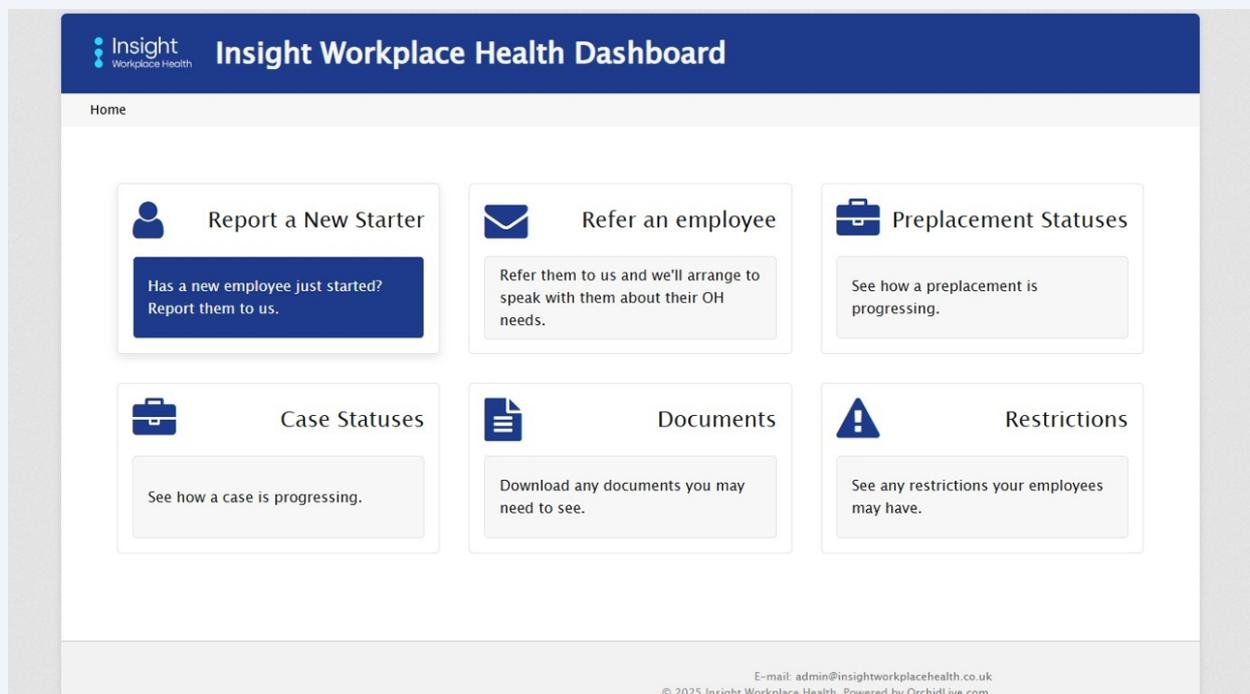


Reporting a New Starter

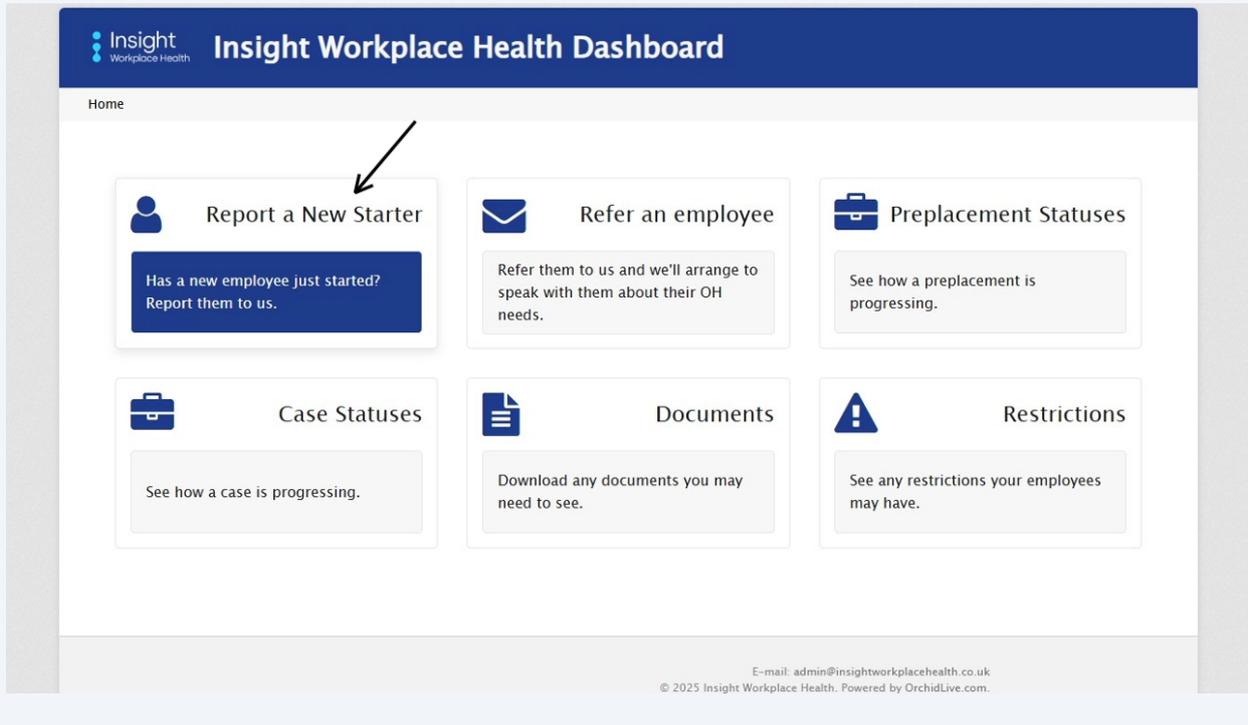
Follow this guide to learn how to report a new starter.

1

Navigate to <https://insight.orchidlive.com/orchid/dashboard/default/login> to login and view the dashboard below.



2 Click on "Report a New Starter"



3 Enter the employee's details in the below form. Fields marked with an asterisk are mandatory.

The screenshot shows the 'Report a New Starter' form with the following fields:

Basics

- Contract * (Dropdown menu: Demo Ltd)
- Title * (Dropdown menu)
- First Name * (Text input)
- Surname * (Text input) - Arrow points to this field
- Known as (Text input)
- Employers ID * (Text input with a question mark icon)

Details

- Date of Birth * (Text input: DD/MM/YYYY)
- Address * (Text input) - Arrow points to this field
- Postcode * (Text input with a search icon)
- Country * (Text input)

4 Continue to enter the new starter's contact details.

Details

Date of Birth *

Address *

Postcode *

Country *

Contact

Home phone

Work phone

Mobile *

Email Address *

Details

Sex *

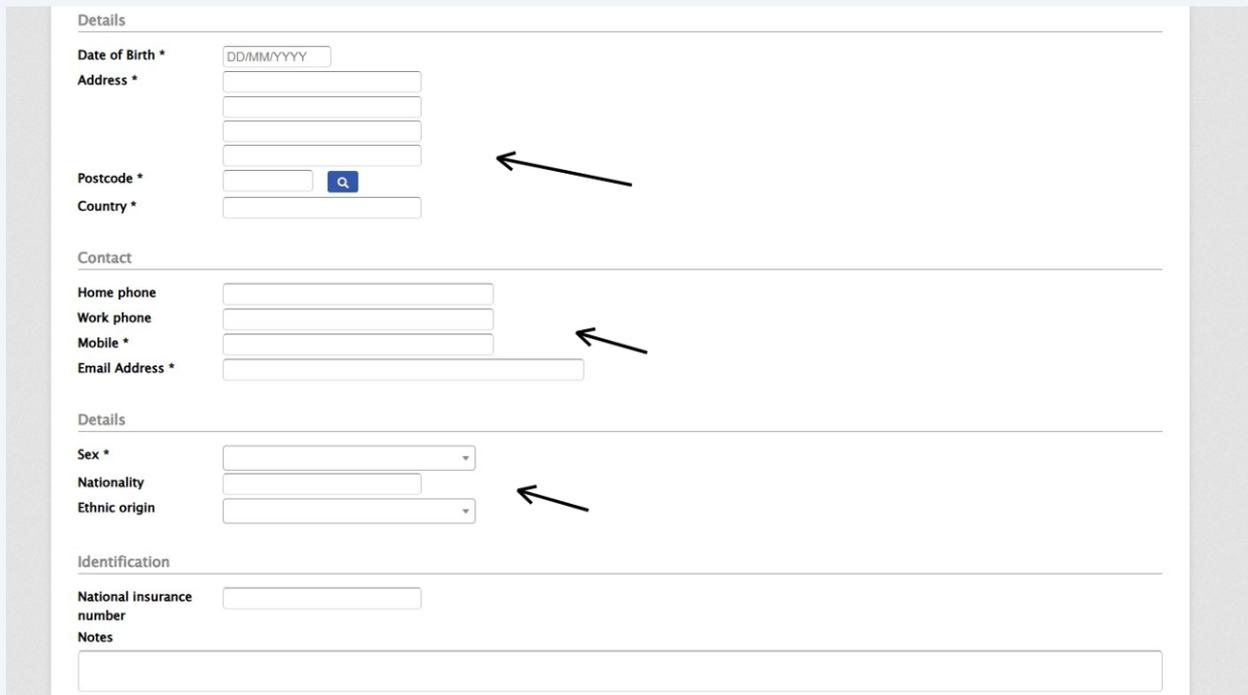
Nationality

Ethnic origin

Identification

National Insurance number

Notes



5 Continue to enter the new starter's employment details and use the dropdowns to choose the relevant options.

National Insurance number

Notes

Employment Details

Role started

If you enter any of the following, make sure to enter a role started date above.

Occupation *

Location *

Employment Terms

Recruitment/HR Manager

Notes

Hazards / Exposures

Please tick any applicable hazards / exposures for this employee:

Confined Space

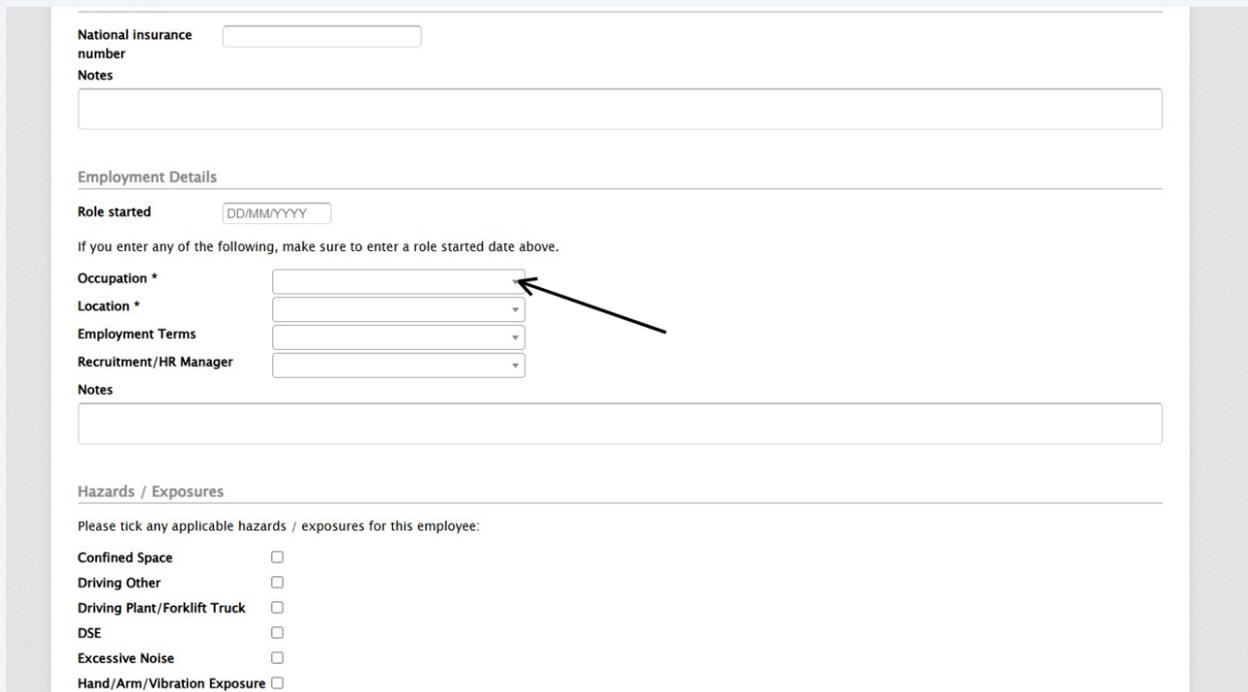
Driving Other

Driving Plant/Forklift Truck

DSE

Excessive Noise

Hand/Arm/Vibration Exposure



6 Continue to tick the boxes that are relevant or tick N/A.

If you enter any of the following, make sure to enter a role started date above.

Occupation *

Location *

Employment Terms

Recruitment/HR Manager

Notes

Hazards / Exposures

Please tick any applicable hazards / exposures for this employee:

- Confined Space
- Driving Other
- Driving Plant/Forklift Truck
- DSE
- Excessive Noise
- Hand/Arm/Vibration Exposure
- Heavy Lifting
- HGV Driving
- N/A
- Overseas Travel
- Safety Critical Work
- Skin/Respiratory Irritants
- Working at Height



Pre-placement

7 Click the pre-placement dropdown and click the relevant form. You can also add any further supporting documents before clicking "send details" to submit your form.

- Driving Other
- Driving Plant/Forklift Truck
- DSE
- Excessive Noise
- Hand/Arm/Vibration Exposure
- Heavy Lifting
- HGV Driving
- N/A
- Overseas Travel
- Safety Critical Work
- Skin/Respiratory Irritants
- Working at Height

Pre-placement

Which pre-placement form do you need?

High Risk - English

Send details

0 attachments to this page

Add attachment(s): No file chosen Allow non-clinical users to see this files
You may upload multiple files at once; Current total size: n/a. Maximum total size 50.00MB.