the candidate gateway

Welcome
Introductory text, and usage instructions.

Profile

- **Edit** aspects of your contact details, including your name, address and phone numbers. Use **Save** or **undo** to complete your changes.
- **Refresh** will reload your information from the database
- **Change password** will change your password.

Payroll section shows details of your bank, National Insurance Number, and your Unique Tax Reference, if you have one. You may change these details, but note that you need all four parts of your bank details (Name of bank, Sort Code, Account name and Account Number) in order for a record to be created. **Note** This tab may not be available, depending on the settings your Agency has chosen.

Registration The registration section provides a list of departments with which a person is registered with, and details thereof. There is a facility to **Change Registration** details, and details

Documents
Provides a list of documents or photos already associated with your profile, and allows the upload of others.

- **Download** allows the user to download and view documents already present on their profile.
- **Document type** allows the user to choose which type of document to upload - **CV** or **Photo**
- **Description** provide a short description of the document to be uploaded.
- **Select the file** opens a search box to allow the document to be uploaded.

The document list may be sorted by columns by clicking the double arrow symbol in the right hand side of the column title box.

Diary
Diary provides a graphical of your current shift patterns, while a table below provides more detail, and also allows you to make diary entries, for example, holidays.

- **< < This week > >** moves the diary view window to « previous week, **This week** or » next week.
- **Add to diary** allows a diary entry to be made, to reserve holidays, or make yourself available for a shift, either a full day or a part day.
- **Delete** a diary entry
- **Save** all changes made
- **Clear** all changes made

Calendar

The calendar provides a graphical representation of your shift patterns, and also allows you to make diary entries to show your availability for work, and to book holidays, etc.

- **Month**, **Week** and **Day** allow you to select three different timescales
- **Availability** enables you to make bookings on your calendar - see below.
- **Refresh** reloads data, if neccesary.
- **Today** returns the view to the current month/week/day after you have moved away, using the **<** or **>** arrows
- **<** / **>** moves the display by one month/week/day.

Bookings are shown on the calendar as a coloured block, as follows:

- **Red** Holiday or Unavailable
- **Green** Available
- **Blue** Working, or provisionally working.

- An availability booking will give a headline **explanation** and **time** - if there is no time stated, then it represents an entire day.
- Hover the mouse over a booking to show a popup giving further details. These will show employment details, or times, and also in some cases may allow actions to be performed. These may include:
  - **Confirm** a provisional job booking,
  - **Reject** a provisional job booking,
  - **Delete** a holiday, available or unavailable booking.
  - bookings with no options can not be cancelled or altered on the calendar, and should you wish to change or cancel them, please contact your Agency directly.

Bookings may be **Dragged** to a different time or day, or **Resized** by holding the mouse over the lower edge, and expanding or shrinking the booking. **Note** you will not be able to alter times on the month view. Change to week or day view to do so.

Availability

- Click the **Availability** button to open a window which will allow you to make bookings in your diary.
- **Availability** - choose Available, Holiday or Unavailable here.
- **Week starting** - select the first date of the week in which you wish to make a booking.
- **Note** this date must be a **Monday**
- **Specific times** - ticking this box allows you to enter times for days. If this is left unticked, each day which is ticked will be booked **all day**. **Note** if a start time is entered, a finish time must also be entered. If times are entered into the **Specific times** boxes, they will be copied to each day which is ticked.
- **Monday** to **Sunday** - Tick each day you wish to make a booking for.
- **Monday to Friday** - this button will tick Monday to Friday, leaving Saturday and Sunday unticked.
- **Every Day** - this button will tick every day.
- **Clear** - unticks every day, and also clears any specific times which have been entered.
- **Save** - checks and makes bookings.
- **Cancel** closes form without making any bookings.

For example To mark Monday to Friday as being available to work between 8am and 5pm, with an early finish on Friday, and on holiday all day Saturday and Sunday:

- Select **Available** from the Availability dropdown.
- From the **Week Starting** calendar, Select the Monday that you wish to start making bookings.
- Select the **Specific Times** tickbox, and enter **08:00** and **17:00** into the topmost time boxes. These times will copy to each day which is ticked.
- Change the finishing time on Friday to **15:00**.
- Since you don't want to work the weekend, untick the Saturday and Sunday boxes.
- Click the **Save** button.

Now book your holidays

- Click the **Availability** button again,
- Select **Holiday** from the Availability dropdown.
- From the **Week Starting** calendar, Select the Monday that you wish to start making bookings (the same monday as before).
- click the **Clear** button to untick all boxes.
- Tick the **Saturday** and **Sunday** tickboxes, leaving the **Specific times** tickbox unticked. This will book the entire day.
- Click the **Save** button.

Current Timesheets
This view provides a list of timesheets which are ready for completion.
Submit a timesheet:

- click on the **Complete** button
- Make any changes required using the **edit** buttons
- A summary will be provided, click **Complete**
- Until a timesheet has been processed by the employment agency, you may edit it.
- Once a timesheet has been completed by the employment agency, it moves from **Current timesheets** to **Historic Timesheets**

Historic Timesheets
Provides a list of your previous timesheets - this list may be filtered by date, using the **Between** search, or searched by entering a value into the **Search** box. This will auto-search once sufficient data has been entered.

Use the green cross **Details** button to open further details on a timesheet. You may then **Close** the detail, or use the **query** button to open a small form to send a message to your employment agency about the timesheet. Use this if you feel something may be wrong with the timesheet.

Job Search
Use this area to search for current vacancies available from your employment agencies. * Click on the green cross **Details** button to see more information about a job

- Use the **Contact** link at the bottom of the detail to open an email to your agency, if you wish to

apply, or enquire.
- Use the **Search again** button to clear the current search results.

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