Entire HR User's Guide RELEASE 1 January 2015

Primary Authors: Steve Thomson, Sachin Nischal

entire software
Everything is Possible

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1.1 GETTING STARTED

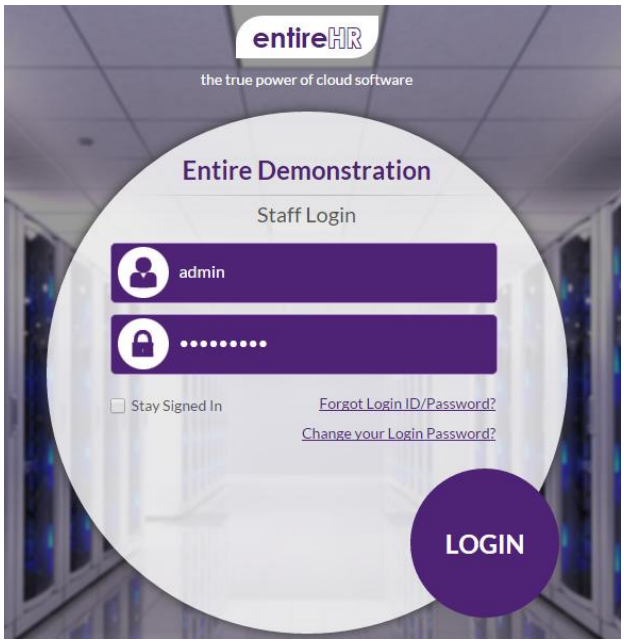


Diagram 1

Entire HR will provide it's users a logins for each user which will be password protected. The user can enter their log in details through the login page as shown in the above diagram. Entire HR can be accessed using a laptop/computer/smart phone/tablet.

Once logged in the user is able to view the home screen as seen in the image below:

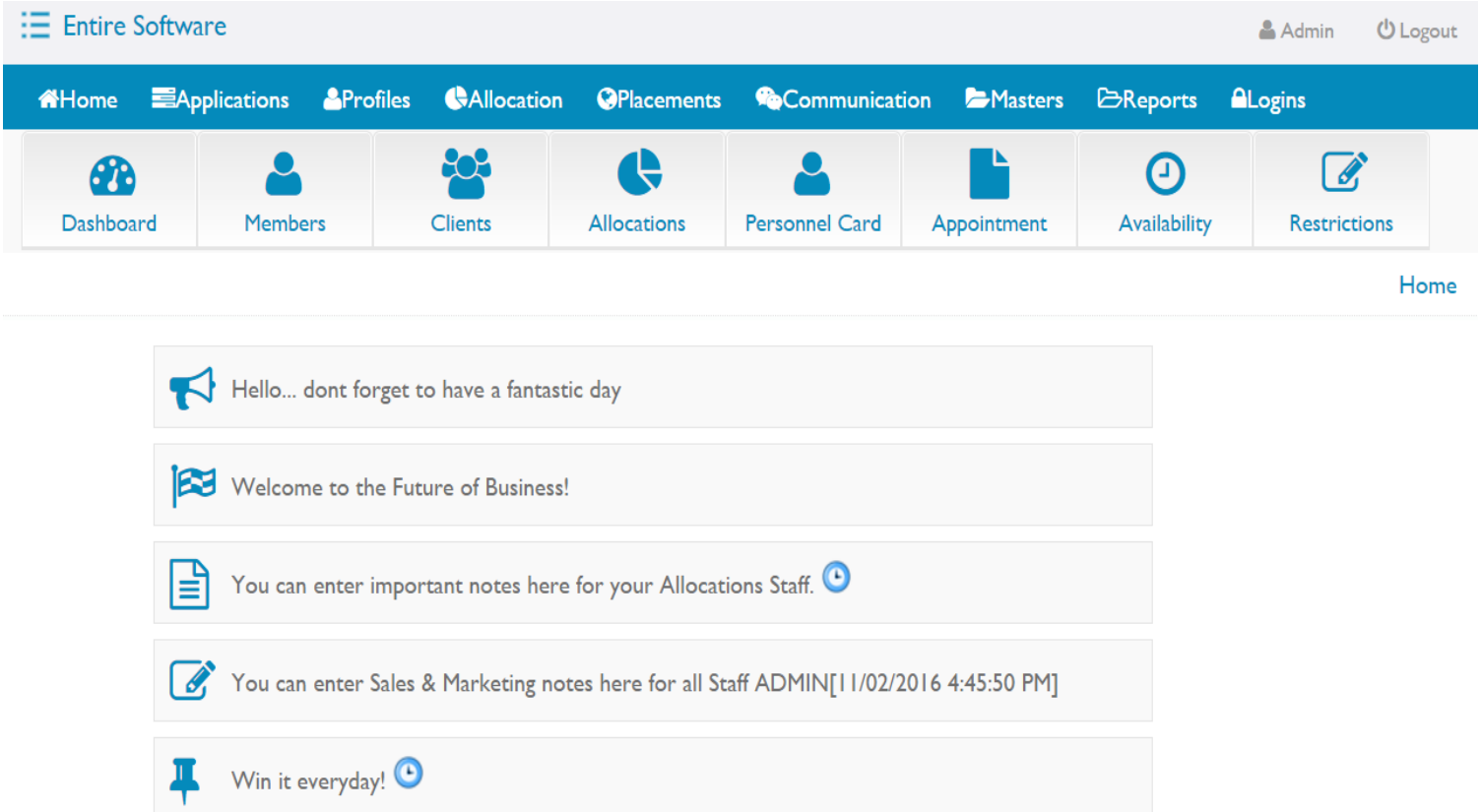


Diagram 2

1.2 DASHBOARD:

This is the home recruitment screen and allows user an overview of the tasks to be performed by the recruiter using the recruitment interface of the software. The dashboard contains the following features:

Inbox- Here user can find all new applicants that have applied for a position.

Left Message: Here user can find applicants that were contacted by the recruiter and was a left a message.

High Priority: Here user can find any applicants that need to be called back for recruitment purposes

Screened: Here user can find applicants that have been screened but awaiting interview appointment

Interviews: Here user can see all confirmed appointments for interviews with recruiters

Compliances Incomplete: Here user can access any applications that required additional information

References: Here user can access applicants that have been interviewed and are pending references

Rescheduled: Here user can see any interview appointments that have been rescheduled

Activate Member: Here user can access applicants that are waiting to be activated as member

Deferred: Here user can find all applicants that were deferred on initial application screening

Reapply: Here user can find any applicants that are eligible for reapplying and have completed 6 months since initial application

Never Employ: Here user accesses any applicants who have been classified an unsuitable for employment and should never be employed with the company

Declined: Here user can find any applicants that were declined after screening or interview process

Log in Details: Here user can access and email the applicant their log in details

All of the above features are displayed either as per location of office or name of the recruiter. Entire HR will provide its user the options for display when organising initial set up of the software and this can be modified. Please see image below as an example:

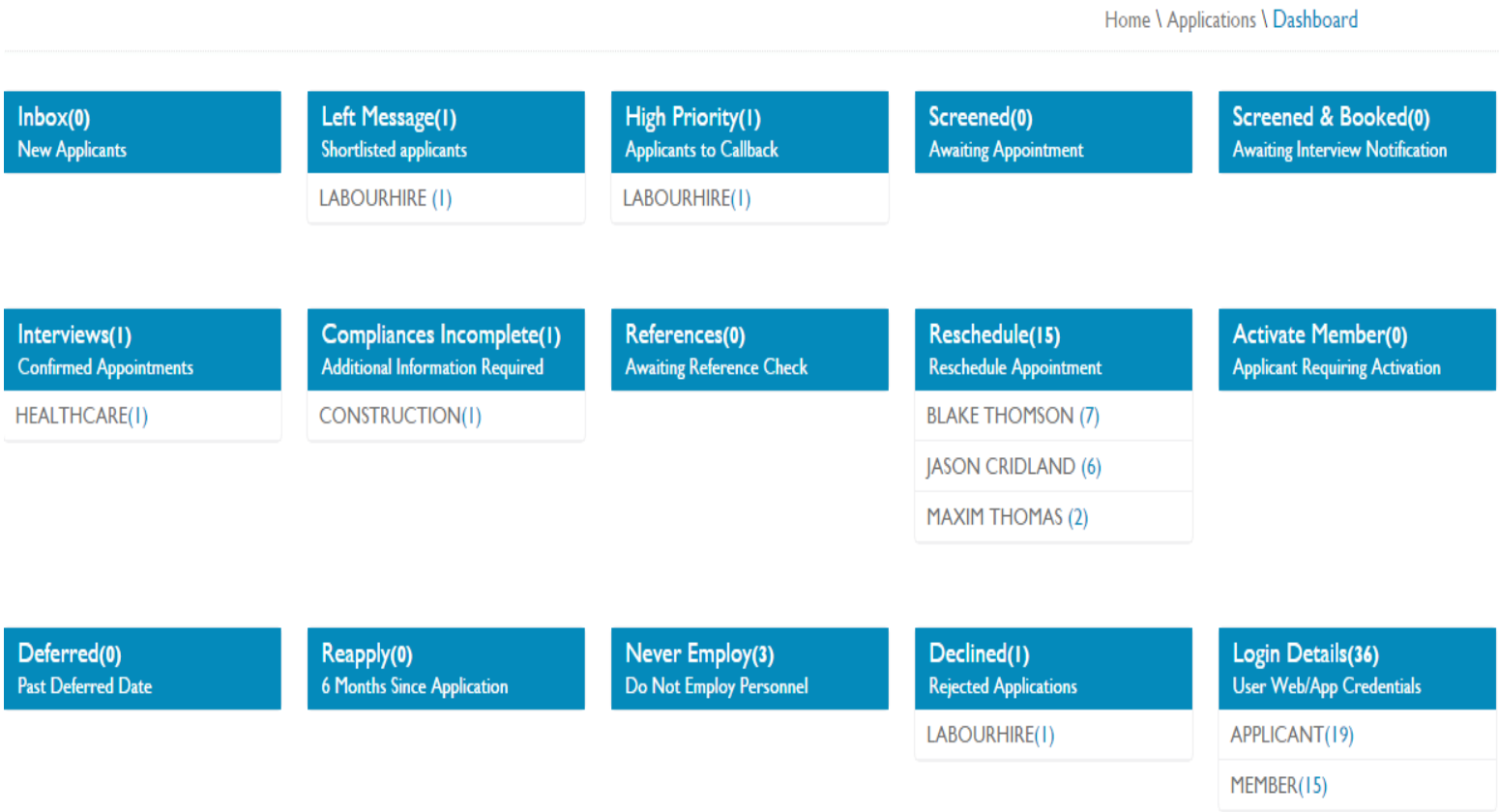


Diagram 3

1.3 HOW TO USE THE RECRUITMENT DASHBOARD:

The dashboard provides an overview of any impending tasks for the recruiter. It is also the control board for all tasks that have been performed or are to be performed during the recruitment process. Please read below details carefully for detailed understanding of each option.

Inbox:

Inbox is where every new applicant details are received into the system. It is the where every applicant begins their application. These applicants will usually be fed directly through the application form on your website or can be created manually by the user through the miscellaneous tab option as explained further below.

Left Message:

This is where the user can find any applicants who the recruiter has contacted and have left a message via phone call, SMS or email, and recruiter is awaiting a return call.

Call back:
This is where user can find any applicant that the recruiter wishes to call back. Similar to Left Message, these are high priority applicants and the company would like to have them as an employee or member. This feature allows recruitment staff to prioritise applicants that should be called until contacted.

Screened:
This is where the user can find applicants that have been screened by the recruiter who would like to invite them for an interview, but no date has been confirmed for an interview. This is useful when applicants may not be immediately available for an interview, or unsure of their schedule.

Screened & Booked:
This is where the user can find applicants here have been booked for an interview but have not yet been notified of the time and date of their appointment. This feature can be used when user would like to organise internal recruiter rosters or if a recruiter wants to proactively organise their recruitment schedule before ringing applicants.

Interviews:
This is where user can find a list of all confirmed future interviews as per company office locations. These can be filtered, edited and rescheduled here. Any interviews will automatically move to the reschedule section after their date has passed.

Compliances Incomplete:
This is where user can find all applicants whose interview date has passed but are still missing important required information such their Police Check or Visa Details.

References:
This is where user can find applicants who have attended an interview and only the reference checes to be conducted for employment are outstanding. Applicants can be moved here by the recruiter if recruiter has been unsuccessful in contacting the supplied referees.

Reschedule:
This is where the user can view past and future interviews and directly access their interview calendars and reschedule applicants

Activate Member:
This where the user can activate any candidate that has been successful and has all relevant/mandatory information up to date, has references checked and cleared by the recruitment officer. This is the final stage to generate their "Member" details. This information is used by Allocations, Payroll and the Member to Access their Apps and External Logins. Hence, it is important that recruiter checks all information before activating member. Once activated here, the member will receive a member log in and password to the member portal.

Reapply:
This is where the user can see all applicants who were asked to reapply during initial screening process. The applicants appearing here have completed the mandatory 6 month waiting period from their application screening date. Use the Reapply option when you feel an applicant is lacking only experience but otherwise has a great application.

Deferred:

This is where the user see applicants that were deferred. Here user the user will be able to see deferred applicants ONLY after the date the recruiter set for them to be deferred to has past. This can be used when you have no longer require applicants from a certain qualification or location, but may need them for future shortages.

Never Employ:

This where user can see applicants that have been specifically red flagged within your organisation for compliance issues, negative references, and any reason making the applicant unsuitable for employment. This also includes any previous members who are now unsuitable for employment. All new applicants are checked against these staff when they reapply on 3 criteria; Name, DOB and Mobile Number. If all 3 match, the person will not be able to apply through the company's website or job portal. This is also applicable for applicants in the Deferred, Declined and Reapply sections.

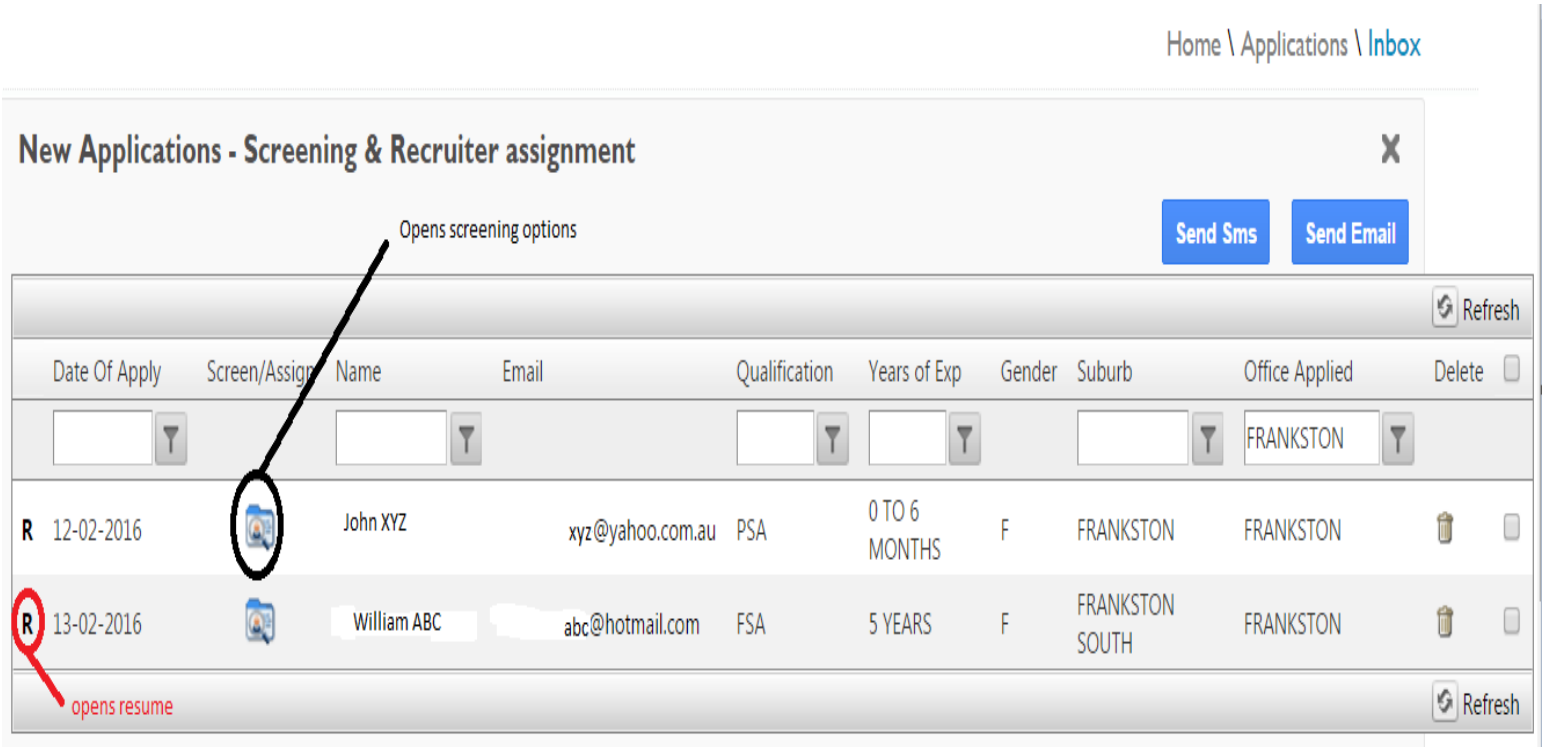
Declined:

This is where the user can see all applicants that were rejected. This is the default folder for any rejected applicants irrespective of reason or date of declining.

Login Details:

This is where user can find all log in details. This displays the Login details of all Members and Applicants. The log in details can be found elsewhere on the system too as explained further.

1.4 SCREENING PROCESS:



Screening Pop up:

This refers to the pop up when user clicks on an screening icon. Please refer to image below:

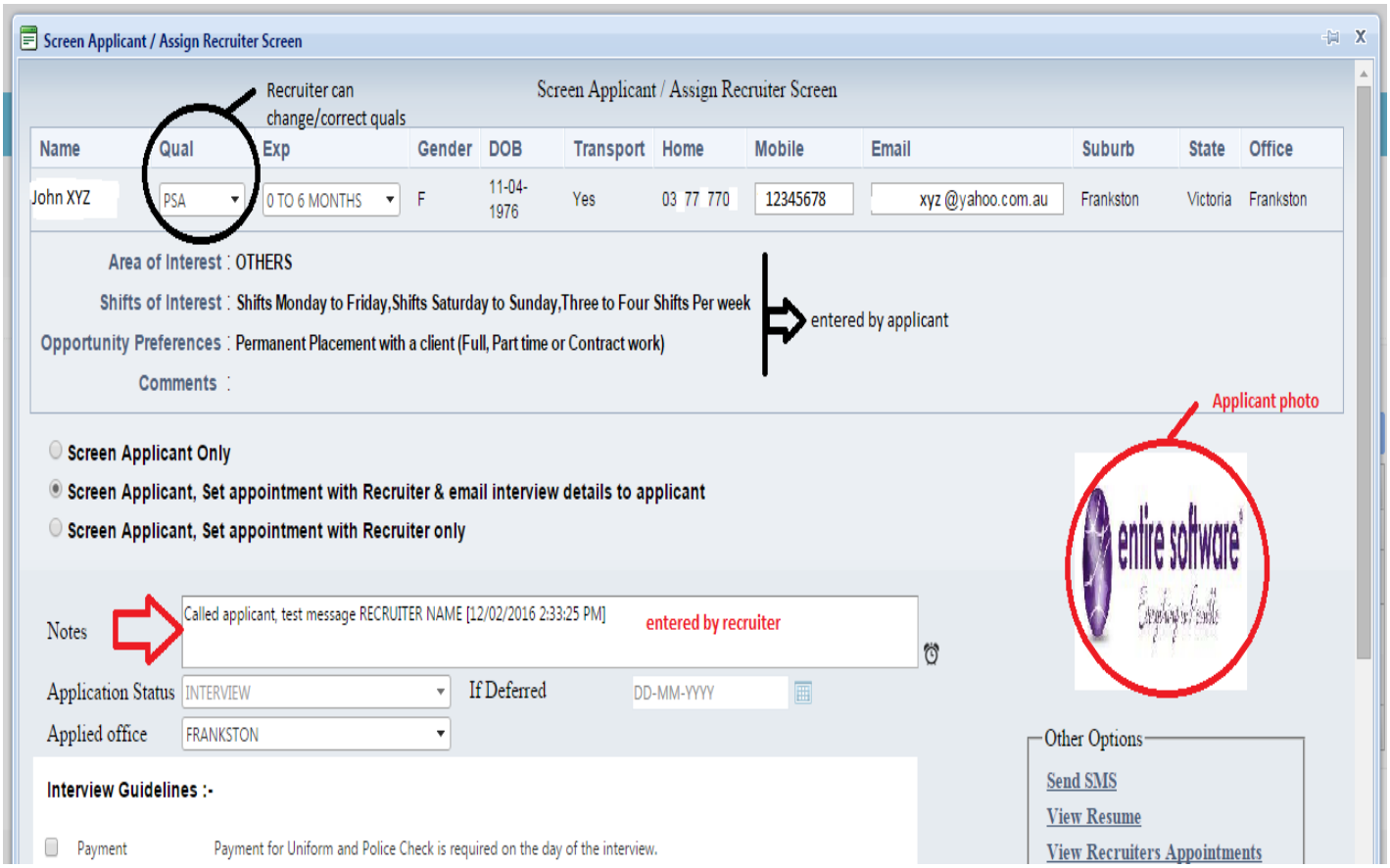
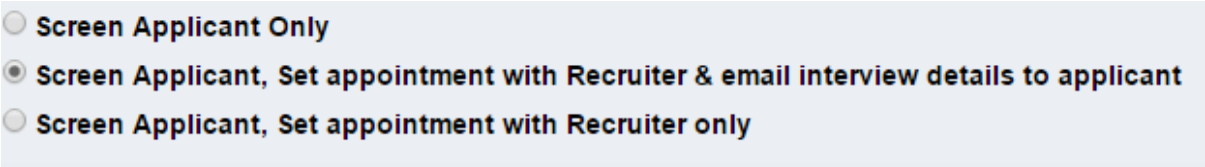


Diagram 5

The applicant enters areas of interest, shifts of interest, and comments at the time of the interview. The applicant's photo uploaded at the time of application appears in the image box on the right circled in red.

The recruiter can contact applicant via email or a phone call and can enter detailed notes in the section highlighter by the red arrow in the image above. The recruiter can use the interview guidelines to ask questions which have been set by the company. Here the recruiter can time-stamp notes for other internal staff members to follow up. Based on the screening contact made by recruiter the following actions may be taken:

Interview: If recruiter is convinced that the applicant is suitable for employment and must be given the opportunity of an interview for further decision making purposes, the recruiter can select second option:



Once this has been selected, the recruiter can select a date and time for the interview from the tabs at the bottom of the pop up screen:

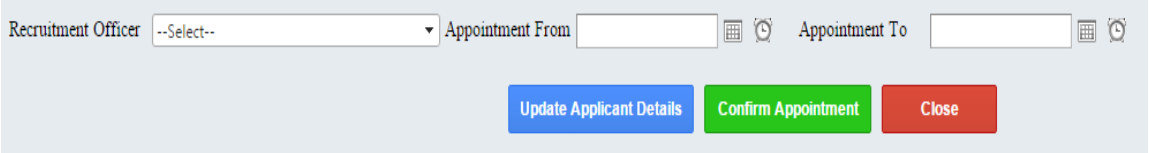


Diagram 6

The recruiter can access their calendar by clicking on the "View recruiters Appointment tab" on the top right corner below the applicant's image. Once the appointment date and time is selected, the recruiter clicks on the green " Confirm Appointment" icon. This automatically sends a system generated email to the applicant with details of the interview appointment.

Screen Applicant Only:

If the recruiter does not wish to schedule an interview appointment with applicant, the following options can be selected by clicking on " screen applicant only" and then selecting from the drop down box as below:

Call Back: If recruiter would like to call the applicant again
Declined: If applicant has been unsuccessful in gaining employment, an automated email notifying outcome of application is sent to applicant.
Deferred: If the recruiter would like the defer the application, an automated email is sent to applicant
Left Message: If the recruiter has left a message for the applicant to call back
Never employ: If the recruiter has the applicant unsuitable for future employment
Reapply: If the recruiter would like the applicant to reapply after gaining more experience

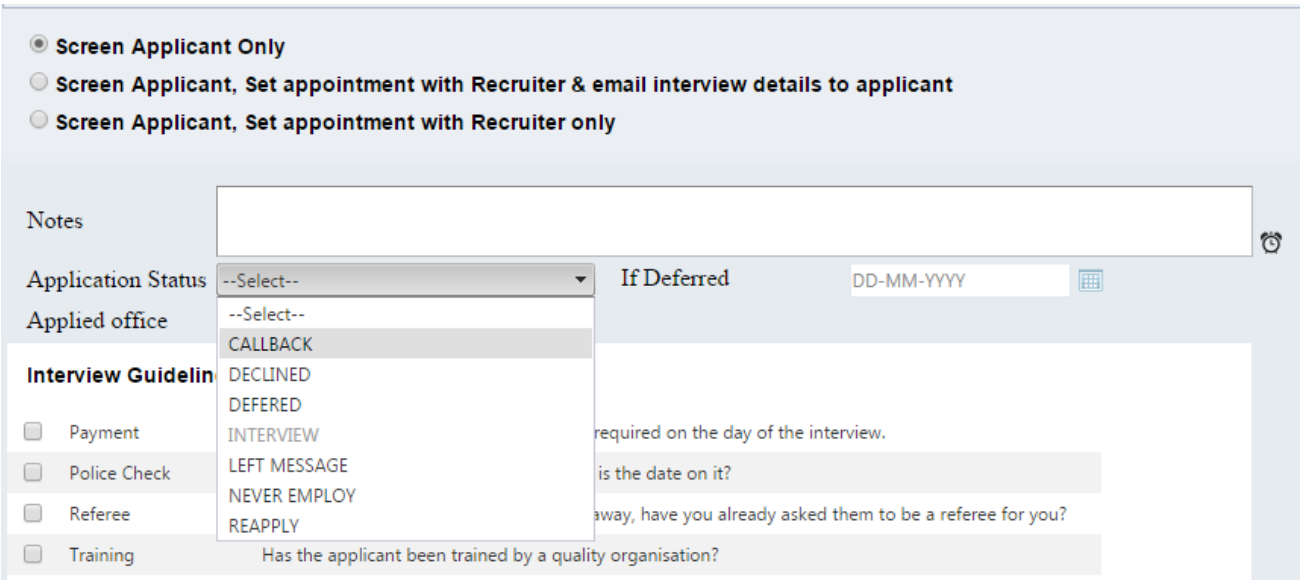


Diagram 7

The third option "Screen applicant, set appointment with recruiter only" allows user to schedule an interview and not sending an automated email with interview details to applicant. This can be used if the recruiter wishes to schedule interview at a location other than the one specified in the email.

1.5 INTERVIEW PROCESS:

Once, the recruiter confirms the interview with applicant, the applicant can be found under applicants tab from the home screen. The recruiter can find applicant here by typing name as seen in image below:

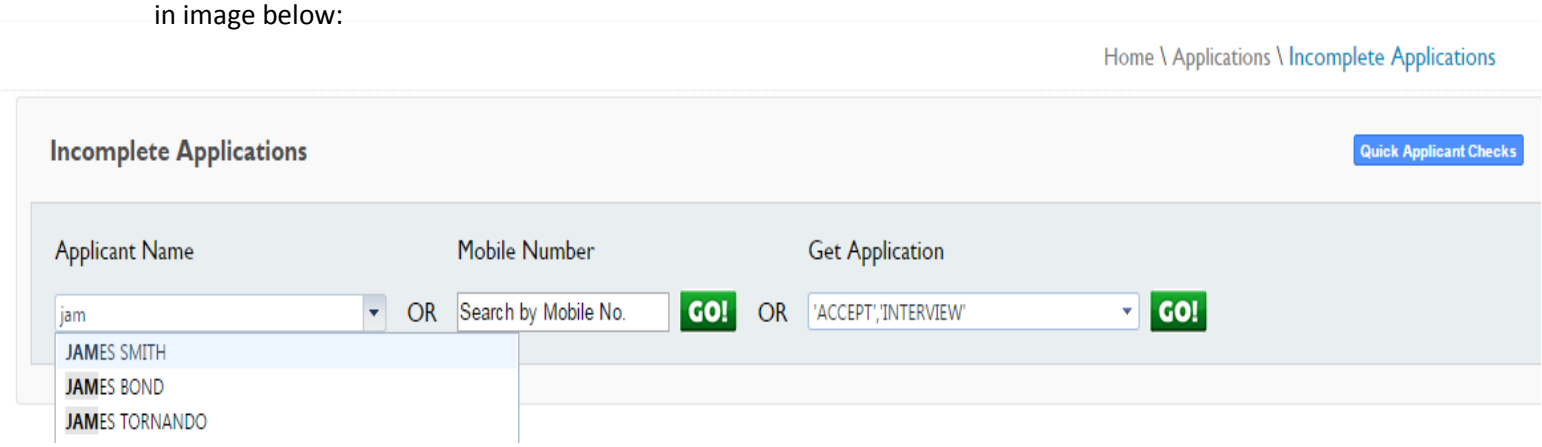


Diagram 8

The recruiter may access the applicant's details before, during or after the interview process. The applicant can enter his/her details onto the system via an applicant log in (explained further).

By selecting the applicant, the recruiter can view all details of that applicant as shown below:

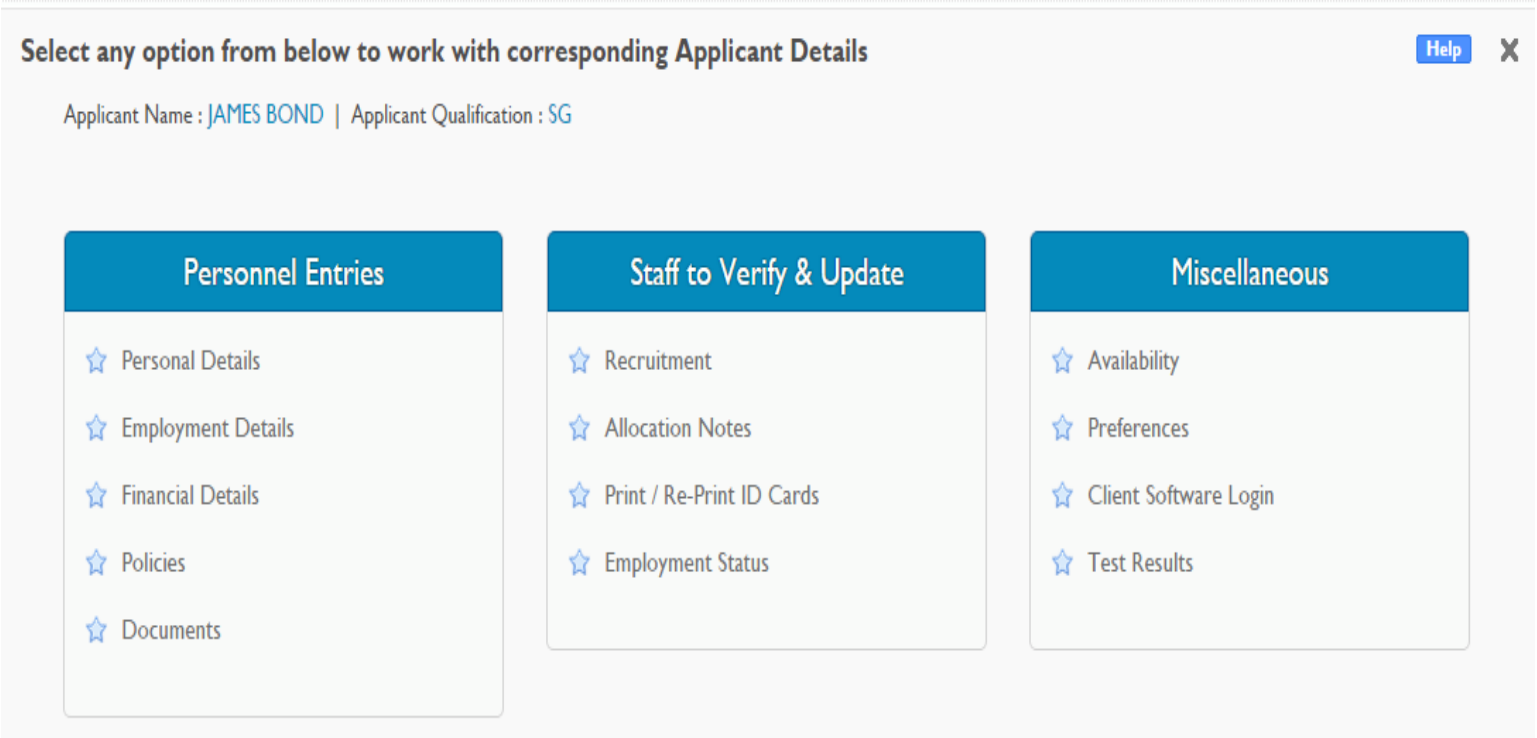


Diagram 8A

The recruiter may access the applicant's details before, during or after the interview process. The applicant can enter his/her details onto the system via an applicant log in (explained further). The applicant can enter their TFN, banking details, super details, experience, expertise, etc through the applicant log in sent to them via an automated email generated at the time of interview confirmation.

By selecting the applicant, the recruiter can view all details of that applicant. For ease of use, the system displays applicant details under 3 different areas- Personnel entries, Staff to verify, and Miscellaneous as shown below:

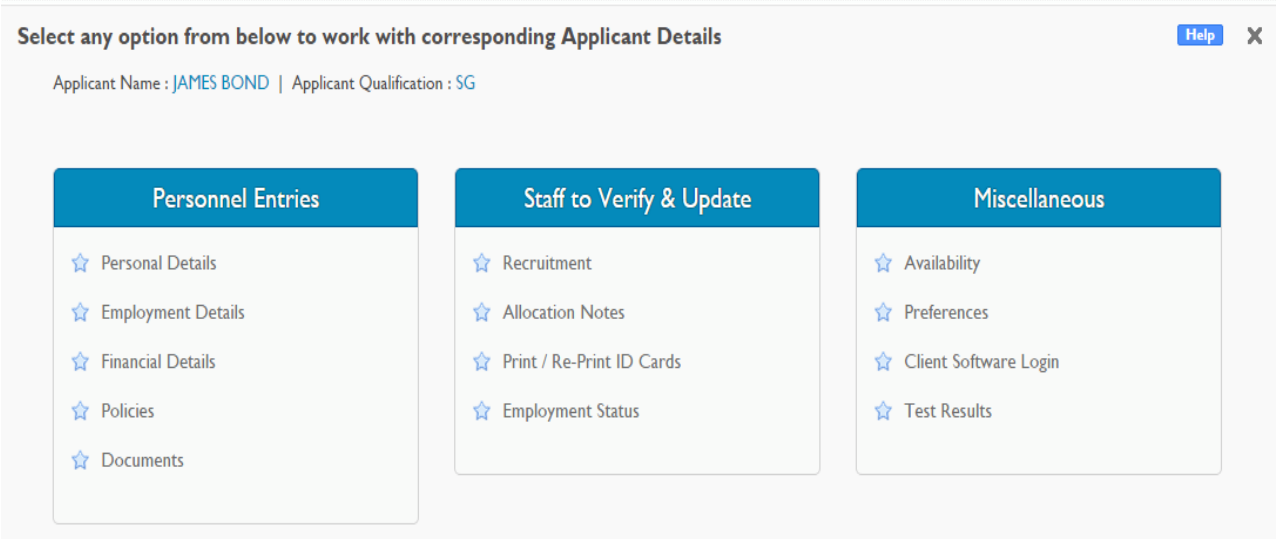


Diagram 9

PERSONNEL ENTRIES:

This is where the recruiter can enter details such as address, qualifications, police check, bank account details, and upload documents too. Below are the details of how to use this section during the interview. The recruiter can complete entering details in this section during/before/after the interview.

Personal Details:

This is where the recruiter can enter/modify personal details such as address, contact number, email, DOB of the applicant. The details displayed here are fed into the system directly from the job portal. Below is an example of this tab:

Personal Details | Education | Health | Training

Personal Details

Title * MR
Family Name * BOND
First Name * JAMES
Middle Name
Preferred Name
Gender * Male Female
Date Of Birth * 2 Feb 1942
Own Car * Yes
Years of Experience * 6 YEARS

FOR OFFICE USE ONLY
View Image Remove Image
Choose file No file chosen (Max Size: 500 KB)
(Image Type allowed:.jpg/.jpeg/.gif/.png/.bmp formats only)

Contact Details

E-mail * abhineet@caringforyou.net.aus Eg. abc@xyz.com
Home Phone No 0404040404 Eg. 0359065741
Other No Eg. 0359065741
Mobile No Eg. 0411133400
Preferred Contact Time Select
Preferred Contact No Select

Emergency Contact Details

Name
RelationShip
Home Phone No Eg. 0411133400
Work No Eg. 0411133400
Mobile No Eg. 0411133400

Postal Address

Address Type * HOME

Office Attached to

Office * SECURITY
Alternative Office --Select--

Additional Address

Add to my address list | Refresh

Edit	Address Type	Street / PO Box no.	Country	State	Suburb	Post Code	Memo	Delete
	HOME	12 CHAPEL STREET	AUSTRALIA	VIC	MELBOURNE	3000		

Add to my address list | Refresh

Applicants Comments

_____' ADMIN[09-01-2016 15:23:38]

Save & Continue | Exit

Diagram 10

Once the above details have been entered correctly, the recruiter can click on "Save and Continue" to proceed to the next page.

Education: This is where the recruiter can enter the applicant's qualifications/areas of expertise. The qualifications/expertise visible here can be modified based on industry, area of employment, requirements specified by user. The recruiter can also select level of expertise and this can then enable to select appropriate pay levels/awards.

Personal Details | Education | Health | Training

Your Qualification — Save Qualification

- DOMESTIC ASSISTANT
- REGISTERED MIDWIFE
- REGISTERED NURSE
- ENDORSED ENROLLED NURSE
- ASSISTANT IN NURSING
- PERSONAL CARE WORKER
- HANDY MAN
- PLUMBER
- LAWN MOWER
- CARPENTER
- ELECTRICIAN
- PLASTERER
- EXCAVATOR OPERATOR
- ROAD TRANSPORTATION AND DISTRIBUTION
- WAREHOUSE STAFF
- FORK LIFT OPERATORS
- PRODUCTION WORKERS
- FITTERS
- DRIVER

Your Expertise & Sub Expertise — Save Expertise

- ANAESTHETICS
- ANAETHETICS IMMUNISATION
- ANTENATAL WARD- GYNEACOLOGY WARD
- CANNULATION
- CC - CRITICAL CARE
- CC - VENTILATED PATITENT -CRITICAL CARE MECHANICAL
- CC INTRA- AORTIC BALLLON PUMP
- CC TRACHEOSTOMY CARE
- CC VENTIALORY CARE NON-INVASIVE -HIGH FLOW CIRCUIT
- CCU - CORONEY CARE UNIT
- CHILD FAMILY HEALTH NURSE
- CHILDHOOD IMMUNISATION CERTIFIED
- CLINCAL CODING
- CLINICAL NURSE EDUCATOR
- COMMUNITY CARE
- COMMUNITY HOME VISIT NURSE
- CSSD CERTIFIED
- CSSD NON- CERTIFIED
- DIALYSIS CONTINUOUS VENO

Diagram 11

Health:

This is where the recruiter can enter immunisation records, records of any illnesses or injuries, or update the health status of the applicant.

Personal Details | Education | Health | Training

Health Details

Select	Immunization	Received Date	Date Booster Due
☐	BOOSTRIX	Month Year	Month Year
☐	DIPHTERIA	Month Year	Month Year
☐	HEPATITIS A	Month Year	Month Year
☐	HEPATITIS B	Month Year	Month Year
☐	INFLUENZA	Month Year	Month Year
☐	MEASLES MUMPS RUBELLA MMR	Month Year	Month Year
☐	PERTUSSIS WHOOPING COUGH	Month Year	Month Year
☐	POLIOMYELITIS POLIO	Month Year	Month Year
☐	TETANUS	Month Year	Month Year
☐	TUBERCULOSIS	Month Year	Month Year
☐	VARICELLA CHICKEN POX	Month Year	Month Year

Save & Continue

Diagram 12

Training:

This is where the recruiter can update any training requirements that have a validity period and would need a refresher once the validity for the training has expired. Examples: First aid training, no lift training, BLS, CPR, security training, etc. The date entered by the recruiter here will send an automated reminder by the system once the refresher is due. Below is an image of this section:

Personal Details Help ✕

Applicant Name : **JAMES BOND** | Applicant Qualification : **SG**

Personal Details | Education | Health | Training

System generates reminder for training

Continuing Professional Developement

Select	Course Topic	Completed Date	Refresher Due Date
☐	ADVANCED LIFE SUPPORT	Month Year	Month Year
☐	AUTOMATED EXTERNAL DEFIBRILLATORS	Month Year	Month Year
☐	BASIC LIFE SUPPORT	Month Year	Month Year
☐	BETWEEN THE FLAGS	Month Year	Month Year
☐	BLOOD SAFE	Month Year	Month Year
☐	CIRCLE OF SECURITY	Month Year	Month Year

Save & Exit

Diagram 13

Employment details:

This section is divided into three tabs: Compliances, references and competencies. Compliances is where the recruiter enters important reference numbers, expiry dates, criminal check records, professional registrations and visa details for applicant. The system then sends automated reminders for these mandatory checks. The company can choose to automatically cease employment of any employee whose criminal check records/professional registration memberships have expired. Below is an example:

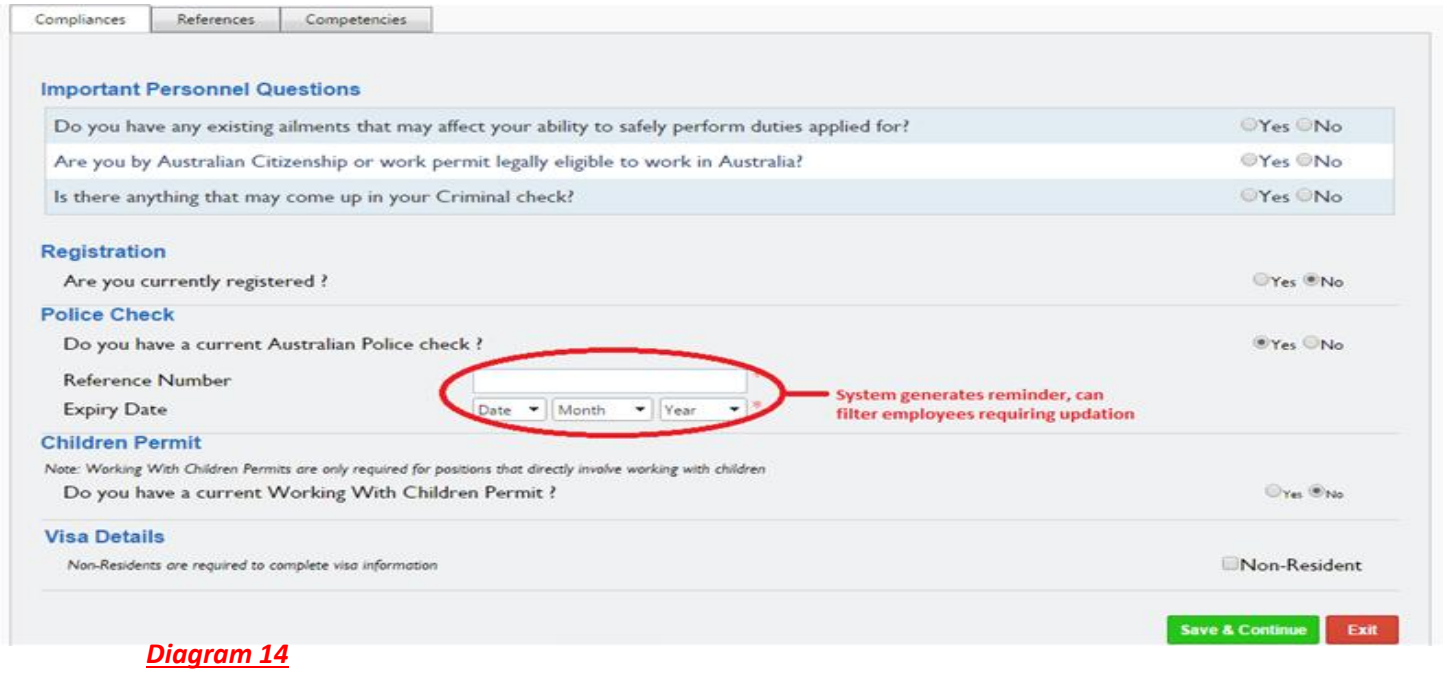


Diagram 14

The recruiter can also enter visa details for the applicant in this section. The system will allow only those employees to work who have a valid visa. The system also provides notification once the employee has worked hours permitted. Below is how the recruiter can set this up at time of interview:

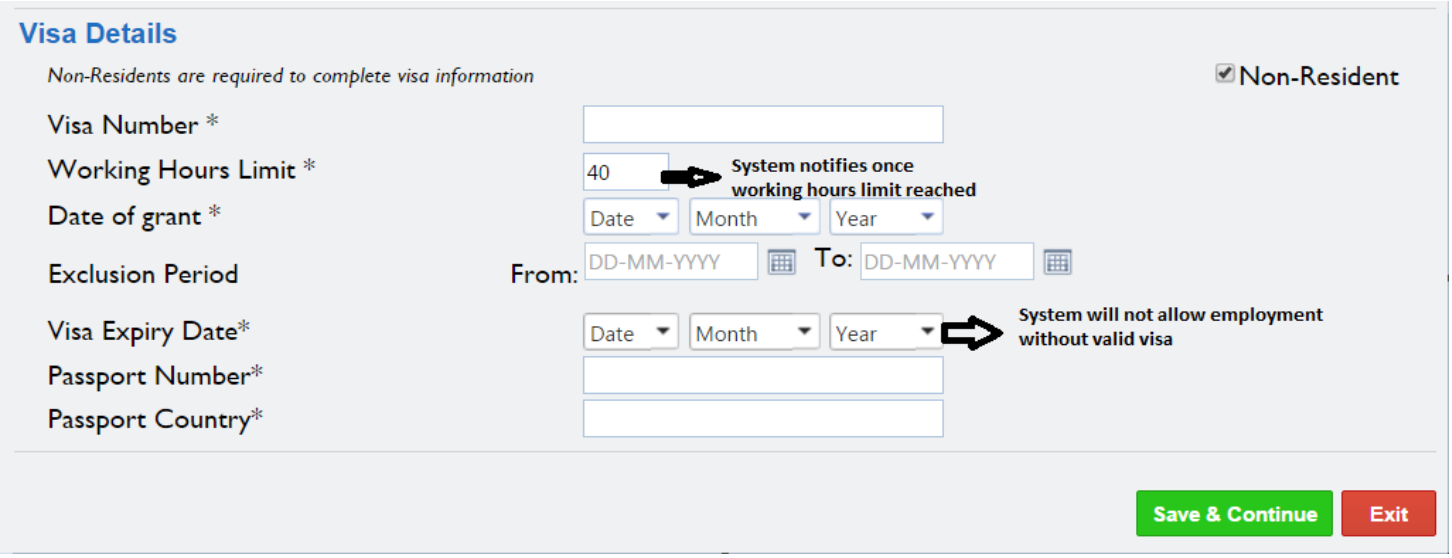


Diagram 15

References:

This is where the recruiter/applicant can enter details of referees. There is separate section where the recruiter can update notes once referee has been contacted. The details can be entered as shown in image below:

Compliances | References | Competencies

Referees

Please nominate referees with whom you have worked or trained with, within the role you are applying (These need to be your team leaders, in charge personnel or educators)
Do not nominate personal friends.

Add Referee1 Details

1) Referee's Name *
Referee's Qualification & Position — Select Qualification &
Place & Length of time worked with candidate
Best Time of contact to Referee
Contact Numbers — Home Work Mobile Mobile
Note. Any one number is Mandatory
Clear

Add Referee2 Details

2) Referee's Name *
Referee's Qualification & Position — Select Qualification &
Place & Length of time worked with candidate
Best Time of contact to Referee
Contact Numbers — Home Work Mobile
Note. Any one number is Mandatory
Clear

Diagram 16

Competencies:

This is where the recruiter can see if the applicant meets competency criteria. This section can be set up as a quiz, questionnaire, check box based on the requirements of the company. For eg. a nursing agency would like to employ only personnel who meet medication knowledge competencies and can use a quiz to test this. Please see details in below example:

Compliances | References | Competencies

Elder Abuse Quiz - All Personal to Complete

1	The Aged Care Act of 2007 made the reporting of Elder Abuse compulsory. Which four of the following are reportable offences. (Pick Four Answers)	Answers
2	Working as a Casual member of staff you Suspect an Elder Abuse Offense has occurred in a facility. Which one of the following is correct?	Answers
3	The Aged Care Act provides a list of who you can report Elder Abuse to. Which three of the following can you inform of a reportable offence? (Pick 3 Answers)	Answers
4	The Aged Care Act provides discretion where situations involving the Elderly do not have to be reported as Elderly Abuse. Which one of the following situations MUST you report? (Pick One)	Answers

Medication Competency - Registered Nurse Only Medications Competency - Registered Nurse Only

1	Which one of the following factors is NOT considered the critical prior to medication administration?	Answers
2	What is the appropriate course of action for a nurse when a patient desperately needs medication but the nurse has doubts as to the meaning or legibility of the medication order.	Answers
3	The stock dose of Digoxin is 62.5 mcg PER TABLET. How many tablets would a patient receive in a 12 hour period if the Doctor ordered 0.125mg bd	Answers
4	Calculate how many mls per hour the patient should receive when ordered IV Hartman's 1 litre over 3 hours	Answers
5	Calculate the number of litres a patient would receive in a 24 hour period if the IV therapy was running at 70 mls per hour	Answers
6	The stock dose is 4 mg per tablet. Calculate the total dose (mgs) for a 24 hour period for the prescription of 2 tablets TDS	Answers
7	Under what mmol/L would someone first be considered hypoglycaemic?	Answers

Diagram 17

Financial Details:

This is where the recruiter can enter/view applicant's TFN, Banking and super details. The recruiter is required to select the level of tax for each applicant and this is then automatically saved into the finance component of Entire HR. Note- All details entered here are updated and used in the finance version of Entire HR and must be entered correctly for payroll processing.

Below is the image for the financial details tab:

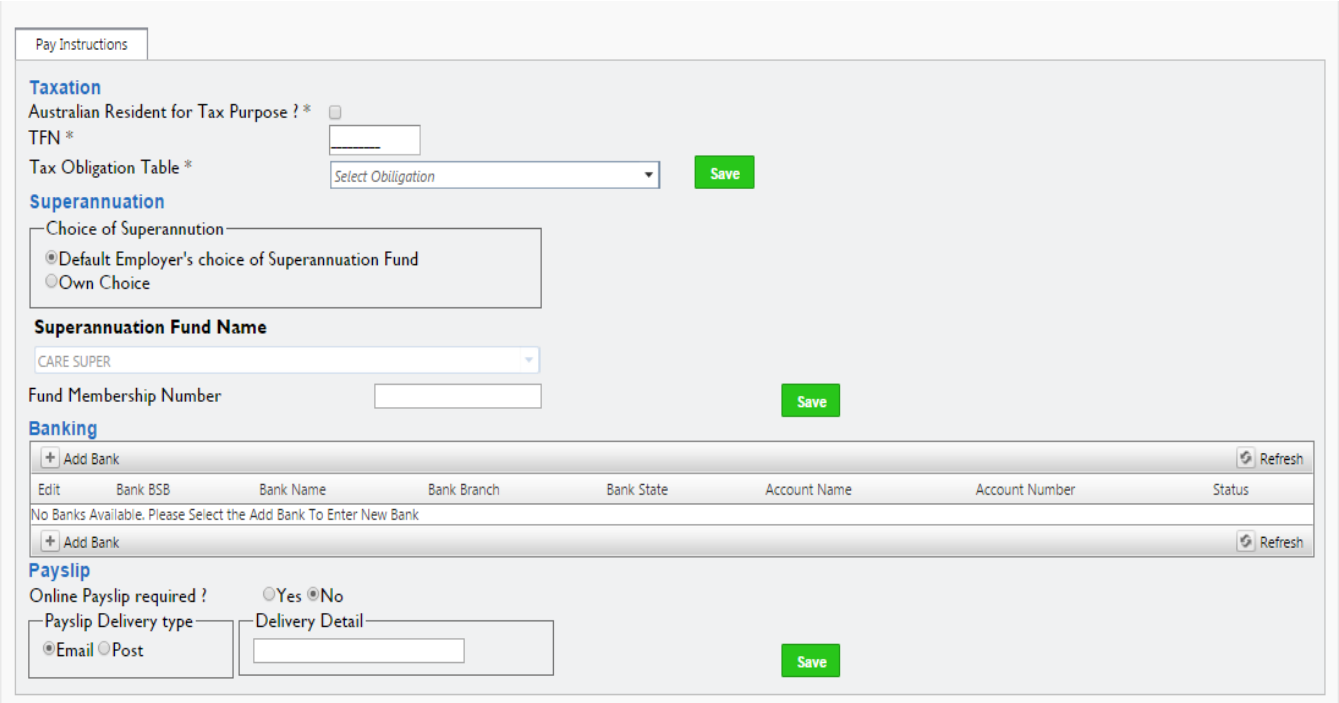


Diagram 17

Policies:

This is where the applicant can accept company policies before commencing employment. The policies displayed here can be updated as per company requirements and may include accident prevention policy, privacy act, etc. There is option to enable the applicant to electronically sign these policies. Please see below:

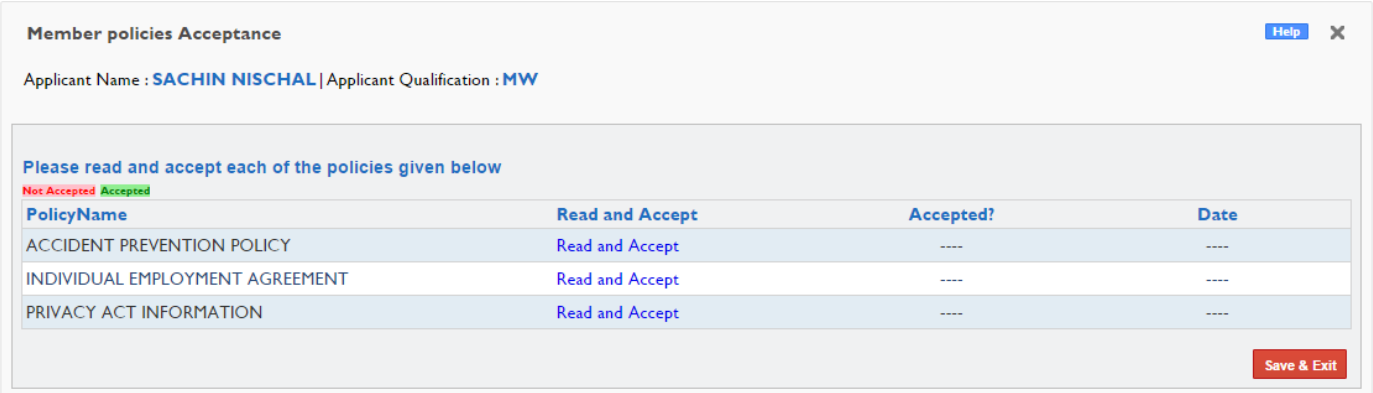


Diagram 18

When recruiter/applicant click on the Read and Accept icon a pop up with content of the policy will be displayed. Once the applicant has accepted these policies, the recruiter can also see date of acceptance here.

Documents:

This is where the recruiter can find all documents uploaded using the Staff App (explained further). The recruiter can electronically lodge documents to the applicant's online profile either using the staff app or scanning and uploaded from a computer/laptop. When using the staff app-recruiter can select document category and upload a photo of the documents using a smart phone/tablet/ipad.

These will then automatically be saved onto the system. Please see below:

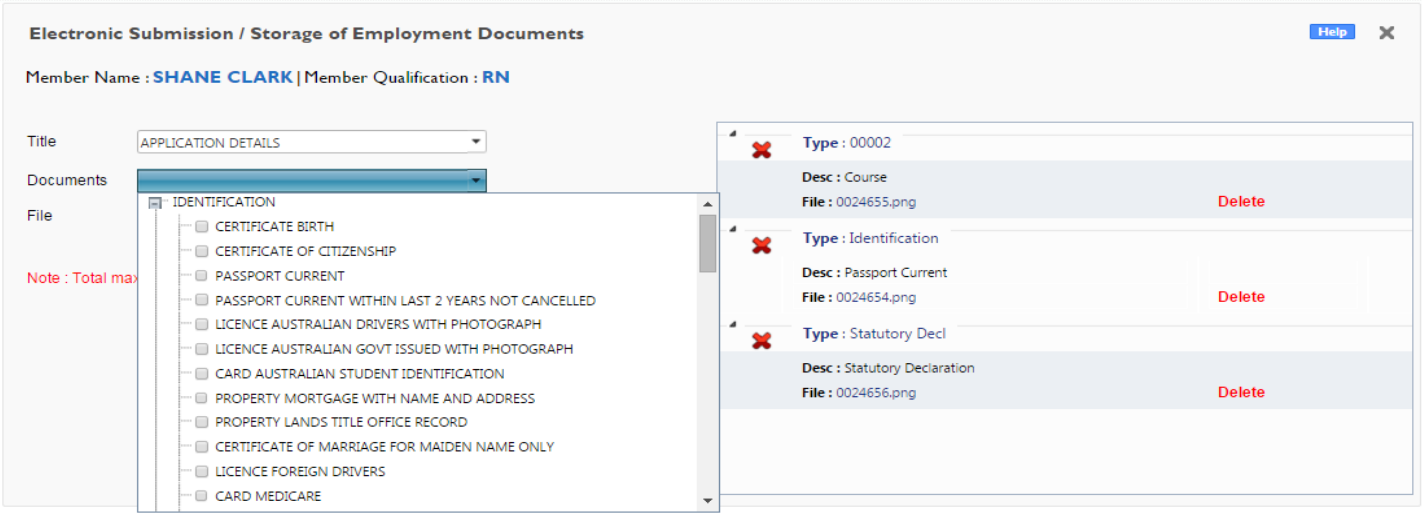


Diagram 18

1.6 VERIFICATION ON ENTIRE HR :

STAFF TO VERIFY AND RECRUIT:

This is the section where only recruiter can make changes or can confirm the applicant details. The applicant does not get access to this section through the applicant log in. This is where the recruiter can verify details, confirm award/pay level, make interview notes, evaluate based on pre-set criteria and confirm employment status of the applicant. This section is usually completed at the time of interview using the staff app. It has the following tabs:

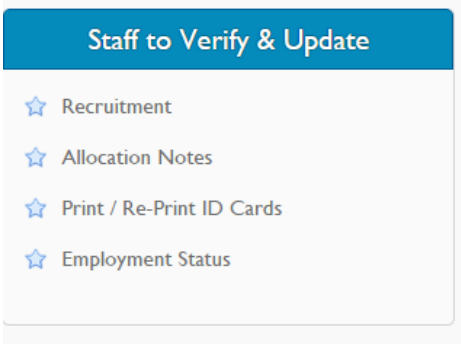
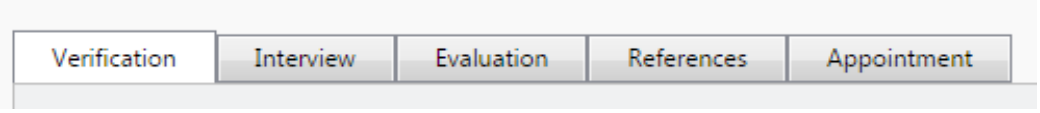


Diagram 19

Recruitment:

This is where the recruiter can make interview notes and add pay levels to the applicants profile. It has the following sections:



Each of the above can be entered at the time of interview or at the time when references are completed.

Verification:

This is where the recruiter can confirm all mandatory documents have been uploaded onto the Entire HR system. All documents can be uploaded via the staff app or can be directly scanned into the system. The recruiter also confirms pay level here.

The awards/pay scales can be entered based on the industry at the time of set up. Please note these pay rates are in accordance with the companies recruitment standards and user can have multiple pay levels . The recruiter/company can have competency questions displayed here. For eg. A transport company might want to have questions related to the driving abilities of the applicant, medical staffing agency might have medical terminology test here. This section is where the results of the competency test will be visible. The applicant completes the competency through the applicant log in. Please see below image:

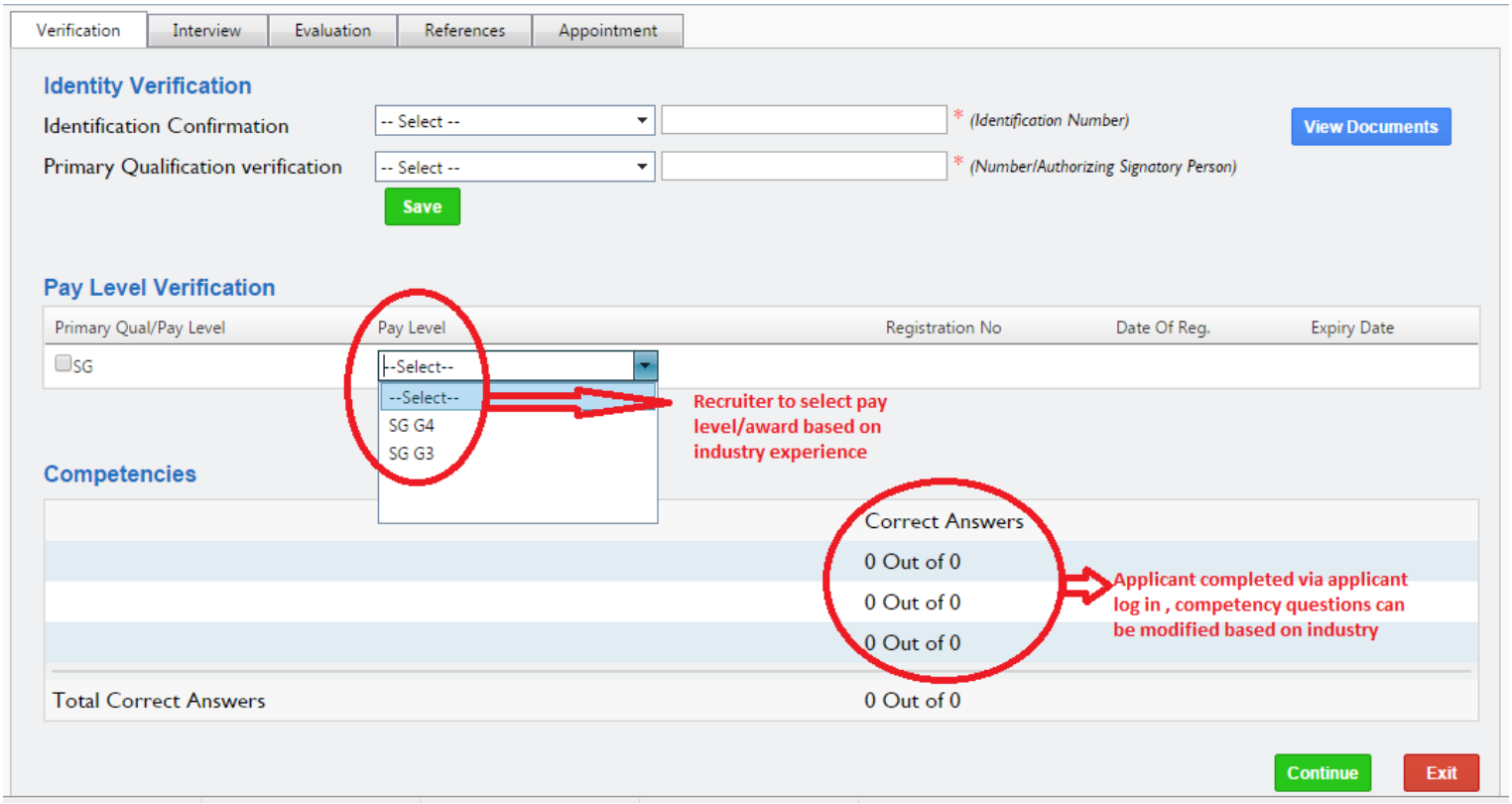


Diagram 20

Interview:

This is where the recruiter can enter interview notes for the applicant. These notes are visible to staff members only. The company can set up interview guidelines in this section to help recruiter during the interview process.

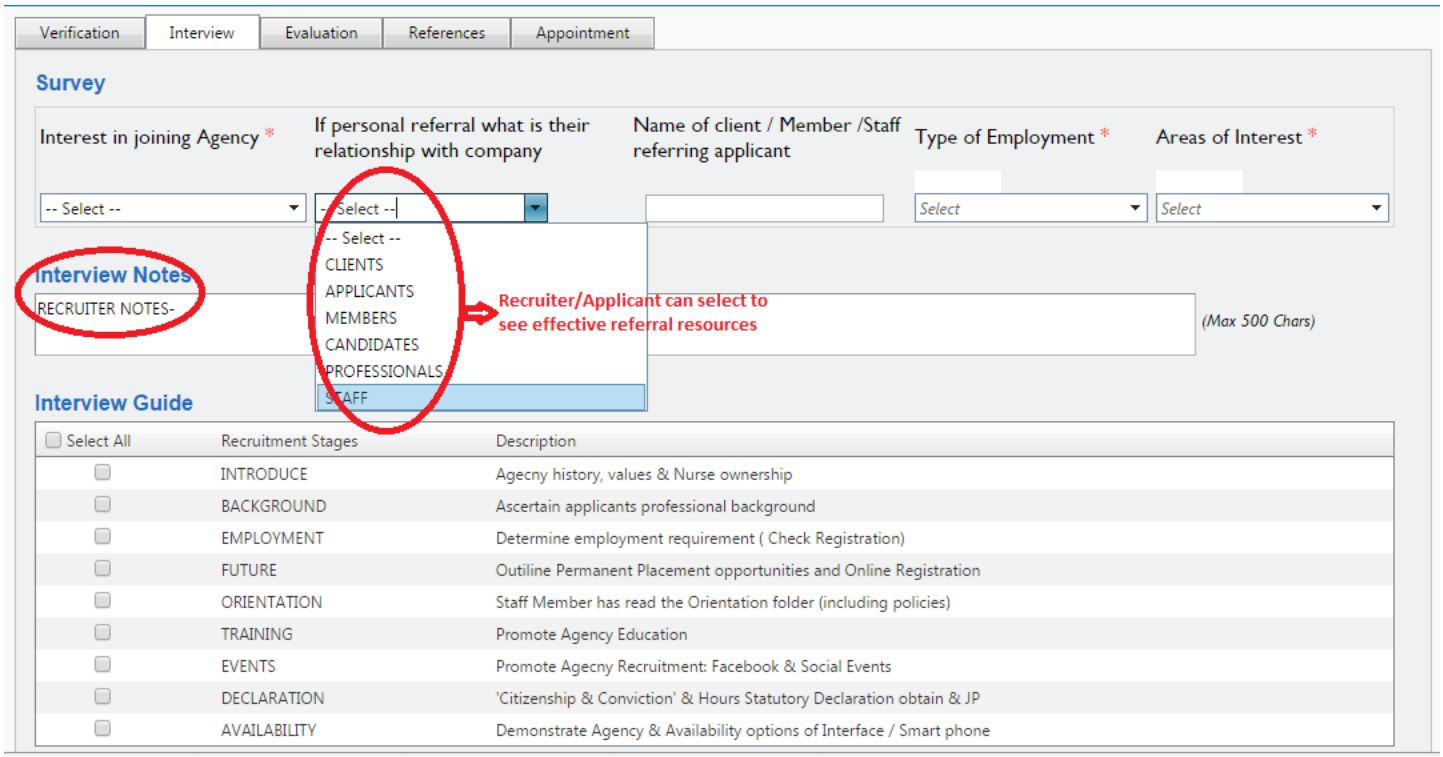


Diagram 21

Evaluation:

This is where the recruiter can rate the applicant on key requirement such as punctuality, education and training, English comprehension, etc. This allows the organisation to place applicants in suitable areas of work. Please refer to image below:

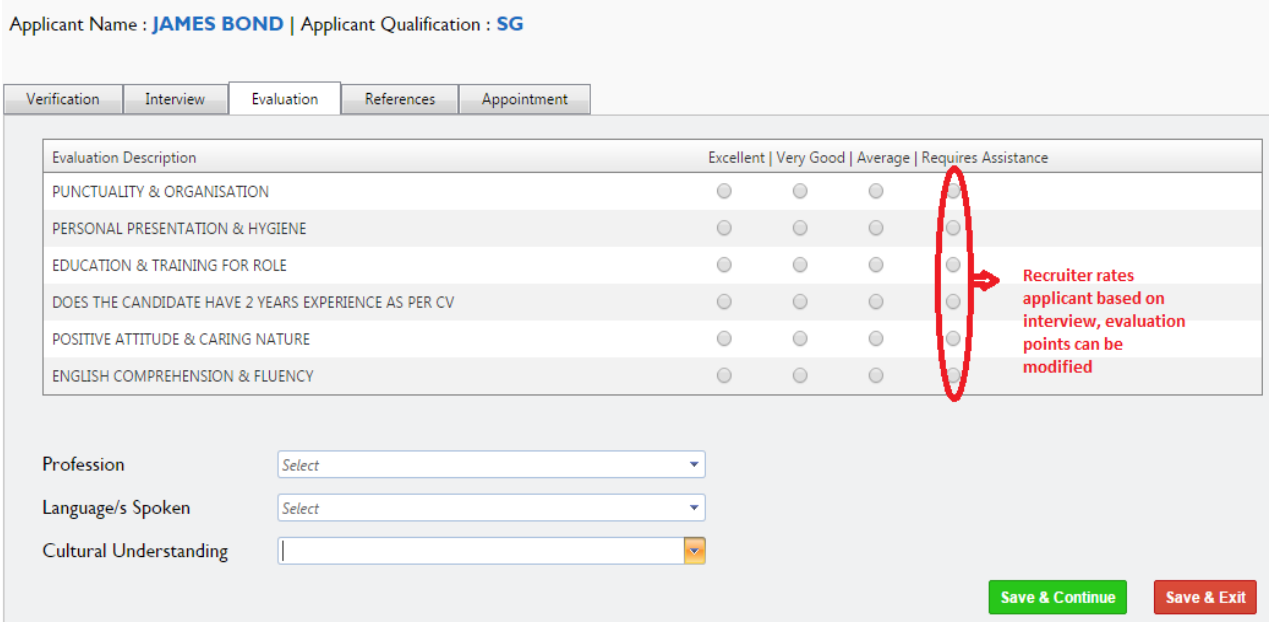


Diagram 22

2.0 COMPLETING REFERENCES:

2.1 ENTERING REFEREE DETAILS :

This is where the recruiter enters details of the referee, contact log, and feedback from the referee. The references can be entered by the applicant/recruiter. The recruiter can create a reminder/outstanding task through the system. Please see image below:

	Add Referee1 Details	Add Referee2 Details	Add Referee3 Details
Referee name	XYZ		
Qualification	Select Qualification	Select Qualification	Select Qualification
Position	MANAGER		
Place & Length of time worked with candidate	ABC COMPANY		
Best time of contact to referee	AFTERNOON		
Work Phone	_____	_____	_____
Mobile Phone	_____	_____	_____
Home Phone	_____	_____	_____
Contact Log	RECRUITER CONTACTED,LEFT MESSAGE Recruiter updates contact log Recruiter can create reminder through system (Max 500 Chars)	(Max 500 Chars)	(Max 500 Chars)
Create Follow up	Due Date DD-MM-YYYY Due Time Create MSG Task	Due Date DD-MM-YYYY Due Time Create MSG Task	Due Date DD-MM-YYYY Due Time Create MSG Task

Diagram 23

Once the referee has been contacted, the recruiter can enter the feedback/comments in the Referee Notes section. The recruiter can also enter the referee's evaluation as shown below: ***Diagram 24***

Referee willing to assist with reference	Yes No Reference Not Required
Referee recommendation on employment application	Yes No
Referee Notes	(Max 500 Chars)
Appreciation Gift Acceptance	Yes No
Location Name	--Select--
Street	
Suburb	
Post Code	
Thank You Card	Yes

Referee's Evaluation of Applicant

Note: Excellent(E) | Very Good (V)| Average (A

Select	Evaluation Description	Referee1 E	V	A	R
	ABILITY TO WORK WITHIN A TEAM				
	CLINICAL SKILLS AS (DESIGNATED SPECIALTY)				
	COMMUNICATION SKILLS				
	FOLLOWING TASKS TO COMPLETION				
	MANDATORY TRAINING COMPLETED				
	PUNCTUALITY				
	RELIABILITY EG. ANY EXCESS SICK LEAVE				
	TECHNICAL SKILLS EG. COMPUTERS				
	WORKING UNSUPERVISED				

2.2 APPOINTMENT:

This is where the recruiter finalises the application status. The recruiter may decide to defer, decline, or accept the applicant as an employee. This section also shows any outstanding recruitment tasks/screening checks to be performed.

This feature enables the recruiter to employ only those applicants whose details are complete on the system. The system does not allow recruiter to accept any applicant whose financial details, references, criminal history check, legal registration checks, have not been entered (unless recruiter overrides). Please refer to image below:

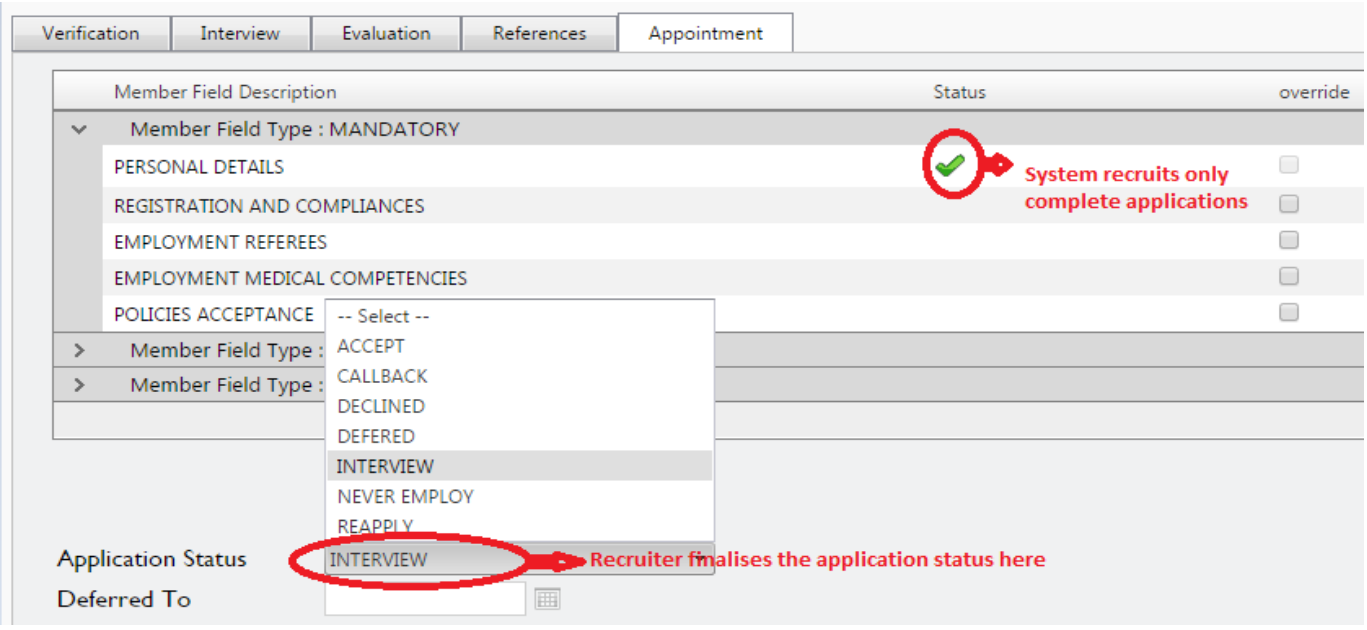
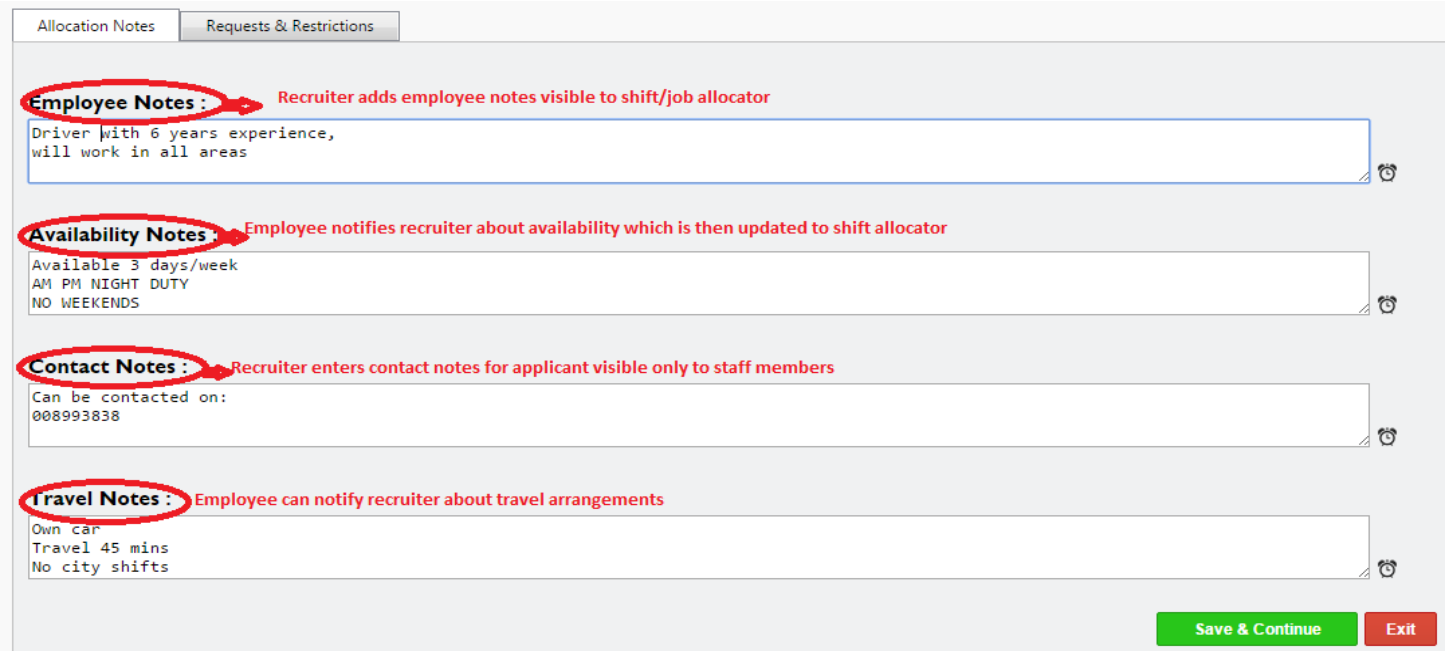


Diagram 25

2.3 ALLOCATION NOTES:

This is where recruiter updates employee notes, contact notes, travel preferences for the employee. These notes assist shift allocator to assign shift/job to employee. Please see below: *Diagram 26*



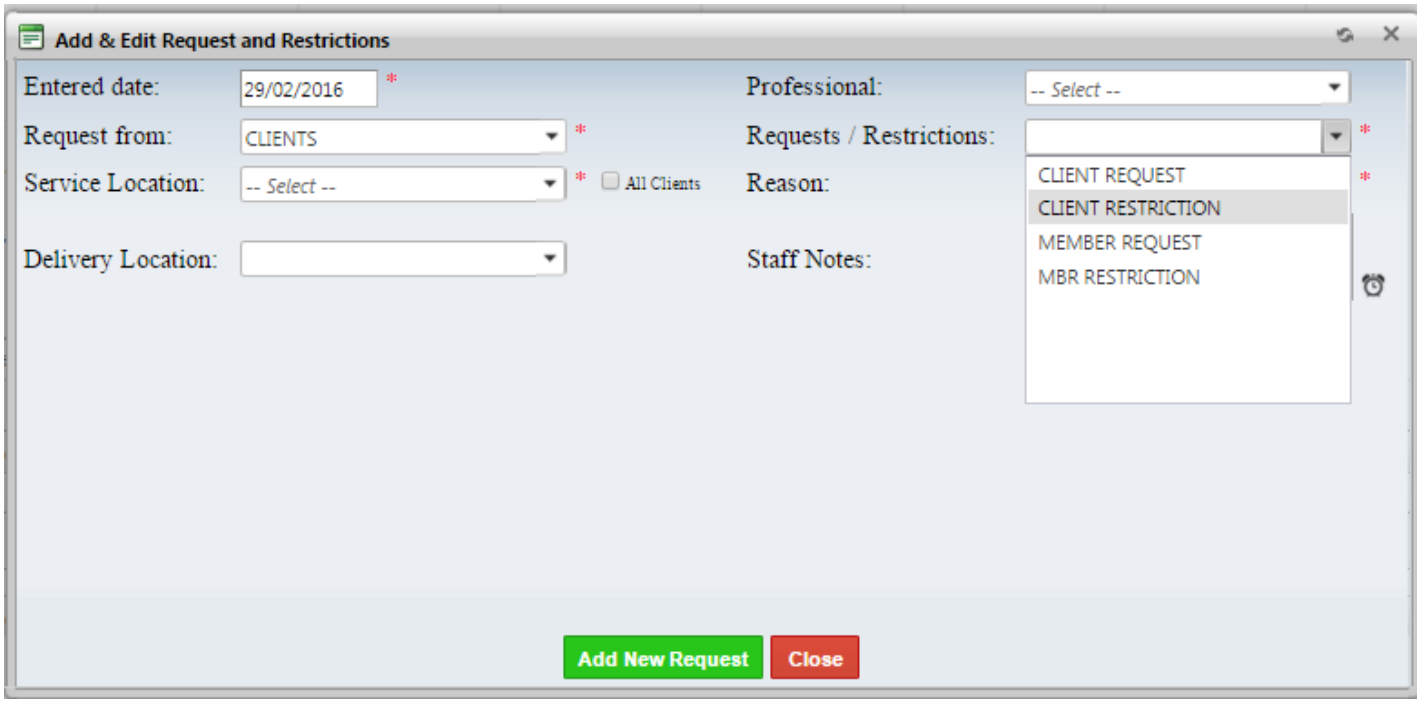
2.4 REQUEST AND RESTRICTIONS:

This is where the recruiter can enter any locations which the employee prefers or has been restricted from.

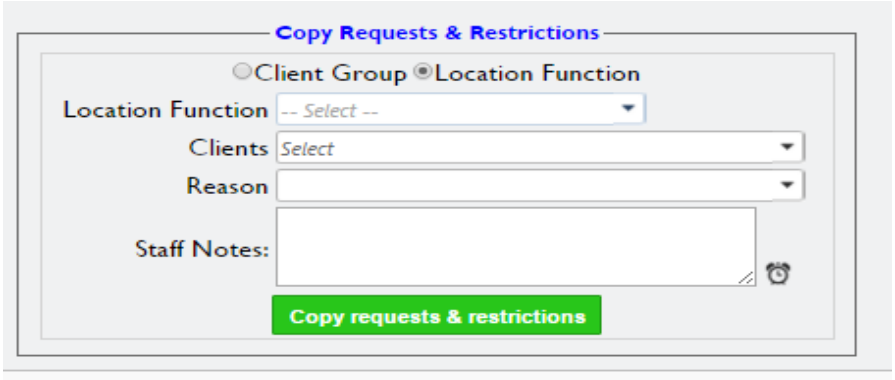
For eg. The employee prefers working at a location closer to where he/she lives-Allocator can enter all locations of services in requests for the employee. Similarly, if employee is unable to work at a particular location such as location of ex employment, location unsuitable-Allocator/recruiter can restrict employee from such locations. This would then restrict employee from viewing shifts/jobs from such locations and will also not permit allocator to offer employee work at restricted locations.

When recruiter clicks on Add New Request-a pop opens up as shown in image below:

Diagram 27



The recruiter can restrict employee for multiple locations based on the client group or function of locations. If a client has several service locations and the employee is restricted from working with the client, the recruiter can bulk restrict employee from all locations for that client. Please see image below: ***Diagram 28***



2.5 ACTIVATING MEMBER/EMPLOYMENT STATUS UPDATE:

The recruiter can choose to print an id badge at this stage by clicking Print ID Badge tab. Entire HR can provide recommendations/printing machines for id badges and will assist in configuring this to the system. The id badges have employee details and photo printed on them along with company logo.

Employment Status:

This is the final step to recruitment process. Once the applicant has been made a member the recruiter needs to change the status of employee to Active and a new employee id will be generated.

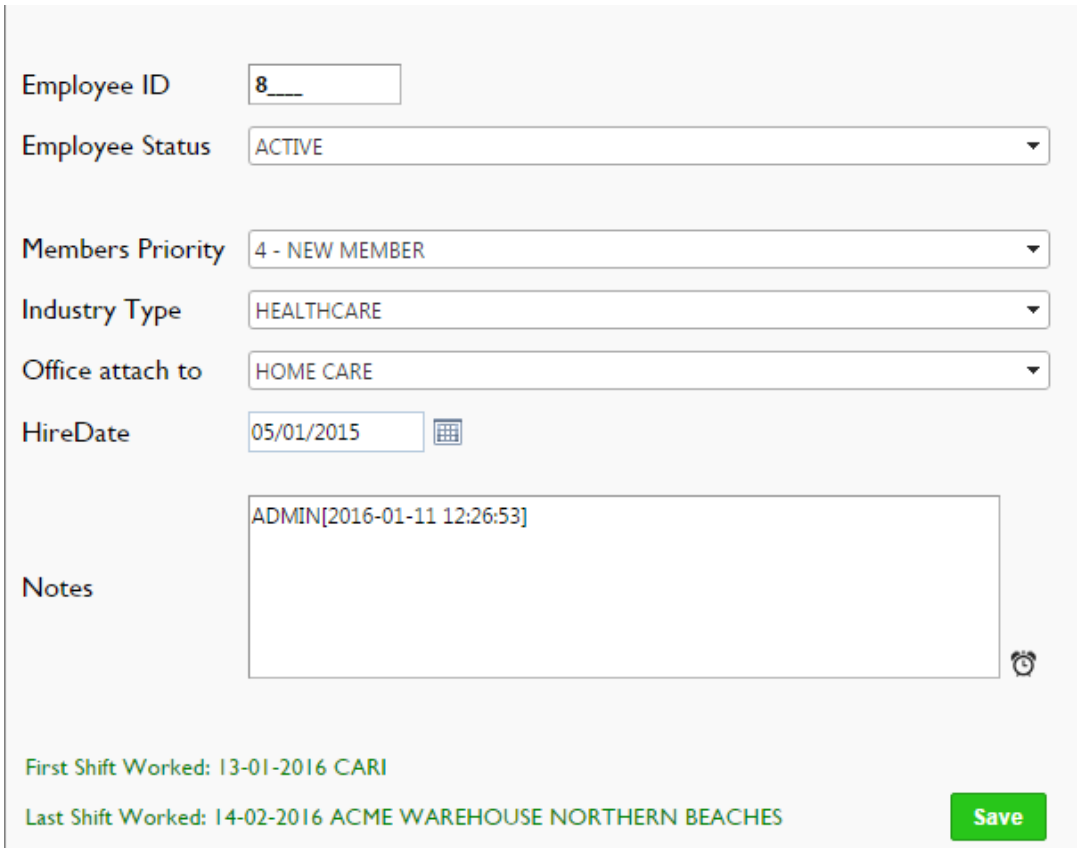


Diagram 29

The employment status can be changed to inactive if the employee ceases employment due to reasons like maternity leave, travelling overseas, etc. The system also automatically suspends any member whose legal check have expired. The system does send notification to staff before suspension. Only active employees can work shifts/jobs with the company. Once employment has been confirmed-they are known as MEMBERS in the system.The recruiter can send Member their app log in details now by clicking on the icon 

on the top left corner of the home screen. The system then notifies the employee of their log in details via sms or email. This completes the recruitment process and the member can now enter availabilities/pick jobs through the members app/member portal. The recruiter can send log in details to multiple members at the same time..

3.0 PORTALS/INTERFACES AND LOG INs:

Entire HR software has different portals for different users. When applying for a job the applicant would get access to the applicant portal. Internal staff members can access the staff portal through the staff app. The staff app is a customised app provided along with the software and is integrated feature of the software. The staff app is explained in detail further in the manual.

Please note -staff app is explained in detail further in the manual.

3.1 LOG INs:

The portals can be accessed via the log ins generated by the system. Please see below types of log ins required to access these portals:

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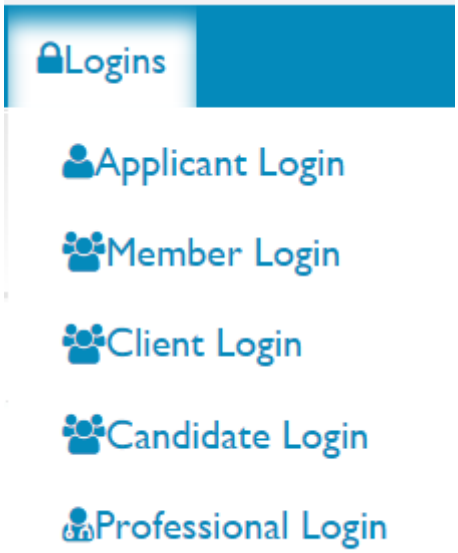


Diagram 30

The log in tab is located on the top right hand corner below the Log out tab. These logins allow the user to access appropriate portals based on the type of access they are authorized to. Below is a breakdown of authorised users for different portals:

Applicants/Job Seekers via job portal-Applicant portal

Employees/Members-Members portal

Clients/ Facilities/Work locations- Client portal

Candidates/Permanent Placements -Candidate Log in

Professionals/Internal Staff/Office users- Staff app/portal

Each of the above portals can be accessed by the unique username and password generated via the system. The log ins can be sent via email/sms and can be accessed by internal staff member by clicking on the log in tab as shown below:

Home \ Logins \ Applicant Logins

View Login Details

Login Type: Members / Applicants

Search By: Select | Type search info here

Display Users | Send Email to Members | Refresh

Login Name	Login ID	Login Password	Login Email	Office Location	Status	Application Status	Send Email
AJAY LATHER	APL0000003	01011990	ajay.lather@caringforyou.net.au	CLEANERS	ACTIVE	INTERVIEW	
BRETT RYAN	APL0000007	30011967	david@sbipl.com.au	CONSTRUCTION	ACTIVE	INTERVIEW	
BRIAN ROOST	APL0000008	05021968	david@sbipl.com.au	CONSTRUCTION	ACTIVE	INTERVIEW	
CHRIS FINCH	APL0000028	06081970	shane@entirehr.com	LABOURHIRE	ACTIVE	INTERVIEW	
DAVID JONES	APL0000005	08081988	david@sbipl.com.au	CONSTRUCTION	ACTIVE	INTERVIEW	

Diagram 31

Internal staff members can view log in details by clicking on Logins tab and then selecting type of users. The above is an example of applicant log in details. The internal staff members can search applicants/users via name or by office location. They can then email details to users by selecting applicant and clicking on send email. The system does automatically send email to the appropriate user once the status of user has been confirmed. For example: An applicant receives an automated email with applicant log in details once their application has been received. A new member/employee receives an automated email with log in details once recruiter confirms their employment status on the system.

Similarly client details can also be viewed/emailed as shown below:

View Login Details

Send Email to Clients | Refresh

Login Name	Login ID	Login Password	Login Email	Office Location	Login Status	Send Email
ACME WAREHOUSE NORTHERN BEACHES	CLT0000021	ACME-S-002		LABOURHIRE	ACTIVE	
ACME WAREHOUSE WESTERN SUBURBS	CLT0000020	ACME-S-001		LABOURHIRE	ACTIVE	
ACME WAREHOUSING	CLT0000017	LOC1-A-001		LABOURHIRE	ACTIVE	
BETTY LEAN	CLT0000055	BETT-A-001		HOME CARE	ACTIVE	
CROWN AGED CARE	CLT0000048	CROW-A-001		HEALTH CARE	ACTIVE	
CROWN AGED CARE	CLT0000019	UNIT-S-001		HEALTH CARE	ACTIVE	
CROWN CARE PENNANT HILLS	CLT0000049	CROW-S-002		HEALTH CARE	ACTIVE	

Diagram 32

The portals/interfaces are linked to the status of the users and can be found on the top left corner of the home page by clicking on Entire Software (please note user will able to see their company name here instead of Entire Software) as shown below:

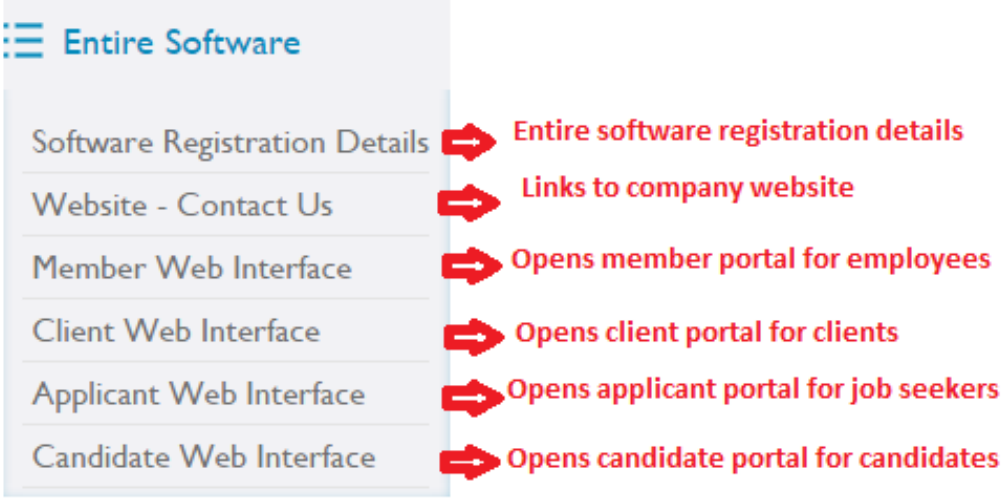


Diagram 33

3.2 APPLICANT WEB INTERFACE:

This is the portal that new job applicants would access. Once a new application has been created through the job portal of the company's website, the applicant receives an email with the link to the applicant interface. The content of the email can be modified based on company's requirement the layout of the applicant portal is customised for each company using Entire HR. The applicant interface may have an application form which requires the applicant to enter details/upload documents such as personal details, contact information, TFN, etc. These can then be automatically saved onto Entire HR as shown below:

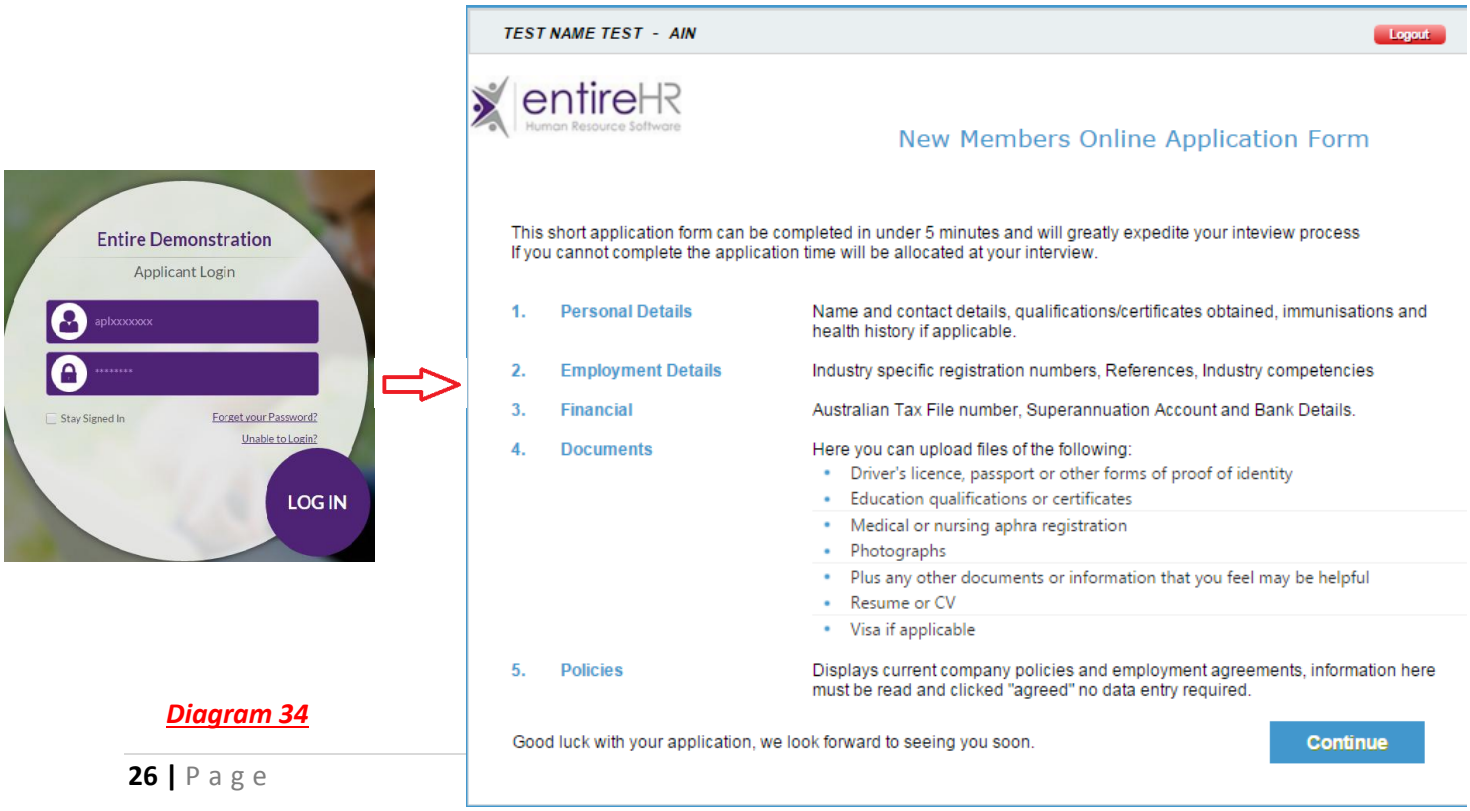


Diagram 34

Once the applicant enters details and clicks on continue-they are directed to the applicant dashboard where they can see progress/status of their application. This enables the job seeker to enter most of the required details before they are scheduled for an interview and thus reducing the time consumed in recruitment process. Entire HR is a system that enables the company to recruit applicant based on the documents and details submitted through the applicant interface, which then allows the company to recruit even without an interview. Once the applicant submits all mandatory documents, they are enable to see the status of submission on the applicant dashboard as shown below:

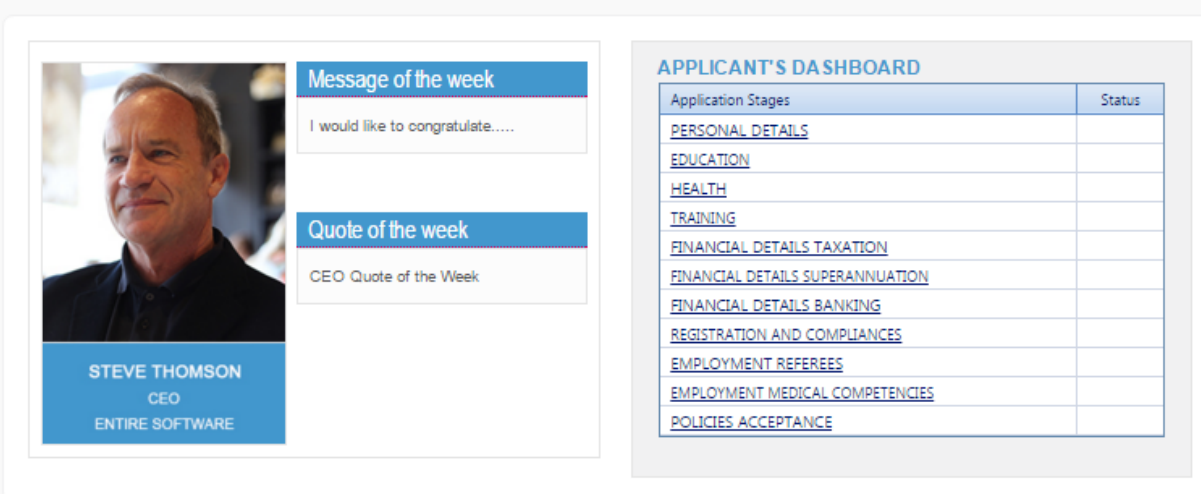


Diagram 35

Each company using Entire HR is allowed to customise the applicant dashboard and can have an image/quote from the respective CEO of the company. By clicking on the different tabs under Application stages the applicant can enter details which then get saved on the system and can be viewed by recruiter through the staff log in. Please note-by clicking on tabs such as Education, Health, Training Etc. a new page opens up which is exactly the same as seen by recruiter under applicant details tab as explained previously in this manual. Please see below example:

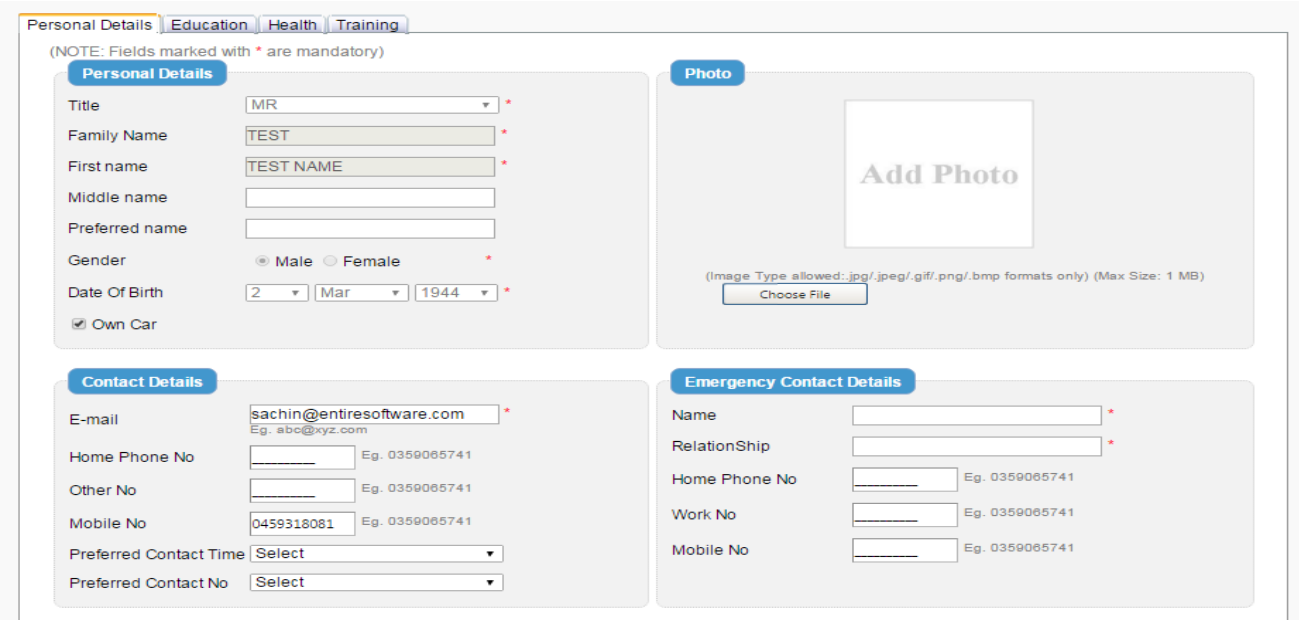


Diagram 36

3.3 MEMBER INTERFACE/PORTAL:

This is where the employee can update availabilities, change address, pick up work/shifts. Please note this is different from the member profile which internal staff can access via the Members tab on the system. The system sends an automated email once the recruiter changes the status from applicant to new member and provides the employee their details as well as a link to the member portal and members app. These are customised for each company and has their logo and details on it.

Once the Member/New employee accesses member portal via they can see any shifts/jobs released to be picked up as shown below:

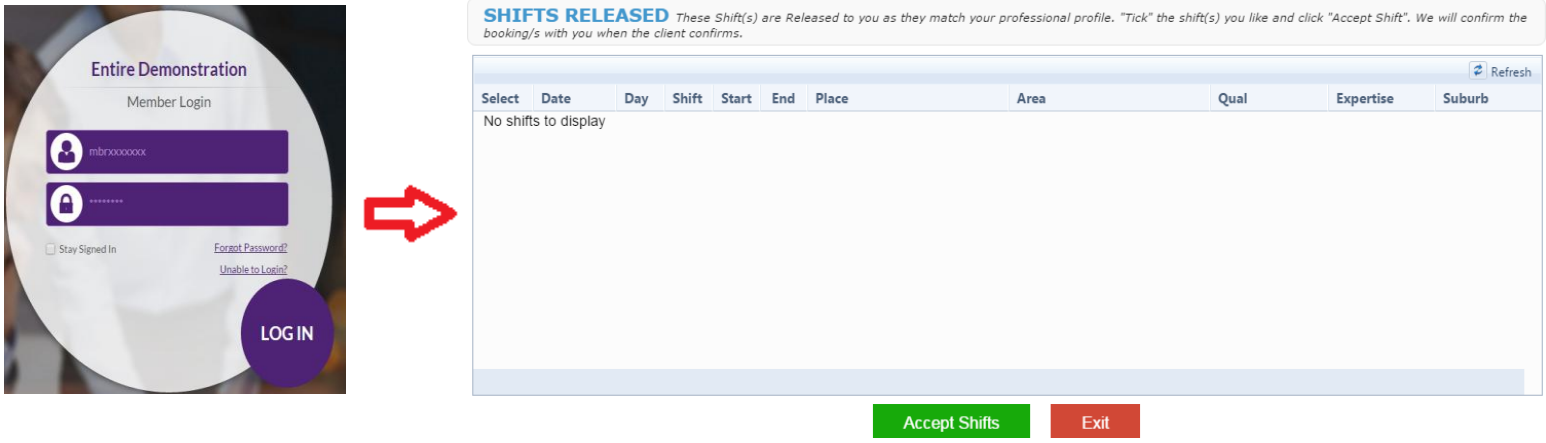


Diagram 37

The member interface tabs for the member to enter availabilities, preferences, refer a friend and update details as shown in image below:

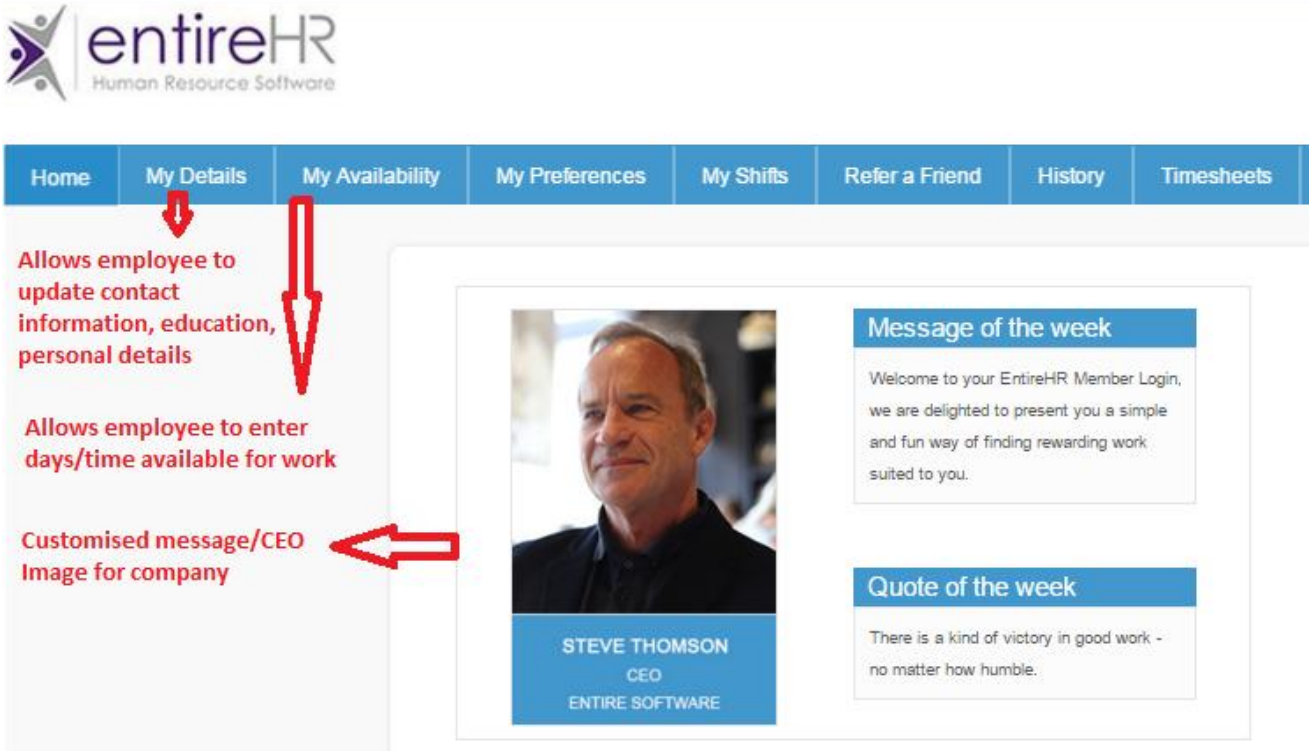


Diagram 38

Members can update their availability through the above tab which is then visible to the shift/job allocators who can then assign work based on employee availability. Please see image below:

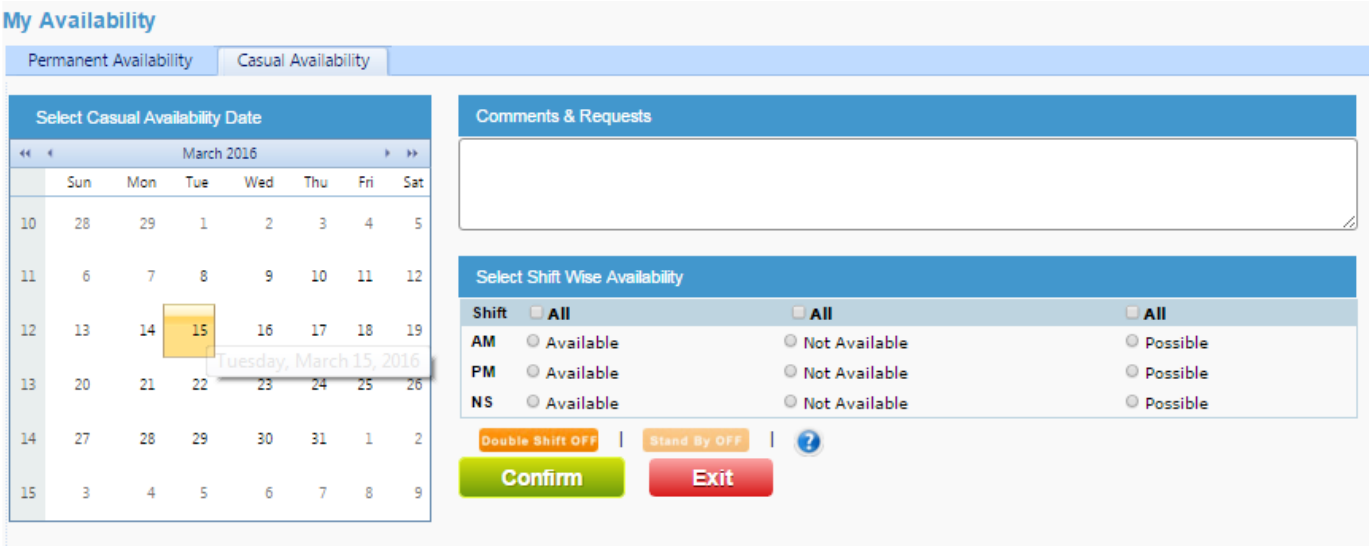


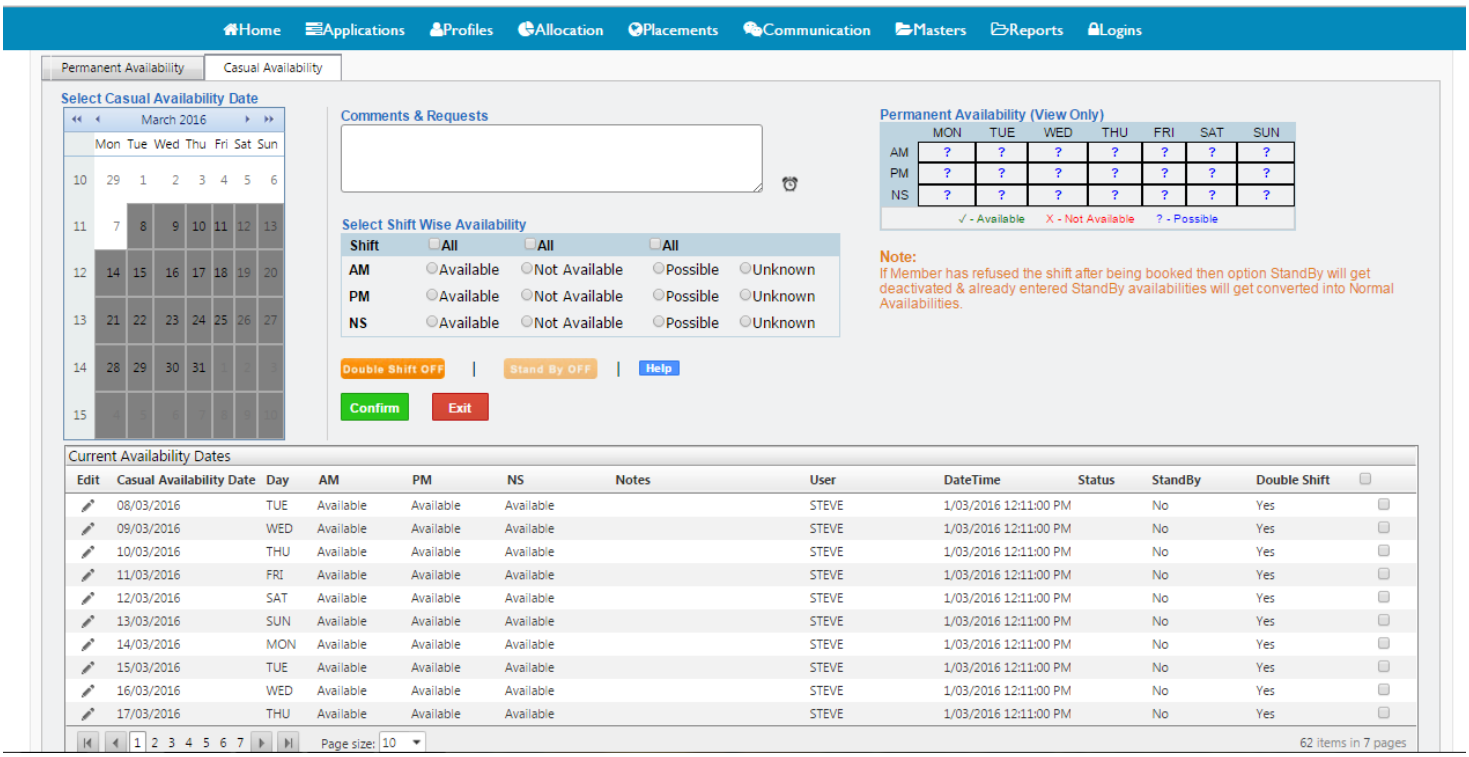
Diagram 39

It is easy and simple for employee to update availability as all they are required to do is click and choose date and then select AM PM or NS and click 

to update availability status. They can also choose if they would like to work a double shift. This allows quick allocation of work.

The members can also enter their availability and can access all of the above features via a smart phone/tablet using the members app. This is provided along with the software and is an important part of the system. The candidate portal is similar to the members portal and is for employees who have been selected for permanent placement. The members portal also allows employee to submit timesheets/invoices using a smart phone and allows quick and accurate processing of payments.

Any detailed entered by the employee is visible on the system to shift allocators/payroll/recruiter as shown below for availability uploaded: ***Diagram 40***



4.0 APPs FROM ENTIRE SOFTWARE:

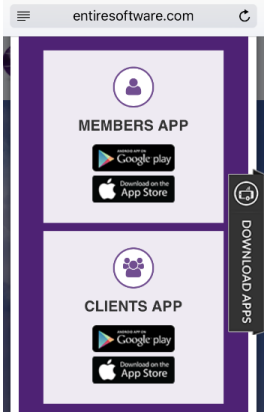
Entire HR software has its integrated apps for staff, clients, and members. These apps are an integral part of the system and every company using the software has access to these apps. They are compatible with apple, androids as well as all other smart phones and tablets. The user can download these for free for multiple devices. These apps are categorized into the following:

Staff App-For internal staff users/recruiters

Members App-For employees/members

Client App-For clients/contractors

Please see below image for demo apps downloaded for Entire HR system. Please note each company is provided with customised logo for their apps: ***Diagram 41***



4.1 STAFF APP:

This is an important app for recruitment/hiring purposes. The recruiter/internal staff member can upload documents for new applicants using this app. These documents are then saved onto the Entire HR system and can be accessed in future. The staff member uploads documents received as hard copies/email/scanned copies/pdf/word using a smart phone or tablet. A copy of the uploaded document is also saved on the device used for uploading. Each internal staff member uses a unique user name and password to log in to the app. The home page of the staff app shows all personnel saved on to the system and the user can select from applicants, member, candidate, etc:

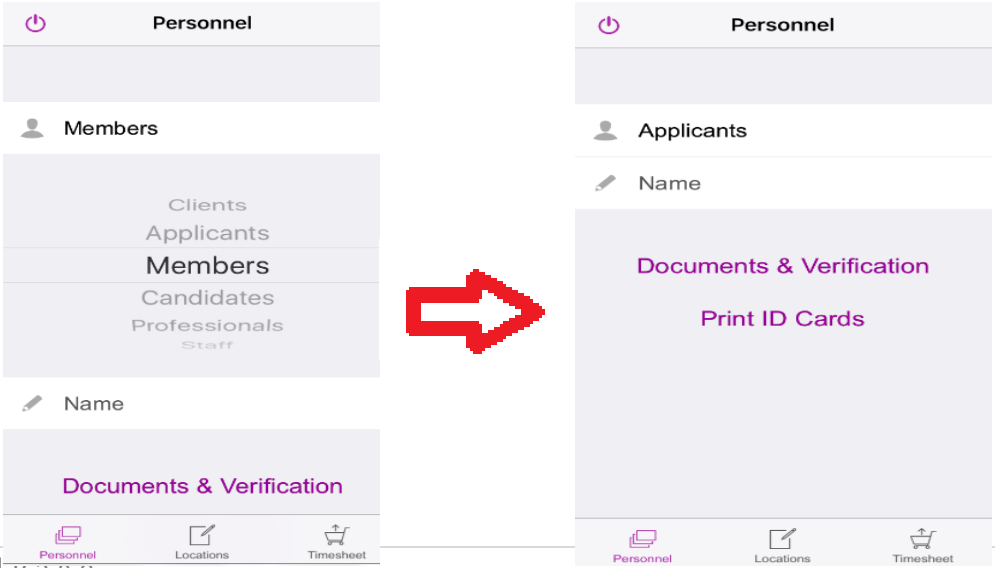


Diagram 42

The internal staff member can select Applicant/Member b simply typing the name or can search from a list of all users. For new job seekers who have progressed to interview stage/application finalised on the system, the recruiter can access their details through the app:

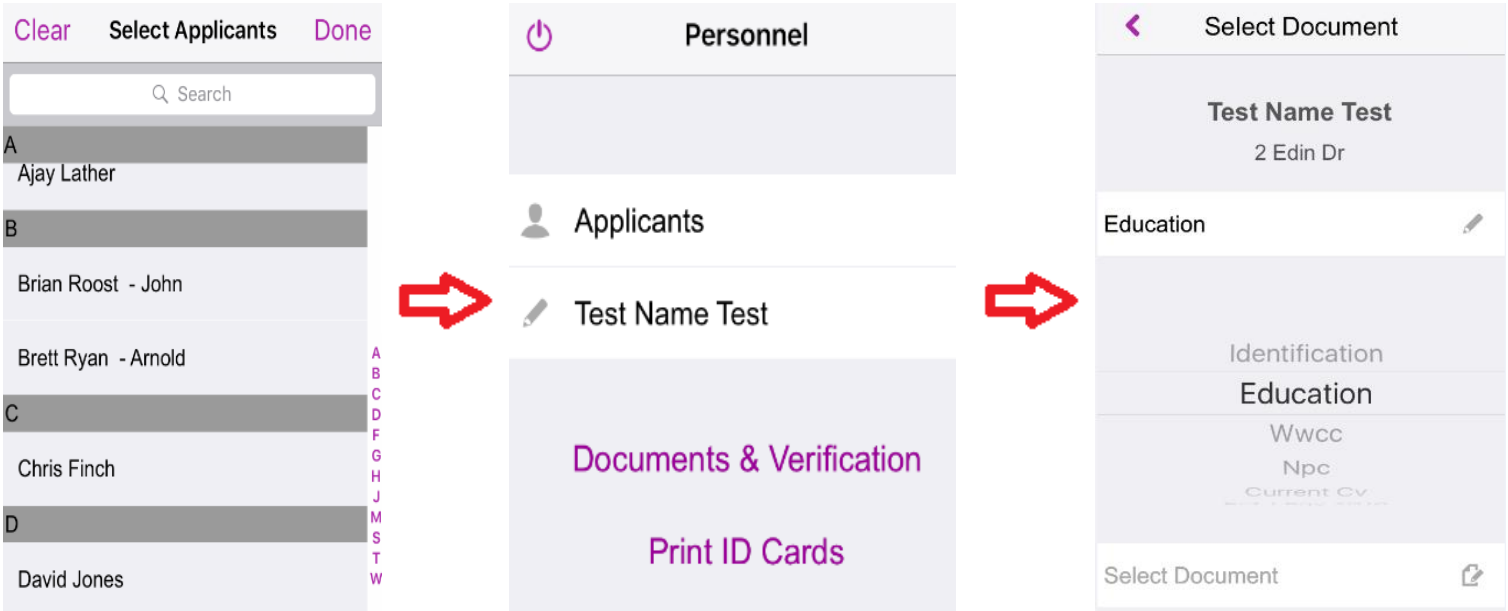
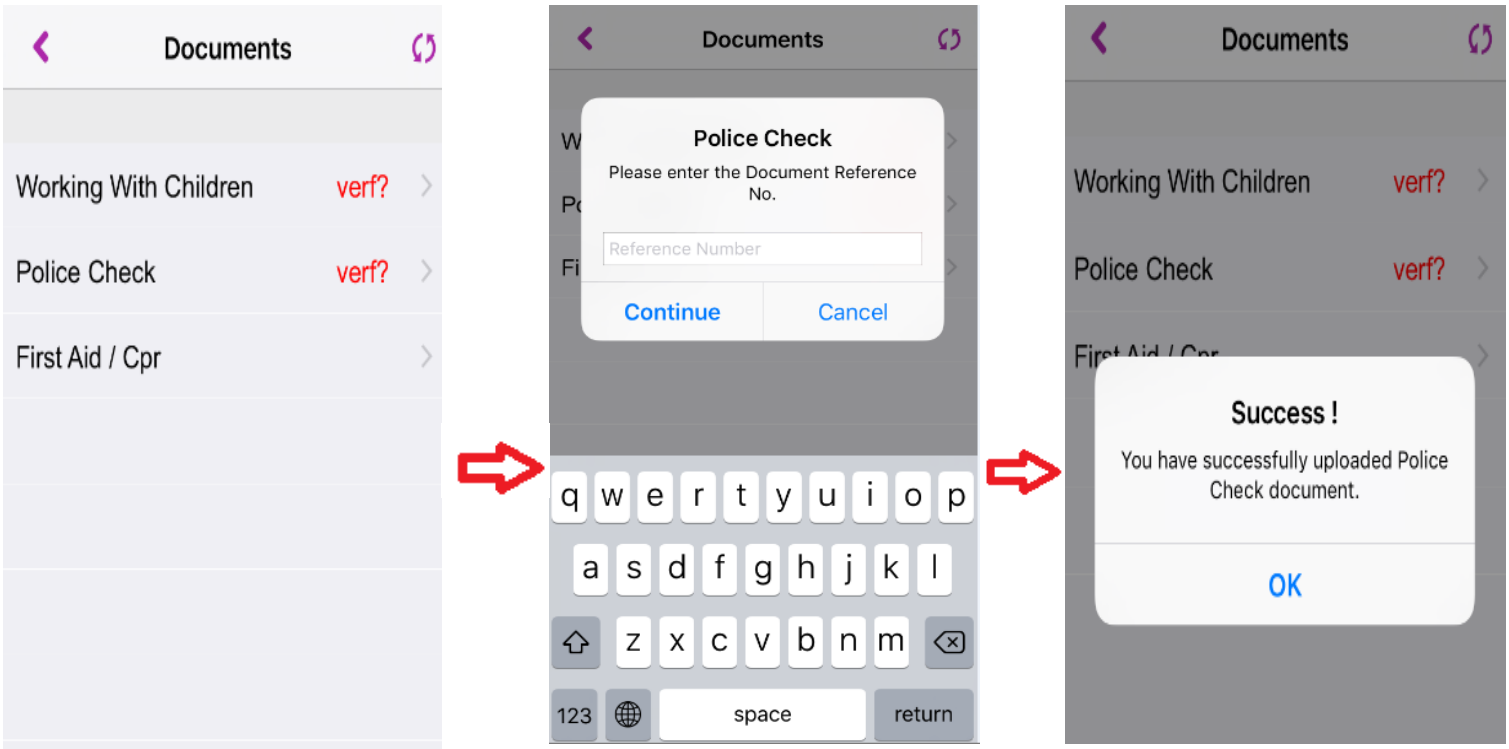


Diagram 43

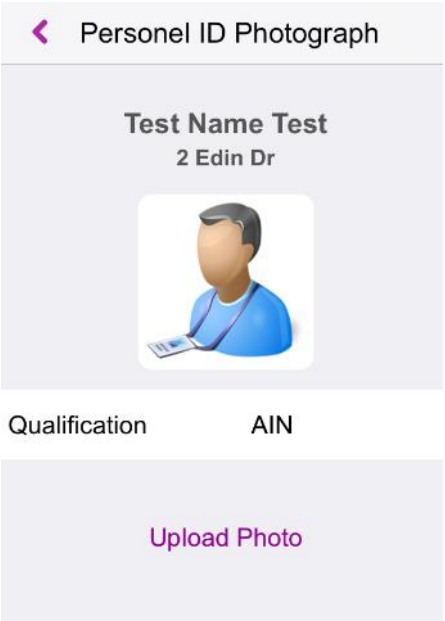
Once the applicant has been selected, the recruiter can select category from documents which can be uploaded. These categories can be created as per company requirement. Documents such Identification, education, legal checks, registrations, experience, resume can be uploaded.

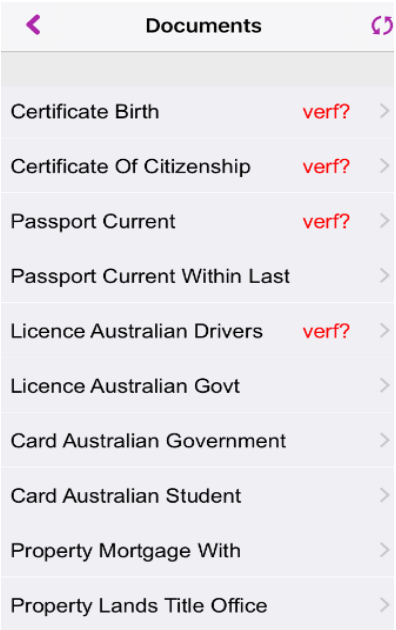
For documents (such as police checks) requiring an expiry date, the recruiter can select the date and number of the document as shown below: ***Diagram 44***



The app will then direct the recruiter to take a photo and will then upload the document under this category. The recruiter gets notified once a document has been uploaded.

The app allows recruiter to complete the applicants profile using this feature of the app and this can be done during the interview process itself. The recruiter can also print an ID badge using the app. On clicking on Print Id tab of the app, the recruiter is directed to take a photo of the applicant which is then saved onto the id badge for that applicant.





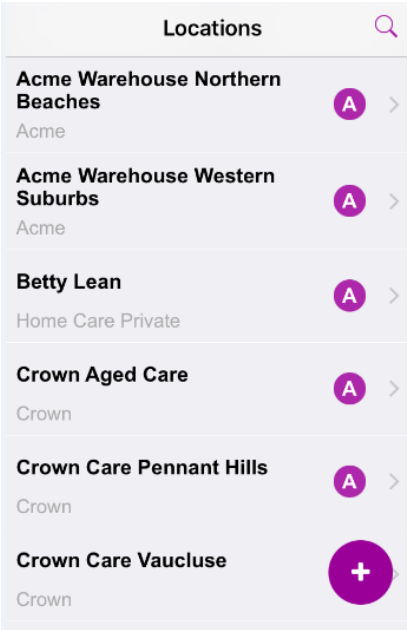
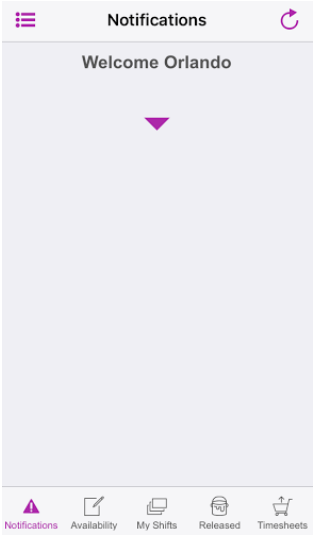


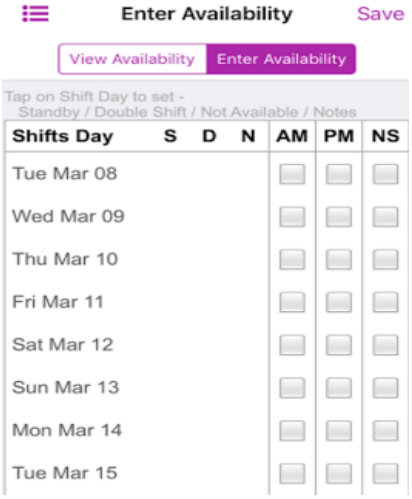
Diagram 45

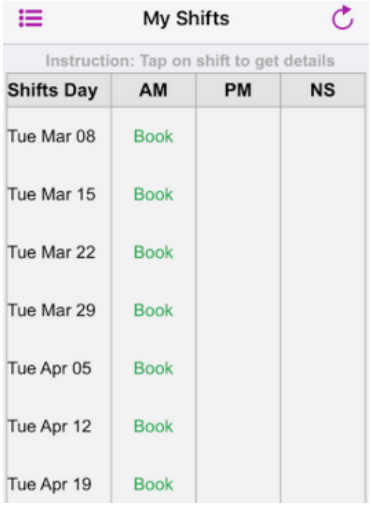
The staff app has variety of categories that can be created to allow sorting and organised uploading of documents. Internal staff members can also access client locations/details which allows recruiter to gauge areas requiring more employees.

4.2 MEMBERS APP:

Members app is used by employees/members of the company to update availability, submit time sheets, pick up jobs. etc. Entire HR provides unlimited member app downloads. ***Diagram 47***

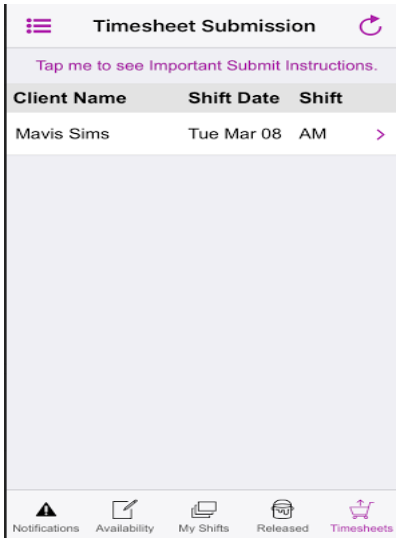






4.3 TIME SHEET SUBMISSION:

Both Staff and Member app allows user to upload timesheets/invoices. These invoices uploaded are submitted to the finance/payroll department of the company who can then access these. In order to upload a timesheet -internal staff member/employee clicks on timesheet tab on app-which then confirms docket number/invoice number and then directs the app user to take a photo of the docket which is then uploaded onto payroll component of the software.



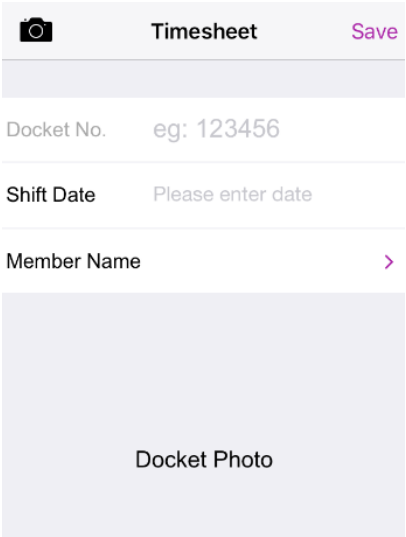


Diagram 48

Once, the docket has been received by the finance department, they can process payment in to the account nominated by employee under financial details tab of the system. This completes the recruitment process using Entire HR.

As explained in the manual, the journey of recruiting any new employee begins with an application being created using the applicant portal and at each stage the system allows quick completion of the application details. It is completed with the new employee working a shift with the company and then being paid by uploading the docket using the member app.