DASHBOARD
USER GUIDE
WORKER REGISTRATION

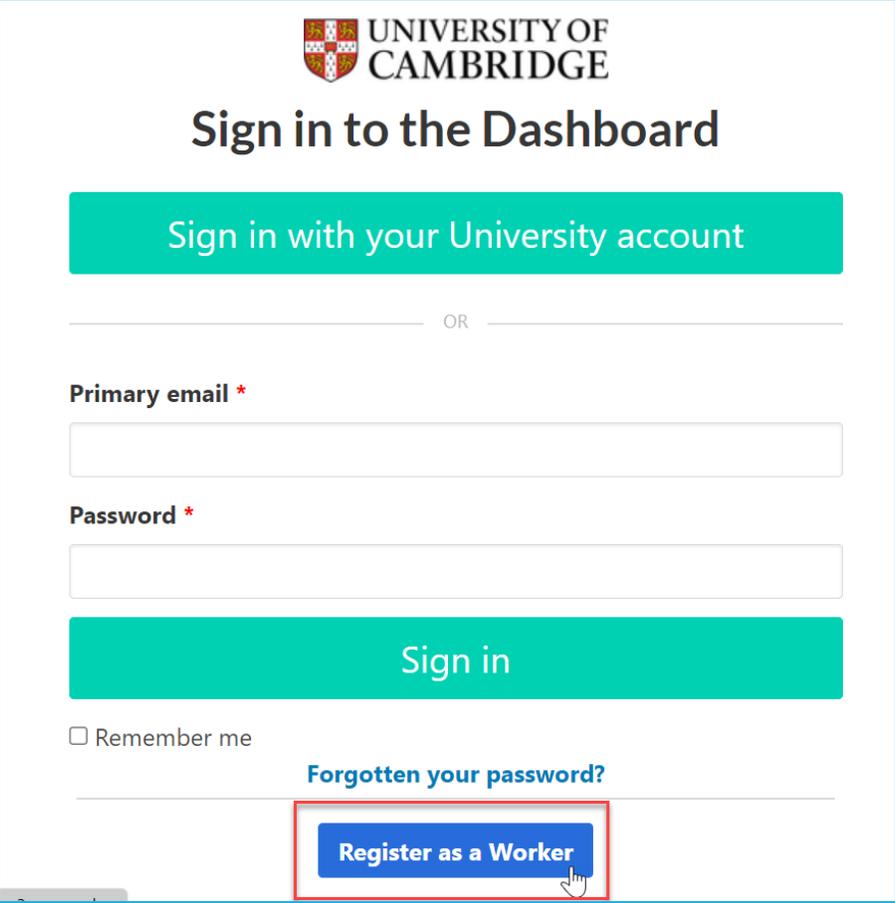UNIVERSITY OF
CAMBRIDGE
Information Services

DASHBOARD
TECHNOLOGY

Contents

Worker Registration

To register as a worker go to:

https://cambridgetest.demodashboardtechnology.co.uk/users/sign_in

You will see the screen below. Click on the blue **Register as a Worker** box at the bottom of the screen.

Register email and password

You will be taken to the following screen where you need to enter the email address that you want any notifications from the University to be sent.

Worker Registration

Primary email

[   ]

Password

[   ]

Password confirmation

[   ]

[Sign up   ]

Return to **Log in**

Your password must be at least 8 characters long and must include upper and lower-case letters and numbers.

If your password does not fulfil these requirements you will see the following message on your screen.

Worker Registration

> 2 errors prohibited this user from being saved:
> Password is too short (minimum is 8 characters)
> Password is not secure; use letters (uppercase and downcase), numbers and special characters

Primary email

Password

Password confirmation

Sign up

Verify email

Once you have submitted your email address a confirmation link will be sent to the email address you have provided.

If you do not receive this email please click on the link at the bottom of the screen as indicated below where you can ask for the email to be resent.

email address. Please follow the link to activate your account.

Sign in with your University account

OR

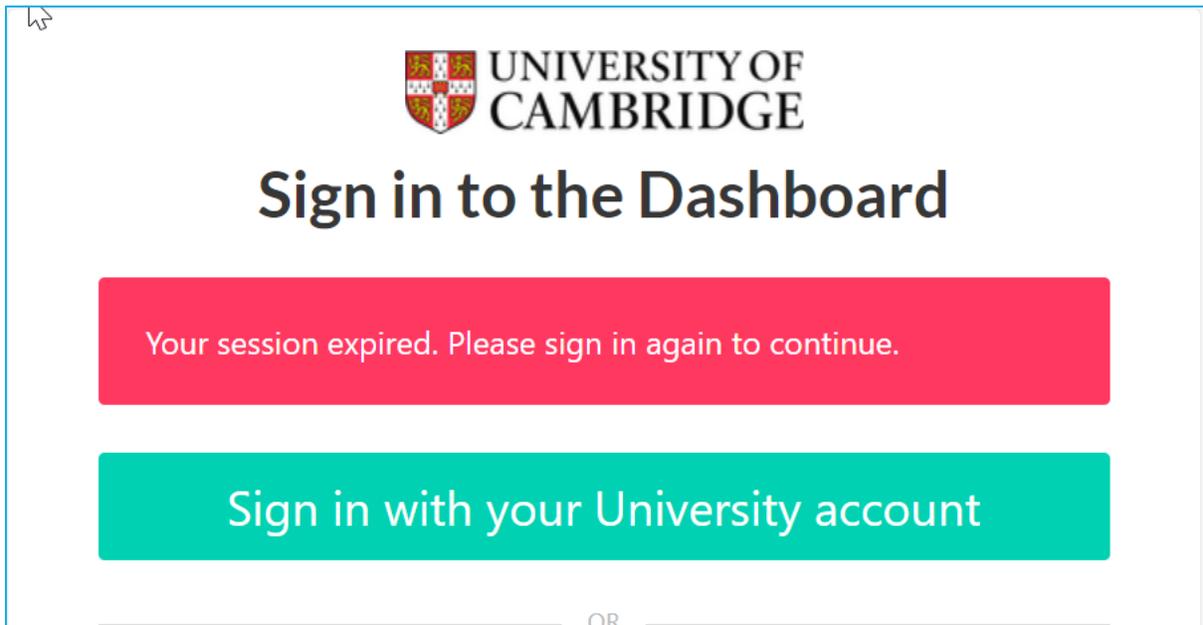**Primary email** *

Password *

Sign in

☐ Remember me

Forgotten your password?

Register as a Worker

Didn't receive confirmation instructions? **Confirm your account**
Didn't receive unlock instructions? **Unlock your account**

If you are inactive when using the system it will timeout and you will need to log back in.

Worker Home Page

Once you have successfully logged in you will see the following Home Screen.

Under each of the four boxes is information that you will be required to complete and information that you will use once registered as a worker. The sections are summarized below with detailed instructions following.

To return to the Home Screen at any point, click the **Home** option in the list on the left hand menu.

My Profile

You are required to complete all of your details in this section to allow your account to be verified. You must complete all the mandatory fields marked with an *

In order for your account to be verified you will also need to complete a right to work check. See section on Right to Work, page 17.

Availability

Once you have registered, you will be able to note the times that you are unavailable for work. This is optional and does not have to be completed. However, if you have commitments that would prevent you from working at certain times, it is advised that you include this information here. You can do this by clicking on the dates and times that you are not available on the calendar. This will then show as 'working outside of the University' and you will not receive work offers for these times.

Jobs

Once your account is verified and you have undertaken work, this page will show a record of the work that has been accepted and completed

Timesheets

Once you have completed work your timesheets can be found in this section. This will include those awaiting submission, submitted and approved. Separate guidance is available on the submission of timesheets.

Completing the My Profile section

Click on the **My Profile** option and this will open the My Profile screen. You are required to complete all the sections in red. Mandatory fields are marked with a *.

Personal Details

Complete each field with your personal details.

Note that your first and last name will have automatically populated with the email address that you have provided and you will therefore need to amend this to show your actual first and last name.

All fields marked with a * must be completed for the page to save.

Fields marked with a blue question mark provide help text for that particular field.

Click on the **Update** button at the bottom of the screen to save the information

Once completed and updated, a yellow banner will confirm that your personal details have been updated and you can then return to the My Profile page and move to the next section.

Any missing fields will cause an error message.

Return to the My profile page by clicking on either of the two links.

On the Home Screen the completed section will be displayed green with the remaining sections to complete marked in red.
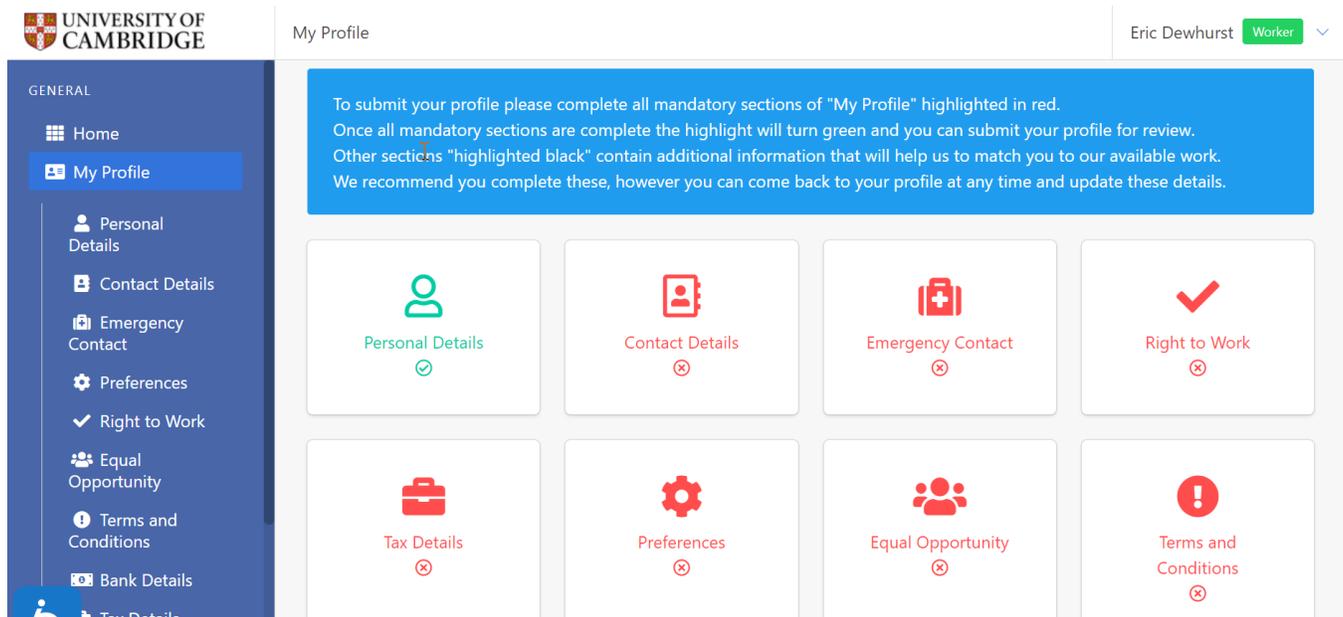
Contact Details

Click on the **Contact Details** and then click on the yellow ribbon to display the fields.
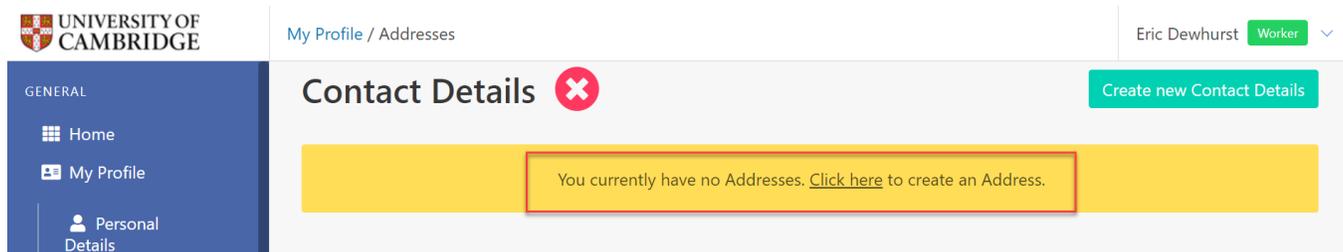
Enter your address details and click **Create** to save the details

All of the fields on this section, except Address line 2 are mandatory and therefore cannot be left blank.

UNIVERSITY OF CAMBRIDGE

My Profile / Addresses / New Address

Contact Details ✖

Address Type * ❓

| Home ▾ |

Address Line 1 *

| 25 Humberstone Road |

Address Line 2

| |

City *

| Cambridge |

County * ❓

| Cambridgeshire ▾ |

Postal/Area Code * ❓

| CB4 1JD |

GENERAL

- ⊞ Home
- 📧 My Profile
  - 👤 Personal Details
  - 📇 Contact Details
  - 📇 Emergency Contact
  - ⚙ Preferences
  - ✔ Right to Work
  - 👥 Equal Opportunity
  - ❗ Terms and Conditions
  - 💵 Bank Details
  - 📄 Tax Details

You can add further address details by clicking on the **Create New Contact** detail button.

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My Profile / Addresses

Eric Dewhurst [Worker] ▾

New Address has been successfully created.

Contact Details ✔

Create new Contact Details

GENERAL

- ⊞ Home
- 📧 My Profile
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  - 📇 Contact Details
  - 📇 Emergency Contact
  - ⚙ Preferences
  - ✔ Right to Work
  - 👥 Equal Opportunity

Type	**Address**	**Last Modified From:**	**Last Modified To:**
All types ▾	Address Search...	From:	To:

Search   Clear Search

Type ⬍	Address ⬍	Current Address? ⬍	Correspondence Address? ⬍	Last Modified ⬍	Actions
Home	25 Humberston...	✔	✔	15/06/2022 12:50:26	✏ 🗑

You can also amend/delete addresses by clicking on the edit/delete buttons under the Actions column.

Emergency Contacts

Enter your emergency contact details.

Click on the **Create** Button to save the changes.

Preferences

Complete this section with whether you would like to opt out of the maximum 48-hour working week and your main department of work. You should select the department from the list (displayed in alphabetical order) which asked you to register with Dashboard. This will ensure that the correct department receives your details and undertakes your Right to Work checks. You can add additional departments at a later date if required.

Click on the **Create** button to save the changes.

Right to Work

In the Right to Work section you are required to enter your Worker Origin, Documentation Type, and your National Insurance Number. You are required to indicate the date that you can start and enter documentation information according to the type of document you select.

UK/Irish Workers

Depending on the Documentation Type that you select you will asked to enter Passport, Birth Certificate or other information.

If you select Birth Certificate, you will be asked to enter the Birth Certificate Number and to upload the scanned birth certificate.

If you select Passport as the documentation type enter your Passport Type, Passport Number and Passport Expiry Date:

International Worker

If you are of International Origin, you should select Share code as the Documentation Type. All workers with International passports will have to upload their Right to Work documents to the UK government website where the Right to Work check will be completed. This can be done here: https://www.gov.uk/prove-right-to-work. Once you have used this service, you will be given a Share code reference number.

International workers should not select any other options from the Documentation Type drop down list and do not need to upload any copies of Passports or visa documentation to Dashboard (only to the government website).

Once you have completed all the required fields click on the **Create** button to save the information.

The confirmation banner will be displayed.

/ Right to Work   Eric Dewhurst   Worker   ⌄

Right to Work has been successfully created.

Right to Work ✅

Worker Origin * ❓

| British Citizen | ▾ |

Worker Origin Document * ❓

| British Passport | ▾ |

Tax details

If you do not have a P45 document select No from the from the drop down and select the statement that applies to you. If you have a P45 document, select Yes from the drop down and upload the P45 document
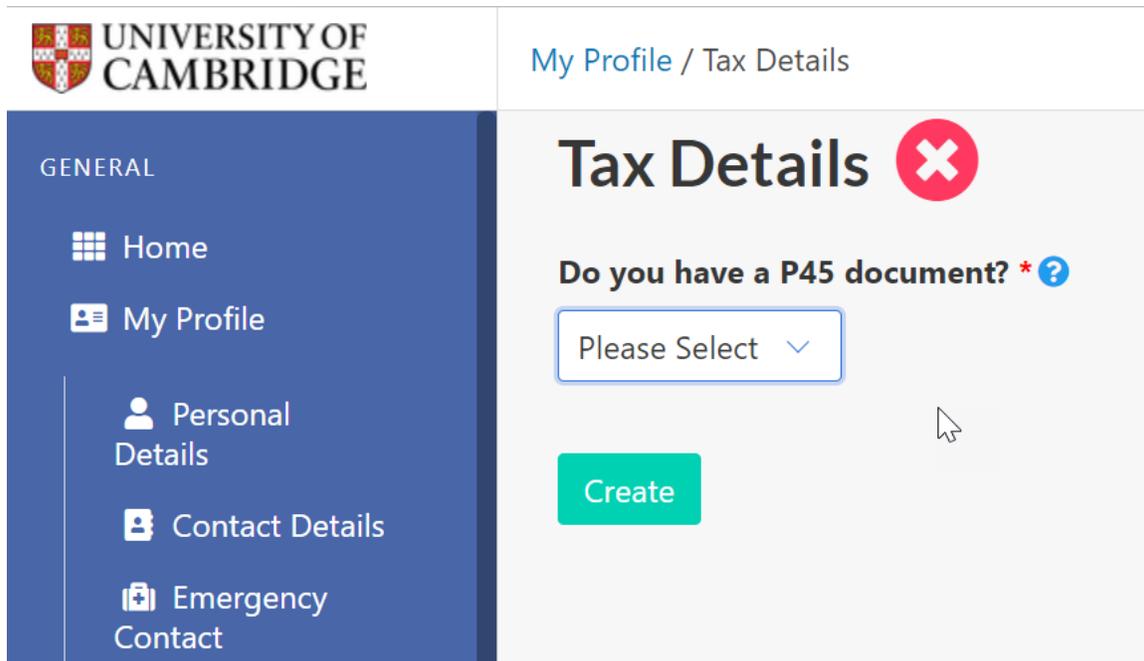
Click on **Update** to save the changes
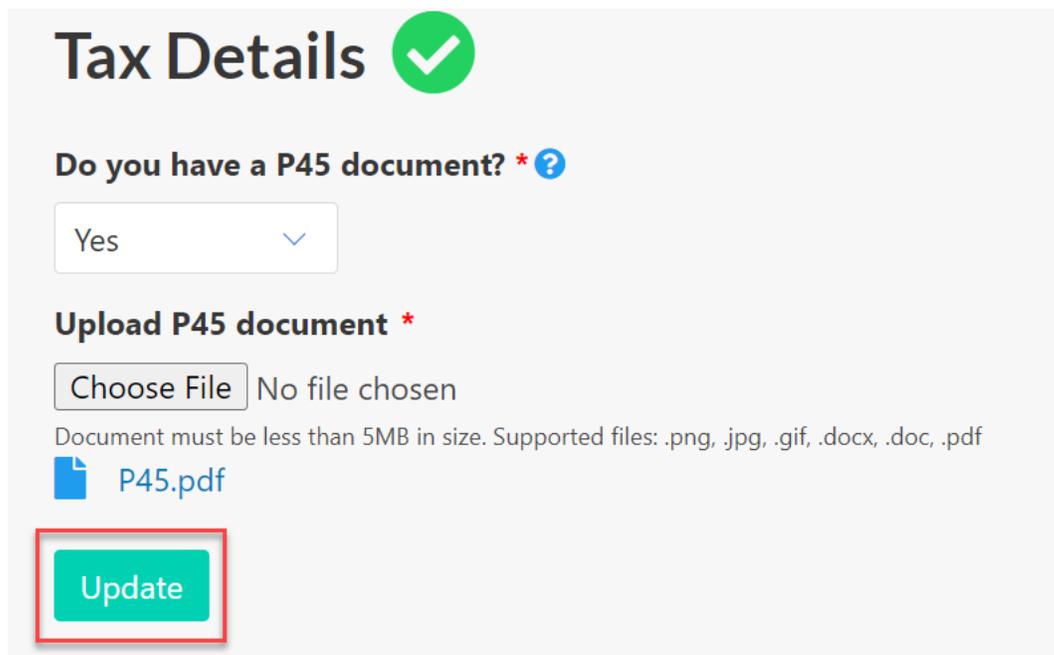
Equal Opportunities

Enter details on ethnicity, diversity and disability. There is a Decline to answer/Prefer not to say option in each section if you prefer not to specify.

Click on the **Update** button to save the changes.

Terms and Conditions

As part of the registration process you must ensure that you have read and understood the Terms and Conditions and Privacy Policy documents.

Select **Terms and Conditions**

Once you have read and understood the documents, then please select Yes to confirm that you have done this. Then click on **Create** to save this information.

Bank Details

Please enter your current bank details checking that you have entered them correctly as any errors may result in a delay in your payment.

UK Bank Account

For UK Bank Accounts enter the following:

Bank Name: The name of the bank where your account is held e.g. Barclays

Branch Name: The name of the branch where your account is held e.g. Cambridge

Account Name: The name that the account is recorded against e.g. Mr Eric Dewhurst

Account Number: The eight digit account number

Sort Code: The six digit sort code

Complete the details and then click on the **Create** button

International Bank Account

You can enter details of a foreign bank account by selecting No in the first field and entering your account number and IBAN:

Complete the details and then click on the **Create** button

Submission of Registration

You have now completed your registration and your account will be ready for submission for approval. Please check carefully that all of the details you have entered are correct.

Note that the Right to Work and Terms and Conditions sections cannot be edited once your profile has been approved.

When you are happy that your details are correct, click the **Submit Profile for Approval** button.

Click **OK** to confirm

A message stating that your profile is waiting for approval will be displayed.

My Profile   Eric Dewhurst Worker ⌄

┌───┐
│   Successfully updated the status.   │
└───┘

┌───┐
│ Your profile submission is waiting for approval   ✕ │
└───┘
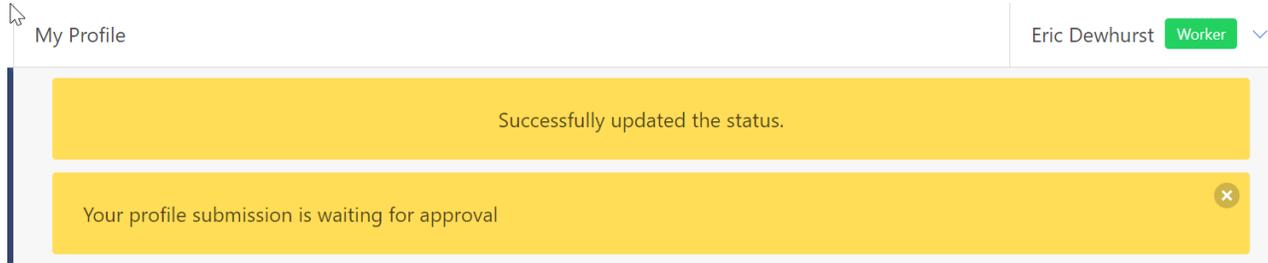
Next Steps

Once you have submitted your profile you will be required to have a Right to Work check.

You will receive an email inviting you to attend this check.

Once the check has been completed and recorded you will be ready to carry out work. Details will be sent to you by email.