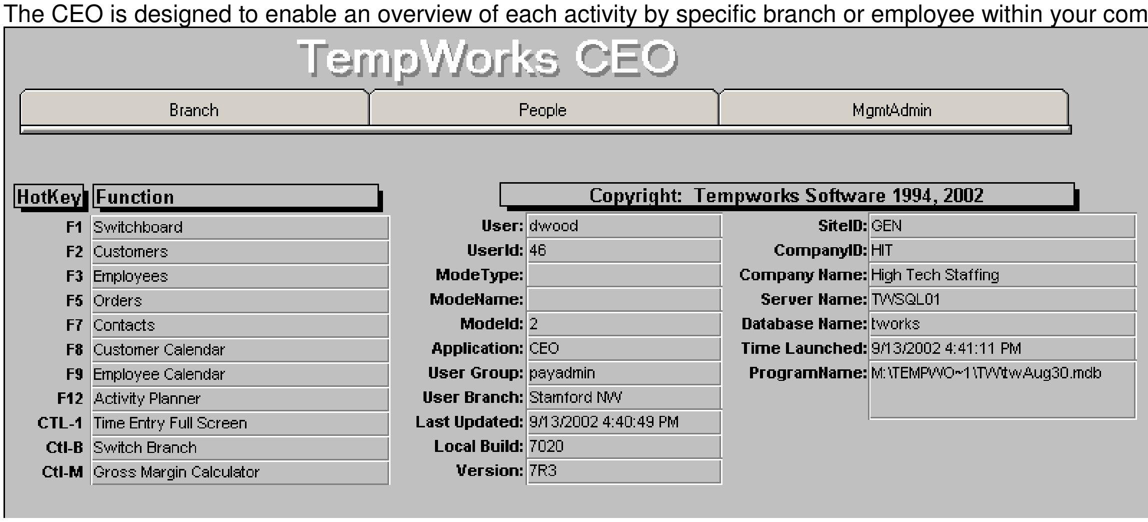
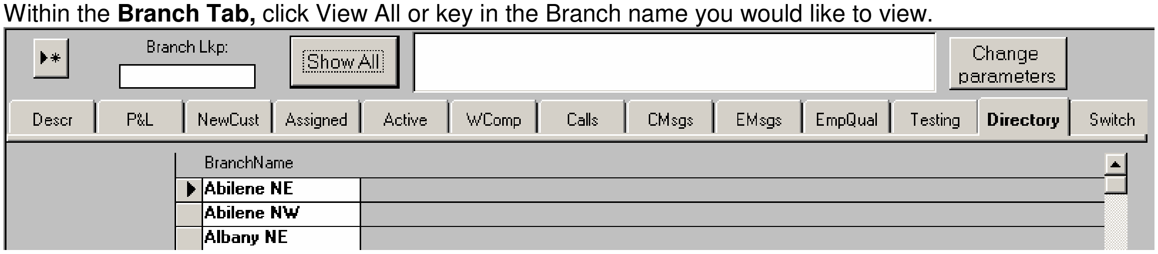
TempWorks CEO 8R8

The CEO is designed to enable an overview of each activity by specific branch or employee within your company.



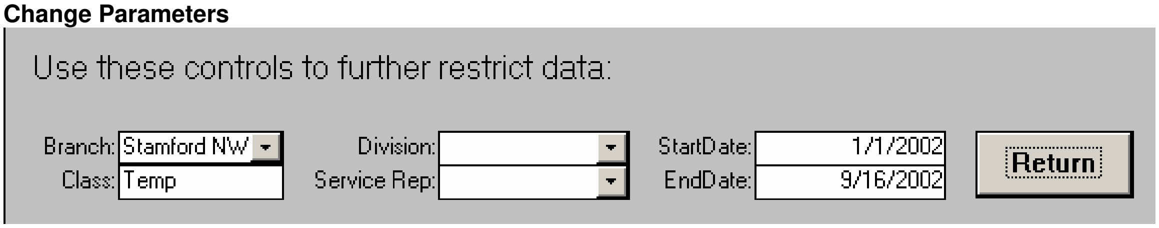
Information can be viewed from either the Branch or the People tab.

Within the **Branch Tab,** click View All or key in the Branch name you would like to view.



From the Directory Tab choose the branch you would like to view by double clicking on the branch name.

Change Parameters



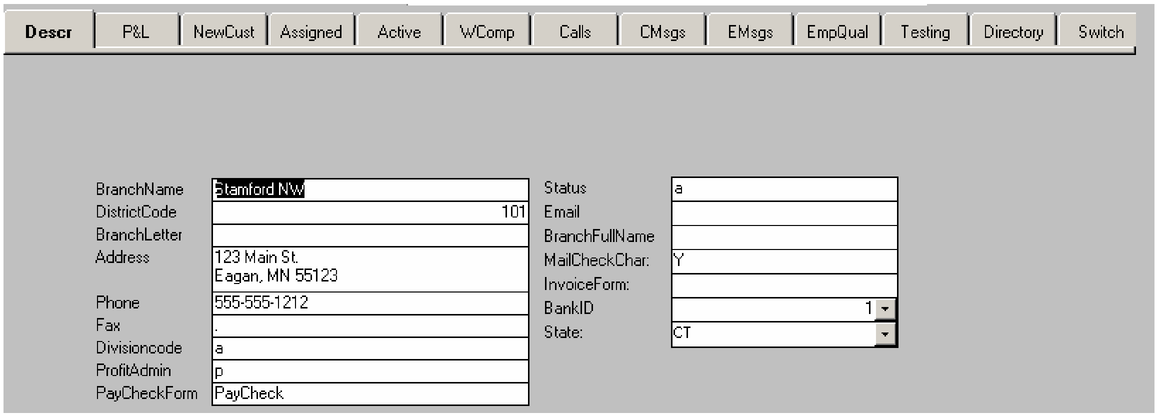
By clicking on Change Parameters you may further restrict the data displayed by:

Class: Temp or Staff
Division:
Service Rep:
Start Date:
End Date:

After setting parameters, click Return.

© 2005, TempWorks Software, Inc. All rights reserved

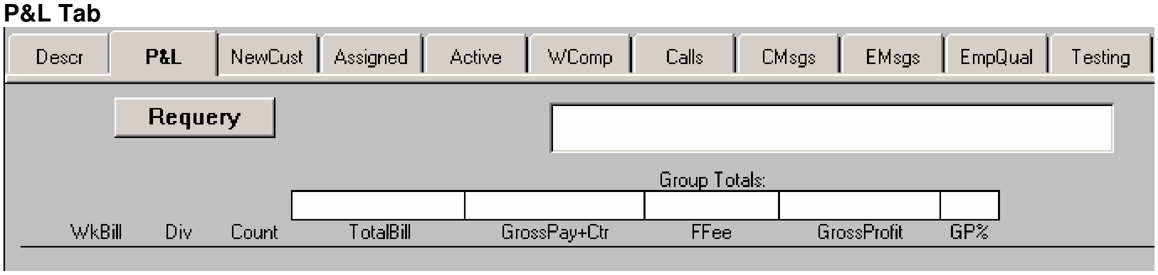
Descr Tab



The Descr tab will display information about the Branch you have selected such as:

Branch Name:	
District Code:	District of which this branch is a member.
Branch Letter:	If there is a letter associated with this branch.
Address:	The address of this branch.
Phone:	The phone number of this branch.
Fax:	The fax number of this branch.
Division Code:	Type of branch (clerical, industrial, etc.). For reporting purposes only.
Profit Admin:	Indicates profit center to which this branch belongs.
PayCheck Form:	Indicates the type of Pay Check form used for this branch.
Status:	Status of this branch (active, inactive, etc.).
Email:	Displays the E-mail address for this branch.
Branch Full Name:	Displays the full name of this branch.
Mail Check Char:	Indicates if Mail Check should be the default for this branch.
Invoice Form:	Displays the type of invoice that is used for this office.
Bank ID:	Displays the bank ID for this branch.
State:	Displays the State which will default to this branch data.

P&L Tab



P&L Tab will display the profit for the Branch selected:

Wk Bill:	Displays the WeekEnd Billing
Div:	Displays the Division
Count:	Displays the Invoice Count
Total Bill:	Displays the Total Bill
GrossPay+Ctr:	Displays the Total Gross Pay plus Contractor Costs
Ffee:	Displays the Franchise Fees
Gross Profit:	Displays Gross Profit
GP%:	Displays the Gross Profit percentage

© 2005, TempWorks Software, Inc. All rights reserved

New Cust Tab

Descr | P&L | **NewCust** | Assigned | Active | WComp | Calls | CMsgs | EMsgs | EmpQual | Testing

CustomerName	BillingDeptName	ActivationDate	Service Rep	Status
Alliance Aviation	Primary	4/1/2002	dwood	A
Briggs and Stratton	Primary	5/3/2002	dwood	A
Briggs and Stratton	Mail Code 5	5/3/2002	dwood	A

The New Cust Tab will display information for new Customers for the Branch selected such as:

Customer Name:
Billing Department Name:
Activation Date:
Service Rep:
Status: Displays Status of the Customer (Active, Hold, etc.).

Assigned Tab

Descr | P&L | NewCust | **Assigned** | Active | WComp | Calls | CMsgs | EMsgs | EmpQual | Testing

Week	Started	Ended	Branch
9/14/2002	4	2	Stamford NW
9/7/2002	4	2	Stamford NW
8/31/2002	8	4	Stamford NW

The Assigned Tab displays information about Assignments beginning and ending such as:

Week:
Started: Displays number of Assignments that began in this week.
Ended: Displays number of Assignments that ended in this week.
Branch: Displays the Branch associated with the Assignments.

Active Tab

Descr | P&L | NewCust | Assigned | **Active** | WComp | Calls | CMsgs | EMsgs | EmpQual | Testing

Total Activated: 595 Total Deactivated: 21

Week	Activated	Deactivated
9/14/2002	1	0
9/7/2002	1	1
8/31/2002	2	1

The Active Tab displays the number of Associates Activated and Deactivated:

Week:
Activated: Displays number of Activated Associates.
Deactivated: Displays number of Deactivated Associates.
Totals: Displays totals for the dates selected in the CEO parameters.

Wcomp Tab

Descr | P&L | NewCust | Assigned | Active | **WComp** | Calls | CMsgs | EMsgs | EmpQual

Injury Date	Job Title	Customer Name	Department Name	Service Rep	Total:
5/2/2002	Drivers	Briggs and Stratton	Primary	dwood	

The Wcomp Tab will display all Workers' Compensation Claims:

Injury Date:
Job Title:
Customer Name:
Department Name:
Service Rep:
Total Injuries:

© 2005, TempWorks Software, Inc. All rights reserved

Calls Tab

Descr | P&L | NewCust | Assigned | Active | WComp | **Calls** | CMsgs | EMsgs | EmpQual

Week	RepName	Count of Call Reports	Total: 4
1/5/2002	dwood	1	
1/5/2002	dwood	1	
2/16/2002	dwood	1	
2/16/2002	dwood	1	

The Calls Tab will display Personal Call Reports:

Week:
Rep Name:
Count of Call Reports: Displays the total number of Call Reports logged.
Total: Displays the total Call Reports for the dates selected in the CEO parameters.

CMsgs Tab

Descr | P&L | NewCust | Assigned | Active | WComp | Calls | **CMsgs**

Week	Action	Count
5/4/2002	Offered	2
5/4/2002	Placed	1

CMsgs Tab will display the Customer messages logged:

Week:
Action: Displays the Action Code selected for the message.
Count: Displays the total number of messages logged with that Action Code.

Emsgs Tab

Descr | P&L | NewCust | Assigned | Active | WComp | Calls | CMsgs | **EMsgs**

Week	Action	Count
5/4/2002	Available	2
5/4/2002	Offered	2
5/4/2002	Placed	1

Emsgs Tab will display the Employee messages logged:

Week:
Action: Displays the Action Code selected for the message.
Count: Displays the total number of messages logged with that Action Code.

EmpQual Tab

Descr | P&L | NewCust | Assigned | Active | WComp | Calls | CMsgs | EMsgs | **EmpQual** | Testing

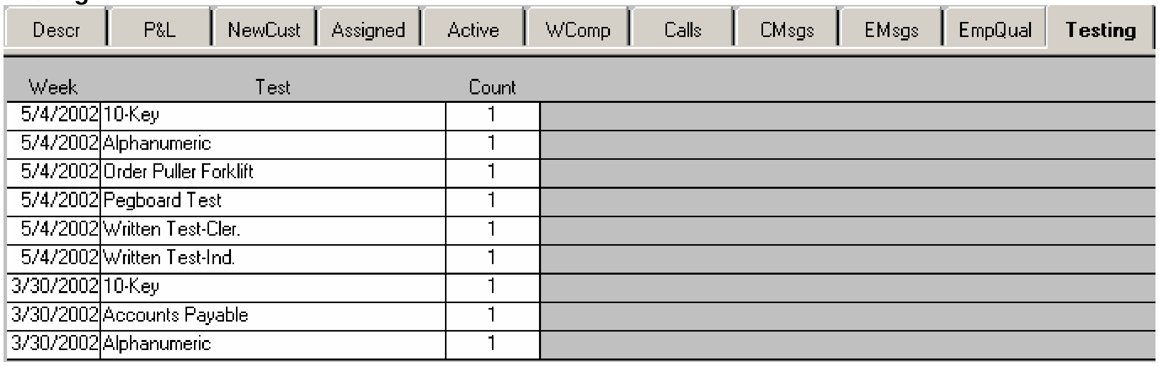
Date	Score	Note	Total: 3
9/4/2002	20		
7/11/2002	5		
7/10/2002	54		

The EmpQual Tab will display the Employee Quality Performances logged for associates:

Date:
Score: Displays the score of the Quality Performance.
Note: Displays the Notes included in the Quality Performance.
Total: Displays the total number of Quality Performances logged for the dates selected in the CEO parameters.

© 2005, TempWorks Software, Inc. All rights reserved

Testing

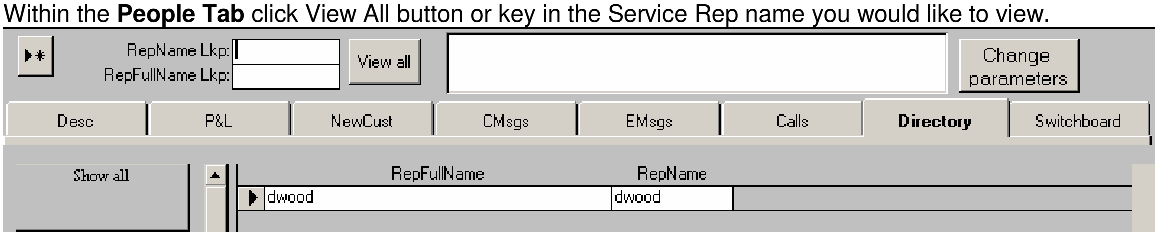


Week	Test	Count
5/4/2002	10-Key	1
5/4/2002	Alphanumeric	1
5/4/2002	Order Puller Forklift	1
5/4/2002	Pegboard Test	1
5/4/2002	Written Test-Cler.	1
5/4/2002	Written Test-Ind.	1
3/30/2002	10-Key	1
3/30/2002	Accounts Payable	1
3/30/2002	Alphanumeric	1

The Testing Tab will display the Tests conducted on the Associates:

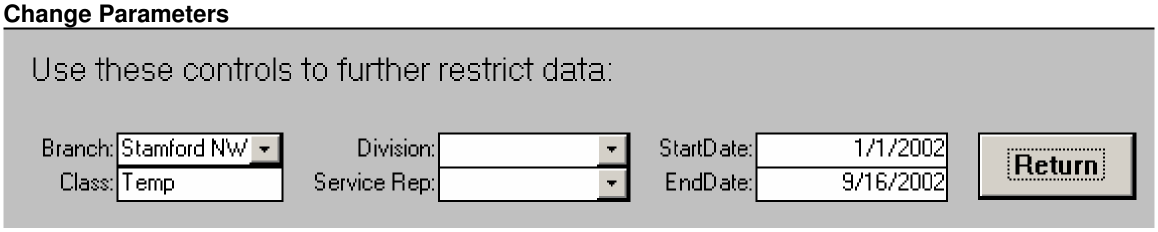
Week:
Test Name:
Count: Displays the total number of tests given of that type.

Within the **People Tab** click View All button or key in the Service Rep name you would like to view.



From the Directory Tab choose the service rep you would like to view by double clicking on the RepFullName name.

Change Parameters

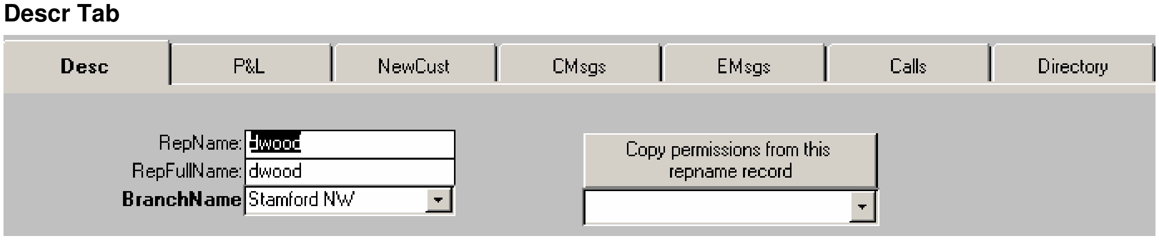


By clicking on Change Parameters you may further restrict the data displayed by:

Branch
Class: Temp or Staff
Division:
Service Rep:
Start Date:
End Date:

After setting parameters, click Return.

Descr Tab



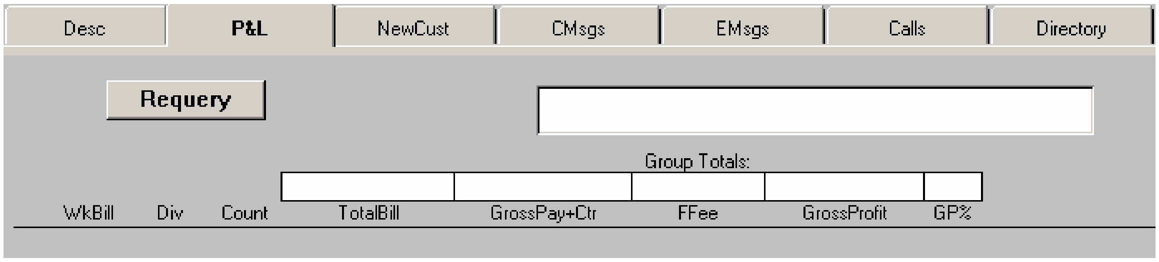
The Descr tab will display information about the Service Rep you have selected such as:

Rep Name: Displays the Service Reps Login name selected
Rep Full Name: Displays the full name of the Service Rep selected.

© 2005, TempWorks Software, Inc. All rights reserved

Branch Name:
Copy Permissions
from this repname record: Allows permissions to be copied from another Rep.

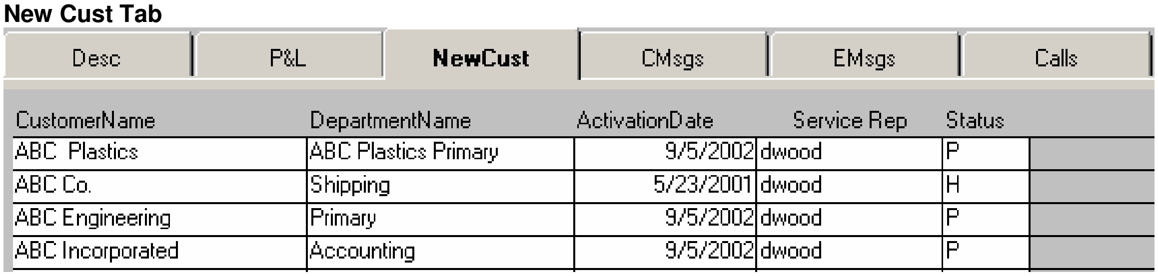
P&L Tab



P&L Tab will display the profit for the Service Rep selected:

Wk Bill:	Displays the WeekEnd Billing.
Div:	Displays the Division.
Count:	Displays the Invoice Count.
Total Bill:	Displays the Total Bill.
GrossPay+Ctr:	Displays the Total Gross Pay plus Contractor Costs.
Ffee:	Displays the Franchise Fees.
Gross Profit:	Displays Gross Profit.
GP%	Displays the Gross Profit percentage.

New Cust Tab

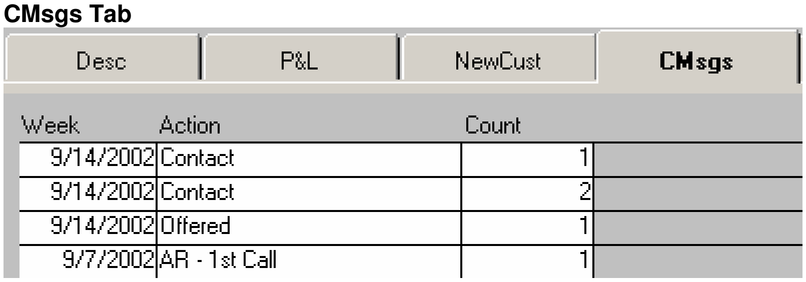


CustomerName	DepartmentName	ActivationDate	Service Rep	Status
ABC Plastics	ABC Plastics Primary	9/5/2002	dwood	P
ABC Co.	Shipping	5/23/2001	dwood	H
ABC Engineering	Primary	9/5/2002	dwood	P
ABC Incorporated	Accounting	9/5/2002	dwood	P

The New Cust Tab will display information for new Customers for the Service Rep selected:

Customer Name:	
Billing Department Name:	
Activation Date:	
Service Rep:	
Status:	Displays Status of Customer (Active, Hold, Prospect, etc.).

CMsgs Tab



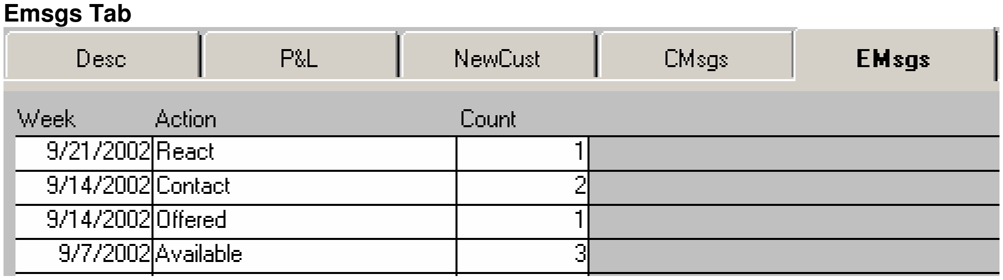
Week	Action	Count
9/14/2002	Contact	1
9/14/2002	Contact	2
9/14/2002	Offered	1
9/7/2002	AR - 1st Call	1

CMsgs Tab will display the Customer messages logged by the Service Rep selected:

Week:	
Action:	Displays the Action Code selected for the message.
Count:	Displays the total number of messages logged with that Action Code.

© 2005, TempWorks Software, Inc. All rights reserved

Emsgs Tab

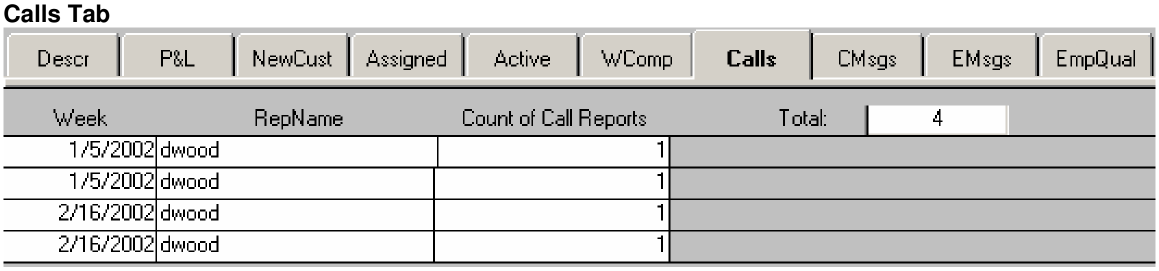


Week	Action	Count
9/21/2002	React	1
9/14/2002	Contact	2
9/14/2002	Offered	1
9/7/2002	Available	3

Emsgs Tab will display the Employee messages logged by the Service Rep selected:

Week:
Action: Displays the Action Code selected for the message.
Count: Displays the total number of messages logged with that Action Code.

Calls Tab



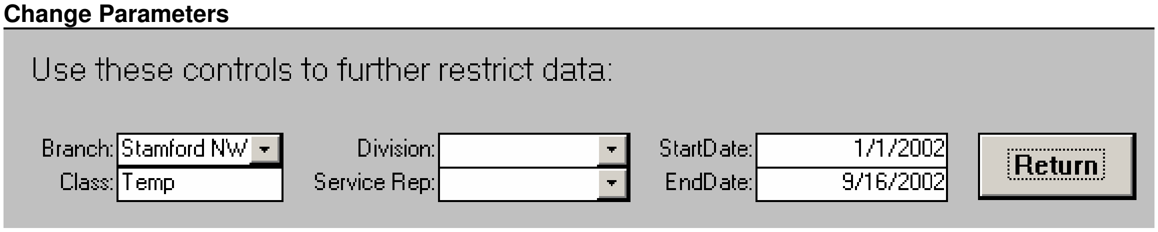
Week	RepName	Count of Call Reports
1/5/2002	dwood	1
1/5/2002	dwood	1
2/16/2002	dwood	1
2/16/2002	dwood	1

The Calls Tab will display Personal Call Reports logged by the Service Rep selected:

Week:
Rep Name:
Count of Call Reports: Displays the total number of Call Reports logged.
Total: Displays the total Call Reports for the dates selected in the CEO parameters.

MGMTAdmin Tab

Change Parameters



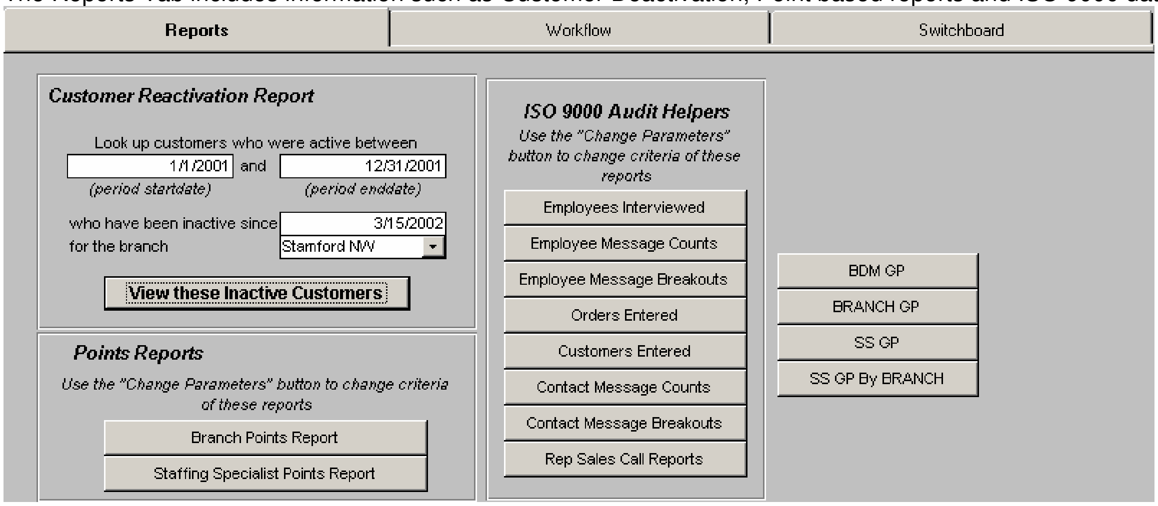
By clicking on Change Parameters you may further restrict the data displayed by:

Branch:
Class: Temp or Staff
Division:
Service Rep:
Start Date:
End Date:

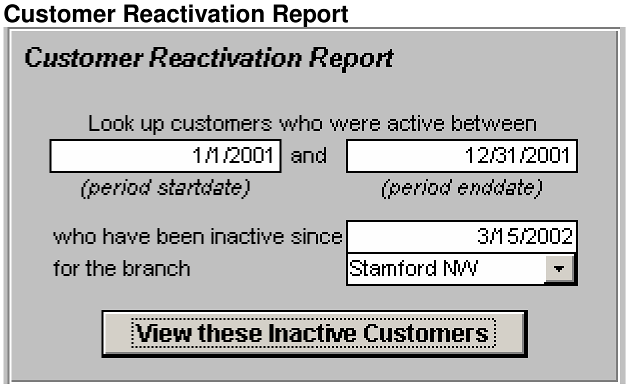
After setting parameters, click Return.

© 2005, TempWorks Software, Inc. All rights reserved

Reports Tab
The Reports Tab includes information such as Customer Deactivation, Point based reports and ISO 9000 data.



Customer Reactivation Report

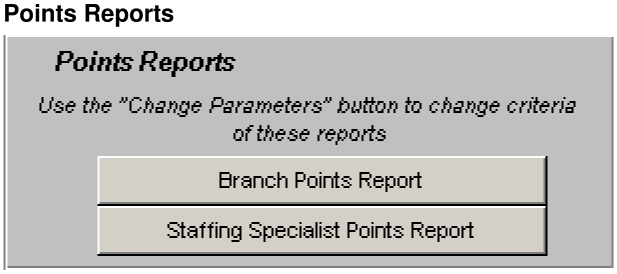


View Inactive Customers by selecting a date range during which the Customers were active:

Start Date
End Date

Indicate a date since which the Customers have been inactive.
Then choose the Branch you would like to view.
By clicking on View these Inactive Customers a report will be generated showing the Customers fitting the criteria chosen.

Points Reports



Use the Points report to track information for bonuses, commissions and contests. The points report will assign counts and points for various activities within TempWorks.

Click **Branch Points Report** to view Points for the Branch selected within the CEO Parameters:

© 2005, TempWorks Software, Inc. All rights reserved

Branch Points Report

Stamford NW

Activity	Count	Value	Total Points
Contact	11	1	11
Contact	7	1	7
Contact	3	1	3
FollowUp	2	1	2
FollowUp	1	1	1
Contact	1	1	1
Grand Totals	**25**		**25**

© 2005, TempWorks Software, Inc. All rights reserved

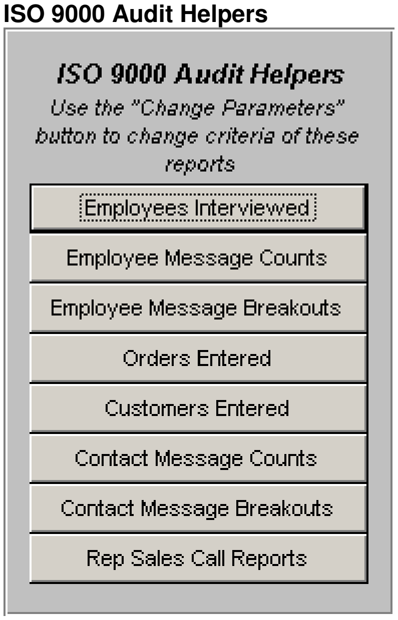
Click **Staffing Specialist Points Report** to view Points for the Service Rep selected within the CEO Parameters:

Staffing Specialist Points Report

dwood

Activity	Count	Value	Total Points
Contact	11	1	11
Contact	7	1	7
Contact	3	1	3
FollowUp	2	1	2
Contact	2	1	2
FollowUp	1	1	1
Contact	1	1	1
Grand Totals	**27**		**27**

ISO 9000 Audit Helpers



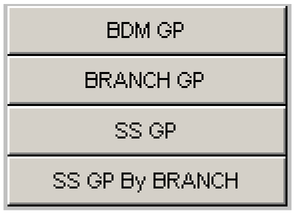
ISO 9000 Audit Helpers will assist in gathering and tracking information for ISO 9000.
Click to select a report, keeping in mind the parameters set for the reports:

Employees Interviewed:	Displays employees interviewed, including assignment status, active date, id number rep name and branch name.
Employee Message Count:	Displays how many Employee Messages have been logged.
Employee Msg Breakouts:	Displays message action codes as well as total number of Employee Messages logged for each action code.

© 2005, TempWorks Software, Inc. All rights reserved

Orders Entered:	Displays Order number, Customer and Department names, date and time, rep name and branch.
Customers Entered:	Displays Customer Name, Credit Limit, Account Manager, Activation date, status and Branch
Contact Message Counts:	Displays how many Contact Messages have been logged.
Contact Msg Breakouts:	Displays message action codes as well as total number of Contact Messages logged for each action code.
Rep Sales Call Reports:	Displays Call Report information: Rep Name, date, Company, Department, Contact Last Name, First name and Branch.

Score Cards



Score Cards will be used to view the Gross Profitability of your company grouped by Sales Team, Service Rep and Branch.

Click any of these buttons and a prompt will appear for the Week Ending as well as the Service Rep Name, Sales Team or the Branch.

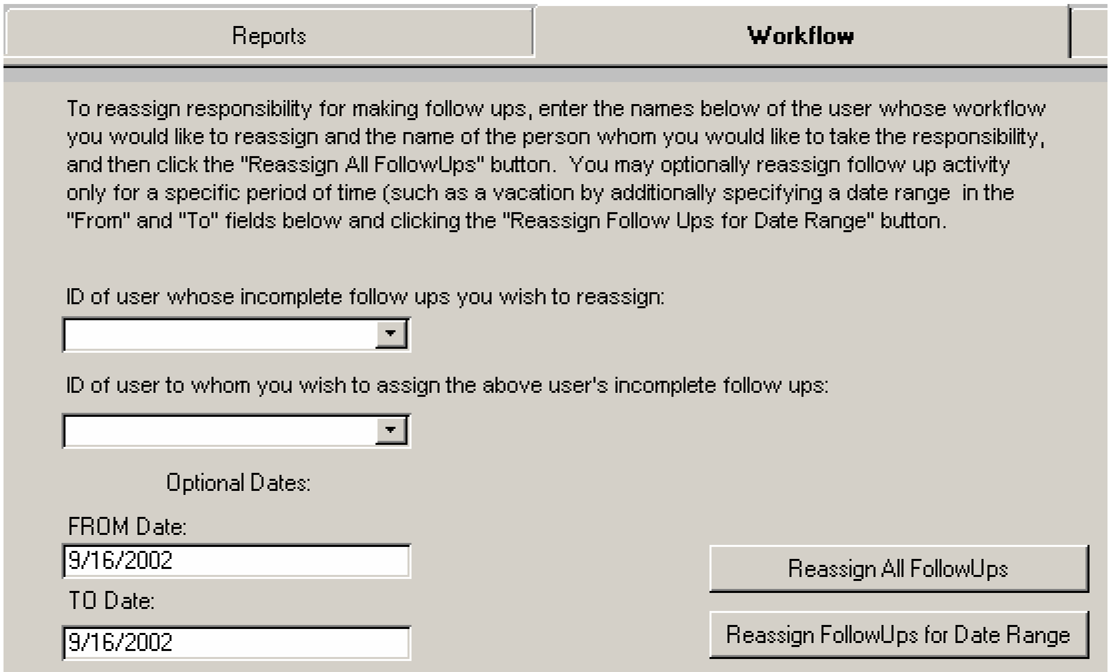
The Reports will include:

Week End Date
Week End Bill
Customer Name
Employee Name
Division
Net Sales
GP Dollars
Total Hours
GP %
Bill Rate
Pay Rate
Pay Code
Assigning Rep

As well as the Totals and the Average GP per hour.

© 2005, TempWorks Software, Inc. All rights reserved

WorkFlow Tab



The WorkFlow Tab will enable the reassigning of Activities from one Service Rep (user) to another.

This is very useful in the case of a rep leaving the company or taking another job within the company. By reassigning the activities, certain tasks are less likely to "slip through the cracks."

ID of user whose incomplete follow-ups you wish to reassign:

In this field enter the log on of the person whose activities you would like to reassign.

ID of user to whom you wish to assign the above user's incomplete follow-ups:

In this field enter the log on of the person taking over the incomplete activities.

From Date/To Date:

If appropriate, enter a date range in which only those activities falling within the specified date ranges will be reassigned.

Click:

Reassign All FollowUps:	To reassign all activities.
Reassign FollowUps for Date Range:	To reassign only those activities within the date range specified.

© 2005, TempWorks Software, Inc. All rights reserved