

pixidvms 

Resource User Guide

8.0.2.1

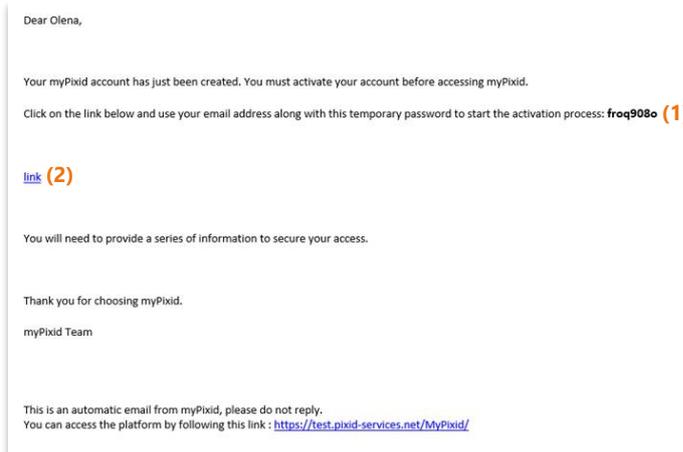
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1. Pixid VMS account activation

Activating your account is a necessary step before you can access Pixid VMS. Please use the **account creation email** to complete this step.

Use the email information to start activating your account:



- (1) Copy the **temporary password**.
- (2) Click on the **link**.



(3) Username

(4) Password  

(5)

- (3) Enter your email address in the **Username** field.
- (4) Paste the temporary password in the **Password** field.
- (5) Click on **GO!**

 Blocked your account or forgot your password?
Click [here](#)

1.1. Terms of Use

The following screen will allow you to read and accept the **Terms of Use**.

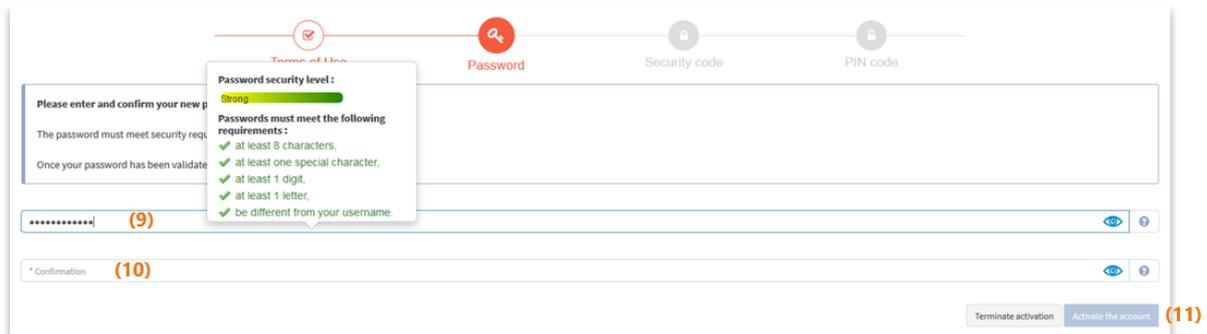
Be sure to read all pages using the arrow buttons at the top or the vertical scrollbar on the right side of the viewing window.



- (6) Display **all the pages** of the Terms of Use.
- (7) Check the **I have read and agree to the Terms of Use** box.
- (8) Click **Agree the Terms of Use** to go to the next screen.

1.2. Password

The **Password** screen allows you to set a new personal password which will be required to connect to the Pixid VMS platform.



Only passwords that meet the **security requirements** may be accepted. You can view your entry at any time by clicking on .

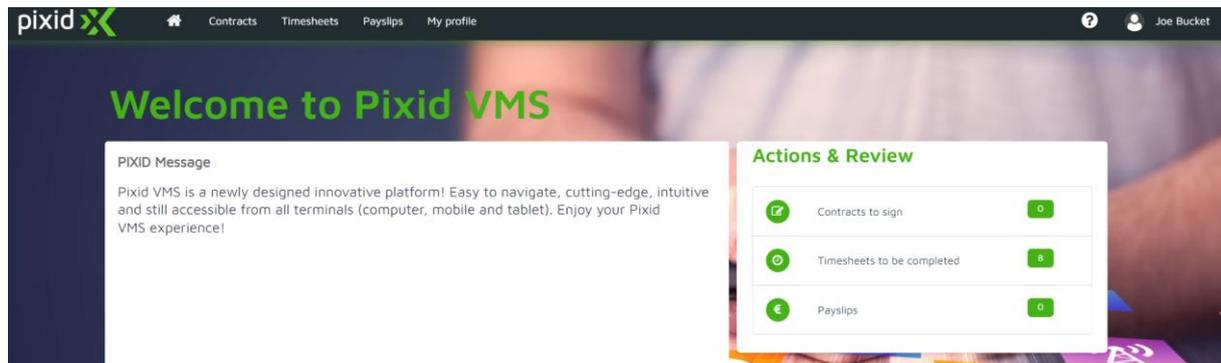
(9) Set your new password according to the **security requirements**.

(10) **Confirm** your password.

(11) Click **Activate the account** to move to the next step.

Your account is now activated and secured!
You can access Pixid VMS!

2. Your Pixid VMS environment



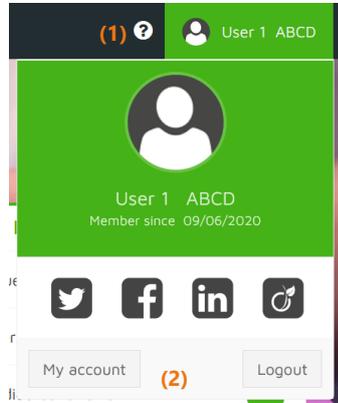
The top menu shows the modules that you can access:

- **Contracts:** This feature is currently not available.
- **Timesheets:** Enter time worked and potentially other time categories or expenses.
- **Payslips:** This feature is currently not available.
- **My profile:** Access your profile data, assignment history, and documents.

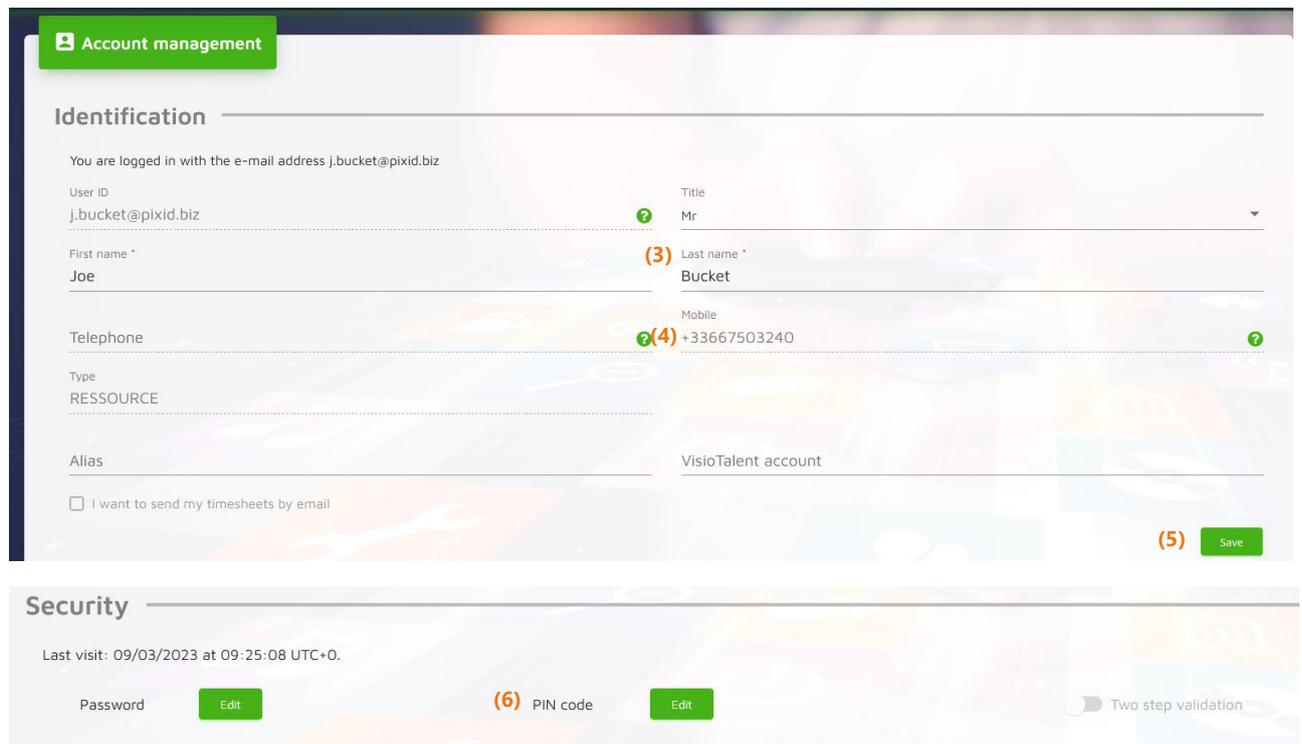
The **Actions & Review** list appears on the right side of your environment and indicates when an action is required on your side.

3. My account

The **My account** module is where you can set your personal account preferences including password, PIN code, and language. In addition, you can review terms of use and set security verification.



- (1) Click on your user name on the top right
- (2) Click on **My account**



- (3) Change your **Title**, **First name** or **Last name** if needed.
- (4) Contact your agency to update your **Telephone number and email address**.
- (5) Click **Save** to retain changes.
- (6) Edit your security settings including **Password** and **PIN code**.

Terms of Use

Terms of Use accepted: 0 | Acceptance date for the Terms of Use: 04/08/2020

(7) [Download the last accepted Terms of Use](#)

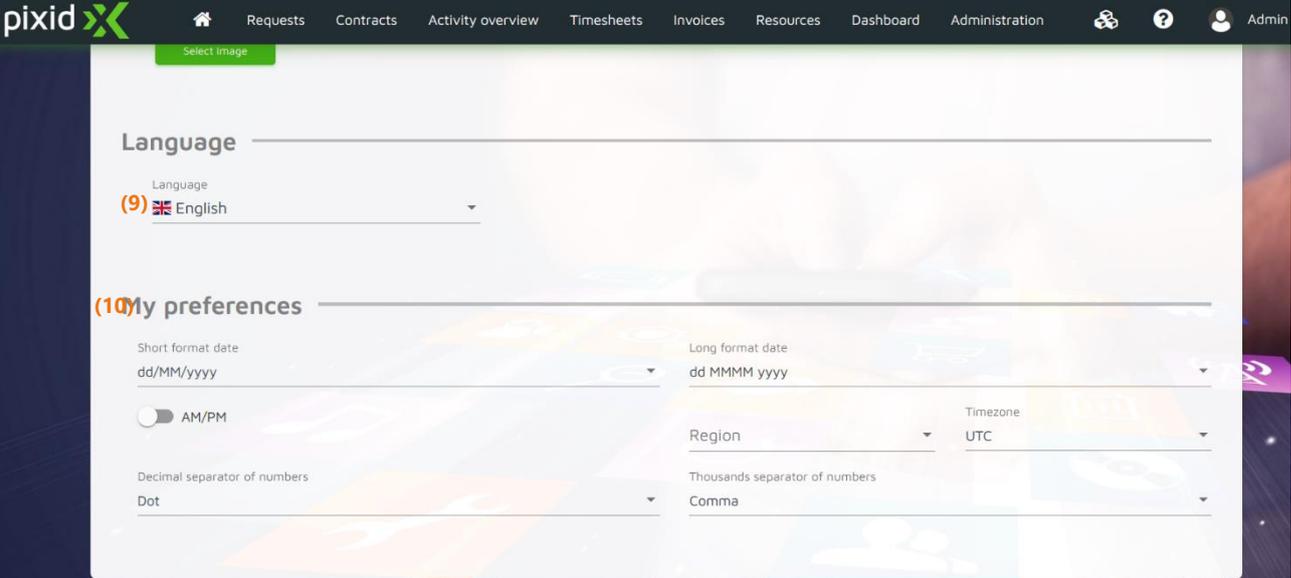
Push notification

Contract to sign | Payslip notification

Notifications

(8) Employee contract | Timesheet | Payslip | Resource

- (7)** Download the last accepted version of **Terms of Use**.
- (8)** Select the modules for which you want to **receive notifications**.



Language

Language: **(9)** English

(10) My preferences

Short format date: dd/MM/yyyy | Long format date: dd MMMM yyyy

AM/PM | Region: | Timezone: UTC

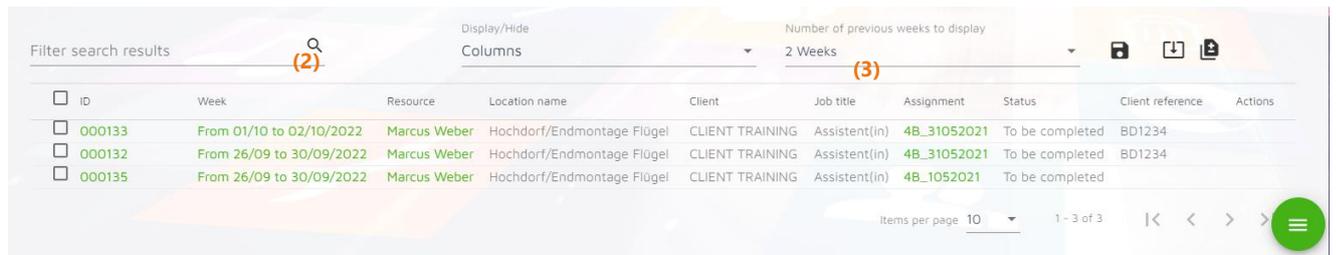
Decimal separator of numbers: Dot | Thousands separator of numbers: Comma

- (9)** Select your **Language** preference.
- (10)** In the “**My preferences**” tab you can selection the dates and hours format displayed in the platform. You can also choose a time zone and numbers separators.

4. Timesheets

The **Timesheet** module allows you to enter time worked. Timesheets are organised on a weekly basis.

4.1. Search and export

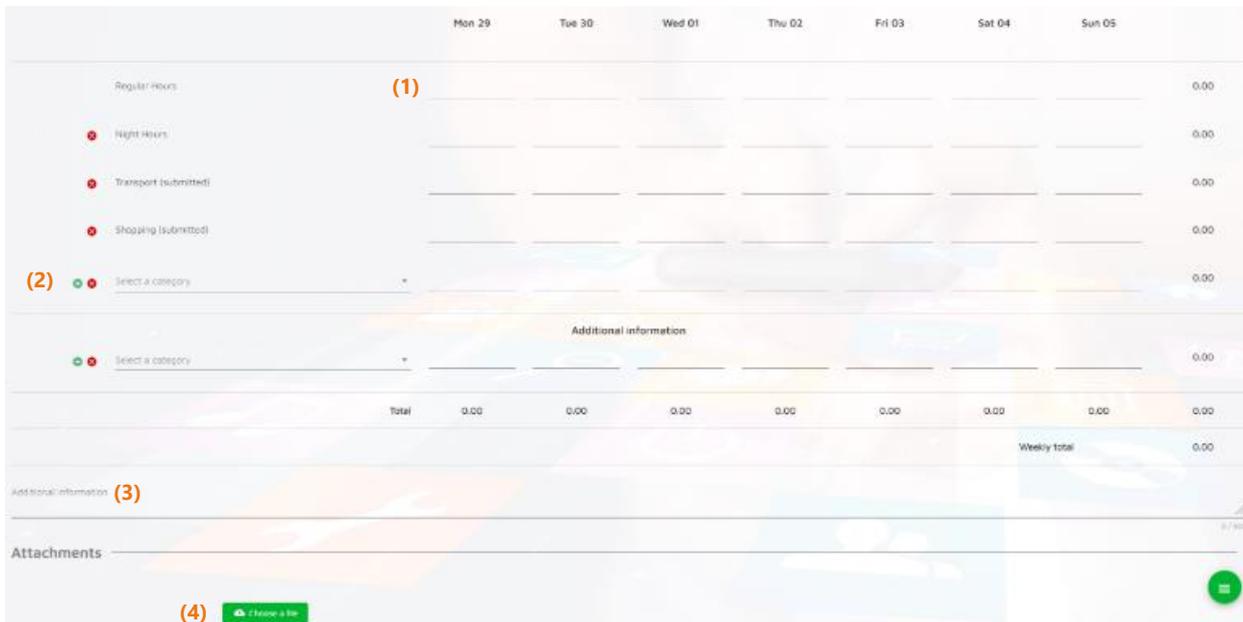


ID	Week	Resource	Location name	Client	Job title	Assignment	Status	Client reference	Actions
000133	From 01/10 to 02/10/2022	Marcus Weber	Hochdorf/Endmontage Flügel	CLIENT TRAINING	Assistent(in)	4B_31052021	To be completed	BD1234	
000132	From 26/09 to 30/09/2022	Marcus Weber	Hochdorf/Endmontage Flügel	CLIENT TRAINING	Assistent(in)	4B_31052021	To be completed	BD1234	
000135	From 26/09 to 30/09/2022	Marcus Weber	Hochdorf/Endmontage Flügel	CLIENT TRAINING	Assistent(in)	4B_1052021	To be completed		

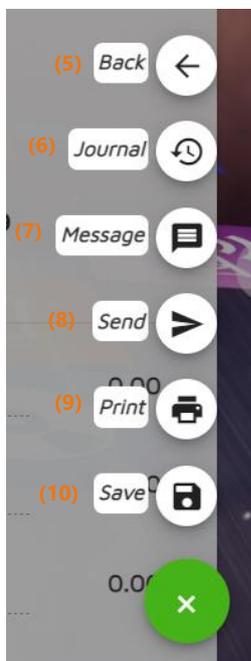
- (1) Click on  to access the multi-criteria search options.
- (2) The **Search box** gives you the ability to do a simplified search on one of the document's characteristics (Assignment, Job title, Resource, etc.).
- (3) **Choose the columns to display** in the table. It can be useful to have a more precise export.
- (4) Click on  to export the table data to **clipboard** and **print** or extract it to **Excel**, **CSV**, and **PDF**.
- (5) Clicking on the **timesheet number** or the **timesheet week** will open the timesheet details page where you can enter the time worked.
- (6) **Adjust the number of rows** displayed per page.
- (7) Click on  to access mass actions.

4.2. Complete the timesheets

The timesheet detail page displays the hour details of a resource for a given week.



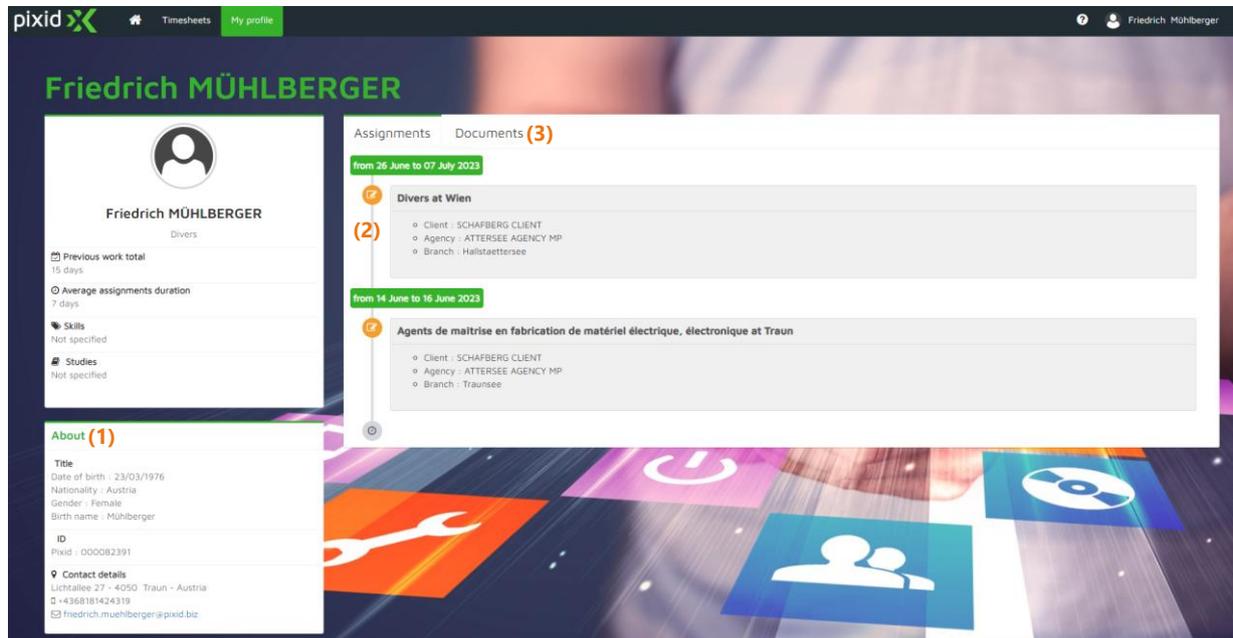
- (1) Click on the desired slot **to enter the hours**.
- (2) You can **add or delete** a time category.
- (3) You can use the **Additional information** box to add any information or context comment on the specific timesheet. This information will be transmitted to the Agency once the timesheet is sent.
- (4) You **Add attachments** to the timesheet by clicking on this button.



- (5) **Back** returns the user back to the timesheet list.
- (6) The **Journal** button allows to display all the actions performed on the timesheet.
- (7) Click on **Message** if you wish to communicate with the client about this specific timesheet. The client will receive a notification once the message is sent.
- (8) **Send** the timesheet to transfer the information to the client.
- (9) **Print** allows the timesheet to be printed.
- (10) **Save** the timesheet to postpone its completion or sending.

5. My profile

The My profile section allows you to access the personal data, assignment overview and documents.



Friedrich MÜHLBERGER
Divers

Previous work total
15 days

Average assignments duration
7 days

Skills
Not specified

Studies
Not specified

About (1)

Title
Date of birth : 23/03/1976
Nationality : Austria
Gender : Female
Birth name : Mühlberger

ID
Pixid : 000082391

Contact details
Lichtallee 27 - 4050 Traun - Austria
☎ +4368161424319
✉ friedrich.muehlberger@pixid.biz

Assignments Documents (3)

from 26 June to 07 July 2023

(2) Divers at Wien

- Client : SCHAFBERG CLIENT
- Agency : ATTERSEE AGENCY MP
- Branch : Hallstaettersee

from 14 June to 16 June 2023

(2) Agents de maîtrise en fabrication de matériel électrique, électronique at Traun

- Client : SCHAFBERG CLIENT
- Agency : ATTERSEE AGENCY MP
- Branch : Traunsee

- (1) Overview of personal data
- (2) Overview of all assignments
- (3) Access documents

Note: If changes need to be made contact your agency.