# myePayWindow new Dashboards and Useful Links

From V8 Update 1 2020 some new features have added to myePayWindow which we believe will be helpful in supporting important client communications and employee engagement during these challenging 'working from home' times. The following new features have been added in this regard (see the release notes for other new features in V8):

- The ability for a Bureau user to broadcast a message to all their clients that will be visible on a user's homepage when they login.
- The ability for an Employer user to broadcast a message to all their employees that will be visible on the employee's homepage when they login.
- A Bureau user can create useful hyperlinks to direct users to relevant websites for example latest Employer information for example regarding Covid-19 guidance and support
- An Employer user (or a Bureau user on their behalf) can create useful hyperlinks to direct users to relevant websites for example latest Employee information regarding Covid-19, Furlough arrangements etc.

## How to set up a Bureau-to-Employer Broadcast Message (Bureau User)

Navigate to **Administration/Employer Dashboard**.

Use the date picker below to apply an expiry date to the broadcast message. Enter the message text (a maximum of 500 characters). Click save. This broadcast message will show immediately on all your clients 'Employer' dashboards. Only one message can be displayed at a time. A message remains on display until it is replaced, removed or the date expires. If you wish to remove the message you will need to click on clear and then 'save' and the message will be removed from the Employer dashboard.
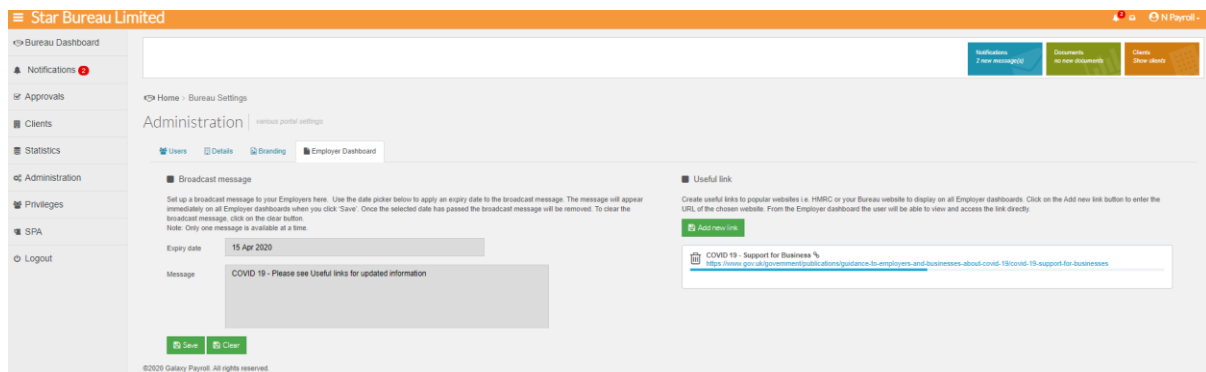


The broadcast message will display as follows on the Employers Dashboard:-
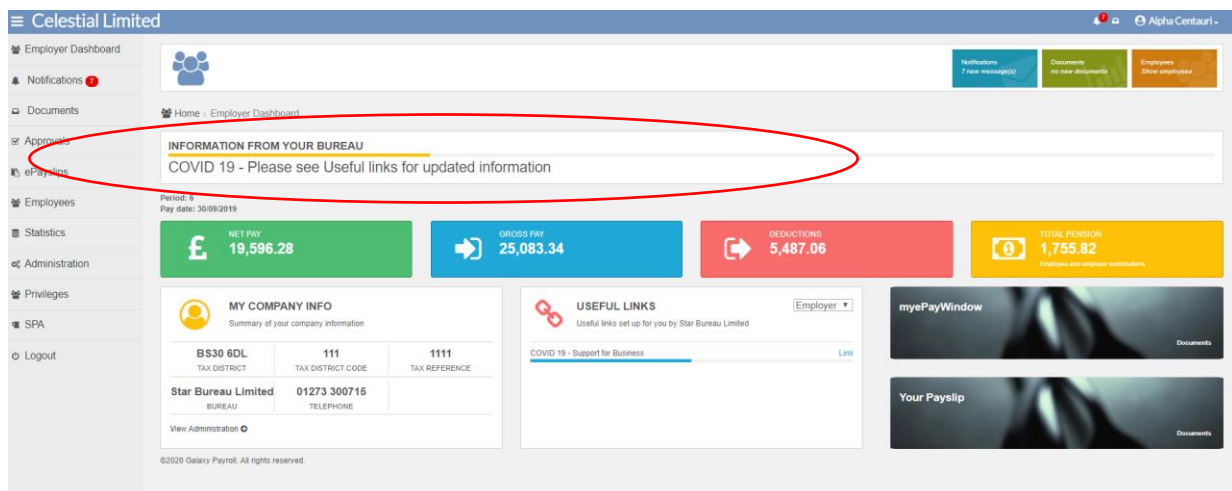
## How to set up Bureau-to-Employer Useful Links (Bureau User)

Navigate to **Administration/Employer Dashboard.** Click on the add new link button

**Useful link**                                    ✕

| | |
|---|---|
| Title | Title |
| Url link | Url link |
| Type | ⦿ Website  ◯ Document |
| Display | ⦿ Link  ◯ Tile |

⦿ Save new link

1. Enter the Title of the useful link e.g. Covid-19 Support for Business
2. Enter the URL of the website or Document
3. Choose whether you would like the website shown as a link or a tile on the dashboard

Click on Save new link

The useful link has been created on the Employer dashboard. You can create as many useful links as you like, however we recommend that create 5-8 Useful links and two tiles on the dashboard.



Below shows an example of a useful link as a tile.





To delete a useful link, navigate to **Administration/Employer Dashboard** and click on the bin icon. This will remove the link from the Employer dashboard.
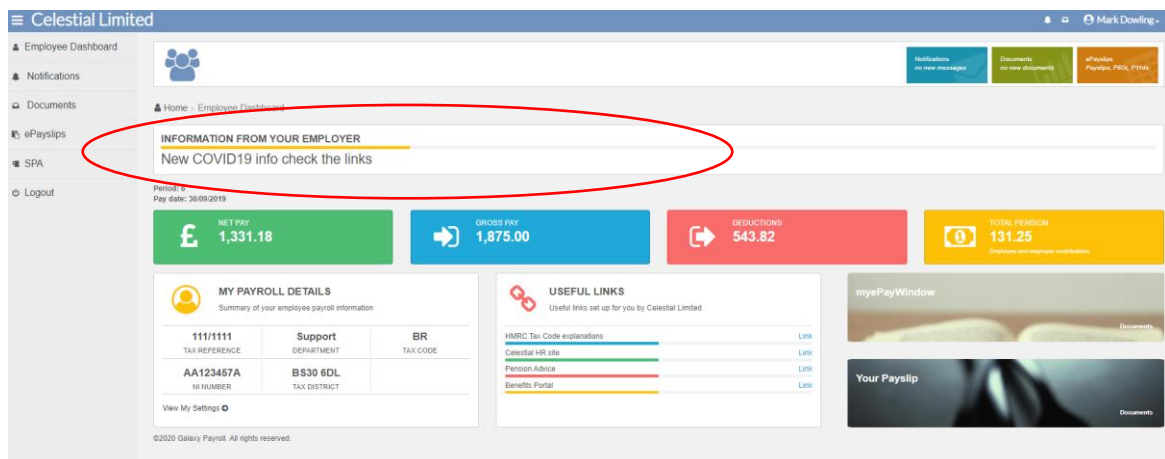
## How to set up an Employer-to-Employee Broadcast Message (Employer User)

Navigate to **Administration/Employee Dashboard**.

Use the date picker below to apply an expiry date to the broadcast message.  Enter the message text (a maximum of 500 characters).  Click save.   This broadcast message will show immediately on all your 'Employee' dashboards.  Only one message can be displayed at a time. A message remains on display until it is replaced, removed or the date expires. If you wish to remove the message you will need to click on clear and then 'save' and the message will be removed from the Employee dashboard.
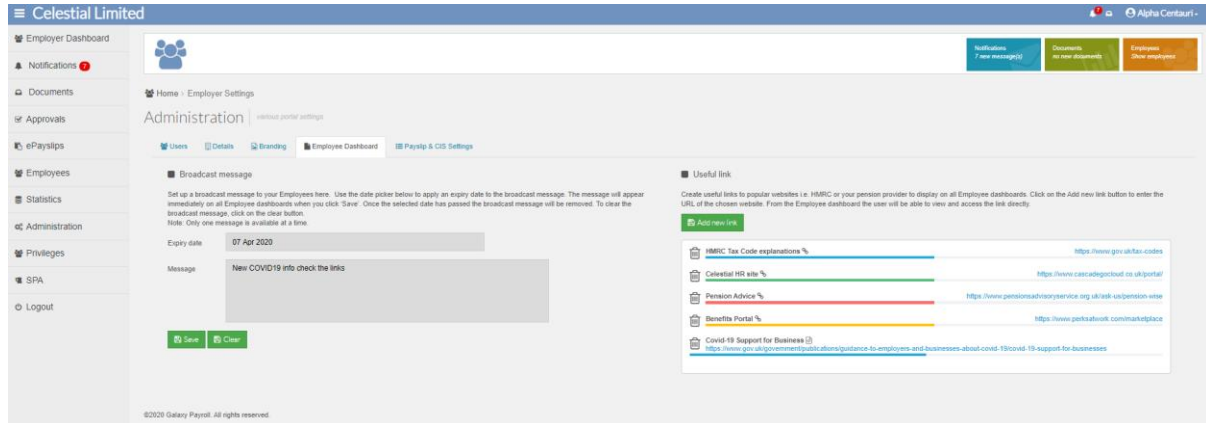


The broadcast message will display as below on the Employee Dashboard:-



## How to set up Employer-to-Employee Useful Links (Employer User)

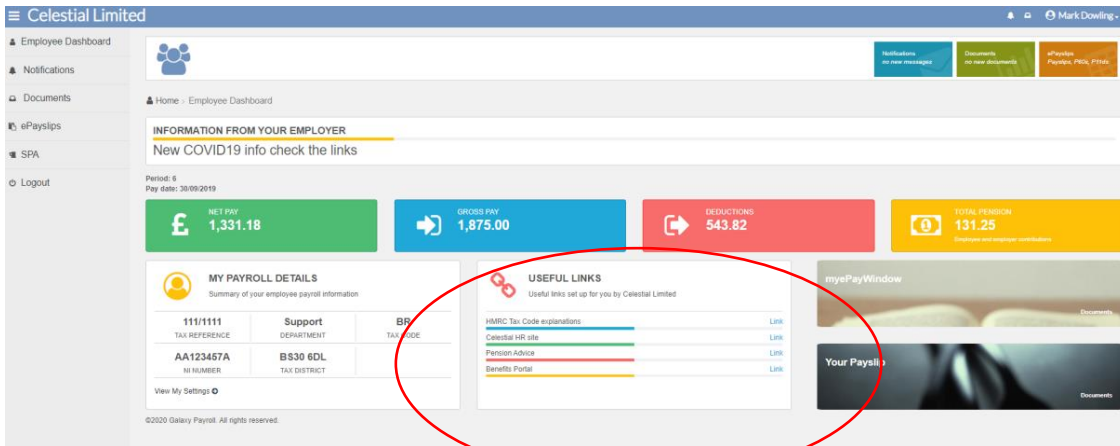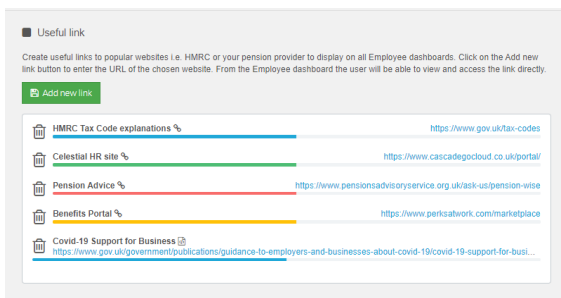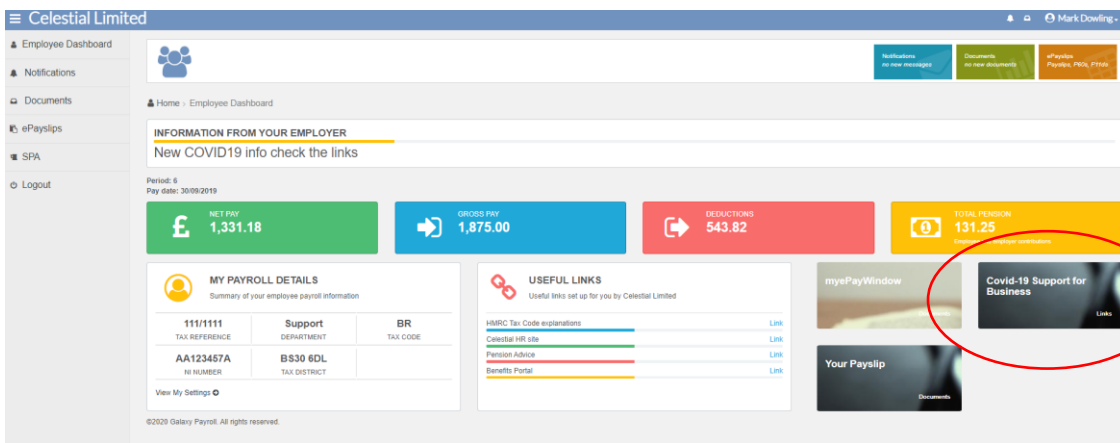Navigate to **Administration/Employee Dashboard.**  Click on the add new link button



1. Enter the Title of the useful link e.g. HMRC
2. Enter the URL of the website or Document
3. Choose whether you would like the website shown as a link or a tile on the dashboard

Click on Save new link

The useful link has been created on the Employee dashboard. You can create as many useful links as you like, however we recommend that create 5-8 Useful links and two tiles on the dashboard.



Below shows an example of a useful link as a tile.





To delete a useful link, navigate to **Administration/Employee Dashboard** and click on the bin icon. This will remove the link from the Employee dashboard.
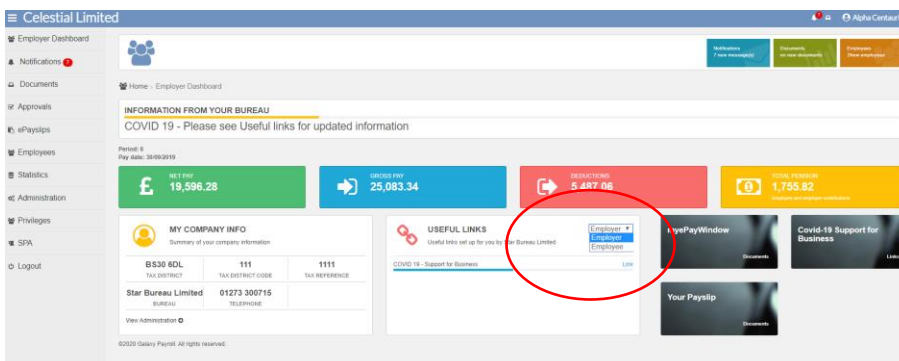


From the **Employer dashboard** you can switch the view from your Employer Useful links (set up by the Bureau) and the view from the Employee useful links (set up by the employer). Use the dropdown box to choose the view.