



MyTripBoard

brought to you by Flightline Travel Management

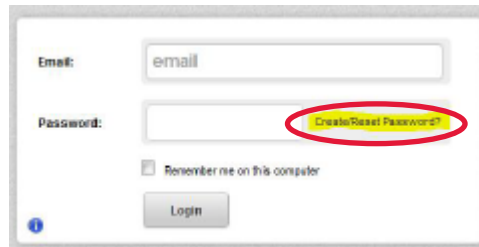
User Guide

how to create/reset your password

HOW TO CREATE / RESET YOUR PASSWORD IN MYTRIPBOARD?

Step 1: Open the www.focusdashboard.com website

Step 2: On the log in page, click on the link 'Create/Reset Password'

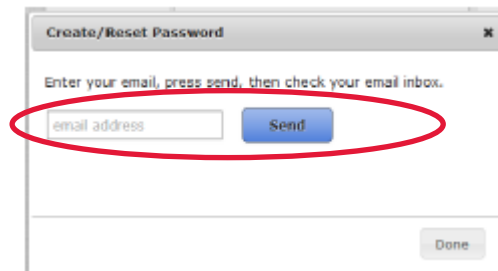


A screenshot of a login form. It has an 'Email:' field with the placeholder text 'email', a 'Password:' field, a checkbox for 'Remember me on this computer', and a 'Login' button. A link labeled 'Create/Reset Password?' is positioned to the right of the password field and is circled in red.

Step 3: Enter your email address

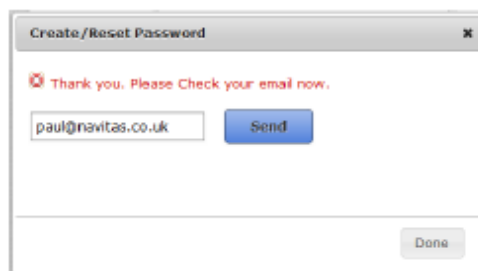
Step 4: Click on 'Send' as shown in the Screenshot below.

Note 1 : You must use the same email address that you are using for your travel bookings!



A dialog box titled 'Create/Reset Password'. It contains the instruction 'Enter your email, press send, then check your email inbox.' Below this is an 'email address' input field and a blue 'Send' button. Both the input field and the 'Send' button are circled in red. A 'Done' button is located at the bottom right of the dialog.

Step 5: Once your email address has been recognised by "MyTripBoard", you will receive an email containing a link that will allow you to complete the process. **Please note depending on your company firewall restrictions this may take up to 5 minutes to come through.**



A dialog box titled 'Create/Reset Password' showing a confirmation message: 'Thank you. Please Check your email now.' Below the message is an input field containing the email address 'paul@navitas.co.uk' and a blue 'Send' button. A 'Done' button is located at the bottom right of the dialog.

Step 6: Once you have received an email confirmation , click on the link in your email to proceed (pls. see screenshot below).

Hi,
You recently requested a reset for your FocusDashboard password. Please click the link below to complete the process or copy and paste it into your preferred browser.

<http://www.focusdashboard.com/reminder?uid=3ca79d41-e71f4d4d-9e16-d7ead0e0b68>

Thanks,
Focus Dashboard Support

Step 7: The ‘Reset Your Password’ page will open

Reset your password

Choose New Password:

Retype Password:

Reset

** For your security, please choose a password that contains at least 1 number, at least 1 lower case letter, and at least 1 upper case letter.

Step 8: Type your new password in the field ‘Choose New Password’ and ‘Retype Password’

Note 2: Use at least 1 upper case letter, 1 lower case letter and a numeric in your new password. Do not use any other underscore ('_').

Step 9: Click on the button “Reset” to reset your password. You will then be redirected to the login page and be able to login into “MyTripBoard” using your new password.

Note: Once you login to the system refresh the web page by pressing F5.

SUPPORT

For technical support or any queries/questions, please contact your dedicated travel team via:

Telephone

UK calls: 01844 299 788

International calls: +44 1844 299 788

Email reservations@flightline-travel.co.uk