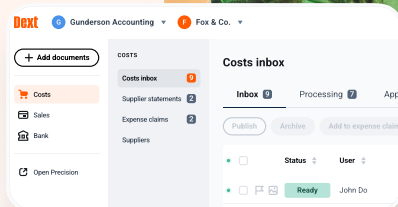
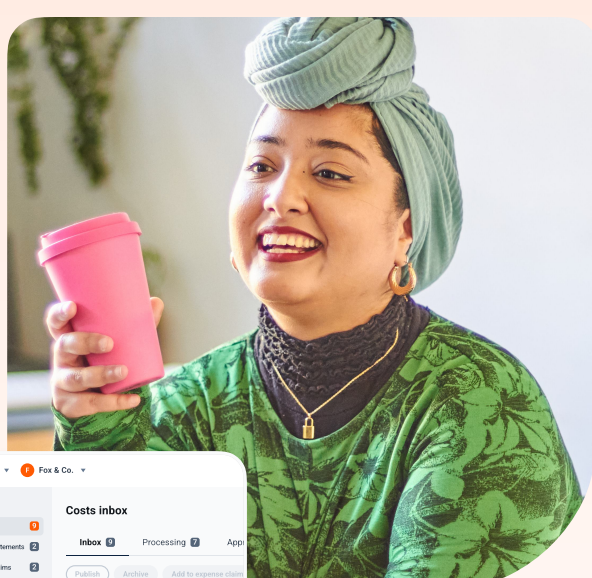


Switch to the enhanced Dext experience

Information for Dext account owners and admin users



What is it?

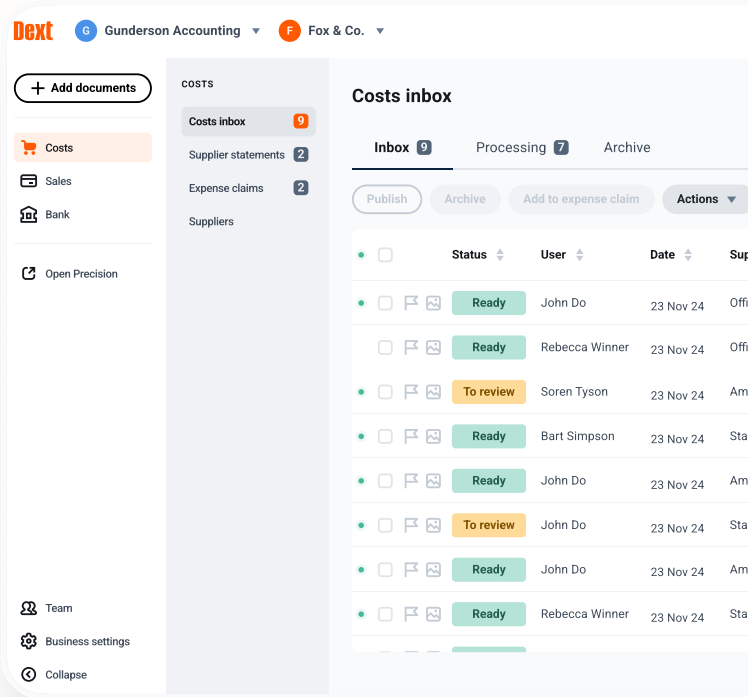
We're upgrading the Dext experience to make it even easier for you to manage business bookkeeping and employee expenses in one place.



The updated version of Dext will have an enhanced, modern look, improved layout and simple navigation, along with a more tailored experience for different user types.



Shortly we'll also add additional features such as business insights for a clearer view of financial health, as well as approvals and mileage tracking to enhance your expense management processes.



What changes will I see now?

The upcoming changes will make Dext even easier to use, saving you time and enhancing efficiency with improved navigation and greater flexibility to access the features you need.



Settings will be clear and simple, at the user and business levels.



'Ready' and 'To Review' will become statuses in the Cost & Sales inbox.



The Bank section will include your bank accounts, bank feeds, and bank rules, with an enhanced transactions list.



Your Supplier list will be located under the Costs section, and the Customer list will be under the Sales section.



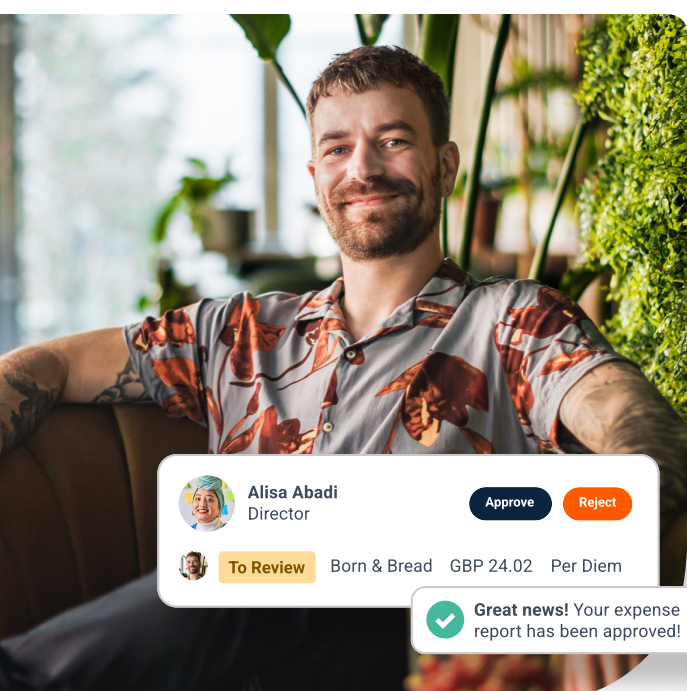
Supplier statements will have their own page with enhanced functionality available, making it even easier to reconcile your invoices.



Expense Reports will be renamed Expense Claims and sit in the Cost space.

Upcoming changes

By switching to the enhanced experience now, you'll also be prepared with the release of approvals and mileage tracking features.



Enhanced Approvals will be available for sales & cost invoices as well as expense claims.



You'll be able to track mileage directly in the Cost inbox.



There will be enhanced roles and permissions for your admin users.

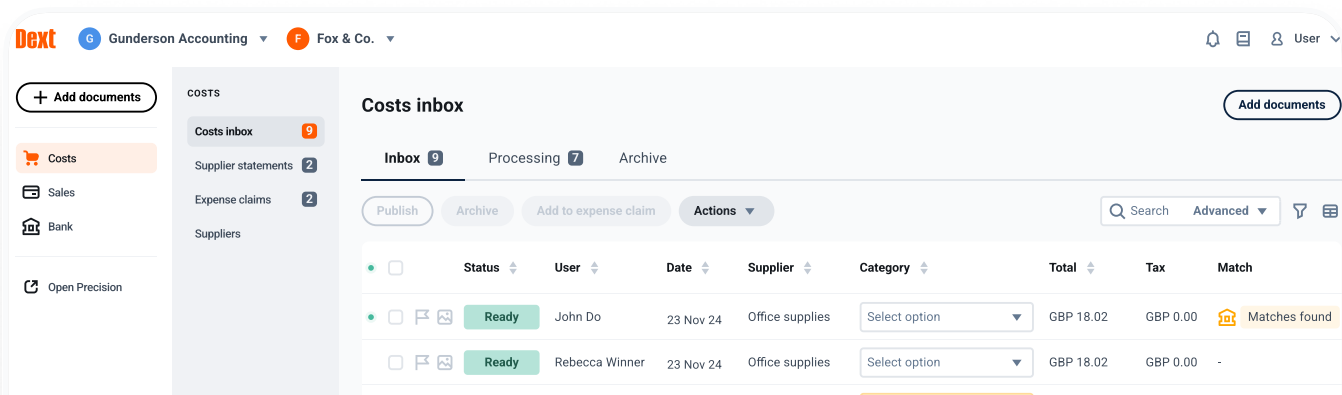


The mobile app will also have an enhanced navigation, making it easier for you to access a broader range of features from your mobile.

How do I switch?

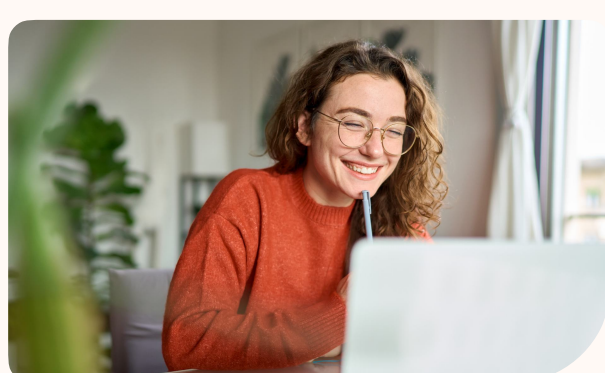
You'll be sent an email from Dext to notify you that the enhanced experience is available. When you log into the web application, you'll see an invite to switch and be taken to the enhanced experience. You'll be able to switch back to the old version if you wish to do so (but we don't think you'll want to!).

Each Dext web user in your business will need to accept the invite to switch to the enhanced experience. For mobile only users there will be no changes at this time.



Training

We're running training sessions for account owners and admin users, you can [book a training session here](#) →



Support

There will be no downtime as you switch to the enhanced experience, and your existing integrations will continue as usual.

If your team/colleagues need support, they can contact customer support by emailing support@dext.com or clicking on the chat icon in the bottom right-hand corner of the screen within the web application.