VDW HR-DATABASE EMPLOYEE USER GUIDE
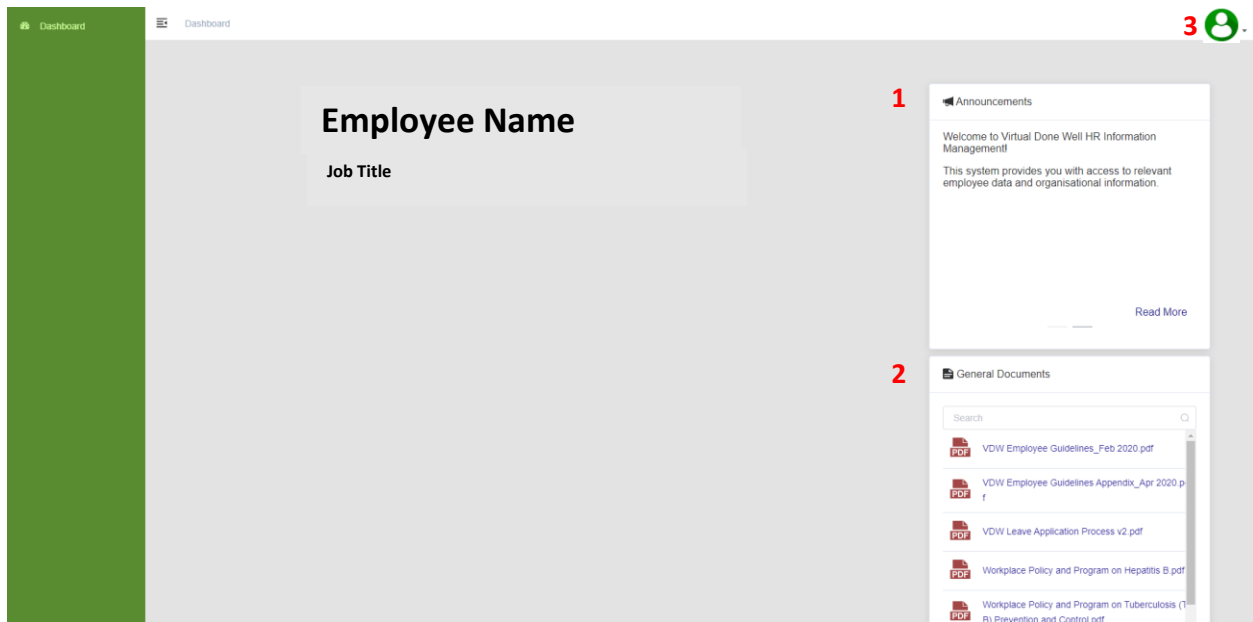
Access

Sign in to https://hr.virtualdonewell.com/#/login?redirect=%2Fdashboard

- Use your VDW email to sign in (Gmail or MS Outlook)
- Default password: vdw1234

Dashboard Navigation

Once logged in, the Dashboard will be uploaded.

1. **Announcement Bulletin** – an email notification will be sent once a new announcement is posted. Click on the link in your email to be routed to the login page.
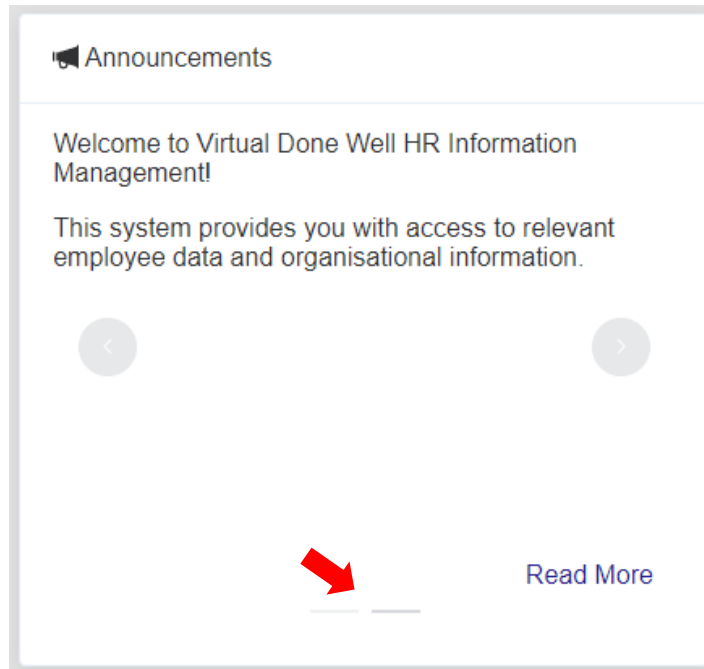
Expand the post by clicking on, *Read More.*

To check on the previous announcements, log in to HRIM. On your Dashboard, navigate through different posts by hovering over the indicators.

2. **General Documents** – contains relevant company documents such as policies and HMO.
   a. Search for a specific document by either using the
      i. Scroll bar
      ii. Search text field
3. **Profile Icon** – routes you to your profile page. It is also where you can log out from your account.
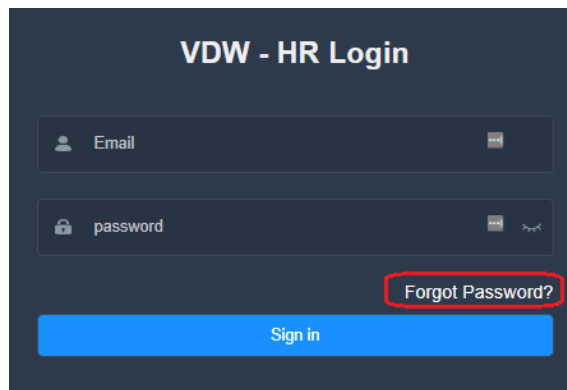
Profile Page

View your Profile by clicking on your photo on the upper right-hand corner of the page, and click on **Profile**.

The Employee Profile page displays the following details:

1. Summary of Employee Details
   a. Photo
   b. Name
   c. Position
   d. Start Date of employment
   e. Line Manager

2. Default Personal Tab – contains your HMO Details.

3. Job Tab
    a. Skillset document (view only); notify HR to access the file.
    b. History of the clients that the employee has worked with/is working with
    c. Link to the client's Profile

4. Documents Tab
    a. Employee documents from HR (e.g. performance coaching, memos)
    b. VA's job description and process documents - to be uploaded and updated by the employee. Upload a new version of the document.

5. Password Tab to reset password
    i. Once logged in, update your password immediately.
    ii. If you forgot your password, reset your password from the login page to access the Password Tab.