

User Manual

White Label Customisation



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Internet Pay Bureau White Label Customisation

Our white label service will help you in branding the product with your brand name and will serve as an effective marketing tool to your business. You can set your brand name, logo, favourite icon, client signup and sign-in link. You can add your own terms of service in addition to our terms of service and client access rights. You can also set your own web links for the support mail, FAQs, help files and about us page. Further you are provided with options to change the default theme and the preset E-mail welcome message of the application.

1. Sign Up / Sign In:

1.1. Sign Up:

If you do not have an account with us to sign in to, simply go to <http://www.ableinternetpayroll.com> and click on 'Pay Bureau'. Now click on the **Sign Up** link and fill in the details and then click on **Submit** to create a new account. It is very easy to do - as easy as signing up to an email account such as Hotmail, Yahoo mail, or Google mail etc.

1.2. Sign In:

After a successful Sign Up process an activation link is sent to your email address, click on the activation link and activate your new Pay bureau account by creating your password and pattern word. You can then Sign In as system administrator using these details. Any information provided here is strictly confidential.

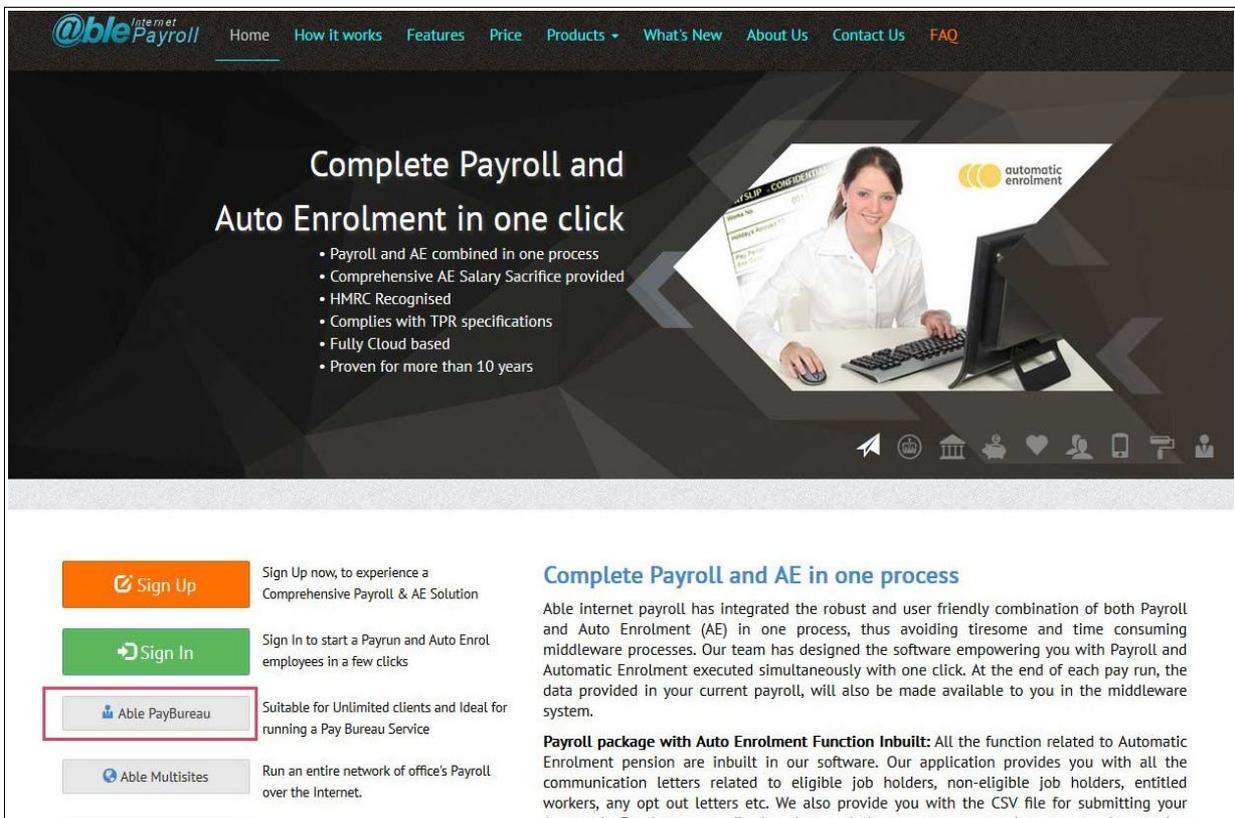


Fig1: Home Page – Able Payroll

2. White Labelling customisation request:

Customisation of the Internet Pay Bureau is very simple. After the Sign In process, click on the **'Bureau details'** link in the main page. Now log in as a Bureau system administrator and enter your Sign In password for validation. Then click on the **'Customise'** link adjacent to white label customisation. Fill in the form that appears next and click on **'Submit request'**. Once the request is approved by our support executives, an approval e-mail is sent to your email address. You can then customise the application as per your requirement.

The screenshot shows the 'Bureau Main Page' for 'Demo Limited'. The user is identified as 'Mr. Robert Redford'. The page includes a navigation bar with links for 'Bureau Details', 'Manage Clients', 'Batch Process', and 'Admin Payrun'. Below the navigation bar is a table with the following data:

Row No.	Client Name	Admin Payrun	Current Employees	Status	Process	Process	Remove Client	P11D Tax Year	PAYE / CIS Tax Year
1	Demo Employer Ltd.	Enter	21	Active	P11D	CIS		2018 - 19	2018 - 19
2	Demo Client Ltd. - 2	Enter	65	Active	P11D	CIS	Remove	2018 - 19	2018 - 19
3	Demo Client Ltd. - 3	Enter	12	Active	P11D	CIS	Remove	2018 - 19	2018 - 19
4	Demo Client Ltd. - 4	Enter	44	Active	P11D	CIS	Remove	2018 - 19	2018 - 19
5	Demo Client Ltd. - 5	Enter	32	Not Active	P11D	CIS	Remove	2018 - 19	2018 - 19

Fig 2: Click on the Bureau Details link.

The screenshot shows the 'Bureau Details' validation page. It features a 'Validation' section with a message: 'Please enter your Sign In Password to enter Bureau Details.' Below this is a text input field with the label 'Enter User Sign In Password to proceed * (Bureau's Sign In Password)'. The input field contains a series of dots. At the top right and bottom right of the page are buttons for '< Back' and 'Continue >'.

Fig 3: Enter Bureau System Administrator Password.

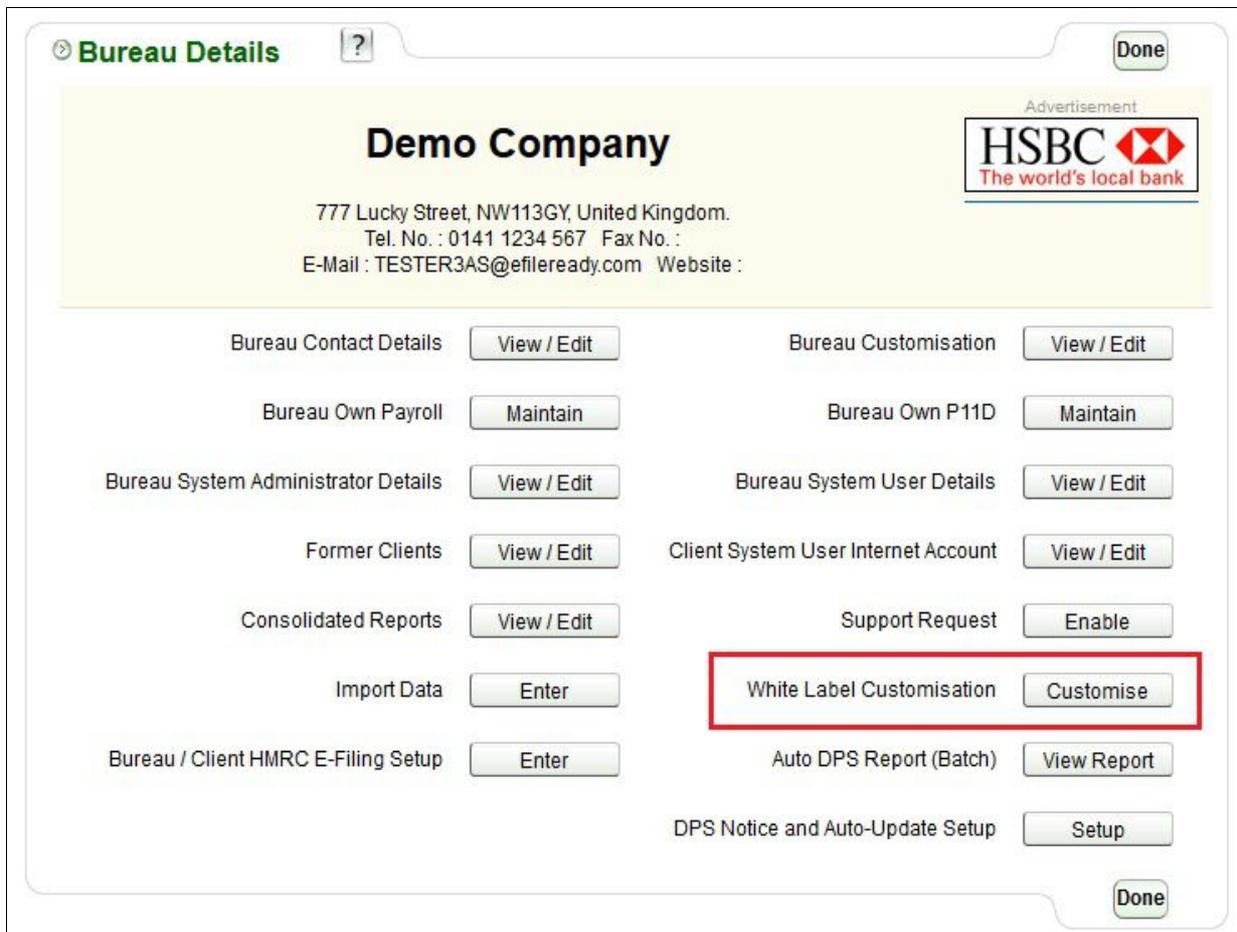


Fig 4: White Label Customisation Request.

Path For Submit request:

Bureau Details → Bureau system administrator → Enter your Sign In password → Customise (White label customisation) → Fill in the form → Submit request

White Label Request

[Back](#) [Submit Request](#)

White label service will help you in branding the product with your brand name and will serve as an effective marketing tool to your business. You can set your brand name, logo, favorite icon, client signup and sign-in link. You can add your own terms of service in addition to our terms of service and client access rights. You can also set your own web links for the support mail, FAQs, help files and about us page. Further you are provided options to change the default theme and preset E-mail welcome message of the application.

Please fill in the details listed below and enter your Sign In password to confirm

(*) = required fields.

Pay Bureau Name *

No. of Years in Pay Bureau Service *

No. of Clients *

Average employees per Client *

Your Contact Name *

Your Contact Telephone *

Your e-mail ID *

Describe your request *
(max character 500)

Confirm

Enter User Sign In Password *

[Back](#) [Submit Request](#)

Fig 4: Submit Request

3. Using your own Logo, FAV icon, Title:

You can upload your own logo, your favourite icon and your brand name or title of the page. Your clients, employees of your clients, your staff and yourself can all log on to this website to enter time-sheets, P11D and CIS 300 data, view/print Payslips, P11D(b) and CIS payments and deductions, etc. Click on **'Using your own Logo, FAV icon, Title'** and upload the Logo / FAV icon / Page title which suits your Branding.

Path:

Using your own Logo, FAV icon, Title -> Upload the Logo / FAV icon / Page title -> Save & Preview



Fig 6: Click on the link Using your own Logo, FAV icon, Title .

[Using your own Logo, FAV icon, Title](#) [< Back](#)

Using your own Logo, FAV icon, Title

You can change the Logo / FAV icon / Page title to suit your Branding from the options below.

1. Upload your Logo [?](#) Preview ▶ 

You can add your own logo to your white label to complete your branding.

No file selected.

Image Specification: Max. Width: 250px; Max. Height: 40px
File Size: Less than 1 Megabyte **Format:** Only JPEG (*.jpg), PNG (*.png) and GIF (*.gif)

2. Upload your FAV icon [?](#) Preview ▶

You can add your own FAV icon to your white label to complete your branding.

No file selected.

Image Specification: Max. Width: 16px; Max. Height: 16px
File Size: Less than 500 Kilobytes **Format:** Only ICON (*.ico), JPEG (*.jpg), PNG (*.png) and GIF (*.gif)

3. Key In your Page Title [?](#)

You can add your own Title to your white label to complete your branding.

Title Specification: Editable Page title of 20 charters Max

[< Back](#)

Fig 7: Customise your own Logo, FAV icon, Title.

4. Edit Terms of Service (TOS):

As a Bureau you can add your own pay bureau Terms of Service. Your Terms of Service should not in any way conflict with the default Terms of Service. The default terms of service cannot be edited and your custom text will appear below the default Terms of Service. Click on **'Editable terms of service'** and you can add your own terms of service in the text box under the heading **'Custom terms of service'**.

Path:

Editable terms of service → Enter your TOS in the text box → Save



Fig 8: Click on the link Editable Terms of Service.

✎ Cutomisable Terms of Service < Back Save

Cutomisable Terms of Service

INTERSOFTWARE SOLUTIONS LIMITED have a default Terms of Service (Given below) that all members must abide by.
You as a Bureau can add your own Terms of Service which should not in anyway conflict with the default TOS in the box below.
Your custom text will appear below the default Terms of Service.

Default Terms of Service (Cannot be modified)

Able Internet Payroll Limited Terms of Service

1. Acceptance of Terms
These Terms of Service ("Terms") apply to and govern your use of our Able Internet Payroll Limited web site, its facilities and services (the "Website"). By accepting these Terms of Service you are entering a contractual agreement solely between Able Internet Payroll Limited and yourself. Please do read through and understand our Terms carefully.

References to 'you', 'your' 'yours' and 'yourself' are references to either the administrator(s) of the software, the person in charge of the payrun, E-Filing or downloading, and/or the organisation that you represent, and/or any initiated user who represents your organisation, and/or any additional user your organisation appoints, the employees of your organisation, the clients of a bureau/an agent, and/or any person accessing the Website.

Custom Terms of Service

A Normal text ▾ Bold *Italic* Underline [List] [List] [List] [List] [Undo] [Redo]

Enter Custom Terms of Service Here...

< Back Save

Fig 9: Cutomisable Terms of Service.

5. Client System User Access Rights:

You will be provided by a set of default access rights. You can customise these default settings for the individual client, and provide the client with a set of access rights. Click on '**Client System User Access Rights**' and select the access rights you wish to assign for your client.

Path:

Set default Client Access Rights → Enable/Disable the access rights → Save

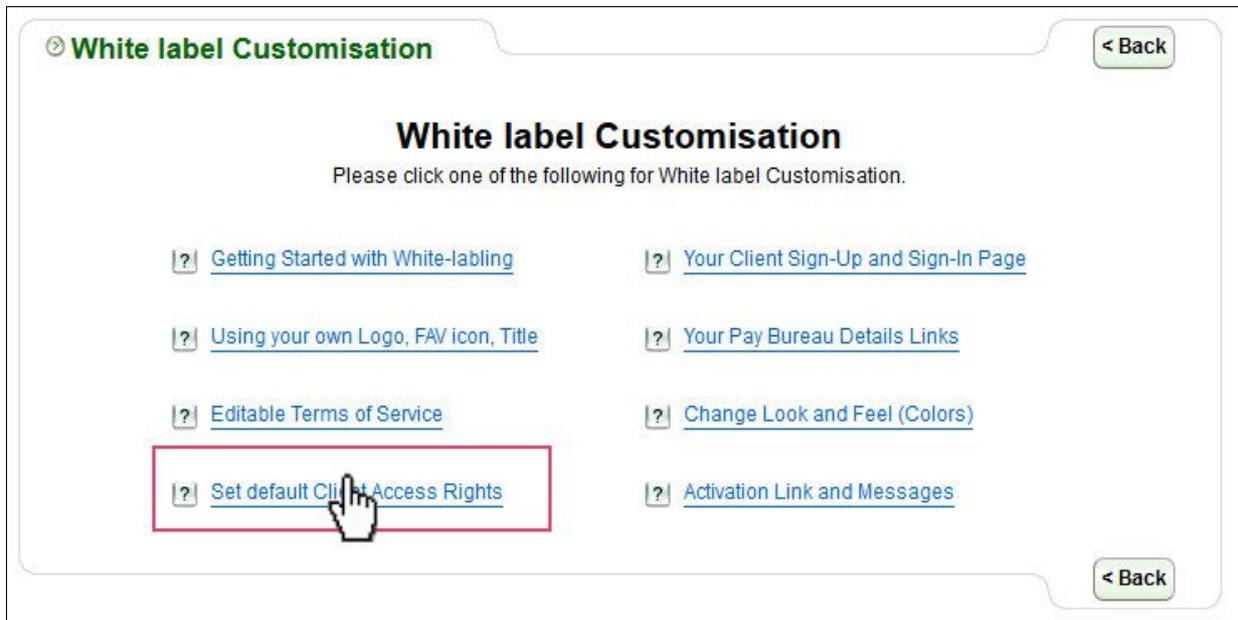


Fig 10: Click on the link Set default Client Access Rights.

Client System User Access Rights

[?](#) [< Back](#) [Save](#)

Select All	System User Access Rights
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Add / Import Employee
<input checked="" type="checkbox"/>	Add / Import / Process Timesheet Data
<input checked="" type="checkbox"/>	Leaver Process
<input checked="" type="checkbox"/>	View / Print Reports
<input checked="" type="checkbox"/>	Manage Employee User Internet A/C
<input checked="" type="checkbox"/>	Provide Full System User Access Rights
<input type="checkbox"/>	Update YTD
<input type="checkbox"/>	E-Filing of Returns
<input type="checkbox"/>	BACS File Download
<input type="checkbox"/>	Rollback
<input type="checkbox"/>	De-List Employee
<input type="checkbox"/>	Recover Employee
<input type="checkbox"/>	Update Employee Bank Details
<input type="checkbox"/>	Edit Chart of Setup
<input type="checkbox"/>	Create Additional User
<input type="checkbox"/>	Resend Sign In Details
<input type="checkbox"/>	Assign Access Right

[< Back](#) [Save](#)

Fig 11: Customise Your Client System User Access Rights

6. Customise the Client Sign-Up and Sign-In:

You can also easily customise the Sign-Up and Sign-In links for your clients. Click on **‘Your Client Sign-Up and Sign-In’** and then you need to copy and paste the unique Sign Up and Sign In link allotted to you while signing up or signing in to the account.

Path:

Your Client Sign-Up and Sign-In → Click on the Copy button → Paste the respective Sign In and Sign Up URL

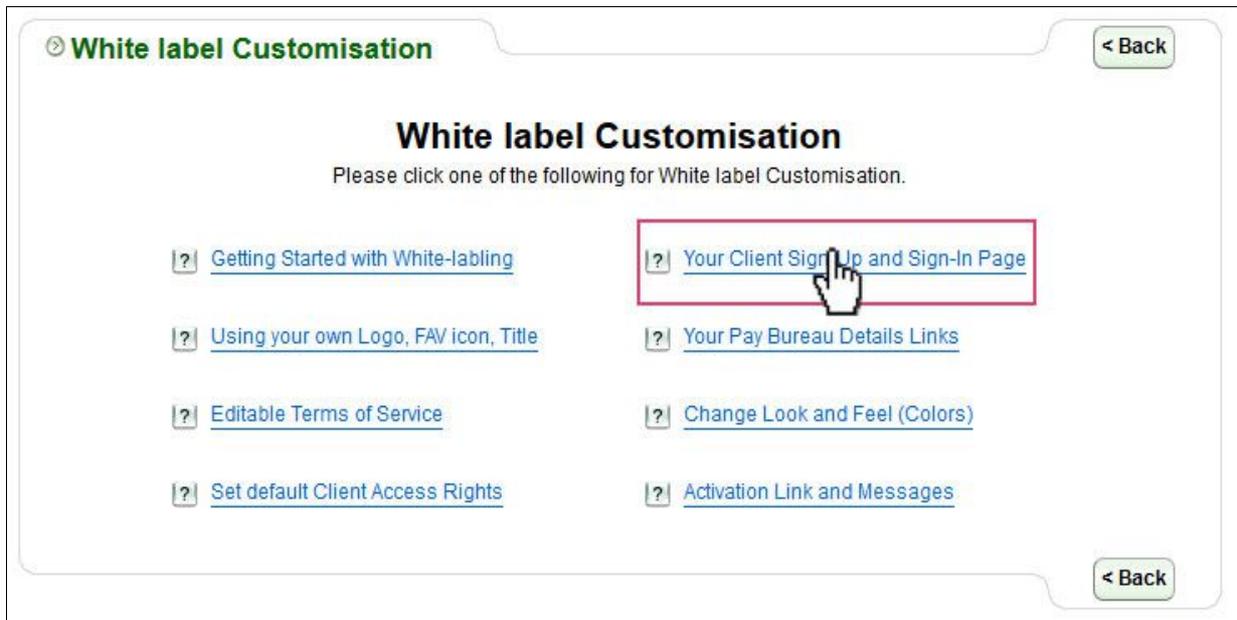


Fig 12: Click on the link Your Client Sign-Up and Sign-In Page.

⌕ Your Client Sign-Up and Sign-In < Back

Your Client Sign-Up and Sign-In

You can select and copy the links or click on the Copy Link button to copy the URL from the options below.

Client Sign Up Link

`https://www.ableinternetpayroll.com/abbugs/signup/client/SignUp.do?asmRef=b23063ae59313ad81d7e5fc249ba8f68`

Copy

Client Sign In Link

`https://www.ableinternetpayroll.com/abbugs/signin/SignIn.do?asmRef=b23063ae59313ad81d7e5fc249ba8f68`

Copy

< Back

Fig 13: Customise Your Client Sign-Up and Sign-In.

7. Customise Pay Bureau Details Links:

You can set your own pay bureau details links such as the About Us link, the Contact Us link, Help link, FAQ link, support E-mail link and support telephone number. If you would like to use our links then you can keep the default links. Click on ‘Your Pay Bureau Details Links’ and then you can replace the links with your customised links.

Path:

Your Pay Bureau Details Links -> Replace the respective links -> Save

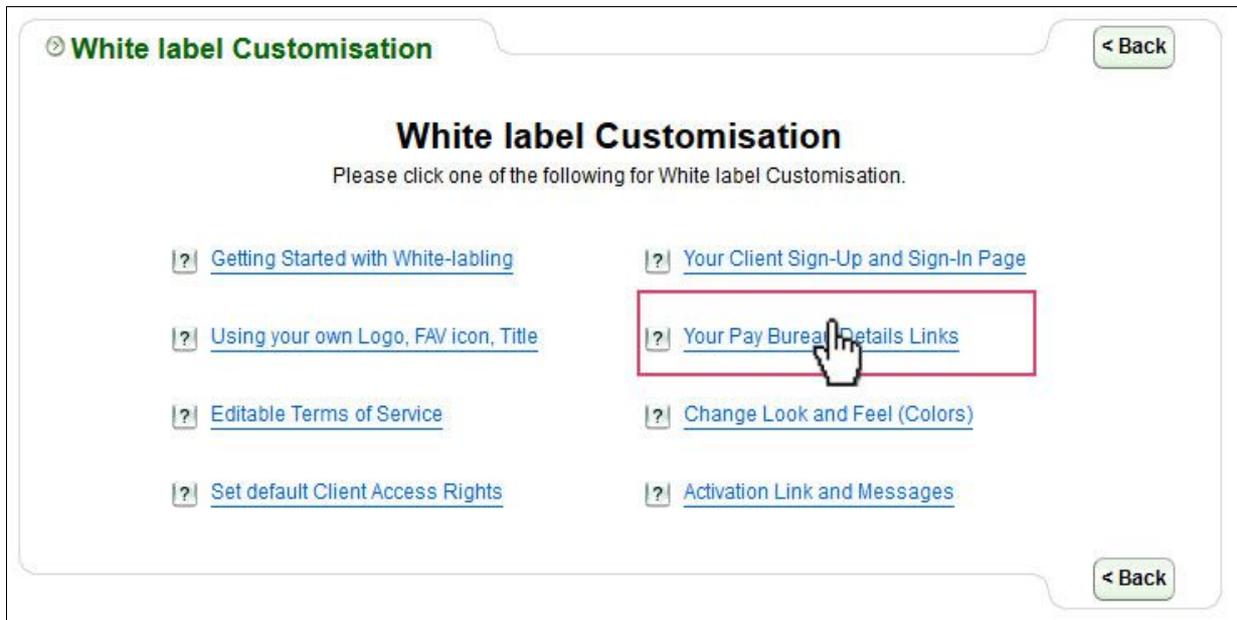


Fig 14: Click on the link Your Pay Bureau Details Links.

Your Pay Bureau Details Links < Back

Your Pay Bureau Details Links

You can edit and save the links

About Us Link

Save Reset

Contact Us Link

Save Reset

Help Link

Save Reset

FAQ Link

Save Reset

Support E-mail

Save Reset

Support Tel. No.

Save Reset

< Back

Fig15: Customise Your Pay Bureau Details Links

8. Change Look and Feel (Colours):

You can customise the colour of the package for different clients using the pre-set colour schemes. You can also preview and check the changes. Click on '**Change look and feel(colours)**' and then you can choose the colour schemes you prefer from the given schemes.

Path:

Change look and feel(colours) -> Choose the colour scheme -> Save



Fig 16: Click on the link Change Look and Feel (Colors)

Change Look and Feel (Colours)

< Back Save

Change Look and Feel (Colours)

Select to customise how your white label should look with respect to color schemes from the options below.

Green
(current scheme)

Works No.	Employee Name
0001	Redford, Robert
0005	Hawn, Goldie

Preview

Cyan

Works No.	Employee Name
0001	Redford, Robert
0005	Hawn, Goldie

Preview

Blue

Works No.	Employee Name
0001	Redford, Robert
0005	Hawn, Goldie

Preview

Red

Works No.	Employee Name
0001	Redford, Robert
0005	Hawn, Goldie

Preview

< Back Save

Fig 17: Customise Change Look and Feel (Colors)

9. Activation Link and Messages:

As a Bureau you can add your own Welcome Message which will be sent to your clients when they activate their account. Click on '**Activation Link and Messages**' and then add your welcome message for your clients (Ensure you do not edit / delete the content indicated in Bold styling)

Path:

Activation Link and Messages → Enter your welcome message → Save

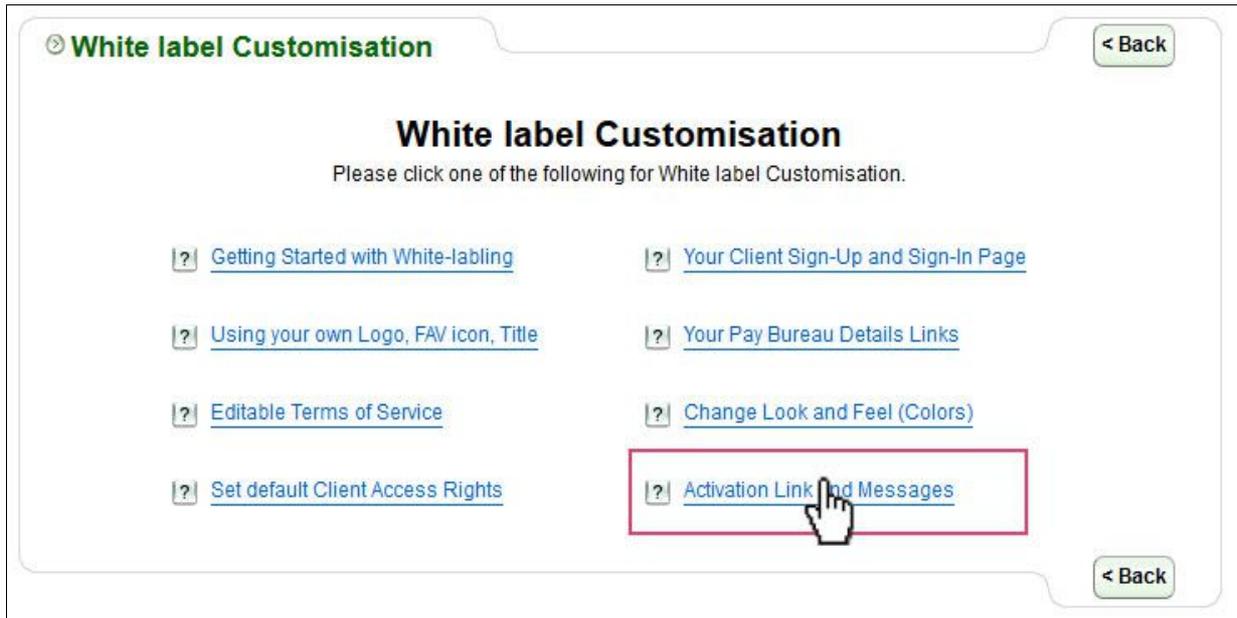


Fig 18: Click on the link Activation Link and Messages.

Activation Link and Messages

< Back Reset Save

Activation Link and Messages

As a Bureau you can add your own Welcome Message for your Clients when they activate their account.
The box below contains the default Welcome message which will be e-mailed to your clients for activation.
You can Customise this message but **Ensure you do not edit / delete the content indicated in Bold styling.**

Custom Welcome Message

A Normal text **Bold** *Italic* Underline

Dear (REC_NAME),

Re: (REC_NAME)'s Account Activation - (USER_TYPE), User ID (USER_SIGNIN_ID)

Welcome to our Internet Service.

Please note: The User ID shown above forms one part of your sign in details.
Please click on the link below to activate your account and create the rest of your sign in details.

[https://\(SERVER_NAME\)\(SERVER_PORT\)/\(SERVLET_CONTEXT_NAME\)/\(MODULE_NAME\)/\(ACTION_NAME\).do?id=//UNIQUE_DEF](https://(SERVER_NAME)(SERVER_PORT)/(SERVLET_CONTEXT_NAME)/(MODULE_NAME)/(ACTION_NAME).do?id=//UNIQUE_DEF)

< Back Reset Save

Fig 19: Customise Your Activation Link and Messages.

Click here to log on to

<http://www.ableinternetpayroll.com/bureau.html>

**(For more information about our products and services,
please contact our Support Team.)**

Support Email: sales@ableinternetpayroll.com

Tel: 020 8438 9791