

ADMIN

The powerful hub of SearchME

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|---|--|--|---|--|
| <p>USERS</p> <ul style="list-style-type: none"> • Manage Users • My Settings • Re-assign Clients • Re-assign Employees • Manage User Security Masks | <p>SETTINGS</p> <ul style="list-style-type: none"> • Configuration • Notifications • System Settings | <p>UTILITIES</p> <ul style="list-style-type: none"> • Data Integrity • Delete Client • Delete Employee • Logins • Modify Client Template • Monthly Charges • Raw Employee Lookup • System Usage | <p>EXPORT</p> <ul style="list-style-type: none"> • Applicant Contact Details • Contact Email Addresses • Employee Contact Details | <p>NEWS</p> <ul style="list-style-type: none"> • Manage News |
|---|--|--|---|--|

Configuration

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| <ul style="list-style-type: none"> • Applicant Sources • Body Parts (tracking injuries) • Broadbean (Advert tracking Users) • Certificates • Client Rates • Client Service Types (tracking client comms) • Cookies (tracking IP Addresses-UN-PW's) • Cost Centers • Email Templates • Employee Service Types (tracking employee comms) • Incident Types | <ul style="list-style-type: none"> • Industry Sectors • JXT (Advert tracking Users) • Labour Hire Workflow Items • Online Applicant Delete Reasons • Order Cancel Reasons • Payroll Allowances • Permanent Classifications • Permanent Sub Classifications • Permanent Workflow Items • Placement Employee Breaches • PPE | <ul style="list-style-type: none"> • Reminders • SEEK • SMS Templates • Talent Decline Reasons • Test Types • Shortlist Delete Reasons • Tickets • Trades and Skills • Training Courses • Useful Links • Workflow Templates |
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Notifications

- New Starters
- Placement Policy Breach
- Client Updates
- Overdue Safety Inspections
- Employee Change of Advice
- Applicant Conversion Breach
- Tickets Reminder
- Daily Placement Summary
- BCC Templated Emails to

System Settings

- Applicants Expire After
- Employees Must Re-Register After
- Safety Inspections Warn After
- Client Contact Warn After
- Safety Inspections Expire After
- Client Contact Expire After
- Allow Conversion for Incomplete Applicants
- Convert Online Applicant to Employee
- Enforce Applicant Validation
- Allow Non-Admin Users to Add Template
- Order Must Be Selected to Place Advert
- Manage JSID
- SEEK Standout Ads
- Compliance Minimum Reference Checks
- Online Applicant Tokens Expire After
- Online Applicant Token Archive After
- Job Workplace Required

COVID TRACKING
(ask us)

- **Default Vaccination Status (COVID)**
- 1. Not Vaccinated - Exempt
- 2. Not Vaccinated
- 3. Partially Vaccinated
- 4. Fully Vaccinated
- **Default Vaccination Status Expiry (Days) (COVID)**

Tasks

- | | | | | | |
|--------------|-----------------|----------------|----------------|--------------|------------------|
| TASKS | CALENDAR | LINKS | CALLINS | LEADS | DASHBOARD |
| • View Tasks | • View Calendar | • Useful Links | • View Callins | • View Leads | • Dashboard |
| • Add Task | | | | | |

Applicants

- | | | |
|---|---|--|
| <p>APPLICANTS</p> <ul style="list-style-type: none"> • View Applicants • New Applicant • Import from Resume | <p>SEARCH</p> <ul style="list-style-type: none"> • Advanced • Gallery • Interview Notes • Keywords • Notes • Resume • Parsed Resume | <p>ONLINE REGISTRATION</p> <ul style="list-style-type: none"> • Online Applicants • Online Registration |
|---|---|--|

Employees

- | | | |
|---|--|---|
| <p>EMPLOYEES</p> <ul style="list-style-type: none"> • View Employee • Add Employee | <p>SEARCH</p> <ul style="list-style-type: none"> • Advanced • Availability Timeline • Certificates • Gallery • Interview Notes • JSID • Keywords • Multiple Tickets | <ul style="list-style-type: none"> • Parsed Resume • Placements • Resume • Roster Matrix • Shift Availability • Shift Roster • Tickets |
|---|--|---|

Clients

- | | |
|--|---|
| <p>CLIENTS</p> <ul style="list-style-type: none"> • View Clients • Add Clients • Client Grouping | <p>SEARCH</p> <ul style="list-style-type: none"> • All Clients • Contacts • Preferred Trades • Profile Keyword • Profile Peak Periods • Shift Roster |
|--|---|

Jobs

- | | | | |
|---|--|--|--|
| <p>QUICK ORDERS</p> <ul style="list-style-type: none"> • View Orders • Add Order | <p>BULK ORDERS</p> <ul style="list-style-type: none"> • View Bulk Orders • Add Bulk Order | <p>PLACEMENTS</p> <ul style="list-style-type: none"> • View Placements • Compliance | <p>VIEWS</p> <ul style="list-style-type: none"> • Client Shift Timeline • Employee Shift Timeline |
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Reports

DASHBOARD

- Applicants to Employees Past 30 days
- Placement Breach Ratio % Past 30 Days

ACCOUNTS

- Invoice Summary
- Client Rate Summary
- Employee Superannuation

PLACEMENTS

- Indigenous Placements Starting between dates
- Indigenous Placements Active between dates
- Trainee Placements

TRAINING

- Courses Filtered by:
- Applicant / Employee / Other
- Course Type
- Date Period

APPLICANTS

- By Cost Center
- Status List
- Conversion Time
- Conversion Ratio
- Conversion Number
- Conversion by Source
- By Trade
- Conversion Non Conformance

EMPLOYEES

- By Cost Center
- By Trade
- By Handler
- Today's Starters
- Placement History
- Historical Shift Availability
- Service Calls
- Expired Ticket
- Expired Visa
- Expired Certificate
- Expired Registration
- Expiring Ticket
- Expiring Certificate
- Expiring Visa

CLIENTS

- By Cost Center
- List with Contacts
- Account Managers
- Handlers
- Service Calls

MANAGEMENT

- Callins
- Gross Sales from Timesheets
- Placements Last 30 Days
- Placements Next 30 Days
- Service Calls
- Service Calls by User
- Placement Breaches
- Gross Margin Timesheet List
- Placements by User
- Recruitment Solutions
- Order Fulfilment Average
- Service Calls Users List
- Service Calls Summary
- Client Financials
- GM Online Applications
- Cumulative Summary Spreadsheet

Messaging

SMS

- SMS Log
- SMS Usage
- Quick SMS

Accounts

TIMESHEETS

- Manage Timesheets
- Process Payroll

NEW STARTERS

- View New Starters
- Create Manually

CHANGE OF ADVICE

- View Employee Change of Advice
- Create Employee Change of Advice
- View Client Change of Advice
- Create Client Change of Advice

TOOLS

- Employee Payroll
- Employee Search
- Manage Rates
- On Costs
- Original Start Date
- Reports
- Super Funds

Payroll

- Workforce One
- Xero Tools
- Astute
- ProActive
- Arrow
- Dbit

Maps

DIRECTIONS

- Directions
- Find

LOCATIONS

- Clients
- Cost Centers
- Employees
- Suppliers

Forms

FORMS

- Company Forms
- Search Forms

Lists

LISTS

- Client Placements
- Client Service
- Placement Confirmation
- Placements from Shifts
- Placement List
- Placement Matrix Client
- Placement Matrix Employee
- Running Sheet
- Safety Inspections
- Timesheet List
- Today's Placements

Adverts

ONLINE APPLICANTS

- View Online Applicants

ONLINE ADVERTS

- Manage Adverts

FEATURED CANDIDATES

- View Featured Candidates

COVID TRACKING
(ask us)

Employees Missing Tickets
(COVID and including other medical Tickets)

Employees Medical Tickets
(COVID and including other medical Tickets)

Admin

USERS

- Manage Users
- My Settings
- Re-assign Clients
- Re-assign Employees
- Manage User Security Masks

SETTINGS

- Configuration
- Notifications
- System Settings

UTILITIES

- Data Integrity
- Delete Client
- Delete Employee
- Logins
- Modify Client Template
- Monthly Charges
- Raw Employee Lookup
- System Usage

EXPORT

- Applicant Contact Details
- Contact Email Addresses
- Employee Contact Details

NEWS

- Manage News

CoverME

CoverME Menu Items

ADMIN

The CoverME hub

USERS

- Manage Users
- My Settings

SETTINGS

- Configuration
- Notifications
- System Settings

UTILITIES

- Delete Client
- Delete Employee
- System Usage
- View Logins
- Raw Employee Lookup

EXPORT

- Employee Contact Details
- Contact Email Addresses

NEWS

- Manage News

Configuration

- Cost Centers
- Trades / Skills
- Useful Links
- Tickets
- Certificates
- Incident Types
- Injury Mechanism
- Cookies
- Hazard Types
- Service Types

Notifications Per Branch

- Cost Center Settings
- New Starters
- Placement Policy Breach
- Employee Updates
- Time Sheets
- Overdue Safety Inspections
- Employee Change of Details

Global Notification Settings - Operational

- Daily Placement Summary
- Exported Employee Details
- Export Client Details

System Settings

- Maximum Users
- Current User Count
- Number of Users remaining
- Safety Inspections warn after
- Safety Inspections expire after
- System Configuration (Advance Users Only)

Tasks

- TASKS**
 - View Tasks
 - Add Task
- CALENDAR**
 - View Calendar
- LINKS**
 - Useful Links

Employees

- EMPLOYEES**
 - View Employee
 - Add Employee

Clients

- CLIENTS**
 - View Client
 - Add Client
 - Client Grouping
- SEARCH**
 - All Clients
 - Contacts

Incidents

- INCIDENTS**
 - View Incidents
 - Add Incidents

Claims

- INCIDENTS**
 - View Claims
 - Add Claims

WHS

- MANAGE HOURS**
 - Hours Worked
- FREQUENCIES**
 - LTI Frequency
 - MTI Frequency
 - FAI Frequency
- HAZARDS**
 - View Hazards
 - Add Hazard

Reports

- DASHBOARD**
 - Average Risk Past 30 Days
 - Average Risk Past 60 Days
- INCIDENTS**
 - Body Part
 - Incident Types
 - Injury Types
 - Location Map
- CLAIMS**
 - Claims Summary
- CLIENTS**
 - Incidents

Maps

- DIRECTIONS**
 - Directions
 - Find

Forms

- FORMS**
 - Company Forms
 - SearchForms

Admin

- USERS**
 - Manage Users
 - My Settings
- SETTINGS**
 - System Settings
 - Configuration
 - Notifications
- UTILITIES**
 - Delete Employee
 - Delete Client
 - System Usage
 - View Logins
 - Raw Employee Lookup
- Export**
 - Employee Contact Details
 - Contact Email Addresses
- News**
 - Manage News