CAI

VectorVMS

Georgia

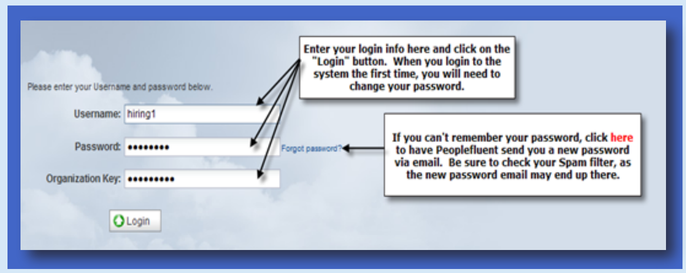
Quick Reference Guide

Contract Reference #99999 001 SPD0000149 IT Temp Staffing

Getting Started

- Open internet browser
- Enter appropriate URL – https://vms.vectorvms.com
- Enter login Information (User Name, Password, and Organization Key)

Please note: When you enter the site for the first time, you will need to sign-off on a Software Service Agreement. After your initial log-in, you won't need to do this again.



Forgot Your Password? Click on "Forget Your Password?" link on the login page. Provide required information. Once submitted, a new password will be sent to your e-mail address.

Change Your Password

- Click on your name in the upper right-hand corner and then select the My Account menu item.
- Click the Change Password button from the bottom right-hand corner, enter your current password in the Current Password field and enter a new password in both the New Password and Confirm Password fields. You may also change your hint question and email address if desired. Click the Save button.

Online Help Feature

- Click on your name in the upper right-hand corner and then select the Help menu item.
- You can search topics such as how to log in and field definitions.
- To exit online help, click on the 'X' in the upper right corner of the Help window.

CAI Georgia Account Team: Tim Brodrick - 678-427-3660 or Timothy.Brodrick@cai.io
Susan Lewis-Yizar - 678-427-3349 or Susan.Lewis-Yizar@cai.io
Tommy Tompkins - 501-249-6388 or Tommy.Tompkins@cai.io

Help Desk Support: Contact CAI's MSP Help Desk at 1-800-635-5138 or Georgia.Help@cai.io

Creating a Requisition

1. Select **Create** (+ icon) and choose **Contingent Requisition**
   - Select the **Job Title** and **Experience Level**
2. Consult the Job Titles document for descriptions
3. Once completed, choose **Next**
4. Complete **Requisition Details** page. Some information may be prepopulated. Complete all fields denoted with a Red Dot
5. Complete **Rate Information**. Complete all fields denoted with a Red Dot
6. Complete **Requisition Description.** Complete all fields denoted with a Red Dot
7. Choose **Save as Draft** if not completed, or **Next** if everything complete
8. Complete **Skills**. Add new rows with each skill required, technical and non-technical
   - Note if **Skill** is '**Required**', '**Desired**', or '**Nice to Have**'
9. Add **Questions** as appropriate
10. Choose **Save as Draft** if not completed, or **Next** if everything complete
11. Complete **Compliance page**. Add any non-standard onboarding items needed for position
12. Choose **Save as Draft** if not completed, or **Next** if everything complete
13. Complete **Approval**. Add detailed justification for approval
14. Click **Submit** to send for **Approval**

Reviewing Candidate Qualifications

CAI will forward 3 to 5 candidates in 4 business days.

1. On the **Home** page choose **View** and **Contingent Requisitions** from the drop-down menu. You may also access this page directly from the automatic email notification from VectorVMS
2. Access the Candidate information by clicking the Action icon then **Candidate Summary**
3. Review one or multiple Candidates by clicking the check boxes next to Candidate names. Click **Compare Candidates** in lower right-hand corner
4. Review Candidates in the Candidate Compare screen. Selection criteria can be modified to suit
5. Click on Candidate name to view candidate in more detail in the **Candidate Compare** screen
6. Hiring Manager can request further information, reject candidate(s), share information, request interview, or request candidate engagement as well from the **Candidate Summary** page

Screening and Interviewing a Candidate

1. From **Candidate Summary** page, click action icon (need this image) and **Request Interview**
2. Enter information into body field of pop-up
3. Click **Send**
4. CAI Account Manager will coordinate interview process with Candidate(s), Supplier(s), and Hiring Manager

Selecting or Rejecting a Candidate

CAI will place request "on hold" if a candidate is not selected within 1 week of completing all interviews and will review request status with an authorized user.

1. From the **Candidate Summary** page, click action icon and choose either **Reject Candidate** or **Request Engagement**
2. To reject a candidate, select **Reject Candidates**, choose a radio button for appropriate reason for rejection. Provide appropriate **Comments**
3. Click **Save**. The Supplier will be notified
4. To select a candidate, select **Request Engagement** under the action icon menu
5. Complete pop-up box required fields with Engagement Start/End dates, When and Where candidate should report on First Day, and any further info
6. Click **Send**. The CAI Account Manager will receive information and start engagement process

Reviewing Time and Expense

1. Access the **Timesheet Summary** page from the **Home Page**. Choose **Submitted** in **Timesheet Status** field. You may specify **Period End Date** if desired in the appropriate field
2. Click action icon next to each Candidate and choose **View Timesheet** from the dropdown
3. Review timesheet for accuracy across the reported time period
4. Add comments in the **Comment** field. If rejecting timesheet, add appropriate comments to let candidate know why and what needs to be fixed
5. Review any comments from candidate
6. Click **Approve** or **Reject** in lower right-hand corner
7. To review Expenses, click **Expenses to Approve** icon on **Home Page**
8. Click action icon next to a candidate and choose **View Candidate Expense Report Summary** or **View Expense Report** from dropdown
9. Review Expense Report and click the check box to either **Approve** or **Reject** report in the **Expense Report Line Item Summary**. You may choose **Approve All** or **Reject All** if multiple expense reports are submitted
10. Review receipts and documentation in **Attachments** field, as appropriate
11. Enter any comments explaining Rejection
12. Choose **Approve/Reject** in bottom right-hand corner to initiate approval/rejection process

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