

HOW TO USE THE TEAM WEBSITE

As a TEAM Member you will have received an automated email asking you to either 'Login' using your LinkedIn account or to create a new Password for the TEAM website – www.jobsatteam.com.

If you have forgotten your password, Click 'Login' and use the 'Forgotten Password' option at the bottom of the 'Login' Box. Enter your email address and Click 'Send me reset password instructions'. This will trigger an email to be sent to the email address you entered asking you to create a new password.

The website is compatible with Internet Explorer 10 and above, Google Chrome and Firefox. Need to ensure you set your browser to download the latest version of the website every time you visit.

HOME PAGE

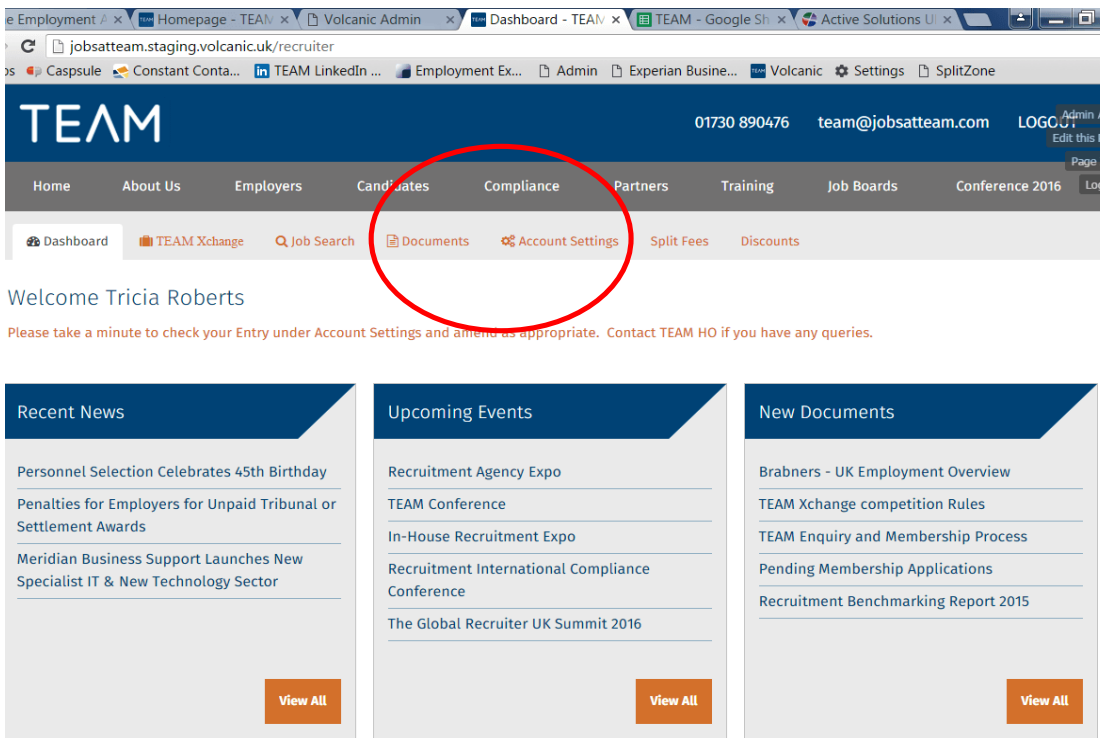
There is access to the Agency Members and Service Provider Search from the Home Page and via various pages in the Members area. The Members Search functionality allows Members to search by Post Code or Town in the 'Location' field or by TEAM Region and the results can be viewed as a list or via a Google Map on a nearest to furthest basis.

MEMBERS AREA

To 'Login' as a TEAM Member go to the top right hand corner of the Home Page and click 'Login' using either your LinkedIn account or your email address and password (using your LinkedIn account will populate your profile with your photo).

To amend any of your business or personal details click 'Account Settings'.

View of Member's Welcome Page below:



Click 'Edit User' to amend your personal profile and to select the relevant Sectors you wish to receive Job Alert emails for. You can also upload your photo here if you have not logged in using your LinkedIn profile. Click 'Add Users' to give another member

TEAM TOOL BOX



of your team access and remember to use the 'Delete User' option to remove anyone no longer with you. Please remember to review your business entry regularly, particularly when employees change.

View of Account Settings in Page below:

The screenshot shows the 'Account Settings' page for a user named 'volcanic'. The page header includes the TEAM logo, phone number (01730 890476), email (team@jobsatteam.com), and links for LOGOUT and MEMBERS AREA. The navigation menu includes Home, About Us, Employers, Candidates, Compliance, Partners, Training, Job Boards, and Conference 2016. The sub-navigation menu includes Dashboard, TEAM Xchange, Job Search, Documents, Account Settings (selected), Split Fees, and Discounts. The main content area shows the company profile for 'volcanic' on the left and a list of users on the right. The user list has columns for Name and Email. A red circle highlights the '+ Add Users', 'Edit User', and 'Delete User' options for each user.

| Name | Email | Actions |
|------------------------------|------------------------------|------------------------|
| Matthew Whiteley (Main User) | m.whiteley@volcanic.co.uk | + Add Users |
| David Requena | david@volcanic.co.uk | Delete User |
| Matt Comber | matthew.comber@gmail.com | Edit User, Delete User |
| Octavio José Requena Molina | o.requena@volcanic.co.uk | Delete User |
| Alan Jarque | a.jarque@volcanic.co.uk | Delete User |
| Neil Pickstone | n.pickstone@volcanic.co.uk | Delete User |
| Rob Wilde | r.wilde@volcanic.co.uk | Delete User |
| Stephen Hatton | stephen_hatton15@yahoo.co.uk | Delete User |

The content in the Members area is self-explanatory with perhaps the two most important areas being Documents and TEAM Xchange.

DOCUMENTS

This area contains a "library" of virtually anything and everything a business owner may need to run their business. The library is searchable as a whole but has been further refined into relevant areas. For example "MY TEMPS" contains all relevant documents you may need to run a temp desk, "MY PERMS", MY CLIENTS" etc. all follow the same format. The majority of documents are badged as TEAM Toolbox and these generally are function specific and include many that have been templated for immediate Member use. There are also a number of documents entitled "FACTSHEETS" that provide help and guidance to Clients or Job Seekers and can be usefully used as mailers by Members. Links to New Documents loaded can be found on the Members Welcome Page.

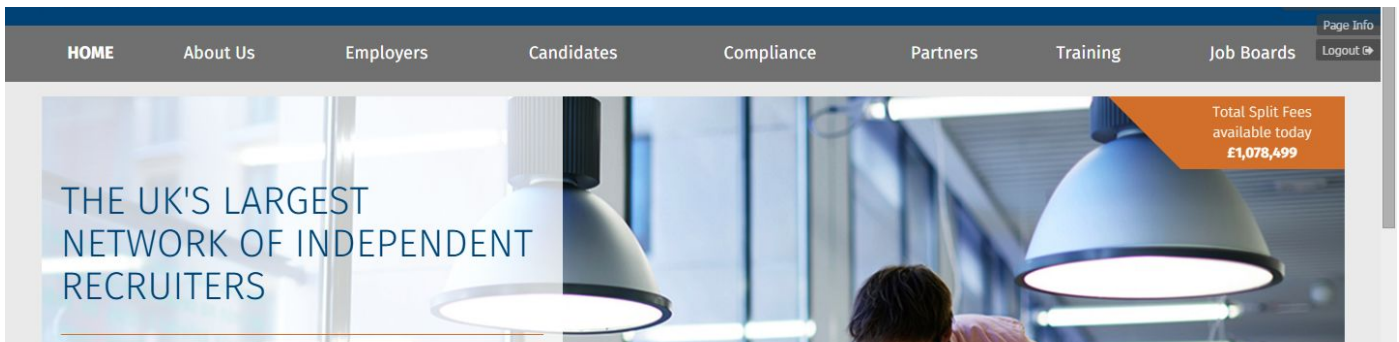
View of Documents Section

The screenshot shows the 'Documents' section of the TEAM interface. The page header includes the TEAM logo, phone number (01730 890476), email (team@jobsatteam.com), and links for LOGOUT and MEMBERS AREA. The navigation menu includes Home, About Us, Employers, Candidates, Compliance, Partners, Training, Job Boards, and Conference 2016. The sub-navigation menu includes Dashboard, TEAM Xchange, Job Search, Documents (selected), Account Settings, Split Fees, and Discounts. The main content area shows a search bar with a dropdown menu set to 'A-Z' and a 'search' button. Below the search bar, there is a list of documents found (159 total). The list includes: Application Form - Service Provider & Partner, Abolition of tax disc, Agency Worker Payroll Details, Agency Worker Regulations, Agreement for the Provision of Services Letter, Anti-Bribery Policy, Application Form - Agency, Appraisal, AWR - Checklist for Client or Agency, and AWR - Client Fact Sheet. To the right of the list, there is a 'Find Documents by Tag' section with a list of tags: AWR, Bids And Tenders, Fact Sheets, Joining Process, My Business, My Clients, My Contractors, My Mailers, My Perms, My Temps, Pension Auto Enrolment, Surveys & Reports, and Travel And Subsistence. A link 'CLICK HERE FOR DOCUMENT DISCLAIMER' is also present.

TEAM XCHANGE

Members can 'Post Jobs' which will be emailed to other appropriate Members across the UK and Overseas to facilitate fee sharing business with another Member. When adding a job please complete **every** field, including relevant Job Titles e.g. IT Sales rather than just Sales, Salary Band, Actual Salary etc and be clear about your agreed scale fee and the percentage split on offer. If the role is temporary please multiply the hourly pay rate by 1950 to annualise the pay for the Salary Band and put the actual hourly pay rate information in the box provided.

The 'Approximate Total Fee' is automatically calculated by multiplying the highest figure selected on the salary band with the fee percentage and this figure is then added to the cumulative total at the top of the website page.



Your choice of **Sector/s** and **Region/s** will select all Members who have indicated they could deal with such a vacancy. There is no need to add additional Regions in your selection as Members 'Out of Area' who can assist will still be displayed.

If your job is relevant to an Overseas Member or NPWorldwide Member then by selecting the 'Overseas' Region the Vacancy alert will go to relevant Members who can assist and will also trigger an email to the Head Office of NPWorldwide which may generate an enquiry from any of their 500+ Members worldwide. Full details [here](#)

Once the job has been 'Posted' it will automatically be emailed to the chosen Member's Inbox who will make contact if they can assist.

Click 'Job Search' in the Members Area to view all live jobs posted to TEAM Xchange even if you didn't receive a copy by email.

All jobs posted will be live on the website for 30 days unless deleted by the Member beforehand. A record of all jobs posted by your Business is on the Dashboard in TEAM Xchange and from here Members can 'Repost' jobs as required.

If you need assistance or further instructions please contact TEAM Head Office on 01730 890476.