



## SYSTEMS TRAINING 3



# NAVIGATING THE BUSINESS HUB

# INSIDE YOU'LL FIND



Everything you need to know about  
navigating through the Business Hub

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**NOW DISCOVER  
THE TRAINING!**



# BUSINESS HUB

## Logging Into The Business Hub

1. When first accessing the Business Hub, you will be presented with the Consultant Log in Page



BUSINESS HUB

### Consultant Login

★ Indicates required information

Email address ★

Password ★ [Forgot password?](#)

☒ Remember me

☐ Please agree to the [consultant agreement](#)

Sign In

2. Here you will need to enter in your Email address and Password you used when you enrolled

If you have forgotten your password, you can select the 'Forgot Password' option. This will prompt you to enter your email address and a password reset link will be sent to you within 10 minutes

[Business Rules](#) | [Digital & Social Media Policy](#) | [Code of Ethics](#)



THE BODY SHOP

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REGISTERED OFFICE: WATERSMEAD, LITTLE HAMPTON, WEST SUSSEX, BN17 6LS, UNITED KINGDOM; REGISTERED IN ENGLAND

3. When logging in, you can choose whether you want to be remembered on the device you are using or not

You will also need to agree to the consultant agreement before you log in



# BUSINESS HUB

## Navigating The Business Hub

When you log in, you will be taken to your Business Hub front dashboard page

You will see a number of tab options. Each of these tabs allows you to complete a specific action such as creating an order, an event or viewing reports related to your business

**BUSINESS HUB** US ▼

Pearle Bendre 🌸 🛒

**ORDERS & EVENTS** **MY BUSINESS** **MY CUSTOMERS** **MY TEAM** **TBS LEARNING** **RESOURCES** **REWARDS & EXPERIENCES**

**PROMOTIONS**  
Make sure your hosts and customers are so happy that they will keep coming back for more with our money-saving offers and promotions!  
[Discover more](#)

**EVENTS**  
Discover our joyful collective get togethers. From Retreats to our annual Festival, we want you to get involved.  
[Discover more](#)

**REWARDS**  
Earn products and points through our fabulous selection of Consultant Incentives.  
[Discover more](#)

**TBS SOCIAL**  
Hop over to The Body Shop Social for a suite of social assets to help you amplify your social media presence and your business.  
[Discover more](#)

**▼ Your metrics >**

PPV <b>3271</b>	Active Consultant Legs <b>1</b>	CTPV <b>3474</b>
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**Pearle Bendre**  
Consultant  
Consultant ID: 2060915  
Current month paid rank: Beauty Consultant  
Home market: US 🇺🇸

This page will show you a brief snapshot of your business

To Learn more about how to place orders, create events or access your business reporting. Check out the other training guides and videos



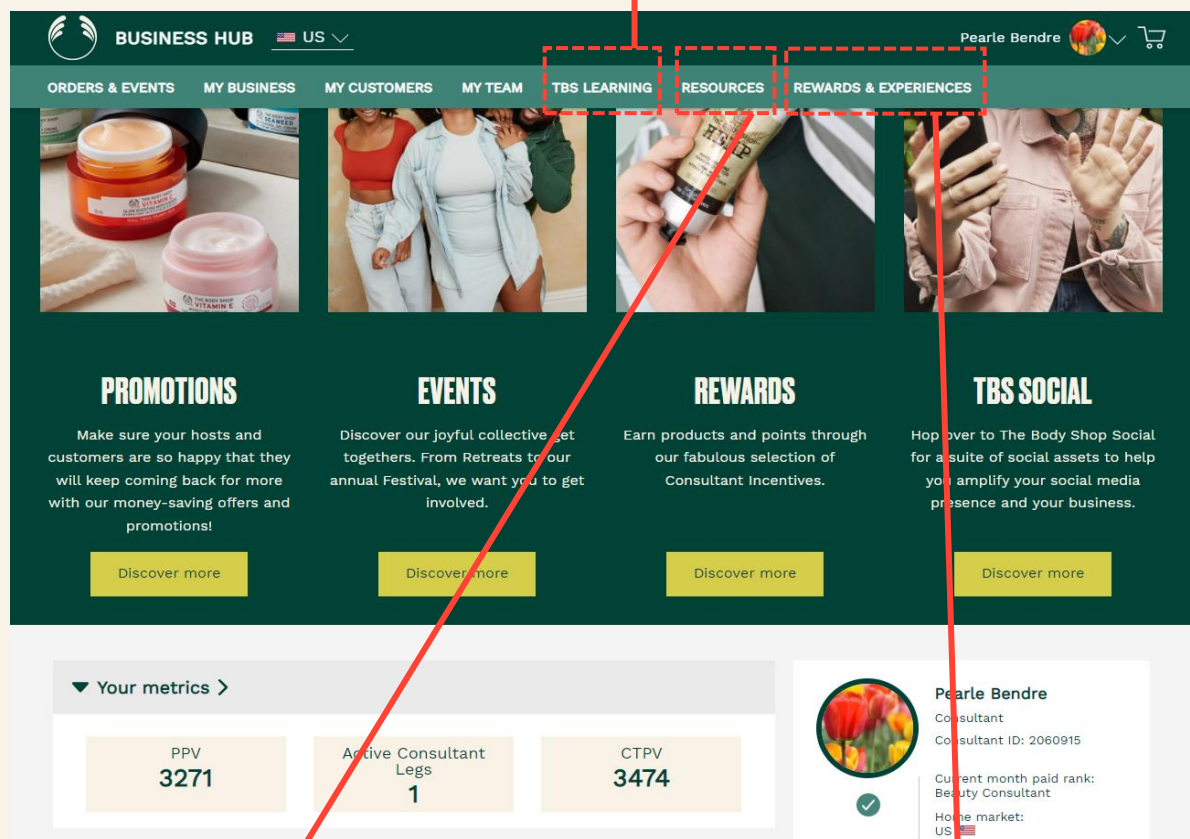


# BUSINESS HUB

## Navigating The Business Hub

The TBS Learning tab is a place where you can access your learning platform

Here you will discover training material around Events, Selling, Sponsoring, Social Media and much more! This will help you get started and support you in building your business



The resources tab houses all business information and marketing tools on separate interactive webpages. Here you will also find the link to 'TBS Social' to support you in managing your Business's social media

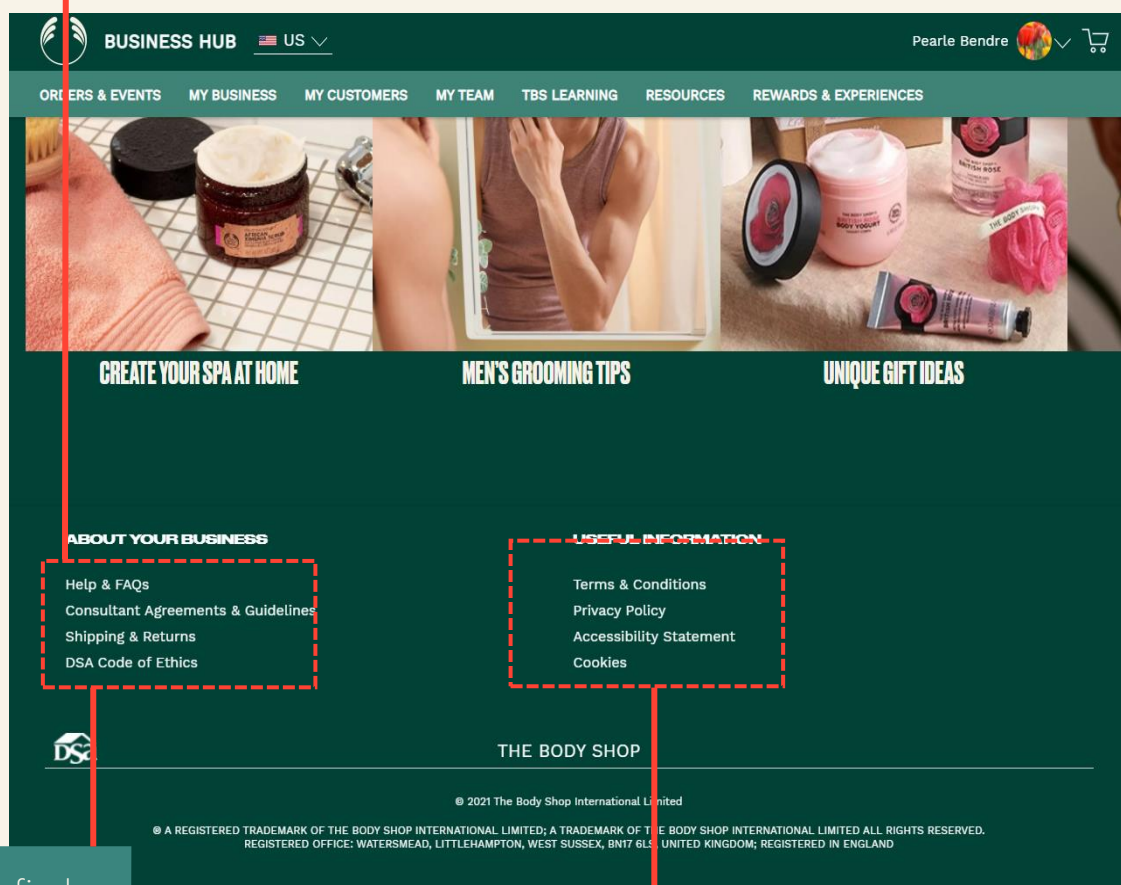
Here you will find separate interactive pages detailing information about Rewards, experiences and further information about The Ambassador Programs

# BUSINESS HUB

## Navigating The Business Hub

At the footer of the page, you will find some additional links to some useful pages

Here you can find the Help & FAQs page. This contains a lot of useful answers to some frequently asked questions that will help you with your day to day activities whilst running your business. You can also send a 'Contact Us' form to Consultant Support within Help & FAQs



You will also find information around Consultant Agreements & Guidelines, Shipping and Returns information and also DSA Code of Ethics

There are also some other useful links with some more useful information such as Terms and Conditions at The Body Shop At Home™ as well as the Privacy Policy, Accessibility Statement etc.

# BUSINESS HUB

## The Business Hub Dashboard



The Business Hub Dashboard is designed to show you a snapshot of your business. Within the Dashboard there are different areas highlighting key information of your business activity

You will also see marketing information such as promotions, news and upcoming events

**BUSINESS HUB** US ▼ Annie Anderson ▼ 🛒

ORDERS & EVENTS MY BUSINESS MY CUSTOMERS MY TEAM TBS LEARNING RESOURCES REWARDS & EXPERIENCES

## THE BODY SHOP AT HOME™

**EMPOWERING PEOPLE SINCE 1994**

The Body Shop At Home™ was created by our founder, Anita Roddick, as a fun and flexible earning opportunity to empower women to have rewarding careers that would fit around their family commitments.

Today, we have a successful global community of passionate, diverse individuals who turned their passion for beauty into profit with the backing and support of a globally recognized and ethical brand.

▼ **Your metrics** >

PPV <b>2006</b>	Paid as SL Legs <b>0</b>	CTPV <b>2043</b>
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**Annie Anderson**  
Consultant  
Consultant ID: 2060809  
Current month paid rank: Beauty Consultant  
Home market: US 🇺🇸

The **'Your Metrics'** area will show you high level view of your business metrics. For example you can see this shows the current PPV, Paid as SL Legs and CTPV. Depending on what your recognised rank is will depend on the information you will see displayed here.

Each of these widgets will link to more detailed reports where you can access more in-depth information

Here you will be able to see your account information

This will show who your name, ID and your chosen account photo. You will also be able to see what your rank and paid ranks are and which market you are currently operating in

# BUSINESS HUB

## The Business Hub Dashboard

If you are a new consultant currently going through the 90 Day Business Enrichment Program, this information and your progress will be shown directly on your Business Hub Dashboard. After your 90 days this will still be available to view for a further 10 days before it will be no longer visible on your dashboard.



**BUSINESS HUB** US ▼ Annie Anderson ▼ 🛒

**ORDERS & EVENTS** **MY BUSINESS** **MY CUSTOMERS** **MY TEAM** **TBS LEARNING** **RESOURCES** **REWARDS & EXPERIENCES**

**Business enrichment programme** 5 days left...

**As a New Consultant** you have entered our Business Enrichment Program to help get your business off to a flying start in your first 90 days. Be rewarded when you achieve the personal volume targets below.

Personal Volume (PV)	Product Credits achieved	Day
<b>9751</b> / 2250	<b>350</b> / 350	<b>85</b> / 90

Level 1	Level 2	Level 3	Level 4
25 Product credits	75 Product credits	100 Product credits	150 Product credits
<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
170 / 170 PV	750 / 750 PV	1500 / 1500 PV	2250 / 2250 PV
<b>Achieve 170 PV in your first 14 days</b>	<b>Achieve 750 PV in your first 30 days</b>	<b>Achieve 1500 PV in your first 60 days</b>	<b>Achieve 2250 PV in your first 90 days</b>

**Business news** ▶

**September Test**  
10th Sep 2021  
This is a test....

**Uat Test**  
21st Jul 2021  
LOREM IPSUM dolor sit amet, consectetur adipiscing elit. Sed in vestibulum ipsum, a ultricies lacus. ...

**Momentum Attendee Exclusive Bundles Now Available!**  
18th Jun 2021  
MOMENTUM ATTENDEE EXCLUSIVE BUNDLES NOW AVAILABLE! For those who purchased tickets for our wonderful...

**Product Allocated For May Activity Booster Achievers!**  
17th Jun 2021  
PRODUCT ALLOCATED FOR MAY ACTIVITY BOOSTER ACHIEVERS! Congratulations to the achievers of the May Ac...

**May Join Us Incentive Achievers**  
16th Jun 2021  
MAY JOIN US INCENTIVE ACHIEVERS Congratulations to our new Consultants who joined in May, and hit BE...

You will be able to see and track your progress of your sales against each of the BEP milestones

For example, you can see here that all 4 BEP Levels have been achieved. Each level will show a green tick as soon as it is achieved. This allows you to easily keep track of where you are and what you need to achieve

Recent business news will now also be displayed right on your dashboard

Here you can keep track of all relevant business news

Simply click on any of the links and you will be taken directly to the full article



# BUSINESS HUB

## The Business Hub Dashboard

Recent activity related to your business will be displayed in an easy to view area

If you wish to see a full list of orders that have been made you can select the **'Orders'** button and you will be taken directly to the orders screen.

**BUSINESS HUB** US ▾

Annie Anderson ▾

ORDERS & EVENTS MY BUSINESS MY CUSTOMERS MY TEAM TBS LEARNING RESOURCES REWARDS & EXPERIENCES

▼ Recent activity View: **Orders** Consultants

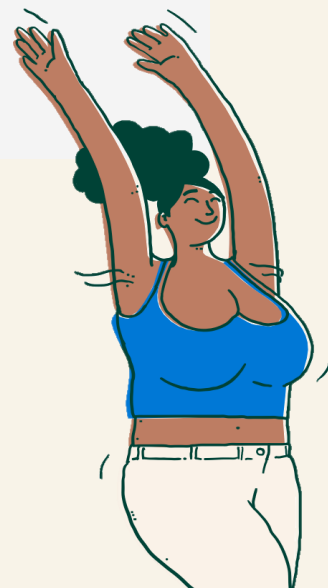
**Orders** New Consultants

10/08/21 02:06	Order # 260969 Customer: QPV: 21.25	Sub total: \$21.25 Tax: \$1.48 Order total: \$42.73
10/07/21 02:51	Order # 260968 Customer: QPV: 431.5	Sub total: \$431.50 Tax: \$28.60 Order total: \$480.10
10/07/21 02:46	Order # 260967 Customer: QPV: 349	Sub total: \$349.00 Tax: \$23.13 Order total: \$392.13
10/06/21 06:14	Order # 260966 Customer: QPV: 21	Sub total: \$21.00 Tax: \$1.47 Order total: \$28.47
10/06/21 05:43	Order # 260965 Customer: QPV: 59.25	Sub total: \$59.25 Tax: \$4.15 Order total: \$83.40

If you wish to view an order, simply select the order number link and you will be taken directly to that order page

Here you will be able to see the 5 most recent orders




These could be orders placed on your PWS by customers, or orders that you have placed directly in the business hub for your customers or for yourself






# BUSINESS HUB

## The Business Hub Dashboard

You can also view recent information around the new consultants that have enrolled under you

 **BUSINESS HUB**  **US** 

**ANNE ANDERSON**  



**ORDERS & EVENTS**

**MY BUSINESS**


**MY CUSTOMERS**

**MY TEAM**

**TBS LEARNING**

**RESOURCES**



**REWARDS & EXPERIENCES**

 **Recent activity**

**View:** **Orders** **Consultants**

**Orders**

**New Consultants**



 

10/08/21

09:31

Email

Phone



 

29/07/21

08:44

Email

Phone

28/07/21

07:38

Email

Phone

MAY JOIN US INCENTIVE ACHIEVERS  
Congratulations to our new Consultants who joined in May, and hit BE...

If you wish to see a full list of recently enrolled consultants you can select the **‘Consultants’** button and you will be taken directly to the New Consultants BEP page

Here you can view each of your new consultants. You can also choose to send them an email or give them a call directly from this screen by selecting either of the two options





**NEXT UP:  
MANAGING YOUR  
ACCOUNT**

