

Online Uniform Ordering Admin.

To be able to make changes to Employee and delivery address details, please login to admin on the online portal by following the steps below:

Step 1: Log onto www.letsoptimise.com.

Step 2: Enter your Username and Password, (which we will provide for you).

Step 3: Click Admin.

Adding a new employee.

Step 1: Click recipients.

Step 2: Add recipient.

Step 3: Fill out the following details: - Forename, Surname, Depot, Department, Tick Appear as Recipient in Manpack, Grade, Shift (this only needs to be completed if there is anything in the dropdown), Employee Ref (if you do not use these, please make up - the reference can only be used once) Start Date (Do not select a future date)

Step 4: Click save at the bottom of the page. Please allow 10-15 minutes for the system to update, so you can place an order for this employee.

If you have any questions, please call Safpro on 01452 529050 or send an email to: sales@safpro.co.uk

Removing an Employee.

Step 1: Click 'Recipients'.

Step 2: In the search bar, type the employee's first name or surname and press search.

Step 3: Click edit (far right hand side) on the line of that employee.

Step 4: Click Deactivate (Top left hand corner, under employee's name.)

Step 5: Click Save at the bottom of the page.

Adding a new Delivery Address.

Step 1: Click Depot.

Step 2: Click Add New.

Step 3: Fill in all the details apart from the Fax Tab.

Step 4: Click Save at the bottom of the page, the new address will appear immediately, enabling you to place an order.

Editing a Delivery Address.

**You will have to be authorised to do this.*

Step 1: Click Depot.

Step 2: Scroll to find the relevant delivery address.

Step 3: Click edit which is located on the far right of the page on each row.

Step 4: Change the relevant details.

Step 5: Click Save at the bottom of the page.

