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Hiring Manager Experience ~ the basics

Welcome to the Hiring Manager Experience!

From your initial **Log in** to your final **Log out** signoff, the **Hiring Manager Experience** is designed to simplify your Beeline Enterprise usage by providing easy access to your online tasks, summary lists, and reports. Everything is accessible within a few clicks along with the ability to drill down for detailed records when more insights are needed.

This overview provides instructions on how to navigate throughout the **Hiring Manager Experience** along with descriptions of the key features and highlighted screenshots for easy identification.

♦ For a more interactive learning experience, try our eLearning module. It walks you through the Hiring Manager Experience using a series of instructional modules, followed by a frequently asked questions section, and finally, a knowledge assessment quiz to test what you've learned. Click the link provided below to begin:



Use the **Directory** links in the chart below to skip to the topic of your choice. (Hold down the <Ctrl> key and click the linked text.) Or use the **Table of Contents** feature available in your web browser to navigate throughout this document. Not sure how to access a web browser's Table of Contents feature? We've included instructions beneath the **Directory** table.

	Directory	
Home	<u>Create</u>	<u>Approvals</u>
<u>Candidates</u>	<u>My Data</u>	<u>Reports</u>
	Appendix	

Please note: The Table of Contents functionality varies by web browser.

- Microsoft Edge: Click the Table of Contents icon () in the pdf header bar and a slide-out panel displays all headings as a Table of Contents. Click any heading to navigate directly to that section.
- > Chrome: A page thumbnail index automatically displays to the left of the document. To switch to a Table of

Contents view, click the TOC icon () in the panel. Click each arrow () to expand the headings sections; then click any heading to go directly to that section.

Mozilla Firefox: Click the Toggle Sidebar icon (¹) in the pdf header bar and the thumbnail index displays to the left of the document. Click the Show Document Outline icon (¹) to view the Table of Contents. Double-click to expand all sections in the TOC. Click any header to go directly to that section.

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The first screen you'll see once you log in is **Home**. Notice that it is divided into two areas, the navigation panel on the left and the work area on the right.

Hello, Kevín C Go to Classic C Search Beeline Phone Action Required These time-sensitive items require your immediate action.	
Mome Action Required These time-sensitive items require your immediate action. These time-sensitive items require your immediate action.	Î
Create 92 22 Standard Approvals Review Candidates	
Alerts These items may need your attention.	
 You have 700 missing timesheets where you're the Timesheet Approver You have 681 missing timesheets where you're the Hiring Manager 	
Track Progress	Feedback
My Data Requests 83 SOWs 58 Competitive Bids 78 Projects 59	1
Reports ID: 5213-1 Created 1/5/2024 Janitor Start Date: 3/9/2024 • End Date: 3/9/2024 • Openings: 1 • Resumes Received: 1	
ID: 5006-1 Janitor Start Date: 1/10/2024 • End Date: 2/9/2024 • Openings: 1 • Resumes Received: 1	œ

Each button in the navigation area is a separate, direct link to one of the My Apps. The panel includes a direct link to Home, Create, Approvals, Candidates, My Data, and Reports apps. A green circle displays in the upper right corner of any app button as an alert to let you know that there are items in that app that need your attention.

The Home button navigates you directly back to Home from any location throughout the Hiring Manager Experience application.



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Action Required, Alerts, and Track Progress



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	Click the Status (Pending, etc.,) to drill down and view the Process Graph where you can check to see which workflow steps still remain to be completed.
	Process Graph
	Request Approval Sourcing Offer Extended Onboarding Filled (0 of 1) Step 1 of 5
	Alert Button – highlights which apps have actions waiting on your attention.
? Help	Click for access to standard Beeline Help or for access to a Guided Tour , client- specific guides, forms, or this guide and the eLearning module that goes with it.
	Can't find what you need? Use the Feedback link to submit your questions or reach out to your Program Office.
НМ	Click your initials to access/edit the Manage Preferences options on your Beeline account record—or to use the Reset Password link.
	Need to delegate your tasks/approvals while you're away? Click Delegates under Manage Preferences , then click + Add New . Follow the prompts to fill in the Delegate, Date, and Approvals sections. Additional settings can be added for Reports, Delegate Subordinate, and Impersonation. Click OK to save your changes.
	When you are ready to exit Beeline Enterprise, use the Log Out option.
Feedback	Help us, help you! Use the Feedback option to share your insights, make suggestions, or just let us know how we can make the Hiring Manager Experience better suit your needs.
Home	Click the Home button to navigate directly back to Home at any time.
Create	Click any app button to navigate directly to that app. Remember, the green alert circle identifies which apps have items that need your attention.
Home b	Customers or a PMO can now brand the Hiring Manager Experience with their company logo to replace the b logo displayed in the upper left corner of the work area. Instructions to add logo are posted in Beeline Community . Please note: The dimensions for this logo slot are 47.5 x 64 pixels.
	Click the UserWay® Widget button located at the bottom right corner of the screen to open the slide-out panel. The widget lets you adjust accessibility features and functionality for a variety of disability profiles and adjust settings to your personal preferences. Details are provided in the Appendix.

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Product Release Announcements

Keep informed of new Hiring Manager Experience features and functionality as they are released by viewing the posted items shown in the **Product Release Announcement**'s dialog window display. Use the right or left arrow button to navigate through the items. The carousel tabs beneath the displayed item indicate the total number of updates. Use the X button in the upper right corner to close the window and return to your Home screen. Use the checkbox to activate the "Don't show this again" feature.

Action Required F	Product Release Announcement			L
897 Standard Approvals	How do you like to view Having options to viewyour o Approvals and My Data apps	I your data? Jata lets you customize your experience. You can ch and your preference is saved. So, you can review da	oose to view data as a card or table from the ta in the same format the next time you log in.	
Alerts These items may need your attention	Settings	Card View	Table View	
You have 6 assignmen	View:		<u>a</u>	
 You have 5501 missin You have 4495 missin 	<		s	>
Track Progress				
These items are in progress.				
Requests 180 SOWs 187	beeline			
ID: 5514-1 Accountant Start Date: 6/15/2024 • End Date:			_	
ID: 5509-1			🗹 Don	i't show this aga

When you want to restore the display, just click the "What's New?" label at the top of your screen.

Located in the upper right section of the screen is the **Search Beeline** feature. This global search feature is accessible on all major screens throughout the **Hiring Manager Experience**.

• Click in the **Search** field and a pop-up displays with your search results.

Search Requests	·	Type here	×
ecent Requests: Business Systems Analyst ID: 5129-1 • HM: Parham, H	Kevin • C	pening: 1	Pending
Non-Billable Project Wor ID: 5123-1 • HM: Parham, i	<mark>ker</mark> Kevin ● C	penings: 1	Open
Business Systems Analyst ID: 5120-1 • HM: Parham, H	: Kevin • C	penings: 1	Open
Database Administrator ID: 5072-1 • HM: Parham, I	Kevin • C	pening:: 1	Open

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- Use the down arrow in the **Search** field to select a different search option or enter text in the **Type** here field to refine your current search. Use the scroll bar to navigate to the bottom of the results and click the **See All** link to be redirected to the My Data App to view your full list of results. To drill down to the **Details** screen, click either the hyperlink on the left or the status displayed on the right for any item posted in the results list. Request and Assignment records are visible to both the Hiring Manager as well as the Hiring Manager's manager, making these records visible and actionable by either manager.
- Search options include:

Option:	Sample search result record:
Assignments	Abrams, Helen Active ID: 21293
Candidates	Tsunami, Johnny Business Systems Analyst ID: 3003-1
Expenses	Aadland, Sharen SAadland2293 ID: 15960
Milestones*	Independent Contractor - Website Design-3396 - Website Design - 2022/03 Supplier Approved ID: 319 - 3 ● Type: Deliverable ● Supplier: Supplier:
Projects*	ERP Upgrade 2022 - #317 Supplier: SOW: ERP Upgrade 2022 SOW #: 3389
Reports	% Spend vs Budget Financial Type: Published Adhoc Financial
Requests	Database Administrator Pending ID: 4998-1 HM: Manager, Hiring Manager Openings: 1
SOWs*	Independent Contractor - Graphic Designer ID: 3411 Owner: Manager, Hiring Manager Supplier:
Timesheets	Aaron, JacobJAaron2218ID: 18296

*Only visible to a client with an active Services Procurement account.

Create

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- > Need to submit a request for a new contingent worker?
- > Need to onboard a new tracked resource?
- > Need a new project-related statement of work (SOW) or competitive bid?

The Create app is where you begin.



Requests (Contingent Worker)

Guide Me (Client configuration option) – answer a series of questions and the system walks you through the decision process to complete the Request.
 NOTE: Some programs use Guide Me as their default method for all new Requests, which makes it the only visible option.



Guide Me	ж
WELCOME	
WELCOME	
Welcome to the Beeline Resource Decision Tool. If you are unsure of where to go to procure your labor, click on the "Guide Me" below to help you get started.	
Guide Me	

• Quick Request (Client configuration option) – when it's not the first request for a specific job title, we shorten the completion time by filling in fields based on your previous Requests. Be sure to check the auto-populated fields to make sure the entries are still valid!

	Go to Classic Q Search Beeline ?	Help HM
← Back		
Quick Request		
Save time and automatically re	use details from one of your recent request	s.
	↓ ↓ ▼ ↓ </th <th>sts</th>	sts
QA/Testing Manager	Create	ed 4/1/2022
Estimated Cost:	Work Location:	÷
Bill Rate:	Request Type:	eff.
Get Started		For
	Showing 1 of 1	

 Create Contingent Staffing Request – when there's no prior Request with sufficient match points to auto-populate fields, you'll need to fill out the complete form by first selecting the job title.

- Back	Search Job Titles		
Find a job title, customize th	ne details, and advance to th	e next step in 1	the hiring process.
Q Search Job Titles			
Geography: United States	Any	•	Copy Previous Request
		7	
20	Q	7	
20	Q	2	
			¢.:

Requests (Resource Tracking)

Beeline's Resource Tracking solution tracks third-party workers who work onsite at client work locations but whose time and expense tracking is managed by their third-party employer. This solution provides oversight and visibility at work locations for both onboarding and offboarding protocols to ensure that only authorized workers are onsite at a work location at any given time.

Create a Tracked Resource Request

- Back	GotoClassic (Q Search Beel Search Resource Tracking Templates	ine ? Help H
Find a job	title, customize the details and move to the next step in tracking your to	alent.
Q Search Resource Tracking	Geography: United States	•)
		E.
	V	

Make your selections for Geography and Industry, then use the Search box to search by Job Title.

- Back	
	Search Resource Tracking Templates
Find a job t	itle, customize the details and move to the next step in tracking your talent.
Q Facilities Maintenance	Geography: United States
	1 Result Returned
Facilities Maintenance	lab Clara
Geography:	JOD Class:
Industry:	l
Get Started	

Click the Get Started button and the screen refreshes to show the full Request form. Fill in the • fields as indicated; then click Save to complete your Request and forward it to the Approver.

SOW – Statement of Work (Services Procurement)

Beeline's Services Procurement solution supports the entire Services Procurement lifecycle from sourcing, through negotiation, into engagement management, and invoicing. Programs can use the full range of components or just the basics. Services Procurement is a project-based solution with

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payments based on milestones and/or units of measure (UOM). Some programs may also incorporate time and expense payments for their projects-based contingent workers.

ack Search SOW Templates Find a template and advance to the next step in the on Search SOW Templates Gesults Returned dependent Contractor segraphy: serve: serve: setve: immes Justification set the summary of the SOW	Conterrocente	? Help	HN
Search SOW Templates Find a template and advance to the next step in the on Search SOW Templates 6 Results Returned dependent Contractor system Type: inters Justification s is the summary of the SOW			
Find a template and advance to the next step in the on			
Q Search SOW Templates 6 Results Returned Hependent Contractor sject Type: system rency: imess Justification sic the summary of the SOW	tion process.		
Appendent Contractor			
oject Type: ography: ustry: rrency: ines Justfation s the summary of the SCW			
ography: ustry: iness Justification is the summary of the SCW			
ustry:			
siness Justification s is the summary of the SOW			L1
s is the summary of the SOW			
sisting solution of the port			
			11
Get Started			

Click the Get Started button and the screen refreshes to display the initial step in the SOW creation ribbon. Follow the prompts to complete the steps; then click Submit to forward the SOW to the approval process. Depending on program requirements, terms and financials may be negotiated after this initial approval and prior to releasing to the vendor.

Competitive Bid (Services Procurement)

For some projects, the client may already know who the service provider will be and the bidding process can be skipped. However, in those instances where a formal process is needed to identify and request products and/or services from multiple potential service providers, a Competitive Bid is used to award the SOW to the successful applicant.

	+0	Go to Classic	Q Search Beeline	? Help	HM
- Back					
	Search Competi	tive Bid Tem	plates		
	Find a template and advance to the	he next step in t	the creation process	s.	
	Q Search Competit	ive Bid Templates			
US Services -	RP				
Project Type:					- L.
Geography:					
Currency:					
Get Started					

Click the Get Started button and the screen refreshes to display the initial step in the Competitive • Bid creation ribbon. Follow the prompts to complete the steps; then click **Submit** to complete the Competitive Bid and forward it for approval before it can be released to the designated vendors.

Approvals

Ready to take action? Let's start with Approvals.

Click either the **Approvals** number in the **Action Required** section of the **Home** page or the **Approvals** app button in the navigation panel. Your screen refreshes to display all approvals waiting for you to take action. The slide-out panel located between the navigation panel and your work area separates the approvals into sections by **Approval Categories**, **Additional Approvals**, and **Surveys**. What you see listed depends on which tasks are assigned to YOU, as a Hiring Manager within Beeline Enterprise. Request and Assignment related approvals are visible to both the Hiring Manager as well as the Hiring Manager's manager, making these records visible and actionable by either manager.

In the sample below, the client program has active Beeline Time and Beeline Expenses modules as well as Contingent Staffing and Services Procurement solutions. The Approvals slide-out panel displays tally numbers to give you a quick overview of your current activity. It also helps you determine which areas need your attention first. Click any tally number to refresh the screen to display the associated list of tasks.

	Approvals	Hello, Dianna +) Go to Classic (Q Search Beeline) (? Help (D)
Home	A central hub of identifying tasks and approvals	« Assignment Amendment Approvals
+	Approval Categories	Review, approve and reject.
Create	Assignment 3 Amendments	Q Search Approvals
	Assignment 3 Extensions 3	↓₹ Sort By: ▼ View: 🔳 🖽
Approvals	Competitive Bids 17	
	Expenses 3	Assignment ID: 23269
Candidates	Milestone Payments 6	Job Title: Ingeniería Cost Center: 10300-IT
	Requests 18	Current Assignment Start Date: 9/6/2023 Current Assignment End Date: 11/20/2023
My Data	SOW 7	Effective Date: 9/6/2023 Submitted Date: 11/20/2023
C	Timesheets 5	Current Assignment Budget: \$0.00 MXN New Assignment Budget: \$0.00 MXN
Reports		Event Reason: Location Hiring Manager: Duarte Dianna
	Additional Approvais 480	Amendment Type: Location, Amendment, Physical
	Surveys	Work Location View Advanced Approval Tracking
	Assignment 113 Questionnaire	
	Milestone Closed Survey 28	Mathis, Joan 🛛 🗙 Reject 🗸 Approve
	Project Closed 16	Assignment ID: 23383
		Job Title: ingeniena
	Categories highlighted in yellow are v Resource Tracking solution.	sible only when a program is actively using the Services Procurement and/or

Notice the white line next to **Approvals** in the navigation panel. This indicator is a quick way to always know which app is currently active.

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Approval Categories

The screen layouts are similar for all **Approval Categories** to provide consistent ease of use. You have the option to display records in Card View or Table View. There are a total of eight **Approval Categories**, however only those that are valid for your program will be visible. Any approval that does not fall under one of the eight Approval Categories will post in the **Additional Approvals** section.

	Hello, Dianna 🌒 Go to Classic 🭳 Search Beeline 🛛 🤶 Help DD
	Assignment Amendment Approvals
	Review approve and reject
	Neview, approve and reject.
	Q Search Approvals
	Roberts, Harry
	Assignment ID: 23269
	Job Title: Ingeniería
	Cost Center: 10300 - IT
_	Current Assignment Start Date: 9/6/2023
	Current Assignment End Date: 11/20/2023
	Effective Date: 9/6/2023
	Submitted Date: 11/20/2023
	Current Assignment Budget: \$0.00 MXN
	New Assignment Budget: \$0.00 MXN
	New Assignment Budget: \$0.00 MXN Event Reason: Location
	New Assignment Budget: \$0.00 MXN Event Reason: Location Hiring Manager: Duarte, Dianna

In **Card View**, records display in order of the **Sort By** setting. Fields display in a single column aligned along the left hand side. Buttons and features are located in the same area of the screen throughout the categories although the functionality may vary slightly. Take care to notice the differences in summary data fields and the differences in **Sort By** options. All card views include either a **View Advanced** or **View More** link to access additional details related to the approval record. They also include an **Approval Tracking** link that displays an approval process graph to let you know which approval steps have been completed, as well as which steps still need to be completed. The Card View is best suited for taking action on a one-by-one basis. There is an option to approve multiple records in bulk, however this is only valid for Timesheets, Expenses, Recertifications, and Milestone Payments.

<u>_</u>			
SET	PMO	Supplier	
STATUSES	- Approval	Approval	

Keeping layouts similar from one Approval category to the next helps you work through your lists quickly.



⇒ Bulk Approval process

As mentioned previously, Approvals can be processed in bulk for Timesheets, Expenses, Recertifications, and Milestone Payments by batching these records together and then approving them as a distinct group. Each Card View screen can display up to 25 records. You can combine ALL records together into a combined group by clicking through the screens until you reach the end of the list. Then scroll to the top of your combined list and click the checkbox next to Approve Selected. This activates the Approve Selected button. (It will turn blue.) Click **Approve Selected** and ALL the records will be approved as a distinct group.

Home	Approvals A central hub of identifying tasks and approvals	Go to Classic Q Search Beeline ? Help DD Timesheet Approvals Review, approve and reject.
Create	Approval Categories Assignment Amendments Assignment Extensions Competitive Bids	Q Search Approvel
Candidates My Data	Expenses31Milestone Payments25Recertifications148Requests27SOW12	 Reid, Gordon Supplier: Technicon Time Period: 11/6/2023-11/12/2023 Submitted Date: 4/5/2024 Total Estimated Amount: \$10,890.00 Hiring Manager: Duarte, Dianna Timesheet Approver: Duarte, Dianna View More • Approval Tracking
Reports	Timesheets 39 Additional Approvals 567	Showing 25 of 39 Load next 14

Steps for bulk approval:

- 1. Select the Card View (see example above).
- 2. Verify the total number of records to be approved, then click **Load next...** until you reach the end of the list.
- 3. Scroll back up to the top of the list and select the **Approve Selected** checkbox—the button activates. Click **Approve Selected**. All the selected records will be processed in a single batch.

TIP: If there are any 'exception' records in the approvals list, process those FIRST so that when you create your combined list, it only includes records that qualify for the same 'action'.

• Table View

In **Table View**, records display in rows and columns. The default sort order is the same as the Card View. The column headers are the same fields as displayed in the card view with the addition of a **Delegated By** column. The final **Actions** column is locked in place, and for some approval types, other key identifier columns (for example, **Name** or **Assignment ID**) might be locked as well, while all other columns are visible by using the horizontal scrollbar. Take care to notice the differences in data fields (columns)

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across categories. Each table can display up to 25 records (rows). The counter located in the bottom right corner lets you know how many records there are in total. Click the kebab icon (:) in the Actions column to view your options for taking action on the displayed records.

Home +	Approvals A central hub of identifyin tasks and approvals	5	Î ()	Time Review	sheet /	Approva and reject.	*) Go to Classic (Q. Se	earch Beeline	? Help DD
Create	Assignment Amendments	1	ι.	Q Searc	h Approvals				_
	Assignment Extensions	2	L	Appro	ove Selected			🗧 Sort By: 🔻	View: 🗉 🔳
Approvals	Competitive Bids	17	L		Name	Supplier	Time Period	Submitted Date	Total Es Actions
Candidates	Expenses Milestone Payments	31	L		Case, Oakleigh	Novansys US	3/4/2024 - 3/10/2024	4/15/2024	\$1,224.
	Recertifications	148	L		Choi, Freyja	Novansys US	4/8/2024 - 4/14/2024	4/10/2024	\$1,632.
My Data	Requests	27	L		Sierra, Kailey	Novansys US	12/18/2023 - 12/24/2023	4/10/2024	\$1,632.
	sow	12			Sierra, Koiley	Novansys US	12/11/2023 - 12/17/2023	4/10/2024	\$1,088.
Reports	Timesheets	39			Nalley				
	Additional Approvals	567	Ŧ					Showing 25 of 39	> < >

TIP: You can maximize your visible work area space by hiding the **Approvals** slide-out panel. Just click the slider button () to hide it, then click it again to restore it.

⇒ Bulk Approval process

Approvals can be processed in bulk (i.e., batches) for Timesheets, Expenses, Recertifications, and Milestone Payments by selecting all records from a single table and then approving them as a group. Click the checkbox in the table header row to select all records (rows). This activates the Approve Selected button. (It will turn blue.) Click Approve Selected and ALL the records in the table will be approved as a distinct group. Repeat the process on each screen until all records have been processed.

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Home + Create	Approvals A central hub of identifying tasks and approvals Approval Categories Assignment Amendments 1 Assignment Extensions 2	Go to Classic Q Search Beeline ? Help DD Timesheet Approvals Review, approve and reject. Q Search Approvals (IF Sort By: View: IE (IE))	1
Approvals	Competitive Bids 17	Name Supplier Time Period Submitted Date Total Es Actions	
Candidates	Expenses 31 Milestone Payments 25	Ross, Isaac Technicon 3/11/2024 - 3/17/2024 4/5/2024 \$16,940	
	Recertifications 148	Ross, Isaac Technicon 12/4/2023 - 12/10/2023 4/5/2024 \$16,940	- 1
My Data	Requests 27	Ross, Isaac Technicon 11/27/2023 - 12/3/2023 4/5/2024 \$16,335	- 1
Reports	Timesheets 39	Reid, Gordon Technicon 11/6/2023 - 11/12/2023 4/5/2024 \$10,890	
	Additional Approvals 567	Showing 25 of 39	

Steps for bulk approval:

- 1. Select the Table View (see example above).
- 2. Verify the total number of records to be approved. You can approve up to 25 records as a single batch.
- Click the checkbox in the header row of the table to select ALL the records—the Approve Selected button activates.
- 4. Click **Approve Selected**. All the selected records will be processed in a single batch.

TIP: If there are any 'exception' records in the approvals tables, process those FIRST so that when you process the tables as groups, they only include records that qualify for the same 'action'.

Assignment Amendments

Not all assignment amendments require approvals. Approvals are needed for updates that impact on the budget (e.g., extensions, cancellations) or assignment management (e.g., work location or equipment issued during onboarding). Be sure to check the **Amendment Type** field so you'll know which information to check on the assignment record. To view the full assignment record, click the **View Advanced** link. The **Reject** action button opens a text box for you to explain why the amendment was rejected and what adjustments need to be made in order to resubmit.



Assignment Extensions

Assignment extensions have their own workflow approval path. The extension amendment can combine an extension with a budget adjustment (e.g., increased rate) or just be an extension without any budget adjustment. When actioning an approval, check the **Amendment Type** field in the **Event Reason Information section** (go to **View Advanced** screen) so you're aware if the changes are only to duration timeline or also include budget related fields.

	Approvals	Hello, Dianna +) Go to Classic Q Search Beeline ? Help DD
Home	A central hub of identifyin tasks and approvals	Assignment Extension Approvals
+	Approval Categories	Review, approve and reject.
Create	Assignment Amendments	3 Q Search Approvals
	Assignment Extensions	3 4₹ Sort By: • View: 🛅 🖽
Approvals	Competitive Bids	17
	Expenses	3 Arnold, Louella × Reject × Approve Assignment ID: 23553 12 /21 /2024
Candidates	Milestone Payments	6 Job Title: Business Systems Analyst Cost Center: 1111 - Procurement New Assignment End Date
	Requests	18 Current Assignment Start Date: 11/30/2023 Current Assignment End Date: 12/30/2024
My Data	SOW	7 Submitted Date: 12/20/2023 Hiring Manager: Duarte, Dianna
	Timesheets	5 View Advanced • Approval Tracking
Deporte		

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Competitive Bids

Competitive Bids are an optional feature in the Services Procurement solution. Clients use competitive bids to solicit multiple vendors to respond to a single sourcing event for a defined scope of work. The successful vendor then advances to the SOW (Statement of Work) stage to scope out how the terms and conditions. Once the terms and conditions are agreed upon, the SOW is promoted to an active Project which is used to manage the agreed scope of work.

Home + Create	A central hub of identifying tasks and approvals Approval Categories Assignment Amendments 3	Hello, Dianna *) Go to Classic Q Search Beeline ? Help DD Competitive Bid Approvals Review, approve and reject. Q Search Approvals
Approvals	Assignment 3 Extensions 3	4₹ Sort By: ▼ View: 🗮 🖽
	Expenses 3	Bid 3469 - Echo Consulting Approval Type: Bid - Supplier Submitted Submitted
Candidates	Milestone Payments 6	Step Name: Creator Notification Owner: Inares, Ana Estimated Duration
	Requests 18	Name: ERP Upgrade 2023 Number: 3465 \$874,575.00
My Data	SOW 7	Point of Contact: Kelley, Jake Amount
•	Timesheets 5	Bid 3468 - Tango Consulting
Reports	Additional Approvals 480	Approval Type: Bid - Supplier Submitted Step Name: Creator Notification Owner: Inares, Ana Estimated Duration

Expenses

You can take action on a single Expense approval or you can use the checkbox option to bundle similar expense types together and take action on them as a batch (**Approve Selected**). Scroll through the list and determine which items need separate handling. Take action on those as needed. Then go back and combine all the remaining expense items into "like" batches for quicker and more efficient processing. Notice that the amount displayed on the right-hand side is the **total** amount of the submitted Expense. When you reject an expense, a text box displays so you can enter Comments as to why it was rejected and what needs to be adjusted before it can be resubmitted.

	Anyon
Jollibee Meal	\$50.00
	Jollibee Meal

Use the **View More** option to reveal a slide out section that displays expense entry details. Click the **Download Attachments** link to view submitted expense documentation. Click **View Less** to collapse



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this section. Notice that the Download Attachments link is only visible in the View More expansion section.



Milestone Payments

Milestone Payment Approvals is a standard feature used in the Services Procurement solution. It uses a different method to display details. When you click View More, the Milestone section simply expands to reveal its details section.

	Approvals	← Hello, Dianna →) Go to Classic (Q. Search Beeline) (P. Help) (DD)
Home	A central hub of identifying tasks and approvals	Milestone Payment Approvals
+	Approval Categories	Review, approve and reject.
Create	Assignment Amendments	3 Q Search Approvals
	Assignment Extensions	3 Approve Selected ↓ Sort By: ▼ View: □ □
Approvals	Competitive Bids	17 Dilestone w/Task X Reject Approve
	Expenses	3 Supplier: Alpha Consulting Payment Scheduled Date: 11/1/2023 \$12.07
Candidates	Milestone Payments	6 Payment Submitted Date: 11/15/2023 Amount (incl. taxes)
	Requests	18 View More • Approval Tracking

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Milestone – View More:

Milestone w/ Task X Reject) 🗸 Approve
Supplier: Alpha Consulting	¢1207
Payment Scheduled Date: 11/1/2023	Φ12.0 /
Payment Submitted Date: 11/15/2023	Amount (incl. taxe
View Less Approval Tracking	
Project: MSFT Outlook Upgrade-2149	
Project Number: 250	
SOW: MSFT Outlook Upgrade	
SOW Number: 2149	
Milestone Name: Immersion	
Milestone Dates: 7/2/2018-8/3/2018	
Milestone Amount (incl. taxes): \$10,000.00	
Milestone Description:	
Acceptance Criteria	Met: Yes/No
If Company ABC determines that any component of the deliverable fails to conform materially to the applicable requirements of this Statement of Work. Company ABC will	0
notify Contractor during the Acceptance Period. Upon receipt	
of a notice of non-conformity from Company ABC, Contractor	
will correct such non-conformity at its sole cost and expense	
and without billing fees or expenses to Company ABC for such	
correction, and will notify Company ABC of such correction.	

Requests

Follow the same principles used for the assignment approvals to work through your Request approval list. The screen layouts are similar and the buttons and features are located in the same area of the screen. Take care to notice the differences in summary fields and the differences in **Sort By** options. Use the **View Advanced** link to access more details if you can't determine how to action the approval based on the summary fields information. Remember the Card View is best for actioning short lists on a one-by-one basis while the Table View is better for actioning multiple records in batch mode.

Home	Approvals A central hub of identifying tasks and approvals	Hello, Dianna *) Go to Classic Q Search Beeline ? Help DD Requests Submitted for Approval Review, approve and reject
Create	Approval Categories Assignment 3 Amendments 3 Assignment 3 Extensions 3	Q Search Approvals
Approvals	Competitive Bids 17 Expenses 3 Milestone Payments 6	Request ID: 5472-1 Job Title: Accountant Cost Center: 10101-Account Management
My Data	Requests 18 SOW 7	Desired Start Date: 8/30/2023 Rate Card Details: \$34.70 - \$41.64 Hourly Estimated Cost: \$66,624.00 Duration: 280 Days Hiring Manager: Duarte, Dianna
Reports	Timesheets 5	Submitted Date: 1/8/2024 View Advanced Approval Tracking

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SOW (Statement of Work)

As mentioned previously, the SOW is a phase of the Services Procurement solution used to scope out the terms and conditions of the proposed work Project. Once the terms and conditions are agreed upon between the client and the vendor, the SOW is promoted to an active Project to manage the agreed upon scope of work. The Card and Table views display key summary information. Financial tracking is simplified by showing both the Total Amount of the Project as well as the Amendment Amount specific to the open approval.

Home Home Create	Approvals A central hub of identifying tasks and approvals Approval Categories sow 5	Go to Classi SOW Approvals Review, approve and reject. Q Search Approvals	ic Q Search Beeline ? Holp AA
Approvals Candidates My Data		1556 SOW Test 10 Pending Final Approval Approval Type: SOW - Submit for Final Approval Step Name: Supplier Approval SOW Owner: Abad. Abel Supplie: Accenture LP Cost Center: 600140-BNY DUBAI-ADR Estimated Duration: 6/1/2024 - 6/30/2024 View Advanced • Approval Tracking	View & Take Action \$5,000,000.00 Amendment Amount \$75,000,000.00 Total Amount
Reports		1555 SOW Test 09 Sourcing Complete Approval Type: SOW - Engagement Promotion Failure Notification Step Name: SOW Promotion Failed SOW Owner: Abad, Abel Supplier: Accenture LIP Cost Center: 6000140-BNY DUBAI-ADR Estimated Duration: 6/1/2024 - 6/30/2024	View & Take Action \$0.00 Amendment Amount \$1,000,000.00 Total Amount

Timesheets

Timesheets are typically approved by the Hiring Manager or the designated Timesheet Approver. For some programs this is the same individual while for other programs these roles are separate. Either method can be managed within the Hiring Manager Experience.

In the Card View, you can take action on a single timesheet record or you can use the checkbox option to bundle similar timesheets together and take action on them as a batch (**Approve Selected**). To simplify the process, scroll through the list and determine which timesheets need to be actioned on an individual basis. Take action on those as needed. Then go back and combine all the remaining timesheets into "like" batches for quicker and more efficient processing. Notice that the **total** displayed on the right-hand side is the **Total Time** submitted. When you reject a timesheet, a text box displays so you can enter Comments as to why it was rejected and what needs to be adjusted before it can be resubmitted.

In the Table View, it is easier to organize timesheets into groups for batch processing.



In the Card View, click **View More to** reveal a slide-out section with timesheet details. Click **View Less** to collapse this section.

ate	Assignment ID	Units	Pay Code	Project	Project Task	Cost Center
28/2023	12782	13	Regular Time	Project A		Procurement
29/2023	12782	22.75	Regular Time	Project A		Procurement
/30/2023	12782	13.75	Regular Time	Project A		Procurement
/31/2023	12782	0.75	Regular Time	Project A		Procurement
mments						

The **C** View Advanced option navigates you to the complete timesheet record to view all details. Click the **Back to My Apps** link to return to the Timesheet Approvals list.

NOTE: The View Advanced link is only visible in the View More expansion section.

Additional Approvals

All other approval types are combined into a single list in the Additional Approvals section.

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Click any blue tally number in the list to open the dialog window with further details (Table View).

Assignment Alter Start	Date			
Subject	Submitted Date	Details	Actions	^
Alter Start Date Approval	1/25/2024	ID: 23730 Consultant: Chen, Bentlee Job Title: Business Systems Analyst Current Start/End Dates: 11/30/2023 - 12/30/2024 New Start Date: 11/29/2023	View & Take Action	
Alter Start Date Approval	1/25/2024	ID: 23721 Consultant: Villanueva, Trent Job Title: Business Systems Analyst Current Start/End Dates: 11/30/2023 - 12/30/2024 New Start Date: 10/30/2023	÷	ĺ
Alter Start Date Approval	1/19/2024	ID: 23687 Consultant: Rowe, Kaden Job Title: Business Systems Analyst Current Start/End Dates: 11/30/2023 - 12/30/2024 New Start Date: 12/1/2023	÷	
			Showing 7 of 7 <	>

Click View & Take Action in the Actions column to navigate to the record Details screen. Review the record and use the displayed action buttons to approve or reject. Click \leftarrow Back to My Apps to navigate back to the list.

Surveys

Programs decide which, if any, questionnaires and surveys to assign to Hiring Managers. In Classic Beeline, notifications informed Hiring Managers of these tasks. The **Surveys** section in the **Approvals**

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app now lists all outstanding questionnaires or surveys and includes a direct link for easy access. No more overlooked notifications causing you to miss providing this valuable feedback!

\bigcirc	Approval Categories	*			 _	Î
	Assignment Amendments	3			-	
Home	Assignment Extensions	3	×			
+	Competitive Bids	17				
Create	Milestone Payments	6				
	Requests	16				
Approvals	SOW	7				
	Timesheets	5				
Candidates	Additional Approvals	430				
M. Date	Surveys					
My Data	Assignment Questionnaire	113				
<u> </u>	Milestone Closed Survey	28				
Reports	Project Closed Survey	16				

NOTE: Only those questionnaire/survey categories that are valid for your program display in your Hiring Manager Experience instance. All Surveys screens display in Table View format.

Assignment Questionnaire

Assignment questionnaires can be created for a variety of purposes throughout the assignment lifecycle. They provide important feedback to the Program Office not only as to worker performance but also VMS processes and functionality. Therefore, timely completion can go a long way to provide better oversight and program efficiencies.

	Approval Categories Assignment	3	^	Hello, Dia	anna 🔹 Go to Classic	Q Searc	h Beeline	Help DD	Î
	Amendments	Ŭ						-	- 11
Home	Assignment Extensions	3	«	Assignment Questi	onnaire				- 11
+	Competitive Bids	17		Q Search by Assignment ID, Consult	ant Name here)			- 11
Create	Milestone Payments	6		Questionnaire Name	Questionnaire Status	ID	Consultant Name	Survey Link	
	Requests	16			<u></u>				
Approvals	SOW	7		14 Day Review	Not yet started	23432-1	Carolyn Taylor	Take Survey	- U
	Timesheets	5		14 Day Review	Not yet started	23434-1	Ava Underwood	Take Survey	eedback
Candidates	Additional Approvals	430		14 Day Review	Not yet started	23435-1	Dorothy Simpson	Take Survey	
				14 Day Review	Not yet started	23437-1	Bella Turner	Take Survey	
Mar Data	Surveys			14 Day Review	Not yet started	23438-1	Amelia Welch	Take Survey	
My Data	Assignment Questionnaire	113		1+Day Nettern	Not yet started	201001		lake our vey	
	Milestone Closed Survey	28		14 Day Review	Not yet started	23439-1	Amy Watson	Take Survey	
Reports	Project Closed Survey	16	×	Rows per Page - 10 •		5	Showing 10 of 113	< >	• •

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Milestone Closed Survey

Milestones are specific to the Services Procurement solution. They are used to ensure that the overall Project is meeting its SOW (Statement of Work) related terms and conditions. Each Project has its own specific requirements; however, these surveys ensure that not only are the specific Project requirements being met, but also that the project-based model is working effectively as well.

	Approval Categories Assignment Amendments	3	1		Hello, Dianna 🌖 Go	to Classic Q Search Beeline	?	Help DD	
Home	Assignment Extensions	3	«	Milestone Cl	osed Survey	,			
+	Competitive Bids	17		Q Search by Project Na	me, Milestone Name he	re			
Create	Milestone Payments	6		Project Name	Supplier	Milestone Name	Milestor	Survey Link	•
	Requests	16		IT-Ausschreibung-1061	Sierra Consulting DE	Phase X Meilenstein - 2017/01	1/28/20	Take Survey	
Approvals	SOW	7		IT-Ausschreibung-1061	Sierra Consulting DE	Phase X Meilenstein - 2017/02	2/27/20	Take Survey	
	Timesheets	5		IT-Ausschreibung-1061	Sierra Consulting DE	Phase X Meilenstein - 2017/03	3/28/20	Take Survey	
Candidates	Additional Approvals	430		IT-Ausschreibung-1061	Sierra Consulting DE	Phase X Meilenstein - 2017/04	4/28/20	Take Survey	
				IT-Ausschreibung-1061	Sierra Consulting DE	Phase X Meilenstein - 2017/05	5/28/20	Take Survey	
My Data	Assignment	113		IT-Ausschreibung-1061	Sierra Consulting DE	Phase X Meilenstein - 2017/06	6/28/20	Take Survey	
	Questionnaire	110		IT-Ausschreibung-1103	Alpha Consulting DE	Steps - 2015/01	1/31/20	Take Survey	
	Milestone Closed Survey	28		4				•	•
Reports	Project Closed Survey	16		Rows per Page 10 +		Showing 1	0 of 28	<	

Project Closed Survey

Project Closed surveys assess the overall Project rather than the separate stages managed as Milestones. The objective is feedback that covers the broad range of actions and workflow tracking throughout the lifecycle of the active project.

\bigcirc	Approval Categories	*					_
	Assignment Amendments	3	Hel	llo, Dianna 🔹 Go to	Classic (Q Search	Beeline ?	Help DD
Home	Assignment Extensions	3 «	Project Closed	Survey			
+	Competitive Bids	17	Q Search by Project Name	here			
Create	Milestone Payments	6	Project Name	Project Close Date	Project Start Date	Project End Date	Survey Link
	Requests	16	DE Dienstleistungen-3497	1/2/2024	8/16/2023	3/31/2024	Take Survey
Approvals	SOW	7	DE Dienstleistungen-3504	8/16/2023	4/1/2023	3/31/2024	Take Survey
	Timesheets	5	DE Dienstleistungen-3509	9/1/2023	4/1/2023	3/31/2024	Take Survey
Candidates	Additional Approvals	430	DE Dienstleistungen-3510	9/1/2023	4/1/2023	3/31/2024	Take Survey
		- 1	DE Dienstleistungen-3511	9/1/2023	4/1/2023	3/31/2024	Take Survey
My Data	Surveys Assignment	112	DE Dienstleistungen-3512	9/1/2023	4/1/2023	3/31/2024	Take Survey
	Questionnaire	115	DE Dienstleistungen-3513	9/1/2023	4/1/2023	3/31/2024	Take Survey
	Survey	28	4				• •
Reports	Project Closed Survey	16	Rows per Page 10 +			Showing 10 of 16	< >

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Candidates

The **Candidates** app simplifies the workflow needed to review, assess, and qualify candidates. Best of all—it does this with streamlined display screens and easy access to Action links so that you can navigate from one evaluation task to another with minimal clicks.

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The process begins when you click the **Candidates** app button in the navigation panel and the platform "fetches" all candidates submitted for your review based on your open Requests. Then, just sit back and let the "digital assistants" do their job!



TIP: If you click the **Review Candidates** tally number in the **Action Required** section on the Home page, you'll also navigate directly to Review Candidates.



When the "fetching" is complete, the screen refreshes to display results organized by Job Title.

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	+) Go to Classic Q. Search Beeline ? Help	KD (
Home	Review Candidates	
	Review candidates submitted to your open requests	
+ Create	5 Oblegated By: Netwerk-/systeembeheerder Request ID: 3960-1 Created On: 6/18/2018	
Approvals	1 Business Intelligence Analyst Request ID: 4398-1 Created On: 11/16/2021	
Candidates	4 Database Administrator Request ID: 4531-1 Created On: 1/19/2021	
My Data	2 Business Systems Analyst Request ID: 3003-1 Created On: 8/8/2017	
Reports	1 O Delegated By: Network-/systeembeheerder Request ID: 237-1 Created On: 7/21/2016	÷

Each card is a separate request. The number at the top indicates the number of submitted candidates and the details inside the card include Job title, Request ID, and the Created On date. If the Request is one that was delegated to you, the Delegator will be identified to the right of the number of submitted candidates.

Scroll through the list and click the tally number to advance to the review process. Let's start with the 4 Database Administrators in the third card from the top.

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Take a moment to review the screen layout and get familiar with all the features.

- \checkmark At the top of the workspace are your navigation options.
 - Click **← Back** to return to your results list.
 - Click 🗹 View Advanced to navigate to the Candidate Evaluation list screen.
- ✓ Below the item count totals are the search, filter, and display options.
 - **Show** to filter by key evaluation actions.
 - Sort By to change the sort order of the candidate records.
 - Search Candidates use to locate specific candidate records.
- ✓ The Take Action button gives you access to Select Candidate, Manage Interview, Rate Interview, or Send Profile.
- ✓ The **Disqualify** button displays a pop-up window where you can select the **Reason** and enter **Comments** as to why a candidate is disqualified.
- ✓ Tally numbers for each item type (All, New, and Interview) display across the top of the screen just below the Job Title and Request ID.
- ✓ Hover over any displayed Candidate Flags ([►]) for additional details. NOTE: For a complete list of Candidate Flags and other identifying icons that you may encounter throughout these evaluation screens, review the Candidate Flags and Icons section at the end of this section.



Candidate Details

Each candidate tile includes links to view more candidate details including Request Details, Resume, Resume Visualizer, and My Notes. Click any tab and the Candidate tile expands to display the relevant information.

Request Details

Click to view summary information related to the initial Request with the ability to drill down to the full Request record.

Interview Completed Seen on 1/19/2021	Take Action - Disqualify
Lynn	Submitted 6/8/2021 10:33:45 PM
Database Administrator	Submitted Bill Rate: \$77.50 Hourly
	Request Bill Rate: \$89.00 Hourh
Request Details Resume Resume Visualizer My Notes	
Demost ID	
Request ID [™] 4651-1	
Bill Rate	
\$89.00 Hourly	
Location	
102 S Orchard St	
Start Date	
12/6/2021	
End Date	
8/12/2022	
The Database Administrator will be responsible for system design, impl	ementation, and administration of all components that
make up the infrastructure, applications and related tools. The candidat	e must demonstrate knowledge of data warehouse
implementation process, physical database design, data sourcing and da	ta transformation, data loading, developing the overall
data warehouse architecture and physical implementation standards. Si	upport for both logical and physical design work associated

Resume

Click to view the full resume attached by the Supplier.

Ballard, Lynn		Submitted 6/8/2021 10:33:45 PM
Database Administrator		Submitted Bill Rate: \$77.50 Houri
		Request Bill Rate: \$89.00 Houri
Request Details Resum	e Resume Visualizer	My Notes
		Download
		ynn
Database administr designing and admi	L rator, data warehouse architect/a inistering OLTP and OLAP SQL Ser	ynn udministrator and BI developer with extensive experience rver environments.
Database administr designing and admi EXPERIENCE Inc. Nov	t rator, data warehouse architect/4 inistering OLTP and OLAP SQL Ser vember 2006 - present	ynn administrator and BI developer with extensive experience rver environments.
Database administ designing and admi EXPERIENCE Inc. Nov Senior Databa	L rator, data warehouse architect// inistering OLTP and OLAP SOL Ser vember 2006 - present use Engineer: November 2018 to	ynn administrator and BI developer with extensive experience rver environments. present
Database administ designing and admi EXPERIENCE Inc. Nov Senior Databa • Managed e for disaster	L rator, data warehouse architect// inistering OLTP and OLAP SQL Ser wember 2006 - present use Engineer: November 2018 to revironment-wide upgrade to SQI recovery.	ynn administrator and BI developer with extensive experience rver environments. present L Server 2016 and transitioned to asynchronous mirroring

Resume Visualizer

Minimize your resume reviewing time by using the Artificial Intelligence powered insight of our Resume Visualizer. Submitted resumes are quickly scanned and analysis results display to highlight key aspects of the candidate's profile. Summarizations are consistent regardless of the format of the original resume making it much easier to compare candidate qualifying factors. Starting at the top with a profile summary of the candidate, it continues with additional sections for Work History, Recommended Job Types & Skill Summary, and Skill Concentration & History.

Un has an experience in the domain of Information, particularly in Database and Systems Admin Network Architects. and is currently working as Senior Database Engineer at Microsoft Inc from S Unknown • Professional Services • Electrical Equipment • Unknown • Professional Services • Electrical Equipment Work History • Unknown • Professional Services • Electrical Equipment • Database Engineer Database 21 Yrs • Disaster Recovery 7 Yrs • Analysis • 12 Yrs • Analysis • Unatoms • Statistics • Stris • Linear Regression • Stris • Coogle Analytics • 3 • Legacy Systems • Stris • Clustering • Stris • Electrical • Stris • Electrical • Stris • Data Mining • 3 • Algorithms • Stris • Clustering • Stris • Electrical • Stris • Data Mining • 3 • M Inc • M Inc • M Inc • M Inc			My Not	Resume Visualizer	Resume	equest Details
Lynn has an experience in the domain of information, particularly in Database and Systems Admin Network Architects. and is currently working as Senior Database Engineer at Microsoft Inc from Senior Database Engineer Unknown Professional Services Electrical Equipment Work History M Inc Senior Database Engineer Duration: 3 years Last Day: 2 years ago Top Skills Used Database 21 Yrs Sql Server Reporting Services 16 Yrs Analysis 12 Yrs Analysis Prediction 3 Yrs Disaster Recovery 7 Yrs Machine Learning 7 Yrs Disaster Reporting Services 16 Yrs Data Mining 3 Trediction M Inc Senior Database Developer Duration: 3 Yrs Clustering 3 Yrs Data Mining 3 Trediction: 5 & years Last Day: 5 years ago M Inc Senior Database Developer Duration: 5 & years Last Day: 5 years ago Trep Skills Used Database 21 Yrs 124 M Inc	Download					
Unknown Professional Services Electrical Equipment Work History Inc Senior Database Engineer Duration: 3 years Last Day: 2 years ago Top Skills Used Sql Server Reporting Services 16 Yrs Analysis 12 Yrs Analytic Database 21 Yrs Sql Server Reporting Services 16 Yrs Analysis 12 Yrs Analytic Prediction 3 Yrs Disaster Recovery 7 Yrs Machine Learning 7 Yrs Mirroring 3 Prediction 3 Yrs Statistics 3 Yrs Linear Regression 3 Yrs Data Mining 31 Algorithms 3 Yrs Clustering 3 Yrs Pattern 3 Yrs Data Mining 31 Algorithms 3 Yrs Clustering 3 Yrs Pattern 3 Yrs Data Mining 31 M Inc M Inc	inistrators and 1 3.1 Years.	ularly in Database and Systems Administ abase Engineer at Microsoft Inc from 3.1	Information Information	ence in the domain o is. and is currently w	nn has an exper twork Architec	LB Lyn
Unknown Professional Services Electrical Equipment Work History Molecal Equipment Nork History Molecal Equipment Dratabase Engineer Duration: 3 years Last Day: 2 years ago Top Skills Used Database 21 Yrs Sql Server Reporting Services 16 Yrs Analysis 12 Yrs Analytic Sql Server Reporting Services 16 Yrs Analysis 12 Yrs Analytic Sql Server Reporting Services 16 Yrs Analysis 12 Yrs Analytic Batabase 21 Yrs Data Pipeline 3 Yrs Bi Reporting 3 Yrs Data Mining 3 Algorithms 3 Yrs Clustering 3 Yrs Pattern 3 Yrs Molecal Top Skills Used Molecal Database 21 Yrs 24 Molecal Database 21 Yrs Disaster Recovery Disaster Re						
Work History M Inc Senior Database Engineer Duration: 3 years Last Day: 2 years ago Top Skills Used Database 21 Yrs Sql Server Reporting Services 16 Yrs Analysis 12 Yrs Algorithms 3 Yrs Data Pripeline 3 Yrs Bi Reporting 3 Yrs Data Mining 3 Yrs Algorithms 3 Yrs Clustering 3 Yrs Pattern 3 Yrs Database 21 Yrs Database 21 Yrs 124 12		 Electrical Equipment 	ssional Ser	known Profe	• U	
 M Inc Senior Database Engineer Duration: 3 years Last Day: 2 years ago Top Skills Used Database 21 Yrs Sql Server Reporting Services 16 Yrs Analysis 12 Yrs Analytic Learning 7 Yrs Disaster Recovery 7 Yrs Machine Learning 7 Yrs Mirroring 3 Prediction 3 Yrs Statistics 3 Yrs Linear Regression 3 Yrs Google Analytics 3 Legacy Systems 3 Yrs Data Pipeline 3 Yrs Bi Reporting 3 Yrs Data Mining 3 Algorithms 3 Yrs Clustering 3 Yrs Pattern 3 Yrs M Inc Senior Database Developer Duration: 5.8 years Last Day: 5 years ago Top Skills Used Database 21 Yrs Inc M Inc 					tory	Work His
Top Skills Used Database 21 Yrs Sql Server Reporting Services 16 Yrs Analysis 12 Yrs Analysis Learning 7 Yrs Disaster Recovery 7 Yrs Machine Learning 7 Yrs Mirroring 3 Prediction 3 Yrs Statistics 3 Yrs Linear Regression 3 Yrs Google Analytics 3 Legacy Systems 3 Yrs Data Pipeline 3 Yrs Bi Reporting 3 Yrs Data Mining 3 Algorithms 3 Yrs Clustering 3 Yrs Pattern 3 Yrs M Inc Senior Database Developer Duration: 5.8 years Last Day: 5 years ago Top Skills Used Database 21 Yrs Inc Inc M Inc M Inc				Inc eer Day: 2 years ago	Database Engir on: 3 years Last	• M Senior I Duratio
Learning 7 Yrs Disaster Recovery 7 Yrs Machine Learning 7 Yrs Mirroring 3 Prediction 3 Yrs Statistics 3 Yrs Linear Regression 3 Yrs Google Analytics 3 Legacy Systems 3 Yrs Data Pipeline 3 Yrs Bi Reporting 3 Yrs Data Mining 3 Algorithms 3 Yrs Clustering 3 Yrs Pattern 3 Yrs M Inc Senior Database Developer Duration: 5.8 years Last Day: 5 years ago Top Skills Used Database 21 Yrs M Inc M Inc	ytics 9 Yrs	s Analysis 12 Yrs Analytics	ting Service	Sql Server Repo	s Used base 21 Yrs	Top Skill Data
Prediction 3 Yrs Statistics 3 Yrs Linear Regression 3 Yrs Google Analytics 3 Legacy Systems 3 Yrs Data Pipeline 3 Yrs Bi Reporting 3 Yrs Data Mining 3 Algorithms 3 Yrs Clustering 3 Yrs Pattern 3 Yrs M Inc Senior Database Developer Duration: 5.8 years Last Day: 5 years ago Top Skills Used Database 21 Yrs Inc M	3 Yrs	ne Learning 7 Yrs Mirroring 3 Yr	7 Yrs	Disaster Recovery	ning 7 Yrs	Learn
Algorithms 3 Yrs Clustering 3 Yrs Pattern 3 Yrs M Inc Senior Database Developer Duration: 5.8 years Last Day: 5 years ago Top Skills Used Database 21 Yrs 12+ M Inc	3 Yrs	sion 3 Yrs Google Analytics 3 Yrs	Linear	Statistics 3 Yrs	iction 3 Yrs	Predi
 M Inc Senior Database Developer Duration: 5.8 years Last Day: 5 years ago Top Skills Used Database 21 Yrs 12+ M Inc 			Patte	Clustering 3 Yr	rithms 3 Yrs	Algor
Top Skills Used Database 21 Yrs 12+ MInc				Inc oper t Day: 5 years ago	Database Deve nr: 5.8 years La	M Senior I Duratio
Database 21 Yrs 12+ M Inc					s Used	Top Skill:
M Inc					base 21 Yrs	Data 12+
				Inc		• M
Database Developer				_	se Developer	Databa



• My Notes

Use this feature to take notes throughout the evaluation process for your private use.

Database Administrator	Submitted 6/8/2021 10:33:45 Pt Submitted Bill Rate: \$77.50 Hour
Request Details Resume Resume Visualizer	Request Bill Rate: \$89.00 Hour
Click to add a note that is only visible to you	

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	Candidate Flags and Icons						
	Candidate Actions	lcon	Candidate Flags	Flag	Flag Color		
	Approve	~	DNR (Do Not Rehire)	2	Red		
	Reject	Û	DNR Alert		Orange		
	View More	۲	Duplicate		Orange		
	Compare Candidates	2	Former Contingent Worker		Gray		
	Evaluate Candidates	2	Former Employee		Gray		
	Recommend Candidate	公	High Bid	Û			
L	Setup Interview	Ô	History	-	Orange		
ctio	Setup Interview Using Outlook	ø	Ineligible Candidate	-	Red		
jle A	Rate Candidate	습	Low Bid	Ô			
Sing	Manage Interviews	ø	Pay Rate Card Exceeded		Red		
	Withdraw Candidate	۴	Rate Care Exceeded		Red		
	Resubmit Candidate	۲	Supplier Comments		Gray		
	Change Point Of Origin	S	Request Flags				
	Contact Vendor	4	Open Request Not Released		Lt. blue		
	Set Candidate Status	÷	Open Request Released No Candidates		Red		
	Modify Background Checks	ø	Candidate Interview	lcon			
	Reject Candidate	Ģ	Interview Candidate	+			
uc	Submit Order	✓	Interview Candidate Outlook				
Actid	Withdraw Order	۹	Interview Outlook Video				
dno.	Forward Profile	A	Cancel Interview	1			
G	Change Start Date	✓	Manage Interview				
	Download Resumes	Ŀ					

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My Data

The My Data app highlights YOUR records and YOUR actions. Request, Assignment, and SOW records are visible to both the Hiring Manager as well as the Hiring Manager's manager, making these records visible and actionable by both.

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Requests

♦ Card View

The Card View displays each record as a separate section (card) in a scrollable list.



Each card displays summary information for a single Request record. Click the hyperlinked Job Title and the screen refreshes to display the Request Dashboard with access to full details as well as the visual Process Graph.

Other features include:

- Search by ID or title here This search field filters your results to display Requests with an Open status. Use the Search Beeline field at the top of the screen to make unfiltered searches.
- **Filter** Lets you select which requests to display in your card list by status. Pick any combination (or limitation) by Pending, Open, On Hold, Cancelled, Filled, Rejected, Not Submitted, or Correction Required. Multiple statuses can be selected—remember to click Apply to activate your selection(s).
- Sort By Gives you the option to arrange your card list by Request Number, Job Title, or Status.
- View Click the respective icon to easily switch from Card to Table View.
- **Take Action** Click the button to reveal which action options are valid for the respective request. The Action options change depending on the current status of the request record.

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- **Checkbox / Bulk Actions** Click the checkbox for each Request you want to group together for a bulk (batch) action. The **Bulk Actions** button only activates when at least one checkbox is 'checked'. Batching requests that need the same action taken is a productive way to save time and effort!
- **Export Requests** Need to extract a list of your requests? A single click of the **Export Requests** button and your requests list is exported as a download in xlsx format.

♦ Table View

The alternate display option is the Table View. This option lets you see more data by using less vertical space. If you need to view a group of Requests in rows and columns, or want to easily compare one Request to another, the Table View would be your better option.

	My Data	Hello, Dianna +) Go to Classic (Q, Search Beeline ? Help DD
Home	A central repository of items visible to this account	Requests
Create	Requests	View or search all your assigned requests.
	Assignments SOWs	Bulk Actions • Export Requests T Filter • UF Sort By: • View III III IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Approvals		ID Job Title Hiring Manager Owner Status Cost Center Actions
Candidates		S481-1 Applications Architect Duarte, Basilio, Open 20871 Dianna Camilie Open Forschung & Entwicklung
📴		5463-1 Data Analyst Diarna Seth Open Contracting I
		□ 5462-1 Data Analyst Duarte, Woodward, Open Modify Dianna Seth Decay
Reports		S461-1 Data Analyst Dianna Seth Open Open Open Open Ococel
		S460-1 Data Analyst Duarte, Woodward, Open Contracting USA
		S459-1 Data Analyst Dianna Seth USA
		Showing 25 of 80 <

The Table View retains several of the features of the Card View including:

- Search by ID or title here This column filters your results to display Requests with an Open status. Use the Search Beeline field at the top of the screen to make unfiltered searches.
- **Filter –** Lets you select which requests to display in your card list by status. Pick any combination (or limitation) by Pending, Open, On Hold, Cancelled, Filled, Rejected, Not Submitted, or Correction Required. Multiple statuses can be selected—remember to click Apply to activate your selection(s).
- Sort By Gives you the option to arrange your card list by Request Number, Job Title, or Status.
- View Click the respective icon to easily switch from Card to Table View.

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- **Checkbox / Bulk Actions** Click the checkbox for each Request you want to group together for a bulk (batch) action. The **Bulk Actions** button only activates when at least one checkbox is 'checked'. Batching requests that need the same action taken is a productive way to save time and effort!
- **Export Requests** Need to extract a list of your requests? A single click of the **Export Requests** button and your Requests list is exported as a download in xlsx format.

Additional Table View features include:

- Actions is now a locker column on the right side of the table. Click the kebab icon (:) to reveal which actions can be taken on any given row. The Actions options change depending on the current status of the request record.
- **Tally Numbers** The "Showing" text below the table layout indicates how many records are displayed out of how many total records available.
- **Horizontal scroll bar** -- The scrollbar beneath the table layout gives you full access to all columns included in the table for those who have screen displays not able to accommodate the full width of the table. The **ID**, **Job Title**, and **Actions** are locked columns.

TIP: You can maximize your table layout space by hiding the **My Data** slide-out panel. Just click the slider button (()) to hide it, then click it again to restore it.

Assignments

It may seem curious, but the Assignment process in Beeline Enterprise starts once the Supplier has accepted the Offer. The assignment record is then created with a status of **Scheduled** and stays in this state of anticipation until the **Assignment Start Date** is reached. Once the worker is onboarded, the assignment becomes **Active** and stays in this status until the scheduled **Assignment End Date**—unless the assignment is amended. Reasons to amend an assignment might include an Assignment Extension or an Assignment Early Termination. In some instances, an Assignment Amendment may be to change the assignment amendment. Throughout the duration of any amendment process, the assignment has a status of **Pending Approval** until the amendment is complete.

Card View

The default view for the My Data app is the Card View where each record displays in a list as a separate card.



Each card displays summary information for that assignment record. Click the worker's hyperlinked name and the screen refreshes to display the Assignment Dashboard with access to full details.

Other features include:

- Search by name, ID, or title here This search field filters your results to display active assignments only. Use the Search Beeline field at the top of the screen to make unfiltered searches.
- Filter Lets you select which assignment statuses to display in your card list. Pick any combination (or limitation) by Active, Scheduled, Expired, or Cancelled.
- **Sort By –** Gives you the option to arrange your card list by Assignment ID, End Date, Job Title, Name, Start Date, or Supplier.
- View Click the respective icon to easily switch from Card to Table View.
- Take Action Click the button to reveal which action options are valid for the respective assignment. The Action list will change depending on the current status of the assignment record.
- **Tally Numbers** The "Showing" text at the bottom of the screen indicates how many records are displayed out of how many total records available.
- **Export Assignments** Need to extract a list of your assignments? A single click of the Export Assignments button and your assignments list is exported in xlsx format.

♦ Table View

The alternate display option is the Table View. This option lets you see more data by using less vertical space. If you need a full range of assignment information, or want to easily compare one assignment to another, the Table View would be your better option.

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Home Create	My Da A central rep visible to thi Requests Assignme	ata pository of items s account ints	*	Ass Sear assig	Hello Signm ch, viev nment:	Dianna nent v or ac s.	*) 60 to (S (T on	Classic Q Se YOUT	Q Search	e ch by name	? Help e, ID, or ti View:	Itle here	
Approvals	SOWs			ID	Name	Status	Sub Status	Duration	Job Title	Bill Rate	Locati	Actions	
Candidates				23779	Davenport, Kalya	Active	N/A	11/30/2023- 12/30/2024	Business Systems Analyst	\$68.00 Hourly	1025 SW Stark 5	:	Feedbac
				23778	Hughes, Abner	Active	N/A	11/30/2023- 12/30/2024	Business Systems Analyst	S68.00 Hourby	1025 SW	tails	
My Data				23777	Johns, Jake	Active	N/A	11/30/2023- 12/30/2024	Business Systems Analyst	1 0 2 8	Amend Extend Terminat		
Reports									Showing	25 of 127	<	>	

The Table View retains several of the features of the Card View including:

- Search by name, ID, or title here This column filters your results to display active assignments only. Use the Search Beeline field at the top of the screen to make unfiltered searches.
- **Filter** Lets you select which assignment statuses to display in your card list. Pick any combination (or limitation) by Active, Scheduled, Expired, or Cancelled.
- **Sort By –** Gives you the option to arrange your card list by Assignment ID, End Date, Job Title, Name, Start Date, or Supplier.
- **View** Click the respective icon to easily switch from Card to Table View.
- **Export Assignments** Need to extract the table in xlsx format? Just click the Export Assignments button.

Additional Table View features include:

- Actions is now a static column locked on the right side of the table layout. Click the kebab icon
 (:) to reveal which actions can be taken on any given row. The Actions options change depending on the current status of the assignment record.
- Tally Numbers The "Showing" text below the table layout indicates how many records are displayed out of how many total records available.
- **Horizontal scroll bar** -- The scrollbar beneath the table layout gives you full access to all columns included in the table for those who have screen displays not able to accommodate the full width of the table. The **ID**, **Name**, and **Actions** are locked columns.

TIP: You can maximize your table layout space by hiding the My Data slide-out panel. Just click the slider

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Assignment Status

Some data remains constant throughout the lifecycle of the assignment while other data may change depending on the current status of the assignment. Checking the Status first is a way to remember which data may be "temporary".

TIP: **ALWAYS CHECK THE AMENDMENT HISTORY SECTION** of the assignment record to verify whether there are any other "open" amendments! You can have multiple active amendments but the time durations should not overlap or one could negatively impact the other. You cannot take action on an assignment when it is in a "Pending Approval" status. Always check the status BEFORE processing an assignment amendment!

Assignments Pending Approval

An assignment can be amended for any number of reasons. Some amendments are simple information updates while others are event/budget related such as extensions or terminations. Regardless of the reason for the amendment, once it is submitted any amendment that requires approval (financial or administrative) is placed in the Pending Approval queue.

Scheduled Assignments

An assignment record has a status of **Scheduled** from the date the Supplier accepts the Offer until the Assignment Start Date when the worker is onboarded. This may be just a transitional waiting period although it is typically used to complete pre-onboarding activities (e.g., background checks, badging, etc.)

Active Assignments

An assignment is "active" from the Start Date until its End Date. Either of those dates can be adjusted using the assignment amendment process, but the time period between those two dates will always determine the "active" status.

SOW

The SOW (Statement of Work) is a phase of the Services Procurement solution used to scope out the terms and conditions of the proposed work Project. Once the terms and conditions are agreed upon between the client and the vendor, the SOW is promoted to an active Project. The Project is used to manage the terms and conditions detailed in the SOW.

Card View

The default view for the My Data app is the Card View where each SOW displays in a vertical list as a separate card.



Each card displays summary information for that SOW record. Click the SOW name - ID and the screen refreshes to display the SOW Dashboard with access to full details.

Other features include:

- Search by ID or name here This search field filters your results to display SOWs active within the prior 365 days. Use the Search Beeline field at the top of the screen to make unfiltered searches.
- Filter Lets you select which SOW statuses to display in your card list. Pick any combination (or limitation). The Project End Date filter at the top of the list is active by default to focus on active SOWs—if you need to include historical records in your search results, just uncheck this box. Be aware that your record retrieval time could be impacted!
- Sort By Gives you the option to arrange your card list by SOW ID, Status, or Supplier. The
 arrow on the left will switch the display order from descending to ascending, click again to switch
 it back.
- View Click the respective icon to easily switch from Card to Table View.
- **Take Action** Click the button to reveal which action options are valid for the respective SOW. The standard options are **View & Take Action** and **Export SOW**.
- Tally Numbers The "Showing" text at the bottom of the screen indicates how many "cards" are displayed out of how many total records available. The standard display is 25 cards per screen. Click the "Load next ##" button to ADD more cards to your screen display. Repeat as needed if you want to create a list of ALL records that match your filter selections.
- Export SOWs Need to extract a list of your SOWs? A single click of the Export SOWs button and your SOW list is exported as a download in xlsx format.
- Download SOW Need a copy of the SOW document? Click the "Export Sow" option on the Take Action menu to retrieve a copy of the SOW document in either docx, doc, or pdf format.

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Export SOW	٥
	Denotes Required Field:*
Name * SOW #1585 Peoplesoft Upgrad	le 2024-07-02
Format* Word Document (.docx)	•
	Cancel Export SOW

♦ Table View

The alternate display option is the Table View. This option arranges the data in columns to display more information in less space. If you want to easily compare one SOW to another, the Table View would be your better option.

	My Data								Hel	io, Dianna 🔺 G	o to Classic Q Se	earch Beeline) ? Hel		
Home	A central repository of items visible to this account	*	so	Ws											
	Requests		Sear	rch, view c	r act	on your SC	OWs.					Q Search	by ID or name i	iere	
Create	Assignments		B - E	xport SOWs						C	▼ Filter ▼	4₹ Sort B	y: • View:	•	
Approvals	SOWs		ID	Name	Project ID	Project Name	Owner	Status	Supplier	Cost Center	Total Amount	Estimated Start Date	Estimated End Date	Actions	
			3663	Services project	366	Services project- 3663	Inares, Ana	Sourcing Complete	Alpha Consulting	Account Management	\$218,185,856.00	4/6/2024	10/9/2024		
Candidates			3661	Services project	364	Services project- 3661	Duarte, Dianna	Sourcing Complete	Alpha Consulting	Account Management	\$11,542,975.00	4/6/20 B	Export SOW		
My Data			3659	Server Migration 1001			Abbott, Louis	Pending Project Creation	Accenture CH	Administration	CHF 0.00	5/1/2017	12/29/2017	+	
Reports			3658	Server Migration 1001			Abbott, Louis	Draft	Accenture CH	Account Management	CHF 3,000.00	5/1/2017	12/29/2017	÷	
			3657	Server Migration			Duarte, Dianna	Draft	Accenture CH	20871 Forschung & Entwicklung	CHF 0.00	5/1/2017	12/29/2017		
			3656	Server Migration				Draft	Accenture CH		CHF 0.00	5/1/2017	12/29/2017	÷	
			3647	Server Migration				Draft	Accenture CH		CHF 0.00	5/1/2017	12/29/2017	1	
			3623	Server Migration				Draft	Accenture CH		CHF 0.00	5/1/2017	12/29/2017	Т.	
												Showing	25 of 69	\hookrightarrow	

The Table View retains several of the features of the Card View including:

- Search by ID Click the ID number in the ID Name column to navigate to the SOW dashboard to view full details. This column filters your results to display SOWs active within the prior 365 days. Use the Search Beeline field at the top of the screen to make unfiltered searches.
- Export SOWs Need to extract a list of your SOWs? A single click of the Export SOWs button and your SOW list is exported as a download in xlsx format.
- **Filter** Lets you select which SOW statuses to display in your table view. Pick any combination (or limitation). The **Project End Date** filter at the top of the list is active by default to focus on

active SOWs—if you need to include historical records in your search results, just uncheck this box. Be aware that your record retrieval time could be impacted!

- Sort By Gives you the option to arrange your table view by SOW ID, Status, or Supplier. The arrow on the left will switch the display order from descending to ascending, click again to switch it back.
- **View** Click the respective icon to easily switch from Table to Card View.

Additional Table View features include:

- Actions is now a static column locked on the right side of the table layout. Click the kebab icon
 (i) to reveal which actions can be taken on any given row. The standard SOW options are View & Take Action and Export SOW
- Tally Numbers The "Showing" text at the bottom of the screen indicates how many records are displayed out of how many total records available. The standard display is 25 records (rows) per screen. Click the arrow symbol to change your table display to the next 25 records. Repeat as needed to cycle through ALL the records. Unlike the card view, the table view does not expand to display more than a 25 record max limit.
- Download SOW Need a copy of the SOW document? Click the "Export SOW" option on any Take Action menu to retrieve a copy of the respective SOW document in either docx, doc, or pdf format.

Export SOW	0
	Denotes Required Field:*
Name * SOW #1585 Peoplesoft Upgrade	≥ 2024-07-02
· Format *	
Word Document (docx)	•

• **Horizontal scroll bar** -- The scrollbar beneath the table layout gives you full access to all columns for those who have screen dimensions not able to accommodate the full width of the table. The **ID**, **Name**, and **Actions** are locked columns.

TIP: You can maximize your table layout space by hiding the My Data slide-out panel. Just click

the slider button ($\overset{\textcircled{}}{\textcircled{}}$) to hide it, then click it again to restore it.

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Reports

There are two tabs in the **Reports** app. One is a list of system reports (**All Reports**). The other tab is a collection of reports you create yourself (**Favorites**). The Favorites list is unique to YOU. Any report listed under the "All Reports" tab can be saved to your Favorites list. From your Favorites list, you have the option to <Edit> the report if you want to modify it from the original (system created) version. The modified report can be saved as a new Favorite, shared with other platform users, or even set up as a scheduled report.

All Reports

Click the ellipsis (...) to reveal the option to **Add to Favorites**. Click **Add to Favorites** and a copy of the report posts into your Favorites list.

Click the report title to view any report. From the displayed report click ← Back to My Apps to return back to the **Reports** screen.

	➔) Go to Classic (Q Search Beeline ? Help	KP
Home	Reports		
+ Create	Quick access to reports you can run on the fly.		
	Favorites All Reports		
Approvals	Assignment Detail Tracking.	Add to Favorites	
Confiden	Beeline Combined Invoice - Standard		Ť
	Beeline Combined Invoice - Standard	Created: 4/8/2011	Feedbar
My Data	Real-Time Accrual - Standard		
Reports	This report is designed to help users estimate the next billing cycle's financial potential on a real-time basis. This report does not replace the existing Accrual report, and is only available for snapshot-in-time reporting.	Created: 5/19/2010	
	Showing 3 of 3		

Favorites

Click the ellipsis (...) to reveal the options list. You can **Remove Favorite** or **Edit Report**. Removing a Favorite does not remove the original version from the "All Reports" list, only the copy you made.

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	Go to Classic Q. Search Beeline ? Help *
Reports	
Quick access to reports you can run on the fly.	
Q Search	
Favorites All Reports	
Beeline Combined Invoice - Standard Beeline Combined Invoice - Standard	Remove Favorite Edit Report

Edit Report

Click **Edit Report** and the system takes you directly to the Beeline Report Builder. If you have never used Report Builder, take the time to click through the **Showcase Tour** to become familiar with the range of features and variety of tools. A collection of video tutorials for various reporting features is also available in the online **Beeline Help**. Click **← Back to My Apps** to return back to the Reports app when you're done.

- Back to My Apps	•3 Go to Classic
Name: Monthly Spend By Indust Description: This chart w/ drill down report shows the dates for the manager. The report drills down to details	ry monthly spend across labor categories and statement s for spend.
Report Title: None 🥖	
Output Type: Chart	✓ Run Report Schedule Report Add To Favorites
Chart Options	
Chart Type: Line 🗸	
Limit Items: Top 🗸	Show Other Element
Legend Position: Middle Right 🖌	
Dashboard Size: Large 🗸	
Show Title: 🗹	
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4	

Appendix

UserWay® Accessibility Widget

Users can personalize their Hiring Manager Experience using the features of the **UserWay Accessibility Widget**. This widget gives users the ability to adjust accessibility features and functionality to accommodate a variety of common disability profiles and to tailor settings to their personal preferences. The widget conforms with the latest Web Content Accessibility Guidelines (WCAG Level A and AA) and other global standards.

The widget's **Home** screen is displayed below on the left. It includes the option to select the language of choice in addition to other accessibility settings. The image on the right displays how the widget highlights options associated with a specific Accessibility Profile, in this instance those for Visually impaired.



To adjust the widget's settings to meet your specific preferences follow the instructions below:

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	Helo, Ke	Accessibility Honu (CT	W.+U)	
Action Required		English (USA) +		
These time sensitive items require your immediate action.		Accessibility Profiles	-	
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		Color Bind	BK 0	yslexia
Alerts These tamp may need your attantion.		· Vealy inpaired		ognitive & Learning
You have 133 missing timesheets where you're the Timesheet Approver You have 134 missing timesheets where you're the Hiring Manager		Seivre & Iphesis		0+0
Track Progress		XL Oversized Widget		
Proce familiare in progress. Requests 26 SOWs 33F Competitive Biols 25 Projects 40		*	0	G
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do 520-5 Janitar Baridar 110.0004 • Evolute 3/90024 • Openings 1 • Resumesfaceires 1	Open			.,

1. Access the Widget Settings:

Click the widget icon located in the lower right-hand corner of your HMX screen to open the slide-out panel.

Click the X button located in the upper right corner of the slide-out panel to close the widget once you have made and saved your selections.

2. **Explore Available Options:**

- Review the widget menu to become familiar with the various accessibility features and options.
- Explore the available functions, such as text resizing, contrast adjustments, keyboard navigation, and more.

3. Customize Features:

- Enable or disable specific features based on your preferences.
- Adjust settings like font size, color contrast, and navigation shortcuts.
- Reorder or hide certain features.

4. Save Changes:

- Be sure to save your changes once you've customized the widget. The widget will now reflect your preferred settings across the application.
- Please note: your selections are saved to your internet browser and not to the Beeline Enterprise application. If you use different browsers to access Beeline Enterprise, you may need to repeat your widget settings.