



TellMe
Employee Access Guide

***G**allinet Limited*

Table of Contents

1	TellMe Employee Information Portal	2
1.1	TellMe Service Description	2
1.2	TellMe Employee Logon	3
1.3	TellMe Options.....	3
1.4	Viewing a message.....	4
1.5	Viewing Your Work Schedule.....	5

1 TellMe Employee Information Portal

This document contains details relating to the TellMe functionality within PeopleHours that will allow employees access to schedule details and management messages.

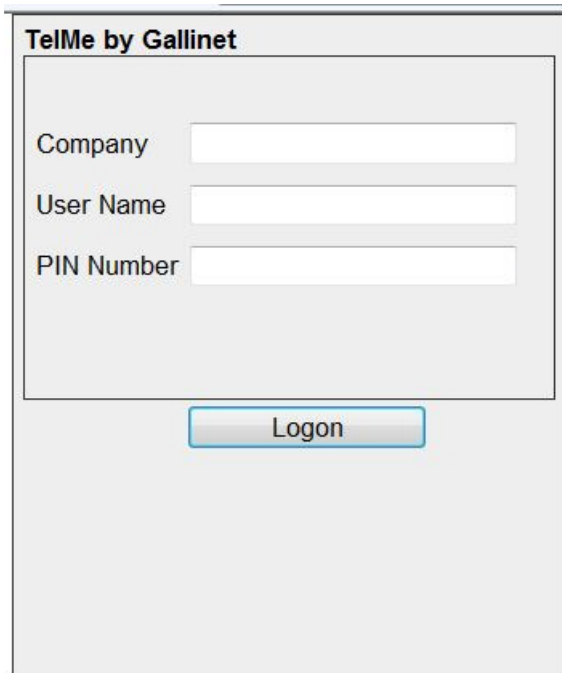
1.1 TellMe Service Description

The TellMe service allows employees to access PeopleHours schedule data with optional pay rates included in addition to allowing receipt of managers messages issued to individual staff or all staff working at a specific location. The information can be viewed using internet enabled devices such as lap-top's, mobile phones, PDA's and Smart Phones.



1.2 TellMe Employee Logon

Access to the TellMe service log on menu is via a URL or web address that will have been provided by your manager or via a link on your company's home page.



The screenshot shows a web form titled "TelMe by Gallinet". It contains three input fields: "Company", "User Name", and "PIN Number". Below these fields is a "Logon" button.

Figure 1



The screenshot shows a web interface titled "TelMe by Gallinet". It features four buttons: "New Messages", "Saved Messages", "Answered", and "Schedule". Below these buttons is a list of messages, with two visible: "Message one" and "Message Two".

Figure 1a

When following the link you will see the initial log on page (figure 1) where you are prompted to enter your company name, user name and PIN number. Your username will be your short-name as recorded on your employers PeopleHours database, usually in the following format: - surname-firstname. (*Usernames are not case sensitive*)

Your PIN number is the same number you use to book on and off duty. You should not share this number with other employees or they will be able to view your schedule information as well as any messages you may have pending or saved.

1.3 TellMe Options

Once logged in successfully the screen shown in figure 1a will be displayed with any pending messages being listed in the lower window. From this screen various options are available.

1.4 Viewing a message

To view the contents of a message click the message title and it will open displaying the message text, as shown in figure 3 below.

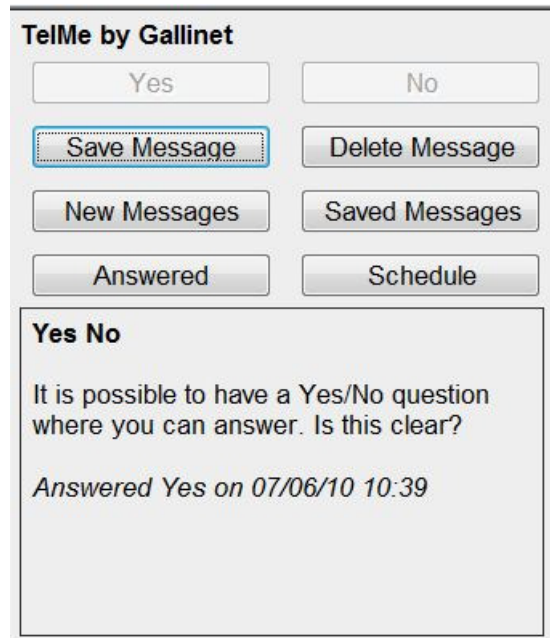


Figure 2

If the sender requested a yes/no response the top buttons marked *Yes* and *No* will be available allowing you to respond accordingly.

You may use the buttons on screen to delete, read or save messages as needed.

New Messages will return you to the main menu screen where you can select any additional messages you may have.

Saved Messages will list all messages you have saved.

Answered Messages will list all previous messages you have provided a Yes or No response to, as in the example above your response and the date on which you responded are shown.

1.5 Viewing Your Work Schedule

Clicking the Schedule button will open your schedule view.

The initial view will detail your current duty schedule with each individual duty being listed detailing the following, top down, as exemplified in figure 3.

Day, date and duty start and end time in 24hr format : The same of the duty location and its SIN number : The post or position name : The location address : Postcode.

The *Previous Month* and *Next Month* buttons when clicked will display your schedule either back or forward in time.

If enabled by your employer clicking the *With Rates* button will add pay detail to the bottom of each duty entry.

TellMe by Gallinet

New Messages
With Rates

Previous Month
Next Month

Tuesday 25/05/2010 09:00 - 16:00
AControl - New (SIN = 0848)
 Admin MK
 Units 7 &21 Castle Mill Works Dudley
 Post Code: DY1 4DA

Wednesday 26/05/2010 09:00 - 16:00
AControl - New (SIN = 0848)
 Admin MK
 Units 7 &21 Castle Mill Works Dudley
 Post Code: DY1 4DA

Thursday 27/05/2010 09:00 - 16:00
AControl - New (SIN = 0848)
 Admin MK
 Units 7 &21 Castle Mill Works Dudley
 Post Code: DY1 4DA

Friday 28/05/2010 09:00 - 16:00
Admin

Monday 31/05/2010 09:00 - 16:00
Non Work

Figure 3