

Getting Started

A practical guide for HR Users

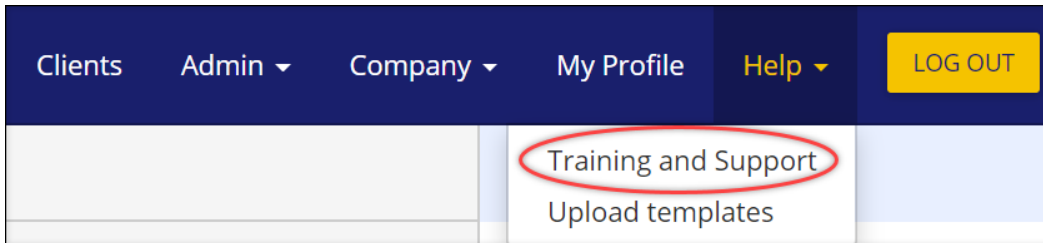
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HELP AND SUPPORT

3.01 Videos and Documents

Select Help, then Training and Support from the drop-down options



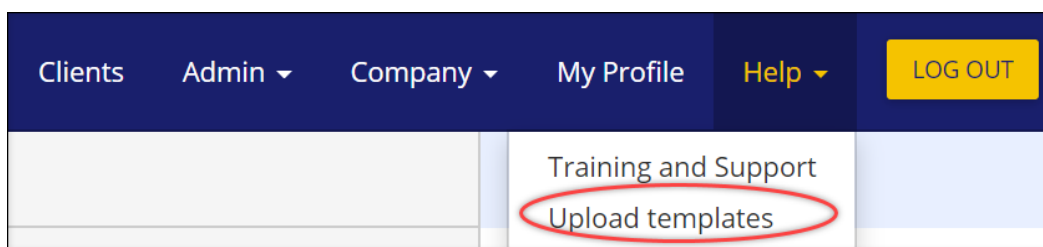
User manuals and training videos are available. Click on the resource name to download the document.

Documents		
DOCUMENT	UPLOADED	
Client Admin Manual	August 02, 2017 20:16	Remove
PRE TRIP CONDITIONS TEMPLATE	September 02, 2018 00:47	Remove
PRE TRIP QUESTIONS TEMPLATE	September 02, 2018 00:48	Remove
PRE TRIP RULES TEMPLATE	September 02, 2018 00:47	Remove

Note that you can download the training videos offline. You do not need to be logged into your account to access them.

3.02 Upload Templates

Select Help, then Upload Templates from the drop-down options



The upload templates needed to manage information are listed.

Upload templates
Upload templates
DOCUMENT
trips-import.csv
users-import.csv
project-activities-import.csv
business-units-import.csv
cost-centres-import.csv
legal-entities-import.csv
pre-trip-recipients-import.csv
case-types.csv
per-diem.csv
pre-trip-rules.csv
pre-trip-conditions.csv
pre-trip-questions.csv

3.03 Ongoing Support

The Technical Support team is always available to answer your questions. Use the chat function, found at the bottom right of your screen, to obtain immediate answers to your queries.

WELCOME TO LIVECHAT
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Welcome to our LiveChat! Please fill in the form below before starting the chat.

Name:

E-mail:

START THE CHAT

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