

Envoy Mobile App – Candidate

ANDROID USERS



Envoy Mobile App Candidate User Guide

Introduction

This user guide provides an overview of how to download the Envoy mobile app for Android users. Please note, if you have an iOS phone then please refer to the 'Candidate User Guide - iOS'.

How to install the Envoy Mobile App

1. Navigate to the **Play Store**



2. Search **Envoy** and select the below icon from the list results



Envoy by MGG
Clinical Shift &
Time Mgmt.

3. Select the app and download
4. Wait for the icon to download and appear on your homepage (it may appear on any of your home pages)

Overview of the Envoy Mobile App

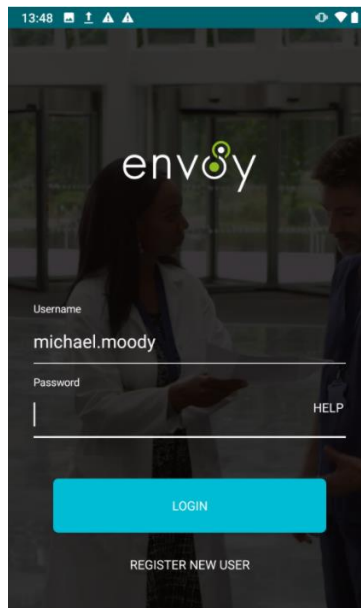
The Envoy mobile app will enable you to view new shifts available to you, express your interest in relevant shifts, withdraw interest from a shift not yet confirmed, review shifts you have not been accepted to cover, view confirmed shifts, submit time for shifts worked, and monitor any outstanding timesheets for submission and approval.

How to Register

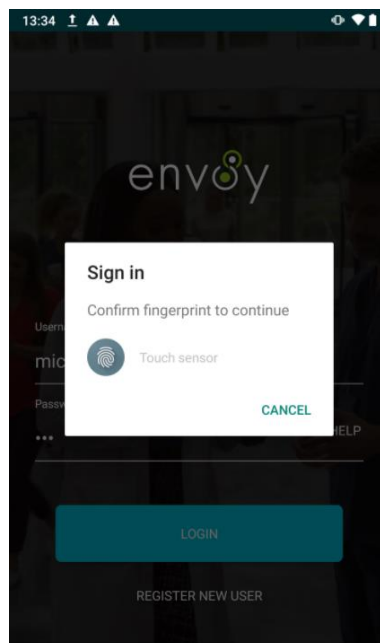
You will have received your username and password from support@envoybooking.com. If you haven't please contact us at the above address and we will issue this to you.

Using the Envoy Mobile App

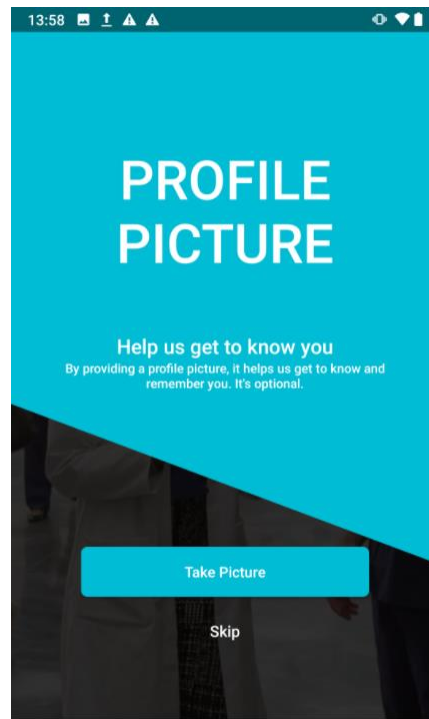
To login, type your username and password and tap **Login**



Once you have entered username and password, you will be asked to confirm fingerprint to continue. Once confirmed you can use your fingerprint to log in to the app.

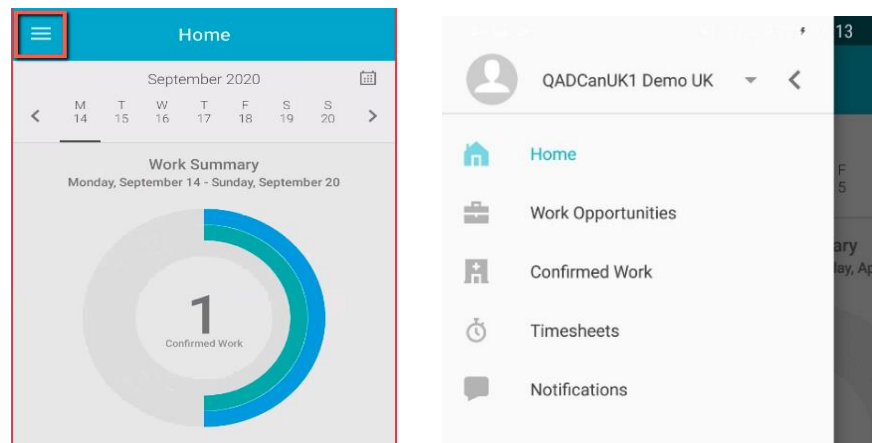


Once logged in, you will be prompted to take a profile picture and upload this to your Envoy profile so we can get to know and remember you.



Navigation

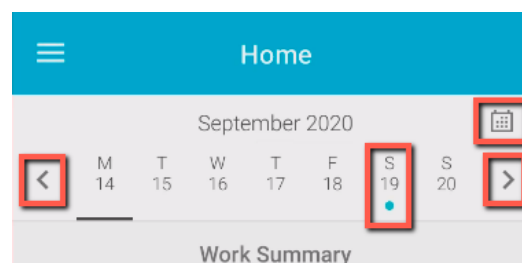
Navigation around the app is via the menu icon located at the top left of the screen, selecting each menu item moves around the app.



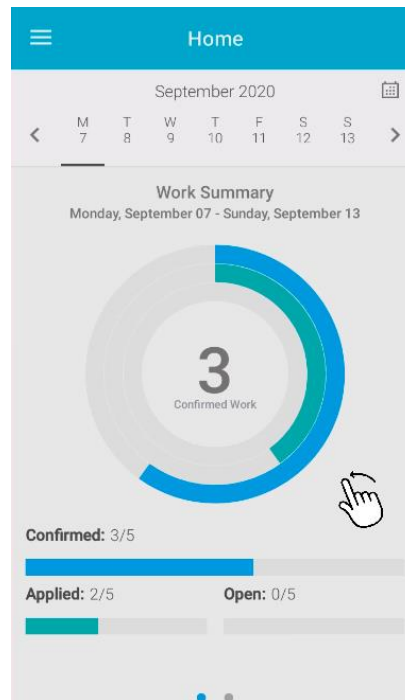
Home

The **Home** screen shows the current calendar week

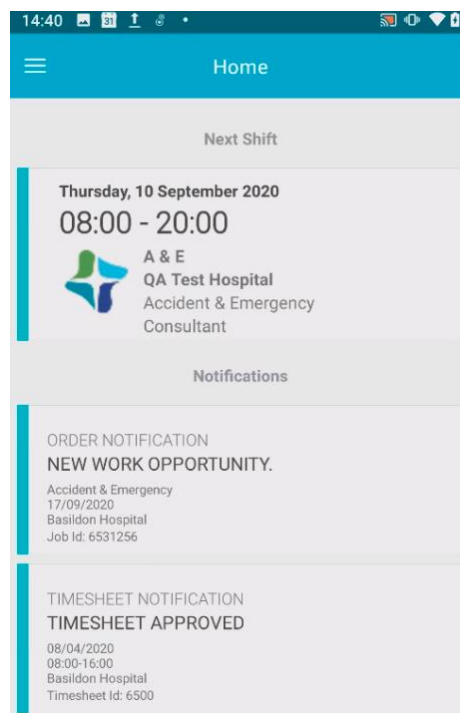
- < or > buttons allow you to go forward or backwards a week seeing what shifts are available. The circle under the date on the calendar denotes a date where there is a shift.



- **Graph** swipe on the graph and you have two screens, Work Summary and Timesheet Summary



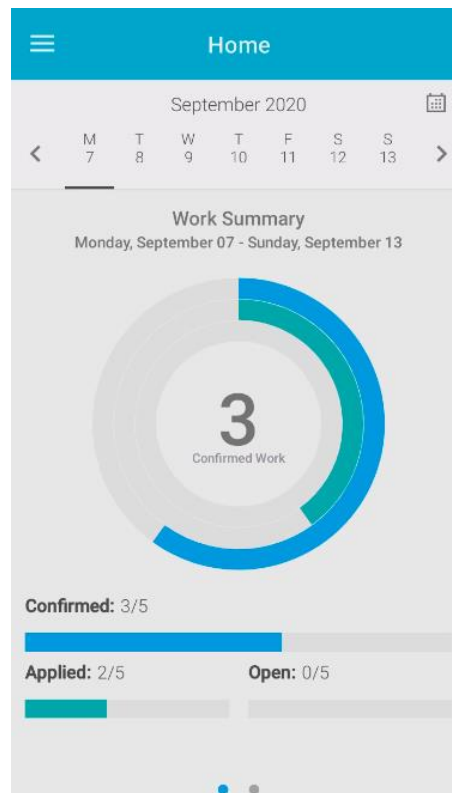
- **Next Shift** displays your next booked shift, tapping this will load the timesheet screen
- **Notifications** lists job and timesheet actions, tapping on a notification will take you directly to the shift details or timesheet. Once clicked, notifications will be removed from the notifications list.



Work Summary

- **Open** jobs available to you
- **Applied** jobs that you have registered interest
- **Confirmed** jobs you have been booked for

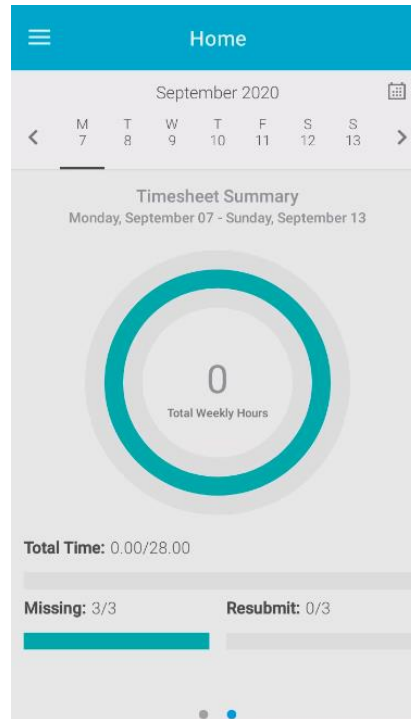
Tip: Click either **Confirmed**, **Applied** or **Open** and this will take you straight to that page, meaning you can view your confirmed shifts quickly and effortlessly.



Timesheet Summary

- **Total Time** total amount of time submitted
- **Missing** timesheets to be submitted
- **Resubmit** timesheets to be resubmitted

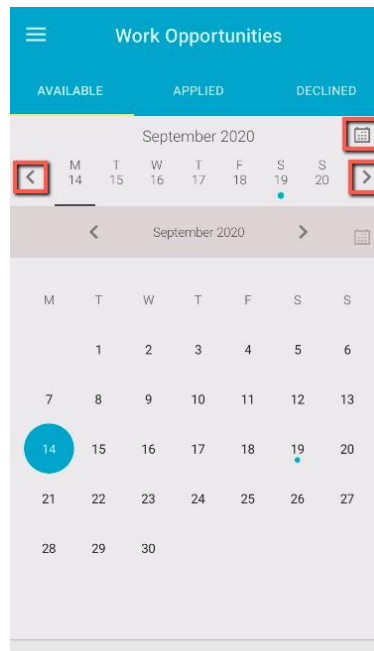
Tip: Click either **Total Time**, **Missing** or **Resubmit** and this will take you straight to that page, meaning you can view your timesheets quickly and effortlessly.



Work Opportunities

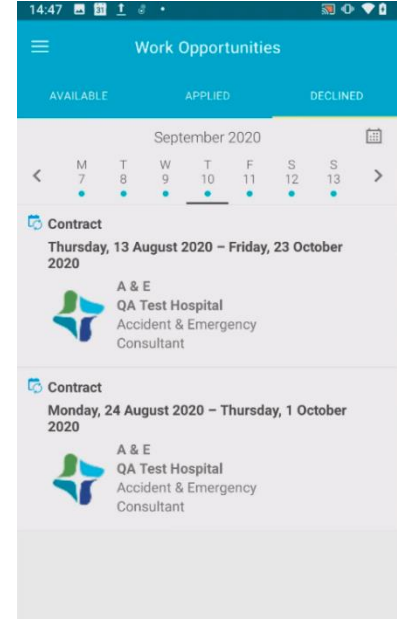
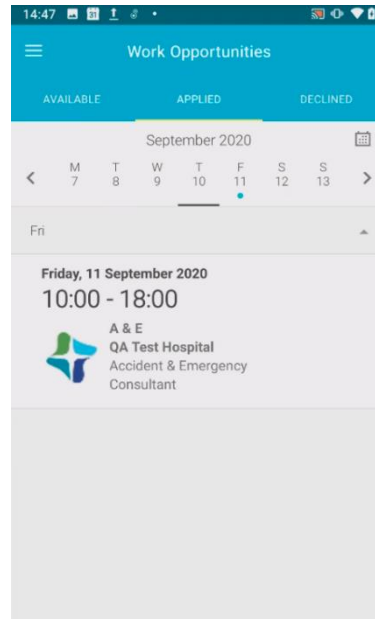
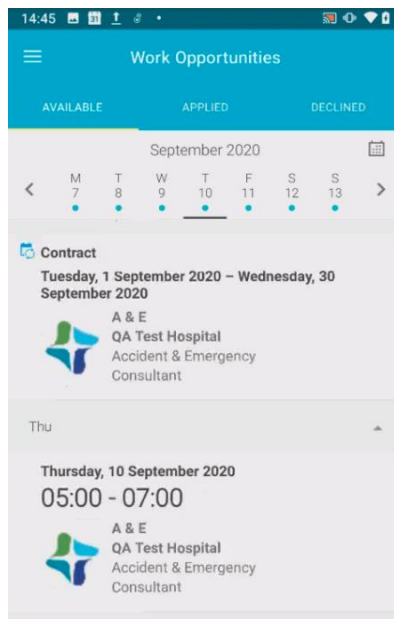
The **Work Opportunities** screen shows shifts for the current calendar week

- **Dot** if you tap the dot under the date it will automatically scroll the screen to that day
- **< or >** buttons allow you to go forward or backwards a week seeing what shifts are available
- **Calendar** icon allows easy selection of a date.

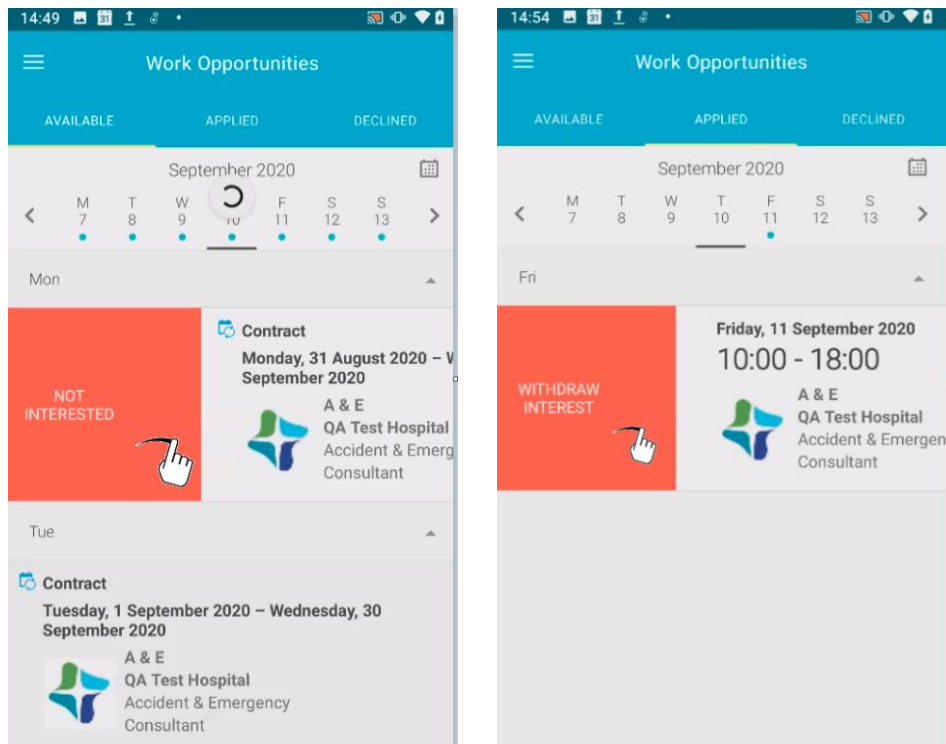


The Work Opportunities is broken into three tabs:

- **Available** displays all current work opportunities
- **Applied** work opportunities you have applied for
- **Declined** work opportunities you applied for but were not successful



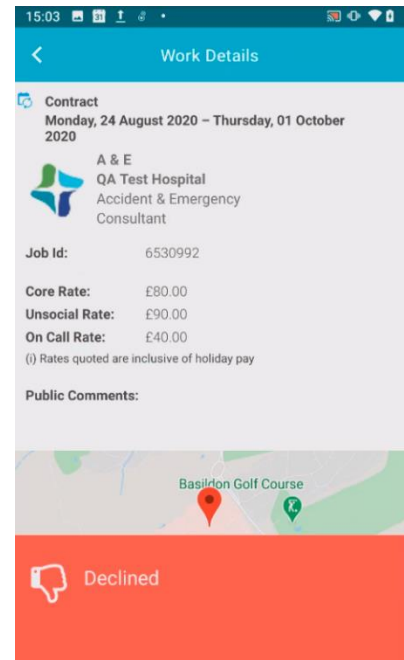
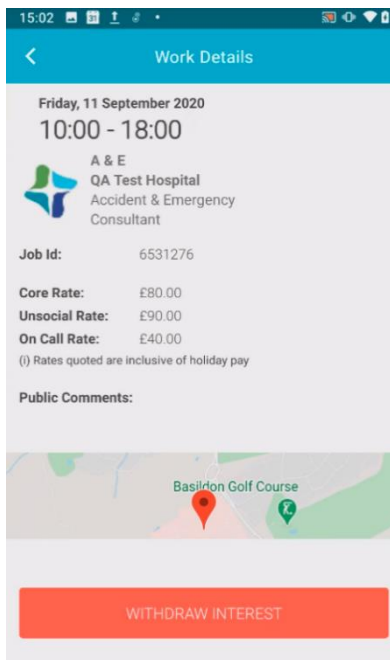
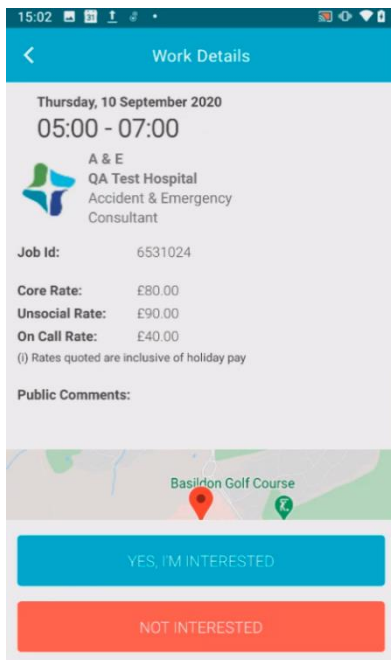
- To reply **Not Interested** in a shift, simply swipe right on the job in the Available list.
- To **Withdraw Interest** from an applied shift, simply swipe right on the job in the Applied list.



Work Details

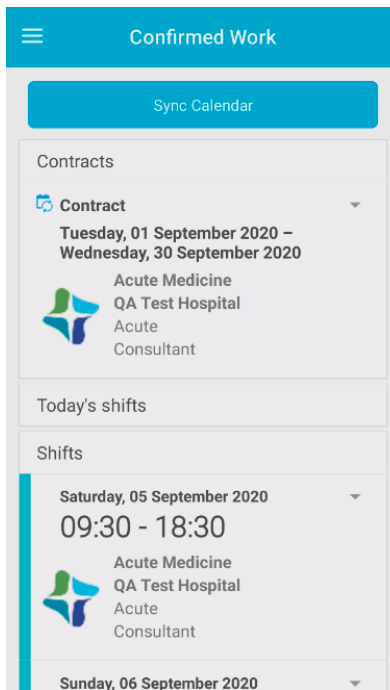
From the Work Opportunities lists, tap on a job and the **Work Details** screen opens showing you the details of the shift: Date, time, ward, hospital, specialty, grade, job id, rates and any comments.

- Opening a shift from the **Available** list you will be given the options, **Yes, I'm Interested** or **Not Interested**
- Opening a shift from the **Applied** list you will be given the option **Withdraw Interest**
- Opening a shift from the **Declined** list displays the Declined ribbon

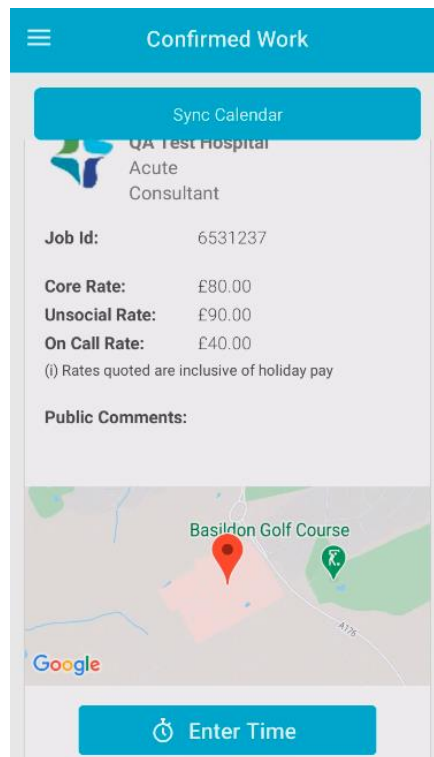


Confirmed Work

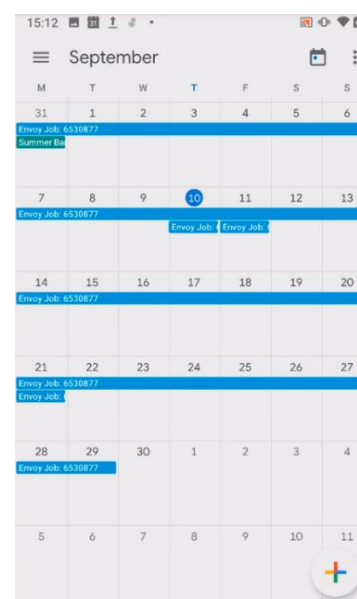
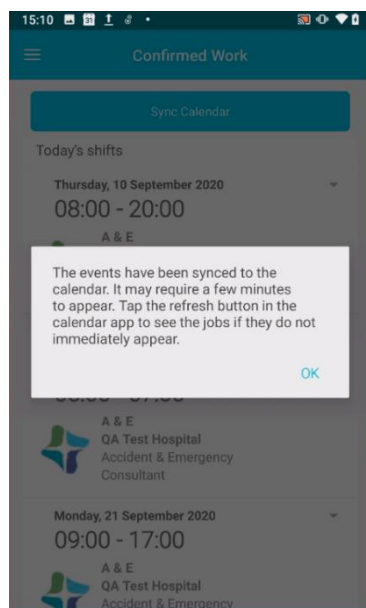
The **Confirmed Work** screen shows the shifts you have been confirmed to and is split into **Contracts**, **Today's Shift** and **Shifts** each in chronological order.



Tapping on a shift takes you to the **Job Details** screen, on this screen it displays **Enter Time** and this will take you through to the timesheet entry screen (see Timesheets Enter Time section, point 2).



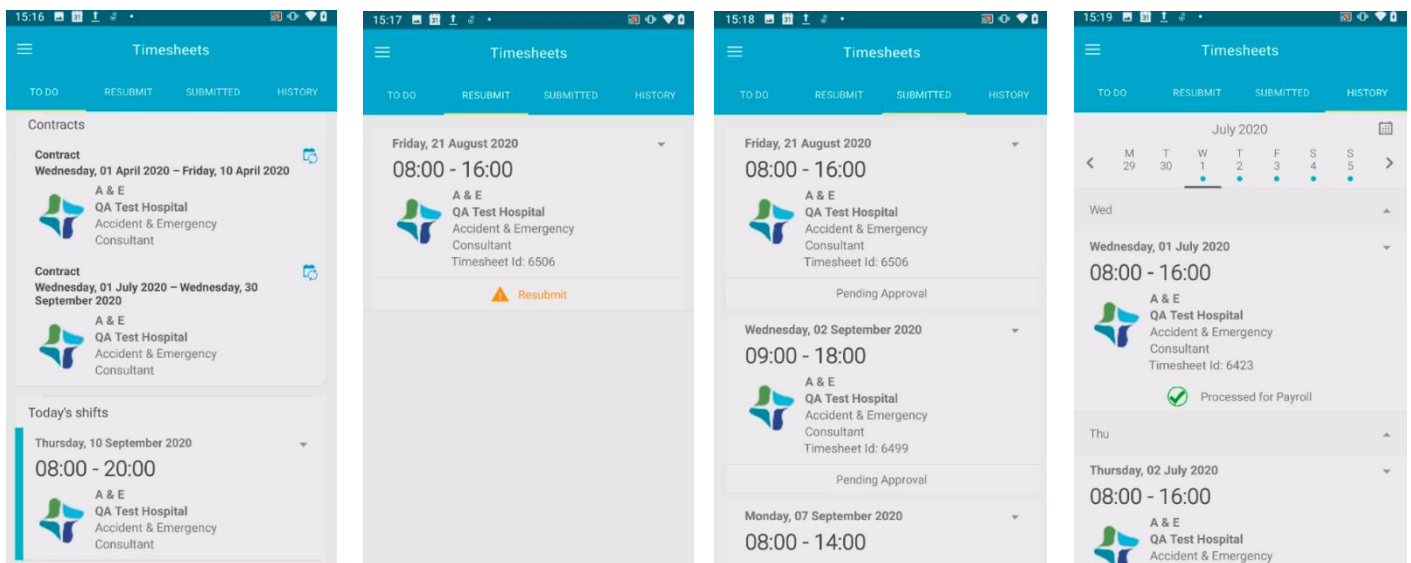
To Sync **Confirmed Work** to your device calendar, click on **Sync Calendar** at the top of the page. You will receive a message to confirm sync has been completed. **N.B.** Contracts appear as all day events for duration of Contract and Scheduled Shifts are entered for the applicable times.



Timesheets

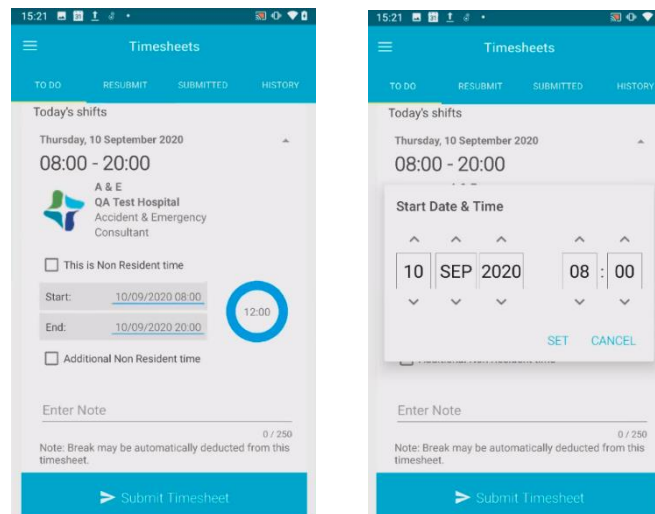
The **Timesheet** screen shows timesheets. This is broken into four section:

- **To Do** timesheets to be completed and submitted
- **Resubmit** timesheets that have been disputed by the client and require to be resubmitted
- **Submitted** timesheets that have been submitted and are awaiting to be approved
- **History** a list of timesheets that have been submitted and approved. Use the calendar to search for timesheets on specific dates

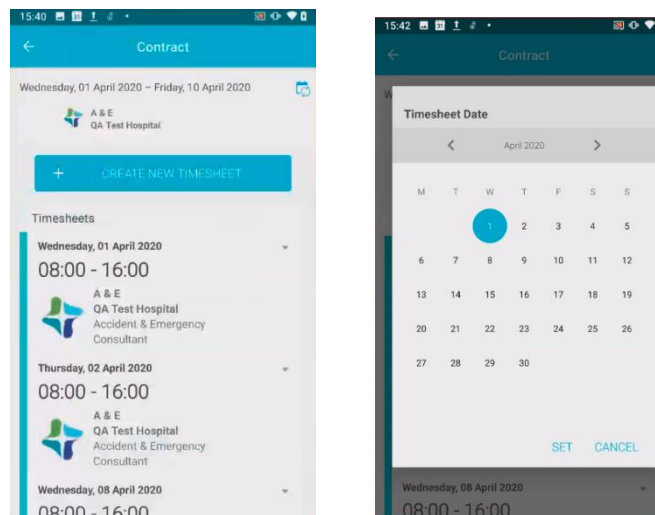


Timesheets Enter Time

1. To submit a timesheet, select the Shift or Contract from **To Do** or **Confirmed Work**
2. For Shifts, the start and end times are prepopulated with the booked hours of the job, these can be amended if required by clicking on the end time and using the date / time picker.
3. Time can be entered as Non-resident time, additional non-resident time can be added and supporting notes entered.
4. Once you have completed the timesheet click Submit Timesheet.



5. For Contracts, you can select one of the scheduled shifts or create a new timesheet for unscheduled shifts.



Profile

The **Profile** screen allows you to:

- **Profile - Camera Icon** manage your profile picture
- **Privacy Policy** to view privacy and cookies policies
- **Support Portal** to access a variety of support material
- **Logout** to log out of the app

