

Welcome to Cirrus

24/7
advice

Empower your HR team with Cirrus, the all-in-one portal designed to streamline client management. Access crucial information, manage cases, track finances, and unlock valuable resources – all in one intuitive platform.



my services

my cases

my financials

my resources

my documents

my users

1 Signing in

- ✓ Check your Cirrus welcome email for the link to your Cirrus portal, which will allow you to set a password.
- ✓ Your username is your registered email address.

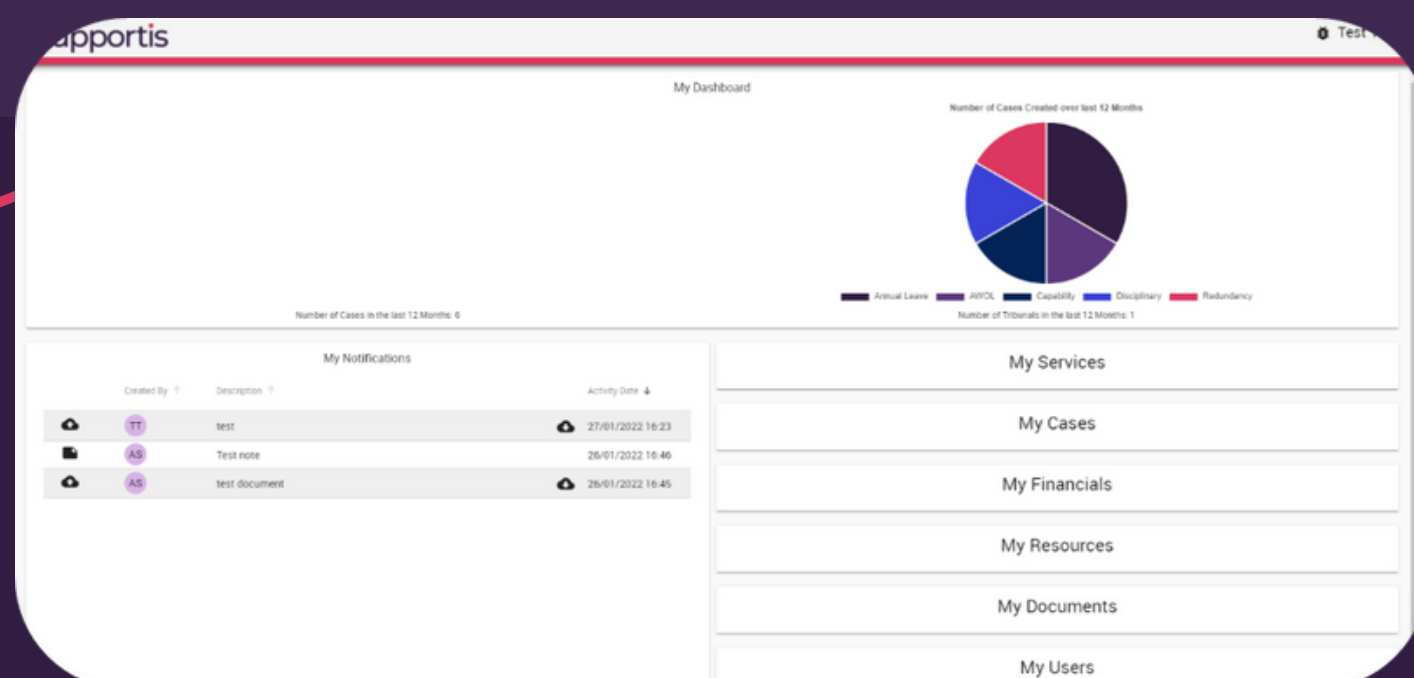


2 Dashboard

- ✓ After successfully logging into the system, you will see the dashboard, showing MI based on your current activity, notifications and a breakdown of your case types.

My Notifications

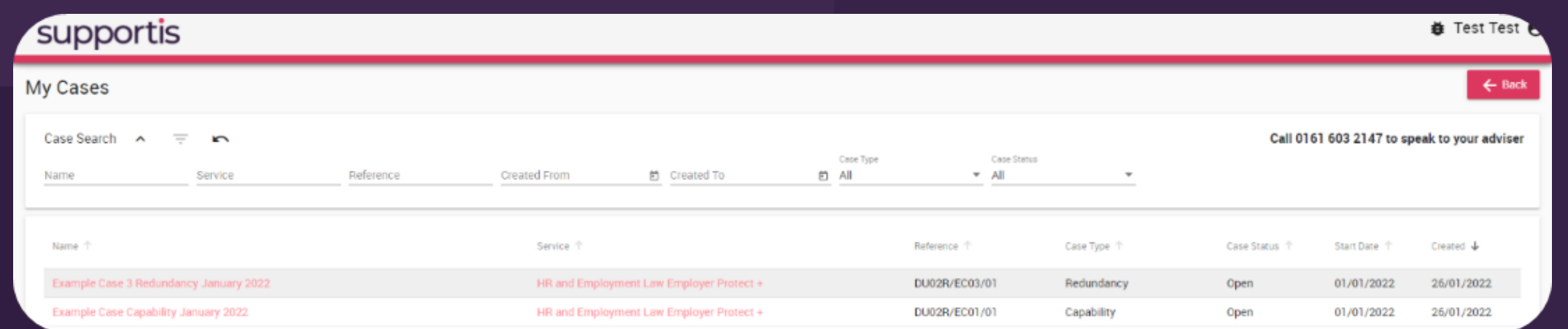
Description	Activity Date
Susan P...	
Case D...	29/01/2022 16:23
Annual ...	30/01/2022 16:23
Covid d...	03/02/2022 16:46
REF:SO...	03/02/2022 16:46
Invite to ...	24/01/2022 16:46
REF:SO...	
Staff Ha...	
Demo C...	



Introducing Cirrus

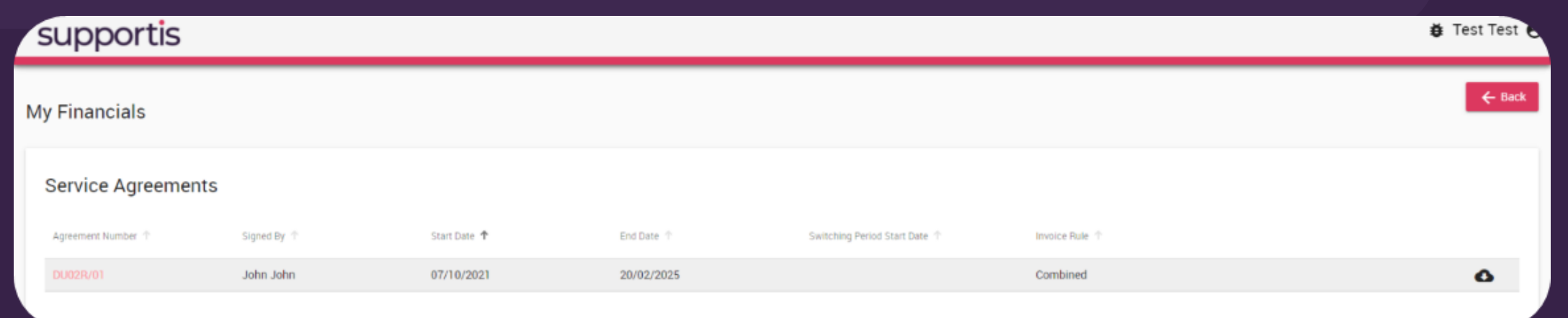
3 Cases

- ✓ Under 'My Cases', you can view your case history, upload notes and documentation to support your cases.
- ✓ You can view active and inactive cases.



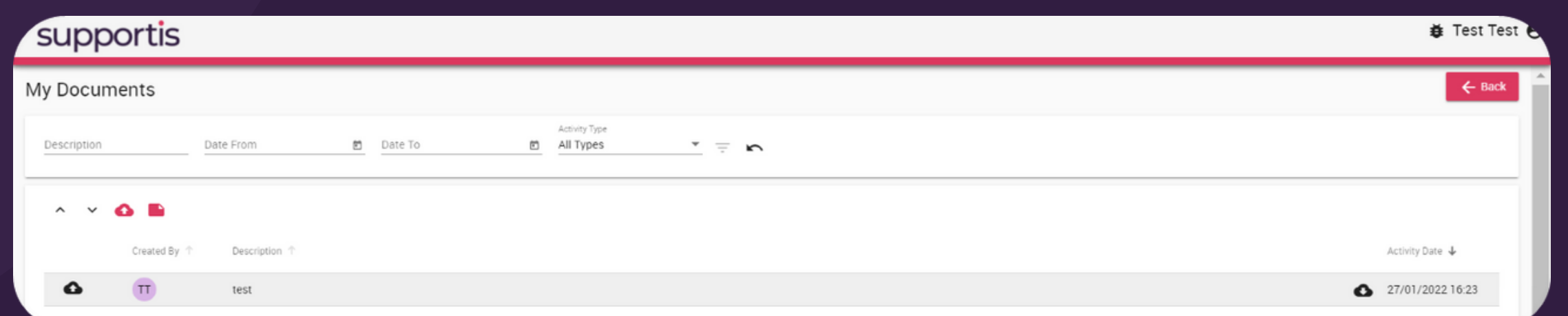
4 Financials

- ✓ Here you will find a list of your active service agreements. If you click into the pink title of the agreement, the details, including the financials of each agreement can be viewed.



5 Documents

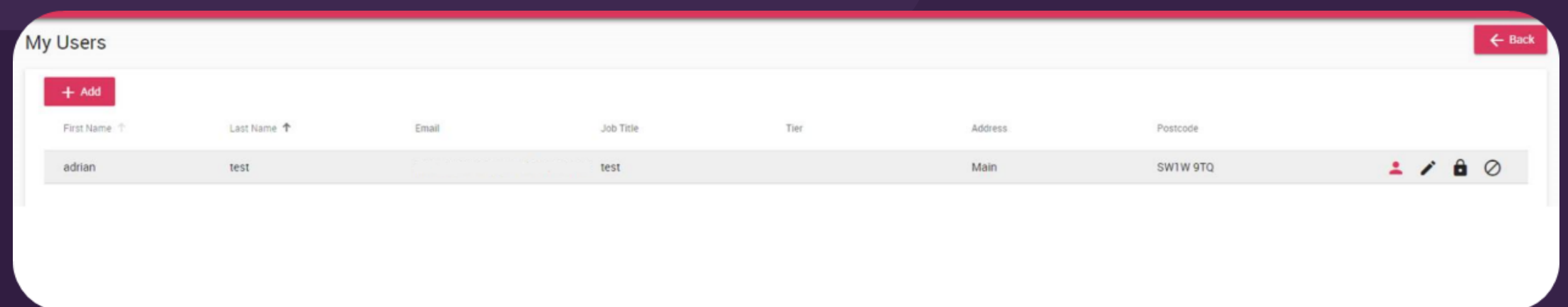
- ✓ This is where you will find your relevant documents, including your staff contracts, handbooks and any other HR policies.
- ✓ You will also be able to locate any other company specific documents for your business.



Introducing Cirrus

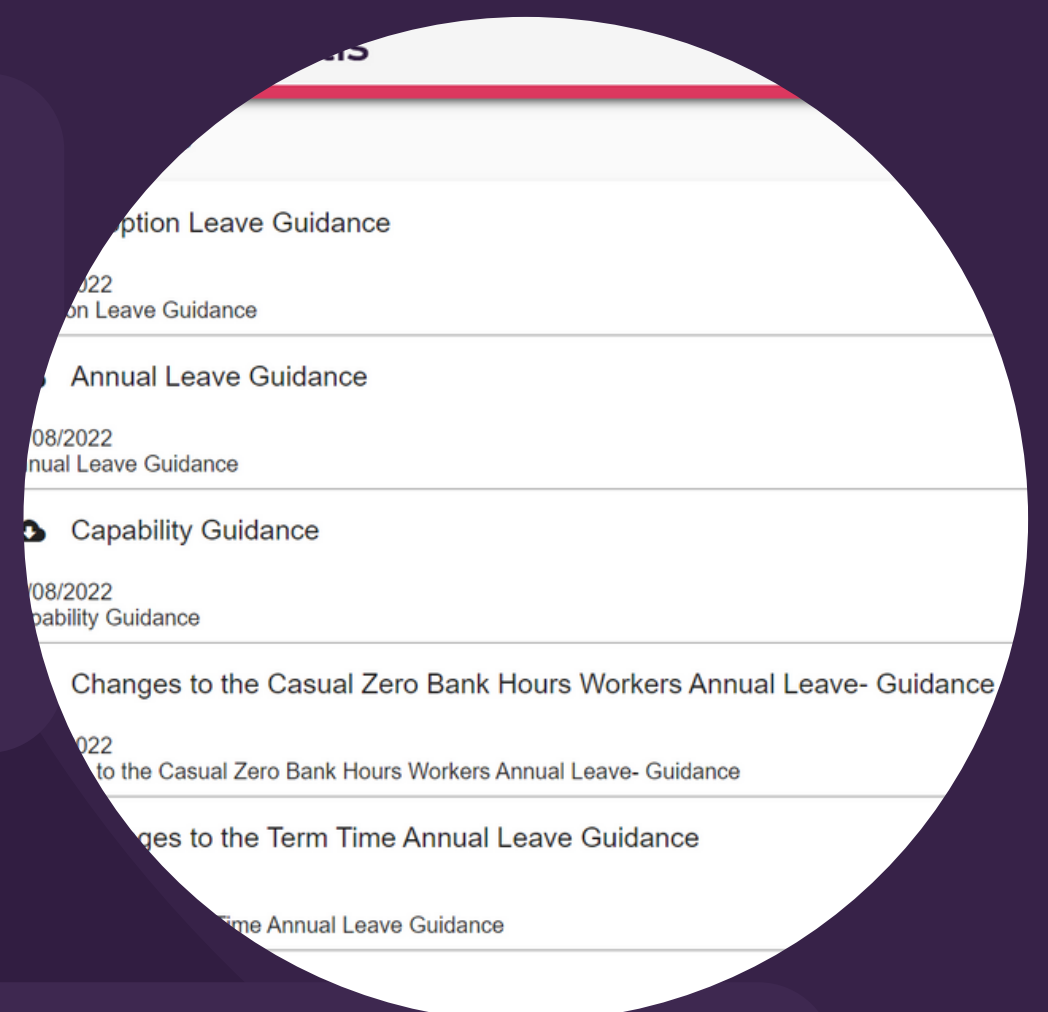
6 Users

- ✓ From this screen, you will be able to add and remove portal users to suit the needs of your organisation. This puts you in control of who has access to the portal within your organisation.



7 Resources

- ✓ This section includes additional useful tools and information.
- ✓ Within this section, you can keep up to date with the latest in HR and employment law news including recent tribunal decisions.



We're on hand to help!

- ✓ We're able to provide Cirrus training and refresher training for you and your manager/s. Just let your lead advisor know and we'll be happy to assist.
- ✓ Our advice team are available 24/7 on 0161 603 2174 should you require any further support.

