



D A M S T R A

CONNECT + PROTECT YOUR WORLD



Linked Profile

PRODUCT: Damstra Workforce Management

VERSION:

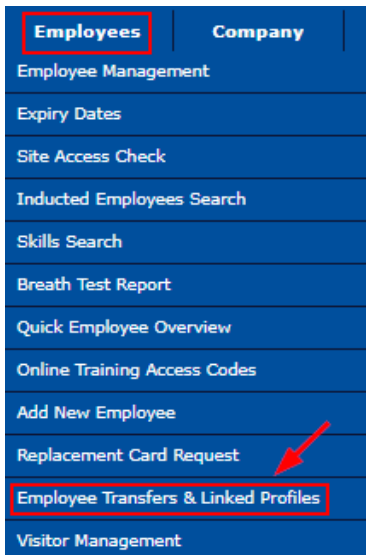
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APPROVED BY:

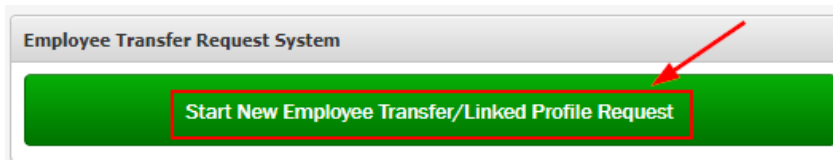
Linked Profile

A Linked Profile should be used when your Employee/s is/are working for **multiple Companies** and require Access to the Site under different Companies.

1. On the Home page, click **Employees** Tab then **Employee Transfers & Linked Profiles**



2. Click the **Start New Employee Transfer/Linked Profile Request** green button



3. Follow the prompts on the screen to complete all necessary steps, **download the Linked Profile Request Form**, fill it out and upload it (make sure you are selecting the **Linked Profile request** on the Form).

 A screenshot of a web form titled '1: Select Employee'. It contains the following elements:

- A header: '1: Select Employee'
- A sub-header: 'All information must be provided to transfer an employee'
- Two input fields: 'Employee Name' and 'Card ID'.
- Two buttons: 'Upload Transfer Form' and 'Download this form'.
- A 'Select' button next to the 'Upload Transfer Form' button.
- Two large blue buttons at the bottom: 'Link Profile' and 'Transfer Employee'.

4. Click the **Link Profile** button to submit the request



Damstra Technology will review the request and will take **24-48 hours** at most to be completed, but often it will be less. The company contact will receive an email advising when this has been completed.