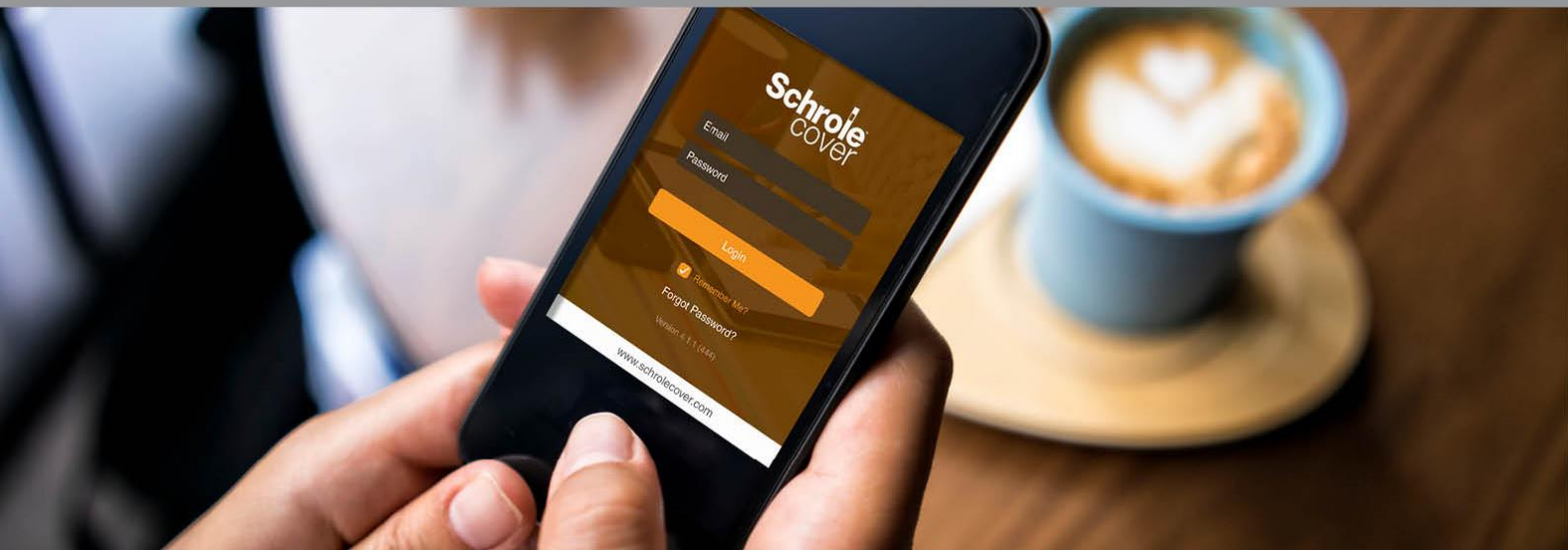


Schrole[™]cover

Cover User Manual



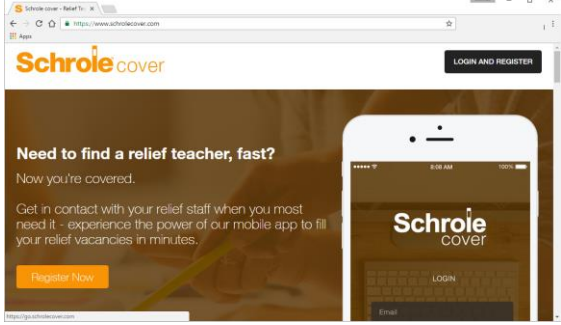

Schrole Cover Manual Table of Contents

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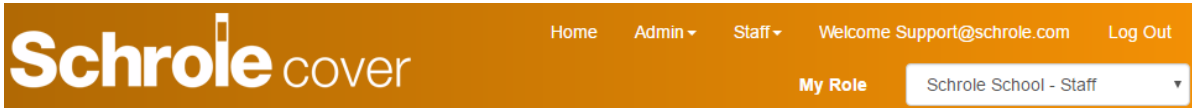
User Schrole Cover as a Cover (Relief) User

As a Schrole Cover user with the role of Cover you have the ability to accept jobs, upload documents and manage your profile. Schrole Cover is available as a Mobile App and a website.

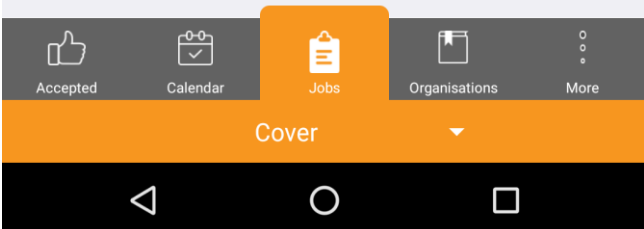
Web browser	Mobile App
	
<p>Browse to https://www.schrolecover.com and click the Login and Register button on the Top Right of the browser session.</p>	<p>Download the Schrole Cover App from the Google Play or iTunes App Stores.</p> <p>Google Play: Link iTunes: Link</p>

Navigating around Schrole Cover

Depending on the method of access Schrole Cover there are two main methods of navigating around Schrole Cover.

Web browser


The Top menu on the web browser session provides access to all the Schrole Cover pages. The menus and subsequent functions available are dependent on the Schrole Cover role you have.


Mobile App


At any point you may swap between roles on the Mobile App by tapping the tab at the bottom of your screen. The tabs available are dependent on the role you are currently acting as. In the above screen the user is fulfilling a Cover role and has access to the “Accepted”, “Calendar”, “Jobs”, and “Organisations” tabs. All users have access to the “More” tab.

Website Cover Dashboard

The first screen presented to you when logging in is the Cover Dashboard. The Dashboard is also available if you click the “Home” button on any screen while logged in.


The Cover Dashboard will display the list of Available Jobs to you and the jobs you have recently accepted.

To view job details, click the following icon  which is located next to the job to be filled, additional information will be displayed.


To accept a job simply click Accept next to the job.

Web browser (only)

Available Jobs

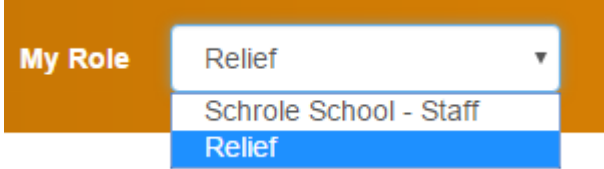
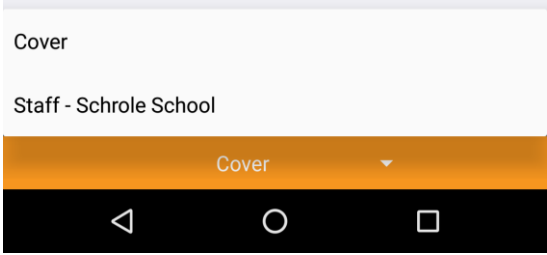
Who	Where	Job Title	Job Types	Local Start Time	Absentee	
Schrole School	Perth, Western Australia	Day off	Teacher	25 Oct 2016 9:00 AM	Warren Jervis	Accept 

Recently Accepted

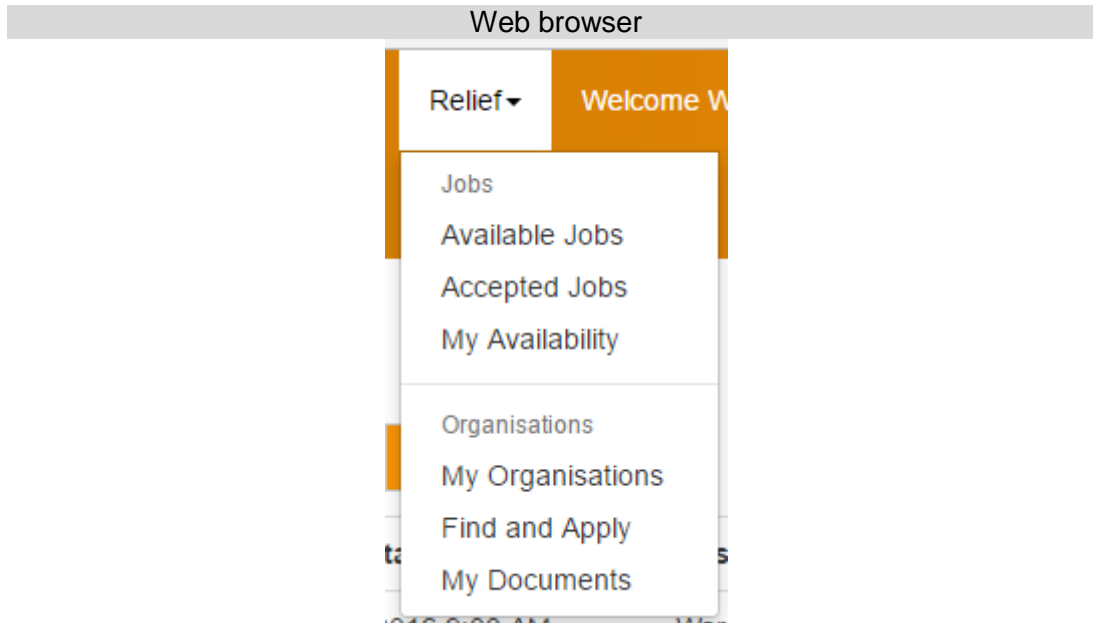
Who	Where	Job Title	Job Types	Local Start Time	Absentee	
Schrole School	Perth, Western Australia	Unplanned - Warren Jervis	Teacher	20 Oct 2016 9:00 AM	Warren Jervis	Warren Relief 

Swapping Between Roles

If you have more than one role with Schrole Cover, for example you maybe a Staff member at an organisation but also do part-time Cover. The organisation may assign you with additional roles.

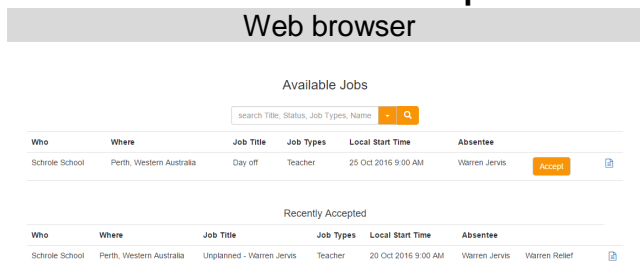
Web browser	Mobile App
 <p style="font-weight: bold; margin-top: 10px;">At any point, you may swap between roles by selecting the new role in the top right of website. The menu options available to you are dependent on the role you currently have selected.</p>	 <p style="font-weight: bold; margin-top: 10px;">At any point you may swap between roles on the Mobile App by tapping the role at the bottom of your screen and selecting a new role.</p>

The Cover Menu



The Cover Menu contains all the functions you may wish to do as a Cover user.

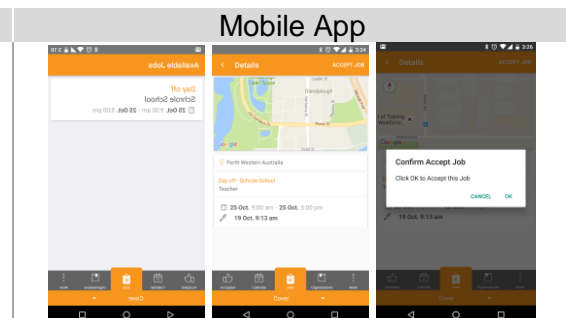
Available Jobs & How to Accept a Job



To View the Jobs available and any recently Accepted Jobs (for yourself) from a web browser select Available Jobs from the main navigation menu.

To view a Job's detail, click the 

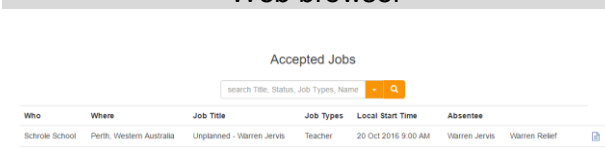
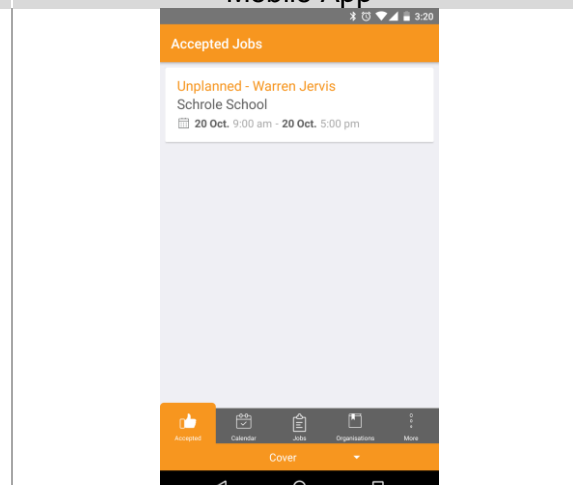
To Accept a Job, click the Accept button next to the job screen.



To view Available Jobs on the Mobile App, tap the "Jobs" tab as the middle option on the navigation menu.

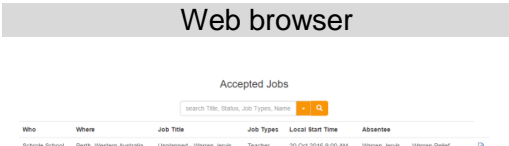
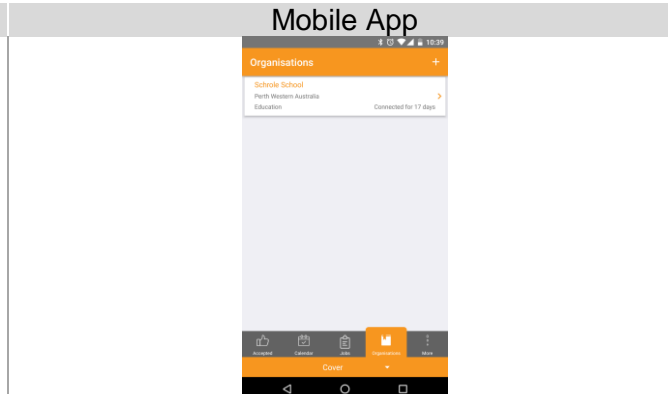
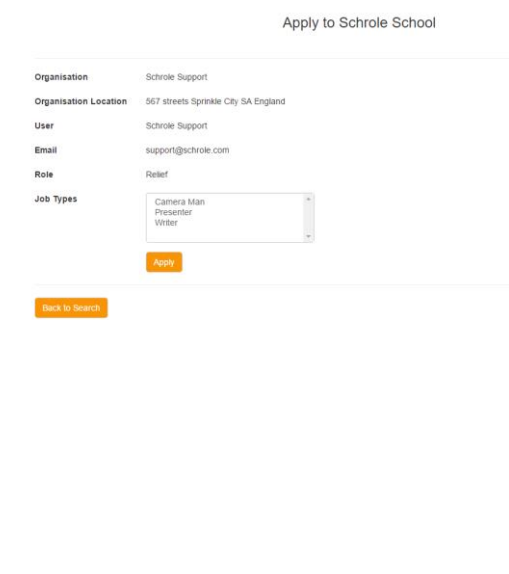
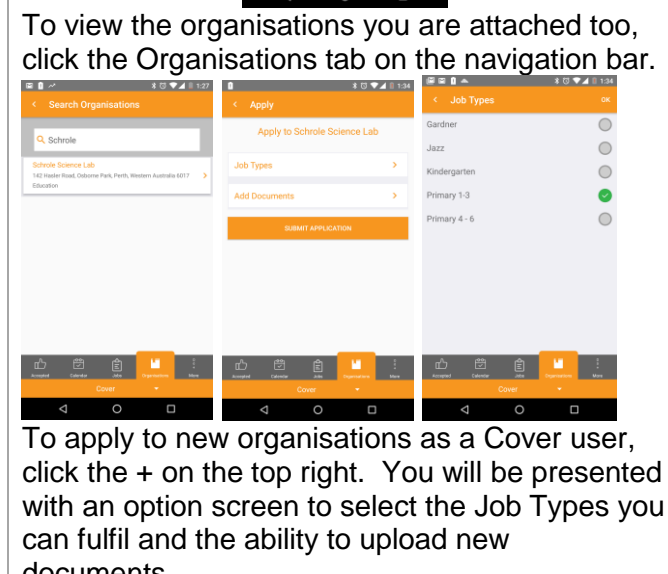
To Accept a Job, tap the Job to view the details and then the Accept Job in the top right window. You will be prompted for a confirmation.

Accepted Jobs

Web browser		Mobile App	
 <p>To View the Jobs Accepted by yourself are accessible in the “Accepted Jobs” menu from the main navigation menu.</p>	 <p>To view Accepted Jobs on the Mobile App tap the “Accepted” tab on the far left option on the navigation menu</p>		

Your Organisations

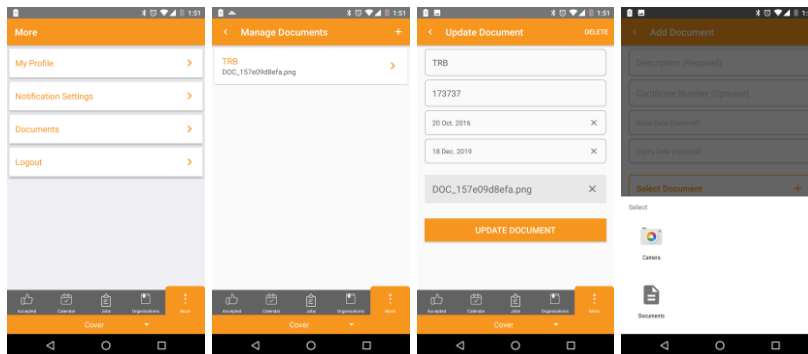
The Organisations page shows the details of the organisation that you are attached to, the roles you fulfil and the ability to apply to other organisations within your industry.

Web browser		Mobile App	
 <p>To View the Organisations, you are attached to and;</p> <p>To apply to an organisation via the web site use the Find and Apply menu option.</p>			
<p>Apply to Schrole School</p> 	<p>To view the organisations you are attached too, click the Organisations tab on the navigation bar.</p>  <p>To apply to new organisations as a Cover user, click the + on the top right. You will be presented with an option screen to select the Job Types you can fulfil and the ability to upload new documents.</p>		

*Note Documents uploaded are for your profile and are visible to all organisations you are attached to.

Document Uploads

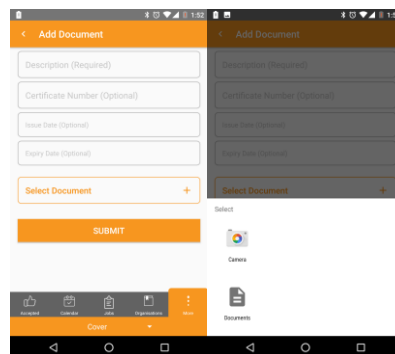
Mobile App



To view or upload documents in the Mobile App, tap the three vertical dots to enter the More menu. From this screen, you can Tap “Documents” to Manage your documents.

To update an existing document, tap the document name and amend the document details as required.

To update the document attached, tap the ‘Update Document’ button and then select from the options available on your device (these options will vary depending on the applications you have installed on your device and the type of device you have).



To upload a new document, tap the ‘+’ icon in the top right and enter the details as requested. The Select Document option will allow you to select from the options available on your device (these options will vary depending on the applications you have installed on your device and the type of device you have).

Viewing and Updating Your Staff Profile

It is possible to update your personal profile with Schrole Cover

Web browser	Mobile App
<p>To view or update your profile on the website click on your e-mail address located in the top right of any page.</p> <p>To edit your profile details, click on the edit button Edit on the profile page. Modify the details on the screen and click the Update.</p> <p>To upload an image, click on the Upload Image button and select an image from your computer. We recommend an image no wider than 400 pixels. The profile image will be saved to your profile automatically.</p>	<p>To view your profile on the App tap the More Icon on the navigation panel and then My Profile.</p> <p>To update your profile picture or profile details tap the relevant field or camera icon. Email addresses can only be updated on the website.</p> <p><i>We recommend an image no wider than 400 pixels.</i></p>

Changing your Email Address and Login for Schrole Cover (Web only)

Changing your email address within Schrole Cover is only available from a web browser.

If you wish to change your email address, on the profile page click 'Change Email' link on your profile page. If a valid email is entered into the system a message is displayed and a new verification email is set to the new email address.

Email changed successfully. A verification email was sent, please click on the link in the email to activate the new account.

Once the email is verified you can login with the new email address.

Setting your Communication Preferences

Setting your Communication Preferences will allow you to determine what type of notifications you will receive from Schrole Cover and how they are received.

Email and Push Notifications

Notifications for Schrole Cover can be delivered in two different channels. E-mail notifications use the standard email client on your smartphone, tablet or PC and require you to have the email client installed on the device.

Push Notifications are received by smartphones or tablet and require the Schrole Cover app to be installed on your device. Push Notifications are delivered to your device via your phones data plan and are delivered faster than email, which have the advantage that users can interact with Schrole Cover with ease.

Enabling or Disabling Notifications

To disable or enable the various notifications you may receive via Schrole Cover, click the corresponding check box and click “Save”

* Note the notifications you will receive are dependent on the roles (Staff Coordinator, Staff or Cover) you have within Schrole Cover).

Web browser	Mobile App																																				
<p>User Communication Settings</p> <table border="1"> <thead> <tr> <th></th> <th>Push Notification</th> <th>Email</th> </tr> </thead> <tbody> <tr><td>Job Accepted</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Job Approval Status</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Job Cancelled</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Job Critical Time</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Job Needs Approval</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Job Type Request Result</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>New Job Available</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Organisation Application Status</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Organisation Invitation</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Pending Organisation Application</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> <tr><td>User Applied To Organisation</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr> </tbody> </table> <p><input type="button" value="Save"/></p>		Push Notification	Email	Job Accepted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Job Approval Status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Job Cancelled	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Job Critical Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Job Needs Approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Job Type Request Result	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	New Job Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Organisation Application Status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Organisation Invitation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pending Organisation Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User Applied To Organisation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The screenshot shows the 'Notification Settings' screen in the mobile app. It lists various notification types such as 'Application To Organisation Result', 'Invite To Organisation', 'Job Accepted', 'Job Approval Result', 'Job Available', 'Job Cancelled', 'Job Reached Critical Time', and 'Job Requires Approval'. Each category has checkboxes for 'Email Notifications' and 'Push Notifications', all of which are currently checked. A 'SAVE' button is located in the top right corner.</p>
	Push Notification	Email																																			
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<p>To enable or disable a communication type for Push Notifications or Email select or deselect the appropriate check box.</p> <p>Click <input type="button" value="Save"/> to save these settings.</p>	<p>To view your notification settings on the tap the More icon on the navigation panel and then Notification Settings.</p> <p>Tap the check boxes to enable or disable a communication type for Push Notifications or Email. Tap “Save” in the top right corner to save these settings.</p>																																				