Guide to file storage and employment details.

A guide on storing all your kamahi files in one secure place, and how to update their employment details.
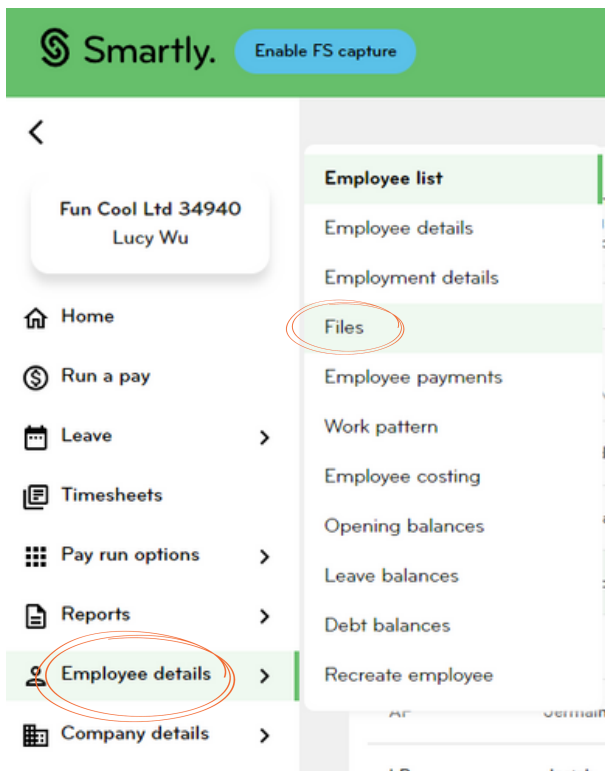
GOODBYE PAPER.

Contents of this guide:

File storage

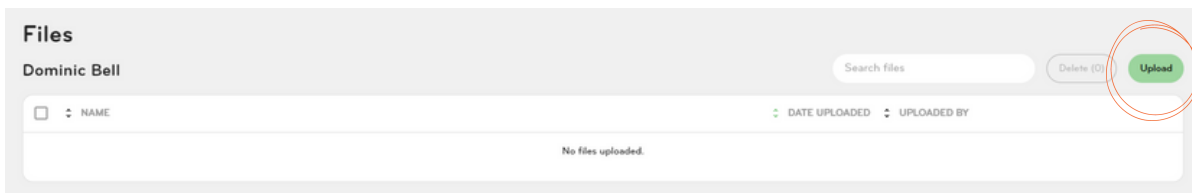Store all your kaimahi files in one secured place.

Accessing the file storage

To access your kaimahi file storage:

1. Hover your mouse over 'Employee details', and then click on 'Employee list'.

2. Select your kaimahi.

3. Hover your mouse over 'Employee details', and click 'Files'.

Upload files

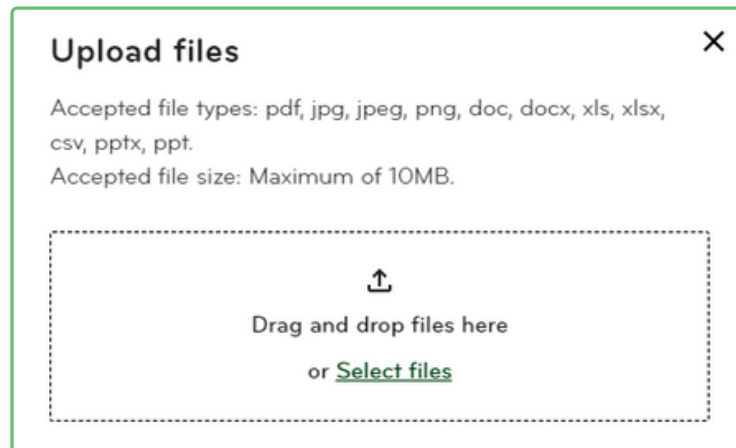1. To upload a file, click 'Upload'.

> You can upload 10 files at once. Each file must be no bigger than 10MB.
> If the file exceeds 10MB, an error message will show.

② After you click the 'Upload' button, you can then drag and drop up to 10 files into the upload box, or click 'Select files' to choose files from your computer.

Accepted file types are:
- pdf
- jpg
- jpeg
- png
- doc
- docx
- xls
- xlsx
- csv
- pptx
- ppt

Upload files ✕

Accepted file types: pdf, jpg, jpeg, png, doc, docx, xls, xlsx, csv, pptx, ppt.
Accepted file size: Maximum of 10MB.

⬆

Drag and drop files here

or **Select files**

If you upload a file that is not an accepted file type, an error message will show, stating that the file format is not supported.

ⓘ **File format not supported.**

💡 File names can't be longer than 80 characters including extensions such as (1) etc.

③ Once your files are successfully uploaded, you will see a 'Upload successful' message. You can choose to upload more files or click 'Done'.

Upload files ✕

2 files

1.png
⊘ Upload successful

2.png
⊘ Upload successful

Upload more files   Done
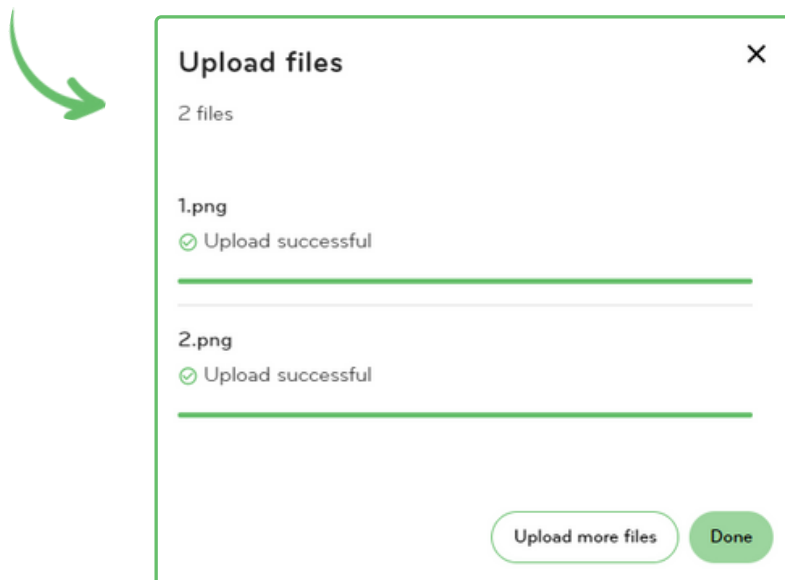
Search files

The default view will show files most recently uploaded at the top. However, you can order it by 'Name' or the person it has been 'Uploaded by'.

The search function allows you to search by name, or by the file type, eg. PDF.
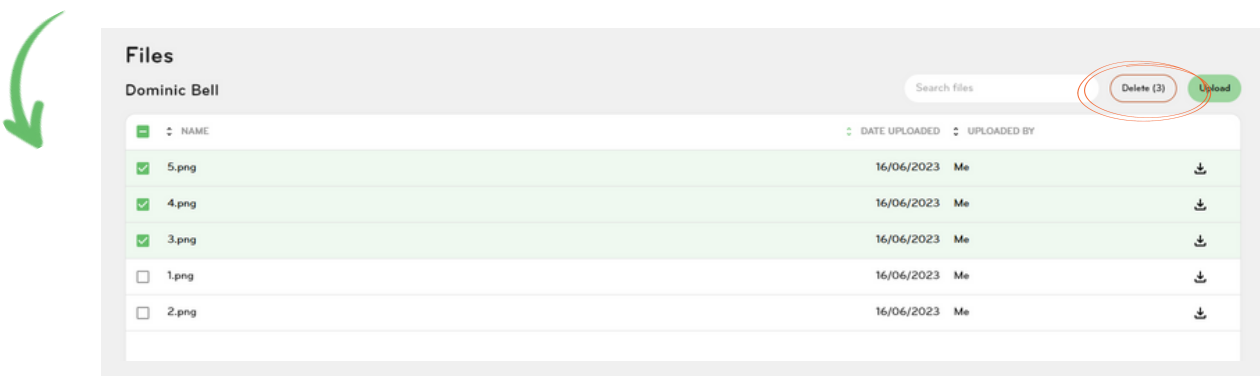

Download files

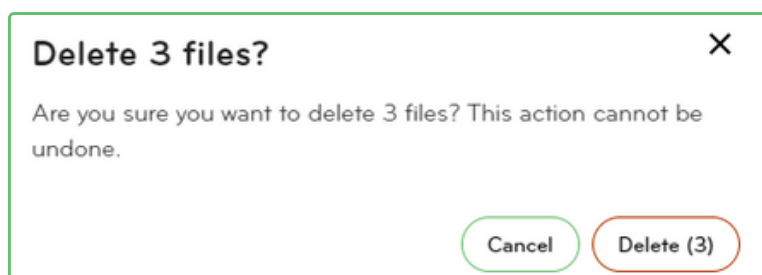To download a file, simply click on the download arrow next to the file.

Delete files

1. To delete files, simply tick the square box next to the files you'd like to delete and then click 'Delete'.


2. A pop up box will appear. Click 'Delete' to delete your files, or click 'Cancel'.

Delete 3 files?

Are you sure you want to delete 3 files? This action cannot be undone.
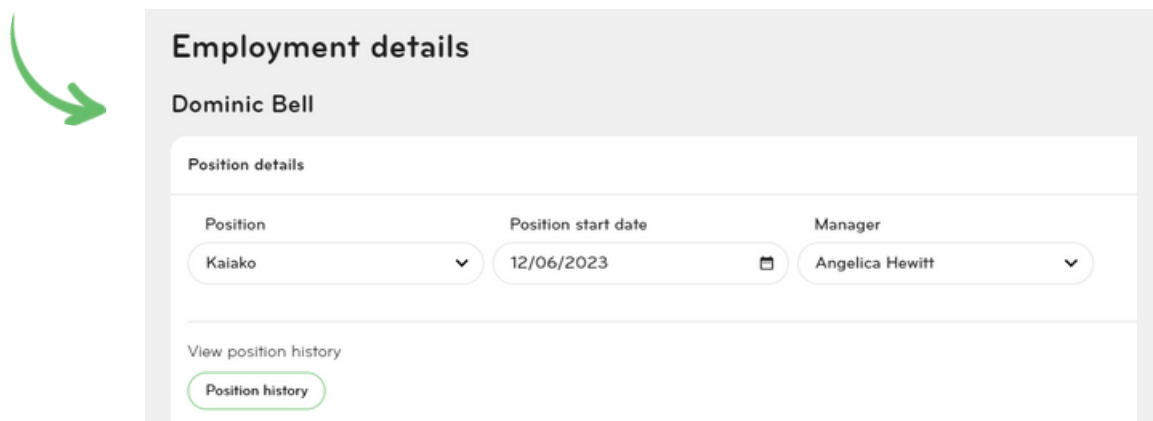
Cancel   Delete (3)

Employment details

To access your kaimahi employment details screen:

1. Hover your mouse over 'Employee details', and then click on 'Employee list'.

2. Select your kaimahi.

3. Hover your mouse over 'Employee details', and click 'Employment details'.
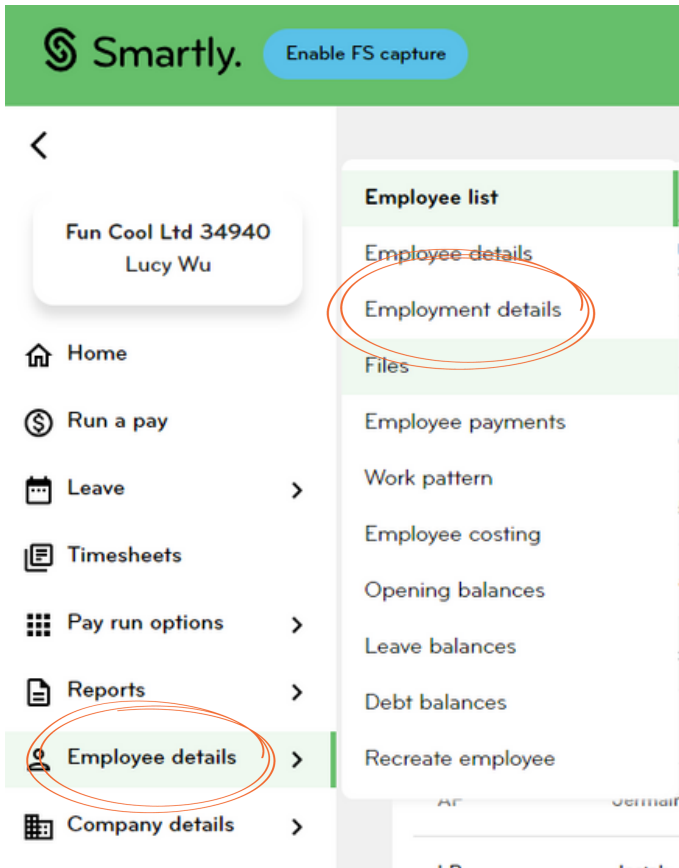
4. Your kaimahi's position, position start date, and manager should show.

5 If your kaimahi has taken on a new position, or now report to a new manager, simply enter the information required and then click 'Save'.

💡 Please ensure you fill out the 'Manager' correctly as it affects the pay bands.

Position history

The 'Position history' shows the positions the kamahi has held in the current kohanga.

Work experience in Te Kohanga Reo

'Previous experience (in Te Kohanga Reo)' reflects the experience at other kohanga outside of the current one.

'Overall experience (in Te Kohanga Reo)' adds the experience at the current kohanga and other kohanga.

'Previous experience (as a Kaiako)' reflects experience as a Kaiako at other kohanga outside of the current one.

'Overall experience (as a Kaiako)' adds the experience as a Kaiako at the current kohanga and other kohanga.

Training and compliance

1 The 'Training and compliance' table will show items that are 'Expired', and 'Expiring soon' at the top. You can rearrange this table by 'Name', 'Type', or 'Status'.
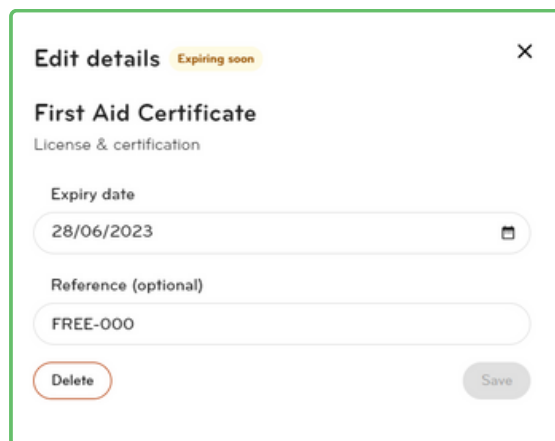
NAME	TYPE	STATUS	
First Aid Certificate	License & certification	Expiring soon	>
First Aid Certificate	License & certification	Current	>

2 To view more information or to edit an item, simply click on the right arrow next to the selected item.

NAME	TYPE	STATUS	
First Aid Certificate	License & certification	Expiring soon	>
First Aid Certificate	License & certification	Current	>

3 You can make changes to the item entry and then click 'Save'.

4 To delete the entry, click 'Delete'.

Edit details Expiring soon   ✕

First Aid Certificate
License & certification
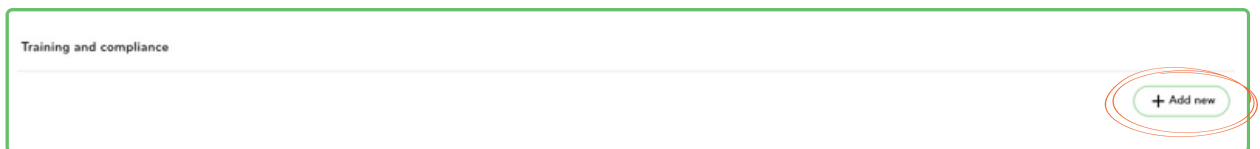
Expiry date

28/06/2023

Reference (optional)
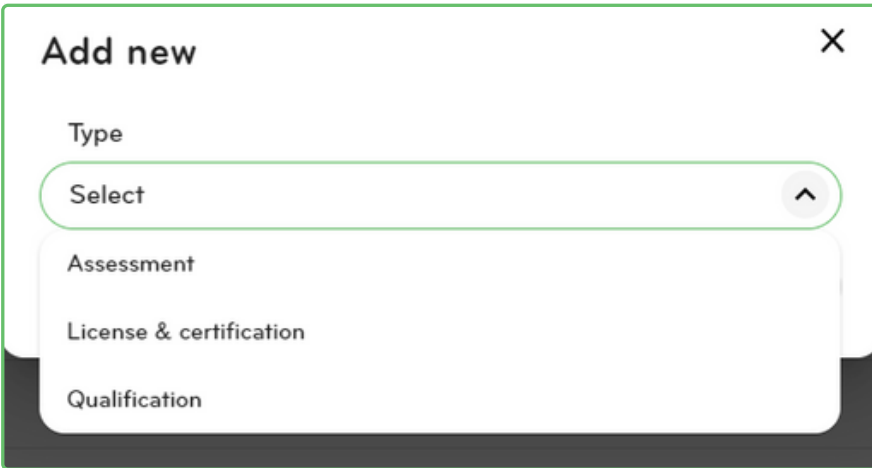
FREE-000

Delete   Save

5 To add another item to the table, click '+Add new'.

Training and compliance

+ Add new

5 Choose the type.

Add new ✕

Type

Select ⌃
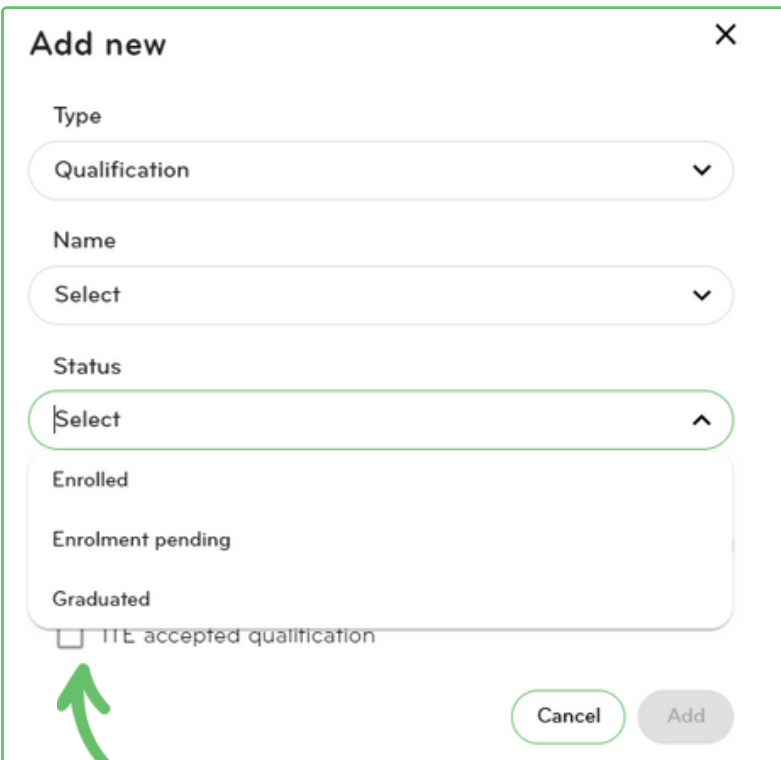
Assessment

License & certification

Qualification

6 Fill out the information required, and then click 'Add'.

💡 The 'Name' field under each section is searchable.

For Qualifications, it is important to correctly note the Status as that affects the pay banding.

For a Kaiako who doesn't have a tohu but has another qualification, please note whether the qualification is ITE accepted or not.

Add new ✕

Type

Qualification ⌄

Name

Select ⌄

Status

Select ⌃

Enrolled

Enrolment pending

Graduated

☐ ITE accepted qualification

Cancel | Add

We're here to help

Whether you're after some information, or you've got something niggly or urgent that you want to chat through with an expert – we've got you!

Our customer support team are available on 0800 10 10 38, Monday to Friday, excluding public holidays.