



Technology
STAFFERLINK FSM

Stafferlink FSM

- ◆ Secure web-based access for instant service
- ◆ Online credential management, review, and verification
- ◆ Real-time distribution of requisitions
- ◆ Internal Resource Pool management including availability and mobile notification
- ◆ Complete time and attendance features with clock in / out access
- ◆ Consolidated billing
- ◆ Reporting tool
- ◆ URL: <https://fsm.stafferlink.com>



User name:

Password:

[Forgot password?](#)

[Registrant Signup...](#)

 **Secure Login**

Preferences: Manage your own Username, login name, password, email verification status, and System Email Subscriptions

Save Cancel

Preferences (kaseyagency)

You have unsaved changes. Be sure to click Save before exiting.

User Account Information

User Name: *

User Login: *

Subscribe to all facility report distributions

Password

Email

Email Address: *

Email Verification Status: **Verified**

Email Verification: When updating this email address, a verification email will automatically be sent to the supplied email address. You will not receive any further emails from the system until your email address is verified. Please follow the instructions contained within the email to complete the verification process.

Scheduling Email States

Use this option to limit scheduling emails to shifts within the selected states. Leave blank to receive all scheduling emails for all states.

Email Subscriptions

- Subscription Name
- Facility accepted registrant for order
- Facility applied registrant to order
- Facility cancelled contract
- Facility cancelled order
- Facility confirmed order
- Facility filled the order
- Facility locked an order
- Facility pre-selected your registrant for an order.
- Facility rejected a registrant for an order
- Facility removed a prospect registrant for an order
- Facility removed your agency from contract
- Facility removed your agency from order
- Facility removed your pre-selected registrant from an order.
- Facility selected a prospect registrant for an order
- Facility unlocked an order
- Facility unrejected a registrant for an order
- Facility updated contract
- Facility updated order
- Invoice Approval Required
- New Contract
- New Orders
- Prebooked Orders
- Registrant Evaluation Completed
- Registrant status changed

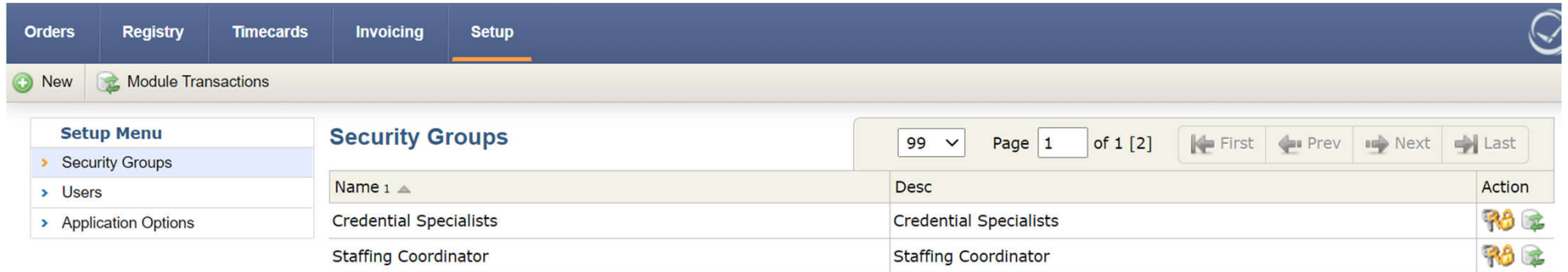
Helpful links: Located at the bottom of every page you'll find links to Request Support, learn about upcoming system events on the Message Board, Access Tutorials, and review FSM release notes.

Setup:

Manage system access through Security Groups.

Activate and Deactivate Users in the Setup.

Add an Invoice Remit email address in the Application Options.








The screenshot displays a software interface with a dark blue navigation bar at the top containing the following tabs: Orders, Registry, Timecards, Invoicing, and Setup. Below the navigation bar is a light-colored header area with a 'New' button (green plus icon) and a 'Module Transactions' button (green gear icon). The main content area is divided into a left sidebar and a main table.

Setup Menu

- > Security Groups
- > Users
- > Application Options

Security Groups

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Name 1 ▲	Desc	Action
Credential Specialists	Credential Specialists	  
Staffing Coordinator	Staffing Coordinator	  

Orders:

Default View will list Orders with Shift Date >= Today.

Track the Orders you've read by clicking the Yellow square in the Action column.

Click any column header to apply a Sort Order or Filter the results.

Click anywhere on the row to open the details of the order.

Orders Registry Timecards Invoicing Setup																						
Edit View Current View Contract Patterns Mark All Viewed Reports																						
Open Orders																						
ID	Sts	Approval	AgcID	Perm	Date	Time	Cls	Area	City	State	Zip	Facility	Patient Name	Note	Notice	Registrant	Subs	Rej	Pro	Sel	Action	
5933780	Open	N/A			3/14/21 - 6/13/21	[AP]6:45A-7:15P(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1					0	0	0			
5933781	Open	N/A			3/14/21 - 6/13/21	[AP]6:45A-7:15P(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1					0	0	0			
5933782	Open	N/A			3/14/21 - 6/13/21	[AP]6:45A-7:15P(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1					0	0	0			
5933783	Open	N/A			3/14/21 - 6/13/21	[AP]6:45A-7:15P(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1					0	0	0			
5933784	Open	N/A			3/14/21 - 6/13/21	[AP]6:45A-7:15P(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1					0	0	0			
5933785	Open	N/A			3/14/21 - 6/13/21	[PA]6:45P-7:15A(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1					0	0	0			
5933786	Open	N/A			3/14/21 - 6/13/21	[PA]6:45P-7:15A(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1					0	0	0			
5933787	Open	N/A			3/14/21 - 6/13/21	[PA]6:45P-7:15A(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1					0	0	0			

Orders: Edit View

Quickly navigate through Order Statuses and Order Types, select any Saved Views you've previously stored, or Edit Advanced View which allows for more complex queries using Boolean logic.

Orders	Registry	Timecards	Invoicing	Setup
Edit View Current View Contract Patterns Mark All Viewed				
<ul style="list-style-type: none"> Edit Advanced View... Current View Saved View 				
All				
<ul style="list-style-type: none"> All Changed Orders New Open Orders Canceled Open Pending UnConfirmed Scheduled Filled 				
<ul style="list-style-type: none"> Order Type View <ul style="list-style-type: none"> <input type="checkbox"/> Display PerDiem Only <input type="checkbox"/> Display Contracts Only <input type="checkbox"/> Display Perm Placement Only Perm Placement Lock <ul style="list-style-type: none"> <input type="checkbox"/> Lock Perm Placement Into View 				

Orders: Current View

Hover on Current View to see the parameters of your current list.

Click Edit to add or remove criteria to the search, or simply click on either the Blue or Green words to remove them from the filter.

Save the current search criteria to access in the future by clicking Open and selecting the search name, or from the Edit View → Saved Views option.

Reset returns your results to Shift Date is >= Today.

Apply Default returns your results to the Default view.

Save Default saves the current search parameters as your personalized Default view.

The screenshot shows the 'Orders' application interface. The top navigation bar includes 'Orders', 'Registry', 'Timecards', 'Invoicing', and 'Setup'. The user is logged in as 'Welcome: Lind...'. The 'Current View' dropdown menu is open, displaying the following options: 'Edit', 'Save', 'Open', 'Reset', 'Apply Default', 'Save Default', and 'Close'. Below the menu, the current search criteria are shown: 'Open Orders and Job Class = RN And Shift Date is >= today'. There are also radio buttons for 'view items' (selected) and 'custom items (click items to remove)'. The background shows a table with columns for 'Sts', 'Approval', 'ID', 'AgcID', 'Perm', and 'Date'.

Orders: Reports

Select Manage Reports to create and design your own Order Reports.

Export reports into PDF, Excel, Rich Text Format, or Notepad.

The screenshot shows the 'Orders' application interface. The top navigation bar includes 'Orders', 'Registry', 'Timecards', 'Invoicing', and 'Setup'. The user is logged in as 'Welcome: Lindsay Jones' and the agency is 'Accountable H...'. The 'Reports' dropdown menu is open, displaying the following options: 'Manage Reports...', 'New Report...', 'Order Listing', and 'Order Summary'. Each option has icons for PDF, Excel, Rich Text Format, and Notepad. The background shows a table with columns for 'Sts', 'Approval', 'ID', 'AgcID', 'Perm', and 'Date'.

Registry:

Click New to enter your candidates

Orders	Registry	Timecards	Invoicing	Setup
New	Edit View	Current View		

All Registrants

Orders	Registry	Timecards	Invoicing	Setup
Save	Cancel			

Registrant Details (New Registrant)

All required fields are marked with an *.

General	
Registrant Information	
Facility: <input type="text" value="Demo Facility 1"/> *	Status: <input type="text" value="Agency Added"/> *
	Status Reason: <input type="text" value="N/A"/>
	Status Last Changed:
Ext. Agency ID: <input type="text"/>	
Job Class: <input type="text" value="RN ER"/> *	
First Name: <input type="text" value="Jane"/> *	
Middle Initial: <input type="text"/>	
Last Name: <input type="text" value="Doe"/> *	Badge ID: <input type="text"/>
Zip: <input type="text" value="12345"/> *	NPI #: <input type="text"/>
Email: <input type="text"/>	
Note: <input type="text"/>	

Registry: Modules

Immediately after creating the Registrant, visit each of the Modules associated with the Registrant and populate accordingly.

Availability allows the facility to match open needs to your Registrants open availability without distributing a requisition.

Credentials is where you upload and manage credentials required by the facility.

Documents can store credential records as well as other documents related to booking.

Evaluations completed by Managers are stored here and over time the Registrant builds an average Evaluation Score.

Registrant Links allows you to link one Registrant record to multiple facilities.

Skills is where you identify the Registrants recent experience in various skill settings.

Timecards is where you review the details for all shifts worked by this Registrant.

Timeclock Setup is where you access the Registrants assigned Timeclocks if the facility utilizes this feature.

LName 2 ▲ ▼	FName 3 ▲ ▼	MI	Class	Cur 30 60 90	Action
Doe	Jane		RN ER	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Modules ▼

- Availability
- Credentials
- Documents
- Evaluations
- Registrant Links
- Skills
- Timecards
- Timeclock Setup

Registry: Modules: Credentials

Click on each credential line item to populate the necessary data for the requirement. Use the Comment field to communicate any special notes or pertinent info regarding the credential as necessary. Upload the supporting documents in the Action column by clicking on the Paperclip icon. When uploading attachment, make sure to check the "Attachment" box

Orders Registry Timecards Invoicing Setup

Return Add From Master Add From Group << Return To Registry

Registry Menu

- > Availability
- > Credentials
- > Documents
- > Evaluations
- > Registrant Links
- > Skills
- > Timecards

All Credentials (Doe, Jane [RN ER] - Demo Facility 1)

Cur|30|60|90: [Progress Bar] Last Updated: 3/15/2021 5:29 PM

Name	Type	Cred Desc	Status Desc	Last Updated	Cur 30 60 90	Notes	Action
*PROF	YESNO	Cover Page & All Profile Docs-1 PDF	Possess []	3/15/2021 5:29 PM	[Progress Bar]		
*Ref1	YESNO	Professional Reference (Supervisor)	Send with Submission[] Expires: [None]	3/15/2021 5:29 PM	[Progress Bar]		
*Ref2	YESNO	Professional Reference	Send with Submission[]	3/15/2021 5:29 PM	[Progress Bar]		

(*PROF) Details (Doe, Jane)

All required fields are marked with an *.

Credential Information

Possess:

Verified By: Date:

Comment:

Document Details (New Document)

Uploader Type: Universal ActiveX with Scanner Control (Requires IE11) Current runtime: html5

File Size Limit: **20.00 MB** Total Limit: **100.00 MB** Used: **92.40 KB [0%]** Remaining: **99.91 MB [100%]** Pending Upload: **15.05 KB [0%]**

Select Files... Drag & Drop Here

Name	Note	Type	Attachment	File	Size	Progress	Act
Blank		*PROF	<input checked="" type="checkbox"/>	Blank.pdf	15.05 KB		

SUBMISSION DETAILS

Orders

From the Orders module, to Apply a Registrant to an open order click the blue and white icon in the Action column.

Orders Registry Timecards Invoicing Setup																					
Edit View Current View Contract Patterns Mark All Viewed Reports																					
All Orders															99 Page 1 of 1 [25] First Prev Next Last						
ID	Sts	Approval	AgcID	Perm	Date	Time	Cls	Area	City	State	Zip	Facility	Patient Name	Note	Notice	Registrant	Subs	Rej	Pro	Sel	Action
5933780	Open	N/A			3/14/21 - 6/13/21	[AP]6:45A-7:15P(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1					0	0	0		

Search for your Registrant from the list then click the corresponding blue and white icon to Apply the Registrant.

Sts	ID	Perm	Date	Area	Class	Shift	Start Time	End Time	Meal
O	5933780	No	03/14/21 to 06/13/21	ER	RN ER	AP	6:45 AM	7:15 PM	30

Contract Weeks: 14 Guarantee: 0 Days: Sun, Mon, Tue, Wed, Thu, Fri, Sat

Agency Added Registrants (Application Enabled)										99 Page 1 of 1 [3] First Prev Next Last			
Status	Last Sts Date	Facility 1 ▲	LName 2 ▲ ▼	FName 3 ▲	MI	Class	Apply	Cur 30 60 90	Action				
Agency Added	11/16/2018	Demo Facility 1	Doe	Jane		RN ER			Modules				

On the first tab, include a short note about that will make your candidate stand out from the rest! Next, answer the required questions. Lastly, attach your submission coversheet plus required documents (one PDF). You must verify that you have permission from the Registrant to submit their personal documents for consideration. Then, press apply.

This screenshot shows the 'Apply Registrant' form with the 'General' tab selected. The 'Registrant' field contains 'Doe, Jane'. Below it is a text area for 'Note to Facility:' with the placeholder text 'NOTE TO FACILITY HERE'. The form has 'Apply' and 'Cancel' buttons at the top.


This screenshot shows the 'Apply Registrant' form with the 'Additional Details' tab selected. It contains three required questions, each with a text input field and a red asterisk on the right:

- 2 years required experience verified? (y/n)**: Input field contains 'Y'.
- References and Resume attached? (y/n)**: Input field contains 'Y'.
- License verified and in good standing? (y/n)**: Input field contains 'Y'.

This screenshot shows the 'Apply Registrant' form with the 'Acknowledgment' and 'Attachments' tabs selected. The 'Acknowledgment' section has a checked checkbox for 'Attachment Acknowledgment' and a text block explaining that attachments are shared by email and must not contain personal information. The 'Attachments' section shows a dropdown menu with 'Blank' selected and a status message: 'Attachment(s) Size: 15.05 KB (10MB limit)'. The form has 'Apply' and 'Cancel' buttons at the top.

Monitor your System Notification Emails for updates on the Submission. Manage the Notifications you receive in your Preferences.

1. Registrant has been Rejected/Prospected/Accepted for the Order.
2. Order has been Locked/Canceled/Filled with a different Registrant.

Orders Registry Timecards Invoicing Setup																												
Edit View		Current View		Contract Patterns		Mark All Viewed		Reports																				
All Orders															99		Page 1		of 1 [5]		First		Prev		Next		Last	
ID	Sts	Approval	AgcID	Perm	Date	Time	Cls	Area	City	State	Zip	Facility	Patient Name	Note	Notice	Registrant	Subs	Rej	Pro	Sel	Action							
5933781	Open	N/A			3/14/21 - 6/13/21	[AP]6:45A-7:15P(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1					0	0	0		 							
Interviewing Candidates																												
5933782	Open	N/A			3/14/21 - 6/13/21	[AP]6:45A-7:15P(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1					0	0	0		 							

When your Registrant has been Accepted for a position, you will get a System Email Notification, and the order will be scheduled in the system.

Orders Registry Timecards Invoicing Setup																					
Edit View Current View Contract Patterns Mark All Viewed Reports																					
Scheduled Orders													99 Page 1 of 1 [1] First Prev Next Last								
ID	Sts	Approval	AgcID	Perm	Date	Time	Cls	Area	City	State	Zip	Facility	Patient Name	Note	Notice	Registrant	Subs	Rej	Pro	Sel	Action
5921136	Scheduled	N/A			4/04/21 - 7/03/21	[1]6:45A-3:15P(30)	RN ER	ER	San Antonio	TX	78207	Demo Facility 1				Doe, John	1	0	0		