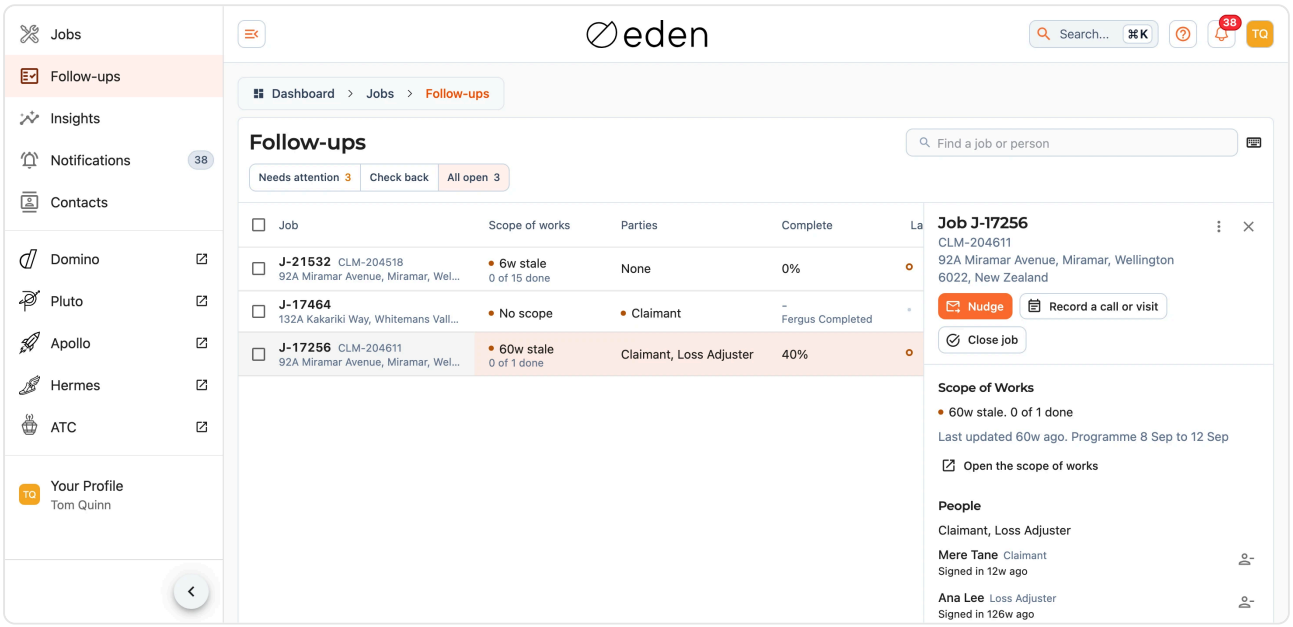
Ngā Whaiwhai

EST. 11 MINUTE READING TIME

Kia mōhio mai: I whakamāoritia aunoatia tēnei whārangi mai i te reo Ingarihi taketake, koia tonu te putanga whaimana. Pānuitia ki te reo Ingarihi

Ko Ngā Whai Ake a *EDEN* he ripanga o ngā mahi tuwhera e whakahaeretia ana e koe hei kaiwhakahaere kaupapa, hei pōmana, hei kaiwhakahaere ā-rohe rānei, hei pupuri i te whānuitanga o ngā mahi o ia mahi kia hāngai ki te wā, ā, kia tika hoki te urunga atu me te kore e whakatuwhera i ia mahi. Ka whakaatu ia rarangi mehemea kei te hāngai ki te wā te whānuitanga o ngā mahi me te take kāore i te pēnei, ko wai o waho atu i te pakihi kei runga i te mahi, pēhea te tata o te mahi ki te oti, te whai ake whakamutunga me te wā i kī ai koe ka tirohia anō e koe. Ka kite te kaiwhakahaere tari mahi i ia mahi tuwhera. Kei raro Ngā Whai Ake i `Jobs` i roto i te tahua, i konei:

- https://eden.samconsulting.co.nz/jobs/follow-ups



Te ripanga Follow-ups me tētahi mahi e tuwhera ana i te pae taha.

Ngā Tirohanga

Ka tuwhera te ripanga ki **Me aro atu**, kei reira ngā mahi he raru kei roto (he whānuitanga o ngā mahi kua tawhito, he raru ki te urunga atu a tētahi, he mahi rānei kua reri ki te kati) kāore anō kia whāia ake e tētahi i ngā rā mahi e rua kua hipa, tāpiri atu ki ngā mahi kua tae mai tōna rā tirotiro anō. Ko te whai ake he whakamahara (nudge) i tukuna e koe, he waea rānei i hopukina e koe, ā, kāore ngā rā whakatā me ngā hararei tūmatanui e tatau ki roto i ngā rā e rua. Kei **Tirohia anō** te rārangi o ngā mahi he rā tirotiro anō kei mua tonu, ko te mea tata rawa ki mua, ā, kei **Tuwhera katoa** te rārangi o ia mahi tuwhera i runga i tō ripanga. Ka puta atu te mahi kua katia i te ripanga. Ka whakaōrite te pouaka rapu i te tau mahi me ngā tau Fergus, i te tau kerēme, i te wāhi noho, i ngā tāngata kei runga i te mahi me āu tuhipoka. Ko ngā mahi hou rawa kei mua tae noa ki te wā ka pēhi koe i tētahi pane tīwae, ā, mā te pēhi tuatoru i taua pane tonu e whakahoki ai taua raupapa.

Ka whakaatu ia rarangi i te āhua o ngā mahi i roto i ētahi kupu ruarua me te roa o te wā. Ka whakaatu te tīwae **Whānuitanga o ngā mahi** i `9d stale` ina haere tonu ana ngā mahi ā, kāore anō tētahi kia whakahou i te whānuitanga o ngā mahi mō ngā rā mahi e rima, neke atu rānei, i `No scope` ina e haere ana ngā mahi i roto i a Fergus (kua whakaaetia rānei tētahi whakatau utu) ā, kāore anō kia whai whānuitanga o ngā mahi taua mahi, me `Fergus says further along` ina e kī ana a Fergus kua neke atu te mahi i tā te whānuitanga o ngā mahi e whakaatu ana. Kei raro iho ko te maha o ngā

tūemi kua oti. Ka whakaingoatia e **Ngā rōpū** te kaikerēme me ētahi atu rōpū tuatoru kei runga i te mahi mā tō rātou tūranga, hei tauira `Claimant, Loss Adjuster`, ka whakaatu rānei i `None`. Ka whakaatu a **Kua oti** i te ōrau o ngā mahi, ā, ka whakaatu i `Ready to close` ina tae ngā mahi ki te 100%, ina hainatia rānei te tiwhikete otinga. Ka whakaatu a **Whai ake whakamutunga** i te āhua o `Text 2d ago` o `Call today` rānei. Ko te uara anake e hiahia ana ki tāu mahi ka mau i te ira karaka iti; i runga i Ngā rōpū, ko te tikanga o tēnei kāore e taea e tētahi te whakatuwhera i te mahi. Whakatata atu ki runga i tētahi uara, pēhia rānei i runga i te waea, kia kitea ngā taipitopito kei muri: ko wai te mea whakamutunga nāna i whakahou te whānuitanga o ngā mahi, kei hea ia rōpū e tū ana mō tā rātou pōwhiri, i haere rānei te whai ake ki a wai, ā, nā wai i tuku.

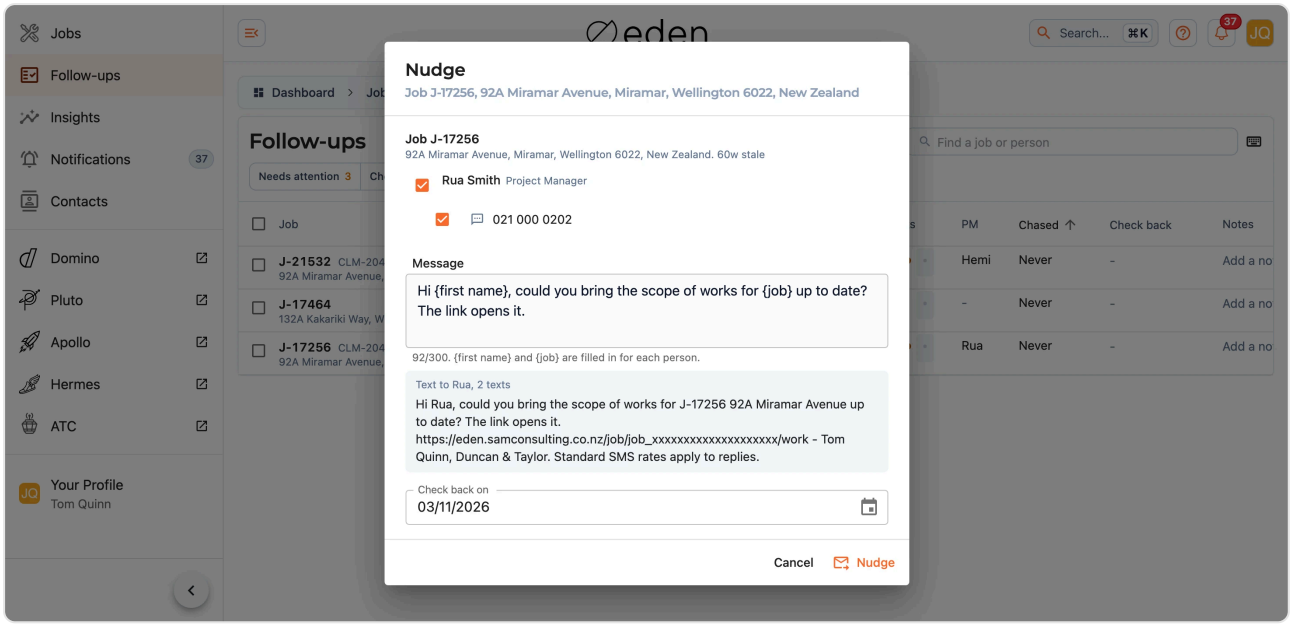
Ka whakaatu te tīwae **Ngā wiki e 6 kua hipa** i ngā wiki e ono ōrite i runga i ia rarangi, ka mutu ki tēnei wiki. Ko te tapawhā rite he wiki i whakahoutia ai e tētahi te whānuitanga o ngā mahi, ko te porowhita karaka he wiki i te haere ngā mahi engari kāore tētahi i whakahou, ā, ko te rārangi poto i raro i tētahi wiki he tohu i tukuna he whakamahara ki te mahi i taua wiki. Ka whakamārama te ata āwhina i te taha o te pane i ngā tohu, ā, mā te whakatata atu ki runga i tētahi wiki e whakaingoa nā wai i whakahou te aha i taua wiki, e kī rānei kāore he mea i pā. Pēhia tētahi pane tīwae hei kōmaka mā reira, ā, pēhia `Add a note` (te tuhipoka tonu rānei) hei pupuri i tētahi rārangi kōrero mō te mahi, ka tiakina ina pēhi koe i `Enter` ina pāwhiri rānei ki wāhi kē.

Te Pae Taha

Pēhia tētahi rarangi hei whakatuwhera i te mahi i te taha o te ripanga, i runga ake rānei i runga i tētahi mata iti ake. Ka whakaatu te paewhiri i te take kei te hāngai, kāore rānei i te hāngai ki te wā te whānuitanga o ngā mahi, te wā whakamutunga i whakahoutia ai, ngā rā o te hōtaka mahi, ā, ki te mea kua neke atu te mahi i roto i a Fergus, te tatauranga e whakaaturia ana e Fergus, me `Open the scope of works` hei haere ki te whakahou. Kei raro i **Ngā tāngata** ko ngā tāngata katoa kei runga i te mahi me ō rātou tūranga me tō rātou āhua i tēnei wā: `Cannot open the job`, `Not invited`, `Invited 3d ago, never signed in`, `Signed in` rānei. Kei te taha o tētahi rōpū tuatoru kāore anō kia takiuru ko `Invite` (`Re-invite` rānei), ā, mā e tango tētahi i te mahi i muri i te pātai atu. Kei te kaiwhakahaere tari mahi hoki a `Add a person`, hei whakanoho i tētahi mema o te tīma ki runga i te mahi me ngā tūranga ka kōwhiria e koe. Kei raro iho i tērā ko ngā taipitopito otinga, te wāhanga **Whai ake** me tō rā tirotiro anō me tō tuhipoka, me te **Hītori** o ia whai ake me ia toronga i runga i te mahi.

Te Whakaohooho i te Tira

Ka tuku te `Nudge` i tētahi pātuhi waea me tētahi īmēra ki te tono i ngā tāngata e whakahaere ana i te mahi kia whakahoutia tōna hōkaitanga o ngā mahi, me tētahi hononga hei whakatuwhera. Ka tīmata mai kua tohua kētia te kaiwhakahaere kaupapa, ā, ka tukuna te foreman me te kaiwhakahaere ā-rohe ki tōna taha. Mā te tohu i tētahi tangata ka tohua hoki tōna īmēra me tōna waea pūkoro, ā, ka taea e koe te wetetohu i tētahi o aua mea.



Te whakaohooho i te kaiwhakahaere kaupapa i runga i tētahi mahi mā te pātuhi waea.

Kotahi te karere ka haere ki te katoa, ā, ka whakakiia a `{first name}` me `{job}` i roto mō ia tangata (ka whakaaturia te mahi hei tōna nama Fergus me te tiriti, hei tauira `J-21532 92A Miramar Avenue`). Ka whakaatu te tirohanga tōmua i te pātuhi waea pēnei i te āhua ka tae atu ki te tangata tuatahi i tohua e koe, me tō ingoa hei kupu whakamutunga, ā, kia hia ngā pātuhi waea te roa. Mā te tuku e whakarite te rā tiro anō o te mahi kia rua ngā rā mahi ki mua, hāunga anō mēnā ka panonihia, ka mukua rānei e koe.

Tuhipoka: kāore e taea te tohu i tētahi tangata kāore he īmēra, he waea pūkoro rānei i tōna pūkete. Tāpirihia tētahi ki tōna pūkete i Ngā Hoapā i te tuatahi.

Te Hopu i ngā Waea me ngā Toronga

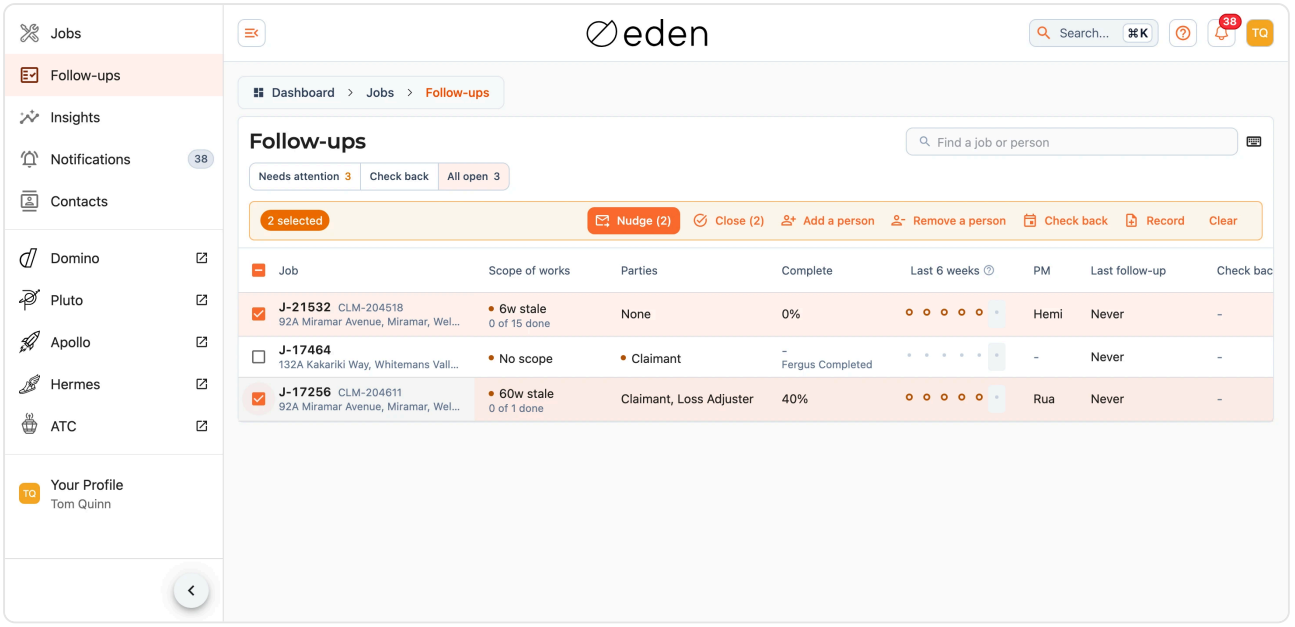
Mā `Record a call or visit` e hopu tētahi waea, tētahi toronga ki te wāhi mahi, tētahi arotake rānei ki runga i te mahi, me te wā i pā ai (ināianei tonu hāunga ka hurihia e koe), tētahi tuhipoka kōwhiri me te rā tirotiro anō e whai ake nei. Ka tatauria te waea kua hopukina hei whai ake, nā reira ka puta te mahi i Me aro atu mō ngā rā mahi e rua. Mēnā ka hopukina e koe tētahi mea i runga i te hē, pēhia te ipu para i tōna taha i roto i te Hītori hei tango atu. Ka noho tonu ngā whakamahara, nā te mea he rekoata ēnā o ngā pātuhi me ngā īmēra i tukuna atu.

Te Kati i Tētahi Mahi

Ko `Close job`, kei te pae taha me te tahua ⋮ i ia rārangi, ka whakarite i te tūnga o te mahi ki Closed (Kua kati) pērā i tā Ngā Tautuhinga, ā, ka puta te mahi i te ripanga. Ka whakaatu te whakaūtanga ina kāore anō tētahi mahi kia rite ki te kati, nā reira kāore e katia tētahi mahi he mahi tonu kei te toe me te kore e kitea e koe.

Te Mahi ki Ētahi Mahi Maha

Tohua ngā rarangi e hiahiatia ana e koe, ā, ka whakaatu te pae i runga ake i te ripanga i ngā mahi ka taea te mahi ki aua mea katoa i te wā kotahi: `Nudge`, `Close`, `Re-invite` (ngā tāngata katoa kei runga i ngā mahi kua tohua i pōwhiritia engari kāore anō kia takiuru, ka whakaaturia anake ina he tangata e tatari ana), `Add a person` (mō te kaiwhakahaere tari mahi), `Remove a person`, `Check back` me `Record`. I runga i te waea kei te pito o raro o te mata te pae e noho ana, ā, kei raro ngā mea katoa hāunga a `Nudge` i ⋯.



Ka pātai ia panonitanga i te tuatahi, me te whakahua e hia ngā mahi ka pāngia, me te whakarārangi hoki i aua mahi. Ka pupuri a `Add a person` i ngā tūranga kei te tangata kē i runga i tētahi mahi, ā, ka tāpiri i ngā mea hou, ā, ka whakarārangi a `Remove a person` i ngā tāngata katoa kei runga i ngā mahi kua tohua me te maha o aua mahi kei runga rātou. Mēnā kāore i taea ētahi mahi te panoni (hei tauira, he mahi kāore e whakahaeretia ana e koe, tētahi rānei i katia i taua wā tonu), ka noho tuwhera tonu te pouaka kōrero me te whakahua i ia mahi me te take, ā, ka oti te toenga.

Tuhipoka: Mō te kapa a `Add a person`. Ka tāpirihia tētahi rōpū tuatoru, pērā i te loss adjuster (kaiwhakarite kerēme), mai i Ngā Tautuhinga ake o te mahi, te wāhi e kitea ai tōna umanga.

Ngā Pokatata Papapātuhi

I runga i te rorohiko, ka taea te whakahaere i te whārangi mai i te papapātuhi. Ko te pātene ⌨ kei te taha o te rapu e whakarārangi ana i ngā pātuhi:

- Mā `Up` me `Down`, mā `K` me `J` rānei, e neke ai i waenga i ngā rarangi.
- Mā `Enter` e whakatuwhera te rarangi i roto i te paewhiri taha, ā, mā `Esc` e kati.
- Mā `X` e tohu te rarangi.
- Mā `N` e tuku whakamahara ki ngā rarangi kua tohua, ki te rarangi rānei kei runga koe.
- Mā `L` e hopu tētahi waea, toronga rānei i runga i te rarangi kei runga koe.

Mēnā kei te ngaro tētahi mahi i tō ripanga, kāore rānei tētahi tute i tae atu ki tētahi tangata, whakamōhio mai ki a mātou i support@samconsulting.co.nz.