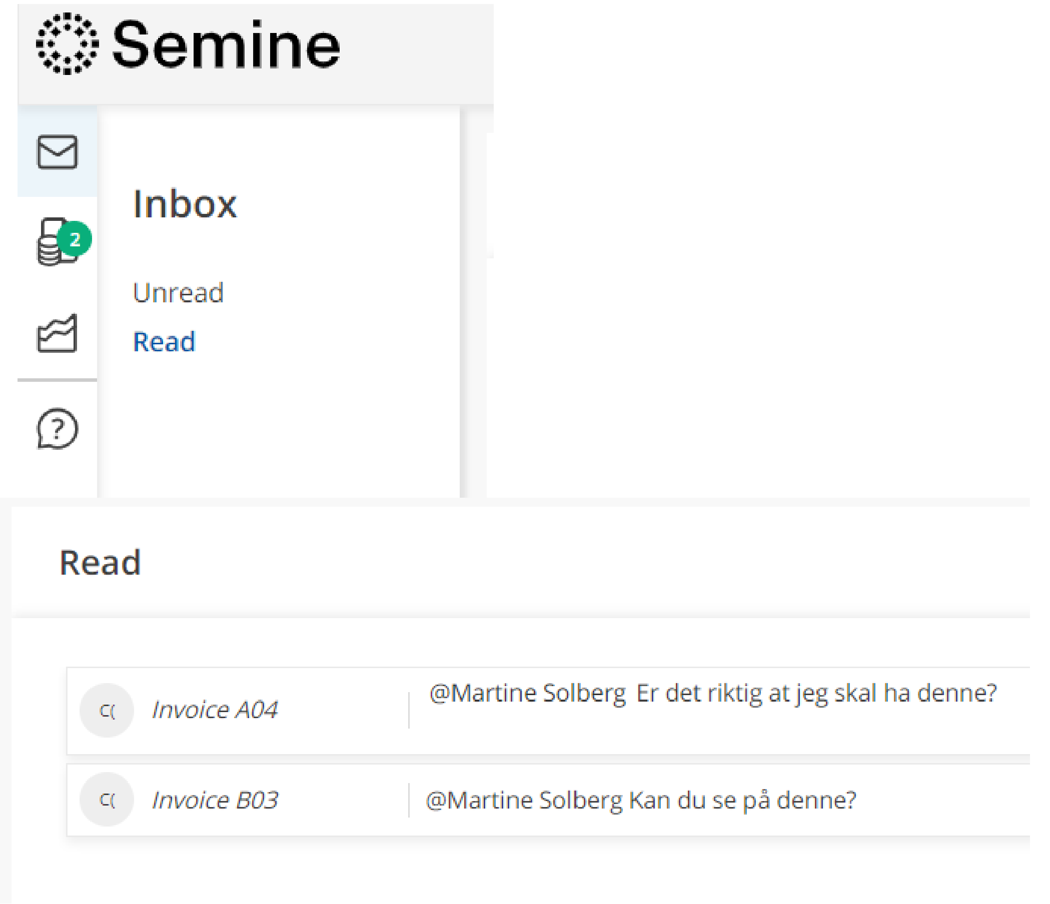


Comments - Inbox

- Your inbox displays a list of comments you're tagged in.
- When you receive a new message, it is shown by a green circle that says how many new messages you have.
- You see the invoice number on the left side, followed by the comment, the company the invoice is associated with, and the time the comment was published. By clicking on the comment, you will be redirected to the specific invoice and can reply in the comments section of the invoice details page.
- When you have opened and read the comment it moves to the "Read" section together with all your previous read messages.

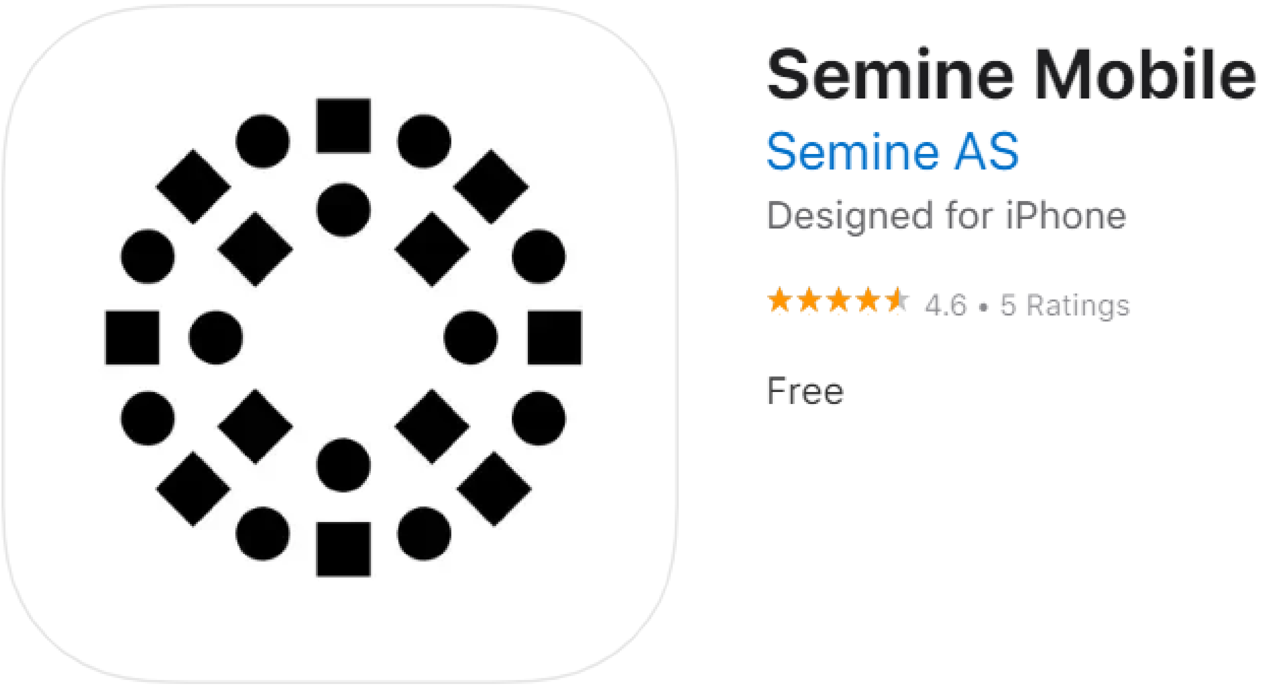


Mobile App

- If you want to use the mobile app to approve invoices it can be downloaded from the App Store (iPhone) or Google Play (Android), and the correct app is called Semine Mobile.
- Possibility to approve/reject/forward, as well as add/change posting down at line level on invoice

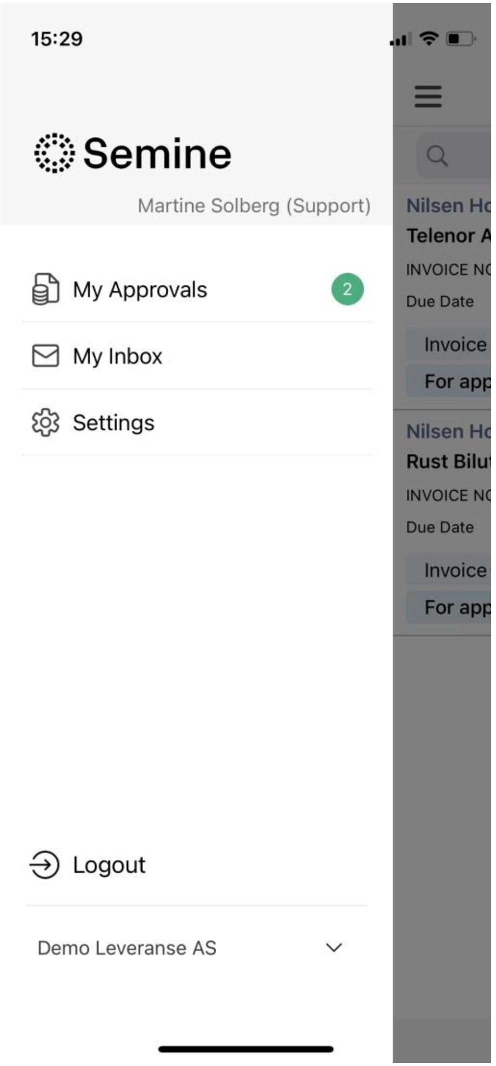
- App Store: https://apps.apple.com/no/app/semine-mobile/id1530005108

- Google Play: https://play.google.com/store/apps/details?id=com.semine.app&hl=en_US&gl=US



Mobile App

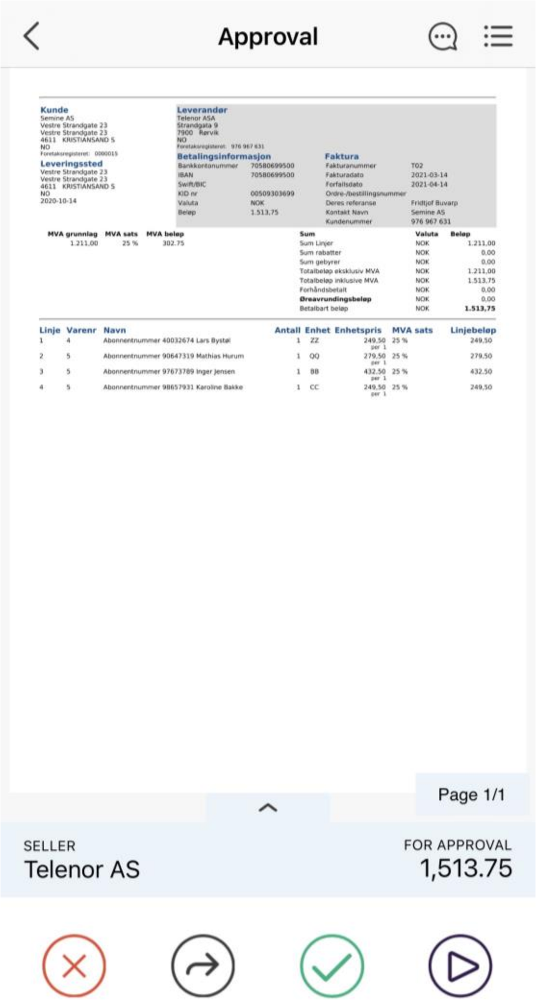
- See "My invoices" for approval
- Messages in your inbox
- If you have access to several companies, you can choose between these (bottom).

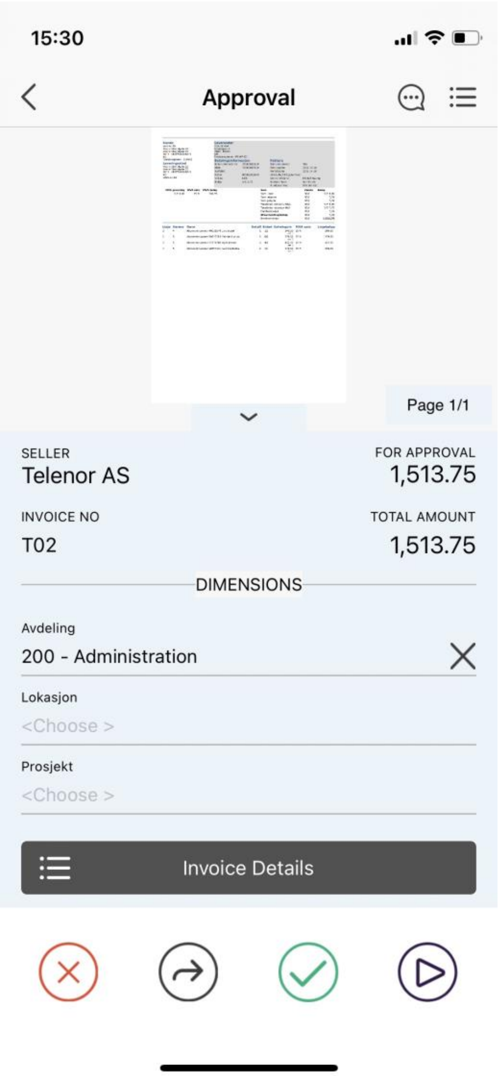


Mobile App

- Write comments and change posting on invoice

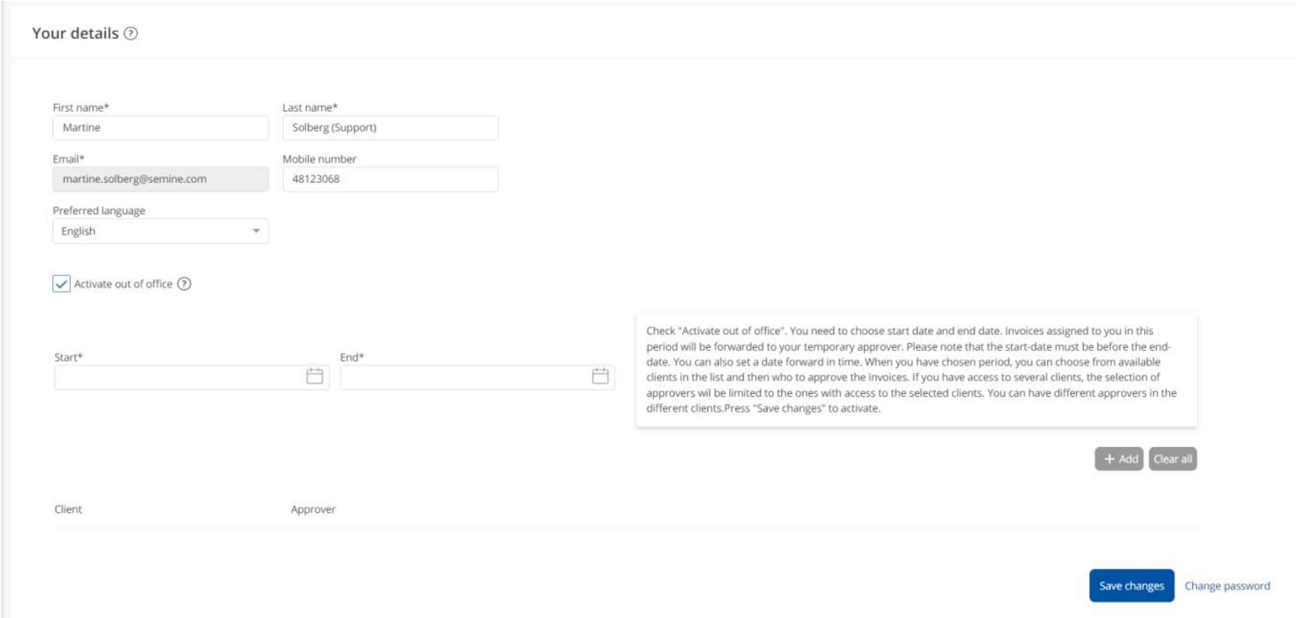
- Reject/Forward/Approve/Continue





Out of Office Assistant

- Enter My Profile (Initials in the upper right corner)
- Activate out of office assistant
- Choose start- and end date for your absence, and then click
- Select the clients you need an assistant for and then select who will be the approver during your absence.
- If you want several different assistants for different clients you have access to, the point above is repeated. Exit with save.

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