

# BACK OFFICE

## *Lite Vs. Pro*

Your Bravenly Back Office is crucial to your business. This is where you'll go to find and manage all the different aspects of your business, your order details and more!

	<i>Lite</i>	<i>Pro</i>
<b>DASHBOARD</b> Since your last visit (new orders, messages, etc.) Company News & Social Media Recent Commission History Rank Progress with tracking of each qualification criteria to next rank Additional/Custom reporting widgets	✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
<b>MESSAGING</b> Receive messages from Upline/Downline Send messages to Upline/Downline	✓	✓ ✓
<b>ALERTS</b> Receive alerts triggered by business activity (new order/recruitment) Receive alerts when a milestone is met (1st recruit, 100th order, etc.) Receive alerts based on join date (onboarding in first 60 days, etc.)		✓ ✓ ✓
<b>RESOURCE/SHOWCASE</b> View and Download PDFs, Word Documents, and Audio Files View and share videos with email or social media	✓	✓ ✓
<b>REPORTING</b> Basic reporting of personal and team business Advanced Reporting with filtering options and graphical display Dynamic graphical view of Downline	✓	✓ ✓ ✓
<b>CALENDAR</b> View calendar events for Upline/Downline and Corporate office Create calendar events to view and share	✓	✓ ✓
<b>CONTACT MANAGEMENT</b> Enter and manage Leads/Contacts Filter and segment Customers and Downline for targeted action		✓ ✓
<b>BRAVENLY BUILDER APP</b> Ability to download, sign in and use the Bravenly Builder App to run, grow, and manage your business		✓ ✓

# BRAVENLY BACK OFFICE FAQ

**Q:** Does it cost to have a back office?

**A:** Your Brand Partner or Ambassador enrollment comes with a FREE version of the back office. As a Brand Partner, you have the option to upgrade to Bravenly Back Office PRO for \$9.99/month. The PRO version includes advanced reporting and countless more exciting features!

**Q:** Can I turn this on anytime during the month?

**A:** You have the option to opt-in and opt-out on a month by month basis.

**Q:** Can I add this to easy-ship so I never miss out on this feature?

**A:** YES! Never worry about missing out on the incredible features of Back Office PRO by adding the \$9.99 monthly fee to your easy-ship!

**Q:** If I pay for it in a month, how long do I have access to it?

**A:** If you pay \$9.99 for the Back Office PRO, you will have access to it for 30 days, no matter if you cancel at anytime during those 30 days.

**Q:** Can I run my business successfully without it?

**A:** The short answer is yes. However, to accelerate your business, and make your journey to success for productive and efficient, we highly suggest utilizing Back Office PRO!

**Q:** Can I just pay for the app?

**A:** The App comes with your Bravenly Back Office PRO subscription. There is not an "either/or" option, but we think having ALL the tools is BEST for you!

**Q:** Can I pick the day it comes out of my account every month?

**A:** You sure can! Just put in on easy-ship and configure your easy-ship order to come out on whatever day of the month you'd like!

**Q:** Can I cancel this at anytime? Is it refundable?

**A:** Yep! Cancel your PRO subscription at anytime. However, if you paid \$9.99, we would automatically honor the 30-day monthly subscription. This is non-refundable.

**Q:** How can I pay for it? Is it a tax write off?

**A:** You can pay for the PRO subscription by ACH, credit or debit card! Talk to your accountant about the tax deductions that are available to you as you build your Bravenly business!