

TOOLBOX USER GUIDE

You'll find all the tools you need to grow your business in the All Checked Toolbox

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Setting a Password

To log in to your Toolbox for the first time click on the link in the activation email (Fig 1). If you haven't received this, please check your spam/junk folder in your email program. Other wise please contact support@allchecked.co.uk

You will be asked to set your password (Fig 2). The password should have a mix of upper and lower case letters, at least 1 number and be at least 8 characters long.

Once this information has been entered you will be taken to your Toolbox.

FIG 1. EXAMPLE ACTIVATION EMAIL.

Toolbox
Your Toolbox is ready!
Ashley Allen has created a new toolbox account for you. You just need to finish the sign-up process by clicking the link below and choose a login password. https://allcheckedtools.co.uk/newuser.php?u=r9axezs87ler3sw6pga99u3lrhp9d9yt2tm1mptaumzzf
You can then login at any time at: <u>https://allcheckedtools.co.uk</u>
All Checked Toolbox All Checked
© 2017 - <u>All Clearked Ltd</u> <u>Can't read this email?</u> <u>Unsubscribe?</u>

FIG 2. SET PASSWORD

C Secure https://allcheckedtools.co.uk/newus	er.php?u=r9axezs87ler3sw6pga99u3lrhp9d9yt2tm1mptaumzzf	ቸ 🏠 🧯
	AllChecked	
	Toolbox	
	Welcome!	
	Your new Toolbox account is all setup, you just need to pick a password and then you'll be able to login.	
	Your new password must have:	
	At least 8 characters	
	An uppercase letter A number	
	PASSWORD	
	© AllChecked 2017	

Logging in

To log in to your Toolbox visit <u>http://allcheckedtools.co.uk</u> (or select the 'Toolbox' link from <u>http://allchecked.co.uk</u>)

Enter your email address and password that you set (Fig 3). If you have forgotten your password, please click the "Forgot Password" link and follow the on screen instructions.

If you tick the "Remember me at this computer" box, you'll remain logged in at your computer.

If the login box shakes, this is because you've incorrectly entered your email and/or password. Please try entering the information again.

Once successfully logged in, you will see your home screen (Fig 4).



FIG 3. LOGIN SCREEN

Home Screen

When you've logged in you'll see the Toolbox home screen (Fig 4).

From here you can access tools either from the menu on the left column, or by selecting the appropriate label from the main screen. Your name and company are displayed at the top of the central column and you'll also find 4 useful toolbox alerts in the right hand column.

Help - Select help for information about how to use the tool you're currently using.Tasks - Set a task for a colleague or view tasks colleagues have set for you.Notifications - Notifications (such as new leads) can be found here.Information - Where applicable you'll find extra data here.

All Checked Tools × + → C allcheckedtools.co.uk/main.php * II 🎡 Ashley Allen ค = Л ค Ö Toolbox TOOLBOX HELP ADMIN TOOLS HELP VIDEO 0 Your Leads 4 ACDC Admin Tools Sales Tools SALES TOOLS Reputation Tools SEO Tools > Control Tools General Tools 🕞 Sign Out REPUTATION TOOLS Notifications 🛷 Support dDPR Advice SEO TOOLS

FIG 4. HOME SCREEN

All Checked Profile

This is where you can manage your Profile Page on the biggest independent home improvement review website in the UK. http://allchecked.co.uk

FIG 17. ALL CHECKED PROFILE

All Checked Tools	+		
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9	Ashley Allen MPN Uppc Windows Doors and Conservatories Ltd	0 ≣	↓ 0
Toolbox	All Checked Profile	TOOLBC)X HELP
	Manage your All Checked Profile Page here. Changes will go live instantly.	🖻 TOOLBO	X MANUAL
	Details About Offers Add to your website	🛢 HELP	10505
	Main Information	All Checked Profile	
Your Leads	COMPANY NAME (NAME CHANGES NEED TO BE APPROVED) MPN UPVC Windows Doors and Conservatories Ltd (Glyncorrwg)	This is where you can mana, the biggest independent ho website in the UK.	ge your Profile Page on
Sales Tools	POSTCODE	VIEW PROFILE	>
✓ Reputation Tools	SA133EA	MAIN INFORMATION	>
🚖 All Checked Profile	Details + ADD DETAIL	DETAILS	>
✓ Feedback Generator	Here you can add, edit and order further details such as your address, phone number, email and social media links (facebook, twitter).	LOGO	>
Feedback Shield	€ 0800 8030821	BACKGROUND	>
★ Outstanding Award	¶ Glyncorrwg Industrial Estate, Glyncorrwg, Port Talbot \square DELETE \checkmark		
SEO Tools	Improvindows@aol.com		
> Control Tools	mprwindows.com		
> General Tools	Images		
	As an All Checked customer you can upload your company logo and a background image to your profile page. First upload your logo and/or photo using the 'Photo Uploader' then select the images below.		
	Logo:		
🕞 Sign Out	ADD LOGO		
Switch Back	Background:		
Notifications			
🛷 Support	Show Price Engine on Profile		
gDPR Advice	OFF OM ON Show Completed Projects		
	Ŭ.		

View Profile

Select VIEW PROFILE in the top right hand corner to view your All Checked Profile Page in a new tab.

Main Information

Click on each field to change your company name or postcode.

Details

Click on +ADD DETAIL to select a field to add to your Profile Page. Each field can be deleted using the DELETE button and you can change the order in which they appear by using the green arrows.

Logo

Click on ADD LOGO to select a logo from your Photo Uploader.

Background

Click on ADD BACKGROUND to select a background image from your Photo Uploader.

About Tab

Use this section to add text to the 'about' tab on your All Checked profile. You may want to outline the history of your business and/or describe your unique selling points.

Simply type into the Text Box below and click SAVE when you're done.



Offers Tab

Adding offers to your All Checked profile page will boost your profile and attract more customers.

Select ADD OFFER and then enter a Headline (eg. 10% OFF all products), followed by an explanation (BODY field).

Then enter the terms of the offer, followed by an Offer Code (if required) and an expiry date.

You can also select a background image from your PHOTO UPLOADER Tool.

Finally, select the categories that apply to your offer so that when customers are looking for these services your offer will appear.

Offers will automatically be taken off the offers tab when they reach their expiry date.

Click the icon on any offer to edit it, or the icon to delete it.



Feedback Generator

This is where you can manage your feedback. (Fig 18)

FIG 18. FEEDBACK GENERATOR

All Checked Tools	× +					
\leftarrow \rightarrow C $($ allcheckedtools.co.uk)	/reviewgenerator.php					🖈 🚖 E
ø				Ashley Allen All Checked Ltd) 🛛 🔳	ф О
Toolbox	✓ Feedback Gener	rator pleted Project' and invite your customers I	o post a roview op to your All Chock	VIEW PROFILE	TOOLBO	DX HELP
	your feedback here.	pieced indject and invice your customers i	o post ar eview of to your vir eneck	corroner age and thermanage	TOOLBO	DX MANUAL
	Register & Invite New R	eviews Old Reviews Deleted Reviews			🔊 HELP	VIDEOS
Your Leads		to post a review and register your c			Feedback Generat	
4 ACDC	*Note: To register complet Checked Profile Tool.	ted projects please make sure your Comple	ted Projects counter is switched on.	. You can do this via your All	VIEW VIDEO HELP	
7 ACDC	CUSTOMER NAME		CUSTOMER EMAIL		This is where you can mana feedback.	ige your customer
Admin Tools					VIEW PROFILE	>
Sales Tools	CUSTOMER POSTCODE		CUSTOMER PHONE NUMBER		INVITE	>
✓ Reputation Tools					INVITES SENT	>
🔶 All Checked Profile					SEARCH	>
✓ Feedback Generator	Invites Sent				STATUS	>
Feedback Shield	Name	Email	Sent	Review	RESEND	>
🔶 Outstanding Award	Ashley Howard Allen	ashley.h.allen@gmail.com	14/11/2019	× C	NEW REVIEWS	>
SEO Tools	Greg Allen	greg@allchecked.co.uk	14/11/2019	× C	OLD REVIEWS	>
Control Tools						
General Tools						
🕞 Sign Out						
Notifications						
🛷 Support						
i GDPR Advice						

View Profile

Select VIEW PROFILE in the top right hand corner to view your All Checked Profile Page in a new tab.

Invite Customers to leave a Review

Enter a customers email address and click "SEND INVITE" and we'll send them an email asking for a review.

Invites Sent

This is a list of the invitations that you have sent in date order.

You can change the order for most recent first to oldest by clicking the heading at the top of the Sent column.

Search

You can search for an invitation by entering all or part of the email address in to the Search field at the bottom of the list.

Status

The Review column will display a red cross to indicate that we're awaiting feedback. This will change to a green tick when feedback has been received.

Resend

Select the yellow resend link to resend the invitation.

New Reviews

This is where you can view your feedback pending moderation.

- Select REPORT to report the review if you're unhappy with it.
- Select RESPOND to add your comments to the review
- Select ACCEPT if you're happy with the review. It will be published and removed from the New Reviews section.

Old reviews

This is where you can view your published feedback.

- Select REPORT to report the review if you're unhappy with it.
- Select RESPOND to add your comments to the review

Feedback Shield

Blocked Reviews

Any obvious hoax, malicious or unfair reviews will automatically be blocked by the Feedback Shield and you won't be required to take any action.

Reviews under investigation

If a negative review is genuine you should contact the customer to resolve any issues privately to avoid later publication. If the customer can prove their claim and you refuse to act, the review will be published.

Remember: you can also use the Feedback Generator tool to add your comments to any review. If the review has already been moderated in the past, select the Old Reviews tab in the Feedback Generator to find it and then select RESPOND to add your comments.

Showcase

Use this tool to upload photos and descriptions of your work to the Showcase page on your website, as well as your All Checked Profile Page. (Fig 20)

FIG 20. SHOWCASE



To add a showcase

- Select + ADD SHOWCASE to add a new Showcase Project
- Click on the TITLE field to add a title to your Showcase Project
- Click on the PROJECT DESCRIPTION field to enter a description of the work. Try to use Products and location keywords to boost your SEO
- Select the photo(s) from your library to display in your Showcase Project
- Select ADD SHOWCASE to finish

To edit or delete a showcase, click the "EDIT" or "DELETE" buttons on next to the showcase you'd like to edit or delete.

Add to your website

- Click on the ENTER YOUR WEB DESIGNER'S EMAIL ADDRESS HERE to enter your web designer's email address
- Select SEND CODE to send the code

Photo Uploader

This is where you can upload images to your Toolbox. (Fig 19)

FIG 19. PHOTO UPLOADER



You can then use the News, Showcase, or Price Engine Builder tool to upload the image to the appropriate place on your website or All Checked Profile Page

File Upload

Either drag and drop a file from your computer in to the File Upload area or click on the File Upload area to select a file from your computer.

All images must be .jpg format and have a maximum file size of 18MB

Photo Library

- Select the orange rotate symbol to rotate the image to the correct orientation.
- Select the red dustbin symbol to delete an image.

Your Leads

This is your lead management area (Fig 9). All the leads generated via a Toolbox mechanism (e.g. Price Engine), or a Facebook Group will be delivered here automatically.

Use this area to:

- Manage Your Leads
- Manually Add Leads to your database
- Monitor the performance of your sales people

On the main screen you will see a list of your recent leads. You can sort your leads by status, name, date or source by clicking the headings at the top of each column. Click the heading again to reverse the list (e.g. Z to A instead of A to Z).

Alternatively begin typing a customer's name or address in the Search field at the top of the page to locate them.

FIG 9. YOUR LEADS, LEAD LISTING

- → C (à allcheckedtools.co.uk	vourreads.php	RCH	MPN Upvc Windows Doors and	Ashley Allen	(¢)* <i>≕</i> 🤪
Toolbox	醬 Your	Leads Gettings		+ ADD		Let GENERAT	E REPORT
	🗘 Status	Name	Ç Date	Source		Status Fresh	Last 30 da
	~	R. Sold Wilson (17 Solds Face Scientific Sciences, 2010)	2021/03/19 28 minutes ago	Price Engine V3.0	»	Call Back Emailed	6
Your Leads	1	R. Carl Wilson / Things Free Specify Aug. New Yorkspectrum.	2021/03/19 8# 31 minutes ago	Price Engine V3.0	»	Text Appointed	40
Sales Tools	~	No. Based No. 1 Million Conceptuation of Association of Conceptuation of C	2021/03/19 1 hour ago	Price Engine V3.0	»	Quoted To Quote	53
Reputation Tools		A. Rask 1988	2021/03/19 2 hours ago	Price Engine V3.0	»	Sold	85
SEO Tools Control Tools	~	At American States Transmission Company (1997) (Second and Company)	2021/03/19 2 hours ago	Price Engine V3.0	»	Diary Moving House	2
General Tools		11. Nachladau 17. Stefansen (1999), (1999), Netherland, M. Sterreger, (1999),	2021/03/19/88 2 hours ago	Price Engine V3.0	»	Calling Back Door designer	5
	~	Mr. (Reserved and Mr. (Jacobian (1999))	2021/03/18 13 hours ago	Price Engine V3.0	»	Dead Out of Area Emailed	11 23
Sign Out	~	No. Sara Taka 17 Sar Sari Sara Jangdinas Sarana (1975)	2021/03/18) 13 hours ago	Price Engine V3.0	»	Bought Elsewhere Supply only	5
Switch Back Notifications	~	Rectardor All 17 careta - Tenna Perspersiona, Caretta - Trattana	2021/03/18 13 hours ago	Price Engine V3.0	»	Quote too high Bad Data	18 26
> Support	~	A. Nacharati 1. No. Soc. Separt Wellingup. (1933)	2021/03/18 ∞ 17 hours ago	Price Engine V3.0	»	Time scale Total	4 56-
GDPR Advice	_	R. Sold-Dage Filef Weight, Linke Cover, Lancember, 1994, 201067	2021/03/18) 18 hours ago	Price Engine V3.0	»	Your Sources Total	Last 30 da
	~	Max also consided 21 Tanie Roset, 1920, Santana, 2017/01	2021/03/18)89 20 hours ago	Price Engine V3.0	»	Delivery Sources	Last 30 d
	~	No. Laws Pages Charles (Charles No. Sectors), 10117	2021/03/18 ⊯ 1 day ago	Price Engine V3.0	»	Price Engine V3.0 Manual	32: 23
	~	No. Misches Preservices Samples Concepts (1999)	2021/03/18 1 day ago	Price Engine V3.0	»	Total	56-
	~	R. Kalada Balk Realization and Second State	2021/03/17 1 day ago	Price Engine V3.0	»	Banny O'Donovan	Last 30 da 82 3
		N. National Society of Control of	2021/03/17 1 day ago	Price Engine V3.0	»	Paul Webster Matthew Emanuel	0

To add a lead manually:

- Select + ADD LEAD to add a new lead
- Click on each field to add the customer details
- Click POSTCODE to enter the postcode and then select FIND ADDRESS to add the address.
- Click SOURCE to select the lead source from the drop down menu
- Click STATUS to select the enquiry status from the drop down menu
- Select ADD NEW LEAD to finish

To view a lead in more detail click on the lead listing. You'll then see the detailed lead view (Fig 10).

FIG 10. YOUR LEADS, LEAD DETAILS

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$\leftarrow \ ightarrow \ C$ $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	ad.php?l=9kq24r4y6p5ck9flh4lligykxe355etxanef9zu6ccp91		☆ 😕 🛒 😫 🗄
9		Ashley Allen (MPN Upvc Windows Doors and Conservatories Ltd	
Toolbox 🎽	Li. 11:06am Friday, 19th March 2021		TOOLBOX HELP
	← Back		Print 🗐 TOOLBOX MANUAL
	Status: Call Back Sourc Text Price Engin		HELP VIDEOS
Your Leads	Customer Details	LAST NAME	This is your lead management area. All leads generated via a Toolbox mechanism (eg. Price Engine) will be delivered here automatically. Use this area to:
Sales Tools	n	100an	1. Manually add other leads to the database. 2. Manage your leads. 3. Monitor the performance of your sales and
Reputation Tools			marketing department.
SEO Tools	Research Control of Co		ADDING LEADS >
> Control Tools	Summer		NAVIGATION >
> General Tools			CUSTOMER DETAILS >
			PRINT/EMAILLEAD >
_	IP: 90.222.119.36 DELIVERY SOURCE: PRICE ENGINE V3.0		ADD NOTES >
🕞 Sign Out	LEAD COMPLETED		STATUS TAB
📅 Switch Back	QUOTED AMOUNT (£)	SOLD AMOUNT (£)	LEAD SOURCE TAB
Notifications	C Snowdonia		
🛷 Support	C Map Satellite Snowdonia National Park	Notingham	ASSIGNED TAB >
i GDPR Advice	Rikeny m	Deroy Peterborough Norwich	LEAD CHART >
	onmel Waxford Wexford	ENGLA	
		Cambridge	k
	WALES	Oxford Attm M11	
	Swansea	istol	+
		Bath	-
	Google	Map data ©2021 GeoBasis-DE/BKG (©2009), Google Terms of Use Report a ma	p etrori :
	Price Engine V3.0 Lead Information		
	Single Pane Window		

At the top of the page you will find the enquirer's name and the date the lead was generated, along with buttons to print or delete the lead. Deleted leads can still be recovered by selecting the "VIEW DELETED LEAD" button in the right hand column on the Your Leads listing screen.

The header of the lead contains the lead status, source and which user/office it is assigned to. Authorised users may select the edit pencil icon to change the status, source or assignment of the lead.

When you the assign ta lead to another user/office they will get a notification email to tell them they have a new lead.

Below the header are the lead details, where users can enter/correct information, view any addition information supplied with the lead and add notes if needed. To add a note, simply click the ADD NOTE button.

Lead Settings

You can change or add new lead statuses and/or sources by clicking the 'LEAD SETTINGS' button (Fig 11).

					Ashley Aller MPN Upvc Windows Doors and Conservatories Ltc	: 💮 ଡ 🗏 ⊅	0
Toolbox	Your Leads settings					TOOLBOX HE	LP
	Here you can change the Lead Status Status Chart Source Chart In		nprove the manager	ment of your leads.		TOOLBOX MAP	NUAL
						HELP VIDEO	os
Your Leads	As well as being a label for seeing v to 'Sold', it can be automatically the				or office. For example, when the status is cha y can progress it themselves.		
					s. A status can also be a sub-status of another ave several levels of status if you require.	Use Lead Settings to manage how you m	onitor the
Sales Tools	Your Statuses			, and another you com	+ ADD STA	performance of your sales and marketin	
Reputation Tools	Status	Description	User	Office		STATUS SETTINGS	
SEO Tools	Fresh	Fresh	-	-	SETTINGS	ADD STATUS	
Control Tools	Call Back	Pending	-		SETTINGS	STATUS CHART	
General Tools	Emailed	No Contact	-	-	SETTINGS	✓ SETTINGS	
	Text	Text from call back	-		SETTINGS	SOURCE SETTINGS	
	Appointed	Appointed			SETTINGS	ADD SOURCE	
Sign Out	Re Appoint	Re Appoint			SETTINGS	SOURCE SETTINGS	
Switch Back	Corona	Corona	-	-	SETTINGS	×	
Notifications	Re Appoint	ReAppoint	-	-	SETTINGS	V DELIVERY SOURCES	
Support	Quoted	Quoted	-		SETTINGS	× .	
GDPR Advice	To Quote	Arrange quote	-		SETTINGS	×	
	Sold	Sold	-		SETTINGS	×	
	Installed	Installed	-		• SETTINGS	×	
	Pending	Wrong number etc.		-	© SETTINGS	×	
	Diary	Forward Date	-		SETTINGS	×	
	Moving House	Moving House	-		SETTINGS	×	
	Calling Back	Calling back			SETTINGS		
	Door designer	Door designer	-	-	SETTINGS	×	
	Dead	Dead	-		SETTINGS	×	
	Out of Area Emailed	Out of Area			SETTINGS	×	
	Bought Elsewhere	Bought Elsewhere			SETTINGS	×	
	Supply only	Supply only			¢ SETTINGS		
	Quote too high	Cant afford			¢ SETTINGS		
	Bad Data	Bad Data	-	-	SETTINGS		
	Time scale	Time	-	-	SETTINGS	×	

FIG 11. LEAD SETTINGS (STATUS CHART)

Statuses can be used to update and track the progress of each lead. Sources help you keep track of how you generated a lead and can help you measure the performance of your marketing spend.

To add a new status:

- SELECT + ADD STATUS to set up a new lead status.
- Click STATUS NAME to label the status (e.g. To Be Appointed)
- Click DESCRIPTION to add more information (if required).
- Click SUB STATUS OF to assign the status to a group (e.g. Fresh).
- Click COLOUR to easily identify the new status. You may want to choose a colour to associate it with another status or to define it as a separate status.
- Add a DEFAULT USER if you want to always assign a status to one person (e.g. when the status is changed to 'Sold' it can automatically be assigned to the user in charge of order fulfilment and your Toolbox will automatically raise a Notification for them to progress it).
- Add a DEFAULT OFFICE if you want to always assign a status to one office (e.g. when the status is changed to 'To Be Appointed' it can automatically be assigned to all users in the Sales Office and your Toolbox will automatically raise a Notification for them to arrange an appointment).
- Click INSERT STATUS to select its position on the Status Chart.
- Select ADD STATUS to finish.

Select the green arrows to move a status up or down the Status Chart, so that you can group statuses together and in the right order.

To edit a status, click the "SETTINGS" button next to the status you want to change.

To add a source:

- Select + ADD SOURCE to set up a new lead source.
- Click SOURCE NAME to label the source
- Click DESCRIPTION to add more information (if required)
- Click SUB SOURCE OF to assign the source to a group (e.g. you might assign The Express to your Newspaper group)
- Select ADD SOURCE to finish

To edit a source, click the "SETTINGS" button next to the source you want to change. Delivery sources are automated and cannot be changed.

Generating Reports

You can use the "YOUR LEADS" tool to generate reports. From the Lead listing screen, click the "GENERATE REPORT" button in the right hand column. Then select a date range and report type. Click "GENERATE REPORT" to get the report requested.

Price Engine Builder

Use the Price Engine Builder tool to configure and manage your Price Engine.

There are 4 tabs in this tool.

Snap View - Giving you simple price adjustment for all your products.

Products - To manage all the products you have in your Price Engine.

Price Engine Settings - Where you can alter settings such as currency.

Add to your website - Use this tab to send the code to your website designer.

Snap View (Fig 12)

You can adjust your prices instantly by moving the slider by each product. A sample is displayed below the slider so you can see the effect of your adjustments.

FIG 12. SNAP VIEW

All Checked Tools X	+		
← → C (â allcheckedtools.co.uk/price	engine.php		☆ 🛊 🗐 🍪 🗄
P	MPN Upper Windows Doo	Ashley Allen	0 ≣ 众 0
Toolbox	£ Price Engine Builder Adjust your online pricing engine settings, products and prices.		TOOLBOX HELP
	Snap View Products Price Engine Settings Add to your website		TOOLBOX MANUAL HELP VIDEOS
Your Leads	Drag the sliders to change the prices. Windows		Price Engine Builder
	Single Pane Window	Markup: 84%	Configure and manage your Price Engine here.
Sales Tools E. Price Engine Builder	Sample Width 120cm, Height 120cm, £352.01		Snap View You can adjust your prices instantly by moving the slider by each product.
Lead Forms	Two pane horizontal window	Markup: -13%	A sample is displayed below the slider so you can see the effect of your adjustment.
Bookings	Sample Width 120cm, Height 140cm, £574.95		Products This is where you can add and manage your Price
Reputation Tools	Four pane cross window Sample Width 190cm, Height 190cm, E605.47	Markup: 33%	Engine products. ADD CATEGORY >
SEO Tools	Two pane vertical window	Markup: 97 %	ADD PRODUCT >
> Control Tools	Sample Width 190cm, Height 85cm, £406.15		ADD TEMPLATE PRODUCT >
> General Tools	Three pane window	Markup: 140 %	MAKE NEW PRODUCT >
	Sample Width 210cm, Height 100cm, £601.42		ARRANGING CATEGORIES >
🕞 Sign Out	Four pane split window	Markup: 127 %	ARRANGING PRODUCTS >
Switch Back	Sample Width 210cm, Height 100cm, £659.96		Price Engine Settings This is where you can adjust your Price Engine
Notifications Support	Five pane window	Markup: 54%	settings.
i GDPR Advice	Sample Width 230cm, Height 140cm, £646.06		CUSTOMERS TO GET A PRICE >
	Six pane cross window	Markup: 57%	SHOW INDIVIDUAL PRICES.
	Sample Width 230cm, Height 140cm, £651.3		INTRODUCTORY TEXT >
	Four pane window	Markup: 122%	REGISTRATION FORM TITLE >
	Sample Width 230cm, Height 85cm, £575.36		

Products (Fig 13)

FIG 13. PRODUCTS VIEW

C allcheckedtools.co.uk/	priceengine.php		☆ ≱ ≕ 🍪
_		Ashley Allen MPN Upvc Windows Doors and Conservatories Ltd	0 ≣ ⊅ 0
Toolbox	£ Price Engine Builder		TOOLBOX HELP
	Adjust your online pricing engine settings, products and prices.		TOOLBOX MANUAL
	Snap View Products Price Engine Settings Add to your website		
	+ ADD CATEGORY + ADD PR		Price Engine Builder
Your Leads	1 Windows	CATEGORY SETTINGS	■ VIEW VIDEO HELP
	Single Pane Window		Configure and manage your Price Engine here.
Sales Tools		PRODUCT SETTINGS	Snap View You can adjust your prices instantly by moving the
Price Engine Builder	Two pane horizontal window		slider by each product.
Lead Forms		PRODUCT SETTINGS A V	A sample is displayed below the slider so you can the effect of your adjustment.
Bookings	Four pane cross window	PRODUCT SETTINGS	Products This is where you can add and manage your Price Engine products.
eputation Tools	Two pane vertical window	PRODUCT SETTINGS	ADD CATEGORY
EO Tools	Three pane window	PRODUCT SETTINGS A	ADD PRODUCT
Control Tools	Four pane split window	PRODUCT SETTINGS	ADD TEMPLATE PRODUCT
General Tools	Five pane window	PRODUCT SETTINGS	MAKE NEW PRODUCT
	Six pane cross window	PRODUCT SETTINGS A V	ARRANGING CATEGORIES
iign Out	Four pane window	PRODUCT SETTINGS	CATEGORY SETTINGS
witch Back	Six pane split window	PRODUCT SETTINGS	ARRANGING PRODUCTS
otifications	Eight pane cross window	PRODUCT SETTINGS A	Price Engine Settings This is where you can adjust your Price Engine
ipport	Doors	CATEGORY SETTINGS	SHOWLOGIN FORM REFORE ALLOWING
iDPR Advice	Single Door	PRODUCT SETTINGS A	SHOW LOGIN FORM BEFORE ALLOWING CUSTOMERS TO GET A PRICE
	Double Door		SHOW INDIVIDUAL PRICES.
		PRODUCT SETTINGS A	SHOW INTRODUCTORY TEXT
	Bi-fold door	PRODUCT SETTINGS A	INTRODUCTORY TEXT
	Sliding Patio Door		REGISTRATION FORM TITLE

To add a Category:

- Your PRICE ENGINE can price anything you like. Start by adding a category (e.g. windows, doors, garage conversions). Each new category will appear on your products list. You can add as many categories as you like.
- Select +ADD CATEGORY to add a product category
- Click CATEGORY NAME to enter the name of your product
- Select ADD CATEGORY to finish

To add a product:

This is where you can add products to a category. New products will be displayed in your products list under the relevant category.

There are plenty of template product ranges pre-installed in to your Toolbox and you can select and edit any of them, or you can create your own.

- To add a product select the individual product from the drop down list and then select the category you want to attach it to.
- Then select ADD NEW PRODUCT to finish
- To add all template products within a category select the category name from the drop down list and then select the category you want to attach it to.
- Then select ADD NEW PRODUCT TAB to finish.

Arranging Categories:

You can move categories up and down the Product List using the green arrows on the right of the Category Heading

Category Settings:

- Select CATEGORY SETTINGS next to the Category Heading to change the category name.
- Click PRODUCT CATEGORY NAMES to enter the new name of the product category.
- Select SAVE to finish.

Arranging Products:

You can rearrange the products within a category using the green arrows on the right of each product.

Product Settings:

Select PRODUCT SETTINGS next to the product you'd like to edit. This will take you to the product's setting page (Fig 14), where you can edit all the various element of the product and set individual pricing controls.

FIG 14. PRODUCTS	O All Checked Tools	x +		
	← → C in allcheckedtools.co.uk/pri	ceengine_product.php?p=lte2uxxa5wfvtrt997mr4l7q2pbe7va28byhf3j8kbfh7	x 🛊 🗉	1 😵 E
	P	Ashley Allen MPN Libre: Windows Doors and Conservatories Ltd.	0 🗏 🌣	0
	Toolbox	£ Price Engine Product: Single Pane Window Edit the Variables and the Calculations of this product.	TOOLBOX HELP	
		A Variable is an attribute of the product or service, e.g. Width, Height, Colour, Material, fitted etc.	TOOLBOX MANUAL	
		The Calculation then uses these variables to determine the price.	HELP VIDEOS	
		Variables Calculation Advanced	Price Engine Builder	
	Your Leads	PRODUCT NAME	VIEW VIDEO HELP	
	> Sales Tools	Single Pane Window	Product Settings Select Product Settings to manage your pro	
	> Reputation Tools		Product Settings is divided into two tabs, Vi and Calculation Variables	ariables
	> SEO Tools		This is where you can configure the product	t.
	> Control Tools	Change image	PRESENTATION	>
	> General Tools	On the pricing engine, each variable will be a new input field. Remove all variables to created a fixed pice ADD NEW VARIABLE product. Enter the pricing information on the Calculation tab.	ADD NEW VARIABLE	>
			VARIABLE LIST	>
		Variables	VARIABLE SETTINGS	>
	🕞 Sign Out	Width Prinary Wriable	DELETE PRODUCT	>
	🚊 Switch Back	Height PrimaryVariable		
	Notifications	Opening Vents SETTINGS A	CALCULATION	>
	Support	Material 🕹 SETTINGS 🗖 🔽		
	i GDPR Advice	Colour SETTINGS A V		

Price Engine Settings (Fig 15)

This is where you can edit what the customer sees when they use the PRICE ENGINE.

FIG 15. PRICE ENGINE SETTINGS

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9	Ashley Allen MPN Upvc Windows Doors and Conservatories Ltd) ❷ ▦ ♤ ❹
Toolbox	£ Price Engine Builder	TOOLBOX HELP
	Adjust your online pricing engine settings, products and prices.	TOOLBOX MANUAL
	Snap View Products Price Engine Settings Add to your website	HELP VIDEOS
	Currency Change currency here.	Price Engine Builder
Your Leads	Curange currency nere.	■ VIEW VIDEO HELP
	£-Pounds 🗸	Configure and manage your Price Engine here.
V Sales Tools		Snap View You can adjust your prices instantly by moving the
£ Price Engine Builder	Data Protection Opt-in	slider by each product. A sample is displayed below the slider so you can see
Lead Forms	Show a Data Protection checkbox on the login form. This will allow you to send future offers etc.	the effect of your adjustment. Products
Bookings		This is where you can add and manage your Price
	Data Protection Opt-in Text	Engine products.
> Reputation Tools	The text to put next to the data protection checkbox.	ADD CATEGORY >
SEO Tools	Opt-in to future emails from us containing offers and new products.	ADD PRODUCT >
> Control Tools		ADD TEMPLATE PRODUCT >
> General Tools	Finish Button Text	MAKE NEW PRODUCT >
	To be shown on button.	ARRANGING CATEGORIES >
	TEXT Finish >>	CATEGORY SETTINGS >
🕞 Sign Out		ARRANGING PRODUCTS >
📅 Switch Back		Price Engine Settings
Notifications	Finish Button URL Address finish button links too.	This is where you can adjust your Price Engine settings.
🛷 Support	техт	SHOW LOGIN FORM BEFORE ALLOWING CUSTOMERS TO GET A PRICE
GDPR Advice	/thanks.php	
		SHOW INDIVIDUAL PRICES.
	Show login form before allowing customers to get a price.	SHOW INTRODUCTORY TEXT >
	ON - visitors must register their contact details to get a price OFF - visitors can get a price without registering their contact details	INTRODUCTORY TEXT >
	OFF - VISION s can get a price without registering their contact details	REGISTRATION FORM TITLE >

CURRENCY:

To change the currency select from the drop down list.

DATA PROTECTION OPT IN

You can choose to show an opt-in checkbox here.

DATA PROTECTION OPT IN TEXT You can compose your message here.

SHOW GDPR TEXT ON LOGIN FORM

You can choose whether or not to display this information.

SHOW LOG IN FORM BEFORE ALLOWING CUSTOMERS TO GET A PRICE: If you turn this OFF, website visitors will be able to get an online price without leaving their contact details. THIS MEANS YOU WON'T GET ANY LEADS!

INTRODUCTORY TEXT:

Click HEADLINE to enter a new headline for your introductory text. Click BODY to enter new introductory text.

REGISTRATION FORM TITLE You can compose your title here.

REGISTRATION FORM SUBTITLE

You can compose your directions to the customer here

HIDE PRICES You can choose not to display the prices.

SHOW INDIVIDUAL PRICES You can choose to display individual prices or just the grand total.

PRICE BLUR:

You can set your Price Engine to show a price range instead of a fixed price. Simply enter the required % shift either side of the fixed price. For example: if you enter 10 and the fixed Price is £500, the Price Engine will display £450-£550 instead.

QUOTE PREPEND:

Quote prepend is the introduction to the price (e.g. We can supply and fit for Prices From Maximum price etc.). Click on TEXT to change the Quote Prepend.

PURCHASE TAX:

Click on TEXT to change the purchase tax wording.

BUTTON TEXT

You can decide what instruction to show on the Submit button.

FINISH BUTTON

You can hide the Finish button if you wish

FINISH BUTTON TEXT

You can decide what the Finish button says.

FINISH BUTTON URL

You can choose which part of your website the customer is directed to after clicking Finish.

Add to your website (Fig 16)

Click on the ENTER YOUR WEB DESIGNER'S EMAIL ADDRESS HERE field to enter your web designer's email address. Select SEND CODE to send the code. This automated email will include all the instructions your website designer needs to add the price engine to your website.

FIG 16. ADD TO YOUR WEBSITE

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$\leftarrow \rightarrow \mathbb{C}$ (a) allcheckedtools.co.uk/pricee	ngine.php	☆ 🛊 🛒 😫 🗄
<u>,</u>	Ashley Allen	0 ≣ û 0
Toolbox	£ Price Engine Builder	TOOLBOX HELP
	Adjust your online pricing engine settings, products and prices.	TOOLBOX MANUAL
	Snap View Products Price Engine Settings Add to your website	B TOOLDOXIMINIONE
	To add the Price Engine to your website enter your website designer's email address below.	HELPVIDEOS Price Engine Builder
Your Leads	They (and you) will receive an email containing the code that needs to be added to your website.	■ VIEW VIDEO HELP
	Please contact your web designer beforehand to make them aware of the situation.	Configure and manage your Price Engine here.
✓ Sales Tools	Your web designer can simply copy and paste the code in to the appropriate section on your website. By following the instructions in the email they can style the Price Engine to integrate seamlessly with your website by changing the fonts and background colours to suit.	Snap View
£ Price Engine Builder		You can adjust your prices instantly by moving the slider by each product.
	YOUR WEBSITE DESIGNER'S EMAIL ADDRESS HERE	A sample is displayed below the slider so you can see the effect of your adjustment.
		Products
Bookings		This is where you can add and manage your Price Engine products.
Reputation Tools		ADD CATEGORY >
SEO Tools		ADD PRODUCT >
> Control Tools		ADD TEMPLATE PRODUCT >
> General Tools		MAKE NEW PRODUCT >
		ARRANGING CATEGORIES >
5		CATEGORY SETTINGS >
Sign Out		ARRANGING PRODUCTS >
Switch Back		Price Engine Settings
Notifications		This is where you can adjust your Price Engine settings.
🛷 Support		SHOW LOGIN FORM BEFORE ALLOWING CUSTOMERS TO GET A PRICE
i GDPR Advice		SHOW INDIVIDUAL PRICES.
		SHOW INTRODUCTORY TEXT
		INTRODUCTORY TEXT >
javascript:showtab('website','priceenginetabs');		REGISTRATION FORM TITLE

Lead Forms

Use this tool to add forms to your website to encourage customers to make an enquiry. Any leads generated via Forms will be delivered to "Your Leads' in your Toolbox.

To get started, select a form type (or create your own call to action) and enter your web designer's email address to automatically send them the correct source code. (Fig 22)

FIG 22. LEAD FORMS

\leftrightarrow \rightarrow C (a allcheckedtools.co.uk/lead	form.php			☆ 3	⊧ 🌚
P	Ashley Allen O	0	≣	\Diamond	0
Toolbox	Lead Forms		TOOLBO	DX HELP	
	Use this tool to add Lead Forms to your website to encourage customers to make an enquiry. Any leads generated via Lead Forms will be delivered to 'Your Leads' in your Toolbox.	4) TOOLBC	X MANUA	L
	To get started select a form type (or create your own call to action) and enter your web designer's email address to automatically send him/her the correct source code. It's a good idea to call your web designer to confirm your intentions before sending the code.		🛢 HELP	VIDEOS	
Your Leads	SELECT TYPE				
	Please select type 🗸				
Sales Tools	YOUR WEB DESIGNERS EMAIL ADDRESS				
£ Price Engine Builder	SEND CODE				
🚑 Lead Forms					
🔛 Bookings					
Reputation Tools					
SEO Tools					
> Control Tools					
Seneral Tools					
🕞 Sign Out					
📅 Switch Back					
Notifications					
🔗 Support					
GDPR Advice					

Toolbox Settings

This is where authorised users can manage the Toolbox Settings.

You (Fig 5)

This is where you can amend your personal details.

- Select a field to amend your personal details
- Choose a Primary Colour to personalise your experience
- Add a picture to your profile (if you like) by dragging an image in to the PICTURE area, or by clicking on the PICTURE area to select a file from your computer.

FIG 5. TOOLBOX SETTINGS, YOU TAB

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$\leftarrow \rightarrow \mathcal{C}$ (i) allcheckedtools.co.uk/setting	js.php		☆ 🛊 🗐 🍪 🗄
		Ashley Allen All Checked Ltd	0 ≣ △ 0
Toolbox	Settings		TOOLBOX HELP
	Authorised users only. See Main Contact for permission.		TOOLBOX MANUAL
	You Company Organisation Superuser		
	This is where you can manage your Personal Settings		HELP VIDEOS Toolbox Settings
Your Leads	TITLE		VIEW VIDEO HELP
🖌 ACDC	Mr. 🗸		This is where authorised users can manage the
	FIRST NAME	LAST NAME	Toolbox Settings. You
> Admin Tools	Ashley	Allen	Select a field to amend your personal details.
Sales Tools	LOGIN EMAIL		Choose a Primary Colour to personalise your experience.
> Reputation Tools	ashley@allcraftsmen.co.uk 		Add a picture to your profile (if you like) by dragging an image in to the PICTURE area, or by clicking on the PICTURE area to select a file from your computer.
> SEO Tools	PRIMARY PHONE 0789456466		Company This is where the main contact can set-up and manage
✓ Control Tools			Toolbox users for your company. This section is divided into two groups: Offices and Users.
🔅 Your Settings	PRIMARY COLOUR	OPEN LEADS IN NEW TAB	Offices Your main office is already set-up on the Toolbox but
م Permissions	#6b335e AA	Yes	you can set up extra offices to group users together. This is especially useful if you have multiple branches within your organisation.
Billing	PICTURE		ADD OFFICE >
Network Builder	Drag and drop a file here. Or click here to select a file.		OFFICE SETTINGS >
		66	Users
> General Tools			It's a good idea for each Toolbox user to have their own separate login and you can set-up as many users as you like here.
			ADD USER >
🕞 Sign Out			USER SETTINGS >
Notifications			SUSPEND USER >
Support			REINSTATE USER >
gDPR Advice			Organisation
			This is where authorised users can set-up new companies within their network, manage company settings and suspend companies.

Company (Fig 6)

This is where the main contact can set-up and manage Toolbox users for your Company.

This section is divided into two groups: Offices and Users.

FIG 6. TOOLBOX SETTINGS, COMPANY TAB (OFFICES)

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0					Ashley Allen All Checked Ltd	0 ≣	Δ 0			
Toolbox	< Settings					TOOLBO:	KHELP			
	Authorised users only. See	Main Contact fo	r permission.			TOOLBO>				
	You Company Or	ganisation Su	peruser							
	The main contact can set		HELPN Toolbox Settings	(IDEOS						
Your Leads	Offices	The main contact can set-up and manage Toolbox users for your company.								
ACDC	Use this section to chang	e office settings			_	This is where authorised use	is can manage the			
	▲ Office	Users	Primary User			Toolbox Settings.	a carritanago uno			
Admin Tools	Birmingham	0	Sarah Allen		SETTINGS	You Select a field to amend your p	ersonal details.			
Sales Tools						Choose a Primary Colour to experience.	personalise your			
	Coalville Office	2	Heather Allen		SETTINGS	Add a picture to your profile an image in to the PICTURE				
 Reputation Tools 	Leicester	0	Greg Allen		SETTINGS	PICTURE area to select a file				
SEO Tools	London Office	0	Ruth Bradley		SETTINGS	Company This is where the main contain	t can set-up and man			
 Control Tools 	Main Office	9	Ashley Allen	★ Head Office	SETTINGS	Toolbox users for your comp divided into two groups: Offi				
🔅 Your Settings	Rugby Office	4	Ashley Allen		SETTINGS	Offices				
Q. Permissions		4	Ashiey Allen			Your main office is already se you can set up extra offices to This is especially useful if you	group users togethe			
-	Search table	_			Page 1 v of 1	within your organisation.	nave multiple branci			
Billing	🖀 Users				+ ADD USER	ADD OFFICE				
死 Network Builder	Use this section to change	e user settings. i	if you change a user's login email a	ddress vou'll need to verify that		OFFICE SETTINGS				
			ation instructions. The change of e			Users				
General Tools	▲ Name		Office	Last Login		It's a good idea for each Tool own separate login and you c				
						as you like here.				
	A TEST		Main Office	<u>Resend Email</u>	SETTINGS	ADD USER				
 Sign Out 		OUNTS	Main Office	12/03/2021	SETTINGS	USER SETTINGS				
Notifications		ск	Main Office	Resend Email	SETTINGS	SUSPEND USER				
Support	ASHLEY ALLEN		Coalville Office	Conline now	SETTINGS	REINSTATE USER				
GDPR Advice	GREGALLEN		Rugby Office	19/03/2021	SETTINGS	Organisation				
						This is where authorised user companies within their netwo				
	HEATHER ALLEN		Rugby Office	20/08/2020	SETTINGS	companies within their netwo	n N, HidHage COMP			

Offices: Your Main office is already set-up on the Toolbox but you can set up extra offices to group users together.

This is especially useful if you have multiple branches within your organisation.

To add an office:

- Select + ADD OFFICE to set-up a new office.
- Click OFFICE NAME to add a name.
- Select THIS IS THE HEAD OFFICE to change your Head Office to this one.

- Click POSTCODE to enter the postcode and then click FIND ADDRESS to add the address.
- Select ADD OFFICE to finish.

To edit an office:

- Select the appropriate OFFICE SETTING link on the Office Chart to alter an existing office. Click OFFICE NAME to change the name.
- Select THIS IS THE HEAD OFFICE to change your Head Office to this one.
- Click PRIMARY USER to change the primary user
- Click PRIMARY COLOUR to change the primary colour
- Click PRIMARY ADDRESS CHANGE to change the address
- Click POSTCODE to enter the postcode and then Click FIND ADDRESS to add the address
- Select SAVE SETTINGS to finish

Users: (Fig 7) Setting up accounts for each person in your company who uses the Toolbox keeps your Toolbox secure and help you organise and keep track of actions within your Toolbox.

 All Checked Tools C allcheckedtools.co.uk/sett 	ings.php					☆ 😕 🎫 🎎
	0				Ashley Allen	
<mark>.</mark>					All Checked Ltd	0 ≣ 众 0
Toolbox	Leicester	0	Greg Allen		SETTINGS	TOOLBOX HELP
	London Office	0	Ruth Bradley		SETTINGS	TOOLBOX MANUAL
	Main Office	9	Ashley Allen	★ Head Office	SETTINGS	HELP VIDEOS
'our Leads	Rugby Office	4	Ashley Allen		SETTINGS	Toolbox Settings
CDC	Search table				Page 1 v of 1	This is where authorised users can manage the
	🖀 Users				+ ADD USER	Toolbax Settings. You
Admin Tools	Lise this section to change	ucer cettings i	f you change a user's login email a	ddress you'll need to verify that a		Select a field to amend your personal details.
Sales Tools				mail address will not be reflected		Choose a Primary Colour to personalise your
bales loois		ss with verinc	ation instructions. The change of e	inali address will not be reliected	I on this screen until it has	experience.
	been verified.	ss with verinc	Office	Last Login	I on this screen until it has	Add a picture to your profile (if you like) by draggin an image in to the PICTURE area, or by clicking or
Reputation Tools	been verified.	ss with verific	-		on this screen until it has	Add a picture to your profile (if you like) by draggi an image in to the PICTURE area, or by clicking or PICTURE area to select a file from your computer Company
Reputation Tools SEO Tools	been verified. Name		Office	🔷 Last Login		Add a picture to your profile (if you like) by draggi an image in to the PICTURE area, or by clicking or PICTURE area to select a file from your computer Company
eputation Tools EO Tools ontrol Tools	been verified. Name A TEST	unts	Office Main Office	Last Login	SETTINGS	Add a picture to your profile (if you like) by draggi an image in to the PiCTURE area, or by clicking or PiCTURE area to select a file from your compute Company This is where the main contact can set-up and ma Toolbox users for your company. This section is divided into two grups. Offices and Users.
eputation Tools EO Tools ontrol Tools Your Settings	been verified. Name A TEST ACCOUNTS ACCO	unts	Office Main Office Main Office	 Last Login <u>Resend Email</u> 12/03/2021 	© SETTINGS	Add a picture to your profile (If you like) by draggi an image in to the PiCTURE area, or by clicking or PICTURE area to select a file from your computer Company This is where the main contact can set-up and ma Toolbox users for your company. File section is divided into two groups: Offices and Users. Office Your main office is already set-up on the Toolbox i you can set up extra offices to group users togeth This is especially yould if you have multiple thanci
teputation Tools EO Tools Control Tools Your Settings Permissions	been verified. Name A TEST ACCOUNTS ACCO ADRIAN MATTOCK	unts	Office Main Office Main Office Main Office	Last Login Resend Email 12/03/2021 Resend Email	© SETTINGS © SETTINGS © SETTINGS	Add a picture to your profile (If you like) by draggi an image in to the PICTURE area, or by clicking or PICTURE are ato select a file from your computer Company This is where the main contact can set-up and man Tooloox users for your company. This section is divided into two groups: Offices and Users. Office
Ee Tools EO Tools Control Tools Your Settings Permissions Billing	been verified. Name A TEST ACCOUNTS ACCO ADRIAN MATTOCK ASHLEY ALLEN	unts	Office Main Office Main Office Main Office Coalville Office	Last Login Resend Email 12/03/2021 Resend Email 4 Ordine roow	© SETTINGS © SETTINGS © SETTINGS	Add apicture to your profile (If you like) by draggin an image in to the PiCTURE area, or by clicking or PiCTURE area to select a file from your computer Demonstrain Toolbox users for your company. This section is divided into two groups: Offices and Users. Offices Your main office is already set-up on the Toolbox is you can set up extra offices to group users togeth. This is especially useful from Ame multiple branc within your organisation.
Reputation Tools SEO Tools Control Tools Your Settings Permissions Billing I Network Builder	been verified. Name A TEST ACCOUNTS ACCO ADRIAN MATTOCK ASHLEY ALLEN GREG ALLEN	unts	Office Main Office Main Office Coalville Office Rugby Office	Last Login Resend Email 12/03/2021 Resend Email 4 Order row 19/03/2021	SETTINGS SETTINGS SETTINGS SETTINGS SETTINGS	Add apicture to your profile (If you like) by draggin an enge in to the PiCTURE area, or by clicing or PiCTURE area to select a thil from your computer Demonstrain Tooloo uses for your company. This section is adjusted into two groups: Offices and Users. Office Worm and noffice is already set-up on the Tooloo of this is expecially well of you have nutlike brand with your organisation. DDD OFFICE OFFICE SETTINGS Users
Reputation Tools SEO Tools Control Tools Your Settings Permissions Billing Network Builder	been verified. Name ATEST ACCOUNTS ACCO ADRIAN MATTOCK ASHLEY ALLEN GREG ALLEN HEATHER ALLEN	unts	Office Main Office Main Office Coalville Office Rugby Office	Last Login Resend Email 12/03/2021 Resend Email Contentor 19/03/2021 20/08/2020	SETTINGS SETTINGS SETTINGS SETTINGS SETTINGS SETTINGS	Add a picture to your profile (if you like) by draggin an image in to the ViCTURE area, or by clicking or PICTURE area to solect at file from your computer Demonstrate Demonstrate Demonstrate Demonstrate Demonstrate Demonstrate Demonstrate Demonstrate Demonstrate Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define Define
Reputation Tools SEO Tools Control Tools Your Settings Permissions Billing Network Builder	been verified. Name A TEST ACCOUNTS ACCO ADRIAN MATTOCK ASHLEY ALLEN GREG ALLEN JOE ALLEN	unts	Office Main Office Main Office Main Office Coalville Office Rugby Office Rugby Office Main Office	Last Login Resend Email 12/03/2021 Resend Email 4 Ontoe row 19/03/2021 10/03/2021	© SETTINGS © SETTINGS © SETTINGS © SETTINGS © SETTINGS	Add apicture to your profile (If you like) by draggin an image in to the PiCTURE area, or by clicing or PiCTURE area to select a the from your computer Dama is the other than in contact can set-up and man Tooloo users for your company. This section is divided into two groups: Offices and Users. Office More main offices is already set-up on the Tooloout you can set up extra offices to group users togeth This is especially well if you have multiple brand with your or granisation. ADD OFFICE OFFICE SETTINGS Users Mas apod dies for each Tooloous user to have theil own sequarks ledge and you can set-up as many use
Reputation Tools SEO Tools Control Tools Vaur Settings Permissions Billing Network Builder General Tools	been verified. Name A TEST A CCOUNTS ACCO ADRIAN MATTOCK ASHLEY ALLEN GREG ALLEN GREG ALLEN SARAH ALLEN	iunts <	Office Main Office Main Office Main Office Coalville Office Rugby Office Rugby Office Main Office	Last Login Resend Email 12/03/2021 Resend Email 4 Ontoe row 19/03/2021 10/03/2021	SETTINGS SETTINGS SETTINGS SETTINGS SETTINGS SETTINGS SETTINGS SETTINGS	Add a picture to your profile (if you like) by draggin an image in to the PiCTURE area, or by clichaigor PiCTURE area to select a file from your computer Denotes area to select a file from your computer Toolbox ures to select a file from your computer Selection and the selection of the selection and divide into two groups: Offices and Users. Office Worman office is already set-up on the Toolbox do within your organisation. IDD OFFICE OFFICE SETTINGS USE Selection and your can set-up an many use as goal idea for each Toolbox user to have the ideo wis painted login and your can set-up as many us as use its here:
Reputation Tools SEO Tools Control Tools i Your Settings Permissions Billing Repuration Sign Out Sign Out Notifications	been verified. Name ATEST ACCOUNTS ACCO ADRIAN MATTOCK ASHLEY ALLEN ASHLEY ALLEN ASHLEY ALLEN Search table	iunts <	Office Main Office Main Office Main Office Coalville Office Rugby Office Rugby Office Main Office	Last Login Resend Email 12/03/2021 Resend Email 4 Ontoe row 19/03/2021 10/03/2021	SETTINGS SETTINGS SETTINGS SETTINGS SETTINGS SETTINGS SETTINGS SETTINGS	Add a picture to your profile (if you like) by draggin an image in to the PiCTURE area, or by cicking on PiCTURE area to select a file from your computer. Company That is scheck at file from your computer. Solution: Warmain office: a inclusive of the section is divided into two groups: Offices and Users. Office Warmain office: a inclusive of the your company. Picture this is especially useful if you have multiple brand within your organisation. ADD OFFICE DFFICE SETTINGS User Uses Mark Dial of the set of fice and Toolbox user to have their on separate legin and you can set up as many use as you like here.

FIG 7. TOOLBOX SETTINGS, COMPANY TAB (USERS)

To add a new user:

- Select +ADD USER to add a new user
- Select the OFFICE where you want to attach the new user
- Click on each field to add the user's personal details
- Click POSTCODE to enter the postcode and then Click FIND ADDRESS to add the address
- Select ADD NEW USER to finish
- The new user will receive an email asking them to set their password.

To edit a user's details:

- Select the appropriate USER SETTINGS link on the User Chart to change the details of an existing user. Click on the fields you want to change.
- Select SAVE SETTINGS to finish.

You can suspend users to log them out of the Toolbox and prevent them from logging back in. To do this tick a user on the User Chart and select SUSPEND SELECTED.

To reinstate a user: Tick a user on the Suspended Users Chart and select REINSTATE SELECTED to reinstate them.

Permissions

Here you can set which tools and actions are available to which users. For example, a sales person will require access to fresh leads whereas an accountant may only require access to the billing tool. (Fig 8)

Some tools have sub-permissions. For example, you may want someone to be able to see your leads, but not update, delete or transfer them.

You can only set permissions for tools you have permission to access.

To give a user a permission:

Use the + button to add a user from the drop down list of available users

To remove a permission from a user:

Use the x by a user's name to withdraw a permission from a user.

FIG 8. PERMISSIONS

All Checked Tools	+					
\leftarrow \rightarrow C \triangleq allcheckedtools.co.uk/permis	ssions.php			ń	* * =	🎯 E
9		Ashley Allen All Checked Ltd	0		\bigtriangleup	0
Toolbox 🎽	Qx Permissions Setting up permissions for your Toolbox is very important for security.			'OOLBO: TOOLBO>	X HELP K MANUAL	
	F Tools ♦ Settings		Permission	∋ HELP∖ s	/IDEOS	
Your Leads	Tracker All Checked Tracker		Here you can set to which users. F	t which tools for example,	a sales person	n will
🛉 ACDC	USERS WITH PERMISSION. Akhiey Allen X Greg Allen X Joe Allen X Heather Allen X		require access to will require acces Tools	ss to the billi	ing section.	
> Admin Tools	I All Checked To-dos		Here you can gra grant permission company, to a gro	ns to the who oup or office	ole organisatio , or to individu	in, to a ual users.
Sales Tools	Task organisation for All Checked		Some tools have may want someo not update, delet	ne to be able	e to see your le	
Reputation Tools	Achiey Allen X Greg Allen X Joe Allen X Heather Allen X		You can only set permission for.	permissions	for tools you I	have
 SEO Tools Control Tools 	④ Moderator A Tool for policing Allchecked.co.uk		ADD USER			>
Your Settings	USERS WITH PERMISSION:		REMOVE US	ER		>
Permissions	Ashtey Allen X Greg Allen X Joe Allen X Heather Allen X					
Billing	+ Adder Add companies to All Checked					
Network Builder	USERS WITH PERMISSION-					
> General Tools	Invoicing Invoicing and Accounts					
🕞 Sign Out	USERS WITH PERMISSION: Ashiey Alien X Greg Alien X Accounts Accounts X Joe Alien X Heather Alien X					
Notifications	Your Leads Add the users who may search and view new and old leads assigned to them.					
🛷 Support	USERS WITH PERMISSION:					
i GDPR Advice	Ashley Allen X Greg Allen X Joe Allen X Heather Allen X YOUR LEADS SUB PERMISSIONS					
	 View all company leads Add the users who may also search and view all Company leads. 					
	navene allo allo never hay dido dour on uno morr un sompuny routo.					