

VirtualStaff.ph Time Tracker

HOW TO USE

- EMPLOYERS -

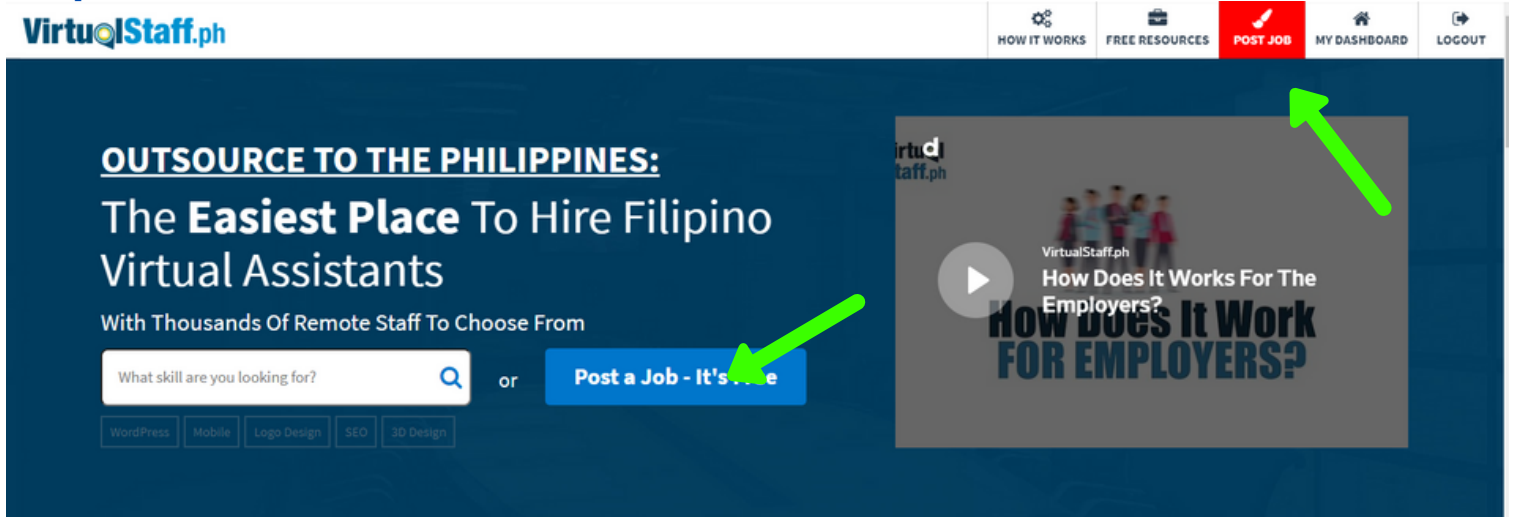
(You must have full access/paid employer account to use and you MUST post a job)

We're assuming you don't need any help in finding/hiring your virtual worker. If you do, checkout our [free resources/outsourcing master class](#).

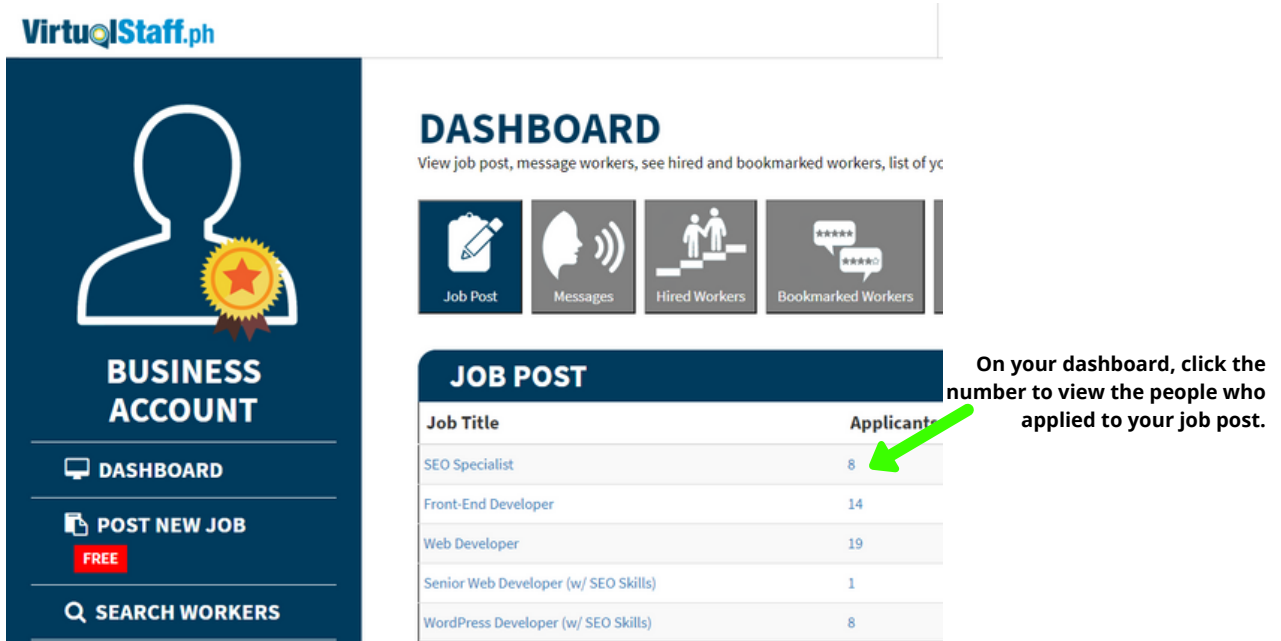
This PDF is to explain how to use the time tracker only.

Step #1: Create your employer account

Step #2: Post a Job

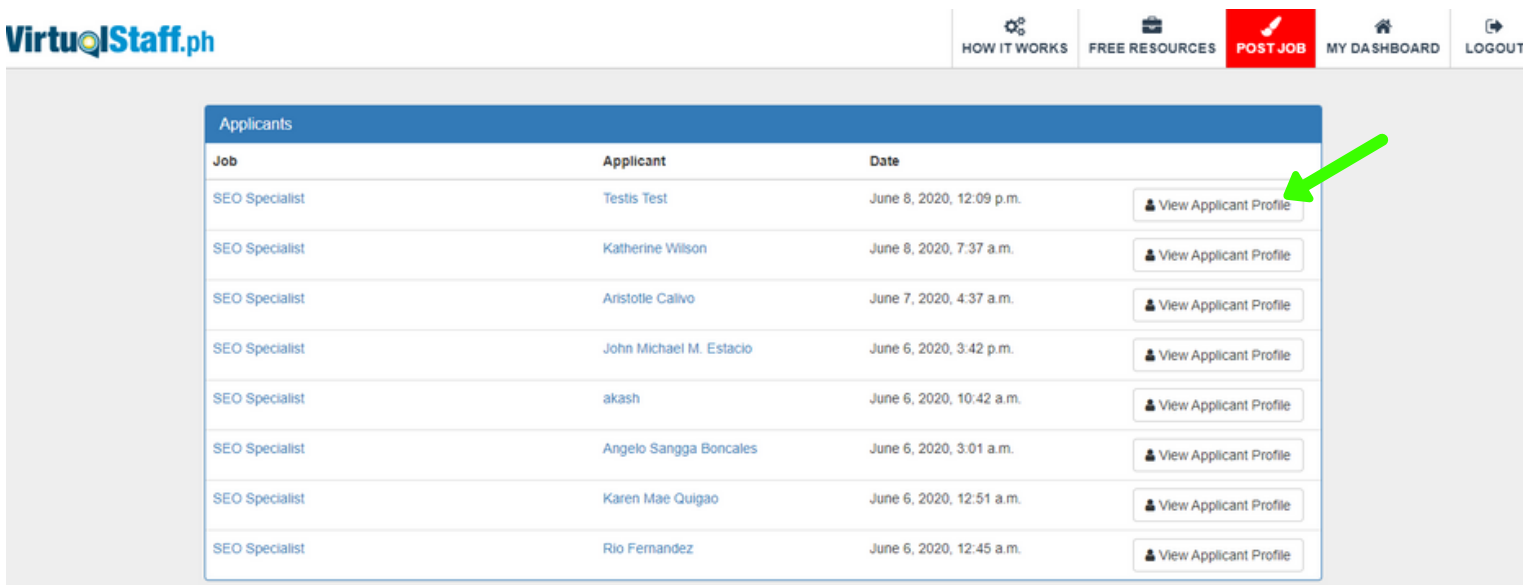


Step #3: On "My Dashboard", click on the applicants that applied for your job post



Step #4:

Find the person who you hired. If they did not apply for your job and you contacted your worker by clicking on "search resumes", then please ask your new virtual worker to apply for your job post (even if you've already hired them, as it's needed for you to use time tracking)



Step #5: Mark the successful candidate as "hired".

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Basic Information

- Age: 35
- Gender: Male
- Address: [Redacted]
- Contact Number: [Redacted]
- Member Since: [Redacted]
- Education: Bachelors Degree
- Experience: 10 years of Web Development

Top Skills

- Laravel: ★★★★★
- PHP: ★★★★★
- Wordpress Development: ★★★★★

Summary

Step #6: Return to "My Dashboard" then click Hired Workers and click the File icon.

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DASHBOARD
View job post, message workers, see hired and bookmarked workers, list of your affiliates

HIRED WORKERS

| Employee | Job | Date Hired | Action |
|-------------|----------------|------------|--------------------------|
| Testis Test | SEO Specialist | 08-06-2020 | [File Icon] [Trash Icon] |

Step #7: Create tasks for your new virtual worker to work on.

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TASK LIST - Testis Test | Back | **Create Task**

| Name | Description | Status | Time Spent |
|--------|-------------|---------|------------|
| Testic | Test | Ongoing | None |

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Create Task

TASK NAME
[Input Field]

TASK DESCRIPTION
[Input Field]

CREATE TASK