

A low-angle, close-up shot of a person's legs and feet as they run on a paved road. The person is wearing black leggings and colorful sneakers with purple, yellow, and teal accents. The background is a bright, hazy sunset with a warm orange and yellow glow. The sun is low on the horizon, creating a lens flare effect. The overall mood is energetic and positive.

EXCHANGE USER MANUAL

Client Login to BDO Global Portal

Exchange release 4.0
June 2020

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1. INTRODUCTION TO EXCHANGE

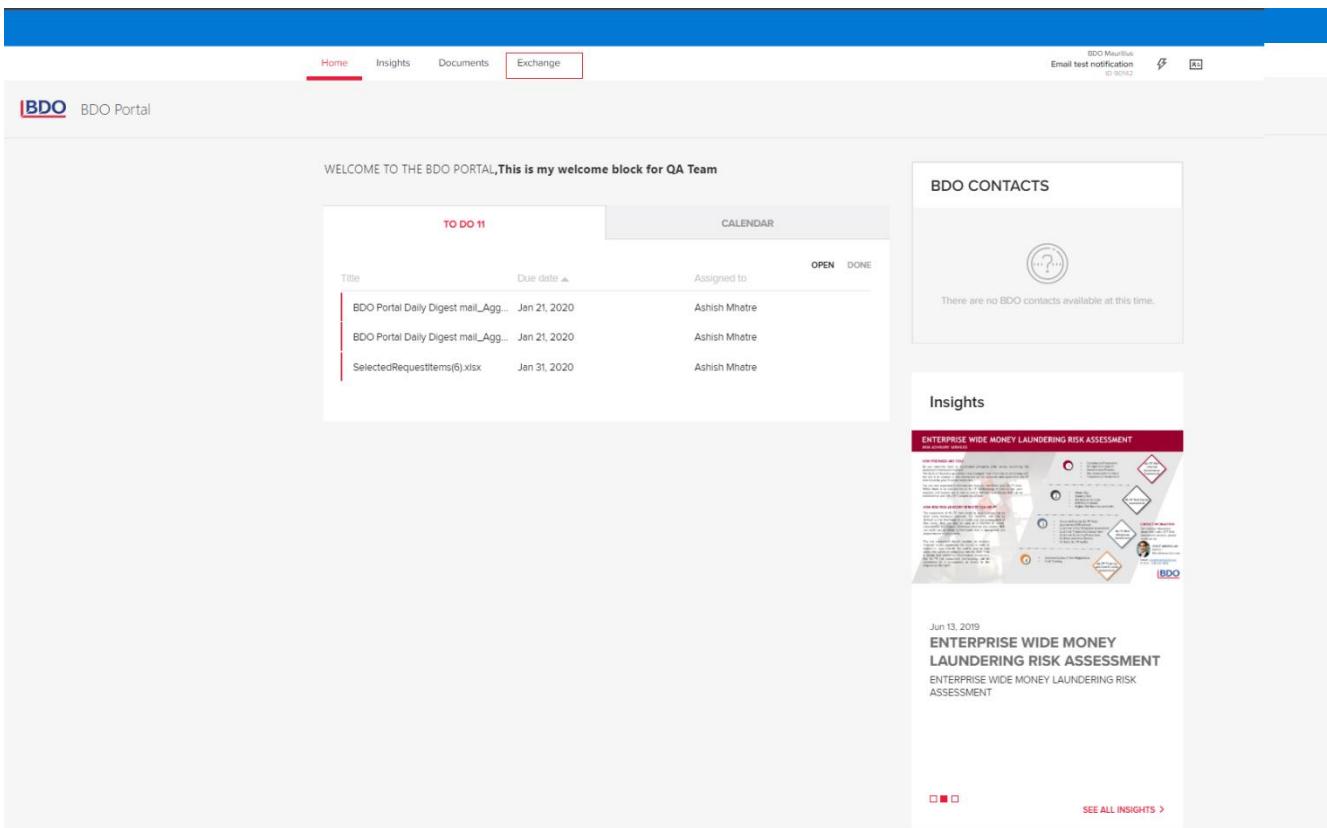
Exchange is a document sharing platform, where documentation is uploaded and shared between the client and BDO.

Through the Exchange dashboard both client and BDO users can view the overall activity status, helping them monitor the progress of the engagement.

2. LOGIN TO BDO GLOBAL PORTAL

Login to the BDO Global Portal as a Client by entering your username and password.

Once you have successfully logged onto the BDO Global Portal - you will see a Exchange tab along the top - as shown in the screenshot below.



3. OPEN Exchange

To go to the Exchange, click on the Exchange tab to go to the Project overview page from where you will be able to access the Exchange projects to which you have access.

The dashboard displays the following metrics:

- STATUS:** 14 total items. Legend: Open (red), Delivered (grey), Accepted (green).
- DUE DATE:** 14 total items. Legend: Overdue (red), Due soon (orange), Due later (grey), No due date defined (white).
- PER PERSON:** 14 total items. Legend: Ash M (red), ClientAdmin User02 (grey), ClientAdmin User03 (green). Note: 14 request item(s) with 3 user(s) assigned.

Category	Request name	Description	Status	Status date	Due date	Assigned to
1	req001	desc001	Open	31 January 2020	8 January 2020	ClientAdmin User03
cat007	req007	desc007	Open	27 December 2019	15 January 2020	ClientAdmin User02
1	req001		Open	21 January 2020	17 January 2020	Ash M
cat001	req100011	desc	Open	18 January 2020	18 January 2020	Ash M
Cat0111	req00011	desc	Open	21 January 2020	21 January 2020	Ash M
cat2222	re13333	desc.c	Open	31 January 2020	21 January 2020	Ash M
tttt	ttttttt	ddd	Open	31 January 2020	21 January 2020	Ash M
cat003	3	desc003	Open	6 February 2020	31 January 2020	Ash M
cat004	req004	desc004	Open	6 February 2020	31 January 2020	Ash M