

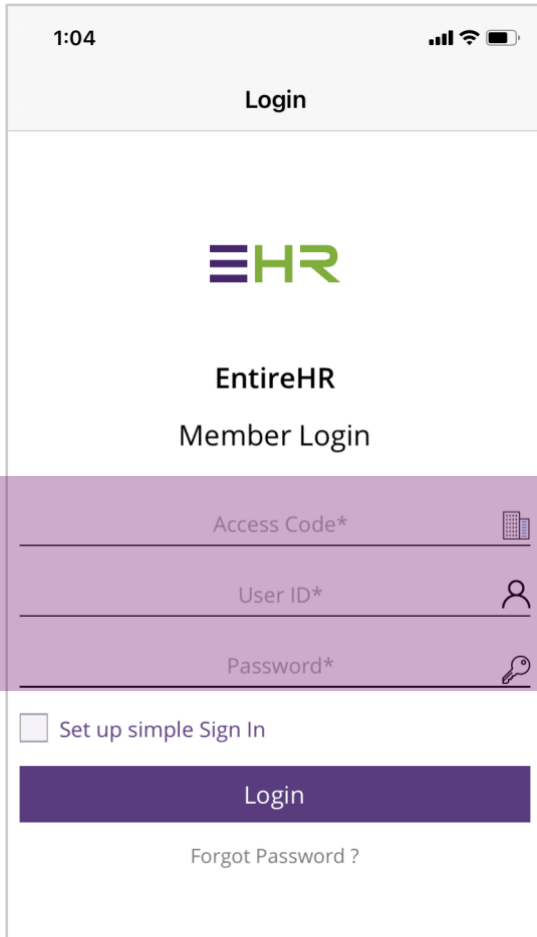


ENTIREHR: WORKFORCE APP GUIDE

QUICK GUIDE

LOGGING IN	2
NAVIGATING THE DASHBOARD	2
ENABLING NOTIFICATIONS	3
UPDATING YOUR AVAILABILITY	4
BOOKING SHIFTS	5
SUBMITTING YOUR TIMESHEETS	8

LOGGING IN



The screenshot shows a mobile app interface for logging in. At the top, the status bar shows the time 1:04, signal strength, Wi-Fi, and battery icons. The app title is "Login". Below the title is the "EntireHR" logo, consisting of three horizontal bars followed by "HR". Underneath the logo is the text "EntireHR Member Login". There are three input fields: "Access Code*" with a keypad icon, "User ID*" with a person icon, and "Password*" with a key icon. Below these fields is a checkbox labeled "Set up simple Sign In". At the bottom, there is a dark blue "Login" button and a link for "Forgot Password?".

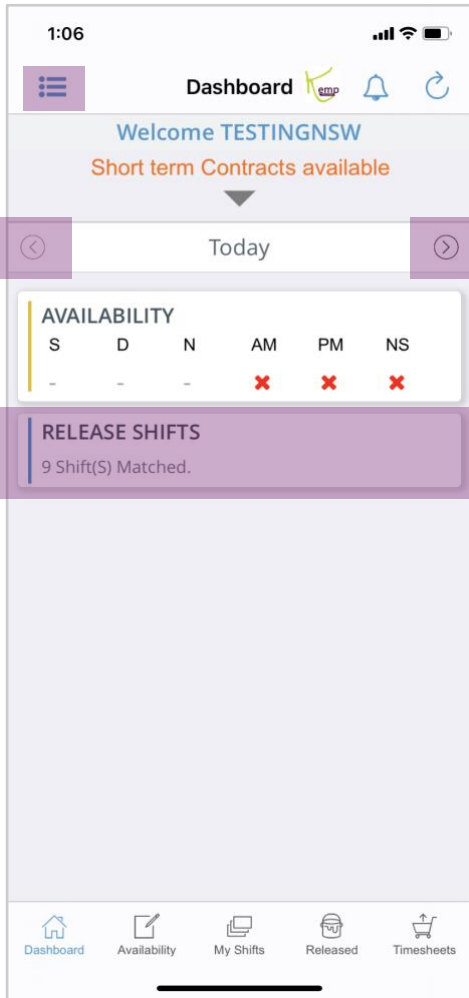
Enter your Access Code and Login Details to enter the app.

Your Access Code is **KMP**.

User ID and Password details are provided via email.

If you have not received your login details, first check your junk mail box before calling your state office.

NAVIGATING THE DASHBOARD



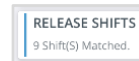
Use the dashboard to see your upcoming availabilities and shifts available to you.



Access your settings or more detailed menu.



Navigate through your upcoming availabilities by clicking the left and right buttons.



See the shifts that match your availability and expertise that are available for you to pick up.

ENABLING NOTIFICATIONS

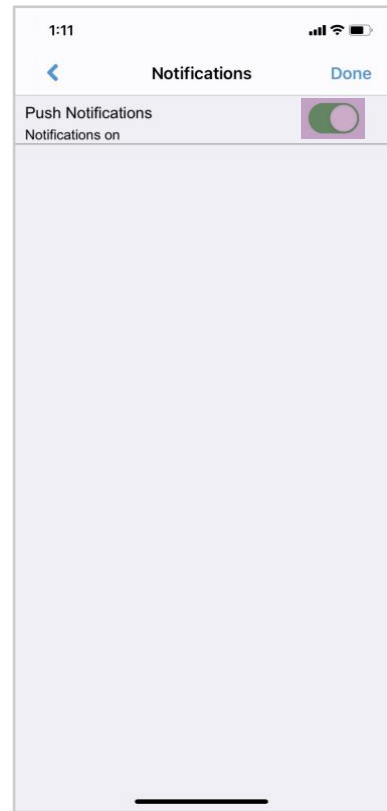
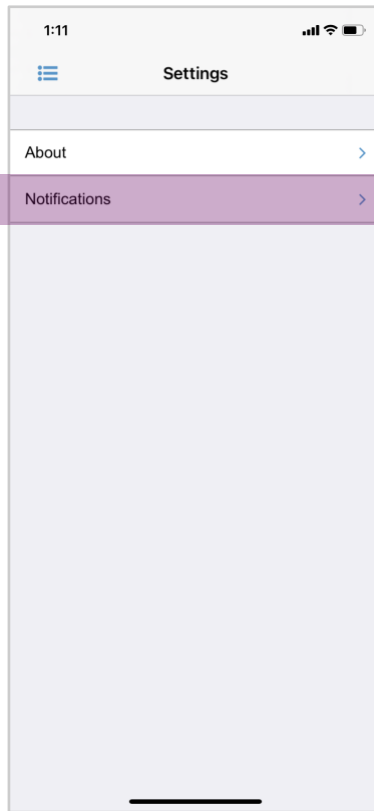
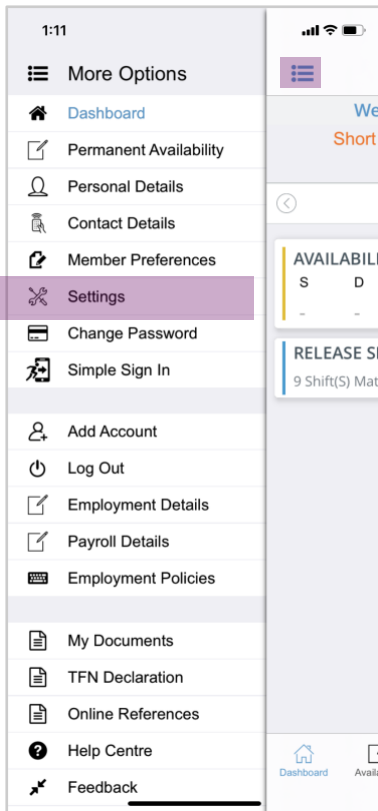


Click on the 'More Options' panel in the top left hand corner of the app.

Click on the 'settings' tab.

Click on the 'notifications' tab.

Swipe the tab to the right to ensure you receive all job notifications immediately as posted.



Availabilities can be changed at any time.

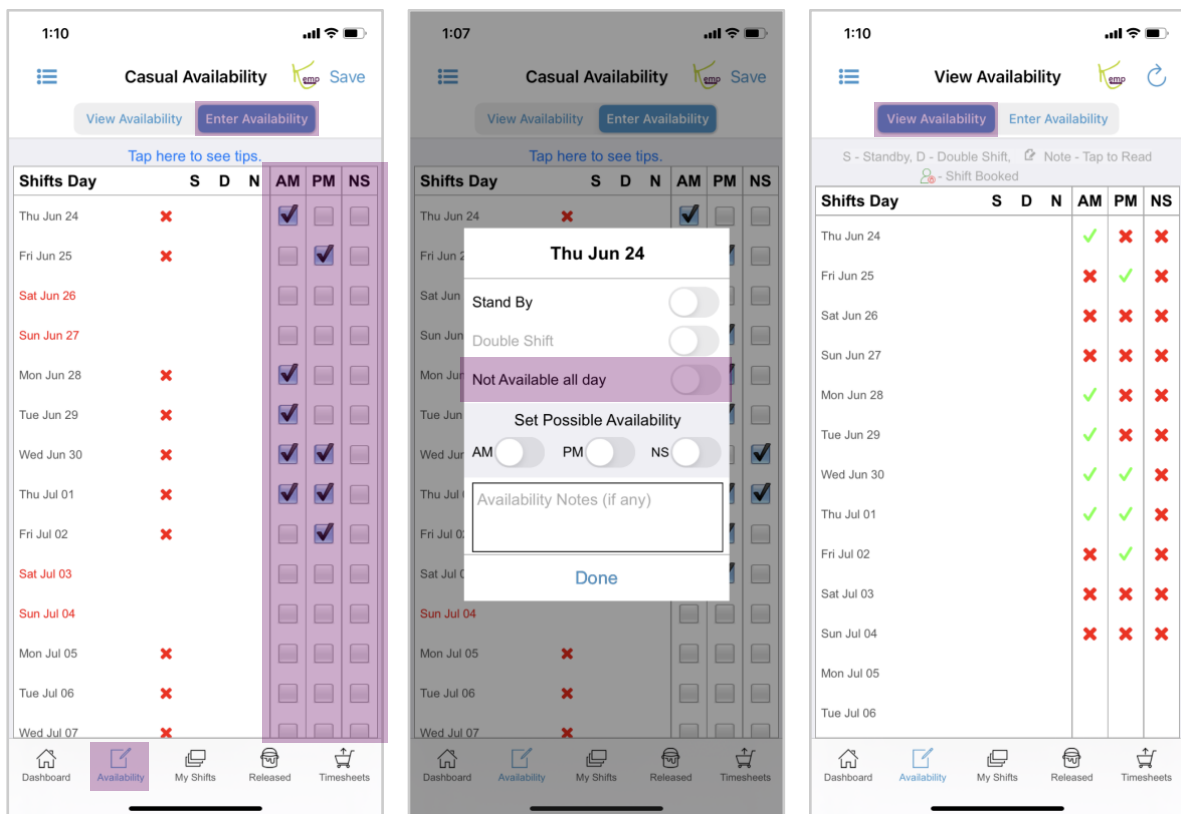
1. Click on 'Availability' to update your available dates and times.
2. Tick the boxes for the dates you are available to work for Kemp Recruitment
3. Click 'save'.

Important

To make a whole day unavailable:

1. Click the date.
2. Ensure the tab 'Not Available all day' is green.
3. Click 'Done'.

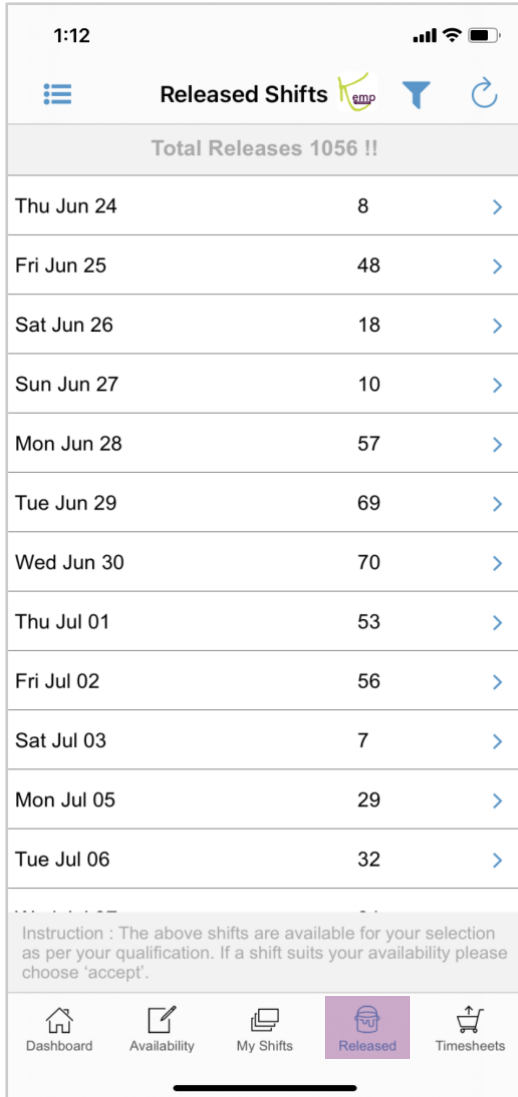
You can check your availabilities on the 'View Availability' tab.



BOOKING SHIFTS

Click on 'Released' to see all shifts that are currently available for you. These are matched according to your skill set.

You can see the details for each shift available by clicking on a specific date. Accept the shift you want by clicking 'Accept'.



1:12

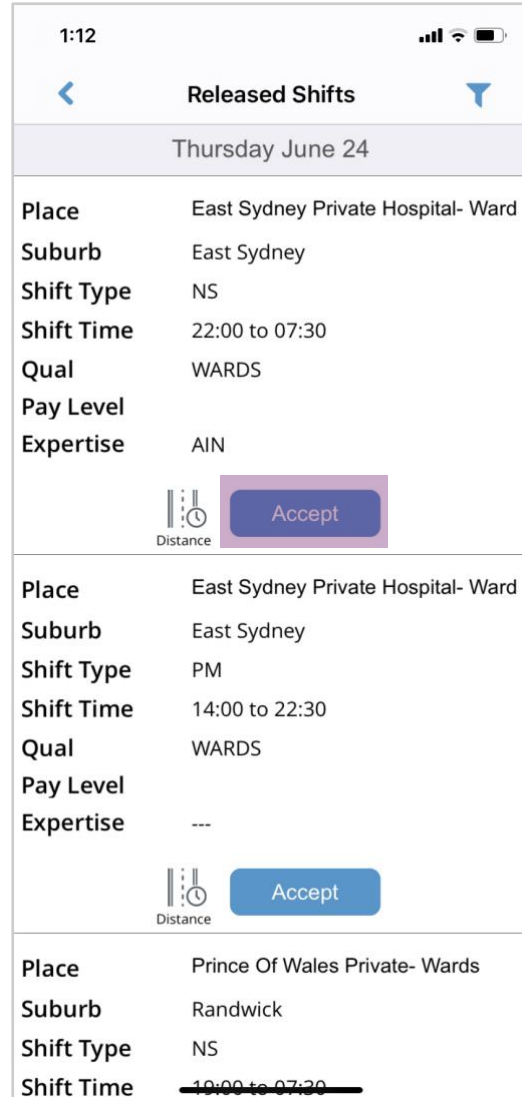
Released Shifts

Total Releases 1056 !!

Thu Jun 24	8	>
Fri Jun 25	48	>
Sat Jun 26	18	>
Sun Jun 27	10	>
Mon Jun 28	57	>
Tue Jun 29	69	>
Wed Jun 30	70	>
Thu Jul 01	53	>
Fri Jul 02	56	>
Sat Jul 03	7	>
Mon Jul 05	29	>
Tue Jul 06	32	>

Instruction : The above shifts are available for your selection as per your qualification. If a shift suits your availability please choose 'accept'.

Dashboard Availability My Shifts Released Timesheets



1:12

Released Shifts

Thursday June 24

Place East Sydney Private Hospital- Ward

Suburb East Sydney

Shift Type NS

Shift Time 22:00 to 07:30

Qual WARDS

Pay Level

Expertise AIN

Distance

Place East Sydney Private Hospital- Ward

Suburb East Sydney

Shift Type PM

Shift Time 14:00 to 22:30

Qual WARDS

Pay Level

Expertise ---

Distance

Place Prince Of Wales Private- Wards

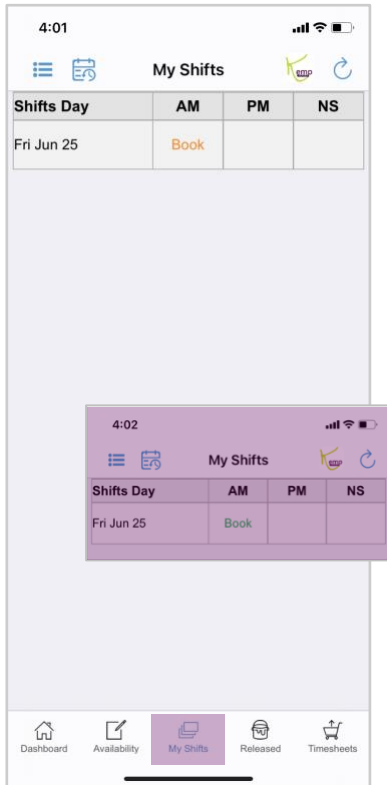
Suburb Randwick

Shift Type NS

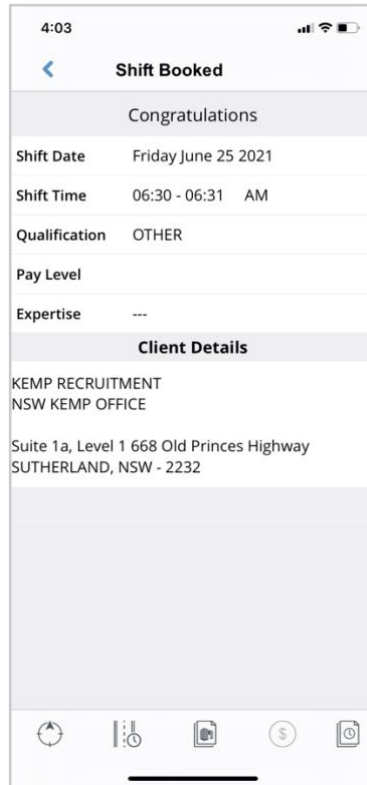
Shift Time ~~10:00 to 07:30~~

To see the shifts you have booked, click 'My Shifts'.

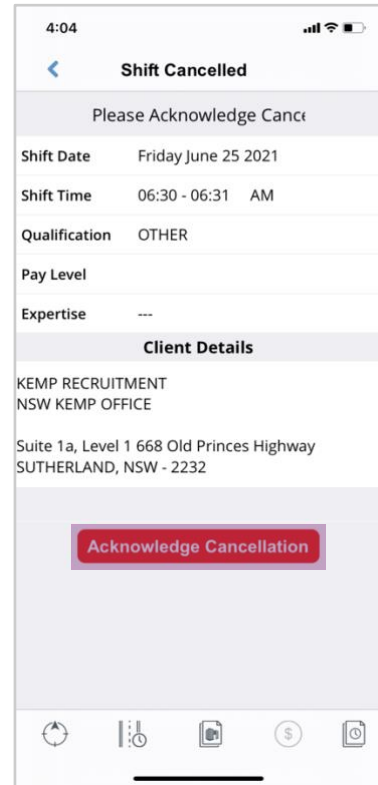
Once they have been confirmed by Kemp, 'Book' will turn green.



You can view the shift details by clicking on the shift.



If your shift has been cancelled, you will need to accept the cancellation by clicking on the shift and clicking 'Acknowledge Cancellation'.



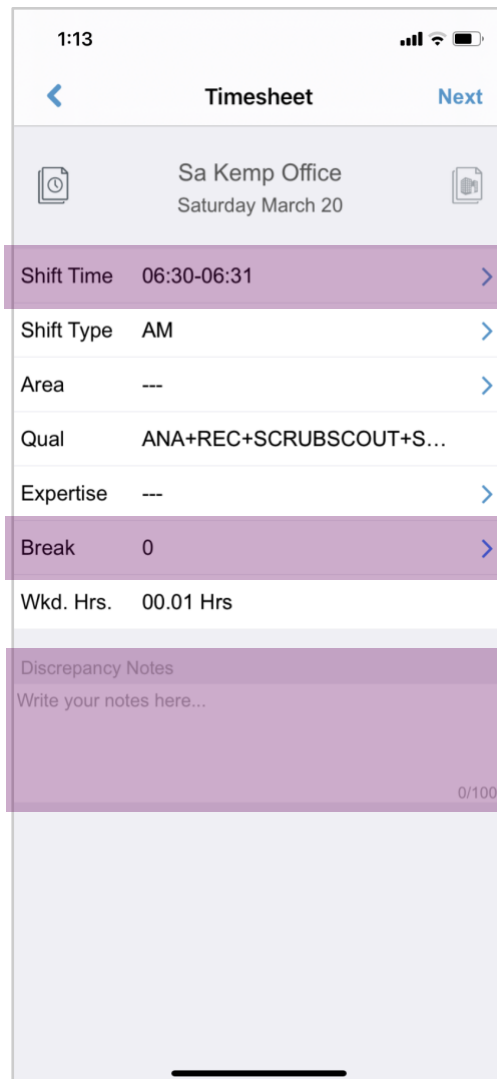
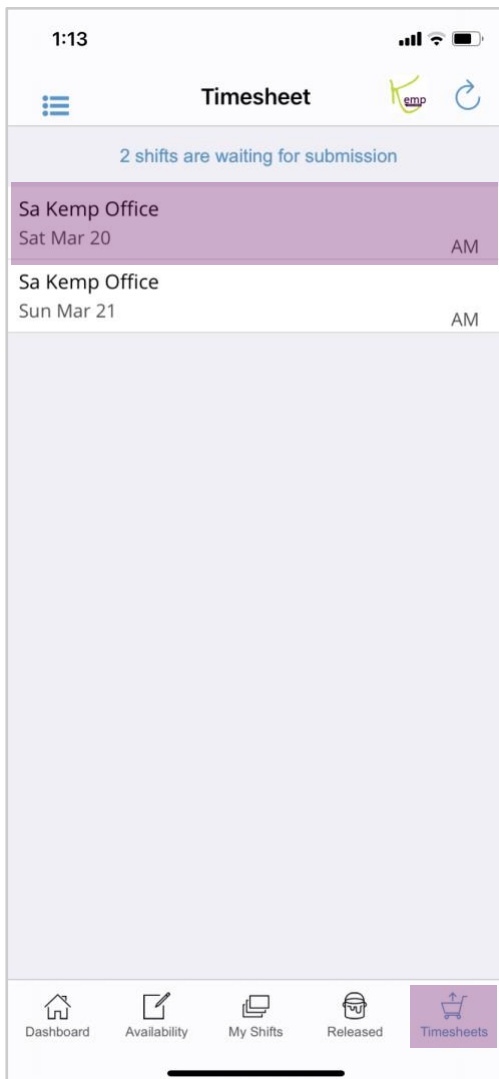
SUBMITTING YOUR TIMESHEETS

Click on 'Timesheets' to see the shifts awaiting timesheet submission.

Click the relevant shift to attach your timesheet.

Click on each tab in order to edit shift details. If any changes are made, you must note it in the 'Discrepancy Note' section before clicking 'Next'.

Please note: you can write anything in the Discrepancy Note section i.e. no meal break, fixed times or finished early/ later.



Enter the name of your shift supervisor and sign your timesheet in the box provided.

Click 'Review approved details'.

Give your supervisor your device to review the shift details and sign your digital timesheet in the box provided.

Click 'Done'.

Once both signatures are recorded, click 'Confirm Timesheet Submission'.

