

HR System Monitor Usage Guide Outline:

In order to start working with the HR System Monitor application you will have to contact Count Me In to receive your username and login to the website. Once obtained, navigate to:

<https://workplace.intuit.com/db/main?a=QBDPMyApps>

Then login using the credentials provided to you by Count Me In.

Then Click On HR System Monitor.

Once the Application has loaded, you will be taken to the “Start Place”

You will see a welcome message here and several links to choose from. A well as the time and date.

The links that you can choose from:

➤ ***Start Place***

The welcome screen. Here is where you have all of your program Links, and Welcome message.

➤ ***Document Place***

➤ This section is where you can upload documents, and files like:

PDF, .doc, xls .jpeg (these formats require corresponding program installed on users PC)

(Note: Viewing requires the specified application to be available on the PC you are accessing the software from.) There is also an employee specific Document place where you can store documents specific to that person. (IE reprimands, Certifications etc)

➤ ***People Place***

This section allows you to enter, and track individuals. (IE Employees, applicants, etc.)

➤ ***Schedule Place***

This section allows you to enter, import, and export schedules

- **System Place** This is where you would configure your preferences for the program (options) This would include setting up locations, projects, and types of work to be used in the “Schedule Place”

People Place:

This section allows you to track individuals IE employees, applicants etc.

When you click this link, there are two Sub-Categories:

- People Place
- People Details

