



GTASMS SUPPLIERS' TRAINING MANUAL

Contact Information

Comsys System Support:

itsms@gtasms.com - all general inquires including billing/payments, staff set up/changes, system access, and training

supplier@gtasms.com - background checks, vendor performance, and general vendor questions

jobs@gtasms.com - all questions regarding job requests, candidate submittals, and short listing

GTA Support and Contact

Nancy Curtis - ITSMS Contract Administrator

Telephone: 404-657-7726

Fax: 404-651-5333

Email: ncurtis@gta.ga.gov

System Access Information:

System Link

<https://ecinsight.econometrix.com/cc/gtasms.vms>

GTA/Comsys Information Website

<http://www.gtasms.com>

Index of Frequently Asked Questions

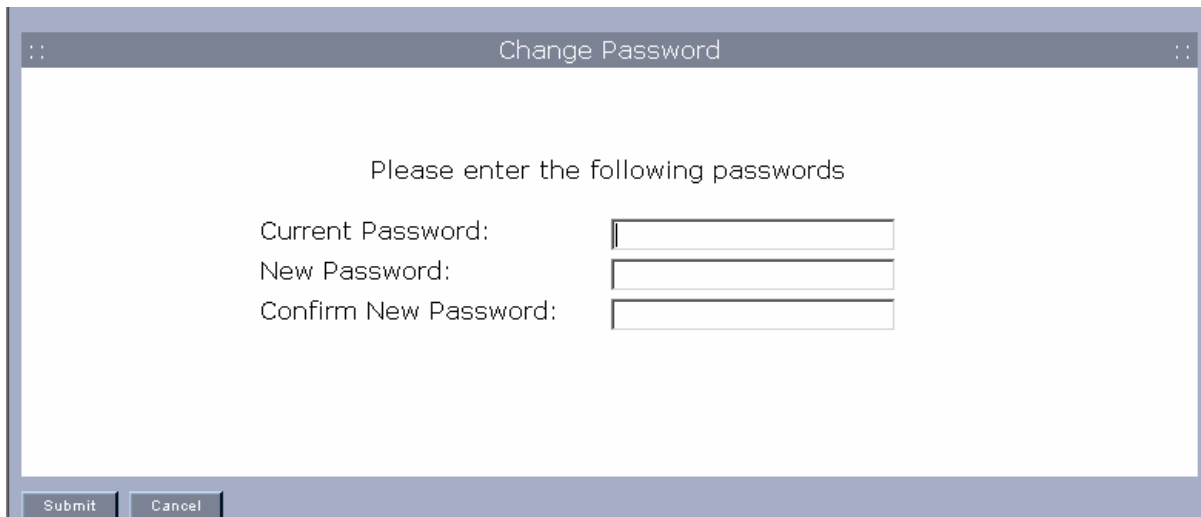
<u>Page #</u>	<u>FAQ</u>
4	How do I change my password?
5	How do I contact the system administrator with a question?
6	How do I view the payments to my company for our contractors?
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14-15	How do I copy my candidate's resume to another job?

Changing Your Password?

1. Click on password from the common menu items at the top right hand section of the screen.



2. A new screen will be displayed.

A dialog box titled 'Change Password' with a light blue border. The title bar contains the text 'Change Password' and standard window control icons. The main content area is white and contains the text 'Please enter the following passwords' centered. Below this text are three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. Each label is followed by a rectangular text input box. At the bottom of the dialog box, there are two buttons: 'Submit' and 'Cancel'.

3. Type in your old password. A series of asterisks will be displayed.
4. Press the tab key to move to the next field.
5. Type in your new password and press the tab key. Note that the new password must have a minimum of seven (7) characters.
6. Re-type your new password for verification purposes.
7. Click the submit button. Your password has now been changed. Please make note of your new password.

NOTE: Passwords are CAP sensitive.

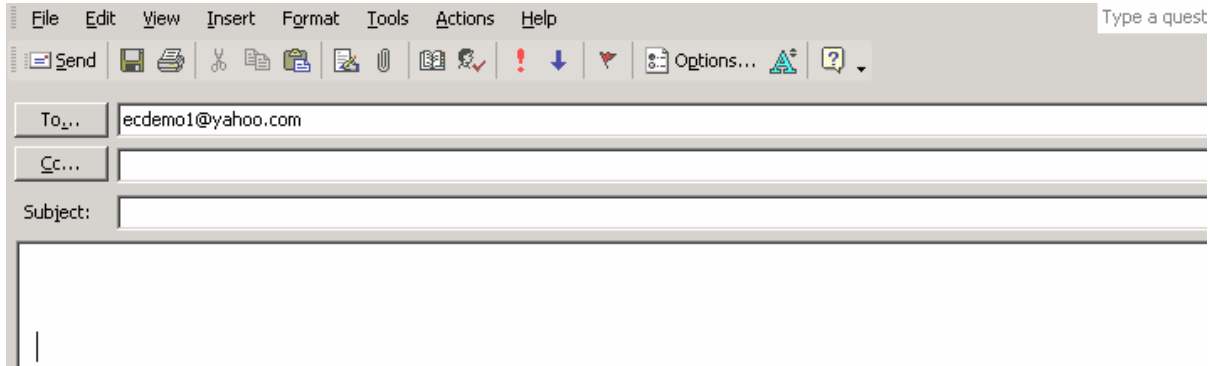
Contacting Your Client Service Representative

You may contact the client service representative with a click of a button. Notify them of changes to your status, vacation time, missing projects, or any other questions you may have.

1. Click on “**Messages**” from the Common Menu items at the top right hand section of the screen.



2. Your internal e-mail application will be launched. A new blank email screen will be displayed.

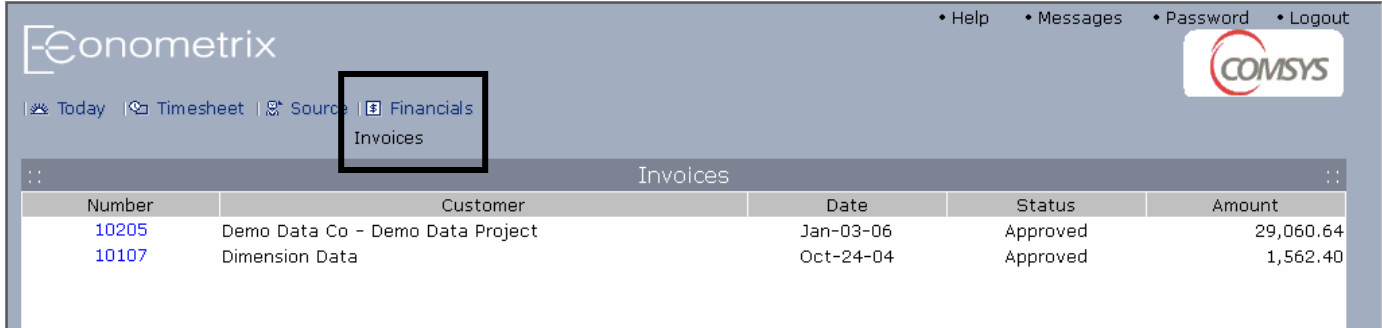


3. Type in any information in the subject line.
4. Type in the detailed information in the body of the e-mail.
5. Click the send button to send the e-mail.

Vendor Payment Notification

Once an invoice has been paid, you will receive a payment notification via email. To view the detailed information,

1. Click on the “**Financials**” on the main menu.
2. Click on the “**Invoices**” sub menu item and the *Invoices* screen will be displayed listing all invoices and their status.



The screenshot shows the Eonometrix software interface. At the top left is the Eonometrix logo. At the top right are links for Help, Messages, Password, and Logout. Below the logo is a navigation bar with icons for Today, Timesheet, Source, Financials, and Invoices. The Financials menu is highlighted with a red box, and the Invoices sub-menu is also highlighted with a red box. The main content area displays a table titled 'Invoices' with the following data:

Number	Customer	Date	Status	Amount
10205	Demo Data Co - Demo Data Project	Jan-03-06	Approved	29,060.64
10107	Dimension Data	Oct-24-04	Approved	1,562.40

3. To view the details, select the specific invoice number.



The screenshot shows the Eonometrix software interface displaying the details for Invoice - 10107 - Dimension Data. The top navigation bar is the same as in the previous screenshot. The main content area shows a table with the following data:

Time	Period	Units	Rate	Amount
DD Vendor				
Contractor, DD	Aug-08-04	40.00	40.00	1,600.00
Total:				1,600.00

Fees	Type	Discount %	Amount
DD Vendor			
	Vendor Management Fee	-2.35	-37.60
Total:			-37.60

Grand Total:			1,562.40
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At the bottom left of the screen, there are three buttons: Print, Export, and Close. The Print button is highlighted with a red box.

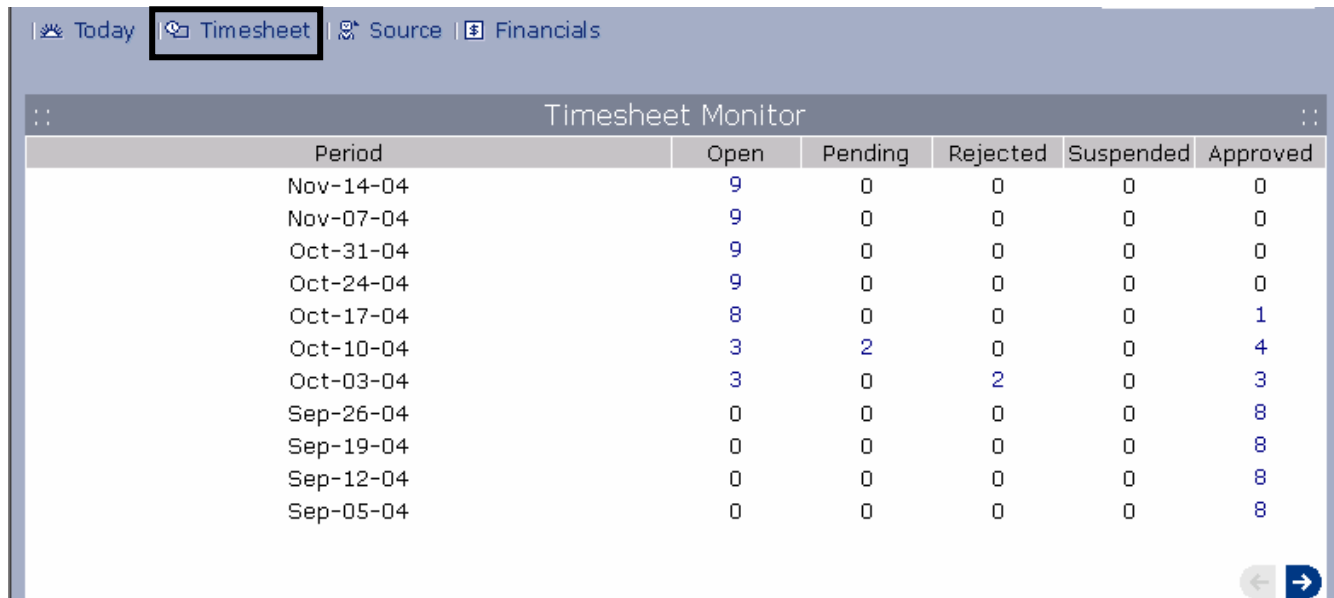
4. To print, click on the “**Print**” button at the bottom of the screen.

If you have any questions regarding payment, please contact your client service representative by clicking on the “**Messages**” button.

Time Sheet Monitor

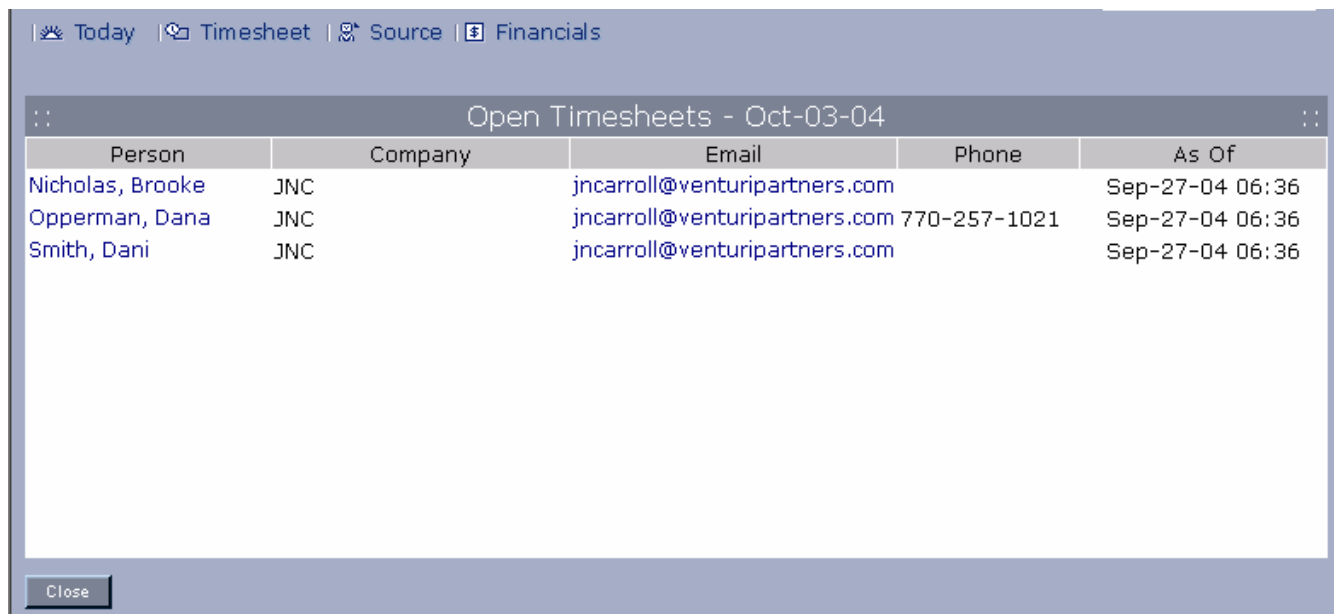
With a click of a button you are able to view a listing of all contractors' timesheets and the status for a given period.

1. Click on the "Timesheet" Main Menu item.



Period	Open	Pending	Rejected	Suspended	Approved
Nov-14-04	9	0	0	0	0
Nov-07-04	9	0	0	0	0
Oct-31-04	9	0	0	0	0
Oct-24-04	9	0	0	0	0
Oct-17-04	8	0	0	0	1
Oct-10-04	3	2	0	0	4
Oct-03-04	3	0	2	0	3
Sep-26-04	0	0	0	0	8
Sep-19-04	0	0	0	0	8
Sep-12-04	0	0	0	0	8
Sep-05-04	0	0	0	0	8

2. To view a listing of all contractors who have not yet submitted their timesheet for a given period, click on the number under the "Open" column.



Person	Company	Email	Phone	As Of
Nicholas, Brooke	JNC	jncarroll@venturipartners.com		Sep-27-04 06:36
Opperman, Dana	JNC	jncarroll@venturipartners.com	770-257-1021	Sep-27-04 06:36
Smith, Dani	JNC	jncarroll@venturipartners.com		Sep-27-04 06:36

3. To send an email to an individual consultant, click on the consultant's email address and create the email message.

- To view a list of consultants whose timesheets have been submitted and not yet approved by their manager click on the number under the **“Pending”** column. The **“Timesheets Pending Approval”** screen will be displayed.

Person	Company	Approver	Email	Phone	As Of
Carroll, Candidate	JNC	Carroll, Manager	jncarroll@venturipartners.com		Oct-04-04 17:57
Carroll, Weekly	JNC	Carroll, Manager	jncarroll@venturipartners.com		Oct-04-04 18:34

- To view a list of consultants whose expense reports are pending a receipt, click on the **“Suspended”** column. A new screen will be displayed. Note that expenses are not paid until the receipt has been received, however all approved time will be paid.
- To view a listing of all submitted and approved timesheets, select a time period and click on the number under the **“Approved”** column.

Person	Company	Email	Phone	As Of
Chew, Jimmy	DD Vendor	jcarroll@comsys.com	404-555-1232	Jan-05-06 09:26 AM

- To view the details of an individual timesheet, click on the consultant’s name. To view the expenses associated, click on the **“Expense”** tab. To see submittal and approval dates, click on the **“History”** tab. If you would like to print the timesheet, click on the **“Print”** button at the bottom of the screen.

Time	Day	Assignment	Type	Units
	Mon-Jan-02	Demo Data Co - Demo Data Project	Regular Time Hours	8.00
	Tue-Jan-03	Demo Data Co - Demo Data Project	Regular Time Hours	8.00
	Wed-Jan-04	Demo Data Co - Demo Data Project	Regular Time Hours	10.00
	Thu-Jan-05	Demo Data Co - Demo Data Project	Regular Time Hours	10.00
	Fri-Jan-06	Demo Data Co - Demo Data Project <i>Vacation 8 hrs Non Billable</i>	Regular Time Hours	0.00
	Total:			36.00

View Job Requests

You will receive an email notification upon the distribution of a new job requisition. Additionally, all open job requests will appear on your **“To Do List”** on the Today screen.



To view a listing of all job requests,

1. Click on the **“Source”** menu item.
2. Click on the **“Staff Augmentation”** sub menu item to display all jobs.

Notice the job request tabs available:

- **Open** job requests represent fully approved job requests awaiting submission of candidates.
- **On Hold** job requests represent job requests that are temporarily on-hold and will re-open in the near future.
- **Filled** job requests are all job requests in which a candidate has been hired.

Staff Augmentation Requests			
Open	On Hold	Filled	
Number	Name	Posted	Candidates
5194	Highmark- IT - Oracle DBA	Jul-22-04 06:23	15
5127	Carroll Company - Business Analyst	May-06-04 13:10	3

Note: Submitting, viewing, editing and withdrawing candidates will be covered in the **“Submit, View, Edit and Withdraw Candidates”** section of this manual.

3. To review a specific job request, select the desired tab (open, on hold, withdrawn, filled) click on the ID number for the job and the job request screen will be displayed with the job title at the top of the screen. This screen will detail the general information for that particular job request.

General

Candidates

Job		Classification	
Job Template:	Contractor	Project:	Operations Services General Support
Job Name:	Oracle DBA	Department:	Information Technology Srvcs
Highmark Project:		Cost Center:	00956
Company:	Highmark- IT	Account:	123456- Contractor Expense
Hiring Manager:	Hiring Manager	Service Type:	IT
		Location:	Pittsburgh, PA
		Address:	540 West Madison Street

Bill Rate		Dates	
Job Type:	Contract	Submittal Cutoff Date:	Jul-25-04
Bill Rate Range:	65.00-80.00	Start Date:	Aug-01-04
Rate Type:	Hourly	End Date:	Dec-31-04

Additional Information

Email address for vendor questions:	ecdemo1@yahoo.com
Max number of candidate submittals per vendor:	3
Replacement Of:	n/a
Job summary:	The selected Oracle DBA will report to the Application Systems Manager of the Database Unit and work closely with external service providers in delivery of services for Office of Information Technology (OIT). Duties include: 1) Creates and maintains all databases required for development, testing, education and production usage. 2) Performs the capacity planning required to create and maintain the databases. The DBA works closely with system administration staff because computers often have applications or tools on them in addition to the Oracle Databases. 3) Performs ongoing tuning of the database instances.
Required skills / competancies:	<ul style="list-style-type: none"> · Five years + extensive experience as a Oracle DBA to include expereince with Version 9i · Five years + extensive experience in supporting Oracle software applications for Public/Mental Helth, i.e. GRITS, AEGIS, BHTS · Five years + extensive experience in client/server and web platforms · Five years + extensive experience in re-engineering complex client/server applications · Strong analytical, technical writing and verbal communication skills
Preferred skills:	<ul style="list-style-type: none"> · Proficient in Microsoft Office 2000, Visio 2000, Access, Internet Explorer, and GroupWise.
Shift / scheduled hours:	8:00 a.m. - 5:00 p.m. M-F
Criminal background, reference checks and drug screening are required. List any additional:	Citizenship paperwork if it applies.
Travel Required:	No
Other comments:	Please provide 3 business references, including point of contact, phone number, and e-mail address for any candidate submitted. The references must be able to verify the work performed on the resume, and substantiate levels of experience and skill sets presented.

Close

4. To view a listing of candidates submitted for this job request, click on the “Candidate” tab.

Oracle DBA - 5194

General Candidates

Job		Classification	
Job Template:	Contractor	Project:	Operations Services
Job Name:	Oracle DBA		General Support
Highmark Project:		Department:	Information Technology
Company:	Highmark- IT		Srvcs
Hiring Manager:	Hiring Manager	Cost Center:	00956
		Account:	123456- Contractor
			Expense
		Service Type:	IT
		Location:	Pittsburgh, PA
		Address:	540 West Madison Street

5. A new screen will be displayed. Note that you will not be able to view the specific details of any candidates submitted by other vendors other than the availability, rate, status and date and time the candidate was submitted.

Oracle DBA - 5194

General Candidates

Name	Available	Rate	Status	Posted
<i>Posted By Another Vendor</i>	Jul-22-04	75.50	Pending Vendor Manager	Jul-22-2004 06:34
<i>Posted By Another Vendor</i>	Jul-22-04	74.75	Pending Vendor Manager	Jul-22-2004 06:35
<i>Posted By Another Vendor</i>	Jul-22-04	72.25	Pending Vendor Manager	Jul-22-2004 06:40
<i>Posted By Another Vendor</i>	Jul-22-04	70.00	Interview	Jul-22-2004 06:42
<i>Posted By Another Vendor</i>	Jul-22-04	69.75	Hire	Jul-22-2004 06:44
<i>Posted By Another Vendor</i>	Jul-22-04	69.75	Pending Vendor Manager	Jul-22-2004 06:55
<i>Posted By Another Vendor</i>	Jul-22-04	72.00	Hire	Jul-22-2004 06:57
<i>Posted By Another Vendor</i>	Jul-22-04	68.00	Interview	Jul-22-2004 06:58
Ashton Blake	Jul-22-04	68.45	Interview	Jul-22-2004 07:00
Tim Wall	Jul-22-04	57.00	Rejected	Jul-22-2004 07:01
<i>Posted By Another Vendor</i>	Jul-22-04	65.00	Rejected	Jul-22-2004 07:03

Post Candidate Close

7. You may also resort the listing. Click on the column heading (Name, Available, Rate, Status and Posted).

8. The following are possible status' of your candidates:

- **Pending** represents candidates submitted but not yet reviewed by the vendor manager.
- **Short-listed** represents candidates selected by the vendor manager for review by the hiring manager.
- **Interview** represents those candidates selected by the hiring manager for an interview or currently in the interview process.
- **Rejected** represents candidates not selected for an interview or rejected in the short-listing process by the vendor manager.
- **Withdrawn** represents candidates that have been withdrawn by the vendor.
- **Hired** represents those candidates that are selected for hire.

Note that you may choose not to respond to certain job requests. Once you choose not to respond, no candidates can be submitted. For further instructions, see step 11 of the “*Submit, View, Edit & Withdraw Candidates*” section.

Submit, View, Edit & Withdraw Candidates

To submit a candidate for a specific job request,

1. Click on the **Source** main menu item.
2. Click on the **Staff Augmentation** sub menu.
3. Click on the specific ID number of the job request you are submitting a candidate for. *Note that you can only submit candidates to open job requests.*
4. A new screen will be displayed with the general information about the job.
5. Click on the candidates tab.
6. Click on the “**Post Candidate**” button. The Post Candidate screen will be displayed (see below).

Post Candidate

Candidate	Availability / Rate
First Name: <input type="text"/>	Date Available: Nov 16 2004
Middle Name: <input type="text"/>	Bill Rate: <input type="text" value="0"/>
Last Name: <input type="text"/>	Pay Rate: <input type="text" value="0"/>
Email: <input type="text"/>	Rate Type: Hourly
Phone: <input type="text"/>	

Additional Information

Has this candidate ever worked for us before as a contractor?

Has this candidate ever worked for us before as an employee?

If yes, list terms/dates of employment and separation:

Skill Summary

Resume (cut and paste)

NOTE: Please do not cut and paste logos or resume headers. All of this information is captured in the candidate submittal form and through the system.

Save Submit For Approval Cancel

7. Fill in the candidate information and click the “**Submit for Approval**” button. A notification will be sent to the vendor manager indicating a candidate has been submitted for their review. *Note that this candidate’s status will now be pending until the vendor manager performs an action (shortlists/rejects a candidate).*
8. To view, edit or withdraw a specific candidate, click on the specific job ID number and then select the candidates tab and click on the specific candidate name. *Note that if you edit a candidate that has a rejected status, you will have to click the “**Submit For Approval**” button and go through the short-list process again.*
9. A new screen will be displayed with the general information related to the specific candidate. To edit the candidate, click on the edit button. A new screen will be displayed allowing you to edit any or all of the general information. Click the save button. The vendor manager will be notified of the changes.



10. To withdraw a candidate, click on the “**Withdraw**” button. A new screen will be displayed requesting you to enter your comments as to why you are withdrawing the candidate. Enter comments and click the submit button when complete.



11. If you do not wish to submit candidates for a particular job request due to a lack of specialty, click on the Id # of the job, click on the "**Decline to Submit Candidates**" button. *Note that this will not be counted against you with regard to the vendor performance reporting. If you change your mind, please contact the system administrator and the job can be re-posted to you.*

Copying Candidates to Another Job

- To copy a candidate's resume to another job, go to the candidate's profile found under any job in the system that you or any recruiter within the same company has submitted a candidate to. Find the candidate's name, and click on it to view their resume and complete profile.

Oracle DBA - 5194					
General Candidates					
Name	Available	Rate	Status	Posted	
Posted By Another Vendor	Jul-22-04	75.50	Pending Vendor Manager	Jul-22-2004 06:34	
Posted By Another Vendor	Jul-22-04	74.75	Pending Vendor Manager	Jul-22-2004 06:35	
Posted By Another Vendor	Jul-22-04	72.25	Pending Vendor Manager	Jul-22-2004 06:40	
Posted By Another Vendor	Jul-22-04	70.00	Interview	Jul-22-2004 06:42	
Posted By Another Vendor	Jul-22-04	69.75	Hire	Jul-22-2004 06:44	
Posted By Another Vendor	Jul-22-04	69.75	Pending Vendor Manager	Jul-22-2004 06:55	
Posted By Another Vendor	Jul-22-04	72.00	Hire	Jul-22-2004 06:57	
Posted By Another Vendor	Jul-22-04	68.00	Interview	Jul-22-2004 06:58	
Ashton Blake	Jul-22-04	68.45	Interview	Jul-22-2004 07:00	
Tim Wall	Jul-22-04	57.00	Rejected	Jul-22-2004 07:01	
Posted By Another Vendor	Jul-22-04	65.00	Rejected	Jul-22-2004 07:03	

- To copy the candidate's information, the recruiter should scroll to the bottom of the candidate's profile screen and select the "Copy to Another Job" button.



- When this button is clicked, the recruiter is presented with a list of all open jobs that have been posted to their company to which they can copy the candidate to.

Select an Open Job	
Job	Search
5300 - Oracle DBA - Demo Data Co	<input type="text"/> Search
5266 - Systems Analyst - Demo Data Co	
5231 - Database Administrator - Demo Data Co	
5127 - Business Analyst - Carroll Company	

- Once the job is selected, depending on the status of the candidate, the Move and Copy options become available.

Copy Candidate	
Copy Details	Reason (if withdrawing from current job)
Candidate: Blue Sky To Job: 5231 - Database Administrator From Job: 5300 - Oracle DBA Copy Type: <input type="text"/> <ul style="list-style-type: none"> Move - withdraw from current job Copy - leave on current job 	<input type="text"/>

- When copying the candidate, the recruiter has the option to “Move” the candidate. Moving a candidate will both copy the candidate to the new job and “Withdraw” the candidate from their current job. Candidates can be moved so long as they are currently in Pending Vendor Manager, Pending Hiring Manager or Interviewing status. If they are in any other status they can only be copied.
- Recruiters can only copy a candidate to an “**Open**” job that has been posted to their company.
- Candidates can only be copied to jobs in which the candidate has not yet been posted.
- Once copied, the candidate is placed in “**Draft**” status on the new job. From there the candidate can be edited and submitted for approval.

Database Administrator - 5231					
General		Candidates			
Name	Available	Rate	Status	Posted	
<i>Posted By Another Vendor</i>	Jun-01-05	50.00	Pending Vendor Manager	Jun-01-2005 07:08	
Blue Sky	Jun-16-05	40.00	Draft	Jun-16-2005 21:11	