Quick guide

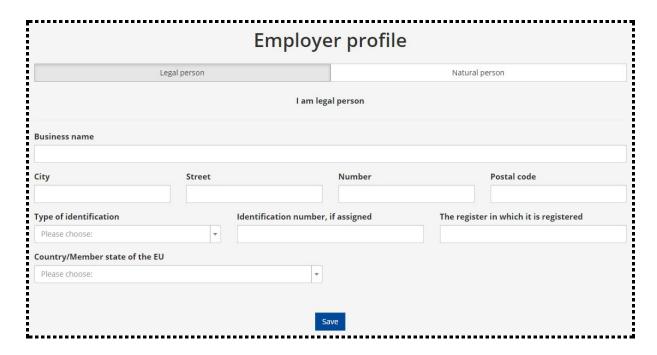
Basic overview

Employer profile	Workers	Contact persons	Postings	FAQ	Quick manual	Logout (nipko)	EN ▼	HelpDesk system
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Menu	Description
Employer profile	Fill in company data
Workers	Manage workers to be posted
Contact persons	Administration of contact persons
Postings	Administration of postings
FAQ	Frequently asked Questions
Quick guide	This manual
Logout	Logout from account
SK-EN	Switch language
HelpDesk system	Contact the administrator

Step 1 - Employer profile

Fill the employer profile.



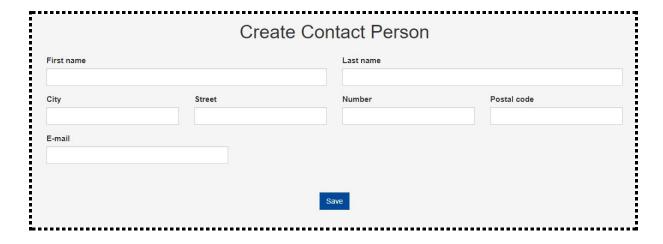
Step 2 - Workers

Fill the list of workers, that you want to post.



Step 3 - Contact persons

Fill the list of contact persons, that you want to choose from on posting.

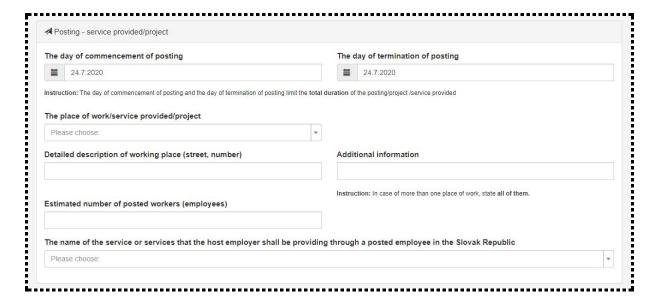


Step 4 - Create posting

Create a posting and fill in the necessary data. We choose employees and contact persons from the codebooks we have previously added.

When replacing an worker (employee), check the box "the posted worker (employee) replaces another posted worker (employee)" and fill in the data about the original employee.





New contact person			
		Table	
First name		Last name	
Postal address			
Postal address	Street	Number	Postal code
	Street	Number	Postal code
City	Street g, the contact person shall be located in the territory or		Postal code

New	worker											-
First n	iame						Last na	ame				
Place	of residence											
City			St	reet			Numbe	ery		Postal code		
Count	ry											
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