

# PORTAL GO

GO

free

Managing GDPR compliance is easier with Eledecks. Register for PORTAL GO today and enjoy free access to practical tools for secure and convenient data management.

## Create an account

Visit [eledecks.com/portalgo](https://eledecks.com/portalgo) and click the create account button to complete a simple registration form. No credit card required.

STEP  
01

A screenshot of a login form with fields for 'Username' and 'Password', a 'Remember me' checkbox, a 'log in' button, and a 'Forgot my password' link. A padlock icon is shown to the right of the form.

STEP  
02

## Login

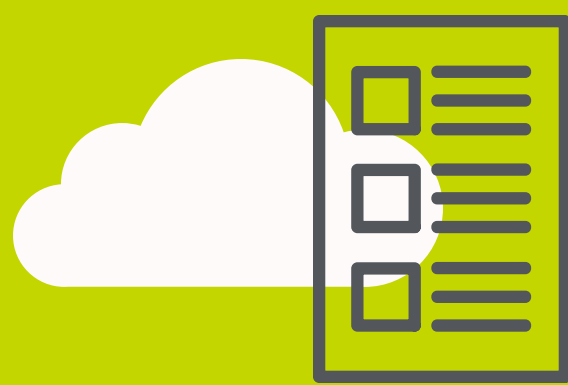
Follow the link in the welcome email and login to your account with your encrypted password.

## Take a quick tour

Check out the clever GDPR management tools (which we call DECKS) included for free in your Portal GO account.

*See next page for details.*

STEP  
03



STEP  
04

## Upload data

Add your personnel files to your account on our secure cloud servers. It only takes a few minutes and you're ready to GO.

## Comply with GDPR while managing HR

- GDPR compliant
- Employee Dashboards
- Manager Dashboards
- Audit trail and notifications
- Plus a host of practical HR tools ... see next page for details

STEP  
05



Your data remains your property, we help you manage it. See our [Privacy Notice](#) and [Terms of Use](#) for full details.

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These are your free Decks

## Personnel Files & Folders

Secure records management system for sensitive HR data and documents. Compliant with GDPR. Integrated with other decks making it easy to manipulate data from a single point of entry.



## Personnel Dashboards

Self-Service accounts for employees accessible from desktop and mobile devices. Employees can manage contact details, documents and make GDPR requests. (more with Portal Plus).



## Managers Dashboards

Access to Portal GO decks in the office, at home or on the move. Download the Managers App to your mobile device for convenient access to notifications, colleagues and briefing updates.



## GDPR Basic

Employees can make GDPR requests from personnel dashboards as recommended by ICO. Plus management dashboards including audit log, prompts, alerts and tools for complying with requests.



## Document Manager

Upload your Employment Contracts and Handbook templates and let the portal streamline processes: mail merging; issuing to staff individually or in bulk; plus tracking storing and reporting.



## Laws in the Pipeline

Statutory employment laws and important tribunal decisions at a glance published weekly plus HR News with tips to help employers and managers put law into action .



## Checklists

Create your own task lists for processes such as induction and sickness absence management then share with managers to encourage consistently good practice.



## Notifications Centre

Diary, reminders and updates all captured in the notifications centre with automated alerts to email and mobile. Diary events shared with colleagues if they have relevant permissions.



## User accounts and permissions

Unlimited Manager and Personnel accounts. Granular permissions enable the main user to set up user specific permissions based access for all other users.



## Reports and Exports

Available with Portal GO decks such as Personnel Files and Document Manager to demonstrate compliance and inform business decisions.



eledecks

[www.eledecks.com/portalgo](http://www.eledecks.com/portalgo)



# PORTAL



Portal PLUS Decks are optional ~ add them if you need them  
 Prices shown below are per month per employee  
 Generous volume discounts apply at point of purchase  
 Monthly contracts  
 It's easy to upgrade from within your Portal GO account

## Attendance Management

A suite of absence and attendance tools for managing leave requests and building & sharing staff rotas. Compatible with a wide range of contracted hours including zero hours workers. Schedule sickness absence alert parameters or use Bradford Factor.



## HR Toolkits

Select from 35 x HR Toolkits to create a reliable templates and information library. Complete with forms, letters and guidance updated in line with legislation. Written for both HR specialists and non-specialist managers to support delegation and encourage good practice in a busy working environment.



## Activity Centre

The HR managers dashboard which tracks users activity in the Portal. A great way to support your team as they take on HR tasks and responsibilities. A real time audit with at-a-glance status updates, action prompts and exportable reports.



## Check Points

Event renewals tracking and reporting system. Monitor your licenses and other renewable events such as insurance policies, DBS checks, in-house training, Health & Safety, ISO standards etc. Run reports for accurate insights into pending and overdue renewals by title, employee or department.



## Tasks Workflow

Case management system for Performance appraisals, Grievances, Disciplinarys and many more procedures. Attach documents, keep track of next steps, follow best practice, set deadlines.



## Payroll and Auto Enrolment

Comprehensive payroll, easy to use and payslips direct to Personnel Dashboards. And, if you want to save time managing auto-enrolment, use our fully integrated wizard and make Workplace pensions a breeze.



## Advice Bank

For those clients who subscribe to legal or HR advice this Deck is a convenient way of storing and sorting advice and communications.



# eledecks