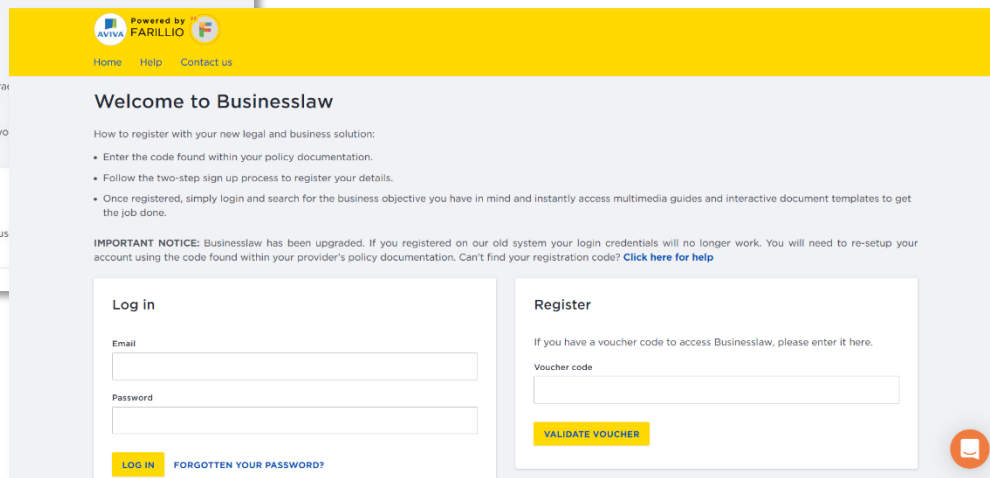
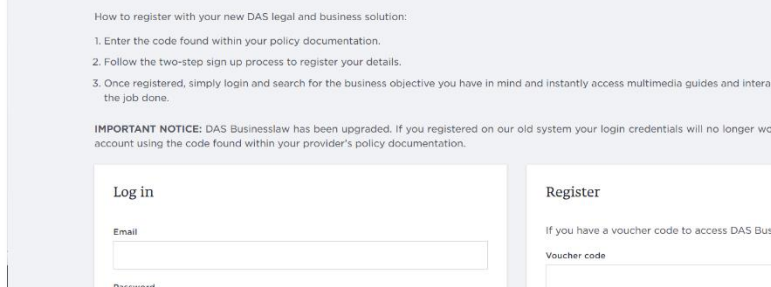


How to register



1. Visit www.dasbusinesslaw.co.uk or www.cutredtape.co.uk (Aviva customers only)



How to register



2. Insert your registration code into the 'Voucher code' box, before clicking 'Validate Voucher' – the code can be found within your policy documentation, or, use the code provided to you by your DAS adviser.

This screenshot shows the registration interface for DAS Householdlaw. On the left is a 'Log in' section with fields for 'Email' and 'Password', and buttons for 'LOG IN' and 'FORGOTTEN YOUR PASSWORD?'. On the right is a 'Register' section. It includes a heading 'If you have a voucher code to access DAS Householdlaw', a 'Voucher code' input field, and a 'VALIDATE VOUCHER' button. A red circle is drawn around the 'Voucher code' field and the 'VALIDATE VOUCHER' button. Above the registration forms, there is instructional text and an 'IMPORTANT NOTICE' regarding system upgrades.This screenshot shows the registration interface for DAS Businesslaw. It has a yellow header bar with the 'Powered by FARILLIO' logo and navigation links for 'Home', 'Help', and 'Contact us'. The main heading is 'Welcome to Businesslaw'. Below this is instructional text and an 'IMPORTANT NOTICE'. The registration section on the right, titled 'Register', includes the heading 'If you have a voucher code to access Businesslaw, please enter it here.', a 'Voucher code' input field, and a 'VALIDATE VOUCHER' button. A red circle is drawn around the 'Voucher code' field and the 'VALIDATE VOUCHER' button. A 'Log in' section is also present on the left. A chat icon is visible in the bottom right corner.

How to register




3. You will then be greeted with the 'code registered' message below. You should then fill out your details and set a password.


A screenshot of a web registration form for Farillio. The form is titled 'Excellent! Your special sign-up code was successful - now just tell us a bit about you and we'll get your Farillio account set up in no time!'. It includes fields for 'Your name', 'Your email address', and 'Your password'. The 'Your name' field is circled in red. There are also checkboxes for 'Want to know when new features land...' and 'Then tick that box right there...'. The form is surrounded by four colored boxes with icons and text: 'Accomplish your objectives' (blue), 'Be confident you're getting it right' (orange), 'Save money and get more time in your day' (green), and 'Create and manage your documents with ease' (purple). The top of the form shows the 'DAS Powered by FARILLIO' logo and the email 'support@farillio.io'.

How to register

4. You must then validate your email address by clicking the link found in your registration email




Accomplish your objectives




Be confident you're getting it right


Email confirmation sent!

Simply click on the magic link in the email we've just sent (try checking your spam/junk folder if you can't find it) – and hey presto, your Farillio account will open and be ready to explore!




Follow us for great business tips and tricks:






Save money and get more time in your day



Create and manage your documents with ease

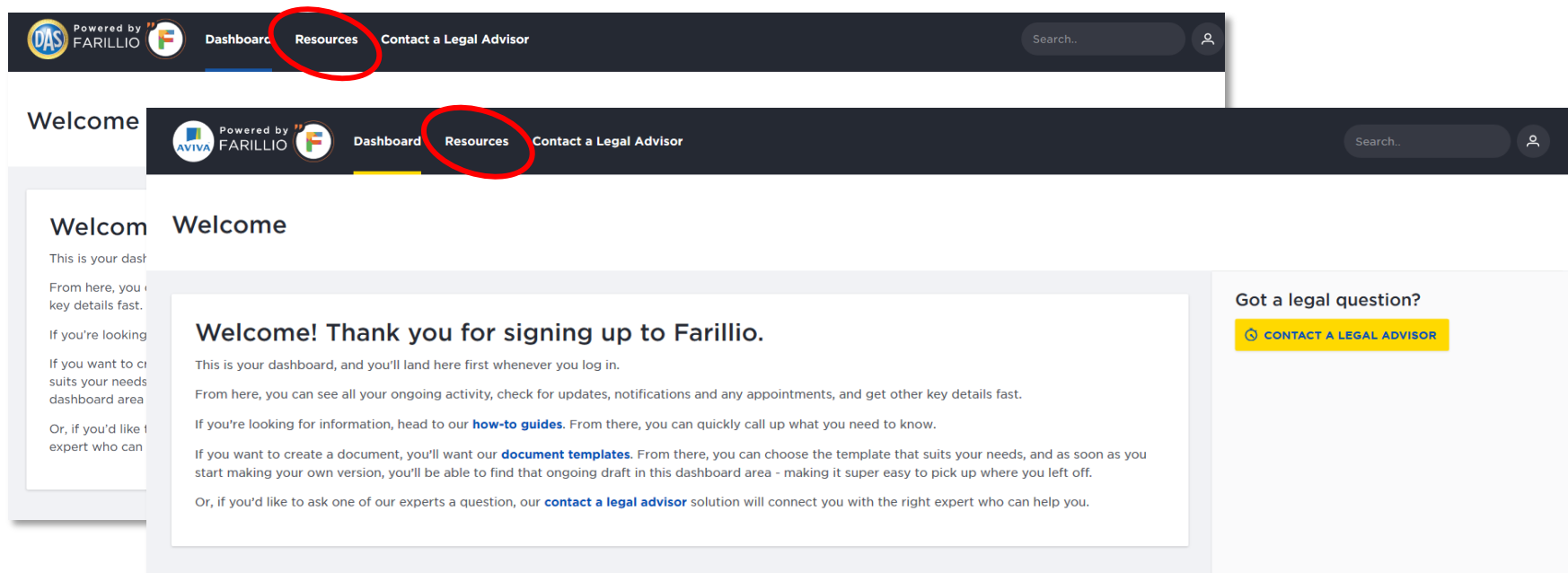
Proudly supporting



How to register



5. You will then be greeted by the welcome dashboard. From here you can use the 'Resources' button within the navigation ribbon to access your guides and templates.





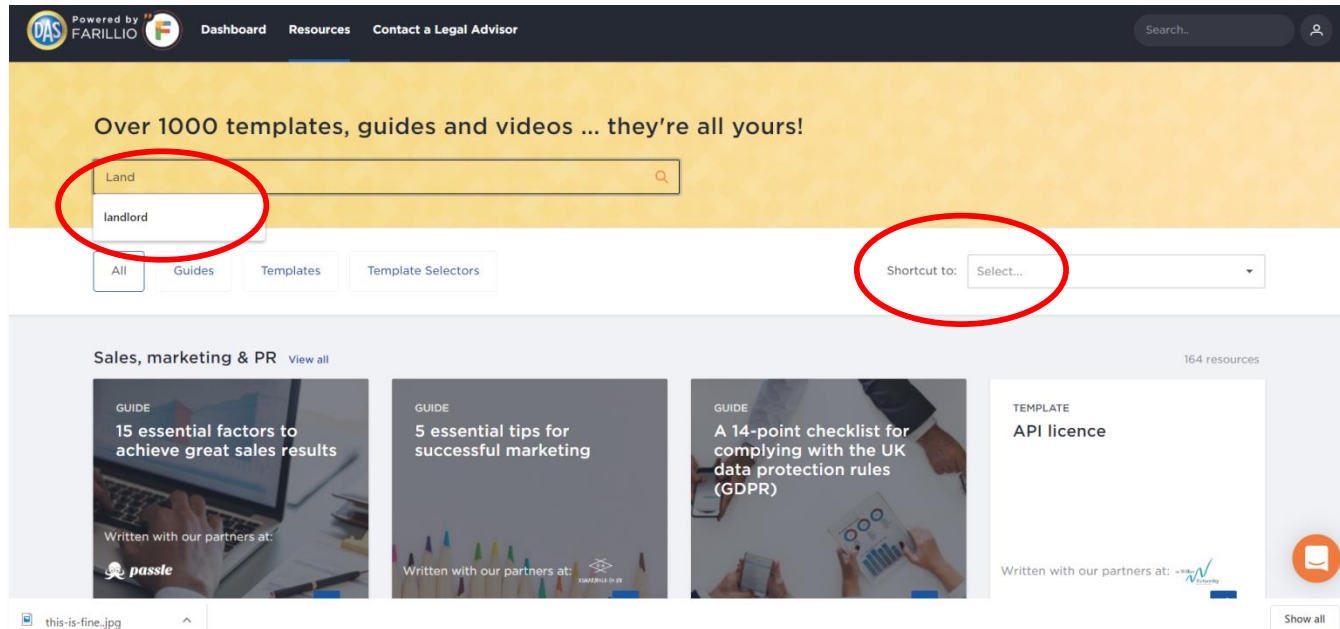
FIRST FOR JUSTICE

Using Businesslaw

Search and navigation



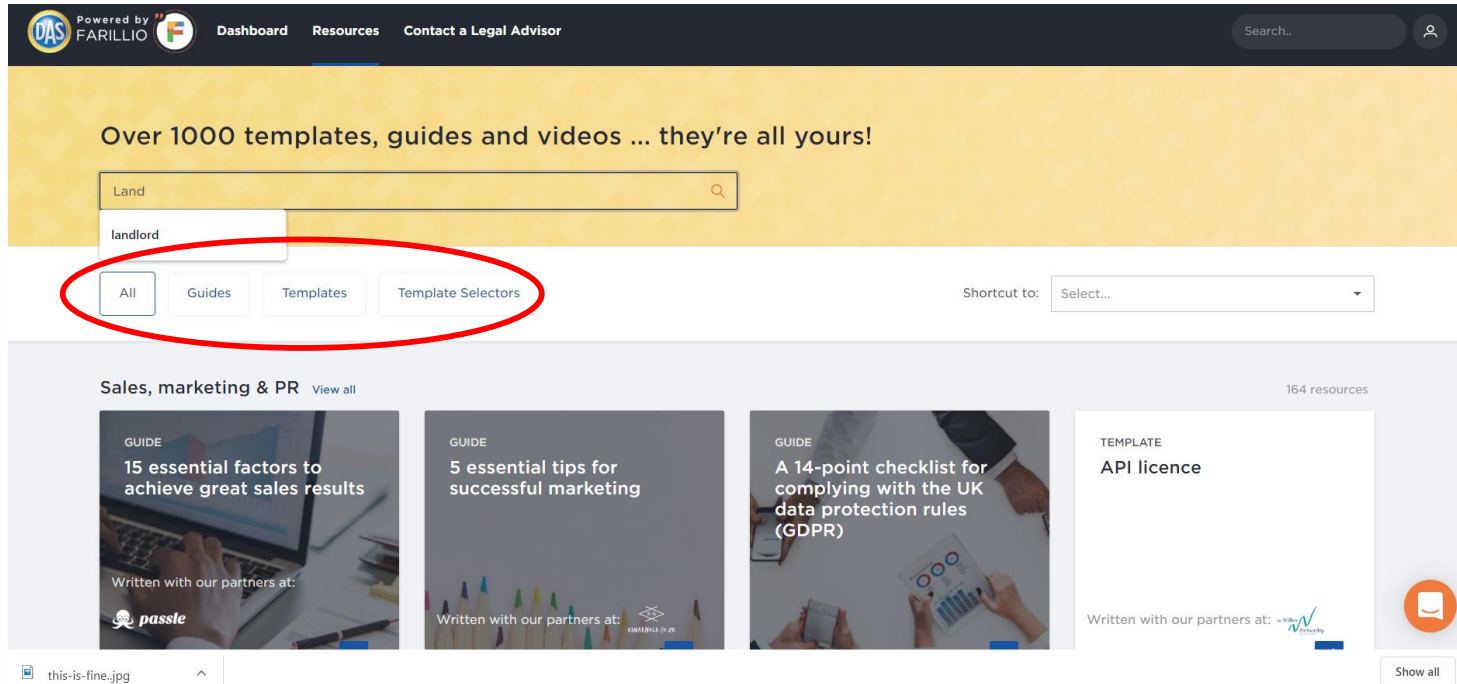
1. The resource section contains all customer guides and templates. Specific resources can be searched for using the search bar, whereas broader template & guide areas, such as 'employment' can be selected using the drop-down shortcut menu.



Search and navigation

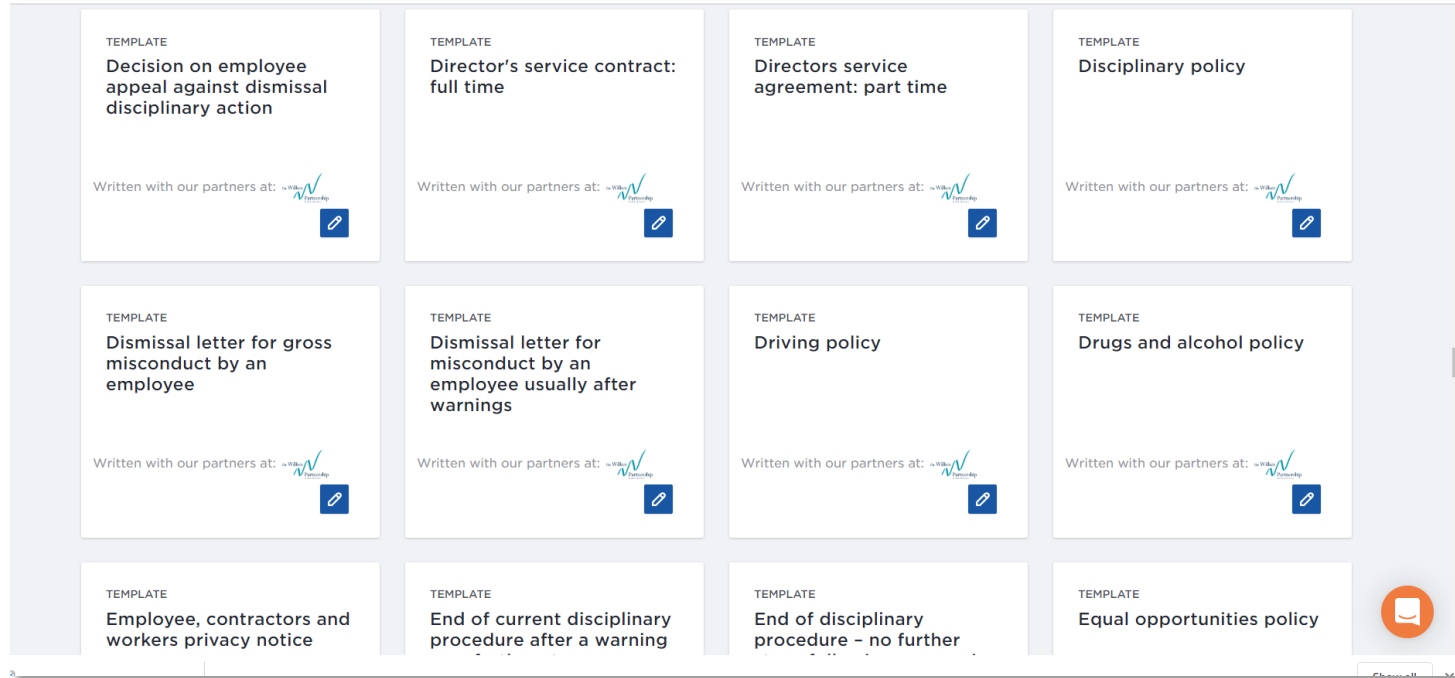


2. You can filter by guide or template using the buttons found beneath the search bar.



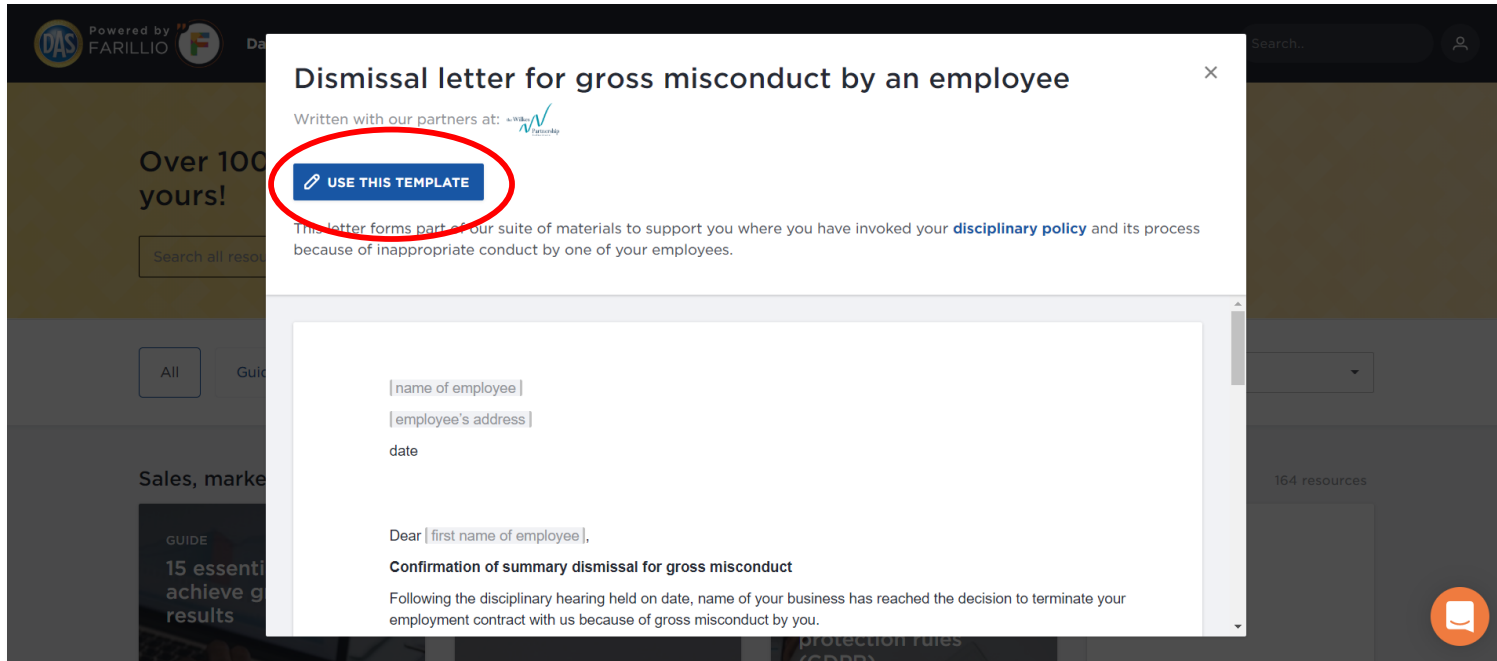
Using templates

1. The template section provides you with a selection of pre-prepared documents that are simple to complete, e-sign, email or print.




Using templates


2. Select the template you wish to use and click 'use this template' and complete the editable fields.



The screenshot shows a web application interface with a dark header and a light sidebar. The main content area displays a modal window titled "Dismissal letter for gross misconduct by an employee". The modal has a close button (X) in the top right corner. Below the title, it says "Written with our partners at:" followed by the "AVS" logo. A blue button with a pencil icon and the text "USE THIS TEMPLATE" is circled in red. Below the button, a paragraph states: "This letter forms part of our suite of materials to support you where you have invoked your disciplinary policy and its process because of inappropriate conduct by one of your employees." The modal also contains a scrollable area with placeholder text for "name of employee", "employee's address", and "date". Below this, it says "Dear [first name of employee],". The modal is titled "Confirmation of summary dismissal for gross misconduct" and contains a paragraph: "Following the disciplinary hearing held on date, name of your business has reached the decision to terminate your employment contract with us because of gross misconduct by you." The background of the application shows a sidebar with "Over 100 years!" and "Sales, market", and a main area with "Search all resources" and "164 resources".

Dismissal letter for gross misconduct by an employee

Written with our partners at: 

 USE THIS TEMPLATE

This letter forms part of our suite of materials to support you where you have invoked your **disciplinary policy** and its process because of inappropriate conduct by one of your employees.

[name of employee]
[employee's address]
date

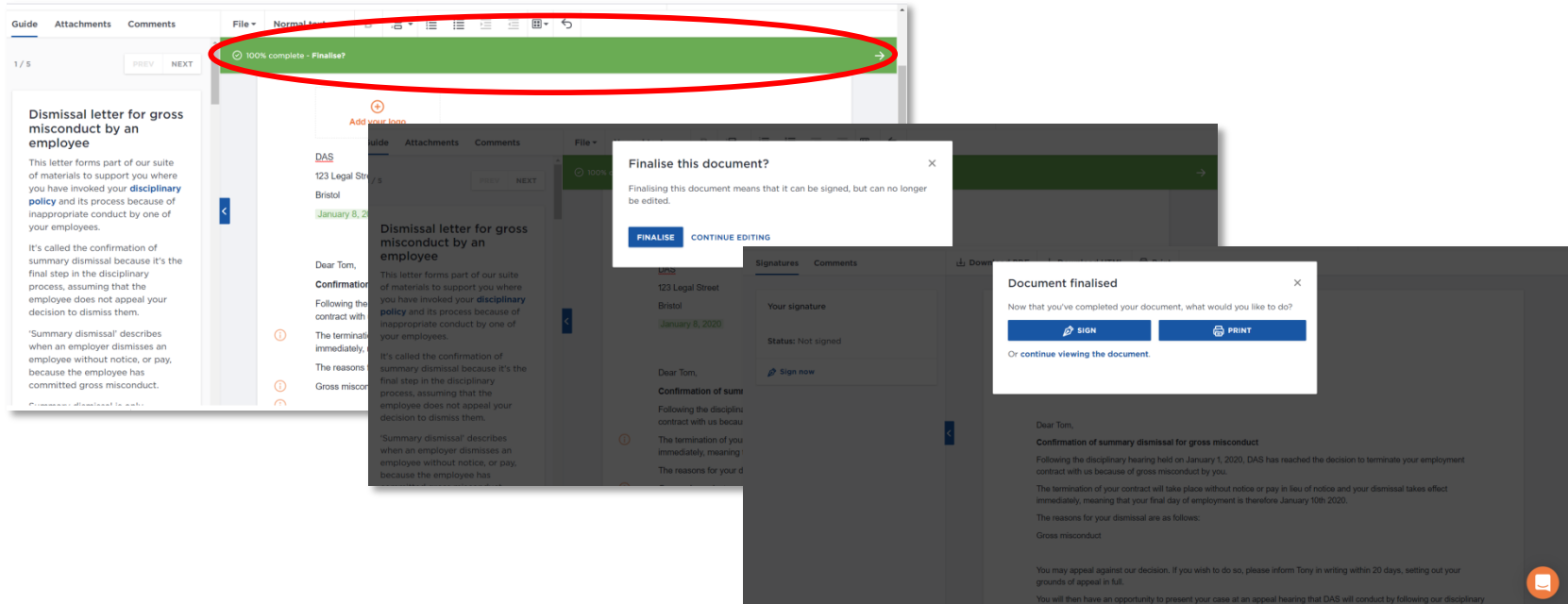
Dear [first name of employee],

Confirmation of summary dismissal for gross misconduct

Following the disciplinary hearing held on date, name of your business has reached the decision to terminate your employment contract with us because of gross misconduct by you.

Using templates

3. Once complete, a green banner will appear at the top of the page (this will not appear until the template has been filled out correctly with the relevant information), click the banner and select finalise to move on. You will then have the option to e-sign or print (when appropriate).



The screenshot illustrates the final steps of a document template in the DAS system. It shows three overlapping views of the same document, 'Dismissal letter for gross misconduct by an employee'.

- Top View:** Shows the document editor with a green banner at the top stating '100% complete - Finalise?'. A red oval highlights this banner.
- Middle View:** A modal window titled 'Finalise this document?' is displayed. It contains the text: 'Finalising this document means that it can be signed, but can no longer be edited.' Below this text are two buttons: 'FINALISE' and 'CONTINUE EDITING'.
- Bottom View:** A modal window titled 'Document finalised' is displayed. It contains the text: 'Now that you've completed your document, what would you like to do?'. Below this text are two buttons: 'SIGN' and 'PRINT'. At the bottom of this modal, there is a link: 'Or continue viewing the document.'

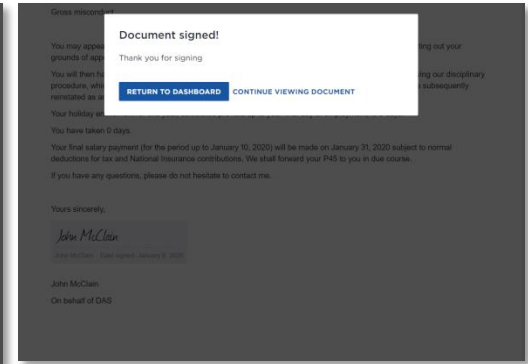
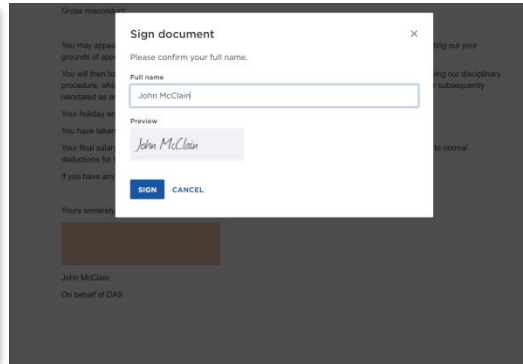
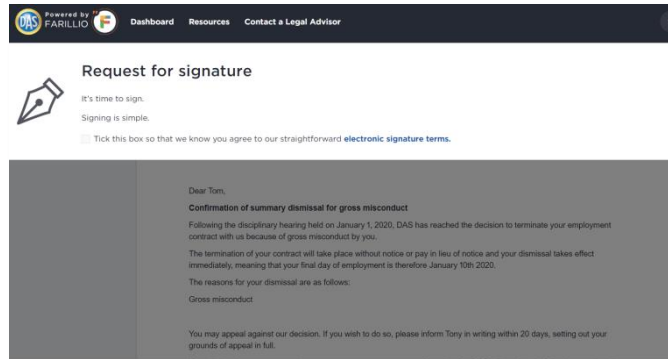
The document content visible in the background includes the title 'Dismissal letter for gross misconduct by an employee', a date 'January 8, 2020', and a recipient 'Dear Tom, Confirmation of summary dismissal for gross misconduct'. The document also mentions 'Summary dismissal' and 'Gross misconduct'.

Using templates



4. E-signing:

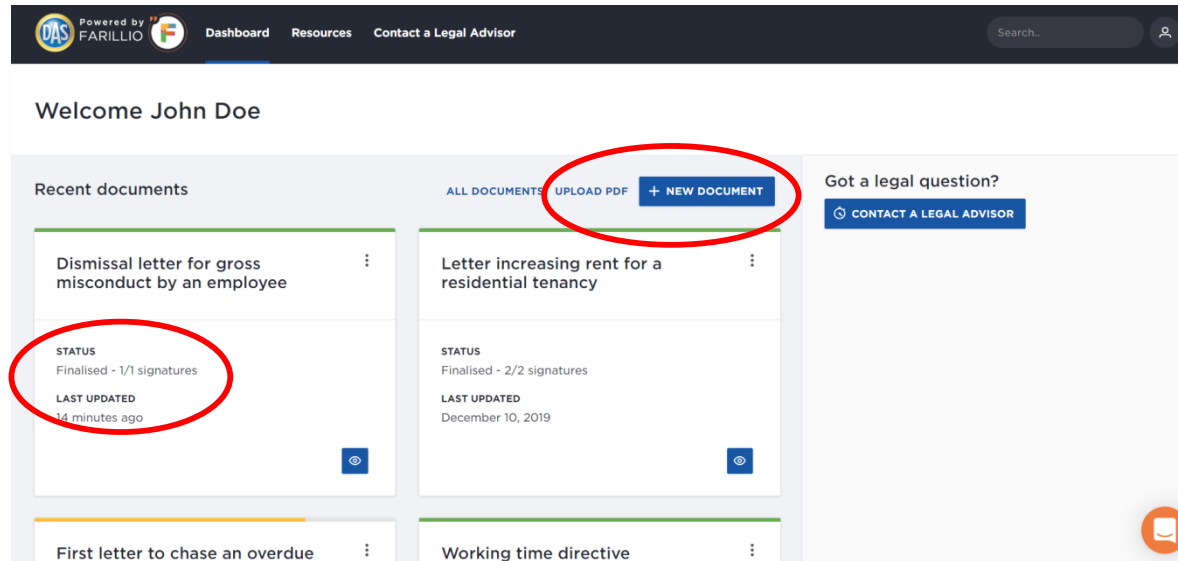
- Agree to the e-signature terms and click continue.
- Scroll down and select the signature box and fill out the details (if 2 e-signatures are required you will need to fill out the email address of the recipient).
- Return to your dashboard for the document status.



Using templates

5. Document dashboard

The dashboard section of the platform allows you to view document progress and status, including when it was last updated and how many people have e-signed (if applicable), as well as upload any additional pdf documents to the dashboard for your record keeping purposes.



The screenshot shows the DAS Document Dashboard interface. At the top, there is a navigation bar with the DAS logo, 'Powered by FARILLIO', and links for 'Dashboard', 'Resources', and 'Contact a Legal Advisor'. A search bar and a user profile icon are also present. Below the navigation bar, a welcome message 'Welcome John Doe' is displayed. The main content area is divided into several sections. On the left, under 'Recent documents', there are two document cards. The first card is titled 'Dismissal letter for gross misconduct by an employee' and shows a status of 'Finalised - 1/1 signatures' and a 'LAST UPDATED' time of '14 minutes ago'. The second card is titled 'Letter increasing rent for a residential tenancy' and shows a status of 'Finalised - 2/2 signatures' and a 'LAST UPDATED' date of 'December 10, 2019'. Both cards have a blue eye icon at the bottom right. To the right of these cards, there is a section titled 'Got a legal question?' with a button labeled 'CONTACT A LEGAL ADVISOR'. Above the document cards, there are tabs for 'ALL DOCUMENTS', 'UPLOAD PDF', and '+ NEW DOCUMENT'. The '+ NEW DOCUMENT' tab is highlighted with a red circle. At the bottom of the dashboard, there are two more document cards: 'First letter to chase an overdue' and 'Working time directive'. A red circle is also drawn around the 'STATUS' section of the first document card.

Demo video (click to play)



Visit:

<https://youtu.be/-X5ZS3H6DE4>