VERSION RELEASE NOTES ENTERPRISE X

Grace Thomson

Entire Software | Level 1, 290 Frankston-Flinders Rd, Frankston South

EntireHR

Table of Contents

Enterprise Overview

Enterprise has been developed by Entire to allow greater customisation, dynamic content and ease of user functionality than ever before.
From the very first application page to finance, the system has been coded for more relevant content and effective data processing.

The three key themes throughout Enterprise are

1. End to end segregation of data from initial application through to finance.
2. Centralised file structure
3. Dynamic content

The purpose of all of these changes incorporate the fundamental difference in Enterprise is the ability to create broad v.s. specific requirements.

To achieve this, Entire have introduced a new hierarchy structure for industry and qualifications. This outlined in detail in the following pages new structure is outlined below and indicates the system has been restructured, and how this now enables the recruitment process to be defined per industry and qualification of the applicant.

Industry Segregation

Enterprise introduces a new structure for all data in the system, aimed to streamline applicant, members and client databases within the system.

Previous Functionality

Industry has been used to categorise applicants', members' and clients', however it has not had an impact on the system at a database level.

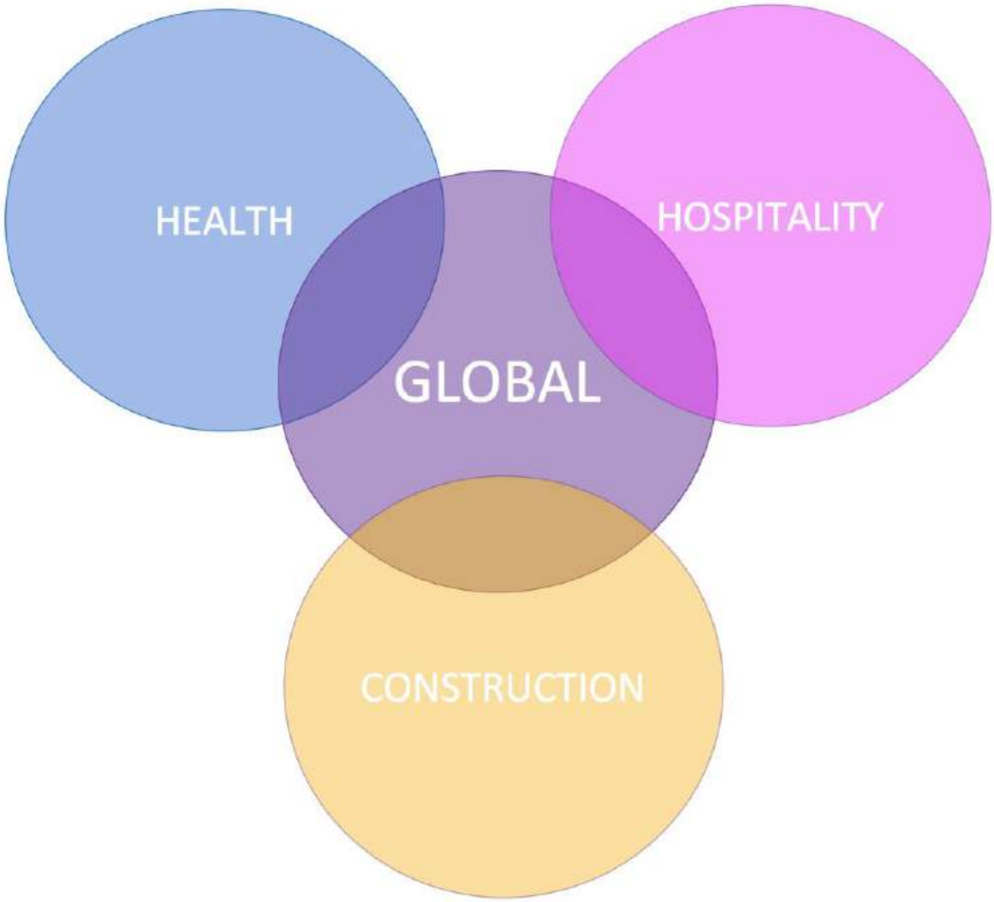
New Functionality

All applicant, member and client data will be segregated by a hierarchy, beginning at Industry Level. This may be further specified into qualification, documents, expertise and sub expertise.

In the example shown below, the system has four active industries:

1. Health
2. Hospitality
3. Construction
4. Global

By default Enterprise will have a minimum of two active industries; a company specific industry and 'Global'.



Global Industry

- Global is the default Industry applied when an industry isn't specified.
- Any area of the system an industry can be nominated, and an Industry is *not* assigned - this will be automatically categorised as 'Global'.
- If an item is 'global' it will be accessible/applicable regardless of industry selected

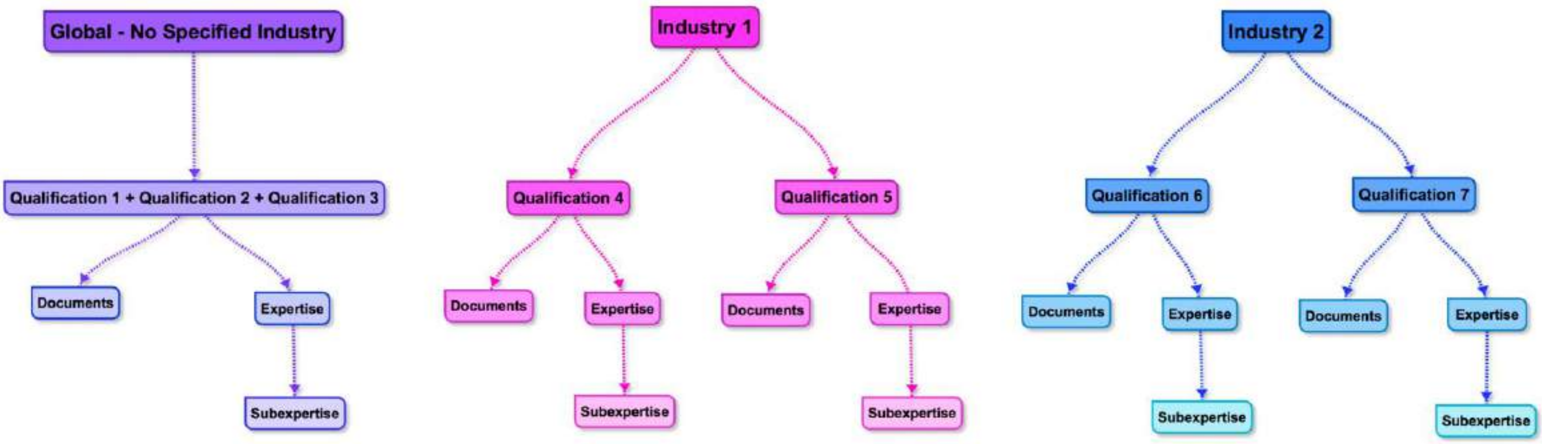
Example of Global Qualification

The same qualification is applicable across MULTIPLE industries

Example of Global Expertise

Expertise Applies to ALL qualifications

Diagram of Global and Industry Specific Hierarchy



Benefit of this Feature

Recruitment

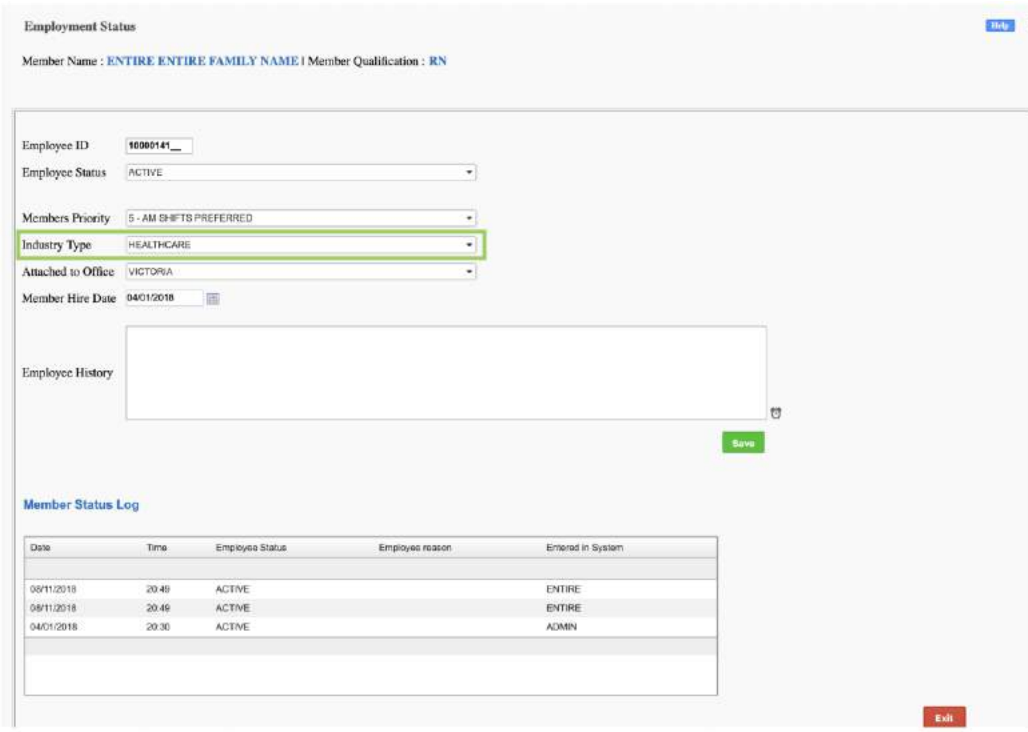
- If attached to a specific industry, documentation and expertise's considered specific to that qualification will be linked so that when progressing through applicant portal/recruitment process it is transparent what applicant has outstanding to complete or provide.

Allocations

- Only qualifications and expertises' applicable to the Industry the client is attached too will appear when entering bookings.

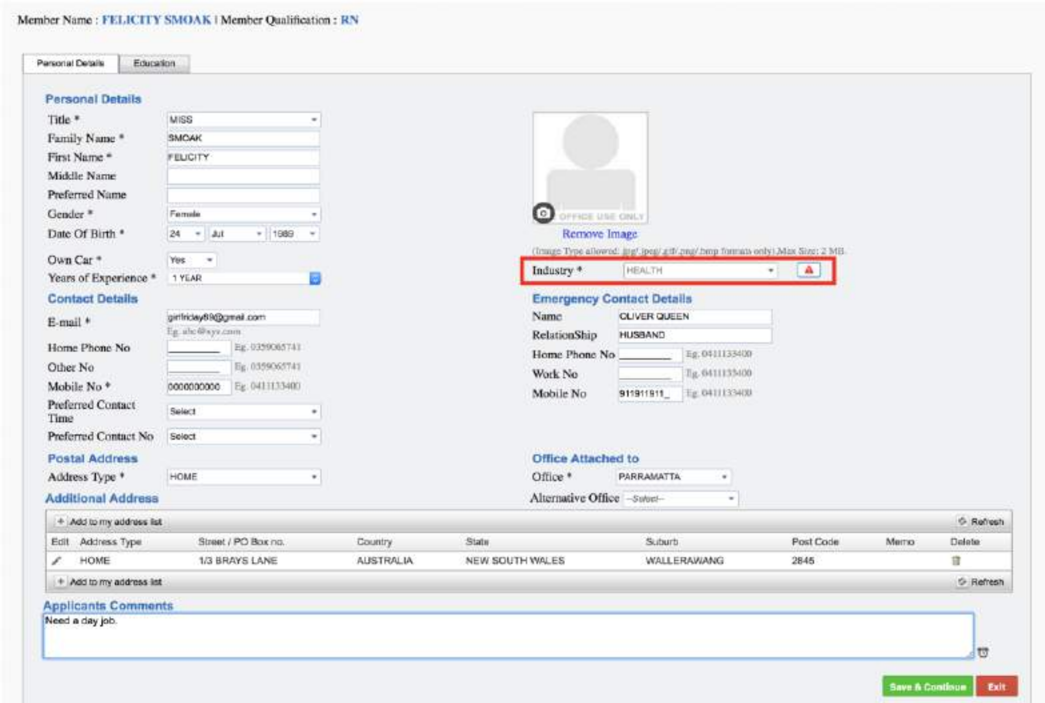
Assigning Industries

Previous Functionality



- Members could work across multiple industries regardless of qualifications or expertise.
- A Member's Primary Industry was nominated at time of activation in system under Employment Status (as shown below)

New Functionality

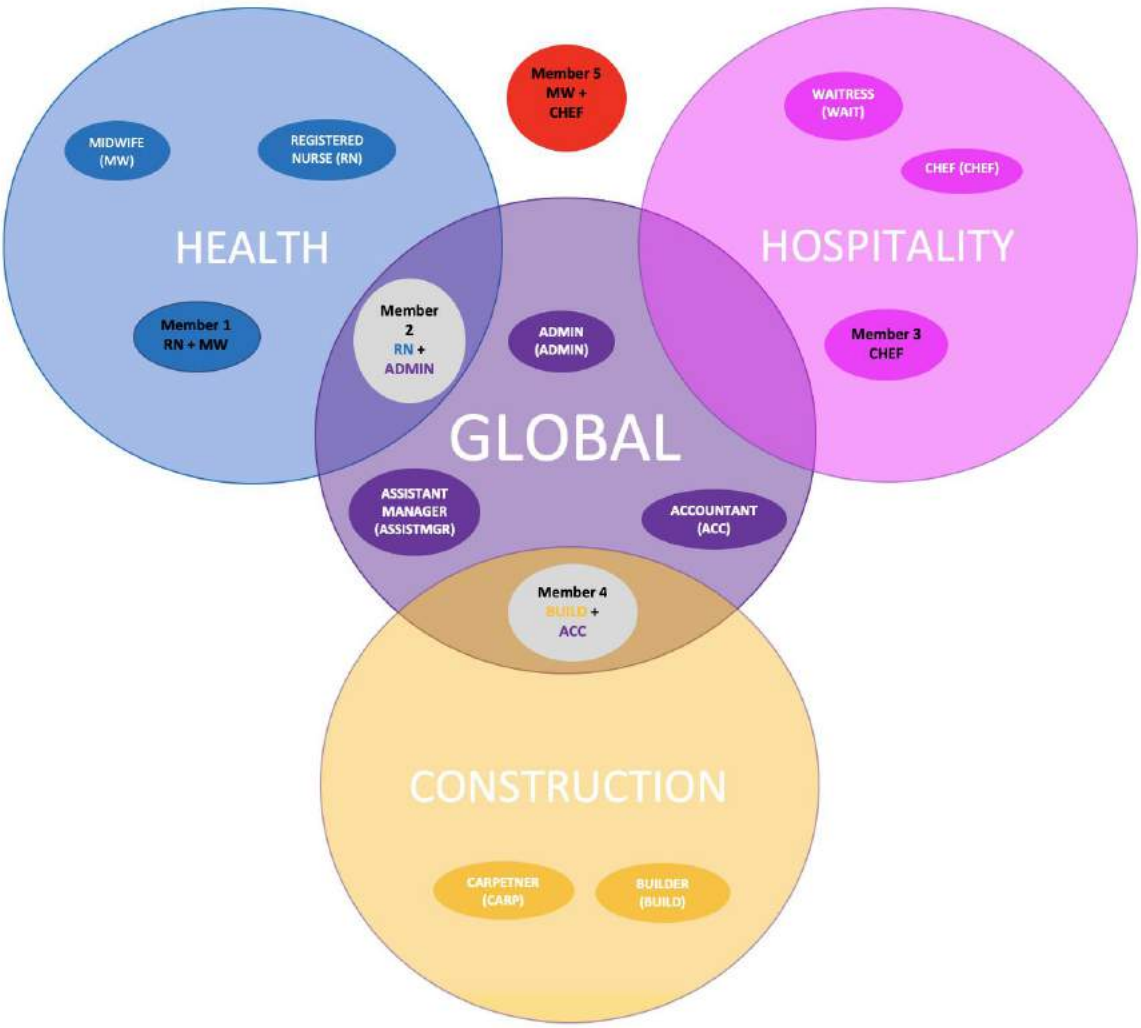


- Members' industry must be selected under Personnel Details before selecting relevant qualification and expertise under Education tab.
- Members' primary industry must correspond to their qualification – visual provided below in Dual Qualifications[1].

---

[1] A member can only be linked to global qualifications OR those within their assigned Industry.

Member with Dual Qualifications



Members' with dual qualification may be either:

1. Assigned multiple qualifications within the same industry
i.e. ***Member 1*** *and* ***Member 3***

OR

2. Assigned a combination of ONE Specific Industry and Global Qualification
i.e. ***Member 2*** **&** ***Member 4***

Diagram of Industry and Qualification Interaction

3. Member cannot be a combination of TWO Specific Industries, as they cannot be correctly saved in the database or retrieved for searches or reporting purposes.

i.e. ***Member 5***

Overview of how this structure will alter the functionality of various modules in the system

i. **Casual Application Page**

Applicants can be redirected to industry specific application pages if required, and further customisation is applicable as applicant nominates chosen industry and qualification.

ii. **Applicant Portal**

Qualifications, Expertise, Documentation and Hyperlinks will be displayed based on the applicant's industry and qualification.

iii. **Member File**

Member can only be nominated for qualification and expertise within their nominated industry. Documents are further segregated into of Health, Training, Compliances and Documentation.

iv. **Member App and Portal**

Qualifications, Expertise and Hyperlinks will be displayed based on the member's industry and qualification.

v. **Allocations (Quick + Multi Booking)**

Qualification and Expertise options displayed in dropdown list will filter according to industry and qualification selected respectively.

vi. **Client Portal**

Qualification, Expertise and hyperlinks options displayed will filter according to industry and qualification of client.

To structure these changes according to company requirements please review the relevant sections in Masters.

Neutral/Other Gender

We are pleased to introduce a neutral gender to EntireHR.

- **Recruitment**
  i. Mx and 'Other' will be available for selection on the casual application page.
- **Allocations**
  ii. When applicable the icon below will be displayed in gender column the client allocations screen.

Masters

General Changes to Masters

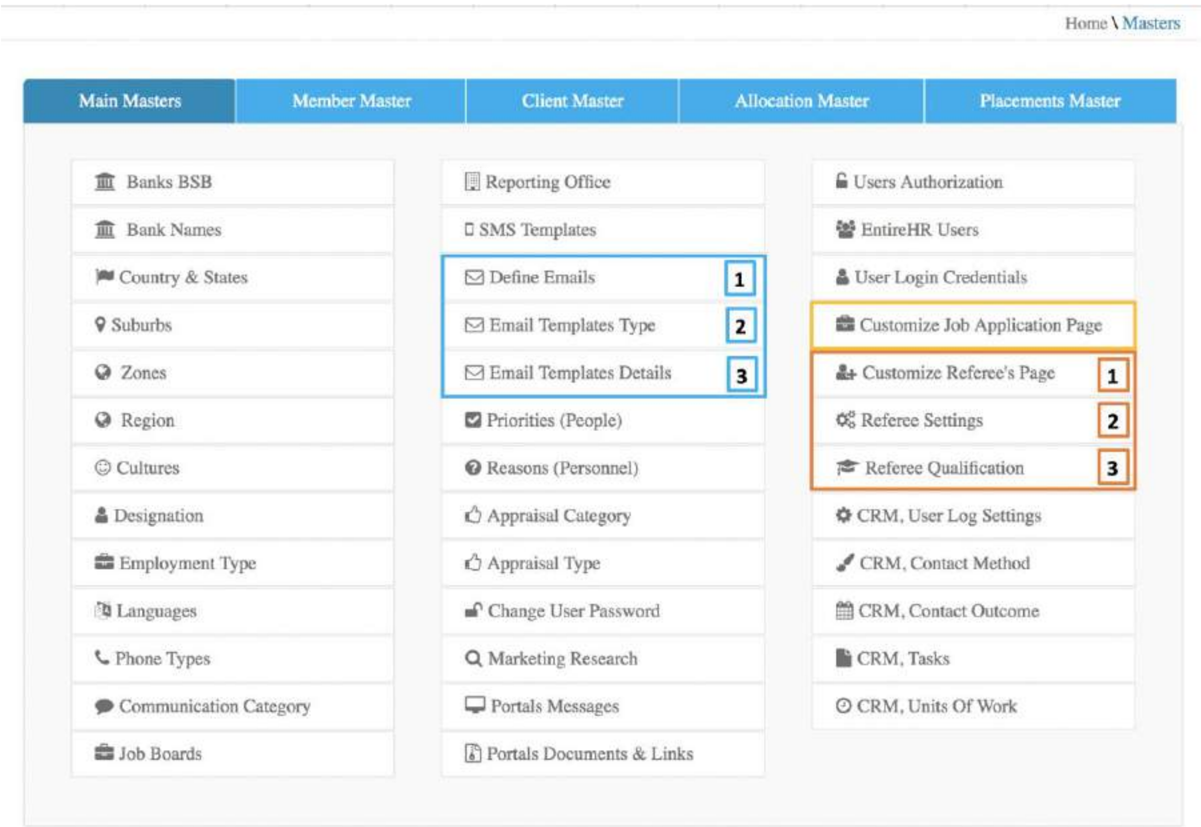
To allow easier navigation and customisation by clients, several changes have been made throughout Masters for Enterprise

1. **Listed in Alphabetical Order and User Friendly Names**
2. **Increased Admin Alterations Available**
   i. More options may now be altered upon request by Entire Support Team without requiring a system release to activate the changes.

New Modules for Enterprise with Masters Setup Required

1. Dynamic Email Templates
2. Casual Application Page
3. Online References Masters

Below is a visual of the new additions in main masters according to the new modules introduced in Enterprise.

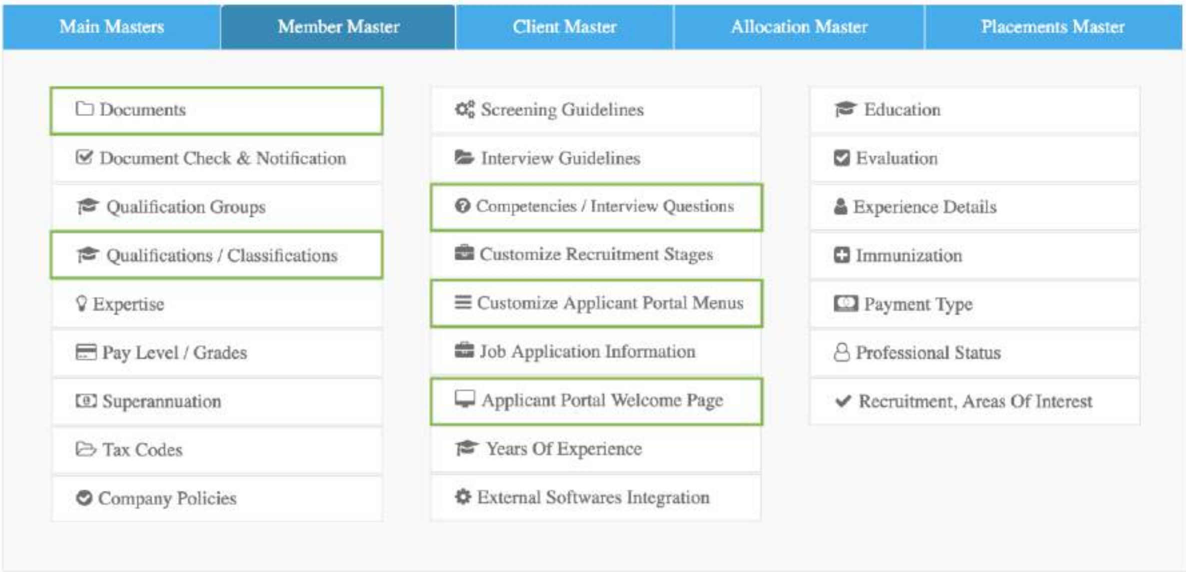


Member Master New and Altered Modules

Member Masters has also been updated to reflect the increased adaptability of Enterprise.

Below is a visual of the new and updated sections of member masters according to the new or adapted modules in Enterprise.

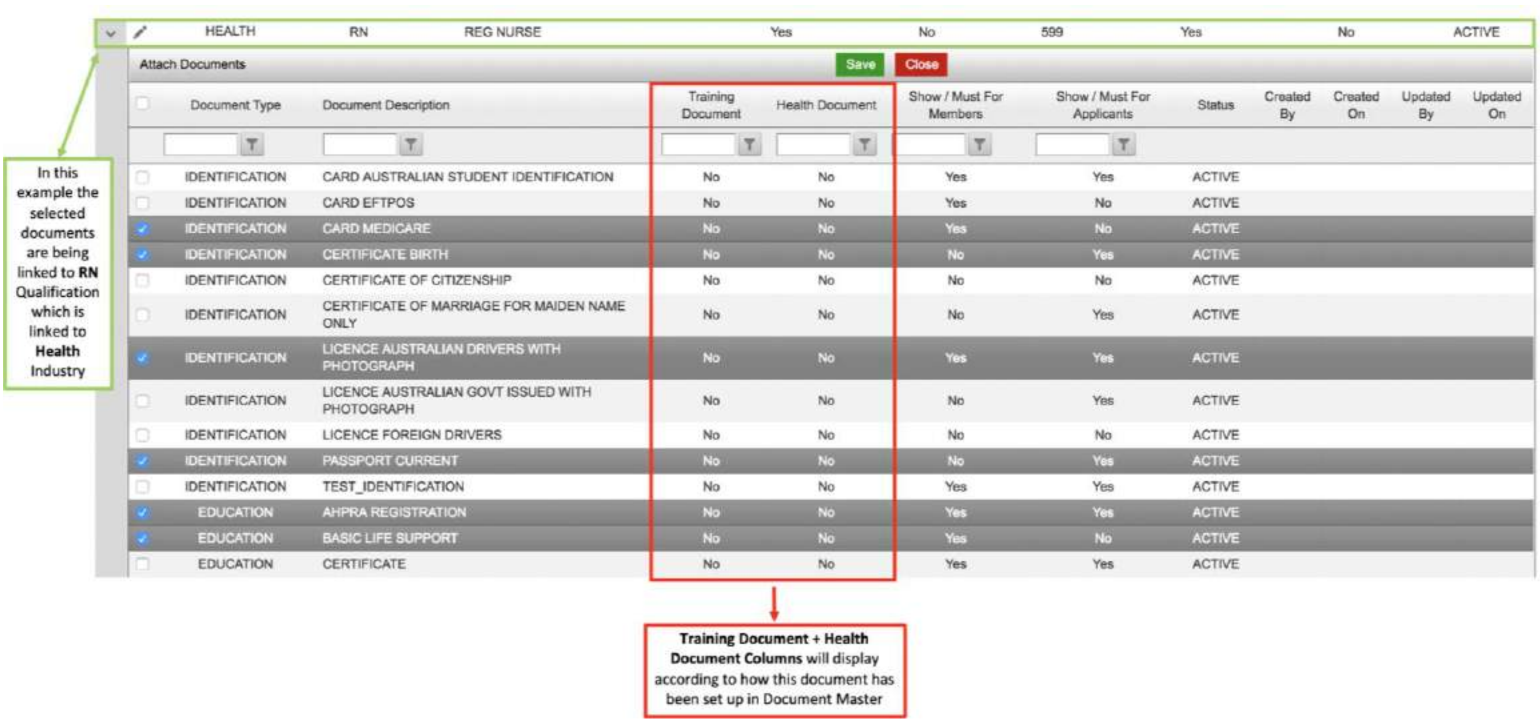
EntireHR



New Document Structure and Hierarchy

Qualification + Documents Hierarchy

*Pathway: Masters>Member Masters>**Qualification/Classification**>Select Qualification> Select + Save Relevant Documents.*



Document Type	Document Description	Training Document	Health Document	Show / Must For Members	Show / Must For Applicants	Status	Created By	Created On	Updated By	Updated On
IDENTIFICATION	CARD AUSTRALIAN STUDENT IDENTIFICATION	No	No	Yes	Yes	ACTIVE				
IDENTIFICATION	CARD EFTPOS	No	No	Yes	No	ACTIVE				
IDENTIFICATION	CARD MEDICARE	No	No	Yes	No	ACTIVE				
IDENTIFICATION	CERTIFICATE BIRTH	No	No	No	Yes	ACTIVE				
IDENTIFICATION	CERTIFICATE OF CITIZENSHIP	No	No	No	No	ACTIVE				
IDENTIFICATION	CERTIFICATE OF MARRIAGE FOR MAIDEN NAME ONLY	No	No	No	Yes	ACTIVE				
IDENTIFICATION	LICENCE AUSTRALIAN DRIVERS WITH PHOTOGRAPH	No	No	Yes	Yes	ACTIVE				
IDENTIFICATION	LICENCE AUSTRALIAN GOVT ISSUED WITH PHOTOGRAPH	No	No	No	Yes	ACTIVE				
IDENTIFICATION	LICENCE FOREIGN DRIVERS	No	No	No	No	ACTIVE				
IDENTIFICATION	PASSPORT CURRENT	No	No	No	Yes	ACTIVE				
IDENTIFICATION	TEST_IDENTIFICATION	No	No	Yes	Yes	ACTIVE				
EDUCATION	AHPRA REGISTRATION	No	No	Yes	Yes	ACTIVE				
EDUCATION	BASIC LIFE SUPPORT	No	No	Yes	No	ACTIVE				
EDUCATION	CERTIFICATE	No	No	Yes	Yes	ACTIVE				

Benefit of this Feature

This feature will streamline the applicant portal and therefore the recruitment process. The applicant will only be prompted to provide documentation linked to their nominated qualification as 'mandatory' via the applicant portal. Similarly, this will prevent members from providing irrelevant documentation.

Entire Recommend

Entire recommend linking all documents which company guidelines indicate applicant may be required to provide prior to progressing to interview.

Important to Note:

1. **This should not be used for Client Compliances**

   Documentation which is required by the client (training/record of acknowledgement/documentation required prior to attending a shift etc.)

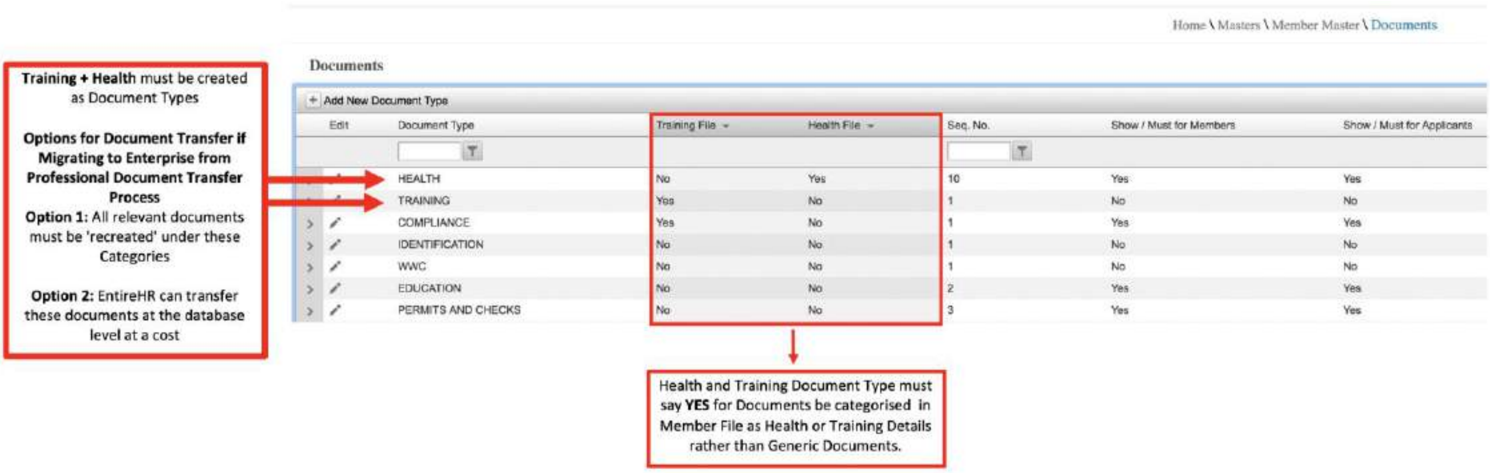
This will restrict what internal staff can attach and view in member file.
Only documents which are linked to that qualification will be displayed and can be attached to members file.

New Member File Structure

Health and Training

The framework of documents has been adapted to provide greater clarity in members' files, documentation and for reporting purposes.

Accordingly, existing and new documentation must be set up in Masters according to the instructions below to allow this structure to be utilised.

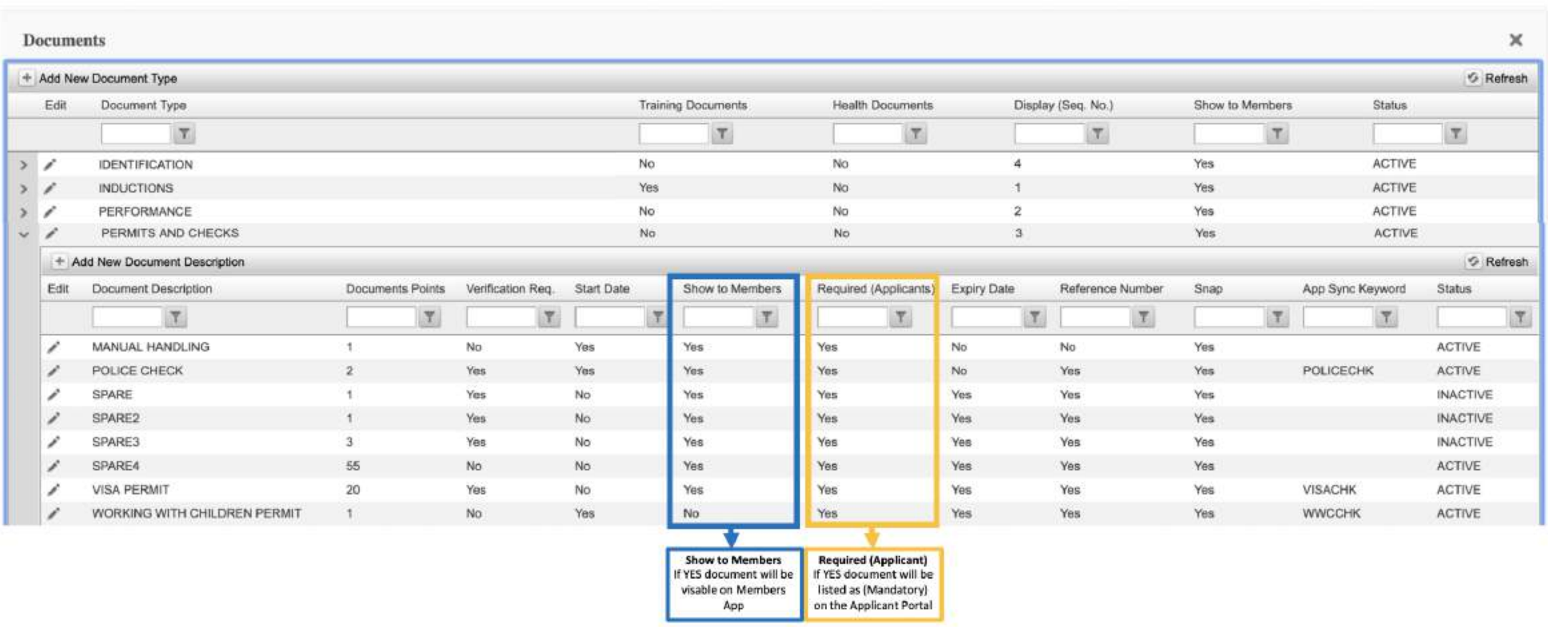


Edit	Document Type	Training File	Health File	Seq. No.	Show / Must for Members	Show / Must for Applicants
	HEALTH	No	Yes	10	Yes	Yes
	TRAINING	Yes	No	1	No	No
	COMPLIANCE	Yes	No	1	Yes	Yes
	IDENTIFICATION	No	No	1	No	No
	WWC	No	No	1	No	No
	EDUCATION	No	No	2	Yes	Yes
	PERMITS AND CHECKS	No	No	3	Yes	Yes

Pathway: Masters>Member Masters>Documents

Setting Document Visibility[2]

Applicant Portal and Member App



Edit	Document Type	Training Documents	Health Documents	Display (Seq. No.)	Show to Members	Status
	IDENTIFICATION	No	No	4	Yes	ACTIVE
	INDUCTIONS	Yes	No	1	Yes	ACTIVE
	PERFORMANCE	No	No	2	Yes	ACTIVE
	PERMITS AND CHECKS	No	No	3	Yes	ACTIVE

Edit	Document Description	Documents Points	Verification Req.	Start Date	Show to Members	Required (Applicants)	Expiry Date	Reference Number	Snap	App Sync Keyword	Status
	MANUAL HANDLING	1	No	Yes	Yes	Yes	No	No	Yes		ACTIVE
	POLICE CHECK	2	Yes	Yes	Yes	Yes	No	Yes	Yes	POLICECHK	ACTIVE
	SPARE	1	Yes	No	Yes	Yes	Yes	Yes	Yes		INACTIVE
	SPARE2	1	Yes	No	Yes	Yes	Yes	Yes	Yes		INACTIVE
	SPARE3	3	Yes	No	Yes	Yes	Yes	Yes	Yes		INACTIVE
	SPARE4	55	No	No	Yes	Yes	Yes	Yes	Yes		ACTIVE
	VISA PERMIT	20	Yes	No	Yes	Yes	Yes	Yes	Yes	VISACHK	ACTIVE
	WORKING WITH CHILDREN PERMIT	1	No	Yes	No	Yes	Yes	Yes	Yes	WWCCHK	ACTIVE

[2] Document MUST be attached to qualification for these settings to be applicable

Allocations

Shift Edit Enhancements

i. Office
ii. Paylevel

Dynamic Email Templates

Pathway>Shift Status

New Functionality

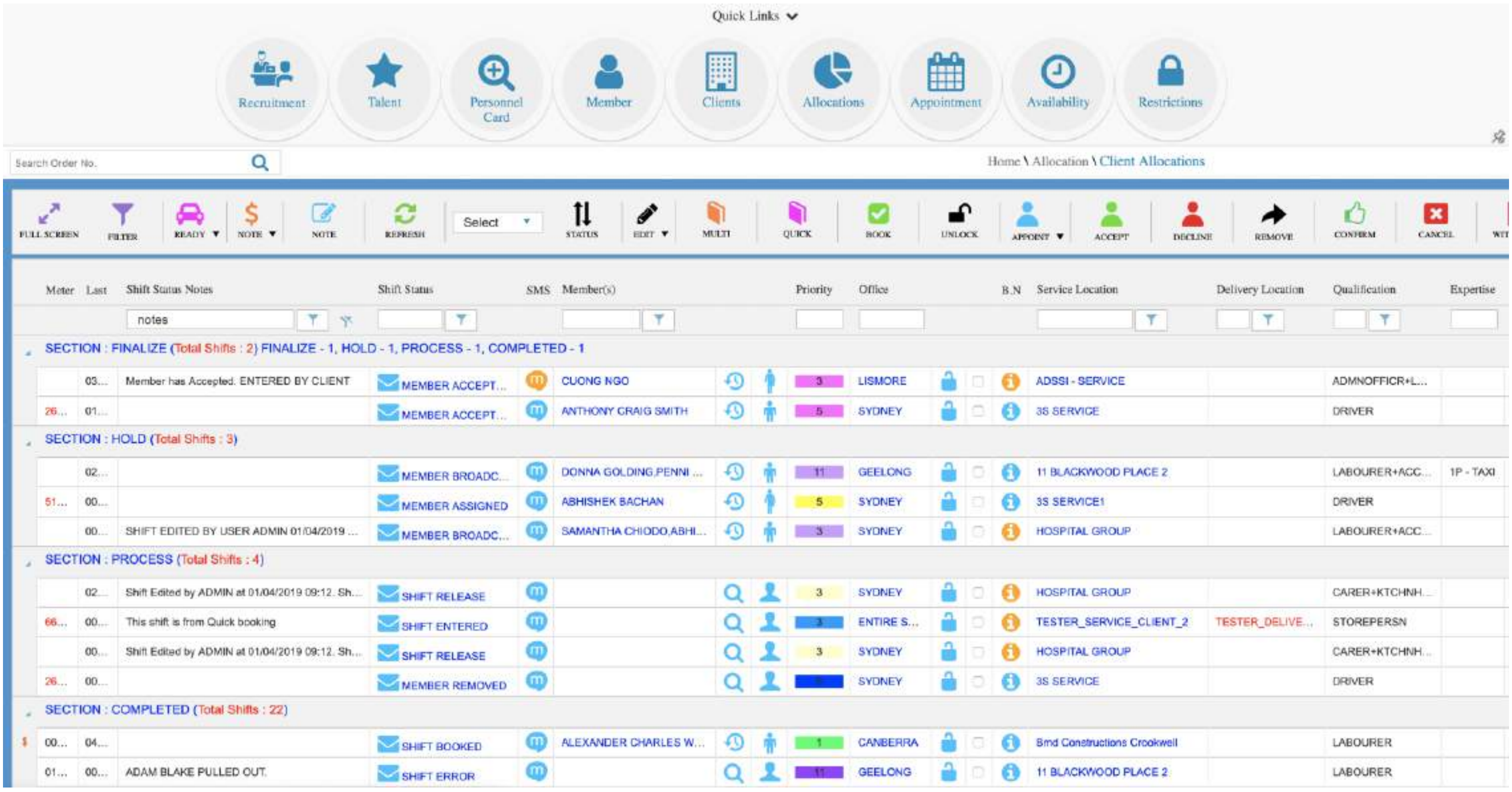
Enterprise allows dynamic email templates in all areas of the system.

Features of Dynamic Emails Templates include

1. Ability to **Define** the Email Address Applicant or Member **Receive Emails' From**
2. Ability to **Define** whether an Applicant or Member can Reply to Email Templat
3. If Email Response is 'ON'; ability to **define one or more return Email Address's**
4. Ability to Preview and Edit Email Template Prior to Sending
5. Ability to Select/Unselect Preset Options in Template
6. Ability to Include Shifts Fields/Details (finance notes, booking notes etc)
7. All Emails are now logged CRM[3] by default unless 'Create Log' is Unchecked

[3] provided this module is included in your EntireHR subscription

Kendo Allocations



A new refreshed look on the Classic Allocations in both format and functionality. Classic Allocations has been recoded from it's foundations, using the latest technology available. This has enabled us to turbocharge the processing speed of allocations and minimize the reliance on individual internet connections. Kendo Allocations introduces brand new functionality, in the form of superspeed processing of bookings and new icons.

Benefits of this Feature

1. **Streamlined for Speed**
   - All the display changes, from the updated icons to the adapted filter fields, has been designed to minimize the processing time required.
   - Kendo Allocations has increased the speed and efficiency of the system so much, we were able to remove the speed icon entirely!

2. **User Friendly Functionality**
   - **Up to 1,500 Bookings Displayed on One Page**

   i. Users will be able to expand the number of bookings per page up to 1,500 - a considerable difference to the system capacity currently.

- Regardless of number of bookings displayed, there are no delays when adding quick filters - with results appearing instantaneously.

3. Decluttered Display

- **Extraneous Icons have been Removed**

   i. 

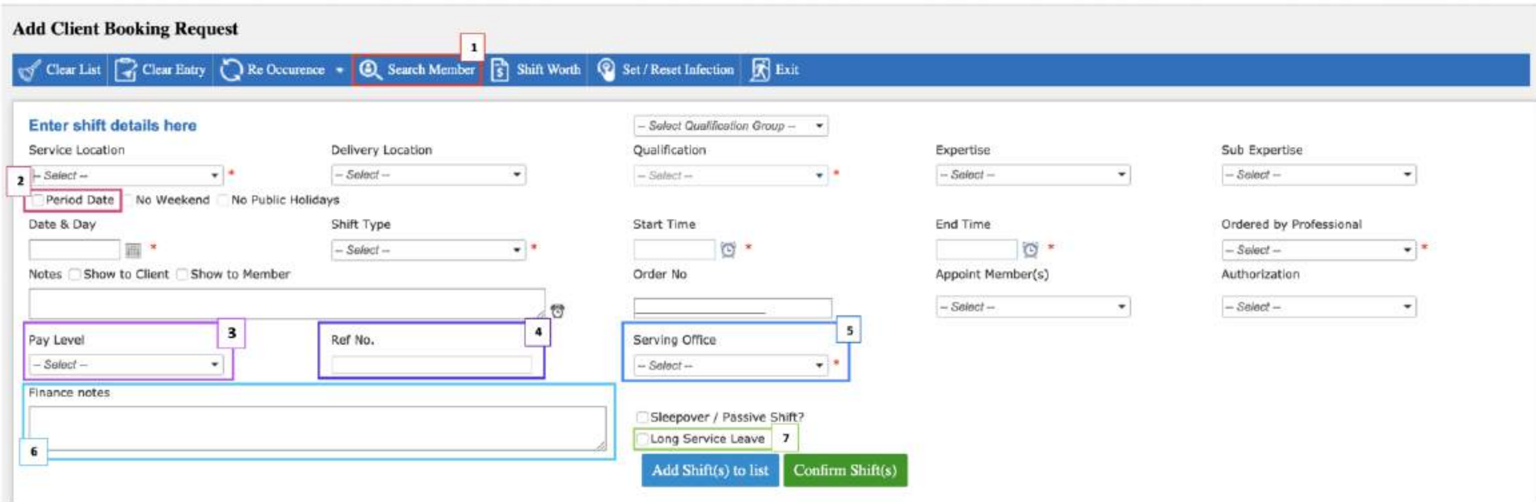
Accessible from in 3 other locations in Client Allocations (Availability Bubble, Member Contact Card and Right Click Options respectively); enabling us to remove this icon.

   ii. 

Removed as no longer required.

Multi Booking Enhancements

Available on Staff Portal & Professional App



Legend of New Options for Multi-Booking[4]	
1	**Search Member** This new feature allows you to 'multi-appoint' a member for up to 30 shifts. It will search all members in allocated date range who meet booking criteria and who are NOT booked for any shift during this period. Additionally, if member is immediately accepted into period of bookings, system will enter 'not available' casual availability for member.
2	**Period Date** This allows you to enter booking for a specified date range at time of booking.
3	**Pay Level** This allows you to enter an alternative pay level for the nominated qualification upon booking. When alternative pay-rate is selected system will display proposed pay and invoice rate for total hours[5]. If left blank system will process the booking with member's primary pay-level.
4	**Ref No** This is only an active field in EntireHR finance. Depending on your company structure this may be used as an additional tracking number by the finance department for bookings.
5	**Servicing Office** This allows you to enter an alternative office for the nominated client upon entering booking. If left blank system will display the booking with client's default office.
6	**Finance Notes** Depending on your company structure this allows you to input finance notes immediately upon booking for where required.
7	**Long Service Leave** Depending on your company structure, selecting this option allows this shift to be recorded for certain member's financial requirements.

[4]***Please note: any of the below options when selected will override the relevant client or member defaults***

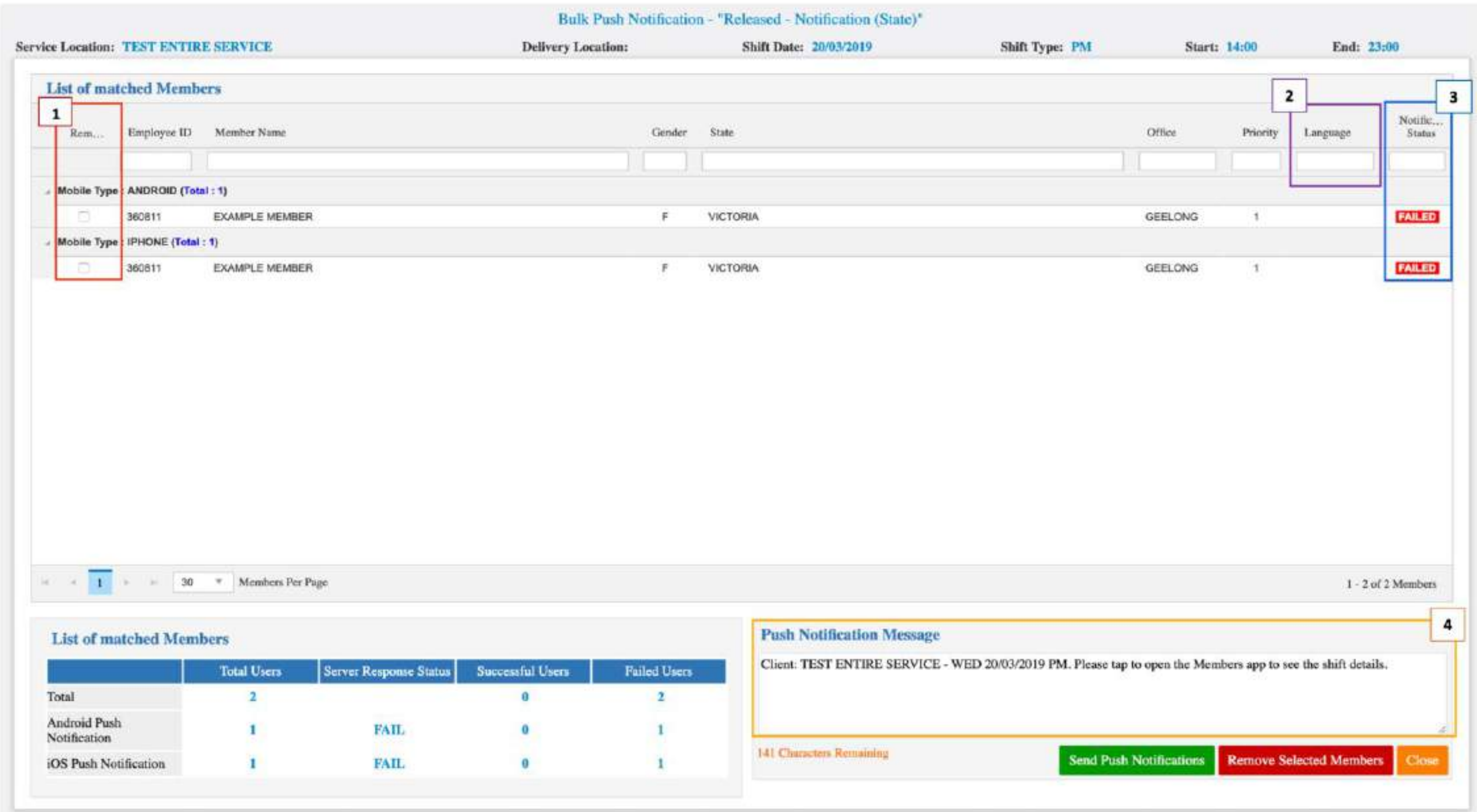
[5] *Note: if Shift Worth is active for client's online permissions; a complete overview will be provided to members, including break deductions, expertise rates and allowances.*

Important to Note

i. Only **<u>30 bookings or less</u>** may be entered using 'Add Shift to List' This restriction has been enforced due to reported issues when the system became overloaded from bulk bookings exceeding this amount[6].

ii. Duplicate Shift and Booking Ratio have been introduced to minimise the impact of this restriction[7].

Bulk Push Notification Enhancement



Previous Functionality

Previously selecting *Released Shift – Send Notification* option sent a generic push notification message which sent one-by-one - in alphabetical order.

---

[6] *This does not apply if directly entering booking; using Confirm Shift instead of Add Shift to List*

[7] *Details on these features and functionality are available via EntireHR Support Website in Version 8.10 - Release Notes*

This would delay booking staff due to size of notification list and was a extremely time consuming process of each push notification sent individually.

New Functionality

System picks up customised/dynamic text and sends all messages out to complete list of members **at once**.

	Legend of Bulk Push Notification Screen
1	**Only Select Members you DON'T want to Notify** In contrast to the requirements of most areas within the system; Members only need to be selected if they are being removed from the notification listing prior to sending.
2	**Additional Filters** Additional Filters are available with the Bulk Push Notification which have no previously been available within Searches *i.e. Language*
3	**Instant Feedback** Notification Status now provides instant feedback for each individual about the success of the push notification.
4	**Customised Messages** Bulk Push Notifications can be used where required in place of bulk SMS messages and reach the same amount of individual's who can see the released booking.

Benefits of this Feature:

Speed

- Bulk push notification process will not place high data processing requirements on the system.
- No more spinning wheels! The System will not 'freeze' the screen while it is processing as the process is completed within 1 second (instead of 2 – 5 minutes).

Important to Note:

Push Notification Criteria Still Applies

- This push notification will apply the same criteria as any other released shift[8].

Members must Delete & Re-install App Post Upgrade

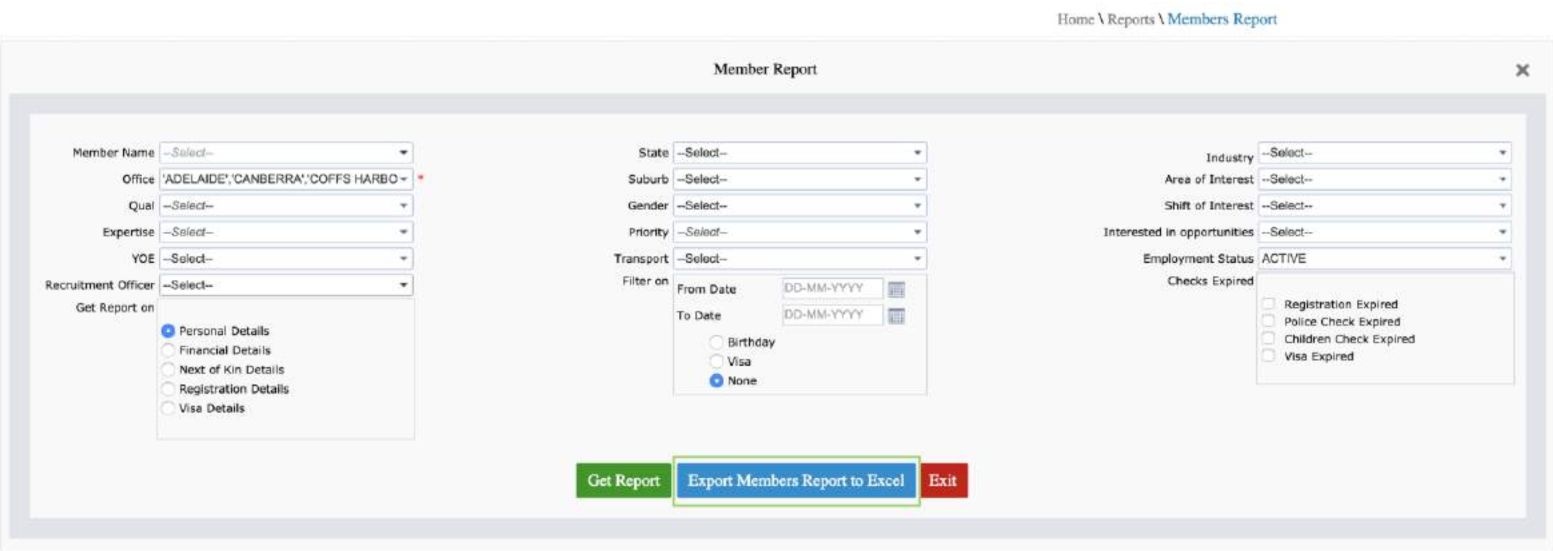
- Following the upgrade, to receive push notifications, members must have the latest version of the app installed

Member Details Report Enhancement

Report Pathway: Reports>Member Reports>Member Detail Report

Previously exporting member details report exported all possible member fields regardless of the filters applied in EntireHR.

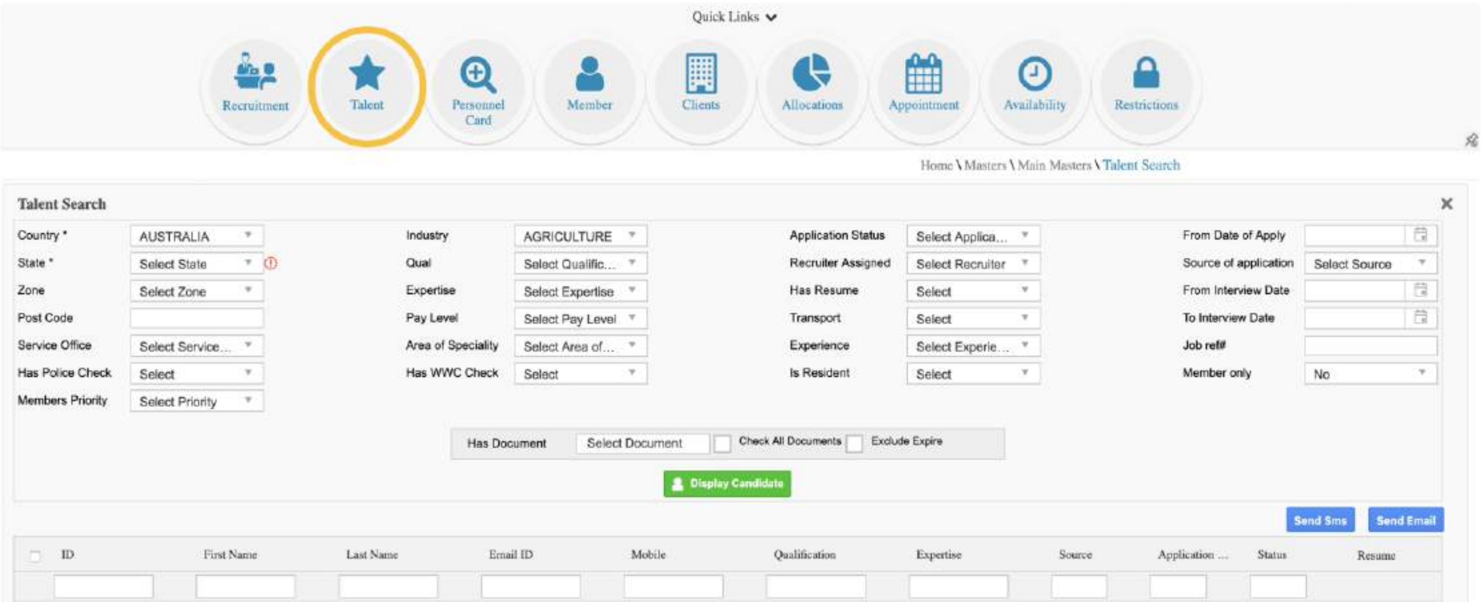
This has now been adjusted so that when selecting *Export Members Report to Excel*; this report will export according to the filters selected.



[8] See EntireHR's help site for this criterion

Talent Search

Talent search combines all of the best features of contact member and personnel card searching capabilities and rolls them into one comprehensive search!



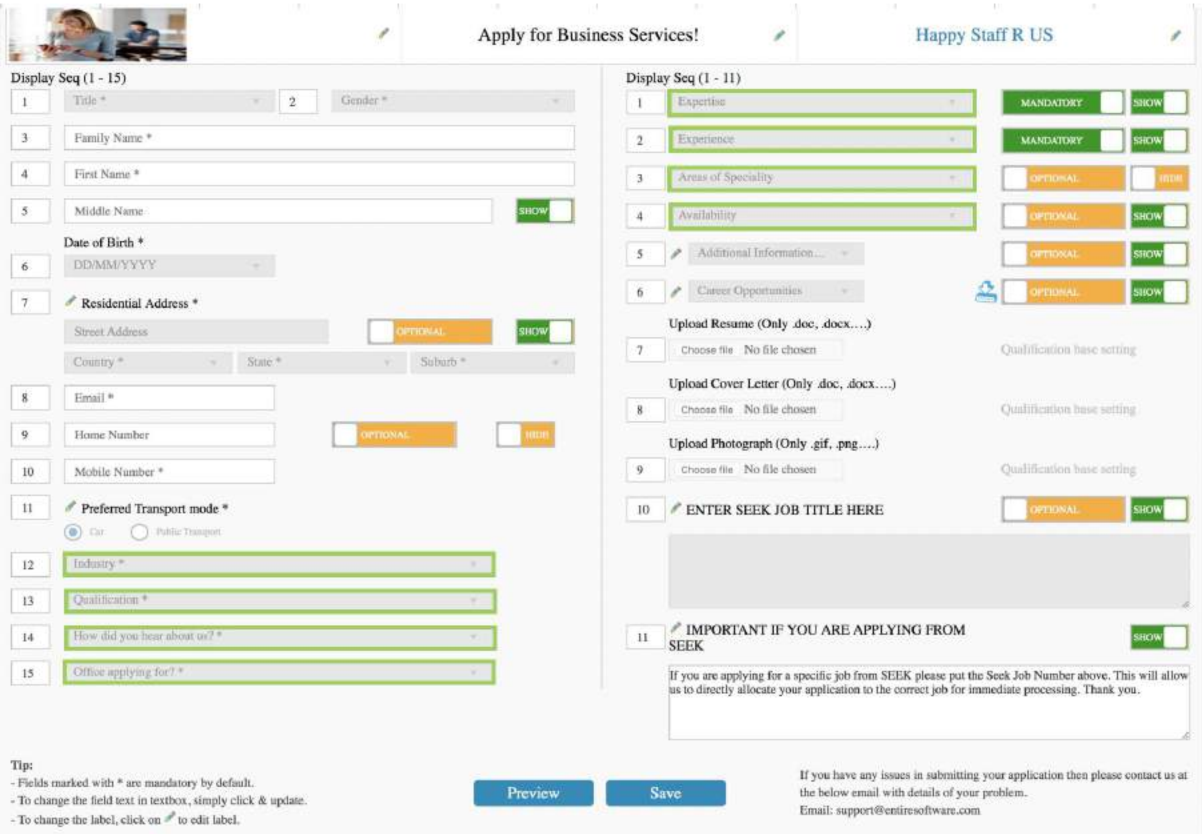
The talent search utilises the same coding within Kendo Allocations that has enabled us to super charge allocations processing speeds.

This design enables users to search for any kind of 'Talent' (which can be as specific as a certain document on file) across the entirety of EntireHR database – from new applicants to inactive members and anyone in-between *in seconds*.

Recruitment

Formatting Casual Application Page (Masters)

Pathway: Masters>Main Masters>Customise Job Application Page

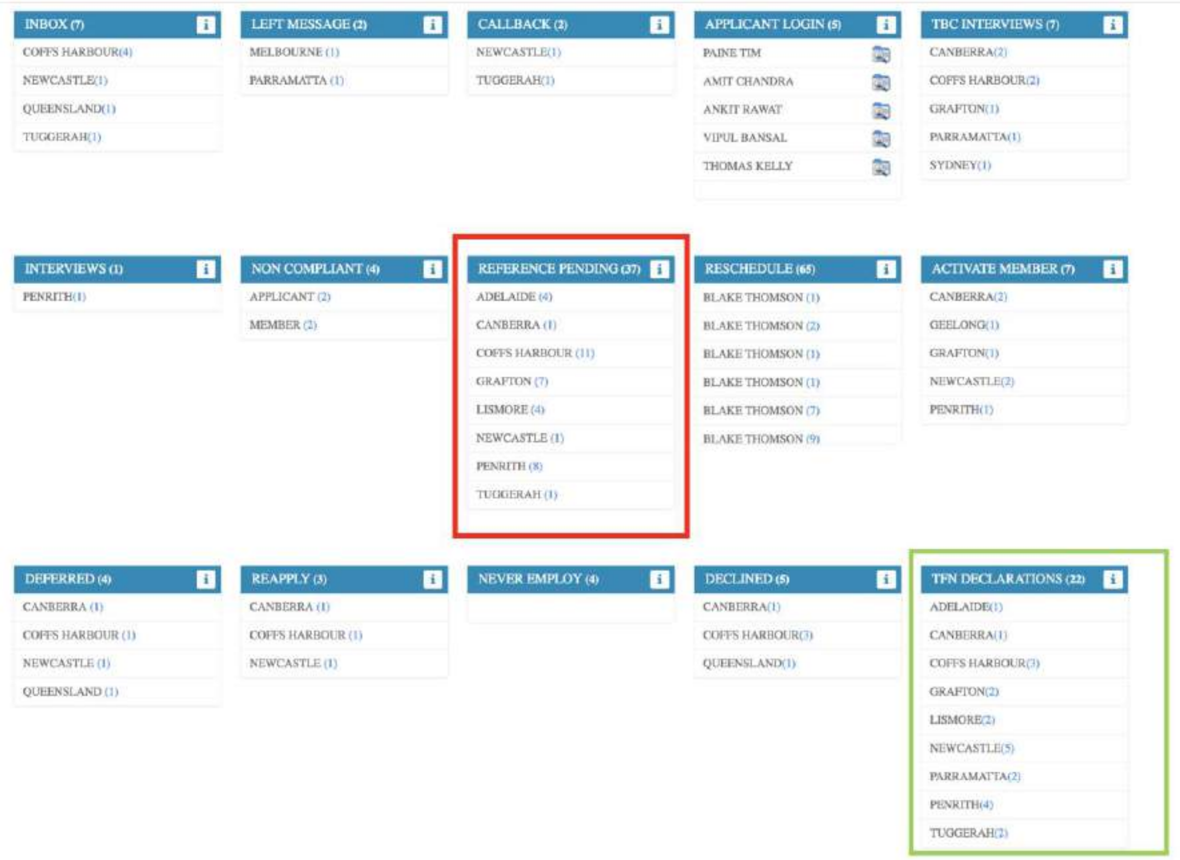


	Legend for Customise Job Application Page
	**Fields Edited in Other Masters Fields** All fields with green outline are not adjustable via the application page because they are adjusted within other areas of Masters. *i.e. Industry is adjusted under Industry in Main Masters*
	**Mandatory/Optional** Fields which have the option of mandatory/optional can be made mandatory at company's discretion. Fields with an * are always Mandatory due to system requirements.

	**Show / Hide** Fields which have the option of show/hide can be completely customised and displayed according to company's preferences. Fields with an * are always Mandatory due to system requirements.
	**Preview/Save Buttons** 'Preview' allows you to see a visual of the application page applicants' will view before selecting 'save' to confirm changes.

Important to Note:

- If setting up the Casual Application Page by Industry is of interest, please enquire further with EntireHR as additional links may need to be generated and incorporated into your EntireHR setup.
- Mandatory/Optional and Show/Hide Functionality can only be applied if setting up industry specific Casual Applications Page[9].



Recruitment Dashboard and Processes Enhancements

New Recruitment Dashboard View

The new dashboard includes the integration of two brand new modules with the latest coding and completely dynamic functionality.

These two sections of the dashboard introduce **members references and TFN declarations if applicable.** This allows for applicants to 'progress' through the recruitment process and commence working while they have outstanding references or TFN declarations as these details will remain on file.

1. References Pending

This new module will be comprehensively covered under Online References Module

2. TFN Declarations

This new module will be comprehensively covered within Electronic TFN Declarations and TFN Verification and Submission to ATO

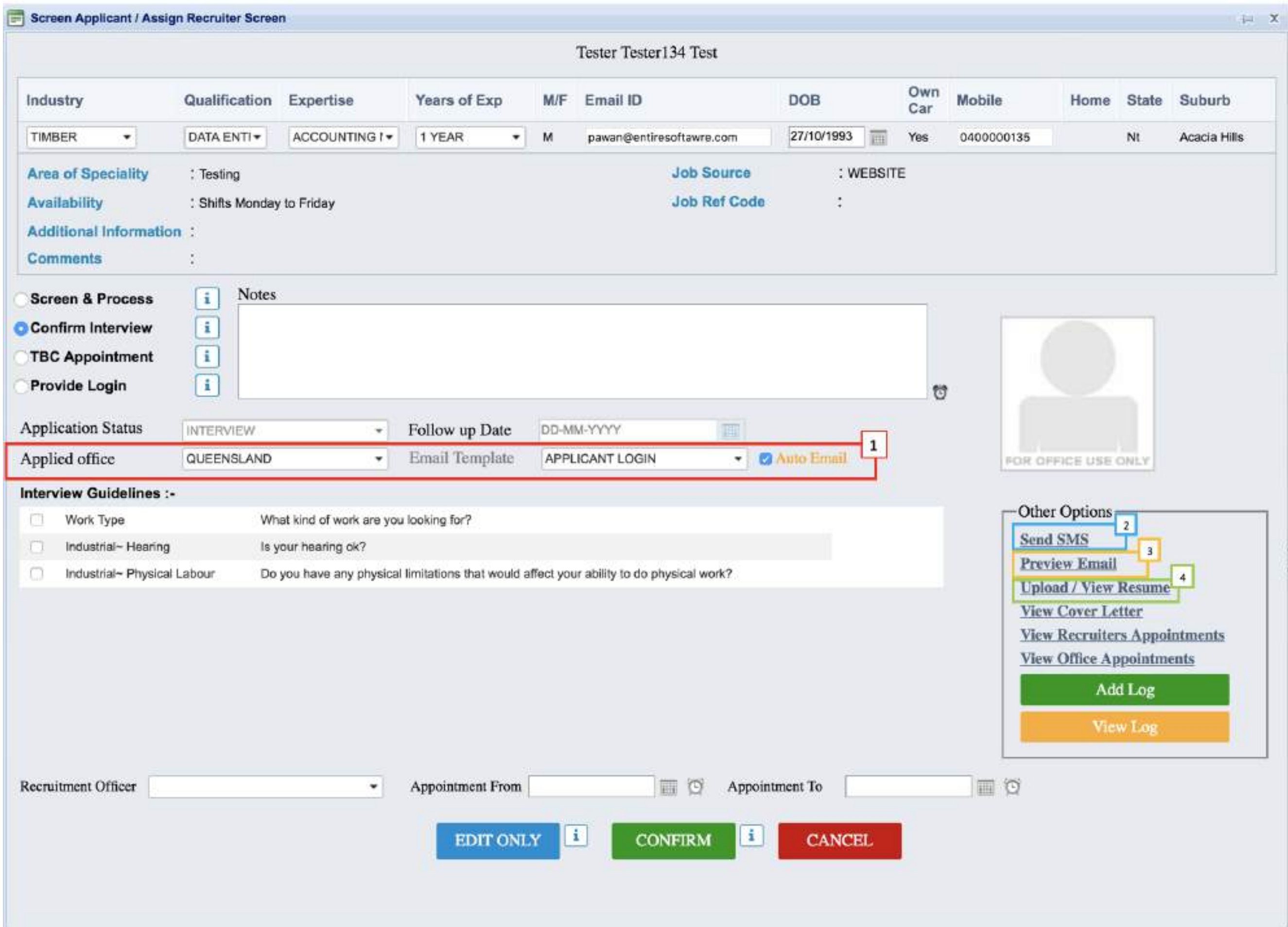
Dynamic Email Templates

Previous Functionality

Previously the system sent auto-generated emails according to an applicant's progression through the recruitment dashboard. These were sent unless the 'send email' box was unticked before confirming an applicant's progress.

This was problematic for clients who declined or deferred applicants based on a wide-range of criteria or required transparency and / or records of emails sent to be accessible.

New Functionality



Enterprise allows dynamic email templates in all areas of the system, including each stage of the application process.

Features of Dynamic Emails Templates include

8. Ability to **Define** the Email Address Applicant or Member **Receive Emails' From**
9. Ability to **Define** whether an Applicant or Member can Reply to Email Template

   If Email Response is 'On'; ability to **define one or more return Email Address's**
10. Multiple Email Templates per Recruitment Stage and / or per Office
11. Ability to Preview and Edit Email Template Prior to Sendingll Emails are now logged CRM[10] by default unless 'Create Log' is Unchecked

Legend of Recruitment Process Enhancements & Dynamic Email Templates	
1	**Dynamic Email Template Selection** email template will pre-populate accordingly to recruitment stage and applied office[11]
2	**Send SMS** Now include SMS Templates and automatically logged in CRM
3	**Edit/Preview Email** option to preview, edit and manually send email where required
4	**Upload/View Resume** Previously applicant resume storage was only possible if uploaded at time of applicant or when applicant had received applicant portal access. This can now be attached to applicant file at any stage

Dynamic SMS Templates

Similarly, Dynamic SMS Templates have also been improved

Features of Dynamic SMS Templates include

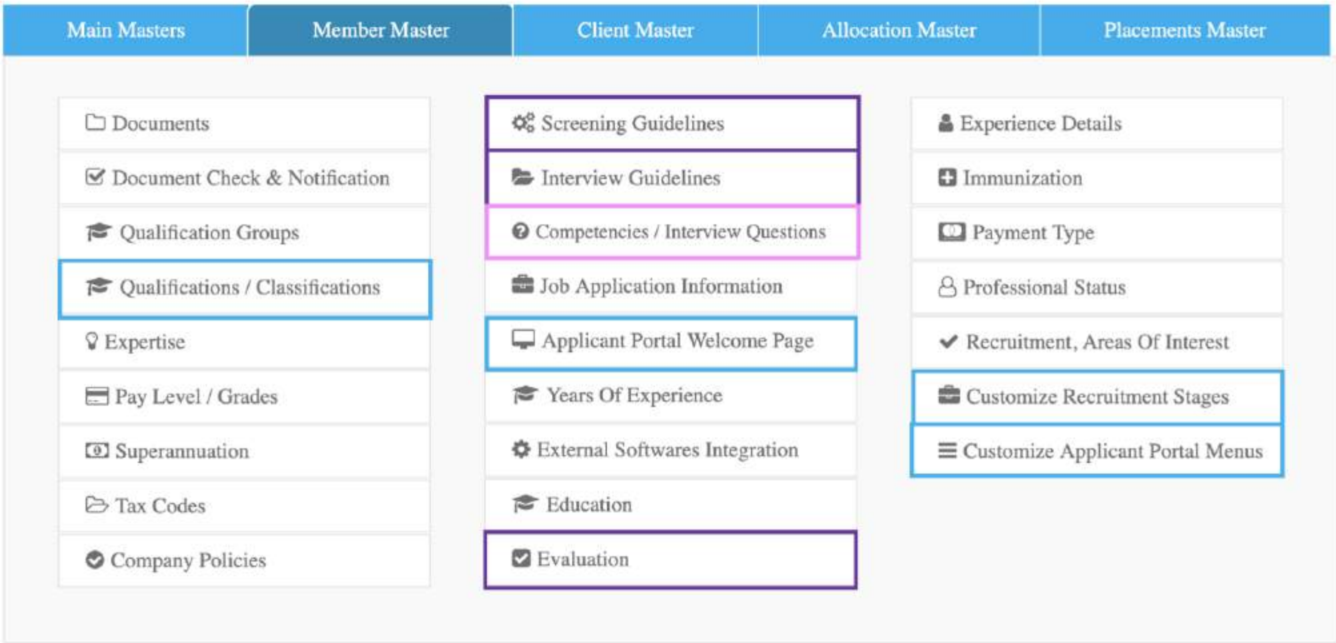
1. SMS Templates are now available anywhere the system offers SMS functionality, including each stage of the recruitment dashboard

[10] provided this module is included in your EntireHR subscription
[11] Please note: if **multiple email templates are set for office and / or recruitment stage** this will not be auto-populated and email template must be chosen prior to confirming applicant progression.

2. All SMS are now logged CRM[12] by default unless ‘Create Log’ is Unchecked

Applicant Portal & Recruitment Customisation

By Industry and / or Qualification



Pathway>Masters>Member Masters

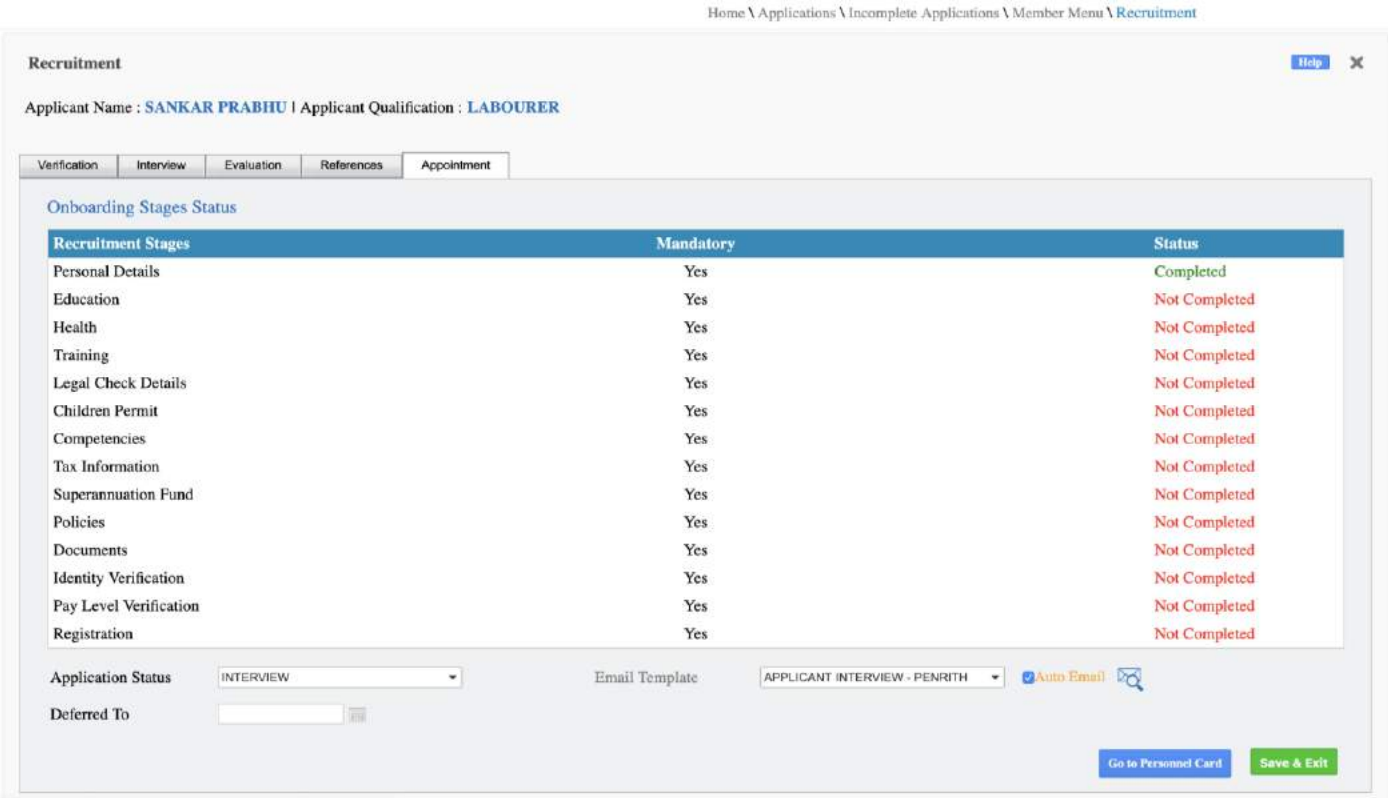
Legend of Recruitment Process Enhancements & Dynamic Email Templates	
	Applicant Portal **Applicant portal options can be customised in these areas**
	Internal Recruitment Internal recruitment workflows can be customised in these areas
	Applicant Portal + Internal Recruitment Applicant Portal + Internal Recruitment can be customised in these areas

[12] provided this module is included in your EntireHR subscription

Summary of EntireHR Masters/Applicant and Recruitment Customisation				
EntireHR Portal	**Masters Section**	**Area Customised**	**Can be Customised by Industry**	**Can be Customised by Qualification**
Applicant Portal	Applicant Portal Welcome Page	Display + Text Shown on Home Page	No	No
Applicant Portal	Customise Home Page Recruitment Stages	List of Recruitment Stages + Mandatory Sections on Home Page	No	No
Applicant Portal + Internal Recruitment	Customise Applicant Portal Menus	Mandatory/Non-Mandatory Recruitment Stages Set Applicant Tabs Displayed or Hidden/Instructions + Information Provided	No	No
Applicant Portal + Internal Recruitment	Competencies / Interview Questions	Competencies on Applicant Portal / Competency Details (Reviewed at Interview)	Yes	Yes
Internal Recruitment	Screening Guidelines	Recruitment Dashboard>Screen and Assign Pop Up *Inbox/Left Message/Callback*	Yes	No
Internal Recruitment	Interview Guidelines	Member Profile>Recruitment>Interview Tab *Face to Face Interview*	Yes	No

Customise Recruitment Stages

Mandatory/Non-Mandatory



Previous Functionality

Previously the final tab in Recruitment (Appointment) displayed Mandatory, Optional and Preferred stages. Additionally, those stages listed as 'Mandatory' were not enforced and could still be overridden by internal recruiter.

New Functionality

Enterprise reduces this list of stages to only those listed as Mandatory, and these cannot be overridden. Accordingly, all stages must have data entered by either Applicant or Internal Recruiter prior to being able to activated as a member.

If required, these 'Mandatory' requirements may be altered via

Pathway: Masters>Member Masters>Customise Recruitment Stages

Electronic TFN Declaration[13]

Enterprise introduces Paperless TFN Declarations! Applicant or Member may complete their TFN Declaration via the Online Portal.

Depending on your company requirements, there are three Flag Programs within the new Electronic TFN Module which can be utilised.

- **Flag Program One**

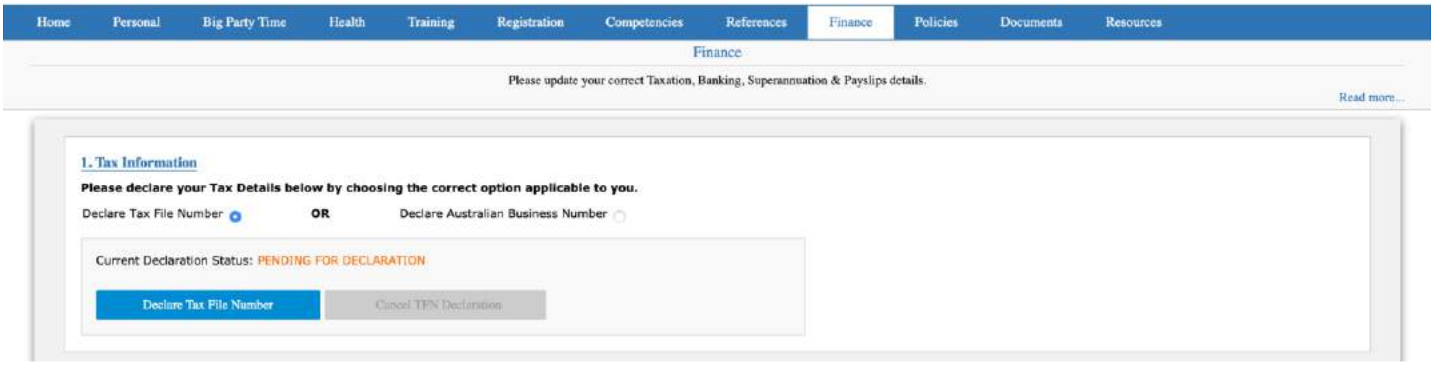
  Electronic TFN Declaration
- **Flag Program Two**

  Tax Scale Visible on Applicant Portal[14]
- **Flag Program Three**

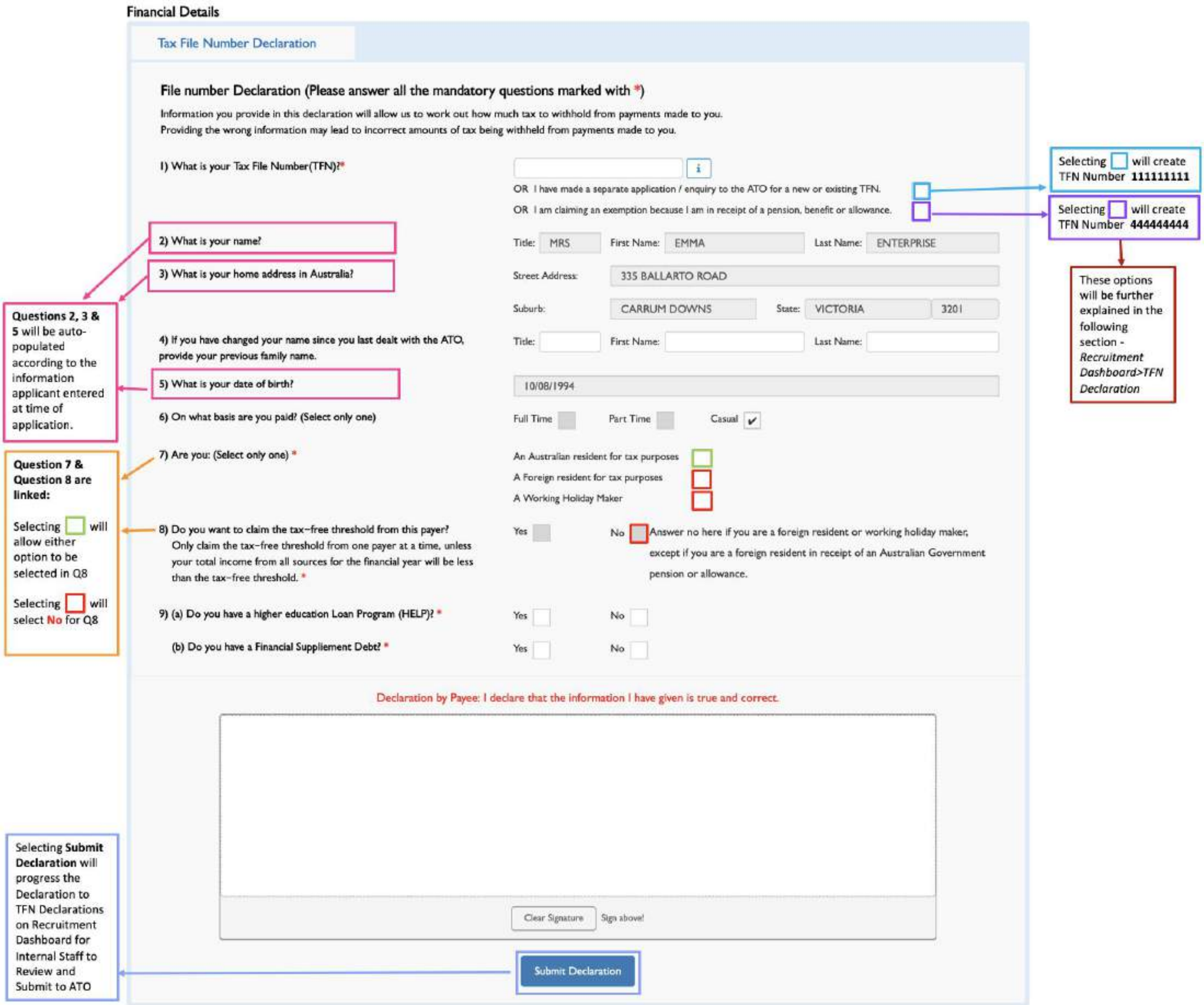
  Applicants or Members working as subcontractors may alternatively[15] enter ABN details via their online portal

[13] Depending on company and member requirements, applicants or members working as subcontractors may also enter ABN details via their online portal.
[14] This will still be reviewed prior to ATO Submission.

TFN Declaration Form[16]



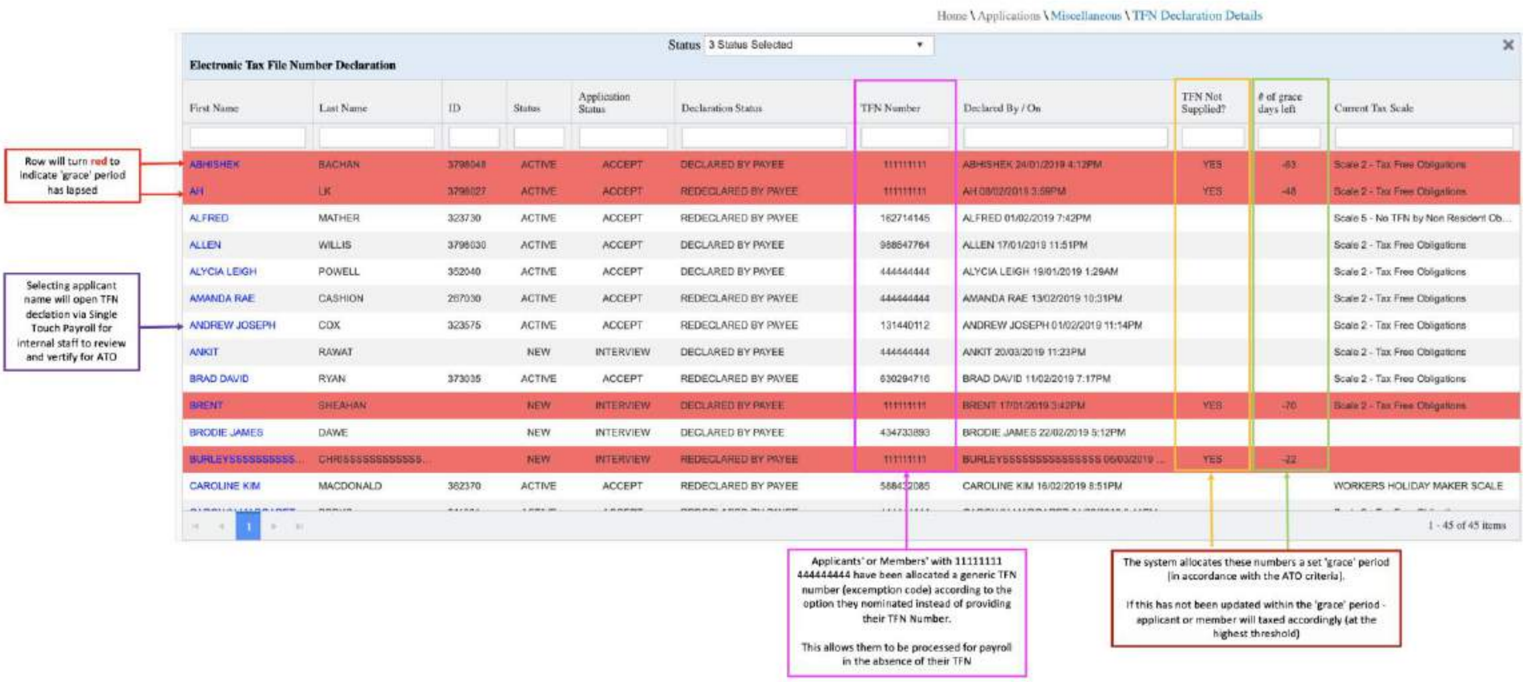
Important to Note:



- Member cannot change/transfer from TFN to ABN or vice versa. A new member file must be created to record alternate details.
- If company has multiple ABN's: electronic TFN may be utilized for only one (nominated in finance settings). Alternate ABN's must be completed manually with TFN export report available to capture this data.
- Applicant or Member must CANCEL and re-submit their TFN Declaration if they wish to make changes once submitted[17].

TFN Declaration Verification and Submission to ATO[18]

Internal Staff may access all applicant and members completed TFN Declaration via the Recruitment Dashboard.



Pathway: *Recruitment Dashboard>TFN Declarations*

---

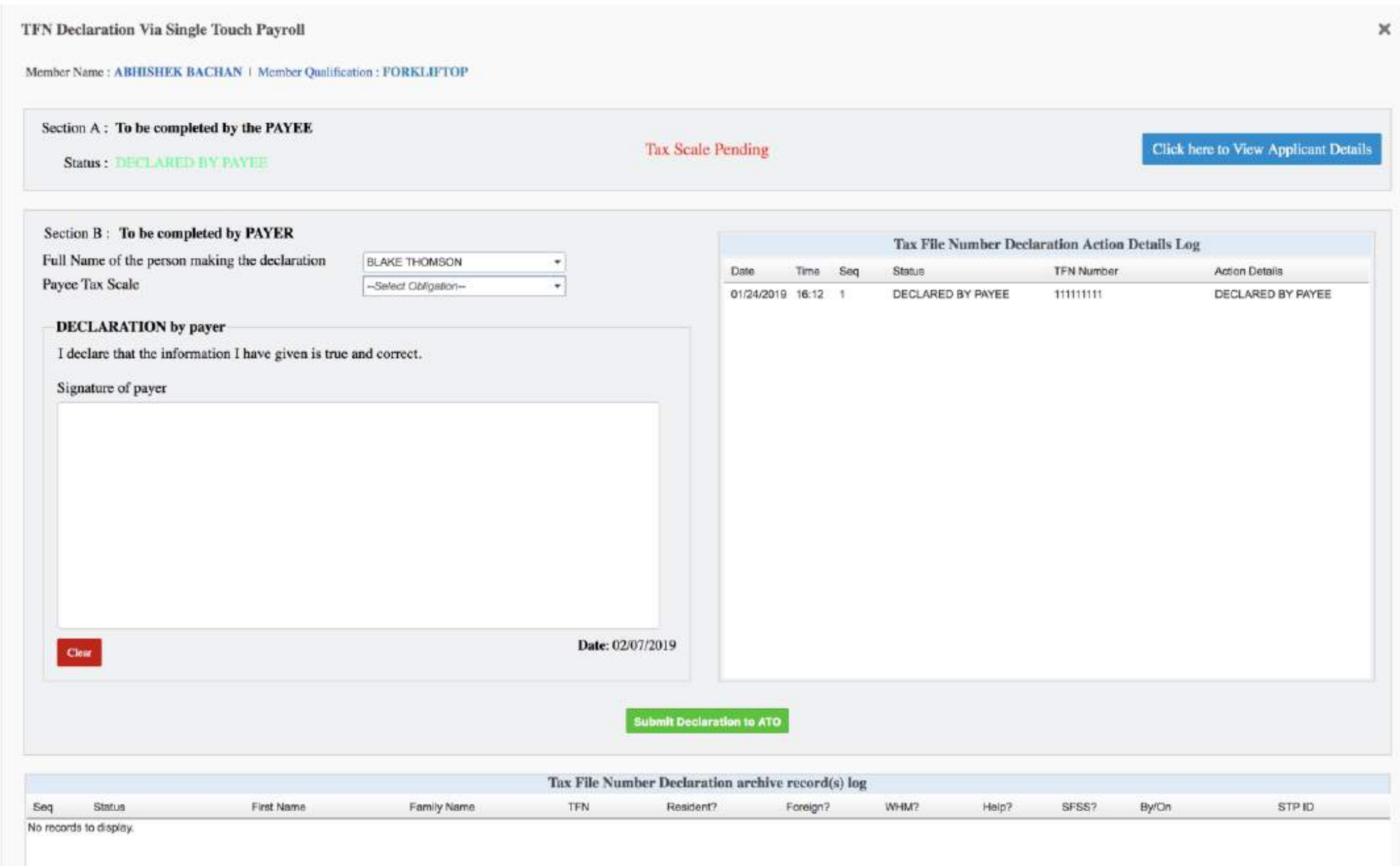
[17] *Applicant or Member may only cancel their TFN Declaration prior to it's verification by internal staff. Once internal staff have reviewed and submitted their declaration to the ATO - applicant or member must RE-DECLARE.*

[18] *Please note: this is a flag program. Program may be made active or inactive according to company requirements.*

EntireHR

All TFN declarations displayed here are pending **Tax Scale selection** and / or **Review & Verification** by internal staff prior to being processed for payroll and / or submitted to the ATO.

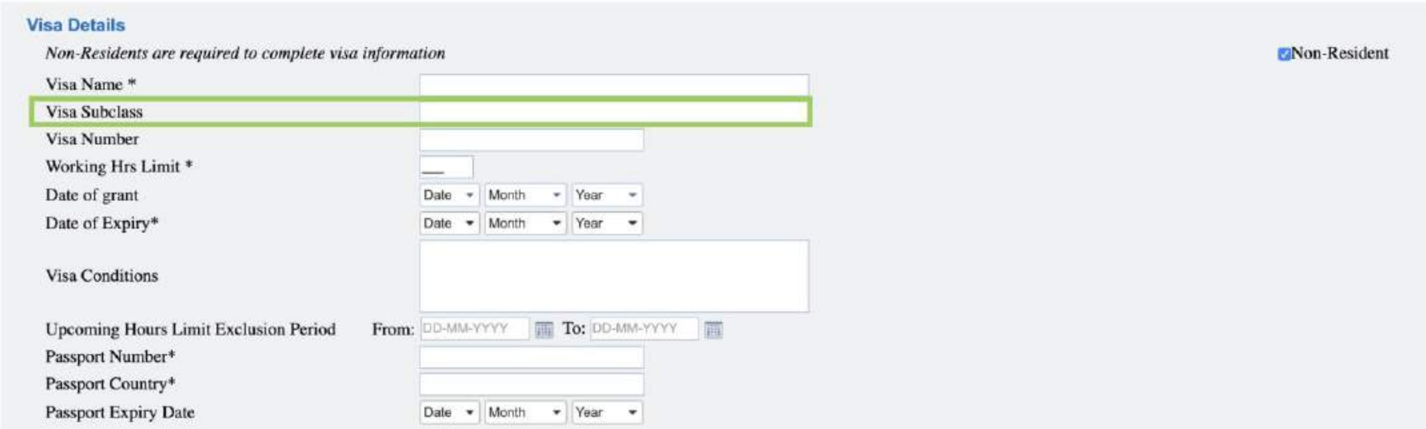
TFN Declaration via Single Touch Payroll



Internal Staff Member must

1. Select name in dropdown list next to Full Name of Person making the Declaration
2. Select and / or Review Payee Tax Scale
3. Electronically Sign
4. Select **Submit Declaration to ATO**

Visa Functionality Enhancement



The first of several exciting changes for EntireHR's capacity to record, storage and tracking of Visa's – Enterprise introduces a new field for Visa's called **Visa Subclass.**

This enables internal staff to record, store and track Visa's with more accuracy than ever before.

Visa Fortnightly

Enterprise introduces Fortnightly Visa Tracking! One of EntireHR's most intuitive programs to date – if this flag program is on (set in EntireHR Finance>Global Preferences) all members will be restricted to 40 hours a fortnight.

This program will cross reference member's accumulated worked hours over the previous week, current week, and following week to establish remaining visa hours member is applicable to work.

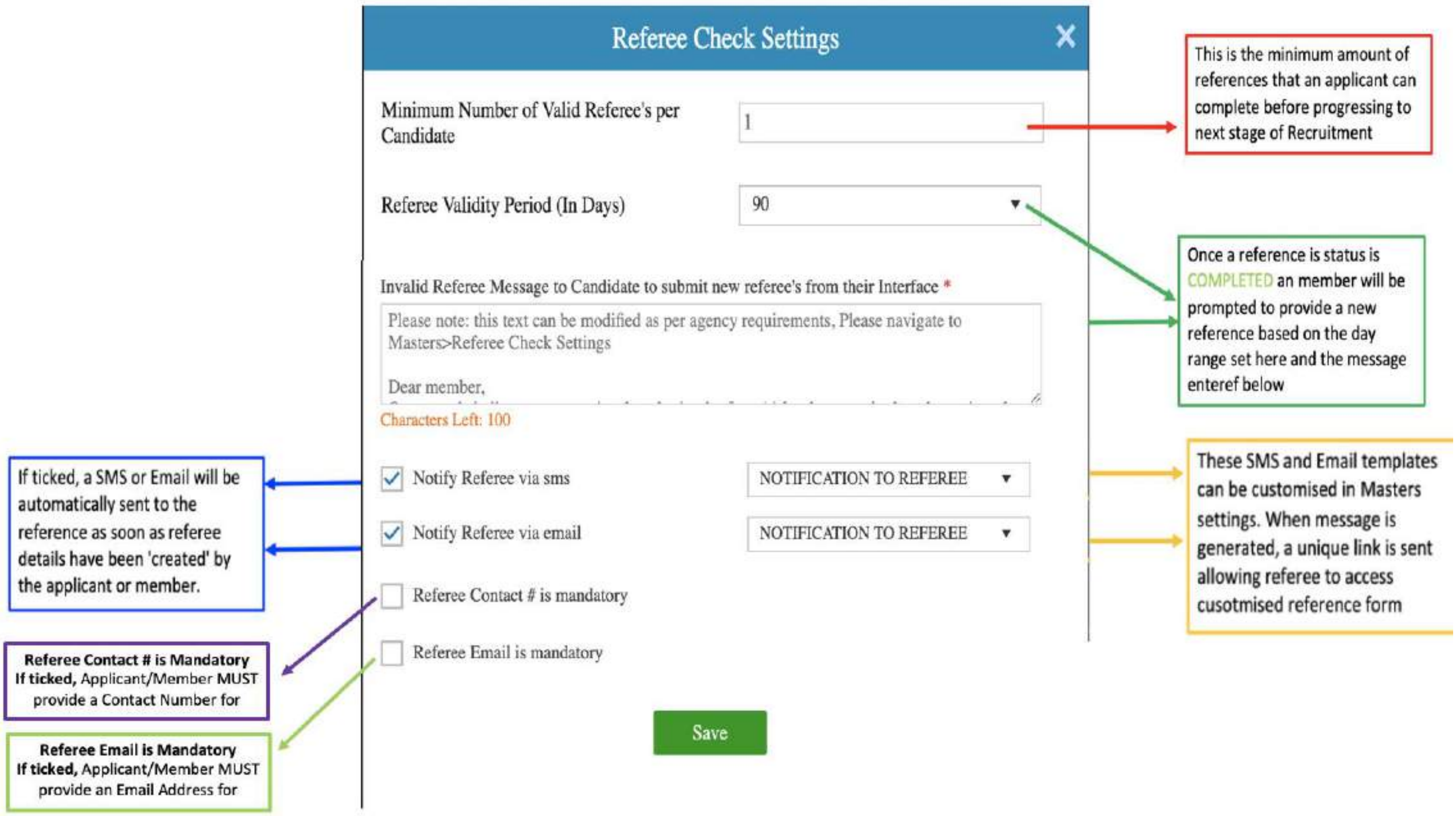
Accordingly, Working Hours Limit will only register no. of hours greater than 40 (i.e. 60 hours) and may be utilised to allow members to work additional hours where applicable (i.e. members with unlimited visa, exclusion periods etc.)

Online References

Enterprise introduces Online References! This module has been developed to allow the user complete customization for References end to end including Members requiring new referees.

Accordingly, several settings need to be set in Masters' prior to utilizing this module.

Referee Check Settings (Masters)



Referee Qualification (Masters)

Referee's can often be different qualifications from applicants or members they are providing a reference for. Accordingly, qualifications must be entered for referees.

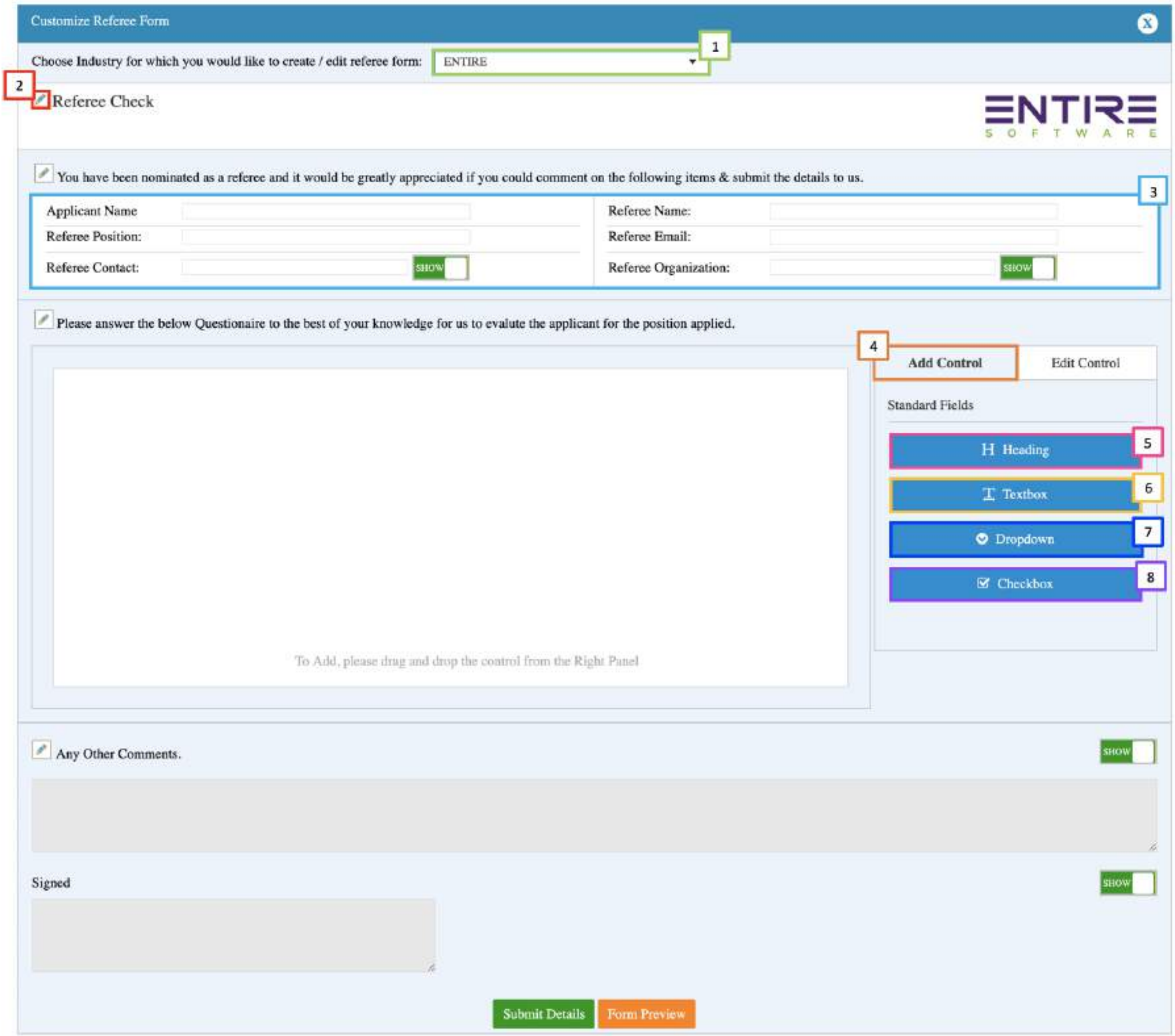
Pathway>Masters>Main Masters>Referee Qualification

Referee Job Position (Masters)

Referee's can often be different positions from applicants or members they are providing a reference for. Accordingly, if applicable job position may be entered for referees.

Pathway>Masters>Placement Master>Job Position

Customise Referee Form



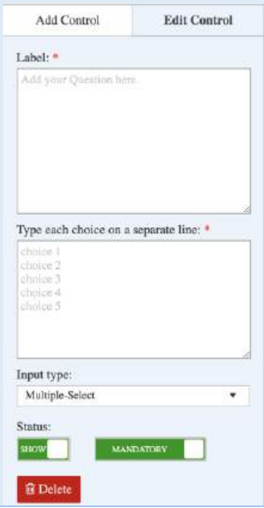
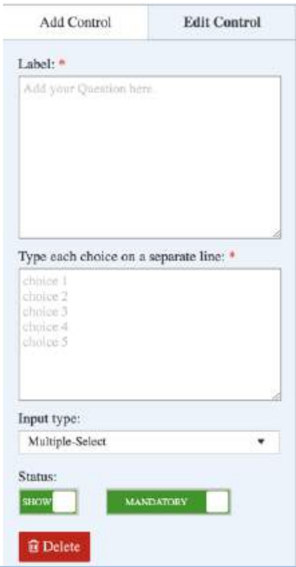
Pathway>Masters>Main Masters>Customise Referee Form

Legend of Customisations of Enterprise New References Module	
1 1	**Industry Selection** <u>Applicant References</u> Referees' will receive reference template according to the applicants' nominated industry at time Applicant Login Details are provided. <u>Members References</u> Referees' will receive reference template according to members' industry. *Please note: if a template has not been set up for an industry – system will send global template.*
2	**Edit Text** Anywhere the pencil is visible, the text can be edited.
3	**Referee and References Details** These are loaded by default when the reference opens the template; according to the information entered by applicant at time of editing reference.
4	**Add Control** New Headings/Questions can be added by double-clicking here. All Options must be dragged into blank space on the left hand side to be included in form and edited.
5	**Heading** Headings can be used to categorise questions for specific qualifications.

<table>
<tr><td></td><td>
</td></tr>
<tr><td>6</td><td>Question Type - Textbox

Various answer responses are available including: Text, Multi-Line, Number, Email, Date

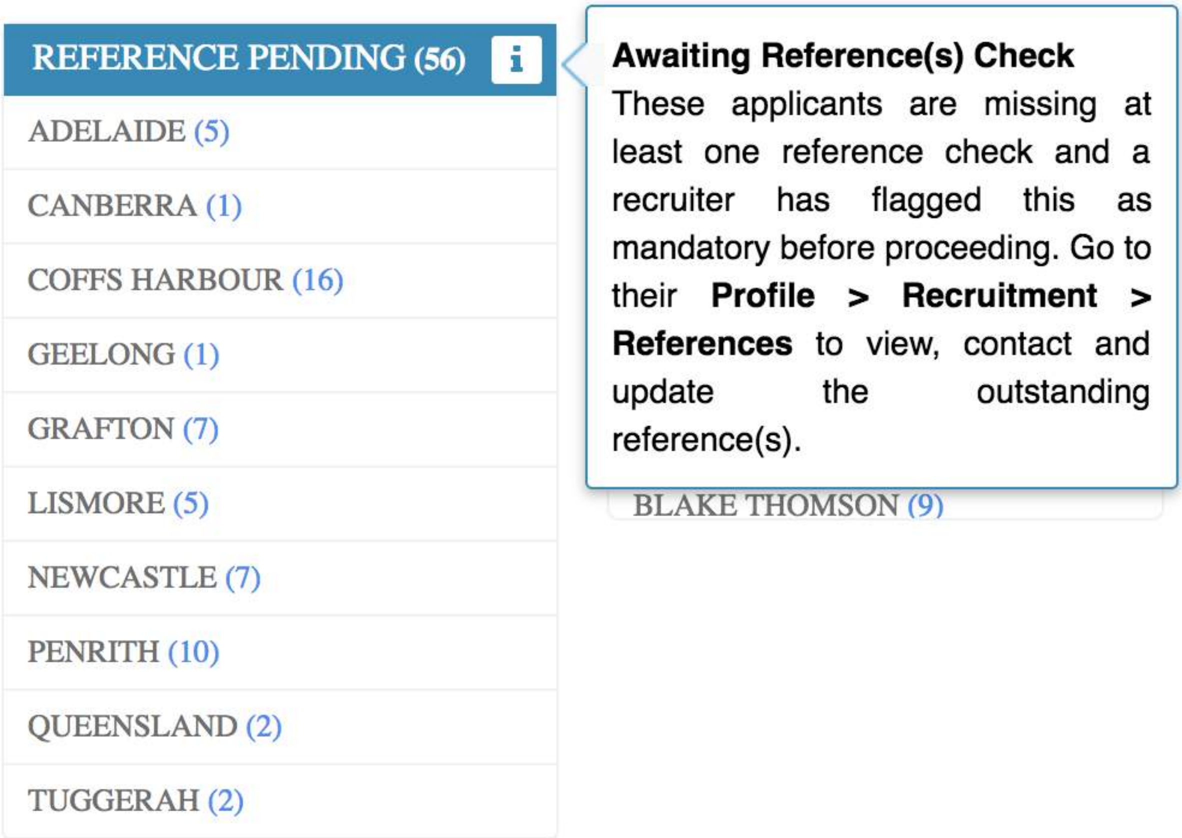

</td></tr>
<tr><td>7</td><td>Question Type: Dropdown
Custom dropdown options can be created</td></tr>
</table>

<table>
<tr><td></td><td>
</td></tr>
<tr><td>8</td><td>Question Type: Checkbox
Custom Checkboxes can be created with Single or Multi Select available

</td></tr>
</table>

Important to Note:

- **Data Storage Requirements**
  - **i.** Items/questions cannot be deleted once they have been answered by a reference (as this would change the question on all previous reference forms).
  - **ii.** To be 'removed' from reference form question must be changed to 'Optional' and 'Hide'.

Recruitment Dashboard (References Pending)



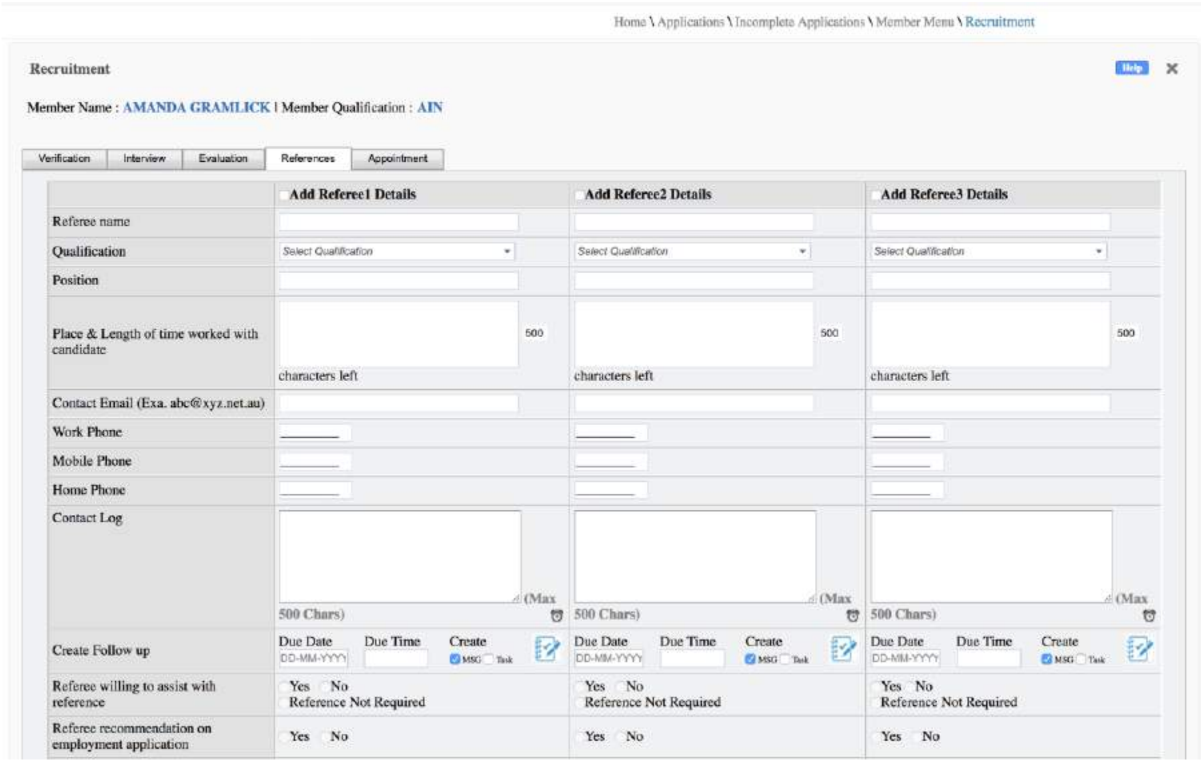
Previous Functionality

Existing Applicants with References Pending

Existing applicants in References Pending stage prior to Enterprise migration will be accessible in a link in the footer called *Old References.*

Here, References can be viewed in the old format and *'Save and Continue'* may be selected to transition applicant from pending to complete.

Existing Members with References in Previous Format



Similarly, existing members previous references can be viewed under Member Profile>Recruitment>References. EntireHR recommend utilising the new references module following it's release, however the old references functionality will continue to operate if this method is preferred.

New References Functionality

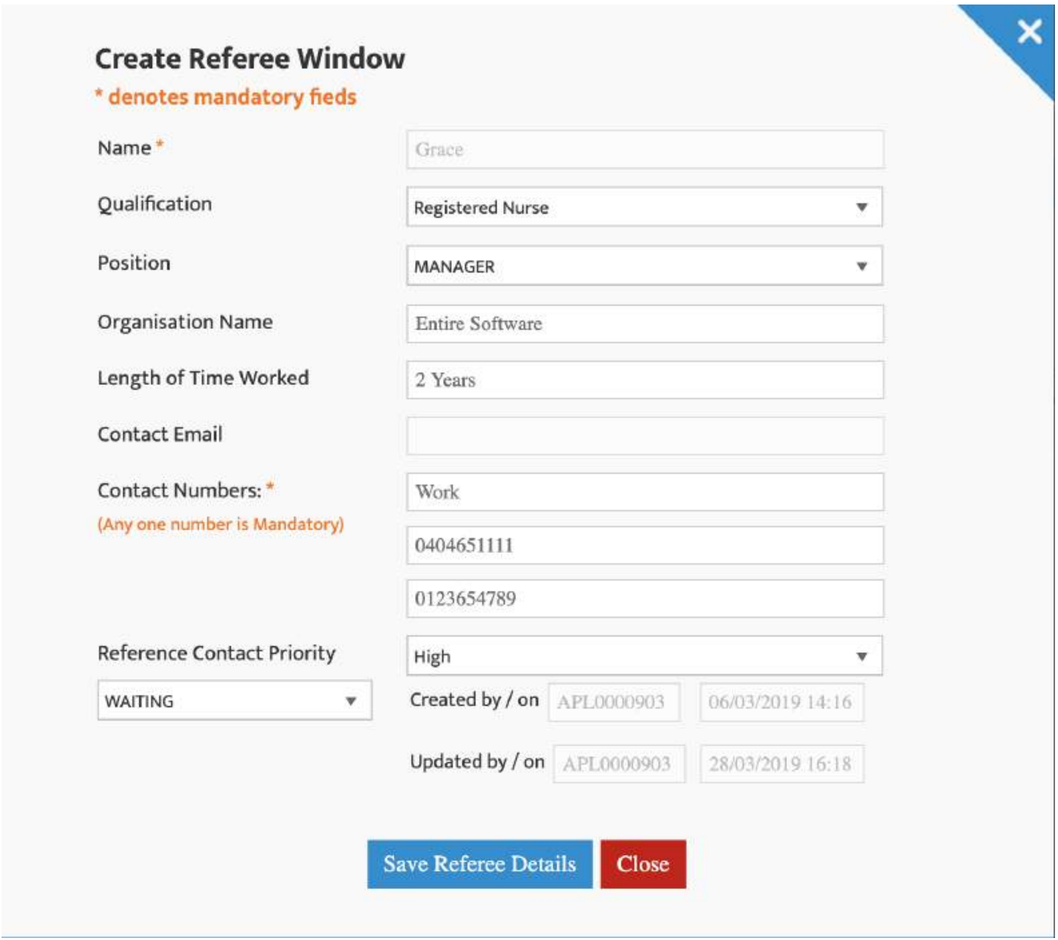
Online References features include:

- tracking of applicant or members references at any stage
- instantaneous notifications to referees once nominated by applicant[19]
- customised reference forms based on industry and qualification specific requirements[20]
- references completion updated in real-time and is visible to applicant and internal staff

[19] If activated in Masters Settings
[20] If activated in Masters Settings

- expiry of outdated references
- bulk customisable email reminders

Create Referee



Important to Note:

- Minimum number of fields have been flagged as mandatory to reduce possibility that an applicant (or member) will enter inaccurate contact details.

EntireHR

References Pending

Reference Pending

ENTIRE SOFTWARE

ACCEPT × INTERVIEW × Go

Search any text from the below listed Details — Search on: Search Referee Name from across database — Go

3 Send Feedback Reminder 4 Send Email 5 Send SMS

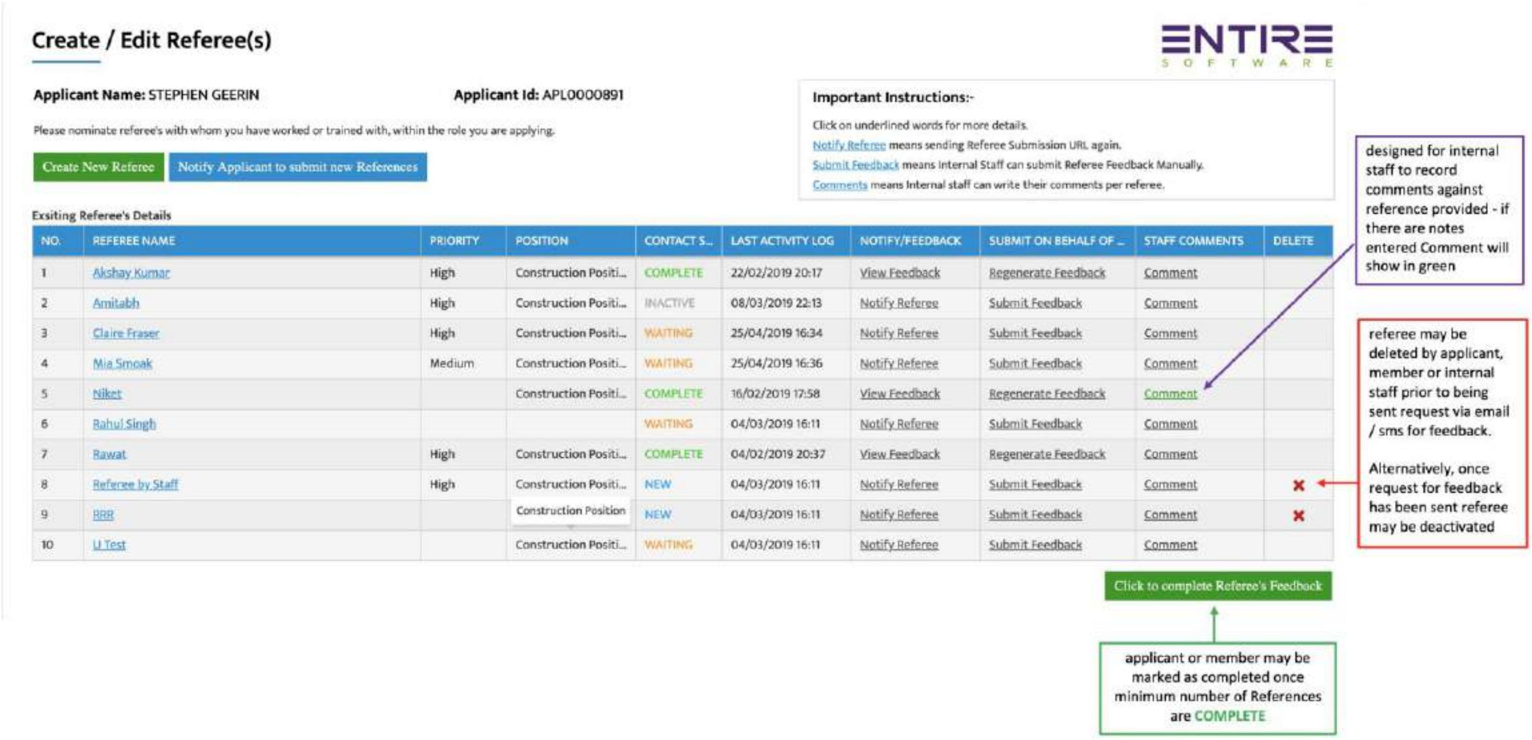
List of Pending Referee's

REFEREE NAME	APPLICANT/MEMBER NAME	PRIORITY	POSITION	STATUS	CONTACT EMAIL	CONTACT #	LAST ACTIVITY
Applicant Referee 1 (1)	CHRISTINE MANEVSKI (2)	High	Construction Positi...	WAITING	ankit@entiresoftware.com	8512051833	28/03/2019 19:35
Applicant Referee 2	CHRISTINE MANEVSKI	High		WAITING	ankit@entiresoftware.com	098653425436767,8512051833,09...	28/03/2019 19:35
Applicant Referee 3	TIMOTHY FOLKES	High	Construction Positi...	WAITING	ankit@entiresoftware.com	098678765455,8512051833	04/03/2019 16:11
Ava Sharpe	EMMA THOMSON	High		WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:38
Barney Stinson	ABHISHEK BACHAN	Medium	MANAGER	WAITING	ankit@entiresoftware.com	8512051833,0123654789	25/04/2019 16:33
Claire Fraser	STEPHEN GEERIN	High	Construction Positi...	WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:34
Felicity Smoak	PHILLIP GIBSON	High	MANAGER	WAITING	rajm@entiresoftware.com	8512051833,0459318081	25/04/2019 16:30
Harry Potter	CHRISTOPHER GALEA	High	Construction Positi...	WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:40
Hermione Granger	CUONG NGO	High	Construction Positi...	WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:41
Jack Daniels	JAROD BAKER	High	Construction Positi...	WAITING	ankit@entiresoftware.com	9643508812,8512051833	25/04/2019 16:35
Jamie Fraser	BEV PARROTT	High	Marketing	WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:33
Joe Root	THOMAS KELLY	Low	MANAGER	WAITING	ankit@entiresoftware.com	0979687576,8512051833	04/03/2019 16:11
John Barbs	TIARA NISCHAL	High	SUPERVISOR	WAITING	ankit@entiresoftware.com	8512051833,0123654789	25/04/2019 16:29
John Diggle	ABHISHEK BACHAN			WAITING	ankit@entiresoftware.com	8512051833,0123654789	25/04/2019 16:32
Karen Walker	THOMAS KELLY	High	Registered Nurse	WAITING	ankit@entiresoftware.com	8512051833	25/04/2019 16:33
Member Referee 1	CHRIS DAWE	High	Construction Positi...	WAITING	ankit@entiresoftware.com	8512051833	16/02/2019 18:57
Member Referee 1	AMANAKI UNUFE	High	Construction Positi...	WAITING	ankit@entiresoftware.com	099876532324,8512051833	18/02/2019 22:15
Mia Smoak	STEPHEN GEERIN	Medium	Construction Positi...	WAITING	ankit@entiresoftware.com	9643508812,8512051833,9643508...	25/04/2019 16:36
Naresh Singh	DONNA MARIE COLLINS	High	SUPERVISOR	WAITING	ankit@entiresoftware.com	8512051833,9876543210	04/03/2019 16:11

Legend for Recruitment Dashboard - References Pending	
1	**Referee Name** Selecting referee name will show pop-up of referee details for internal staff to alter if required/change to inactive if reference is unsatisfactory
2	**Applicant/Member Name** Selecting these will show applicant or members complete list of references (visual available on subsequent page)
3	**Send Feedback Reminder** This will send email with hyperlink to reference form for referee to complete

4	**Send Email** customised email may be sent via this option
5	**Send SMS** Customised SMS may be sent via this option

View of Applicant / Members References Details



NO.	REFEREE NAME	PRIORITY	POSITION	CONTACT S...	LAST ACTIVITY LOG	NOTIFY/FEEDBACK	SUBMIT ON BEHALF OF ...	STAFF COMMENTS	DELETE
1	Akshay Kumar	High	Construction Positi...	COMPLETE	22/02/2019 20:17	View Feedback	Regenerate Feedback	Comment	
2	Amitabh	High	Construction Positi...	INACTIVE	08/03/2019 22:13	Notify Referee	Submit Feedback	Comment	
3	Claire Fraser	High	Construction Positi...	WAITING	25/04/2019 16:34	Notify Referee	Submit Feedback	Comment	
4	Mia Smoak	Medium	Construction Positi...	WAITING	25/04/2019 16:36	Notify Referee	Submit Feedback	Comment	
5	Niket		Construction Positi...	COMPLETE	16/02/2019 17:58	View Feedback	Regenerate Feedback	Comment	
6	Rahul Singh			WAITING	04/03/2019 16:11	Notify Referee	Submit Feedback	Comment	
7	Rawat	High	Construction Positi...	COMPLETE	04/02/2019 20:37	View Feedback	Regenerate Feedback	Comment	
8	Referee by Staff	High	Construction Positi...	NEW	04/03/2019 16:11	Notify Referee	Submit Feedback	Comment	✖
9	RRR		Construction Position	NEW	04/03/2019 16:11	Notify Referee	Submit Feedback	Comment	✖
10	U Test		Construction Positi...	WAITING	04/03/2019 16:11	Notify Referee	Submit Feedback	Comment	

Legend for Contact Status of Reference
NEW Referee has not yet been sent notified by SMS or email of nomination
WAITING Referee has been notified by email and/or SMS of request to complete reference

COMPLETE Reference has been completed by referee or internal staff on behalf of referee
INACTIVE Referee was made inactive by internal staff due to no response/does not met company requirements for reference

Apps

Introducing Member Wear App!

Watch App now available for Android and Apple Watch Users!

- Users will now be able to receive and *respond* to push notifications straight from their smart watches; including
    i. ability to view shift details, and accept/decline/acknowledge cancellation right from their wrist!
    ii. If Client compliance is required member will be defer back to app with notification to acknowledge compliances via phone

Staff App (Android)

- CRM Integration[21]
    i. Including Check In and Check Out functionality
- Multi-timesheet submission[22]
    i. Internal staff will now have the ability to submit all timesheets for a member for the week at once.
- Ability to view all existing clients

[21] This functionality is already available in iPhone Staff App
[22] Only available in Android App – iPhone users will have single timesheet submission

Client Compliance Module

Introducing Client Compliance

This module is available in Professional Version 8.10 onwards.

The client compliance program was an extensive development within EntireHR, to address the exponential increase in client compliance requirements for agency staffing. The aim of this program was to simultaneously increase member awareness and acknowledgement of compliances and reduce the potential for human error due to increasingly complex manual checks by internal staff.

This program has been integrated across the following platforms:

- Staff Web Portal
- Member App

For every booking - specific client requirements can be recorded, tracked and reported by:

- Service location and / or Delivery Location
- Qualification
- Expertise
- Training Records
- Health Records

These compliances will show to members in real-time via their apps prior to accepting a shift. Members who meet the client compliance criteria will be immediately eligible to accept, those who don't will be able to view, acknowledge and/or submit the relevant documentation for verification and considered for future work opportunities at that site.

Importantly, this feature will not inhibit members ability to view bookings but will prevent them from accepting the shift if non-compliant.

All Documentation Outlined Below is accessible via EntireHR Helpsite; detailing Client Compliance Implementation, Set Up, and Operations.

Client Compliance Set Up and Implementation - Client Compliance Protocols.pdf
This is the technical breakdown of the set up of this program. This outlines the purpose and recommended application of the program. Additionally, it addresses the alternative options and methods, system loopholes, no-no's and recommended guidelines for activating, altering or deactivating compliances.

Client Compliance: Default Scripts - Client Compliance Default Scripts.pdf
Set Up includes completely customisable fields for all client compliances - however these templates have created for those clients who prefer uniform structure across the system.

Client Compliance Overview: User Operations Guide - Client Compliance Overview.pdf
This is an comprehensive guide for internal users (staff) to understand the functionality, operation and utilisation of client compliance.

Client Compliance: Member App Guide - EntireHR Member App Client Compliances Only.pdf
This is an comprehensive guide for external users (members) to understand the functionality, operation and utilisation of client compliance.