

THE FUNDAMENTALS OF COVER

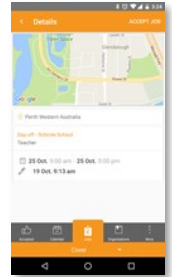
Using Schrole Cover as a **Cover** (Relief) User.

The Basics

- How to accept a job
- Managing your profile
- How to upload documents
- Managing your availability
- Organisations

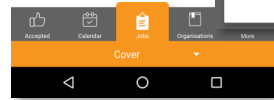
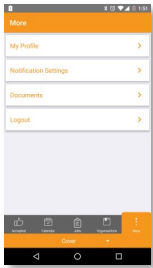
How to Accept a Job

- ◆ Tap or click the notification or open the app
- ◆ Tap the Job Name to view the details if needed
- ◆ Tap the Accept button on the top right of the screen.
- ◆ You will receive an immediate successful message or if the job is already filled an unsuccessful message.
- ◆ To see jobs that you've accepted, tap the Accepted tab in the lower navigation.



Managing your Profile

- ◆ To view your profile and other settings tap the More icon in the lower navigation
- ◆ Tap any of the fields to update the details
- ◆ If you wish to take a profile picture using your phone camera, tap your profile image
- ◆ You can also change which notifications you wish to receive under Notification Settings




Uploading Documents

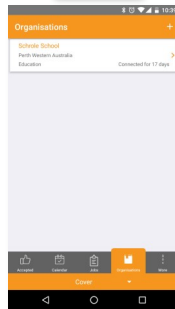
- ◆ From the More icon, tap on Documents
- ◆ Tap the Documents menu item
- ◆ To add a new document tap the icon in the top right
- ◆ Add the document details and tap to "Select Document."
- ◆ Tap "Submit" and the document will be saved.

Managing Your Availability

- ◆ You can make yourself unavailable for work via the Calendar options
- ◆ By default you are available, and if you accept a job in Schrole Cover you will be marked as unavailable for the duration of that job

Viewing and Applying to Other Organisations

- ◆ To apply to another organisation for Cover work, tap the Organisation tab in the navigation
- ◆ To review an existing organisation tap its name
- ◆ To search and add a new Organisation tap the  icon



Quick FAQ

Q: I've got a notification for a job, but when I go to accept it the job is not there.

A: In this case another Cover user has already taken the job over 8 hours ago.

Q: How do I check I got a job?

A: You will receive a confirmation that you have accepted a job within the App. You can also check the Accepted Jobs tab.

Q: I've accepted a job and am no longer available, how can I delete a job?

A: Cover users cannot delete jobs, you will need to contact the organisations staff coordinator.

Q: I'm not receiving any jobs for an organisation?

A: The prioritisation of Cover users and the job types that are setup are all configured by each organisation. Contact the organisations if you are not receiving any jobs.