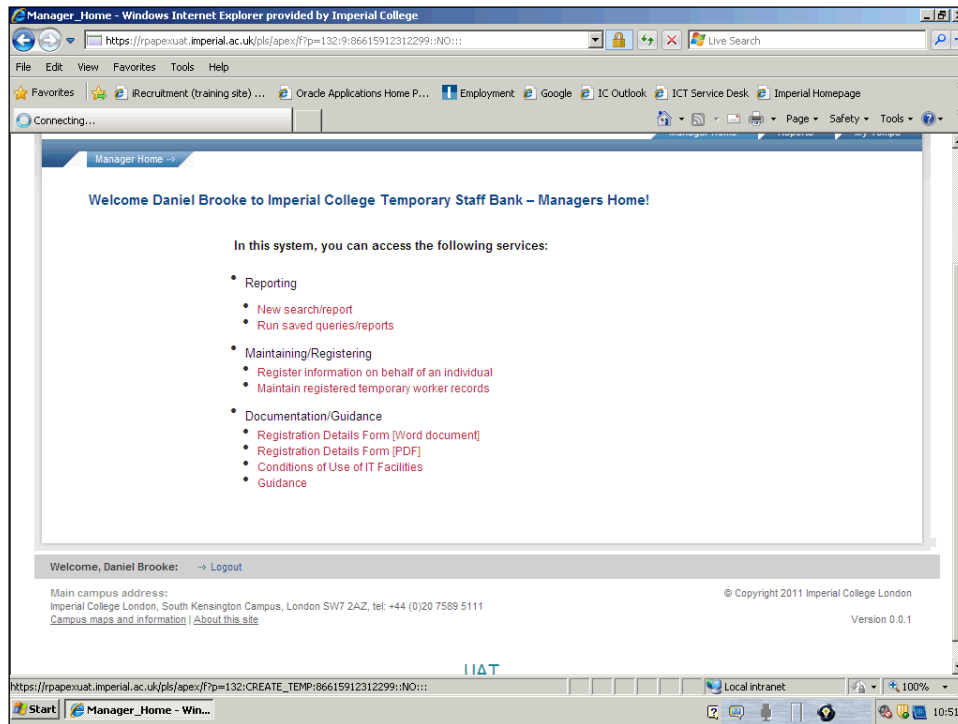


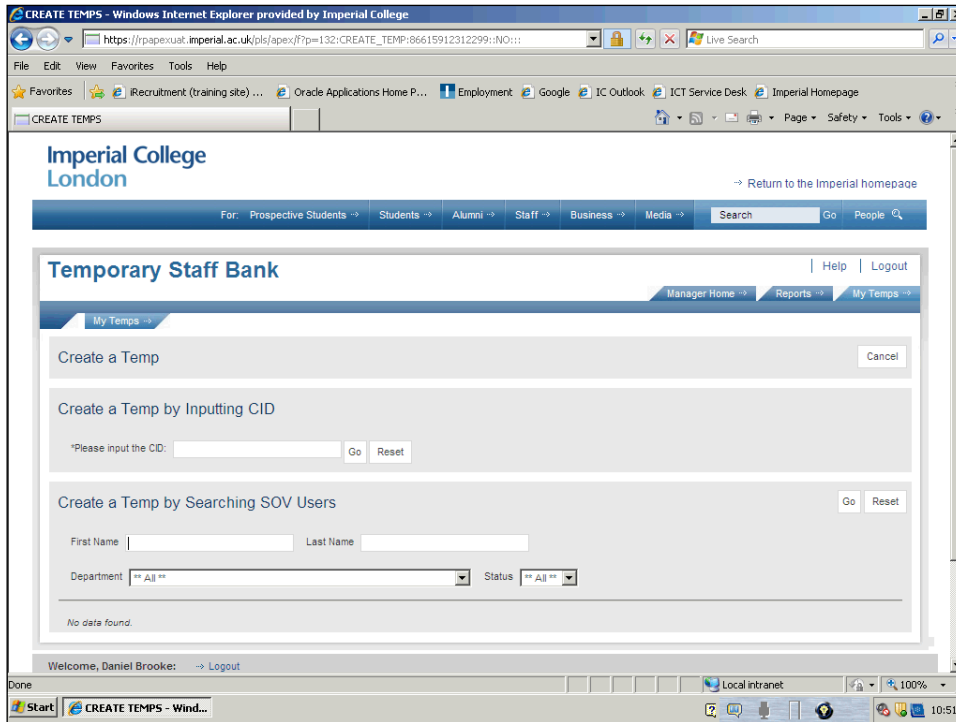
Guide for Manager's Registering Temps

Procedure Note

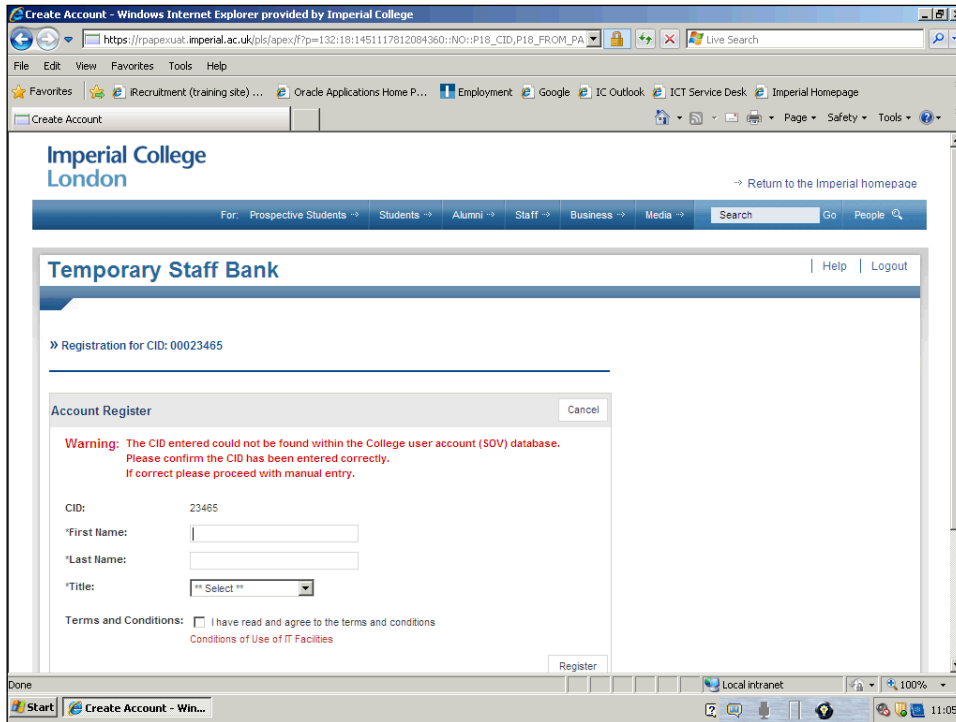
Please find below the steps you need to follow when registering a Temp's details in the Temporary Staff Bank.

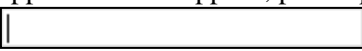
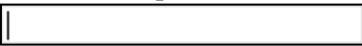




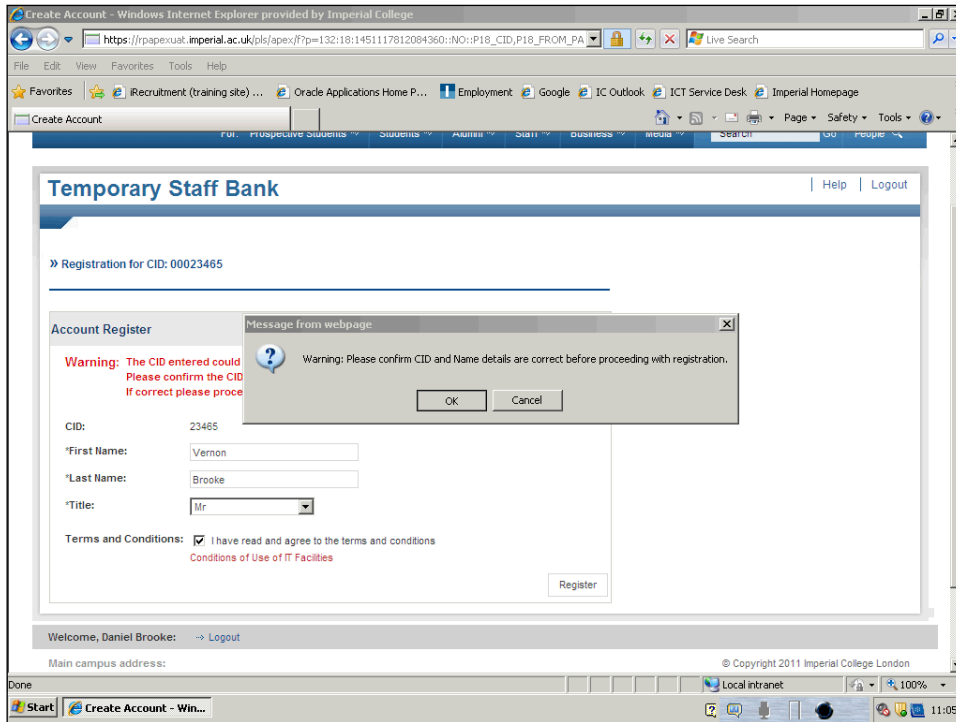
Step	Action
1.	Click on Register information on behalf of an individual. Register information on behalf of an individual




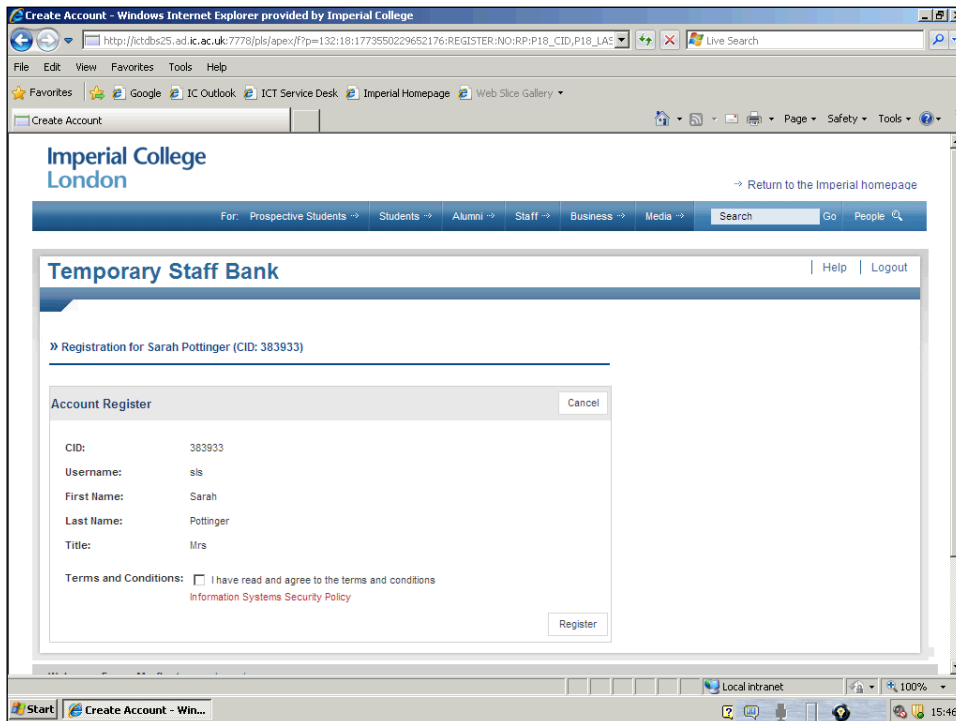
Step	Action
2.	Click in the First Name field. If you know the CID number you could enter this into the field above instead. <input type="text"/>
3.	Enter the temp's First Name.
4.	Click in the Last Name field. <input type="text"/>
5.	Enter the temp's Last Name.
6.	Click the Go button. <input type="button" value="Go"/>
7.	Select the temp's name from the list. Click OK to continue. <input type="button" value="OK"/>
8.	If the individual's record is not found. Please enter their CID.
9.	Click the Go button. <input type="button" value="Go"/>



Step	Action
10.	If the individual cannot be found using their CID, the above warning message will appear. If this happens, please proceed with manual entry. 
11.	Enter the temp's First Name.
12.	Enter the temp's Last Name. 
13.	Select the Title from the drop down list. 
14.	Tick to confirm agreement to the terms and conditions.
15.	Click the Register button. 



Step	Action
16.	Click the OK button to confirm that the CID and Name details are correct. <div style="text-align: center; margin-top: 10px;">  </div>



Step	Action
17.	If the individual was found in the system without the need for manual entry, the following screen will appear. At this stage tick to confirm agreement to terms and conditions.
18.	Click the Register button to continue. You will then be asked to complete further details. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Register</div>

Register Step 1 - Windows Internet Explorer provided by Imperial College

http://ictdbs25.ad.ic.ac.uk:7778/pls/apex/f?p=132:2:1773550229652176::NO::P2_CID,P2_FROM_PAGE_ID:00::

File Edit View Favorites Tools Help

Register_Step1

Step 5: Work Preferences
Completed

Username: als
 CD: 383933
 First Name: Sarah
 Last Name: Pottinger
 Title: Mrs

1-1: Contact Numbers --- You have to provide at least one telephone number.

Telephone Number (Home)
 Telephone Number (Mobile)

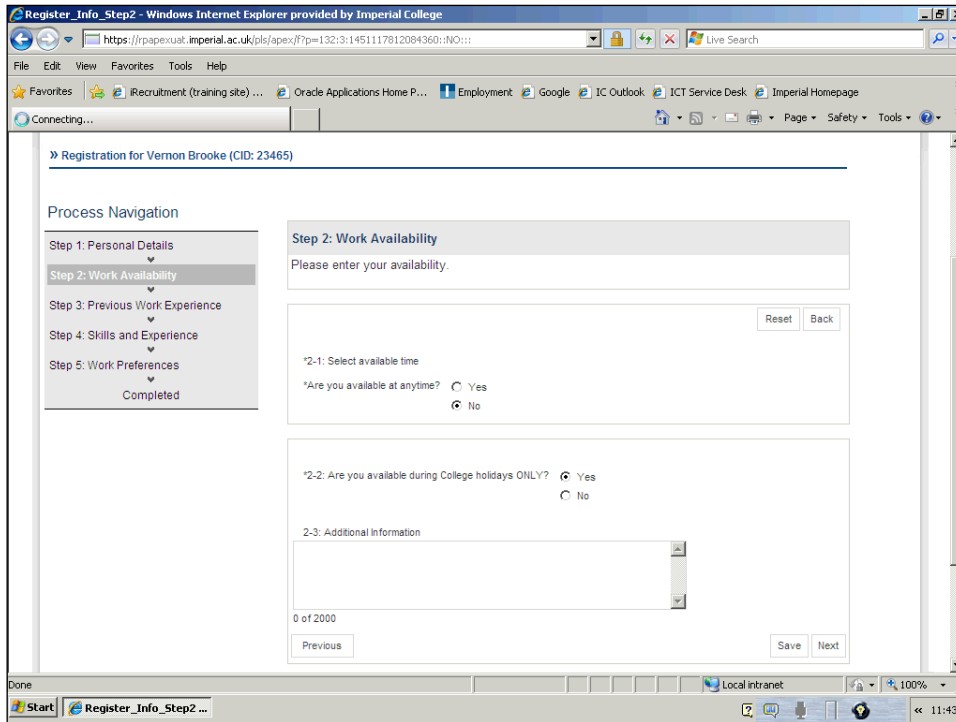
1-2: Email Address
 Email Address
 Confirm Email Address

*1-3: Other Information
 *Do you have permission to work in the UK? Yes
 No
 Evidence of eligibility to work in the UK
 *Are you an Agency Temp worker? Yes
 No
 Guidance

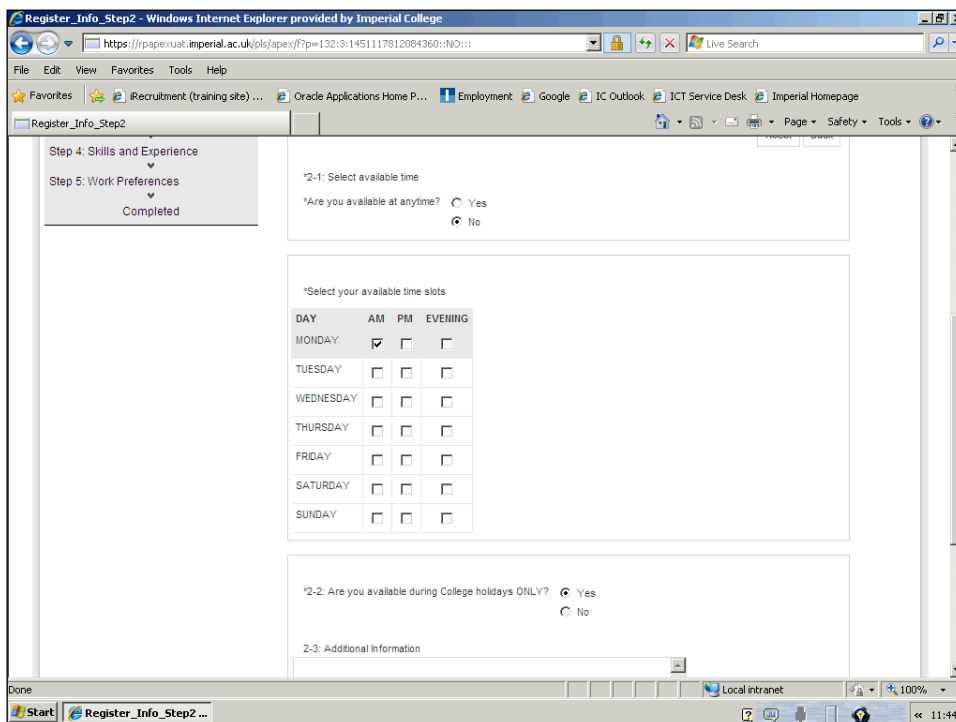
1-4: Additional Information

Local intranet 100% 15:46

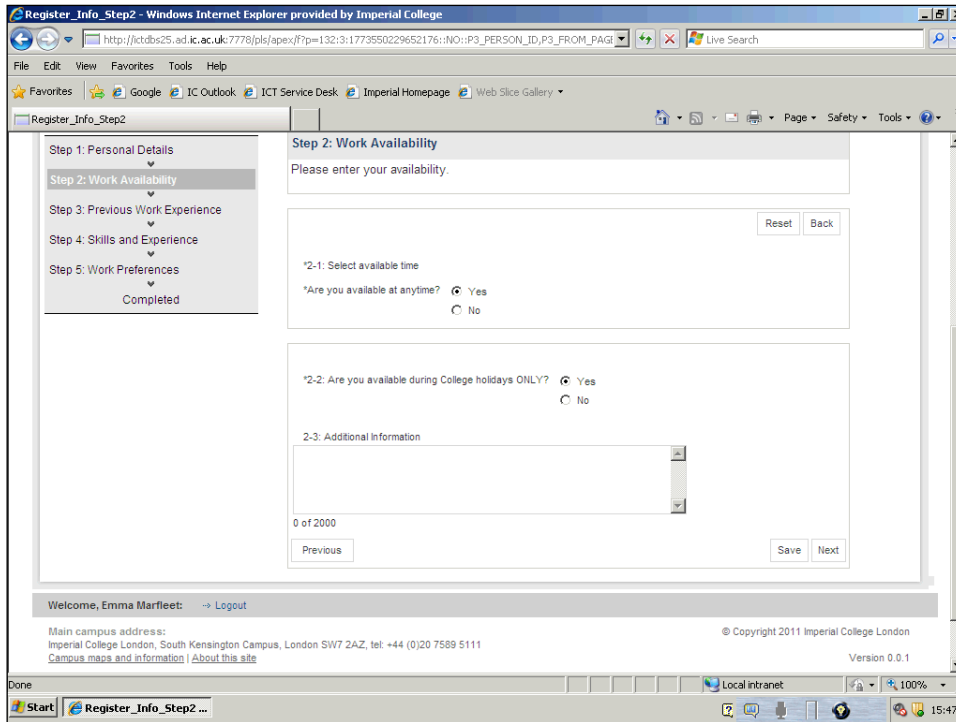
Step	Action
19.	Please provide at least one Telephone Number . <input type="text"/>
20.	Click in the Confirm Email Address field and re-enter the email address. <input type="text" value="*** Re-enter your Email address ***"/>
21.	If the temp would like to use a personal email address then enter it into the Email Address field and confirm.
22.	Complete the 'permission to work in the UK' and 'Are you an agency temp' fields and then click the Next button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Next</div>



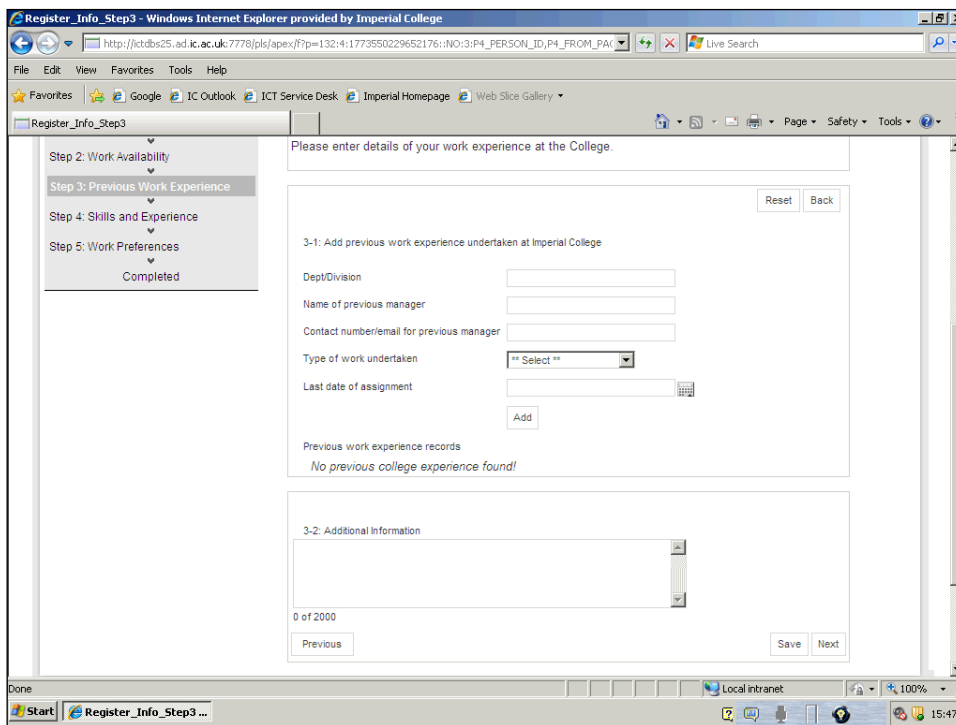
Step	Action
23.	Select the appropriate availability option.




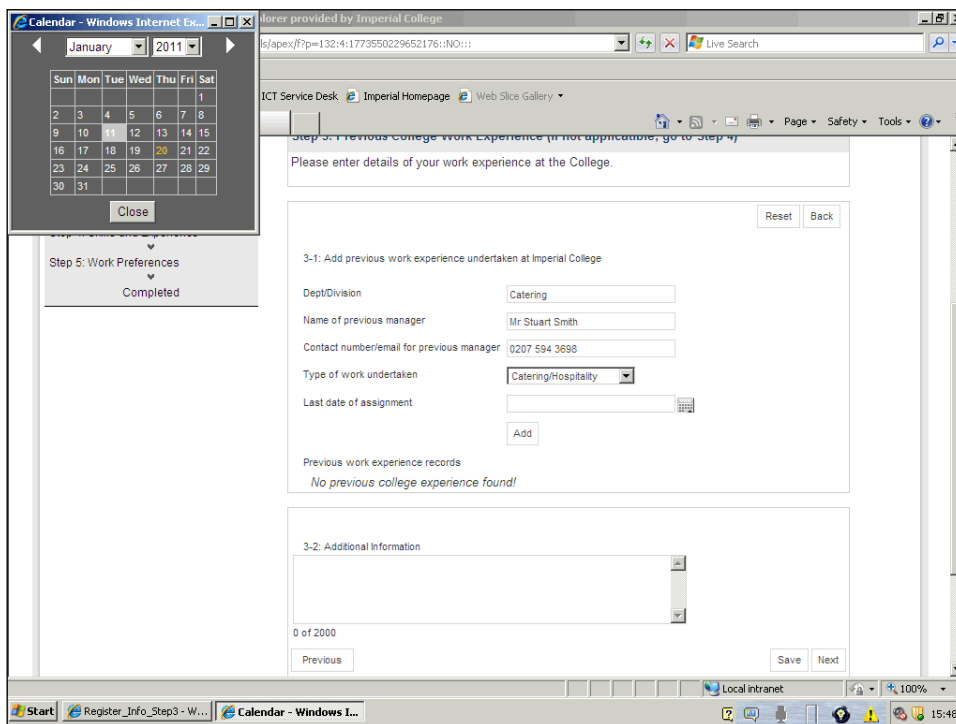
Step	Action
24.	If you have selected No . Chose the individual's available time slots. <input checked="" type="checkbox"/>



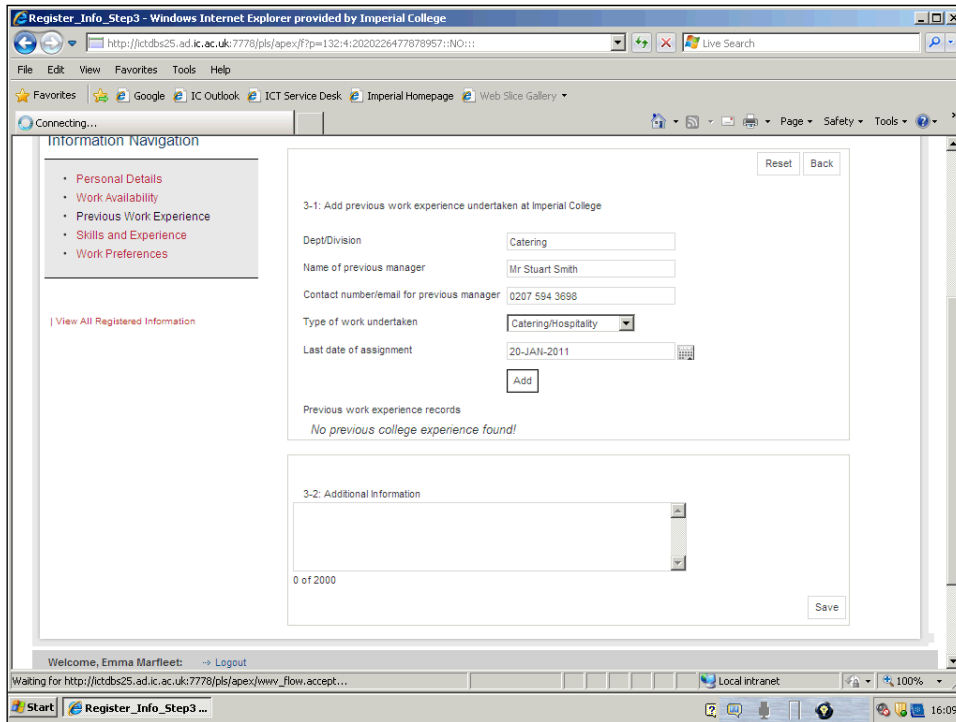
Step	Action
25.	Select the appropriate availability.
26.	Click the Next button.





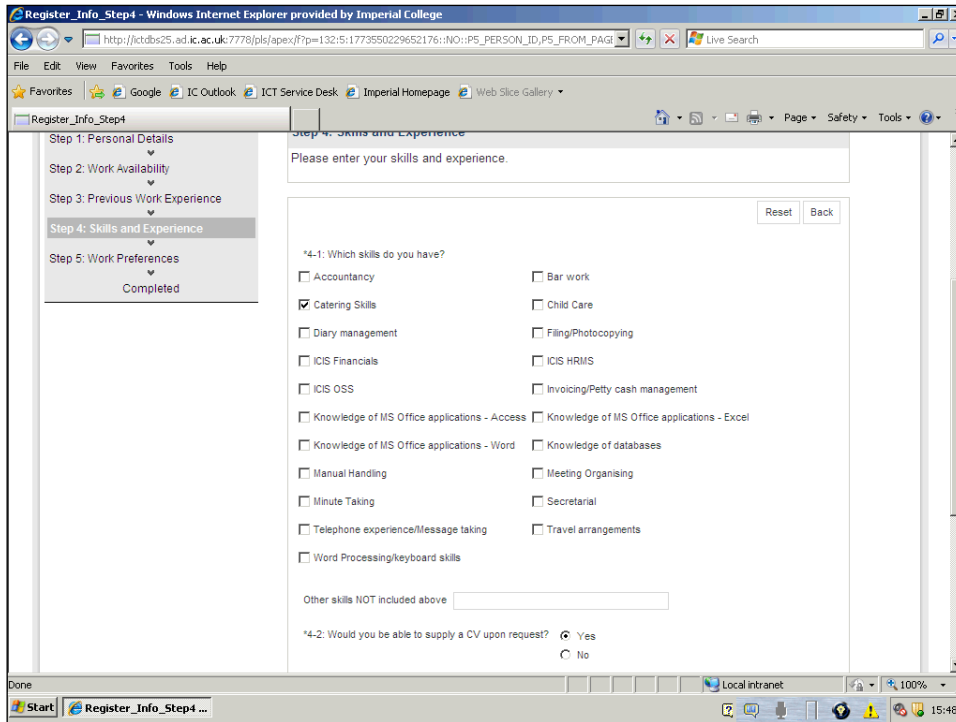
Step	Action
27.	Enter the Dept/Division in which the temp has worked. <input type="text"/>
28.	Enter the name of the temp's previous manager. <input type="text"/>
29.	Enter a contact number/email for the temp's previous manager. <input type="text"/>
30.	Click the Type of work undertaken from the drop down list. <input type="text" value="** Select **"/>
31.	Select from the menu. <input type="text" value="Catering/Hospitality"/>
32.	Click the Calendar button. 



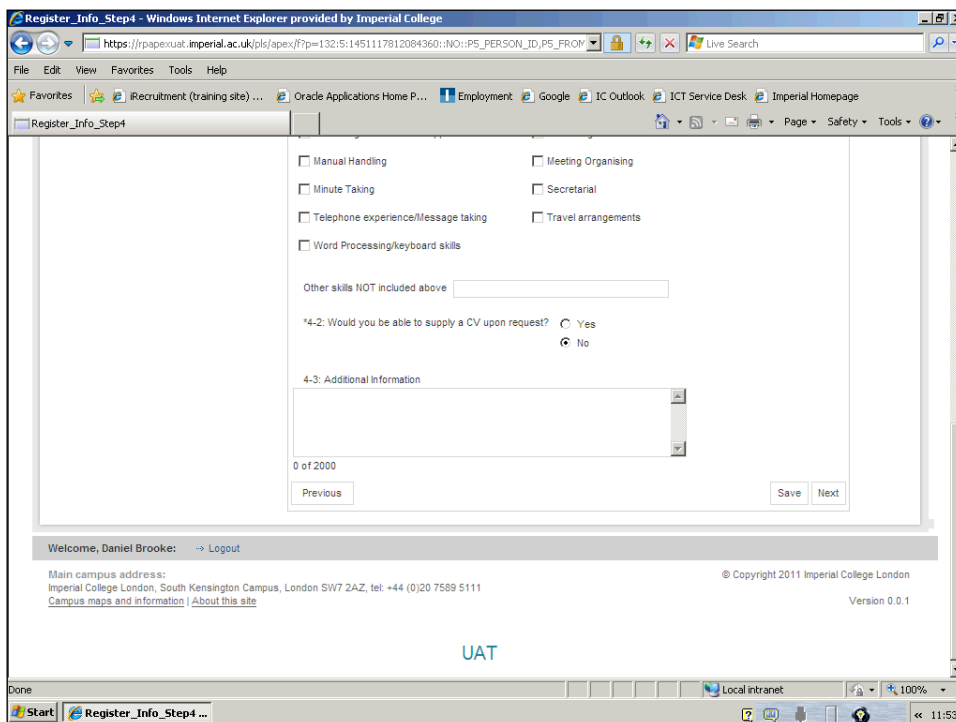
Step	Action
33.	Select the date the temp finished/will finish their last/latest assignment. <input type="text" value="20"/>



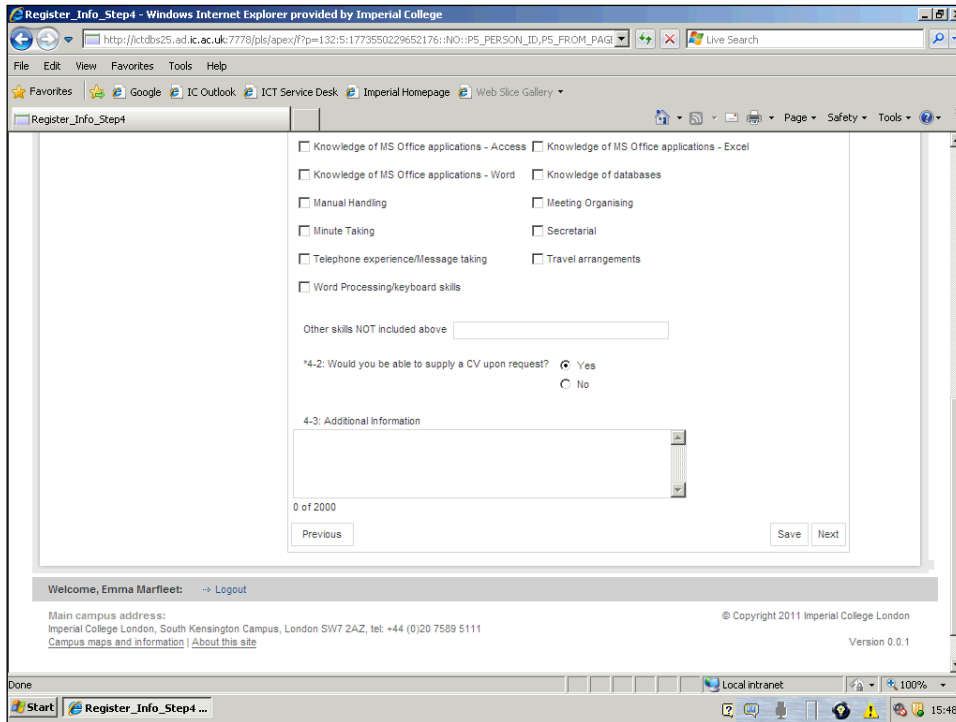
Step	Action
34.	You need to click Add to create this entry. 
35.	The details you have entered will be displayed here. To enter another record, fill out the fields above and click add again.
36.	Click the Next button. 



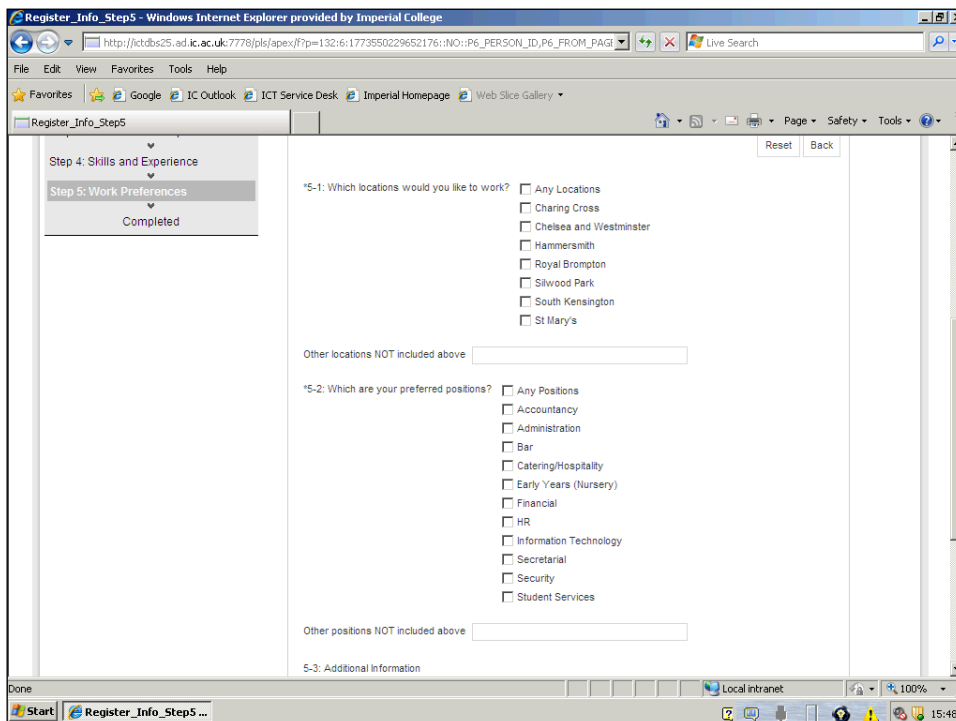
Step	Action
37.	Select any number of skills as appropriate.




Step	Action
38.	This field automatically defaults to 'Yes'. If the individual is not able to supply a CV upon request, please click No .

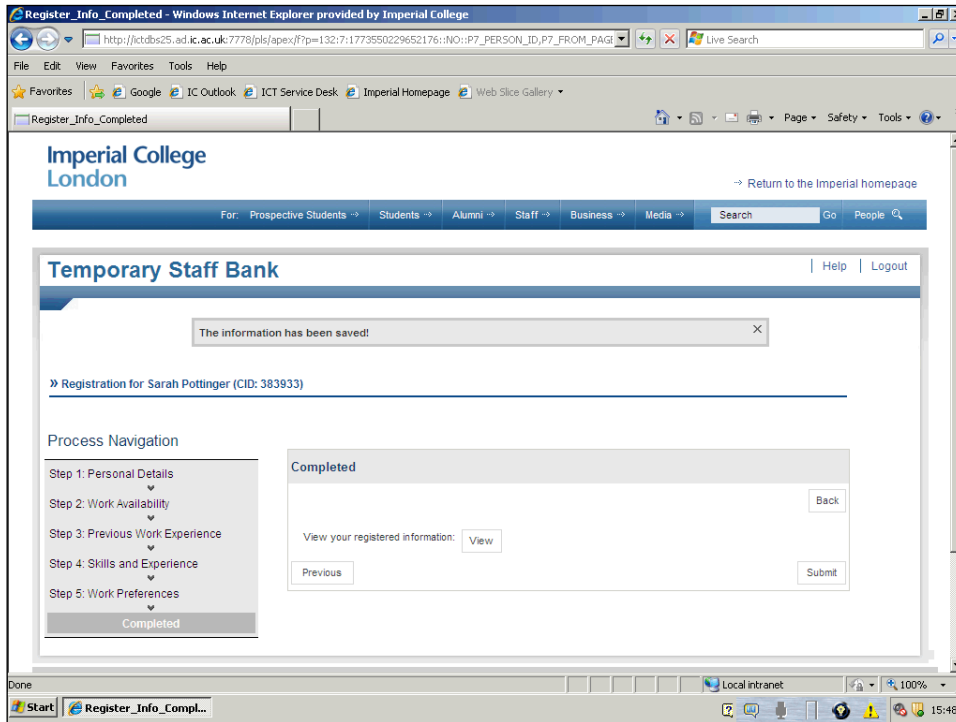



Step	Action
39.	Click the Next button.

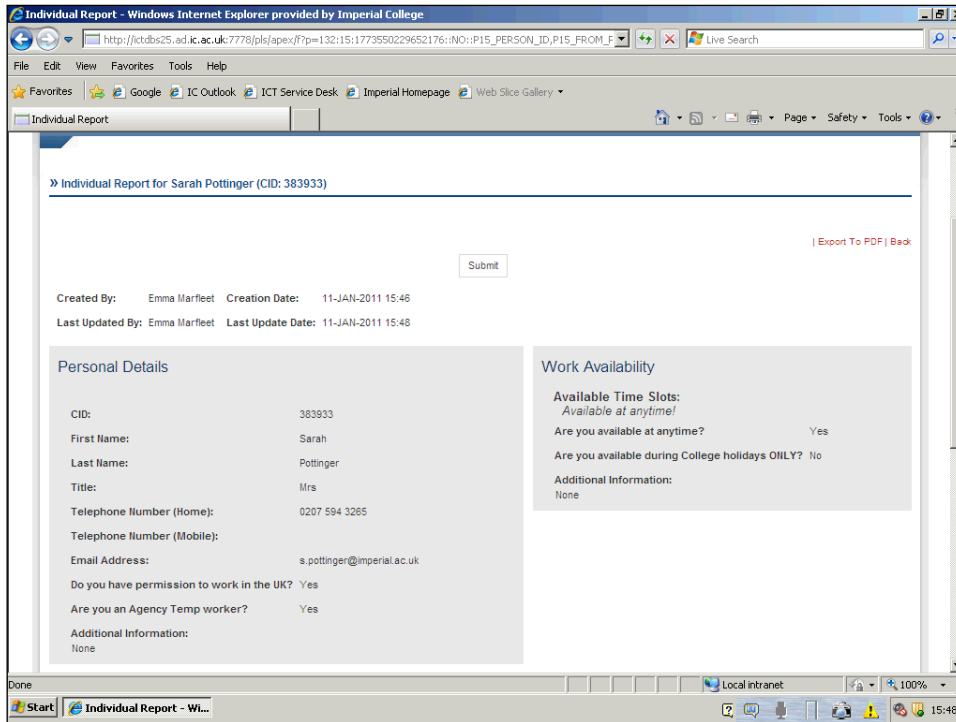


Step	Action
40.	Select the location(s) as appropriate.

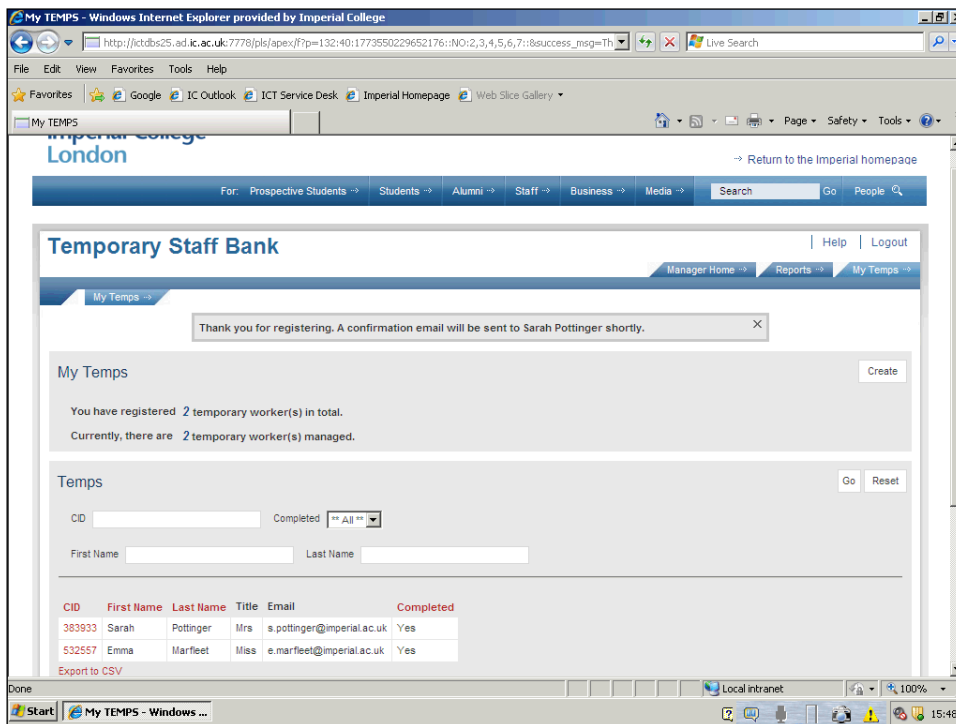
Step	Action
41.	Select any number of positions as appropriate.
42.	Click the Next button. 



Step	Action
43.	Click the View button if you wish to review the record before submitting. It is also possible to submit from this page. 



Step	Action
44.	Here you can view the details you have entered. This page can also be exported into a PDF document.
45.	Click the Submit button to complete registration.



Step	Action
46.	A confirmation email will be sent to the temp.
47.	End of Procedure.