

# THE FUNDAMENTALS OF COVER

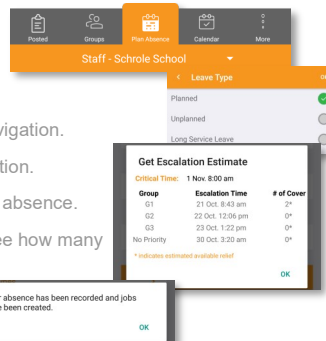
## Using Schrole Cover as a Staff User.

### The Basics

- Planning an absence
- Take Next Working Day Off
- Assign a job to a Cover user
- Posted jobs
- Managing your groups

### Planning an Absence

- ◆ Tap the Plan Absence tab in the lower navigation.
- ◆ Enter a Job Name and if required the location.
- ◆ Enter the leave type and job types for this absence.
- ◆ Tap Estimate Escalations if you wish to see how many Cover users are eligible for this job
- ◆ Tap Submit to post the job



### Take Next Working Day Off

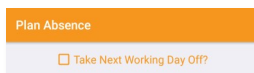
- ◆ If your organisation has enabled this you can tap this button and most job defaults are set.
- ◆ You still need to choose the Leave & Job Types!

### Assign a job to a Cover user

- ◆ If your organisation has enabled this you can tap this button and manually assign a job to a Cover user.
- ◆ Tap the Cover user you wish to assign to.

### Posted Jobs

- ◆ To view jobs that you've posted tap the Posted tab.
- ◆ are jobs that are unfilled, are filled.
- ◆ Tap a job to view its details including escalation times.



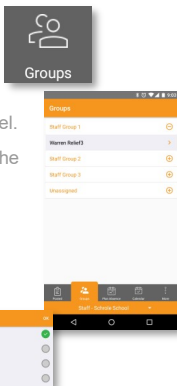
### Your Profile

- ◆ 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



### Managing your Groups

- ◆ To manage your group membership tap the Group icon in the lower navigation panel.
- ◆ To expand and view group members, tap the icon.
- ◆ To move a user to another group;
  - ◆ Tap the Cover users name
  - ◆ Tap the Group Name
  - ◆ Tap the New Group name and then 'OK'



### Quick FAQ

- Q:** Which leave type and job type do I choose?
- A:** This depends on your organisation, contact your Staff Coordinator if you have questions.
- Q:** How do I check the state of a job?
- A:** The state of a job (unfilled or filled) can be found on both Posted tab and the Calendar view.
- Q:** I've posted a job and I can now make it to work, how can I delete a job?
- A:** Cover users cannot delete jobs, you will need to contact the organization's staff coordinator.
- Q:** What is the Next Working Day?
- A:** The next working day is defined by your staff coordinator, it is important to note that it may not take into consideration public holidays.

### Viewing your Calendar

- ◆ To view your calendar, tap the Calendar icon in the lower navigation panel.
- ◆ Unfilled jobs are displayed and filled as .

