



# Worker Guide

[help.tempbuddy.com](https://help.tempbuddy.com)

Make temporary work  
easier for all.

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Getting Started.

## How to Get Started

Once you have been selected by the agency, they can register you from their portal. Once this is done, you will receive an automatic registration email with your new login details.



Dear Oshin Mahey,  
You have been registered as a new user in Tempbuddy:

**Username:** oshin

**Email:** [omahey@erecruit.com](mailto:omahey@erecruit.com)

The password should be provided by your supervisor.  
Otherwise, you can reset it by visiting [this LINK](#)

[Android App Here](#)

[iOS](#)

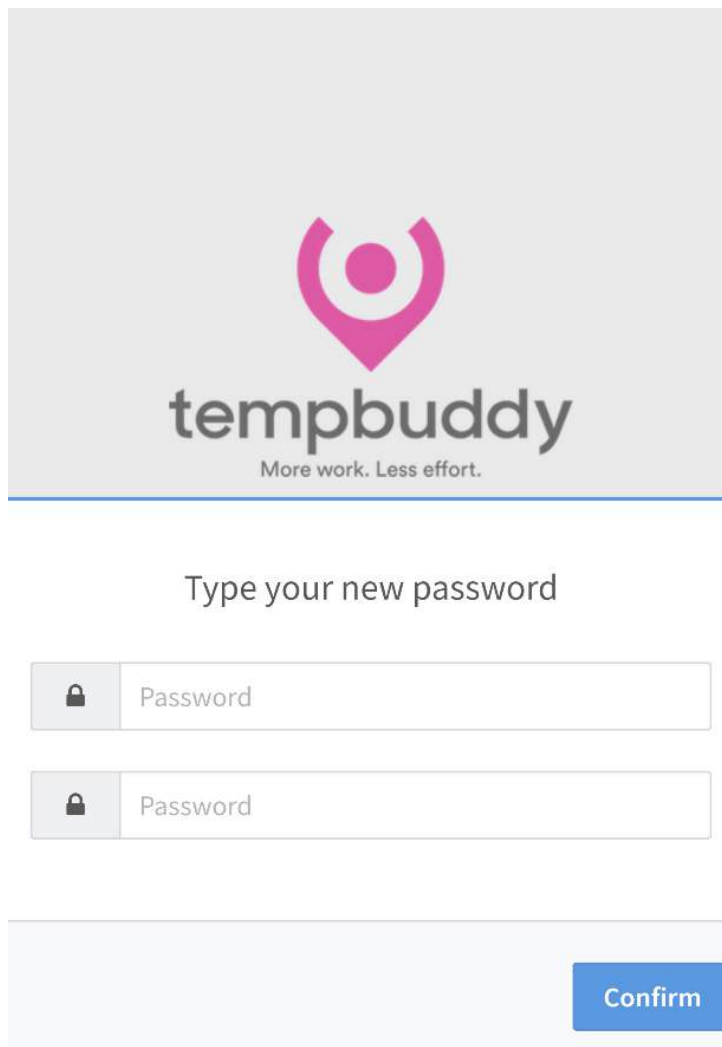
here is the PDF: <https://drive.google.com/open?id=0BwP5gZXax9jsc0NVV0x6Zjh2cVE>

1. Once you receive this email, please take a note of your username and click the hyperlink labelled "[this LINK](#)" to set up your password (if you haven't received one yet).

**Note:** If your agency setup the account for you, they will provide you the password. However, once you receive the registration email, you can create your own password using **Step 1** above.

2. After setting up your password, return to the registration email to locate links for both Android or iOS devices, click on the appropriate link to download the application.

**Note:** You can also download the application manually by going to the **Google PlayStore** or **AppStore** and searching for the application “**TempBuddy**”, then install.



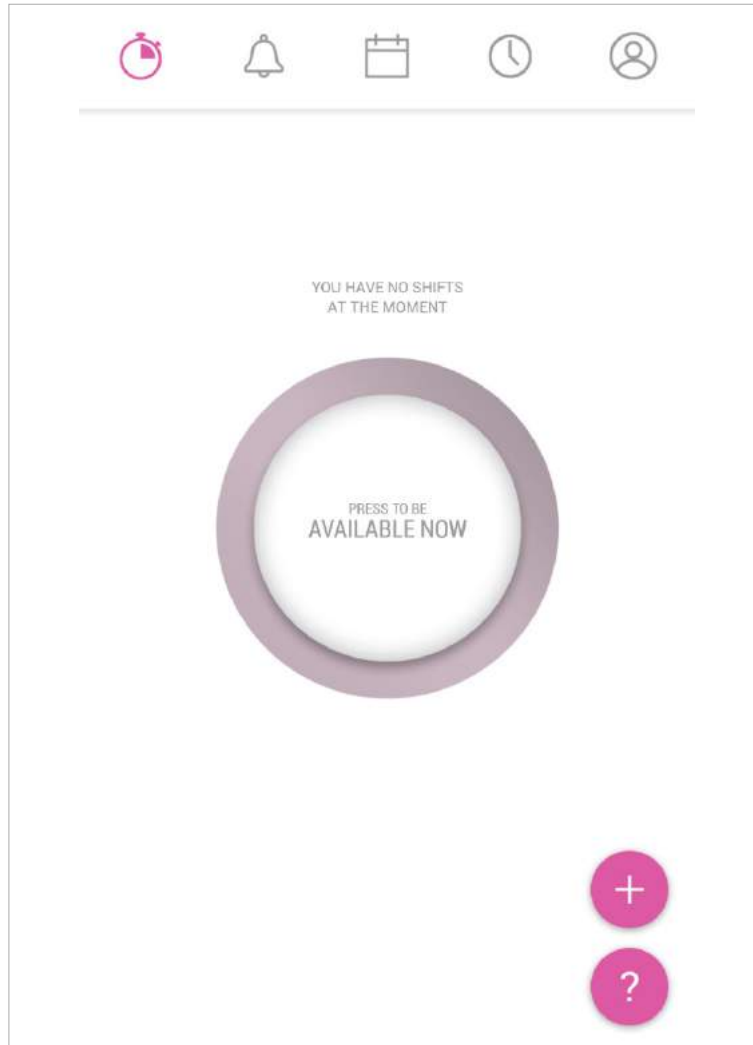
The image shows the TempBuddy app logo, which consists of a pink heart shape with a white circle inside, and the text "tempbuddy" in a bold, sans-serif font. Below the logo is the tagline "More work. Less effort." in a smaller font. Below the logo is a registration form with the text "Type your new password" above two password input fields. Each input field has a lock icon on the left and the placeholder text "Password". A blue "Confirm" button is located at the bottom right of the form.

3. Once downloaded, you can login using the username provided by your agency (registration email) and the password (either provided by your agency or the one you created manually).
4. On your first login, you will be asked to upload your profile picture.  
**Please note:** *It is mandatory to upload your profile picture for validation purposes.*
5. Once you upload your profile picture and save it, you will automatically be signed in.



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Upon signing in, you will be taken to the **'Dashboard Tab'**.



If your agency asks you to download the app and setup your own account, you can easily do this by providing the *same email address* you used to sign up to your agency.

**Important note:** During your account setup, you will need to choose the same region as your agency. This is because your account is region specific based on your agency. You will not be able to setup the account if you select a different region to your agency.

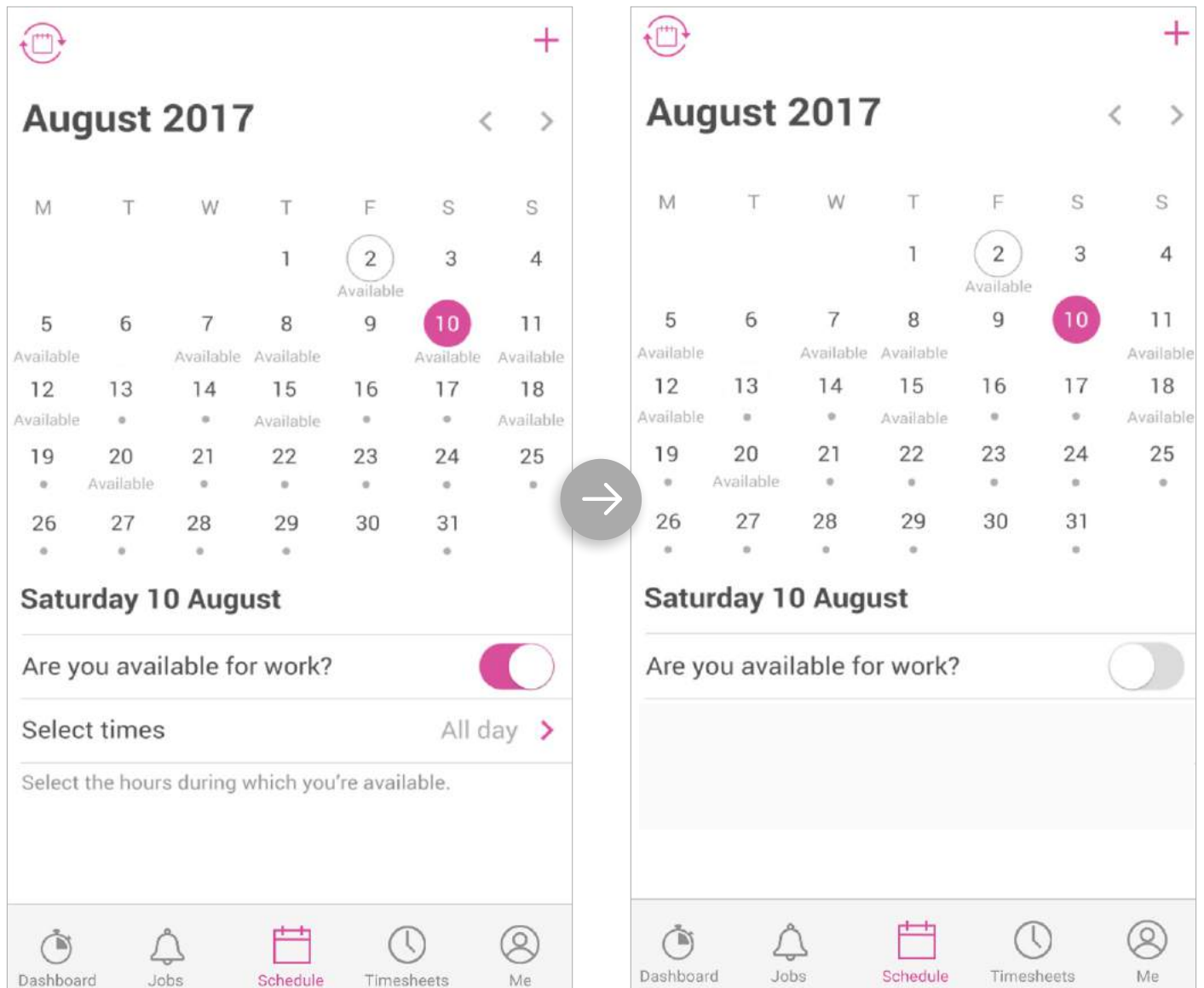
Changing & Setting  
Availability.



## Change Schedule To Unavailable.

By default, TempBuddy sets your schedule to being **'Available'** All day — everyday.

**To change your availability:** Open the application and go to the **'Schedule'** tab (*calendar icon*).




To change your status to **'Unavailable'**, click on the dates with the **'Available'** label underneath and turn off the slider (**Are you available for work?**). This will remove your availability for that day.

**Note:** The grey dot under a date represents a shift(s) that you are assigned to.

## Setting Your Availability

You can make yourself available for selected times of any given day. To set your availability, select the day that you want to change and choose the **'Select times'** option.



Calendar view for August 2017. The 10th is highlighted in pink. Below the calendar, the date **Saturday 10 August** is selected. A toggle switch for "Are you available for work?" is turned on. The "Select times" option is selected, and the "All day" option is also visible. A note at the bottom says "Select the hours during which you're available."

August 2017

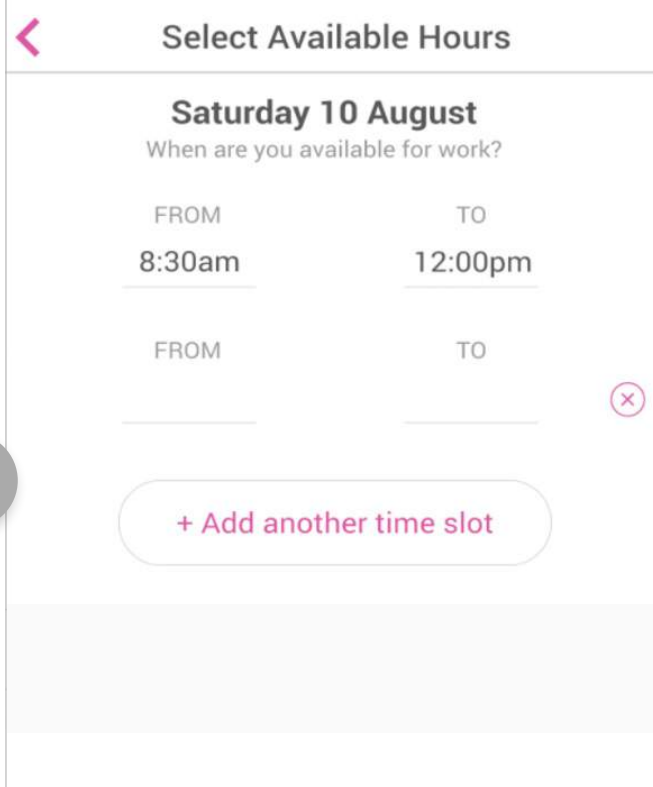
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Saturday 10 August**

Are you available for work? ☒

Select times All day

Select the hours during which you're available.



Screen titled "Select Available Hours" for Saturday 10 August. It asks "When are you available for work?" and shows two time slots: FROM 8:30am TO 12:00pm. Below this, there are empty fields for FROM and TO, and a button to "+ Add another time slot".

Select Available Hours

**Saturday 10 August**

When are you available for work?


FROM 8:30am TO 12:00pm

FROM TO

+ Add another time slot

**Note:** You can add multiple timeslots for your availability.

## Recurring Hours

Another way to repeat your weekly schedule is by selecting the '**Recurring hours**' option (clock icon on top left side of the calendar). 

Cancel Set Recurring Hours

When are you available for work?  
This pattern will apply to all months.

**Mondays**

FROM

9:00am

TO

12:30pm

FROM

TO

+ Add another time slot

**Tuesdays**

**Wednesdays**

FROM

9:00am

TO

12:30pm

Apply

When you click on the '*clock icon*', you will be able to set your recurring hours. These will repeat continuously for the whole year.

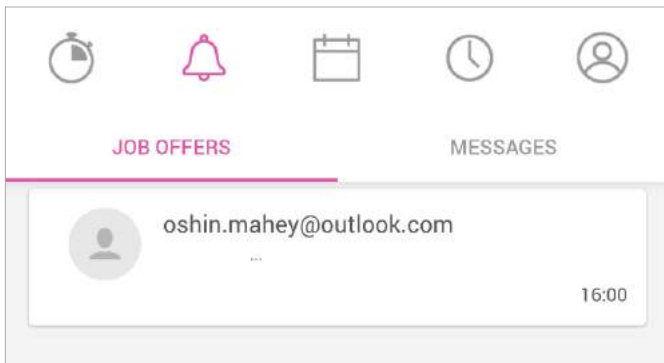
Once you set your availability and for some reason your schedule changes, you can easily edit your availability.

Accepting Jobs.

## How To Accept Jobs Offers.

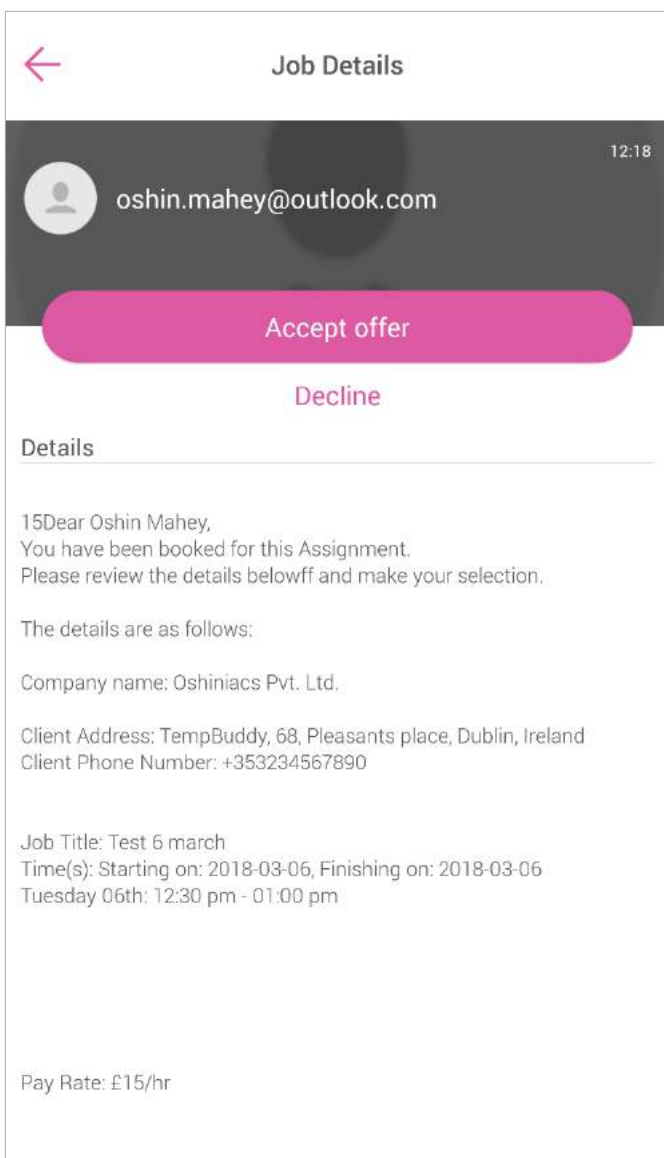
Once you are a part of an agency, your recruiter will start sending you job notifications via the TempBuddy app, or by email.

When your recruiter sends you a job, you will see a notification on your mobile. All you need to do, is to go to the TempBuddy application and click on the '**Notifications Tab**' (the bell icon).



In the '**Notifications Tab**', you will see all the jobs that you have been offered.

Here you can also see and reply to any direct messages that your recruiter or agency might send you.



Once you click on a job alert, you will see the details for that assignment. You can then choose whether to apply or decline the offer.

If you would like to apply for the job, click the '**Accept offer**' button, and confirm. You should then see a notification saying, "**message sent successfully**".

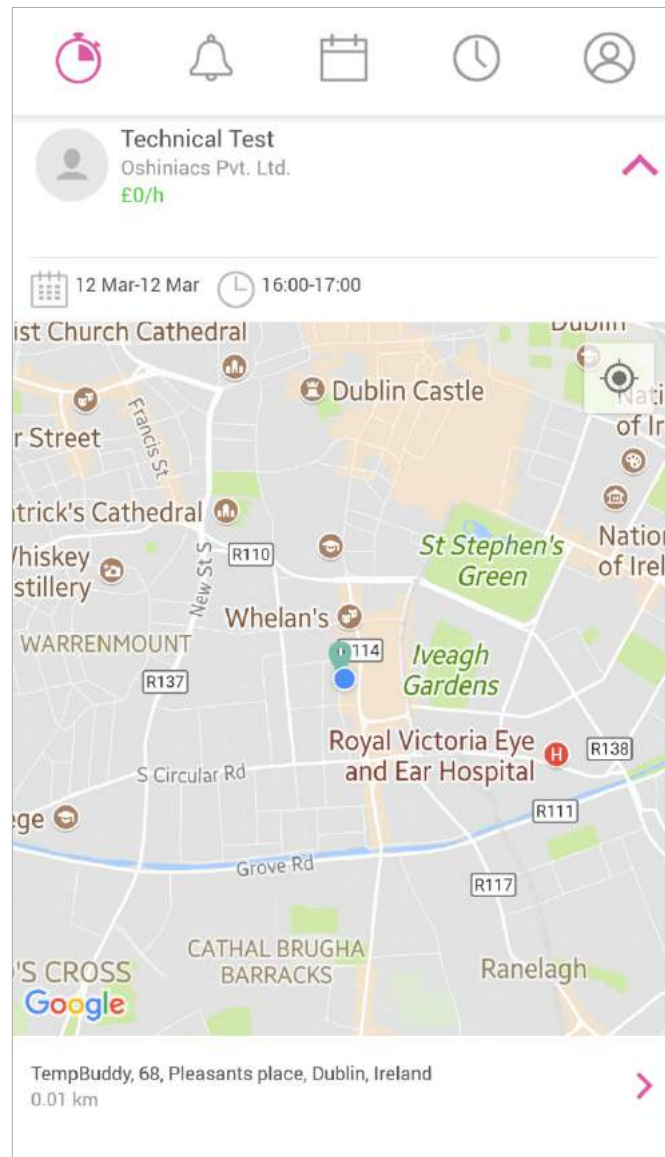
At this point, your agency will send you a notification if your application has been successful or not.

# Finding Your Job's Location.

## How To Find Your Job's Location.

The TemBuddy application comes with a built-in map functionality, integrated with Google maps. Along with the job details, you can also see the location of the assignment.

To check the location on the map, simply click on the drop-down arrow next to the job.



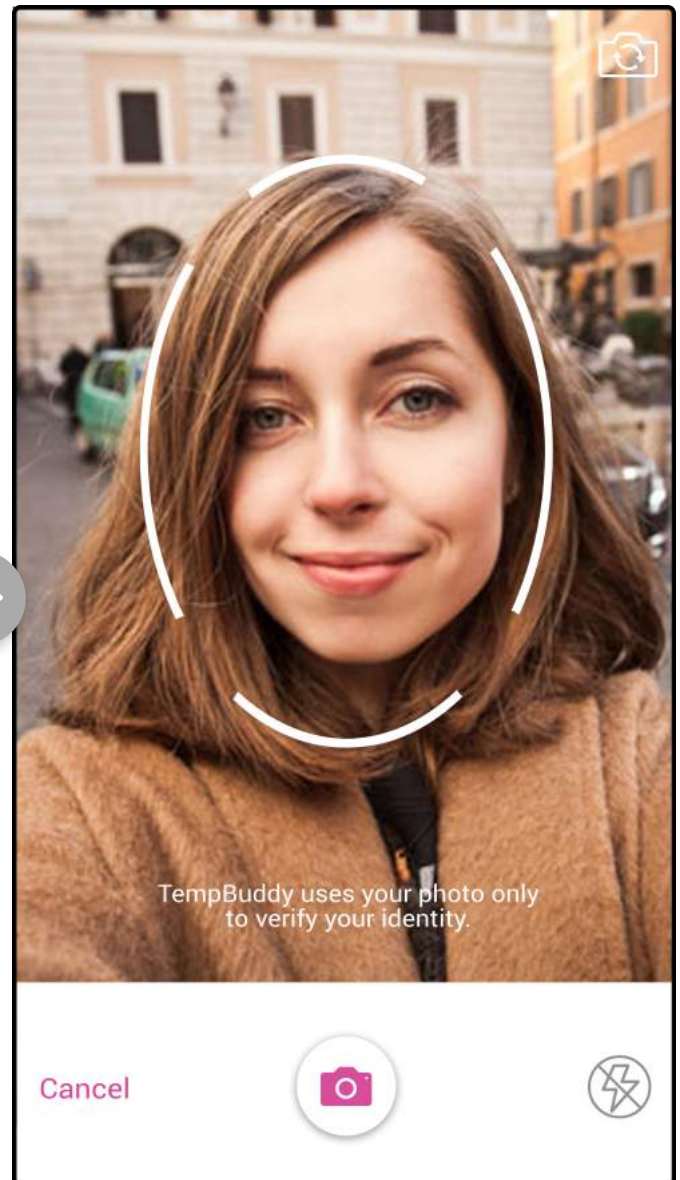
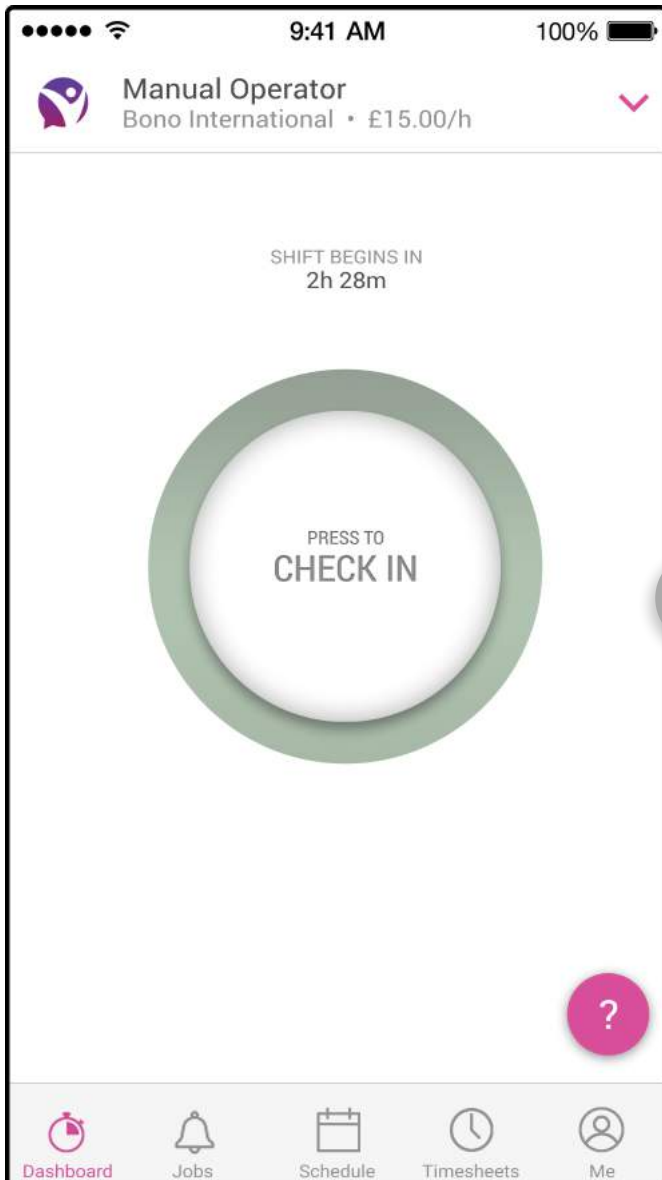


Check-in/out.

## How To Check-In/Out

Once you are assigned to a shift and it's close to your start time, you will receive a notification to check-in.

To check-in, open the TempBuddy application and go to the '**Dashboard**'. In the '**Dashboard**', you will see an option to check-in for the shift.

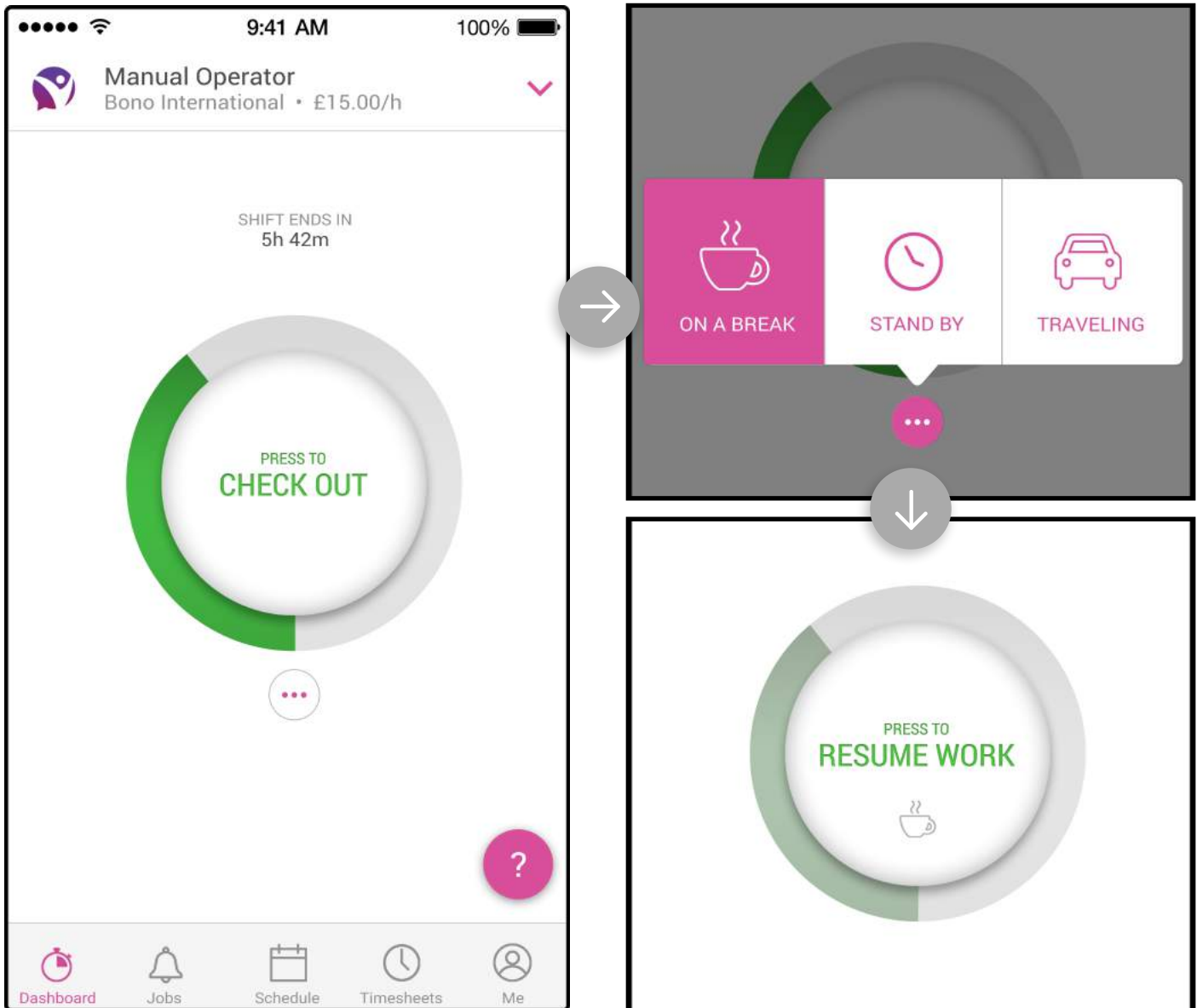


Once you click to check-in, you will be asked to take your picture for authentication purposes.

**Note:** TempBuddy only uses your photo to verify your identity.

## How to check-in/out

When you start your shift, you will notice that the check-in button will change and a green bar appears, indicating how much time that has lapsed. You will also see **magenta three dots** under the new progress button.



By tapping on the dots, you activate 3 new menu options: **ON A BREAK, STAND BY, TRAVELLING.**

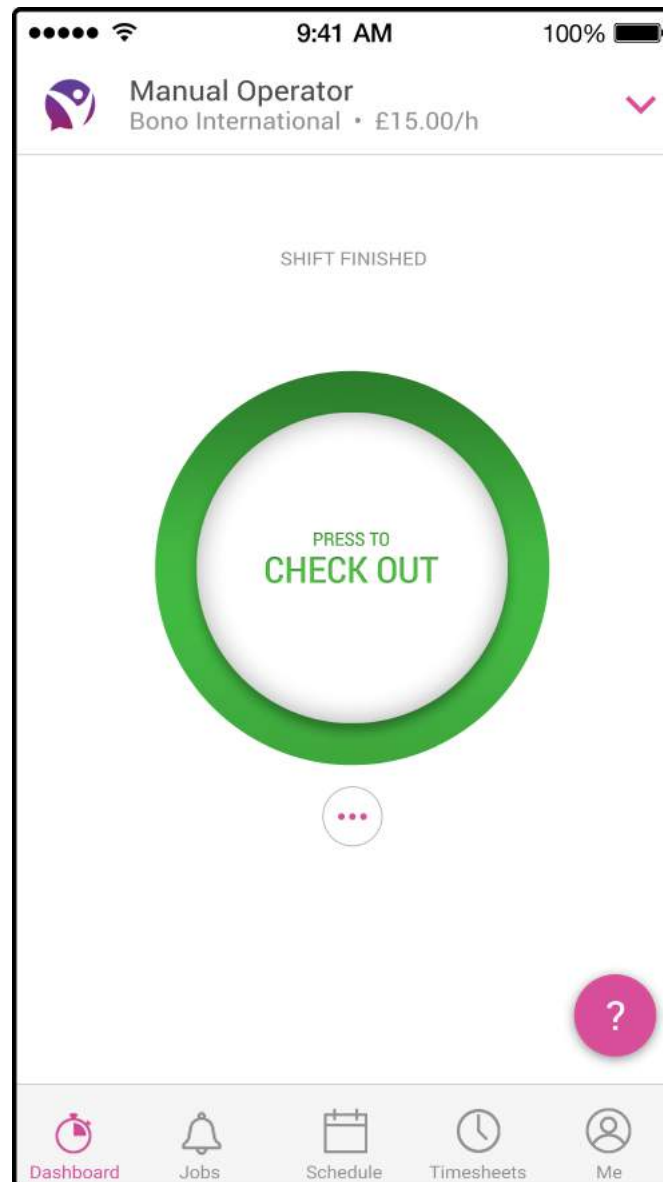
**ON A BREAK** This allows you to pause the shift, when you are on a break.

**STAND BY** This option is useful for when you are in between shifts.

**TRAVELLING.** The last option is for when you are travelling during your shift.

Once either of these options are selected, the '**Check-Out**' button will turn into a '**Resume Work**' button. Upon resuming work the '**Check-Out**' button will be restored.

When your shift ends, you can click on the '**Check-Out**' button and your agency will be notified immediately.



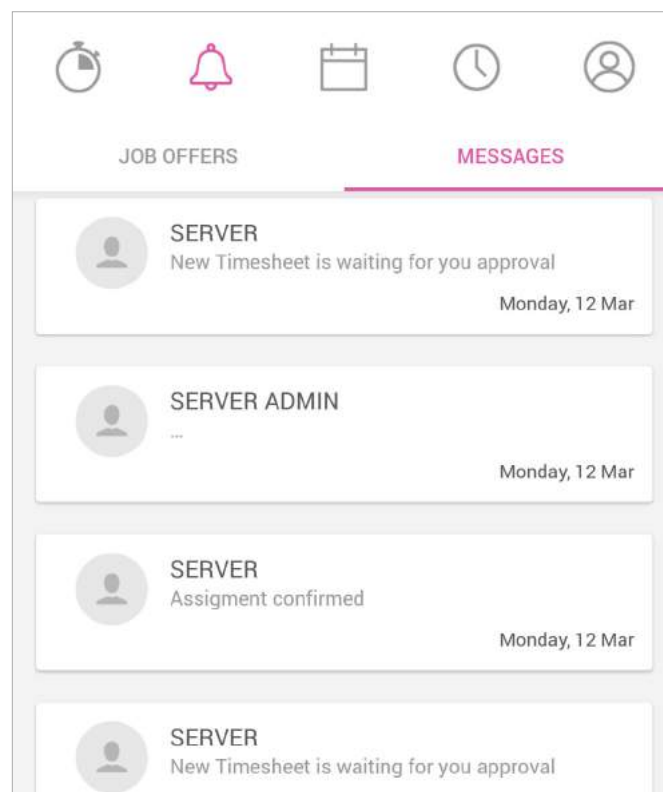
**Note:** You can check-in or out even if you do not have an internet connection. As soon as you get connected to internet, the TempBuddy application will automatically update your checked-in and out times. Alternatively, you can also check-in via your agency by calling and letting them know.

If you have active internet connection, please make sure to enable your location service to notify the agency that you have reached your work location.

Timesheets.

## General Overview

Once you finish your shift, a timesheet will be generated and uploaded to your account. You will also get a notification under '**Messages Tab**'.

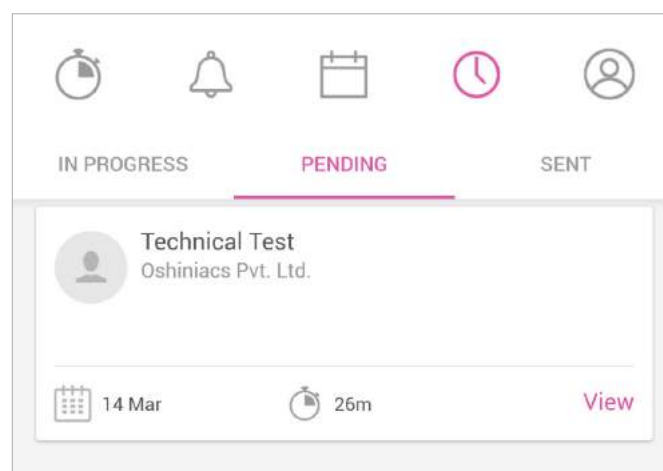


Under '**Timesheet Tab**', you will see three tab options:

**In Progress:** means that you still have part of the assignment left, for example, if you are working for a week (Mon – Fri) and you are still within the shift schedule.

**Pending:** When you finish your assignment, the timesheet will be moved to the '**Pending**' tab. Here you can edit the timesheet and send it to your agency for approval.

**Sent:** Once your timesheet(s) is been approved, you will have a record of it here.



## Viewing, Editing & Sending Your Timesheets

To view a pending timesheet, click on the **view** option at the bottom right of the timesheet. If you would like to edit the timesheet, simply click the pencil icon on right hand side of each shift.

← Timesheet Details ⓘ +

Technical Test  
Oshiniacs Pvt. Ltd.

14 Mar 26m

Send for approval

Get it signed

Monday, 12 Mar  
26m

IN	BREAKS	OUT
16:03	16:03 - 16:03 16:03 - 16:04 16:04 - 16:04	16:30

In the edit mode, you can update your working hours. If for some reason you forgot to check-in or out, you can simply update your time here.

You can add breaks by tapping on the **'Breaks +'** button.

You can change your start time and end time by tapping on them.

Cancel Edit Shift 🗑️

Shift hours

Start time Mon 12 Mar 16:03

End time Mon 12 Mar 16:30

Breaks +

Start time Mon 12 Mar 16:03

End time Mon 12 Mar 16:03

Remove

Start time Mon 12 Mar 16:03

End time Mon 12 Mar 16:04

Remove

Save



When you are done editing, tap to **'ACCEPT'** and then click on **'Save'** button.

Once saved, you can send the timesheet for approval, or get it signed.

The timesheet will now be moved to **'Sent Tab'**.

The screenshot shows a mobile application interface with a modal dialog titled "Edit Shift". The dialog has a title bar with "Cancel" on the left, "Edit Shift" in the center, and a trash icon on the right. The main content of the dialog is a date and time picker. The date is set to February 11, 2017. Below the date, there are three horizontal lines for the month, day, and year. The time is set to 15:02. Below the time, there are two horizontal lines for the hour and minute. At the bottom of the dialog, there are two buttons: "CANCEL" and "ACCEPT". Below the dialog, there is a "Save" button.

**Note:** If the assignment is not complete yet, the timesheet will remain under **'Pending Tab'** even if you sent it for approval.

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## Important Notice

There may be some of you who work for more than one agency that uses the TempBuddy App in order to send you jobs/manage your timesheets.

In such a scenario, if you are using the same account for all agencies, please remember that you will receive jobs from all of them on the same TempBuddy App.

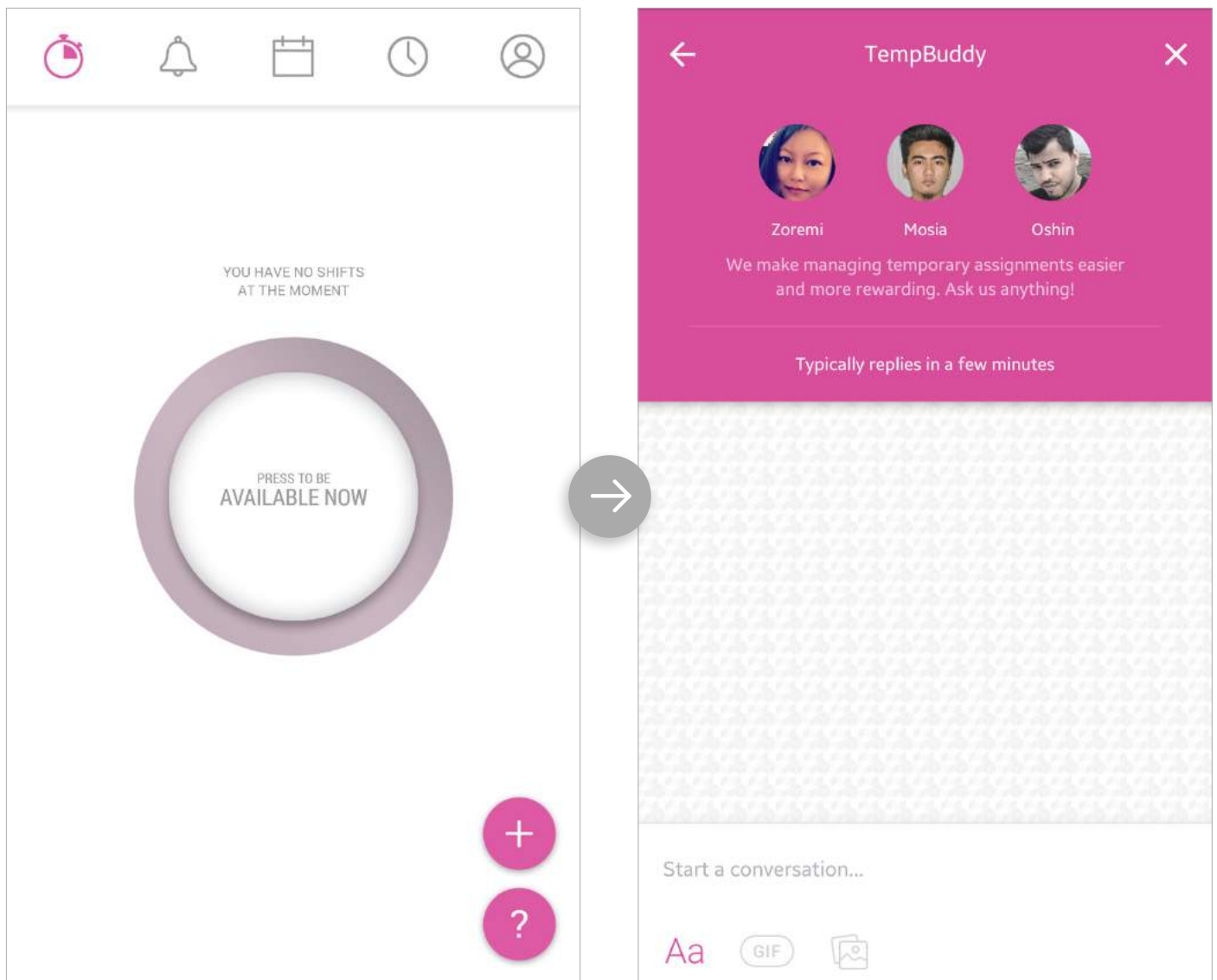
If you happen to work for an agency that has created their own version of the TempBuddy App (the branding will be theirs but the functionality is TempBuddy's) but you are also registered with another agency that uses TempBuddy using the same login, it's better to use the normal TempBuddy App and not the customized version in order to receive alerts from both agencies in one App rather than switching back and forth between the two.

Contact Support.

## How To Contact Support From The App

TempBuddy is powered by the Intercom chat support system, which allows users to receive technical support without installing any additional software. The support option is available from the **'Dashboard Tab'**.

On the **'Dashboard Tab'**, at the bottom right corner, you will see a question mark button. Simply click on it to receive support.



**Urgent Support:** If there are any delays in getting a response, feel free to contact your agency to get urgent support. Once you notify your agency, they will contact us to resolve the issue as soon as possible.

