



ClearOn Customer Portal 2 Factor Authentication User Guide

[Home](#) » [ClearOn](#) » ClearOn Customer Portal 2 Factor Authentication User Guide 

ClearOn

Sales promotion
STEP-BY-STEP
Quick Start Guide



Contents

- 1 Login
- 2 What is ClearOn Customer Portal?
- 3 Creating your campaign
- 4 Campaign type
- 5 Edit campaigns
- 6 Authorisations
- 7 Contact
- 8 Documents / Resources
 - 8.1 References

Login

To login to ClearOnline you log in via ClearOn's platform: www.clearon.se

ClearOn Customer Portal uses 2-factor authentication which means that you log in in two steps:

1. Type in the user ID and password that you have received and press "Send". Shortly after, an SMS with a one-time code will be sent to your mobile phone.
2. Type in the one-time code sent to you by SMS in 3rd box. Then just login!

Forgot your password?

Press "Reset Password..." and you will be guided through a couple of simple steps and a new one-time code will be sent to your mobile phone.

Do you want to change your password?

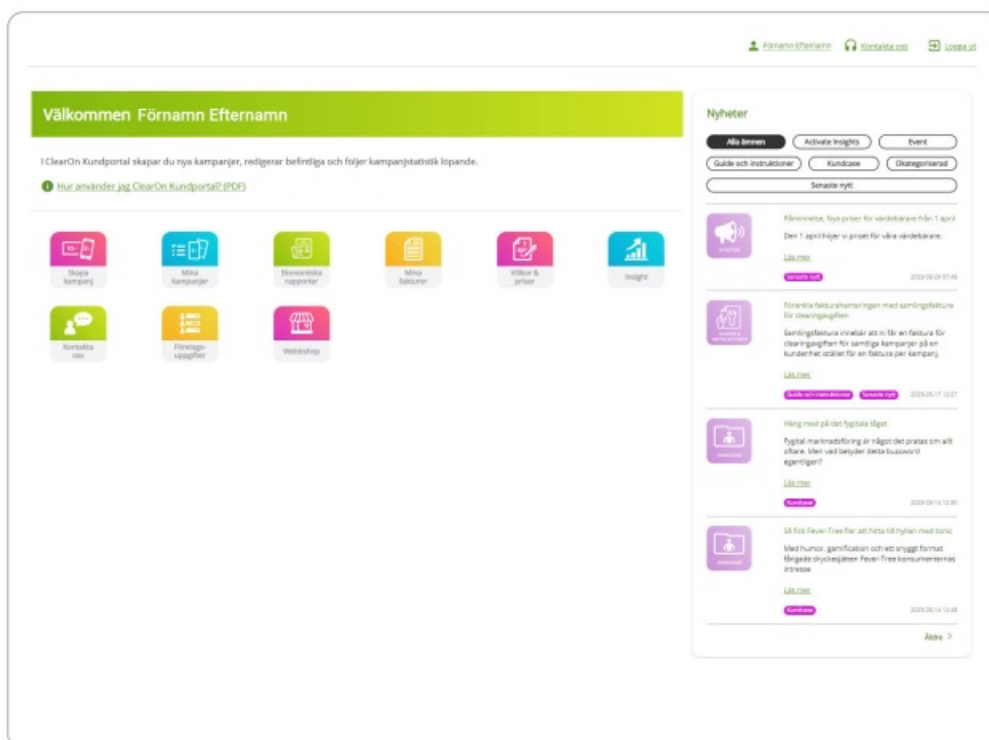
1. Once you have logged into the portal, click on your name at the top in the right corner and then on "Change password".
2. Enter your current password and then choose a new password. The new password must consist of at least 6 characters, of which at least one capital letter, one lowercase letter and one number.



3. You confirm the change by clicking "Change password".

What is ClearOn Customer Portal?

ClearOn Customer Portal is an effective campaign tool that helps you create campaigns quickly and easily, edit ongoing campaigns and monitor statistics. A few of the most important functions:



Create a campaign

This is where you login and create all your new campaigns.

My campaigns

This provides an overview of all of your campaigns, and you can also edit ongoing campaigns.

Insight

Our statistical tool provides a simple overview of numbers of redeems, geographic spread, and can also compare numbers and outcomes between different campaigns.

Financial reports

Here you find the financial reports that are available for yours campaigns.

My invoices

Here you see all your invoices and payment status.

Creating your campaign

You can create a campaign whenever you want, 24/7, by following 5 simple steps:

1. Customer information

This is where you can review your user information and parent customer. You can also fill out your purchase order number here (not obligatory). Depending on your authorisation level, you can also view the customary unit here.

2. Campaign information

This is where you name your campaign and provide all other details, such as product group, value, campaign type and expiration date.

The form consists of four main sections, each with a numbered step indicator at the top:

- Step 1: Kunduppgifter** (Customer information). Fields include: Kund (ClearOn AB), Kundkontakt (Kupengården (1234)), Kampanjansvarig (Elvira Juterström (elivira@mal.se)), Inköpsordernummer (Fler inköpsordernummer), and Inköpsordernummer från kampanjgilt.
- Step 2: Kampanjuppgifter** (Campaign information). Fields include: Kampanjnamn (Testkampanj), Kampanjtyp (Betäckelse), Varuslag (Pasta, fl, müsli), Kampanjvärde (12 % - Moms inbördad), Kampanjstart (10.10.2020), Kampanjslut (10.10.2020), and Kampanjstatus (Ja/Nej).
- Step 3: Kampanjartiklar** (Campaign articles). Fields include: GTIN (Produktens EAN-kod) and Artikelinformation hämtad från GS1. A button 'Ladda upp CSV-fil' is present.
- Step 4: Marknadsförings- och försäljningskanal** (Marketing and sales channel). Fields include: Kanal #1 (Bäck), Marknadsföringskanal (Bäck), and Fördelad till (20). A list of retail channels is shown with checkboxes for selection.

3. Campaign articles

Type in your GTIN codes and article information from GS1 will automatically be filled out. If your campaign contains a lot of articles, you can easily upload them as a CSV file to save time.

4. Marketing and sales channels

You choose what channels to use for your campaign and tick off your choices – you can choose several channels, if you want.

5. Summary

The last step is checking all the details and to SAVE AND CONFIRM. Now your campaign is ready!



TIP! You can easily download EAN codes for your campaign under the “My Campaigns” tab

Campaign type

When creating a campaign you will need to choose campaign type. You can choose between:

Discount coupons

Applies to specific goods or products from a specific range.

Product vouchers

Product vouchers are a method of payment in the form of a voucher with optional value. The customer redeems the voucher for a specific product from a given range.

Goods vouchers

Goods vouchers are a method of payment in the form of a voucher with a set value. The customer redeems the voucher and is free to select from a number of certain goods.



Payment vouchers

Payment vouchers are a method of payment in the form of a voucher with a set value. The customer redeems the voucher for optional goods from a list of specified food chains. Suitable for campaigns with a mix of weighted goods and packaged goods*.

* The weighted goods number consists of a 13-digit item number created using the GS1 weighted goods prefix, a serial number, the price in SEK or the weight in kilograms, and a check digit. The weighted goods prefix always begins with 2X, it is impossible to use the wrong GTIN when creating a campaign; i.e., they are not allowed to be used for package to goods that, for example, begins with 7.

Read more in our guideline:

“ What to remember when creating a Value Voucher”.

Edit campaigns

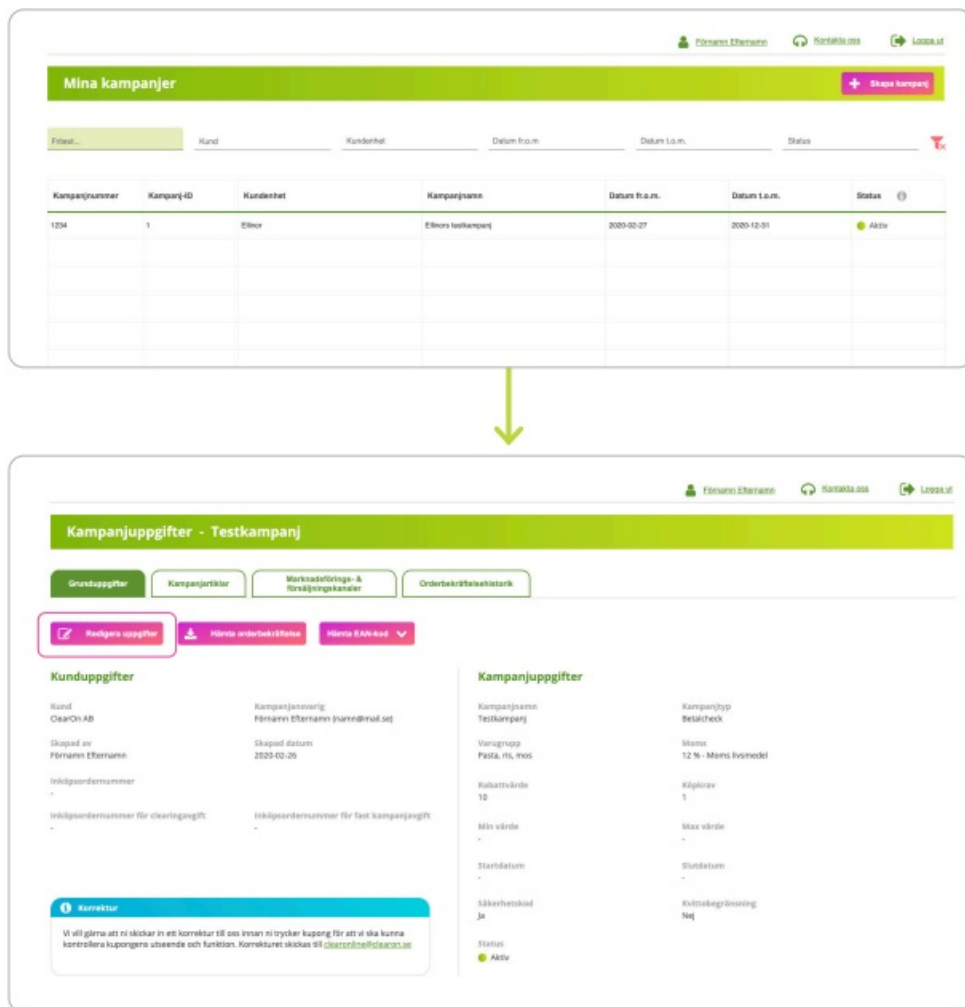
ClearOn Customer Portal also provides the option to login and edit current/ongoing campaigns.

1. Under the “My Campaigns” tab...

... you will find a complete list of all your campaigns, including active and inactive ones. Click the campaign you wish to edit.

2. Campaign information

This provides an overview and summary of the campaign you have selected. Each tab allows you to easily view the current details you have selected for the campaign.



3. Go through all the campaign steps

Now you will be able to edit your campaign details, upload new articles or marketing channels by clicking "Edit..." under each tab. Please see layout and instructions in the previous section "Creating a campaign".

Authorisations

ClearOn Customer Portal provides different authorisation levels which allow different levels of access.

User

- You can set up campaigns for the customer unit you are linked to. Example Customer: "The LTD Milk company" Unit: "Dairy beverages".
- You can easily view and edit campaigns for your customer unit, and you can also access reports for your particular customer unit via Insight.



Admin

- You can design new campaigns for all customer units that are listed under the customer. Example Customer: "The LTD Milk company" Unit: "Dairy beverages" + "yoghurt"
- You can easily view and edit campaigns for all units and you can also access reports for all customer units via Insight.

Contact

If you have any questions regarding ClearOn Customer Portal, how to create campaigns or anything else, please feel free to contact us. Good luck with your campaigns!



ClearOn


E-mail hello@clearon.se

Phone

Phone number: +46 8-588 340 59

Opening hours: Weekdays 9 am – 5 pm

Documents / Resources

	<p>ClearOn Customer Portal 2 Factor Authentication [pdf] User Guide Customer Portal 2 Factor Authentication, Customer, Portal 2 Factor Authentication, Factor Authentication, Authentication</p>
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References

- [🔄 Effektivt kampanjverktyg och sömlösa clearingprocesser - ClearOn](#)
- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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