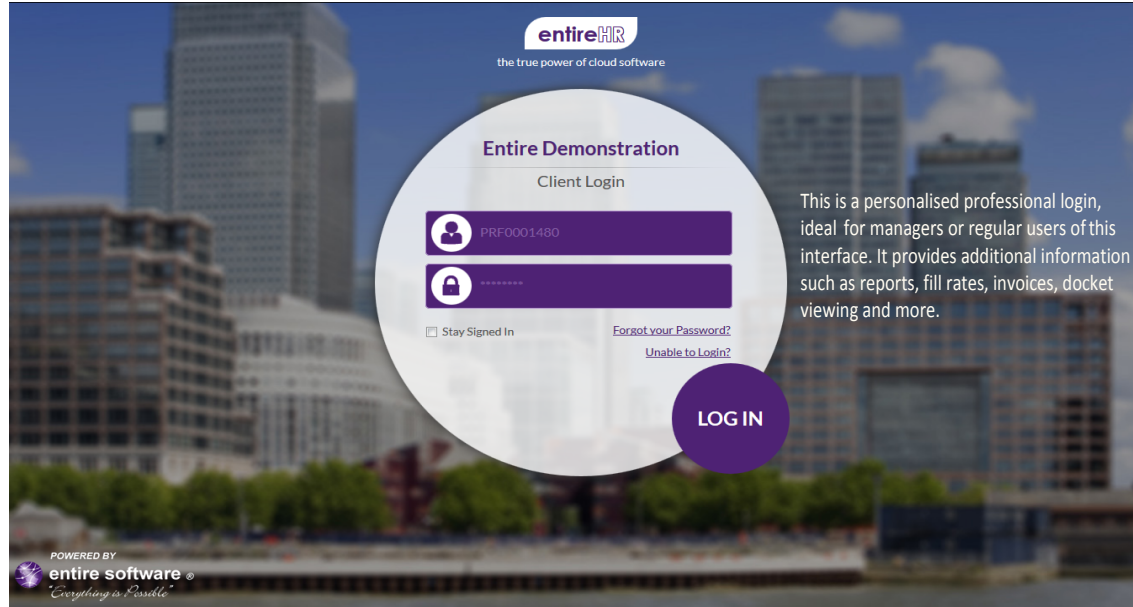


Client (CLT) and Professional (PRF) Logins Explained

Reminder if you are using the Mobile Application on Tablets or Smartphones you MUST use a Professional login. Only the Professional login work when using the Mobile APP. If you are accessing your internet browser (such as Safari) then using the Client Login is fine.



The image shows the EntireHR Client Login interface. At the top, the logo "entireHR" is displayed with the tagline "the true power of cloud software". Below this, the text "Entire Demonstration" and "Client Login" are visible. The login form consists of two fields: a username field with the value "PRF0001480" and a password field with masked characters "*****". To the right of the password field are two links: "Forgot your Password?" and "Unable to Login?". Below the password field is a checkbox labeled "Stay Signed In". A large purple "LOG IN" button is positioned to the right of the login form. At the bottom left, the text "POWERED BY entire software" is shown with the tagline "Everything is Possible".

entireHR
the true power of cloud software

Entire Demonstration
Client Login

PRF0001480

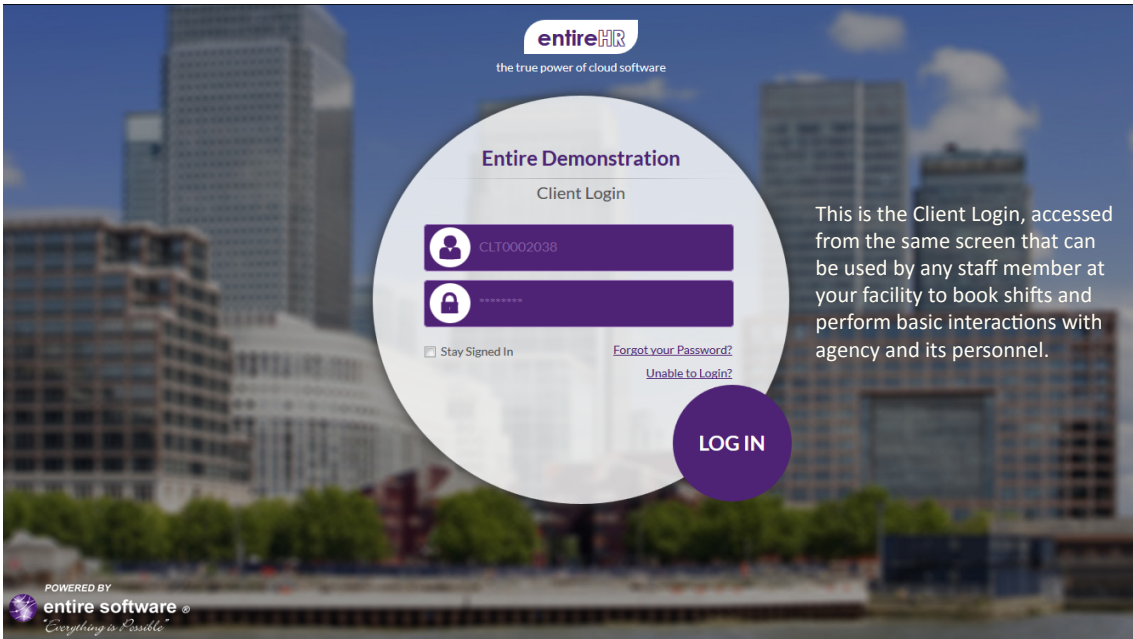
[Forgot your Password?](#)
[Unable to Login?](#)

☐ Stay Signed In

LOG IN

POWERED BY
entire software
Everything is Possible

This is a personalised professional login, ideal for managers or regular users of this interface. It provides additional information such as reports, fill rates, invoices, docket viewing and more.



The image shows the EntireHR Client Login interface. At the top, the logo "entireHR" is displayed with the tagline "the true power of cloud software". Below this, the text "Entire Demonstration" and "Client Login" are visible. The login form consists of two fields: a username field with the value "CLT0002038" and a password field with masked characters "*****". To the right of the password field are two links: "Forgot your Password?" and "Unable to Login?". Below the password field is a checkbox labeled "Stay Signed In". A large purple "LOG IN" button is positioned to the right of the login form. At the bottom left, the text "POWERED BY entire software" is shown with the tagline "Everything is Possible".

entireHR
the true power of cloud software

Entire Demonstration
Client Login

CLT0002038

[Forgot your Password?](#)
[Unable to Login?](#)

☐ Stay Signed In

LOG IN

POWERED BY
entire software
Everything is Possible

This is the Client Login, accessed from the same screen that can be used by any staff member at your facility to book shifts and perform basic interactions with agency and its personnel.

Desktop home screen using Client or Professional Login

1 - Home Screen

This is your computer desktop login from any computer or tablet. It gives the same options as the Mobile App with a more detailed overview.

2 - New Booking

Here you can create new bookings, select Agency staff for shifts or simply submit bookings for our Allocations staff to fill.

3 - Current Booking

This page allows you to view, edit, or cancel any current bookings you have placed with Agency. You can also upload documents for shifts here.

4 - Request & Restriction

Using this page allows your staff to either request/restrict agency personnel for a particular facility or for all your facilities.

5 - Staff Authorisation

Using this page you can authorise a staff member of your facility who can place orders, select staff and view reports/invoices if you wish.

6- Contact Details

These contact details are of the client login that you are using at this time. Professional logins will show details of the facility they are attached to.

7- History

Here you can view a full history of all shifts ever ordered by your staff or by calling agency directly. This history can also be exported to excel.

8 - Appraisals

Allows you to perform appraisals of agency staff Online.

9 - Financial Overview

Only available to select management staff you authorise, this page allows you to view invoices both paid and outstanding, run reports on agency shift fill times, shifts per month and by different facilities, view member dockets/timesheets, download and excel spreadsheets.

The screenshot shows the desktop interface of the entireHR Human Resource Software. At the top, there is a navigation bar with nine items: Home, New Booking, Current Booking, Request and Restriction, Staff Authorization, Contact Details, History, Appraisals, and Financial Overview. Above this bar, nine numbered circles (1-9) point to specific features: 1 points to the entireHR logo, 2 to the 'New Booking' link, 3 to the 'Current Booking' link, 4 to the 'Request and Restriction' link, 5 to the 'Staff Authorization' link, 6 to the 'Contact Details' link, 7 to the 'History' link, 8 to the 'Appraisals' link, and 9 to the 'Financial Overview' link. In the top right corner, there is a login status bar showing 'Logged in as XYZ Agency' and a 'Logout' button. The main content area is divided into three columns. The left column features a 'CEO MESSAGE' placeholder. The middle column contains a 'Message of the week' and a 'Quote of the week'. The right column displays a 'SPECIAL ANNOUNCEMENT' regarding a software upgrade. The bottom of the page has a dark grey footer with three sections: 'LINKS' (containing 'Change Your Login Password?' and 'Terms & Conditions'), 'FOLLOW US' (with social media icons for Facebook, Twitter, and Instagram), and 'CONTACT ADDRESS' (providing office address, phone number, and email). At the very bottom, there is a small 'License to.' section with copyright information for Entire Software Pty Limited, 2015.

entireHR
Human Resource Software

Logged in as XYZ Agency Logout

Home New Booking Current Booking Request and Restriction Staff Authorization Contact Details History Appraisals Financial Overview

CEO MESSAGE

Message of the week

I am often asked at industry meetings, how agency has been able to succeed in an industry dominated by large Publically Listed Companies, the secret I feel is that nursing is our life and we really care

Quote of the week

"The trained nurse has become one of the great blessings of humanity, taking a place beside the physician and the priest." William Osler

SPECIAL ANNOUNCEMENT

Dear CLIENT, Our new software Version has been upgraded successfully on 25/08/2015. In case of any issue in your information update, please contact our IT Dept at ITHelpDesk@entirehr.com.au with the details of problem. Thanks

LINKS

Change Your Login Password?
Terms & Conditions

FOLLOW US

CONTACT ADDRESS

Office Address:
268 Frankston-Flinders Road
Frankston South, Victoria 3199
Phone: 1300 552 088

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New Bookings Screen

Breakdown of the How to Book on a Computer Desktop. Please note professional Mobile APP has the same features just in a simplified format.

Home

New Booking

Current Booking

Request and Restriction

Staff Authorization

Contact Details

History

Appraisals

Financial Overview

Parent Company

Facility of shift booking

Multiple qualifications can be selected to cover multiple staff members for one shift.

Name of your staff ordering the shift with agency (this is automatically filled when logged in as a PRF).

Service Location *

Delivery Location

Qualification/Classification *

Expertise

Sub Expertise

Order By (Professional) *

Shift Date & Day *

Shift Type *

Start Time *

End Time *

Order No (if applicable)

Booking Notes
(Any important information which is relevant to the booking)

Note : If required professional is not listed then please add professional from STAFF AUTHORIZATION option

☒ Duplicate Shift(s) Options

☐ Same Day for

☐ Every Day for next

☐ Every Week for next

☐ Every fortnight for next

☐ For Month of

<<

<

November 2015

>

>>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
44	26	27	28	29	30	31
45	2	3	4	5	6	7
46	9	10	11	12	13	14
47	16	17	18	19	20	21
48	23	24	25	26	27	28
49	30	1	2	3	4	5

Select Preferred Personnel

Add Shift(s) to List

Confirm Shift(s)

Clear Fields

Help

Note: Individual shift selection is only applicable if you are Searching Personnel to allocate for a shift.

Duplicate shift(s) gives you the ability to create a number of shifts at once. This is handy if you are covering for multiple staff at once, or few weeks of holiday where all the shifts are the same time/week etc. This allows you to order several shifts in seconds, and is the fastest way to order multiple shifts

Prerred Personnel (see next page) gives you the ability to view nurses/carers in detail and select from our database. These Nurses must be available, have worked at your facility before and have a very high reliability criteria before they will be viewable for selection by your administration staff. Only the most suitable will be shown to give your booking staff the quickest quality option for each facility. This feature can be disabled upon request.

Adds Shift(s) to list is a handy feature that functions like an "Add to Cart" button. Designed for for when you may need to confirm a shift with a facility manager before placing the booking with agency. Multiple shifts can be added and viewed at once before clicking either Confirm Shift(s) or removing the booking/s completely (trashbin icon) if you change your mind.

Confirm Shift(s) will instantly order all shifts you currently have entered information for or those you have selected from your "Add Shifts" cart (this will display below). Same as placing a call with one of our phone staff. You can now track the progress of your booked shift from the "Current Booking" tab at the top of the page. Any alterations or cancellations of the shift can be done from "Current Booking" as well.

Clear Fields will instantly clear all current information or selections you have made in your shift selection.

Select Preferred Personnel Screen Pop Up

This screen shows available staff to work at the facility as per the qualifications selected, additionally a member pop up is showing additional important information for your bookings staff. You can also view the distance from the agency member to your facility and also search for a particular qualification or name from this page.

The screenshot displays the entireHR Human Resource Software interface. At the top, the logo for entireHR is visible, along with a user login status: "Logged in as XYZ Agency" and a "Logout" button. The main navigation bar includes tabs for Home, New Booking (highlighted with a yellow box), Current Booking, Request and Restriction, Staff Authorization, Contact Details, History, Appraisals, and Financial Overview.

On the left side, there is a sidebar with various filters and options, including Service Location, Delivery Location, Qualification/Certification, Expertise, Sub Expertise, Order By (Professional), Shift Date & Date, Shift Type, Start Time, End Time, Order No (if applicable), Booking Notes, and a "Select Preferred" button.

The main content area shows a table of available staff members. The table has columns for Name, Gender, Age, Qualification, No. of Years of Experience, Years of Experience, and Status. Below the table, there is a "Booking Notes" section with a text area and a "Note : If required" label. At the bottom, there are "Confirm" and "Cancel" buttons.

A "Member Pop Up" window is overlaid on the right side of the screen, displaying a profile picture of a woman and a list of details, including Name, Gender, Age, Qualification, No. of Years of Experience, Years of Experience, and Status.

Current Booking Screen Overview

The screenshot shows the 'entireHR Human Resource Software' interface. The user is logged in as 'XYZ Agency'. The 'Current Booking' tab is highlighted in the navigation bar. Below the navigation bar, the 'Current Bookings' section contains a table of bookings. An 'Export to excel' button is circled in pink. A 'REFRESH' button is also present. The table has columns for Select, Service, Delivery, Shift Date, Day, Shift, Start, End, Qual, Expertise, Notes, Order By, Personnel, and Shift Status. The first row is selected, and the 'Personnel' column for that row is circled in pink. A blue arrow points from the text 'Clicking Member Name will open that member's contact information and employment details.' to the circled 'Personnel' cell. Below the table, there are pagination controls showing 'Page: 2 of 3' and 'Page size: 10'. A 'Note' section provides instructions on withdrawing shifts. At the bottom, there are buttons for 'Withdraw Shift', 'Accept Personnel', 'Edit Shift', 'Exit', and 'Upload Documents'. A blue arrow points from the text 'Allows you to attach documents to the shift' to the 'Upload Documents' button.

entireHR
Human Resource Software

Logged in as XYZ Agency Logout

Home New Booking **Current Booking** Request and Restriction Staff Authorization Contact Details History Appraisals Financial Overview

Current Bookings

Export to excel REFRESH

Select	Service	Delivery	Shift Date	Day	Shift	Start	End	Qual	Expertise	Notes	Order By	Personnel	Shift Status
<input checked="" type="checkbox"/>	NONE SELECTED		06/09/2015	SUN	NS	2100	0730	RN				VIEW MEMBER INFO	PENDING MEMBER AL
<input type="checkbox"/>	NONE SELECTED		07/09/2015	MON	AM	0730	1600	EEN ...		N	SHARON		SHIFT RELEASE
<input type="checkbox"/>	NONE SELECTED		07/09/2015	MON	AM	0730	1230	EEN ...		N	SHARON		SHIFT RELEASE
<input type="checkbox"/>	NONE SELECTED		07/09/2015	MON	AM	0730	1600	EEN ...		N	SHARON	VIEW MEMBER INFO	SHIFT BOOKED
<input type="checkbox"/>	NONE SELECTED		07/09/2015	MON	AM	0830	1700	OFFIC		N	WILLI	VIEW MEMBER INFO	SHIFT BOOKED
<input type="checkbox"/>	NONE SELECTED		09/09/2015	WED	AM	0830	1700	OFFIC		N	WILLI	VIEW MEMBER INFO	SHIFT BOOKED
<input type="checkbox"/>	NONE SELECTED		13/09/2015	SUN	NS	2100	0730	RN			SHARON	VIEW MEMBER INFO	SHIFT BOOKED
<input type="checkbox"/>	NONE SELECTED		14/09/2015	MON	AM	0830	1700	OFFIC		N	WILLI	VIEW MEMBER INFO	SHIFT BOOKED
<input type="checkbox"/>	NONE SELECTED		16/09/2015	WED	AM	0830	1700	OFFIC		N	WILLI	VIEW MEMBER INFO	SHIFT BOOKED
<input type="checkbox"/>	NONE SELECTED		25/09/2015	FRI	AM	0830	1700	OFFIC		N	WILLI	VIEW MEMBER INFO	SHIFT BOOKED

Page: 2 of 3 Go Page size: 10 Change Item 11 to 20 of 24

Note :

- 1) You can 'Withdraw Shift' at any time up to 2 hours before the Shift Start Time. If you need to cancel a shift within 2 hours of the start time you will need to call our allocations centre to do so.
- 2) Shift Withdrawn : If shift status is 'Client Confirmed' then Prefer to choose 'Withdraw Shift' button instead of 'Cancel Shift'.

Withdraw Shift Accept Personnel Edit Shift Exit Upload Documents

Allows you to export all current bookings into an Excel spreadsheet.

Clicking Member Name will open that member's contact information and employment details.

Allows you to attach documents to the shift

You can Withdraw any shift up 2 hours before the shift start time provided it has not been booked/assigned to an agency Member. If you need to cancel a shift that has been booked or within 2 hours of the shift start time you will need to call agency.

You can accept and approve agency members who have been allocated to your shift directly from this screen, same as the using the Mobile App.

Edit shift will allow you to change shift requirements/needs as long as the shift has not been booked or accepted yet.

Uploading Documents in Current Booking Screen

This pop up shows the upload shift documents screen, this is shown by selecting a shift and hitting the “ Upload Documents ” button at the bottom. Documents can be viewed once uploaded or deleted from this screen. If you have uploaded documents to a shift that shift will have an orange folder icon in the “ History ” screen (shown on the next page).

Home

New Booking

Current Booking

Request and Restriction

Staff Authorization

Contact Details

History

Appraisals

Financial Overview

Current Bookings

Export to excel

Select Service

<input checked="" type="checkbox"/>	None South
<input type="checkbox"/>	None South
<input type="checkbox"/>	None South
<input type="checkbox"/>	None South
<input type="checkbox"/>	None South
<input type="checkbox"/>	None South
<input type="checkbox"/>	None South
<input type="checkbox"/>	None South
<input type="checkbox"/>	None South
<input type="checkbox"/>	None South
<input type="checkbox"/>	None South

1 2 3

Upload Shift Documents

* Mandatory Fields

File Name * test 2

Browse File * Choose File No file chosen
(Max Size 5 MB, pdf, doc, docx, xls, xlsx, jpg, jpeg, png, gif files only)

Confirm Upload

Details of Uploaded Files

File Name	View File	Delete
test	0080134017_10.JPG	
test 2	0080134017_11.jpg	

popups/UploadDocument.aspx?ShiftCtrl=0080134017&Reason=&BtnValue=Upload Documents

REFRESH

Shift Status

LEAVES	SHIFT BOOKED
TTIGROVE	SHIFT BOOKED
NN	SHIFT BOOKED
	CLIENT WITHDRAWN
FORD	SHIFT BOOKED
ICOTE	SHIFT BOOKED
INGHAM	PENDING MEMBER AC
	SHIFT BOOKED
	SHIFT BOOKED
EO	SHIFT BOOKED

Item 1 to 10 of 24

Note :

1) You can 'Withdraw Shift' at any time up to 2 hours before the Shift Start Time. If you need to cancel a shift within 2 hours of the start time you will need to call our allocations centre to do so.

2) Shift Withdrawn : If shift status is 'Client Confirmed' then Prefer to choose 'Withdraw Shift' button instead of 'Cancel Shift'.

Cancel Shift Accept Personnel Edit Shift Exit Upload Documents

Agency Member point of view for document upload.

This is an example of what a agency member would see when looking at a shift they have worked at your facility would see. You can see the orange folder icon prompting them to upload their document to match with the document your staff have uploaded.



Logged in as XYZ Agency

Logout

Home New Booking Current Booking Request and Restriction Staff Authorization Contact Details **History** Appraisals Financial Overview

History

Date From 28/08/2015 Date To 03/09/2015 Search

Note: Please ensure that your Browser popup is enabled.

Refresh									
Docket No	Shift Date	Day	Shift	Start	End	Client Name	Area	Shift Status	Documents
	03/09/2015	THU	PM	1300	2200	RDNS SOUTH		SHIFT BOOKED	

History Screen Overview

This page keeps a detailed memory log of every shift every ordered with agency, online, by Mobile APP or through calling our Allocations centre. You can export the information on this page into an excel spreadsheet if you wish, view notes for each shift and check the appropriate documents have been uploaded and download them if you wish.



Logged in as XYZ Agency

Logout

Home New Booking Current Booking Request and Restriction Staff Authorization Contact Details **History** Appraisals Financial Overview

History

Date From

28/08/2015

Date To



03/09/2015

Search

You have selected date range from 28/08/2015 to 03/09/2015

Export to excel


REFRESH

Shift Date	Day	Shift	Start	End	Service Location	Delivery	Qual	Expertise	Notes	Order By	Personnel	Shift Status	Documents
<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
03/09/2015	THU	NS	1900	0800	ROMS SOUTH		AIN		N	AUSTINE NORR		SHIFT ENTERED	
03/09/2015	THU	AM	0830	1700	ROMS SOUTH		OFFICE		N	KELLY	LINDA HARE	SHIFT BOOKED	
03/09/2015	THU	PM	1300	2200	ROMS SOUTH		AIN		N	JOY JARRETT	ABBY SHORT	SHIFT BOOKED	

Orange folder means your staff have uploaded documents for the shift.

Green folder means both your staff and the agency member have uploaded their documents for the shift.

Pop up displaying all uploaded documents for a particular shift.



Logged in as **XYZ Agency** Logout

HomeNew BookingCurrent BookingRequest and RestrictionStaff AuthorizationContact Details**History**AppraisalsFinancial Overview

History

Date From
28/08/2015

Date To
03/09/2015

Search

Note: Please ensure...

Docket No	Shift D
	03/09/2015

Upload Shift Documents

Select the Document below for which you need to upload the filled Document for Client review.

Refresh

Document Name	Client File	Member File	Select file
<input type="text"/>			
Test 1	0130020641_6.jpg	0130020641_6.jpg	<input type="checkbox"/>
Test 2	0130020641_7.jpg	0130020641_7.jpg	<input type="checkbox"/>

Browse File *

Choose File

No file chosen

(Max Size 5 MB, .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .png, .gif files only)

Confirm Upload

Refresh

Documents

Financial Overview Screen for Your Authorised Staff

This screen can only be accessed by specially authorised staff such as your management or financial officers, if you wish a staff member to have access to this page please notify agency so we can enable this for them. It provides financial information and numerous reports.



Logged in as **XYZ Agency**

Logout

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Financial Overview

Order response lets your management staff run reports that show you how agency is performing in regards to shift fill time efficiency. All shift bookings ever placed can be viewed here.

Similar to Invoices page, viewing dockets enables you to search by dockets/timesheets as well as showing all relevant invoice information. Every submitted document by agency members is available to view here as well.

Invoiced / UnInvoiced Shift Details

Order Resonse/Fulfillment

View Invoices

View Dockets

Shift details lets your staff run reports showing details of all shifts ever booked with agency. These reports include invoice no. hours worked, qualification, facility location and charges incurred.

Allows you to view and search all invoices from agency by week, facility and total charge. Invoices can be exported in PDFs directly from this screen.

Example of Invoice Report by Location and Shift type with Details

These reports have a multitude of search parameters and can be exported to excel, pdf or printed and faxed depending on your needs.



Logged in as XYZ Agency

Logout

Home New Booking Current Booking Request and Restriction Staff Authorization Contact Details History Appraisals **Financial Overview**

Invoiced / Uninvoiced Shift Details Report

From Date To Date
Service Location
Report Type
☐ Summary - Totals as per service Location
☐ Detail - Totals as per service Location & Qualification
☒ As per shift Detail Service Location Wise

Close

Generate Report

1 of 1 100%

Search Parameter



Invoiced / UnInvoiced Shift Details Report

For Service Location : RONS EASTERN
For Date from : 1/07/2015 To 9/08/2015.

Service Location	Shift Date	Qual	Start	End	Break	Hours (Actual or Estimate)	Amount	Status	InvoiceNumber (If Any)
RONS EASTERN	01-Jul-2015	RNS	07:30	15:30	1	8.00	894.75	Invoiced	00002076
RONS EASTERN	01-Jul-2015	RNS	07:30	15:30	1	8.00	940.27	Invoiced	00002076
RONS EASTERN	01-Jul-2015	RNS	07:30	12:45	1	5.15	498.43	Invoiced	00002076
RONS EASTERN	07-Jul-2015	RNS	07:30	16:00	1	8.30	935.10	Invoiced	00002076
RONS EASTERN	08-Jul-2015	RNS	07:30	15:30	1	8.00	876.68	Invoiced	00002076
RONS EASTERN	08-Jul-2015	RNS	07:30	15:30	1	8.00	897.14	Invoiced	00002076
RONS EASTERN	08-Jul-2015	RNS	07:30	16:15	1	8.75	971.88	Invoiced	00002076
RONS EASTERN	08-Jul-2015	RNS	07:30	16:15	1	7.75	853.41	Invoiced	00002076
RONS EASTERN	08-Jul-2015	RNS	07:30	15:30	1	8.00	876.46	Invoiced	00002076
RONS EASTERN	10-Jul-2015	RNS	07:30	15:30	1	8.00	896.94	Invoiced	00002076
RONS EASTERN	10-Jul-2015	RNS	07:30	15:30	1	8.00	914.38	Invoiced	00002076
RONS EASTERN	13-Jul-2015	RNS	07:30	14:30	1	7.00	826.38	Invoiced	00002076
RONS EASTERN	14-Jul-2015	RNS	07:30	15:45	1	8.25	902.49	Invoiced	00002076
RONS EASTERN	15-Jul-2015	RNS	07:30	15:00	1	7.50	843.46	Invoiced	00002076
RONS EASTERN	16-Jul-2015	RNS	21:00	07:30	1	10.50	991.52	Invoiced	00002074
RONS EASTERN	16-Jul-2015	RNS	07:30	17:00	1	9.50	109.47	Invoiced	00002076
RONS EASTERN	17-Jul-2015	RNS	07:30	13:30	1	6.00	492.96	Invoiced	00002076
RONS EASTERN	18-Jul-2015	RNS	07:30	16:00	1	8.50	925.38	Invoiced	00002076
RONS EASTERN	18-Jul-2015	RNS	07:30	15:30	1	8.00	926.16	Invoiced	00002076
RONS EASTERN	18-Jul-2015	RNS	07:30	16:00	1	8.50	926.16	Invoiced	00002076
RONS EASTERN	19-Jul-2015	RNS	07:30	15:30	1	8.00	926.16	Invoiced	00002076

Example of the Order Response and Shift Fill rate report

These reports help you access agency performance in providing service and filling shifts and are included for your benefit.



Logged in as XYZ Agency

Logout

Home New Booking Current Booking Request and Restriction Staff Authorization Contact Details History Appraisals **Financial Overview**

Order Response / Fulfillment Report

Service Location:

Status:

Month, Year:

Find... 1 of 1 100%



entire software
Everything is Possible

Order / Fulfilment Reports

Service Location : RDNS SOUTH For Month : September, 2015

ClientName	Qualification	Shiftdate	Shift	Order Response- within 1 min	Order Response- Within 1 to 5 min	Order Response- Within 6 to 10 min	Order Response- within 11 to 20 min	Order Response- within 21 to 40 min	Order Response- more than 40 min	Order Fulfilment- Timeframe (hh:mm)
SHIFT BOOKED- 10										
	OFFICE	03-09-2015	AM	X						0:01
	AIN	03-09-2015	PM	X						0:02
	OFFICE	07-09-2015	AM	X						0:06
	OFFICE	09-09-2015	AM	X						0:06
	OFFICE	14-09-2015	AM	X						0:06
	OFFICE	16-09-2015	AM	X						0:06
	OFFICE	25-09-2015	AM	X						0:06
	OFFICE	28-09-2015	AM	X						0:06
	OFFICE	29-09-2015	AM	X						0:06
	OFFICE	30-09-2015	AM	X						0:06

Download and View Invoices Screen

Allows you to view and search all invoices from agency by week, facility and total charge. Invoices can be exported in PDFs directly from this screen.



Logged in as XYZ Agency

Logout

Home

New Booking

Current Booking

Request and Restriction

Staff Authorization

Contact Details

History

Appraisals

Financial Overview

View or Download Dockets Screen

Service Locations

--Select Client--

Invoice Number

Invoice No

Invoice Month *

Aug-15

Week Ending

--Select Date--

Invoice No	Service Location	Invoice File	Week Ending Date	GST	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0000076	WIND SOUTHERN	Tollhouse 0000076_20100802_0000076_36.pdf	02-08-2010	\$ 160.00	\$ 2015.00
0000076	WIND SOUTHERN	Tollhouse 0000076_20100802_0000076_36.pdf	02-08-2010	\$ 475.00	\$ 475.00
0000076	WIND SOUTHERN	Tollhouse 0000076_20100809_0000076_37.pdf	09-08-2010	\$ 240.00	\$ 240.00
0000076	WIND SOUTHERN	Tollhouse 0000076_20100809_0000076_37.pdf	09-08-2010	\$ 440.00	\$ 440.00
0000077	WIND SOUTHERN	Tollhouse 0000077_20100816_0000077_38.pdf	16-08-2010	\$ 475.00	\$ 525.00
0000076	WIND SOUTHERN	Tollhouse 0000076_20100816_0000076_38.pdf	16-08-2010	\$ 1180.00	\$ 1005.00

Dockets Screen Example

The Dockets screen has similar information to the invoice screen but also enables you to search by docket/timesheets as well. You can search by numerous options as you can see and every document submitted by agency members is available to view here as well.



Logged in as XYZ Agency

Logout

Home New Booking Current Booking Request and Restriction Staff Authorization Contact Details History Appraisals **Financial Overview**

View or Download Dockets Screen

Service Locations

--Select Client--

Docket Number

Docket No

Invoice Month *

Aug-15

Week Ending

--Select Date--

Invoice No	Service Location	Invoice File	Week Ending Date	GST	Amount	View Docket
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1000001	1000001	1000001-1000001-1000001.pdf	10-01-2015	0.10000	0.10000	
1000002	1000002	1000002-1000002-1000002.pdf	10-01-2015	0.10000	0.10000	
1000003	1000003	1000003-1000003-1000003.pdf	10-01-2015	0.10000	0.10000	
1000004	1000004	1000004-1000004-1000004.pdf	10-01-2015	0.10000	0.10000	
1000005	1000005	1000005-1000005-1000005.pdf	10-01-2015	0.10000	0.10000	
1000006	1000006	1000006-1000006-1000006.pdf	10-01-2015	0.10000	0.10000	

Dockets can be viewed for each week by individual facility

Dockets Screen when viewing Docket Numbers

By clicking "view docket" your staff can search and view all dockets provided for every shift in that invoice, provided the member has provided a photo of their docket/timesheet, shown with a "Y" under "Photo". You can individually download and view these if you wish.

The screenshot displays the entireHR Human Resource Software interface. At the top, the logo for entireHR is visible, along with the text "Human Resource Software". A user is logged in as "XYZ Agency", and a "Logout" button is present. The main navigation bar includes links for Home, New Booking, Current Booking, Request and Restriction, Staff Authorization, Contact Details, History, Appraisals, and Financial Overview, which is highlighted with a yellow box.

The "View or Download Dockets Screen" is shown, featuring a table of invoices and a modal window for viewing dockets. The table has columns for Invoice No, Service Location, Invoice F, GST, Amount, and View Docket. A callout box points to the "View Docket" column, stating: "Dockets can be viewed for each week by individual facility".

The modal window, titled "Docket View", shows a table with columns for Member No and Photo. It displays a list of dockets for a specific member, with a "View" button at the bottom right.

Invoice No	Service Location	Invoice F	GST	Amount	View Docket
100001	100001	100001	Y	100001	Y
100002	100002	100002	Y	100002	Y
100003	100003	100003	Y	100003	Y
100004	100004	100004	Y	100004	Y
100005	100005	100005	Y	100005	Y
100006	100006	100006	Y	100006	Y
100007	100007	100007	Y	100007	Y
100008	100008	100008	Y	100008	Y