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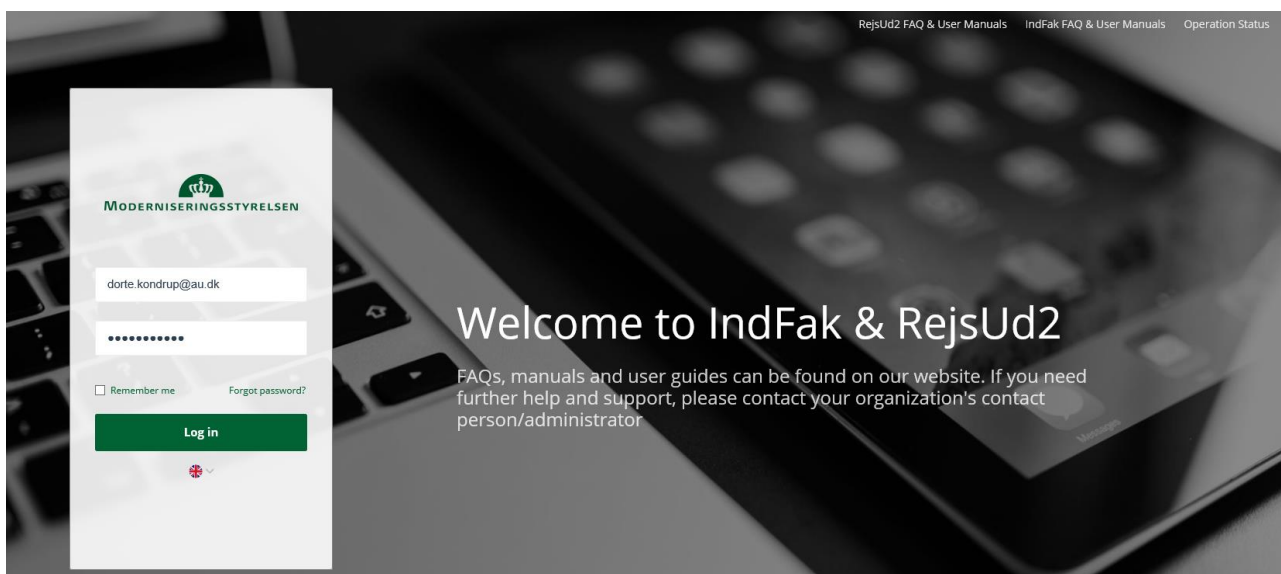
IndFak has been updated to make it possible to use the following recommended browsers:

- 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/>



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 [!,@,#,\$,%^,&,*?,_~,£,-,(,)]

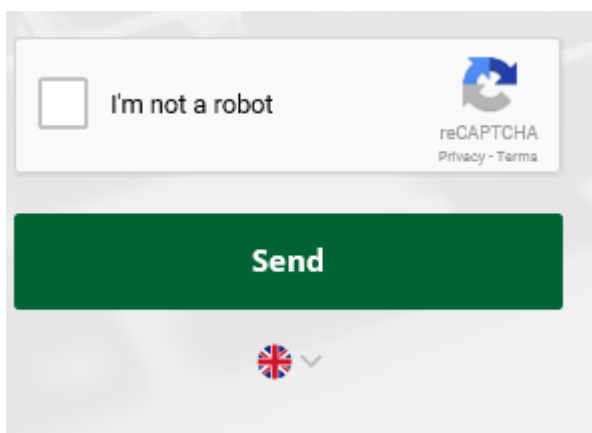
Remember me: Check this box if you want the system to remember your user name and password.

2. Forgot password?

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

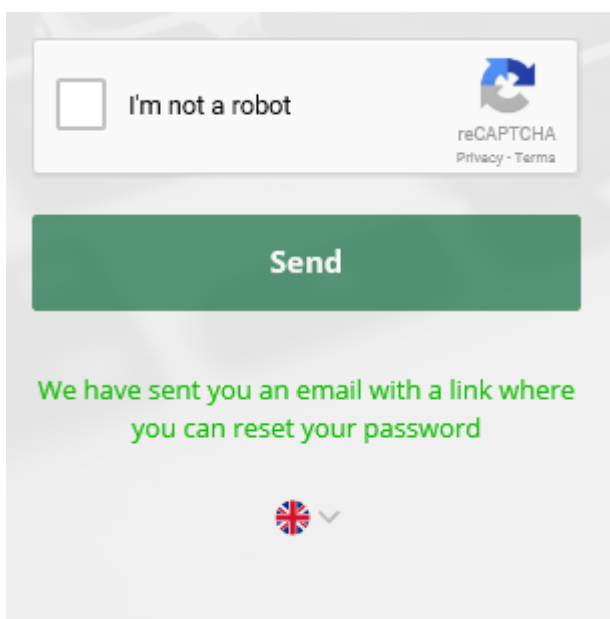
[Forgot password?](#)

The following field then appears.



A screenshot of a web form for password recovery. At the top left, there is a checkbox labeled "I'm not a robot". To its right is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below this is a large green button with the word "Send" in white. At the bottom center, there is a small icon of the United Kingdom flag followed by a downward-pointing chevron.

Check the box "I'm not a robot" and answer any questions which may appear. Then click "**Send**"



A screenshot of the same web form as above, but with a success message. The message, "We have sent you an email with a link where you can reset your password", is displayed in green text below the "Send" button. The rest of the form elements, including the "I'm not a robot" checkbox, reCAPTCHA, and the UK flag icon, remain visible.

IndFak Besked Service

Ny besked: Reset your password!



messages@service.indfak2.dk

Dorte Kondrup

Ny besked: Reset your password!

ⓘ Hvis der er problemer med visningen af meddelelsen, kan du klikke her for at få vist den i en webbrowser.

 tricom

Reset your password!

From	System Administrator
To	Test Bruger
Date	11. september 2017 10:59

Type	info
Priority	medium

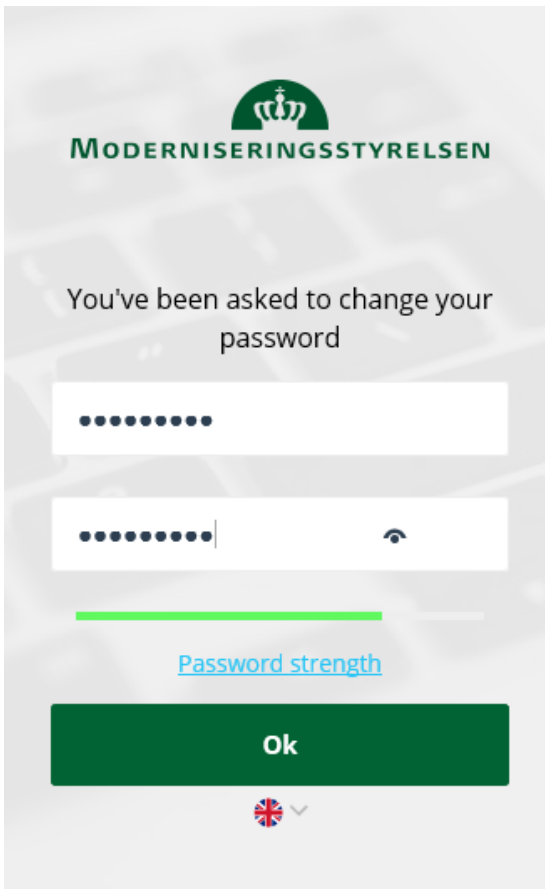
Dear Test Bruger
You are attempting to reset your password.
Follow this link to reset your password:

<https://indfak2.dk/v2/login/#/reset/9fd4239d-54e0-4ea3-8731-98f72562d8e4/en-GB>

The link is active for 20 minutes.

Sent from
Tricommerce

The link is active for 20 minutes.
Click the link to change your password.



MODERNISERINGSSTYRELSEN

You've been asked to change your password

.....

.....

Password strength

Ok

🇬🇧

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



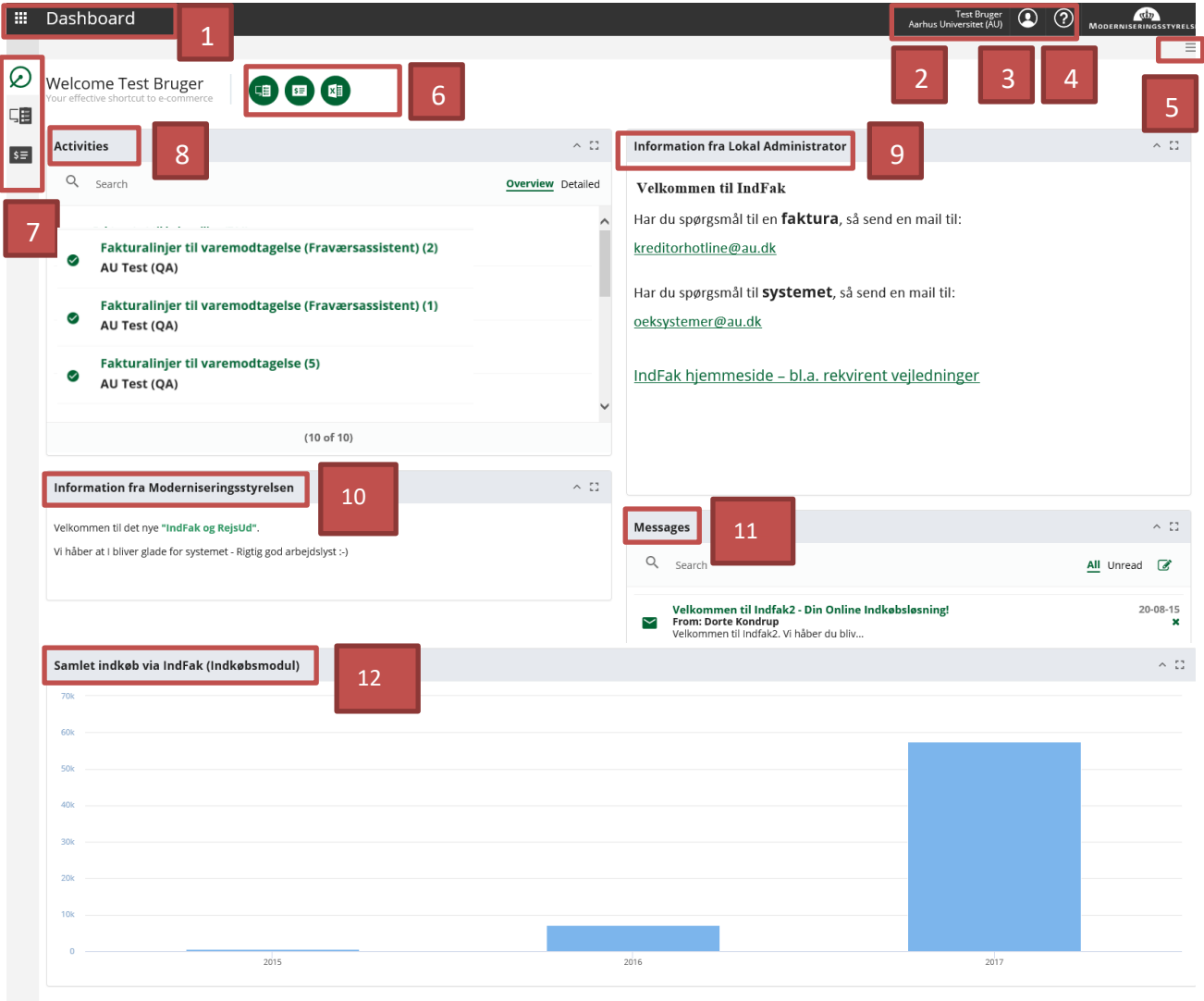
Click the flag and the following options appear.



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.



The screenshot shows the IndFak dashboard interface with the following elements highlighted by numbered callouts:

- 1:** Dashboard header
- 2:** User profile and navigation icons
- 3:** Application shortcuts
- 4:** Search bar
- 5:** Notification bell
- 6:** Welcome message and application shortcuts
- 7:** Activities list
- 8:** Activities list header
- 9:** Information from Lokal Administrator
- 10:** Information from Moderniseringsstyrelsen
- 11:** Messages list
- 12:** Samlet indkøb via IndFak (Indkøbsmodul) bar chart

The bar chart (12) displays data for the years 2015, 2016, and 2017. The y-axis represents value in thousands (k), ranging from 0 to 70k. The values are approximately 0 for 2015, 8k for 2016, and 58k for 2017.

Year	Value (k)
2015	0
2016	8
2017	58

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.