

TOOLBOX USER GUIDE

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

CONTENTS

Basics

- 1.Setting a Password
- 2.Logging in
- 3.<u>Home Screen</u>

The Tools

- 1. All Checked Profile
- 2. Feedback Generator
- 3. Feedback Shield
- 4. Showcase
- 5. Photo Uploader
- 6. Your Leads
- 7. Price Engine Builder
- 8. Lead Forms

Advanced

- 9.<u>Toolbox Settings</u>
- 10.Permissions

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.
You can then login at any time at: <u>https://allcheckedtools.co.uk</u>
All Checked Toolbox All Checked
© 2017 - <u>All Charlet Ltd</u> Can't read this email? Unsubscribe?
© 2017 - <u>All Chardwed Lke</u> <u>Can't read this email?</u> <u>Unsubscribe?</u>

FIG 2. SET PASSWORD

C Secure https://alicheckedtools.co.uk/newu	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	
	A PASSWORD	

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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<u>, 0</u>	Ashley Allen MPN Uppc Windows Doors and Conservatories Ltd) ଡ ≣	↓ 0
🞽 Toolbox	All Checked Profile	TOOLBO	DX HELP
	Manage your All Checked Profile Page here. Changes will go live instantly.	🖪 TOOLBO	X MANUAL
	Details About Offers Add to your website		
	Main Information	All Checked Profile	2
Your Leads 1	COMPARY NAME (HANGES 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 me improvement review
> 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 DELETE		
SEO Tools	🖾 mprwindows@aol.com		
> Control Tools	mpnwindows.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	ADD BACKGROUND		
🛷 Support	Show Price Engine on Profile		
GDPR Advice	OFF		

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

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← → C ⓐ allcheckedtools.co.uk/re	viewgenerator.php					🖈 🛊 🥞 E
P				Ashley Allen All Checked Ltd	0 ≣	ф 0
Toolbox	✓ Feedback Generat	or		VIEW PROFILE	TOOLB	OX HELP
	your feedback here.	TOOLBO	DX MANUAL			
	Register & Invite New Review	vs Old Reviews Deleted Reviews			🛢 HELF	VIDEOS
Sour Leads	Invite your customers to p	post a review and register your c	ompleted projects here*.		Feedback Generat	or
	*Note: To register completed p Checked Profile Tool.	projects please make sure your Comple	eted Projects counter is switched o	n. You can do this via your All	VIEW VIDEO HELP	
7 ACDC	_				This is where you can man feedback.	age your customer
Admin Tools	CUSTOMER NAME		CUSTOMER EMAIL		VIEW PROFILE	>
					INVITE	>
Sales loois	CUSTOMER POSTCODE		CUSTOMER PHONE NUMBER			
V Reputation Tools					INVITES SEIVE	,
All Checked Profile	SEND INVITE				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	>
	Greg Allen	greg@allchecked.co.uk	14/11/2019	× 2	OLD REVIEWS	>
	_					
General Tools						
🕞 Sign Out						
Notifications						
🛷 Support						
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

All Checked Tools	× +								
← → C allcheckedtools.co.uk/you	irleads.php							☆ 🗯	= 🌚 E
0		RCH	MPN Upvc Windows Doors and C	Ashley Allen (9	0		¢	0
Toolbox	📽 Your	Leads Cettings		+ ADD L	EAD	Ŀ	IL GENER	ATE REPC	DRT
	🗘 Status	Name	🗘 Date	Source		Status Fresh			Last 30 days
	~	R. Sant'Allines 17 Territor Fact Derivative Statement, 2020	2021/03/19 89 28 minutes ago	Price Engine V3.0	»	Call Back			6
Your Leads	~~	R. Carl Wilson 77 Marcollines, Special, Aust. Wei Springer, 201103	2021/03/19 31 minutes ago	Price Engine V3.0	»	Text			40
Sales Tools	~	Robert Roll Michael Roll, Robert Roll, Nucl. Sol. Surger, 1993	2021/03/19 1 hour ago	Price Engine V3.0	»	Quoted To Quote			53
Reputation Tools	~	R. Mark 1988 Transport Trans. A 19	2021/03/19 88 2 hours ago	Price Engine V3.0	»	Sold			85
SEO Tools Control Tools	~	R. Laware Scaling Transmittering Society of the Conceptual Concept	2021/03/19 2 hours ago	Price Engine V3.0	»	Diary Moving Ho	use		2
General Tools	~	 Bay Mathema J. Stringtons for Spring, Latter S, Perspires, NY, Sarrayan, 17 (1994). 	2021/03/19 88 2 hours ago	Price Engine V3.0	»	Calling Bac Door desig	k ner		5
	~	No. (Reserved) 4. (print) (2001)	2021/03/18 13 hours ago	Price Engine V3.0	»	Dead Out of Area	a Emailed		11 23
Sign Out	~	Rectary Sale 2019 Sector Sector Sector (Sector) 2017-0	2021/03/18)® 13 hours ago	Price Engine V3.0	»	Bought Els Supply only	ewhere		5 9
Switch Back	~	Rectarian II Primetra Const. Programma, Carolt (1970)	2021/03/18 13 hours ago	Price Engine V3.0	»	Quote too Bad Data	nigh		18 26
Support	~	R. Sprikest 1. Society States (1995)	2021/03/18 17 hours ago	Price Engine V3.0	»	Time scale Total			4 564
i GDPR Advice	-	R. And Super Print Social Links Conc. Spring Net. 2010;17	2021/03/18 18 hours ago	Price Engine V3.0	»	Your Sour	ces		Last 30 days
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	~	Relate Ref.	2021/03/18	Price Engine V3.0	»	Price Engir Manual	e V3.0		325 239
		Roden and Strategy (1998)	2021/03/18 1 day ago	Price Engine V3.0	»	Total			564
	~	No. Spikerine Barlie Scientification (Second Science (Second Science))	2021/03/17 1 day ago	Price Engine V3.0	»	Danny O	Donovan		Last 30 days
https://alicheckedtools.co.uk/yourlead.phn?l=ifhldama	34uta2r11a4ubikdht	f5xdsweamvapm/zaxcoz	2021/03/17 1 day ago	Price Engine V3.0	»	Matthew	Emanuel		3 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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$\leftarrow \rightarrow \mathbf{C}$ $\widehat{\mathbf{C}}$ allcheckedtools.co.uk/yourie	ead.php?l=9kq24r4y6p5ck9flh4lligykxe355etxanef9zu6ccp91		☆ 🏚 🗐 🍪 🗄
<mark>,0</mark>		Ashley Allen MPN Upvc Windows Doors and Conservatories Ltd) Ø ≡ 众 0
Toolbox 🖿	& Mr. 11:06am Friday, 19th March 2021		TOOLBOX HELP
	← Back		nt 🧟 TOOLBOX MANUAL
	Status: Call Back Sourc Text Price Engin	the V3.0 Iffice not assigned Office not assigned	HELP VIDEOS Your Leads
Your Leads 1	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 http://www.	Million Accessed	Manually add other leads to the database. Manage your leads. Monitor the performance of your sales and
Reputation Tools	A		marketing department.
SEO Tools			ADDING LEADS >
> Control Tools	Summer		NAVIGATION >
> General Tools	Second Second		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 (É)	SOLD AMOUNT (£)	LEAD SOURCE TAB
Notifications	C Man Satellite Snowdonia		ASSIGNED TAB
V Support	National Park	Natingham L. J	LEAD CHART >
i GDPR Advice	Kilkeny	Misi Distail Peterborough Norwich	
	onmiel Westford	ENGLA Cambridge	
	WALES	Ipswich Colchester	
	9 Swansea	Oxford Call Call	
	° 📶 Cardiff B	ristol Reading London	
	Google	Bath Croydon Canterbury Map data 62021 GeoBasis-DE/RKG (62009), Google Terms of Use Report a map err	ork
	Hic	de Map	
	Price Engine V3.0 Lead Information		
	Circle Day, Mr. 1		
	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).

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← → C in allcheckedtools.co.uk/yourleads_se	ttings.php					*) 🛊 🗉 🍪 E
					Ashley Allen MPN Upvc Windows Doors and Conservatories Ltd	🚱 🛛 🖉	7 0
Toolbox	Your Leads settings					TOOLBOX HE	ELP
	Here you can change the Lead Status a	nd Lead Source settings to ir	nprove the manage	ment of your leads.		TOOLBOX MA	NUAL
	Status Chart Source Chart Imp	ort Leads				HELPVIDE	os
	As well as being a label for seeing wh	at stage a lead is at, you can	also assign a status	to have a default use	er or office. For example, when the status is chang	tead Settings	
Your Leads	Putting status in order (e.g. Fresh > /	Appointed > Sold > Installed)	, let's user see who	leads should progres	ey can progress it tremserves. ss. A status can also be a sub-status of another	VIEW VIDEO HELP	
Sales Tools	status (e.g. Sold: Subject to Contract Your Statuses	, Sold: Contract Signed, Sold:	Installation Starter	d) this allows you to H	have several levels of status if you require.	Use Lead Settings to manage how you performance of your sales and marketi	monitor the ng department.
Reputation Tools	Status	Description	User	Office	T ADDOINIG	STATUS SETTINGS	>
> SEO Tools	Fresh	Fresh		-	SETTINGS	ADD STATUS	>
> Control Tools	Call Back	Pending	-	-	SETTINGS	STATUS CHART	>
Seneral 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		
📅 Switch Back	Corona	Corona	-	-	SETTINGS	v	,
Notifications	Re Appoint	ReAppoint	-	-	SETTINGS	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	~	
	System Statuses						
	These are statuses that are used by t	coolbox and cannot be delete	d or modified.				

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

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P	Ashley Allen MPN Upvc. Windows Doors and Conservatories. Ltd) 0 🗏 🗘 0
Toolbox	£ Price Engine Builder Adjust your online pricing engine settings, products and prices.	
	Snap View Products Price Engine Settings Add to your website	
🐮 Your Leads 👥 🚺	Windows	Price Engine Builder
A & SalesTools	Single Pane Window Markup: 84%	Configure and manage your Price Engine here.
f . 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
Description Tools	Four pane cross window Markup: 33%	ADD CATEGORY
SEQ Tools	Sample vilui 1700ii, negii 1700i, 100347	ADD PRODUCT >
Control Tools	Two pane vertical window Markup: 97%	ADD TEMPLATE PRODUCT >
Seneral Tools	Sample With LYCE, Hegrit OSCH, 1900.13	MAKE NEW PRODUCT >
	Inree pane window Markup: 140% Sample Width 210rm Height 100rm £601.42	ARRANGING CATEGORIES >
		CATEGORY SETTINGS >
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
Support	Five pane window Markup: 54%	SHOW LOGIN FORM BEFORE ALLOWING
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	
	Four pane window Markup: 122%	REGISTRATION FORM TITLE
	Sample Width 230cm, Height 85cm, £575.36	

Products (Fig 13)

FIG 13. PRODUCTS VIEW

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0		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		HELP VIDEOS
Your Leads			Price Engine Builder
		CALEGORT SETTINGS	Configure and manage your Price Engine here.
Sales Tools	Single Pane Window	PRODUCT SETTINGS	Snap View
Price Engine Builder	Two pane horizontal window		You can adjust your prices instantly by moving th slider by each product.
Lead Forms		PRODUCT SETTINGS	A sample is displayed below the slider so you can the effect of your adjustment.
Bookings	Four pane cross window	PRODUCT SETTINGS A	This is where you can add and manage your Price Engine products.
Reputation Tools	Two pane vertical window	PRODUCT SETTINGS	ADD CATEGORY
SEO 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	ARRANGING CATEGORIES
Sign Out	Four pane window	PRODUCT SETTINGS	CATEGORY SETTINGS
Switch Back	Six pane split window	PRODUCT SETTINGS	ARRANGING PRODUCTS
Notifications	Eight pane cross window	PRODUCT SETTINGS	This is where you can adjust your Price Engine settings.
Support	Doors	CATEGORY SETTINGS	SHOW LOGIN FORM BEFORE ALLOWIN CUSTOMERS TO GET A PRICE
GDPR Advice	Single Door	PRODUCT SETTINGS	SHOW INDIVIDUAL PRICES.
	Double Door	PRODUCT SETTINGS A	SHOW INTRODUCTORY TEXT
	Bi-fold door	PRODUCT SETTINGS	INTRODUCTORY TEXT
			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	Il 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	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	PROCIUCTINANE	■ VIEW VIDEO HELP	
	> Sales Tools	Single Pane Window	Product Settings Select Product Settings to manage your pro	oducts
	> 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	>
	C 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		

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

All Checked Tools	× +	
\leftarrow \rightarrow C (a) allcheckedtools.co.uk/price	eengine,php	☆ 😕 팩 🍪 🗄
9	Ashley Allen MPN Upvc Windows Doors and Contervatories Ltd	0 ≣ 众 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	
	Currency	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.
	Show a Data Protection checkbox on the login form. This will allow you to send future offers etc.	the effect of your adjustment.
Bookings		Products 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	Field Batter UDI	Price Engine Settings
Notifications	Address finish button links too.	This is where you can adjust your Price Engine settings.
🛷 Support	TEXT /thanks.php	SHOW LOGIN FORM BEFORE ALLOWING CUSTOMERS TO GET A PRICE
GDPR Advice		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	INTRODUCTORY TEXT >
	OFF - visitors can get a price without registering their contact details OFF ON	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

🗢 🗢 🗮 All Checked Tools 🛛 🗙	+	
$\leftarrow \rightarrow \mathbb{C}$ (a) allcheckedtools.co.uk/pricee	ngine.php	☆ 🗰 🖬 🍪 🗄
<u>,</u>	Ashley Allen	0 ≣ 众 0
Toolbox	£ Price Engine Builder	TOOLBOX HELP
	Adjust your online pricing engine settings, products and prices.	
	Snap View Products Price Engine Settings Add to your website	B TOOLBOX MANOAL
	To add the Price Engine to your website enter your website designer's email address below.	HELP VIDEOS 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 rollowing 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.
	SEND CODE	Products
		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
		CATEGORY SETTINGS >
		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
GDPR Advice		SHOW INDIVIDUAL PRICES.
		SHOW INTRODUCTORY TEXT >
		INTRODUCTORY TEXT >
		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	h 🌚
.	Ashley Allen O	0	≣	¢	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					
🚑 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

🗧 🔍 🗮 All Checked Tools 🛛 🗙	+		
$\leftarrow \rightarrow \mathcal{C}$ (h) 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.
> 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		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
م Permissions	#60335e AA	Yes •	you can set up extra office to group users together. This is especially useful if you have multiple branches
Billing	PICTURE		ADD OFFICE >
Network Builder	Drag and drop a file here.		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)

$\leftarrow \rightarrow C$ $$ allcheckedtools.co	o.uk/settings.php					4	. * = &		
0					Ashley Allen All Checked Ltd	0 ≣	Δ 0		
Toolbox	< Settings					TOOLBO:	KHELP		
	Authorised users only. See	Main Contact fo	r permission.						
	You Company Or	ganisation Su	peruser						
	The main contact can set	-up and manage	Toolbox users for your company.			HELP	(IDEOS		
Your Leads	Offices				+ ADD OFFICE				
ACDC	Use this section to chang	e office settings			_	This is where authorized 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	Dirining to the		Surarry men		· SETTINGS	Choose a Primary Colour to experience.	personalise your		
	Coalville Office	2	Heather Allen		SETTINGS	Add a picture to your profile	if you like) by draggin		
 Reputation Tools 	Leicester	0	Greg Allen		SETTINGS	PICTURE area to select a file	from your computer.		
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	iny. This section is ces and Users.		
🔅 Your Settings	Ruchy Office	4	Achlay Allan			Offices			
2. Permissions	Kugoy Onice	4	Ashiey Allen			Your main office is already se you can set up extra offices to This is opporially usoful if you	t-up on the Toolbox b group users togethe		
	Search table	_			Page 1 🗸 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 vou change a user's login email a	ddress vou'll need to verify that	email address. We'll send a	OFFICE SETTINGS			
	link to the new email add	ress with verific	ation instructions. The change of e	mail address will not be reflecte	d on this screen until it has	Users			
General Tools	beenvermed.					It's a good idea for each Tooli own separate login and you c	oox user to have their an set-up as many use		
	- Name		Office	V Last Login		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 use	's can set-up new		
	LIEATLIED ALLEN		Rugby Office	20/09/2020	A CETTINICC	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/set	tings.php					☆ ≱ 🗐 🍪 🗄
.						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 🗸 of 1	This is where authorised users can manage the Toolbox Settings.
ada z e ala	📽 Users				+ ADD USER	You
	Use this section to change	user settings. i	f you change a user's login email a	ddress you'll need to verify that	email address. We'll send a	Choose a Primary Colour to personal details.
Tools	been verified.	ess with vernita	auon instructions. The change of e	mair address with for be refiecte	o on this screen until it has	experience. Add a picture to your profile (if you like) by dragging
tation Tools	Name		Office	🔶 Last Login		an image in to the PICTURE area, or by clicking on th PICTURE area to select a file from your computer.
s	A TEST		Main Office	Resend Email	SETTINGS	Company This is where the main contact can set-up and mana
ools		DUNTS	Main Office	12/03/2021	SETTINGS	Toolbox users for your company. This section is divided into two groups: Offices and Users.
ttings		ĸ	Main Office	Resend Email	A SETTINGS	Offices
ons			Coalville Office	Colice cou		you can set up extra offices to group users together This is especially useful if you have multiple branche
			Rueby Office	19/03/2021	SETTINGS	within your organisation.
Builder			Rugby Office	20/08/2020	SETTINGS	
			Majo Office	10/03/2021		Users
F ools			Main Office	15/02/2019		It's a good idea for each Toolbox user to have their own separate login and you can set-up as many user:
	Coarch table		MainOffice	13/02/2017	Page 1 v of 1	as you like here.
		-				ADD USEK S
cations	A SUSPEND SELECTE					USER SETTINGS
	A Suspended Users					SUSPEND USER
rt	Name		Office	Last Login		REINSTATE USER

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	+					
$\leftarrow \rightarrow \ C$ (a) allcheckedtools.co.uk/permit	issions.php			ź	* =	7 🎯 E
P		Ashley Allen All Checked Ltd	0		\bigtriangleup	0
Toolbox 🎽	Comparison Setting up permissions for your Toolbox is very important for security.		8	TOOLBO TOOLBO	IX HELP X MANUAI	
	✓ rooms ✓ settings		Permissio	HELP ns	VIDEOS	
Your Leads	Tracker All Checked Tracker		Here you can s to which users	et which tool: . For example,	s and actions a sales perso	are available n will
4 ACDC	USERS WITH PERMISSION: Anthey Allen X Greg Allen X Joe Allen X Heather Allen X		require access will require ac Tools	to fresh leads cess to the bill	s, whereas an ing section.	accountant
Admin Tools	I All Checked To-dos		Here you can g grant permissi company, to a	rant access to ons to the wh group or offici	o tools. You ca ole organisati e, or to indivic	in either on, to a lual users.
> Sales Tools	Task organisation for All Checked Users with PERMISSION:		Some tools hav may want som not update, de	ve sub-permis zone to be ab lete or transfe	sions. For exa le to see your er them.	mple, you leads, but
Reputation Tools	Ashley Allen X Greg Allen X Joe Allen X Heather Allen X		You can only so permission for	et permission:	s for tools you	i have
SEO Tools	④ Moderator		ADD USER			>
	A 1001TOF POIICING AUCHECKED.CO.UK USERS WITH PERMISSION:		REMOVE U	SER		>
Your Settings	Ashley Allen X Greg Allen X Joe Allen X Heather Allen X					
Rilling	+ Adder					
Network Builder	Add companies to All Checked Users With PERMISSION:					
	Anney Anter A					
General Tools	Invoicing Invoicing and Accounts					
	USERS WITH PERMISSION: Achieved and the second secon					
C→ Sign Out	26 Vourt onde					
Notifications	Add the users who may search and view new and old leads assigned to them.					
🛷 Support	USERS WITH PERMISSION:					
i GDPR Advice	YOUR LEADS SUB PERMISSIONS					
	View all company leads Add the users who may also search and view all Company leads.					