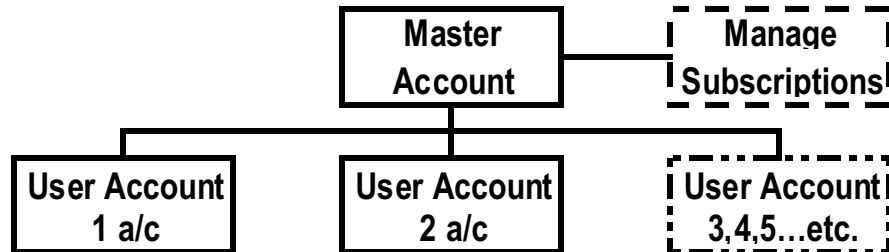




FFT's INTERNATIONAL FOOD & DRINK DATABASE

FFT MEMBER MASTER ACCOUNT GUIDE



FFT Website Annual Subscription

An annual subscription comes with a wealth of management functions that are attributed exclusively to the “Master User Account”. In particular, the Master Account Administrator can create sub-accounts and monitor site usage. Budget equivalents spent in any time-frame by user, by project, and so on can be viewed at any time.

Subscribers are automatically provided with the “Master User Account”. As illustrated above, the Administrator can open up to 4 individual User Accounts for people in his organisation (note: more can be subscribed to advantageously – please contact FFT). Each User Account comes with its own User Name and Password, and subsequent data downloads will be added and stored only in that User Account.

The Master Account alone has several management functions enabling it to manage and monitor activity on the site. **These functions are accessed on the yellow navigation bar on the left of the window** (provided only to subscribers after registering online), as follows:

- 1) **Create a new user:** Fill in the sub-account subscriber form. Once the new account is created, it will be added to the list of registered sub-accounts. **It must be “activated” on the user list** before it becomes operational (and can be “disactivated” if say a person leaves the company).
- 2) **Manage Users:**
 - a) A brief description of how to access data covered by your subscription is given at the top of the page.
 - b) The products, countries and data tables covered by the subscription are listed at the top of the page, as well as the days left in your annual subscription (also shown at the top of the yellow navigation bar).
 - c) Create and manage new user sub-accounts:

All registered users are identified, together with their user name (login) and password. There are three further functions for each User Account on the list:

- **Profile:** All data downloads made by each sub-account have been stored and can be opened in pdf and excel. The project name (if entered by user) and value of the download are also given.
- **Activate:** A new sub-account must be “activated” to become operational. It can also be “de-activated”, (e.g. an employee leaves the company), preventing access but keeping the data downloads.
- **Delete:** Caution: Will completely delete the sub-account.
Warning: This is irrecoverable!

3) Statistics

The budget equivalent of just about any activity on the site for any time-frame can be calculated and presented in the form of a summary table including users, project names (if entered initially by the user), values and data downloaded (the latter accessible in pdf or excel).

Three simple steps determine the summary table that will be calculated:

Search by: A variety of activities are identified, e.g by subscription, by user, by project, etc.

User or Project: The “Search by” selection above triggers a related listing below the “search by” window. In this listing, a particular user, project, etc. can be selected.

Between dates: Sets the time frame for a search.

Search: After the 3 steps above, click the “Search” button to generate a complete listing of downloads corresponding to the selection, including sub-accounts, project names (if entered initially by user), values, etc., and the capability to download the related files in pdf or excel. If necessary, you can scroll to the next set of entries at the bottom of the table.

To print a list: Note: If you are using Microsoft Explorer, you can select the entire table including column headers manually, and copy it into an Excel spreadsheet as a working file.

4) Help Line

Please contact FFT in case of doubt or problems accessing www.fft.com at +41-22-731 30 92 (see home page) or by e-mailing your query to sales-service@fft.com.