

Envoy Mobile App – Candidate

IOS USERS



Envoy Mobile App Candidate User Guide

Introduction

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

How to install the Envoy Mobile App

1. Navigate to the **App 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

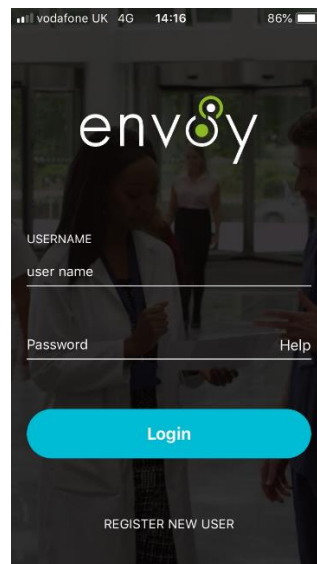
The Envoy mobile app will enable you to view new shifts available to you, express your interest in relevant shifts, withdraw interest from a shift not yet confirmed, review shifts you have not been accepted to cover, view confirmed shifts, submit time for shifts worked, and monitor any outstanding timesheets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

How to Register

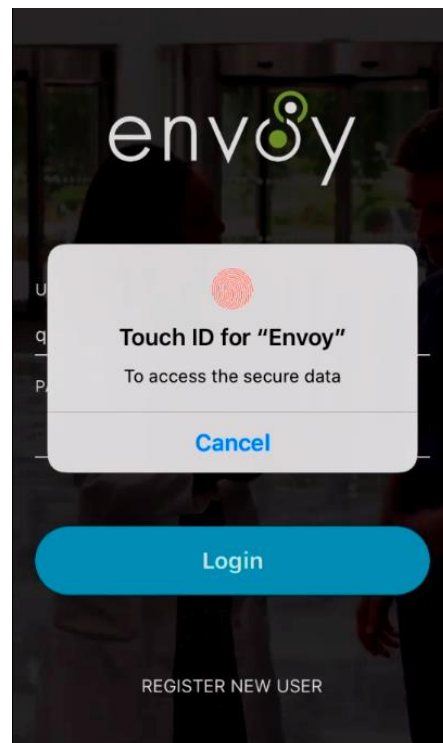
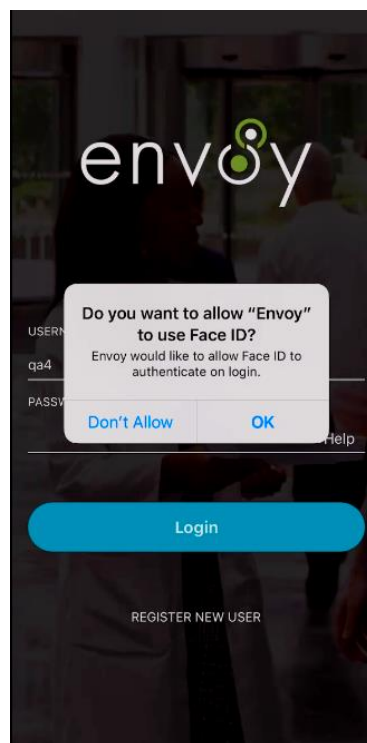
You will have received your username and password from support@envoybooking.com. If you haven't please contact us at the above address and we will issue this to you.

Using the Envoy Mobile App

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



The iOS app supports fingerprint and face id. When you first log out of the app you will be prompted to enable fingerprint / face ID. Once confirmed you can use your fingerprint to log in to the app.

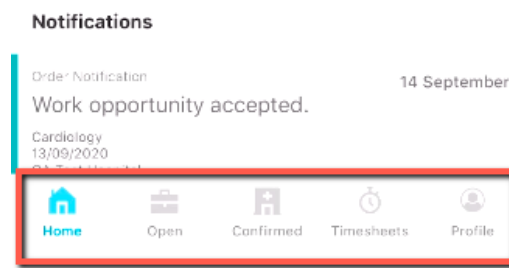


Once you have logged in, you will be presented to take a profile picture and upload this to your Envoy profile so we can get to know and remember you.



Navigation

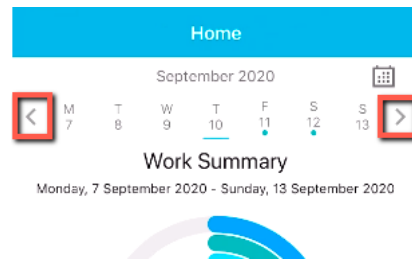
Navigation around the app is via the menu icons located at the bottom of the screen, selecting each menu item moves around the app.



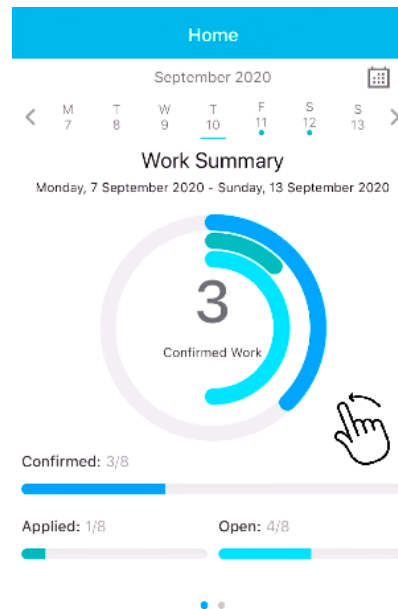
Home

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

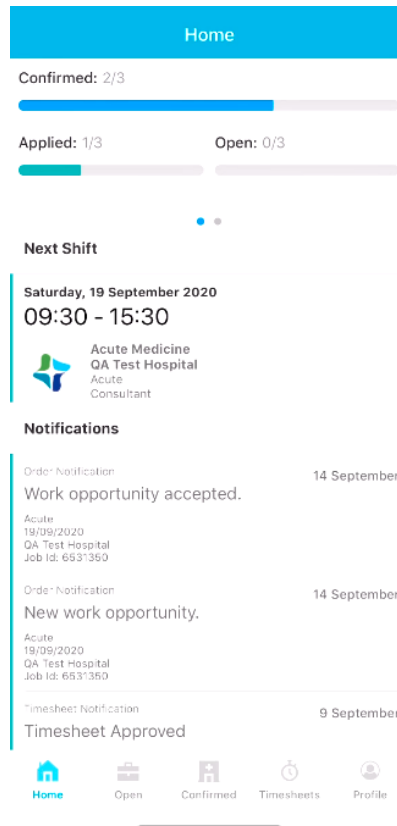
- < or > buttons allow you to go forward or backwards a week seeing what shifts are available. The circle under the date on the calendar denotes a date where there is a shift.



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



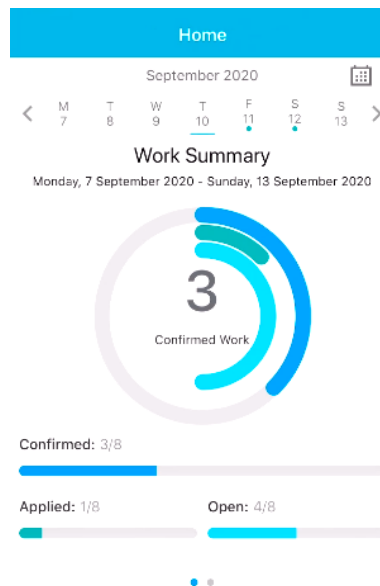
- **Next Shift** displays your next booked shift, tapping this will load the timesheet screen.
- **Notifications** lists shift and timesheet actions, tapping on a notification will take you directly to the shift details or timesheet. Once clicked, notifications will be removed from the notifications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



Work Summary

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

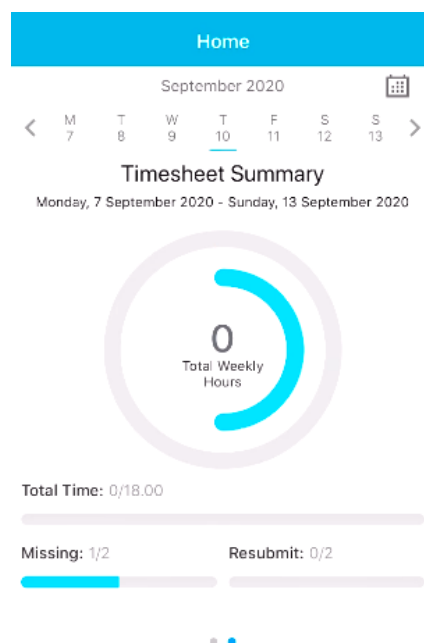
Tip: Click either **Confirmed**, **Applied** or **Open** and this will take you straight to that page, meaning you can view your confirmed shifts quickly and effortlessly.



Timesheet Summary

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

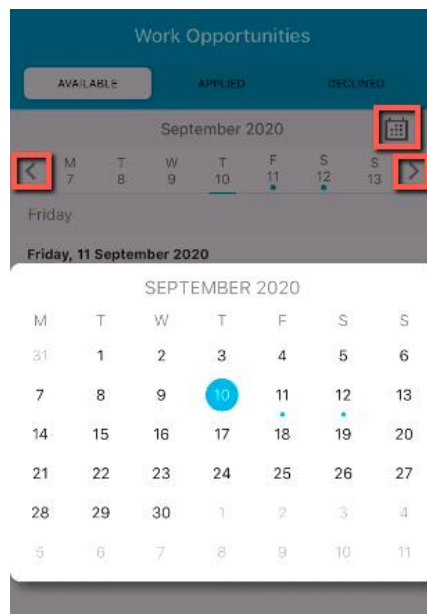
Tip: Click either **Total Time**, **Missing** or **Resubmit** and this will take you straight to that page, meaning you can view your timesheets quickly and effortlessly.



Open

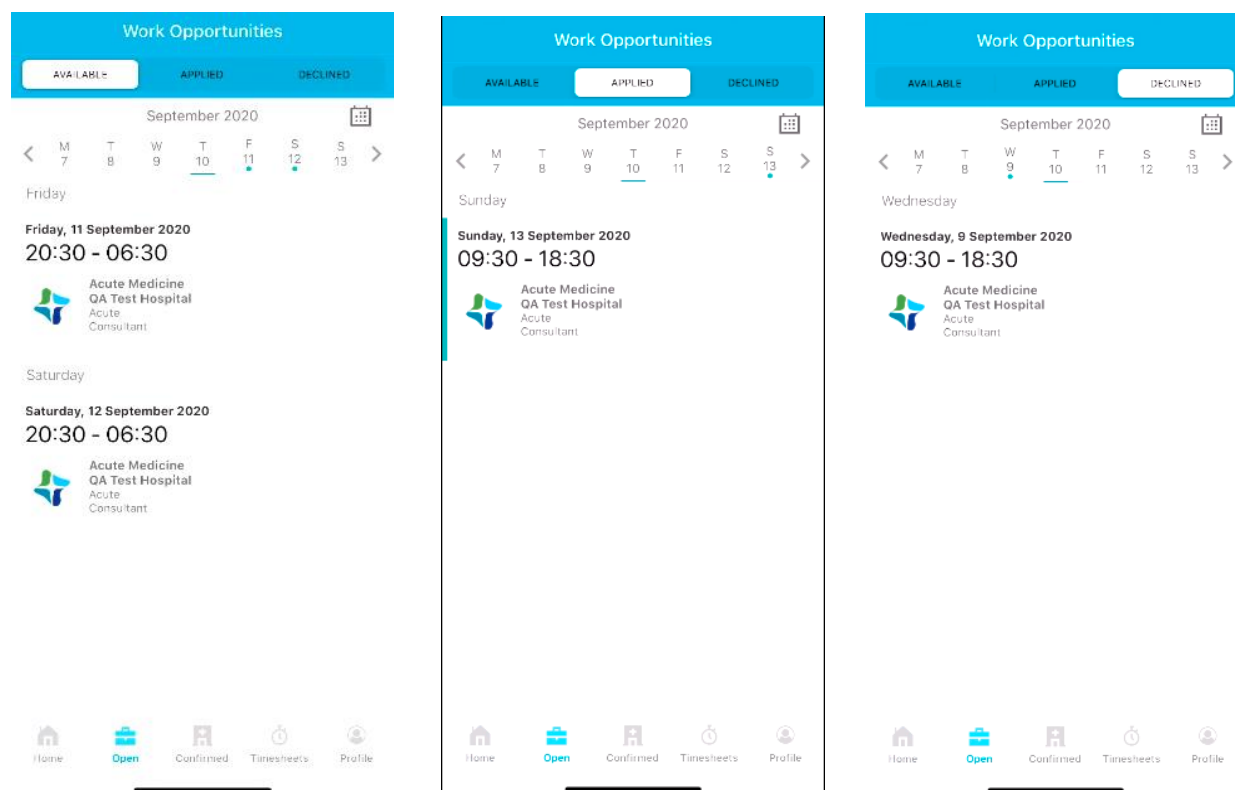
The **Open** menu directs you to the Work Opportunities screen showing shifts for the current calendar week

- **Dot** represents that a shift is available for that date, 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.

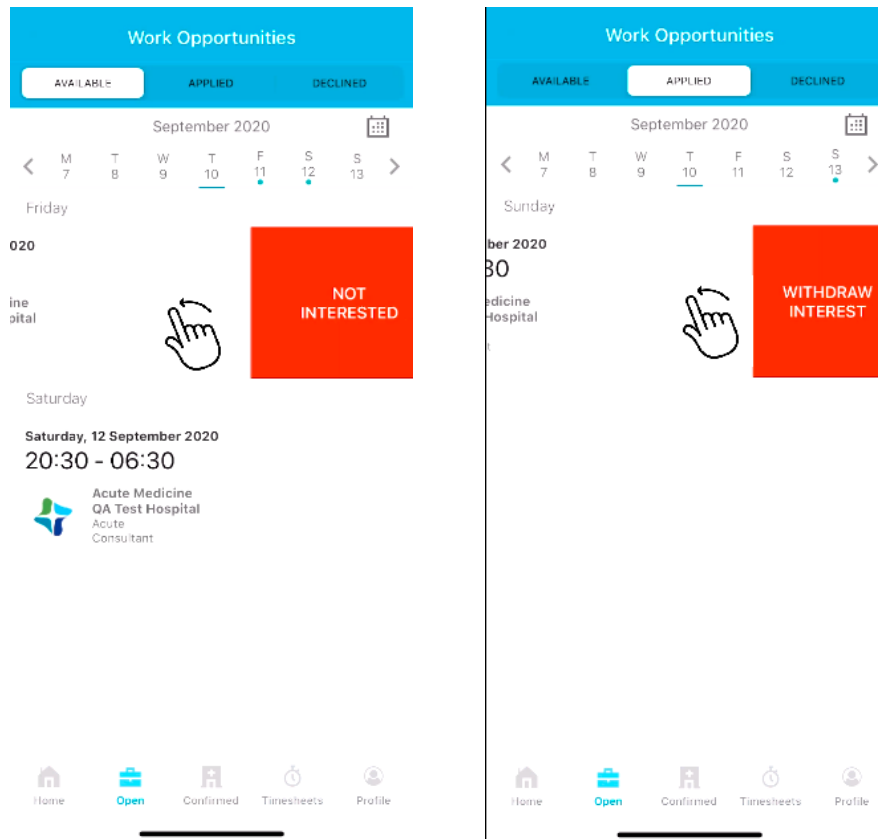


The Work Opportunities is broken into three tabs:

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



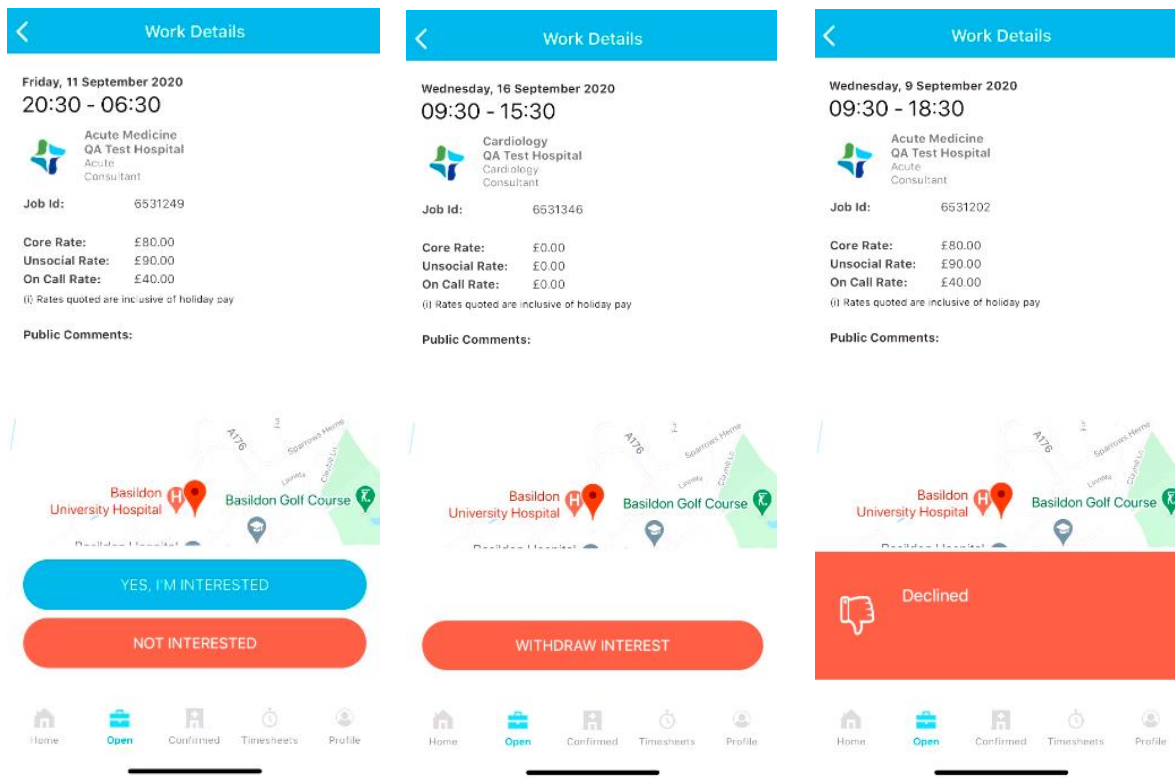
- To reply **Not Interested** in a shift, simply swipe left on the shift in the Available list.
- To Withdraw Interest from an applied shift, simply swipe left on the shift in the Applied list.



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.

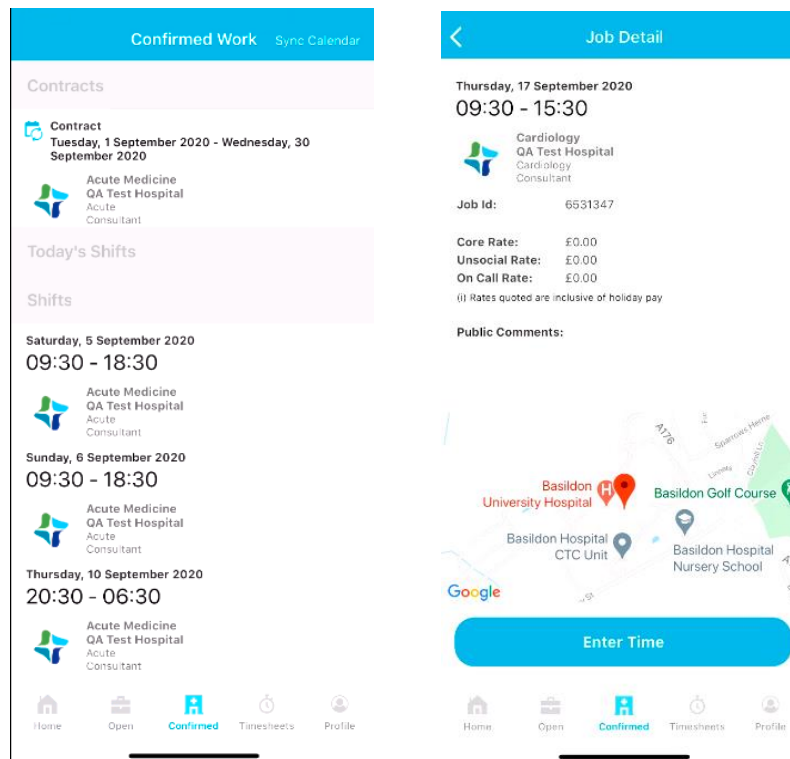
- Opening a shift from the **Available** list you will be given the options, **Yes, I'm Interested** or **Not Interested**
- Opening a shift from the **Applied** list you will be given the option **Withdraw Interest**
- Opening a shift from the **Declined** list displays the Declined ribbon



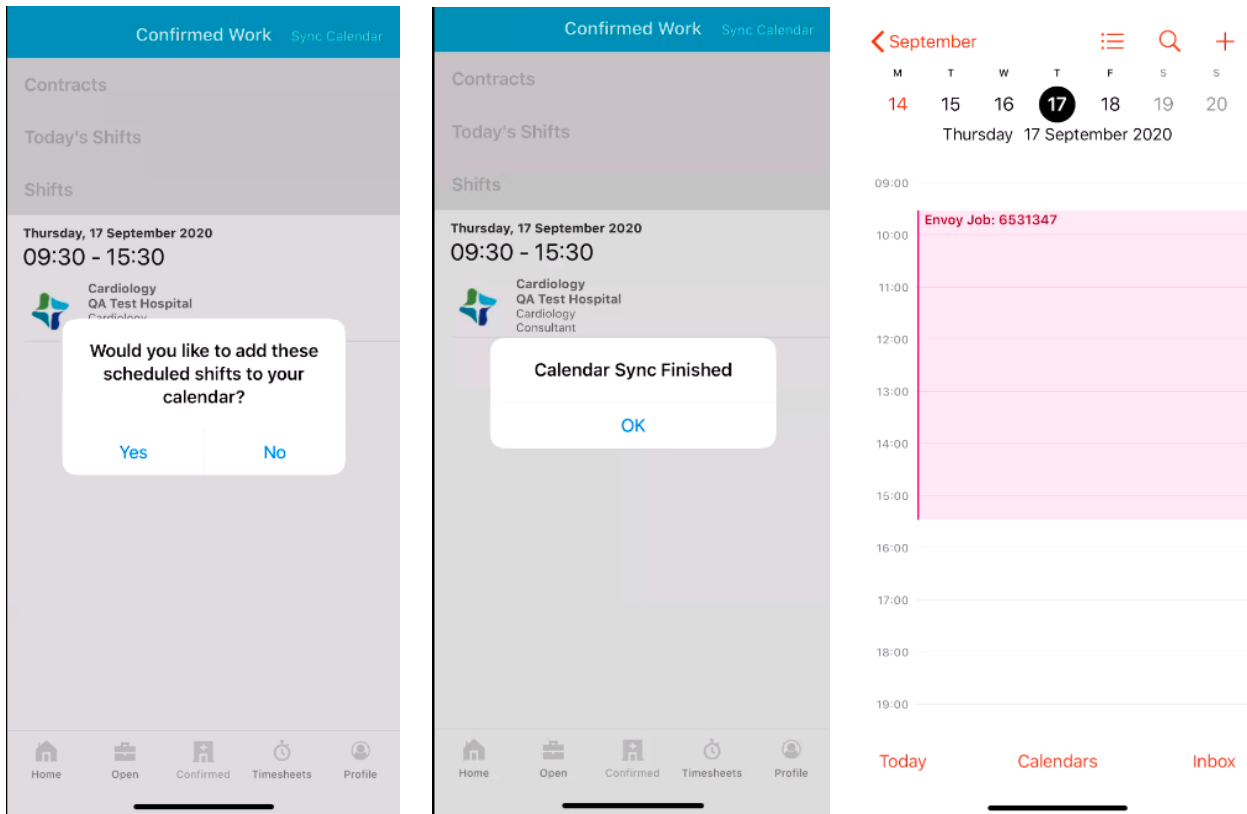
Confirmed

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 Detail** 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)



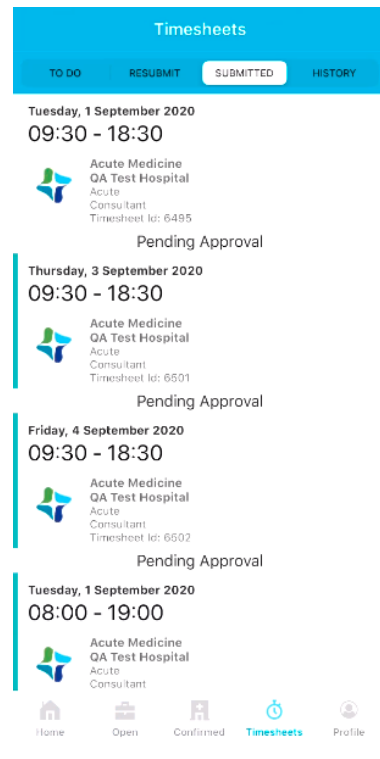
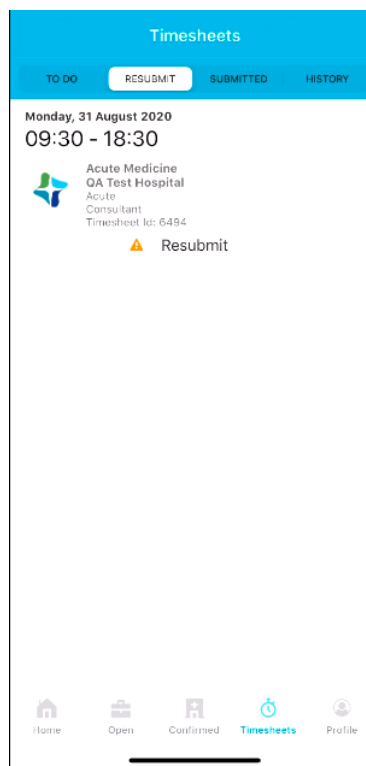
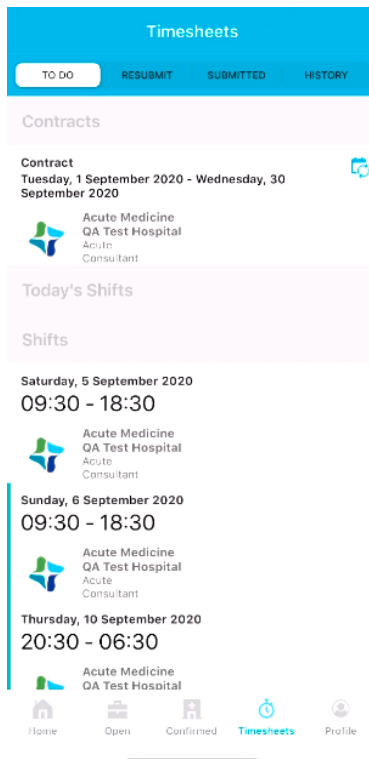
To Sync **Confirmed Work** to your device calendar, click on **Sync Calendar** at the top of the page. You will receive a message to confirm sync has been completed. **N.B.** Contracts appear as all day events for duration of Contract and Scheduled Shifts are entered for the applicable times.

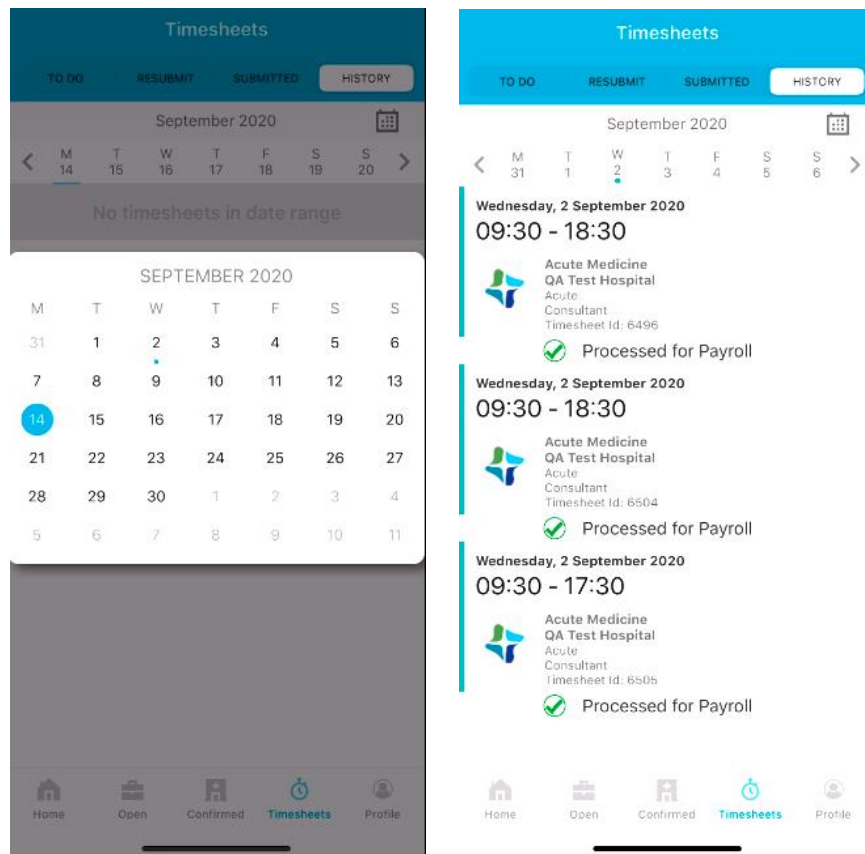


Timesheets

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

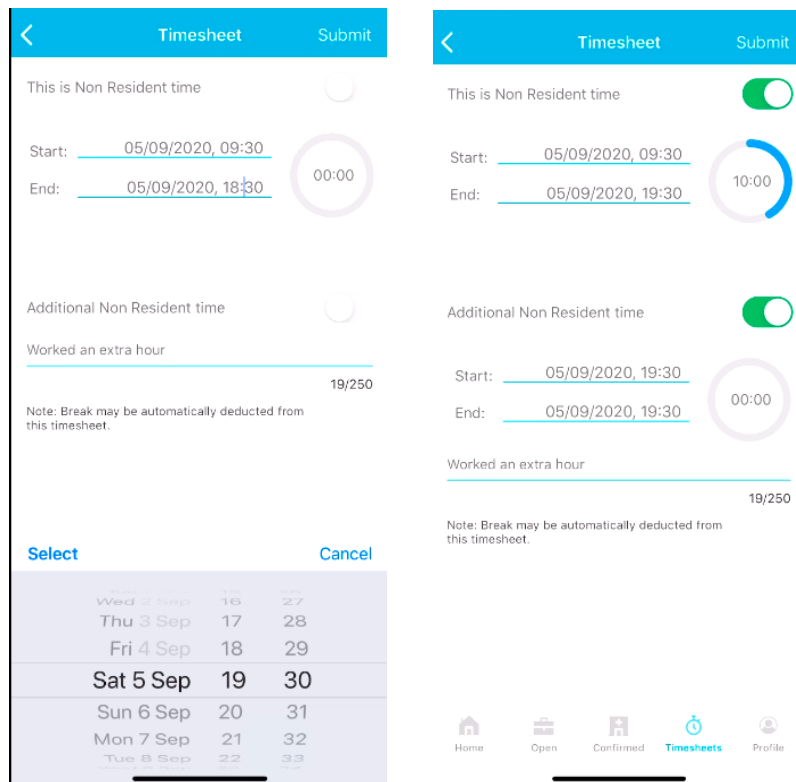
- **To Do** timesheets to be completed and submitted
- **Resubmit** timesheets that have been disputed by the client and require to be resubmitted
- **Submitted** timesheets that have been submitted and are awaiting to be approved
- **History** a list of timesheets that have been submitted and approved.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





Timesheets Enter Time

1. To submit a timesheet, select the Shift or Contract from **Confirmed Work** or **Timesheets To Do**
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** in the top right-hand corner.



Left Screenshot (Toggles Off):

Timesheet Submit

This is Non Resident time ☐

Start: 05/09/2020, 09:30

End: 05/09/2020, 18:30 00:00

Additional Non Resident time ☐

Worked an extra hour 19/250

Note: Break may be automatically deducted from this timesheet.

Select Cancel

Wed 2 Sep	16	27
Thu 3 Sep	17	28
Fri 4 Sep	18	29
Sat 5 Sep	19	30
Sun 6 Sep	20	31
Mon 7 Sep	21	32
Tue 8 Sep	22	33

Right Screenshot (Toggles On):

Timesheet Submit

This is Non Resident time ☒

Start: 05/09/2020, 09:30

End: 05/09/2020, 19:30 10:00

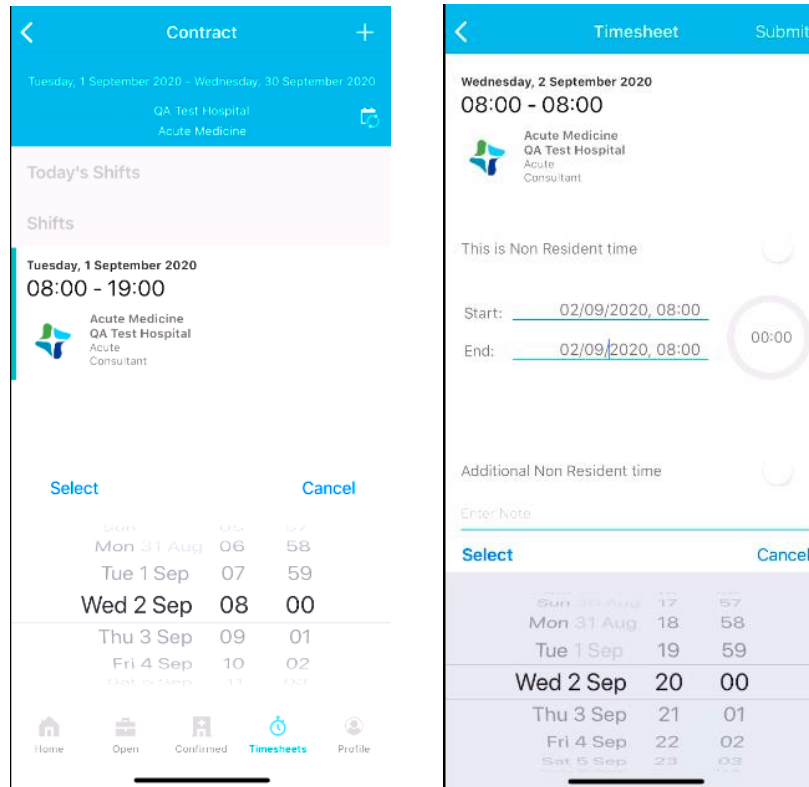
Additional Non Resident time ☒

Worked an extra hour 19/250

Note: Break may be automatically deducted from this timesheet.

Home Open Confirmed Timesheets Profile

- For Contracts, you can select one of the scheduled shifts or create a new timesheet for unscheduled shifts by selecting the plus sign in the top right-hand corner.



Profile

The **Profile** screen allows you to:

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

