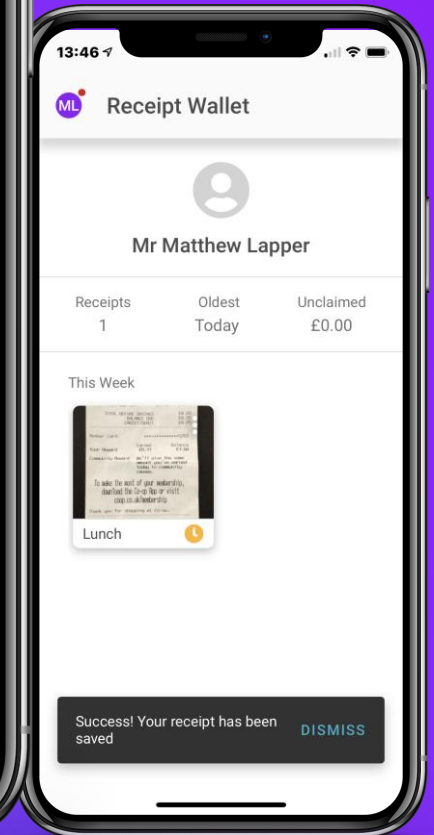
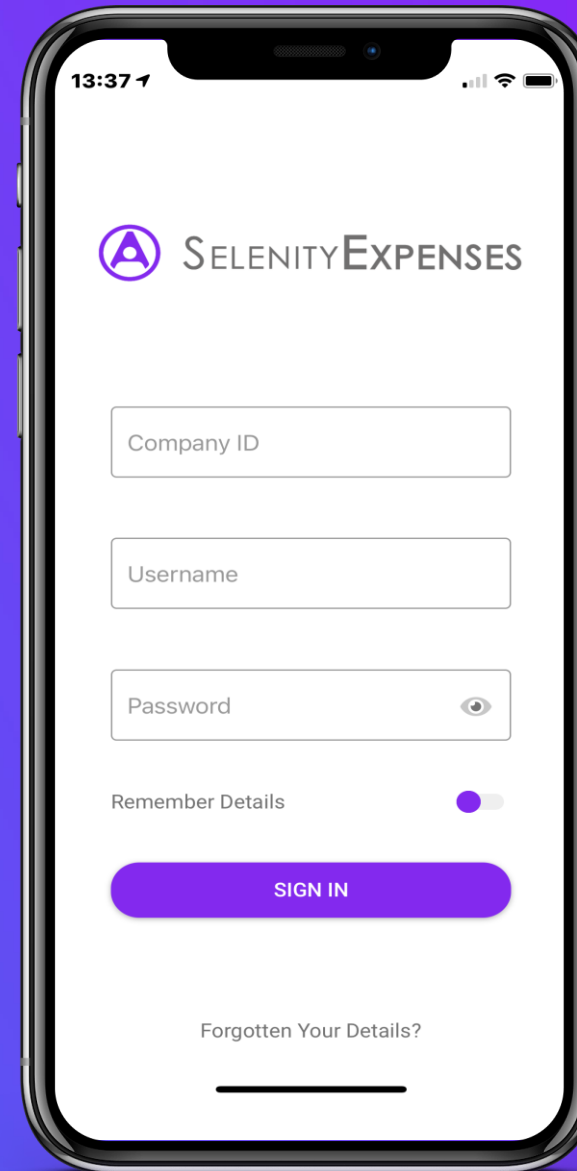




SelenityExpenses Communications Kit Catalogue Edition 1

27.07.2021



Introduction

As well as the communication planning tools we've provided to help you think about what you need to communicate, we have also created a library of assets that you can use to execute your communications.

From posters and leaflets, digital banners and videos to written templates, there is loads to choose from that best suits your organisation.

Many of the items within the library as well can be personalised, either by yourselves or via the Allocate design team.

More information on how you can request the assets, including those that require personalisation, can be found in the Communications Vault.



Communication Kit Overview

Here is a list of the different items that are available as part of the <product name> communication kit. More details on each are provided on the following pages:

Print Assets

- Poster

Digital Assets

- Email Signature
- Screen Saver
- Social Media Image
- How to Guide

Written Templates

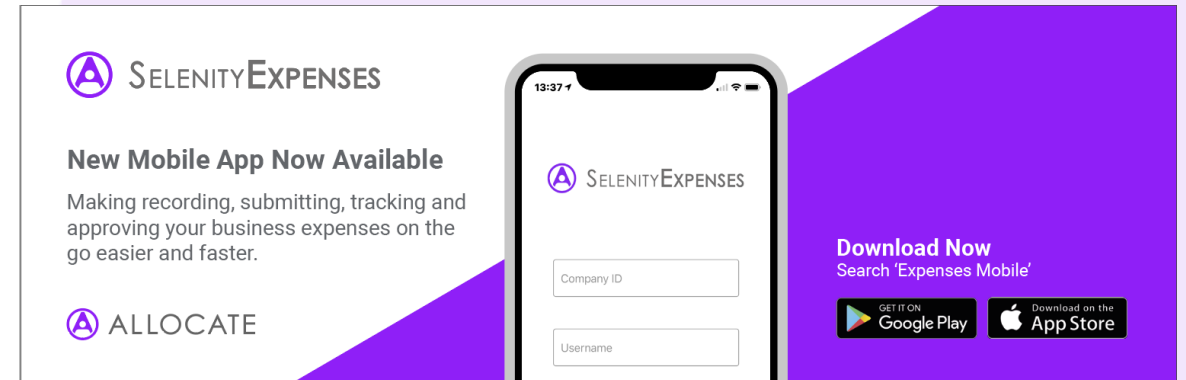
- Email template

Communications Kit

Print Item: Email Signature

- This email signature image can be added to the bottom of your email communications.
- You can add a hyperlink to the image, including:
 - Link to your own internal pages/intranet
 - Link to the Allocate website [Allocate Software | Rostering solutions for healthcare in the UK & Ireland](#)
 - Link to the SelenityExpenses webpage [Allocate SelenityExpenses - Allocate UK \(allocatesoftware.co.uk\)](#)

Can this be personalised?	No
Supplied Format	JPEG



Communications Kit

Print Item: Email Template

- This email template can be sent to your users to inform them of the updates.
- You can include a video update that explains the upgrade
- You could include a how to get setup guide

Can this be personalised?	Yes
What can be personalised?	Fully Editable
Who personalises it	Self
Supplied Format	Digital, word doc

Title: SelenityExpenses | New App coming soon

Dear <Name>

I'm writing to let you know about an exciting update to the SelenityExpenses mobile App and the benefits and changes you will see as a result.

Why does our organisation need the app?

Making recording, submitting, tracking and approving business expenses on the go easier and faster for you. Without the need to power up your computer, simply add your expense claims as they happen and never miss a receipt again.

Expenses Mobile from Selenity allows you to manage the entire claim process in the palm of your hand, from submitting your full claim with digital receipts, to the one click approval. In addition, the GPS mileage technology enables pinpoint accuracy so you can effortlessly record your journey, saving you time and reducing error. Simply log, snap and send.

What does the updated App mean for you?

The update to the app means:



- User-friendly new look and feel
- Easier and faster to log expenses
- Reduced administration time
- New mileage claim GPS functionality
- Smart new Optical Character Recognition

For more information, watch our demo video update [here](#):



[Watch the Video Update](#)

When can I get the new app?

To access the upgrade please visit your app store, search for "Expenses Mobile" and download.

Once you have downloaded the new app, the icon on your home screen will change:

 to 

If you have any questions please feel free to email us at [\[Enter your email address or use Allocates info@allocatesoftware.com\]](mailto:info@allocatesoftware.com).


Thank you,
Name tbc

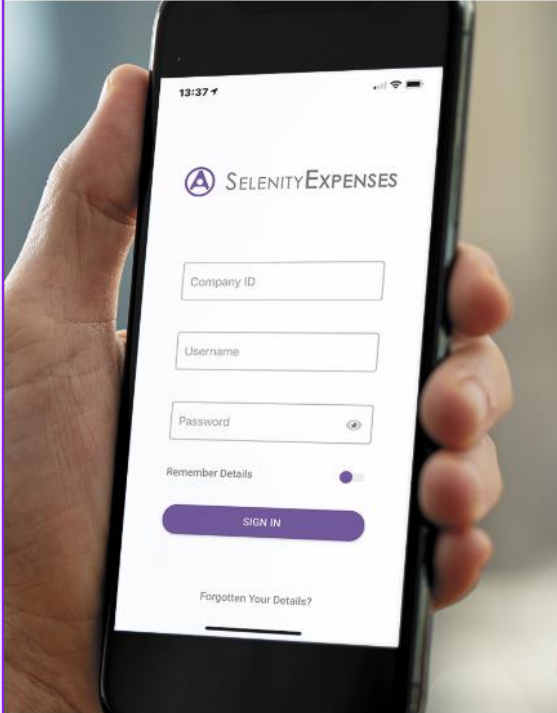
Communications Kit

Print Item: Poster

- There is a poster that available that can be printed off and used in office spaces.
- Highlights the new benefits of SelenityExpenses new app.
- Location/s: Noticeboards in wards, wall space in staff room areas, etc

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Organisation Logo
Who personalises it	Allocate Design Team
Supplied Format	Digital image, print ready file.

customer logo



New App | Available Now



Making recording, submitting, tracking and approving your business expenses on the go easier and faster. Simply log, snap and send.

New mileage claim via GPS, simply set a start location and end location, then the app calculates the distance automatically so you don't have to.

Capturing expense receipts, and the data on them digitally makes it quicker for you to make a claim.

Manage your expenses from the palm of your hand

Download Now
Search 'Expenses Mobile'

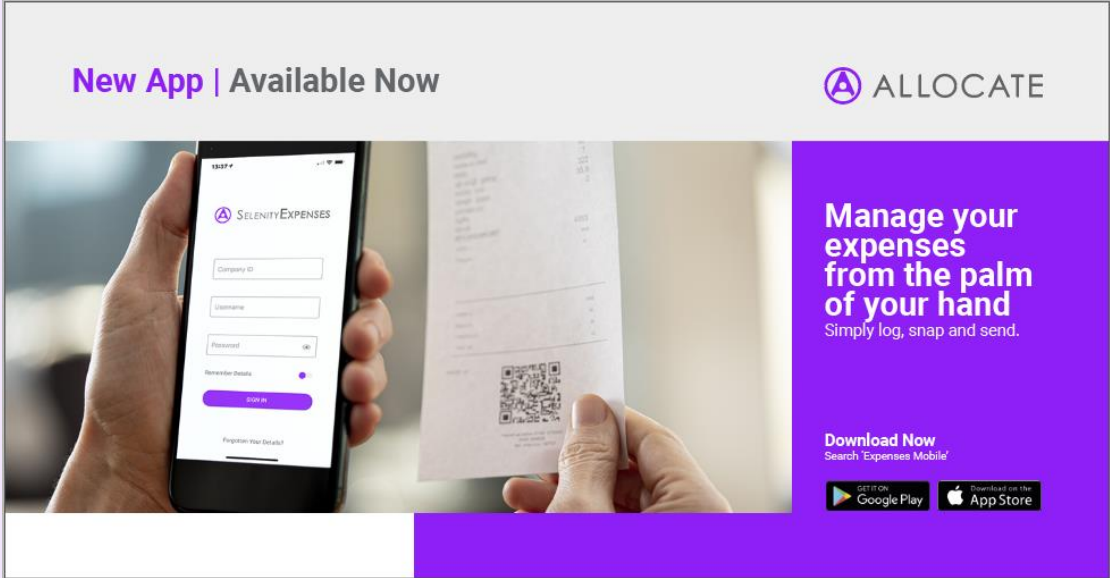
 

Communications Kit

Print Item: Social Media Image

- This image can be used on your social media accounts to help share the message to a wider audience who follow your e-rostering social accounts.
- Don't forget to use the hashtag #SelenityExpenses
- Location/s: For use on organisations internal twitter/social channels.

Can this be personalised?	No
Supplied Format	JPEG



Communications Kit

Print Item: Screensaver Slide

- This Screensaver slide can be used on screens throughout your organisation, whether as a lock screen on desktops or as part of a slideshow in a common area.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none"> Organisation Logo
Who personalises it	Self
Supplied Format	Digital image, JPEG (1920x1080)

SELENITYEXPENSES

Manage the entire claim process from the palm of your hand. From submitting your claim with digital receipts, to one click approval.

GPS mileage technology enables pinpoint accuracy so you can effortlessly record your journey, saving you time and reducing error.

Capture you expense receipts, and the data on them digitally to make it quicker for you to make a claim.

New App Available now

Simply log, snap and send.

ALLOCATE Customer Logo

Download Now Search 'Expenses Mobile'

GET IT ON Google Play

Download on the App Store

Communications Kit

Print Item: How-to-Guide

- This 1-page PDF gives your users a quick over on how to download and access SelenityExpenses

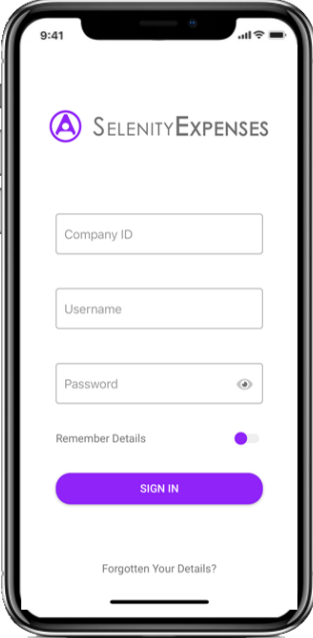
Can this be personalised?	No
Supplied Format	PDF

How to Download

Search 'Selenity Expenses' in your App Store

Available on the **App Store**

GET IT ON **Google Play**



Downloading Expenses Mobile

How to download and log into Expenses Mobile?

- Download application from your Android or Apple Store by searching for Expenses Mobile
- Launch the Expenses Mobile app on your smartphone to display the logon screen.
- To setup your password click on **Forgotten details** and type your email address. An email will be sent to you with the credentials.
- Once you get the email, you will be required to enter the same credentials to log onto the Expenses website. The required credentials are:
 - Company ID → TBC
 - Username → Name.Surname
 - Password → send via email

ALLOCATE



If you have any questions or feedback these assets, we are happy to help. Please contact: comms-vault@allocatesoftware.com

