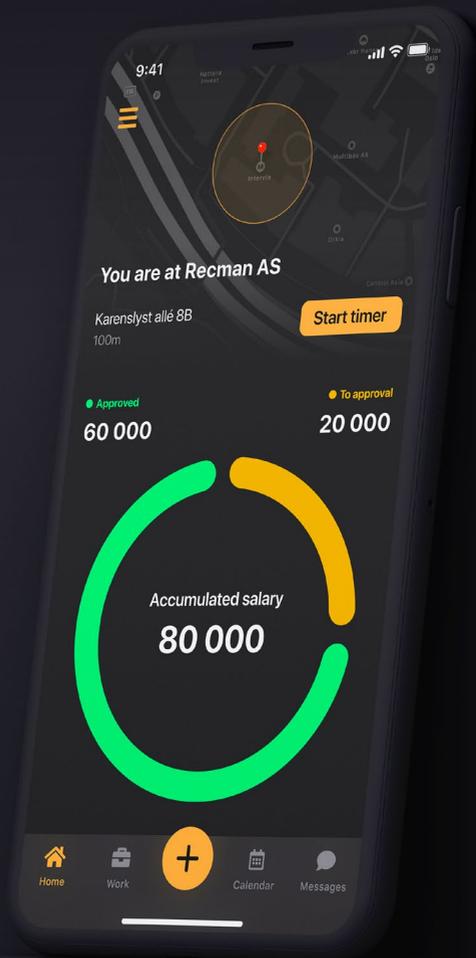
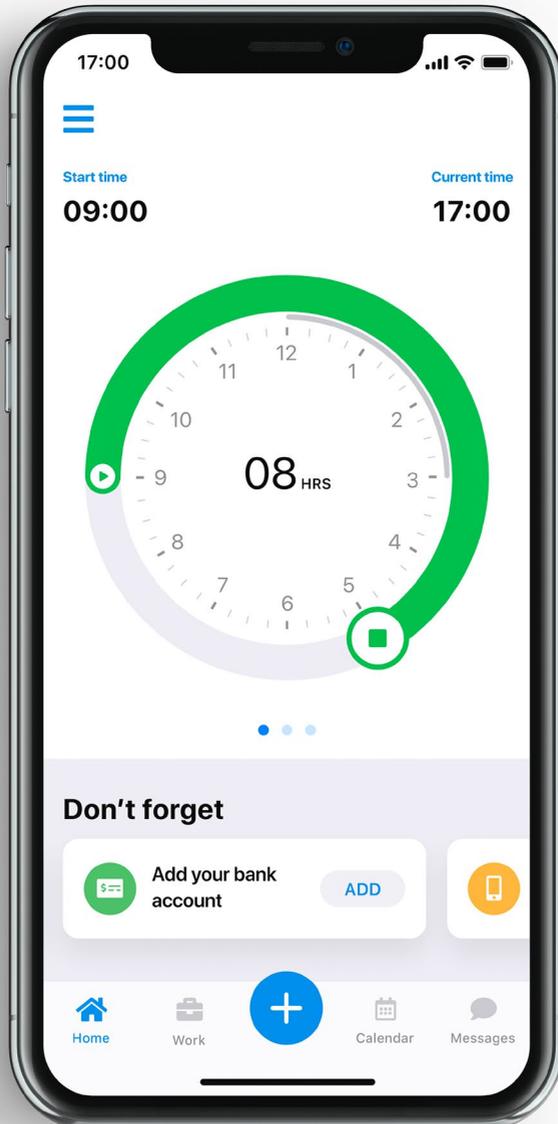




RecMan Employee

iOS application





Contents

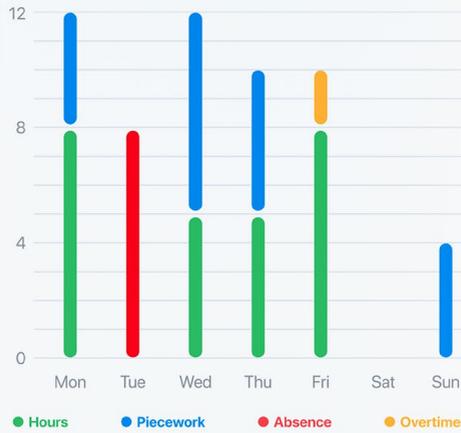
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17:00



This week

40.75



Can you work?

10 See all

THU
14.02

Hospital
09:00 - 13:00

Requested
4h



Home



Work



Calendar



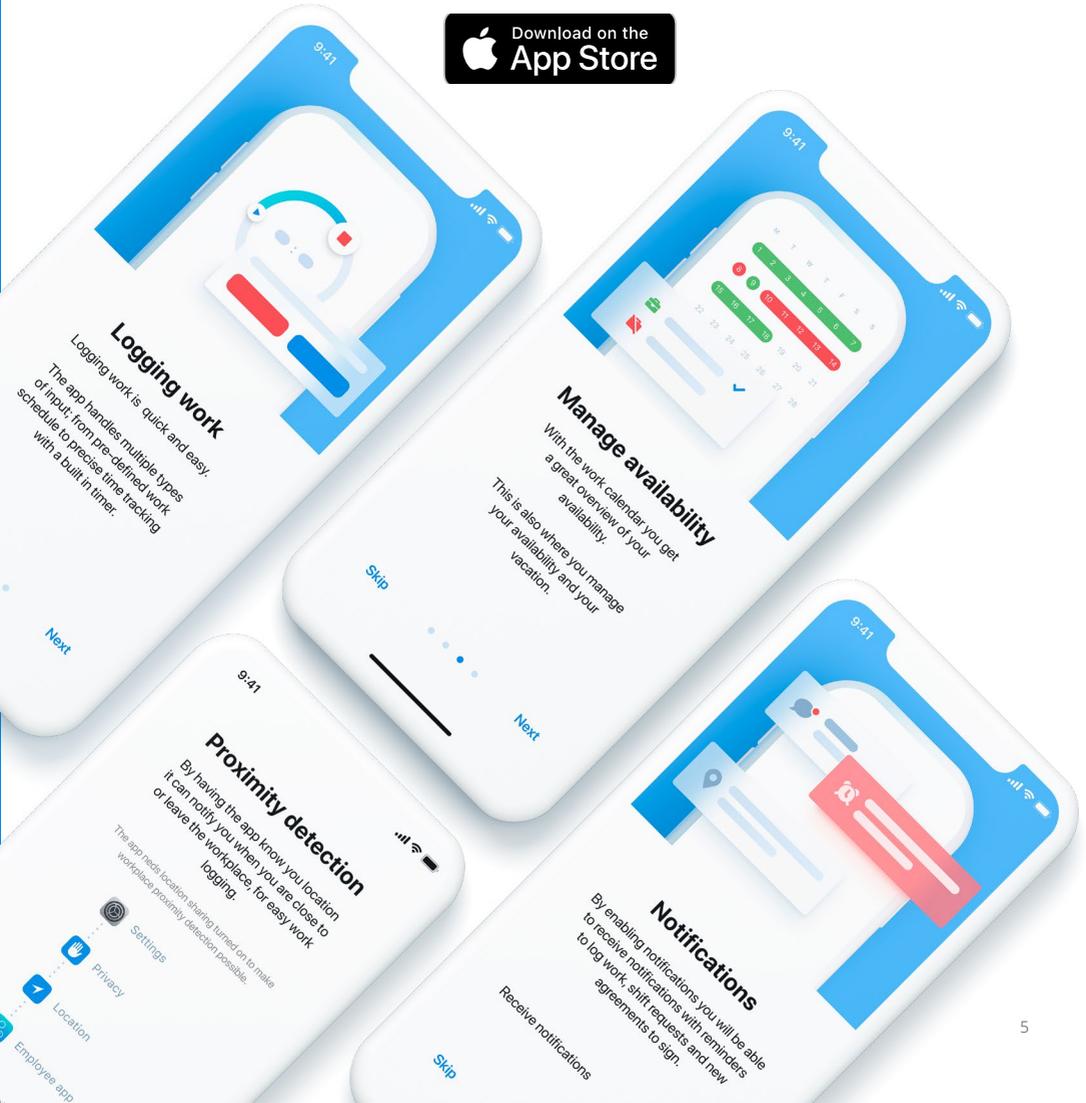
Messages

Introduction

RecMan Employee is an easy, effective way to manage your activities within the RecMan system. This user-friendly app allows you to log work, track time, share your availability, capture receipts, and more.

In this guide, you will learn about the key features of *RecMan Employee* and how you can use them to simplify your administrative tasks.

You can download *RecMan Employee* directly from the App Store:



Main Interface

The main interface has a large content area, and features three elements: the Side Menu, Action Menu, and Tab Bar.

Side Menu

- User Profile
- Logged Work
- Paychecks
- My Jobs
- Receipts
- Agreements
- Documents
- Settings
- Logout

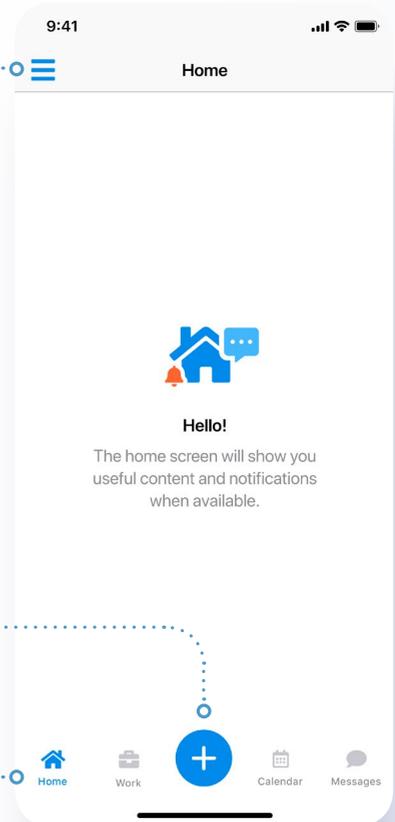
Action Menu

Pressing “+” opens a shortcut menu with the following options:

- **Set availability** — you can set your availability for that day
- **Create shift** — you can create a shift for that day
- **Log work** — you can open your work log for that day
- **Log absence** — you can log an absence for that day
- **Add receipt** — you can add a picture of a receipt with your camera
- **Start work timer** — you can begin tracking your time

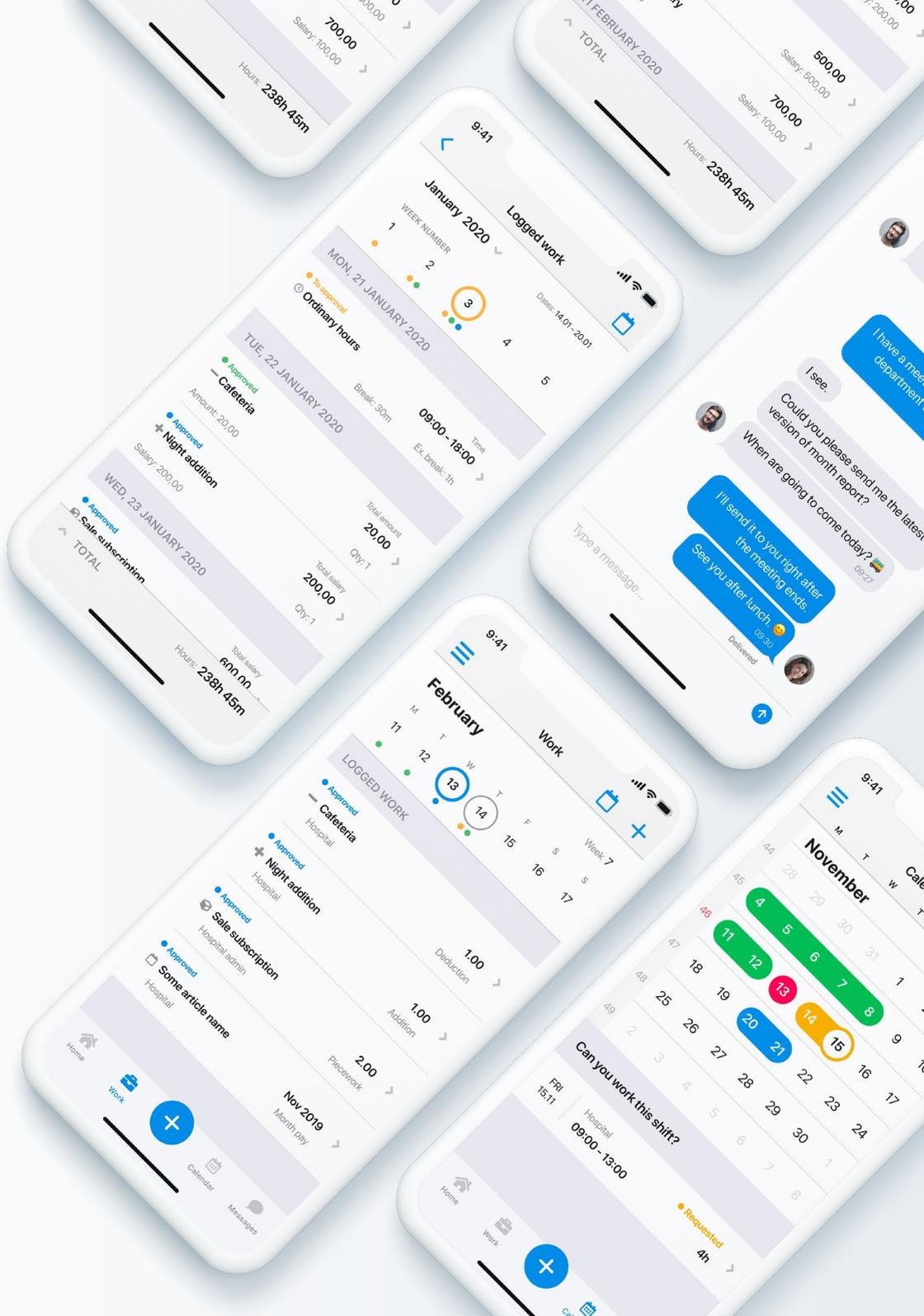
Tab Bar

- Home
- Work
- Actions menu
- Calendar
- Messages



Note

Some of the elements and features described in this guide may not be available, depending on your user rights.



700.00
Salary: 700.00
Hours: 238h 45m

FEBRUARY 2020
TOTAL
Salary: 500.00
700.00
Hours: 238h 45m

9:41
Logged work
January 2020
WEEK NUMBER
1 2 3 4 5
Dates: 14.01 - 20.01
MON, 21 JANUARY 2020
To approval
Ordinary hours
TUE, 22 JANUARY 2020
Approved
Cafeteria
Amount: 20.00
Approved
Night addition
Salary: 200.00
WED, 23 JANUARY 2020
Approved
Sale subscription
TOTAL
Total salary: 600.00
Hours: 238h 45m
Rel amount: 20.00
Qty: 1
Total salary: 200.00
Qty: 1

I see.
Could you please send me the latest version of month report?
When are going to come today?
I'll send it to you right after the meeting ends.
See you after lunch
Delivered

9:41
Work
February
M T W T F S S
11 12 13 14 15 16 17
LOGGED WORK
Approved
Cafeteria
Hospital
Approved
Night addition
Hospital
Approved
Sale subscription
Hospital admin
Approved
Some article name
Hospital
Deduction: 1.00
Addition: 1.00
2.00
Pleasework
Nov 2019
Month pay

9:41
November
M T W T F S S
44 45 46 47 48 49
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
1
2
3
4
5
6
7
8
Can you work this shift?
Hospital
09:00 - 13:00
Requested
4h

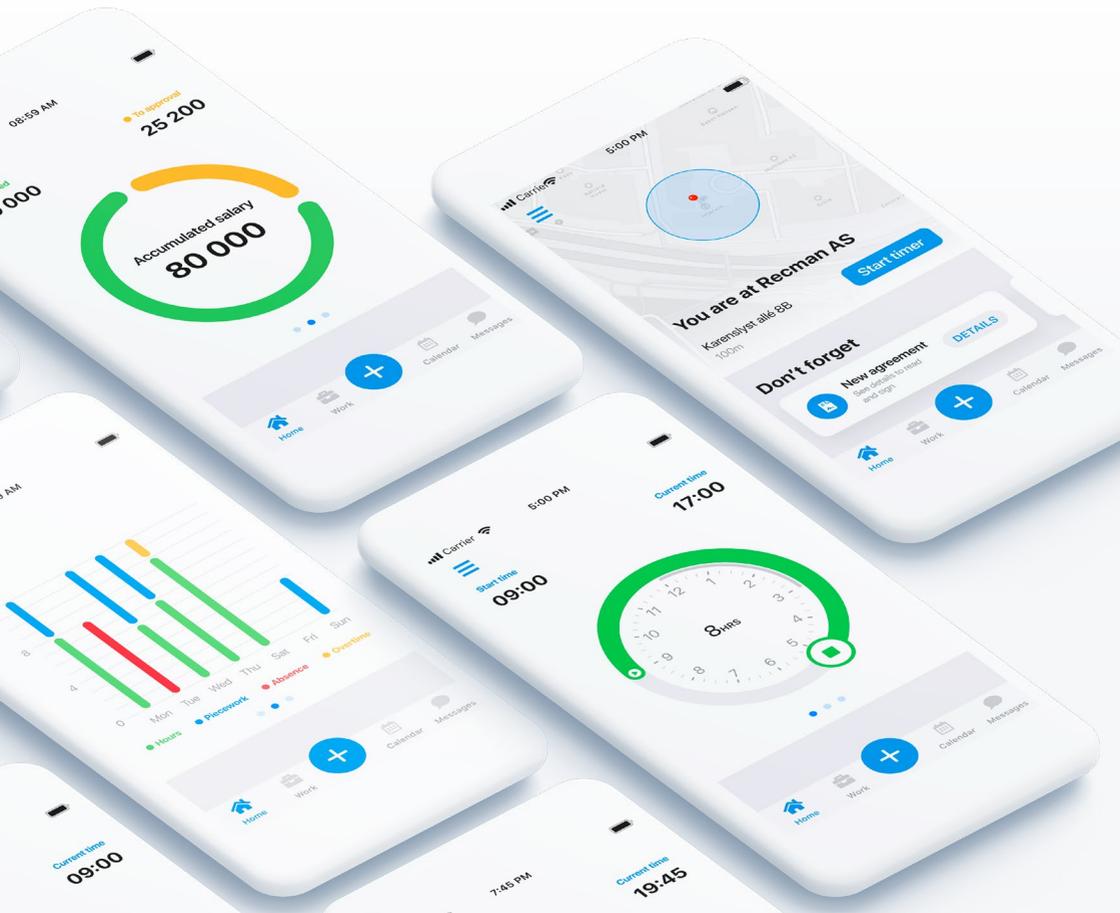
Home Screen

When you open the app, the very first screen you'll see is the Home Screen, which displays timely information like current notifications, reminders of scheduled work and shift requests, and gives you the ability to respond by logging work and accepting or declining shifts.

When in use, the exclusive new Work Timer feature is also displayed on the Home Screen.

Once you've started the Work Timer, you can easily track your work time by visiting the Home Screen and checking your hours.

Simply put: the Home Screen acts as your very own personal assistant, keeping all your key information in one place.



● Approved
60 000

● To approval
20 000

Accumulated Salary

This widget shows total amount of accumulated salary for this month.



Notifications

This area shows notifications in case of:

- Missing profile information
- New electronic agreements awaiting your signature

A button gives you the option of acting immediately upon the notification content.

Schedule Reminders

This notification appears on the Home Screen at the end of a scheduled workday. You can easily log work as-is by swiping the suggested work row to the right, or you can choose to edit it by opening its details with a tap.

Don't forget



Add your social security ID

ADD



Did you work?

3 See all

MON
14.02

Hospital
08:00 - 12:00

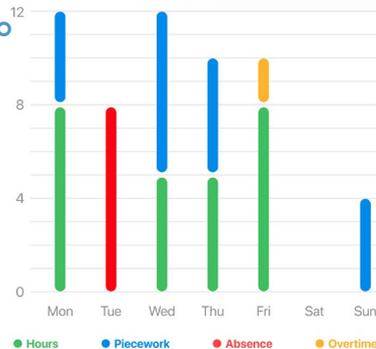
4h

Summary Chart

This chart shows total amount of hours, pieceworks, absence and overtime for this week.



This week
40.75



Shift Requests

You can see incoming shift requests and accept or decline them right from the Home screen.

- Swipe the suggested shift row to the right to accept it
- Swipe the suggested shift row to the left to decline it
- Tap on the shift request to open its details

Shift requests will be displayed on the Home screen. You can check for shifts more than a 1 week away in the Calendar.

Can you work?

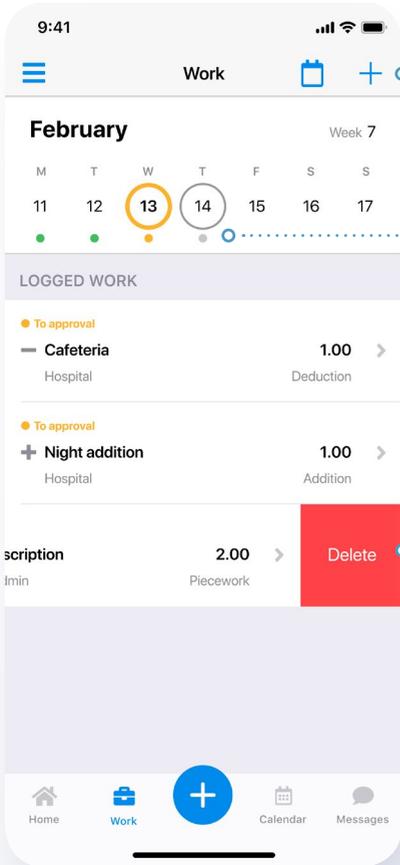
10 See all

THU
14.02

Hospital
09:00 - 13:00

● Requested

4h



Manual Work Logging

To manually log work or an absence, simply select the desired day in the workweek calendar and then press "+". Once logged, you will see the work appear on the selected day.

Existing Work Schedule

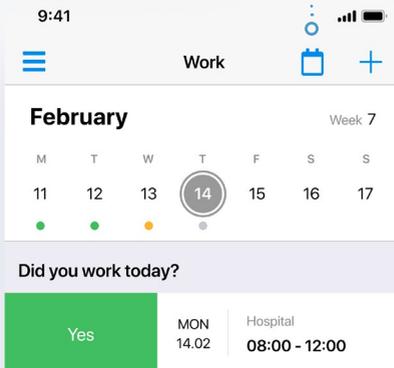
If you already have work scheduled for the current day, but haven't logged it yet, then you will see a gray dot in the workweek calendar reminding you that it has not yet been logged.

Deleting Logged Work

You can delete logged work by swiping the suggested work row to the left, or edit it by opening its details with a tap.

Tip

Tap on the "Current day" button to quickly navigate to today's date

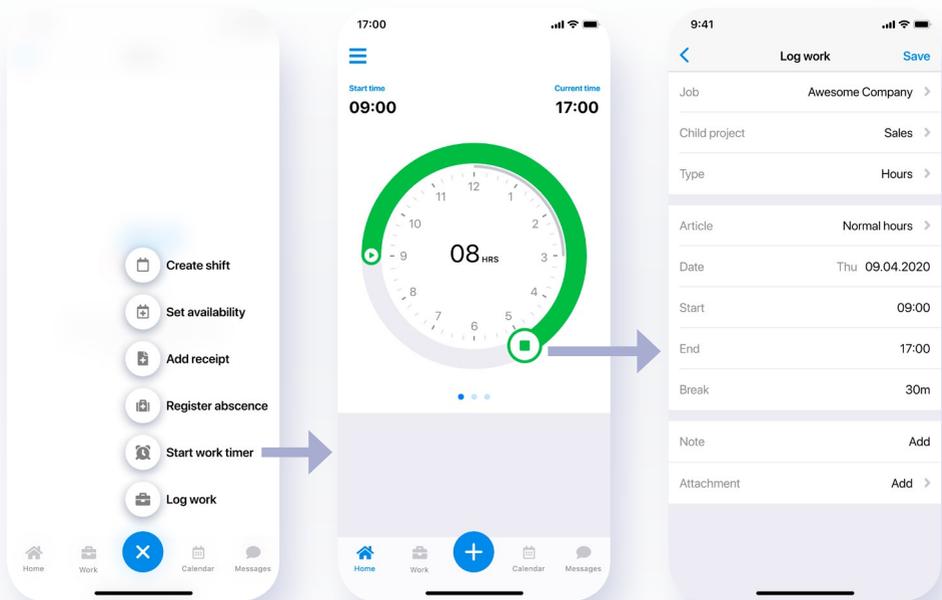


Tip

You can easily log your work by swiping the suggested work to the right, or edit it by opening its details with a tap

Time Tracker

The Work Timer feature is a precise, simple and effortless way to track work. You can even set tracking notifications to start the Timer when you approach the workplace, or to stop the Timer when you leave the workplace.



Start Timer

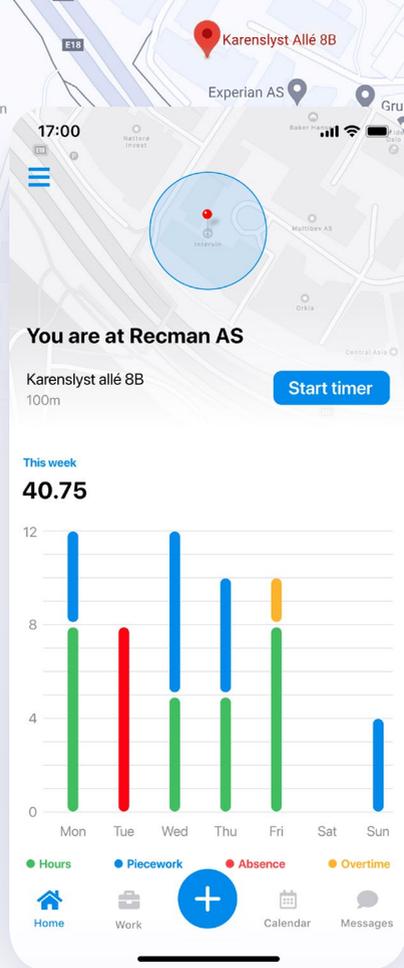
To start the work timer, press the Action Menu button and select **"Start Work Timer"**.

Once it has started, you can check your tracked time on the Home Screen.

Stop Timer

To stop the work timer and log your time, press **"Stop"**. From here, you will be able to edit the information and save it.

After saving, your logged time will be visible in the Work section for the appropriate date. Please note that you cannot pause the timer.



Geolocation and Tracking Reminders

The Geolocation feature allows you to turn on tracking reminders, which appear as push notifications.

How it works

1. Allow the app to send you notifications (do this in the app settings).
2. Allow the app to use your current location (do this in the app settings).
3. Go to settings in My Jobs and turn on the "Remind Me At Location" feature.
4. Set up your job location and trigger zone.
5. Save changes.

Now, the next time you approach your job location, a helpful notification will remind you to start your Work Timer.

Tapping the notification will open the app, and you will be taken directly to the Timer Screen.

If the Timer is still running when you leave the workplace, a notification will remind you to stop the Timer.

Calendar

The Calendar section lets you set your availability, log vacations, create shifts, accept or decline shift requests, and check the status of shift requests. All activities are displayed on the Calendar, and will remain available for your tracking purposes.

Availability

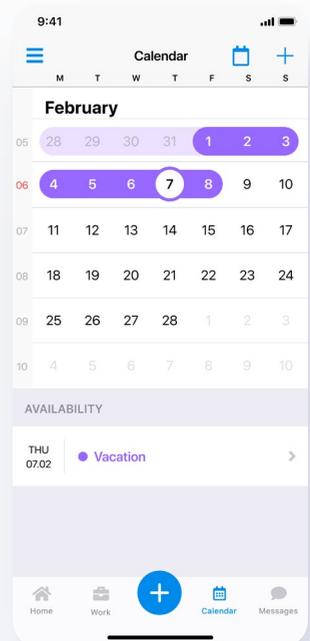
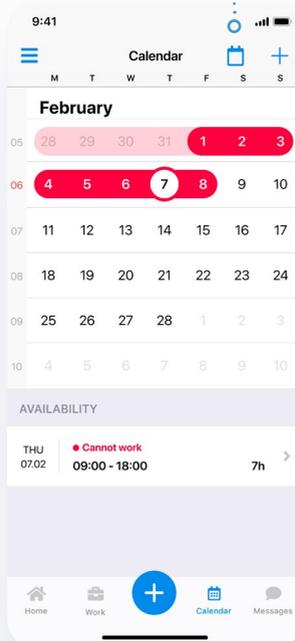
To set your availability, select the desired day on the Calendar, tap “+” and then select “**Status**” under Availability.

You will have 3 different options:

- **Can work**
- **Cannot work**
- **Vacation**

After completing and saving your option, your availability will be highlighted on the Calendar in its corresponding color.

Tipi  Tap the “Current Day” button to quickly navigate to today's date



Shiftst

Shifts displayed on the Calendar can have 3 different statuses:

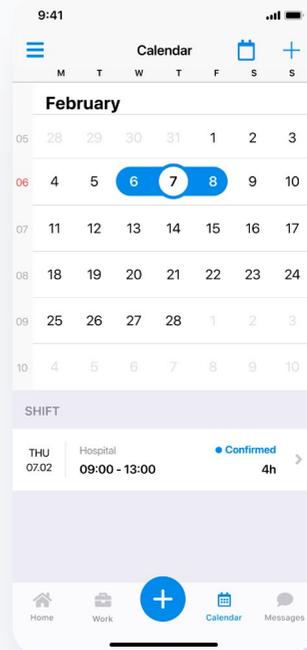
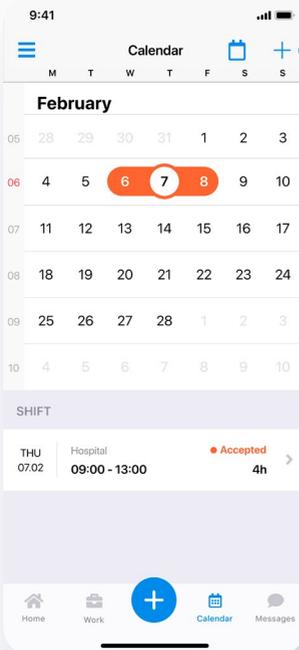
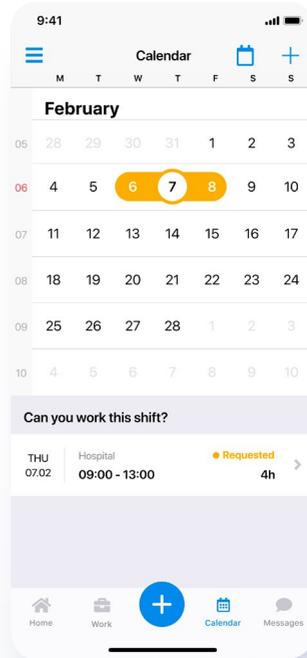
- Requested shift
- Accepted shift
- Confirmed shift

All shift requests will automatically appear in your calendar. As on the Home screen, the shift request will appear for the appropriate day. You can accept a shift by swiping the suggested work to the right, decline it swiping to the left, or open its details with a tap.

If you accept a shift request, its status on the calendar will change to "Accepted shift". Once the shift is approved by your manager, its status will change to "Confirmed shift".

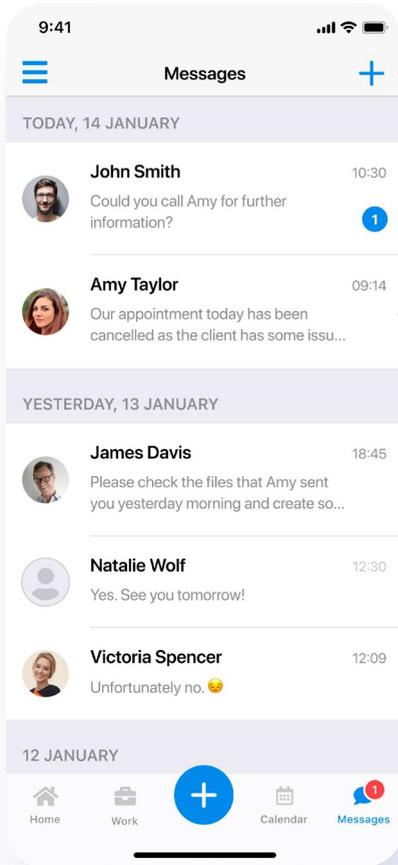
Create shift

Select the desired day on the calendar, press "+" and select "Create shift". After saving the shift details, it will be visible on the calendar with "Accepted shift" status.



Messages

Communicate with your manager and other relevant people right from your pocket.



Start a new conversation

To start a new conversation, simply press “+” and then select the person you would like to communicate with.

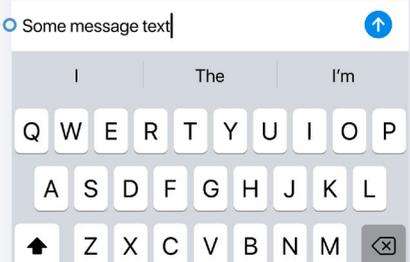
Conversation List

Here, all your conversations are listed. Choose a conversation to begin typing a message.



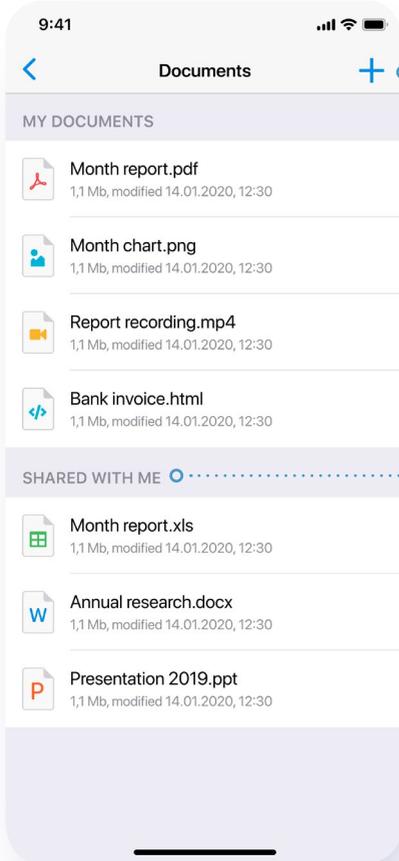
Type a message

Once you have chosen a conversation from the list, or started a new one, you can type a message.



Documents

The Documents section allows you to view your documents or upload new ones. If your employer shares documents with you, they will also be visible here.



Adding a document

To add a document, press “+”.

You can upload existing documents from your device, or opt to create a new photo or video.

If you upload photos or videos, editing options (such as size adjustment or cropping) will be available after upload.

In order to rename or delete a document, swipe the file to the left and then select the appropriate action.

Shared documents

This section will contain any documents your employer has shared with you. Shared documents are read-only, and cannot be edited or removed.

Logged Work

The Logged Work section lists all your work that has been logged for a specific week. From here, you can open each specific work log to see more details.

By default, the current work week appears upon opening the Logged Work section, but you can also filter it by specific weeks.

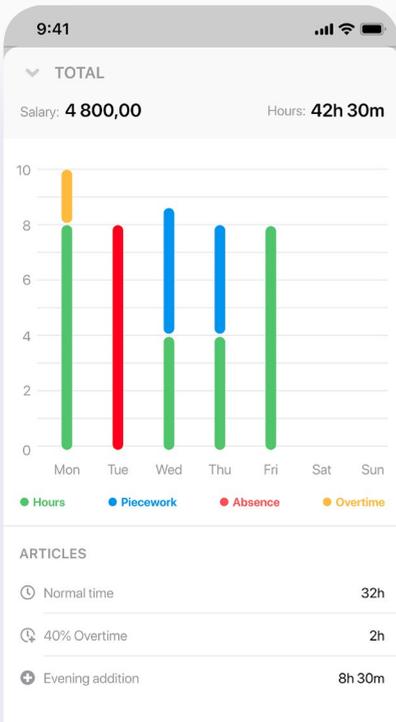
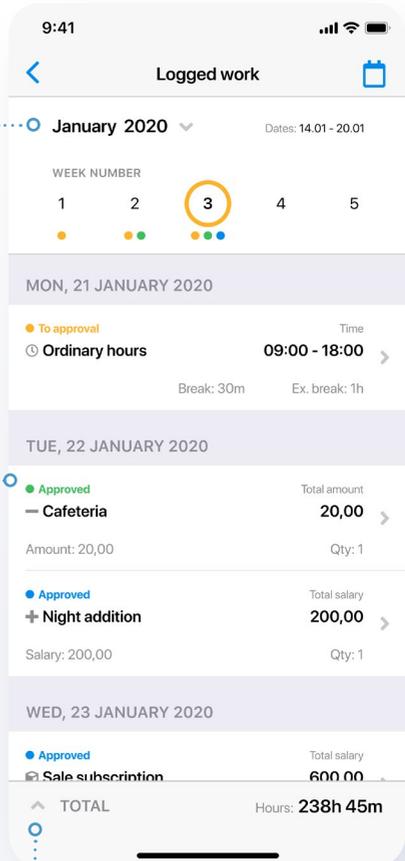
You can filter by a specific week using the controls at the top of the section:

- Year
- Month
- Week

The results will automatically appear in the section below.

Check the status of your logged work:

- To approval
- Approved
- Approved

9:41

Logged work

January 2020 Dates: 14.01 - 20.01

WEEK NUMBER

1 2 3 4 5

MON, 21 JANUARY 2020

To approval Time

Ordinary hours 09:00 - 18:00

Break: 30m Ex. break: 1h

TUE, 22 JANUARY 2020

Approved Total amount

Cafeteria 20,00

Amount: 20,00 Qty: 1

Approved Total salary

Night addition 200,00

Salary: 200,00 Qty: 1

WED, 23 JANUARY 2020

Approved Total salary

Sale subscription 600,00

TOTAL Hours: 238h 45m

See your total hours and salary per week. Tap this bar to open a detailed report which shows the articles, total break time, overtime, absence, and piecerwork amount.

Paychecks

The Paychecks section shows how much you have earned for your logged work.

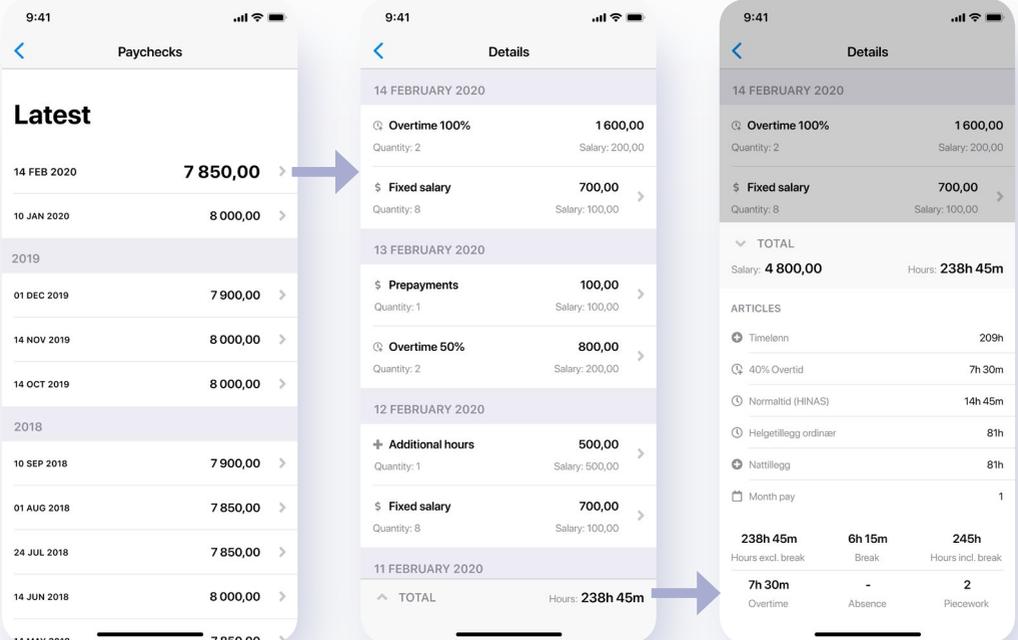
Each paycheck is dated, and displays your total earnings for all logged work during that time period.

When you open the Paychecks section, your latest paycheck is displayed at the top, with previous paychecks displaying in descending order below.

You can open any paycheck to see its associated work logs.

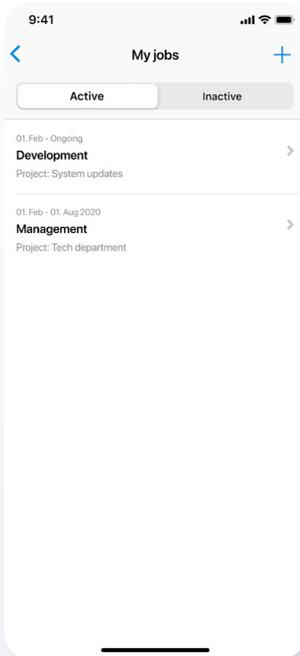
Paycheck Overview

Tap the Total Bar to see a summary of your total work time, breaks and overtime, as well as distribution per article.



My Jobs

The My Jobs section displays your *Active* and *Inactive* jobs. From here, you can also create or edit job details and set your workplace location, in order to receive time tracking reminders.



Workplace Location

To set your workplace location, select the job and toggle the “Remind me at a location” setting on.

A location row will appear. Tap it to search for the required location, or simply select “Use current location”. After setting the location, set the zone that will trigger a push notification and then save your changes.

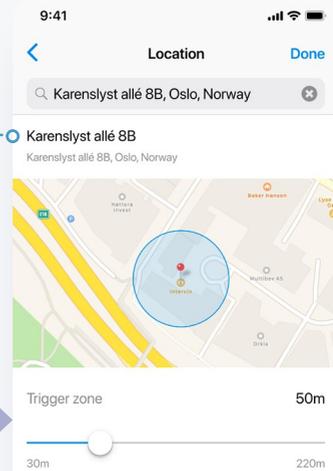
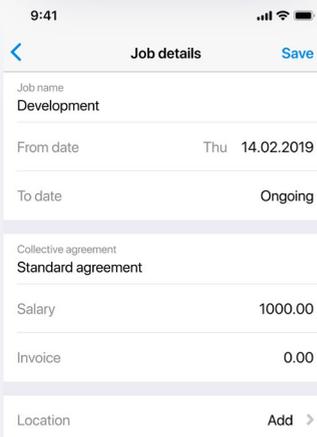
Now, the next time you approach your job location, a notification will remind you to start the Work Timer.

Tapping the notification will open the app, and you will be taken directly to the Timer Screen.

If the Timer continues to run when you leave the workplace, a handy notification will remind you to stop the Timer.

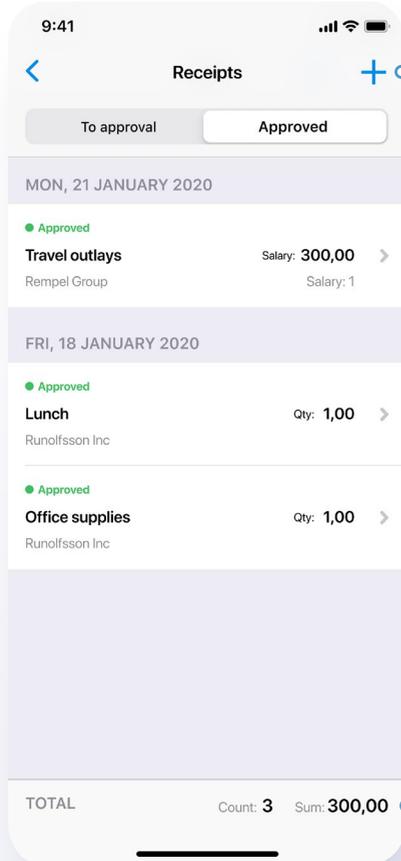
Tip

To use this feature, allow the app permission to send you notifications and to use your current geolocation. This can be done in the app settings



Receipts

The Receipts section allows you to create and register your receipts. You can switch between receipts “To approval” and “Approved”.



Adding a receipt

To add a receipt, press “+” and select an option:

- **From camera** — opens your camera so that you can take and store a photo
- **From photo library** — opens your camera roll
- **Browse files** — opens your document browser

Once you have uploaded a photo of a receipt, fill in the details and then save changes.

Created receipts will be available in the Receipts section and (after selecting the corresponding date) in the Work and Logged Work sections.

Check the receipts status:

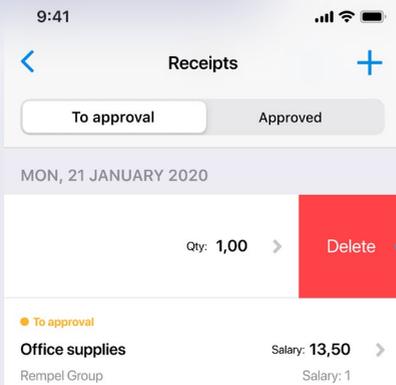
- **To approval**
- **Approved**

Summary

Once you have added a receipt, you will see a small receipts overview at the bottom of the section:

Count — displays the number of logged receipts

Sum — displays the total value of logged receipts

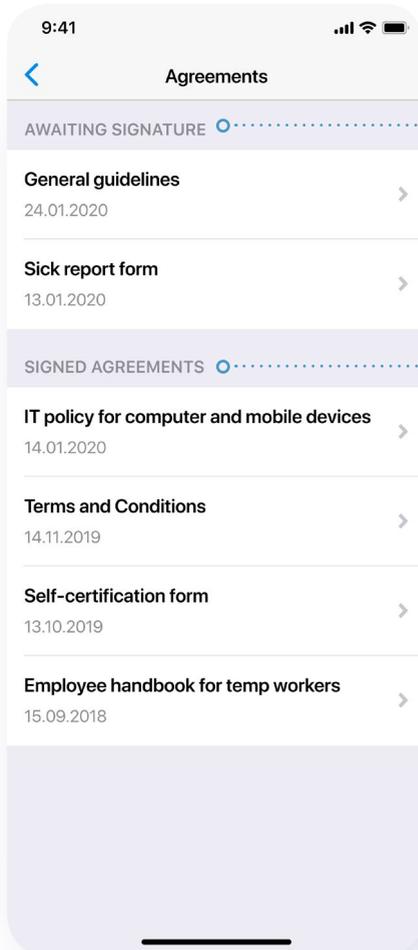


Deleting the receipt

You can delete an unapproved receipt by pressing the “Delete” button in the Receipt Details Screen, or by swiping the receipt to the left.

Agreements

The Agreements section stores all your agreements in one easy-to-access place. It consists of 2 parts: “awaiting signature” and “signed agreements”.



○ Awaiting signature

As soon as you receive a new agreement, it will appear in the “AWAITING SIGNATURE” list.

Tapping to open the agreement takes you to the in-app browser, where you can read over the agreement and then sign it.

○ Signed agreements

Once signed, the agreement will be moved to the “SIGNED AGREEMENTS” list, where you can return to review it at any time.

Profile

This section allows you to change your personal information.

Profile picture

Tap on **"Edit"** and then press the camera icon to add or change a picture.

Personal information

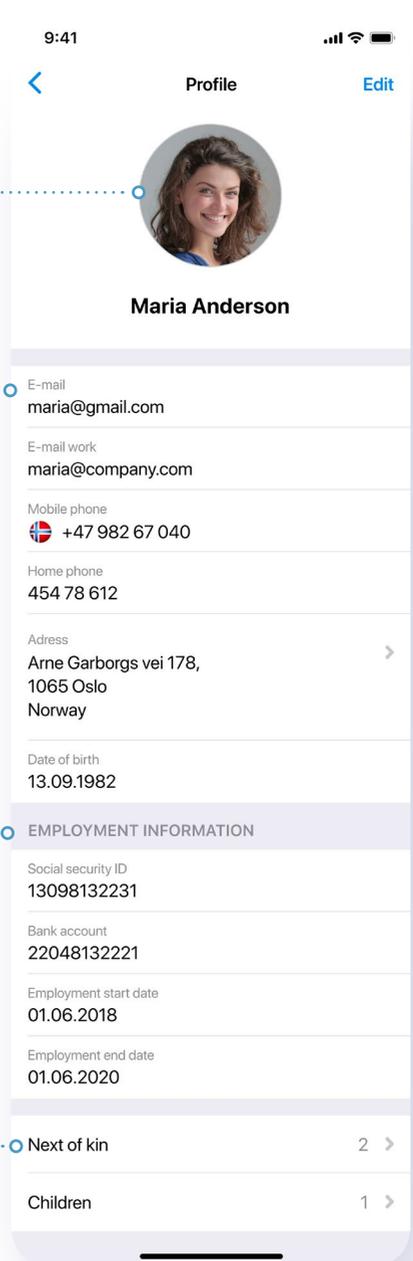
Add or change email addresses, phone numbers, address, and date of birth.

Employment information

Add your social security ID and bank account.

Family

Add or change family information.



Settings

The Settings section allows you to fully customize the app to suit your preferences.

Date formatting

Change dates throughout the app to be displayed in your preferred format.

Detailed work logging

Switch between logging by 5-minute intervals and logging by the minute.

Dark mode

Select your preferred appearance settings.

Notifications

Allow the app to send you useful push notifications, such as tracking reminders.

Location access

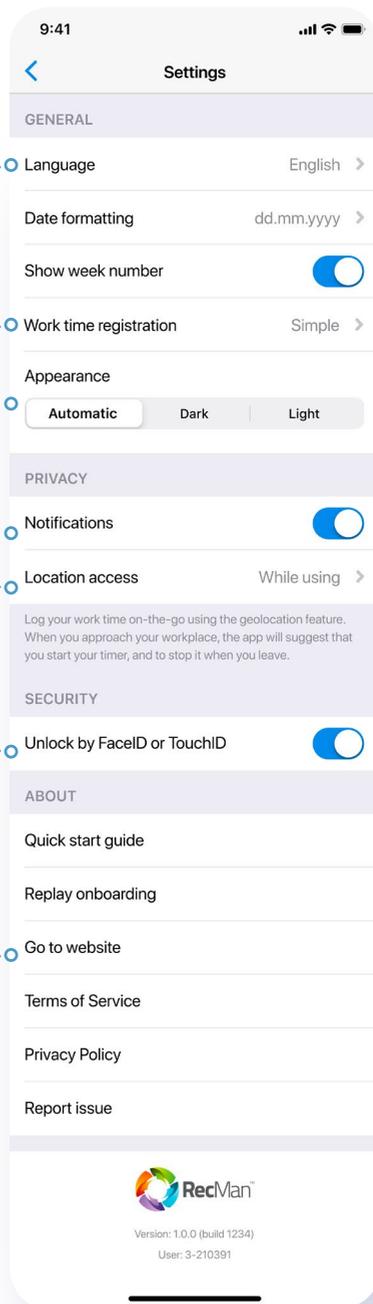
Allow the app to use your device's location services to enable workplace proximity detection.

Unlock by FaceID or TouchID

The app supports advanced authentication technologies to protect personal information.

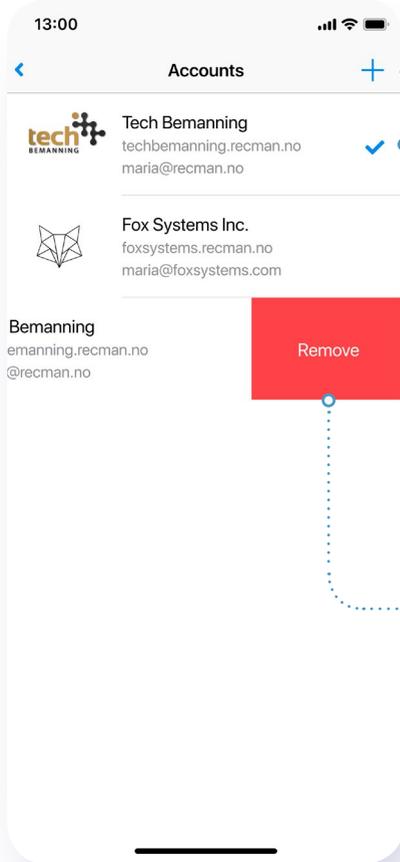
Go to website

Opens recman.no



Accounts

The Accounts section allows you to administer accounts with different employers. If you work for two or more companies simultaneously, you can easily switch between them to log work.



Add an account

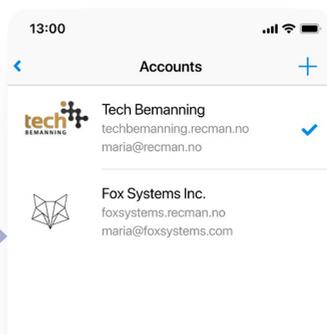
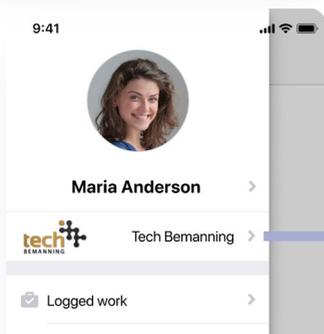
To add an account, you'll need to enter a company domain and an email address the company has registered for you into their RecMan system account.

Switch between accounts

Once you have verified your email and company domain, you can then switch between accounts with a simple tap.

Remove an account

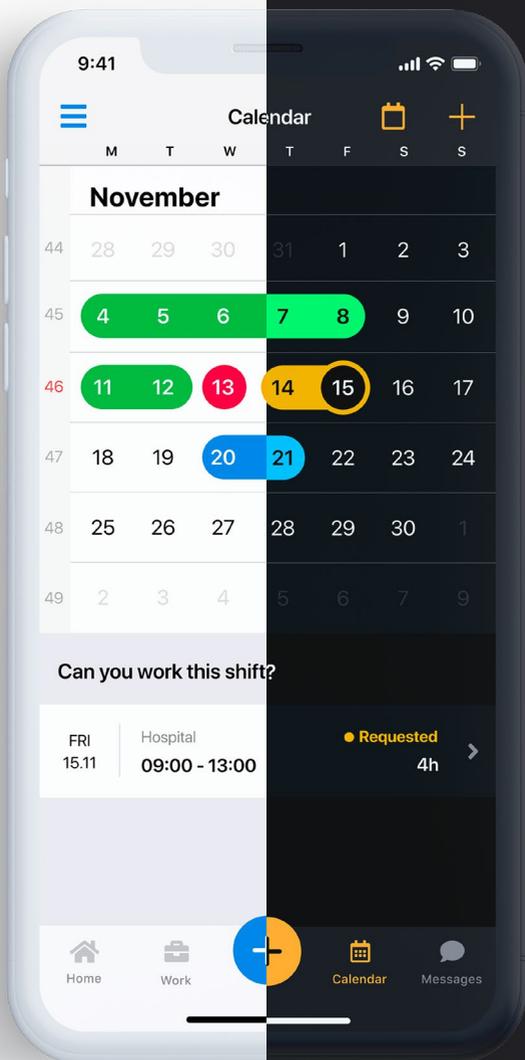
You can remove an account by swiping to the left and then pressing **"Remove"**.



Available in

Light mode

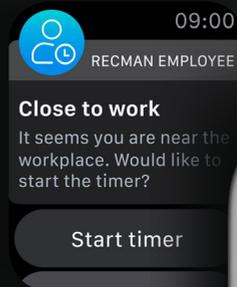
Dark mode



Apple Watch

When you have the *RecMan Employee* iOS app installed, the Apple Watch app will also be available to install from the Watch app on iOS.

You can start the Work Timer by pressing “Start Timer”.



If you don't have a location defined for your job, you can start the Timer by opening the app and tapping “Start”. If you have multiple active jobs, you will be able to choose which job you want to track time for.

Tip

The app also supports child projects, if your job has this feature enabled.



The Timer is always available on your wrist, at any time of the day.

If you have a location defined for your job, the app will remind you to stop tracking time when you are leaving the workplace.

When you register the work time, you will also have the ability to add break time.

Simple.

All conveniently available on your wrist.





RecMan

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