



AVIONTÉ

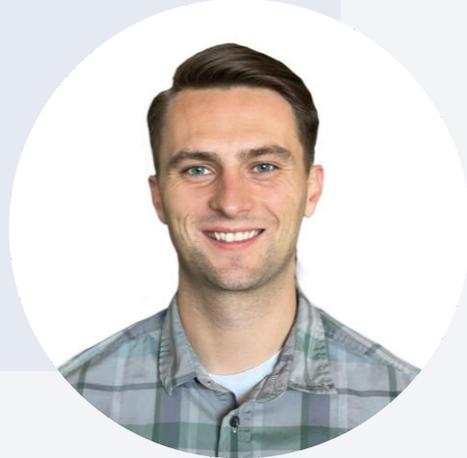


Introducing QuickPlace on Avionté BOLD

Presented by Training & Development and Product



About Us



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The Agenda

1

Training Objectives

2

Key Terms

3

Definition

4

Purpose

5

Key Features

6

User Access

7

Process

8

Demo



OBJECTIVES



Learning Objectives

By the end of this training, you will...

1

Understand what
QuickPlace is

DEFINITION

2

Understand why
QuickPlace was
developed

PURPOSE

3

Understand the key
features of
QuickPlace

FEATURES

4

Understand how to
grant access and use
QuickPlace

HOW TO



KEY TERMS



Key Terms

1

QuickPlace – a new BOLD UI used to efficiently conduct high-volume staffing

2

Tearsheet – a short list of talent that are typically grouped by a commonality

3

Job Search – a search for jobs entered in BOLD that utilizes terms to filter down results

4

Placement – a talent starting and working on a job order



DEFINITION



QuickPlace is...



A new user interface within
the BOLD application



An efficient way to place and
manage talent



A consolidation of several
BOLD features into one UI

QuickPlace is a streamlined user interface that can be used for high-volume staffing!



QuickPlace is NOT...



Automatically turned on for individual users



A replacement for the existing candidate management process



1 for 1 comparison to its Classic QuickPlace

Best practice would be to use QuickPlace for high-volume placements!



QuickPlace is Different because...



It allows users to bypass
typical candidate
management buckets



It utilizes a tear sheet to create
a list of placeable talent



It combines multiple BOLD
features into one UI (job
search, tear sheets, etc)

No need to switch from screen to screen with QuickPlace!



PURPOSE



Why was this Update Developed?



To minimize the steps in making high-volume placements



To streamline managing and ending high-volume placements



Highly requested from clients

This feature will minimize workflow disruptions for our high-volume staffing clients!



Knowledge Check

What is QuickPlace?

A new user interface within the BOLD application

An efficient way to place a high-volume of talent

A consolidation of several BOLD features into one UI

All of the above



KEY FEATURES



QuickPlace Features

Job Section

- Similar to the job search
- Use terms to narrow down results
- Columns can be re-arranged and organized
- Select a job

Talent Section

- Populates with a tearsheet that you select
- Add, remove, and manage a list of placeable talent
- Only shows tearsheets you have access to
- You start talent on the placement from here

Placed Talent Section

- Shows talent that have been placed
- Allows for updating individual placements
- End dates can be updated en masse



QuickPlace User Interface

Jobs Job Terms Owners: Training Team Type: Temp - Light Industrial

Type	Status	Owners	Company	Opened	Start Date	Position	Open Positi...	City	State/Province...	Manager	Days In...	Job	Job Branch	Company Office
Temp - Light In...	Hot Jobs	Josh Payne, Tr...	Hook & Crane ...	Feb 10, 2023	Mar 6, 2023	Demolition Lab...	15 of 15	Eagan	MN	Frank Crane	12		(Avi Staffing-US) Eagan HQ	Eagan
Temp - Light In...	Hot Jobs	Josh Payne, Tr...	Hook & Crane ...	Feb 10, 2023	Mar 6, 2023	General Laborer	15 of 15	Eagan	MN	Frank Crane	12		(Avi Staffing-US) Eagan HQ	Eagan
Temp - Light In...	Hot Jobs	Josh Payne, Tr...	zzDavid's zzDes...	Feb 10, 2023	Mar 6, 2023	Warehouse As...	15 of 15	Eagan	MN	zzDavid zzDan...	12		(Avi Staffing-US) Eagan HQ	Main Warehouse
Temp - Light In...	Hot Jobs	Josh Payne, Tr...	zzDavid's zzDes...	Feb 10, 2023	Feb 20, 2023	Warehouse As...	15 of 15	Eagan	MN	zzDavid zzDan...	12		(Avi Staffing-US) Eagan HQ	Main Warehouse
Temp - Light In...	Open Jobs	Josh Payne, Tr...	zzHarry's zzHar...	Sep 23, 2022	Oct 1, 2022	Assembly Line ...	10 of 15	Eagan	MN	zzHarry zzHow...	1		(Avi Staffing-US) Eagan HQ	Warehouse
Temp - Light In...	Hot Jobs	Josh Payne, Tr...	zzHarry's zzHar...	Feb 17, 2023	Oct 1, 2022	Assembly Line ...	15 of 15	Eagan	MN	zzHarry zzHow...	5		(Avi Staffing-US) Eagan HQ	Warehouse

Total Items: 6 (Selected Items: 1)

Talent (Assembly Workers @ 55121) Type to search Place Columns

ID	City	First Name	Last Name	Mobile Phone	Profile	Remove
28599893	Eagan	Daenerys	Targaryen	5738490593		
28600058	Eagan	Jon	Snow	2337849273		
28600372	Eagan	Sansa	Stark	5738456349		
28600651	Eagan	Tyrion	Lannister	3459849384		
28600894	Eagan	Ned	Stark	3947383492		
28600270	Eagan	Arya	Stark	5632658458		
50850316	Eagan	Frank	Anderson	4567892356		
53282933	Eagan	Jenny	Anderson	5432685945		

Total Items: 23

Placed Talent All Update End Dates Columns

Name	Hired Date	Start - End Date	Edit
Ned Stark	2/21/2023	10/1/2022 - 3/3/2023	
Tyrion Lannister	2/17/2023	10/1/2022 - 2/17/2023	
Sansa Stark	2/17/2023	10/1/2022 - 3/3/2023	
Jon Snow	2/17/2023	10/1/2022 - 3/3/2023	
Daenerys Targaryen	2/17/2023	10/1/2022 - 3/3/2023	

Total Items: 5

With all three sections in one place, users can quickly and efficiently staff high-volumes of talent!



Jobs

From this section, users can...

- Search for jobs using the same “Job Terms” as the jobs search page
- Configure and organize the search results
- Select the job to be managed (single select)

The screenshot shows a 'Jobs' management interface. At the top, there are filters for 'Job Terms', 'Owners: Training Team', and 'Type: Temp - Light Industrial'. A search bar contains the text 'Type, Status, Notes, Own'. Below the filters is a table with columns: Type, Status, Notes, Owners, Sales Rep, Company, Opened, Position, City, State/Province, Manager, Nominations, and Pipeline. The table contains six rows of job listings. At the bottom, there is a pagination bar showing 'Total Items: 6' and navigation controls for page 1 of 1, with a dropdown for 50 items per page.

Type	Status	Notes	Owners	Sales Rep	Company	Opened	Position	City	State/Province	Manager	Nominations	Pipeline
Temp - Light...	Hot Jobs		Josh Payne, ...	Clare Soderl...	Hook & Cran...	Feb 10, 2023	Demolition L...	Eagan	MN	Frank Crane	0	0
Temp - Light...	Hot Jobs		Josh Payne, ...	Clare Soderl...	Hook & Cran...	Feb 10, 2023	General Lab...	Eagan	MN	Frank Crane	0	0
Temp - Light...	Hot Jobs		Josh Payne, ...	Aaron Arring...	zzDavid's zzD...	Feb 10, 2023	Warehouse ...	Eagan	MN	zzDavid zzDa...	0	0
Temp - Light...	Hot Jobs		Josh Payne, ...	Aaron Arring...	zzDavid's zzD...	Feb 10, 2023	Warehouse ...	Eagan	MN	zzDavid zzDa...	0	0
Temp - Light...	Open Jobs		Josh Payne, ...	Aaron Arring...	zzHarry's zzH...	Sep 23, 2022	Assembly Li...	Eagan	MN	zzHarry zzHo...	0★	1
Temp - Light...	Hot Jobs		Josh Payne, ...	Aaron Arring...	zzHarry's zzH...	Feb 17, 2023	Assembly Li...	Eagan	MN	zzHarry zzHo...	0	1



Talent

From this section, users can...

- Select from existing tearsheets
- Add talent to tearsheet
- Select and start talent on a placement

Talent (Assembly Workers @ 55121)							Type to search	Place	Columns	
ID	City	First Name	Last Name	Mobile Phone	Profile	Remove				
28599893	Eagan	Daenerys	Targaryen	5738490593						
28600058	Eagan	Jon	Snow	2337849273						
28600372	Eagan	Sansa	Stark	5738456349						
28600651	Eagan	Tyrion	Lannister	3459849384						
28600894	Eagan	Ned	Stark	3947383492						
28600270	Eagan	Arya	Stark	5632658458						
50850316	Eagan	Frank	Anderson	4567892356						
53282933	Eagan	Jenny	Anderson	5432685945						

Total Items: 23

Navigation: << < 1 / 1 > >> 32 ▲



Placed Talent

From this section, users can. . .

- View all placements or only active placements that are associated with a job order
- Edit placement details (including end dates)

Placed Talent				All	Update End Dates	Columns
✓ Name	✓ Hired Date	✓ Start - End Date	✓ Edit			
✓ Ned Stark	2/21/2023	10/1/2022 - 3/3/2023				
✓ Tyrion Lannister	2/17/2023	10/1/2022 - 2/17/2023				
✓ Sansa Stark	2/17/2023	10/1/2022 - 3/3/2023				
✓ Jon Snow	2/17/2023	10/1/2022 - 3/3/2023				
✓ Daenerys Targaryen	2/17/2023	10/1/2022 - 3/3/2023				

Total Items: 5

Navigation: << < 1 / 1 > >> 20 ▲



Knowledge Check

True or False: Users can utilize QuickPlace to end high-volume placements

True

False



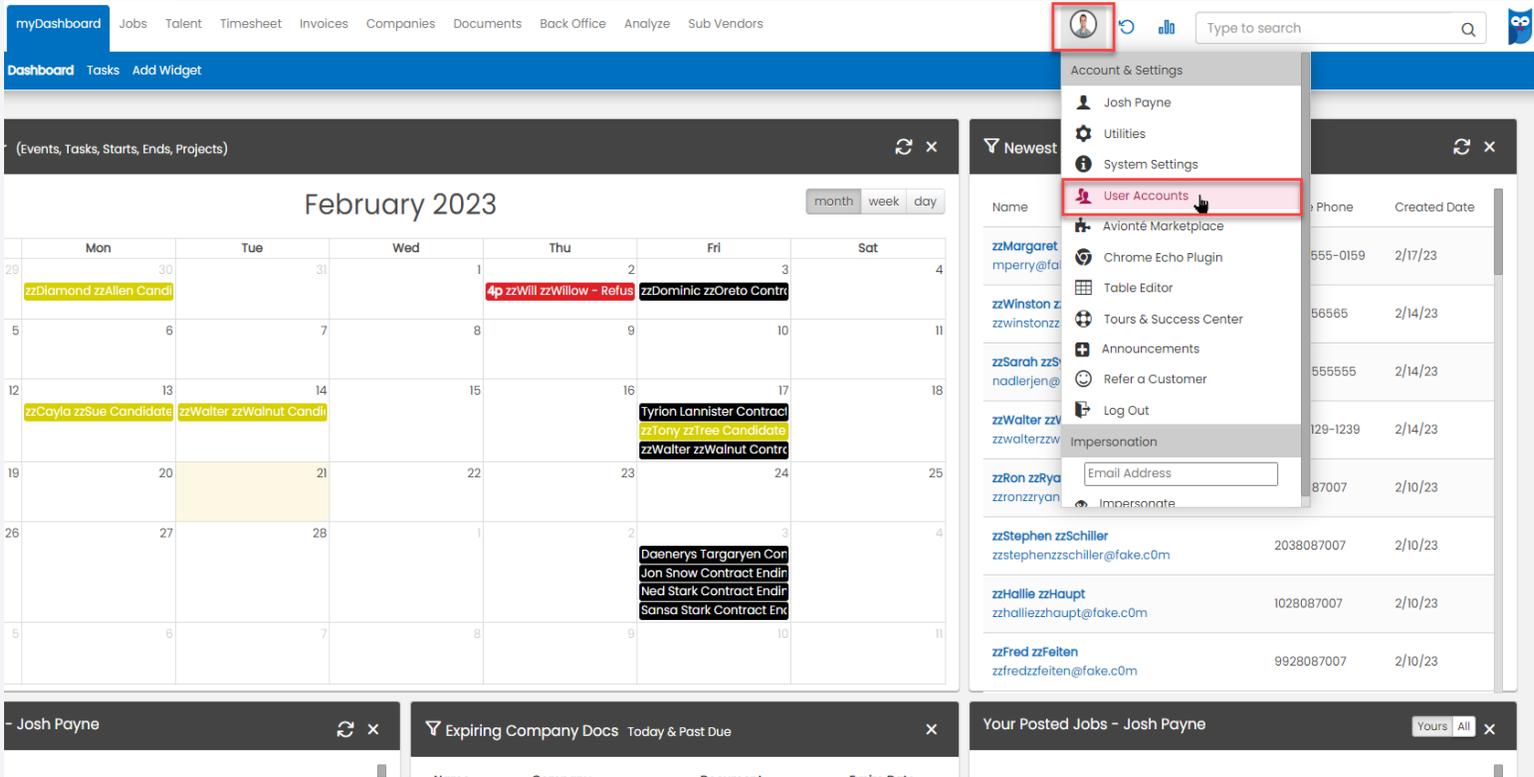
USER ACCESS



Step 1

Account & Settings

From your dashboard, navigate to your Account & Settings Avatar and select “User Accounts”



Step 2

User Accounts

From the User Accounts menu, navigate to the individual account you would like to provide access to and select “Edit Access”

The screenshot displays the 'User Accounts' management interface. At the top, there is a header with the title 'User Accounts' and a 'Create New HCM User' button. Below the header is a filter bar with dropdown menus for 'Role' (set to 'HCM Users'), 'Status' (set to 'Active'), and 'Type' (set to 'All'), along with a search input field. The main content is a table of user accounts. The 'Demo Account' row is highlighted, and the 'Edit Access' button in its 'Actions' column is circled in red. A tooltip is visible over this button.

Name	Email	Role	Status	Type	Last On	Actions
Aaron Arrington	aaron.arrington@staff123.com	HCM	Active		Feb 4, 2020	Edit Profile Edit Access View Log
Alexander Pine	Alex.Pine@testing.com	HCM	Active		Oct 20, 2021	Edit Profile Edit Access View Log
Bethany Bell	bethanyb@example.com	HCM	Active	Back Office		Edit Profile Edit Access View Log
Debbie Smith	dsmith@testing.com	HCM	Active	zzTest		Edit Profile Edit Access View Log
Demo Account	austin.rueda-pippin@avionte.com	HCM	Active		Oct 3, 2022	Edit Profile Edit Access View Log
Jamie Right	jright@testing.com	HCM	Active	Test User		Edit Profile Edit Access View Log



Step 3

User Accounts

From the individual user's User Access menu, navigate to the "Feature" section, check the "QuickPlace" box to grant access, and save.

User Access for Demo Account

Edit Profile **Save**

Search
Type here to search

- Basic**
 - Job Board
 - Business Intelligence (Bi) Setup Required
 - Tasks
 - Applicant Tracking
 - CRM
 - Document Manager
 - Reports
 - Sub Vendors
- Modification Access**
 - Delete / Edit Own
 - Delete / Edit Admin
- Features**
 - Video Interview
 - Search Closed Jobs
 - Call Lists
 - Merge Applicants
 - Merge Companies & Contacts
 - Post Jobs
 - Schedule & Send Reports
 - QuickPlace
- Operational Reports**
 - Advapay Payroll
 - SAGE 2.0
 - EEO
 - KPI
 - Snapshot
 - Latest Candidate Stage
 - Consultant Spend
 - Timesheet Status
 - Contract Falloff
 - Daily Consultant
 - Active Consultant
 - Consultant Markup
 - Purchase Order
 - Consultant Forecast
 - Job Board Forecast
 - Job Board Insight
 - Hiring Stats
 - User Activity
 - User Stats
 - Contractor Snapshot
 - Dispositions for Filled Jobs
 - Starts Report
 - Hiring History
 - Consultant Hours by Date
- Bold Analyze Reports**
 - Workers Comp Claim Details
 - Unemployment
 - Comprehensive Job
 - New Hire
 - Department of Labor
 - Unapplied Cash
 - Billing by Work State
 - Company Trend
 - Federal EEO Component 2 Reporting
 - Federal EEO Reporting
 - Talent W2 Details
 - Talent T4 Details
 - Table Editor Details
 - Comprehensive Agency
 - Talent Certification
 - Talent Document
 - Talent Adobe Document
 - Worker Comp Code Setup
 - PO Number Info
 - Company Document
 - Talent Trend
 - Talent Pay Detail per Pay Code
 - Talent Payroll Tax Detail with Pretax
 - Comprehensive Contact



Step 4

User Accounts

Once the user logs out of BOLD and back in, they should see “QuickPlace” populate as a main menu option.

The screenshot shows the AVIONTE web application interface. The top navigation bar includes the AVIONTE logo and several menu items: myDashboard, Jobs, Talent, Timesheet, Invoices, Companies, Documents, Back Office, Analyze, Sub Vendors, and QuickPlace. The 'QuickPlace' menu item is highlighted with a red box. Below the navigation bar is a blue header bar. The main content area is divided into three sections: 1. 'Events Calendar (Events, Tasks, Starts, Ends, Projects)' showing a calendar for February 2023 with various events listed. 2. 'Newest' section on the right side, displaying a list of user accounts with names and email addresses. 3. A bottom status bar with three active tabs: 'Active Job Monitor - Josh Payne', 'Expiring Company Docs Today & Past Due', and 'Your Posted'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 zzDiamond zzAllen Candi	31	1	2 4p zzWill zzWillow - Refus	3 zzDominic zzOreto Contr	4
5	6	7	8	9	10	11
12	13 zzCayla zzSue Candidate	14 zzWalter zzWalnut Candi	15	16	17 Tyrion Lannister Contract zzTony zzTree Candidate zzWalter zzWalnut Contr	18
19	20	21	22	23	24	25
26	27	28	1	2	3 Daenerys Targaryen Cor Jon Snow Contract Endin Ned Stark Contract Endin Sansa Stark Contract End	4
5	6	7	8	9	10	11

- zzMargaret zmperry@fak
- zzWinston zzwinstonzsz
- zzSarah zzSynadlerjen@
- zzWalter zzWalterzzwc
- zzRon zzRyanzzronzzryan
- zzStephen zzstephenzz
- zzHallie zzHalliezzhai
- zzFred zzFritzfredzzfritz



Knowledge Check

True or False: QuickPlace will automatically be activated for all users in BOLD

True

False



Process



Step 1

Search for a Job

Use the job terms or saved searches in the job search section to search for jobs needing to be filled.

The screenshot shows a job search interface with the following elements:

- Search Bar:** Contains filters for "Owners: Training Team" and "Type: Temp - Light Industrial". A search icon and a dropdown menu for "Type, Status, Notes, Own" are also present.
- Filters:** A "Job Terms" dropdown menu is open, listing various search criteria such as "Job/Req/Custom ID", "Status", "Type", "Owner", "Sales Rep", "Branches", "Company/Hiring Manager", "Position Title", "Location", "Stage", "Position Category", and "Placement Status".
- Table:** A table of job listings with columns: Owners, Sales Rep, Company, Opened, Position, City, and additional columns for location and counts. The table contains six rows of data.
- Saved Searches:** A dropdown menu titled "Saved Searches" is open, showing two saved searches: "Training Team - Light Industrial Feb 21, 2023" and "Training Team @55121 Feb 21, 2023".
- Page Navigation:** At the bottom, there are navigation buttons for page 1 of 1, with a total of 50 items.



Step 2

Select a Job

Within the job search results, select the job you are going to work on filling.

Type	Status	Notes	Owners	Sales Rep	Company	Opened	Position	City	State/Province	Manager	Nominations	Pipeline	
Temp - Light...	Hot Jobs		Josh Payne, ...	Clare Soderl...	Hook & Cran...	Feb 10, 2023	Demolition L...	Eagan	MN	Frank Crane	0	0	
Temp - Light...	Hot Jobs		Josh Payne, ...	Clare Soderl...	Hook & Cran...	Feb 10, 2023	General Lab...	Eagan	MN	Frank Crane	0	0	
Temp - Light...	Hot Jobs		Josh Payne, ...	Aaron Arring...	zzDavid's zzD...	Feb 10, 2023	Warehouse ...	Eagan	MN	zzDavid zzDa...	0	0	
Temp - Light...	Hot Jobs		Josh Payne, ...	Aaron Arring...	zzDavid's zzD...	Feb 10, 2023	Warehouse ...	Eagan	MN	zzDavid zzDa...	0	0	
	Temp - Light...	Open Jobs		Josh Payne, ...	Aaron Arring...	zzHarry's zzH...	Sep 23, 2022	Assembly Li...	Eagan	MN	zzHarry zzHo...	0★	1
Temp - Light...	Hot Jobs		Josh Payne, ...	Aaron Arring...	zzHarry's zzH...	Feb 17, 2023	Assembly Li...	Eagan	MN	zzHarry zzHo...	0	1	

Total Items: 6 (Selected Items: 1)

Navigation: << < 1 / 1 > >> 50 ▲



Step 3

Select a Tearsheet

Within the Talent section, select the tearsheet you wish to utilize.

Talent (Assembly Workers @ 55121)

Type to search

Place Columns

ID	City	First Name	Last Name	Mobile Ph
28599893	Eagan	Daenerys	Targaryen	57384905
28600058	Eagan	Jon	Snow	23378492
28600372	Eagan	Sansa	Stark	57384563
28600651	Eagan	Tyrion	Lannister	34598493
28600894	Eagan	Ned	Stark	39473834
28600270	Eagan	Arya	Stark	56326584
50850316	Eagan	Frank	Anderson	4567892356
53282933	Eagan	Jenny	Anderson	5432685945

Total Items: 23

<< < 1 / 1 > >> 32

Tear Sheets

- Assembly Workers @ 55121
- Clerical Workers @ 55121
- Clerical Workers to contact
- Construction Workers @ 55121
- Nuts & Bolts Assembly
- San Francisco temps
- Walgreens
- Warehouse Workers @ 55121



Step 4

Select Talent

Within the selected tearsheet, select the talent that you would like to start on a placement and select “Place”.

Talent (Assembly Workers @ 55121)							Type to search	Place	Columns		
ID	City	First Name	Last Name	Mobile Phone	Profile	Remove					
<input checked="" type="checkbox"/>	28599893	Eagan	Daenerys	Targaryen	5738490593						
<input checked="" type="checkbox"/>	28600058	Eagan	Jon	Snow	2337849273						
<input checked="" type="checkbox"/>	28600372	Eagan	Sansa	Stark	5738456349						
<input checked="" type="checkbox"/>	28600651	Eagan	Tyrion	Lannister	3459849384						
<input checked="" type="checkbox"/>	28600894	Eagan	Ned	Stark	3947383492						
<input checked="" type="checkbox"/>	28600270	Eagan	Arya	Stark	5632658458						
<input type="checkbox"/>	50850316	Eagan	Frank	Anderson	4567892356						
<input type="checkbox"/>	53282933	Eagan	Jenny	Anderson	5432685945						

Total Items: 23 (Selected Items: 6)

Navigation: << < 1 / 1 > >> 32 ▲



Step 5

Start Talent

Complete all the required and/or necessary fields in the “Start on Job” flyout and start the talent.

Jenny Anderson – Start on Job

Start Date: Oct 1, 2022	End Date:
Currency: 	
Mark-up Percentage: 45	
Bill Rate: 36.25	Pay Rate: 25
Employment Type: W-2	Talent Source: Use Existing Talent Source
Burden %: 15	VMS Fee %: 0
Discounts:	Hourly Margin:

View Job Details Cancel **Start Talent**



Step 6

Send Start Sheet (optional)

If applicable, send the start sheet to the talent with the placement details.

Jenny Anderson – Start on Job ✕

1 applicant(s) started on the job!

Select a Start Sheet:
Basic Job Information ▾

Email To:
Jenny Anderson ✕ Add Email Addresses

Email CC:
Add Email Addresses

Email BCC:
Add Email Addresses

Print & Log Activity 

Go to Assembly Line Worker Job [Cancel](#) **Send**



Step 7

Update Placements

If applicable, from the “Placed Talent” section, update end dates, pay rates, and/or any other placement information.

Placed Talent				All	Update End Dates	Columns ▾
✓ Name	✓ Hired Date	✓ Start - End Date	✓ Edit			
✓ Arya Stark	2/22/2023	10/1/2022 - 2/1/2100				
✓ Ned Stark	2/21/2023	10/1/2022 - 3/3/2023				
✓ Tyrion Lannister	2/17/2023	10/1/2022 - 2/17/2023				
✓ Sansa Stark	2/17/2023	10/1/2022 - 3/3/2023				
✓ Jon Snow	2/17/2023	10/1/2022 - 3/3/2023				
✓ Daenerys Targaryen	2/17/2023	10/1/2022 - 3/3/2023				

Total Items: 6 (Selected Items: 1)

« < 1 / 1 > » 20 ▲



DEMO



Poll

Based on your experience during this training, how prepared do you feel to get started with QuickPlace in BOLD?

1 (not confident)

2 (somewhat confident)

3 (confident)

4 (very confident)



THANK YOU!

