DatumRPO Process Flow

To be completed between Wednesday to Friday for the following weeks requirements

1 | **Client**
- Create shift requests in Datum RPO System

2 | **Client**
- Send Datum RPO Booking to **Helpdesk@datumrpo.com**

3 | **Datum RPO**
- Share shift requests to agencies

4 | **Agency**
- Propose Workers on shift allocation tab

5 | **Agency**
- Inform Datum RPO that all workers are now proposed to requested shifts

6 | **Datum RPO**
- Accept proposed workers

To be completed daily or weekly

7 | **Agency**
- De-allocate worker who are absent and remove them from proposal

8 | **Client**
- Completes hours input for workers through Attendance Tab>Batch / Edit option

9 | **Agency**
- Remove any shifts that do not have end times

10 | **Agency**
- Add any adjustments to "shift details"

To be completed for site lock by 12pm on Monday

11 | **Agency**
- Query any hours or shifts by querying the shift within the shift details page

12 | **Agency**
- Submit hours through Finance Tab > Unsubmitted shifts

13 | **Client**
- Checks Queries raised by agency in Finance Tab>Queries

14 | **Client**
- Close queries if required or take appropriate action

15 | **Client**
- Raises any queries left back to the agency from within the shift details page

16 | **Client**
- Approves submitted hours through Finance Tab>Shifts to be approved

17 | **Agency**
- Locks the payroll / Invoicing through Finance Tab