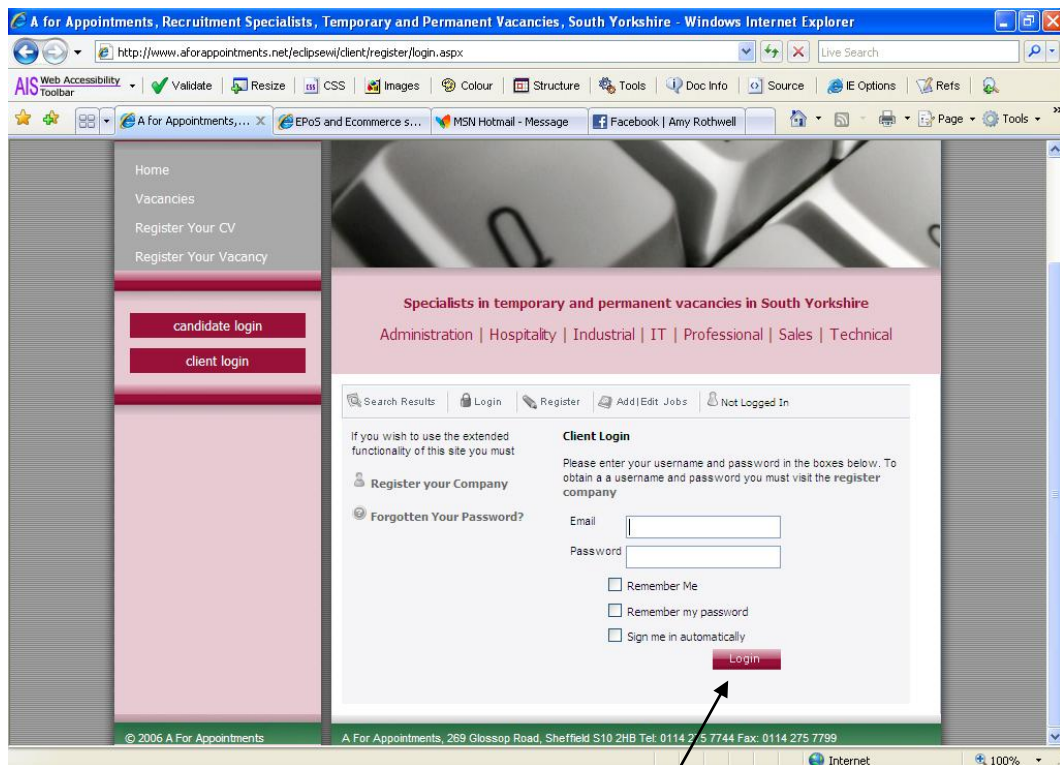




How to Use the A for Appointments Online Timesheet System Advice for Clients.

1

You will receive an email informing you that a candidate has submitted their timesheet. You can then click the link to view the timesheet and approve or reject it.



2

The link should bring you to the client login page on the A for Appointments website. Enter your email address and password to log in. (You should have been sent a password by email, if you have not received this yet please contact us) Click Login.

3

Once you have logged in you will see the processed timesheet ready for you to authorise or reject.
Check the details.

Day	Date	Hours	Standard
Saturday	04 November 2006	Not Worked	2.00
Sunday	05 November 2006	Not Worked	0.00
Monday	06 November 2006	Not Worked	0.00
Tuesday	07 November 2006	Not Worked	0.00
Wednesday	08 November 2006	Not Worked	0.00
Thursday	09 November 2006	Not Worked	0.00
Friday	10 November 2006	Not Worked	0.00
Totals			2.00
			Expenses: 0.00

4

If all the details are correct click 'Approve Timesheet'.
If there are any errors click 'Reject Timesheet'.
Rejected timesheets will be returned for the candidate to re-check and process again.

5

You will then be informed that the timesheet has been approved / rejected and a confirmation email will be sent out to you.

An email will also be sent out to the candidate informing them that it has been approved, or if it has been rejected, asking them to re-process it.

The screenshot shows a web browser window with the URL http://www.aforappointments.net/eclipsew/client/timesheet/timesheet_schedule.aspx?id=921. The page title is "A for Appointments, Recruitment Specialists, Temporary and Permanent Vacancies, South Yorkshire - Windows Internet Explorer". The main content area is titled "Edit Login Settings" and includes a navigation menu with "Search Results", "Logout", "Edit Details", "Add/Edit Jobs", and "Dummy Client". Below this, the candidate and client details are listed: Candidate Name: Dummy Candidate, Client Name: Dummy Client, Job Title: IT Support, and Period End: 10 November 2006. A red banner with a warning icon states "You have approved this timesheet.". Below the banner is a table with columns for Day, Date, and Hours. The table shows entries for Saturday (04 November 2006, Not Worked, 2.00), Sunday (05 November 2006, Not Worked, 0.00), Monday (06 November 2006, Not Worked, 0.00), Tuesday (07 November 2006, Not Worked, 0.00), Wednesday (08 November 2006, Not Worked, 0.00), Thursday (09 November 2006, Not Worked, 0.00), and Friday (10 November 2006, Not Worked, 0.00). A "Totals" row shows 2.00 hours and 0.00 expenses. At the bottom, there are buttons for "Reject Timesheet", "Approve Timesheet", and a link "< Back to Timesheets".

Day	Date	Hours
Saturday	04 November 2006 Not Worked	2.00
Sunday	05 November 2006 Not Worked	0.00
Monday	06 November 2006 Not Worked	0.00
Tuesday	07 November 2006 Not Worked	0.00
Wednesday	08 November 2006 Not Worked	0.00
Thursday	09 November 2006 Not Worked	0.00
Friday	10 November 2006 Not Worked	0.00
Totals		2.00
		Expenses: 0.00

6

Once approved / rejected you can click back to your list of timesheets, view current contracts, add/edit jobs, edit details or simply log out.