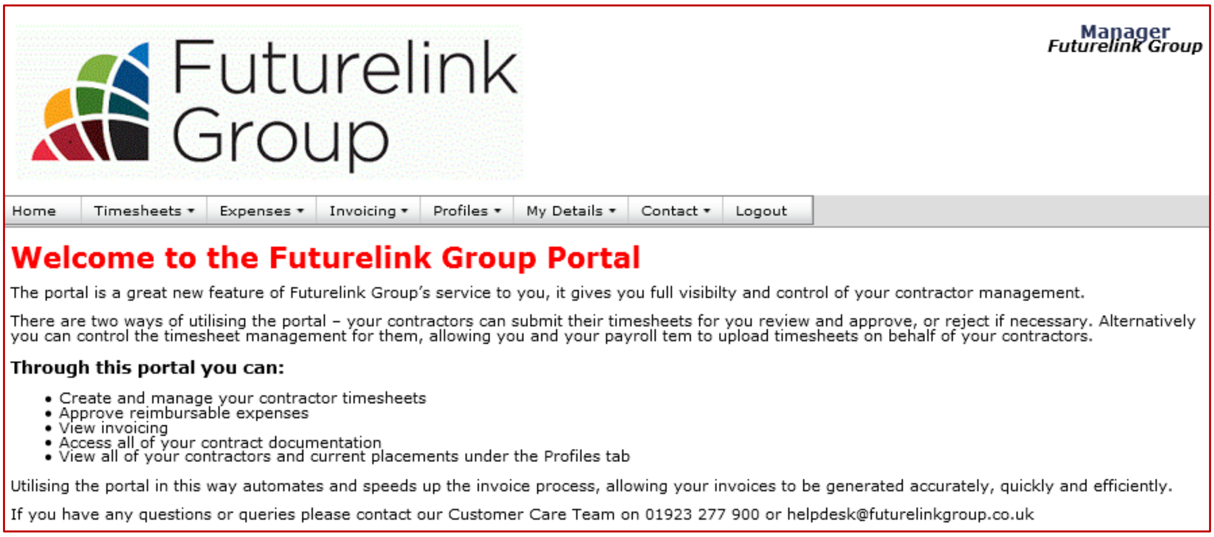
Portal for Recruitment Agencies/End User Clients

Once you have been registered with Futurelink Group you will receive an email with login details to the portal.

The link to the portal is https://portal.futurelinkgroup.co.uk/ here you will be prompted to enter you username and password.

- The home screen is displayed below.



Manager
Futurelink Group

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Welcome to the Futurelink Group Portal

The portal is a great new feature of Futurelink Group's service to you, it gives you full visibilty and control of your contractor management.

There are two ways of utilising the portal – your contractors can submit their timesheets for you review and approve, or reject if necessary. Alternatively you can control the timesheet management for them, allowing you and your payroll tem to upload timesheets on behalf of your contractors.

Through this portal you can:

- Create and manage your contractor timesheets
- Approve reimbursable expenses
- View invoicing
- Access all of your contract documentation
- View all of your contractors and current placements under the Profiles tab

Utilising the portal in this way automates and speeds up the invoice process, allowing your invoices to be generated accurately, quickly and efficiently.

If you have any questions or queries please contact our Customer Care Team on 01923 277 900 or helpdesk@futurelinkgroup.co.uk

Timesheets
You may submit your contractor and temporary worker timesheets to us in the following ways: either individually or as a bulk file. We then create the timesheets in the system based on the information you've given us. If you would like to manually enter your contractor and temporary worker timesheets directly into the system, this is outlined below under '**Entering a timesheet**'.

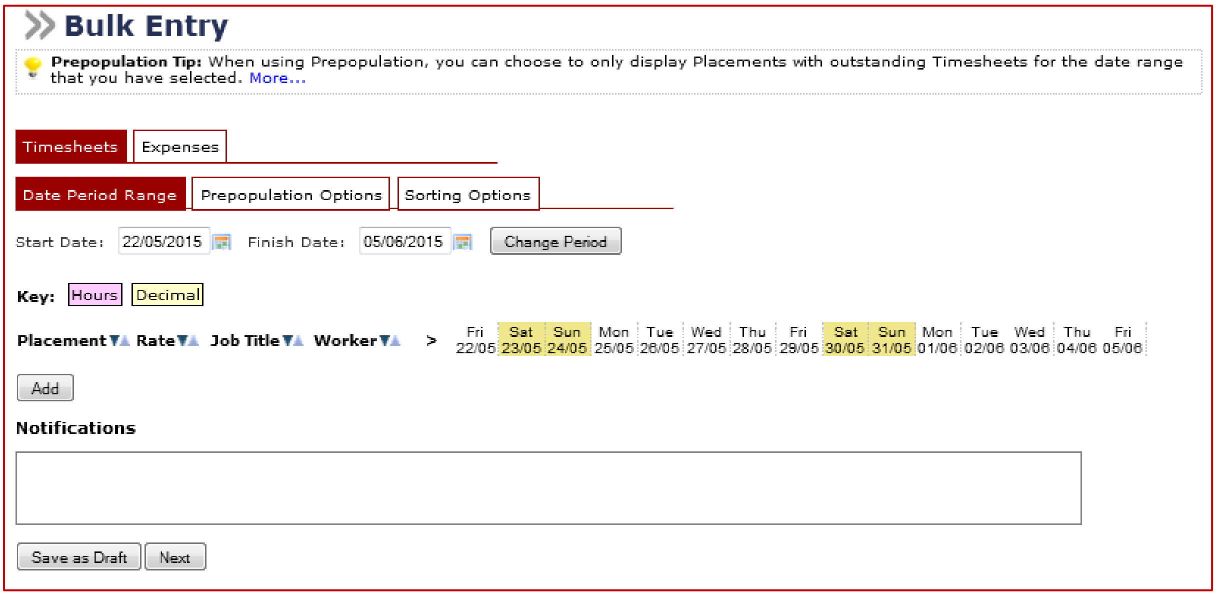
- Across the top of the screen you have option buttons.
- To view timesheets hover over the '**Timesheets**' button, as per the below screenshot.

- Here you will see various options beneath '**Timesheets**', including:
  - Bulk Entry
  - Unauthorised
  - Authorise
  - Approved
  - Rejected
  - Search
- To authorise a timesheet, click on '**Authorise**' from the list below '**Timesheets**'.
- Any timesheets that are not yet authorised will be listed here. There is also the facility to search within these timesheets.

- To open a timesheet, select the ID number. From here you can **approve** or **reject** the timesheet.
- You may also approve timesheets in bulk by selecting timesheets down the left hand side by ticking the boxes and clicking approve.
  - *Please note: you must enter your password in order to approve timesheets.*
- Once approved or rejected, all timesheets will be available to view within the relevant section in the '**Timesheets**' options.

Entering a timesheet

- To enter a timesheet on behalf of your workers, select '**Bulk Entry**'.
- The below screen will appear – from here select '**Add**', this will give you the option to select your worker and input their hours.



Expenses – Agreed Client Reimbursable

Any expense that has been agreed to be reimbursed to the contractor or temporary worker can be viewed here.

- Across the top of the screen you have option buttons.
- To view reimbursable expenses hover over the '**Expenses**' button, as per the below screenshot.

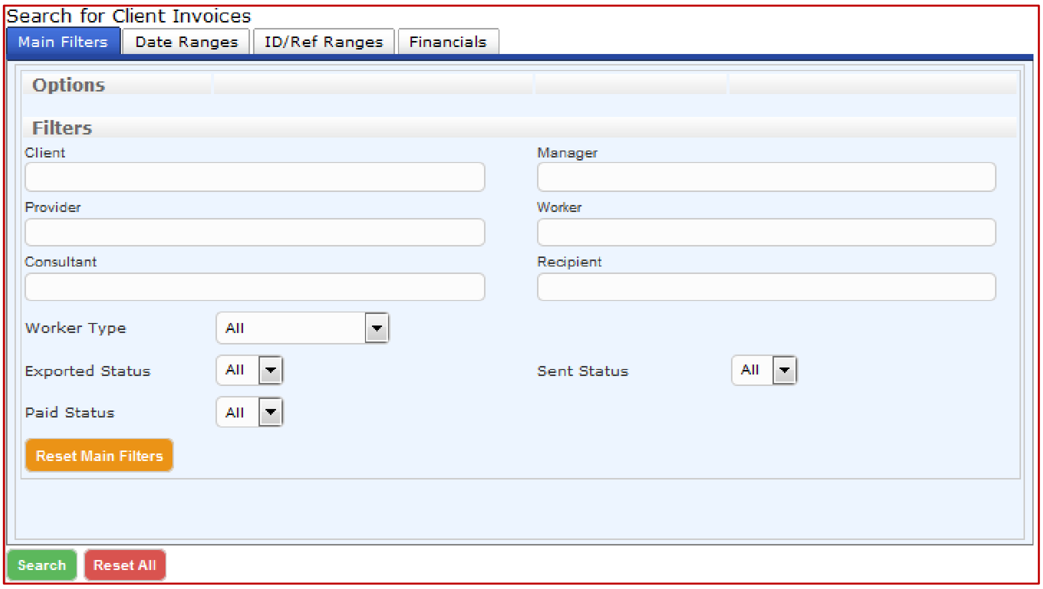
- As with the timesheets, there are five options available to you:
    - Authorise
    - Unauthorised
    - Approved
    - Rejected
    - Search
- To authorise an expense, click on '**Authorise**' from the list below '**Expenses**'.
- Any expenses that are not yet authorised will be listed here. There is also the facility to search within these.
- Those displayed are expense sheets submitted for your authorisation - you can approve or reject the whole sheets directly on this page or click on the ID number to authorise the items individually.
    - *Please note: you must enter your password in order to approve expenses.*
- Once approved or rejected, all expenses will be available to view within the relevant section in the '**Expenses**' options. These can also be downloaded as PDF documents.

Invoices

All invoices will be created based on the timesheet information we have been given.

- Across the top of the screen you have option buttons.
- To view invoices/credit notes hover over the '**Invoicing**' button, as per below screenshot.

- Within both the invoice and credit note sections, there are four options for searching:
  - Main Filters
  - Date Ranges
  - ID/Ref Ranges
  - Financials



Profiles

The Profiles tab is where you can view all workers and placements you have via Futurelink Group.

- Across the top of the screen you have option buttons.
- To view worker information hover over the '**Profiles**' button, as per the below screenshot.

- Workers will be in a list format with each name being hyperlinks to a detailed record of the worker – included on these records are timesheets and expenses claimed.
- Placements have a search facility divided into three sections:
    - Main Filters
    - Financials
    - Date Ranges

My Details

- Across the top of the screen you have option buttons.
- To view any of your personal information hover over the '**My Details**' button, as per the below screenshot.
- You can amend any of your details here and also clear your notifications.

Contact

- Across the top of the screen you have option buttons.
- To view Futurelink Group's contact details hover over the '**Contact**' button, as per the below screenshot.