

Infoslips Landing Page Definitions for Run Administrator

Infoslips Run Functions

- This selection will be used when you would like to create and process Infoslips runs
- Track the process status of your Infoslips run
- Trail uploaded export data
- Schedule or immediately release your Infoslips run
- Cancel or Discard Infoslips runs



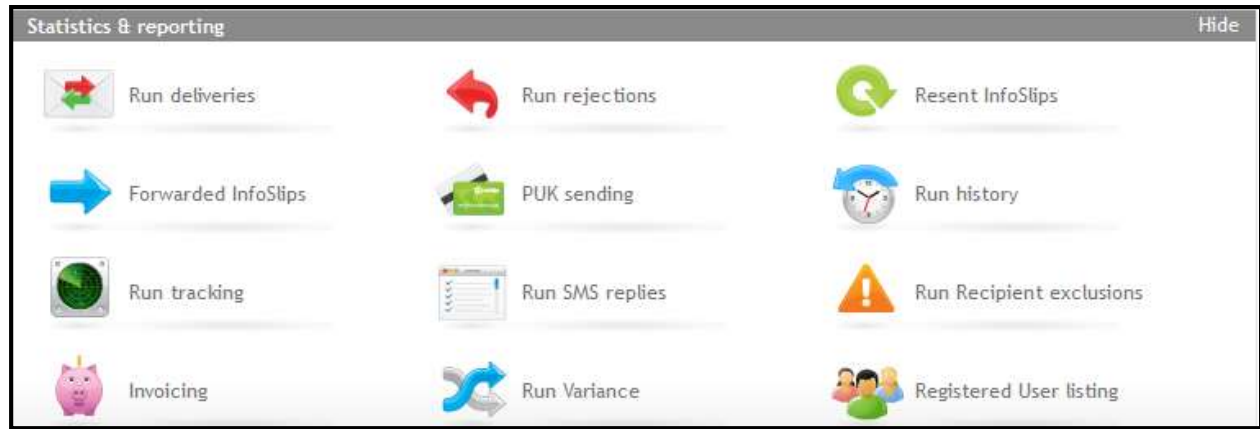
When you have selected the Start and Proceed with runs function you will access the following web page



- Please select your Customer name on the drop down
- Select the correct template for upload (Standard, Consolidated or IRP5)
- Select your Month Period you are releasing
- Name suffix, use this option when you have more than one Company and you would like to track each Company run on its own
- Select insert when all options are complete
- Continue with your Infoslips run as per Infoslips training received

Statistics & Reporting

- If you require a report on Infoslips
- Please see each report specification



Run Deliveries Report

- All Infoslips delivered and rejected to recipients

Run Rejections Report

- All Infoslips rejected and not delivered to recipients

Resent Infoslips Report

- This option will give you a report of Infoslips that was resent from the History and the Run Administrator who did the resend.

Forwarded Infoslips Report

- This option will give you a report on Infoslips that was forwarded and the Run Administrator who did the forward.

Run History Report

- Use this option to see exactly how many Infoslips was released for a specific month period or date range.

Run Tracking Report

- Use this report to track your Infoslips run and the Run Administrator that has processed the run.

Run SMS Replies Report

- You can use this report when your Company are using the SMS option, this is only a report to show employees that has replied on the Infoslips SMS that was sent to them.

Run Recipient Exclusion

- This report may be used to see what Run Administrator was excluded from the Infoslips run.

Invoicing Report

- Use this report to show the total amount of Infoslips released for a specific Run Period.

Run Variance Report

- This report can be used to compare Infoslips totals released in different months.

Registered User Listing Report

- Use this report to see who is listed as the Run Administrators at your Company.
- This report can also be used to see what employees has registered on Infoslips.

System Functions



Recipient Management & History

This Function can be used for the following:

- Resend PUK numbers and Infoslips
- Override email addresses
- View User Names of Registered Users

Recipient Listing

- This function can be used to view all recipients PUK numbers, Unique ID's, Name, Email address and when the PUK number was created on the Infoslips website. You will also be able to export this information and view as required.