

Client Portal Quick Reference Guide



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Welcome to the Time Portal



Access your Time Portal through
www.thetimeportal.co.uk

Top Tip – Save the link to your favourites

Enter the user name & password provided. You are advised to change your password the first time you log in.

A screenshot of the Time Portal login page. At the top, there is a blue header with a circular icon containing a clock and the text 'Welcome to The Time Portal'. Below this is a white login form with a blue header that says 'Please login below'. The form contains two input fields: 'User Name' and 'Password', both with asterisks indicating required fields. Below the fields is a 'Log In' button and a link that says 'Forgotten Your Username/Password?'. An arrow points from the explanatory text on the right to this link.

If you forget your Username & Password : Click here for an e-mail & link to reset.

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Welcome to the Time Portal



A screenshot of a web portal interface. At the top left is the Resourcing Group logo and name. Below it is a navigation bar with a 'Home |' link. The main content area has a blue header for 'Terms And Conditions'. The text below reads: 'By accessing this portal, you are agreeing to be bound by our standard Terms and Conditions received from your consultant. Please refer to your consultant if you want a copy of our Term and Conditions.' At the bottom of the content area are two buttons: 'Accept' and 'Reject'. A thin vertical line is on the left side of the page.


Read the terms of acceptance and click on accept to access your portal.

You will be asked to accept the terms whenever you enter the portal.

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Home Page





Home |

- Expense History
- Authorise Timesheets
- Client Details
- Invoice History
- Change Password
- Timesheet History
- FAQ
- Assignment History

Mr Abiodun Akande, Welcome to the client portal ←

Date of last log in: 09/07/2015 16:30:52

Messages

Due to recent feedback, the PIN function has now been removed from your portal, you will only need to login and authorise your approved timesheets in the usual way, but without PIN verification.

Displaying 1 - 1 of 2 | [View All](#) 1 2

Timesheet No	Worker Name	Timesheet Date	Total Charge
A000003273	Afa, Khatun	11/01/2015	1012.88

Assignment Ref	Worker Name	Location	Start Date	Actual End Date
R32987001	A. Khatun		01/01/2015	31/07/2015

Summary of last log in and will include details of the most recent payment.

Important messages from Resourcing Group will appear here

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Authorising Timesheets



Click on Authorise Timesheets

Then click on 'Authorise Selected Timesheets'.

A screenshot of the Resourcing Group web application interface. At the top, there is a blue header with the Resourcing Group logo and the text 'RESOURCING GROUP'. Below the header, a dark blue bar contains the text 'Home | Timesheet Summary'. On the left side, there is a vertical menu with the following items: Expense History, Authorise Timesheets, Client Details, Invoice History, Change Password, Timesheet History, FAQ, and Assignment History. The 'Authorise Timesheets' item is highlighted. To the right of the menu, there is a 'Timesheet Types' dropdown menu set to 'Both'. Below this is a table with the following columns: Timesheet No, Worker Name, Timesheet Date, Total Charge, and Bulk. The table contains one row of data: Timesheet No: A000003273, Worker Name: Afa, Khatun, Timesheet Date: 11/01/2015, Total Charge: 1012.88, and Bulk: . Below the table is a button labeled 'Authorise Selected Timesheets'.

Timesheet No	Worker Name	Timesheet Date	Total Charge	Bulk
A000003273	Afa, Khatun	11/01/2015	1012.88	<input type="checkbox"/>

You can bulk authorise timesheets by ticking the correct boxes in the 'Bulk' column.

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Authorising Timesheets



You can view more detail on the timesheet by clicking on the timesheet number

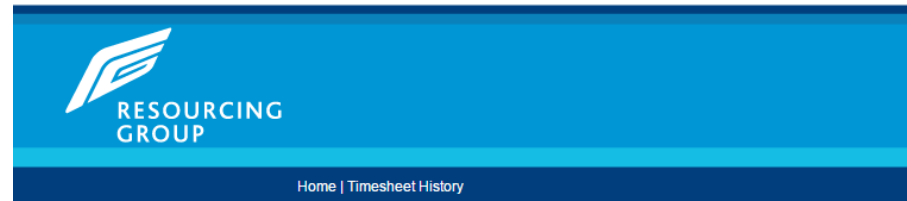
Timesheet No	Worker Name	Timesheet Date	Total Charge	Bulk
09062015 10 45	Edward, Dean	07/06/2015	1967.00	<input type="checkbox"/>

Date	Rate	Start	Break	Finish	Total Time	Bill	Charge
07 Jun 2015	Standard Days				1.00	393.40	393.40
07 Jun 2015	Standard Days				1.00	393.40	393.40
08 Jun 2015	Standard Days				1.00	393.40	393.40
08 Jun 2015	Standard Days				1.00	393.40	393.40
09 Jun 2015	Standard Days				1.00	393.40	393.40
Total							1967.00

Click on 'Authorise Timesheet' if you are happy with the hours submitted.

If you need to reject the timesheet, click on 'Reject Timesheet' and detail the reason for rejection which will be emailed to the candidate.

Checking the status of your Timesheets



You can check the status of the timesheets you authorise by clicking on 'Timesheet History'. You can view the status of your current and historical timesheets.

- Expense History
- Authorise Timesheets
- Client Details
- Invoice History
- Change Password
- Timesheet History
- FAQ
- Assignment History

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Invoice Printed: Assignment Ref: Timesheet Type:

Timesheet Number	Timesheet Status	Worker
<input type="text" value="A000003261AA"/>	<input type="text" value="Timesheet awaiting payment"/>	<input type="text" value="A. Khatun"/>

Page: 1 of 1 Page size

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Viewing Invoices



You can view your current and historical Invoices.

Click on Invoice History

To open the Invoice, click on the relevant Pay Date

The screenshot shows the Resourcing Group web application interface. At the top is a blue header with the company logo and name. Below the header is a navigation bar with the text 'Home | Invoice History'. A vertical menu on the left lists various options: Expense History, Authorise Timesheets, Client Details, Invoice History, Change Password, Timesheet History, FAQ, and Assignment History. The 'Invoice History' option is highlighted. To the right of the menu is a table with the following columns: Invoice / Credit Number, Printed, Date, and Total. The table contains one row of data: Invoice / Credit Number: 38, Printed: a checkmark, Date: 13/05/2015, Total: £1037.18. Below the table is a pagination bar showing 'Page: 1 of 1' and a 'Go' button. There are also navigation buttons (back, forward, search) and a 'Page size' dropdown set to '1'.

Invoice / Credit Number	Printed	Date	Total
38	✓	13/05/2015	£1037.18

Other Benefits

A screenshot of the Resourcing Group user portal. The top navigation bar is blue with the company logo and name. Below it, a breadcrumb trail shows 'Home | Change Password'. A left-hand menu lists various user actions, with 'Change Password' highlighted. The main content area shows the 'Change Password' form with three password input fields (Current, New, Confirm) and 'Change' and 'Cancel' buttons. Below the form is a table of password validation rules.

Validation Rule	Min / Max
Length	1 / 16
Upper Case	0 / 0
Lower Case	0 / 0
Digits	0 / 0
Symbols	0 / 0

You can view the details held by us.

You can change your portal password

You can view all assignments



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