



 MyWebWorkplace.net
{teamwork technologies}

Absence management Partner Guide

On demand business automation application

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Introduction

Thank you for choosing MyWebWorkplace.net.

MyWebWorkplace.net is an integrated suite of on-demand software modules, each of which targets a distinct business process to improve efficiency, accuracy, compliance & communication throughout an organisation.

Each module is available separately as a powerful standalone system or alternatively, multiple modules that inter-connect and work together to promote successful business automation.

MyWebWorkplace.net has been designed to be simple and quick to setup but able to accommodate all business models. Its versatility gives complete control over its implementation and a tight fit to any organisational need.

Benefits

- Additional revenue stream
- Service provided to all your clients' employees
- Perceived care and consideration given to ongoing, day to day effectiveness of clients business
- No effort and cost required to become a partner
- Large discount offered to your clients if they signup through your partner account (up to 66.6%)
- Better brand awareness
- Better client renewal/return rates
- Improved communications and better records to support client business
- Standard policies and procedures applied to all clients staff to reduce discrimination
- Standard procedures ensure compliance

Purpose

This guide is intended for all Partners/resellers of MyWebWorkplace.net.

Scope

This guide will cover all partner requirements of MyWebWorkplace.net.

Convention Key

This guide uses the follow conventions to describe particular parts of MyWebWorkplace.

<u>Underline</u>	➡	Hyperlink (e.g. <u>Create Leave Request</u>)
<i>Italic</i>	➡	Section title (e.g. <i>My Current Leave Requests</i>)
'Single quotes'	➡	Field (e.g. 'Forename')
[Square brackets]	➡	Button (e.g. [Submit])
Bold	➡	Menu route with > between selections (e.g. My details > Groups)
HTTP://MWWP.ME	➡	Web address

MyWebWorkplace Partner portal

As a partner of MyWebWorkplace you have access to our partner portal to manage your partner account.

Access to the partner portal:

Web Address: [HTTPS://MWWP.ME/RESELLER_ADMIN](https://mwwp.me/reseller_admin)

Username: XXX

Password: XXX (Case sensitive)

The following are available from the partner portal:

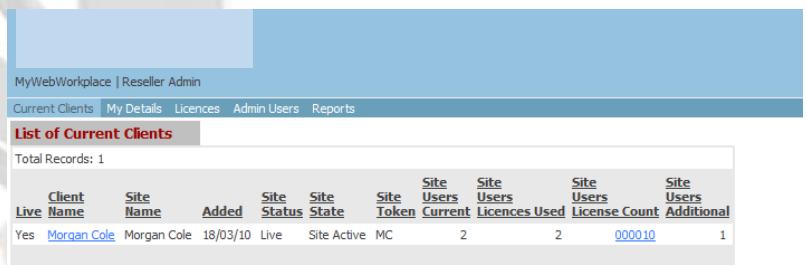
- ➔ Current clients
- ➔ Adding new clients
- ➔ Partner account information
- ➔ Adding access for new partner users
- ➔ Managing licences
- ➔ Reports (under development)

Current Clients

Current clients shows a list of all clients that have registered through your partner profile.

Client Name goes to the client detail. This shows the clients contact details, site status and licencing information.

Site User License Count goes to the licence page for that client where groups of licences can be added or removed as required. This can also be reached in the client detail page by clicking the number of licences link.



The screenshot shows the 'MyWebWorkplace | Reseller Admin' interface. The navigation menu includes 'Current Clients', 'My Details', 'Licences', 'Admin Users', and 'Reports'. The 'List of Current Clients' table is displayed with the following data:

Live	Client Name	Site Name	Added	Site Status	Site State	Site Token	Site Users Current	Site Users Licences Used	Site Users License Count	Site Users Additional
Yes	Morgan Cole	Morgan Cole	18/03/10	Live	Site Active	MC	2	2	000010	1

Adding New Clients

New clients can be added in two ways. Either via **Current Clients > Add Client** in the partner portal or through your public facing registration pages.

Access to the public facing registration pages:

[HTTPS://MWWP.ME/CLIENT_NEW/DEFAULT.ASPX?R=XXX](https://mwwp.me/client_new/default.aspx?R=XXX)

Partner Account Information

This can be found at **My Details** in the partner portal where management of your account name and contact information with regard to your clients and MyWebWorkplace.net can be changed.

A restriction can be placed on your clients from adding their own licences. This is useful if you build in the cost of MyWebWorkplace.net in to your service or make it available for free to your clients.

The reseller urls are displayed at the bottom of this page.

New Partner Portal Users

An unlimited number of **Admin users** can be set up to have access to your partner portal. Add new users by clicking **Add New** and completing the form below and clicking [Add].

Managing Licences

Site Type	Item	Allow User	RRP	Reseller	Display	Display	Display	Display
			Per Hour	Per Hour	Per Hour	Per Hour	Per Hour	Per Hour
Client	Absence Management	Yes	3	No	0.00	0.00	0.00	0.00
Client	Absence Management	Yes	10	Yes	13.75	36.50	10.00	10.00
Client	Absence Management	Yes	25	Yes	24.25	35.50	15.00	15.00
Client	Absence Management	Yes	50	Yes	68.75	35.50	750.00	15.00
Client	Absence Management	Yes	100	Yes	120.00	15.00	1,420.00	14.25
Client	Absence Management	Yes	200	Yes	202.50	14.00	2,120.00	12.25
Client	Absence Management	Yes	300	Yes	246.50	11.10	5,960.00	11.50
Client	Absence Management	Yes	1000	Yes	924.00	11.10	10,080.00	10.00
Client	Absence Management	Yes	2000	Yes	1,474.00	8.85	10,080.00	8.00
Client	Absence Management	Yes	4000	Yes	2,224.00	8.22	10,400.00	8.00

The **Licence** page shows the current licence groups that are available. The licence groups are split into our RRP, the cost to our partner ('Reseller') and the cost to your client ('Display'). The reseller cost will include any discount offered.

By clicking **detail** against the appropriate licence group will take you to that groups detail page. From

there monthly billing can be turned on/off to your client, licence groups can be made unavailable for clients to choose and a mark-up or discount can be calculated against the selected group of licences.

Reports

- ➔ List of current clients
- ➔ Financial breakdown of outstanding licence purchases
- ➔ Others available on request

Power Partner

A partner can be created as a power partner. This gives the partner the ability to create other partners from within their partner portal.

Only IPS directly are able to create Power Partners. A clear business motivation is required to be awarded Power Partner status.

Branded Identity

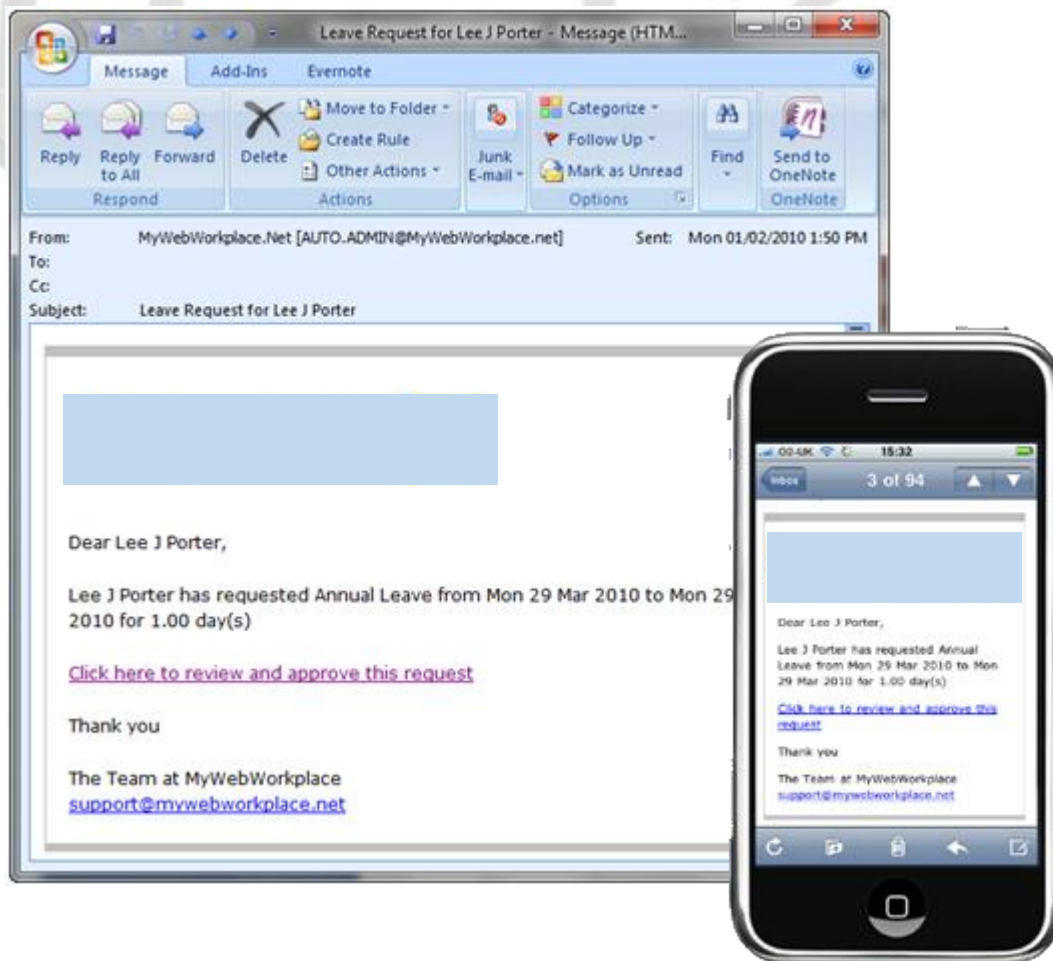
Your supplied logo is displayed to your clients at all times. They include:

- ➔ Registration/sign up page
- ➔ Login page

Access to your login page:

[HTTPS://MWWP.ME/LOGIN/LOGIN.ASPX?R=XXX](https://mwwp.me/login/login.aspx?R=XXX)

- ➔ Throughout the site(s) (i.e. once logged in)
- ➔ In all email correspondence including client account creation, new users, tasks, activities and receipts



- ➔ Support and guidance is provided via MyWebWorkplace.net branded materials

Contact Support

Customer Service

Contact customer service to get help with:

- Pre-sales enquiries
- To place an order
- Upgrades
- Cancellations
- Licences
- User ID / password issues

Call 0844 736 1820 ext 1

Technical Support

For technical issues

Raise a support ticket at <http://support.mywebworkplace.net/home>

Email your support request to support@mywebworkplacenet.zendesk.com

Call 0844 736 1820 ext 2 (available between 9.30 and 17.00 GMT)

If you are a VAR Partner and have a query please call

0844 736 1820 ext 3

Other lines of support

Forum - <http://support.mywebworkplace.net/forum>

Blog - <http://blog.mywebworkplace.net/>

Resources - <http://blog.mywebworkplace.net/page/Resources.aspx>

How to videos - <http://www.mywebworkplace.net/how-to.aspx>