

Libretto: *Sensible HR* Getting Started Guide

Introduction

Welcome to Libretto: *Sensible HR*.

Developed by HR professionals, Libretto is designed to keep you ahead of the many challenges facing human resources today. This easy-to-use product helps you stay on top of HR issues and gives you both compliance and best practice solutions for all of your HR needs.

This document is designed to take you through the initial steps required for you to begin using Libretto. If you have additional questions on any of the features of Libretto, please see the “Libretto: *Sensible HR* User Manual” available for download in Libretto.

Starting Libretto

To begin using Libretto, start your browser and navigate to www.agent77.com/libretto/Login.cfm

At this point, you will see the login screen:

Need help?
For help starting your account or logging in, please call Customer Service at 877-530-6500 or email customer_service@agent77.com.

Libretto™
Sensible HR

Libretto Login

user ID

password

Forgot your password?

Continue

Privacy Policy

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Technical questions? Please e-mail Agent 77 Tech Support (tech_help@agent77.com).

Figure 1: Libretto Login

To start Libretto, enter the User ID (generally your e-mail address) and Password you were given in the welcome e-mail, then click the Continue button. If you have forgotten or misplaced your password, click the link “Forgot your password?” and you will be sent an e-mail with your password. (Note: you can change the random password you were given to something more easily remembered on the following screen or at any time on the “My Account” screen.) Also, if you are having trouble getting started, you can call or e-mail Customer Service.

Using Libretto for the First Time

After logging in for the first time, Libretto will ask you to confirm the information entered for you when your account was created, and to complete any missing information:

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Log Out

Welcome
Recommendation
My Account
Help
Forms Library

Access type: Forms
Acct begun: 5/5/2006
Renewal date: 0/0/0
0 issue(s) complete
0 issue(s) partially complete
94 issue(s) incomplete

Confirm your account information

First/Last Name: John Anderson

Company Name: Agent 77, Inc

Address: 118 East 26th St., Suite 101

City: Minneapolis

State: MN Zip: 55404

Phone: 612-872-6500

E-mail: john@agent77.com

Password:

(type new password to change or leave as is to keep it the same)

Include me in email offers:

Hide rec alerts:

Business Type: Management of Companies and Enterprises

Number of Employees: 0

Do you have union contracts: Yes No

Do you have federal contracts: Yes No

How formal is your company's culture?
Informal Formal

Confirm

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Figure 2: Enter Your Company and Contact Information

On this screen you can review and complete the following:

- Information on the main contact person / user of Libretto within your company, including their name and e-mail address;
- Company demographic information including:
 - The company name, address, phone number;
 - Type of business;
 - Number of employees (this last is especially important as many federal regulations only apply to businesses of a certain number of employees – COBRA, for example, only applies to companies with 20 or more employees – so it is important that, as your company grows, you indicate the number of employees you have in Libretto);

- Additional information on your company:
 - If you have Union or Federal contracts (both have additional laws and regulations that apply if you do); and
 - Whether your corporate culture is more or less formal with things such as dress codes, office relationships, or having written (as opposed to informal) policies and procedures (this help Libretto determine some HR best practices policies)
- The current password used to access Libretto. Note that when you first sign up for a subscription, Libretto assigns you a randomly generated password. We encourage you to change this to something more easily remembered as soon as possible;
- Opt-out status for receiving e-mail product announcements and offers from Agent 77; and
- Libretto allows you the option of being notified of new recommendations in a pop-up box (in addition to simply updating the recommendation counter in the assessment). If you wish to be notified each time you generate a new recommendation, click the “Hide rec alerts” button (this can be turned on and off at any time).

Then click “Confirm” to save the information on the screen and begin using Libretto.

At this point Libretto will display the issues for the first category of the assessment, Staffing & Hiring:

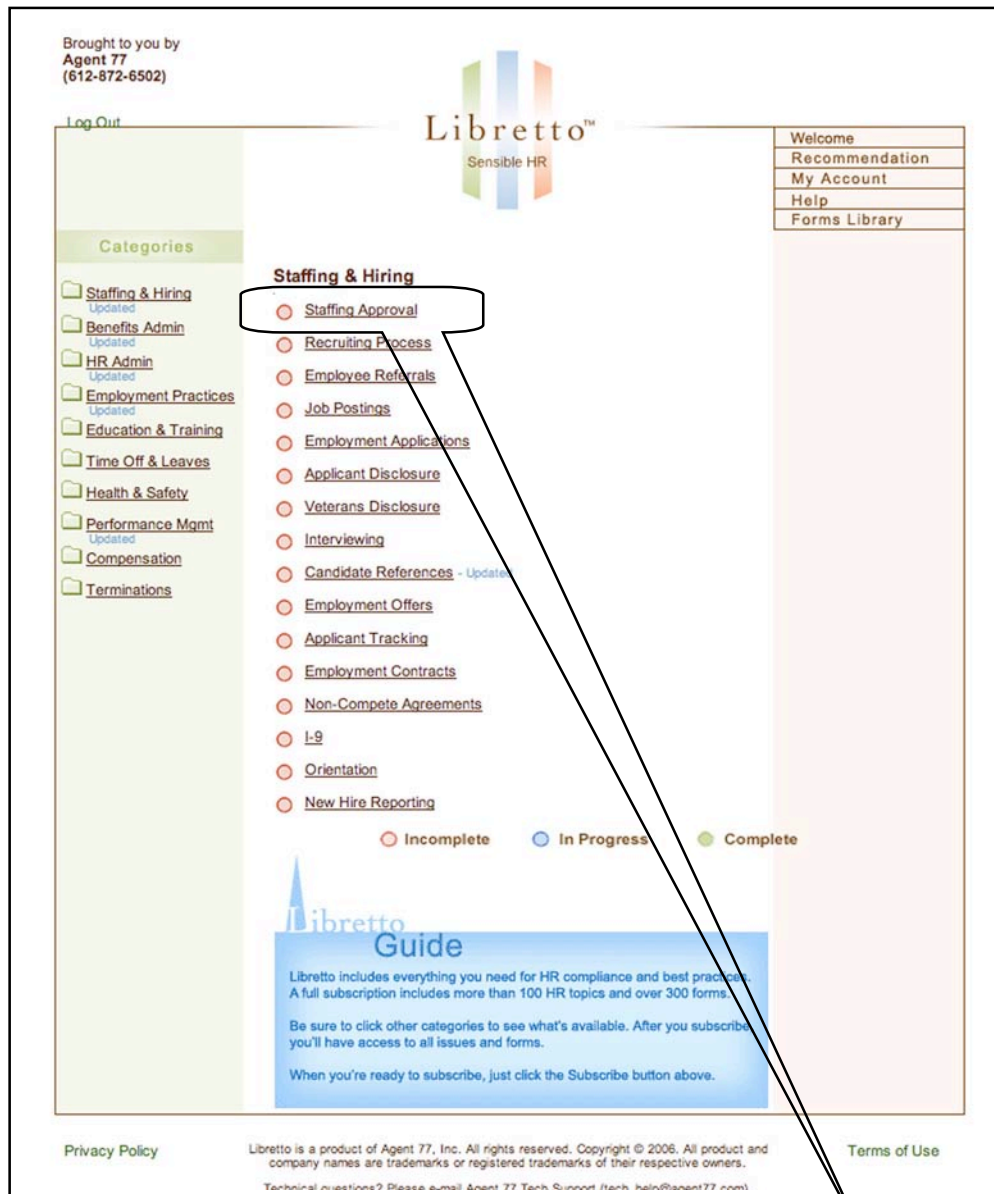


Figure 3: Begin Using Libretto

To begin the assessment for Staffing & Hiring, click on the first issue: “Staffing Approval”, and the first question for the issue will be displayed.

Note that the first few times you encounter a feature in Libretto (Issue Question, Recommendation, Downloading a Form, etc.), Libretto will present you with Guides which describe the feature, acting as a sort of on-line manual to Libretto and also describing additional related features. Once you have viewed a given feature the first few times, these Guides will no longer appear.

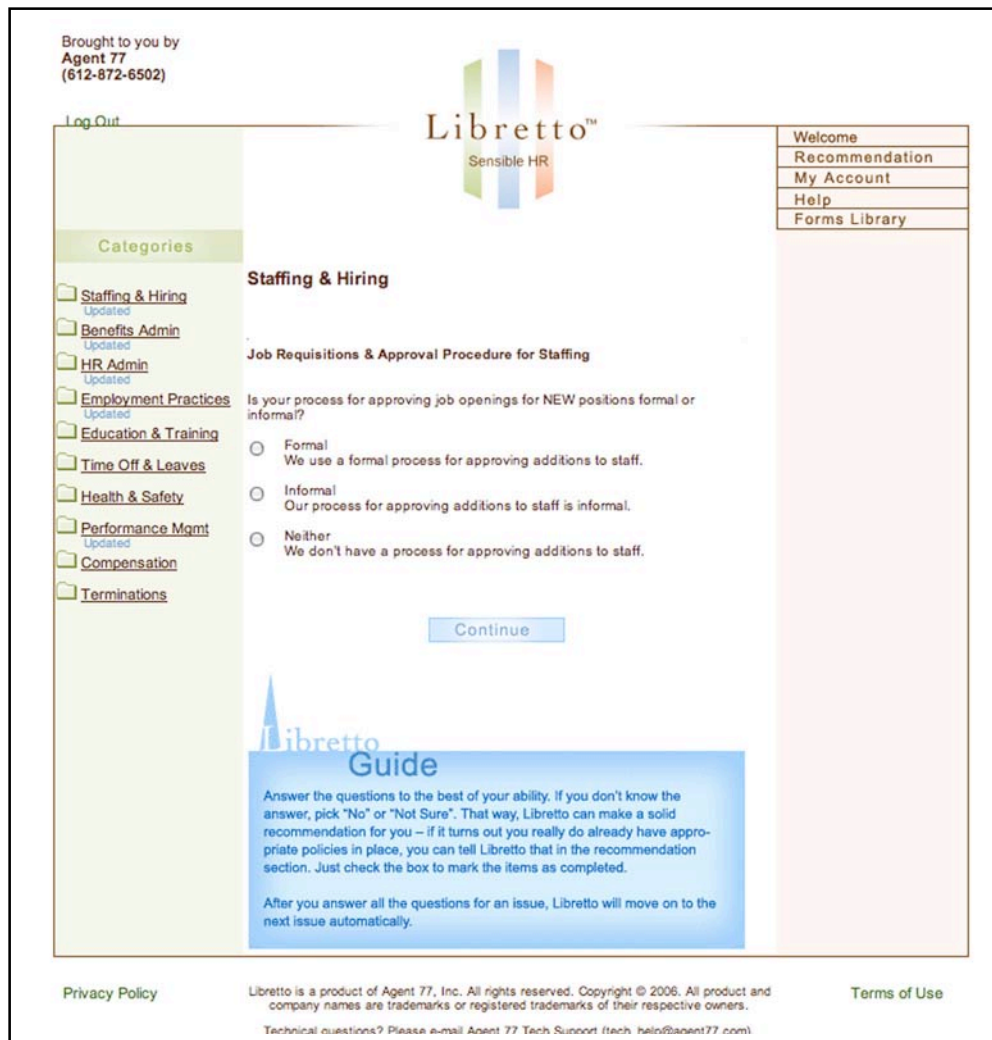


Figure 4: Assessment Question

Libretto's assessment consists of a series of simple questions designed to allow you to become compliant with the major employment laws as well as HR best practices. When you begin your assessment, Libretto will display the first question in the issue you selected. The screen shows you the category (Staffing & Hiring), and then the issue within the category (Staffing Approval) followed by the question and the possible answers. To complete the question, simply click in the circle next to your response (the majority of the questions in the assessment only require a simple "yes" or "no" answer, a few are multiple-choice) then click the Continue button and the next question in the category will be displayed.



Figure 5: Recommendation Notification


Libretto generates detailed recommendations to improve your HR practices based on your answers to the assessment. These recommendations run a full range of HR problems from non-compliance with regulations (which could generate investigations, fines or even an employee lawsuit) to simple best practices (such as adopting a formal dress code).

If Libretto has any recommendations for compliance or HR best practices based on your answers to questions, it will display a running total of recommendations for you on each question screen. To view these recommendations, click on the "You have XX unresolved recommendations" link or the "Recommendation" button in the primary navigation bar in the upper right part of the screen, and Libretto will display a list of all your recommendations sorted by priority.

(Libretto remembers where you were in the assessment, so that if you log out and return to the assessment at a later time, clicking the "Go To My Assessment" button on the Welcome screen will return you exactly to where you left off, you don't need to write down or remember where you were.)

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Welcome
Assessment
My Account
Help
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Assessment Results
(NOTE: The results listed below only reflect completed issues. Recommendations for any issues that have not been completed are NOT listed.)

[Show Resolved Recommendations](#) [Show Full Recommendation Text](#)

	Priority	Recommendation
Urgent		
<i>Check to mark recommendation as resolved</i>		
<input type="checkbox"/>	Staffing & Hiring: I-9	Complete the I-9 process on new hires by verifying identity ... CLICK FOR FULL TEXT AND FORMS
<input type="checkbox"/>	Staffing & Hiring: New Hire Reporting	Immediately begin reporting new hires and rehires to the designated ... CLICK FOR FULL TEXT AND FORMS
Low		
<i>Check to mark recommendation as resolved</i>		
<input type="checkbox"/>	Staffing & Hiring: Employment Offers	Provide a written offer of employment letter to each candidate hired ... CLICK FOR FULL TEXT AND FORMS
<input type="checkbox"/>	Staffing & Hiring: Employment Contracts	Evaluate the value of using an Employment Contract or Agreement ... CLICK FOR FULL TEXT AND FORMS

[Return to the Assessment](#)

Libretto Guide

This is your main work space for recommendations. You can sort the recommendations by priority or category. Click on a recommendation to see the detail.

Once you complete a recommended action, check the box so you'll only see the items you have left to do.

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Figure 6: Recommendations

Recommendations are displayed as a summary; however, all recommendations also have detailed descriptions. To view the detail of a recommendation and see the associated solutions (forms, policies, etc.), click on a recommendation summary.

The detailed recommendation screen reiterates the issue and the summary, then describes in one or two paragraphs why the recommendation is needed. Once you have viewed the detailed recommendation, you can return to the recommendations list by clicking on the “Recommendation” button, return to the assessment by clicking on the “Return to the Assessment” button, or download one of the associated forms listed on the right hand side of the screen.

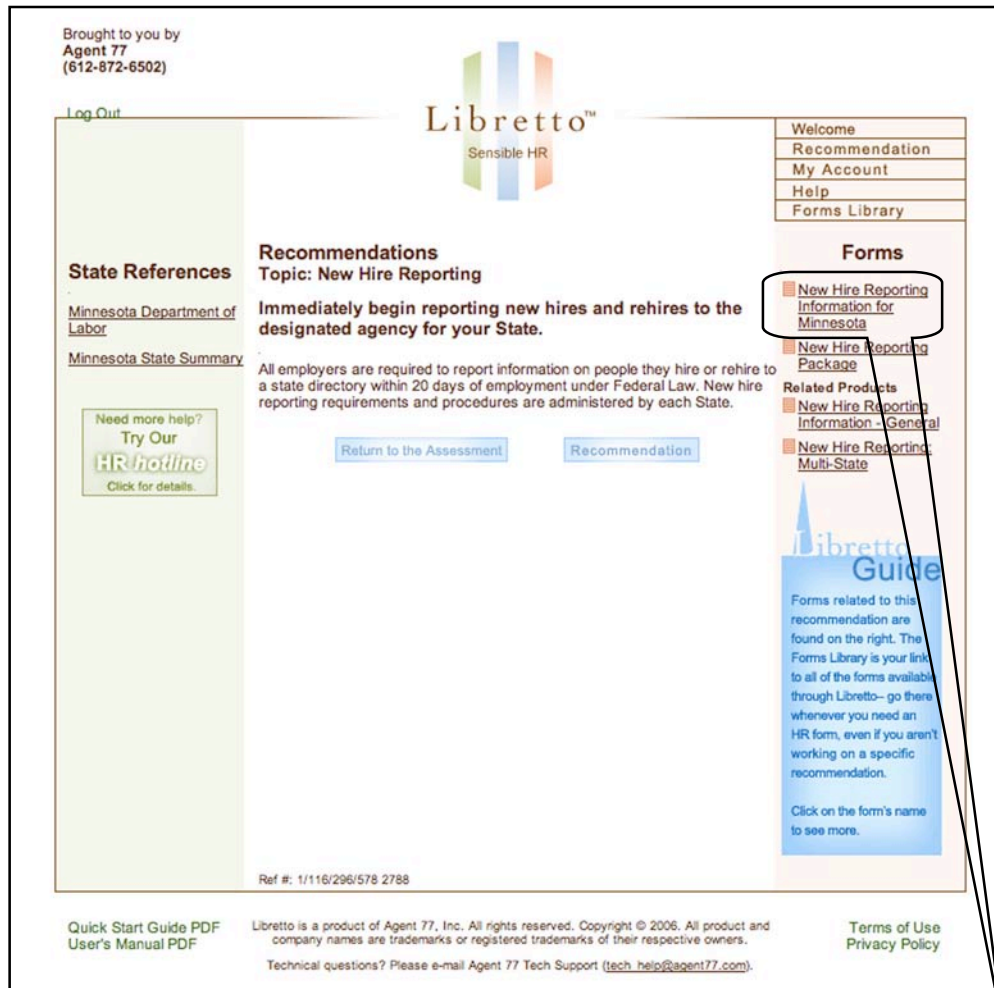


Figure 7: Recommendation Detail


The detailed recommendation screen lists all of the forms associated with the recommendation on the right-hand side of the screen. These “Forms” include policies, information sheets, notices and forms to complete that will help you resolve the specific recommendation. Additionally, Libretto lists related policies, forms, etc. which you may be want to download.

Notice: Agent 77 stands behind all of its forms as published. However, any substantive changes made to the contents of any downloaded form may result in potential legal liability for you and your company. Agent 77, Inc. accepts no liability or responsibility for any of its documents that have had the contents altered beyond simply filling in the appropriate “blanks” and/or replacing “place holder” text and adding your company logo and information.


To download a form, simply click on the form name listed, Libretto will display an information page describing the form in detail:

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Welcome
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 download as
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New Hire Reporting Information for Minnesota



Provided by: Agent 77
Last Update: 8/22/2005

The federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 requires that information on newly hired or re-hired employees be reported to a state directory to help in processing child support orders. This document gives you specific information on how to report new hires in Minnesota, including where to report electronically, the information required, and a form to report by mail.

4 pages

If you need help with a download, please contact Customer Service at 1-877-530-6500 or email customer_service@agent77.com.

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Figure 8: Form Detail

The form description page shows a detailed description of the form, policy, etc., including how many pages are in the form, the date the form was last updated, and what the price would be (typically \$9.95) if purchased separately in Agent 77's store.

Most of the forms (policies, notices, information sheets, etc.) in Libretto are available in both Adobe® Acrobat (.PDF) and Microsoft® Word (.DOC) formats. To download a form, decide which format you want and click the appropriate button in the upper right-hand portion of the form description screen. (If you want to view a form prior to downloading it, select the .PDF format, and the form will be displayed in your browser.)

The first time you download a form, Libretto requires you to agree to the terms of use license (we encourage you to read Libretto's user license before agreeing to the terms of use):

The screenshot shows the Libretto Sensible HR user license agreement. At the top center is the Libretto logo, which consists of three vertical bars in green, blue, and orange, with the word "Libretto" in a serif font and "Sensible HR" in a smaller sans-serif font below it. To the right of the logo is a table with three empty rows. Below the logo, the text reads: "Libretto: Sensible HR is subject to the License Agreement set forth below. Before using Libretto, please read the License Agreement, then click 'I Agree'." Below this is a statement: "I agree that by using Libretto: Sensible HR or the accompanying materials (or otherwise installing Libretto: Sensible HR or accompanying materials), I accept all terms of the License Agreement below, and that I have read the License Agreement." There are two buttons: "I Agree" and "I Disagree". Below the buttons is the copyright notice: "Copyright © 2004 by Agent 77 © All rights reserved." A scrollable text box titled "Your Agreement to this License" contains the following text: "By using, copying, transmitting, distributing, or installing Agent 77's Libretto: Sensible HR, you agree to all of the terms of this agreement ('License'). Please read carefully the license terms below. If you do not agree to all of the terms of this License, then you may not use, copy, transmit, distribute, or install Libretto: Sensible HR or any associated materials." The text box is titled "Scope of License" and contains: "Libretto: Sensible HR and its contents are copyrighted materials and are neither free nor public domain software or materials. Subject to the terms below, you are hereby licensed by Agent 77, Inc. ('Agent 77') to use one copy of Libretto: Sensible HR, on one (1) computer or workstation; provided, however, that you are authorized to additional copies for use within your offices located at the same premises only. You agree that use of this software or materials, except as authorized in the previous sentence, shall result in remuneration by you to Agent 77 of additional registration fees as determined by Agent 77. Payments must be in US dollars drawn on a US bank, and should be sent to Agent 77, Inc., P.O. Box 19230, Minneapolis, MN 55419-0230, USA. See the web site at <http://www.agent77.com> for information about online ordering." Below this is: "You are specifically prohibited from receiving payment in any manner for this original software or any copies, however made, and from distributing such software, associated materials or copies of same without prior written permission from Agent 77." The final paragraph states: "All rights of any kind in Libretto: Sensible HR which are not expressly granted in this License are entirely and exclusively reserved to and by Agent 77. You may not sell or offer for sale, rent, lease, modify, translate, reverse engineer, decompile, disassemble, or create derivative works based on Libretto: Sensible HR or associated materials. You may not make access to Libretto: Sensible HR available to others in connection with a service bureau, application service provider, or similar business." A vertical scrollbar is visible on the right side of the text box.

Figure 9: Libretto's User License

To continue downloading the form, agree to Libretto's license by clicking the "I Agree" button and Libretto will display specific instructions on how to download the file.

After downloading the file, you can continue on with the assessment, review additional recommendations, download additional forms, or return to the Welcome screen. For further details on these or any of Libretto's features, view or download Libretto's User's Guide.