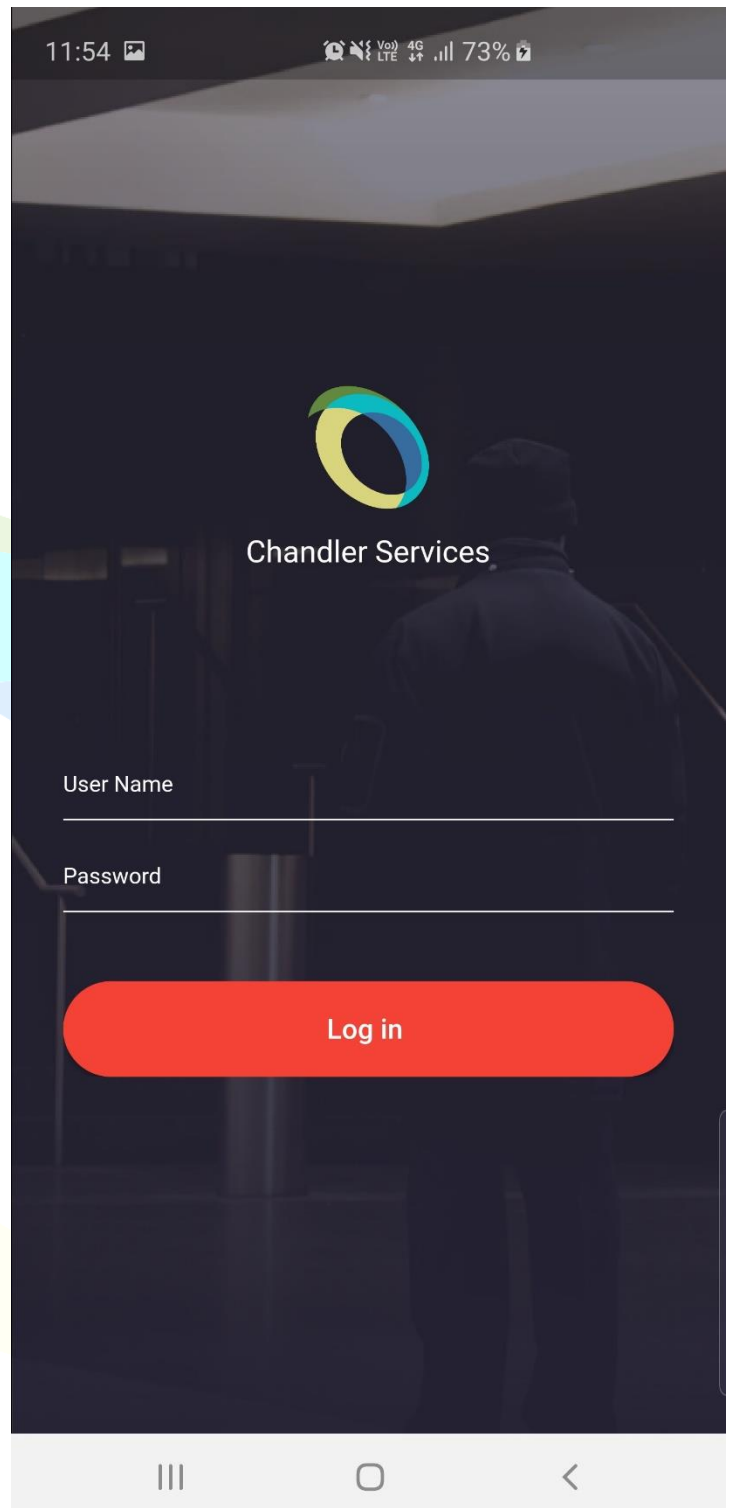# CHANDLER SERVICES MOBILE APPLICATION USER GUIDE

The user guide describes how to use the Chandler Services Mobile Application In-order to Clock-In and Clock-Out easily from your mobile device when on work site.

Login Screen

As shown to the right-side, Login screen is the first user interface in the mobile App that users allowed to enter their given username and password to login. Therefore, simply type your username and password given to you by Chandler Services and press the red colour "Log in" button.
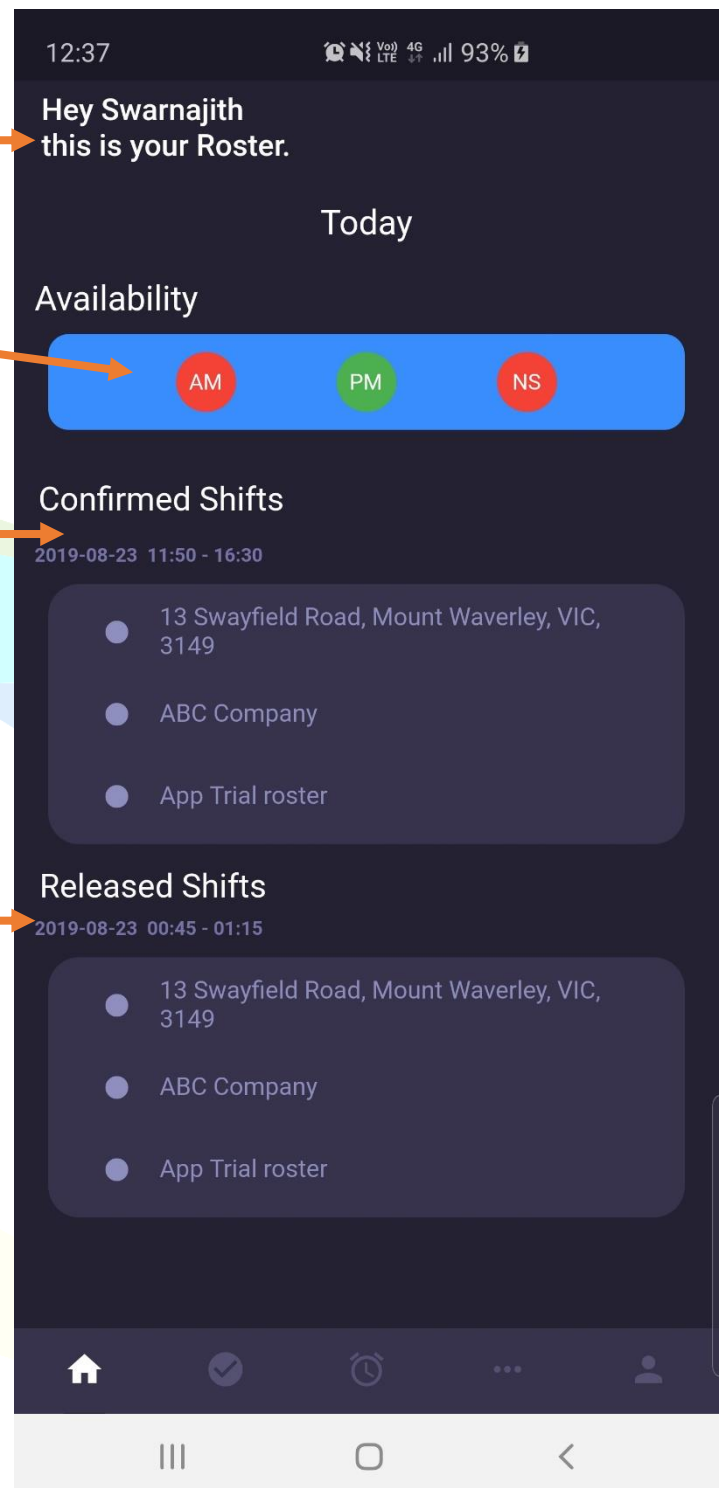
Home Screen

The home screen the default screen after login in to the mobile App, which will display a greeting on top with your name.

Secondly your availability is displayed with "AM" "PM" and "NS"(Night shift), for the day.
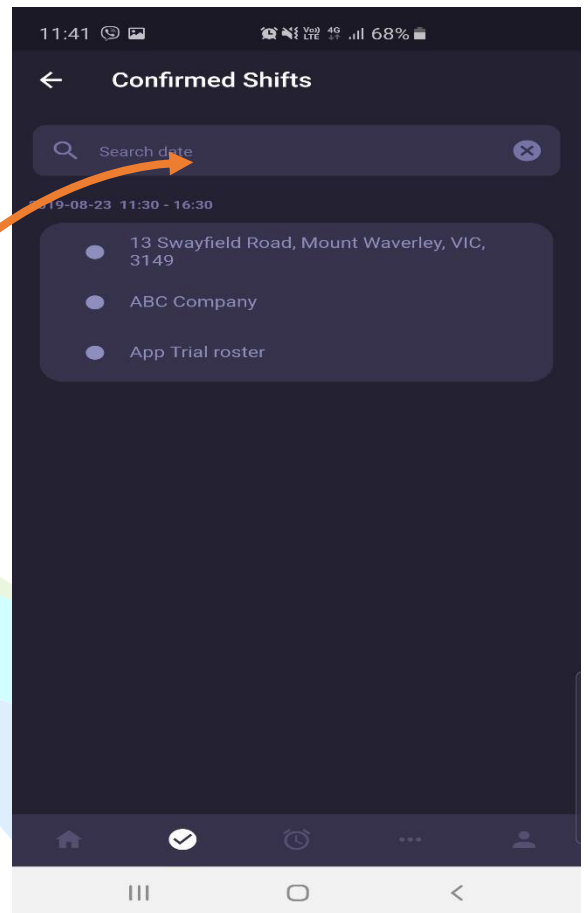
Thirdly, your confirmed Shifts are displayed with date, shift start time, shift end time, work site address, company name and company department/roster.

Finally, the released shift details with date, shift start time, shift end time, work site address, company name and company department/roster.

12:37

**Hey Swarnajith
this is your Roster.**

Today

Availability

AM   PM   NS

Confirmed Shifts

2019-08-23 11:50 - 16:30

● 13 Swayfield Road, Mount Waverley, VIC, 3149

● ABC Company

● App Trial roster

Released Shifts

2019-08-23 00:45 - 01:15

● 13 Swayfield Road, Mount Waverley, VIC, 3149
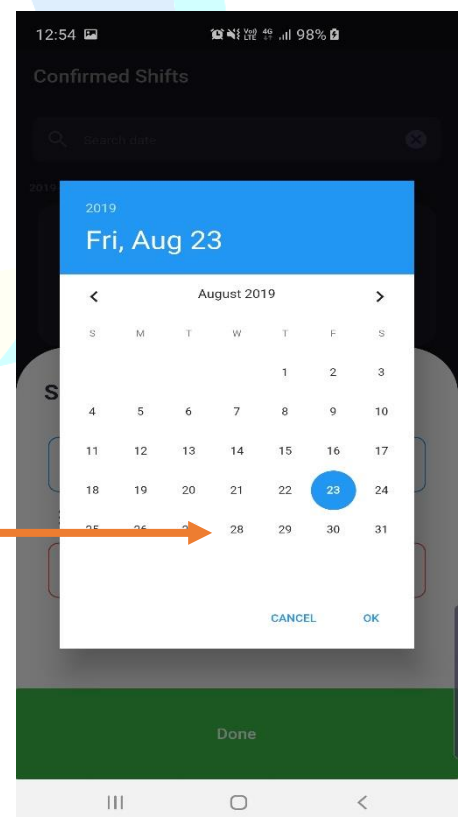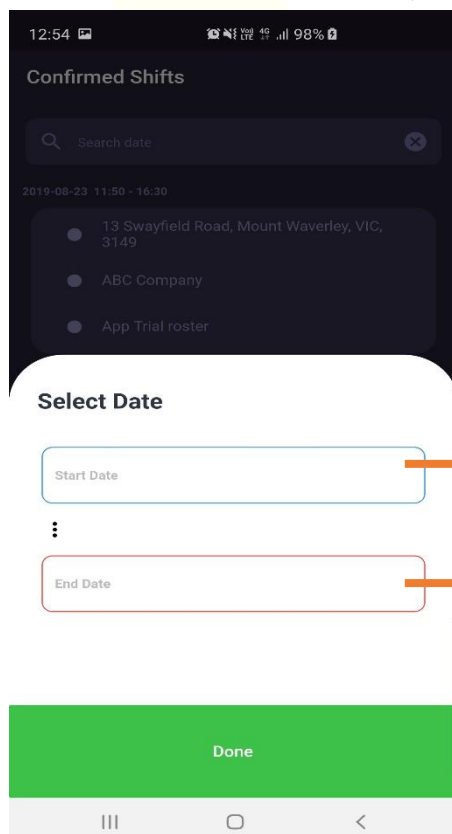
● ABC Company

● App Trial roster

Confirmed Shifts Screen

The Confirmed screen is for users to view the shifts that they have confirmed, and to search the confirmed shifts by date. A list of confirmed shifts will be displayed according to the search or by default.

A popup screen will appear, when touched on the search date field as seen on screen below. And for selecting a date touch on the select date field, which will popup a calendar view to select the date as desired.

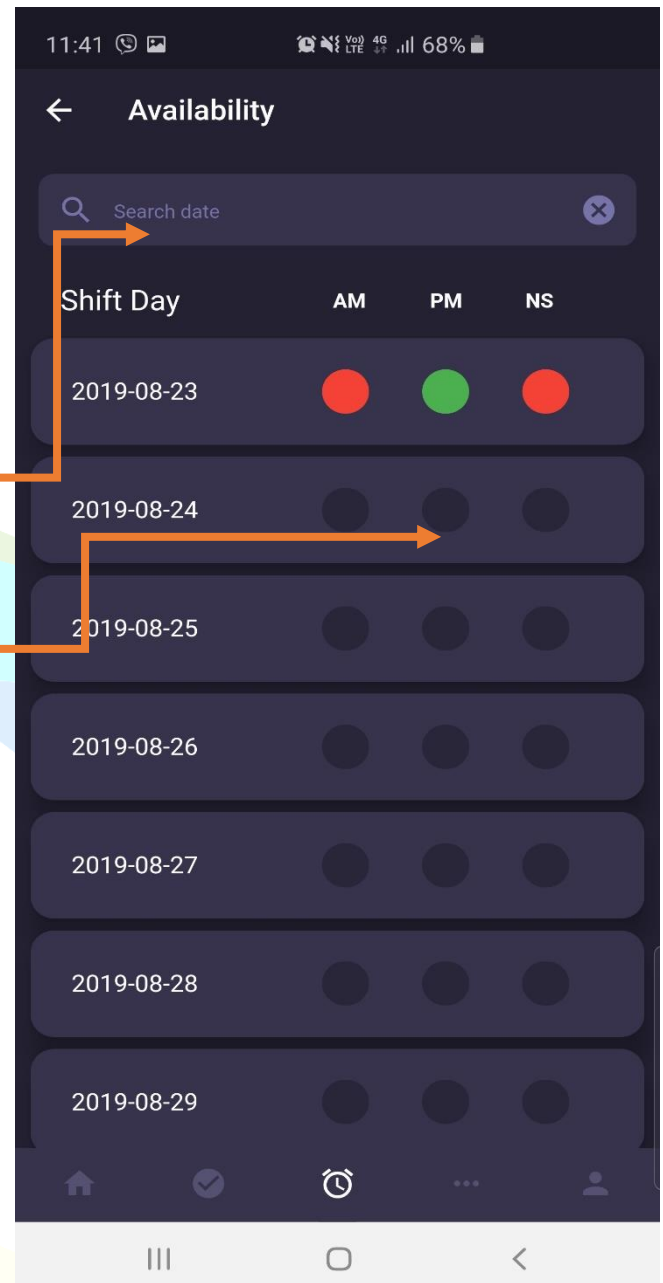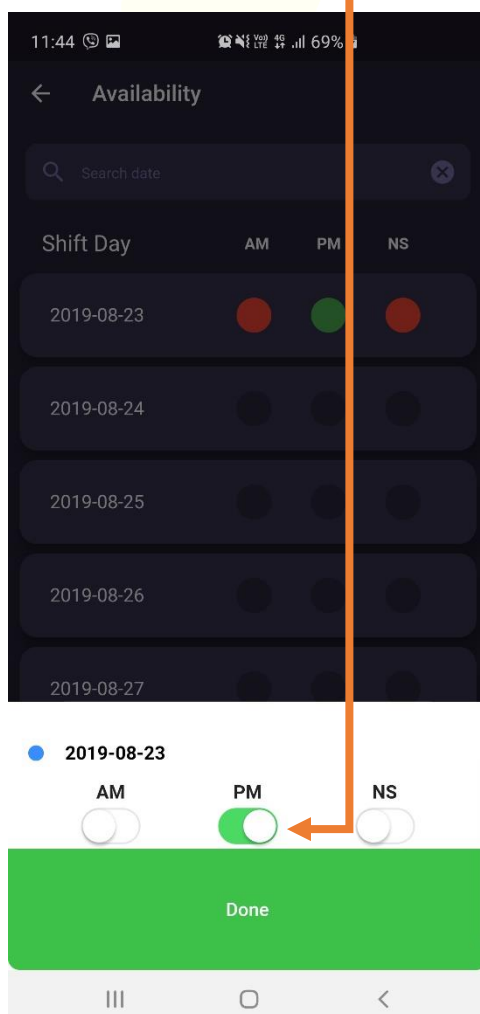Chandler Services mobile application V1.0 - User Guide

Availability Screen

This user interface displays the users availability for shifts for the specified dates in which the user can mark and save their availability on "AM", "PM", "NS"(Night shift). Chandler will roster the casuals based on the availability set by the users here. Therefore it is very important that the casuals set availability to the dates, from this user interface.

As in Confirmed Shifts screen, you can search availability dates by touching on search date field.

In-order to set availability you need to touch on the circled areas on the screen, which will invoke a popup screen with the date clicked.

Simply touch on AM, PM or NS switches to enable availability and press "Done" button.
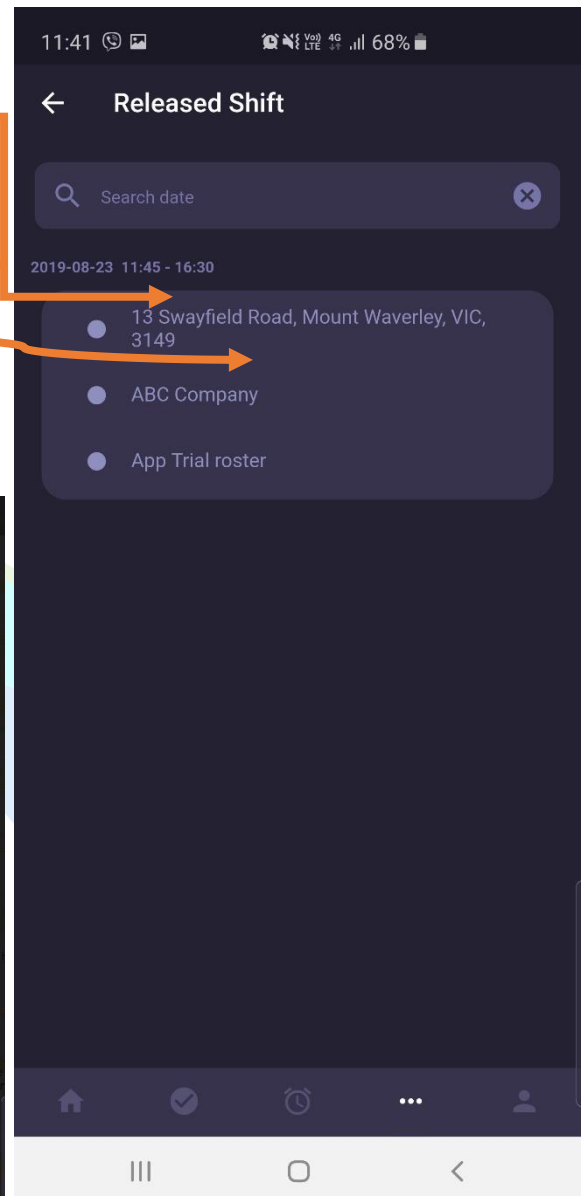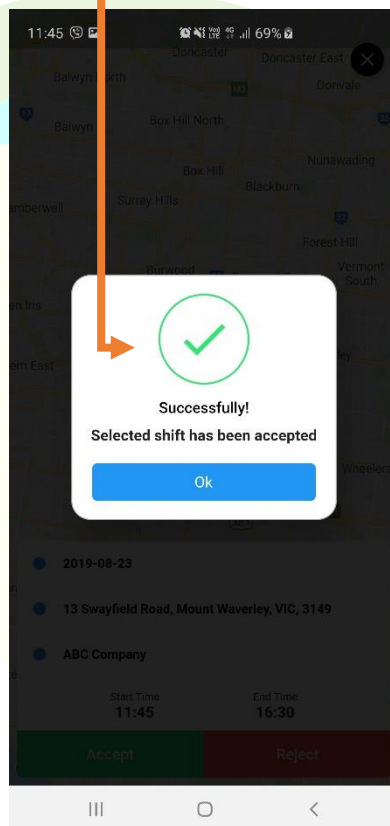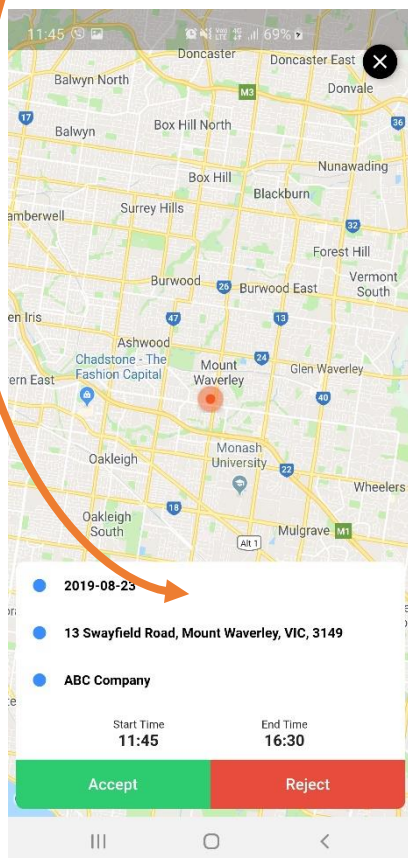
Released Shifts Screen

Released shifts user interface will display the released shifts by Chandler Services to a casual worker.

The open status shifts will be displayed here in-order to be accepted by casual workers.

A popup screen will invoke when a user touches on top of the shift with the options of Accepting or Rejecting a shift.

When Accepted or Rejected, a popup message will be displayed with the action status.

Profile Screen

This Screen is for viewing users personal information, which is registered with Chandler Services.

On the top right corner of the screen, the users are given the logout button to logout of the mobile application.

A popup screen will be invoked on touch of logout button to make sure the user wants to logout or not.