

# Medical system screen shots

## Home Page

- Reports can display any information in the system, Bookings, Invoices, track consultant's activity KPIs, Placements, Timesheets, etc and display the most required info on the homepage dashboard
- Each Team can have a different dashboard / view

**Dashboard**  
**Recruitment Dashboard**

As of 11 Apr 2025, 10:54 am - Viewing as CTC Admin Support

[Open](#) [Refresh](#) [Subscribe](#) ▼

**Timesheet Booking**

View Report (Timesheet Booking)

**Agency Invoice Total**

**\$6,916.6**

[View Report \(Invoices Report\)](#)

**Activity Type Breakdown**

View Report (All Activities)

**Timesheets**

View Report (Open Timesheet Status)

**Shift Report**

View Report (Shift Report)

## Hospital / Client Records

- Keeping track of Clients/Clinics/Hospital contacts, Files, Jobs and Placements on the one record.

**Account**  
**Armidale Hospital**

[+](#)

**Details** | [Contacts](#) | [Files](#) | [Jobs](#) | [Placements](#)

Account Owner	<a href="#">CTC Admin Support</a>	Phone	0288998899
Account Name	Armidale Hospital	Fax	
Parent Account		Email	armidate@hospital.com
Type	Public	Website	www.armidale.nsw.health.au
Area Health Type	NSW - Local Health District	Primary Contact	<a href="#">Luke Like</a>
Area Health	Hunter New England Local Health District		

▼ **Terms and Fees**

Agency Fee	12.00	Send all Dr on one invoice	<input type="checkbox"/>
Invoice Payment Terms	7 Days	Address to AP	<input type="checkbox"/>

## Candidates / Doctor records

- All the information is configurable, track files, placements and availability

Medical
Home
Accounts
Contacts
Vacancies
Placements
TimeSheets
TimeSheet Entries
Invoices
Reports

Contact  
**Dr. Curtis Portal**

Details
Files
Placements
Availability
Related Records
Activity

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%; padding: 2px;">Contact Owner</td><td style="padding: 2px;"><a href="#">CTC Admin Support</a></td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Name</td><td style="padding: 2px;">Dr. Curtis Portal</td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Preferred Name</td><td style="padding: 2px;"></td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Current Title</td><td style="padding: 2px;">Project Manager</td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Language</td><td style="padding: 2px;">English</td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Working Rights</td><td style="padding: 2px;">Australian</td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">State</td><td style="padding: 2px;">NSW</td><td style="text-align: right; padding: 2px;">✎</td></tr> </table>	Contact Owner	<a href="#">CTC Admin Support</a>	✎	Name	Dr. Curtis Portal	✎	Preferred Name		✎	Current Title	Project Manager	✎	Language	English	✎	Working Rights	Australian	✎	State	NSW	✎	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%; padding: 2px;">Contact Record Type</td><td style="padding: 2px;">Candidate</td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Candidate Status</td><td style="padding: 2px;">📌</td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Phone</td><td style="padding: 2px;">0432878714</td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Mobile</td><td style="padding: 2px;">+61 432878777</td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Email</td><td style="padding: 2px;">curtis@ctcpeople.com</td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Able to travel?</td><td style="padding: 2px;"><input type="checkbox"/></td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Is Preferred</td><td style="padding: 2px;"><input type="checkbox"/></td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Photo</td><td style="padding: 2px;"></td><td style="text-align: right; padding: 2px;">✎</td></tr> </table>	Contact Record Type	Candidate	✎	Candidate Status	📌	✎	Phone	0432878714	✎	Mobile	+61 432878777	✎	Email	curtis@ctcpeople.com	✎	Able to travel?	<input type="checkbox"/>	✎	Is Preferred	<input type="checkbox"/>	✎	Photo		✎
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Photo		✎																																												
Seniority: General Practitioner ✎																																														
Specialty: General Practice:GP Emergency ✎																																														
Hospitals Worked: Alpha Multipurpose Health Service ✎																																														
Hospitals Banned ✎																																														

Address Information

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%; padding: 2px;">Mailing Address</td><td style="padding: 2px;">277 Condamine Street Manly Vale New South Wales 2094 Australia</td><td style="text-align: right; padding: 2px;">✎</td></tr> <tr><td style="padding: 2px;">Other Address</td><td style="padding: 2px;"></td><td style="text-align: right; padding: 2px;">✎</td></tr> </table> <div style="text-align: center; margin-top: 5px;"> </div>	Mailing Address	277 Condamine Street Manly Vale New South Wales 2094 Australia	✎	Other Address		✎	
Mailing Address	277 Condamine Street Manly Vale New South Wales 2094 Australia	✎					
Other Address		✎					

Additional Information

Birthdate	26/6/1975	✎
Fax		✎
Gender	Male	✎
Home Phone		✎
Other Phone		✎
Description		✎
Emergency Contact Name		✎
Emergency Contact Phone		✎
Emergency Contact Email		✎
Emergency Contact Relationship		✎
Lead Source	Trade Show	✎

Banking & Business

Bank	ING	✎
Bank Account Name		✎
Account Number	887684	✎
BSB	061001	✎
GST Registered?	<input checked="" type="checkbox"/>	✎
GST Registered From	31/3/2022	✎
Business Name	Drs r Us	✎
ABN Entity		✎
ABN	48256585874	✎
Formatted ABN	48 256 585 874	✎
ABN Active	<input checked="" type="checkbox"/>	✎
TFN		✎

Compliance			
NPC Number		NPC Issue Date	
WWCC Number		WWCC Check Date	
AHPRA Number		AHPRA Expiry Date	
Indemnity Insurance Number		Indemnity Insurance Expiry	

Track activities such as calls, meetings and emails from within the candidate record, with emails and calendar events sync'd to Gmail or outlook

Filters: All time • All activities • All types

Refresh • Expand All • View All

**Upcoming & Overdue**

- Demo with Curtis 2:00 PM | Today
- You have an upcoming event
- Call Curtis Today
- You have an upcoming task

[View More](#)

Candidate compliance can be tracked on their record and files uploaded.

Contact  
**Dr. Curtis Portal**

Details **Files** Placements Availability Related Records Activity

**Compliance Status**

References Other ID Documents Baseline Vaccinations

Documents: X

● Verified 
 ● Expired in 30 days 
 ● No File/Expired

Background Check Bank Card Birth certificate Drivers licence Medicare card Passport

**Resume and Files (9)**

9 items • Updated a few seconds ago

<input type="checkbox"/>	Web Document Name	Document Type	Expiry Date	Link to File	Created Date	
<input type="checkbox"/>	<a href="#">Curtis Portal CV.docx</a>	Resume		<a href="#">Curtis Portal CV.docx</a>	24/3/2025, 5:10 pm	
<input type="checkbox"/>	<a href="#">Reference1.docx</a>	Reference 1		<a href="#">Reference1.docx</a>	24/3/2025, 6:22 pm	
<input type="checkbox"/>	<a href="#">Reference2.docx</a>	Reference 2		<a href="#">Reference2.docx</a>	24/3/2025, 6:22 pm	
<input type="checkbox"/>	<a href="#">Bank Card.docx</a>	Bank Card		<a href="#">Bank Card.docx</a>	24/3/2025, 6:25 pm	
<input type="checkbox"/>	<a href="#">Birth Certificate.docx</a>	Birth certificate		<a href="#">Birth Certificate.docx</a>	24/3/2025, 6:25 pm	
<input type="checkbox"/>	<a href="#">Background Check.docx</a>	Background Check		<a href="#">Background Check.docx</a>	24/3/2025, 6:25 pm	
<input type="checkbox"/>	<a href="#">Drivers License.docx</a>	Drivers licence		<a href="#">Drivers License.docx</a>	24/3/2025, 6:25 pm	
<input type="checkbox"/>	<a href="#">Medicare Card.docx</a>	Medicare card		<a href="#">Medicare Card.docx</a>	24/3/2025, 6:25 pm	
<input type="checkbox"/>	<a href="#">Passport.docx</a>	Passport	01/05/2025	<a href="#">Passport.docx</a>	24/3/2025, 6:26 pm	

## Jobs / Vacancies

- Track Jobs available for Hospitals (Locum, part-time, permanent, etc)
- Manage Placements and shifts

Vacancy **Locum O&G Consultant**

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Details
Advertise
Placements
Shifts
Timesheet

Vacancy Name	Locum O&G Consultant		Owner	CTC Admin Support	
Client	Liverpool Hospital		Stage	JobOn	
Client Contact	Audrey Airy		Record Type	Temporary Vacancy	
State	NSW		Start Date	24/2/2025	
Seniority	Senior Practitioner		End Date		
Specialty	Dermatologist		Rate Type	Daily	
Grade	A		Candidate Pay Rate	\$2,500.00	

**Comments**

Vacancy Description

Job Details

Inclusions

## Roster Management

- Add / assign shifts to Doctors

Client:

Start Date:

Vacancy:

Status:

Candidate:

Open : 5   Filled : 1   Close : 0

< > Today Month Week

March 2025

Open Filled Close

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
S-0000012-00:00-Liverpool Hospital-Locum O&G Consul			S-0000008-00:00-Liverpool Hospital-Locum O&G Consultant-Open ● S-0000010-00:00-Liverp			
9	10	11	12	13	14	15
S-0000013-00:00-Liverpool Hospital-Locum O&G Consul		S-0000011-00:00-Liverpool Hospital-Locum O&G Consul				
16	17	18	19	20	21	22
● S-0000008-08:00-Liverp		S-0000009-08:00-Liverpool Hospital-Locum O&G Consul				
23	24	25	26	27	28	29
● S-0000008-08:00-Liverp		S-0000009-08:00-Liverpool Hospital-Locum O&G Consul				

Shift Name : S-0000008

Client : Liverpool Hospital	Vacancy : Locum O&G Consultant
Start Date: 17 Mar 2025	End Date: 28 Mar 2025
Start Time: 08:00	End Time: 16:00
Week Days: Mon,Wed,Thu	Rate Type: Daily
Units per Day: 1	Rate: 2500
Shift Status: Filled	Shift Type: Duty
Candidate: Curtis Portal	
Placement: P-000010	

## Auto Placements & Timesheets

- Automatically create placements and timesheets based on assignment of shifts

🏠 Vacancy  
**Locum O&G Consultant**

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Details
Advertise
Placements
Shifts
Timesheet

🏠 **Placements (1)**
⚙️ 🔄

1 item • Updated a few seconds ago

	Placement Name	Company	Start Date	End Date	Pay Rate	Pay Type	Placement ...
1	<a href="#">P-000010</a>	Liverpool Hospital	17/03/2025	28/03/2025	\$2,500.00	Daily	Placed

[View All](#)

📄 **TimeSheets (2)**
⚙️ 🔄

2 items • Sorted by TimeSheet # • Updated a few seconds ago

	TimeSheet #	TimeSheet Status	Candidate	Start Date	End Date
1	<a href="#">TS-000000013</a>	Open	Curtis Portal	17/03/2025	23/03/2025
2	<a href="#">TS-000000014</a>	Open	Curtis Portal	24/03/2025	30/03/2025

[View All](#)

📄 **TimeSheetEntries (12)**
⚙️ 🔄

12 items • Sorted by Entry # • Updated a few seconds ago

	Entry #	Attendance Status	Candidate	Date	Day of Week	Shift Start ...	Shift End T...	Total Units
1	<a href="#">TSE-68</a>	Pending Confirmation	Curtis Portal	17/03/2025	Monday	8.00	16.00	1.00
2	<a href="#">TSE-69</a>	Pending Confirmation	Curtis Portal	19/03/2025	Wednesday	8.00	16.00	1.00
3	<a href="#">TSE-70</a>	Pending Confirmation	Curtis Portal	20/03/2025	Thursday	8.00	16.00	1.00
4	<a href="#">TSE-71</a>	Pending Confirmation	Curtis Portal	24/03/2025	Monday	8.00	16.00	1.00
5	<a href="#">TSE-72</a>	Pending Confirmation	Curtis Portal	26/03/2025	Wednesday	8.00	16.00	1.00

## Placement

- Manage the placement's confirmations, totals and expenses

🏠 Placement  
**P-000010**

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Details
Expenses
Invoices
Related

Placement Name	P-000010	Placement Status	Confirmed
Company	<a href="#">Liverpool Hospital</a>	Vacancy	<a href="#">Locum O&amp;G Consultant</a>
Client Contact	Audrey Airy	Job Type	Locum
Recruiter	<a href="#">CTC Admin Support</a>	People	<a href="#">Curtis Portal</a>
PO Number		Start Date	17/3/2025
Total Units	6.00	End Date	28/3/2025

▾ Rates and Fees

Pay Method	ABN	Pay Rate	\$2,500.00
Pay Type	Daily	Total Agency Fee	\$1,500.00
Agency Fee Type	%	Total Pay	\$15,000.00
Agency Flat Fee		Total Client Fee	\$16,500.00
Agency Fee Percent	10.00%		

> System Information

📄 **TimeSheets (2)**
⚙️ 🔄

2 items • Sorted by Start Date • Updated a few seconds ago

	TimeSheet #	TimeSheet ...	Candidate	Vacancy	Total Pay	Total Agency ...	Start Date	End Date	Created Date
1	<a href="#">TS-000000013</a>	Confirmed	Curtis Portal	Locum O&G Co...	\$7,500.00	\$750.00	17/03/2025	23/03/2025	25/3/2025, 11:27 am
2	<a href="#">TS-000000014</a>	Confirmed	Curtis Portal	Locum O&G Co...	\$7,500.00	\$750.00	24/03/2025	30/03/2025	25/3/2025, 11:27 am

Create and manage Expenses at the Placement or Timesheet level, upload receipts

New Expense

---

<p>* Type  <input type="text" value="Accommodation"/></p>	<p>* Who's Paying?  <input type="text" value="Client"/></p>
<p>* GST Inclusive?  <input type="text" value="Yes"/></p>	<p>* Date  <input type="text" value="25/3/2025"/></p>
<p>* Quantity  <input type="text" value="1.00"/></p>	<p>* Unit Cost  <input type="text" value="355.00"/></p>
<p>* Description  <input type="text" value="2 Nights Accommodation"/></p>	<p>Status  <input type="text" value="Approved"/></p>

General Notes

Arrange hotel for 24th and 26th, client pays

Placement  
P-000010

Details **Expenses** Invoices Related

**Expenses (3)** ⌵ ⌵

3 items • Sorted by ID • Updated a few seconds ago

ID ↑	Date	Description	Quantity	Unit Cost	Total	GST Amount	Overall Total	G
1 <a href="#">LIN0000046</a>	25/03/2025	1 x Car Hire (Hertz)	1.00	454.55	\$454.55	\$45.46	\$500.01	2!
2 <a href="#">LIN0000047</a>	25/03/2025	Return Flight - Qantas	1.00	795.95	\$795.95	\$79.60	\$875.55	2!
3 <a href="#">LIN0000048</a>	25/03/2025	2 Nights Accommodation	1.00	322.73	\$322.73	\$32.27	\$355.00	2!

**Timesheets and Invoices**

- Manage weekly timesheets
- Create Invoices based on 1 or more Timesheets
- Send PDF Timesheets to client for approval
- Automations allow for auto status setting (In-Progress, Completed)
- Confirm Days, Times, call backs

TimeSheet  
TS-00000013

Details Expenses Invoices Related

Details

TimeSheet #	TS-00000013	TimeSheet Status	Completed
Placement	P-000010	Candidate	Curtis Portal
Vacancy	Locum O&G Consultant	Start Date	17/3/2025
Vacancy Name	Locum O&G Consultant	End Date	23/3/2025
Company Name	Liverpool Hospital		
Total Units	5.00		

Information

Pay Method	ABN	Total Agency Fee	\$810.00
Pay Type	Daily	Total Pay	\$8,100.00
Agency Fee Type	%	Total Client Fee	\$8,910.00
Attended TSE	4		
Created By	CTC Admin Support, 25/3/2025, 11:27 am	Last Modified By	CTC Admin Support, 25/3/2025, 11:49 am

TimeSheet Entries (4)

4 items • Sorted by Date • Updated a few seconds ago

Entry #	Attendance Status	Day of Week	Date	Shift End T...	Shift Start ...	Shift Type	Pay Rate
1 TSE-68	Attended	Monday	17/03/2025	16.00	8.00	Duty	\$2,500.00
2 TSE-69	Attended	Wednesday	19/03/2025	16.00	8.00	Duty	\$2,500.00
3 TSE-80	Attended	Wednesday	19/03/2025	20.00	16.00	Call Back	\$300.00
4 TSE-76	Not - Attended	Thursday	20/03/2025	16.00	8.00	Duty	\$2,500.00

### Create Invoices from Timesheets

- Both Agency and Doctor
- Auto include Expenses where the client pays to the Invoice

New Expense Create/Update Invoice Edit

#### Create/Update Invoice

COMPLETED

Agency Invoice was Created  
Doctor Invoice Created

Finish

TimeSheet  
TS-00000013

Details Expenses Invoices Related

Timesheet Invoices (2)

2 items • Updated a few seconds ago

TI Number	Invoice	Invoice Type	Created Date
1 TI-000030	INV000020	Agency	25/3/2025, 11:53 am
2 TI-000031	INV000021	Doctor	25/3/2025, 11:53 am

View All

# Invoice

- Ready to process to your financial system

Invoice  
**INV0000020**

Invoice Line Items (6) Placement Invoices (1) Timesheet Invoices (1) Doctor Invoices (1)

Send to Xero Edit Delete

---

**Details**

Invoice ID: INV0000020	Status: Draft
Record Type: Agency	Created in Xero: <input type="checkbox"/>
Candidate: <a href="#">Curtis Portal</a>	Client: <a href="#">Liverpool Hospital</a>
	Client Contact: <a href="#">Audrey Airy</a>

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**Detail**

Invoice No:	Invoice Date: 24/3/2025
Invoice Type: ACCREC	Due Date: 7/4/2025
Tax Type: Exclusive	Expected Payment Date:
Reference: Dr. Curtis Portal 17/3/2025-23/3/2025	

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**Totals**

Total:	\$2,133.23
GST Total:	\$213.33
Invoice Total:	\$2,346.56

**Invoice Line Items (6)** New Change Owner

6 items • Sorted by ID • Updated 2 minutes ago

ID	Description	Total	GST Amount	Overall Total	Type	TimeSheet Entry
1	1 x Car Hire (Hertz)	\$454.55	\$45.46	\$500.01	Hire Car	
2	Return Flight - Qantas	\$795.95	\$79.60	\$875.55	Flight	
3	2 Nights Accommodation	\$322.73	\$32.27	\$355.00	Accommodation	
4	Locum O&G Consultant Duty 17/3/2025 8:00 - 16:00	\$250.00	\$25.00	\$275.00	Shift	TSE-68
5	Locum O&G Consultant Duty 19/3/2025 8:00 - 16:00	\$250.00	\$25.00	\$275.00	Shift	TSE-69
6	Locum O&G Consultant Call Back 19/3/2025 16:00 - 20:00	\$60.00	\$6.00	\$66.00	Shift	TSE-80

[View All](#)

Option to send PDF generated Invoices directly to the client from the system.

Store or send copies of Doctor invoices for convenience

Xero - Once we configure the system with the Xero account the system will create an Invoice in Xero waiting for payments/reconciliation.

Astute Payroll – Invoice can be pushed to send to client

System can accommodate other financial systems

Find out more, get in touch for a demo

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Curtis Johnson  
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