

AVIONTÉ  
CONNECT

# Streamlining Operations

WITH AVIONTÉBOLD



# About Me:

- Matt Schmeichel
- Sr. Implementation Project Manager – Team Lead
- 4.5 years with Avionté
- I am also a high school drumline instructor 🥁





# About Me:

- Paul Wunderlich
- Sr. Implementation Project Manager – Team Lead
- 5 years with Avionté
- I enjoy taking aerial photos in my free time.



# Agenda

## Encouraging Accuracy

- Table Editor Items
- Email Templates
- Company-level defaults
- Job Order templates
- Direct Deposit Validation

## Encouraging Efficiency

- Recommended Dashboard Widgets
- Setting up your searches
- Organizing search results
- Mass Actions



# Setting the stage

Operations Manager

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# Accuracy

Having the right data the first time

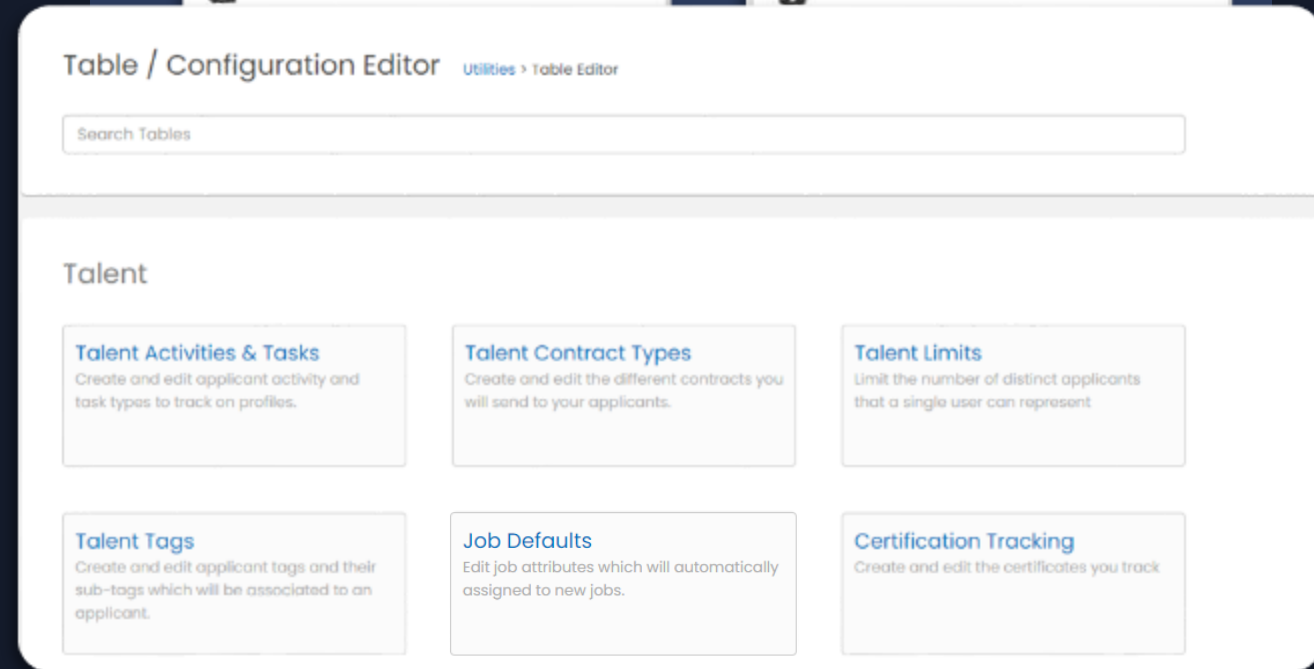
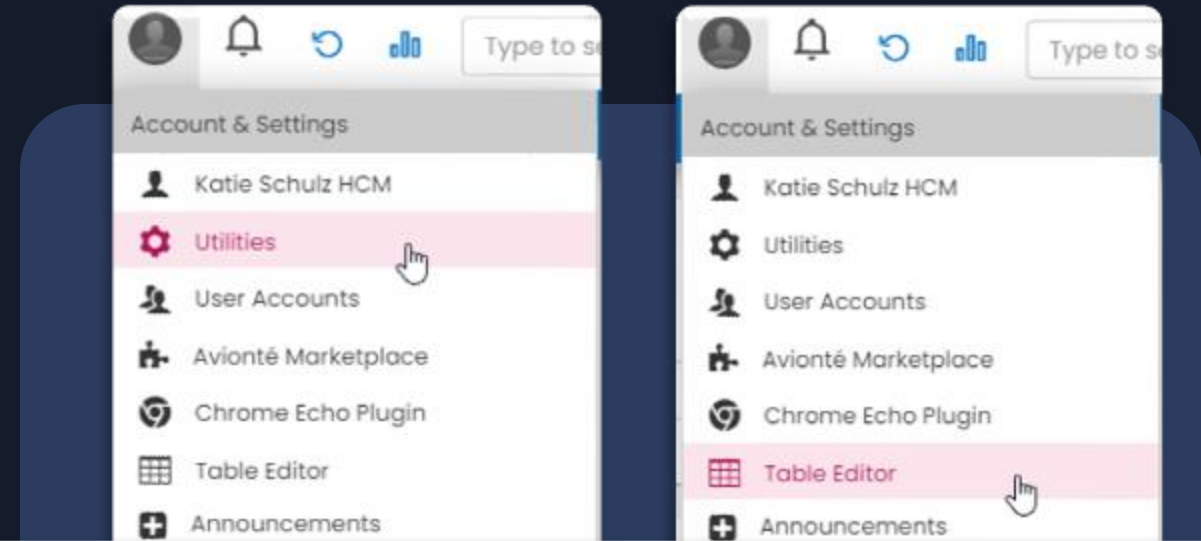
---



ACCURACY

# Table Editor & Utilities Settings

The following slides are from an administrative area in BOLD called Table Editor and Utilities. Most system-level defaults and configuration can be managed here





# Table Editor > Job Defaults

## Job Defaults

Edit job attributes which will automatically assigned to new jobs.

### Edit Job Defaults

#### Consolidate Invoices

No

#### Withhold Emails

No

#### Time Capture Method

Timesheet

#### OT Type

Paid and Billed

#### Job Type

Contract

#### Notifications

No One

Close

Save



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Edit job attributes which will automatically assigned to new jobs.

### Edit Job Defaults

#### Consolidate Invoices

No

#### Withhold Emails

No

#### Time Capture Method

Timesheet

#### OT Type

Paid and Billed

#### Job Type

Contract

Contract

Law Clerks

Light Industrial

Manufacturing

Recruiting - Internal

Contract to Perm

Manufacturing CtoP

EOR

Permanent



# Table Editor > Job Defaults

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Edit job attributes which will automatically assigned to new jobs.

### Edit Job Defaults

#### Consolidate Invoices

No

#### Withhold Emails

No

#### Time Capture Method

Timesheet

#### OT Type

Paid and Billed

#### Job Type

Contract

#### Notifications

No One

All Users

No One

Specific Users

Users In Job Author Branch

Close

Save



# Table Editor > Job Defaults

Notification

Send a Notification Email To:

All Users

Sending to All Users may take longer than expected to process.


New Req - Forklift Driver | Entered by Katie Schulz

Delete Archive Report Reply Reply all Forward Zoom Read / Unread Categorize Flag / Unflag

New Req - Forklift Driver | Entered by Katie Schulz

Avionté <notifications@myavionte.com>  
To: Katie Schulz  
Mon 6/17/2024 1:59 PM

A new req has been entered by Katie Schulz for the position of [Forklift Driver](#) on 1:58 PM ((UTC-06:00) Central Time (US & Canada))

 Katie Schulz  
6512890859  
Katie.schulz@avionte.com

Contact: [Brian Dahms](#)  
Company: [Dahms Enterprise](#)  
Position: [Forklift Driver](#)  
Type: Contract

Delivered by Avionté

Reply Forward

**Talent Statuses**  
Categorize people into overall statuses

**Talent Document Types**  
Create and edit document types that can be stored against talent records.

**Text Message Consent**  
Select active employers to be displayed in the text message consent opt-in messaging provided to users.

### Talent Activities & Tasks

Create and edit applicant activity and task types to track on profiles.

### Talent Tags

Create and edit applicant tags and their sub-tags which will be associated to an applicant.

### New Talent Requirements

Customize which fields are required to manually add applicants into the system.

### New Pipeline Requirements

Specify which fields, tags or activities need to be populated prior to pipelining an applicant to a job

### New Offer Requirements

Customize which fields are required to move an applicant to an Offer stage type.

### Nominate Defaults

Edit items to be defaulted when submitting a candidate

### Pipeline Stages

Create and edit job stages applicants can pass through before being nominated.

### Job Defaults

Edit job attributes which will automatically assigned to new jobs.

### Job Post Defaults

Edit the default behavior of Job Posts

### System Email Settings

Configure web apply thank you emails, enable mass email unsubscribe, and set your google domain.

### Email Template Editor

Create, edit and manage your email templates.

### Careers Page Editor

Configure, edit and customize your careers pages, languages, and other Avionte careers page functionalities

### Custom Job Details

Create and edit custom job details which will be assigned to jobs.

### Job Statuses

Create and edit the statuses which are associated with your open and closed jobs.

### New Filled Job Requirements

Customize which fields are required to start an applicant on a role.



# Table Editor > Job Post Defaults

1 2 3 4 5 6 7 8

PERSONAL INFO

Step 1: Resume: REQUIRED  
Accepted Filetypes: .pdf, .doc, or .docx.

Cover Letter

Job Posting Status and Options

Main Board Jun 17, 2024 | Katie Schulz | Questionnaire: Emergency Contacts | Stillwater, MN

View Job Page View Apply Page Direct Share Autoshare

Require All Web Applicants to Upload a Resume  Yes

Allow Web Applicants to Apply Through Indeed  No



# Table Editor > Job Post Defaults

**Job Post Defaults**  
Edit the default behavior of Job Posts

Edit Job Post Defaults

Require All Web Applicants to Upload a Resume

Yes

No

Yes

No

Close Save



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Categorize people into overall statuses

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Create and edit document types that can be stored against talent records.

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# Table Editor > Nominate Defaults

## Nominate Defaults

Edit items to be defaulted when submitting a candidate

### Edit Nominate Defaults

Send Email Checked By Default

No

Select a Default Talent Resume

None

Select a Default Feedback Form

General Feedback Form

Close

Save



# Table Editor > Nominate Defaults

**Nominate**

Pay / Salary:  Bill / Fee:

Recruiter:  Source:

Position: Notifier Company: Weyland Industries City: Minneapolis

Send Email

Enter any Notes / Email Content for this Submittal Below:

Email Subject:

Include Talent Comments  Include Networking Information

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Font Family, Font Size, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Help.

Templates  Save Defaults View Defaults Job Merge Fields Applicant Merge Fields

Cancel



# Table Editor > Nominate Defaults

**Nominate** [Close]

Enter any Notes / Email Content for this Submittal Below:

**Email Subject:**  
Ridley Harrison | Front Desk (Minneapolis)

Include Talent Comments    Include Networking Information

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Font Family, Font Size (12), Undo, Redo, Link, Unlink, Image, Table, Horizontal Line, Code, Help.

Templates    Save Defaults    View Defaults    Job Merge Fields    Applicant Merge Fields

Type something

Selected documents will be visible to Hiring Manager users and can be included in an email.

**Talent Documents:**  
No Talent Documents Available

**Talent Resumes:**

- Ridley Harrison Resume.docx
- Ridley Harrison Resume.docx  
7/8/24

Include Feedback Form:  
IT Support Specialist Feedback Form

Cancel    **Nominate**



# Table Editor > Nominate Defaults

**Nominate** [Close]

Enter any Notes / Email Content for this Submittal Below:

**Email Subject:**

Ridley Harrison | Front Desk (Minneapolis)

Include Talent Comments    Include Networking Information

Rich Text Editor: Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Font Family, Font Size, Bulleted List, Numbered List, Indent, Outdent, Quote, Unquote, Link, Unlink, Image, Table, Undo, Redo, Source Code, Help.

Templates    Save Defaults    View Defaults    Job Merge Fields    Applicant Merge Fields

Type something

Selected documents will be visible to Hiring Manager users and can be included in an email.

**Talent Documents:** No Talent Documents Available

**Talent Resumes:** Ridley Harrison Resume.docx

**Include Feedback Form:** General Feedback Form

Cancel    **Nominate**



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# Utilities > System Email Settings

Ridley Harrison - Start on Job

Type something 0

Notify:  
No One

Additional Recipients:  
Enter Additional Email Addr

Timesheet Approvers Must have at least 1

Office/Region	Approver	Type	Email	Timezone	Remove
Main	Charles Weyland	Timesheets	User Record Exists	User Record Exists	

[Add Timesheet Approver](#)

Commission Allocation  Off

Additional Transactions  Off

Send Start Sheet After selecting Assign Talent, create a Start Sheet to send to assigned talent.  Off

[View Job Details](#) [Cancel](#) [Start Talent](#)



# Utilities > System Email Settings

## Admin

Table Editor

System Email Settings

Utilities

User Account Admin

Create Recruiter Users

Create Contact Users

Create Announcements

MFA Admin

Text Communication Admin

Mobile Notifications Admin

## System Email Settings

Configure web apply thank you emails, enable mass email unsubscribe, and set your google domain.

## Start Sheet Email Templates

Avionté will generate an email with Job Start Sheet Details when a new Start is logged. The Start Sheet can be sent at the time of placement or manually from the Job Details Hired Details Widget & Nominated section of the Job Talent Screen.



# Utilities > System Email Settings

## System Email Settings [Utilities](#) > [System Email Settings](#) > [Start Sheet Email Templates](#)

### Enable Start Sheet when Assigning Talent

Turn the toggle On to enable the Start Sheet as a default step in the assignment process.



### My Templates

[+ Create New](#)

Template Name	Edit	Delete	Default
Staff Demo Start Sheet			
UPS Start Sheet			
Built in Default: Start Sheet Email			





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ACCURACY

# Email & Activity Templates

- Grouping types of templates by label
- Where to apply templates
- Sharing templates

## Email Template Editor

Create, edit and manage your email templates.

The image shows two overlapping screenshots of a software interface. The background screenshot is titled "Send an email to 10 Talent" and displays a list of names: Lesley Kriss, Phil Dunphy, George Mason, DJ Ibis, Jason Bobby, Naheed Vellani, Justin Crossett, Joel Miller, Mallory Chandler, and Joyce Anderson. It includes a field for "Email Subject" and a "Send" button. The foreground screenshot is a modal window titled "Matty Schmikes - Add Activity". It features a "Nothing selected" dropdown, an "Add Activity User" button, and a text input field labeled "Include additional email recipients". Below this is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, font color, background color, font family, font size, bulleted list, numbered list, link, unlink, image, table, and code. The modal also has "View Resume", "Cancel", and "Submit" buttons at the bottom.





# Email & Activity Templates

Pre Thought-Out Title \_ ✖ ✕

---

To ALL TALENT Cc Bcc

---

Pre Thought-Out Title

---

Hi [NAME]!

<Personal message of well-wishes here>

<Details of upcoming opportunities here>

- <Sub-detail point 1>
- <Sub-detail point 2>
- <Sub-detail point 3>

<Heartfelt thanks for continuing to be part of our growing community here!>

Warm regards,  
[RECRUITER]

↶ ↷ Sans Serif ▾ **T** ▾ **B** *I* U **A** ▾

Send



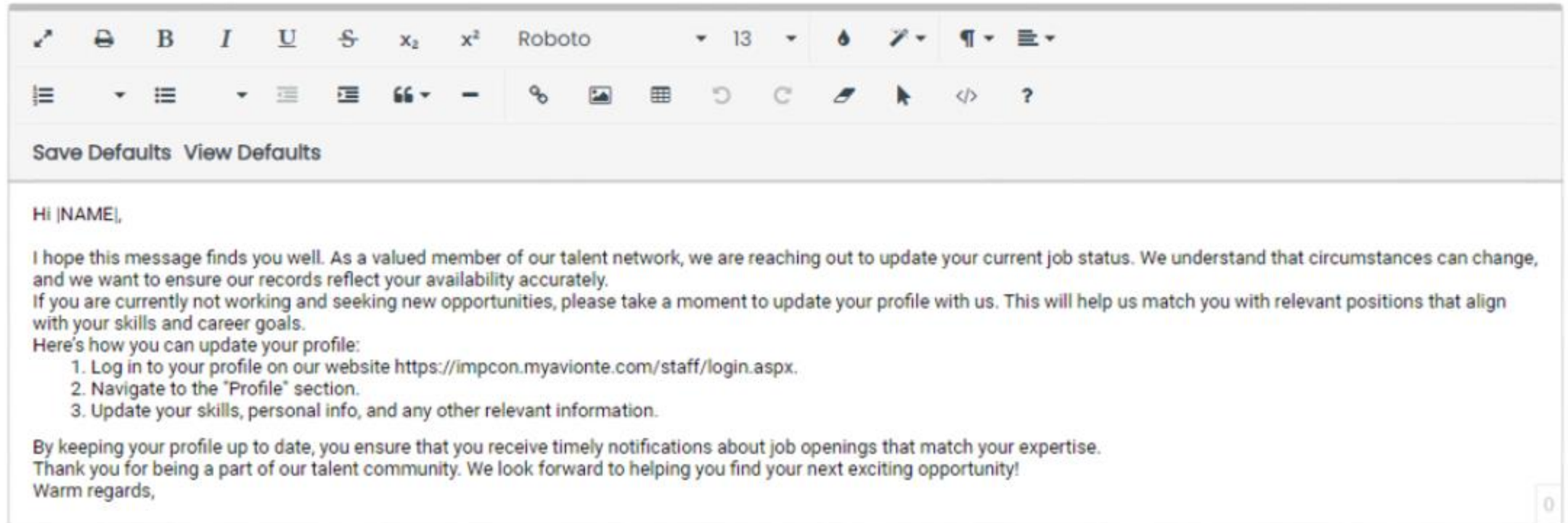
# Email & Activity Templates

Title:

0 - Available Talent Outreach

Subject:

Exciting Opportunities Await You - Update your Profile Today!



The screenshot shows an email editor interface. At the top, there are fields for 'Title' and 'Subject'. Below these is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), text alignment, font color, background color, font size, font family, bullet points, numbered lists, link, unlink, insert image, insert table, undo, redo, link, unlink, and help. Below the toolbar are 'Save Defaults' and 'View Defaults' buttons. The main content area contains the following text:

Hi |NAME|,

I hope this message finds you well. As a valued member of our talent network, we are reaching out to update your current job status. We understand that circumstances can change, and we want to ensure our records reflect your availability accurately.

If you are currently not working and seeking new opportunities, please take a moment to update your profile with us. This will help us match you with relevant positions that align with your skills and career goals.

Here's how you can update your profile:

1. Log in to your profile on our website <https://impcon.myavionte.com/staff/login.aspx>.
2. Navigate to the "Profile" section.
3. Update your skills, personal info, and any other relevant information.

By keeping your profile up to date, you ensure that you receive timely notifications about job openings that match your expertise.

Thank you for being a part of our talent community. We look forward to helping you find your next exciting opportunity!

Warm regards,

0

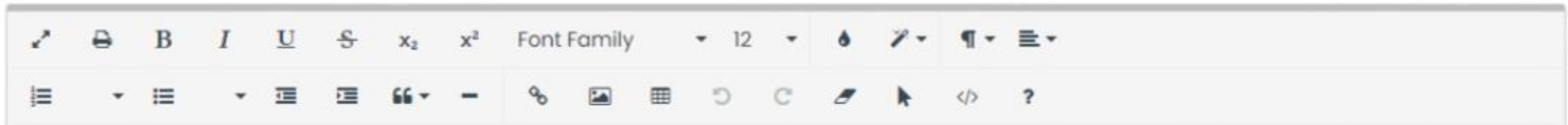
# Email & Activity Templates

Title:

1 - Initial Phone Screening

Subject:

Initial Phone Screening



Save Defaults View Defaults



















INITIAL PHONE SCREENING

1. Can you describe your previous experience working in this environment?  
Answer:
2. Safety is a top priority in our operations. How do you ensure you work safely and contribute to a safe work environment for your team?  
Answer:
3. Can you share an example of a challenging situation you've faced in a job and how you resolved it?  
Answer:

0



# Email & Activity Templates

My Templates				<a href="#">+ Create New</a>
Template Name	Edit	Delete	Share	
1 - Initial Phone Screening			<a href="#">Share</a>	
2 - General Laborer Quick Interview			<a href="#">Share</a>	
2 - Inventory Clerk Quick Interview			<a href="#">Share</a>	
2 - Shipping and Receiving Clerk Quick Interview			<a href="#">Share</a>	
2 - Warehouse Associate Quick Interview			<a href="#">Share</a>	
3 - Data Analyst Interview			<a href="#">Share</a>	
3 - IT Support Specialist Interview			<a href="#">Share</a>	
3 - Software Developer Interview			<a href="#">Share</a>	
4 - Exit Interview			<a href="#">Share</a>	










# Email & Activity Templates

The screenshot displays the AVIONTE myDashboard interface. On the left, a user profile for Matty Schmikes is shown, including a profile picture, name, and various status indicators. The main area features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, subscript, and superscript. The font is set to Roboto and the size to 13. The editor contains a template titled "INITIAL PHONE SCREENING" with three numbered questions and "Answer:" prompts. A character count of 358 is visible in the bottom right corner of the editor. The background shows a blurred view of the dashboard's activity section.

**AVIONTE** myDashboard  
Staffing & Recruiting Software

Dashboard To

24/7 App Activity



**Matty Schmikes**  
No Headline

**TRAINER**

WAGE ID: 2744327 Book Office ID: 11000

Last 4 SSN: 4200

On Assignment

**Active**

Login Username: MS9550  
or Login Email: matt.schmeichel@gmail.com

Operational Information

Matty Gmail

(ABC Staffing-US) St. Paul

Feb 4, 2020

Apr 23, 2021

0:00 - 0:00

**INITIAL PHONE SCREENING**

1. Can you describe your previous experience working in this environment?  
Answer:

2. Safety is a top priority in our operations. How do you ensure you work safely and contribute to a safe work environment for your team?  
Answer:

3. Can you share an example of a challenging situation you've faced in a job and how you resolved it?  
Answer:

358

Cancel Submit

# Email & Activity Templates

**Edit Sharing** [X]

My Templates

Template Name

1 - Initial Phone S...

2 - General Labor...

2 - Inventory Clea...

2 - Shipping and...

2 - Warehouse As...

3 - Data Analyst...

3 - IT Support Spe...

3 - Software Deve...

4 - Exit Interview

**Shared Groups**

St. Paul Branch     0 - Adobe Admin     Des Moines Branch

0 - Human Resources     New York Branch     Houston Branch

Minneapolis Branch     Phoenix Branch

San Francisco Branch

**Shared Users**

Add a User

Cancel    Save

Create New

Edit    Delete    Share

Share

Share

Share

Share

Share

Share

Share

Share

Share



# Record-level Defaults

Companies • Job Templates • Talent

---



ACCURACY

# Company-level Job defaults

From a Company record, you can set certain default information for Jobs

The screenshot displays a software interface for managing company records. On the left, the company profile for 'Burnsville Drumline' is shown, including its logo (a red square with a white 'B'), name, and contact information. The main area features a 'CONTACTS - AT A GLANCE' dashboard with a table of contact counts:

< 30 Days	30 - 60 Days	61 - 90 Days	> 90 Days	No Contact	Green Flag	Yellow Flag	Red Flag
0	0	0	1	2	0	0	0

Below the dashboard, the 'Battery' office record is expanded, showing a list of contacts:

Preview	Name	Title	Work Phone	Email
<input type="checkbox"/>	Jordan Wein	Battery Coordinator		jordan.wein@gmail.com
<input type="checkbox"/>	Manager Matt Schmeichel	Head Director		matt.schmeichel@test.com

The interface also includes navigation tabs at the top (Contac..., Invoices, Docum..., Organiz..., Activities, Jobs, Overvie..., Tags, POs, Opport..., Restrict..., Timesh..., Require...) and a sidebar with 'Company Dashboard' and 'Company Information' sections.



## ^ 2 Battery

600 E Highway 13, Burnsville, MN 55337



Create Job ⊕

Add Address ⊕

Edit Office

Add New Contact ⊕

<input type="checkbox"/>	Preview	Name	Title	Work Phone	Email
<input type="checkbox"/>		Jordan Wein	Battery Coordinator		jordan.wein@gmail.com
<input type="checkbox"/>		Manager Matt Schmeichel	Head Director		matt.Schmeickel@test.com

### Battery Billing & Worksite Addresses

Type	Address 1	Address 2	City	State	Zip/Postal	Phone	Address ID	Default	
Worksite	123 Main St		Burnsville	MN	55337		1847068	<input type="radio"/>	

Company Information



## Battery

600 E Highway 13, Burnsville, MN 55337

<input type="checkbox"/>	Preview	Name	Title
<input type="checkbox"/>		Jordan Wein	Battery Coordinator
<input type="checkbox"/>		Manager Matt Schmeichel	Head Director

### Battery Billing & Worksite Addresses

Type	Address 1	Address 2	City	State
Worksite	123 Main St		Burnsville	MN

### Edit Office

Office Zip/Postal Code:

GEO Code:

Office Phone:

Office Status:

Default Job Branch:

Default Hiring Manager:

Office Branch:

Default Sales Rep:

Default Job Owners:

Additional Transactions  Off

[Cancel](#) [Submit](#)



# Company > Requirements > Custom Job Order Templates

The screenshot displays a web application interface for 'Burnsville Drumline'. The top navigation bar includes 'Requirements', which is highlighted with a blue box. The main content area is divided into two sections: 'Custom Job Order Templates' and 'Custom Filled Job Requirement Groups'. Both sections feature a table with columns for 'Group Name', 'Created', and 'Last Updated', and a 'Create New' button. The 'Custom Job Order Templates' section also includes a 'Create New Order Template' button. The 'Custom Filled Job Requirement Groups' section includes a 'Create New Requirement Group' button. The left sidebar shows the company logo, name, and contact information.

**Company Information:**

- Company Name: Burnsville Drumline
- Sold ID: 264702 | Back Office ID: 1196
- Created: 2/7/20
- Updated: 7/6/21
- Social Media: LinkedIn, Facebook, Twitter

**Custom Job Order Templates:**

Group Name	Created	Last Updated		
Inventory Clerk	Jul 9, 2024	Jul 9, 2024		
Shipping and Receiving Clerk	Jul 9, 2024	Jul 9, 2024		
Warehouse Associate	Jul 9, 2024	Jul 9, 2024		

**Custom Filled Job Requirement Groups:**

Group Name	Created	Last Updated		
Inventory Clerk	Jul 09, 2024	Jul 09, 2024		
Shipping and Receiving Clerk	Jul 09, 2024	Jul 09, 2024		
Warehouse Associate	Jul 09, 2024	Jul 09, 2024		

**Company Dashboard:**

- 4 Current Temp
- 7 Previous Temp
- 5 Open Job
- 1 Closed Opportunity

**Company Information:**



# Company > Requirements > Custom Job Order Templates

Mark template as required on a system level! If a template exists, you can require your users select one when creating a Job!

Utilities > New Job Order Requirements

## New Job Order Requirements

Customize specific requirements and fields that need to be completed before a job may be created

### Edit New Job Order Requirements

Fields	Job Details
<input type="checkbox"/> Client Address	<input type="checkbox"/> 01   WorkN   Start Time
<input type="checkbox"/> Client City	<input type="checkbox"/> 02   WorkN   End Time
<input checked="" type="checkbox"/> Client Email	<input type="checkbox"/> 03   WorkN   Offer = Yes; Interest = No
<input type="checkbox"/> Client Phone	<input type="checkbox"/> 04   WorkN   Pick List = Yes; Dynamic Distribution = No
<input type="checkbox"/> Client State / Region	<input type="checkbox"/> 05   WorkN   Monday Work Day
<input type="checkbox"/> Client Zip / Postal	<input type="checkbox"/> 06   WorkN   Tuesday Work Day
<input type="checkbox"/> Custom Bill Field	<input type="checkbox"/> 07   WorkN   Wednesday Work Day
<input type="checkbox"/> Custom Filled Job Requirements	<input type="checkbox"/> 08   WorkN   Thursday Work Day
<input checked="" type="checkbox"/> Custom Job Order Template	<input type="checkbox"/> 09   WorkN   Friday Work Day
<input type="checkbox"/> End Date	<input type="checkbox"/> 10   WorkN   Saturday Work Day
<input type="checkbox"/> End Reason (when ending)	<input type="checkbox"/> 11   WorkN   Sunday Work Day
<input type="checkbox"/> Enforce Company Requirements	<input type="checkbox"/> Credit Checked
<input type="checkbox"/> Estimated Hours	<input type="checkbox"/> Degree Verified
<input checked="" type="checkbox"/> Job City	<input type="checkbox"/> Drug Screen Passed
<input type="checkbox"/> Job Country	<input type="checkbox"/> Hire On Potential
<input type="checkbox"/> Job Description File	<input type="checkbox"/> Mileage
<input checked="" type="checkbox"/> Job State/Region	<input type="checkbox"/> Parking
<input type="checkbox"/> Placement Fee Amount	<input type="checkbox"/> Per Diem
<input type="checkbox"/> Placement Fee Percentage	—

Close Save





# Company > Requirements > Custom Job Order Templates

The screenshot displays the AVIONTE web application interface. The top navigation bar includes the AVIONTE logo, a search bar, and various menu items like 'myDashboard', 'Jobs', 'Talent', 'Timesheet', 'Companies', 'Documents', 'Back Office', 'Analyze', 'Sub Vendors', and 'QuickPlace'. A secondary navigation bar contains 'Live Chat', 'Talent Engagement', 'Pixel Bots', 'Pixel Interviews', 'Calendar', 'Workflows', and 'Automation Rules'. The main content area is titled 'Custom Job Order Templates' and features several configuration sections:

- Template Name:** Shipping and Receiving Clerk
- Office:** All
- Lock Entire Template:** No
- Lock Markups Only:** No
- Commission Allocation:** Off
- Additional Transactions:** Off
- Shift Schedule:** Off

Below these are three main configuration panels:

- Client Information:** A list of checkboxes for fields such as Client Address, Client City, Client Email, Client Phone, Client State / Region, Client Zip / Postal, Custom Bill Field, Enforce Company Filled Job Requirements Group, Job City, Job Country, and Job State/Region.
- Job Details:** A list of checkboxes and dropdowns for fields like Post Job to 24/7, Workers Comp (Contract only), End Date, End Reason (when ending), Job Type (Temp), Job Status (Open), and Rate Type (Hourly Rate).
- Title & Description:** Fields for Job Title, Position Category / Skill, Skill, and Job Description File, along with an 'Upload Document' button and a 'Document Manager Folder' field.

The left sidebar shows the 'Burnsville Drumline' company profile, including its logo, name, and contact information. The bottom of the sidebar lists 'Company Dashboard' and 'Operational Information'.

# Company > Requirements > Custom Job Order Templates

### Commission Allocation On

User	Commission Type	Percentage	Remove
<input type="text" value="Matt Schmeichel"/>	<input type="text" value="Recruiter"/>	<input type="text" value="99"/>	
<input type="text" value="Paul Wunderlich"/>	<input type="text" value="Sales"/>	<input type="text" value="1"/>	

[Add Commission Recipient](#) Totals: 100.00 %

### Additional Transactions On

Please setup the additional transactions associated with this worker.

Transaction Type	Input Type	Pay & Bill Term	Pay Rate	Bill Rate	Remove
<input type="text" value="Shift Premium - OT"/>	<input type="text" value="Hours"/>	<input type="text" value="Paid &amp; Billed"/>	<input type="text" value="16"/>	<input type="text" value="19.84"/>	

[Add Transaction](#)

### Shift Schedule On

These settings are required if you're pushing this job to 24/7

**Start Time**      **End Time**


:       :      -- Hours

Monday       Saturday  
 Tuesday       Sunday  
 Wednesday  
 Thursday  
 Friday

**AVIONTÉ**  
Staffing & Recruiting Software

myDashboard

Live Chat Talent Eng



## Burnsville Drumline

Created: 2/1/20  
Updated: 7/6/21

[LinkedIn](#) [Facebook](#) [Twitter](#)

Company Dashboard

- Current Temp
- Previous Temp
- Open Job
- Closed Opportunity


Company Information

600 E Highway 13  
Burnsville, MN 55337  
United States of America  
Geo: 24037320, County: DAKOTA,  
City: BURNSVILLE

Operational Information

to search

Requirements



# Company > Requirements > Custom Job Order Templates

## Client Information

- Client Address
- Client City
- Client Email
- Client Phone
- Client State / Region
- Client Zip / Postal
- Custom Bill Field
- Enforce Company Filled Job Requirements Group
- Job City
- Job Country
- Job State/Region

## Job Details

Post Job to 24/7

**Dynamic Distribution** Pick List

**Interest** Offer

Workers Comp (Contract only)

MN - MNS018 - Warehouse

MN - MNS018 - Warehouse

End Date

End Reason (when ending)

Job Type

Temp

Job Status

Open

Rate Type

Hourly Rate

Estimated Hours

Mark-up Percentage

24

Min Max Bill

0 0

Min Max Pay

0 0

Target Bill Rate

18.60

Target Pay Rate / Salary

15

## Title & Description

Job Title

Shipping and Receiving Clerk

Position Category / Skill

Skill Category:

General Labor

Skill:

Shipping and Receiving Clerk

Primary	Category	Skill	Delete
<input checked="" type="radio"/>	General Labor	Shipping and Receiving Clerk	

Job Description File

Upload Document

Document Manager Folder:

Document:



# Direct Deposit Validation



myDashboard

[Timesheets](#) [Profile](#) [Pay History](#) [My Ready](#)

Select Language



[Home](#) [Expense Reports](#)



Paul Wunderlich

[CHANGE Card Portal](#)

### Assigned Tasks

- [Federal W4 \(2021\)](#)
- [Form I-9 \(Rev. 10/21/2019\)](#)
- [Direct Deposit](#)

### Assigned Workflows

No Assigned Workflows.

Status	Task	
Incomplete	Federal W4 (2021)	<a href="#">Start</a>
Incomplete	Form I-9 (Rev. 10/21/2019)	<a href="#">Start</a>
Incomplete	Direct Deposit	<a href="#">Start</a>



# Efficiency

Achieving maximum productivity with the  
least amount of time needed

---

# Dashboard Widgets

Active Job Monitor - Matthew Anderson

Job	Days Open	Days Inactive	Nominate	Pipeline	Applied
<a href="#">Data Analyst</a> Hyrule	36	36	0	0	0
<a href="#">Shipping and Receiving Clerk</a> Hyrule	7	0	0	4 <small>HAD NEW</small>	0
<a href="#">General Laborer</a> Hyrule	9	0	1	1	3 <small>HAD NEW</small>
<a href="#">Inventory Clerk</a> Hyrule	78	0	4	5	9 <small>HAD NEW</small>
<a href="#">Warehouse Associate</a> Hyrule	8	0	0	0	0
<a href="#">Assembly</a> Hyrule	9	0	0	0	0

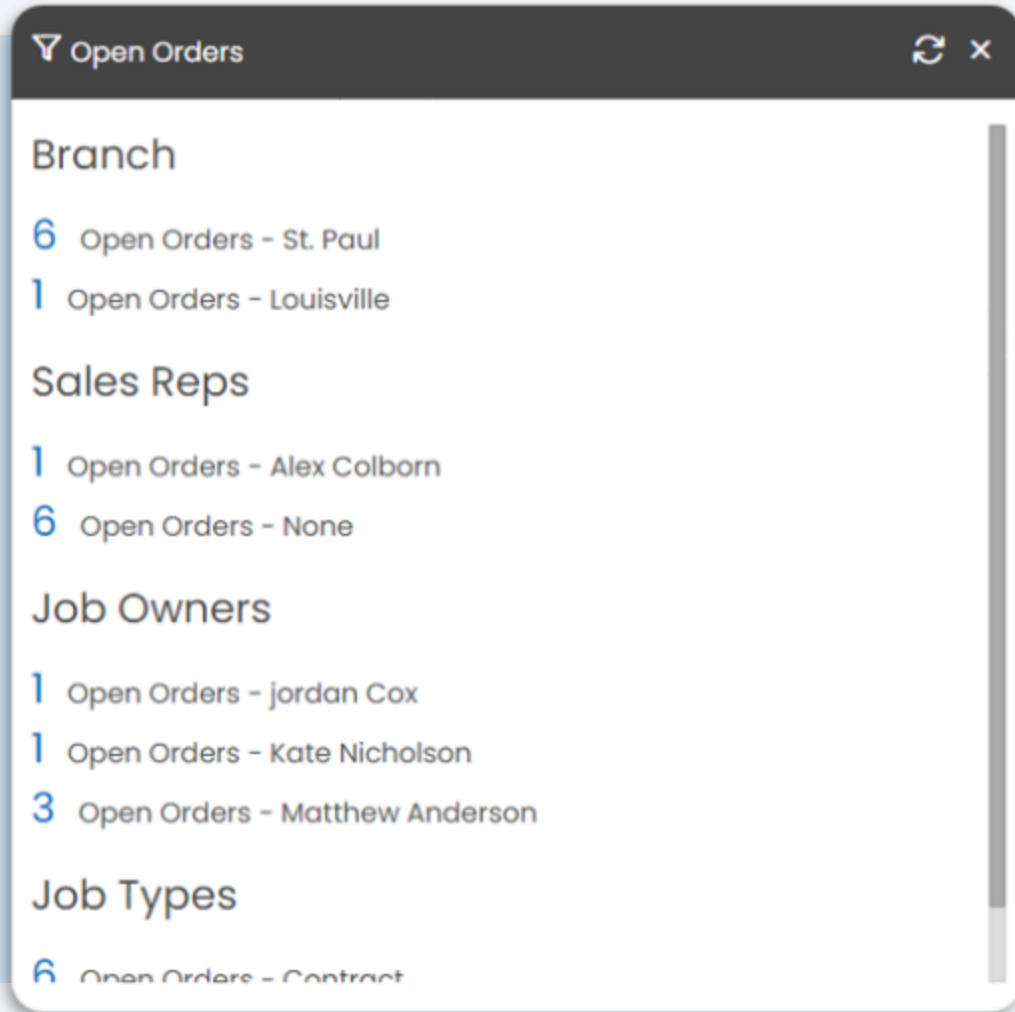
EFFICIENCY

## Active Job Monitor

See an overview of the jobs you own and the talent placed in each bucket.

- Columns: Days Open, Days Inactive, Nominate, Pipeline, Applied
- Each bucket is a hyperlink
- Indicates when new talent have entered each bucket

# Dashboard Widgets



EFFICIENCY

## Open Orders

Shows a count of orders that are about to start, but are not yet filled.

- Can be filtered by specific branches, sales reps, job owners, job types, and date range
- Can be grouped/displayed by individual totals or grouped totals
- When clicked, a flyout containing more information appears

# Dashboard Widgets

Open Orders

Branches: All

Sales Reps: All

Job Owners: All

Job Type: All

Date Range: 1 Months Past & Future

Grouped Totals

Individual Totals

Apply

Open Orders - Contract

EFFICIENCY

## Open Orders

Shows a count of orders that are about to start, but are not yet filled.

- Can be filtered by specific branches, sales reps, job owners, job types, and date range
- Can be grouped/displayed by individual totals or grouped totals
- When clicked, a flyout containing more information appears





# Dashboard Widgets

Open Orders

Branch (St. Paul, Louisville)  
7 Open Orders

Sales Reps (Alex Colborn, None)  
7 Open Orders

Job Owners (Jordan Cox, Kate Nicholson, Matthew Anderson)  
5 Open Orders

Job Types (Contract, Contract to Perm)  
7 Open Orders

EFFICIENCY

## Open Orders

Shows a count of orders that are about to start, but are not yet filled.

- Can be filtered by specific branches, sales reps, job owners, job types, and date range
- Can be grouped/displayed by individual totals or grouped totals
- When clicked, a flyout containing more information appears



Open Orders - St. Paul, Louisville



Job Title	Company	Location	Start Date	Job Type	Status	Sales Rep	Req Owners	Talent Screen
Forklift Operator	Demo Corp	Louisville, KY	6/5/24	Contract	Open	None	Alex Colborn	
Test	Demo Corp	Louisville, KY	6/6/24	Contract	Open	None	Alex Colborn	
Associate 9+1 5:30-10PM	DEG	Phoenix, AZ	6/12/24	Contract	Open	Alex Colborn	Kate Nicholson	
tedst	Jordan's Awesome Boardgames	test city, IN	6/12/24	Contract	Open	None	jordan Cox	
Warehouse Associate	Hyrule	Los Angeles, CA	5/20/24	Contract	Open	None	Matthew Anderson	
Shipping and Receiving Clerk	Hyrule	Los Angeles, CA	6/3/24	Contract	Open	None	Matthew Anderson	
Assembly	Hyrule	Los Angeles, CA	6/3/24	Contract to Perm	Open	None	Matthew Anderson	

Open Orders

Branch (St. Paul, L

7 Open Orders

Sales Reps (Ale

7 Open Orders

Job Owners (jo

5 Open Orders

Job Types (Con

7 Open Orders

Close

# Dashboard Widgets

Today's Tasks - Matthew Anderson

Talent Tasks

Task	Name	Assigned By	Task Date
Follow-Up	Quinn Parker	Matthew Anderson	7/22/24
Follow-Up	Peter Campbell	Matthew Anderson	7/22/24
Follow-Up	Nate Turner	Matthew Anderson	7/22/24
Call Scheduled	Kelly Mitchell	Matthew Anderson	7/22/24
Call Scheduled	John Carter	Matthew Anderson	7/22/24
1st Interview	Luke Perez	Matthew Anderson	7/22/24
Note	David Brown	Matthew Anderson	7/22/24

EFFICIENCY

## Today's Tasks

Shows the tasks that are set to happen today.

- Displays Talent Tasks and Contact Tasks separately
- Pulls from tasks logged on Talent and Contact records
- Can be assigned by yourself or other users



# Dashboard Widgets

**AVIONTE** Staffing & Recruiting Software myDashboard Jobs Talent Timesheet Companies Documents Back Office Analyze Sub Vendors QuickPlace Automation

Talent Contact Tasks Hot List Opportunities VMS Reqs

### TALENT TASKS - AT A GLANCE

Today & Past Due	This Week	Next Week	This Month	This Quarter	All Tasks
17	7	0	7	7	17

[View Shared Tasks](#) [Share Your Tasks](#)

<input type="checkbox"/>	Date ▼	Name	Latest Job Title	Mobile Phone	Owner	Assigned By	Activity Type	Action
<input type="checkbox"/>	Jul 22 2024 2:30PM	Luke Perez	100 Openings! - Hyrule	(555) 890-1234	Matthew Anderson	Matthew Anderson	1st interview	<a href="#">Completed</a> <a href="#">Reschedule</a> <a href="#">Both</a> <a href="#">Delete</a>
Edited by: Matthew Anderson INITIAL PHONE SCREENING 1. Can you describe your previous experience working in this environment? Answer: 2. Safety is a top priority in our operations. How do you ensure you work safely and contribute to a safe work environment for your team? Answer: 3. Can you share an example of a challenging situation you've faced in a job and how you resolved it? Answer:								
<input type="checkbox"/>	Jul 22 2024 2:30PM	John Carter	100 Openings! - Hyrule	(555) 678-9012	Matthew Anderson	Matthew Anderson	Call Scheduled	<a href="#">Completed</a> <a href="#">Reschedule</a> <a href="#">Both</a> <a href="#">Delete</a>
Edited by: Matthew Anderson Wants to discuss work environment onsite. Having issues with another worker.								
<input type="checkbox"/>	Jul 22 2024 2:30PM	David Brown	100 Openings! - Hyrule	(555) 456-7890	Matthew Anderson	Matthew Anderson	Note	<a href="#">Completed</a> <a href="#">Reschedule</a> <a href="#">Both</a> <a href="#">Delete</a>
Edited by: Matthew Anderson Profile needs to be updated - details in email sent 7/19/24								
<input type="checkbox"/>	Jul 22 2024 2:30PM	Kelly Mitchell	100 Openings! - Hyrule	(555) 789-0123	Matthew Anderson	Matthew Anderson	Call Scheduled	<a href="#">Completed</a> <a href="#">Reschedule</a> <a href="#">Both</a> <a href="#">Delete</a>
<input type="checkbox"/>	Jul 22 2024 2:30PM	Nate Turner	100 Openings! - Hyrule	(555) 012-3456	Matthew Anderson	Matthew Anderson	Follow-Up	<a href="#">Completed</a> <a href="#">Reschedule</a> <a href="#">Both</a> <a href="#">Delete</a>
Edited by: Matthew Anderson Check on onboarding completion, follow up if necessary								



# Efficient Searching

Terms • Results • Interactions

---



# Pinned Search Terms

The screenshot displays the AVIONTÉ web application interface. At the top left is the AVIONTÉ logo with the tagline "Staffing & Recruiting Software". The main navigation bar includes links for myDashboard, Jobs, Talent (which is highlighted), Timesheet, Companies, Documents, Back Office, Analyze, Sub Vendors, QuickPlace, and Automation. A search bar on the right contains the text "Type to search". Below the navigation bar is a secondary menu with options: Search, Add New Talent, Unclaimed Talent, Import Text, Import Resume, Import Multiple, and Spotlight. The main content area features a search bar with a dropdown menu set to "Talent Terms" and a search icon. Below this is a dark header for "Talent Search Results" with statistics: "Total ATS Population: 554" and "Talent Ownership: 24". The central area is mostly blank with the text "Ready, Set, Search!" centered. A mouse cursor is visible over the page.



# Creating Efficiency in your Search Results

Talent Terms

Talent Search Results Total ATS Population: 555 Talent Ownership: 34

✓	Preview	Pipeline	First Name	Last Name	Last Update	Last Activity	EEO Date	Email Address	Mobile Phone	City	Zip Code	Placement St
✓			Quinn	Parker	Jul 18, 2024...	Jul 22, 2024 2:30 PM		quinn.parker@example.com	(555) 345-6789	Rosemount	55068	[→] Has Plac
✓			Peter	Campbell	Jul 18, 2024...	Jul 22, 2024 2:30 PM		peter.campbell@example.com	(555) 234-5678	Apple Vall...	55124	[→] Has Plac
✓			Nate	Turner	Jul 18, 2024...	Jul 22, 2024 2:30 PM		nate.turner@example.com	(555) 012-3456	Bloomingt...	55431	[→] Has Plac
✓			Kelly	Mitchell	Jul 18, 2024...	Jul 22, 2024 2:30 PM		kelly.mitchell@example.com	(555) 789-0123	Savage	55378	[→] Has Plac
✓			John	Carter	Jul 18, 2024...	Jul 22, 2024 2:30 PM		john.carter@example.com	(555) 678-9012	Bloomingt...	55420	[→] Has Plac
✓			Luke	Perez	Jul 18, 2024...	Jul 22, 2024 2:30 PM		luke.perez@example.com	(555) 890-1234	Richfield	55423	[→] Has Plac
✓			Dean	Scott	Jul 18, 2024...	Jul 17, 2024 8:57 PM		dean.scott@example.com	(555) 012-3456	Rosemount	55068	[→] Has Plac
✓			Carla	Wright	Jul 18, 2024...	Jun 5, 2024 9:15 AM		carla.wright@example.com	(555) 901-2345	Burnsville	55337	[→] Has Plac
✓			Quinn	Garcia	Jul 18, 2024...	Jul 17, 2024 8:57 PM		quinn.garcia@example.com	(555) 789-0123	Eagan	55123	[→] Has Plac
✓			Sam	Robinson	Jul 18, 2024...	Jul 17, 2024 8:57 PM		sam.robinson@example.com	(555) 901-2345	Rosemount	55068	[→] Has Plac

Total Unique: 17   1 / 1   500

# Field Chooser

Talent Terms Current Placement Status: Former Contractor Position Categories (2) Location: Within 20 miles of 55122 Type to Search... Preview, Last Name, EEO Do

Preview	Pipeline	First Name	Last Name	Last Update	Last Activity	EEO Date	Email Address	Mobile Phone	City
✓	📄	Quinn	Parker	Jul 18, 2024...	Jul 22, 2024 2:30 PM		quinn.parker@example.com	(555) 345-6789	Rosemead
✓	📄	Peter	Campbell	Jul 18, 2024...	Jul 22, 2024 2:30 PM		peter.campbell@example.com	(555) 234-5678	Appleton
✓	📄	Nate	Turner	Jul 18, 2024...	Jul 22, 2024 2:30 PM		nate.turner@example.com	(555) 012-3456	Bloomington
✓	📄	Kelly	Mitchell	Jul 18, 2024...	Jul 22, 2024 2:30 PM		kelly.mitchell@example.com	(555) 789-0123	Savannah
✓	📄	John	Carter	Jul 18, 2024...	Jul 22, 2024 2:30 PM		john.carter@example.com	(555) 678-9012	Bloomington
✓	📄	Luke	Perez	Jul 18, 2024...	Jul 22, 2024 2:30 PM		luke.perez@example.com	(555) 890-1234	Richmond
✓	📄	Dean	Scott	Jul 18, 2024...	Jul 17, 2024 8:57 PM		dean.scott@example.com	(555) 012-3456	Rosemead
✓	📄	Carla	Wright	Jul 18, 2024...	Jun 5, 2024 9:15 AM		carla.wright@example.com	(555) 901-2345	Burnsville
✓	📄	Quinn	Garcia	Jul 18, 2024...	Jul 17, 2024 8:57 PM		quinn.garcia@example.com	(555) 789-0123	Eagle Creek
✓	📄	Sam	Robinson	Jul 18, 2024...	Jul 17, 2024 8:57 PM		sam.robinson@example.com	(555) 901-2345	Rosemead

Total Unique: 17

« < 1 / 1 > » 500 Mass Actions

- Zip Code ✓
- Min Salary ✓
- Max Salary ✓
- Salary Details ✓
- Hourly Details ✓
- Placement Status ✓
- Talent Status ✓
- SSN Last 4 ✓
- LinkedIn ✓
- Branch Division ✓
- Branch Region ✓
- Branch Name ✓
- Expressed Email Consent ✓
- Talent ID ✓
- Certifications ✓



# Field Chooser

Used to select which fields/columns will appear in your search results

- Can be changed at any time
- Configured per user
- Recommended fields for efficiency: Preview, Pipeline, Last Activity, Placement Status

The screenshot displays a search results interface with a 'Field Chooser' menu open. The menu lists the following fields, all of which are checked:

- Preview
- Pipeline
- First Name
- Last Name
- EEO Date
- Email Address
- Mobile Phone
- Work Phone
- Home Phone
- Texting Status
- Other Phone
- Address 1
- Address 2
- City
- State
- Zip Code
- Latest Job Title
- Latest Company
- Latest School
- Latest Degree
- Latest Field
- Created Date
- Last Activity
- Last Updated
- Rep First Name
- Rep Last Name
- Flag
- Last Activity Days
- Min Hourly
- Max Hourly
- Min Salary
- Max Salary
- Salary Details
- Hourly Details
- Placement Status
- Talent Status
- SSN Last 4
- LinkedIn
- Branch Division
- Branch Region
- Branch Name
- Expressed Email Consent
- Talent ID
- Certifications

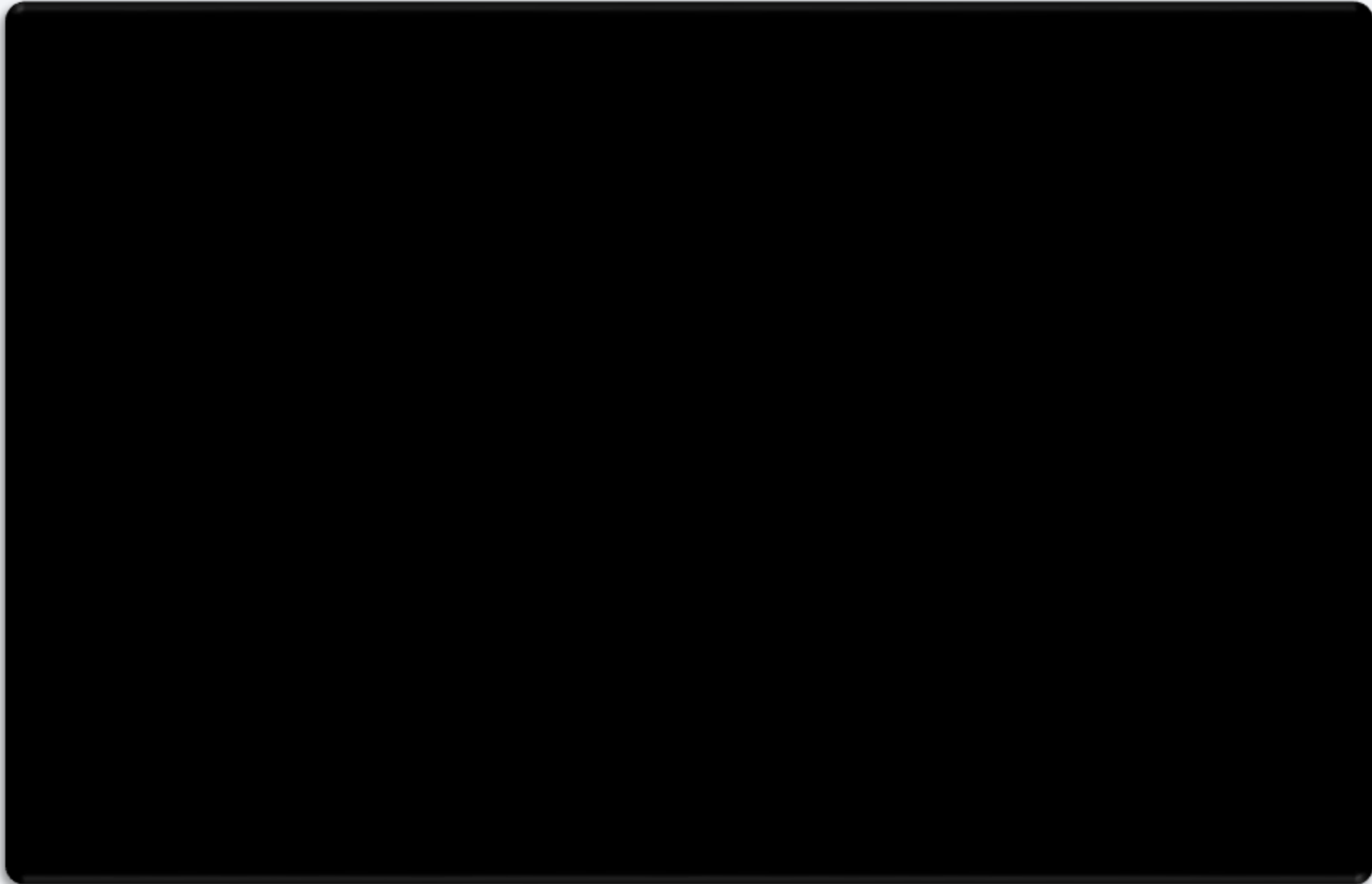
The background interface shows a search results table with columns for Name, EEO Date, and Placement Status. The table contains two rows of data:

Name	EEO Date	Placement Status
Quinn Garcia	Jul 18, 2024...	Jul 17, 2024 8:57 PM
Sam Robinson	Jul 18, 2024...	Jul 17, 2024 8:57 PM

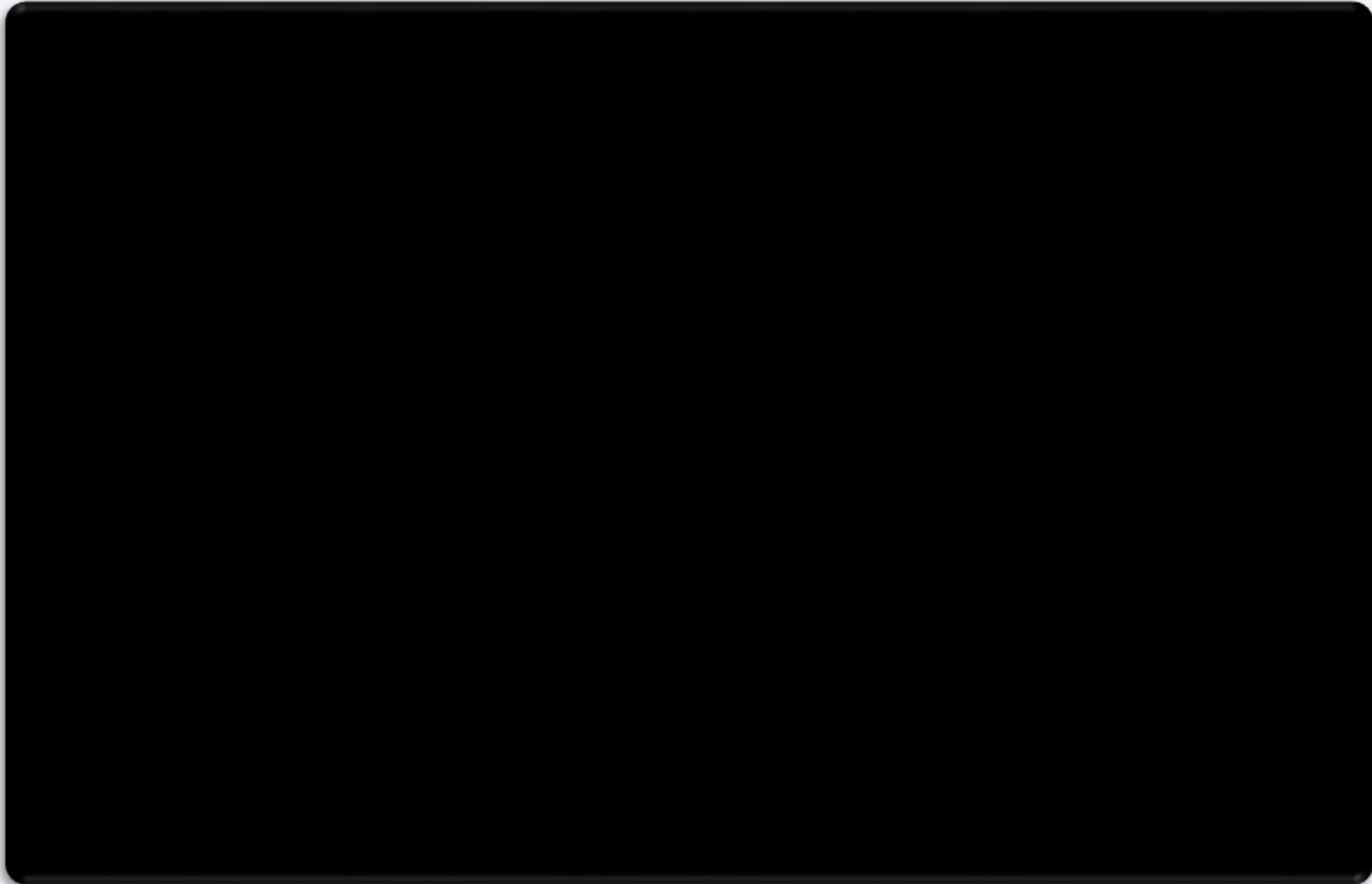
At the bottom of the interface, there is a pagination bar showing 'Total Unique: 17' and a page number '1' out of '500'.



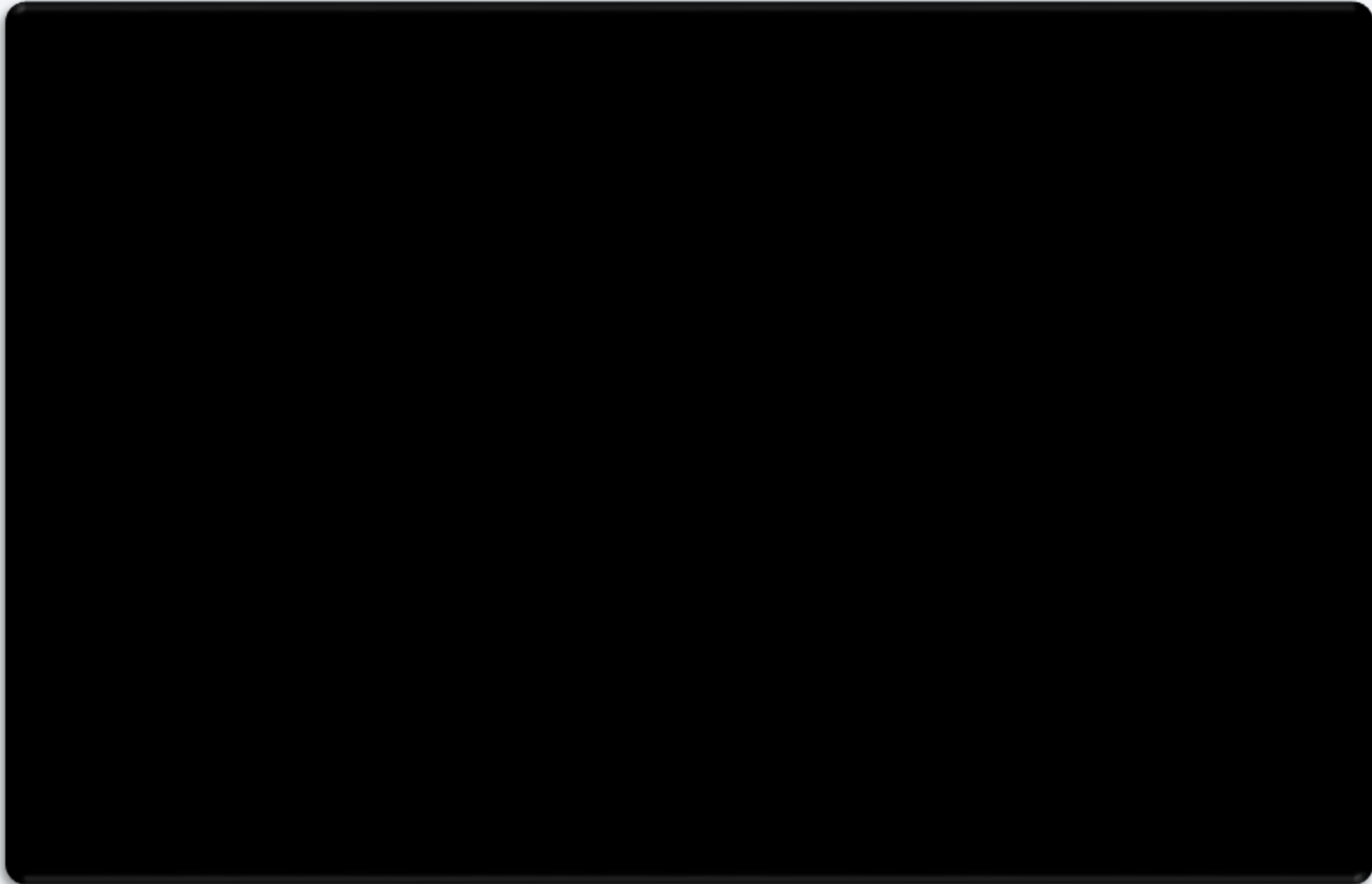
# Arranging your Columns



# "Preview" Tour



# Mass Actions Menu



# Mass Email



# Recap

## Encouraging Accuracy

- Table Editor Items
- Email Templates
- Company-level defaults
- Job Order templates
- Direct Deposit Validation

## Encouraging Efficiency

- Recommended Dashboard Widgets
- Setting up your searches
- Organizing search results
- Mass Actions



# Next Steps



**TODAY**  
CONNECT!



**NEXT WEEK**  
Discuss with your team areas to  
increase accuracy or efficiency



**ONGOING**  
Don't be afraid to try new  
things!

Keep Avionté in the loop!



# Questions & Answers

---



**Thank You**

## Rate the session



Leave further feedback...

SEND

Cancel

# Rate This Session

## IN THIS BIZZABO APP:

- Open the Bizzabo app
- Select the Agenda tab from the main screen
- Locate this session by Name, Date and Time
- Rate the session
- Optional to leave further feedback

**THANK YOU FOR YOUR FEEDBACK**