



# IRMA 3.0

## DSC IRMA Training

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- IRMA vs. Procedure Portal
- Current IRMA features review
- Three new features in IRMA
- Demo: How to close a program
- IRMA reminders
- Q&A





# Before we begin...

## Tech Support

- Contact [rhess@iorworld.com](mailto:rhess@iorworld.com) for additional tech support

## Interactive webcast technology

- Ask questions throughout the program using the control panel “Questions” box

## Archived sessions

- Posted on Procedure Portal within 2-3 business days

[IOR Procedure Portal](#)

# IRMA vs. Procedure Portal

## PROCEDURE PORTAL

**Log in here:**

[Procedure Portal](#)

### Use this for:

- Accessing all IOR instructions and procedures as relates to Destination Services
- Learning how to use IRMA
- Downloading forms and documents
- Viewing the DSC Manual and City Guides
- Viewing past webinars

## IRMA

**Log in here:** [IRMA](#)

### Use this for:

- Updating your personal profile, including address, biography, contact information, etc.
- Viewing your open and closed programs
- Invoicing and closing programs



# IRMA: A Quick Review

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Through IRMA you can:

- ✓ View and edit your DSC profile
- ✓ View Open/Closed programs
- ✓ Invoice and close your programs online

**NEW!** 3 New Features in IRMA:

1. CRUD Supporting Documents
2. Post-Program Survey
3. No More Time Sheet Tab



# 1. CRUD Supporting Documents

Now you can “C.R.U.D.” all of your supporting documents BEFORE you close the program.

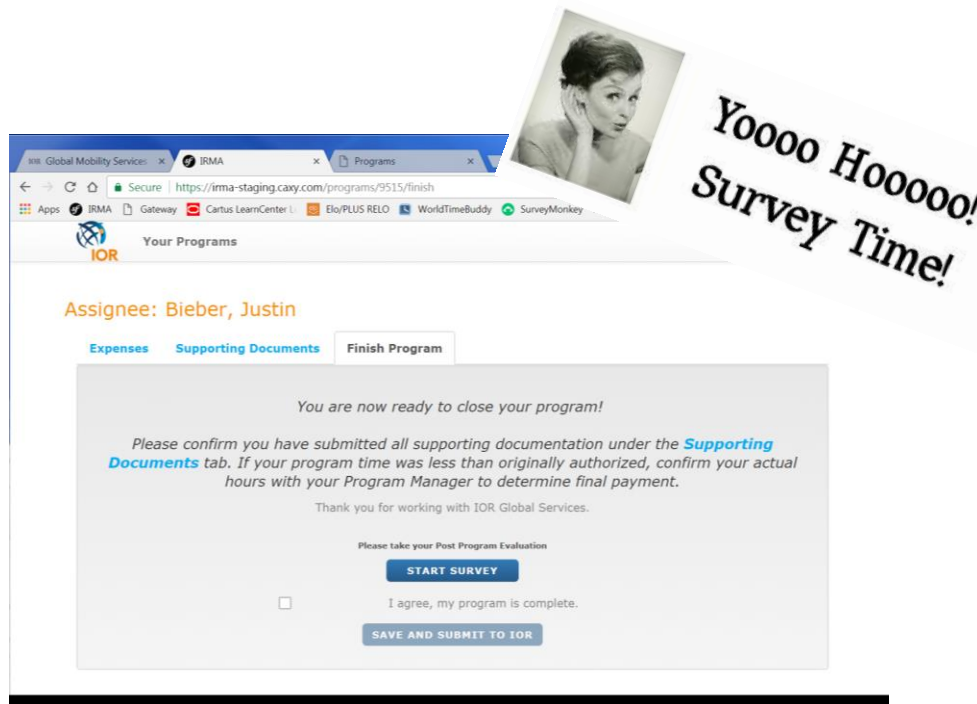
- Create
- Read
- Update
- Delete

A screenshot of a web browser displaying the IRMA (International Mobility Reporting and Management) application. The browser address bar shows the URL: https://irma-staging.caxy.com/programs/9515/documents. The page header includes the IOR logo and the text "Your Programs". Below the header, the assignee is listed as "Assignee: Bieber, Justin". There are three tabs: "Expenses", "Supporting Documents" (which is active), and "Finish Program". The main form area contains a "Document \*" field with a "Choose File" button and the text "No file chosen". Below this is a note: "Supported Files(pdf, txt, rtf, doc, docx, jpg, png, jpeg) 8Mb Max.". The "Document Type \*" field is a dropdown menu currently set to "Signed Lease". At the bottom of the form is a blue button labeled "Save and Submit to IOR". Below the form is a table header with columns: "Document Type", "Document Name", "Download", and "Action".

## 2. Post-Program Survey

Survey can be found in the Finish Program tab

- MUST be filled out before closing the program.



Yooooo Hoooooo!  
Survey Time!

Global Mobility Services - IRMA x Programs x  
Secure | https://irma-staging.caxy.com/programs/9515/finish  
Apps IRMA Gateway Carus LearnCenter L Elo/PLUS RELO WorldTimeBuddy SurveyMonkey

Your Programs

Assignee: Bieber, Justin

Expenses Supporting Documents **Finish Program**

You are now ready to close your program!

Please confirm you have submitted all supporting documentation under the **Supporting Documents** tab. If your program time was less than originally authorized, confirm your actual hours with your Program Manager to determine final payment.

Thank you for working with IOR Global Services.

Please take your Post Program Evaluation

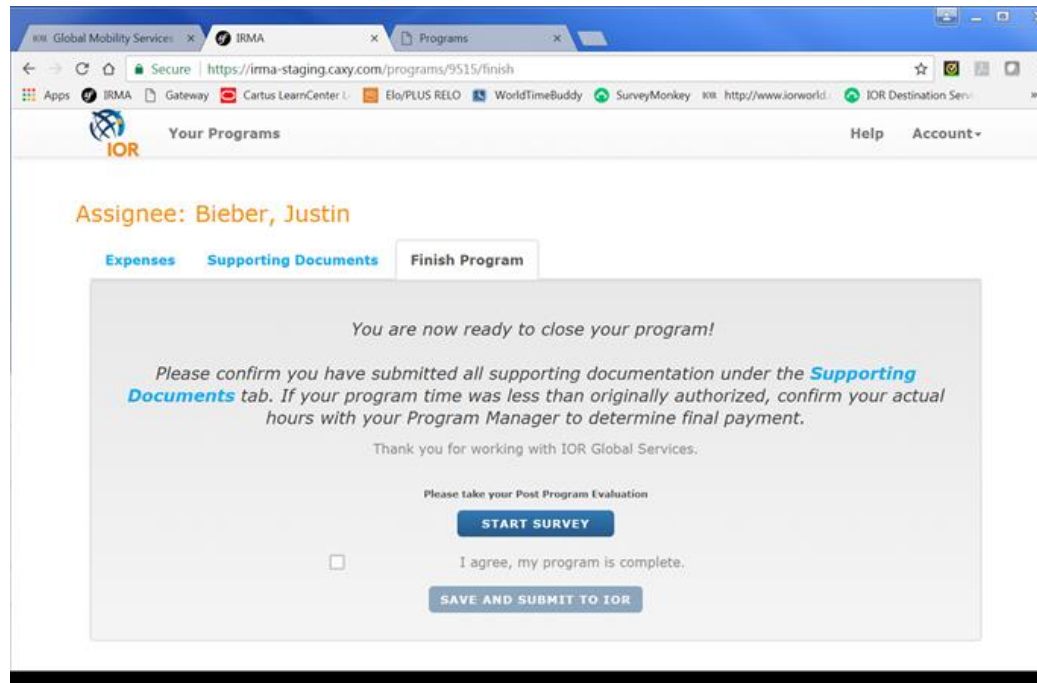
**START SURVEY**

I agree, my program is complete.

**SAVE AND SUBMIT TO IOR**

# 3. No More Time Sheet Tab

Program hours fields are now within the Survey



The screenshot shows a web browser window with the URL <https://irma-staging.caxy.com/programs/9515/finish>. The page title is "Your Programs" and the assignee is "Bieber, Justin". There are three tabs: "Expenses", "Supporting Documents", and "Finish Program". The "Finish Program" tab is active, displaying a confirmation message: "You are now ready to close your program! Please confirm you have submitted all supporting documentation under the **Supporting Documents** tab. If your program time was less than originally authorized, confirm your actual hours with your Program Manager to determine final payment. Thank you for working with IOR Global Services. Please take your Post Program Evaluation". Below the message is a checkbox and the text "I agree, my program is complete.". There are two buttons: "START SURVEY" and "SAVE AND SUBMIT TO IOR".



# IRMA Demonstration

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<https://irma.iorworld.com/login>



# IRMA Reminders

- Be sure your rate in IRMA matches your rate in DSC Program Confirmation/what you were authorized for
- Expenses can be submitted ONLY if applicable & pre-approved by DPM
- Upload closing/final documents only
  - Time sensitive documents should still be sent to your DPM/assignee/authorizer per usual process
- Program hours (1 day = 8 hrs)
  - If you're reporting less time than what was authorized, email your DPM **before** closing the program
- DPM can re-open the program for you if documents are missing



## ***Questions?***

This session has been recorded and will be emailed to you. It will also be available on the IOR Procedure Portal

[IOR Procedure Portal](#)



Thank you!

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