TEAM Software by WORKWAVE

PASS Online Referencing Quick Guide

TIMEGATE RECRUIT

Customer Name (as appropriate) / Version

COMMERCIAL STATEMENT

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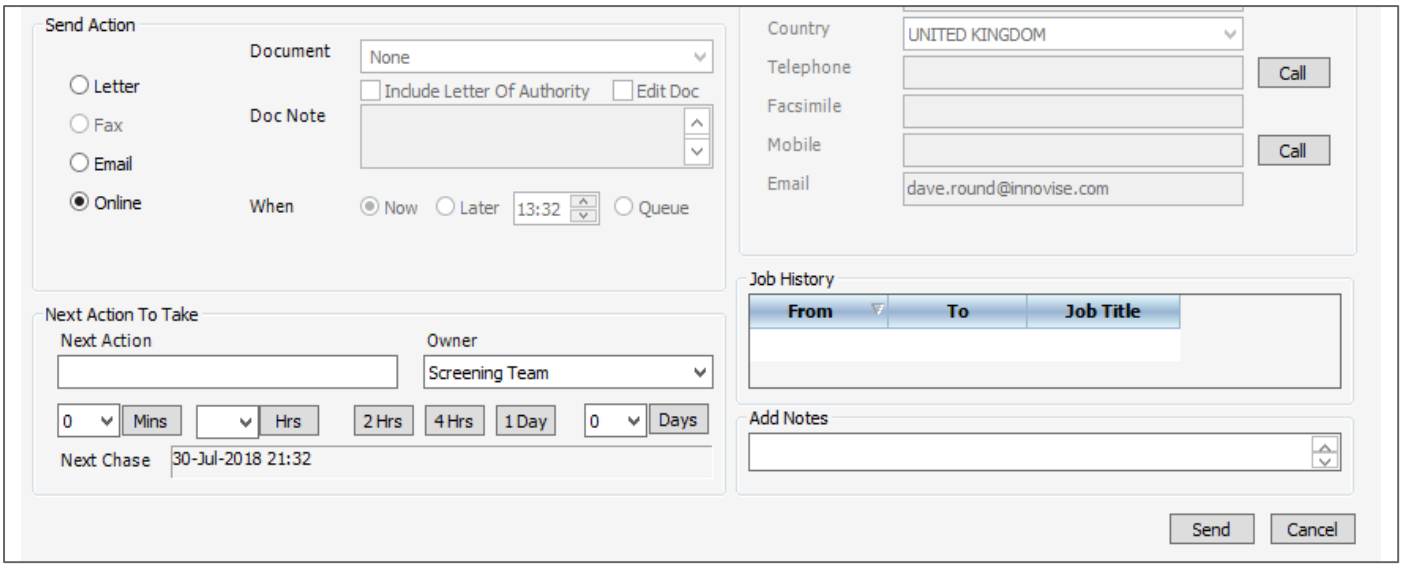
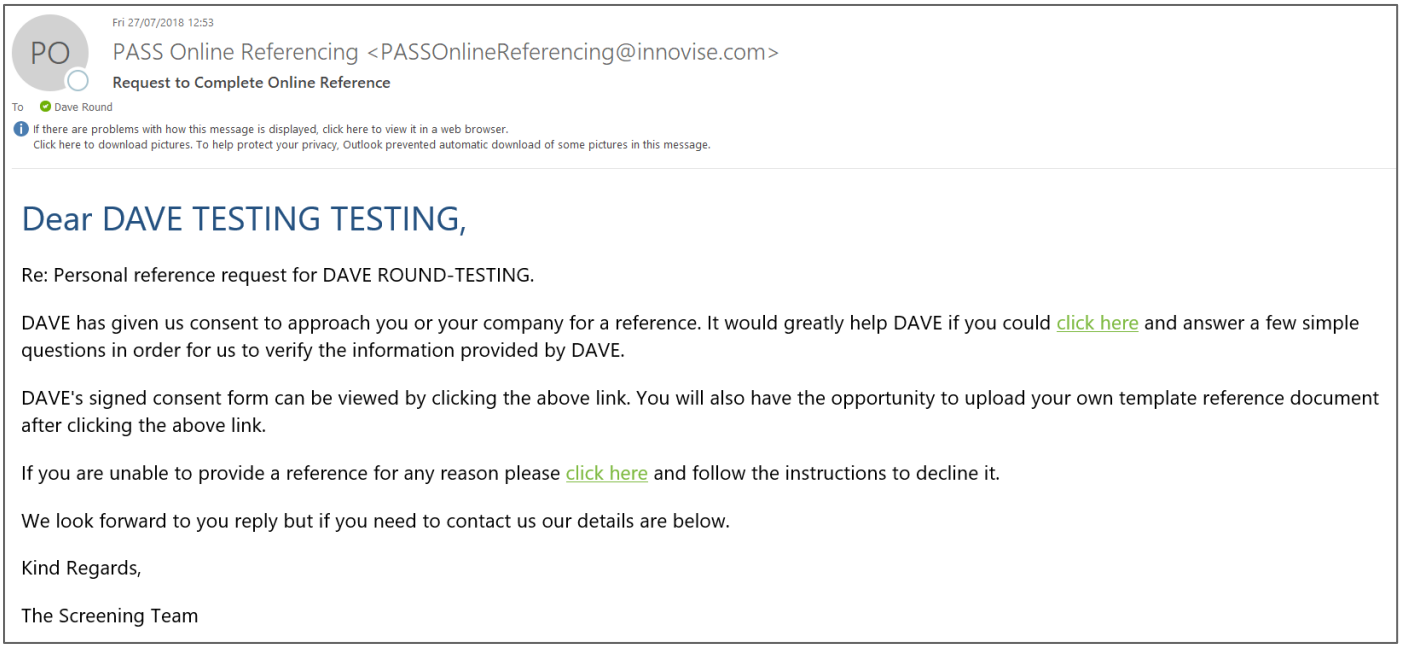
PROCESS

Sending to online referencing



The referee gets an e-mail to complete the reference



Fri 27/07/2018 12:53

PO

PASS Online Referencing <PASSOnlineReferencing@innovise.com>

Request to Complete Online Reference

To Dave Round

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear DAVE TESTING TESTING,

Re: Personal reference request for DAVE ROUND-TESTING.

DAVE has given us consent to approach you or your company for a reference. It would greatly help DAVE if you could click here and answer a few simple questions in order for us to verify the information provided by DAVE.

DAVE's signed consent form can be viewed by clicking the above link. You will also have the opportunity to upload your own template reference document after clicking the above link.

If you are unable to provide a reference for any reason please click here and follow the instructions to decline it.

We look forward to you reply but if you need to contact us our details are below.

Kind Regards,

The Screening Team

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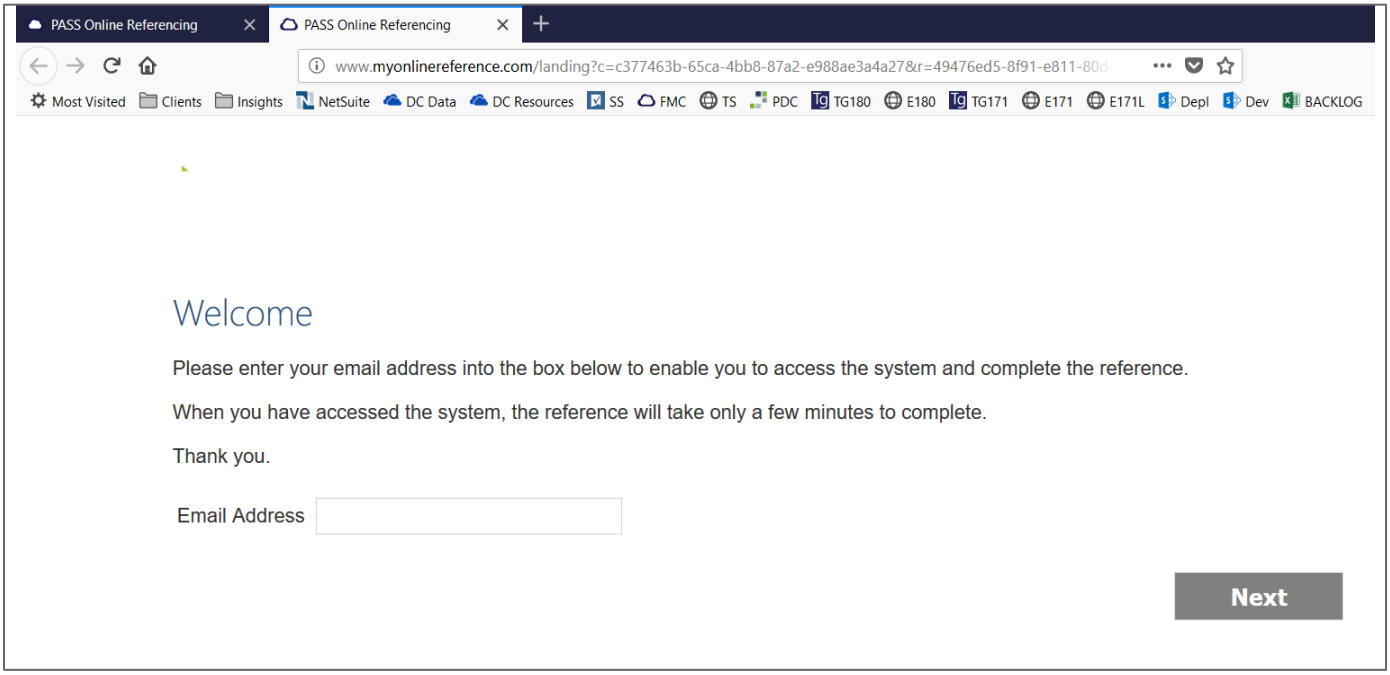
Select the link to ask the referee to confirm their e-mail address



Thank you. We have just emailed you a secure link that you can use to complete the process. You can now safely close this window.

The referee is sent a second e-mail to complete the reference

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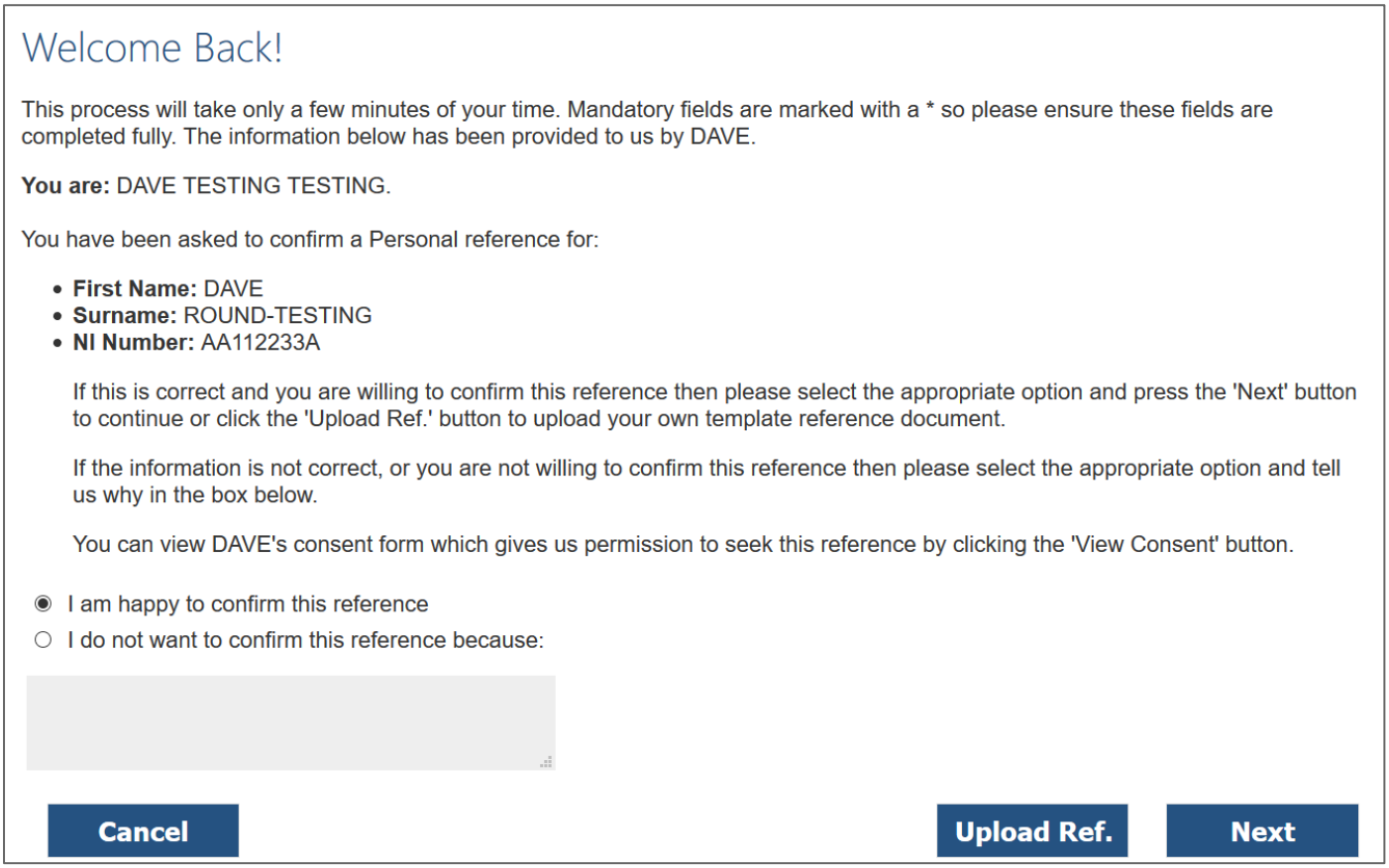
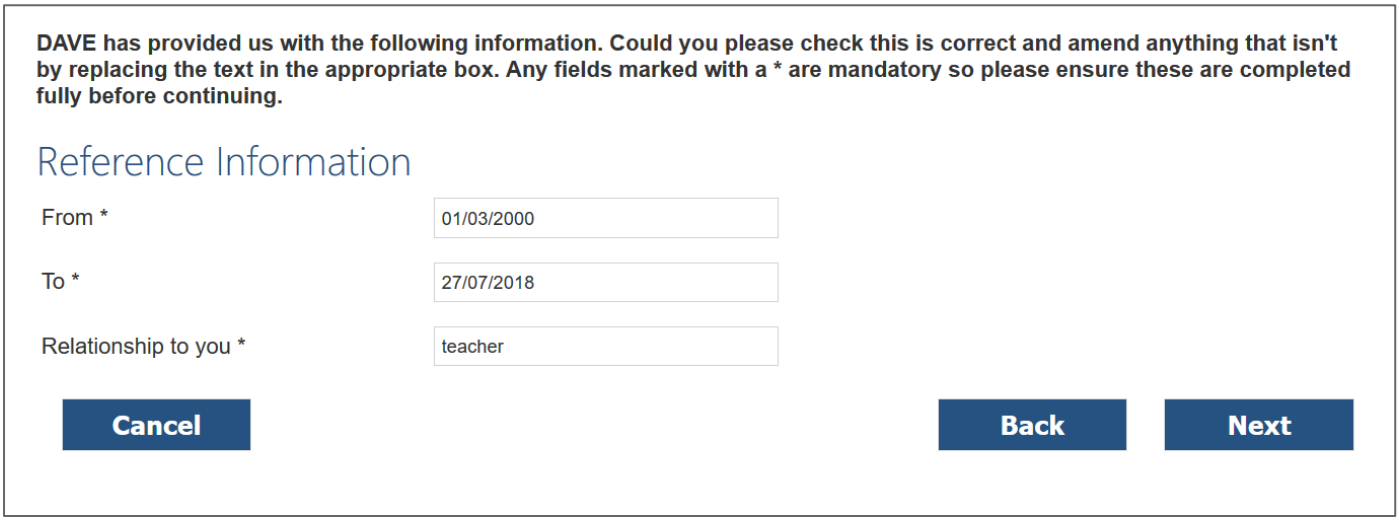
The web page will ask whether the referee will complete the reference

Rejection will feedback to PASS that the Reference needs reviewing



The referee completes the online reference



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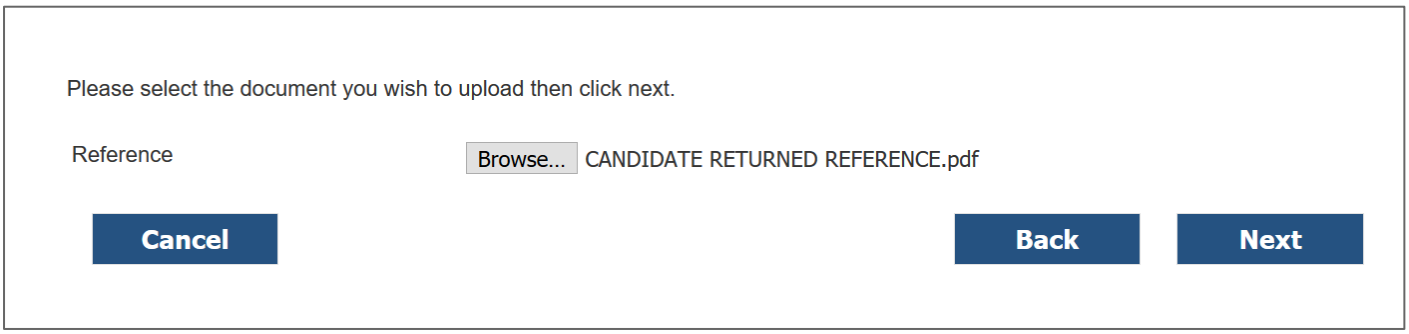
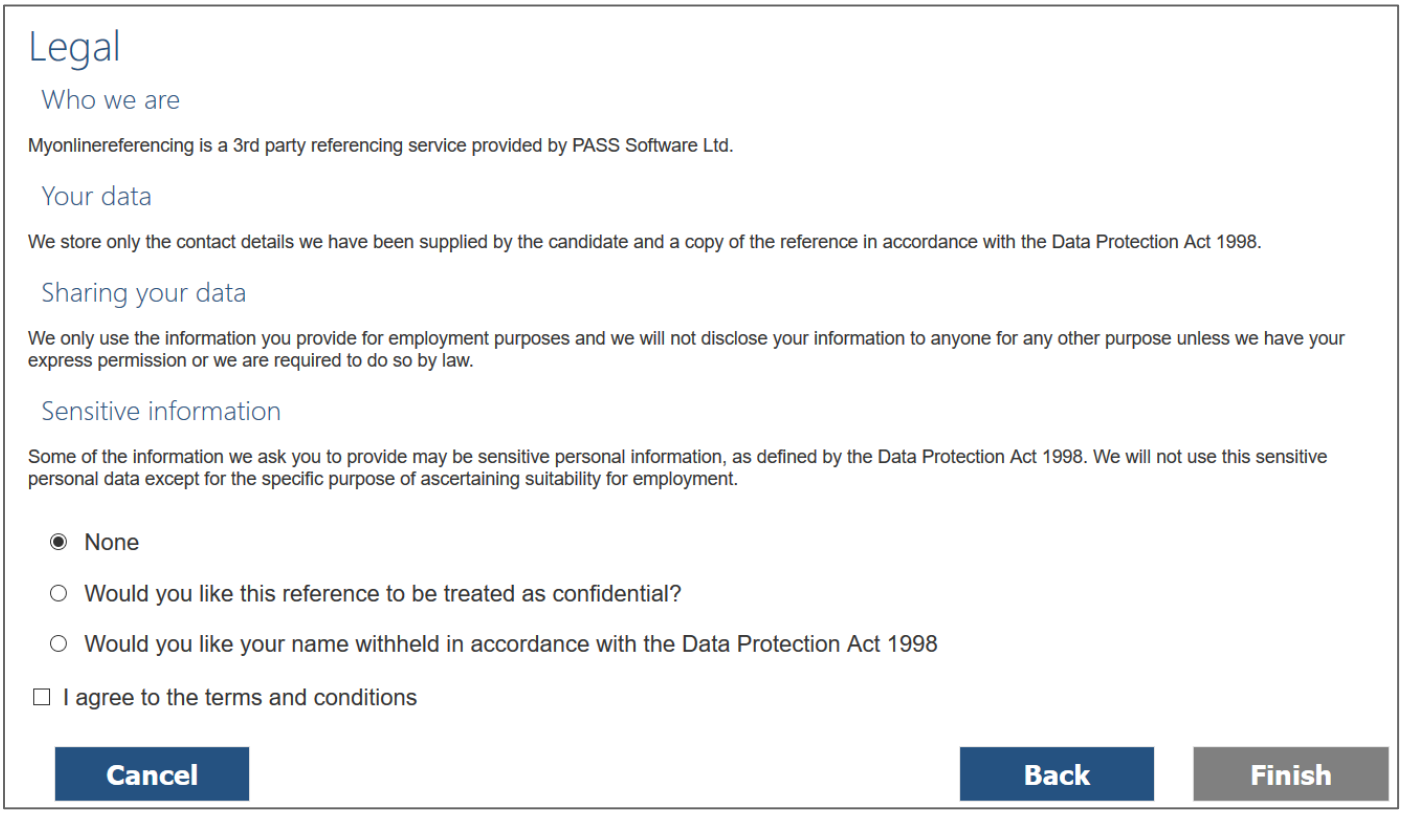
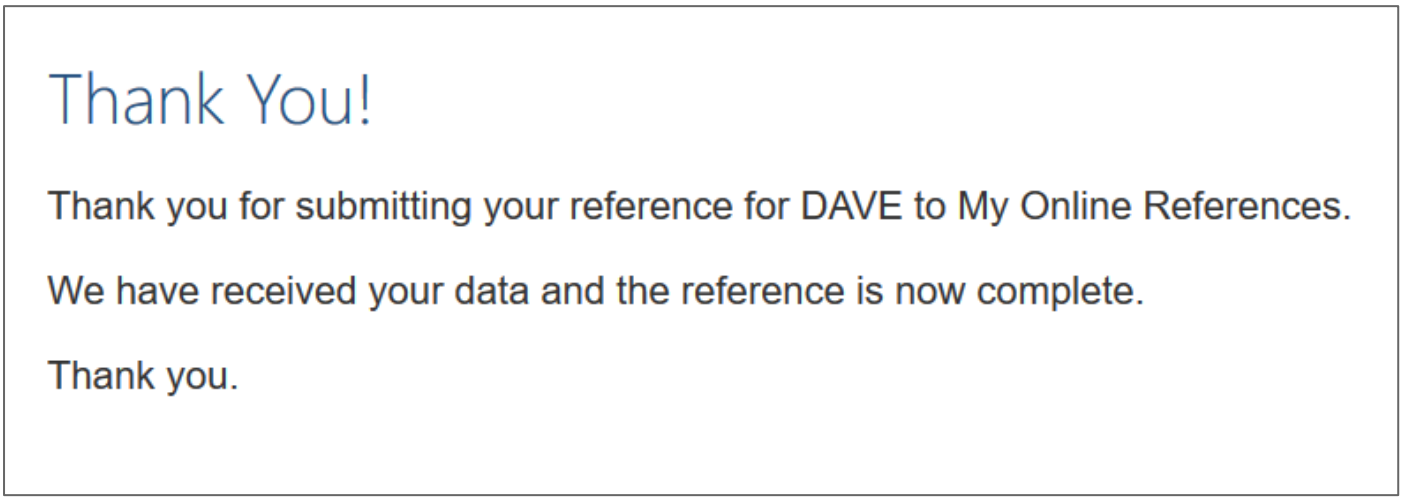
Or the referee attaches their reference file



A legal statement is shown with sensitise information questions



The completed reference is sent to PASS. The referee receives a thankyou message and email



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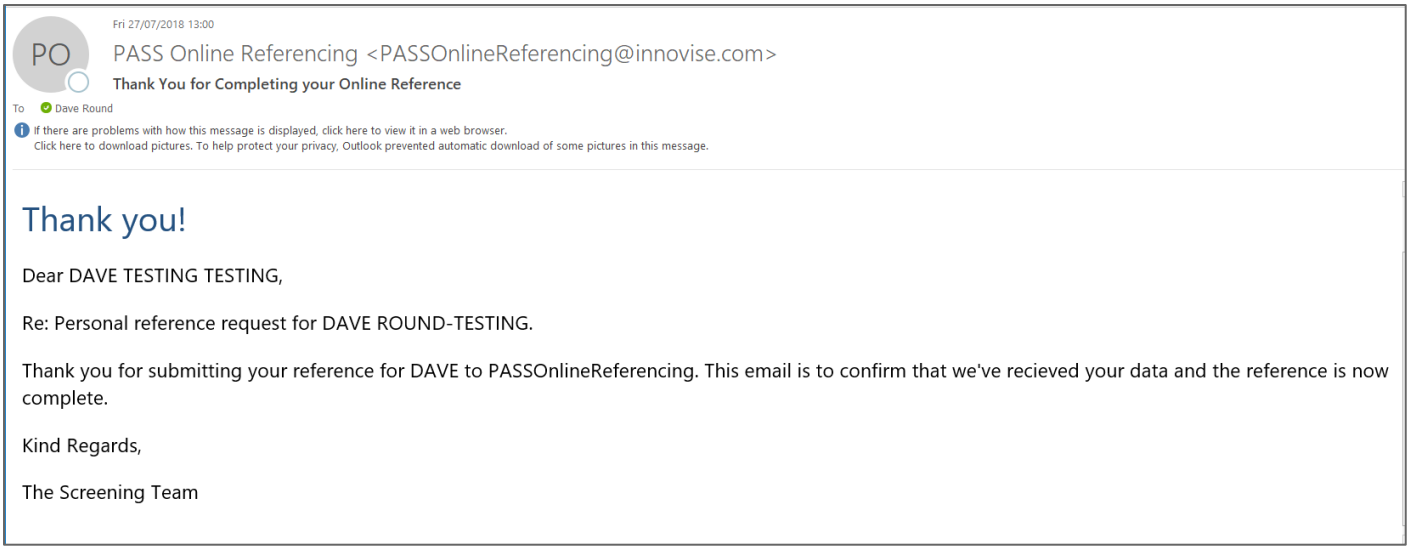


Fri 27/07/2018 13:00

PASS Online Referencing <PASSOnlineReferencing@innovise.com>

Thank You for Completing your Online Reference

To Dave Round

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Thank you!

Dear DAVE TESTING TESTING,

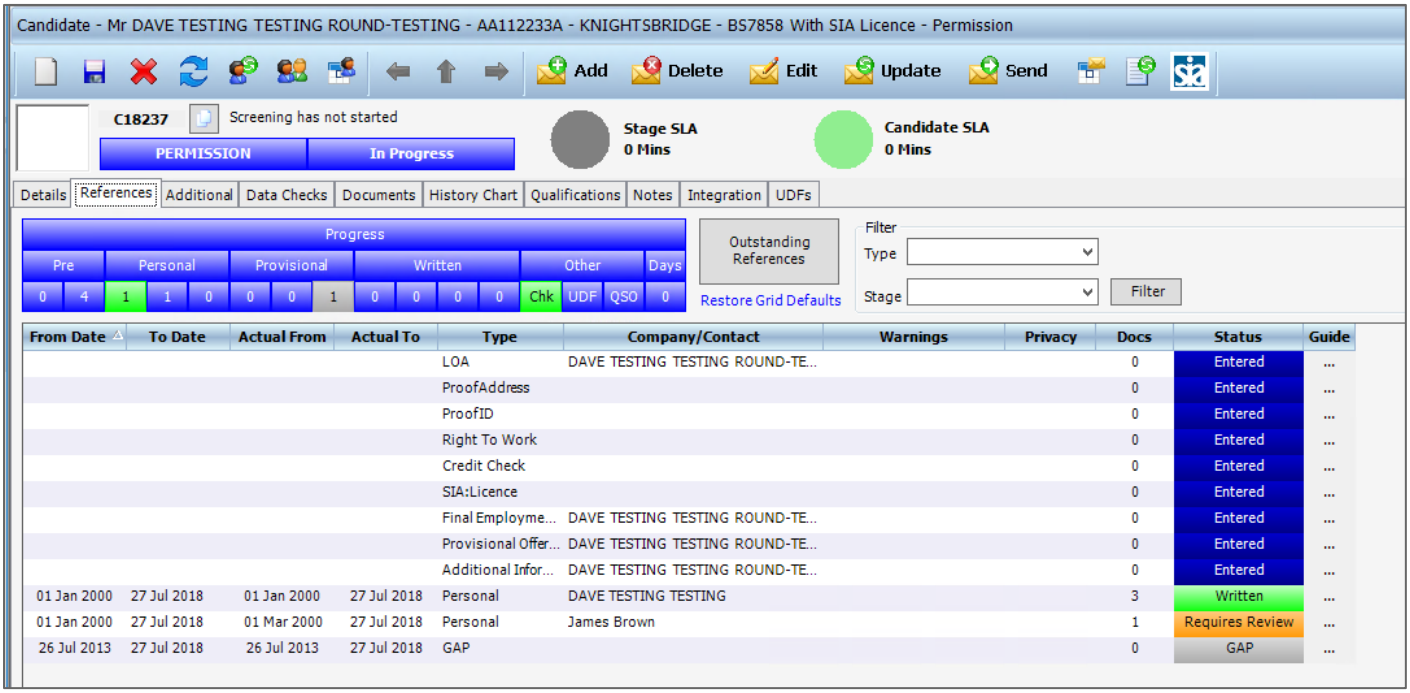
Re: Personal reference request for DAVE ROUND-TESTING.

Thank you for submitting your reference for DAVE to PASSOnlineReferencing. This email is to confirm that we've recieved your data and the reference is now complete.

Kind Regards,

The Screening Team

PASS shows the reference has been received and requires review



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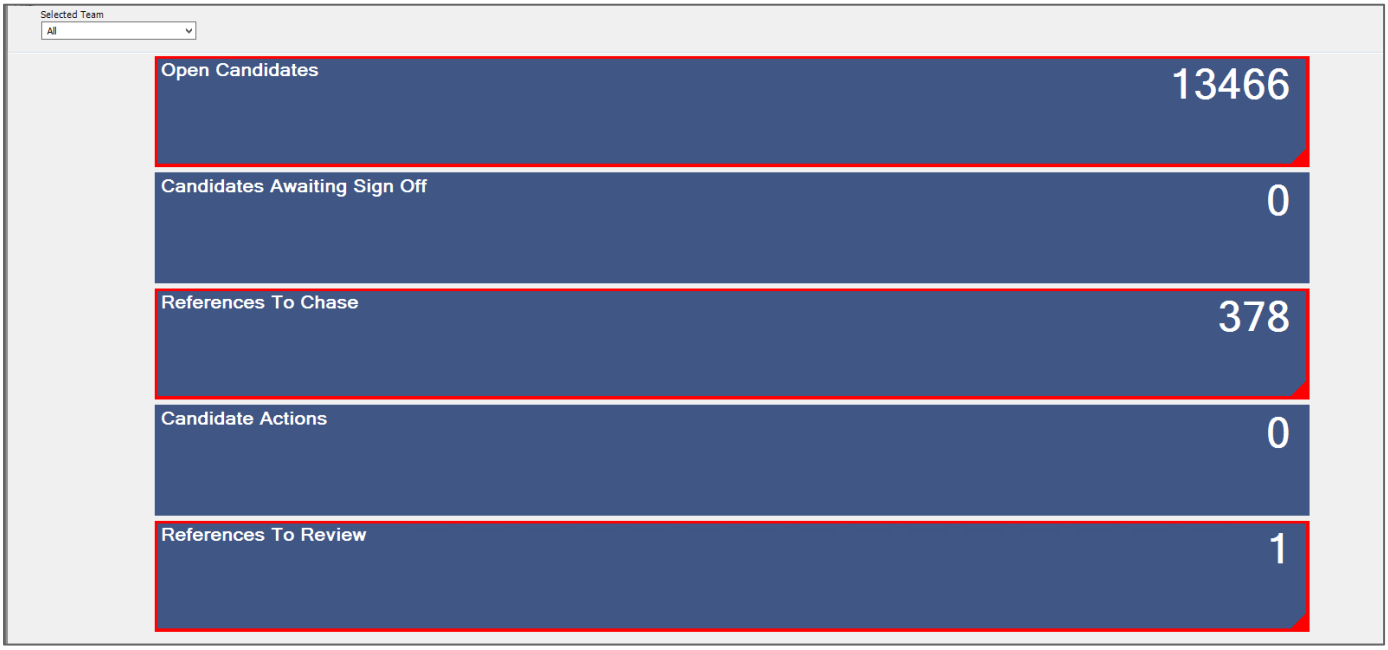
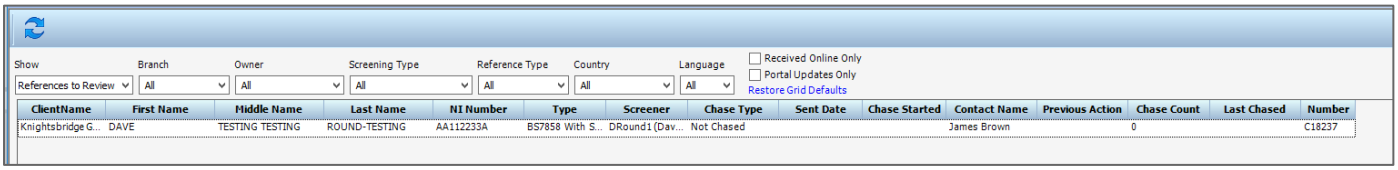
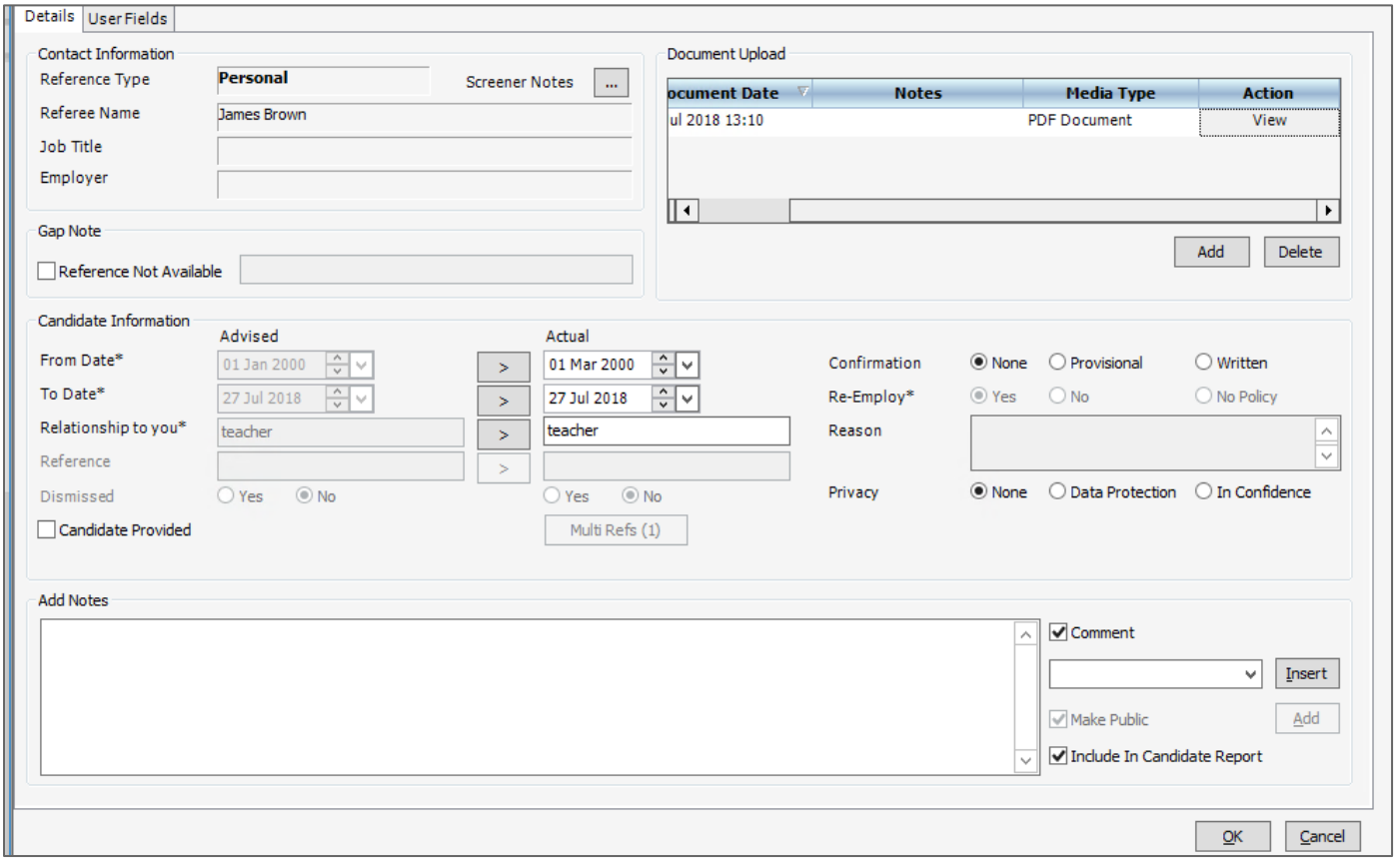
The To Do List shows “References To Review” count



Select “References to Review” to show the Reference List for Selection



The reference is reviewed with attached documents



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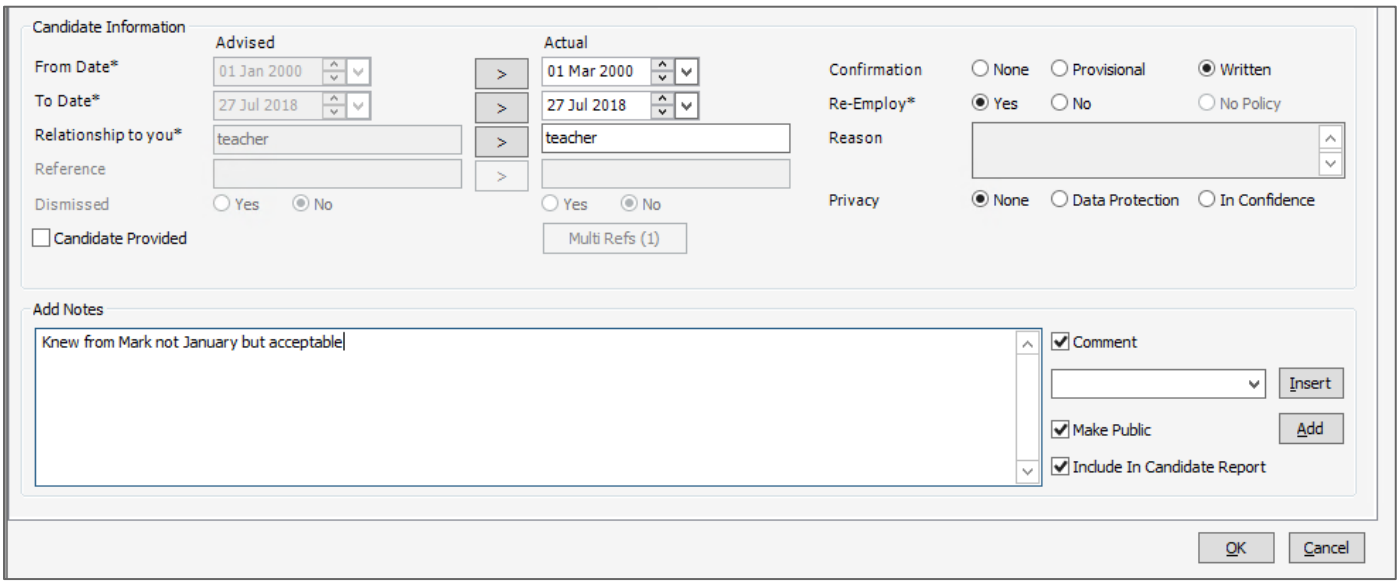
Reference Is confirmed where there Is a difference



Document attached with a certificate that the information has been entered online

Supplied by MyOnlineReferencing.com

Reference Information	
Reference Description:	**Confidentiality Status:**
Personal	*none*

Applicant Information			
Applicant Name:	*ROUND-TESTING*	*DAVE*	
NI Number:	*AA112233A*	**Date of Birth:**	*01-01-2000 00:00:00*
Position Applied for:	*N/A*		

Referee Contact Information				
Referee Name:	*James Brown*			
Email:	*dave.round@innovise.com*	**Telephone:**	*0123456*	
Job Title:	*N/A*			
Company:	*N/A*			
Address:	*asdfsdf*			
	N/A			
	asdfsda	*N/A*	*N/A*	*N/A*

Reference Details				
From:	**To:**	**Job Title:**	**Reason for Leaving:**	**Dismissed?**
01/03/2000	*27/07/2018*	*teacher*	*N/A*	*N/A*

Certification Details			
Client Email:	**Client IP Address:**	**Completion Date/Time:**	**Referee Comments:**
dave.round@innovise.com	*92.207.178.62*	*27-07-2018 12:09:12*	*N/A*
Reference Unique ID:	*4a476ed5-8f91-e811-80d4-00155d58700a*		

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STANDARD TEMPLATES

Page_Welcome.html

This process will take only a few minutes of your time. Mandatory fields are marked with a * so please ensure these fields are completed fully. The information below has been provided to us by .

You are: .

You have been asked to confirm a reference for:

- **First Name:**
- **Surname:**
- **NI Number:**

If this is correct and you are willing to confirm this reference then please select the appropriate option and press the 'Next' button to continue or click the 'Upload Ref.' button to upload your own template reference document.

If the information is not correct, or you are not willing to confirm this reference then please select the appropriate option and tell us why in the box below.

You can view 's consent form which gives us permission to seek this reference by clicking the 'View Consent' button.

Page_Landing.html

Please enter your email address into the box below to enable you to access the system and complete the reference.

When you have accessed the system, the reference will take only a few minutes to complete.

Thank you.

Email_Abort.html

Dear ,

This is a courtesy email to let you know that the referee cancelled the validation process for , date of birth , national insurance number for a reference.

They may come back to complete the process later.

With many thanks,

Yours sincerely

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Email_Chase.html

Dear ,

Re: reference request for .

has given us consent to approach you or your company for a reference. It would greatly help if you could click here and answer a few simple questions in order for us to verify the information provided by .

's signed consent form can be viewed by clicking the above link. You will also have the opportunity to upload your own template reference document after clicking the above link.

If you are unable to provide a reference for any reason please click here and follow the instructions to decline it.

We look forward to you reply but if you need to contact us our details are below.

Kind Regards,

The Screening Team

Email_Initial.html

Dear ,

Re: reference request for .

has given us consent to approach you or your company for a reference. It would greatly help if you could click here and answer a few simple questions in order for us to verify the information provided by .

's signed consent form can be viewed by clicking the above link. You will also have the opportunity to upload your own template reference document after clicking the above link.

If you are unable to provide a reference for any reason please click here and follow the instructions to decline it.

We look forward to you reply but if you need to contact us our details are below.

Kind Regards,

The Screening Team

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Email_Password.html

Secure Email

Thank you. You are now one click away from providing the reference for . Please use this secure link to access the reference.

Kind Regards,

Compliance Team

Email_ThankYou.html

Thank you!

Dear ,

Re: reference request for .

Thank you for submitting your reference for to PASSOnlineReferencing. This email is to confirm that we've recieved your data and the reference is now complete.

Kind Regards,

The Screening Team

Page_Landing.html

Please enter your email address into the box below to enable you to access the system and complete the reference.

When you have accessed the system, the reference will take only a few minutes to complete.

Thank you.

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Page_Legal.html

Who we are

Myonlinereferencing is a 3rd party referencing service provided by PASS Software Ltd.

Your data

We store only the contact details we have been supplied by the candidate and a copy of the reference in accordance with the Data Protection Act 1998.

Sharing your data

We only use the information you provide for employment purposes and we will not disclose your information to anyone for any other purpose unless we have your express permission or we are required to do so by law.

Sensitive information

Some of the information we ask you to provide may be sensitive personal information, as defined by the Data Protection Act 1998. We will not use this sensitive personal data except for the specific purpose of ascertaining suitability for employment.

Page_Reference.html

has provided us with the following information. Could you please check this is correct and amend anything that isn't by replacing the text in the appropriate box. Any fields marked with a * are mandatory so please ensure these are completed fully before continuing.

Page_ThankYou.html

Thank you for submitting your reference for to My Online References.

We have received your data and the reference is now complete.

Thank you.

Page_UploadRef.html

Please select the document you wish to upload then click next.

Certificate.dotx

Certificate.dotx

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Supplied by MyOnlineReferencing.com

Reference Information	
Reference Description:	**Confidentiality Status:**
Personal	*none*

Applicant Information			
Applicant Name:	*ROUND-TESTING*	*DAVE*	
NI Number:	*AA112233A*	**Date of Birth:**	*01-01-2000 00:00:00*
Position Applied for:	*N/A*		

Referee Contact Information				
Referee Name:	*James Brown*			
Email:	*dave.round@innovise.com*	**Telephone:**	*0123456*	
Job Title:	*N/A*			
Company:	*N/A*			
Address:	*asdfsdf*			
	N/A			
	asdfsda	*N/A*	*N/A*	*N/A*

Reference Details				
From:	**To:**	**Job Title:**	**Reason for Leaving:**	**Dismissed?**
01/03/2000	*27/07/2018*	*teacher*	*N/A*	*N/A*

Certification Details			
Client Email:	**Client IP Address:**	**Completion Date/Time:**	**Referee Comments:**
dave.round@innovise.com	*92.207.178.62*	*27-07-2018 12:09:12*	*N/A*
Reference Unique ID:	*4a476ed5-8f91-e811-80d4-00155d58700a*		

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TEAM Software develops market-leading solutions for companies with distributed workforces. TEAM has a focus on the cleaning and security industries helping the companies who serve these sectors manage and optimise their business; from front line service delivery to back office financial management. TEAM's technology is designed to help improve productivity, employee engagement and profitability, and at the same time help control cost, risk and compliance. For more information, visit teamsoftware.com.