Branding the Client User Guide
Last updated: 28th October 2021

The Client User guide has been provided as a word document so that you can amend it in line with your branding, and the permission levels given to the client in question.

BRANDING

There are two main areas you may wish to amend to bring the document in line with your branding

1) Logo
    a. The logo is located in the document header.
2) Colours
    a. VFD Green has been used for the lines separating the header and footer from the body text.
    b. A muted green is used on headings.

COMPANY DETAILS

There are two main areas where you may wish to include your own company information

1) Footer
    a. The footer currently contains VFD's company details which you may wish to replace with your own
2) Should you require assistance
    a. At the very bottom of the document it states 'Should you require any assistance please email ticket@vfd-pro.com'. You may wish to amend this email address to your preferred contact within your own company.

TAILORING TO CLIENT

The guide provided covers all possible access levels for the client user. If you have not given them full access you may wish to remove the irrelevant sections.

1) Running Reports/Syncing Data
    a. This section should always be included as all Client Users are able to sync data.
2) Downloading Reports
    a. This can only be done by those with the 'View Reports' permission and therefore this section should be removed for other client users.
3) Create/Edit User Accounts
    a. This an only be done by those with the 'Manage Users' permission and therefore this section should be removed for other client users.