

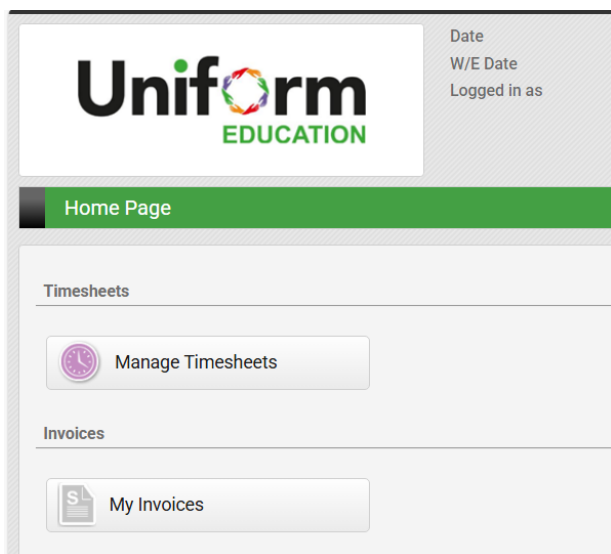
New Client Contact Profile

Once your account has been created you will receive an email, with a link, to create a password.

Dear (ContactName),

A new account with the username (UserName) has been created for you on the (Agency) portal. Please complete the account creation by confirming your account and setting your password by going to (Link)

Once your account has been confirmed and the password created you will see the Welcome screen.



From the Welcome screen you have two options:

- Manage Timesheets
 - Approve/Reject Timesheets
 - View status of timesheets, whether waiting for client or candidate
- My Invoices
 - View invoices
 - Print invoices

Manage Timesheets

- Awaiting Candidate - This tab shows any timesheets not yet submitted
- Rejected – any rejected timesheets
- Awaiting Client – timesheets which have been submitted and are yet to be approved. Multiple timesheets can be approved by ticking the ones to be approved, then click 'Approve Selected'
- Activity - transaction history

Timesheets

Timesheet Method: All
Show More

Awaiting Candidate
Rejected
Awaiting Client
Activity

	Placement ID	Consultant(s)	Period End	Candidate
	1234	Default Consultant	21/09/2025	Training Account
	1234	Default Consultant	07/09/2025	Training Account

Timesheet approval, where email approval is enabled:

Dear staff,

A new timesheet has been submitted for approval. Please approve or reject the timesheet as below:

[Approve](#)

[Reject](#)

Candidate: Training Account
Client: Uniform Education Limited

Day	Date	Rate	Units
Monday	08/09/2025	Standard Days	1.00
Tuesday	09/09/2025	Standard Days	1.00
Wednesday	10/09/2025	Standard Days	1.00
Thursday	11/09/2025	Standard Days	1.00

SubTotals Standard Days 4.00

Online only timesheet approval. Multiple timesheets can be selected for approval from the main screen, then 'Approve Selected'

Timesheets

Approve Selected
Timesheet Method: All
Show More

Awaiting Candidate
Rejected
Awaiting Client
Activity

	Timesheet ID	Units		Created	Period End
☐	242040	1.00 Standard Days, 1.00 Standard Days, 1.00 Standard Days, 1.00 Standard Days	0	15/09/2025 08:33	14/09/2025

Count: 1

My Invoices

Your assigned invoices can be viewed or printed from this screen. A search is run by invoice date.

My Invoices

Print Invoices

Show invoices since
07/07/2025



Drag a column header and drop it here to group by that column

☐	Invoice Number	Date	Week End Date	Candidate	Net Amount	Vat Amount	Gross Amount

Navigation

- To return to the Home Page at any point click the logo in the top left corner of the screen.
- To Log Off click to the right of your user name, then select 'Sign Out '