



# Signing In

Use the link in the user access e-mail recently sent to you headed **Trial Access and Instructions** to reach the login panel. The link format will be:

[www.your-company-name.qs.spiderstrategies.com](http://www.your-company-name.qs.spiderstrategies.com)

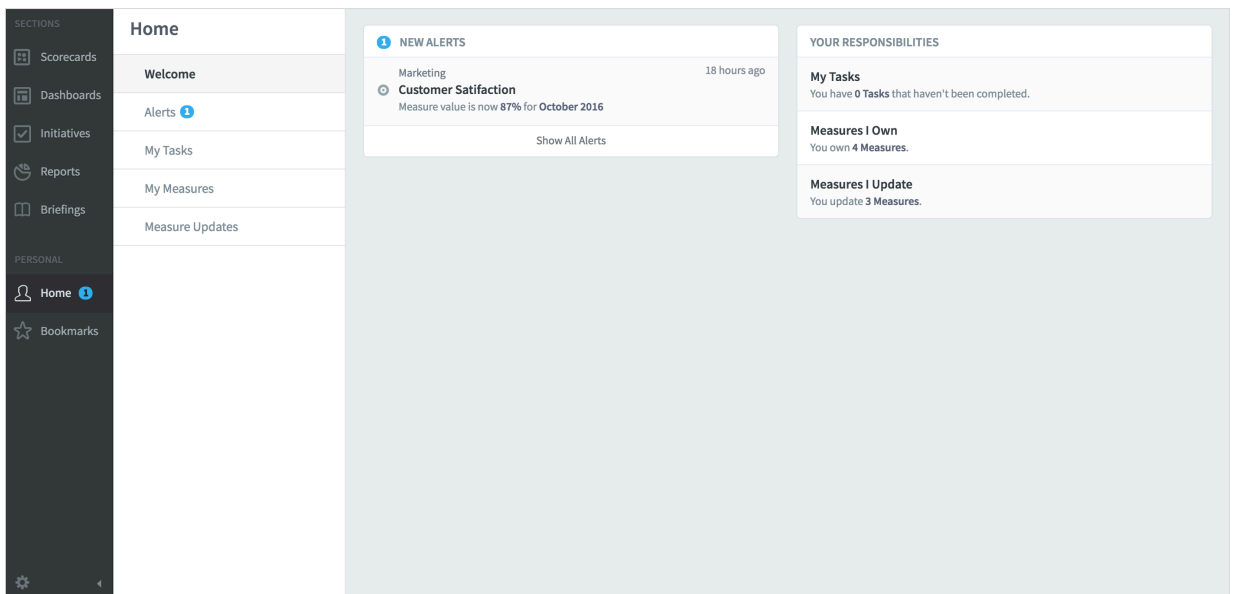
The image shows a login interface for Intrafocus. At the top center is a circular logo with a green and white geometric design and a white mouse cursor icon. Below the logo is a white rectangular form containing three input fields: 'Username', 'Password', and a dropdown menu currently displaying 'Intrafocus Demo - Version 3'. At the bottom of the form is a blue button labeled 'Login'.

- Enter your **Username** and **Password** and click **Login**
- You may be asked to change your password at this stage



# Welcome Screen

On entry to the application you will see a screen like this. To the left is the main menu and to the right some information about your activities, tasks and metrics. As you use the application, more information will appear on this screen.



Your trial system has been populated with some **sample** data:

- Scorecards
- Dashboards
- Initiatives
- Reports
- Briefings

Go to the **Navigation** guide to see how to view the Sample data