Table of contents

1. Log in ........................................................................................................................................... 2
2. Forgot password? ............................................................................................................................ 3
3. Change language ............................................................................................................................. 6
4. Dashboard ....................................................................................................................................... 7
IndFak has been updated to make it possible to use the following recommended browsers:

- Internet Explorer
- Edge
- Google Chrome
- Firefox
- Safari

The IndFak layout (login screen and Dashboard) has changed. However, the invoice window has not changed.

1. Log in

Click the link [https://indfak2.dk/](https://indfak2.dk/)

User name: your email address
Password: your password must contain
- at least eight characters
- both upper case and lower case letters
- at least one figure
- at least one special character [!,@,#,$,%,^,&,*,?,_,~,£,-,(,)]

Remember me: Check this box if you want the system to remember your user name and password.
2. Forgot password?

If you do not remember your password, click "Forgot password?"

The following field then appears.

Check the box “I’m not a robot” and answer any questions which may appear. Then click "Send"
The link is active for 20 minutes.
Click the link to change your password.
Enter your new password twice.

Remember that your password must contain:

- at least eight characters
- both upper case and lower case letters
- at least one figure
- at least one special character $[@#,%,^,&,*,?,~,£,-,(,)]

If your password does not comply with these password requirements, the system will not approve your password.

The bar indicates password strength and how secure your new password is.

Click "Ok". You can now use your new password to log on.
3. Change language

Click the flag and the following options appear.

Select the language you want to display.
4. Dashboard
See the Dashboard elements below. The Dashboard gives you a quick overview of activities and pending tasks.

1. The new "Choose application" feature is located in the top left-hand corner and provides access to your applications.
2. Click the top right-hand corner to access “Change organisation”. Here you can switch between organisations if you have access to more than one organisation. If relevant, you can click “Show all” under “Change organisation”. You can switch between users by clicking your name – this may be relevant if you are substituting for another user.

3. By clicking “Profile”, you can switch between organisation profiles, user profiles (substitutes), edit your profile (and add a substitute) and log off.

4. Click the question mark if you need help.

5. Additional features. Click this icon to close individual modules. **Edit Dashboard** is not used.

6. These icons are short cuts which provide quick access to, for example, invoices.

7. This bar shows which applications are active and provides access to open applications in different parts of the system. **This bar replaces the tabs in the previous version of the system.**

8. **Activities.** Contains your pending tasks.

9. **Information from the local administrator.** Information from AU.

10. **Information from the Agency for Modernisation.**

11. **Messages.** Messages sent via IndFak.

12. **Total purchases made through IndFak (purchasing module).** Illustration of all purchases made through the purchasing module.