

Yooz Rising Training – Business Edition

Module 0:
Yooz tutorial starter pack

■ Objectives of the training

- Provide to all the users of Yooz the necessary information to start using the solution.

■ Prerequisite

- None.

■ Targeted Audience

- This tutorial is for all the users of Yooz, named the Yoozers 😊

■ Duration

- 10 minutes.

■ First connection to Yooz

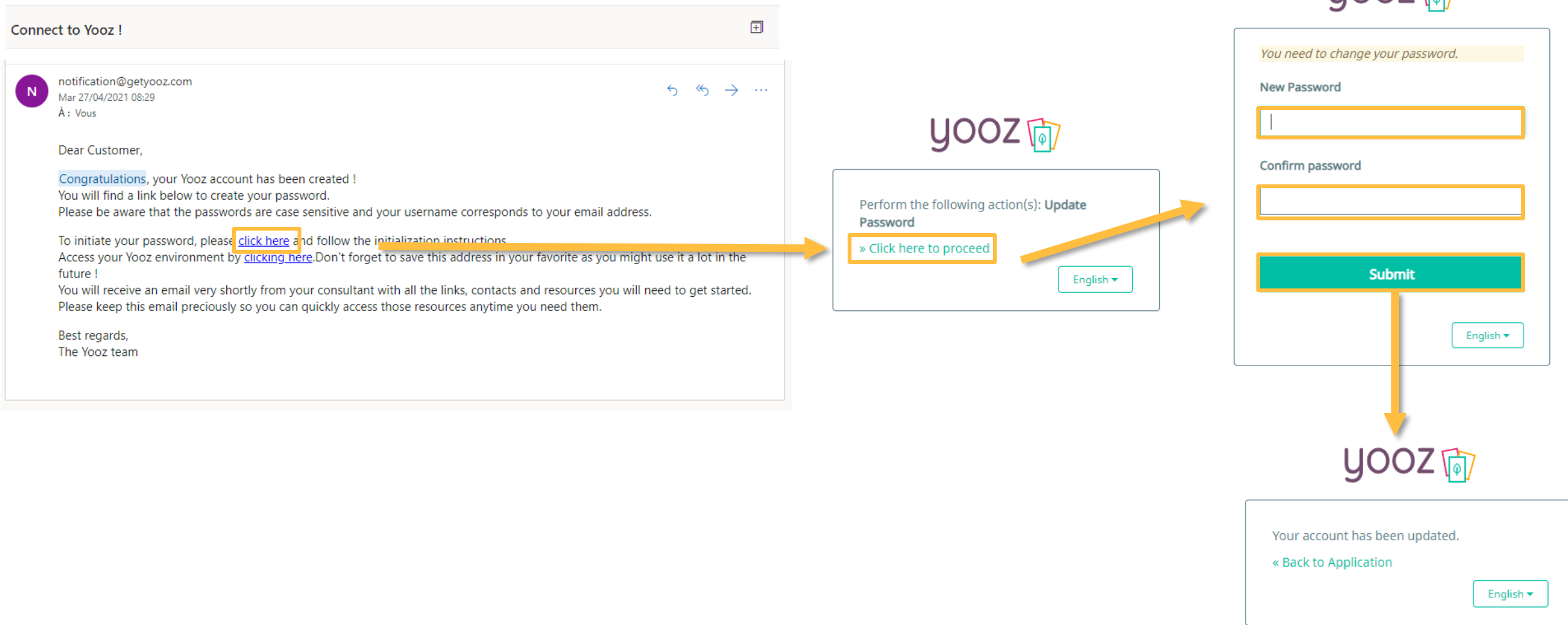
- Reception of the credentials
- Reminder of the credentials' reception
- Connection from Yooz application
- Connection from Yooz website

■ Yooz User assistance

- Guided tour
- Chat and FAQ
- Help Center
- YoozUniversity page

First connection to Yooz

Reception of the credentials





Welcome!

Email address

melanie.moyencourt.orr@getyooz.com

Password

[Forgot Password?](#)

Log In

☐ Remember me

English ▼

Linkedin Yooz Insider Group UK


Yooz invites you to join our new client exclusive Linkedin Yooz Insider Group UK!

Interact with other « Yoozers », learn about platform tips, tricks and features.

[Join the Linkedin Group](#)

← → ↻ https://eu1.getyooz.com

Use the address <https://eu1.getyooz.com>

yooz 

Welcome!

1 →

Email address

2 →

Password

[Forgot Password?](#)

3 →

☐ Remember me

English ▼

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Connection from the Yooz website

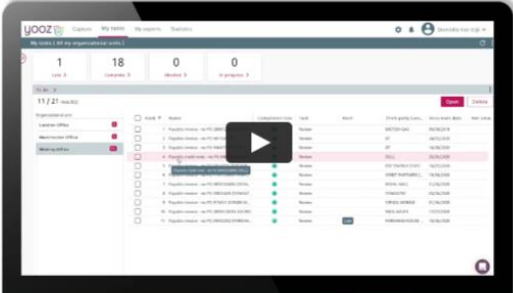
→ <https://www.getyooz.com/en-gb/>

 **Solutions** ERP Integrations Pricing Why Yooz Resources What We Love About 

**Real-Time Purchase to Pay Automation:
80% Cost Reduction
Easy. Powerful. Smart.**

Ready to see the Yooz difference?

Your work email 





Welcome to the Yooz application


Choose your location and enter your user email address.





- ☐ USA
☒ Europe

Email*

Login

Yooz User assistance

yooz  Capture My tasks More ▾


Search     Domitille Van Dijk ▾

Capture (All my organizational units)

File upload >

Click here to follow the Guided tour on your first connection for each Workspace and each major feature (Capture, My Tasks, Review, Approval, Search, My Exports, add an Organizational unit,...).

Organizational unit * Document type

Drop files here to import them or
 **Select a file**

Split options ☐ None ☒ Automatic Document options ☐ Combine in a single

YoozBox Configuration > **Email capture** > **Automated Invoice collector** >

Imported files >

78 result(s)

Capt... ▾	Capture date	Filename	Number of docum...	Organizational unit	Document type	Capture source
78	14/01/2021 10:10:41	Ms Sylvie Lasपालes-Blanc Invoice 23 2 16 (00...	1	Woking Office	Payable invoice - no ...	Manual import

Impersonate...
Help center...
Guided tour...
YoozUniversity...
Refer a Friend...
My profile...
Logout

Capture

My tasks

My exports

Statistics

Search

Domitille Van Dijk

Capture (All my organizational units)

File upload

Split suggestions

Organizational unit *

Document type *

Drop files here to import them or

Select a file

Split options

Document options

Additional data

YoozBox Configuration

Email capture

Split suggestions

No results

Open

import documents

1 of 7


Next

Imported files



78 result(s)


Capt...	Capture date	Filename	Number of docum...	Organizational unit	Document type	Capture source	Capture channel	Imported by	Alert	Split
78	14/01/2021 10:10:41	Ms Sylvie Laspalles-Blanc Invoice 23 2 16 (00...	1	Woking Office	Payable invoice - no ...	Manual import		Florian Noiret		No
77	06/01/2021 11:41:17	Tautliners UK Limited - Invoice No. 19400.pdf	1	London Office	Payable invoice - no ...	Manual import		Florian Noiret		No
76										
75										
74										

Let's practice: connect to your application and start the Guided tour « Capture »



[Capture](#)
[My tasks](#)
[More](#)



Domitille Van Dijk

Capture (All my organizational units)

File upload

Import

Organizational unit *

(?)

Document type *

(?)

Drop files here to import them or

Select a file

Split options

☐ None
☒ Automatic

Document options

Combine in a single

YoozBox Configuration

Email capture

Split suggestions

No results

☐ Capture date

↓

Filename

Imported files

78 result(s)

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Impersonate...

Help center...

Guided tour...

YoozUniversity...

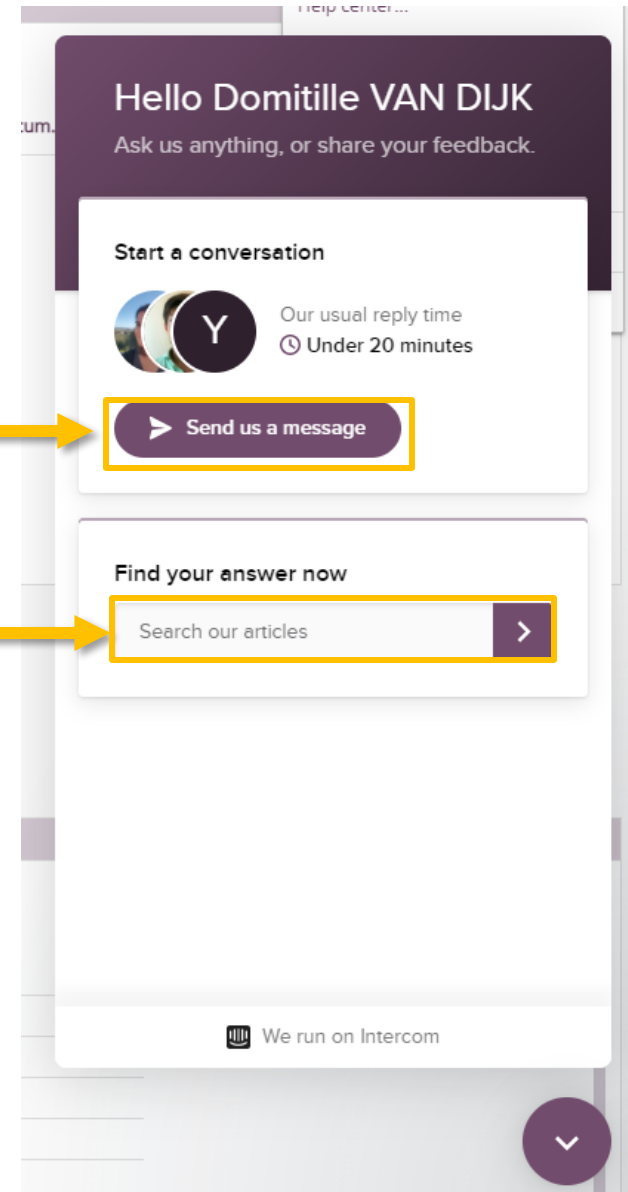
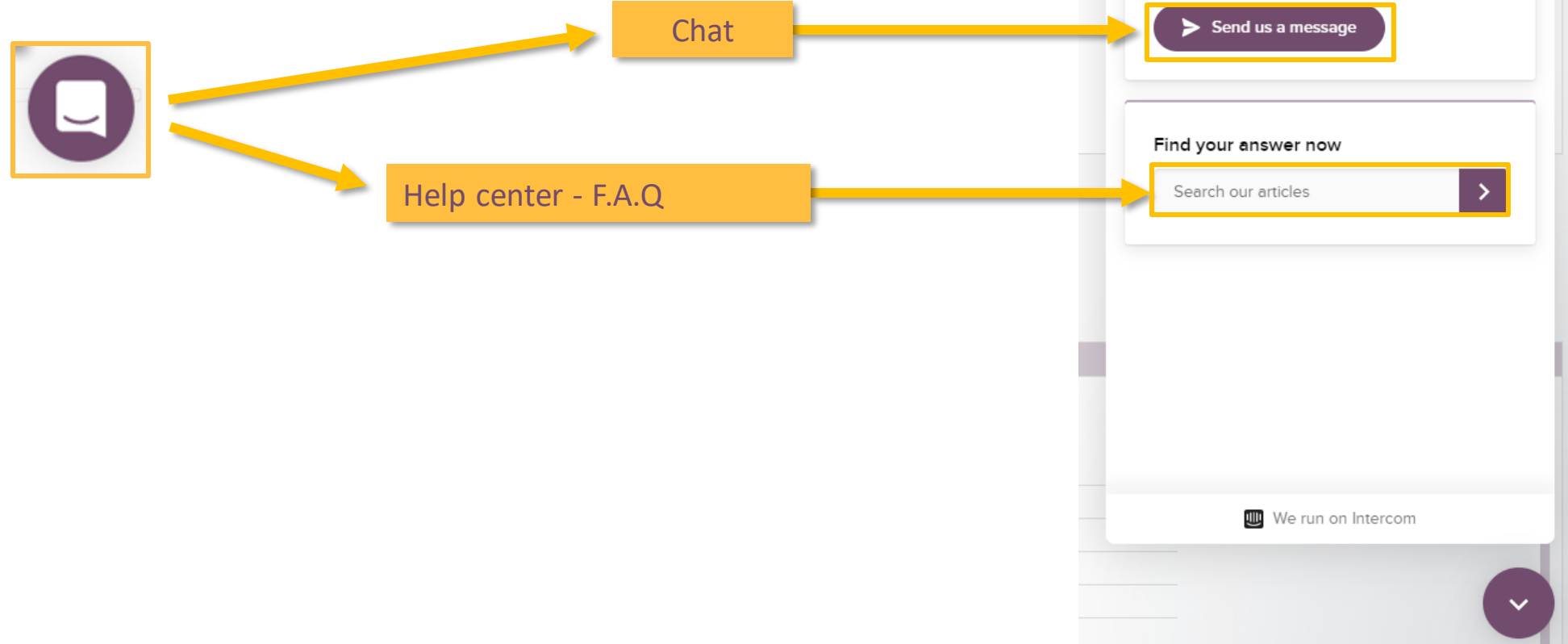
Refer a Friend...

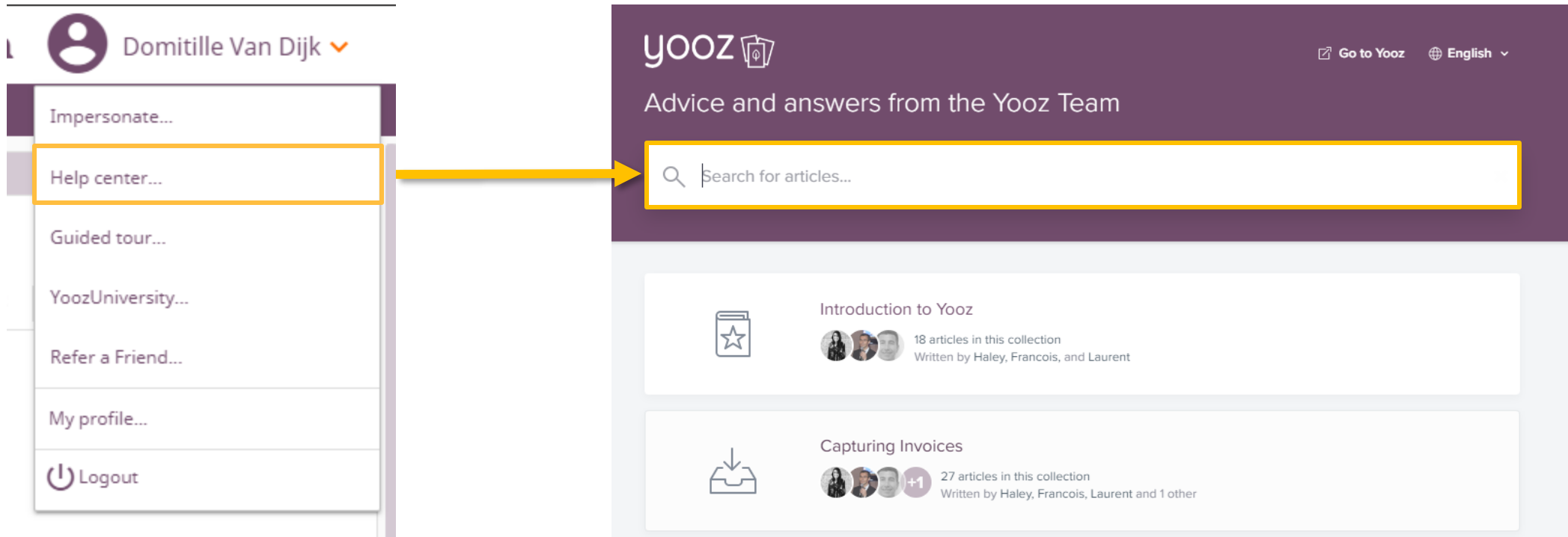
My profile...

Logout


Access to the chat and the Help center from this dialog box, on all your interfaces.


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- The Help center is frequently updated by our teams with new articles, you will find all our FAQ and our User guides.

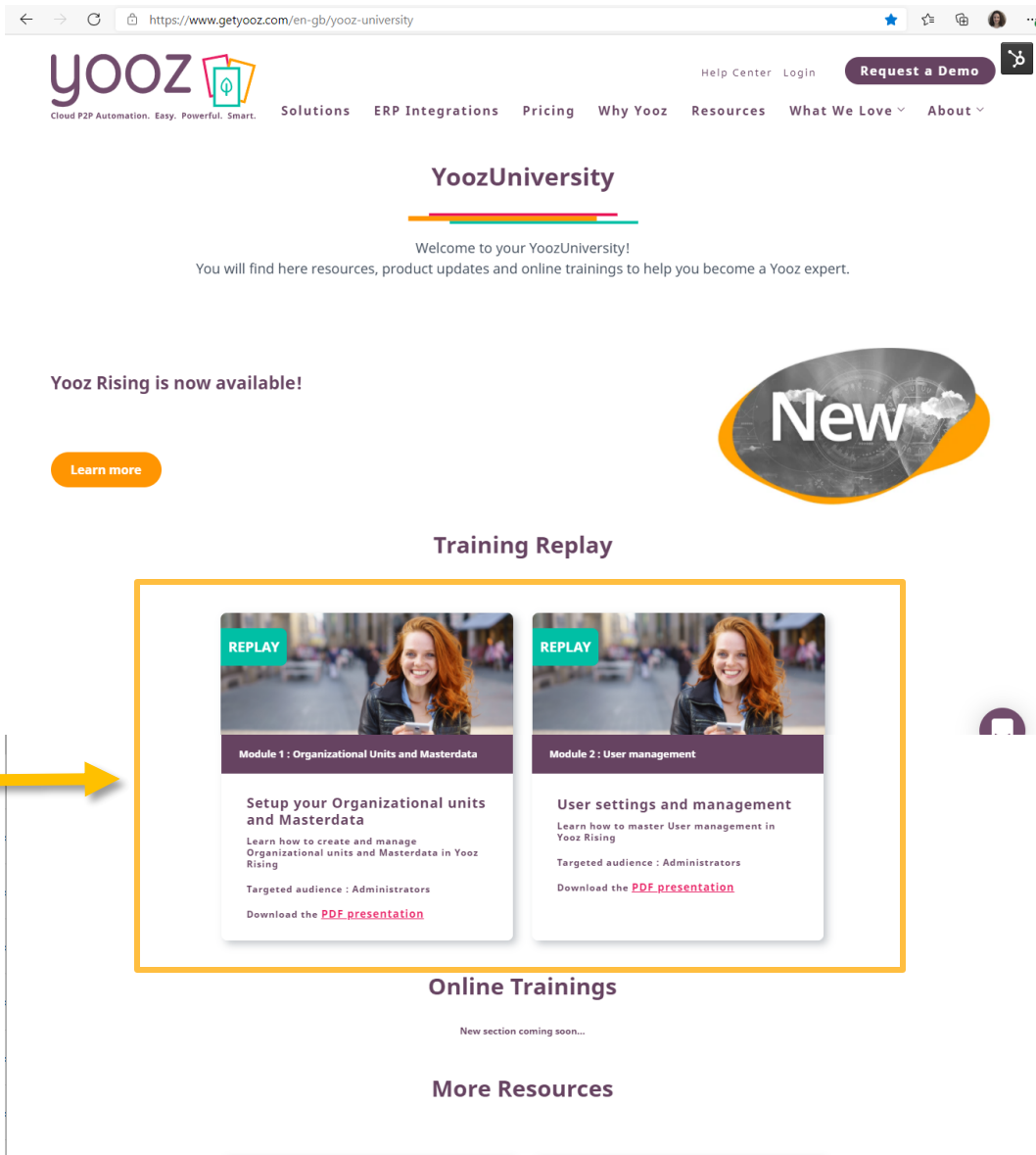
 Domitille Van Dijk ▾

- Impersonate...
- Help center...
- Guided tour...
- YoozUniversity...**
- Refer a Friend...
- My profile...
-  Logout

Register to live online training sessions.

Watch the replays of the training sessions

Download the training presentations decks.



The screenshot shows the YoozUniversity website. At the top, there's a navigation bar with the Yooz logo, a 'Request a Demo' button, and links for Help Center, Login, Solutions, ERP Integrations, Pricing, Why Yooz, Resources, What We Love, and About. The main heading is 'YoozUniversity' with a subtitle 'Welcome to your YoozUniversity! You will find here resources, product updates and online trainings to help you become a Yooz expert.' Below this, there's a 'Yooz Rising is now available!' announcement with a 'Learn more' button and a 'New' badge. The 'Training Replay' section features two cards: 'Module 1: Organizational Units and Masterdata' and 'Module 2: User management'. Each card includes a 'REPLAY' icon, a video thumbnail, a description, targeted audience, and a link to download a PDF presentation. The 'Online Trainings' section below has a note 'New section coming soon...'. At the bottom, there's a 'More Resources' section.



Thank you!