Elecāte™

INTELLIGENT **CATERING**+**EVENT**+**RENTAL** SOFTWARE

User Manual

Staffing Mobile App

V1.1.0 - 11.18.2025

Elecate Staffing Mobile App

Accessing Elecate Apps

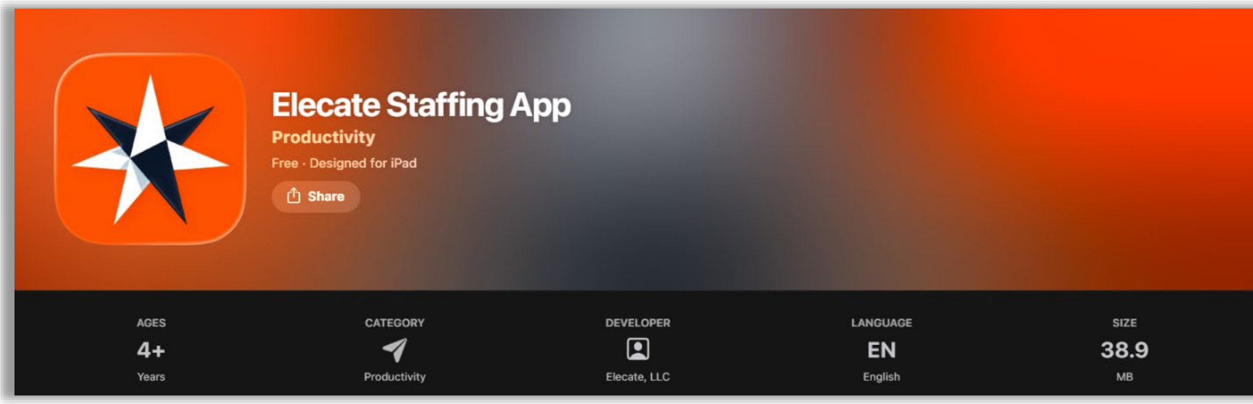
Download/Log In - Staffing Mobile App

To manage business and save time, stay connected with your Event Details by utilizing our Mobile App. In today's fast-paced environment, we have provided a straightforward guide on locating and downloading our Elecate Mobile Applications.

Step 1: Downloading the App

For iOS users

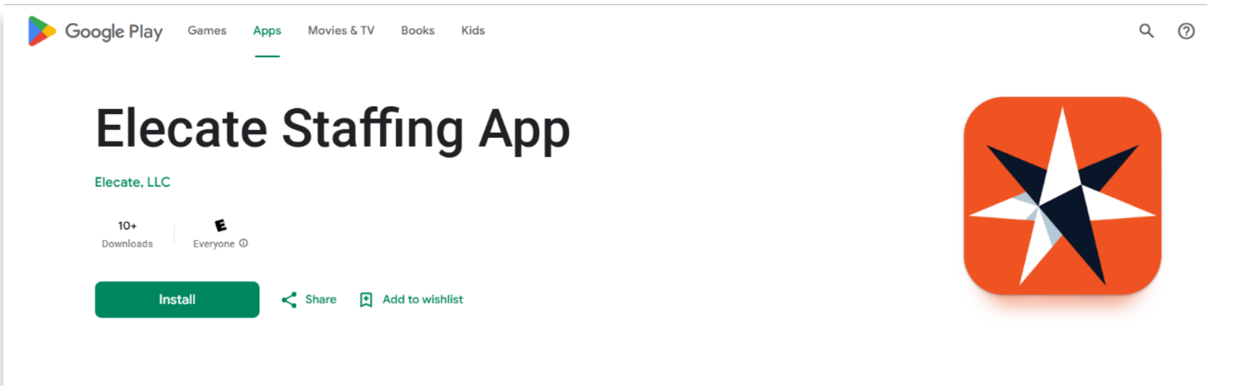
1. Open the App Store on your iPhone or iPad
2. Search for 'Elecate Staffing App' in the App Store's Search Bar
3. Find the Staffing App in the results and click on it
4. Tap 'Get' to download and install the app



Alternatively, you can open this link: https://apps.apple.com/us/app/elecate-staffing-app/id6648796010

For Android users

1. Open the Google Play Store on your Android device
2. Search for ‘Elecate Staffing App’ in the App Store’s Search Bar
3. Find the Staffing App in the results and click on it
4. Tap ‘Install’ to download and install the app



Alternatively, you can open this link: https://play.google.com/store/apps/details?id=com.elecate.staffing

Step 2: Logging into the App

Once the app is installed, you can log in to access your business data

1. Open the Elecate Delivery App on your device
2. Enter your Elecate Username and Password (go to the settings account section)
3. Tap ‘Sign In’ to access your Elecate Dashboard

Exploring the Mobile Interface

Upon successful login, you’ll be greeted by the Elecate mobile interface, which includes:

- ⇒ **Home Dashboard:** Primary View – Quick Access to Event List
- ⇒ **Navigation:** List of Events – Event Search – Event Details
- ⇒ **Prioritized Data:** Event Details - Call Feature – Event Log – Order Details - Camera

Administrators setting up the Staff Account

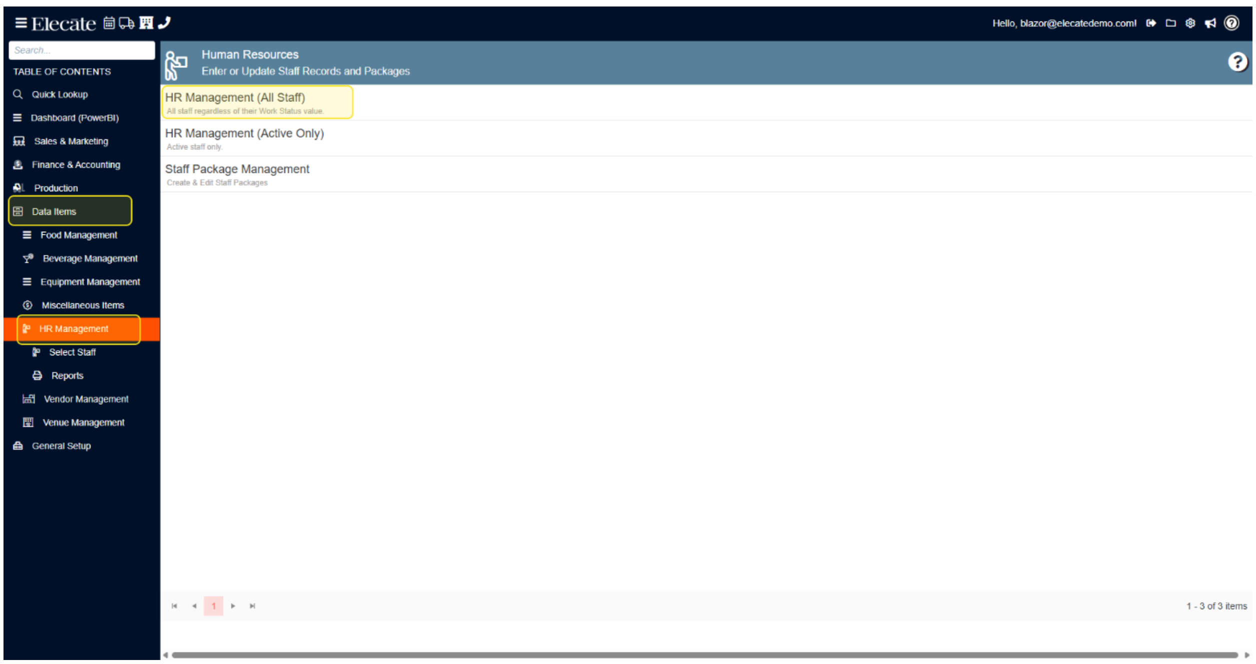
Before your staff can start jumping into events, you will need to set up an account with a few important details. This ensures smooth communication, accurate order tracking, and on-time deliveries. Follow the steps below to complete your setup.

If anything's unclear, your implementation specialist is just a message away and happy to help

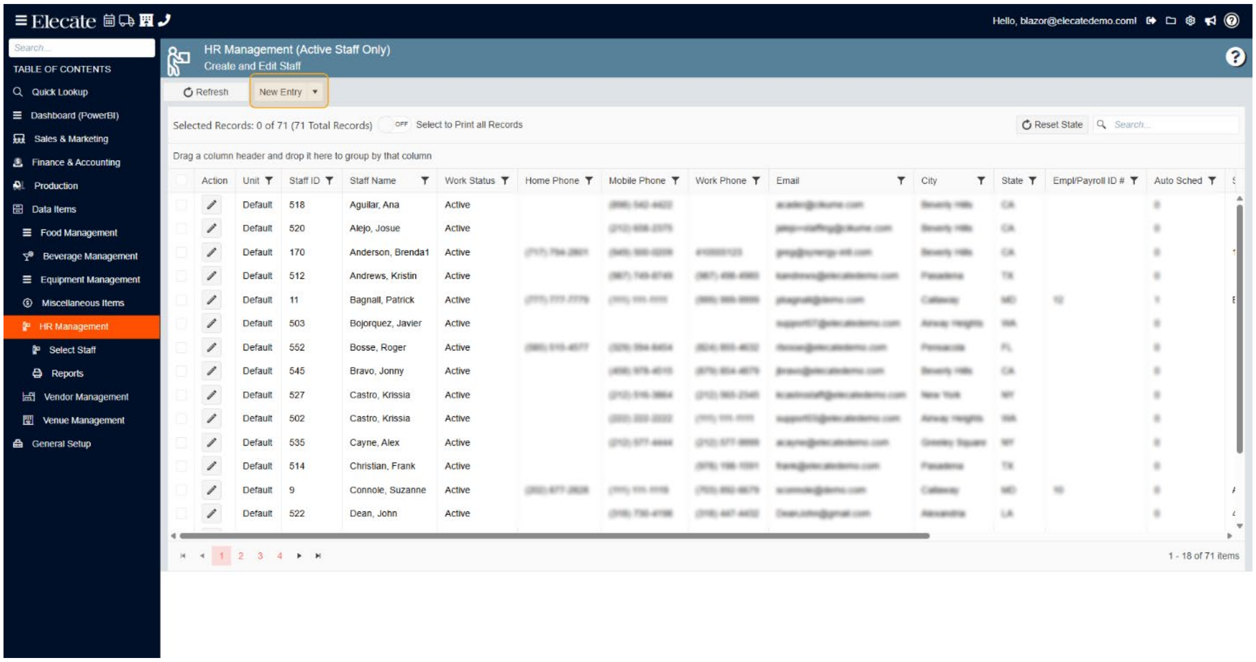
Setting the username and password for a Staff member

Follow these steps:

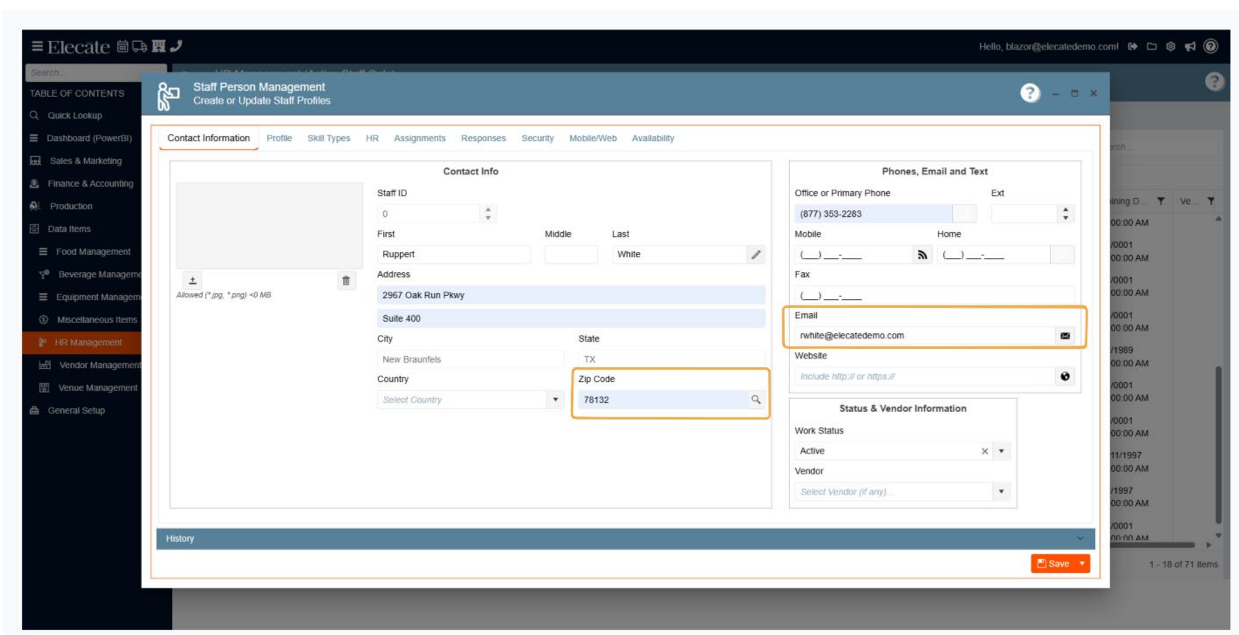
1. Go to "Data Items."
2. Go to "HR Management."
3. Select "HR Management (All Staff)."



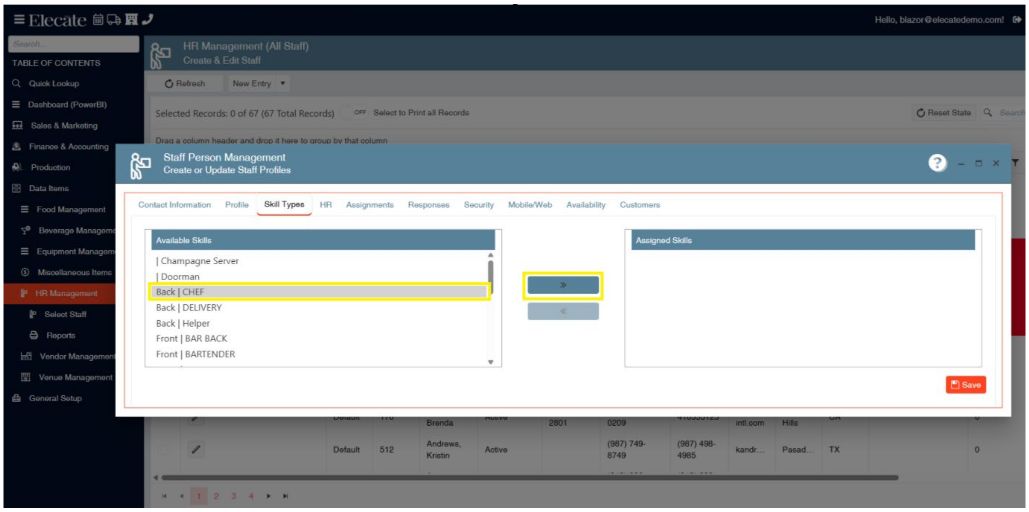
4. Click on the “New Entry” button



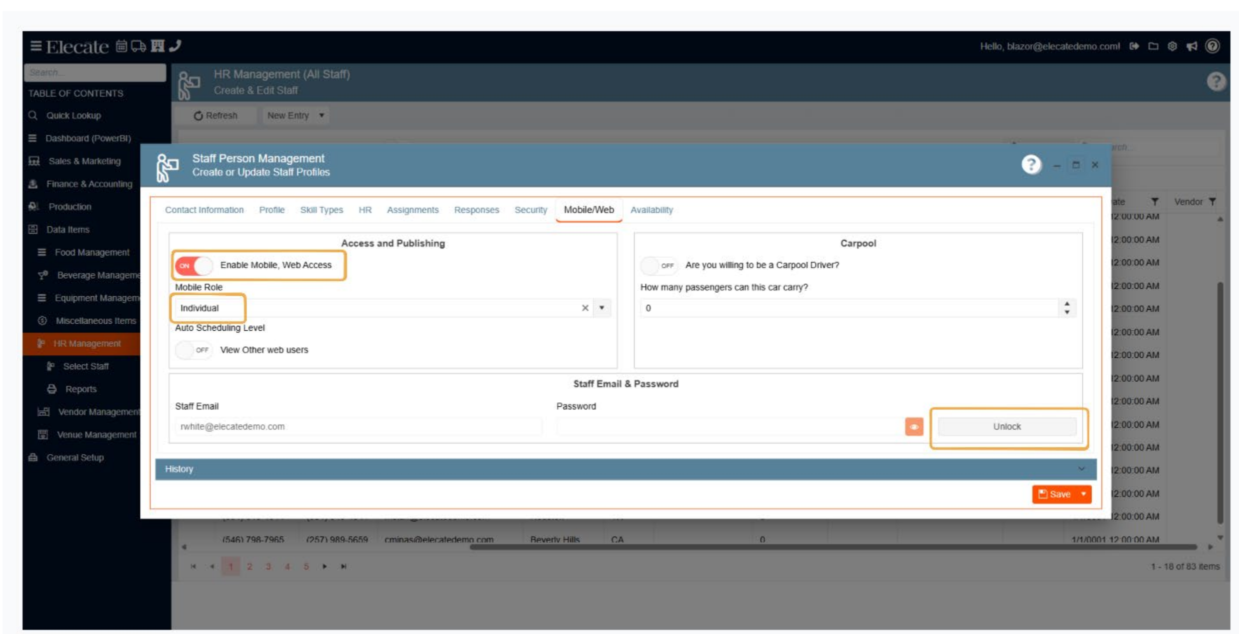
5. Fill the “Contact Information” tab with your staff information, make sure you fill out the address with a Zip Code and an Email.



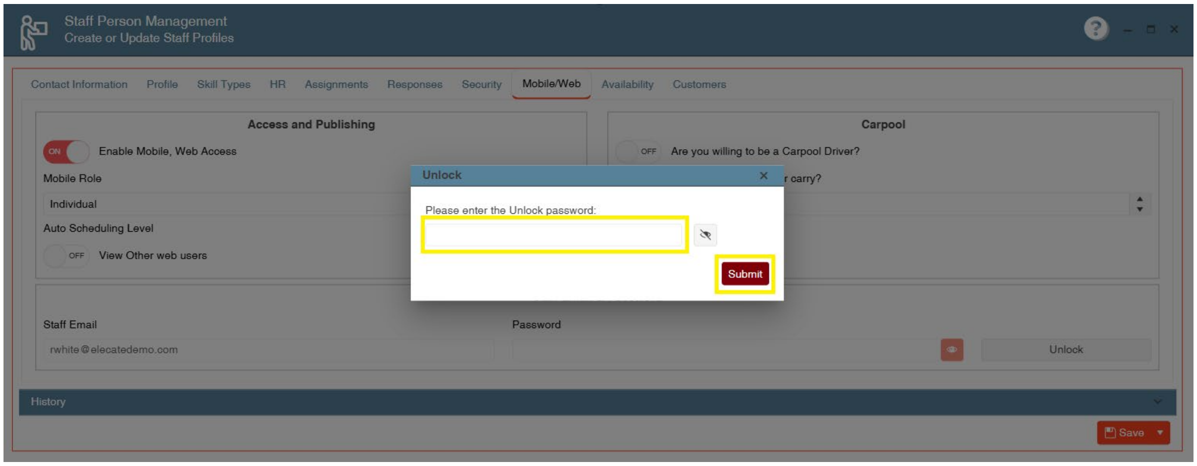
6. Go to the “Skill Types” tab here, and you will find an array of options such as: *Champagne Server, Doorman, Back Chef, Back Delivery, Back Helper, and more.*
7. For this example, we will select *Back Chef*
8. Click on the right arrow to assign this skill to your staff



9. Add the *Back Chef* skill to your user
10. Click on “Save.”
11. Go to the “Mobile/Web” tab
12. Switch the “Enable Mobile, Web Access” toggle on
13. Click under the “Mobile Role” dropdown menu, and select *Individual*
14. Underneath the “Staff Email & Password” section, click on the “Unlock” button

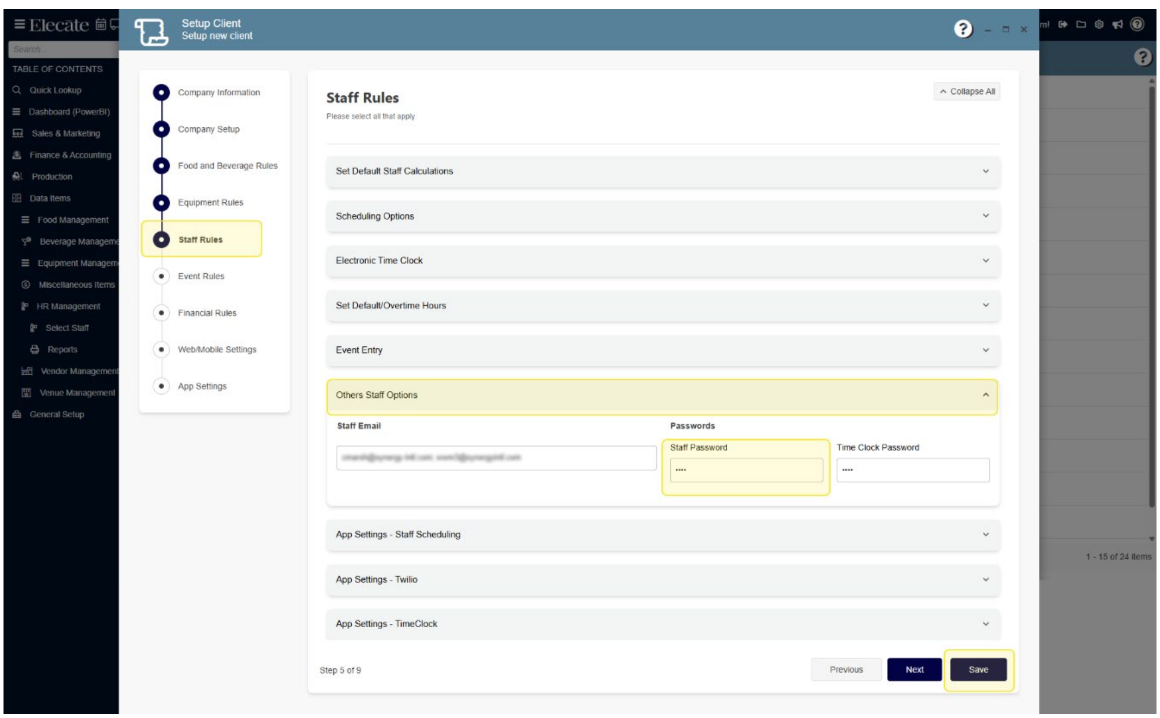


15. Type in the administrator password you previously set up in the “Client Setup” menu, and then click on submit

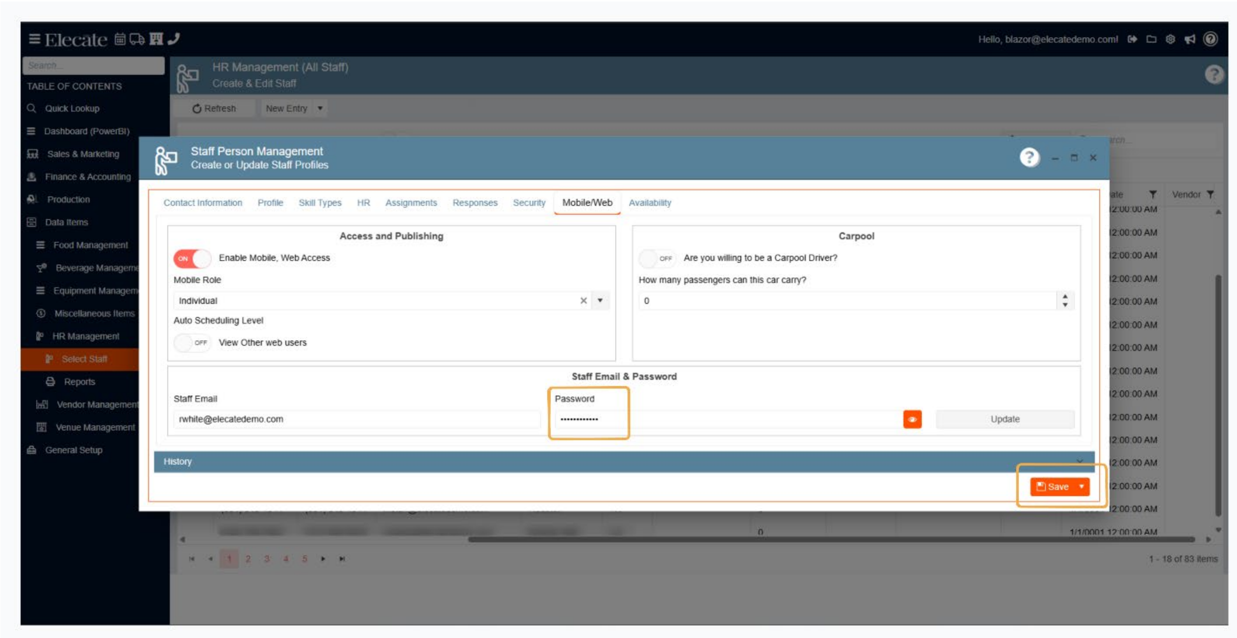


Haven’t you set up a *Staff password*? Worry not, we've got you.

a. Select the Administration menu by clicking the gear icon at the top right corner of the screen
b. Go to the “Setup Client” menu
c. Select the “Staff Rules” section
d. Open the “Other Staff Options” section
e. Under the password section, you can set up the Staff Password

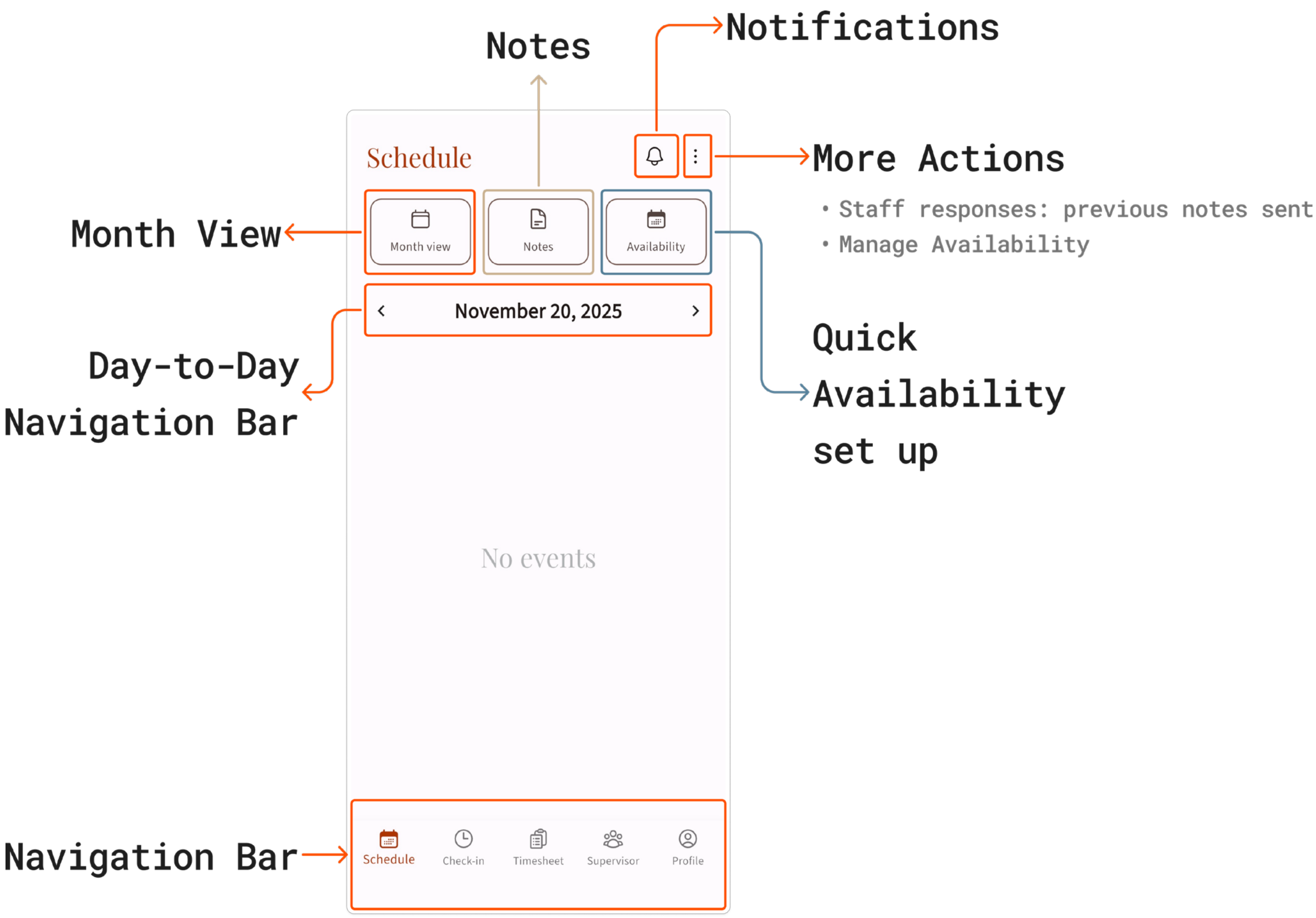


16. Type in a password for your staff, right underneath the *Staff Email & Password* section
17. Hit Save & Close



Events (Mobile App)

Meet your Events home screen

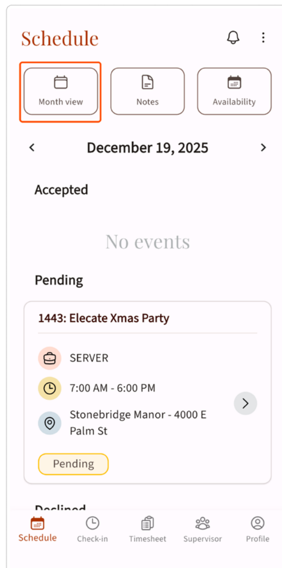


- ▢ Notifications: Stay updated! Get instant alerts for new events or changes to accepted ones, with a focus on the last 30 days!
- ▢ Notes: Need to share a quick update? Use Notes to let your team know if you're available, out sick, or have any short status messages related to the event. It's fast, easy, and keeps everyone informed.
- ▢ Month View: Plan like a pro! See all scheduled events for the entire month at a glance, so you're always ahead.
- ▢ Day-to-Day Navigation: Need a quick snapshot? Jump to any date and get a clear summary of what's happening that day.

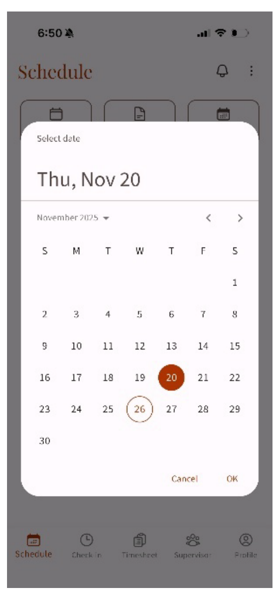
Month View:

Whether you’re managing a busy schedule or prepping for upcoming events, this view keeps you in control and stress-free.

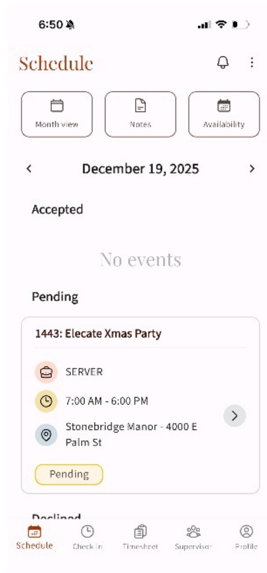
- Tap the Month View icon on your Staff Mobile App home screen



- Instantly see the current month laid out for easy planning.



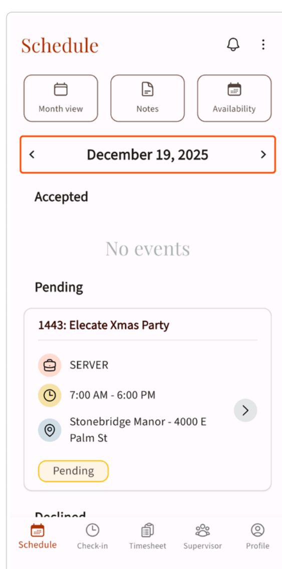
- Select any date that interests you.
- View all events for that day—whether they're pending, accepted, or declined. In one quick glance.



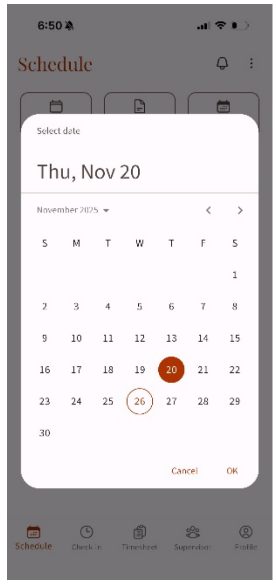
Day-to-Day Navigation Bar

Ready to take control of your day? Here's how to explore your events with ease:

- Open the Elecate Staffing App. Your event hub starts here.
- Log in to your account. Quick and secure access to your personalized schedule.
- Welcome to your Home Screen! This is your command center for all things events.
- Swipe through days with the arrows. Go back or forward to see what's coming up.



- Jump to any date in a snap. Tap the date at the top of the day-to-day navigation bar, and a calendar will pop up for fast navigation.



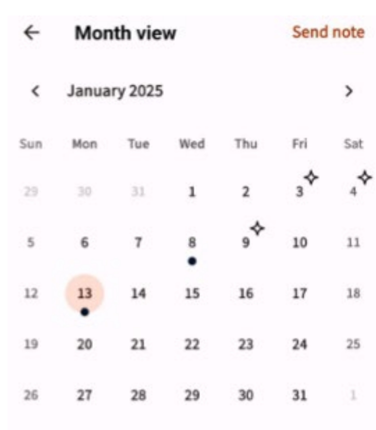
Respond to event invitations:

Difference between Auto-assign and Assigned Events.

Auto-Assign events will be available if your Administrator has enabled this option; some events will only give you the option to accept, no declining here!

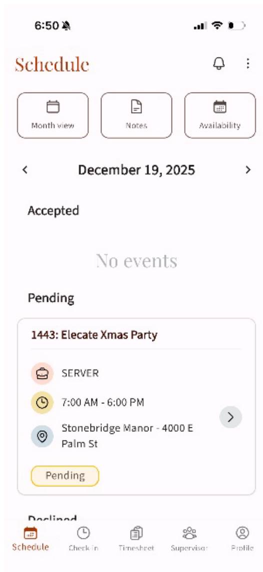
Wondering how to identify these events?

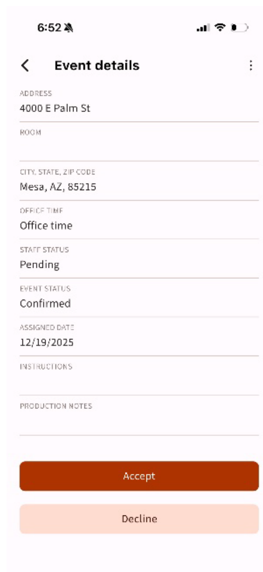
It's simple: in Calendar View, auto-assigned events stand out with a star icon, so you can spot them at a glance.



How about Assigned Events? Here’s how:

- Open the Elecate Staffing App. Your event dashboard starts here.
- Log in to your account. Quick access to your schedule.
- Tap on the Schedule section. Find all your upcoming events.
- Select the event card that needs your attention.
- Scroll down to review the details.
- Tap “Accept”. You’re confirming your attendance with one simple step!

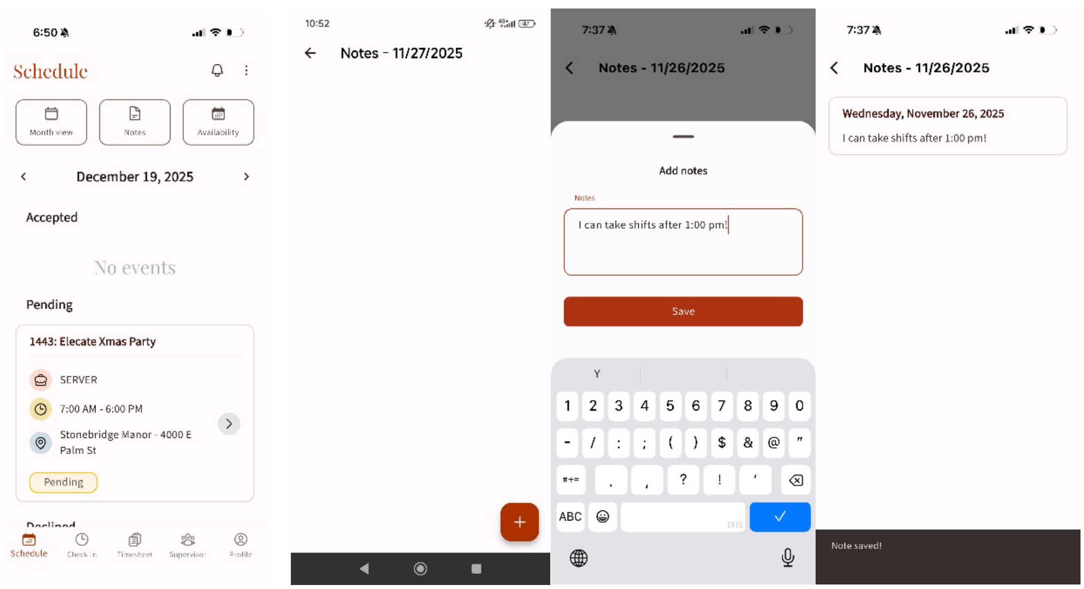




Send Individual Notes:

Need to share a quick update about your availability or event? Here's how to do it:

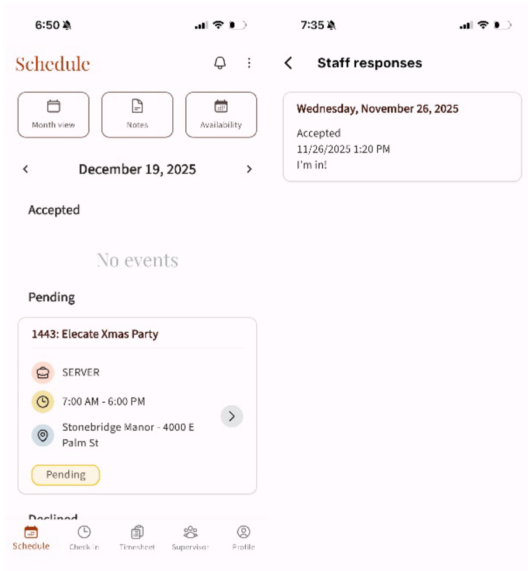
- Open the Elecate Staffing App. Your event hub starts here.
- Log in to your account.
- Tap on the Schedule section. Find the event you want to update.
- Go to the Notes button. This is where your message will live.
- Tap the '+' button. A note field will appear, ready for your input.
- Write your note. Keep it short and clear (e.g., "I'm available" or "Out sick today").
- Tap "Save". Your note is now added!
- Look for the confirmation message at the bottom of the screen to know it's saved successfully.



View All Notes:

Want to check what's been shared about your event? It's easy:

- Open the Elecate Staffing App – Your event hub starts here.
- Log in to your account – Secure access to your schedule.
- Tap on the Schedule section – Find the event you're interested in.
- Go to the Notes button – This is where updates live.
- On the Notes screen, you'll see all notes for the selected day at a glance.



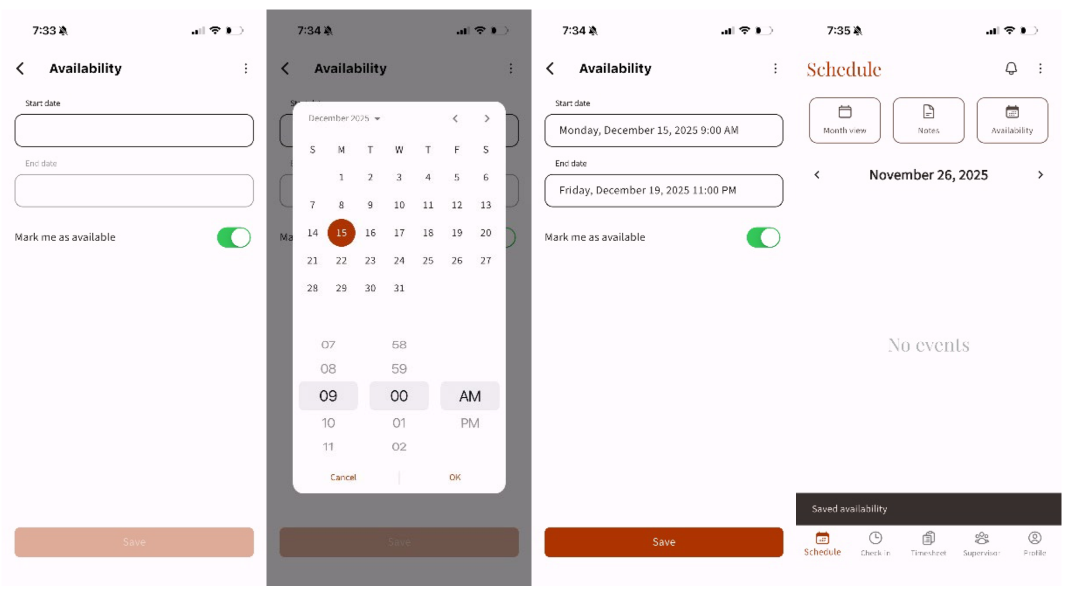
Availability:

Want to make sure you're booked when you're free—and not when you're busy? Here's how to manage your availability.

Important: If you mark yourself as unavailable, you won't be able to accept any events during that time. Create availability.

Create Availability

- Open the Elecate Staffing App. Your scheduling starts here.
- Log in to your account. Quick and secure access.
- Tap on the Schedule section. Where all your planning happens.
- Select "Availability". This is your control center for when you're free.
- Choose your date range. Tap the date field and pick the days you want to be available.
- Set your time. Select the hours you're ready to work.
- Mark yourself as available. Tap the button (orange means available, white means not).
- Save your changes. Done! Your availability is now updated.



Check-In

View Events Depending on Mobile Role by Past, Today, & Future:

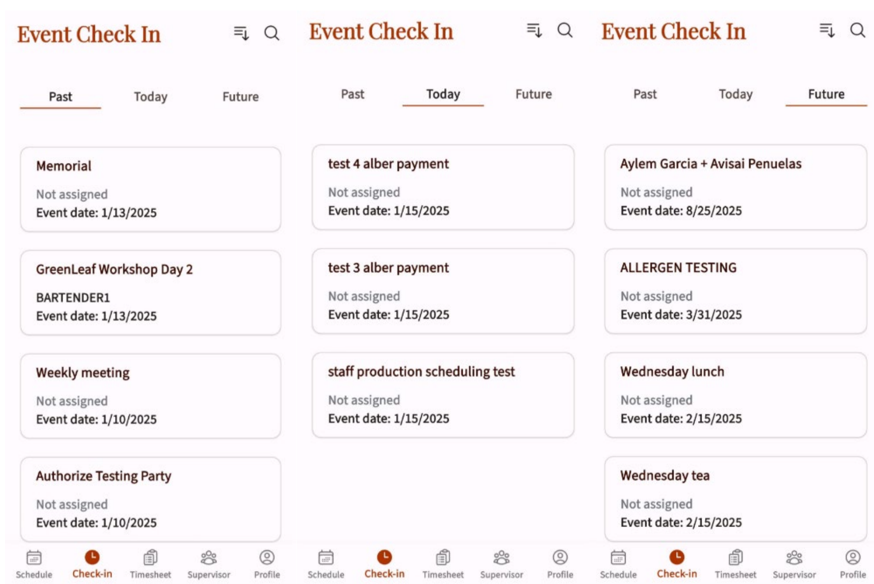
As a staff member, you can easily check events scheduled for the future, present, or even those that have already happened. Your mobile role determines how many events you can see and what details you can access.

Roles and Access

- **Individual**
  You'll only see events you've accepted through the Schedule module.
  Party Supervisor
  You can view all events you're part of and see the list of other staff members assigned to those events.
  Administrator
  You have full visibility of all active events, even if you're not directly involved. Plus, you can access the list of all assigned members*!*

To open this module:

1. Tap the "Check-in" button located in the bottom navigation bar.
2. Browse through your events and manage your schedule effortlessly.



View Staff List if Mobile Role Allows It:

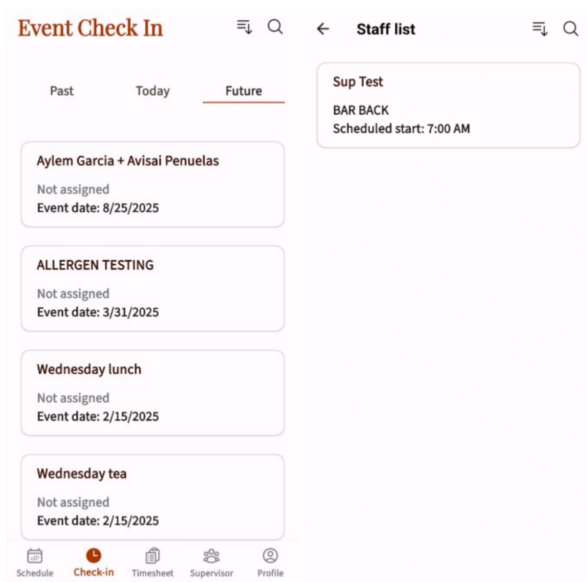
Navigating Event Details in the Check-in Module

Once you're in the Check-in module, exploring event details is simple:

1. Tap an Event Card
   Your next screen depends on your mobile role:

   - Individual
     You'll be taken to your own shift status screen, where you can review your schedule and confirm your availability.
     Quick tip: Keep this updated to avoid surprises!

   - Party Supervisor & Administrator
     You'll land on a screen showing all staff members assigned to the event. From here, you can:
     • Select any staff member
     • View each person's shift status
     Ideal for managing team assignments and ensuring smooth coordination!



Searching and Sorting Options for Events & Staff:

Finding the right event is quick and easy with the Event Check-In module's built-in search and sort tools.

Search

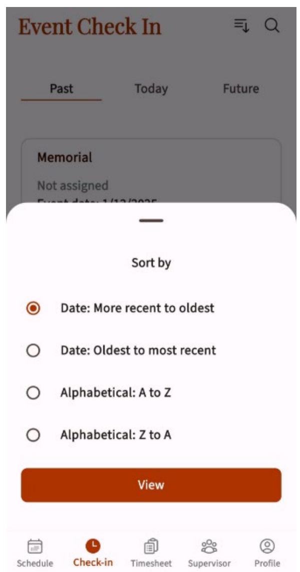
- Simply type the event name in the search bar to locate it instantly.

Sort

You can organize your event list in the way that works best for you. Choose from these options:

- Date: Most Recent → Oldest
- Date: Oldest → Most Recent
- Alphabetical: A → Z
- Alphabetical: Z → A

Once you've selected your preferred option, tap "View" on the sorting modal, and your list will update immediately.



Viewing and Managing Staff Lists

If your mobile role allows it, you can access the list of staff members assigned to an event. From here, you can search and sort to quickly find the right person.

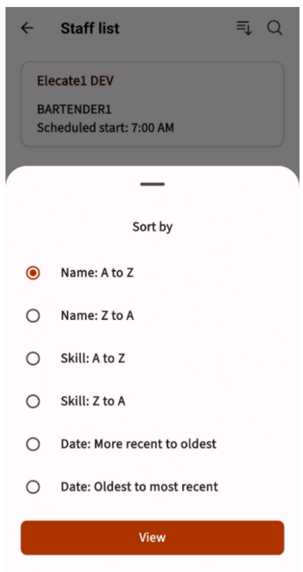
Search

- Enter the staff member's name in the search bar to locate them instantly.

Sort

Organize the list based on what matters most to you:

- Name: A → Z or Z → A
- Skill: A → Z or Z → A
- Shift Start Time: Most Recent → Oldest or Oldest → Most Recent



View Shift Status:

Want to check a staff member's shift details? Here's how:

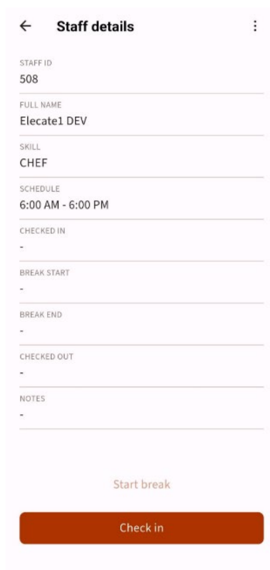
Steps to View Shift Status

1. Open the Check-In module.
2. Select the event you're interested in.
3. If your mobile role allows it, choose a staff member from the list.

What You'll See

The Shift Status screen gives you a clear snapshot of a staff member's schedule within the event, including:

- Staff Details: ID, Name, Skill
- Scheduled Times: Start and End
- Check-In / Check-Out Times
- Breaks: Start and End



Check In/Out (Geofence):

The Check-In module's main feature is helping staff and supervisors log their check-in and check-out times for scheduled events.
Important:

- Past and future events are read-only.
- Only today's events can be interacted with.

How to Check In

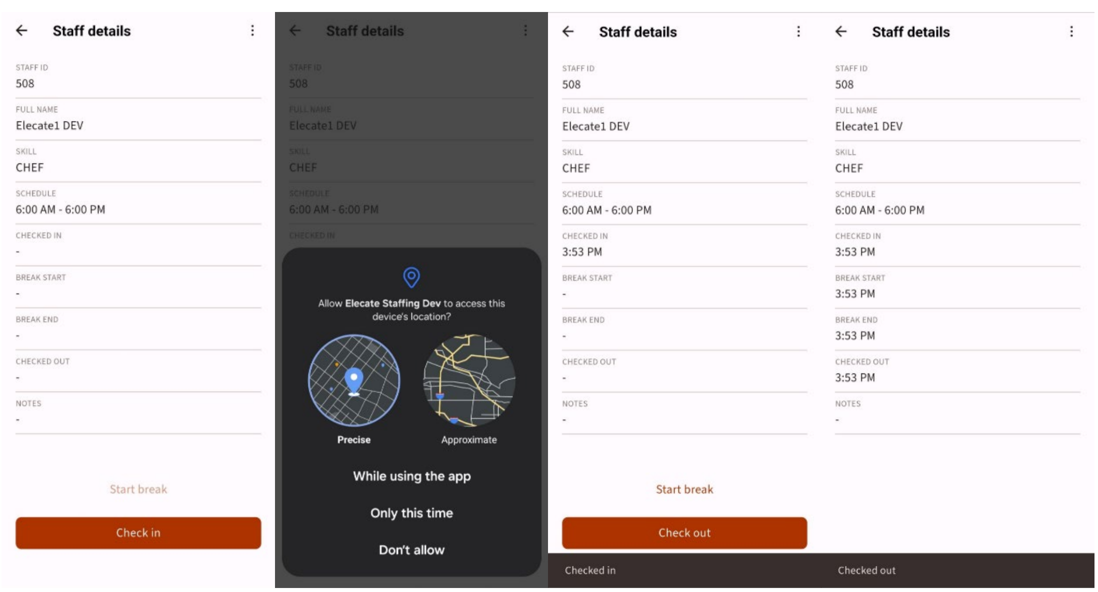
1. Go to the Shift Status screen.
2. Tap "Check In".
   - The first time you do this, the app will request location permission.
   - This ensures check-ins and check-outs happen at the event location only.

How to Check Out

- Tap "Check Out" to mark the shift as complete.

Once a shift is checked out:

- Check-In and Break actions will disappear.
- Only time edits and signatures remain available.

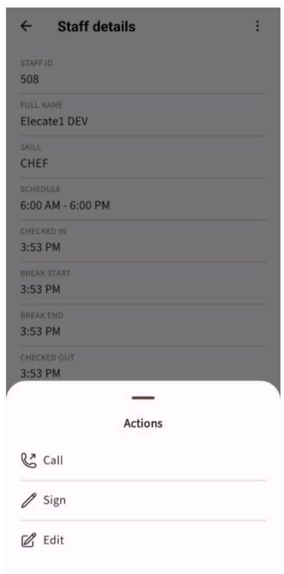


Go to Phone App with Staff Member's Phone Number:

Need to quickly contact a team member? Here's how:

Steps:

- While viewing a Shift Status screen, tap the three vertical dots in the top-right corner.
- A menu of actions will appear.
    - These options may be enabled or disabled depending on the shift's current state.
- Tap the "Call" button.
    - This will instantly open your phone app with the staff member's number dialed and ready to call.
- their phone application with the staff member's mobile phone dialed, ready to call.



Sign The Shift:

Once a shift is checked out from the View Shift Status screen, users with the Party Supervisor or Administrator role can sign the shift for confirmation.

How to Sign

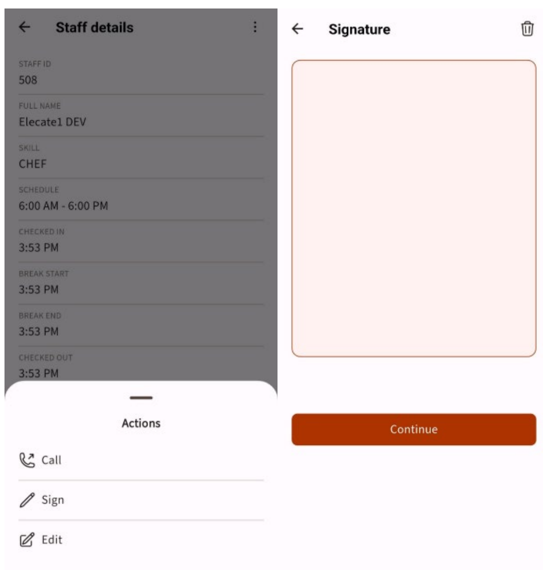
1. Tap the three vertical dots in the top-right corner.
2. Select “Sign” from the menu.

Signature Page Options

Draw Signature
Use the red rectangle to draw your signature directly on the screen.

Delete Signature
Tap the trash icon (top-right corner) to clear the signature and start over.

Send Signature
Tap “Continue” to submit your signature.
Once sent, the signature option will be disabled to prevent changes.



Edit Check In/Out Times:

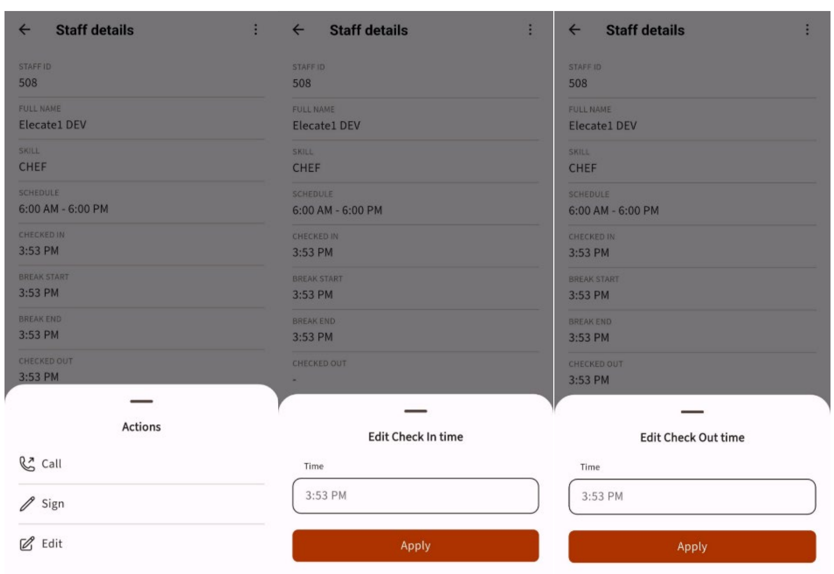
Need to adjust the shift's timing? You can edit check-in and check-out times directly from the View Shift Status screen.

How to Edit

1. Tap the three vertical dots in the top-right corner.
2. Select "Edit" from the menu.

Editing Rules

- Check-In Time
  - The staff member must have already checked in.
  - After selecting Edit, enter the desired time.
  - Once the staff member checks out, the check-in time can no longer be changed.
- Check-Out Time
  - The staff member must have already checked out.
  - After selecting Edit, enter the desired time.
  - Once a signature is submitted, editing will be disabled.



Timesheet

View Time Records by Day:

Need to review your time logs? The Timesheet module makes it easy.

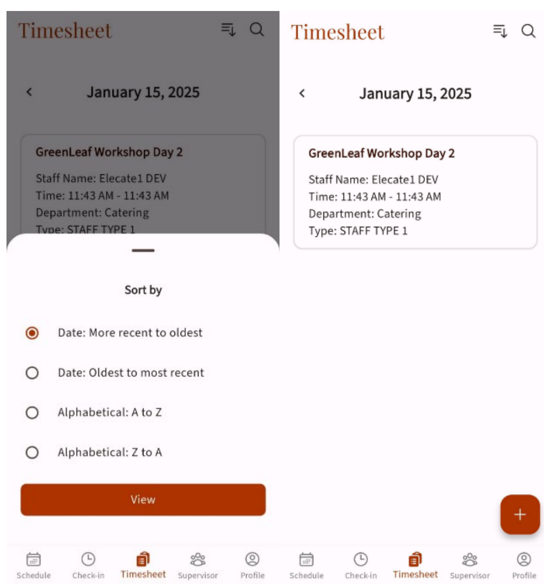
How to Access

1. Tap “Timesheet” in the bottom navigation bar.
2. The main screen will display time records by day, starting from today.
    - You can browse past days, but future dates are not available.

Sorting Options

To organize your records:

- Tap the Sort icon (next to the magnifying glass in the top-right corner).
- Choose to sort by:
    - Date
    - Alphabetical Order

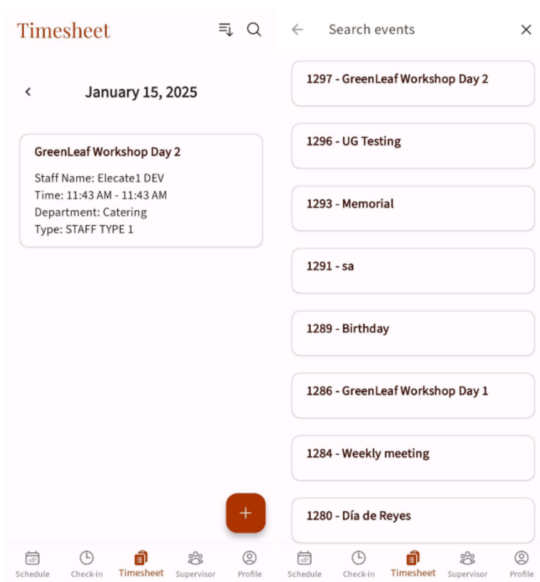


Search Events:

Looking for a specific event? The Timesheet module makes it easy.

How to Search

1. Open the Timesheet module from the bottom navigation bar.
2. Tap the magnifying glass icon in the top-right corner.
3. Search by:
   - Event ID
   - Event Name
4. Select the event from the results to view its details.

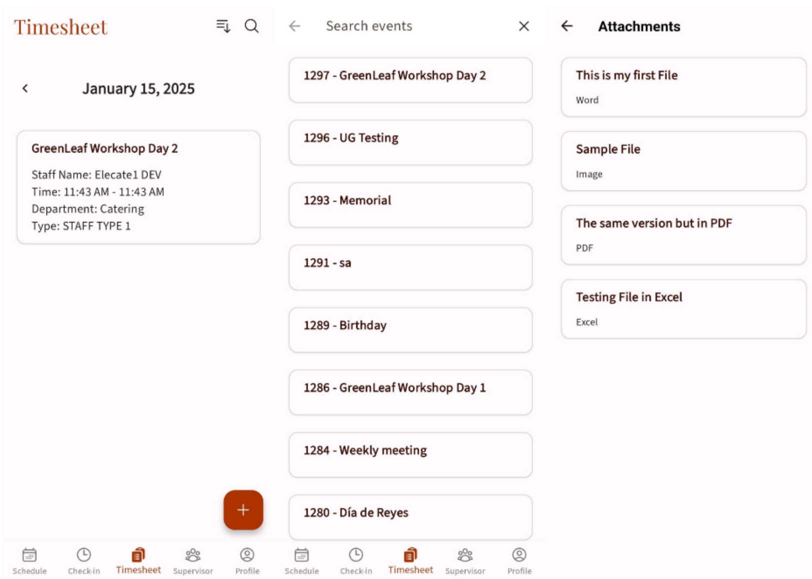


View Events Attachments:

Need to check files or documents linked to an event? It's simple:

How to Access Attachments

1. After searching for an event in the Timesheet module, tap the event from the results list.
2. The event details screen will display any available attachments for quick viewing.



Create Time Records:

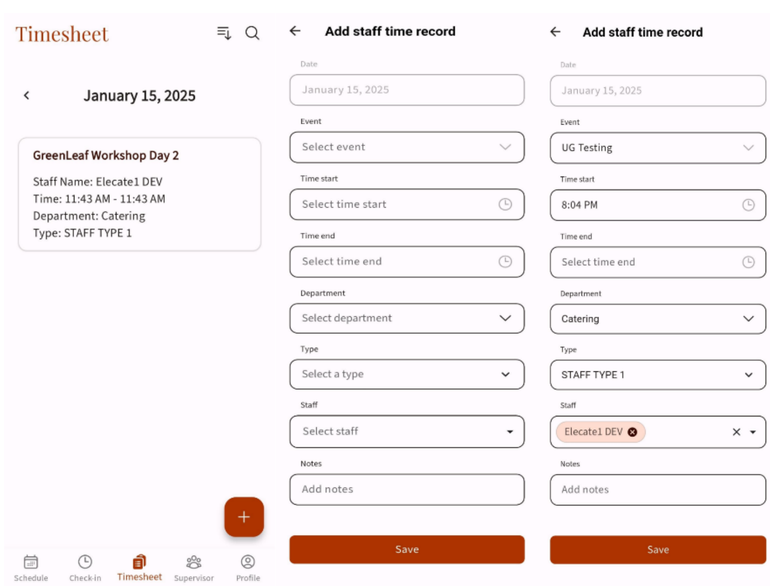
Need to log work hours? The Timesheet module lets you create time records for yourself—or for others, depending on your role.

Role Permissions

- Individual: Can create time records only for themselves.
- Party Supervisor & Administrator: Can create records for multiple staff members at once.

How to Create a Time Record

1. Open the Timesheet module from the bottom navigation bar.
2. Tap the “+” button in the bottom-right corner.
3. Fill in the required information (such as date, time, and staff details).
4. Tap “Save” to confirm.



Editing Time Records:

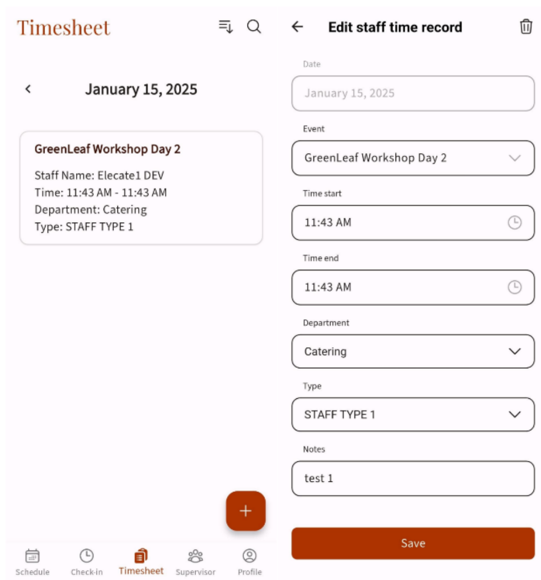
Need to correct a time entry? The Timesheet module makes it simple.

Role Permissions

- Individual: Can edit only their own records.
- Party Supervisor & Administrator: Can edit any record in the list.

How to Edit

1. Open the Timesheet module from the bottom navigation bar.
2. Tap the record you want to update.
3. Modify the desired values (such as start/end times or details).
4. Tap “Save” to confirm your changes.



Delete Records (Depending on Mobile Role):

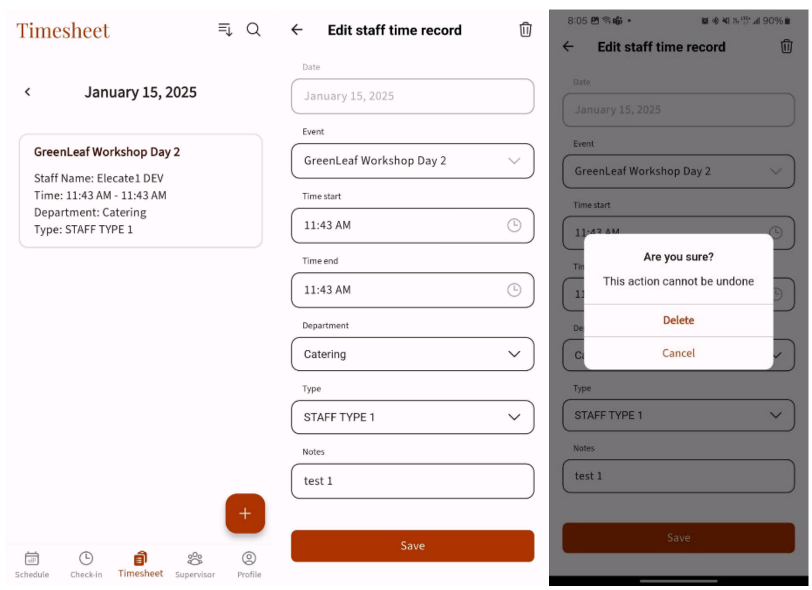
Need to remove a time record? This action is restricted to Administrator users only.

Role Permissions

- Administrator: Can delete any time record.
- Other Roles: Will not see the delete option.

How to Delete

1. Open the Timesheet module from the bottom navigation bar.
2. Select the record you want to delete.
3. Tap the trash icon in the top-right corner.
4. Confirm by selecting “Delete” in the confirmation modal.



Supervisor

View Events by Past, Today & Future:

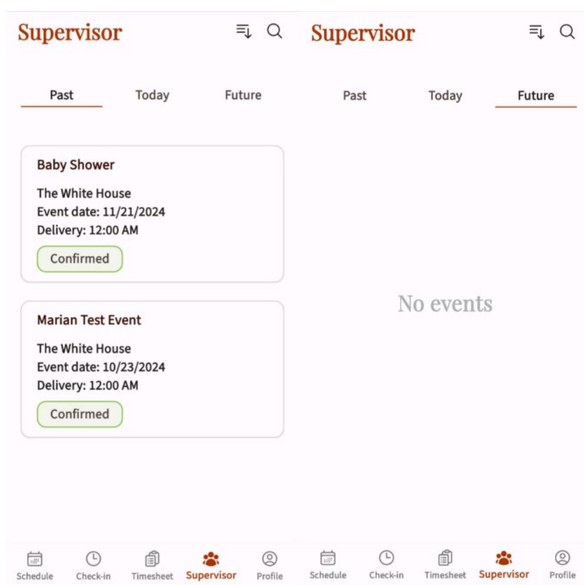
As a Captain or Event Supervisor, you can easily browse events scheduled for the past, today, or the near future.

How to Access

1. Tap “Supervisor” in the bottom navigation bar.
2. The screen will display event cards organized by date.

What Each Event Card Shows

- Event Name
- Event Location
- Event Date
- Delivery Time



Searching and Sorting Options for Events & Staff:

Finding the right event is quick and easy with the Supervisor module's built-in search and sort tools.

Where to Find It

- The search and sort options are located in the top-right corner of the main Supervisor screen.

Search

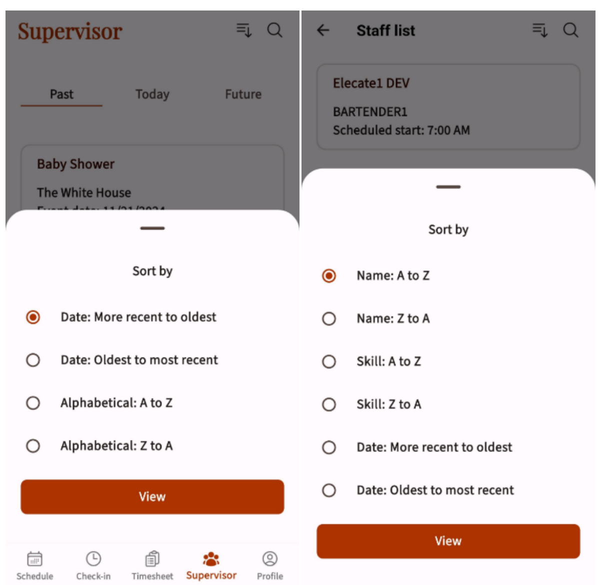
- Enter the event name in the search bar to locate it instantly.

Sort

Organize your event list by:

- Date: Most Recent → Oldest or Oldest → Most Recent
- Alphabetical: A → Z or Z → A

After selecting your preferred option, tap "View" to apply the changes.



View Events Details:

Want to dive deeper into an event? It’s easy:

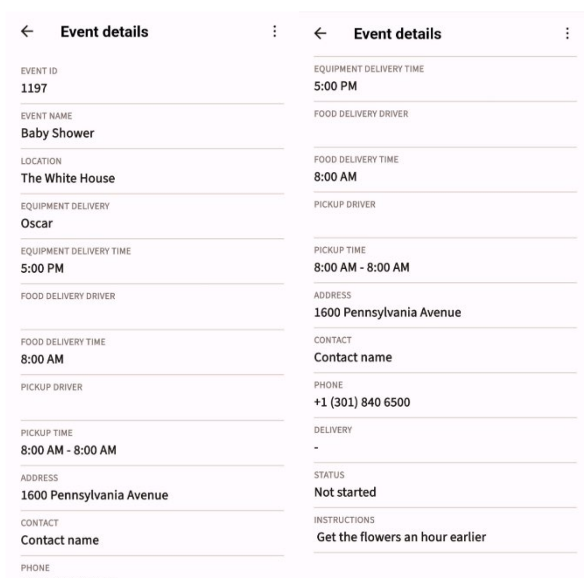
How to Access

- Tap any event card inside the Supervisor module.
- You’ll be redirected to the Event Details screen.

What You’ll Find

On this screen, Event Supervisors can view:

- All key event information (name, location, date, delivery time).
- Additional tools and actions designed for supervisory tasks.

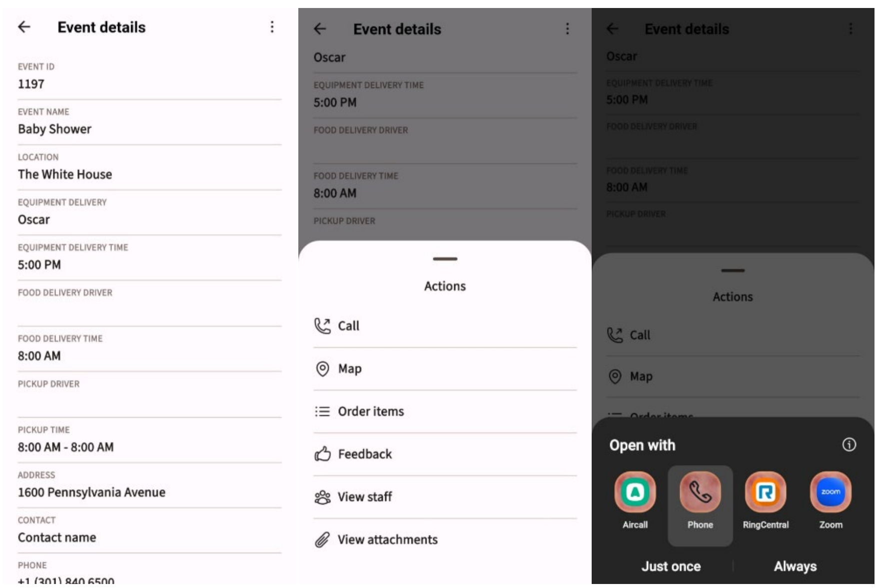


Call the Contact Person:

Need to reach the event's contact person quickly? Here's how:

Steps

1. Open the Supervisor module from the bottom navigation bar.
2. Tap the event card you want to manage.
3. Tap the three vertical dots in the top-right corner.
4. From the list of available actions, select "Call".
    - This will open your phone app with the contact person's number already dialed and ready to call.

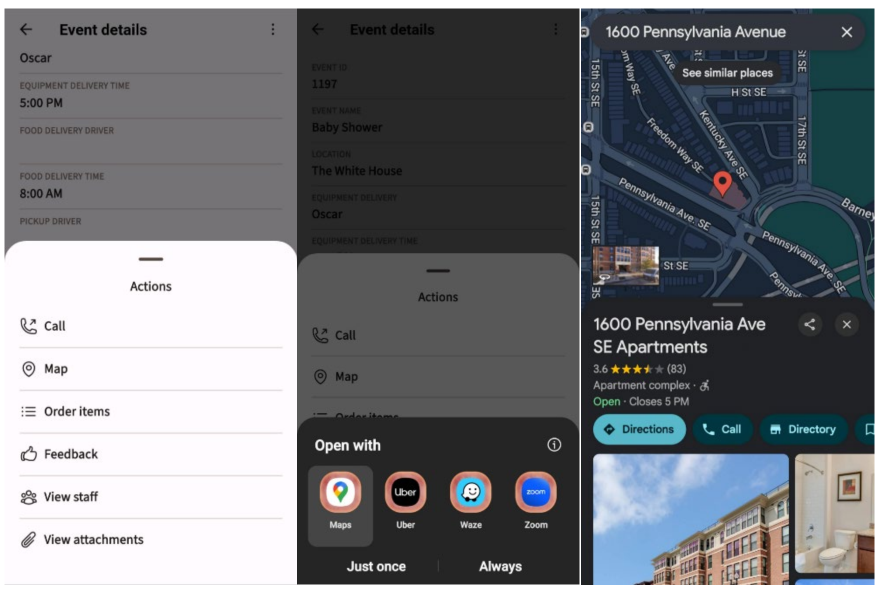


Launch Event's Location by using Map:

Need directions to the event? You can open the location in your preferred maps app in just a few taps.

Steps

1. Open the Supervisor module from the bottom navigation bar.
2. Tap the event card you want to view.
3. Tap the three vertical dots in the top-right corner.
4. From the list of actions, select "Map".
    - This will redirect you to your default maps application with the event's location already set.



View & Sign Order Items:

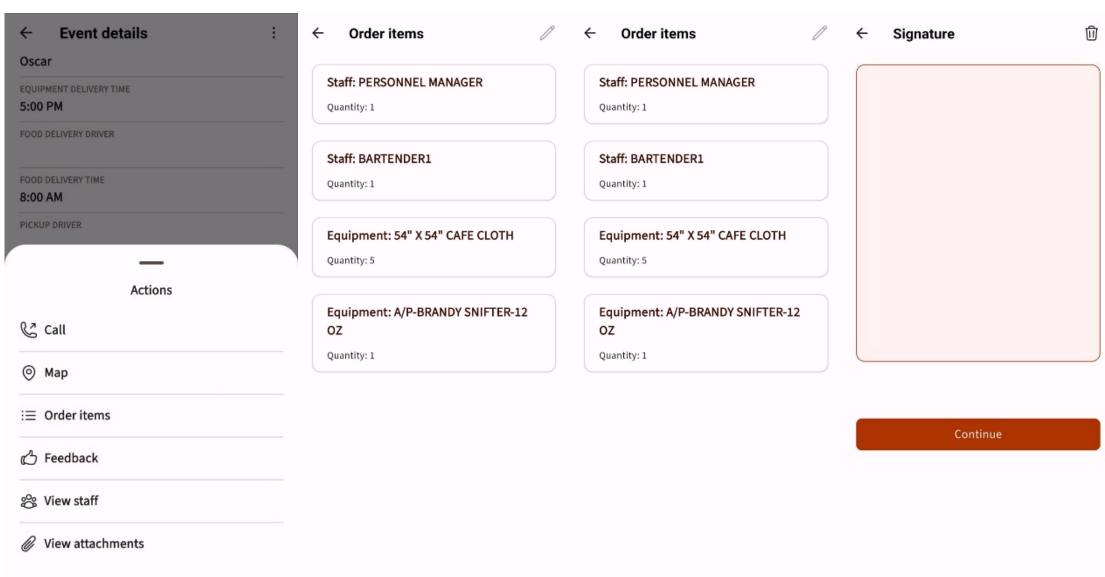
Event Supervisors can review and sign order items for an event directly from the Supervisor module.

How to View Order Items

1. Open the Supervisor module from the bottom navigation bar.
2. Tap the event card you want to manage.
3. Tap the three vertical dots in the top-right corner.
4. From the list of actions, select “Order Items”.
    - You’ll be redirected to a screen showing all order items for that event.

How to Sign Order Items

1. On the Order Items screen, tap the pencil icon in the top-right corner.
    - This option is enabled only if the event is scheduled for today.
2. You’ll be redirected to the Signature screen.
3. Draw your signature inside the red rectangle.
4. Tap “Continue” to submit your signature.
    - Once submitted, the pencil icon will be disabled to prevent changes.



View Event’s Staff:

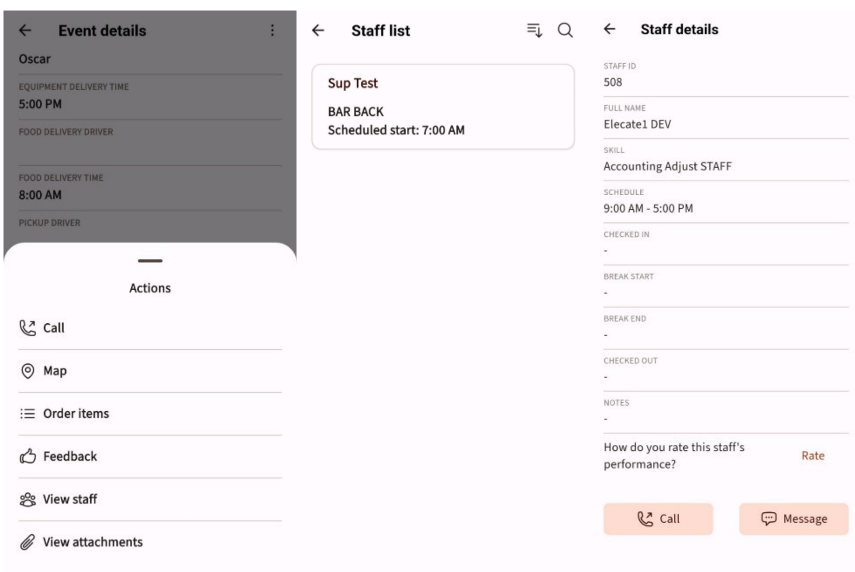
Event Supervisors can easily check which staff members are assigned to an event and access detailed information about them.

How to View Staff

1. Open the Supervisor module from the bottom navigation bar.
2. Tap the event card you want to manage.
3. Tap the three vertical dots in the top-right corner.
4. Select “View Staff” from the list of actions.
    - You’ll be redirected to a screen showing all staff members assigned to the event.

Features on the Staff List Screen

- Search & Sort: Located in the top-right corner for quick filtering by name or other criteria.
- Staff Details: Tap any staff member to view:
    - Shift details
    - Performance review options
- Quick Actions: At the bottom of the screen, you’ll find buttons to:
    - Call the staff member
    - Send a message



Rate Staff:

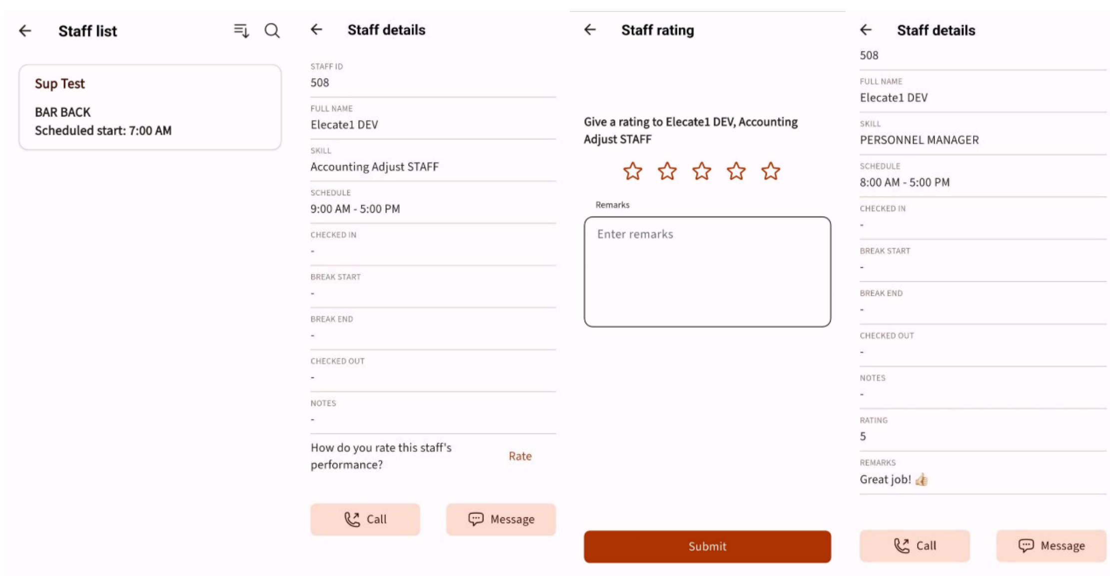
Event Supervisors can provide feedback on staff performance directly from the Supervisor module.

How to Rate a Staff Member

1. Open the Staff Details screen by selecting a staff member from the event.
2. Tap the orange “Rate” button.
    - This will open the Review screen.
3. Choose a rating:
    - 1 to 5 stars
    - Optionally, add remarks or comments about the staff members’ performance.
4. Tap “Submit” to send your review.

Once submitted:

- The Review screen will close.
- The Staff Details screen will update with the rating you provided.

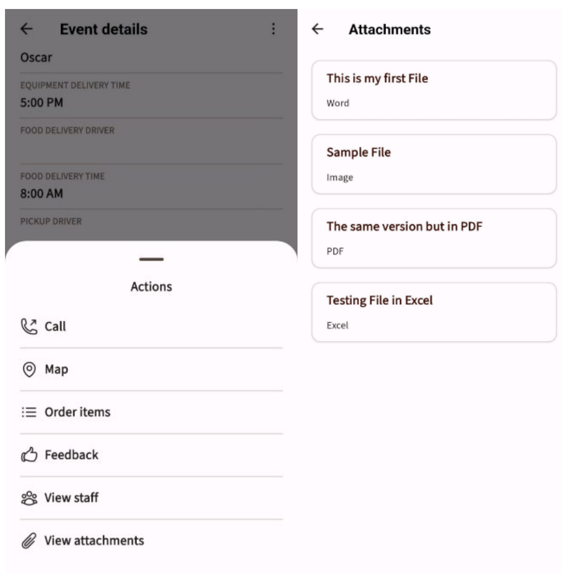


View Events Attachments:

Need to access important files linked to an event? Here's how:

Steps

1. Open the Supervisor module from the bottom navigation bar.
2. Tap the event card you want to manage.
3. Tap the three vertical dots in the top-right corner.
4. From the list of actions, select "View Attachments".
5. Browse the list and tap any item to open it.
    - Attachments can include Office files, PDFs, or images.
    - Each file will display its format for easy identification.



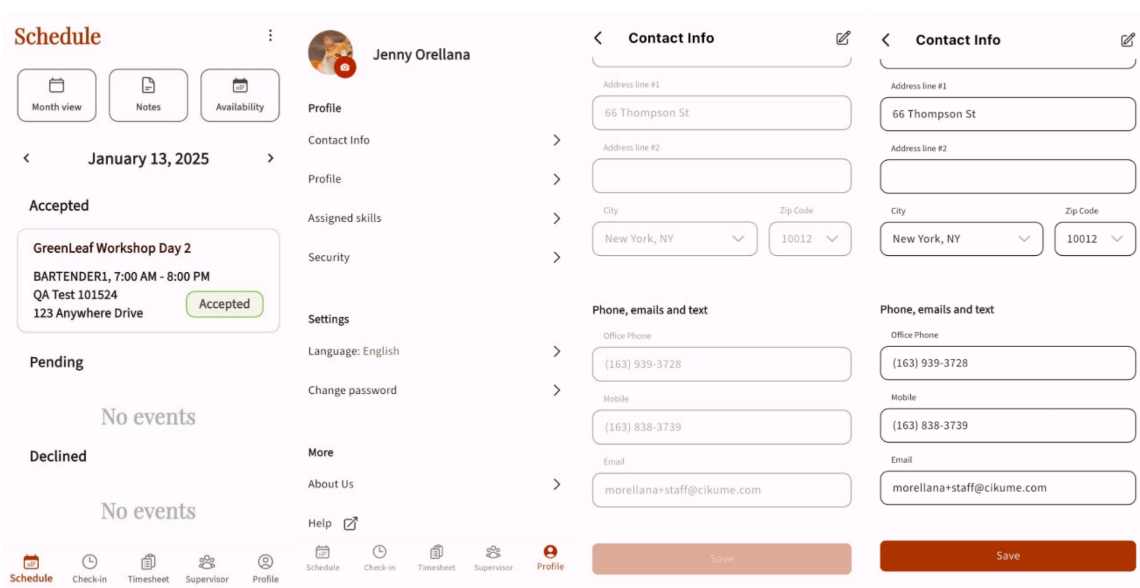
Profile

View & Edit Profile Information:

Keep your profile up to date! You can view and edit details like personal info, contact info, skills, and even uniform size.

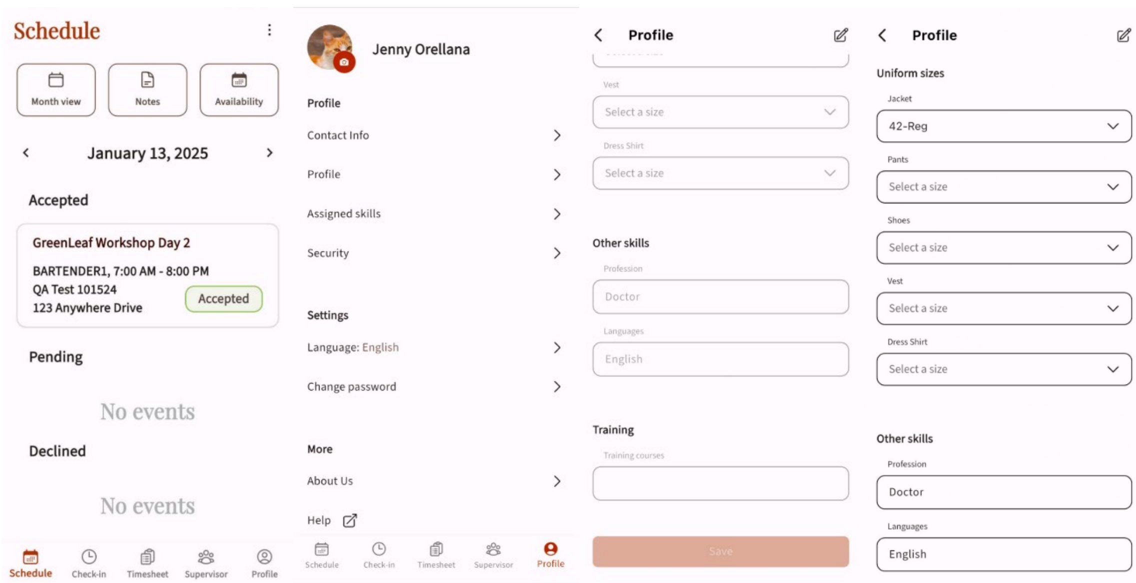
How to Edit Contact Information

1. Open the Elecate Staffing App.
2. Access your user account.
3. Tap the Profile section.
4. Select “Contact Info”.
5. Tap the pencil icon to edit your details.
6. After making changes, tap “Save” to confirm.



How to Edit Profile Information

1. Open the Elecate Staffing App.
2. Access your user account.
3. Tap the Profile section.
4. Select “Profile”.
5. Tap the pencil icon to edit your uniform sizes, skills, and training.
6. Tap “Save” to confirm your changes.

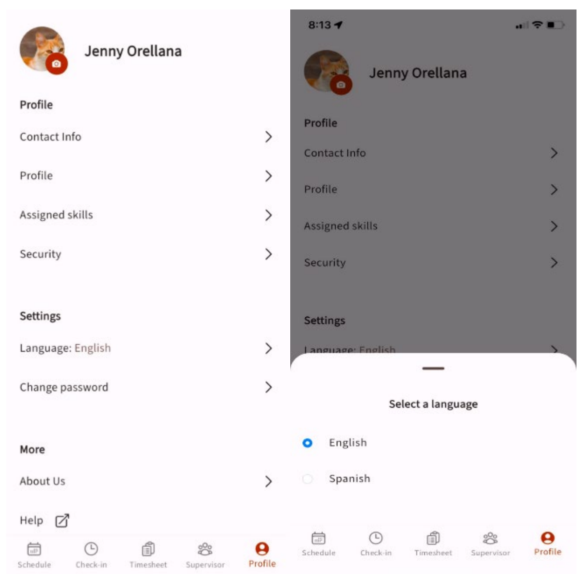


Change Language:

Switch between English and Spanish anytime to use the app in your preferred language.

How to Change Language

1. Open the Elecate Staffing App.
2. Access your user account.
3. Tap the Profile section.
4. Navigate to Settings.
5. Select Language Option.
6. Choose Spanish (or English) to apply the change.



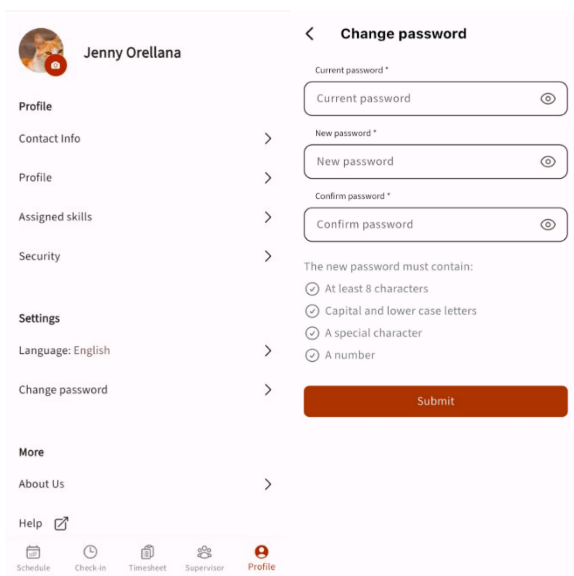
Change Password:

Keep your account secure by updating your password anytime.

How to Change Your Password

1. Open the Elecate Staffing App.
2. Access your user account.
3. Tap the Profile section.
4. Navigate to Settings.
5. Select “Change Password”.
6. Enter your new password and tap “Submit” to confirm.

Tip: Choose a strong password with a mix of letters, numbers, and symbols for better security!

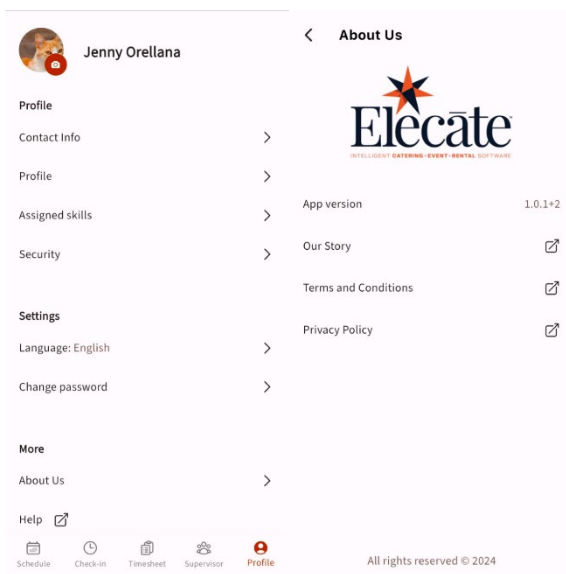


View About Us Screen:

Want to learn more about the app? You can access the About Us section anytime.

How to Access

1. Open the Elecate Staffing App.
2. Access your user account.
3. Tap the Profile section.
4. Navigate to the “More” section.
5. Select “About Us”.
6. You’ll see detailed information about the application and its purpose.

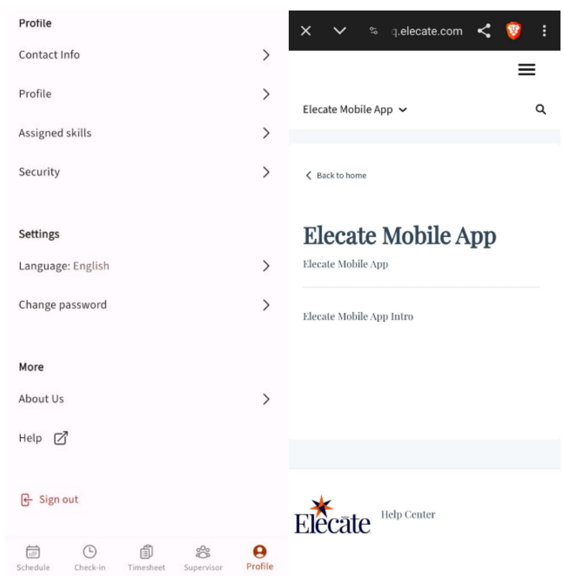


Go to the Help Website:

Need answers fast? Access our FAQ Help Section anytime for solutions to common questions about the Elecate Staffing App.

How to Access Help

1. Open the Elecate Staffing App.
2. Access your user account.
3. Tap the Profile section.
4. Navigate to the “More” section.
5. Select “Help”.
    - You’ll be redirected to our Help Website, where you can browse FAQs and find detailed guidance.



Sign Out:

Follow these quick steps to log out safely:

1. Open the Elecate Staffing App on your device.
2. Go to your Profile by tapping the profile icon.
3. Find the “More” Options in your profile menu.
4. Select “Sign Out” from the list.