

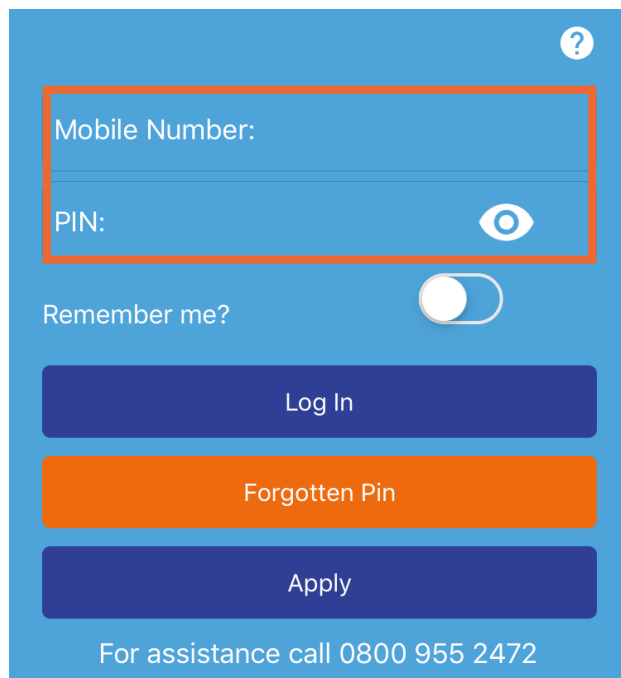


App Guide For Staff

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This guide will walk you through how to log in on the app.

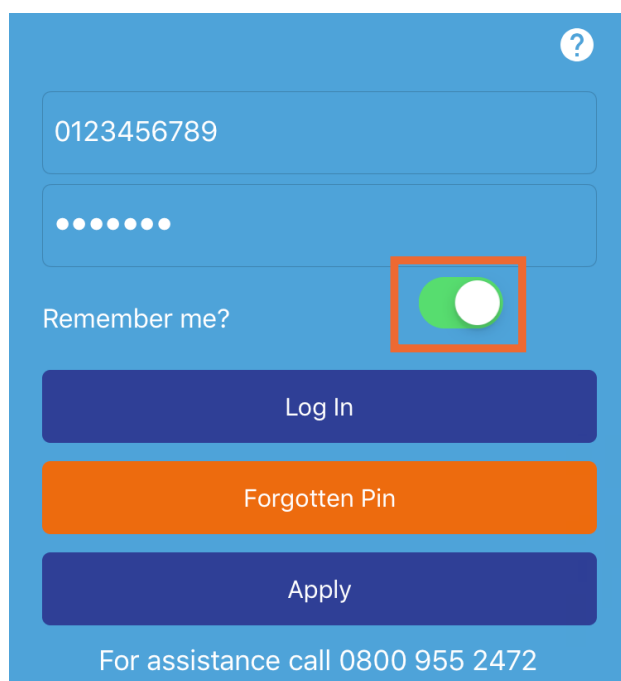
- ① Enter your **mobile number**.
- ② Enter your **PIN** into the **PIN** field.
Press the **eye** to see the **PIN** you type.
- ③ Press **Log In**.



A screenshot of the login screen. The 'Mobile Number:' and 'PIN:' input fields are highlighted with an orange border. The 'Remember me?' toggle is off. The 'Log In' button is dark blue, 'Forgotten Pin' is orange, and 'Apply' is dark blue. At the bottom, it says 'For assistance call 0800 955 2472'.

Tick **Remember me** for immediate log in.

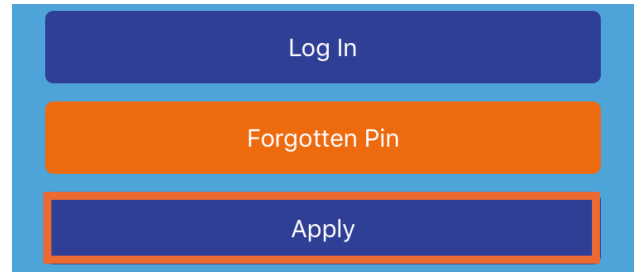
Press **Forgotten Pin** to get a new PIN sent via text.



A screenshot of the login screen. The 'Mobile Number:' field contains '0123456789' and the 'PIN:' field contains six dots. The 'Remember me?' toggle is now turned on and is highlighted with an orange border. The 'Log In' button is dark blue, 'Forgotten Pin' is orange, and 'Apply' is dark blue. At the bottom, it says 'For assistance call 0800 955 2472'.

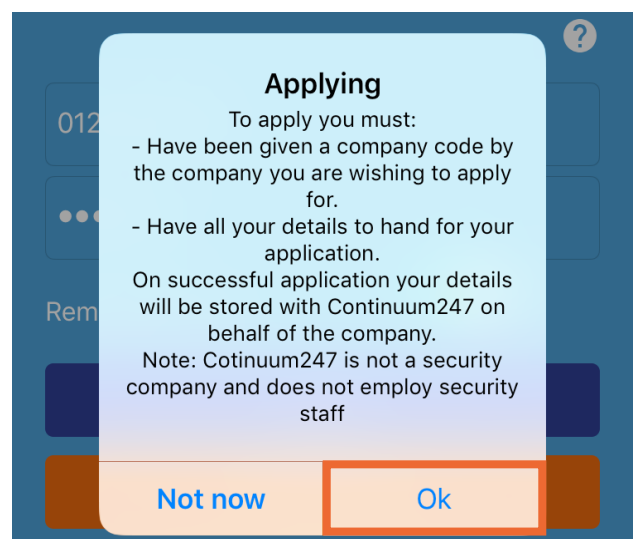
This guide will walk you through how to apply through the app.

① Press **Apply**.

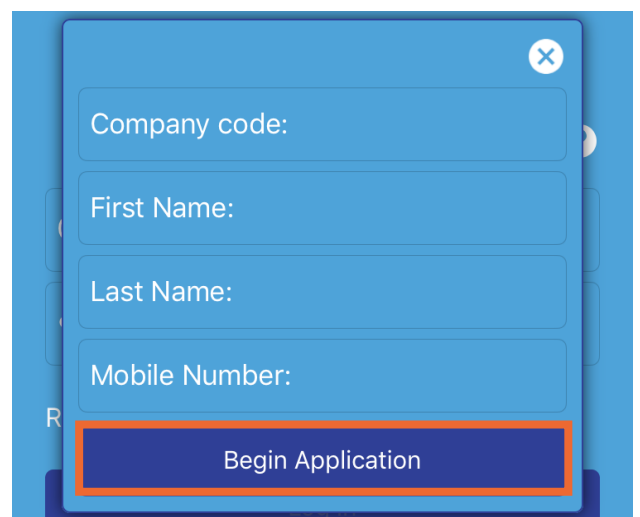


② Press **OK**.

Your **Company Code** is given to you by your employer.



③ Fill out the **boxes** and press **Begin Application**.

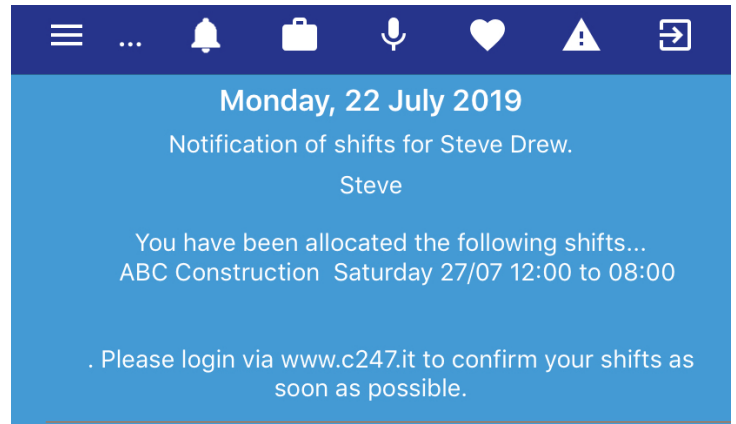


To proceed with your application, fill out the information on each tab.



This section of the guide will show you how to confirm a shift that has been allocated to you.

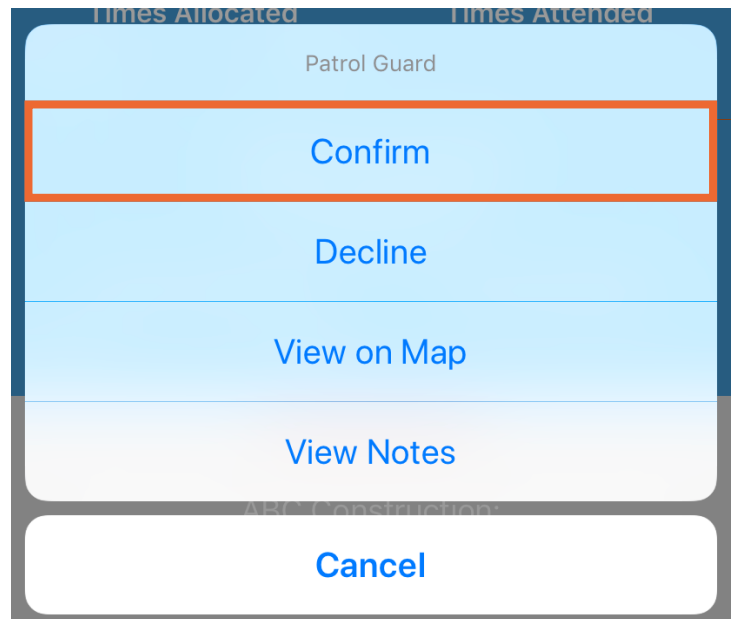
You will receive a notification like this, detailing the shift.



① Find the shift on the **Schedule** page.

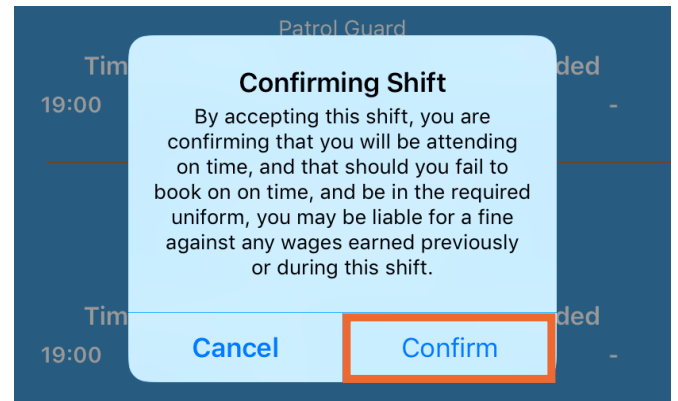


② Select the **shift**, and on the menu that appears press **Confirm**.



Confirming a Shift

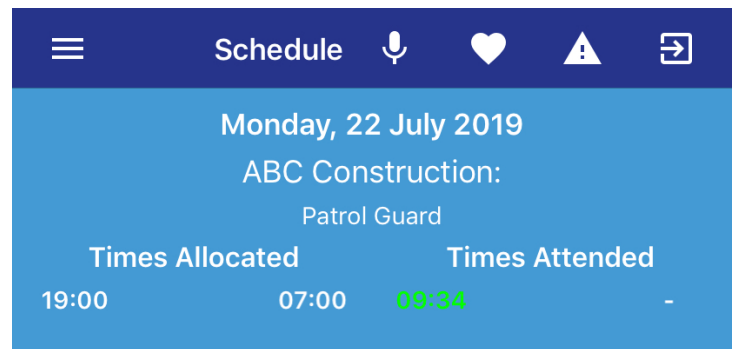
- ③ This pop up will appear.
Press **Confirm**.



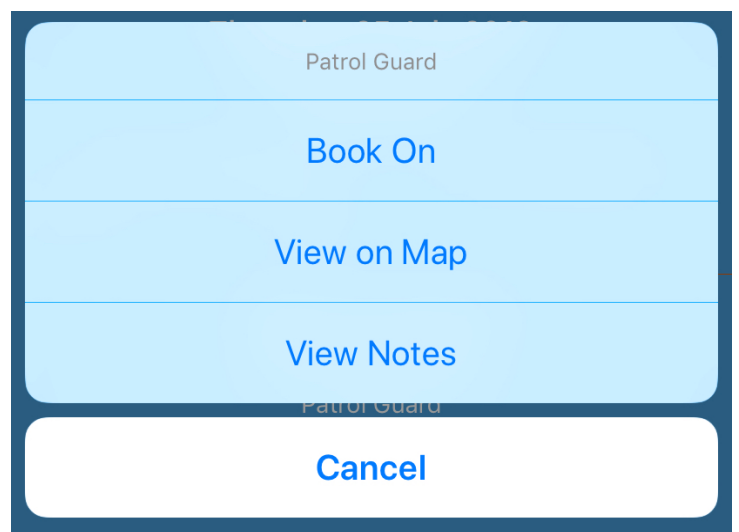
Booking On/Off

This topic covers the process of booking on and off of a shift.

- ① Select the relevant **shift**.



- ② Select the shift, and on the menu that appears press **Book On**.



Booking On/Off



All upcoming shifts appear here.

The date of the shift.

Scheduled shift times and times attended are here.

Details of the shift are here.

Monday, 22 July 2019			
ABC Construction: Patrol Guard			
Times Allocated		Times Attended	
19:00	07:00	-	-
Tuesday, 23 July 2019			
ABC Construction: Patrol Guard			
Times Allocated		Times Attended	
19:00	07:00	09:34	-
Wednesday, 24 July 2019			
ABC Construction: Patrol Guard			
Times Allocated		Times Attended	
19:00	07:00	-	-
Thursday, 25 July 2019			
ABC Construction: Patrol Guard			
Times Allocated		Times Attended	
19:00	07:00	-	-
Friday, 26 July 2019			
ABC Construction: Patrol Guard			
Times Allocated		Times Attended	
19:00	07:00	-	-

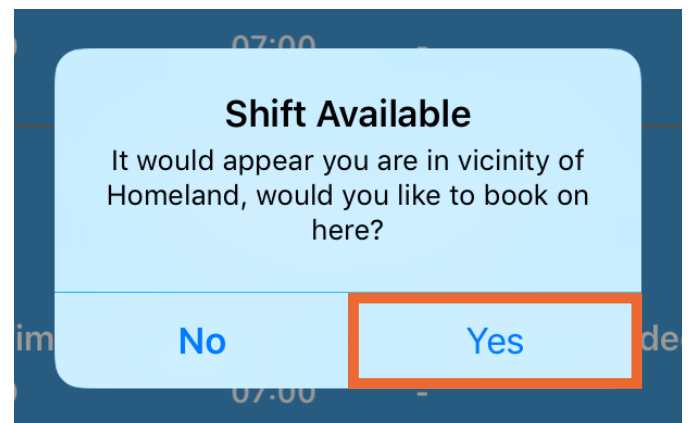
Ad-Hoc shifts allow you to create a shift if you are within the vicinity of a site.

This guide will walk you through creating one. Ad-Hoc Shifts are useful for covering a shift.

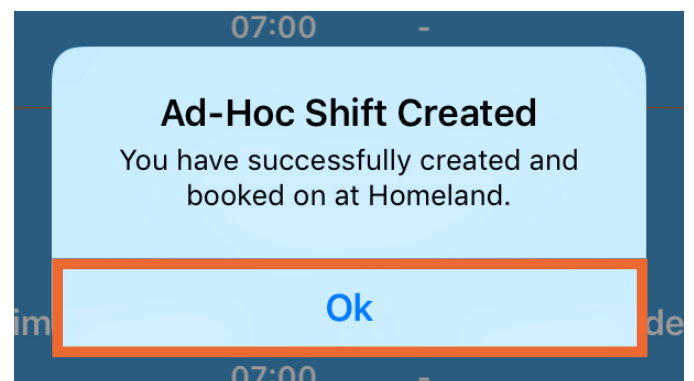
① On the **Schedule** page, press on the **Plus** button.



② Press **Yes**.



③ Press **OK**.

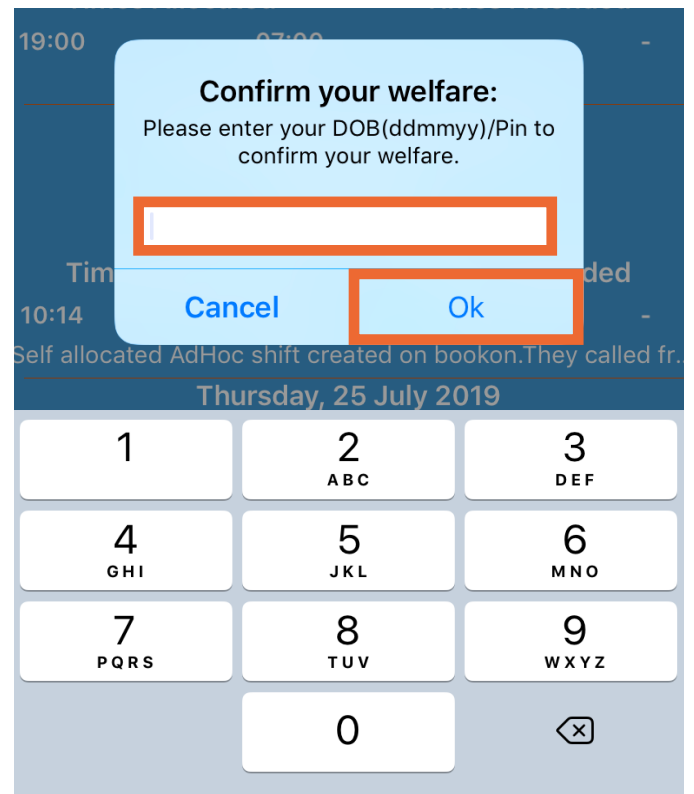


You can confirm your welfare through the app. Do this 15 minutes before the hour otherwise the system will contact you.

- ① On the **Schedule** page, press on the **Heart** button.

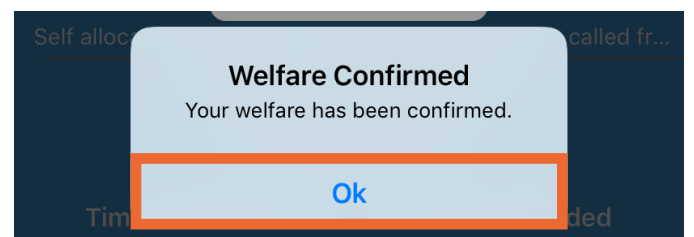


- ② Enter your **D.O.B** in the **DD/MM/YY** format.



- ③ Press **Ok**.

- ④ Press **OK**.



This covers the functions of the main pages and important icons throughout the app.



This opens the **Main Menu**.



This is the page **Title**.

Schedule

This creates an **Ad-Hoc Shift**.



This records an **Audio File**.



This lets you **Confirm Welfare**.



Press this three times to **Trigger Duress**.



This will **Log Out** of the app.



Schedule is your **upcoming shifts**.

Notifications and **Shift** history.

Request leave here.

View and **query** your pay here.

Fill out **incident forms** here.

See your **position** on a map.

Your **details** are changed here.

Policy documents are found and read here.

 Schedule

 History

 Absences

 Payment Advice

 Occurrences

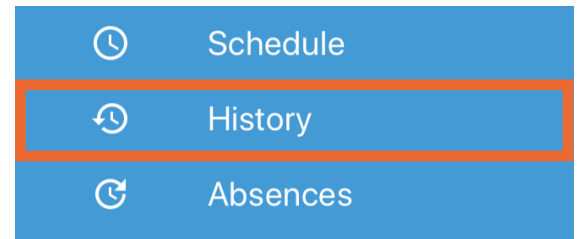
 Location

 User Details

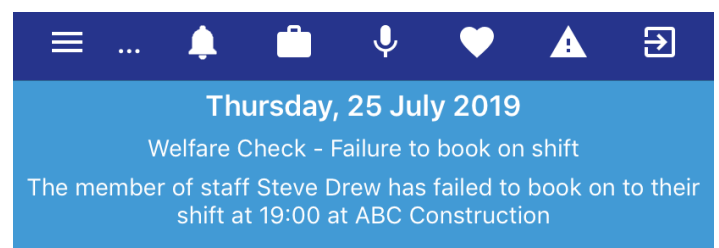
 Documentation

This tab gives you all of your notifications and shows your previous shifts worked.

① Select **History** from the main page.



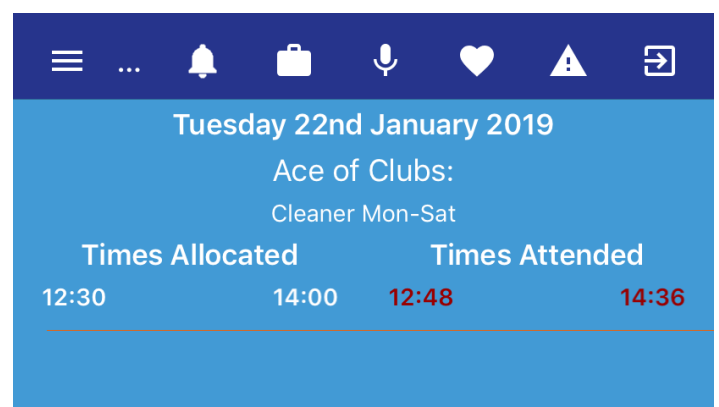
② The History page will show your **Notifications**.



③ Press the **Briefcase** icon to go to your **Work History**.



④ Work History shows your previous shifts.



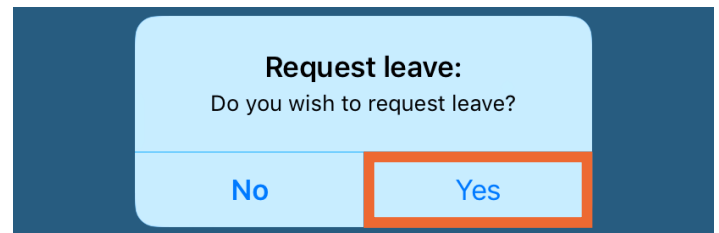
Only shifts that are booked On/Off successfully appear in Work History.

This section will help you Request Leave.

- ① Select **Absences** from the main page.

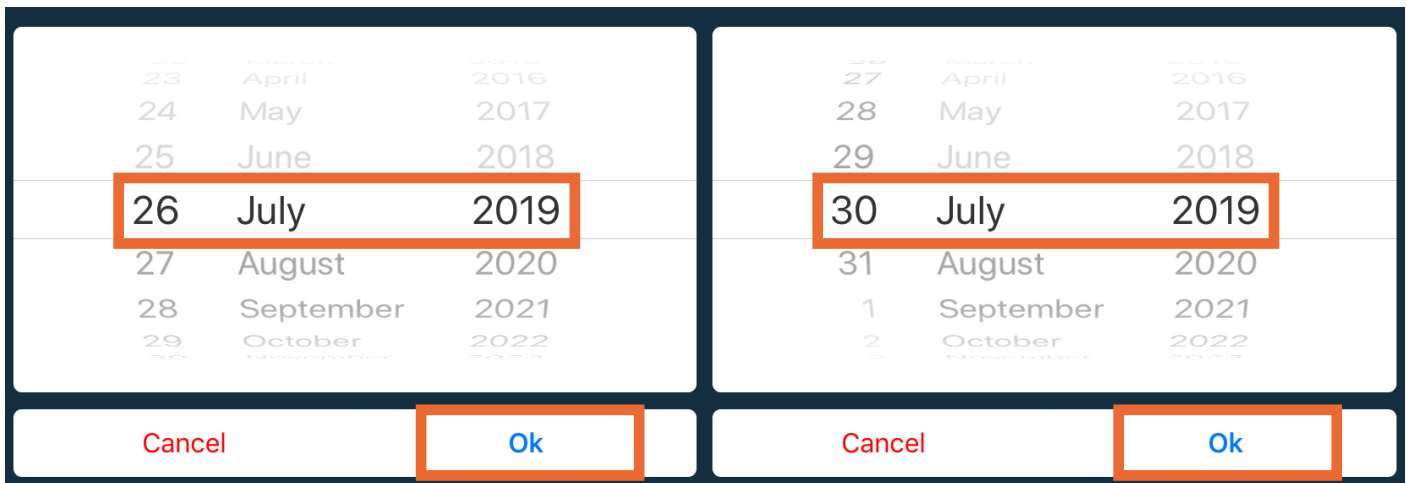


- ② Press **Yes** to Request Leave.

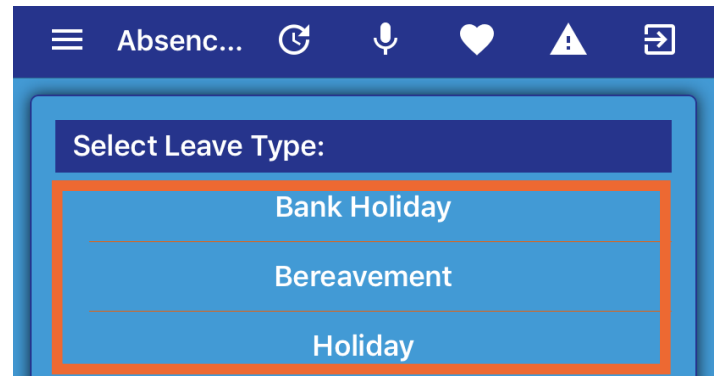


- ③ Choose your **Dates**.

The date picker in iOS looks like this.

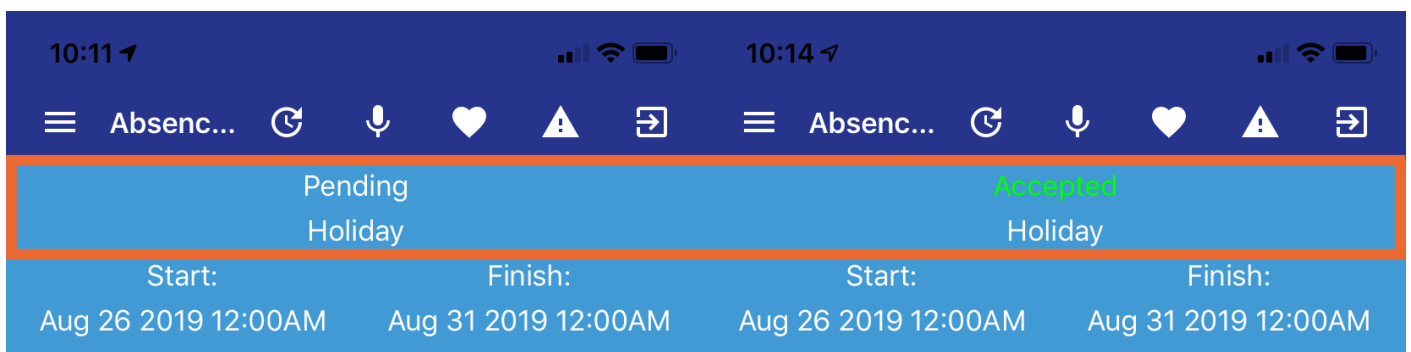


④ Select the **type** of leave you require.



Your leave has now been requested.

Your request will appear on the Absence page pending approval.



This part will show you how to access Payment Advice, and how to query your pay.

- ① Select **Payment Advice** from the main page.



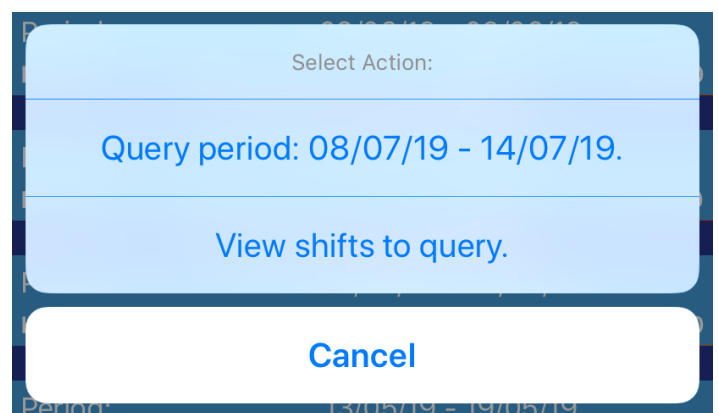
Payment Advice shows a **breakdown** of the latest pay period. You can see the **Pay Run**, **Hours Worked** and the **Gross Pay**.

- ② To query the period, **press** on it.

A screenshot of the Payment Advice screen showing a list of pay periods. The screen has a dark blue header with navigation icons. The list contains three entries, each with a 'Processed' date, a 'Period', 'Hours', and 'Gross' amount.

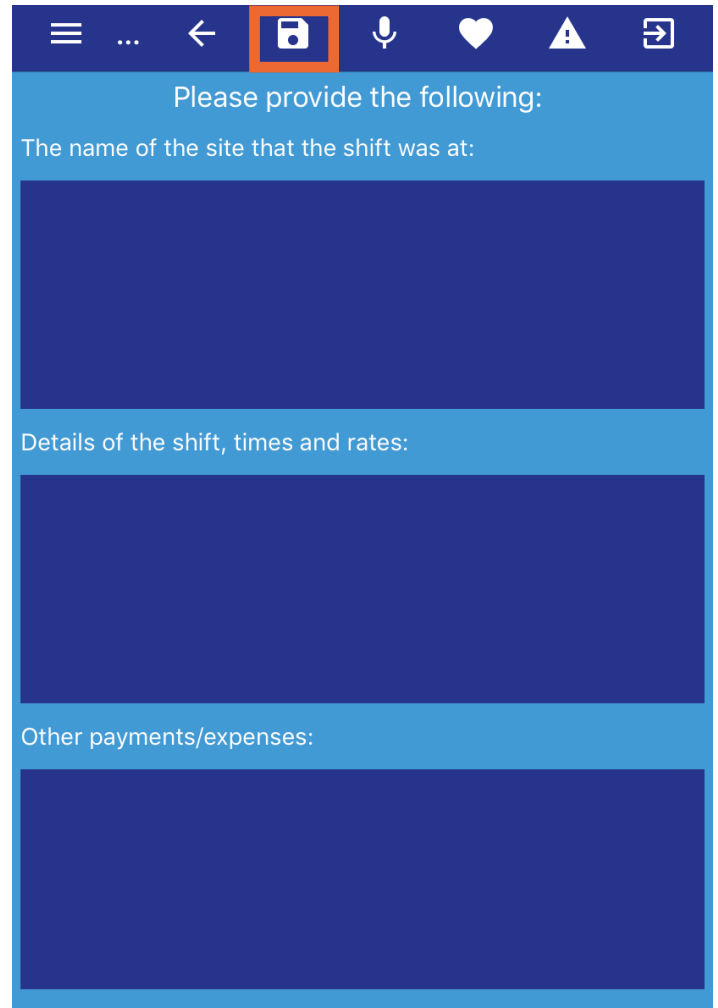
Processed:	Period:	Hours:	Gross:
21/07/2019	15/07/19 - 21/07/19	45	£364.50
14/07/2019	08/07/19 - 14/07/19	45	£405.00
07/07/2019	01/07/19 - 07/07/19	18	£162.00

- ③ To view the shifts, you can press **View shifts to query**, then press **Query Period**.



- ④ Fill out the query with the maximum amount of information.

Then press on the **Save icon**.



The screenshot shows a mobile application interface with a dark blue header bar containing navigation icons: a menu icon, an ellipsis, a back arrow, a save icon (highlighted with an orange border), a microphone, a heart, a warning triangle, and a share icon. Below the header, the text "Please provide the following:" is displayed. The form is divided into three sections, each with a light blue header and a dark blue input area: 1. "The name of the site that the shift was at:" 2. "Details of the shift, times and rates:" 3. "Other payments/expenses:"

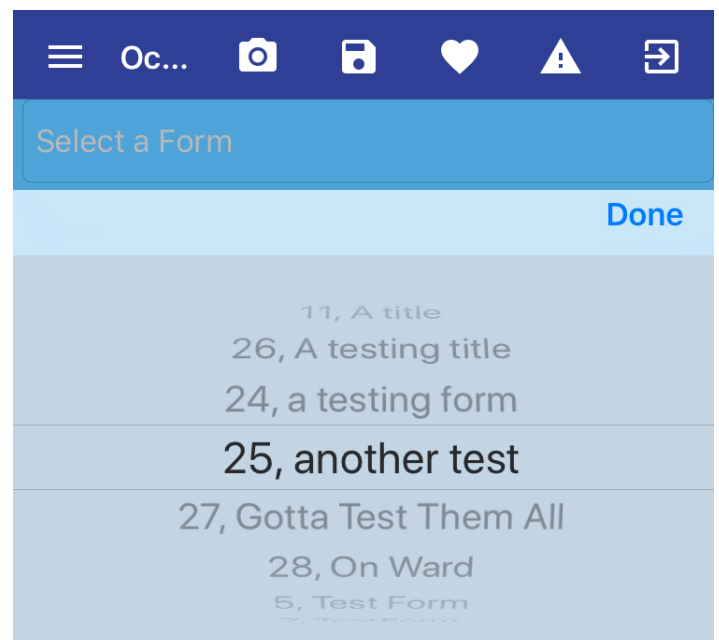
The Payroll Department will contact you as soon as they can.

This section goes over how to fill out incident and occurrence forms.

① Select **Occurrences** from the main page.

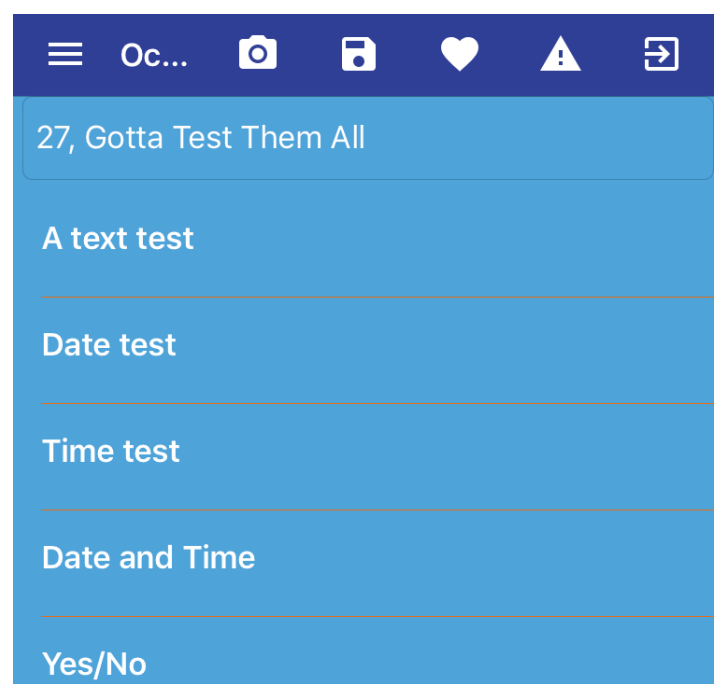


② Choose a **Form** from the list.



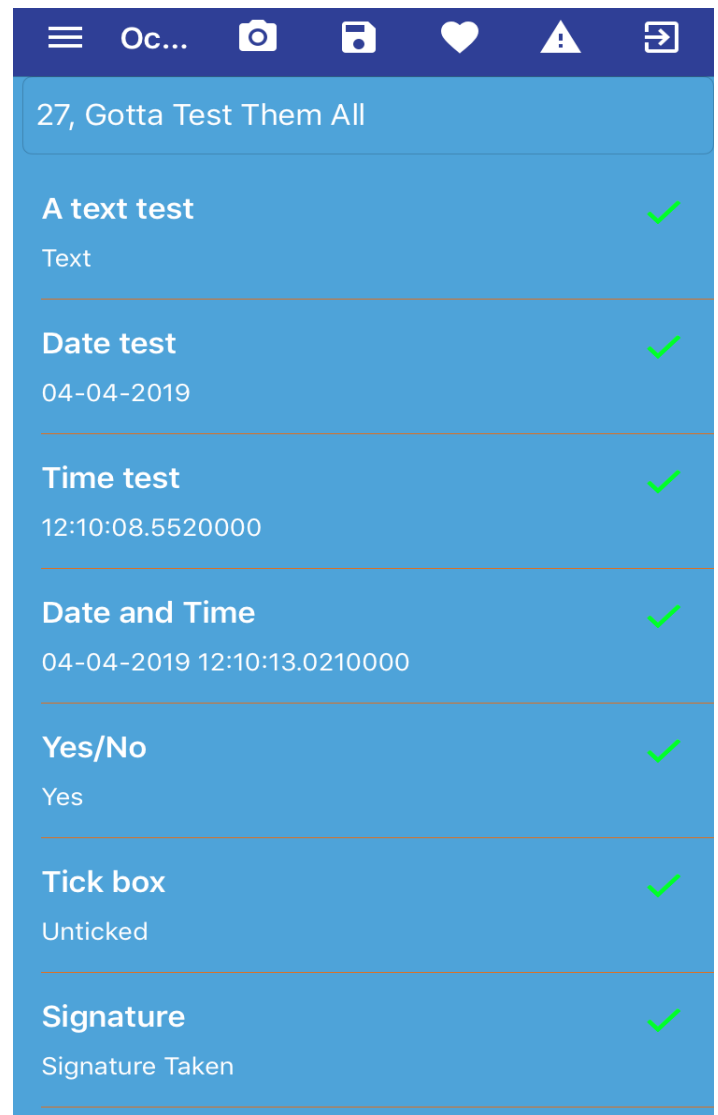
③ You will then see a list of questions.

Press on the questions to answer them.



- ④ **Fill out** every question on the form.

A **Green Tick** appears on a question when it is completed.

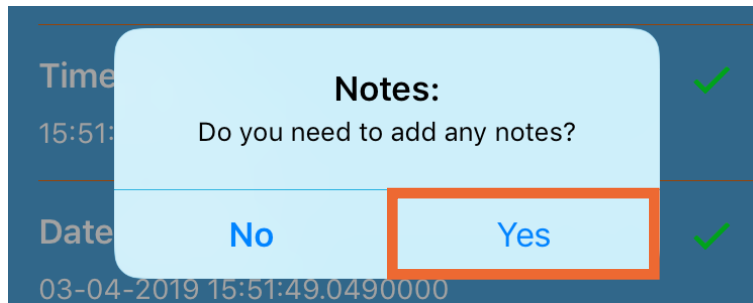


Test Type	Value	Status
A text test	Text	✓
Date test	04-04-2019	✓
Time test	12:10:08.5520000	✓
Date and Time	04-04-2019 12:10:13.0210000	✓
Yes/No	Yes	✓
Tick box	Unticked	✓
Signature	Signature Taken	✓

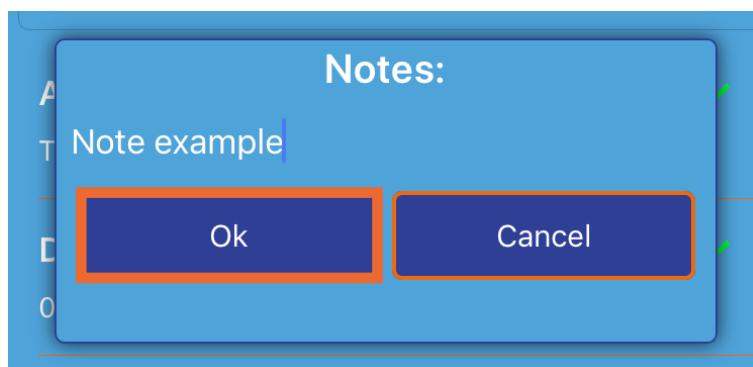
- ⑤ When all questions have answers, save the form by pressing the **Save Icon**.



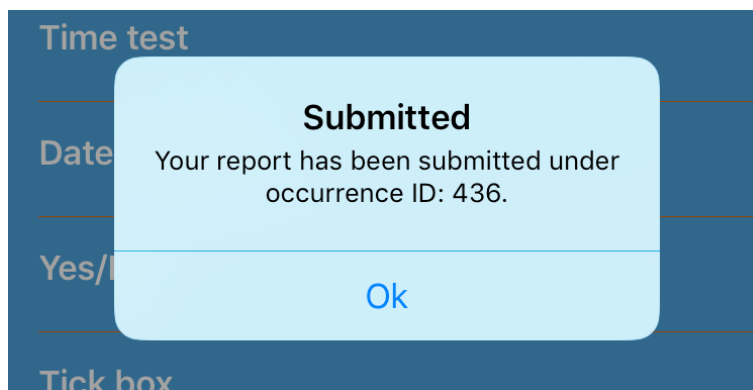
- ⑥ A notes pop up will appear. If you need to add notes press Yes.



- ⑦ Input the information you want and press **OK**.

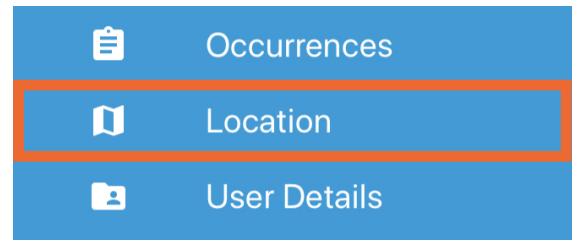


When this is done, a message will appear saying the form has been submitted.

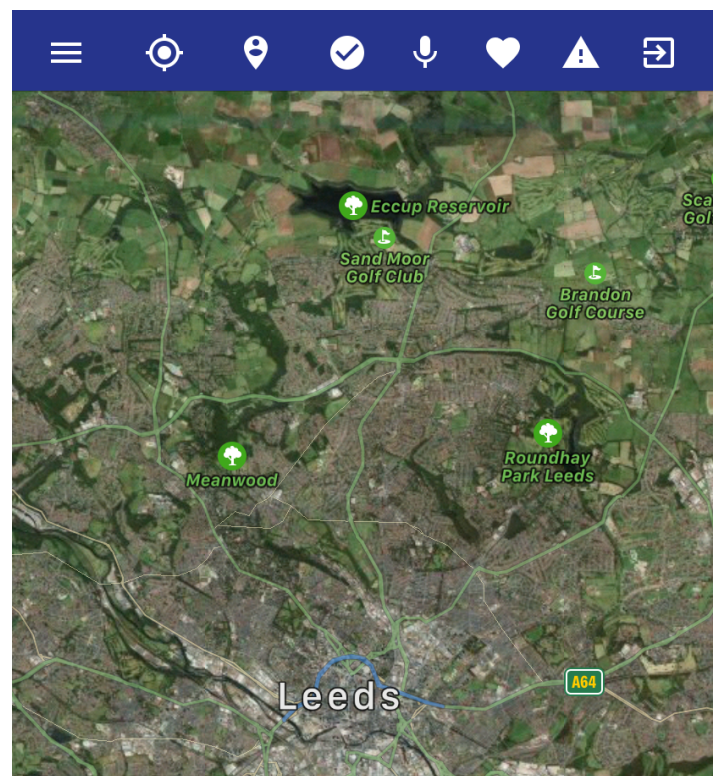


This section goes over how to use the **Location** page.

① Select **Location** from the main page.



The **Location** feature shows the site and your location.



This locates **you** on the map.



This locates **your colleagues** on shift.

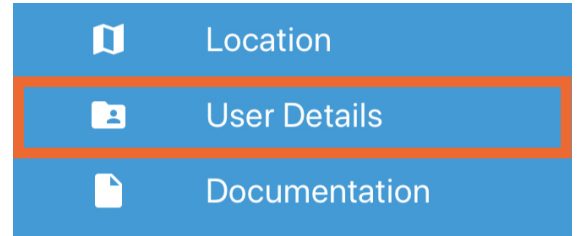


This highlights any outstanding **tasks**.



This section goes over how to update your **User Details** on the app.

- ① Select **User Details** from the main page.



This is the **User Details** page.

You change all details from here.

- ② This is the **Personal Information** tab. Change your main information and contact details here.

A screenshot of the 'User Details' page in an app. The page has a dark blue header with a hamburger menu, the title 'User Details', and icons for microphone, heart, warning, and share. Below the header is a 'Personal Information' section with a warning message: 'Please do not apply if you have already applied to this company. Duplicate applications will be automatically rejected!'. There is a 'View GDPR Statement' button and a camera icon. The form fields are: Forename: * (Steve), Middle Name: (empty), Surname: * (Drew), Email: * (example@example.com), Mobile No: * (07769111937), Home No: (empty), and DOB: * (01/01/2000). Below this is an 'Address' section with fields: House Name/No: (1), Address Line 1: (House), Postcode: (AA11AA), and Country: (United Kingdom). The next section is 'Miscellaneous' with fields: Nationality: (British), UTR Number: (1001001), and NI Number: (AA123311). At the bottom, there is a checkbox for 'Legally entitled to drive:' which is checked.

- ③ To access other sections of the **User Details** Press on the relevant tab below.

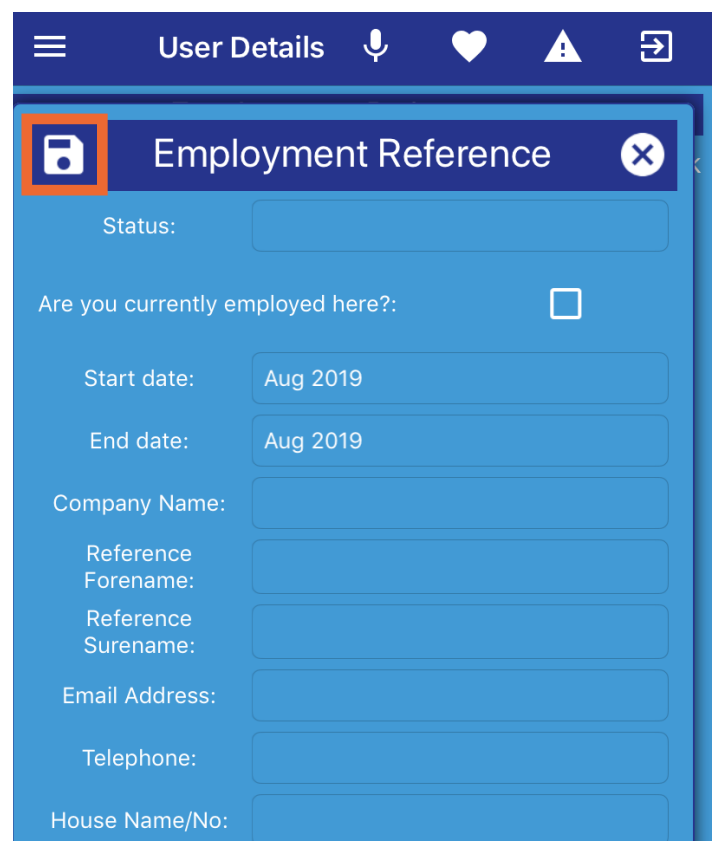


- ④ Press on the **Employment Refs** tab.
Press **Add Employment Reference**.



- ⑤ Fill out employment details.

Once complete, press **Save**.



- ⑥ Press on the **Personal Refs** tab. Press **Add Personal Reference**.

Relationship	Name	Known Since
0	Name	Jan 2000

- ⑦ Fill out the reference details.

Once complete, press **Save**.

Reference Forename:

Reference Surname:

Relationship to you:

Known since:

Email Address:

Telephone:

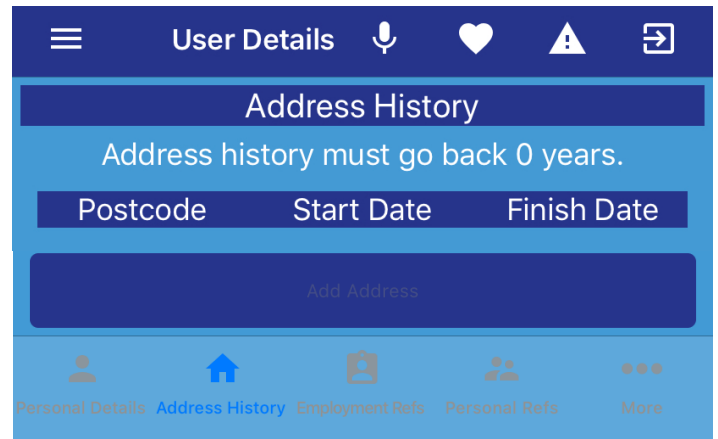
House Name/No:

Address Line 1:

Postcode:

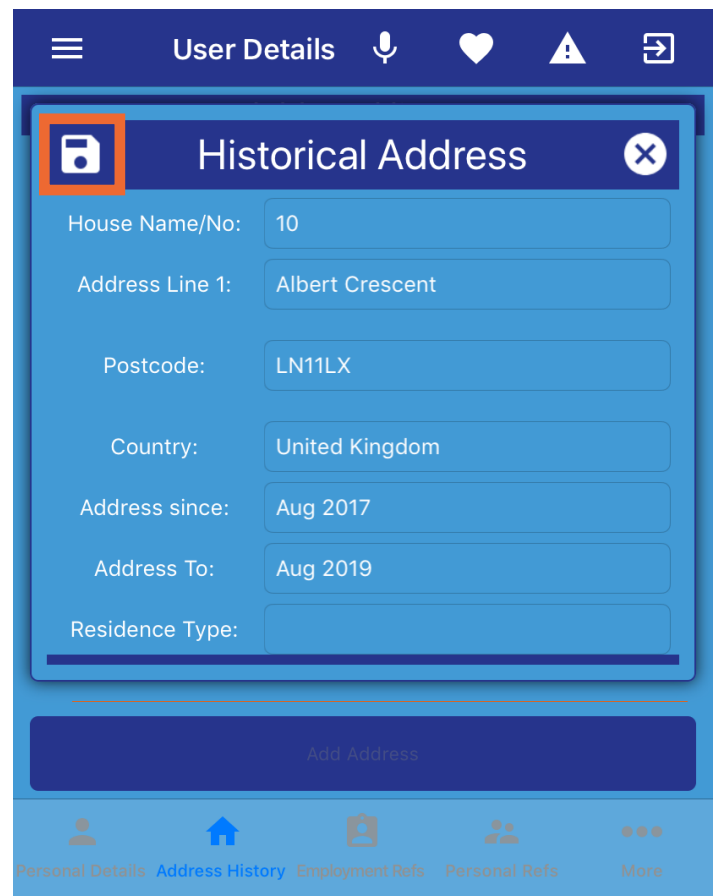
Country:

- ⑧ Press on the **Address History** tab. Press **Add Address**.

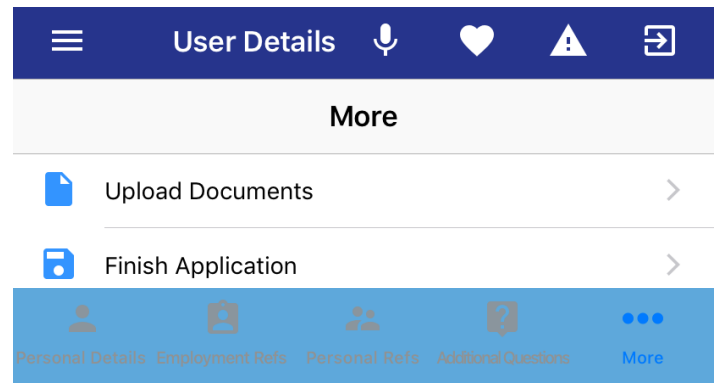


- ⑨ Fill out the address details.

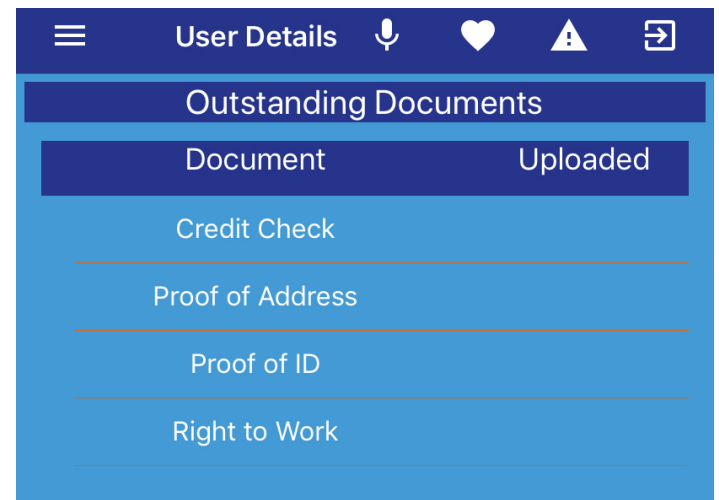
Once complete, press **Save**.



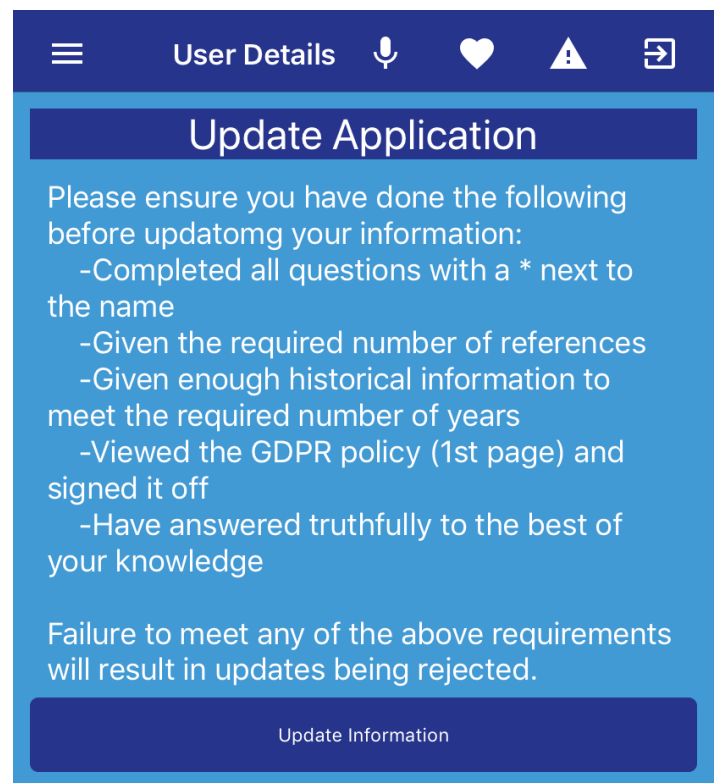
⑩ Press the **More** tab. You can **Update Documents** or answer **Additional Questions**.



⑪ Press on a **document** to choose it or to take a photo of it.



⑫ Once everything is complete, press **More**, then **Finish Application**.

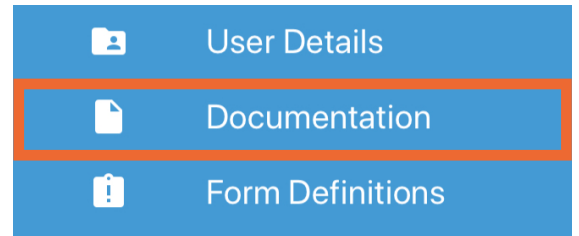


Press **Update Information**.

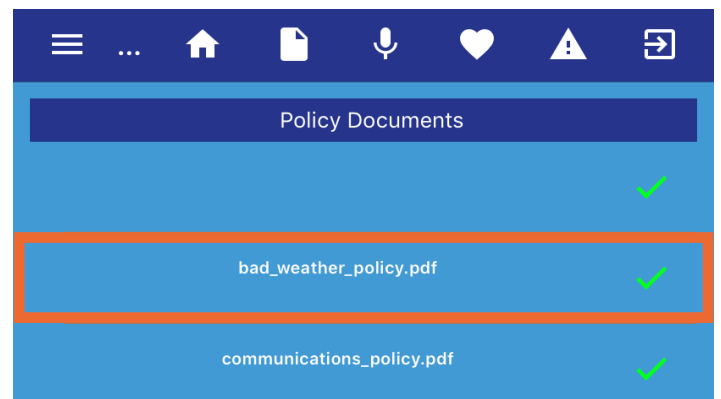
All of your details are now saved.

This section goes over how to read and sign **Documentation**.

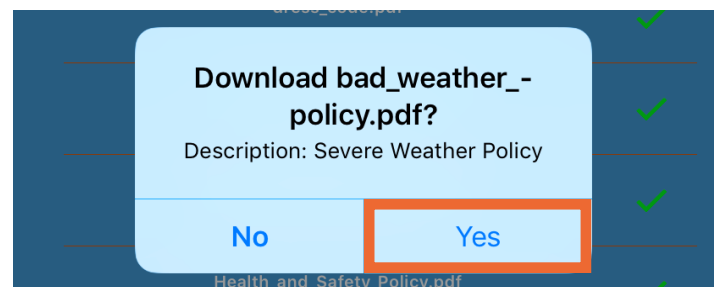
- ① Select **Documentation** from the main page.



- ② Select a document to **view and sign**.



- ③ Select **Yes** to view the policy.



- ④ Read the document and press **Sign**.



- ⑤ Sign the document and then press **Save**.

