
App. Guide



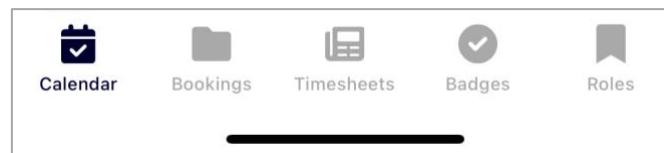
Welcome aboard the GoodFlexi app! Log-in with the email and password created when you were registered for the program by your intermediary.

We aim to find you employment, close to home, at times you are available. Your work may be with one employer or several. Our priority is maximizing your skills and earnings potential.

You may have regular times you are available each week, or never know when you can work. We're there for you either way.

And, if you want to move to full-time employment, anyone with a job vacancy to fill is encouraged to make the GoodFlexi platform a first stop. We have screens that allow them to search through our work-seekers' details in search of candidates for interview.

This briefing tells you how to use the five screens on your app. Navigate between them using these icons at the bottom of each main screen:



Finally, this is new. Public workforce agencies and their local partners are beginning to support residents seeking work that fits around other commitments in their life. Please bear with us as this exciting new labor market takes shape.

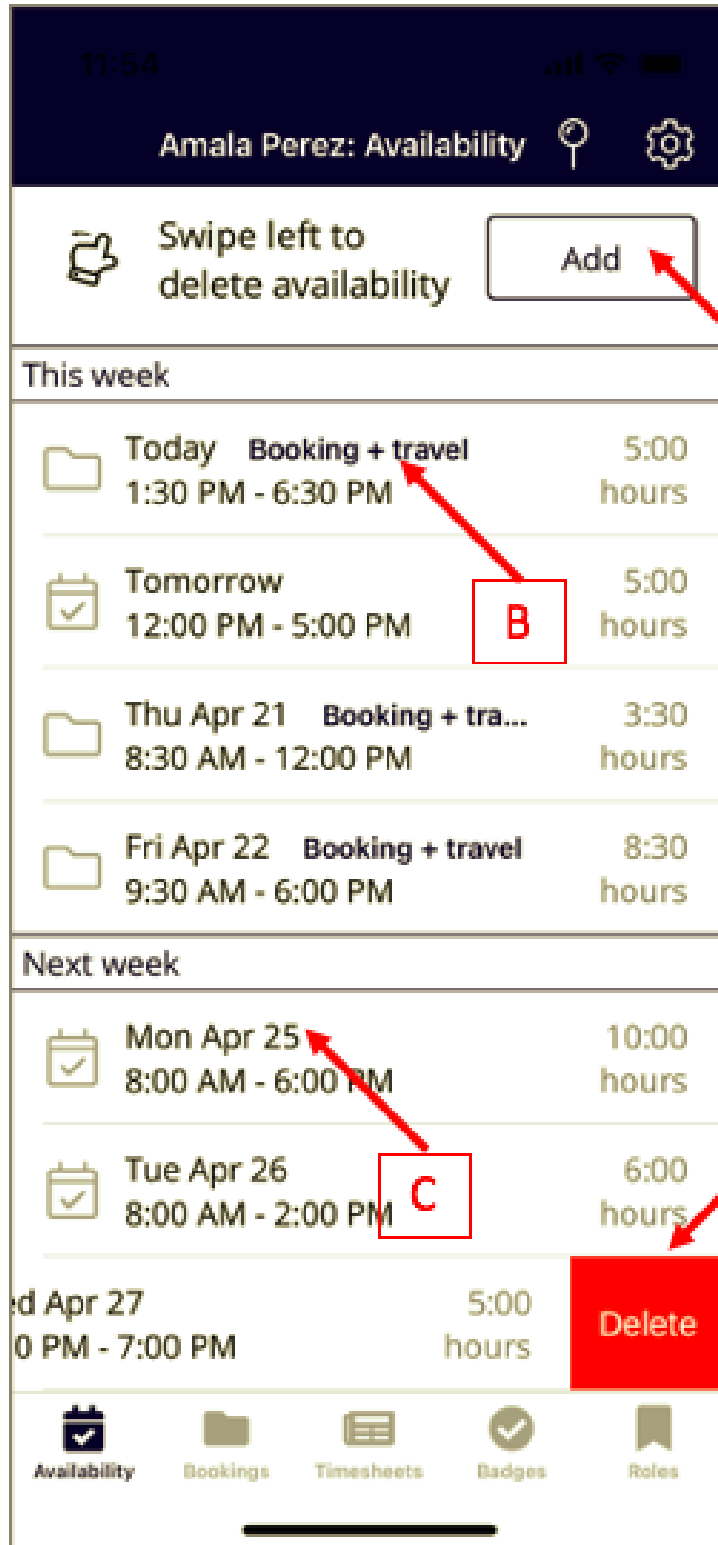
And we welcome your feedback: info@worklb.org What could we do better?

ⓘ Make sure you entered your cell number in GoodFlexi on your intermediary's website. That way, you can be texted as soon as you are booked. You can confirm with a reply text or by opening the app.

SCREEN 1: Calendar



This screen outputs the times you are booked. It can also take in other hours you are available to work; today, tomorrow or weeks ahead. This is the first screen on the app.



A: To add other times when you are available for work, click this button. If your new times overlap existing hours of availability, the app will merge them for you.

B: “Booking + travel” means these are times when you have been booked by an employer. (We then add extra minutes for travel time at the start and end.)

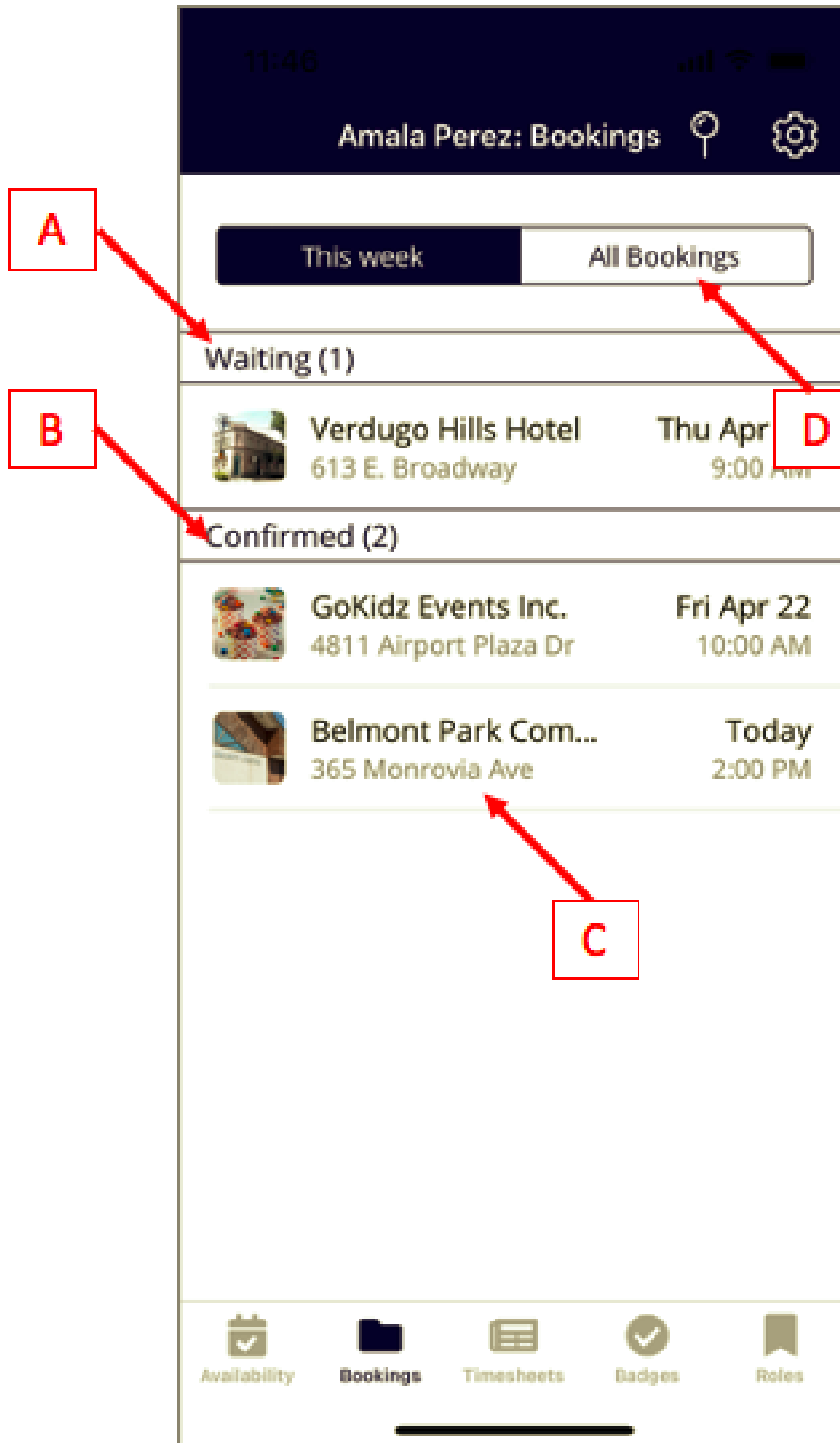
C: This is a period when you are available for work but have not yet been booked.

D: To delete a block of availability, swipe left on it. Then click the “Delete” button that emerges.

i Do you have regular availability for work every week? For example, do you need work when the kids are at school, or every Tuesday afternoon, Wednesday evening and Friday morning? Rather than entering your availability for each week, just use your log-ins at the website for your intermediary. Then click the availability icon and select “My Regular Availability”.

SCREEN 2: Bookings

A booking is a period of work offered to you by an employer. You can reject or confirm bookings in the app. In extreme circumstances you can also cancel a booking you previously confirmed.



A: Bookings in the Waiting section have not yet been confirmed by you. (If you don't confirm, the booking will go to someone else.)

B: These are bookings that you have confirmed you will attend.

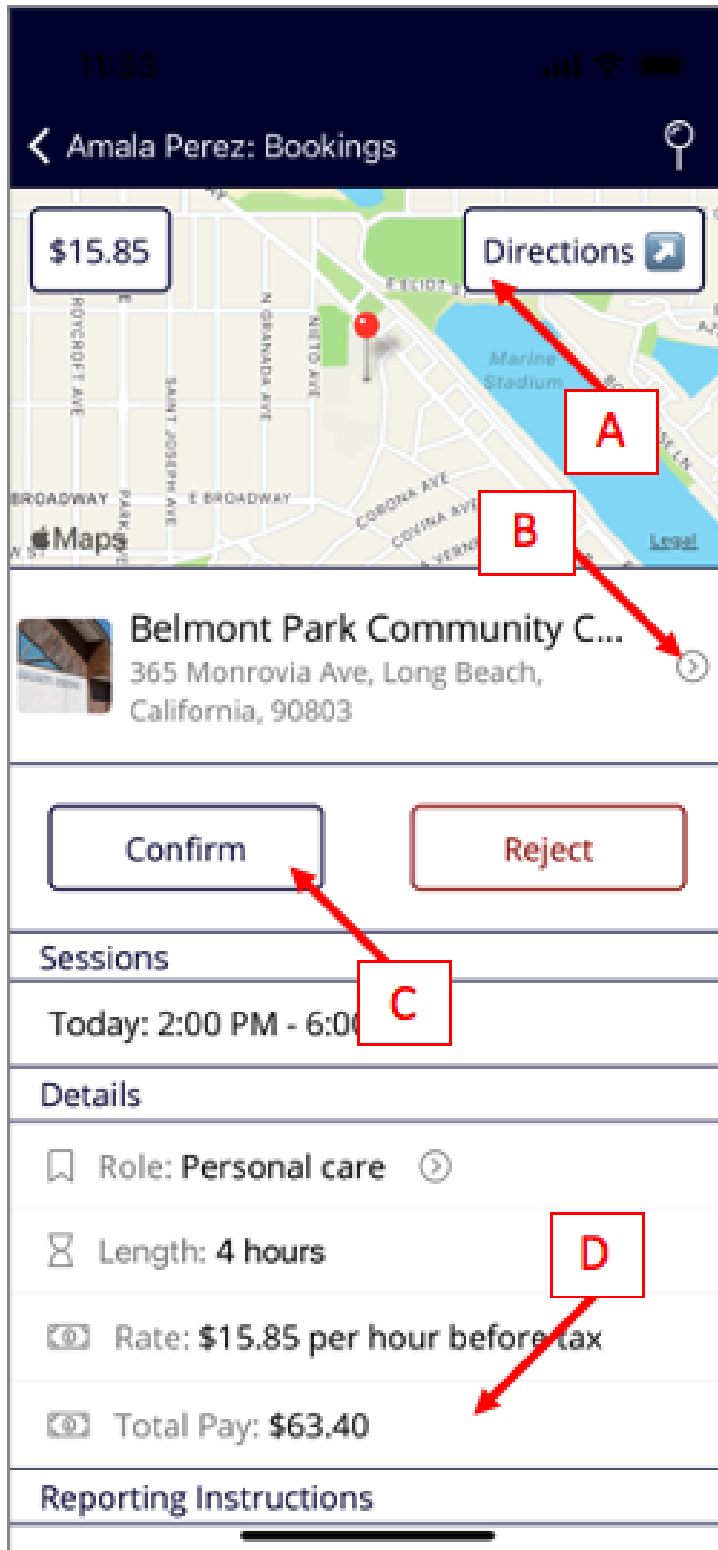
C: To see details of any booking tap on it. (The page you will see is below.)

D: Your bookings page loads showing this week's bookings. Tap here to see others.

i *Going to a job interview? Log in to GoodFlexi at your intermediary's website and click the file icon for "My Bookings". This resume of your activity will print neatly and can be part of your resume.*

Individual booking page

Tap on a booking on the screen above and you will see this:



A: Tap here to see a larger map of the place of work and directions for how to get there by car or transit.

B: This is the department or client who you will be working for on the booking. Tap the gray arrow for more details.

C: If you are happy to do this booking, click the Confirm button. If not, tap the red Reject button and the system will give the work to someone else.

D: Scroll down the page for more information: who to report to, parking details, who made the booking and the booking number (in case you need to speak to your intermediary about this assignment).

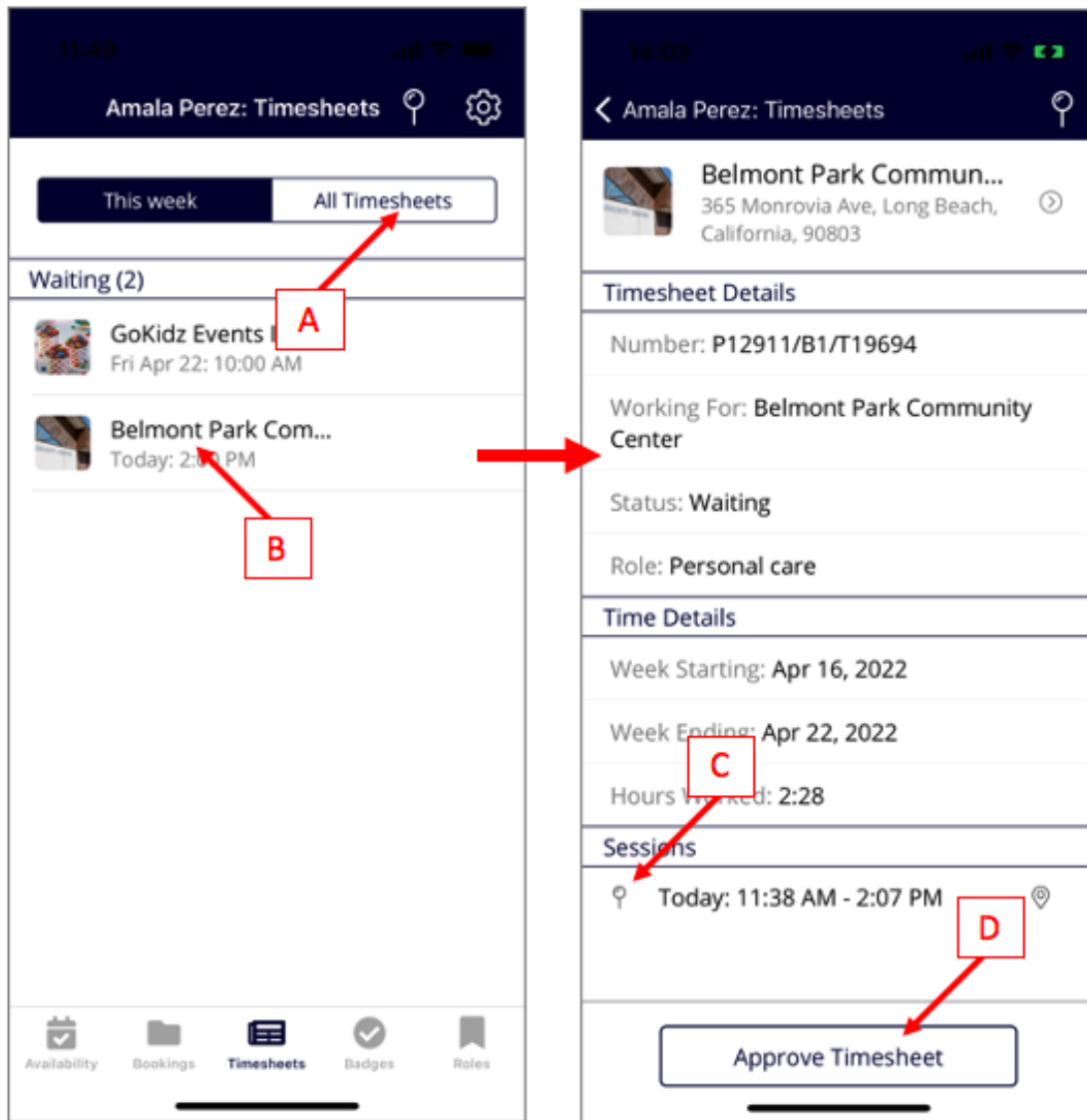
After you confirm a booking, you can still cancel it if something unavoidable comes up. Go back to the booking page. You will see a link "Cancel booking". Click that to enter a reason then tap OK.

i Sometimes a booking may be confirmed for you by the person who made the booking. This should only happen if you have verbally told them you will do the assignment. You can still cancel these bookings.

SCREEN 3: Timesheets



Once a booking is confirmed, the system creates a timesheet for each week of the booking. Approving the timesheet records that you have completed the work and must be paid for it.



A: The timesheets screen opens with this week's timesheets. Click "All timesheets" to see the rest.

B: Tap on any individual timesheet in the list to open that timesheet.

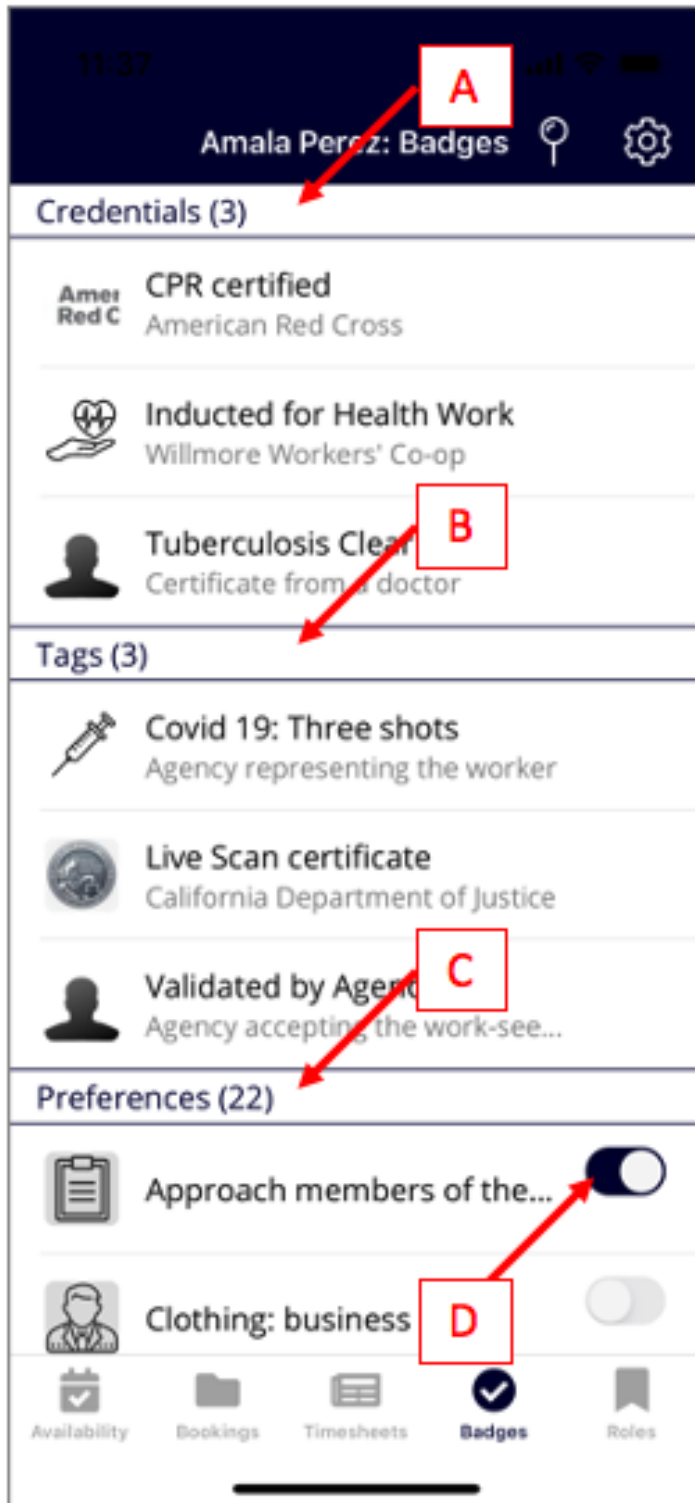
C: On the timesheet, the Sessions section will show the hours your were booked. If you use a time clock in the app for this booking (explained later in this briefing) the exact times you started and finished will be here. The pin symbol tells you these session times were recorded with the timer.

D: If you are happy that you have completed the work in the timesheet, tap here to approve the timesheet. The system will then make sure your employer also approves the timesheet and the timesheet goes through to "Processed". That means it has been entered into payroll.

SCREEN 4: Badges



Each badge is a record of your skills, vetting or willingness to do certain types of work. GoodFlexi will use your badges to match you with appropriate types of work.



There are three types of badges:

A: Credentials are certificates you hold that prove courses you have completed.

B: Tags represent other factors about you that can help the system find you employment.

C: Preferences show what kinds of work you personally are comfortable with.

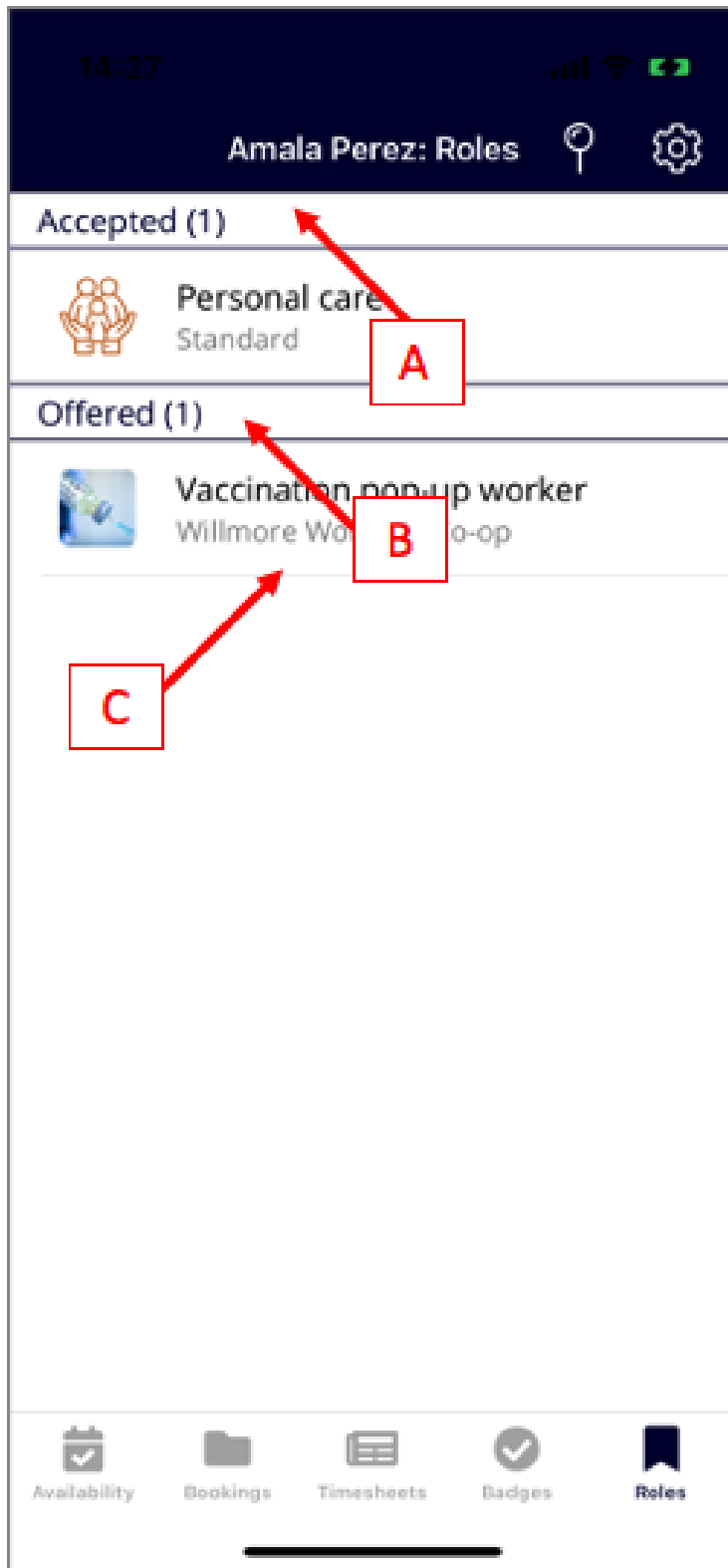
D: Credentials and Tags must be confirmed by your intermediary. But you can set your own preferences by tapping these sliders.

For details of any badge, tap that row in the list. You may see additional badges being added to your list as we grow the information about our work-seekers.

SCREEN 5: Roles

A role is a type of work, for example Childcare or Receptionist. A specific role might require certain badges. You can decline or accept any role at any time.

certain



A: Accepted roles are those that you can currently be booked for. You are happy to do that type of work.

B: The Offered section lists roles that you are eligible for but you have not confirmed this work is OK with you.

C: To see details of a role and accept it, tap the role on this list. (You can decline a role and re-accept it at any time.)

Each role may have a fixed payrate, if there isn't one, GoodFlexi will calculate your payrate based on how far you would have to travel, how much notice you get and length of the sessions (more on this below).

You may only have one or two roles when you start in GoodFlexi. But your intermediary can use your badges to find more. This should increase your opportunities for work and your control over the types of work you will do.

Using the Time Clock

GoodFlexi can offer a time clock that records times you start and finish any booking, plus your location. Those details are then added to the timesheet. Your intermediary may use it.

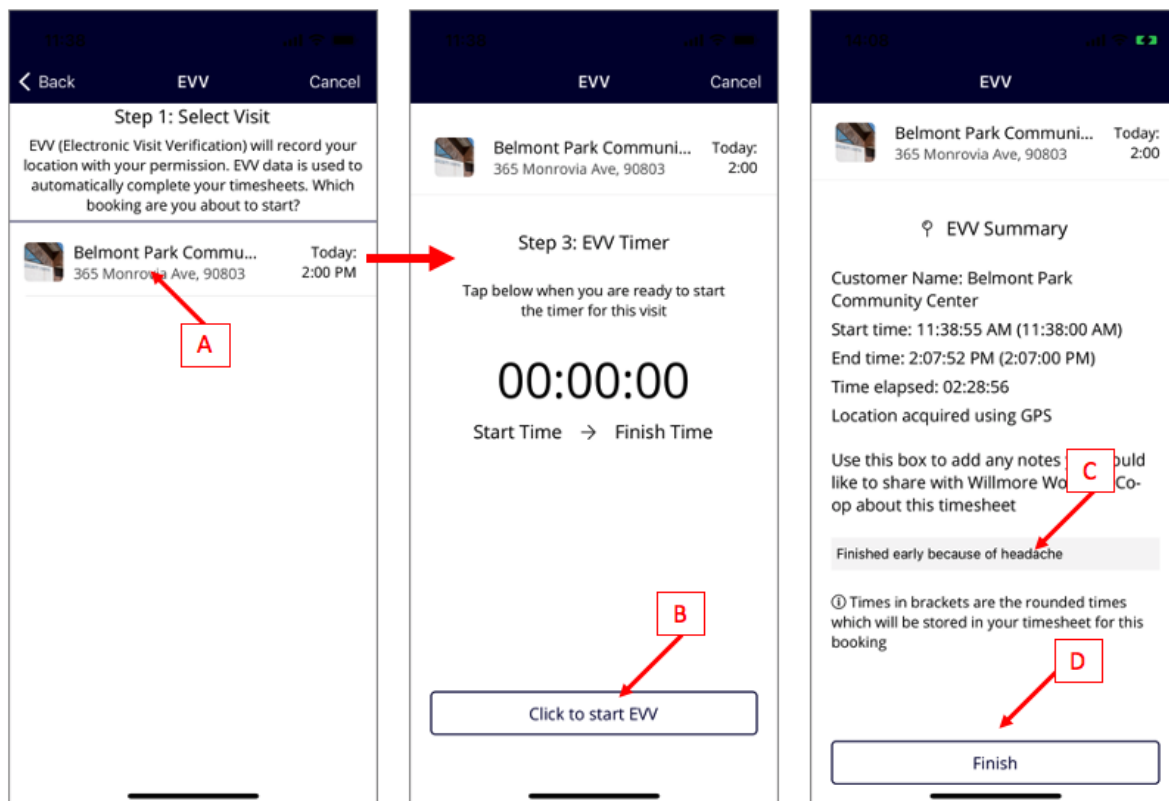
If your intermediary does use the time wait until you are at the place of work and start work at the time booked. Then tap timer icon top right of your main screens:



clock,
ready to
the

You will see these screens, one after the

other:



A: The first screen will show you bookings due to start in the next 24 hours. Tap the booking for which you are checking in.

B: That brings up a screen that will ask permission to check your location. Then it shows this page. Click the button to start a timer.

C: When you finish work as booked, tap the “Stop” button on the timer. It will record how long you worked to the minute. The app will then ask if you want to add any notes for the timesheet. If you do type them in this box.

D: Tapping Finish closes the time clock. You can then go to your timesheets and approve this timesheet (it might have several different times of work, not just the one you just finished timing).

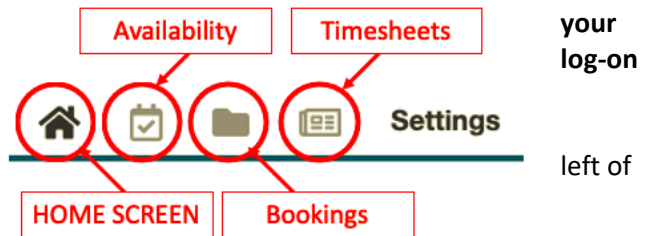
i The time clock is not essential unless an employer asks you to use it. Sometimes it can't work because of weak signals to your phone.

If you don't have the time clock, just approve the timesheet as shown for Screen 3 above.

GoodFlexi on your intermediary's website

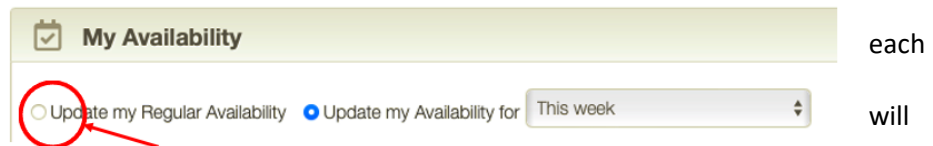
Everything you can do on our app, you can do at intermediary's website. And you can do more. To enter your email and GoodFlexi password.

Navigate around the site using the main menu top left of each screen. You might want to:



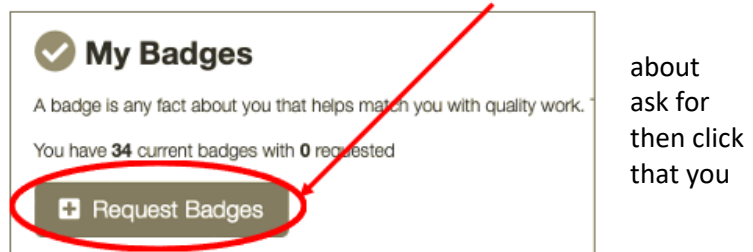
1) Enter regular availability:

Available at the same times week? Set up your regular availability and those hours appear every week until changed for the week.



2) View bookings: Click the Bookings tab to see your activity in the system so far. Going for a job interview? Use the PRINT button (top right on the "My Bookings" screen) to produce neatly presented, verifiable, proof of your reliability and experience.

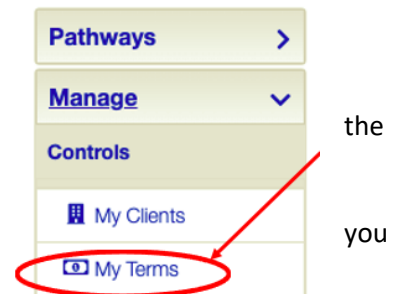
3) Request badges: You can tell GoodFlexi badges you believe are applicable to you. To more badges, click "Settings" then Badges the REQUEST BADGES button to find badges want the intermediary to confirm for you.



4) Add Profile: Tell employers a bit about yourself, enter a photo. It all helps the right work find you. (Nothing you enter will be displayed publicly, only to logged-in users within your intermediary or its partners.) Click "Settings" then look on the sidebar for "About Me" then "Profile".

5) Enter "My Terms": How far will you travel to work from your home? How much notice do you need of a work assignment? Will you only do periods of work above a certain number of hours? Do you want to limit the hours of work we get you each week even if you have a lot of availability? These are terms on which you will accept bookings.

The platform will exclude you from bookings outside your terms. We start off with some common-sense settings but you can change them. Click "Settings", then, on the sidebar "Controls", then "My Terms" then "Advanced settings".



"My Terms" allows you to set mark-ups on your normal payrate for short-notice, short-length or far away bookings. But these mark-ups won't apply where you have agreed to a fixed pay rate.