## POCKETWATCH

## QTime



## PocketWatch rostering simplified + revolutionised



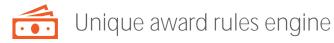
Graphical shifts + timesheets







Easy case management





Geolocation tracking



Email + SMS notifications



Mobile friendly



# what you will learn

- Settings, permissions + navigation
- Create + administer QTime sessions
- Administer timesheets + invoices
- Administer GOMS + projects
- Generate QTime report

## recommended permissions

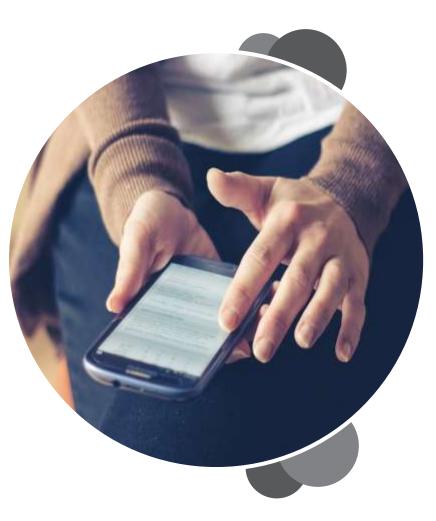
It is extremely important that staff permissions are assigned correctly. <u>https://help.mypcorp.com/art/recommended-permissions/</u>

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## next steps

- Update permissions
- Update settings
- Create relevant project templates if required
- Review QTime process with test client
- Prepare any questions for tailored training or Q + A sessions





# learn to use your systems, your way delivery styles to suit your needs

### MYP Training online group training

MYP Training sessions are run on a regular basis. These online sessions are scheduled regularly and you are welcome to attend as many times as you like. These are a great way to refresh your skills.

#### Want to attend?

Check out all the details of upcoming MYP Training sessions + book your place via the calendar on your MYP home page.

## MYP Tailored Training

#### custom onsite or online sessions

MYP Tailored Training sessions are available if you require a session specifically for your organisation. These sessions are custom-designed by our trainers and can be run onsite or online for a fee.

#### Want to know more?

Simply log in to MYP + submit a booking enquiry via the 'Subscription + Training Management' area.

## covering everything you need to know

MYP Training, 24/7 myTraining and Tailored Training sessions cover two types of content to ensure you are getting the most from MYP.



'Certified' sessions cover specific modules and, upon completion, attendees gain access to Level 2 Support.



'Professional Development' sessions are designed to further develop skills in specialist areas.





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