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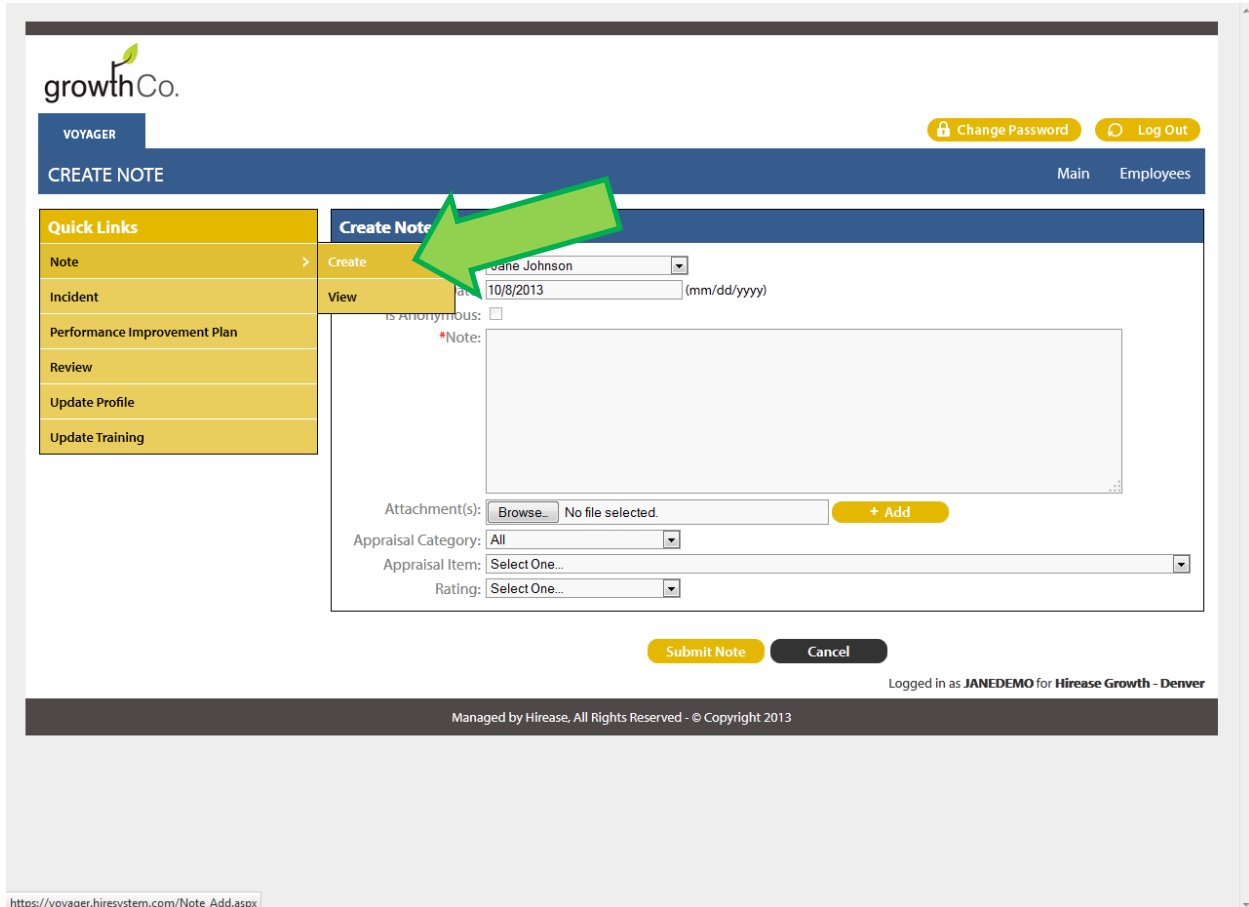
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How to Create a Note

After logging into Voyager, go to the Quick Links on the left side of the page and mouse over the box that says Note. Then, click on Create.

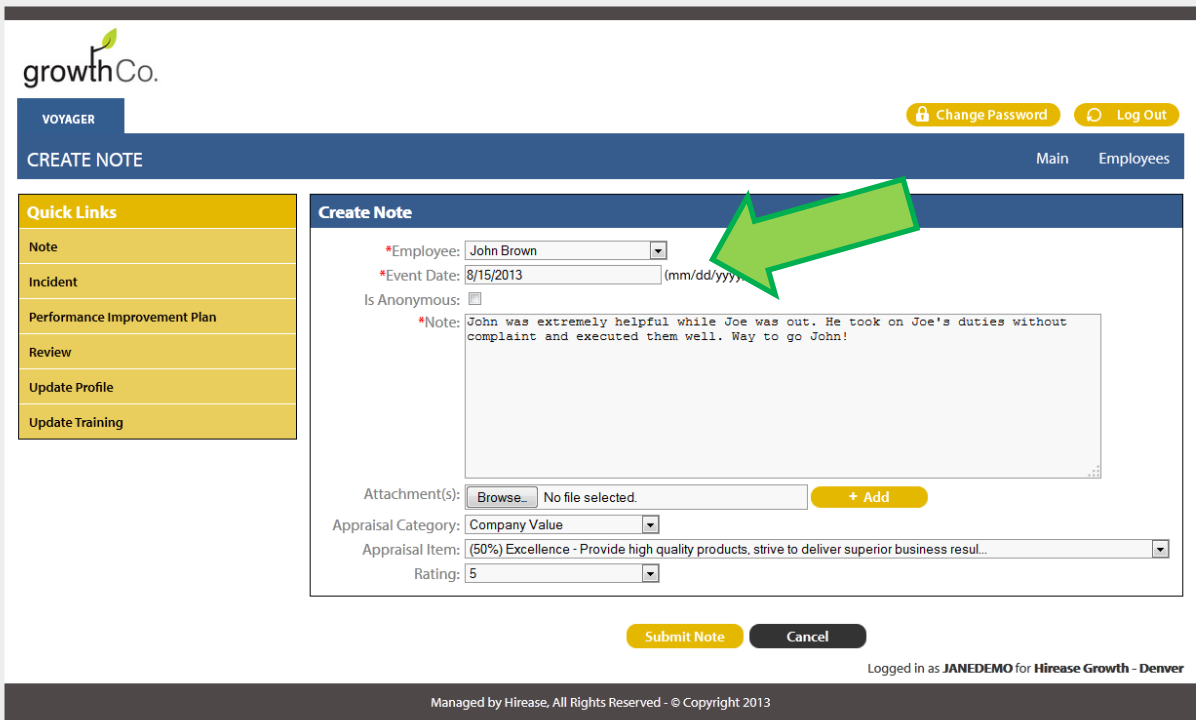


The screenshot shows the 'Create Note' interface in the Voyager system. On the left, a 'Quick Links' sidebar has 'Note' selected. The main form area is titled 'Create Note' and contains the following fields:

- Name:** Jane Johnson
- Date:** 10/8/2013 (format: mm/dd/yyyy)
- is Anonymous:**
- Note:** A large text area for entering the note content.
- Attachment(s):** A 'Browse...' button, 'No file selected.', and a '+ Add' button.
- Appraisal Category:** All
- Appraisal Item:** Select One...
- Rating:** Select One...

At the bottom of the form are 'Submit Note' and 'Cancel' buttons. The footer indicates the user is logged in as 'JANEDEMO for Hirease Growth - Denver' and the page is managed by Hirease.

Next, select the employee you are creating a note for and the date of the event. If you would like the note to be anonymous, click the box next to “Is Anonymous”. Then, fill out the note section. You can also fill out appraisal category, appraisal item and rating. However, these fields are not required.



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CREATE NOTE Main Employees

Quick Links

- Note
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

Create Note

*Employee:

*Event Date: (mm/dd/yyyy)

Is Anonymous:

*Note:

Attachment(s): + Add

Appraisal Category:

Appraisal Item:

Rating:

Submit Note Cancel

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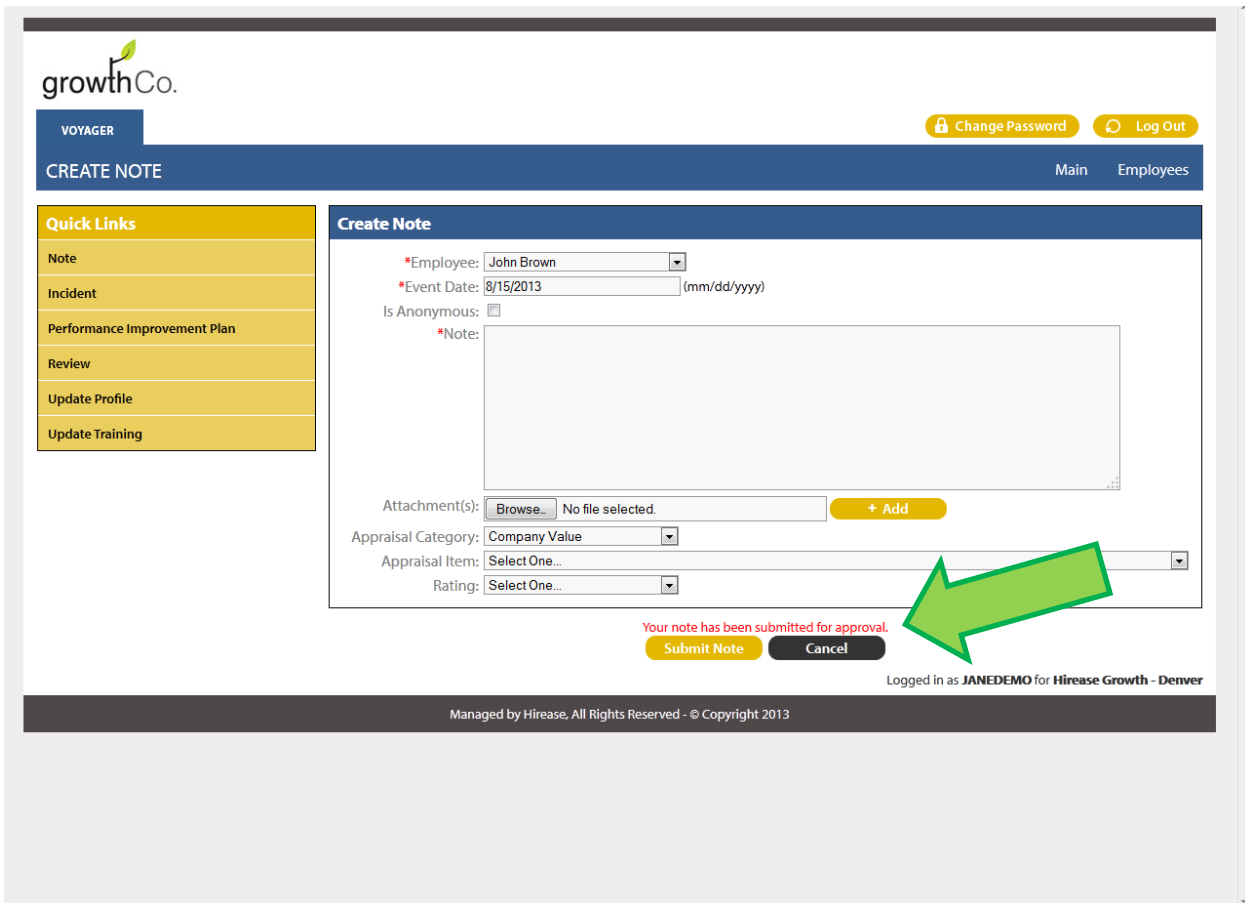
You can also include an attachment – for example, an email – if you would like. To do this, click on Browse, select your file and then click the Add button. You will see the attachment right under the Browse button. You can delete the file by clicking the red circle.

The screenshot displays the 'Create Note' interface within the Hirease system. On the left, a sidebar contains 'Quick Links' for Note, Incident, Performance Improvement Plan, Review, Update Profile, and Update Training. The main content area is titled 'Create Note' and includes the following fields and controls:

- *Employee:** John Brown (dropdown menu)
- *Event Date:** 8/15/2013 (text input, format: mm/dd/yyyy)
- Is Anonymous:**
- *Note:** Text area containing: "John was extremely helpful while Joe was out. He took on Joe's duties without complaint and executed them well. Way to go John!"
- Attachment(s):** Browse... No file selected. + Add (button)
- Appraisal Category:** Company Value (dropdown menu)
- Appraisal Item:** (50%) Excellence - Provide high quality products, strive to deliver superior business resul... (dropdown menu)
- Rating:** 5 (dropdown menu)

At the bottom of the form are 'Submit Note' and 'Cancel' buttons. A green arrow points to the '+ Add' button in the attachment section. The footer indicates 'Managed by Hirease, All Rights Reserved - © Copyright 2013' and 'Logged in as JANEDEMO for Hirease Growth - Denver'.

Once you have completed these steps, click on Submit Note. Once the note is received, you will see a message above the Submit button that says “Your note has been submitted for approval”.



The screenshot displays the 'Create Note' interface within the Hirease system. At the top left is the 'growthCo.' logo. Below it, the user role 'VOYAGER' is shown, along with 'Change Password' and 'Log Out' buttons. The main header reads 'CREATE NOTE' with links for 'Main' and 'Employees'. A sidebar on the left lists 'Quick Links' such as 'Note', 'Incident', 'Performance Improvement Plan', 'Review', 'Update Profile', and 'Update Training'. The central form contains the following fields: '*Employee:' (John Brown), '*Event Date:' (8/15/2013), 'Is Anonymous:' (checkbox), '*Note:' (text area), 'Attachment(s):' (Browse... No file selected. + Add), 'Appraisal Category:' (Company Value), 'Appraisal Item:' (Select One...), and 'Rating:' (Select One...). A green arrow points to the 'Submit Note' button, which is highlighted in yellow. A message above the button reads 'Your note has been submitted for approval.' Below the button is a 'Cancel' button. At the bottom right, it says 'Logged in as JANEDEMO for Hirease Growth - Denver'. The footer contains 'Managed by Hirease. All Rights Reserved - © Copyright 2013'.



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Updating Your Profile

After logging into Voyager, go to the Quick Links on the left side of the page and click on Update Profile.

The screenshot shows the Voyager HR system interface. At the top left is the 'growthCo.' logo. Below it, the user is logged in as 'VOYAGER'. Navigation links include 'Main', 'Employees', 'Reports', and 'Admin'. A 'Welcome to Voyager' message is displayed. On the left, a 'Quick Links' menu is visible, with 'Update Profile' highlighted by a green arrow. The main content area shows the 'Profile (Samantha Smith)' page, including 'General Information' (Employee Number: SAM005, Hiring Date: 1/1/2001, Position: Sales Manager), an 'Approval' table, and a 'Review (Samantha Smith)' section with date pickers and a progress indicator.

Note ID	Note Date	Author	Employee	Supervisor	
00000363	9/27/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003AE	10/7/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003B5	10/8/2013	Jane Johnson	John Brown	Samantha Smith	View

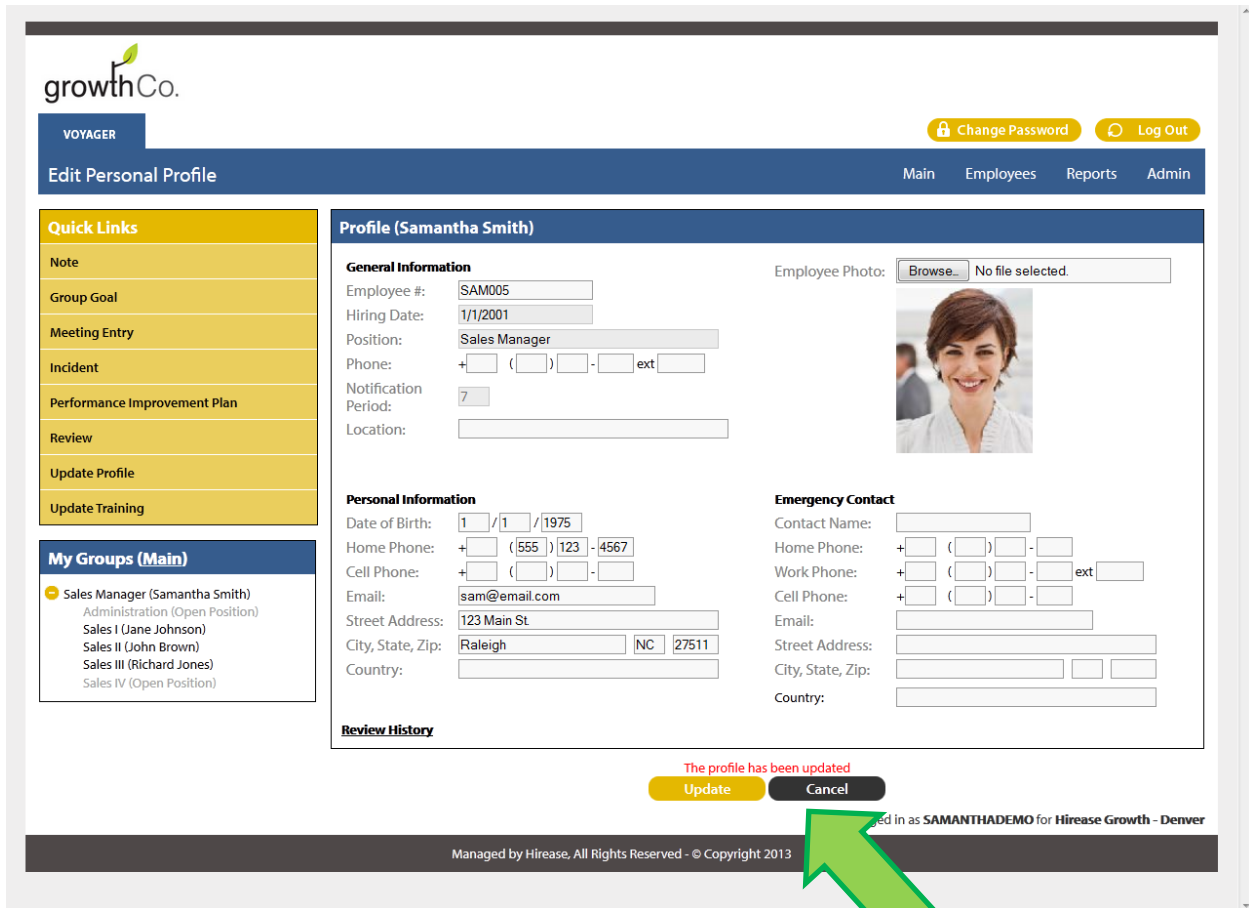
Review Progress:

- ✓ Setup
- In Progress
- Supervisor Approval
- Employee Signature
- Complete

Company Values 15 % [Add Note](#)

https://voyager.hiresystem.com/EditProfile.aspx

From this page, you can make any changes you like. When all changes are made, click on Update. A message will appear above the Update button that says the profile has been updated to confirm submission.



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Edit Personal Profile Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)


- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Profile (Samantha Smith)

General Information

Employee #: SAM005
Hiring Date: 1/1/2001
Position: Sales Manager
Phone: + () - ext
Notification Period: 7
Location:

Employee Photo: No file selected.



Personal Information

Date of Birth: 1 / 1 / 1975
Home Phone: + (555) 123 - 4567
Cell Phone: + () -
Email: sam@email.com
Street Address: 123 Main St
City, State, Zip: Raleigh NC 27511
Country:

Emergency Contact

Contact Name:
Home Phone: + () -
Work Phone: + () - ext
Cell Phone: + () -
Email:
Street Address:
City, State, Zip:
Country:

Review History

The profile has been updated

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How to Update Your Training

After logging into Voyager, go to the Quick Links on the left and click on Update Training.

The screenshot shows the Voyager HR system interface for user Samantha Smith. The 'Quick Links' menu on the left has 'Update Training' highlighted with a green arrow. The main content area shows the user's profile, a table of training items pending approval, and a review section.

Profile (Samantha Smith)

General Information

Employee Number: SAM005
 Hiring Date: 1/1/2001
 Position: Sales Manager

Training Items Pending for Approval

Note ID	Note Date	Author	Employee	Supervisor	
00000363	9/27/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003AE	10/7/2013	Kelly Doe	Jane Johnson	Samantha Smith	View
000003B5	10/8/2013	Jane Johnson	John Brown	Samantha Smith	View
000003ED	10/16/2013	Kelly Doe	Richard Jones	Samantha Smith	View
000003F9	10/21/2013	Kelly Doe	Jane Johnson	Samantha Smith	View

[More Results](#)

Review (Samantha Smith)

Review: 6/10/2013 - (In Progress 12/10/2013)

Start Date: 10 June 2013

Expected End Date: 10 December 2013

Review Progress:

- ✓ Setup
- In Progress
- Supervisor Approval
- Employee Signature
- Complete

https://voyager.hiresystem.com/Training_Add.aspx

Fill in the Description, Start Date and End Date with the training information. You can also upload an attachment by clicking on Browse and choosing your file.

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Update Training Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Add Training

*Description: *Start Date: *End Date:
Certification:
Attachment: No file selected. **Attachment's size can not exceed 2 MB**
Only supports uploading attachment types ".txt", ".doc", ".pdf", ".docx", ".jpg", ".gif", ".png", ".tiff"

Training History

Description	Start Date	End Date	Certification
Customer Service Training	7/31/2013	7/31/2013	Edit Remove

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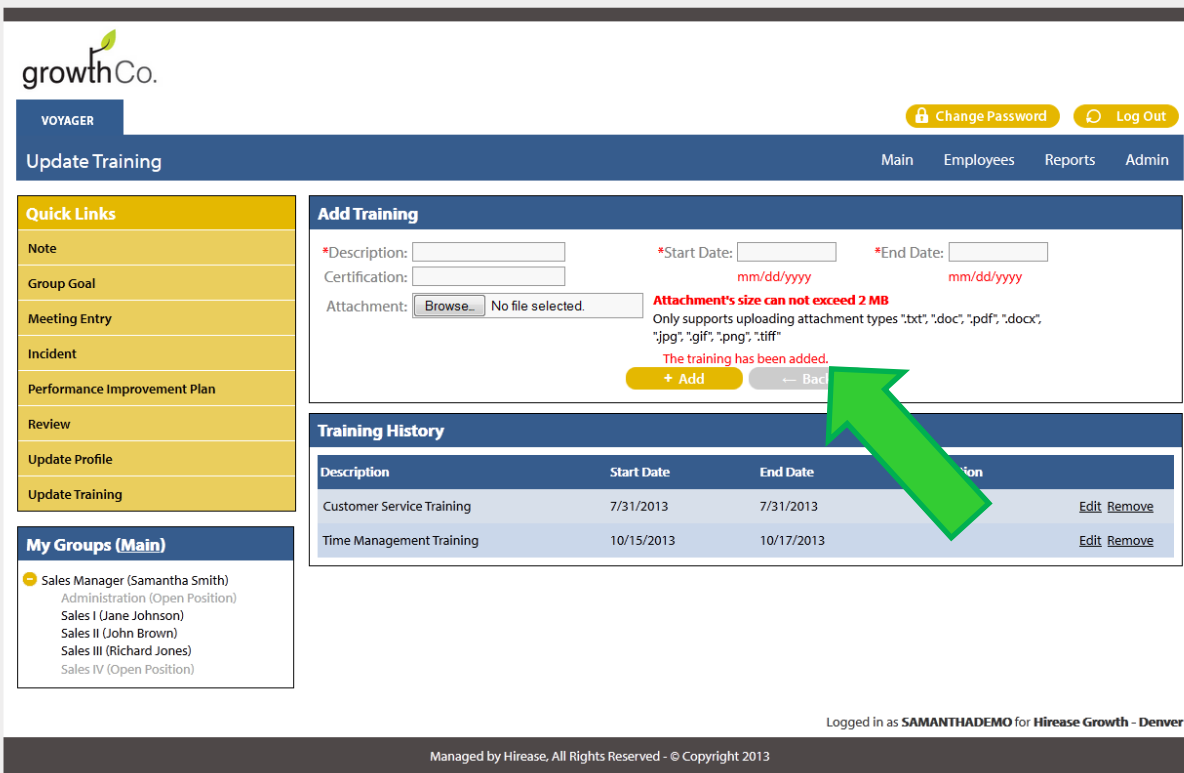
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When you have finished entering your information, click Add.

The screenshot shows the 'Update Training' page in the Hirease system. The page header includes the 'growthCo.' logo, a 'VOYAGER' user indicator, and buttons for 'Change Password' and 'Log Out'. A navigation bar contains 'Main', 'Employees', 'Reports', and 'Admin'. On the left, there is a 'Quick Links' sidebar with options like 'Note', 'Group Goal', 'Meeting Entry', 'Incident', 'Performance Improvement Plan', 'Review', 'Update Profile', and 'Update Training'. Below this is a 'My Groups (Main)' section listing 'Sales Manager (Samantha Smith)' and several sales roles. The main content area is titled 'Add Training' and contains a form with fields for 'Description' (Time Management Trainin...), 'Start Date' (10/1/2013), and 'End Date' (10/17/2013). There is also a 'Certification' field and an 'Attachment' field with a 'Browse...' button. A red error message states: 'Attachment's size can not exceed 2 MB. Only supports uploading attachment types *.txt*, *.doc*, *.pdf*, *.docx*, *.jpg*, *.gif*, *.png*, *.tiff*'. At the bottom of the form are '+ Add' and '← Back' buttons. Below the form is a 'Training History' table with columns for 'Description', 'Start Date', 'End Date', and 'Certification'. The table contains one entry: 'Customer Service Training' with start and end dates of 7/31/2013. The footer of the page indicates the user is logged in as 'SAMANTHADEMO' for 'Hirease Growth - Denver' and includes a copyright notice for 2013.

A message will appear above the Add button stating the training has been added. You will also be able to see the training listed in the history section.



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Update Training Main Employees Reports Admin

Quick Links

- Note
- Group Goal
- Meeting Entry
- Incident
- Performance Improvement Plan
- Review
- Update Profile
- Update Training

My Groups (Main)

- Sales Manager (Samantha Smith)
 - Administration (Open Position)
 - Sales I (Jane Johnson)
 - Sales II (John Brown)
 - Sales III (Richard Jones)
 - Sales IV (Open Position)

Add Training

*Description: *Start Date: *End Date:
 Certification: mm/dd/yyyy mm/dd/yyyy
 Attachment: No file selected. **Attachment's size can not exceed 2 MB**
 Only supports uploading attachment types ".txt", ".doc", ".pdf", ".docx", ".jpg", ".gif", ".png", ".tiff"
 The training has been added.

Training History

Description	Start Date	End Date	Location	
Customer Service Training	7/31/2013	7/31/2013		Edit Remove
Time Management Training	10/15/2013	10/17/2013		Edit Remove

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