

# Schrole<sup>™</sup>cover

## Staff User Manual



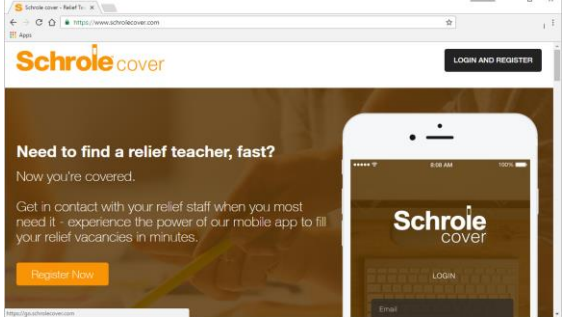

## Schrole Cover Manual for Staff

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## User Schrole Cover as a Staff Member

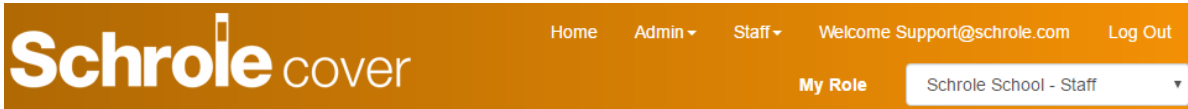
As a Schrole Cover user with the role of Staff you have the ability to post jobs, review your groups and manage your profile. Schrole Cover is available as a Mobile App and a website.

Web browser	Mobile App
	
<p>Browse to <a href="https://www.schrolecover.com">https://www.schrolecover.com</a> 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: <a href="#">Link</a> iTunes: <a href="#">Link</a></p>

## Navigating around Schrole Cover

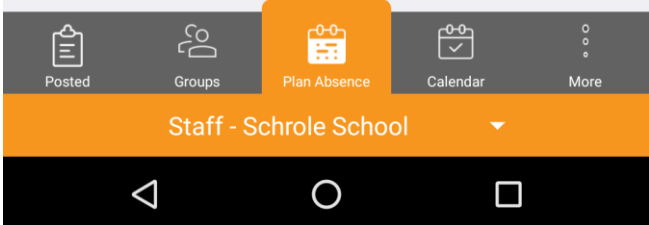
Depending on the method of access, Schrole Cover has two main methods of navigating around.

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 logged in as. In the above screen the user is fulfilling a Staff role and as such has access to the “Posted”, “Groups”, “Plan Absence, and “Calendar” tabs. All users have access to the “More” tab.

## Website Staff Dashboard

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

The Staff Dashboard will display information on one or more of the following:

- Unfilled Jobs, jobs that you have posted that have not currently been filled by a Cover user.
- Unapproved Jobs, jobs that are awaiting approval by a Staff Coordinator to approve the job for distribution.

Web browser (only)						
Unapproved Jobs for Schrole School						
Where	Job Title	Job Types	Posted	Local Start Time	Absentee	
Perth, Western Australia	Day off	Teacher	18 Oct 2016 10:56 AM	25 Oct 2016 9:00 AM	Schrole Support	

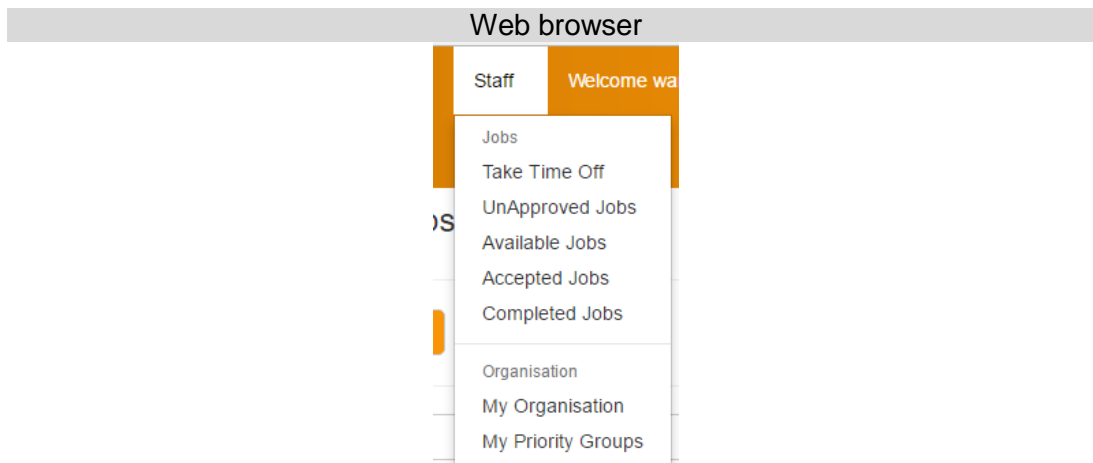
Unfilled Jobs for Schrole School						
Where	Job Title	Job Types	Posted	Local Start Time	Absentee	
No records found						

## Swapping Between Roles

If you have more than one role with Schrole Cover, i.e. you may be a Staff member at an organisation but also do part-time Cover in that same/ different organisation. This feature allows you to swap between additional roles.

Web browser	Mobile App
<p>At any point you may swap between roles by selecting the new role in the top right of web site. The menu options available to you are dependent on the roles you are currently assigned to.</p>	<p>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 Staff Menu



The Staff Menu contains all the functions you may wish to do as a Staff user with an organisation.

### Take Time off

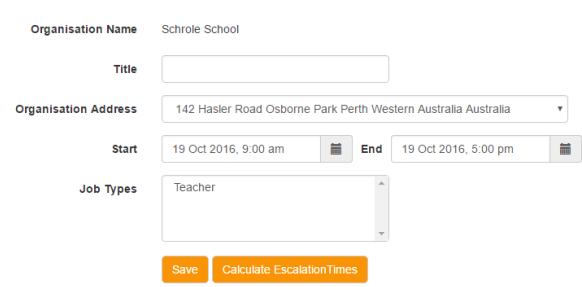
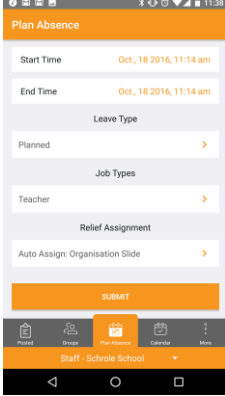
The Take Time Off menu will open a screen that will allow you to Create a Job.

To create a job the following information is required:

- **Title:** The name of the job that is visible to all users
- **Organisation Address:** If your organisation has more than one location, select the location of the job from this list.
- **Start and End date and time:** Select the job start date and end date from these two lists.
- **Leave Type:** Select the type of leave for this job, the types of leave are specific to the organisation that you are posting the job for.
- **Job Types:** Select one or more job types that you were filling for this day/shift. If you select more than one job type the Cover user must have ALL job types before being able to accept the role. For example: If you select Teacher and Education Assistant, the Cover must have both the Teacher **AND** Education Assistant with the organisation.

Depending on the organisation setup you may have the following optional settings:

- **Manual Assign Cover:** Select the Cover user you wish to assign this position to. If you select this option, the Cover user is given the position. It is important to note that the Cover user is not notified of this assignment as Schrole Cover assumes the communications is completed outside of the platform.

Web browser	Mobile App
 <p>To post a job from a web browser select "Take Time Off" from the main navigation menu.</p>	 <p>To post a job on the Mobile App tap the "Plan Absence" tab as the middle option on the navigation menu</p>

## Unapproved, Available Jobs and Completed Jobs Screens

Schrole Cover has a number of pages that displays a list of jobs depending on the state of the job. On the Mobile App this information is viewable on the Job Details screen.

Web browser						
Unapproved Jobs for Schrole School						
<a href="#">Take time off</a>	<input type="text" value="search Title, Status, Job Types, Name"/>					
Where	Job Title	Job Types	Posted	Local Start Time	Absentee	
Perth, Western Australia	Day off	Teacher	18 Oct 2016 10:56 AM	25 Oct 2016 9:00 AM	Warren Jervis	

Unapproved Jobs page shows jobs that are:

- Awaiting approval by a Staff Coordinator
- Have an end date and time that is in the future.

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Available Jobs for Schrole School						
<a href="#">Take time off</a>	<input type="text" value="search Title, Status, Job Types, Name"/>					
Where	Job Title	Job Types	Posted	Local Start Time	Absentee	
No records found						

Available Jobs page shows jobs that are:

- Approved but not filled.
- Have an end date and time that is in the future.

## Accepted Jobs for Schrole School

Take time off

search Title, Status, Job Types, Name

Where	Job Title	Job Types	Posted	Local Start Time	Absentee	Filled By
Perth, Western Australia	Test job for Teacher - Relief2	Teacher	18 Oct 2016 9:51 AM	21 Oct 2016 9:00 AM	Warren Jervis	Warren Relief3

Accepted Jobs page shows jobs that are:

- Filled by a Cover user.
- Have an end date and time that is in the future.

## Completed Jobs for Schrole School

Take time off

search Title, Status, Job Types, Name

Where	Job Title	Job Types	Posted	Local Start Time	Absentee	Status
Perth, Western Australia	Title	Teacher	3 Oct 2016 11:17 AM	10 Oct 2016 9:00 AM	Warren Jervis	UnFilled

Completed Jobs page shows jobs that are:

- Have an end date and time in the past.

## Your Organisation

The Organisation page show the details of the organisation that you are attached to and only for informational purposes.

## My Priority Groups

The My Priority Groups sections gives you the ability to modify your group preferences for Cover staff attached to the organisation.

### Web browser

#### Schrole Support Priority Groups

Search search here.. Go

please select a Relief from below to add to a group Move to

▼ Staff Group 1 (0)  
No members

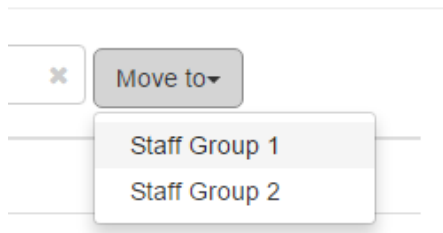
▼ Unassigned (2)

<input type="checkbox"/>	Warren Relief	Education Assistant , Teacher
<input type="checkbox"/>	Warren Relief3	Teacher

To move one or more users between Priority Groups do the following:

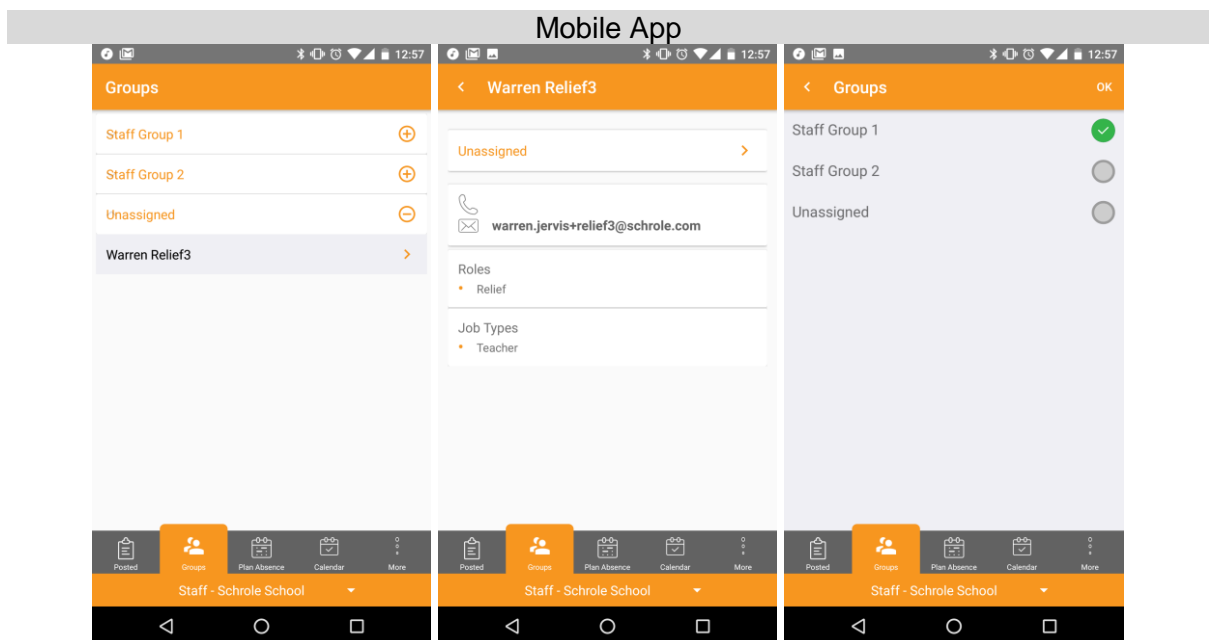
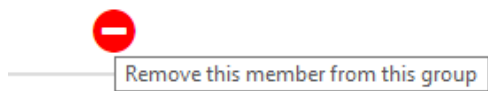
- Tick the check box next to the user's name, the users name will appear in the list of selected names at the top of the screen.

- Click the “Move To” drop down and select the Group you wish to move a user to.



- The changes to group the members is saved automatically.

To move one or more users to the Unassigned Pool click the small icon next to their name.



To modify a group on a mobile device, do the following:

- Tap the Groups tab on the navigation panel at the bottom of the screen.
- Expand the Group you wish to modify the membership of by tapping the + icon.
- Select the Cover User you wish to modify to view their details.
- Select the Group you wish them to be moved to and tap ‘OK’



## The Job Detail Page

There are several options within the Website and Mobile Apps that allow you to view the details of a job.

The Job Detail page will show the following information:

- Organisation name, location of job, leave type, job title, job types, job start and end.
- Escalation method applied, who approved the job, who created the job.
- When the job will go critical and at what times the job will be escalated to Cover users.

### Web browser

The screenshot shows the Schrole cover web browser interface. The page title is "Day off - Schrole School". The main content area displays the following information:

- Organisation Name:** Schrole School
- Organisation Address:** 142 Hasler Road Osborne Park Perth Western Australia Australia
- Leave Type:** Planned
- Title:** Day off
- Job Types:** Teacher
- Status:** UnApproved
- Schedule:**

Start	End	Duration
Tuesday 25 October 2016 9:00 AM	Tuesday 25 October 2016 5:00 PM	8 hours
- Escalation Method:** Organisation Side
- Created:** Tuesday 18 October 2016 10:56 AM by Warren Jervis
- Approved by:** [Name]
- Critical Time:** Tuesday 25 October 2016 8:00 AM
- Groups:**

Group	When	Relief	Sent
G1	Tuesday 18 October 2016 10:56 AM	2	✓
G2	Wednesday 19 October 2016 4:05 AM	0	No
G4	Thursday 20 October 2016 1:06 PM	0	No
G5	Friday 21 October 2016 4:57 AM	0	No
G6	Friday 21 October 2016 10:07 PM	0	No
G7	Saturday 22 October 2016 1:58 PM	0	No
G8	Sunday 23 October 2016 7:08 AM	0	No
No Priority	Sunday 23 October 2016 10:59 PM	0	No

Where ever you see this icon the job detail page will be visible.

### Mobile App

The job details page on the Mobile App is available from the Posted tab.

The screenshot shows the Schrole cover mobile app interface. The page title is "Details". The main content area displays the following information:

- Job Title:** 21 Oct. 9:00 am - 21 Oct. 5:00 pm
- Accepted By:** Warren Relief3
- Relief:** Teacher
- Priority Group Timings:**

Group	Escalation Time	# of Cover
G1	18 Oct. 9:51 am	1
G2	18 Oct. 5:08 pm	0*
G3	18 Oct. 11:53 pm	0*
G4	19 Oct. 7:10 am	0*
G5	19 Oct. 1:54 pm	0*
G6	19 Oct. 9:12 pm	0*
G7	20 Oct. 3:56 am	0*
G8	20 Oct. 11:14 am	0*
No Priority	20 Oct. 5:58 pm	0*

\* indicates estimated available covers

## 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 <b>Edit</b> on the profile page. Modify the details on the screen and click the Update.</p> <p>To upload an image, click on the <b>Upload Image</b> 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 address can only be updated on the website.</p> <p>We recommend an image no wider than 400 pixels</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 you have verified the email 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"/>	
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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 App, 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>																																				

## Applying to an Organisation (Web only)

Applying to additional organisations within Schrole Cover is only available from a web browser.

To apply to an organisation on the Schrole Cover profile page click on the link located at the bottom of the Profile page.

[Click here](#) to find organisations and connect with them

[Click here](#) to create a new organisation and benefit from the power of Schrole Cover.

You will be presented with a view of organisations that are in the industry you are registered for. To apply to an organisation, click “Apply” on the corresponding row.

\* Note that any organisation that you are already registered with as a Cover user will not be listed.

### **Completing your Application to an Organisation**

To complete your application, you need to select the Job Types that you are able to cover. The Job Types available will be defined by the organisation you are applying to.

\* Note, if you select inappropriate Job Types your application maybe rejected by the organisation. Repeated application for inappropriate Job Types will result in your profile being blocked by the Organisation or deactivated by Schrole Cover support team.