

Onboarding sequence email #1

Subject line: Let's begin with Personnel files

[Hi Firstname],

Welcome to your HR Portal.

Unsure about anything? Simply check through your Getting Started Guide, to discover how to get the most out of your membership. The link is displayed on your dashboard. Or you can book yourself into our Getting Started webinar [here](#)

Uploading Personnel records

Are you still using clunky old Excel spreadsheets to record personnel data? It's true that many people don't like change, especially if they have been doing things a certain way for a long time.

However, your HR Portal has been designed by HR professionals who fully understand the problems you face each and every day.

So, we know first-hand that a much more simple solution was obviously needed to enable HR managers to stay on top of their workload and... now you have it.

A lightbulb moment in waiting

Discover the true value of your HR Portal and become a much more efficient and therefore much more effective manager.

Begin by uploading your Personnel Records and very soon you'll wonder how you ever managed without it. We're certain you'll never go back to the old ways of doing things.

And if there's anything you're not sure of, don't worry. There's help and support in abundance.

Why not pop over to your portal now and make a quick start? And if you do have any questions then simply ask Live Chat.

[link to portal]

Kind regards.

The xxxxxxxxxxxx Team

Onboarding sequence email #1- follow-up

Subject line: Need any help getting started?

[Hi Firstname],

Congratulations for opening your HR Portal Go account. How is it going?

We know that working within a busy HR department often throws up many distractions and there are times when you feel you are trying to do too much all at the same time. That's one reason why your HR Portal was designed. It provides the tools to help you better manage your workload much more effectively.

Complete the first step and the rest is...

As they say, a piece of cake. Uploading Personnel records is the first and most essential step in working towards creating a practicable, time-saving, GDPR compliant HR management system. If you have already started the uploading process, it will only take you a short time to complete this step in order to maximise full control over the system

Try uploading in bulk to save time

If there are many employees in your organisation then you could save time by uploading your files en masse. Simply download a copy of our spreadsheet and follow the instructions. You'll find a convenient link on the Personnel files page of your dashboard.

Need any help?

If there is anything you're not sure of then please click on the big orange Help button, which will direct you immediately to the relevant support guide. If all else fails, then just drop us an email and we'll get right back to you with all the answers. Alternatively, click on Live Chat for a quick response.

Kind regards,

The xxxxxxxxx Team

Onboarding sequence email #2

Subject line: Why sharing the load is bliss

[Hi Firstname],

Now that you've made a start with your HR Portal and uploaded your company Personnel Records, let's keep the momentum going...

Share the workload

From this point forward your job becomes easier because you'll now be able to delegate some of the essential HR work to others. Freeing up your valuable time means you can now focus on the tasks that only you are able to do or want to do.

Catch-up time

Did you ever imagine you would have time to be able to catch up on all those niggling jobs that have been piling up on your desk? Shuffling your priorities will soon become a thing of the past, as you fully embrace the power of your HR Portal.

This just about sums it up for one happy client...

"As a small office, knowing that all our HR requirements are met at the click of a mouse is perfect. The system offers peace of mind and streamlined processes that help navigate through the day to day HR requirements."

Are you experiencing this yet? You soon will be. And then perhaps you'd like to share your thoughts and experiences with others who have been struggling for as long as you have.

Help is always at hand

Remember! You're never on your own with your HR Portal. Help and advice is always available when you need it, either with our help guides or Live Chat.

Ready to log back in and start delegating? Click here [link]

Kind regards.

The xxxxxxxxxxxx Team

Onboarding sequence email #2- follow-up

Subject line: Discover the art of HR delegation

[Hi Firstname],

Are you still trying to do everything yourself?

Sharing responsibilities by delegating your workload provides you with some much needed breathing space. It also affords you valuable time to think and plan and organise your day so that you and your staff work much more effectively.

How to get more done...

Everyone involved in HR knows there is just too much to do and not enough time to do it. It makes sense then to offload some of those routine jobs to line managers and to staff. Portal Go allows you to delegate HR admin while you get on with the more important issues.

Pick up from where you left off...

To begin cutting your workload, just complete the process for sharing HR responsibilities with managers and employees. Set up user permissions and see for yourself how much time you will save each working day. Every minute invested in setting up the delegation process, will be repaid many times over, in terms of time saved, throughout the months and even years ahead.

Need any help?

If for any reason you need help or advice, first check out the guides linked to your HR Portal. If you don't find the answers there or you don't have the time to look for them, then just contact Live Chat. We'll be more than happy to help.

Ready to log back in and start delegating? Click here [link]

Kind regards,

The xxxxxxxxx Team

Onboarding sequence email #3

Subject line: It's time to roll out the dashboards

[Hi Firstname],

You appear to be getting along just fine with your HR Portal but your job will run much more smoothly when you enable staff to access their online dashboards.

Compliance through transparency

You'll have one less thing to worry about when staff are able to see what information you hold on them, and of course they will be able to make changes and update their own information should any of it be inaccurate.

Now, just imagine how painful it would be if you had to go through every file with your employees, one by one, to ensure all the data your company is holding on them was accurate and up to date. Shudder to think!

Get the app for 24/7 access

The 9 till 5 day might be just the ticket for some workers but for the rest of us, work never really stops. And if you can't get into the office until 9am Monday morning, your weekend enjoyment could be jeopardised simply because you forgot to update a record or check a file.

Not anymore. Download the app and stay in touch at all times. Your employees can download the app too so they have 24/7 access to their own records. Everyone can access their dashboard at any time by downloading the app for iOS and Android smartphones. [link]

What do our clients think about Personnel Dashboards?

"...all of our information is in one place and can be accessed from anywhere. Staff love using their Personnel Dashboards and the roll out went very smoothly."

Need help?

Simply click on Live Chat (when available) and get it sorted or just log back in now and take a load off. Click here [link]

Kind regards.

The xxxxxxxxxxxx Team

Onboarding sequence email #3- follow-up

Subject line: Why Personnel dashboards save time

[Hi Firstname],

Portal Go is simply bespoke software that has been designed to make the job of HR professionals like yourself, much easier. Everyone likes easy and time-saving, and that's why Portal Go has been warmly embraced by the HR community.

Are you getting your share?

There's much more time to be saved when you complete the next step of the process, which involves setting up accounts for all company employees. It doesn't take long and employees will then be able to check and edit their own data.

The joy of Personnel dashboards

Personnel dashboards are the way forward for companies of all sizes and complies with GDPR. Personnel dashboards allow for documents to be quickly issued to, and shared with employees. Employees can also use their dashboards to request leave and check their work rotas.

Accessible anytime, anywhere

Once Personnel dashboards have been set up, we're sure that your line managers and employees will appreciate the convenience of being able to access their dashboards from any internet connected device including their smartphones. The app can be downloaded here [link].

Need any help?

If you need help setting up Personnel dashboards then please check the online help guides in your dashboard or send us an email. Alternatively, contact Live Chat and we'll deal with your request much quicker. Employees can be directed to the Video Help link in their dashboard

Ready to log back in and finish setting up Personnel dashboards? Click here [link]

Kind regards,

The xxxxxxxx Team

Onboarding sequence email #4

Subject line: Taming the GDPR beast

[Hi Firstname],

It's great to see you're making real progress with your HR Portal and by now you should be 'feeling' some of the real benefits.

Getting over the GDPR hurdle

GDPR has become a quite scary acronym for many HR professionals, not least because non-compliance carries such huge penalties. And should anything go wrong, who is ultimately responsible?

It certainly won't be you because you'll be able to clearly demonstrate that you have done everything that is required by the ICO. At least you will once you have set up the GDPR deck

Designed to be easy

Whilst GDPR compliancy may appear to be complex, it's comforting to know that setting up your GDPR deck is actually very straight-forward. Just follow the GDPR Checklist on your dashboard and you're done.

A customised request form, on behalf of employees, is included and is self-explanatory. However, if there's anything you're not sure about, Live Chat is there to help, as always.

What do others think about the Portal?

"The portal is our go-to-tool... it gives peace of mind, along with friendly, professional and quick response times..."

Peace of mind, friendly help and advice, streamlining admin and a much more efficient HR process with less stress. Sounds like a dream come true.

Let's get that GDPR deck set up now and discover what it's really like to have a stress-free job. [link]

Kind regards.

The xxxxxxxxxxxx Team

Onboarding sequence email #4- follow-up

Subject line: Only the GDPR thing left to do

[Hi Firstname],

Now that you are familiar with your HR Portal, how are you finding it? Is it everything we said it would be? Are you saving time and is using your portal as easy as you expected?

These are the questions we always like to ask our new clients and we're glad to say the response has been overwhelming. Yes! Yes! Yes!

Just that GDPR thing to do...

Now with all the time that you are saving you should have enough time to complete the final GDPR step and ensure full compliancy. This process is just as easy and straightforward as the other steps with one big added advantage. Peace of mind.

Data processing made simple

Virtually all responsibilities relating to GDPR lay firmly on the broad shoulders of the HR team. That doesn't mean anyone has worry about it. Simply rise to the challenge. Your GDPR deck is all you need to ensure and wholly demonstrate absolute compliancy.

You just need to set it up to be able to respond to any employee requests. You can then process any sensitive employee data with a few simple clicks.

Need any help?

As always we're here to help should you need us. You'll find a simple checklist on the GDPR dashboard and the big orange Help button will take you to the GDPR guide. If you prefer a little human interaction then click on the Live Chat button and we'll help you get fully compliant.

Ready to log back in and complete the GDPR thing?
Click here [link]

Kind regards,

The xxxxxxxx Team