

Client WebBase Guide

Your Consultant will generate a User ID (Numeric), User Name (Alpha) and Password, which will be sent to your nominated email address. *(It is recommended you save these login details for future reference).*

To access the Client Web Portal,

- Navigate to our website, www.rossjuliaross.com
- Select the brand you are serviced by, Ross or Julia Ross.
- In the side menu, click on 'Clients' and then in the sub menu click on 'Timesheets'.
- Once transported to the WebBase homepage, enter your User ID, User Name and password. Click on 'Log In'.
- Enter your User ID, User Name and password. Click on 'Log In'



Change Password

We encourage you to change your password by clicking on the 'change password' tab to change from the default password to one of your choice, by entering your User ID, User Name and your new password.

Forgotten Password

In the event of a forgotten password, there is an option on the login page, 'Forgotten your password? [click here](#)'. You will need to enter your User ID, User Name and the email address we have on our database. An email will be auto-generated to this address with password notification, which may then be used to login to the web portal and Please Note: In the event of an error message, "We don't seem to have a match for the User ID and Email Address entered!" it is probable that the email address entered does not match what we have on record. Please contact your consultant, in this instance.

Register a New Job

By clicking on this button, the **Job Registration** page will be displayed allowing you to create a new job order.



Register A New Job

Job Registration for Australian School Supplies

FastTrack Pty Ltd

ABN: 33 332 323 232

** Indicates mandatory field*

Job Template :	<input type="text"/>
* Skill Group :	<input type="text" value="Computing"/>
* Position :	<input type="text" value="Programmer"/>
* Position Type :	<input type="text" value="Permanent"/>
* Term :	<input type="text" value="P-Time"/>
Site Contact :	<input type="text" value="Test Contact"/>
Phone No. :	<input type="text" value="9800 9999"/>
Dept / Section :	<input type="text" value="IT Development"/>
Location :	<input type="text" value="CBD"/>
* Start Date :	<input type="text" value="25"/> <input type="text" value="Nov"/> <input type="text" value="2004"/>
End Date :	<input type="text"/> <input type="text"/> <input type="text"/>
Start Time :	<input type="text" value="09:00"/> <input type="button" value="STD. Hours"/>
End Time :	<input type="text" value="17:00"/>
Job description :	<input type="text" value="Skilled VB programmer with experience with multi-tier using MS SQL Server. Front-End and Back-End programming experience required."/>
Expected Salary :	<input type="text" value="55,000"/> (Permanent Job Only)
Hours To Work :	<input type="text"/>



The Register Job Order page allows you to submit an order requirement online.

Fields

Job Template - Select from the list if appropriate

Skills Group * - Skills category group for the order requirement

Position * - Job position that is required for the order

Position Type * - Options available: Temp, Contract, and Permanent

Term * - Options available: Casual, P-Time (part-time), Full-Time

Site Contact - Contact person at the job site

Phone No. - Contact phone number

Dept/Section - Department or Section where the job position is available

Location - Job position's address

Start Date * - Job scheduled start date

End Date - Job scheduled end date

Start Time - Job scheduled start time

End Time - Job scheduled end time

Job Description - Job description

Expected Salary - (Permanent positions only) wages according to the term selected in dollars

Hour to Work - Time range by day or per week.

Buttons



Click on this button to RESET all fields to their default values



Click on this button to save your settings and submit the job order.

- This order will be forwarded electronically to your Consultant.
- You will be contacted within **(Timeframe to be discussed)** to discuss the position details further.

Invoice History

By clicking on this button, the *Invoice History* page will be displayed showing a list of invoices created in a period selected.



Invoice History

Step 1 - Enter Date Range

Invoice history for Australian School Supplies

FastTrack Pty Ltd

ABN: 33 332 323 232

Date From : (dd/mm/yyyy)

Date To : (dd/mm/yyyy)

[Report](#)

Invoice No	Invoice Date	Due Date	Bill To	Terms	Total
					Invoices total \$0.00

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Fields

Date From - Desired start date

Date To - Desired end date

Invoice Number - Unique Invoice Identifier

Invoice Date - Invoice Generation Date

Due Date - Due Date for payment

Bill To - Invoice Billing Address Details

Terms - Payment Invoice Terms

Invoice Total - Total Invoice Amount Due

Button



Click on this button to submit search criteria and show the results page.


Step 2 - Search Results List

Invoice history for Australian School Supplies

FastTrack Pty Ltd

ABN: 33 332 323 232

Date From : (dd/mm/yyyy)
Date To : (dd/mm/yyyy)



Invoice No	Invoice Date	Due Date	Bill To	Terms	Total
33812	27/09/1999	4/10/1999	Jean Melba	7 Days	\$1,911.56
33769	24/09/1999	1/10/1999	Jean Melba	7 Days	\$251.88
33657	2/09/1999	9/09/1999	Jean Melba	7 Days	\$247.48

Invoices total \$2,410.92

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To drill down into the invoice you can click on the Invoice Number hyperlink. (*see following page for invoice display*).

Button



If more than one page is required to display all the data retrieved by the search criteria, the **Show Next Page** button will be displayed at the bottom of the page. Click on this button to view the next page of data.

Step 3 - View Selected Invoice

Invoice *(Copy only)*

Company B
B Street
South Melbourne VIC 3201
Australia
ACN: 444-444-444
ABN: 12 122 122 122

TEL: 03 9685 5555
FAX: 03 9685 4444

Jean Melba
Australian School Supplies
34 Georges Road
MELBOURNE, VIC, 3000
Australia

Account No	300000000 301
Invoice No	033812
Invoice Date	27/09/1999
Terms	7 Days
Due Date	4/10/1999

Purchase Order Number	Temp/ Contractor	W/E Date	Description	Item	Qty	Rate	Total
	SMITH, MARY	26/09/1999	Foreman	Normal Base	40.00	23.2200	928.80
	SMITH, MARY	26/09/1999	Foreman	Normal Base	2.00	34.8300	69.66
	SMITH, MARY	26/09/1999	Foreman	Normal Base	3.00	46.4400	139.32
	SMITH, MARY	26/09/1999	Canteen		5.00	16.0000	80.00
	SMITH, MARY	26/09/1999	All boxes ticked		5.00	80.0000	400.00
	SMITH, MARY	26/09/1999	Grp Cert Box not tic		6.00	20.0000	120.00

Authorized Employment Agency Number: 545

Please pay as soon as possible to avoid a statemen

Sub Total	\$1,737.78
Total	\$1,911.56

Company B
B Street
South Melbourne VIC 3201

Australian School Supplies

Invoice No	Account No	Amount
033812	300000000	\$1,911.56
Terms	Inv. Date	Due Date
7 Days	27/09/1999	4/10/1999

The invoice page displays the full invoice details for the selected invoice.

Work-In-Progress Report

By clicking on this button, the *Work in Progress Report* page will be displayed according to the date range selected.



Work In Progress Report

Step 1 - Enter Selection Criteria

Work In Progress Report

Department : ▼

Date From : (dd/mm/yyyy)

Date To : (dd/mm/yyyy)

[Report](#)

The *Work In Progress* page allows you to enter a criteria to search for candidates by using Department and date range as filter to narrow the results.

Fields

Department - Company's department criteria.

Date From - Start date range criteria.

Date To - End date range criteria.

Buttons



Click on this button to submit your search criteria displaying your search results.



If more than one page is required to display all the data retrieved by the search criteria, the **Show Next Page** button will be displayed at the bottom of the page. Click on this button to view the next page of data.

Step 2 - View Report

Work In Progress Report
From 01/09/2000 To 30/09/2004

Department	Candidate	Position	Proposed		Hours	Total Items	Total Allow	Total
			Start Date	End Date				
Manufacturing	Rankin, Julie	Accountant	21/09/2000	21/11/2000	10.00	638.89	30.00	668.89
	Bolexes, Karl	Account Director	21/09/2000	21/10/2000	16.00	1,523.33	0.00	1,523.33
Manufacturing	Kanine, Beau	Administration Manager	21/09/2000	21/09/2000	8.00	246.67	0.00	246.67
Total :					34.00	2,408.89	30.00	2,438.89
Grand Totals :					34.00	2,408.89	30.00	2,438.89

The *Work in Progress Report* page will display the results of the selection criteria entered into the previous page. By using this page, you are able to view candidates working for a specific department, their job position and related details.

Site Attendance Report

By clicking on this button, the *Site Attendance Report* page will be displayed.



Site Attendance Report

Step 1 - Enter Selection Criteria

The Site Attendance Search page allows you to enter a selection criteria to generate a report which includes all job orders for the specified data range.

Site attendance report for Australian School Supplies

FastTrack Pty Ltd

ABN: 33 332 323 232

Date From : (dd/mm/yyyy)

Date To : (dd/mm/yyyy)

First Name :

Surname :

Position :

[Report](#)

You may also enter additional filters, such as candidate' name and / or surname and position to narrow the search results.

Fields

Date From - Start date range criteria.

Date To - End date range criteria.

First Name - Candidate's first name.

Surname - Candidate's family name.

Position - Job position as filter for the criteria.

Buttons



Click on this button to submit your search criteria displaying your search results.



If more than one page is required to display all the data retrieved by the search criteria, the **Show Next Page** button will be displayed at the bottom of the page. Click on this button to view the next page of data.

Step 2 - View Report

Site attendance report for Australian School Supplies

FastTrack Pty Ltd

From 01/09/2000 To 30/09/2004

ABN: 33 332 323 232

Surname : Peterson

Position	Candidate Name	Job Start Date	Job End Date	Start Time	End Time
Analyst/Programmer	Susan Peterson	1/07/2003	31/01/2004	09:00	17:00
Applications Programmer	Susan Peterson	1/07/2003	31/01/2004	09:00	17:00
Business Analyst	Susan Peterson	1/07/2003	31/01/2004	09:00	17:00

This report was produced by FastTrack Pty Ltd

By using this page you are able to check candidate position, start and end dates, start and end hours.

Spend Report

By clicking on this button, the *Spend Report* page will be displayed.



Spend Report

Step 1 - Selection Criteria

Spend Report

Department : POLK & CO PTY LTD: Head Office - Strategy & Planning

Date From : 01/03/2000 (dd/mm/yyyy)

Date To : 30/05/2000 (dd/mm/yyyy)

Temp Report **Perm Report**

The *Spend Report* search page allows you to enter a criteria to search for invoices by using Department and date range as filter to narrow the results.

Fields

Department - Company's department, which invoices pertain to

Date From - Start date range criteria

Date To - End date range criteria

Temp Report - Filter option to select only temporary positions for the report

Perm Report - Filter option to select only permanent positions for the report.

Buttons



Click on this button to submit your search criteria displaying your search results.



If more than one page is required to display all the data retrieved by the search criteria, the **Show Next Page** button will be displayed at the bottom of the page. Click on this button to view the next page of data.

Step 2 - View Report & Download

Temp Spend Report
From 01/03/2000 To 30/05/2000




Department: Aoc Paper Location:

Invoice: 33885	Date: 17/04/2000	Sale Total: \$150.00	GST: \$15.00	PR Tax: \$0.00	Invoice Total: \$165.00							
Job Order No 20000981	Hiring Manager	Position Cost Accountant	Employee Name Smith, Justin	Purch Order No 29/03/2000	Start Date 29/04/2000	End Date 20.0000	Days 4	Norm Hrs 2.00	O/T Hrs 0.00	Tot Hrs 2.00	Norm Spend 40.00	O/T Spen 0.0
Invoice: 33887	Date: 26/04/2000	Sale Total: \$558.00	GST: \$55.80	PR Tax: \$0.00	Invoice Total: \$613.80							
Job Order No 20000981	Hiring Manager	Position Cost Accountant	Employee Name Smith, Justin	Purch Order No 29/03/2000	Start Date 29/04/2000	End Date 20.0000	Days 3	Norm Hrs 24.00	O/T Hrs 2.00	Tot Hrs 26.00	Norm Spend 480.00	O/T Spen 48.0
Invoice: 33915	Date: 22/05/2000	Sale Total: \$1.00	GST: \$0.00	PR Tax: \$0.00	Invoice Total: \$1.00							
Job Order No 20000981	Hiring Manager	Position Cost Accountant	Employee Name Smith, Justin	Purch Order No 29/03/2000	Start Date 29/04/2000	End Date 20.0000	Days 0	Norm Hrs (2.00)	O/T Hrs 0.00	Tot Hrs (2.00)	Norm Spend (46.00)	O/T Spen 0.0
Invoice: 33935	Date: 29/05/2000	Sale Total: \$710.00	GST: \$85.20	PR Tax: \$0.00	Invoice Total: \$795.20							
Job Order No 20000981	Hiring Manager	Position Cost Accountant	Employee Name Smith, Justin	Purch Order No 29/03/2000	Start Date 29/04/2000	End Date 20.0000	Days 5	Norm Hrs 34.00	O/T Hrs 0.00	Tot Hrs 34.00	Norm Spend 680.00	O/T Spen 0.0

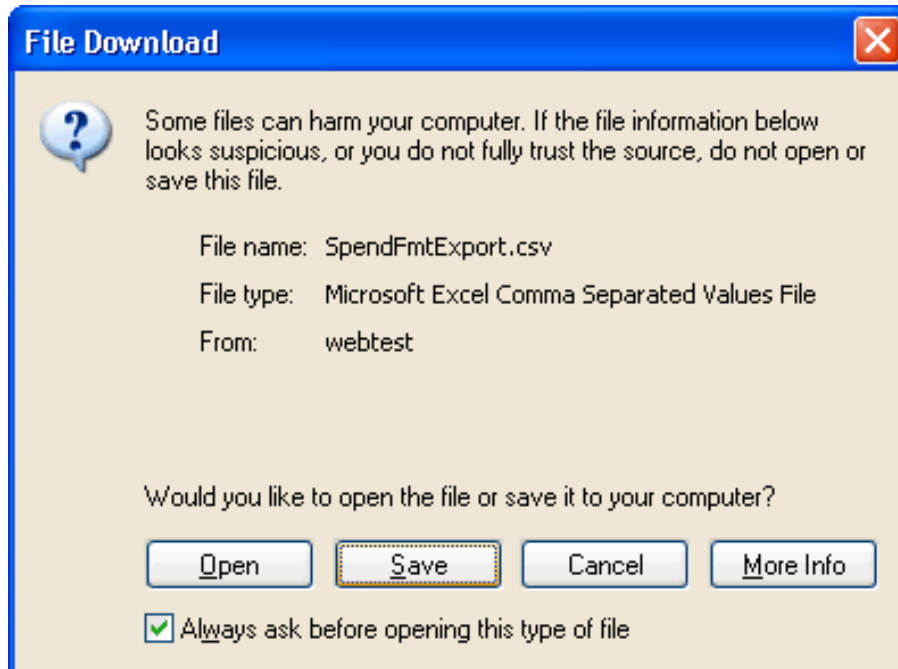
The *Spend Report* page shows the results of the selection criteria entered. The page lists invoices by Department and Location. You may download the list of results by using the **Download** button.

Button



Click on this button to display the *File Download* dialog box.

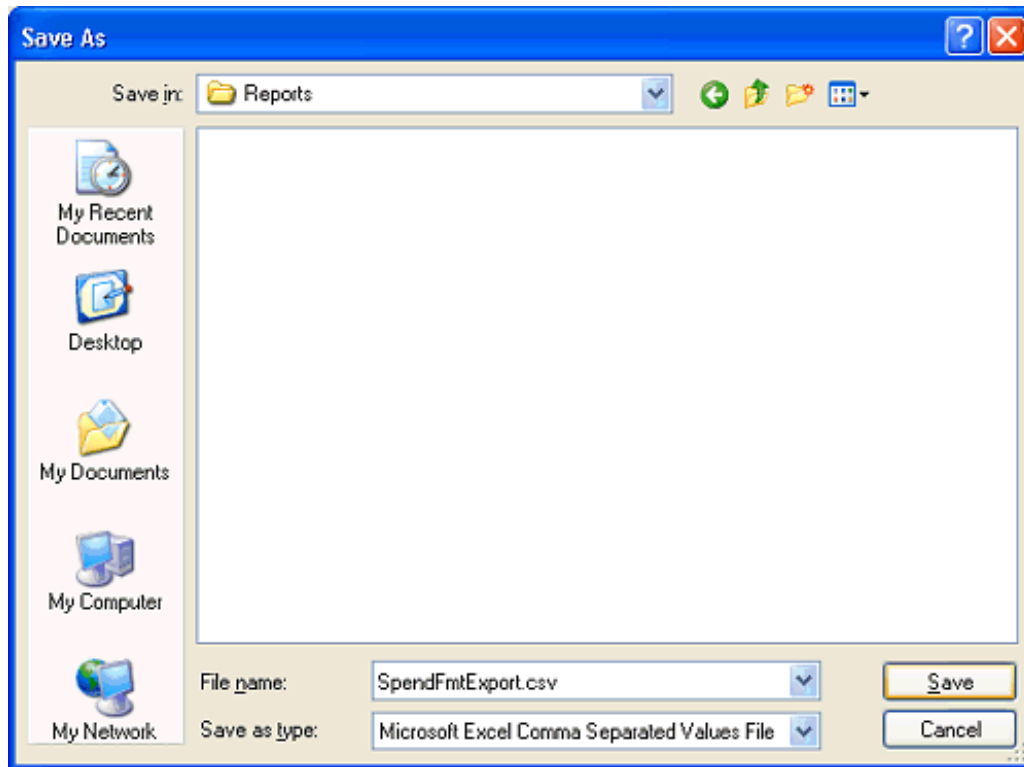
Step 3 - Open or Save File



By clicking on the **Download** button from the previous page, a typical MS Windows™ *File Download* dialog box is displayed giving you the options to open the selected file or to save it in a folder of your choice. The dialog box also provides basic information about the file to be downloaded.

Buttons

Step 5 - Save File to Folder



The **Spend Report** list can be saved as MS Excel™ file format for later reference. From the Save As dialog box, choose the appropriate folder to save your file. You may accept the filename default provided by the system or you may choose to change it according to your system requirements. In any case, do not remove the file extension .csv, which is required by the MS Windows™ operating system to associate your file with the MS Excel™ application. Click on the **Save** button to save your file into the selected locate

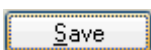
Fields

Save In - Select drive/folder where you want to save your report.

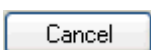
File Name - Accept the default file name or change it to suit your requirements. However, do not change the file extension (.csv), which is required format by MS Excel™.

Save as type - Accept the default format.

Buttons



Click on this button to complete the download operation by saving your file into selected folder.



Close the **Save As** dialog box.



Timesheets

Timesheets - By clicking on this button, the **Timesheets** page will be displayed.

Please Note: On the timesheet page, there is an “Instructions” button, which provides an online help guide to this and other web base features.



ABC Company Ltds

ABN: 33 332 323 232

Client timesheet list



After accepting and / or rejecting timesheets please choose SAVE to submit the list.

Submitted timesheets							
Name	Position Job No	Start Date End Date	Week Ending	Extras	Total Hrs	Accept	Reject
Susan Peterson	Analyst/Programmer 200002336	1/07/2003 31/01/2004	24/08/2003	\$	10.00	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Analyst/Programmer 200002336	1/07/2003 31/01/2004	17/08/2003		39.22	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Business Analyst 200002338	1/07/2003 31/01/2004	17/08/2003		12.00	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Analyst/Programmer 200002336	1/07/2003 31/01/2004	10/08/2003		21.02	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Applications Programmer 200002337	1/07/2003 31/01/2004	10/08/2003		19.58	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Business Analyst 200002338	1/07/2003 31/01/2004	10/08/2003		21.75	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Applications Programmer 200002337	1/07/2003 31/01/2004	3/08/2003	\$	43.00	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Business Analyst 200002338	1/07/2003 31/01/2004	27/07/2003	\$	40.00	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Analyst/Programmer 200002336	1/07/2003 31/01/2004	20/07/2003		5.03	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Applications Programmer 200002337	1/07/2003 31/01/2004	20/07/2003	\$	11.50	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 2



The **Client Timesheet List** page provides the list of submitted timesheets and enables action in accepting or rejecting timesheets.

To view the full timesheet, click on the Candidate’s name.

Accepting Timesheets

To accept a timesheet, click on the associated check box under the column **Accept** at the right side of the screen and then click on the **Save** button to submit changes made.

ABC Company Ltds ABN: 33 332 323 232

Client timesheet list

After accepting and / or rejecting timesheets please choose **SAVE** to submit the list.

Submitted timesheets							
Name	Position Job No	Start Date End Date	Week Ending	Extras	Total Hrs	Accept	Reject
Susan Peterson	Analyst/Programmer 200002336	1/07/2003 31/01/2004	24/08/2003	\$	10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Analyst/Programmer 200002336	1/07/2003 31/01/2004	17/08/2003		39.22	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Business Analyst 200002338	1/07/2003 31/01/2004	17/08/2003		12.00	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Analyst/Programmer 200002336	1/07/2003 31/01/2004	10/08/2003		21.02	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Applications Programmer 200002337	1/07/2003 31/01/2004	10/08/2003		19.58	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Business Analyst 200002338	1/07/2003 31/01/2004	10/08/2003		21.75	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Applications Programmer 200002337	1/07/2003 31/01/2004	3/08/2003	\$	43.00	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Business Analyst 200002338	1/07/2003 31/01/2004	27/07/2003	\$	40.00	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Analyst/Programmer 200002336	1/07/2003 31/01/2004	20/07/2003		5.03	<input type="checkbox"/>	<input type="checkbox"/>
Susan Peterson	Applications Programmer 200002337	1/07/2003 31/01/2004	20/07/2003	\$	11.50	<input type="checkbox"/>	<input type="checkbox"/>

Alternatively, you can accept or reject specific candidate timesheet by clicking on the candidate's name link, which will open a new window, giving you means to approve, and at the same time, view the selected timesheet.



After clicking on the **Save** button the message above will be displayed. Please read it carefully before making your choice. Reverting this process will be time consuming and should be avoided.

Buttons



Click on this button to submit changes you have made removing candidate(s) from the Client Timesheet the list and place them in the Archived Timesheet list for further reference.



Click on this button to cancel the current action.

Rejecting Timesheets

To reject a timesheet, click on the associated check box under the column **Reject** at the right side of the screen.

Fields

Name - Candidate's full name.

Position - Job Title and Number

Start/End Dates - Job Start / End dates.

Week Ending - Timesheet week ending day.

Extras - When the Candidate enters additional information (e.g. Addition Claims etc) some icons will be displayed. For details, refer to the table below about Icons and their meaning.

Total Hrs - Total candidate work hours.

Accepted - Check if accepted. The rejection of a timesheet means that the candidate has to alter the timesheet due to a discrepancy. On rejecting a timesheet you are required to enter a comment detailing the reason why the timesheet has been rejected.

Rejected - Check if rejected. The acceptance of a timesheet approves that timesheet for billing/payment.

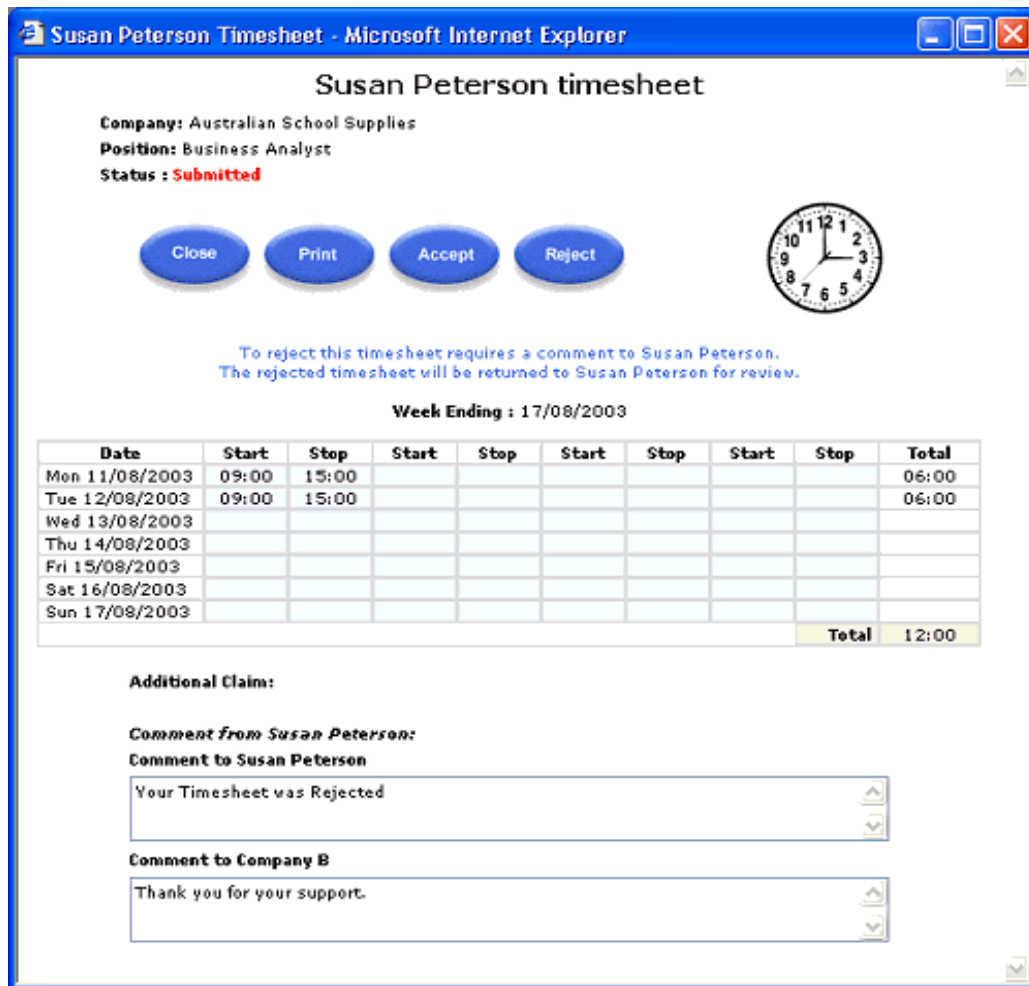
Icons



If the Candidate entered additional information in the **Additional Claims** field of their timesheet, this icon will be displayed.



If the Candidate entered an additional comment in the **Comment** field of their timesheet, this icon will be displayed.



Susan Peterson timesheet

Company: Australian School Supplies
 Position: Business Analyst
 Status: **Submitted**

Close Print Accept Reject

To reject this timesheet requires a comment to Susan Peterson.
 The rejected timesheet will be returned to Susan Peterson for review.

Week Ending : 17/08/2003

Date	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Total
Mon 11/08/2003	09:00	15:00							06:00
Tue 12/08/2003	09:00	15:00							06:00
Wed 13/08/2003									
Thu 14/08/2003									
Fri 15/08/2003									
Sat 16/08/2003									
Sun 17/08/2003									
Total									12:00

Additional Claim:

Comment from Susan Peterson:
 Comment to Susan Peterson
 Your Timesheet was Rejected

Comment to Company B
 Thank you for your support.

Clicking on the **Reject** check box, the Timesheet popup window will be displayed showing the selected timesheet to be rejected. This allows the current logged in client to verify the timesheet details before rejecting it. Add same message to the candidate in the **Comments** to field and then click on the **Reject** button to confirm the rejected timesheet action.

Buttons



Click on this button to submit changes you have made.



Click on this button to print the current list.



Click on this button to view client-archived timesheets.



If more than one page is required to display all the data retrieved by the search criteria, the **Show Next Page** button will be displayed at the bottom of the page. Click on this button to view the next page of data.

How to view Archived Timesheets

Client Timesheet History

Search Criteria

Week Ending From To

Candidate First Name :

Candidate Surname :

Job Order No :

Status : ▼

To view Archived Client Timesheets, fill the selection criteria and click on the Report button. Below are some tips on how to narrow your search to get better results.

Fields

Week End From/To - Date range criteria to search for timesheets. You may use date range fields to narrow your search results.

Candidate First Name - Candidate first name you are searching for.

Candidate Surname - Candidate family name you are searching for.

Job Order No - Job Order number can be used to narrow your search.

Status - Options for this field are: **Accepted** (accepted timesheets have been approved for payment but have not been paid against) or **Completed** (completed timesheets have been accepted and payment has been processed). You may use one of these options to narrow your search results.

Buttons



Click on this button to submit your search criteria displaying your search results.



If more than one page is required to display all the data retrieved by the search criteria, the **Show Next Page** button will be displayed at the bottom of the page. Click on this button to view the next page of data.

Client Timesheet History

Search Criteria

Week Ending From: To:

Candidate First Name:

Candidate Surname:

Job Order No:

Status: ▼

[Report](#)

Candidate Name	Position	Start/End Date	Week End Date	Total Hours	Status
Susan Peterson	Analyst/Programmer 200002336	1/07/2003 31/01/2004	24/08/2003	10.00	Accepted
Susan Peterson	Analyst/Programmer 200002336	1/07/2003 31/01/2004	17/09/2003	39.22	Accepted
Susan Peterson	Analyst/Programmer 200002336	1/07/2003 31/01/2004	3/08/2003	21.00	Accepted
Susan Peterson	Business Analyst 200002339	1/07/2003 31/01/2004	3/08/2003	19.00	Accepted

Page 1 of 1

By clicking on the **Report** button the results of your search will be displayed below the search form. You may change your selection criteria to narrow your search after each display until you obtain exactly what you want.

Log Out



Log Out

To log out of the web portal, simply click the 'Log Out' icon.