

08

REFERENCE CARD

THE PORTAL - OUR NEW INTRANET

Our new intranet, known as the Portal, will be the 'go to' place for all news, information, tools and systems that you need - <http://portal.fireandemergency.nz>

It's an entirely new site with new structure and functions, but retaining valuable content from FireNet (the NZFS intranet). If you've been using FireNet you'll find the search function and layout are much improved.

We expect the Portal will continue to improve, with future functions and features defined by personnel as it gets used.

All employees and volunteers will receive a login for the new intranet. If you forget your login details, you'll still be able to view the Portal as a guest. You'll have access to news, notices and pages, but documents and other areas will require a login.

You can access the Portal from anywhere, at any time. You can also view it on your mobile smart phone.

- 01** Advanced search for any Fire and Emergency document on the website. Sub-categories and filters to help find documents.
- 02** Can be filtered by category/region
- 03** Information on NHQ teams/work
- 04** A home for key volunteer information
- 05** Information on projects – or work with a limited lifespan – lives here.
- 06** Sections for each region's news and documents
- 07** The five most commonly used tools and applications. The rest are stored underneath View all >
- 08** Shift calendar
- 09** Access your pay and leave details

Check out the Day One section of fenzproject.co.nz, or talk to your leaders or business services people, for more information. From 1 July, you can also contact the Transition Helpdesk Team on 0800 232 015 or support@fireandemergency.nz with questions about HR, pay, fleet management, property, safety, health & wellbeing, etc.

