

BESTBEST
TALENT
PLATFORM
BBTP. PRO

Tool guide

A helpful guide for a smooth start.

Welcome to BBTP

ROLE: **Talent**



BESTBEST
TALENT
PLATFORM
BBTP.PRO

This guide lays out helpful tips and steps for talents to understand the features of BBTP.

In addition, when you are logged in to the platform, most sections have help text available. Click on the orange icons for helpful tips and tricks.

Registration

REGISTRATION

- I am a freelancer looking for interim positions. I have my own company and I am the only employee.
- I am a Job seeker. I am looking for permanent employment. I am not associated with any company.
- I am looking for a board position.
- I am looking for interim/permanent/board positions. I am associated with a company that has several employees such as me.
- I am the owner of a company that has several employees. My employees are looking for interim positions.
- I want to explore BBTP. I do not have a company yet.

Next →

Registration has an initial step where the prompts help talent choose their right role

- If you select the 5th bubble, BBTP will show you one extra tap called "Employees" where you can add employee information
- If you select the 4th bubble, you will not have access to some platform features that your employer does — for example, the invoice and forecast sub tabs (p. 13-15)
- If you make any other selection, you are given a regular "talent view" which has the same tabs and features for all talents

We are pleased to announce the soft launch of Best Best Talent Platform – the future of talent matching. Read all about the transition to BBTP and what it means for Ferovalo, our existing members, and other stakeholders in our latest press release: <https://bestbesttalentplatform.com/>. Ferovalo will continue operating on the BBTP software platform as an interim management partner.

Welcome Test tester ! Let us know your interests, so we can customize BBTP Portal for you.

Regions *

Select Regions

Industries *

Select Industries

Seniority *

Select Seniority

Function *

Select Functions

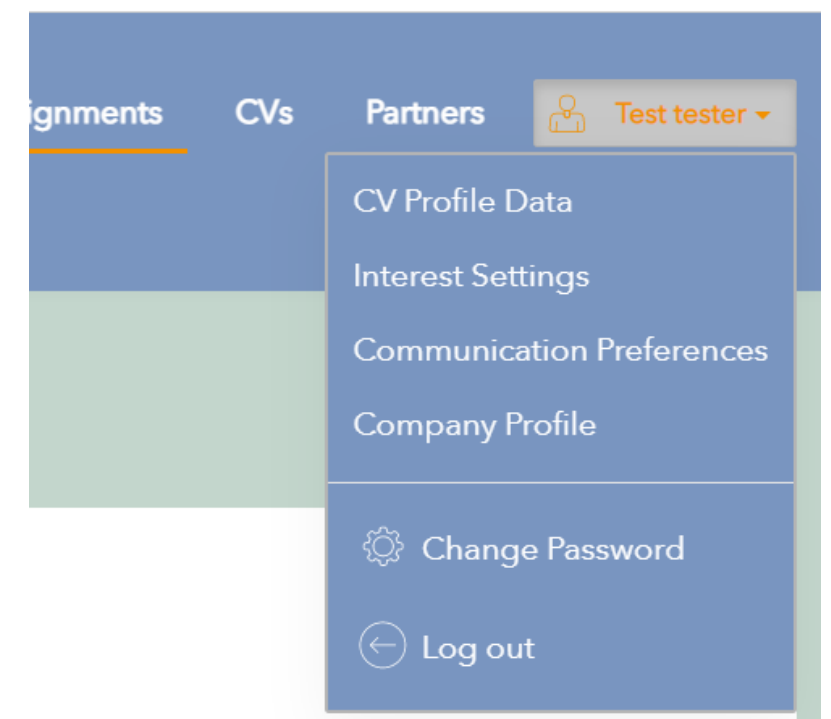
Type of Assignment *

Select Assignment Type

Not sure? [You can always change your responses in the interests section in your profile](#)

Continue →

- After registration/activation, when you sign in for the first time, you will be required to select your interests
- "Interest Settings" is a separate option in the Profile dropdown: Based on your selections you will receive email alert about new needs of customers
- You can update your interests at any point
- To make sure alerts do not go to your spam folder, please select verification email as secure





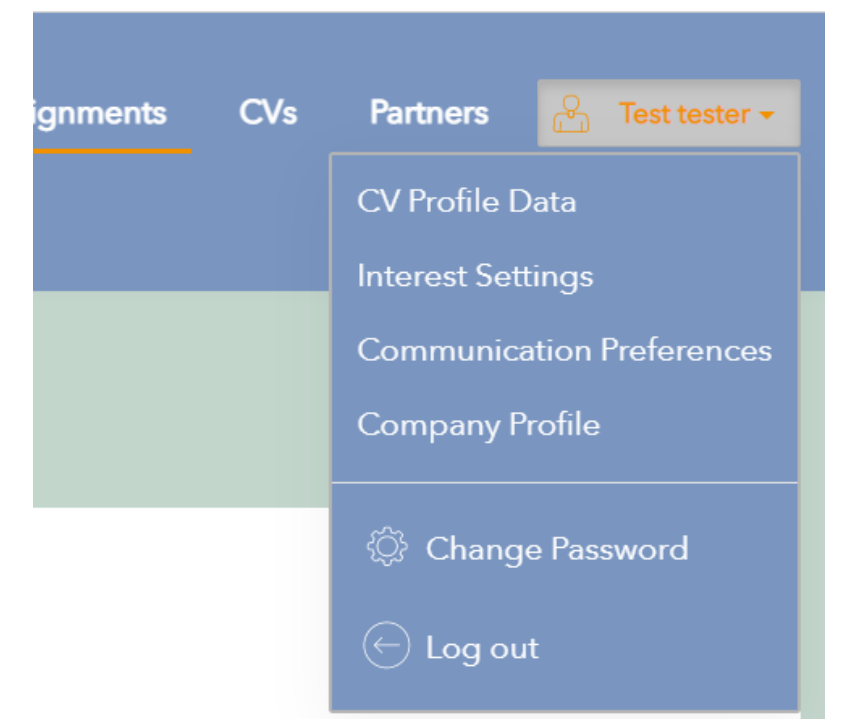
Here at BBTP we love to share all the exciting things happening at our end. We regularly send out email communication but you can choose what kind of communication you would like to receive, using the settings below. Do not worry! Settings can be edited at any time. You can also view the content of the emails on the Communications tab on your portal.

COMMUNICATION PREFERENCES

<input type="checkbox"/> Event Invitations	<input type="checkbox"/> 3rd Party Benefits
<input type="checkbox"/> Newsletters	<input type="checkbox"/> Surveys

Apply

- You can also update "Communication Preferences" via the profile dropdown
- Select which types of communication you would like to receive by checking the boxes and hitting "apply"
- You can update your communication preferences at any point
- If you aren't receiving any selected emails from BBTP, check your spam and trash folders



COMPANY DETAILS

I don't have a company

Name
Enter your company name..

Address
Enter your company address..

VAT
Enter your company vat..

Phone
+358 ▾ Enter your company phone no

City
Enter your company city..

Country

- In the profile dropdown, you will also find "Company Profile". This is where you should update your company details
- Note that this information should be completed before applying for an assignment — at the latest, before a contract is made
- By filling out this information in advance of applying to an assignment, you can speed up the process of making a contract
- If you are applying to a role and have questions about this requirement, please reach out to the partner in charge of the assignment for assistance

Assignments CVs Partners **Test tester ▾**





- CV Profile Data
- Interest Settings
- Communication Preferences
- Company Profile
- Change Password
- Log out

Partners tab



Partners

Show entries

PARTNER ID	PARTNER NAME	PRIMARY CONTACT	COUNTRY	SERVICES	EMAIL	PHONE	ACTION
<input type="text" value="Search"/>	<input type="text" value="Search Partner Name"/>	<input type="text" value="Search Primary Contact"/>	<input type="text" value="Search Country"/>	<input type="text" value="Select option"/>	<input type="text" value="Search Email"/>	<input type="text" value="Search Phone"/>	
39	Russo Garrett Trading	Jacob Farley	Bermuda	Board	rixyt@mailinator.com	+5612312	 
38	JJJ Tech	JJJ	Finland	Contract Work	novicocu.ucoveru@jollyfree.com	+3582223334445	 

- The "Partners" tab lists all active partners associated with BBTP – these include Interim management provides and headhunting agencies
- You can view partner company details and partner contact information by clicking on the orange icons in the action column

CVs Tab

The screenshot displays the 'CVs Tab' interface. At the top, there is a navigation bar with the following items: 'Contents', 'Financials', 'Feedback', 'My Applications', 'Assignments', 'CVs' (highlighted), and 'Partners'. A user profile 'Test tester' is shown in the top right. Below the navigation bar, the page title is 'CVs - List'. Three buttons are circled in red: 'Go to CV Profile data' (1), 'Upload existing CV' (2), and 'Create a new CV using CV Profile data' (3). Below the buttons, there is a table with the following columns: 'NAME OF CV', 'DESCRIPTION', 'STATUS', and 'ACTIONS'. The table contains one entry: 'Marketing CV' with a description 'Use for Sales, Marketing and Branding roles' and a status of 'Final'. Below the table, there are search filters for 'Search Name of CV', 'Search Description', and 'Search Status'. The pagination shows 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

- 1 This button redirects you to CV profile data where you create the base template for CV creation on the tool
- 2 You can use this button to upload an existing CV
- 3 This button allows you to create a new CV starting with the base template you have saved in the CV Profile data section

- The "CVs" tab lists all your uploaded CVs
- You can upload, edit and manage CVs in the CV tab
- **You may not delete CV that has been used on application**
- Note: Once you have used a CV to apply to an open assignment, you cannot delete it

- CV Profile data can also be found as an option in the Profile drop down menu
- CVs cannot be edited after saving as final
- CVs can be used for applying for an assignment only if it is saved as final

Feedback Tab

The screenshot shows the 'Feedback Tab' in the BESTBEST TALENT PLATFORM BBTP.PRO interface. The top navigation bar includes links for Home, Communications, Financials, Feedback, My Applications, Assignments, CVs, Partners, and Employees. The user 'Arun Fin' is logged in. The main content area is titled 'Feedbacks' and features a search bar with 'Select Name' and 'Arun Fin'. Below the search bar, there is a 'Show 10 entries' dropdown. The main data is presented in a table with columns for Assignment Title, Function, Seniority, Customer, Location, Start Date, End Date, Visibility, and Actions. The table lists several assignments, including Assignment 001, 006, 007, 017, and another 017. Each row includes a dropdown arrow and a person icon in the Actions column.

ASSIGNMENT TITLE	FUNCTION	SENIORITY	CUSTOMER	LOCATION	START DATE	END DATE	VISIBILITY	ACTIONS
Assignment 001	Arts and Design	Partner	Valentino Motor works	Heathrow	02-Sep-2022	11-Sep-2022	Anonymous	[Dropdown] [Person Icon]
Assignment 006	Accounting	Partner	Nordic Forbes Accounting Firm	Stockholm	09-Sep-2022	13-Sep-2022	Anonymous	[Dropdown] [Person Icon]
Assignment 007	Arts and Design	Partner	Valentino Motor works	Helsinki	09-Sep-2022	14-Sep-2022	Anonymous	[Dropdown] [Person Icon]
Assignment 017	Arts and Design	CEO	Valentino Motor works	Toronto	16-Sep-2022	31-Dec-2022	Public	[Dropdown] [Person Icon] [Search Icon]
Assignment 017	Arts and Design	CEO	Valentino Motor works	Toronto	22-Sep-2022	31-Dec-2022	Anonymous	[Dropdown] [Person Icon]

- The "Feedback" tab lists all feedback received from previous assignments
- You can choose to keep your Feedback anonymous using the visibility option – to be used when being shared or when being used for marketing purposes

Applying for an assignment

The image shows a multi-step application process on the BBTP.Pro platform. The left panel displays the 'Assignments' page with a table of available roles. The middle panel shows a detailed view of an assignment, including its type, travel details, function, industry, and language requirements. The right panel shows the application form, which includes a 'Select CV*' dropdown (highlighted with a red circle), a 'Select Feedback' dropdown, and a text area for 'Most crucial skills/experience for this competence need'. The bottom right panel shows the application status and navigation controls.

NAME	ASSIGNMENT TYPE	FUNCTION
CEO for FMCG COMPANY	Contract work	Business Development

Assignment Type	Contract work	Work load	3-5 days/week
Travel details	Reimubursed	Seniority	CEO
Function	Business Development	Partner contact	Kirtana Partner
Industry	Biotechnology		
Daily price target	1000		
Assignment Language 1	English Near native / Fluent		
Description	CEO		

Select CV*
Select CV..

Select Feedback
Select Feedback

Most crucial skills/experience for this competence need

How*

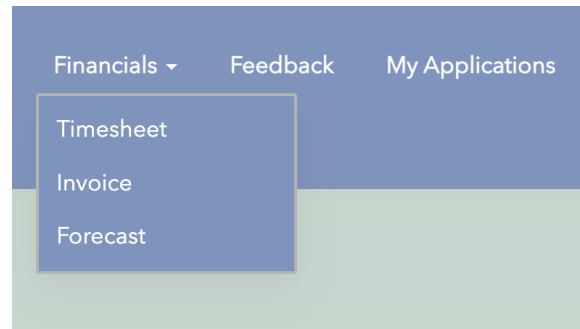
Your answer

APPLICATION STATUS	ACTION
N/A	



Previous 1 Next

- When applying for an assignment, you can attach feedback received from previous assignments
- You can choose up to 3 pieces of feedback to share

Timesheet sub tab



Timesheet

 Timesheet helps you keep track of your work hours and details. The workhours you report on Timesheet is used by your Employer and/or Partner to generate invoices and occasionally shared with the customer.
 So make sure any hours or description you enter are accurate.

Select Name
Test tester

Lock Timesheet **Add Timesheet**

Date Range

Export Timesheet

Show entries TOTAL: 00:00

ASSIGNMENT TITLE	DATE	HOUR:MIN	DESCRIPTION	UPDATED ON	ACTION
	<input type="text" value="Search Date"/>	<input type="text" value="Search Hour:Min"/>	<input type="text" value="Search Description"/>	<input type="text" value="Search Updated On"/>	
No Record Available					

Showing 0 to 0 of 0 entries Previous Next

- The "timesheet" is a sub tab under the "Financials" tab. It displays all the work hour entries you have made
- If you have not made any entries, this page will be empty – even if there are active assignments you are working on

1 Click on "Add Timesheet" to add workhours

2 Click on "Lock Timesheet" to lock your workhours -> when this is done, the partner may create invoice to you and you to partner

3 Use "Export Timesheet" to export your work hour log

Add Timesheet

The screenshot shows a web application interface for adding a timesheet entry. A modal window titled "ADD TIME" is open, containing the following fields and controls:

- Assignment ***: A dropdown menu with the placeholder text "Select Assignment...".
- Date ***: A text input field with the placeholder "DD.MM.YYYY".
- Hour ***: A text input field with the placeholder "HH".
- Minute ***: A text input field with the placeholder "MM".
- Description ***: A text input field with the placeholder "Enter description".
- Buttons**: "Cancel" (orange) and "Submit" (green) buttons at the bottom right of the modal.

In the background, the main application interface is visible, showing a navigation bar with "Assignments", "CVs", "Partners", and "Test test". Below the modal, there is a table with the following columns: "ASSIGNMENT TITLE", "DATE", "HOUR:MIN", "DESCRIPTION", "UPDATED ON", and "ACTION". Search filters are provided for "Date", "Hour:Min", "Description", and "Updated On". The table currently displays "No Record Available".

- The assignment dropdown will show all your active assignments
- Select the date you want to enter hours for
- Select hours worked
- Add description
- Multiple entries can be made for the same day
- Timesheet entries can be edited/deleted until they are locked

Lock Timesheet

LOCK TIME SHEET

Assignment *
Select Assignment...

Date *
DD.MM.YYYY

Cancel Lock

Assignment **CVs** **Partners** **Test test**

Lock Timesheet **Add Timesheet**

HOW TO USE BBTP TIMESHEET
Please use the 'Add Timesheet' button to report hours as detailed as you want. You can edit or delete a filtered Timesheet.

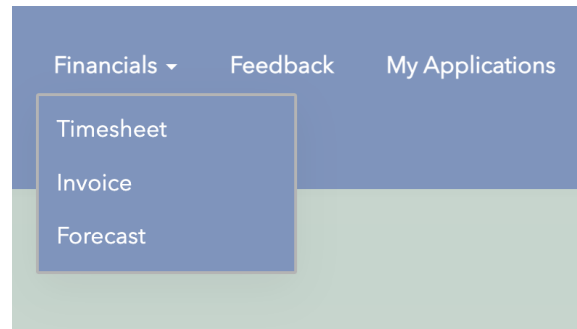
HOW TO LOCK YOUR TIMESHEET
Click on the Lock Timesheet Button and choose the date up to which you want to freeze your entries. Remember that once you lock your timesheet you will not be able to add or edit entries until the selected date. Do remember to lock your workhours on time as invoices can be raised only after you do so. If you face any issues reach out to us on bbtp.support@BestBestTalentPlatform.com

Date Range

Export Timesheet

- You will have to choose the assignment and date up to when you want to lock hours
- Once hours are locked for a particular date, no more entries can be added for the assignment prior to the lock date
- Existing entries within the lock date cannot be edited or deleted
- The talent and partner can only generate invoices up until the lock date

Invoice sub tab



Invoice

Create Invoice

Show 50 entries

INVOICE ID	COMPANY NAME	ASSIGNMENT TITLE	CONTRACT NAME	IM NAME	AMOUNT	FROM DATE	TO DATE	CREATED ON	CREATED BY	ACTION
<input type="text" value="Search Invoic"/>	<input type="text" value="Search Com"/>		<input type="text" value="Search Conti"/>							
BBTPIS9/2022		CEO of FMCG Company	BBTPCS134145/2022	Unilever	25959.98	10.11.2022	30.11.2022	28.10.2022	Julia SP	
BBTPIS10/2022		CEO of FMCG Company	BBTPCS134145/2022	Unilever	24839.98	10.11.2022	30.11.2022	28.10.2022	Julia SP	

- "Invoice" is a sub tab under the "Financials" tab. If you are registered to the platform under a company with other employees (see p. 3) then you will not have this tab. Otherwise, all talents will have this tab.
- The "Invoice" tab lists all invoice you generate
- You can click on the view icon to view and download the invoice
- A new invoice can be created using the "Create Invoice" button
- Any number of invoices can be created for same assignment and same time period.

Create Invoice

BESTBEST TALENT PLATFORM BBT.PRO Home Communications Financials - Feedback My Applications Assignments CVs Partners Employees **Julia SP**

Add Invoice

Invoice can be generated only after workhours has been locked. Please request IM Manager to lock their workhours until required end date to enable date selection to generate invoice.

Contract *
Unilever - Julia SP - (BBTPCS134101/2022) 10.11.... x ▾

Date of invoice: *
25.01.2023

From Date *
10.11.2022

End Date *
30.11.2022

Item	Work Units	Vat Free Unit Price	VAT %	VAT	Amount (VAT excl.)	Amount (VAT inc.)	Action
Services for Julia SP	11.88	2000	15	3564.00	23760.00	27324.00	
<input type="button" value="Add an Item"/>							
Total amount(ex. VAT)						23760.00	
Total VAT amount						3564.00	
Total amount(inc. VAT)						27324.00	

Contract Name: BBTPCS134101/2022

Partner company Information

Partner Company: UAT recruitment consultants
Description: Best recruitment consultants in Finland
Main contact name: Jack Partner
Company address - street: first main
Additional address: Near bell tower
Country: Finland

Website: www.UATconsultants.com

Contact email: bbt.p.uat+partner@gmail.com

Company address - postal code: 503022

VAT: 34523556

Contact phone: 123456

Company address - city: Helsinki

Freelancer / Service Provider Company Information

Freelancer Company: Best Sweden SP Inc
Description: lets go
Main contact name: Julia SP
Company address - street: forst lane

Website: bestsweden.com

Contact email: bbt.p.uat+sp@gmail.com

Company address - postal code: 51245

Contact phone: +3582323232323

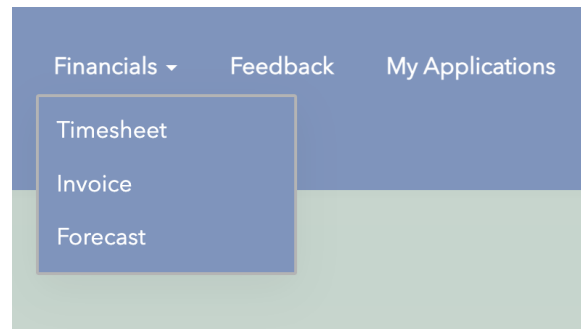
Company address - city: Stockholm

- Select assignment and time period for invoice generation
- You can only generate an invoice until the time period which you have locked on your timesheet
- By clicking "Generate Invoice Data", relevant information for the assignment and time period is displayed

- Workhours are from timesheet tab
- Other information is from contract and profile information

- You can add an invoice line item using the "add an item" option
- VAT amount and Totals are calculated automatically
- You can also add additional text that will be displayed on the invoice like a note

Forecast tab



Hi there! Forecast shows you your forecasted income for the coming months including all active assignments for you and your employees. But do remember that these are approximate values and may change depending on actual workload. You can however try to make the forecast more accurate by estimating your hours using the edit button and encouraging your employees to add their estimates as well. Do remember associated Partners will be able to see their forecast based on your estimates as well.

Select Name

Arun Fin

ASSIGNMENT TITLE	CONTRACT NAME	JAN-23	FEB-23	MAR-23	APR-23	MAY-23	JUN-23	JUL-23	AUG-23	SEP-23	OCT-23	NOV-23	DEC-23
	<input type="text" value="Search Contract name"/>												
	TOTAL	72073.14EUR 1088NOK 39833.45SEK	23650.09EUR 18625.45SEK	5535.45EUR 16192SEK									
Title for Assignment 047	BBTPCP36/2023	2727.27 EUR											
Title for Assignment 002	BBTPCP35/2023	1833.26 EUR	666.64 EUR										

- "Forecast" is a sub tab under the "Financials" tab. If you are registered to the platform under a company with other employees (see p. 3) then you will not have this tab. Otherwise, all talents will have this tab.
- The "Forecast" tab shows the forecast for all your assignments
- The forecast is made more accurate by you entering your estimated work days by clicking on the edit icon next to each entry





**BESTBEST
TALENT
PLATFORM
BBTP.PRO**

End

Still have a question?

Have a correction for this guide?

Email bbtp.support@bestbesttalentplatform.com