

BESTBEST
TALENT
PLATFORM
BBTP. PRO

Tool guide

A helpful guide for a smooth start.

Welcome to BBTP

ROLE: **Talent**

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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

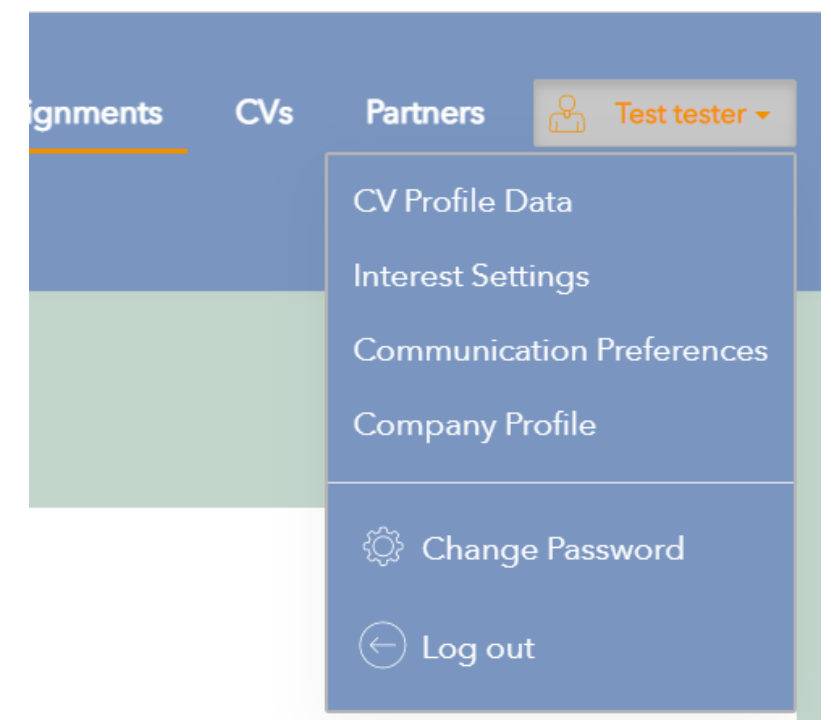
Type of Assignment *

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

☐ **Event Invitations**

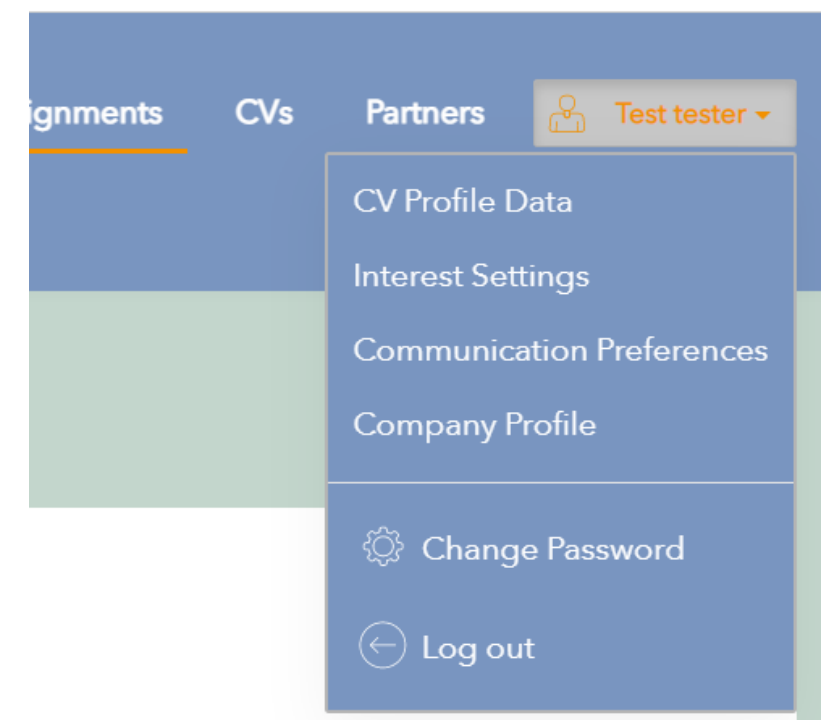
☐ **3rd Party Benefits**

☐ **Newsletters**

☐ **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



Partners tab

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Contents

Financials

Feedback

My Applications

Assignments

CVs

Partners

Test tester

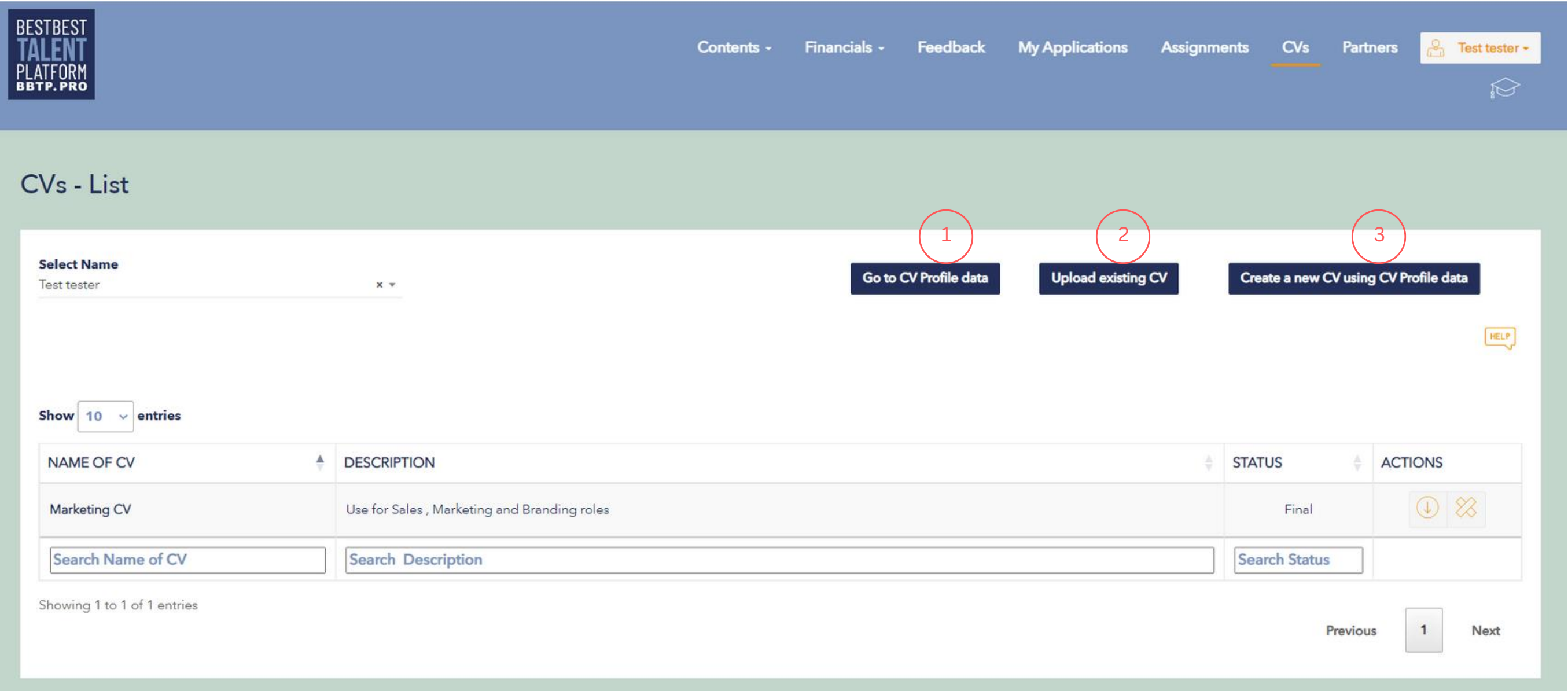
Partners

Show10entries

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

- 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



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

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[Home](#)[Communications](#)[Financials ▾](#)[Feedback](#)[My Applications](#)[Assignments](#)[CVs](#)[Partners](#)[Employees](#)

 **Arun Fin** ▾



Feedbacks

Select Name

Arun Fin







×

▾

Show

10 ▾

entries

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	<div><div>↓</div><div></div></div>
Assignment 006	Accounting	Partner	Nordic Forbes Accounting Firm	Stockholm	09-Sep-2022	13-Sep-2022	Anonymous	<div><div>↓</div><div></div></div>
Assignment 007	Arts and Design	Partner	Valentino Motor works	Helsinki	09-Sep-2022	14-Sep-2022	Anonymous	<div><div>↓</div><div></div></div>
Assignment 017	Arts and Design	CEO	Valentino Motor works	Toronto	16-Sep-2022	31-Dec-2022	Public	<div><div>↓</div><div></div><div></div></div>
Assignment 017	Arts and Design	CEO	Valentino Motor works	Toronto	22-Sep-2022	31-Dec-2022	Anonymous	<div><div>↓</div><div></div></div>

- 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

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Assignments

Select Name
Test tester

Show 10 entries

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

Showing 1 to 1 of 1 entries

Assignment Type

Contract work

Travel details

Reimbursed

Function

Business Development

Industry

Biotechnology

Daily price target

1000

Assignment Language 1

English
Near native / Fluent

Description

CEO

Work load

3-5 days/week

Seniority

CEO

Partner contact

Kirtana Partner

Select CV *

Select CV..

Select Feedback

Select Feedback

Most crucial skills/experience for this competence need

How*

Your answer

Assignments

CVs

Partners

Test tester

HELP

APPLICATION STATUS	ACTION
N/A	<div><div></div><div></div></div>

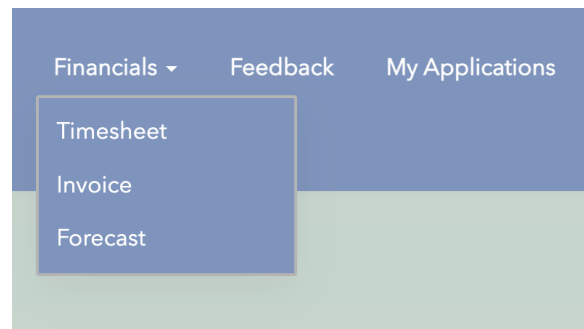
Previous

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

2


Lock Timesheet

1

Add Timesheet

Date Range


3

 Export Timesheet

Show 50 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

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timesheet

Timesheet helps you keep track of your
So make sure any hours or description y

Select Name

Test tester

50

entries

ASSIGNMENT TITLE

DATE

HOUR:MIN

DESCRIPTION

UPDATED ON

ACTION

Search Date

Search Hour:Min

Search Description

Search Updated On

No Record Available

Assignments

CVs

Partners

Test tester

Lock Timesheet

Add Timesheet

Export Timesheet

ADD TIME

Assignment *

Select Assignment...

Date *

DD.MM.YYYY

Hour *

HH

Minute *

MM

Description *

Enter description

Cancel

Submit

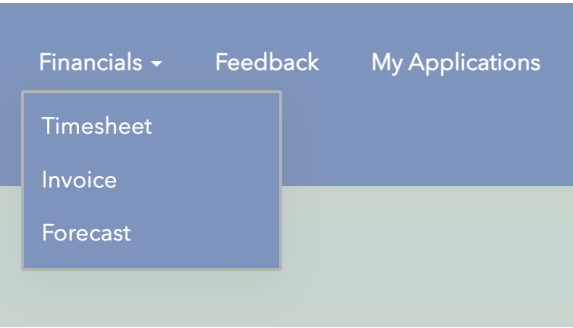
- The assignment dropdown will show all your active assignments
- Select the date you want to enter hours for
- Select hours worked
- Add description
- Multiple entries can be made for the same day
- Timesheet entries can be edited/deleted until they are locked

Lock Timesheet

The screenshot shows a web application interface with a modal titled "LOCK TIME SHEET". The modal has a blue header bar with the title and a close button. Below the header, there are two main input fields: "Assignment *" with a dropdown menu showing "Select Assignment..." and "Date *" with a text input showing "DD.MM.YYYY". At the bottom right of the modal are two buttons: "Cancel" (orange) and "Lock" (green). The background of the application shows a sidebar with "Assignments", "CVs", and "Partners" tabs, and a user profile "Test test". The main content area has a "Lock Timesheet" button and an "Add Timesheet" button. Below these buttons is a section titled "HOW TO USE BBTP TIMESHEET" and "HOW TO LOCK YOUR TIMESHEET" with explanatory text. At the bottom right of the main content area is a "Date Range" section with a calendar icon and an "Export Timesheet" button.

- 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 Invoice"/>	<input type="text" value="Search Company"/>		<input type="text" value="Search Contract"/>							
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

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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.... ▾

Date of invoice: *

25.01.2023

From Date *

10.11.2022

End Date *

30.11.2022

Cancel

Generate Invoice Data

Cancel

Generate Invoice Data

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	
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:

bbtp.uat+partner@gmail

Company address - postal code:

503022

Contact phone:

123456

Company address - city:

Helsinki

VAT:

34523556

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:

bbtp.uat+sp@gmail.com

Company address - postal code:

51245

Contact phone:

+3582323232323

Company address - city:

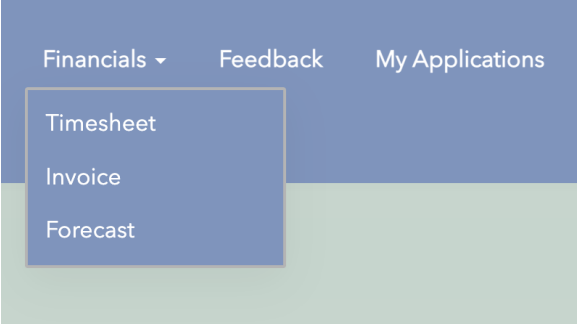
Stockholm


- 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 1
- 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





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End

Still have a question?

Have a correction for this guide?

Email bbtp.support@bestbesttalentplatform.com