

TOUCHNET LOGN BEST PRACTICES

The following document highlights the steps that are recommended by ITS for users to successfully login to Touchnet.

This document contains:

1. Compatible browsers for Touchnet
2. Touchnet links
3. Bookmarking the Touchnet URL
4. Things to remember

COMPATIBLE BROWSERS FOR TOUCHNET

- Google Chrome
 - Firefox
 - Safari
 - Microsoft Edge
- Internet Explorer is not a recommended browser.**

TOUCHNET LINKS

CLEANINK TOPRODUCTION TOUCHNET

<https://secure.touchnet.com/ucommercecentral>

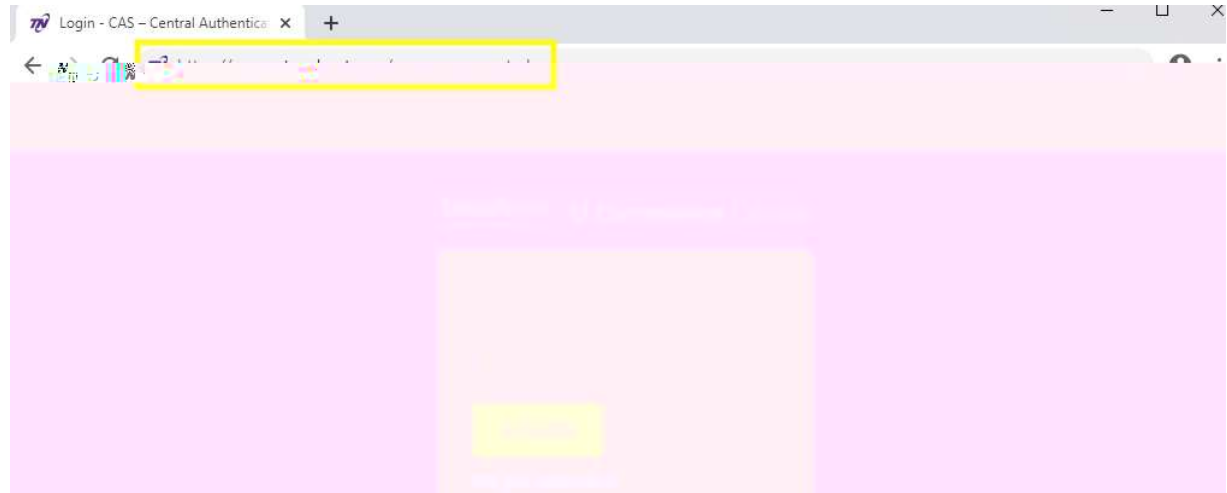
CLEANINK TEST TOUCHNET

<https://secure.touchnet.com843/ucommercecentraltest>

BOOKMARKING TOUCH-NET WEBSITE URL:

How to bookmark website URL in Google Chrome

- I** Open Google Chrome AND navigate to the Touchnet link, either TEST or PRODUCTION Touchnet. In the following example, we are navigating to PRODUCTION Touchnet.



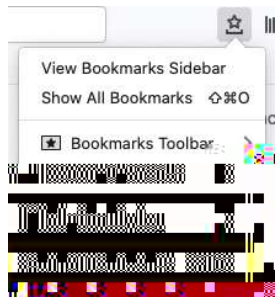
- II** In the highlighted **1** you will see that the link has some extra characters, which we need to remove to have a clean link. To do that, click on the STAR in highlighted **2**.
Note: If you have bookmark toolbar enabled, then you will see the highlighted star. If not, then enable bookmark toolbar:



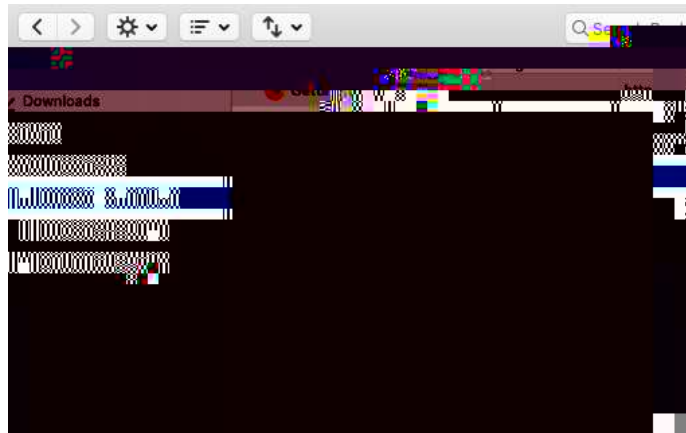
■

VI

III. Click 'Show All Bookmarks'



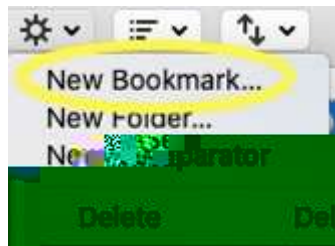
IV. Select the respective folder where you want to save your bookmark. We have selected 'Bookmarks Toolbar'



V. Select the following tools icon to set up a new bookmark

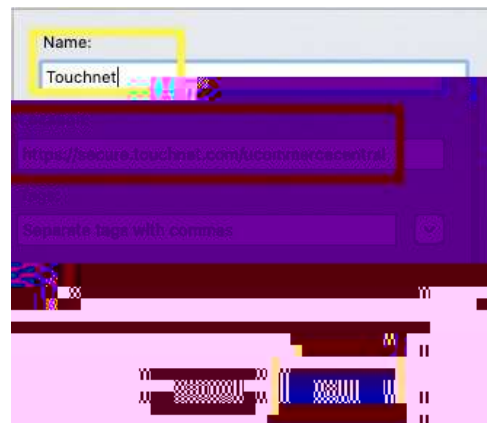


VI Click 'New Bookmark'

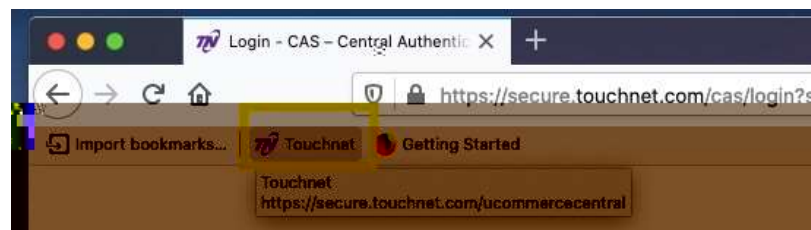


VII Select the Name for the bookmark and copy paste the Touchnet URL in Location tab, click 'Add'

**Ex For Production Touchnet, use bookmark name: PROD- Touchnet
For Test Touchnet, use bookmark name: TEST- Touchnet**

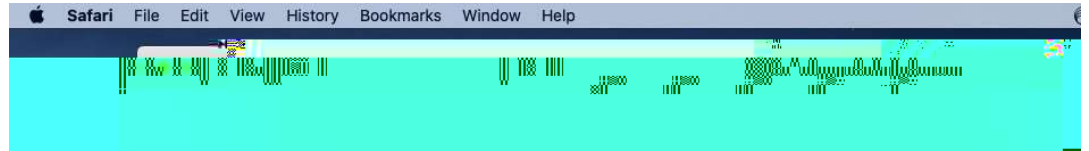


VIII Your URL is successfully bookmarked, and you should see it under the bookmarks menu at the top



How to bookmark website URL in Safari

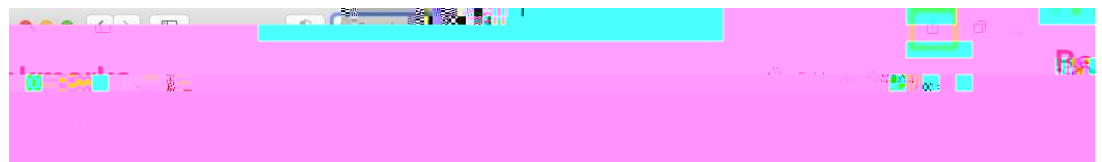
I Open Safari web browser:



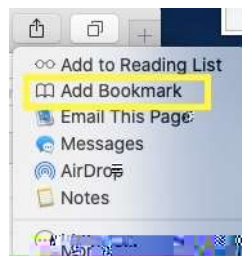
II In the search bar, enter the Touchnet URL and go to the website



III Click the highlighted icon



IV Add Bookmark

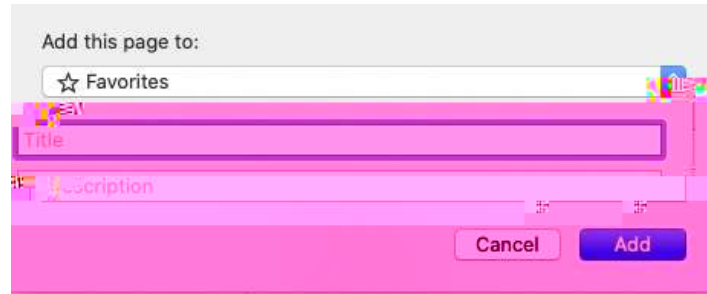


V Under Title, select the name you want for your bookmark and Description is optional

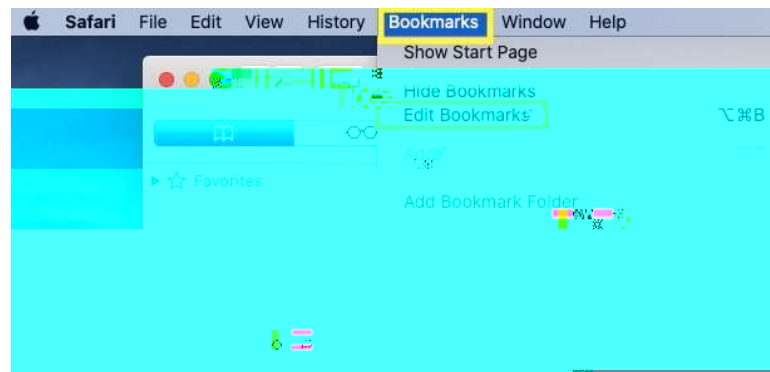
After filling out the respective fields, click 'Add.'

Ex For Production Touchnet, use bookmark name: PROD- Touchnet

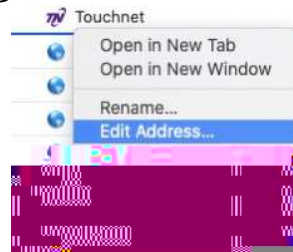
For Test Touchnet, use bookmark name: TEST- Touchnet



VI Click the Bookmarks tab and then select 'Edit Bookmarks'

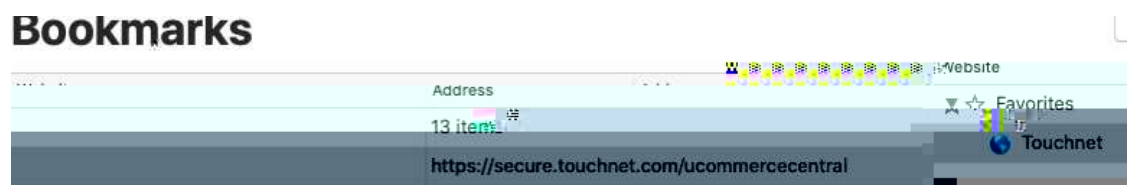


VII We will edit the bookmark we created in order to have a clean link bookmarked. Right click the Touchnet bookmark and select 'Edit Address'.



VIII Copy and paste this URL under address and click anywhere to auto save this bookmark

IX You now have a clean Touchnet link bookmarked



How to bookmark website URL in Microsoft Edge

I Open Microsoft Edge browser:

II Enter the Touchnet URL in the search bar and open the Touchnet website

III Click highlighted to open the Favorites bar:

Note If you have bookmark toolbar enabled, then you will see the highlighted star. If not, then enable bookmark toolbar:

IV In Favorites click the highlighted icon. This adds the current URL to the favorites/bookmarks the URL.

Please select the desired name for this bookmark

Ex: For Production n n n o d u c t h k c t h t h i o i c i

V. Right click on the Touchnet URL you bookmarked, click 'Edit'

VI. Edit the URL and enter the URL:

THINGS TO REMEMBER

- i** Whenever saving your password for Touchnet for auto sign in you need to ensure that when you change your Touchnet password you need to edit the saved password in browser settings. This ensures that the old password is not being used for auto sign in.
- ii** Using the wrong password will lock your Touchnet account after 3 failed attempts.
- iii** In case of repeated errors while trying to access the Touchnet website, close the web browser completely or try using a different browser. Sometimes browser's cache saves your previous failed sign in and this leads to repeated errors.
- iv** Make sure to use the recommended web browsers.
- v** Make sure to use the provided link to Touchnet with no extra characters when bookmarking the link.