

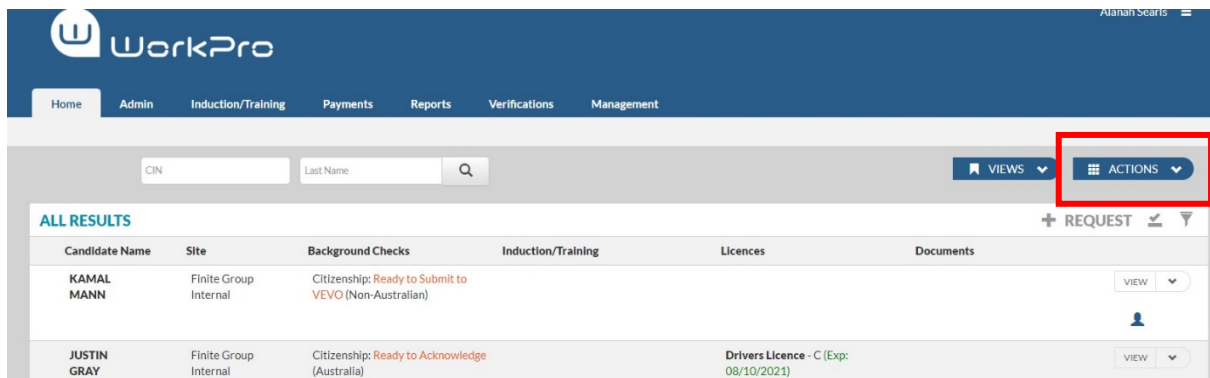
CREATING AND MANAGING PACKAGES

Packages are an ideal way to create a standard and drive consistency within your organisation. Packages allow you to set tasks for a group of workers, site, project, or workforce.

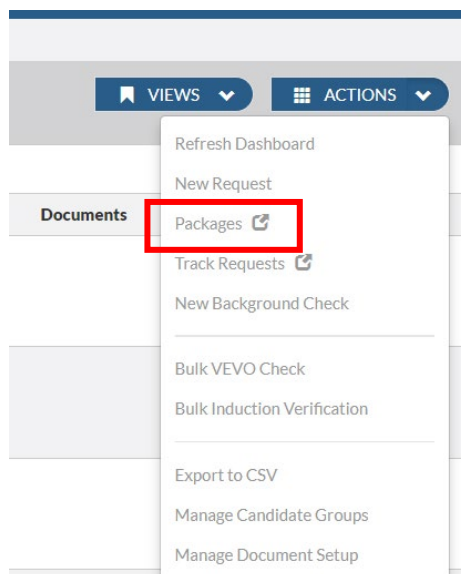
You can establish as many packages as you need and easily delete, edit and add packages as you need them. Packages also make the task of sending WorkPro efficient.

If you plan on sending WorkPro in bulk, you **will** need to create a package before you can send a bulk request.

STEP 1: Log in to WorkPro and select 'Actions'



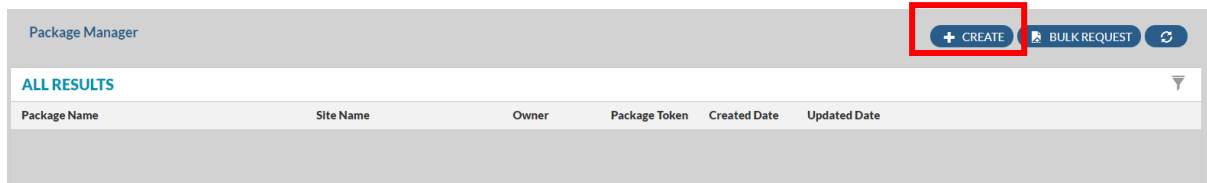
STEP 2: From 'Actions', select 'Packages'



All your packages will appear in the list. You can add, edit, or delete packages from this page.

TO CREATE A PACKAGE:

STEP 1: 'Create'



STEP 2: Define the Package

- Enter a Package Name
- Select the site that you would like the package to be made available
- If applicable, select the splash/web landing page that you'd like the candidate to view
- Select the tasks that make up the package (what you'd like the candidate to complete) and 'save'.

The screenshot shows the 'New Package' form. The 'Package Details' section is active, and the 'Package Name' field is highlighted with a red box. The form includes fields for Token, Site, and Splash/Landing Page. The 'Package Summary' section is empty, showing 'No tasks in the package.' A 'SAVE PACKAGE' button is located at the bottom right.

Step 3:

- If you send your requests from the WorkPro platform (either as a single or bulk request), a single-use token will be sent to every candidate with the request.
- If you do NOT send requests from the WorkPro platform, i.e., you give a verbal instruction to a candidate OR you email the request outside WorkPro environment, you will need to:

provide the web address to the candidate: workpro.com.au along with the package token. Once the candidate logs in, they will be requested to enter the Token. Once entered, they will be shown the tasks to complete.

The Token is found against the package name under 'Actions' and 'Packages'.