

A look inside the employer portal

See the current training and workforce screens before arranging a demonstration.

Preview - paid activation is awaiting launch.

New VMS subscriptions and automated agency payments are not yet launched. Confirm availability, scope and fees in a free 15-minute portal demonstration.

1. Assign training and review progress

The training form lets you choose an employee, a course and a due date. The progress control is intended to pull linked employees' completion records from Wix Online Programs. Assignment does not bypass an enrolment requirement.

The screenshot displays two side-by-side panels. The left panel, titled 'Assign site training', contains three dropdown menus: 'Employee' with the placeholder 'Choose employee', 'Training' with the placeholder 'Choose training', and 'Due date' with the placeholder 'mm/dd/yyyy' and a calendar icon. Below these is a dark blue button labeled 'Assign training'. At the bottom of this panel, a note states: 'Assignment does not bypass a paid enrolment requirement.' The right panel, titled 'Synchronise progress', contains a text description: 'Pull linked employees' actual step completion and completed status from Wix Online Programs.' Below this is a dark blue button labeled 'Sync Wix training progress'. A mouse cursor is visible over the 'Sync Wix training progress' button.

Actual portal screen, shown with blank selections. No employee names or customer records are displayed. This preview shows the interface; it does not demonstrate a completed enrolment or tested entitlement.

2. Prepare a shift request

Post a client shift

Role required

Starts

Ends

Location

Workers required

Create one request per worker.

Required training

No specific training

Requirements

Publish shift

Describe the work.

The form asks for the role, start and end times, location and any additional requirements.

State staffing and training needs.

The current screen provides a worker-count field and a required-training selector. It also says to create one request per worker.

Confirm the live service first.

Shift actions depend on the organisation type. New VMS subscriptions and automated agency payments remain awaiting launch.

This is an empty preview.

No shift was published, worker invited, hours approved or payment made to create this guide.

3. Review hours and invoices

Hours awaiting client approval

No hours await approval.

Shift invoices

No shift invoices yet.

These areas currently show no hours awaiting approval and no shift invoices. Ask for the complete workflow during your demonstration, including permissions, fees and what is available before launch.

[Explore the employer portal and book a free demonstration](#)

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