



Elecāte™

INTELLIGENT **CATERING+EVENT+RENTAL** SOFTWARE

User Manual Staffing Mobile App

v1 :: 1.30.2025





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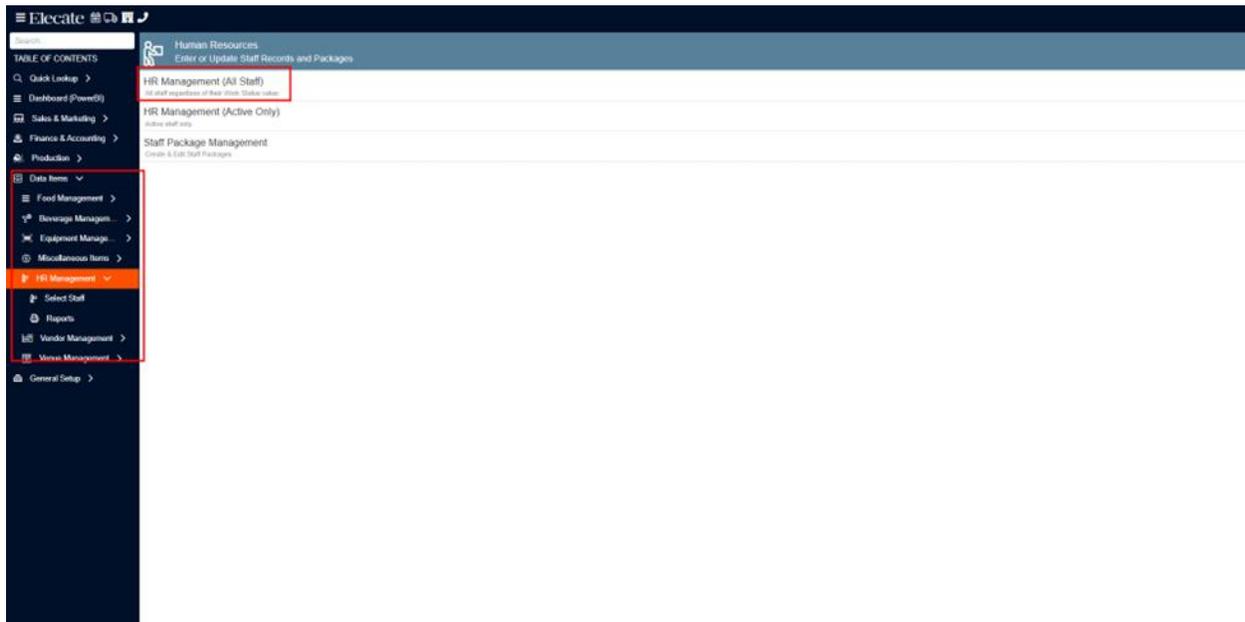
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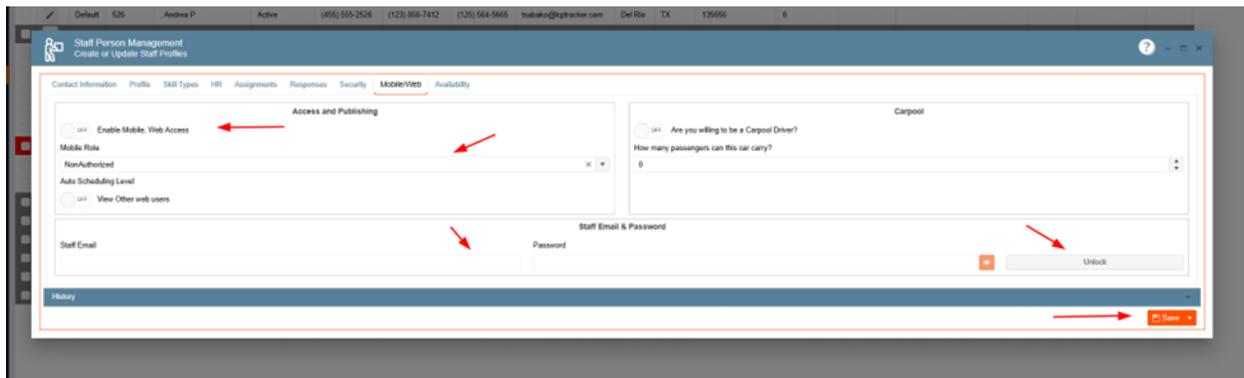
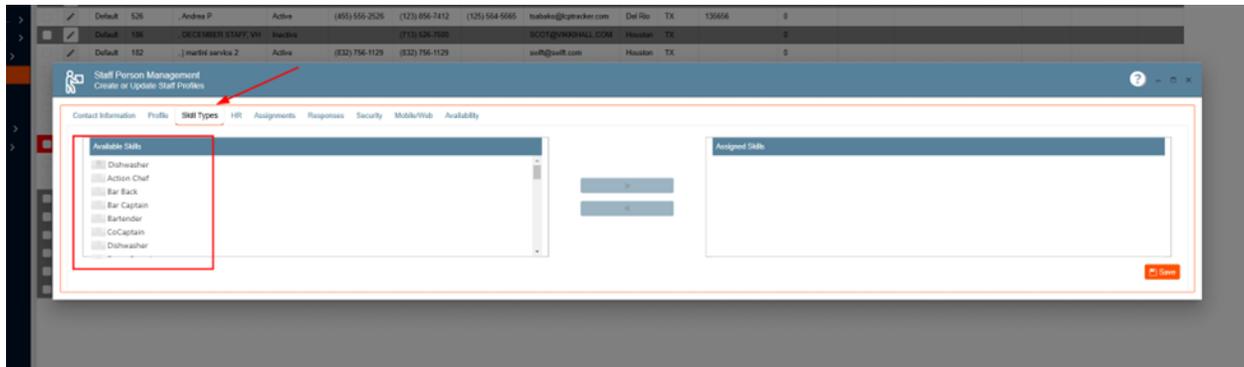
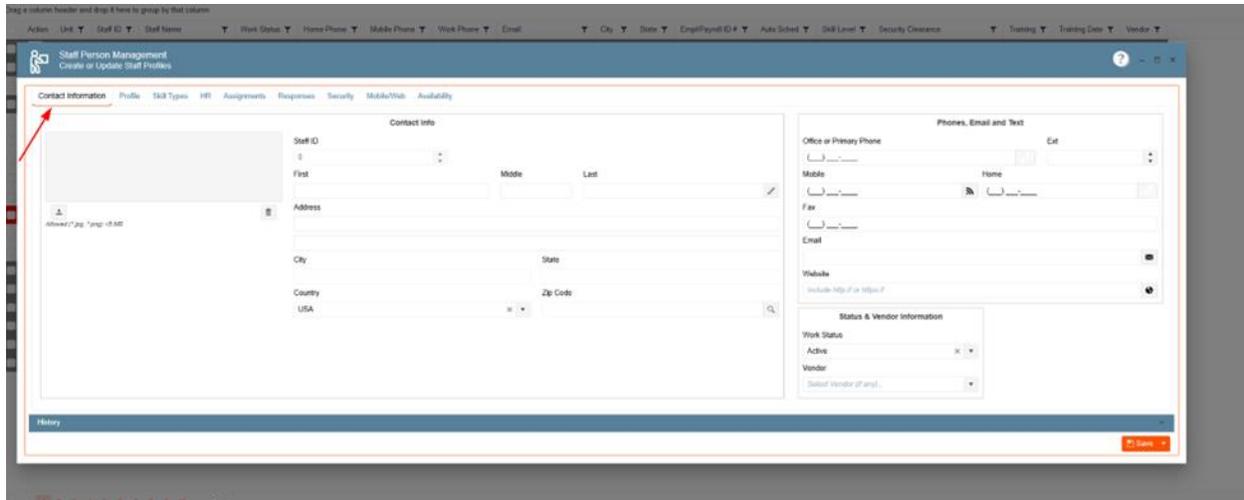
Your store needs important business rules set before customers can browse and orders can be placed. Be sure to follow the steps below to ensure proper setup. Discuss any questions you may have with your implementation specialist if you need more clarity.

Keycloak Authentication

To create a user, you first need to create an account on Elecate. To do so, you need to follow these steps:

1. Go to *Data Items*
2. Go to *HR Management*
3. Go to *HR Management (All Staff)*
4. Click on the *New Entry* button
5. Fill the *Contact Information* tab with your user information
6. Go to the *Skill Types* tab
7. Add the needed skill type for the user
8. Save the record
9. Go to the *Mobile/Web* tab
10. Turn on the toggle for *Enable Mobile, Web Access*
11. Select an adequate *Mobile Role* for the user
12. Underneath the *Staff Email & Password* section, click the *Unlock* button
13. Type in the administrator password you have set up
14. Add a staff email and password that will be use to log in to the app
15. Hit *Save & Close*



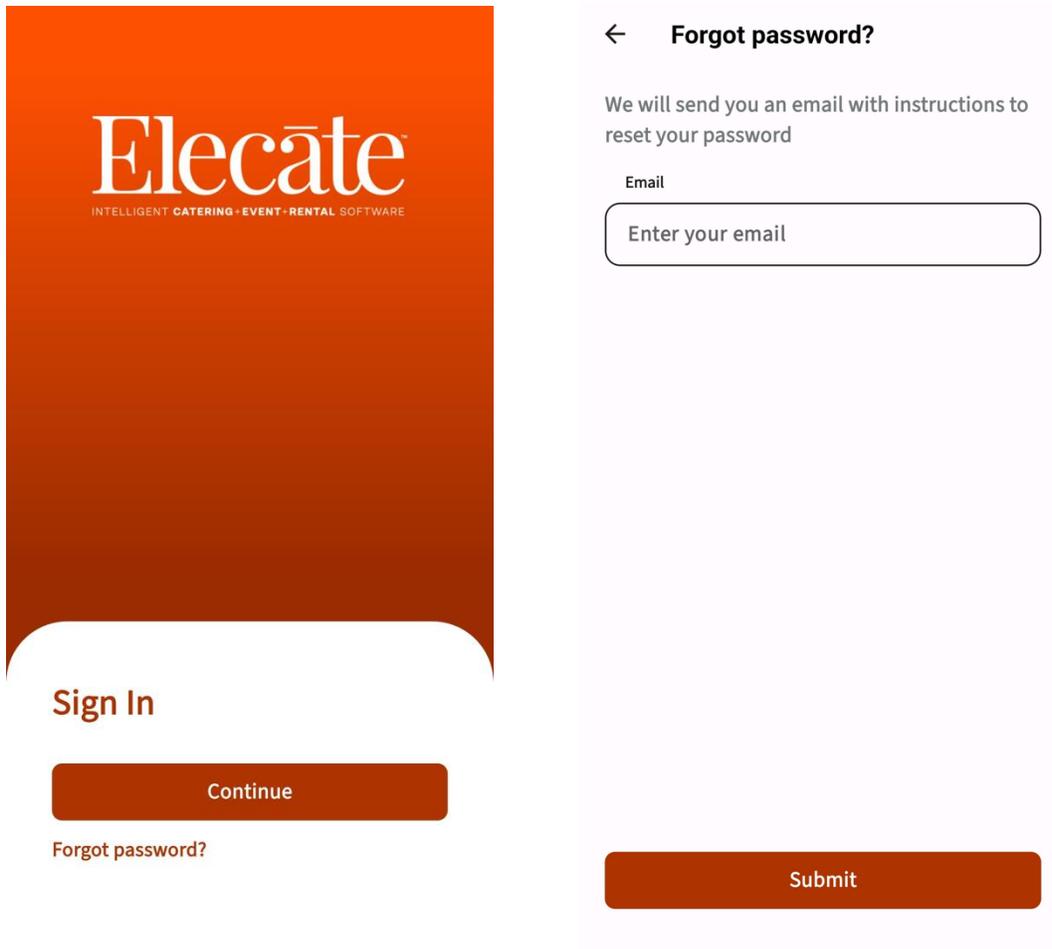


Forgot Password Feature

If a user has forgotten the password for login, they can do the following steps to reset access:

1. Go to the Elecate Staffing App
2. Click on the *Forgot Password?* text
3. Type in your email in the field value required

The user will receive a set of instructions on how to reset their password.



Schedule

View Events

As a staff member, you can see upcoming events that will be set on the near future, present or past. To do so you have the following options:

Daily view

1. Go to the Elecate Staffing App
2. Tap on the *Schedule* section
3. Select the date that you want to check your available events

Schedule
⋮
← **Month view**
Send note


 Month view


 Notes


 Availability

← **January 13, 2025** →

Accepted

GreenLeaf Workshop Day 2

BARTENDER1, 7:00 AM - 8:00 PM

QA Test 101524

123 Anywhere Drive

Accepted

Pending

No events

Declined

No events


Schedule


 Check-in


 Timesheet


 Supervisor


 Profile

Accepted

GreenLeaf Workshop Day 2

BARTENDER1, 7:00 AM - 8:00 PM

QA Test 101524

123 Anywhere Drive

Accepted

Pending

No events

← **January 2025** →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3 ✨	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	31	1

Monthly view

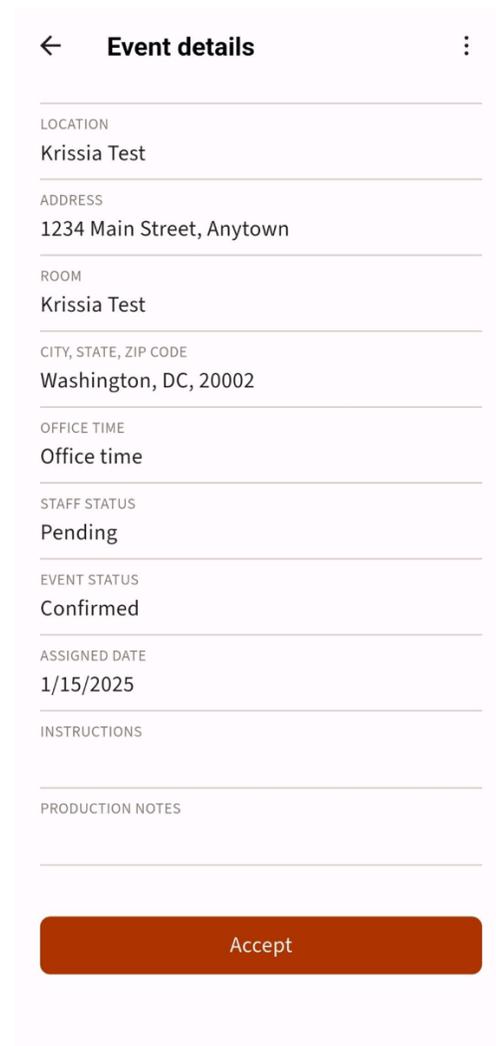
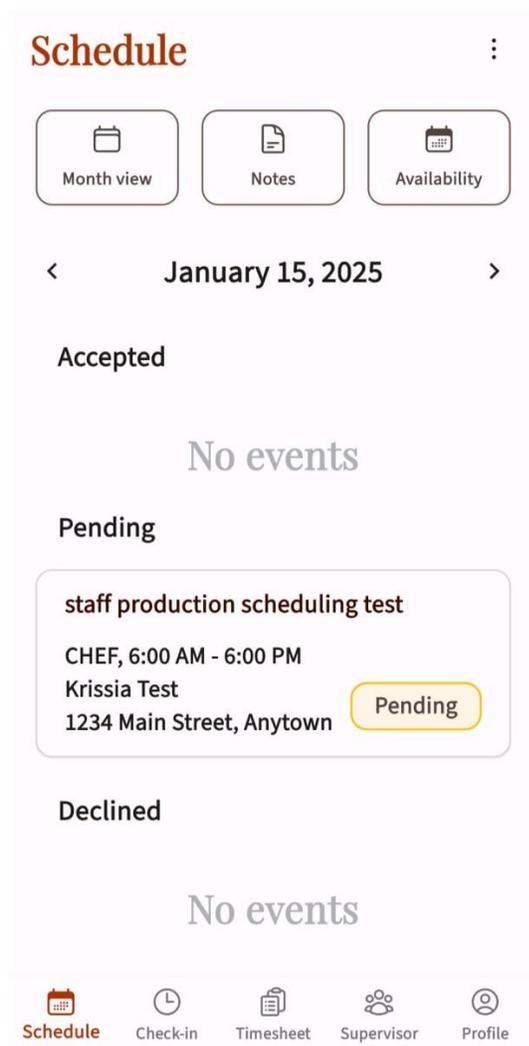
1. Go to the Elecate Staffing App
2. Tap on the *Schedule* section
3. Tap on *Month view*
4. You will be able to see all the events for that month, and or previous or future months

Respond to event invitations

On this screen you can see the relevant details of the event and accept or decline them. If the event is auto assigned then the staff member can only accept the event but if the event was assigned from the web app they will also have the option to decline participation in that event.

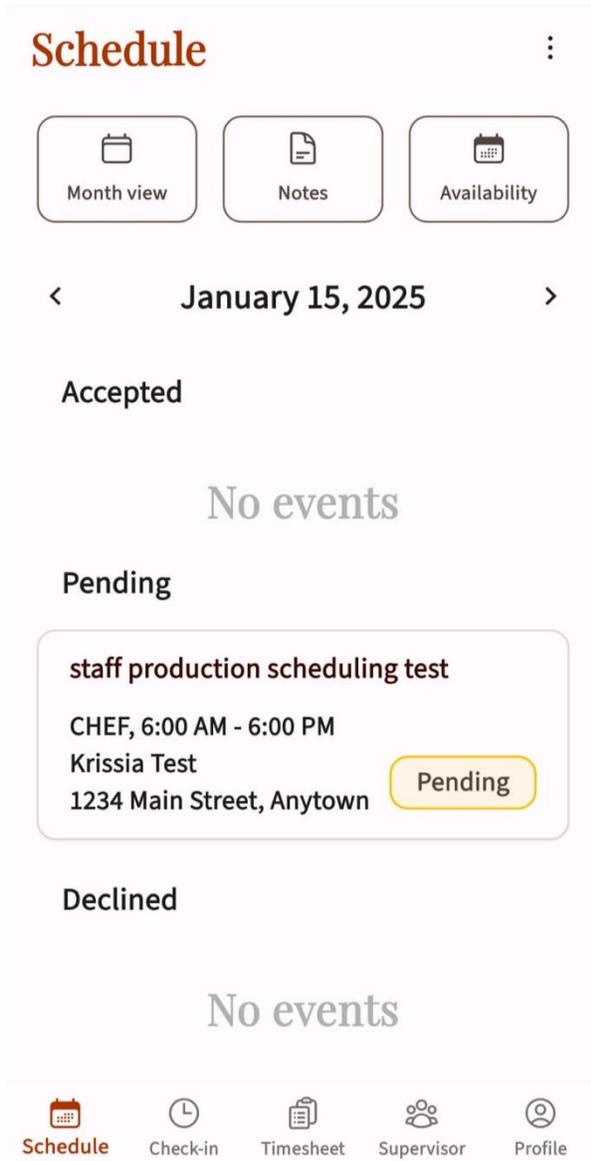
Auto assign events

1. Go to Elecate Staffing App
2. Tap on the *Schedule* section
3. Tap on the card that comes up with an event to be accepted
4. Scroll down on the screen
5. Tap on the *Accept* button
6. You accepted to attend the event



Assigned events

- Go to Elecate Staffing App
- Tap on the *Schedule* section
- Tap on the card that comes up with an event to be accepted
- Scroll down on the screen
- Tap on the *Accept* or the *Decline* button
- You accepted or declined the event



Schedule

Month view Notes Availability

< **January 15, 2025** >

Accepted

No events

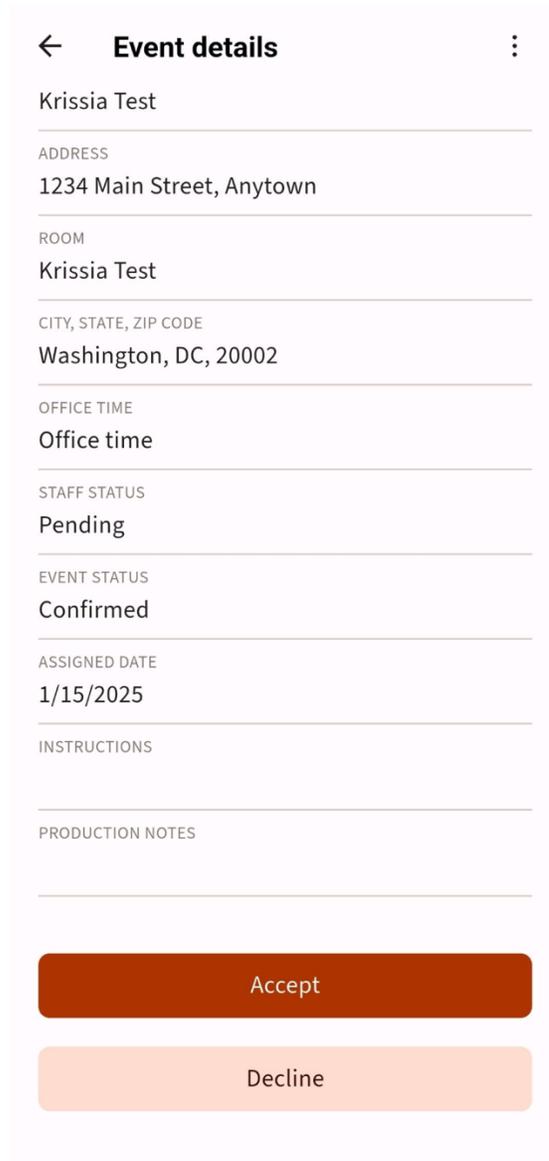
Pending

staff production scheduling test
 CHEF, 6:00 AM - 6:00 PM
 Krissia Test
 1234 Main Street, Anytown **Pending**

Declined

No events

Schedule Check-in Timesheet Supervisor Profile



← **Event details**

Krissia Test

ADDRESS
1234 Main Street, Anytown

ROOM
Krissia Test

CITY, STATE, ZIP CODE
Washington, DC, 20002

OFFICE TIME
Office time

STAFF STATUS
Pending

EVENT STATUS
Confirmed

ASSIGNED DATE
1/15/2025

INSTRUCTIONS

PRODUCTION NOTES

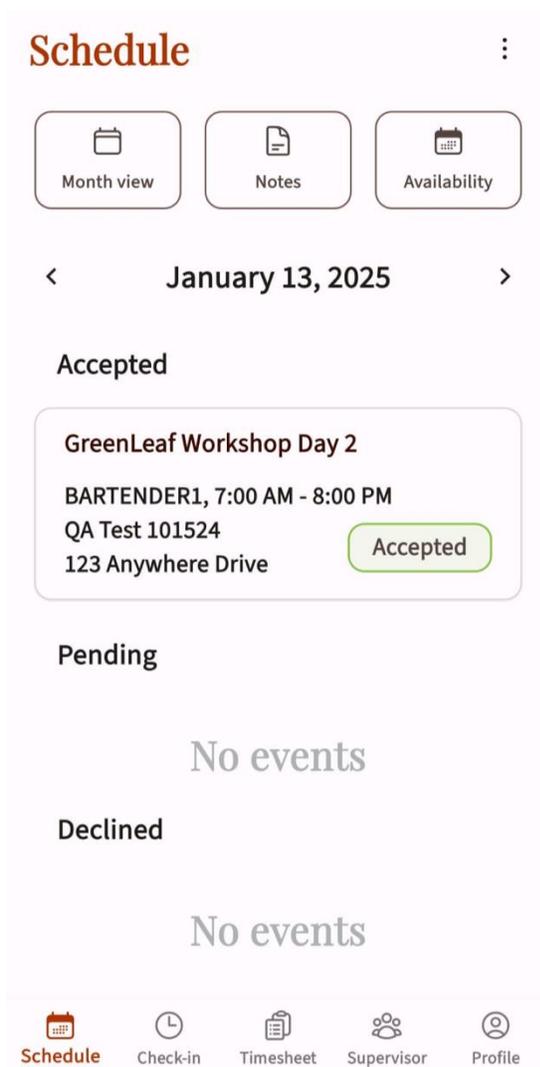
Accept

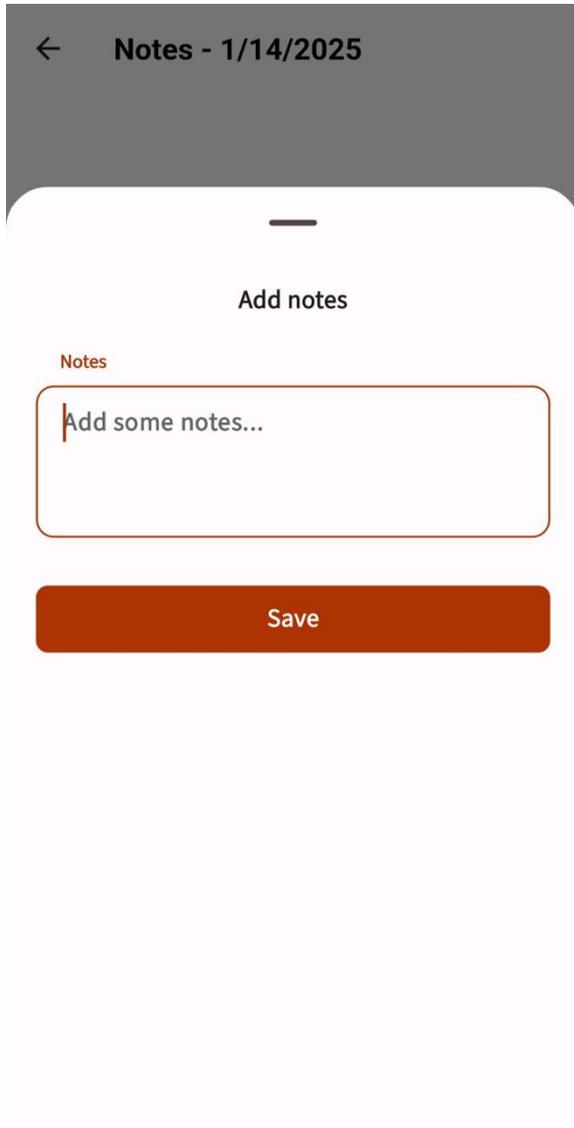
Decline

Send Individual Notes

If you are a staff member you can add a daily note of additional information to the event you will be attending.

1. Go to the Elecate Staffing App
2. Click on the *Schedule* section
3. Go to notes button
4. Tap on the '+' button that appears in the notes screen
5. The field for writing notes will appear
6. Write the note
7. Tap on *Save* button
8. At the bottom of the screen, you will see a message indicating that your note has been successfully saved

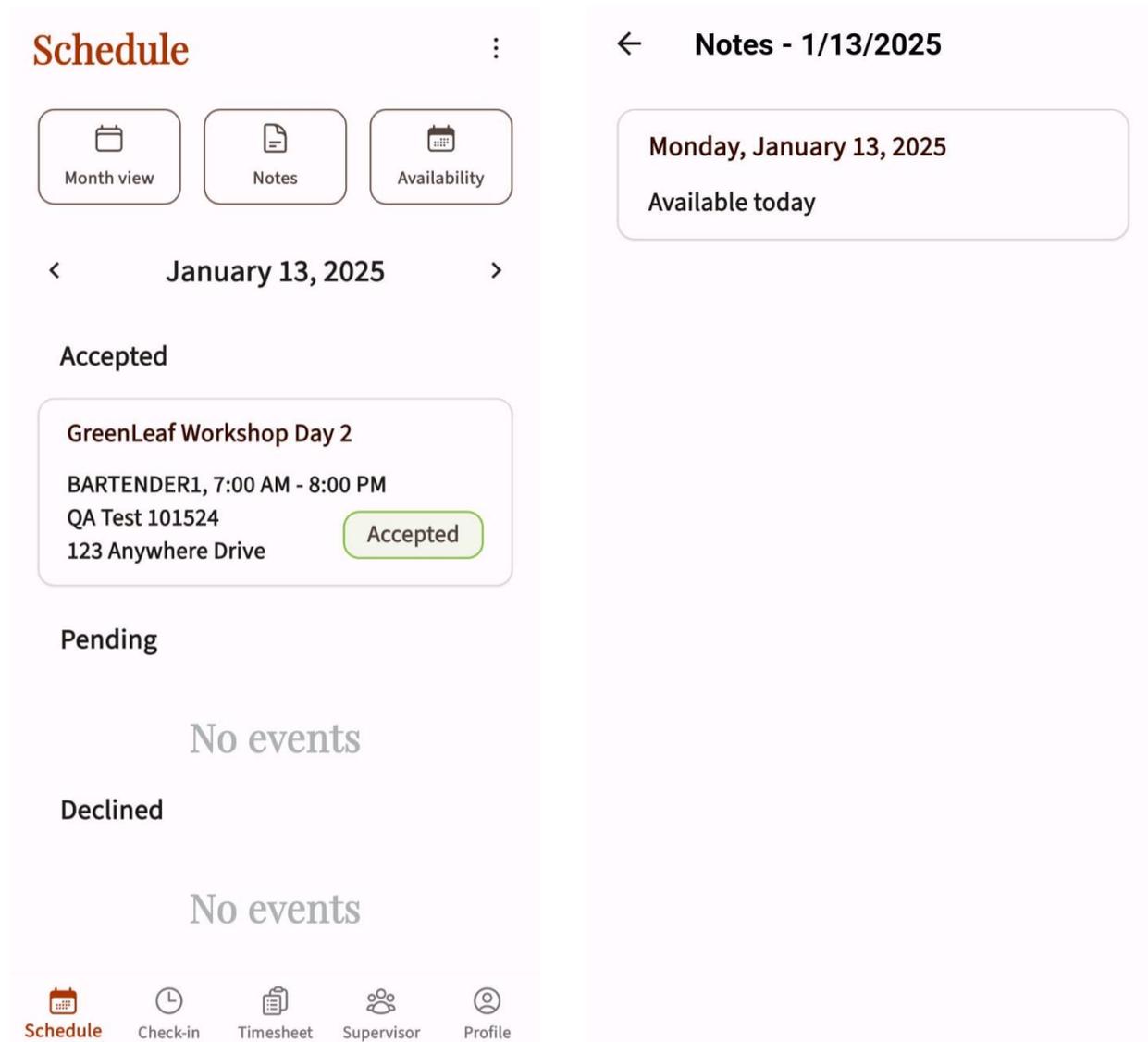




View All Notes

If you are a staff member you can see the notes added to the event.

1. Go to the Elecate Staffing App
2. Click on the *Schedule* section
3. Go to the *Notes* button
4. In the notes screen, you can see the notes for the selected day



The screenshot displays two screens from the Elecate Staffing App. The left screen is the 'Schedule' view for January 13, 2025. It features a top navigation bar with 'Schedule' and a vertical ellipsis menu. Below this are three buttons: 'Month view', 'Notes', and 'Availability'. The date 'January 13, 2025' is centered below the buttons. The main content area is divided into three sections: 'Accepted', 'Pending', and 'Declined'. Under 'Accepted', there is a card for 'GreenLeaf Workshop Day 2' with details: 'BARTENDER1, 7:00 AM - 8:00 PM', 'QA Test 101524', and '123 Anywhere Drive'. A green 'Accepted' button is visible on the right side of the card. The 'Pending' and 'Declined' sections both display 'No events'. At the bottom, a navigation bar includes icons and labels for 'Schedule', 'Check-in', 'Timesheet', 'Supervisor', and 'Profile'.

Schedule :

Month view Notes Availability

< **January 13, 2025** >

Accepted

GreenLeaf Workshop Day 2
BARTENDER1, 7:00 AM - 8:00 PM
QA Test 101524
123 Anywhere Drive **Accepted**

Pending

No events

Declined

No events

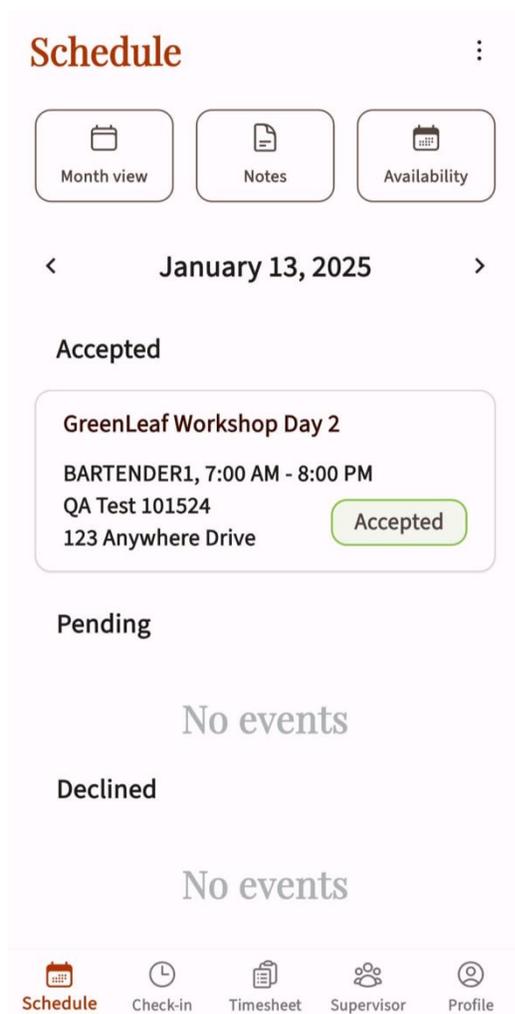
Schedule Check-in Timesheet Supervisor Profile

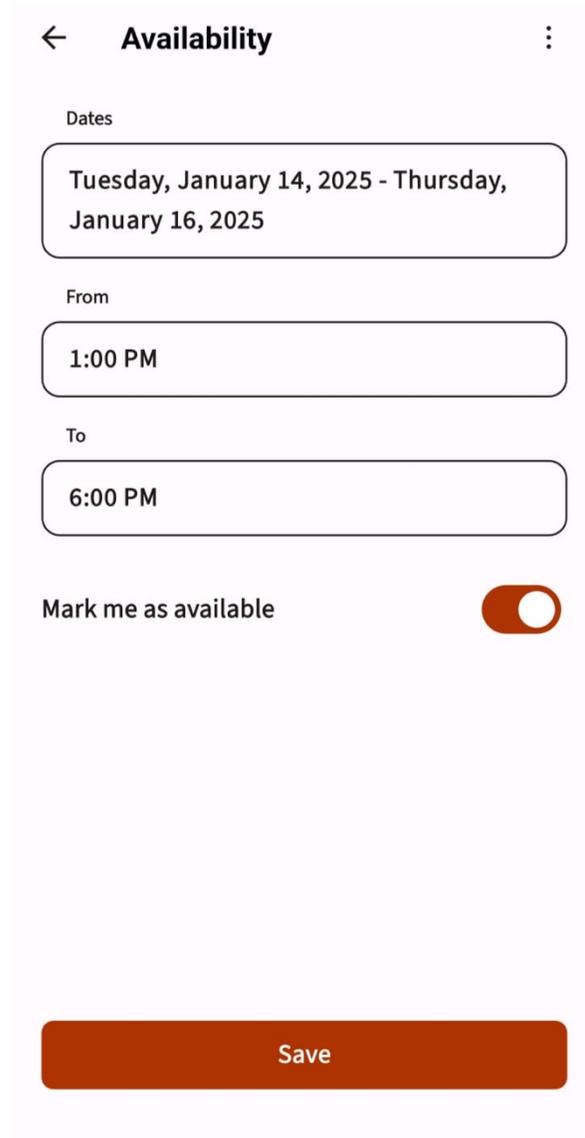
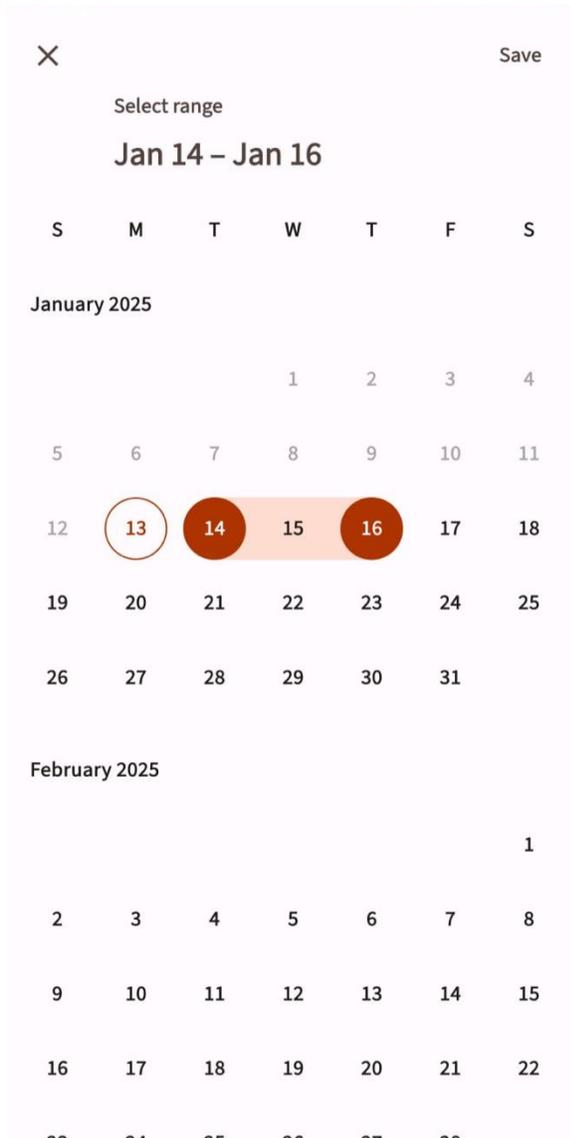
Availability

You can select the times and dates you want to be available for events, mark yourself as unavailable or edit the dates and times you will not be available.

Create availability

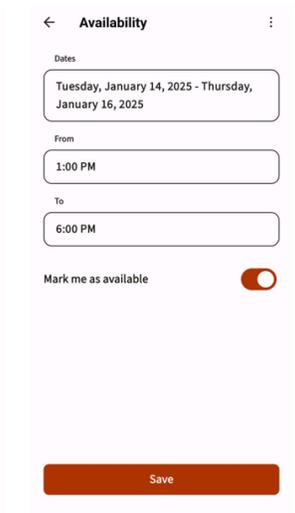
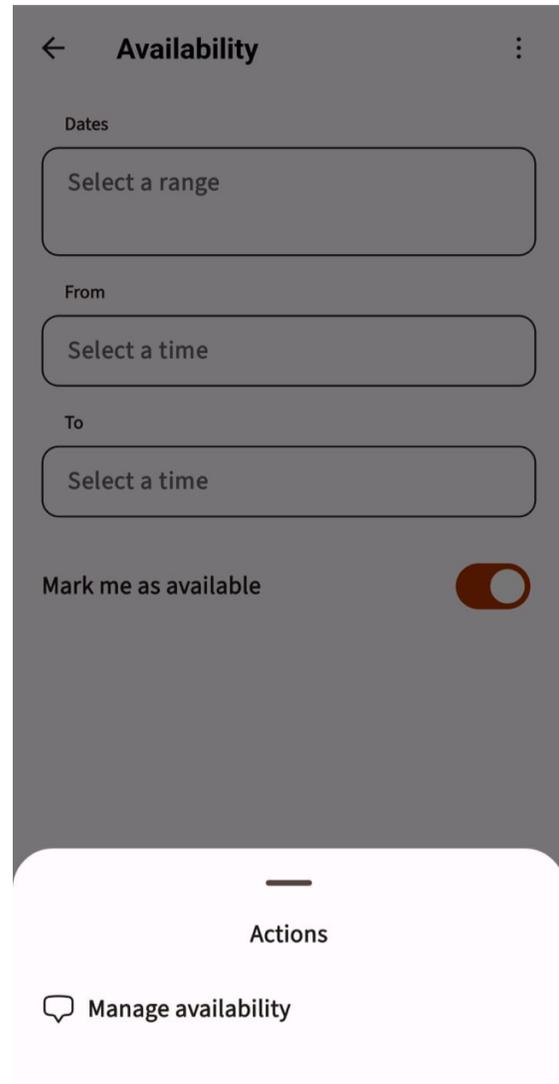
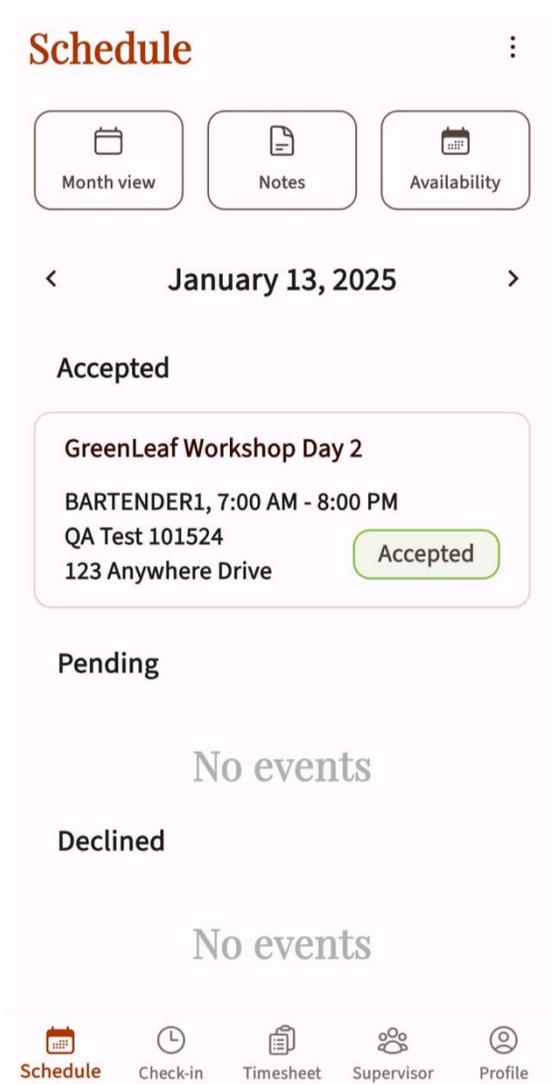
1. Go to the Elecate Staffing App
2. Click on the *Schedule* section
3. Go to *Availability* button
4. Tap the date field and select the date range in which you will be available
5. Select the times you are available
6. Tab on the mark me as available button (the button will show orange if you are marked as available and white if you are not available)
7. Tab on save button





Manage availability

1. Go to the Elecate Staffing App
2. Click on the *Schedule* section
3. Go to *Availability* button
4. Tap on *Menu* button
5. Tap on *Manage availability* option
6. Tap on current event
7. Edit the fields you need to change
8. Tap on *Save* button
9. Availability was successfully changed

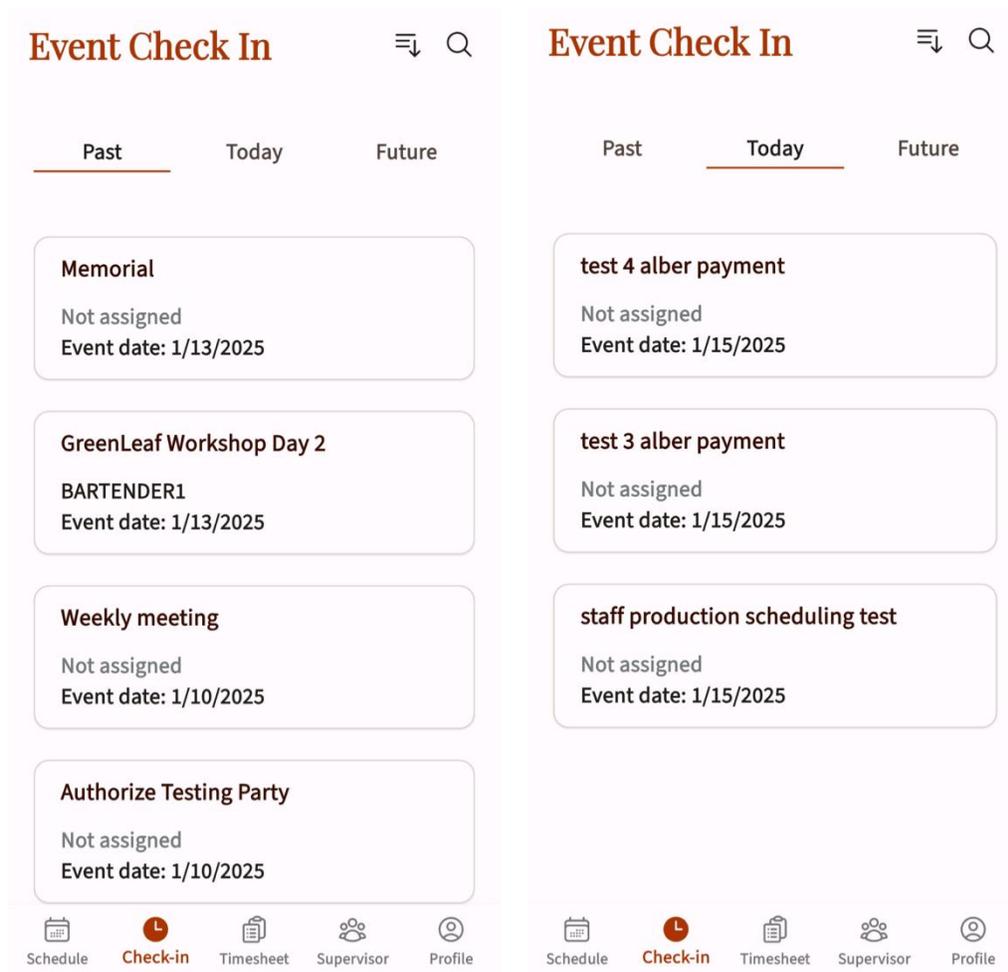


View Events Depending on Mobile Role by Past, Today & Future

As a staff member, you can see upcoming events that will be set on the future, present or past. Mobile role will affect the number of events the staff member will be able to see:

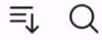
- Individual: this role will only have access to events they have accepted from the schedule module
- Party Supervisor: this role has access to events they are part of. And will have access to the list of other staff members that are assigned to the events
- Administrator: this role has access to all the active events even if they are not part of it. It also has access to the list of members assigned to the events

To reach this module, the user must select the "Check-in" button located in the bottom navigation bar.



The image displays two side-by-side screenshots of the Elecate mobile app's 'Event Check In' screen. Both screens feature a title bar with 'Event Check In', a filter icon, and a search icon. Below the title bar are three tabs: 'Past', 'Today', and 'Future'. The left screenshot has 'Past' selected, showing four event cards: 'Memorial' (Not assigned, 1/13/2025), 'GreenLeaf Workshop Day 2' (BARTENDER1, 1/13/2025), 'Weekly meeting' (Not assigned, 1/10/2025), and 'Authorize Testing Party' (Not assigned, 1/10/2025). The right screenshot has 'Today' selected, showing three event cards: 'test 4 alber payment' (Not assigned, 1/15/2025), 'test 3 alber payment' (Not assigned, 1/15/2025), and 'staff production scheduling test' (Not assigned, 1/15/2025). At the bottom, a navigation bar includes icons for Schedule, Check-in (highlighted), Timesheet, Supervisor, and Profile.

Event Check In



Past

Today

Future

Aylem Garcia + Avisai Penuelas

Not assigned

Event date: 8/25/2025

ALLERGEN TESTING

Not assigned

Event date: 3/31/2025

Wednesday lunch

Not assigned

Event date: 2/15/2025

Wednesday tea

Not assigned

Event date: 2/15/2025



Schedule



Check-in



Timesheet



Supervisor

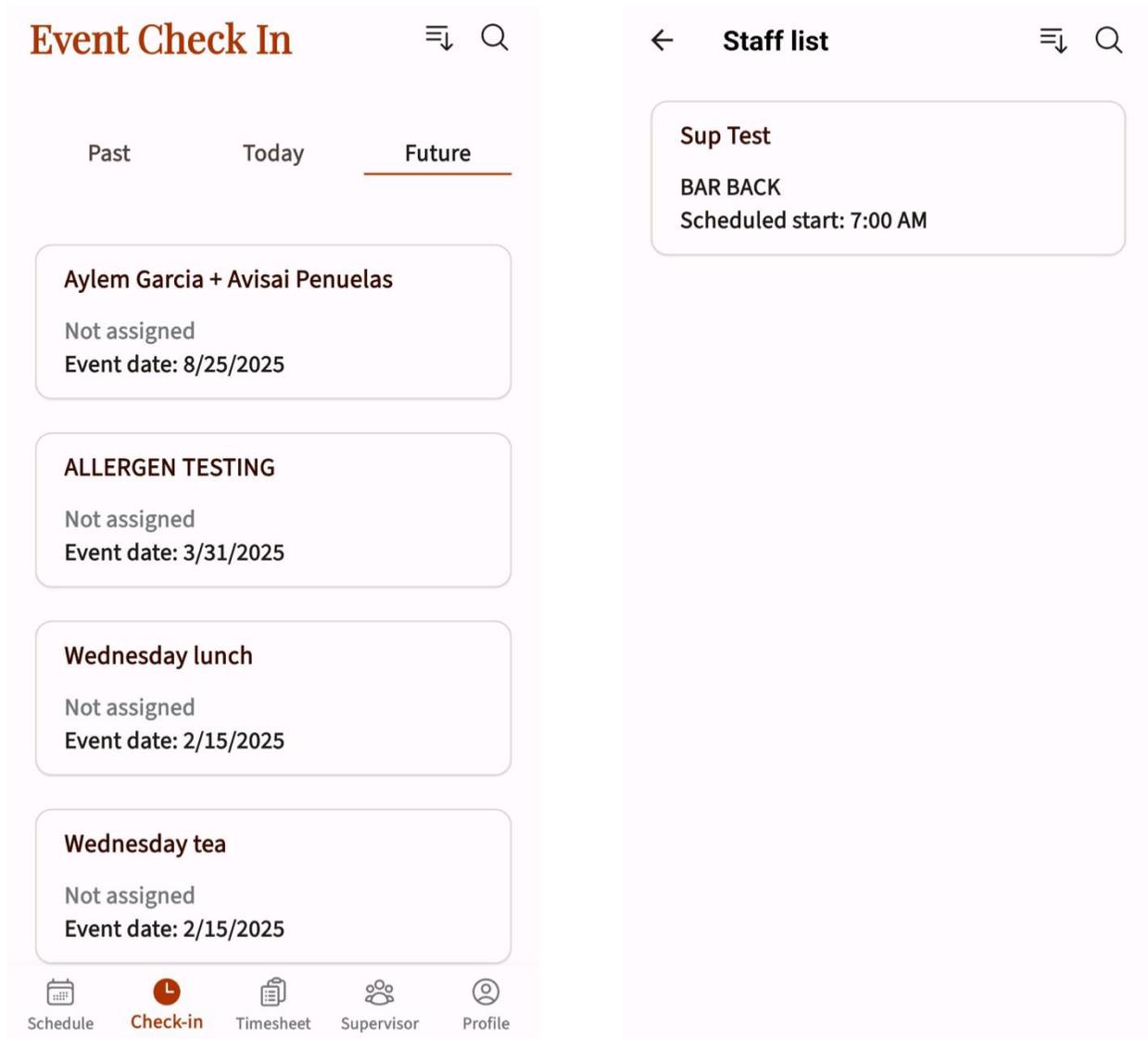


Profile

View Staff List if Mobile Role Allows It

When located in the Check in module:

- Tap an event card, the mobile role will define which screen the user will be redirected to. In this case, Individual role will navigate to their own shift status screen. On the other hand, Party Supervisor and Administrator roles will navigate to a screen containing all staff members assigned to the event, where they will be able to select a staff member and see each shift status.



The image displays two screenshots from the Elecate mobile app. The left screenshot shows the 'Event Check In' screen with a top navigation bar containing a menu icon and a search icon. Below the title, there are three tabs: 'Past', 'Today', and 'Future', with 'Future' being the active tab. The main content area lists four events, each in a rounded rectangular card. Each card contains the event name, the status 'Not assigned', and the event date. The events are: 'Aylem Garcia + Avisai Penuelas' (8/25/2025), 'ALLERGEN TESTING' (3/31/2025), 'Wednesday lunch' (2/15/2025), and 'Wednesday tea' (2/15/2025). At the bottom, there is a navigation bar with five icons: 'Schedule', 'Check-in' (highlighted in red), 'Timesheet', 'Supervisor', and 'Profile'.

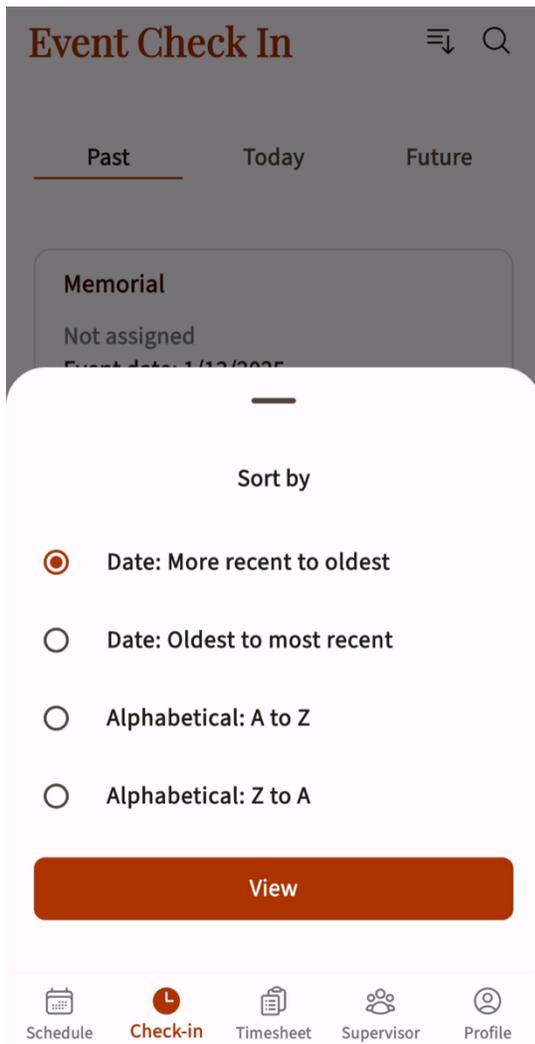
The right screenshot shows the 'Staff list' screen, which has a back arrow and a search icon in the top navigation bar. The main content area features a single rounded rectangular card for the event 'Sup Test'. The card lists the status 'BAR BACK' and the 'Scheduled start: 7:00 AM'.

Searching and Sorting Options for Events & Staff

The Event Check In module contains searching and sorting options to make event finding easier for the user. The user can search events by their name and can sort how they see the events in the following orders:

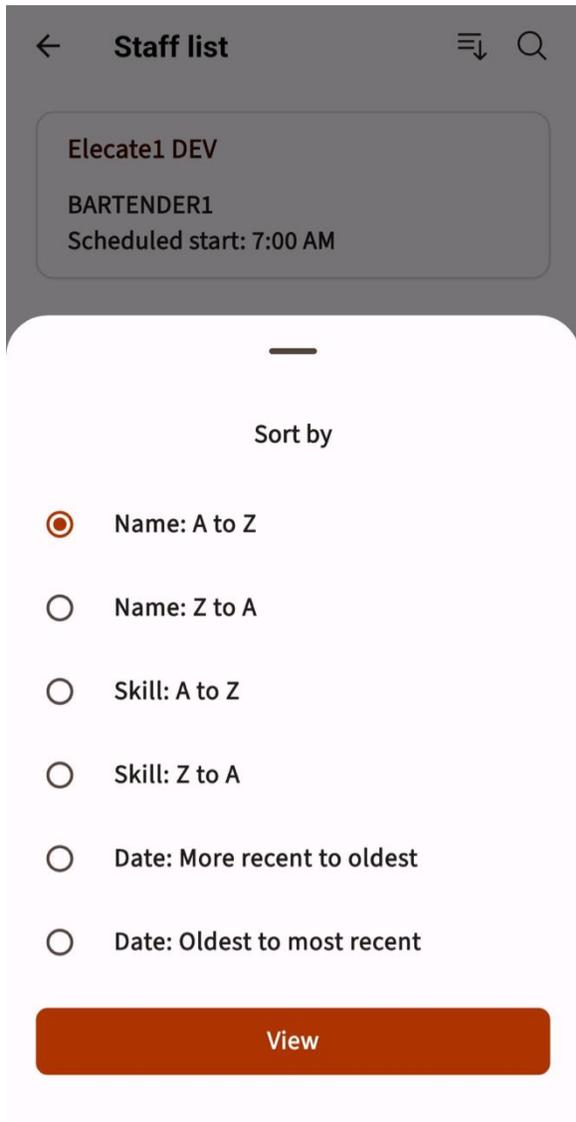
- Date: More recent to oldest
- Date: Oldest to more recent
- Alphabetical: A to Z
- Alphabetical: Z to A

Once the user selects an option and taps the "View" button on the sorting modal, the selection will take effect.



Similarly, when mobile role allows it, the user can access the list of staff members of an event. Staff members can be searched by name and can be sorted by:

- Name: A to Z and Z to A
- Skill: A to Z and Z to A
- Date (Time of shift start): More recent to oldest and vice versa



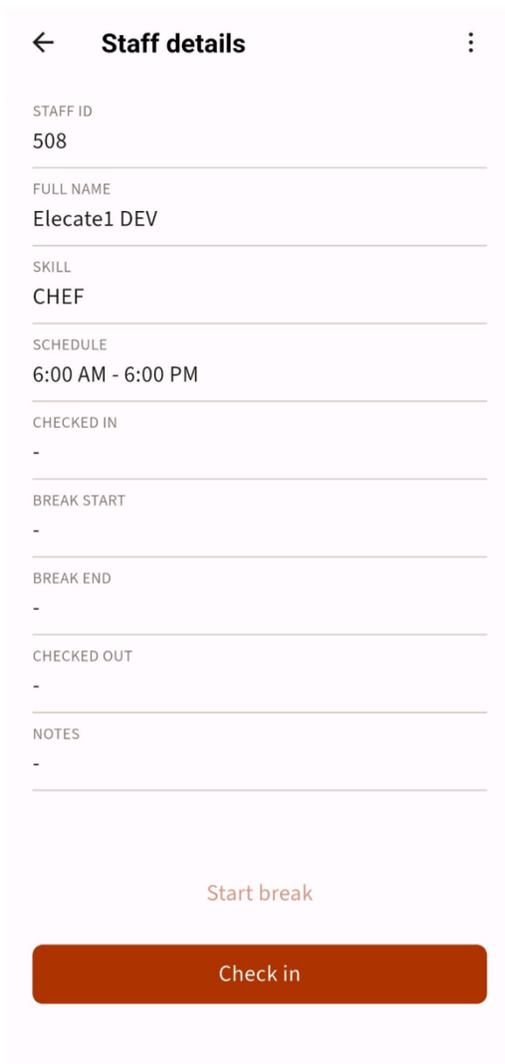
View Shift Status

To view a shift status, users must:

1. Go to the *Check in* module
2. Select an event
3. Users must also select a staff member if mobile role allows it

Shift status contains information about the schedule of a staff member within an event. The available information is:

- Staff member's id, name, skill
- Scheduled start and end times
- Check in and check out times
- Break start and break end times.



The screenshot shows a mobile application interface for viewing staff details. At the top, there is a back arrow and the title "Staff details" with a vertical ellipsis menu icon. Below this, the following information is displayed in a list format, each item with a label and a value:

- STAFF ID: 508
- FULL NAME: Elecate1 DEV
- SKILL: CHEF
- SCHEDULE: 6:00 AM - 6:00 PM
- CHECKED IN: -
- BREAK START: -
- BREAK END: -
- CHECKED OUT: -
- NOTES: -

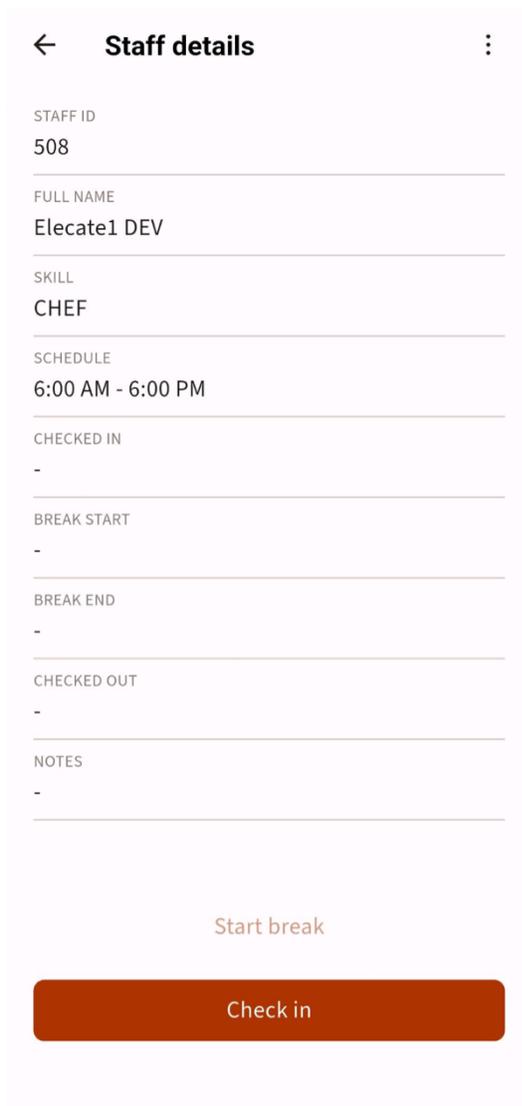
At the bottom of the screen, there are two buttons: a light blue "Start break" button and a dark blue "Check in" button.

Check In/Out (Geofence)

The main feature of the Check In module is allowing staff members and supervisors to register check in and check out times regarding a scheduled event. Note that past and future events will be read only, and only events scheduled for the current day will be available for interaction. To do this:

1. Users have to be at the view shift status screen
2. Tap the *Check in* button. When this is done for the first time, the application will ask for location permissions. This is to ensure the check-ins and check-outs are being done from the location of the event only.
3. Tap the *Check out* button to mark the shift as complete

Whenever a shift is marked as checked out, both check and break actions will be hidden. So only time edition and signatures will be available at this point.



← **Staff details** ⋮

STAFF ID
508

FULL NAME
Elecate1 DEV

SKILL
CHEF

SCHEDULE
6:00 AM - 6:00 PM

CHECKED IN
-

BREAK START
-

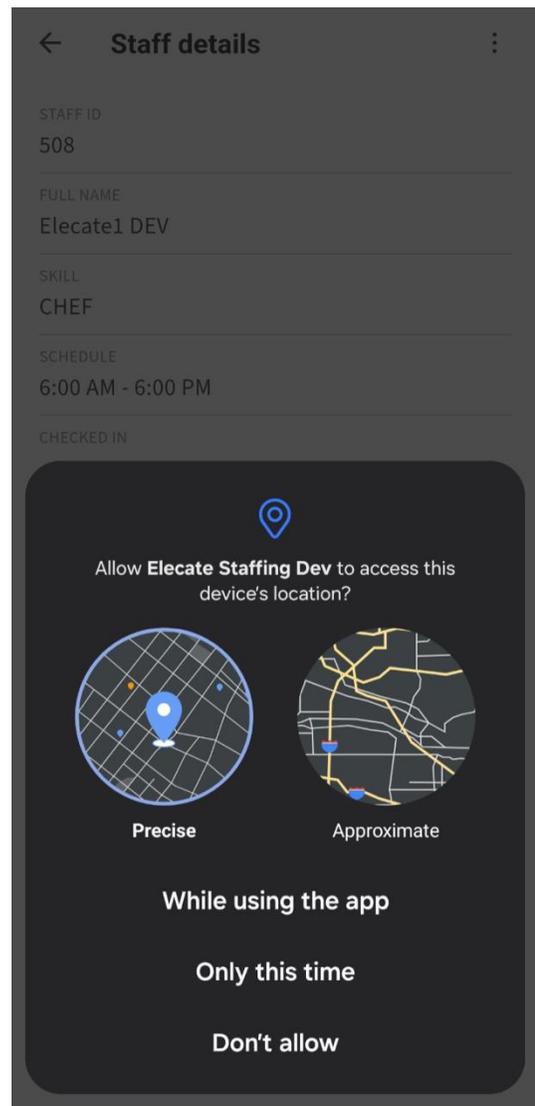
BREAK END
-

CHECKED OUT
-

NOTES
-

Start break

Check in



← **Staff details** ⋮

STAFF ID
508

FULL NAME
Elecate1 DEV

SKILL
CHEF

SCHEDULE
6:00 AM - 6:00 PM

CHECKED IN
-

Allow **Elecate Staffing Dev** to access this device's location?

Precise Approximate

While using the app

Only this time

Don't allow

← **Staff details** ⋮

STAFF ID
508

FULL NAME
Elecate1 DEV

SKILL
CHEF

SCHEDULE
6:00 AM - 6:00 PM

CHECKED IN
3:53 PM

BREAK START
-

BREAK END
-

CHECKED OUT
-

NOTES
-

Start break

Check out

Checked in

← **Staff details** ⋮

STAFF ID
508

FULL NAME
Elecate1 DEV

SKILL
CHEF

SCHEDULE
6:00 AM - 6:00 PM

CHECKED IN
3:53 PM

BREAK START
3:53 PM

BREAK END
3:53 PM

CHECKED OUT
3:53 PM

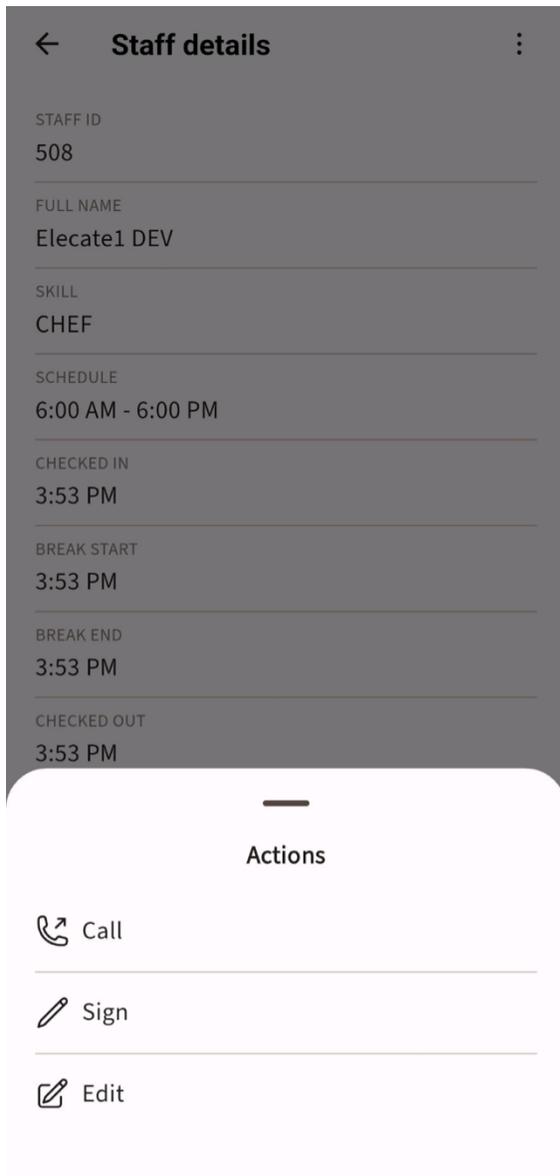
NOTES
-

Checked out

Go to Phone App with Staff Member's Phone Number

When viewing a shift status:

1. Tap the three-vertical-dot icon on the top right corner
2. A set of actions will be shown, those will be enabled or disabled depending on the state of the shift. Tapping the *Call* button will redirect the user to their phone application with the staff member's mobile phone dialed, ready to call.

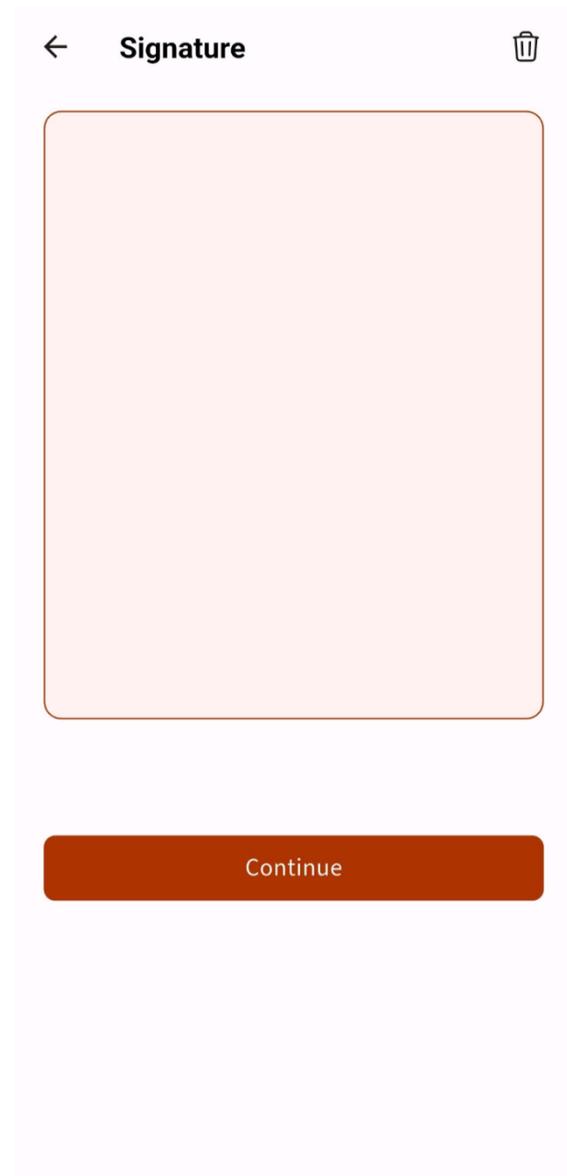
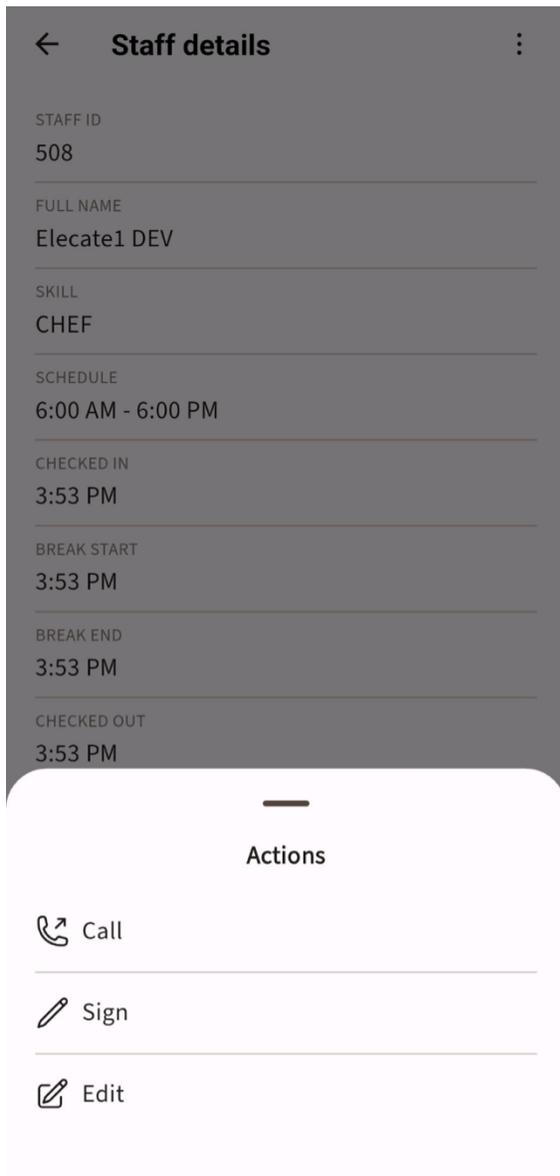


Sign The Shift

When a shift is marked as checked out from the View shift status screen, a Party Supervisor or an Administrator user can sign the shift. To do this, the user will have to tap the three-vertical-dot icon on the top right corner. And select the "Sign" button.

The signature page will have the following options:

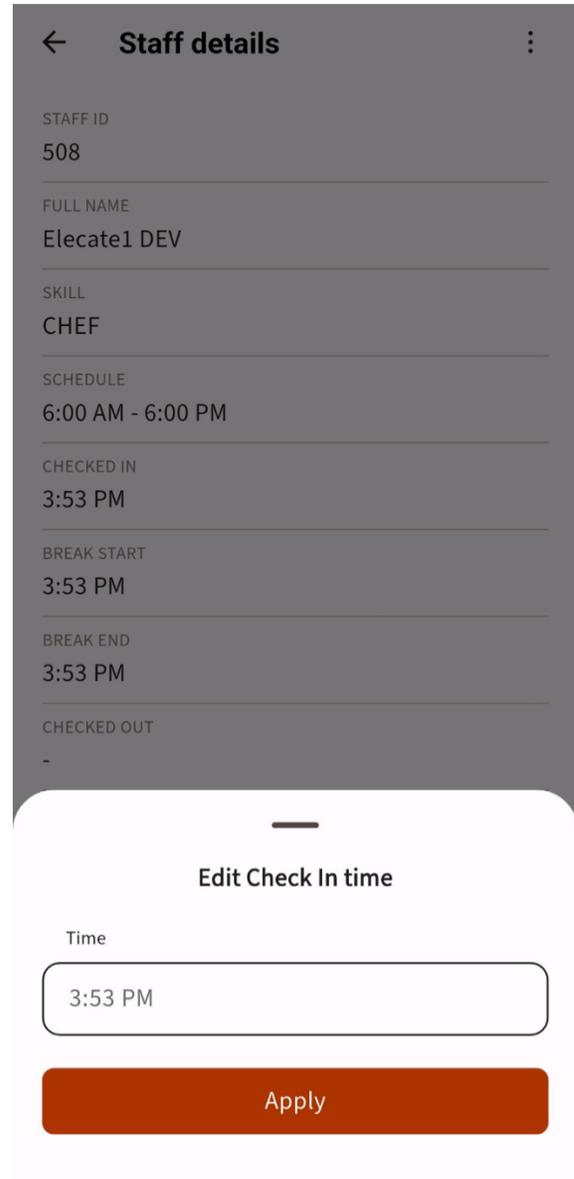
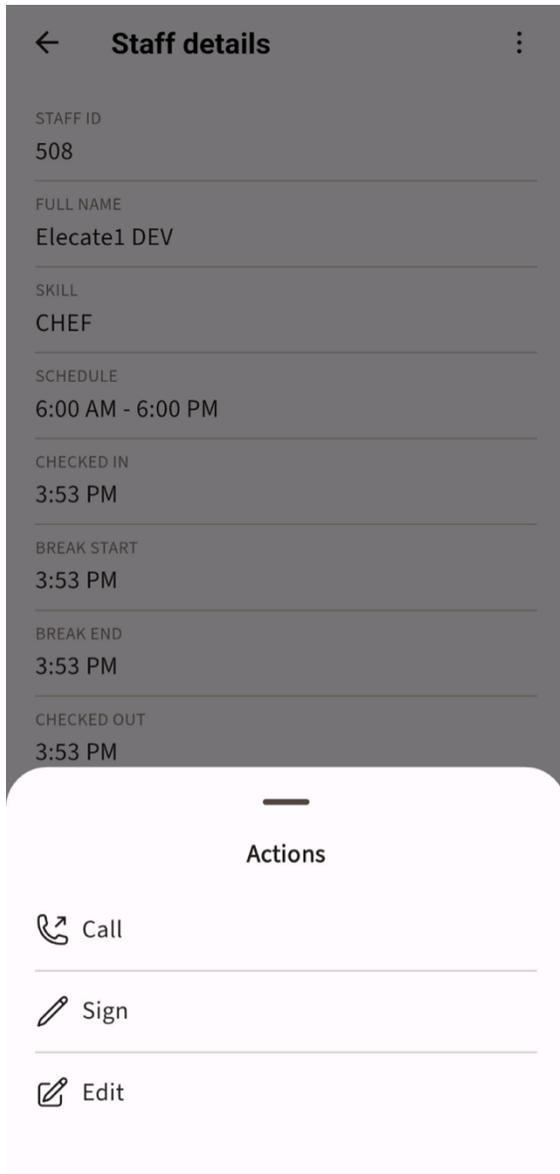
1. Draw signature: users can draw their signature within the red rectangle
2. Delete signature: by tapping the trash icon located on the top right corner, the signature will be deleted, allowing users to sign from scratch.
3. Send signature: by tapping the *Continue* button, the signature will be sent, and the previous signature option will be disabled.



Edit Check In/Out Times

When the user is inside the View shift status screen. They can edit the check in and check out times, by tapping the three-vertical-dot icon on the top right corner and selecting "Edit". Here are some restrictions to editions:

- To edit Check-in time, the staff member must be already checked in. Then the user must select the Edit action and enter the time desired. Once the user checks out, the check in time will not be editable.
- To edit Check out time, the staff member must be already checked out. Then the user must select the Edit action and enter the time desired. Once a signature is sent, the Edit action will be disabled.



← **Staff details** ⋮

STAFF ID
508

FULL NAME
Elecate1 DEV

SKILL
CHEF

SCHEDULE
6:00 AM - 6:00 PM

CHECKED IN
3:53 PM

BREAK START
3:53 PM

BREAK END
3:53 PM

CHECKED OUT
3:53 PM

Edit Check Out time

Time

3:53 PM

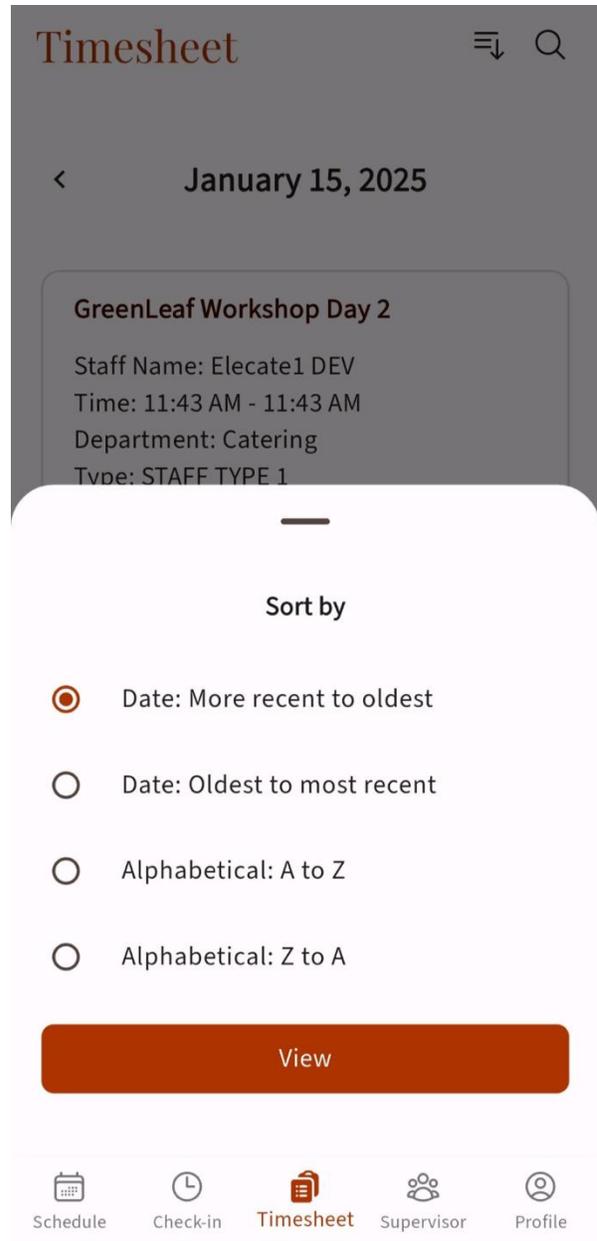
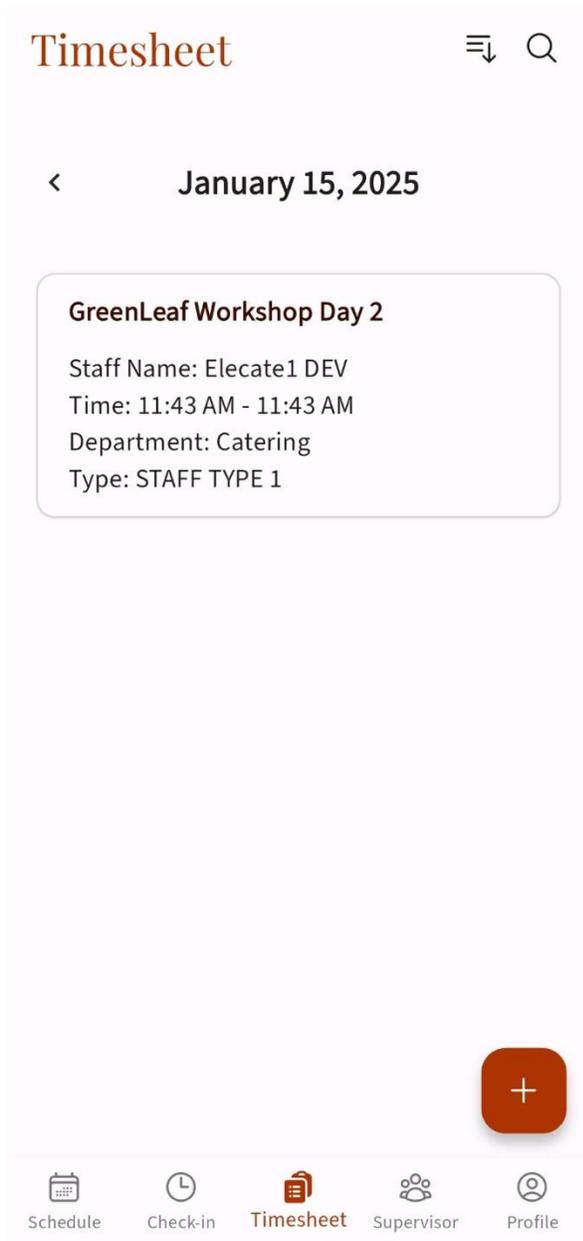
Apply

Elecate Timesheet

View Time Records by Day

To go into the timesheet module, the user has to select the Timesheet option on the bottom navigation bar. This main screen will show time records by day. Users can explore by day starting from the current day and can only browse past days.

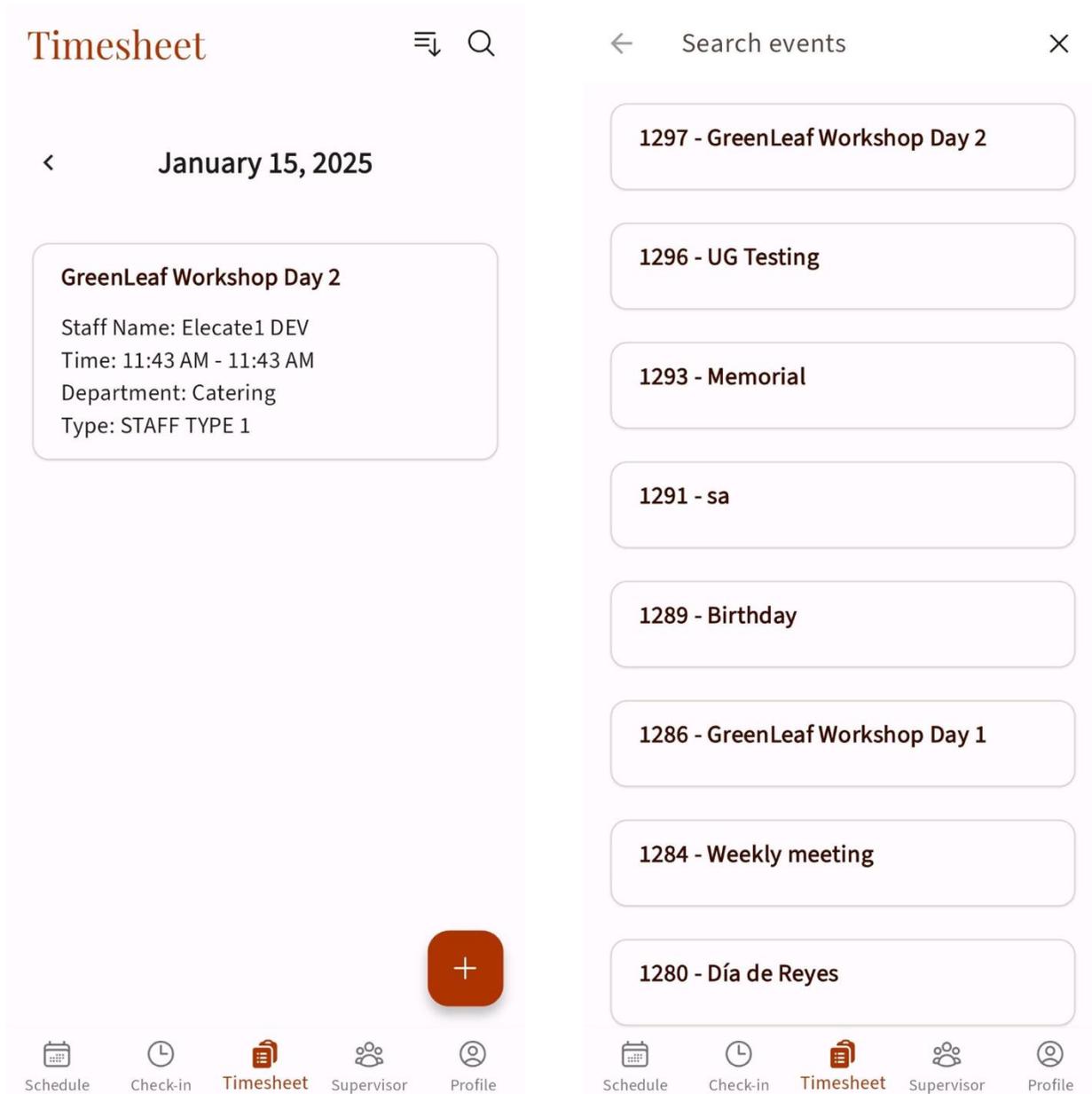
These records can be sorted by date and by alphabetical order using the *Sort* icon located towards the magnifying glass icon at the top right corner of the screen.



Search Events

Staff members can search events from the timesheet module by doing the following:

1. Go into the *Timesheet* module
2. Tap the magnifying glass icon at the top right corner
3. Select an event or search for one by id or by name



Timesheet [Menu] [Search]

← Search events ×

< **January 15, 2025**

GreenLeaf Workshop Day 2
Staff Name: Elecate1 DEV
Time: 11:43 AM - 11:43 AM
Department: Catering
Type: STAFF TYPE 1

1297 - GreenLeaf Workshop Day 2

1296 - UG Testing

1293 - Memorial

1291 - sa

1289 - Birthday

1286 - GreenLeaf Workshop Day 1

1284 - Weekly meeting

1280 - Día de Reyes

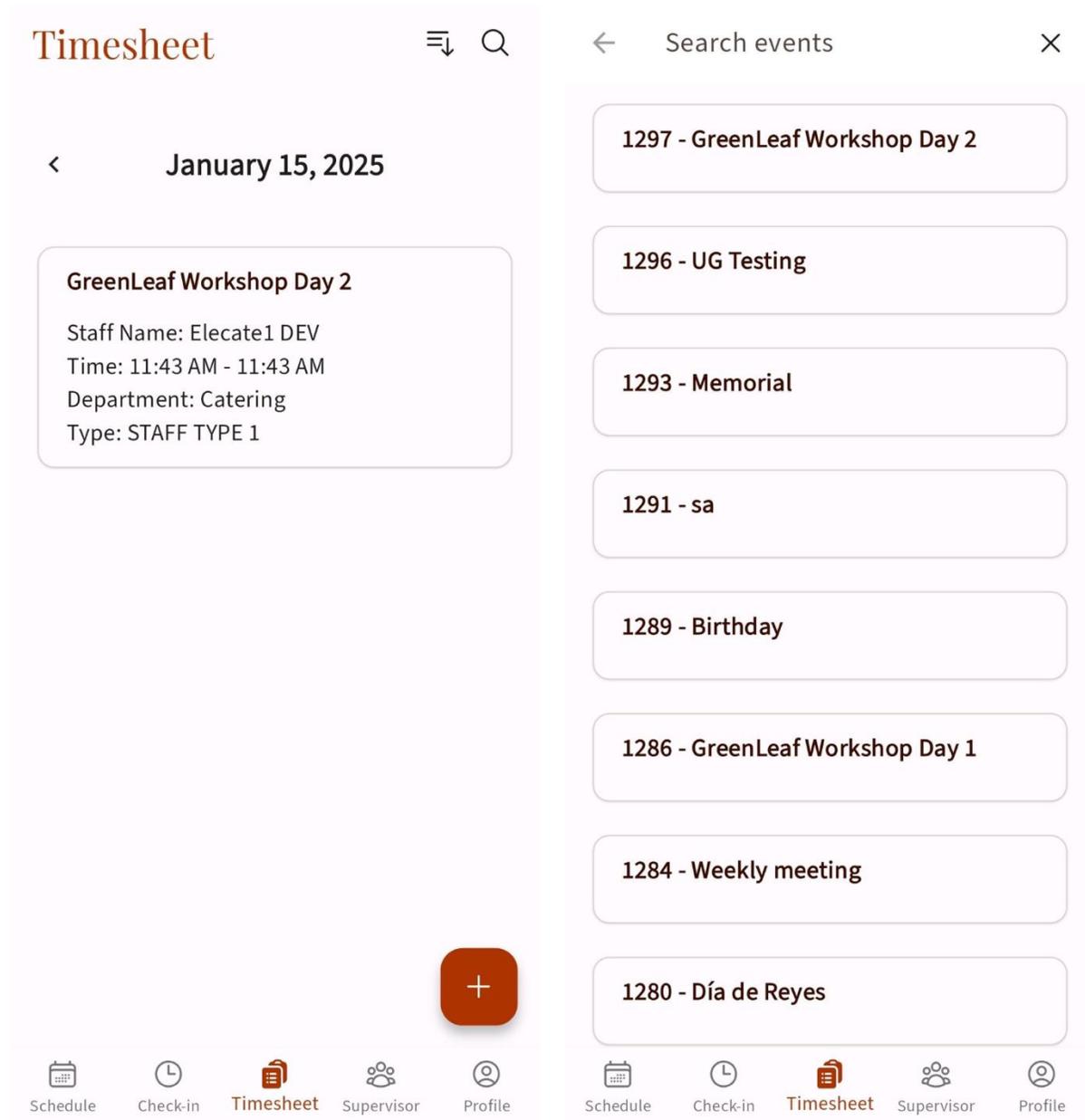
[+]

Schedule Check-in **Timesheet** Supervisor Profile

Schedule Check-in **Timesheet** Supervisor Profile

View Events Attachments

After searching an event, you can view available attachments by tapping an event from the results list.



The screenshot displays the 'View Events Attachments' screen in the Elecate mobile app. The interface is split into two main sections: a left sidebar and a right main content area.

Left Sidebar:

- At the top, the word 'Timesheet' is displayed in a large, brown font.
- Below it, a search icon and a magnifying glass icon are visible.
- A back arrow and the date 'January 15, 2025' are shown.
- A card for the selected event, 'GreenLeaf Workshop Day 2', contains the following details:
 - Staff Name: Elecate1 DEV
 - Time: 11:43 AM - 11:43 AM
 - Department: Catering
 - Type: STAFF TYPE 1
- A large red square button with a white plus sign is positioned at the bottom right of the sidebar.
- A bottom navigation bar includes icons for 'Schedule', 'Check-in', 'Timesheet' (which is highlighted), 'Supervisor', and 'Profile'.

Right Main Content Area:

- A search bar at the top contains the text 'Search events' and a close 'X' icon.
- A vertical list of event attachments is shown, each in a rounded rectangular box:
 - 1297 - GreenLeaf Workshop Day 2
 - 1296 - UG Testing
 - 1293 - Memorial
 - 1291 - sa
 - 1289 - Birthday
 - 1286 - GreenLeaf Workshop Day 1
 - 1284 - Weekly meeting
 - 1280 - Día de Reyes
- The same bottom navigation bar as the sidebar is present at the bottom of this section.

← **Attachments**

This is my first File

Word

Sample File

Image

The same version but in PDF

PDF

Testing File in Excel

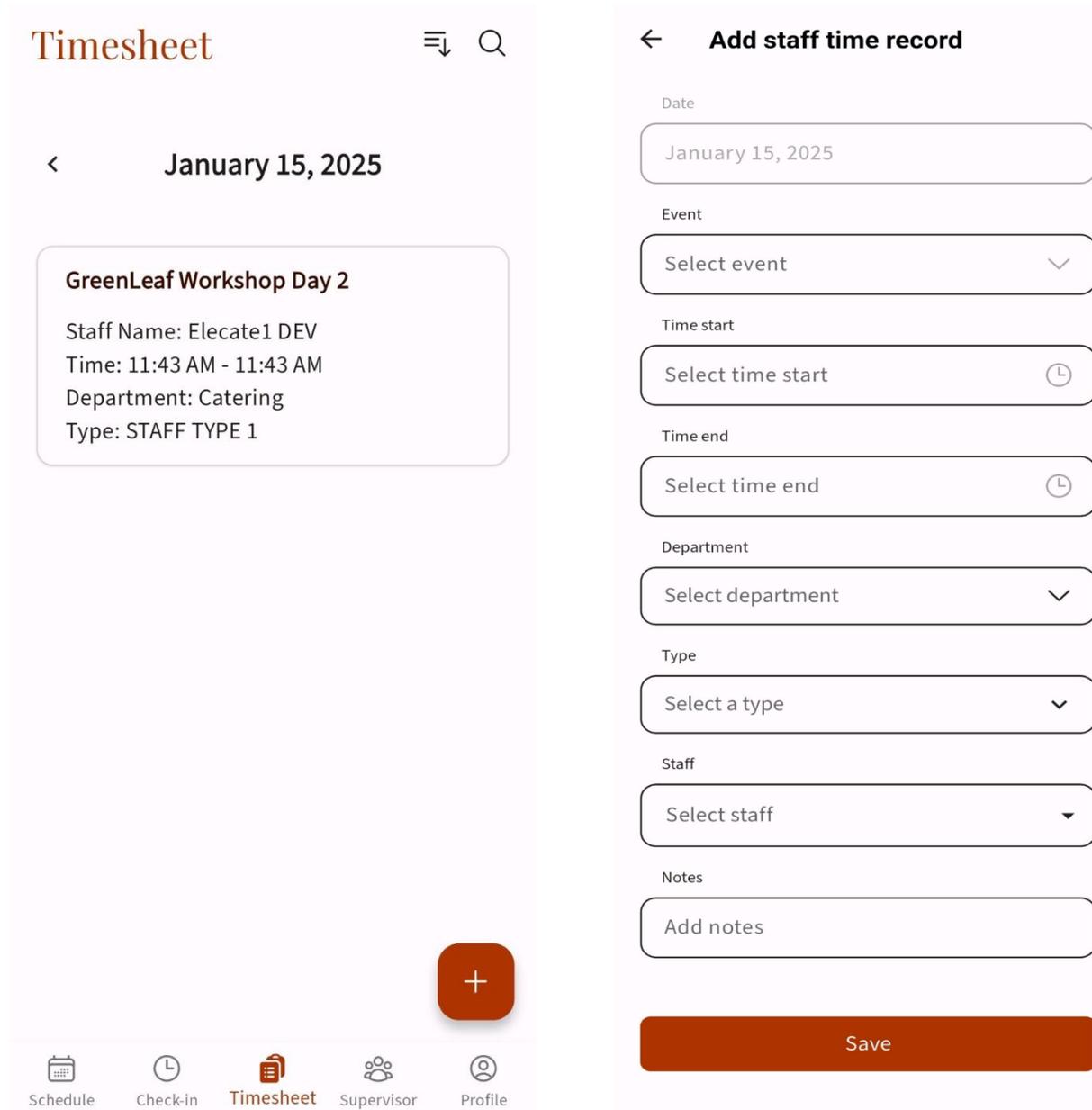
Excel

Create Time Records

Staff members can create their own time records or time records for other people depending on their mobile role. Individual users can create time records only for themselves, while Party Supervisors and Administrators can create records for multiple people at once.

To create time records users must:

1. Go into the *Timesheet* module
2. Tap the + button at the bottom right of the screen
3. Fill the required information
4. Tap the *Save* button



The image shows two screenshots from the Elecate mobile app. The left screenshot displays the 'Timesheet' module for January 15, 2025, with a card for 'GreenLeaf Workshop Day 2' showing staff name, time, department, and type. A large red '+' button is at the bottom right. The right screenshot shows the 'Add staff time record' form with fields for Date, Event, Time start, Time end, Department, Type, Staff, and Notes, followed by a 'Save' button.

Timesheet ☰ 🔍

< **January 15, 2025**

GreenLeaf Workshop Day 2

Staff Name: Elecate1 DEV
Time: 11:43 AM - 11:43 AM
Department: Catering
Type: STAFF TYPE 1

+

Schedule 🕒 Check-in 🕒 **Timesheet** 📅 Supervisor 👥 Profile 👤

← Add staff time record

Date
January 15, 2025

Event
Select event ▼

Time start
Select time start 🕒

Time end
Select time end 🕒

Department
Select department ▼

Type
Select a type ▼

Staff
Select staff ▼

Notes
Add notes

Save

← Add staff time record

Date

January 15, 2025

Event

UG Testing

Time start

8:04 PM

Time end

Select time end

Department

Catering

Type

STAFF TYPE 1

Staff

Elecate1 DEV

Notes

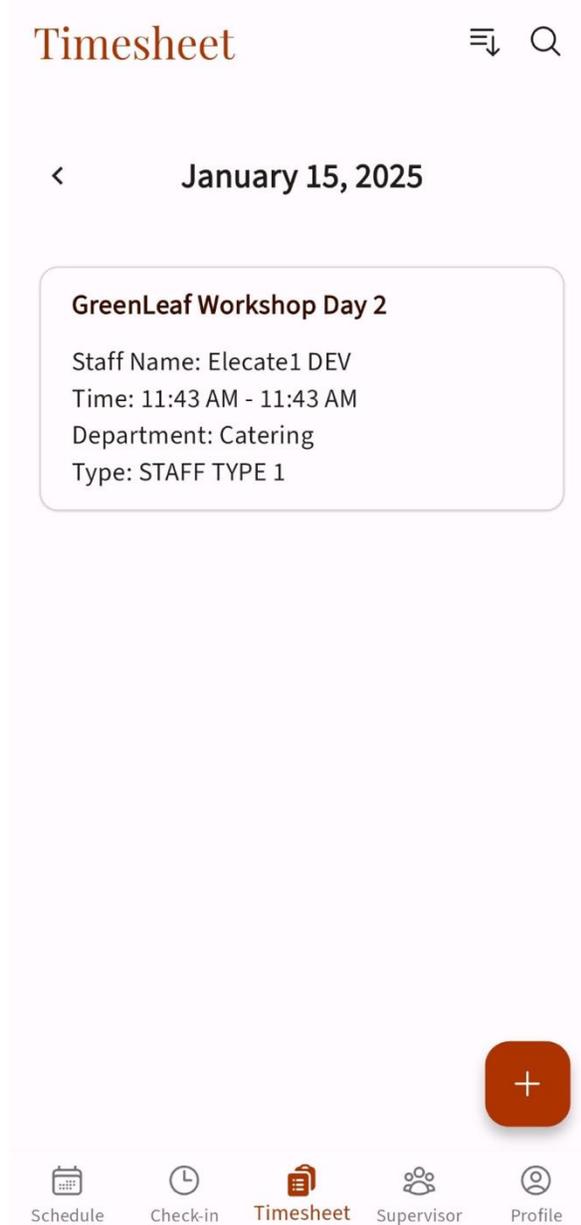
Add notes

Save

Edit Time Records

Staff members can edit already created time records. Individual users can only edit their own time records, while Party Supervisors and Administrators can edit any record. To edit each timesheet users must:

1. Go into the *Timesheet* module
2. Tap a record from the list
3. Edit the desired values
4. Tap the *Save* button



Timesheet [Menu] [Search]

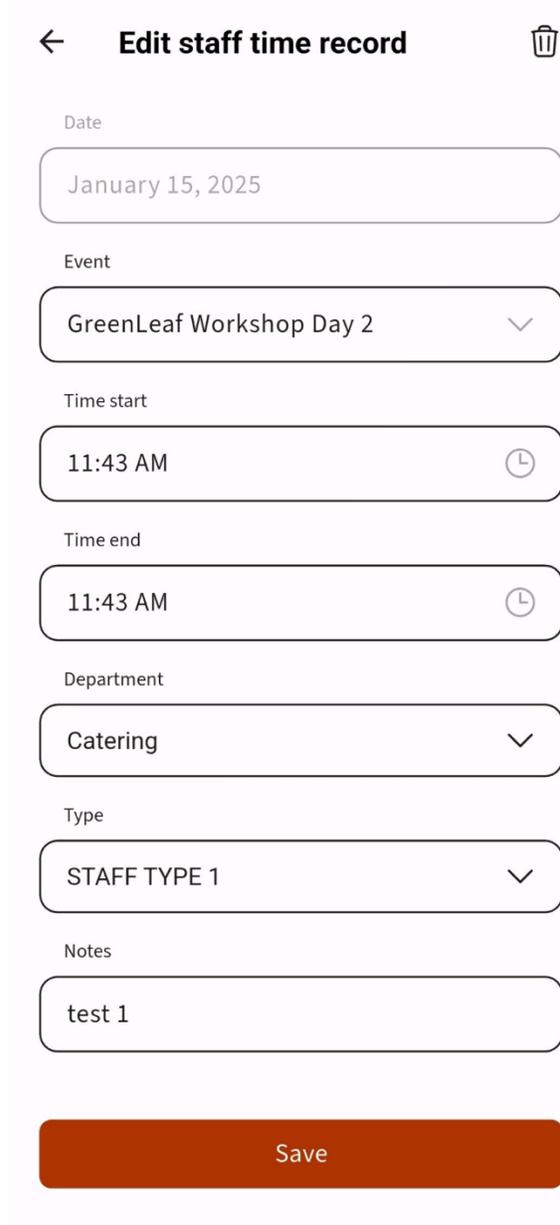
< **January 15, 2025**

GreenLeaf Workshop Day 2

Staff Name: Elecate1 DEV
Time: 11:43 AM - 11:43 AM
Department: Catering
Type: STAFF TYPE 1

[+]

Schedule | Check-in | **Timesheet** | Supervisor | Profile



← **Edit staff time record** [Trash]

Date
January 15, 2025

Event
GreenLeaf Workshop Day 2

Time start
11:43 AM

Time end
11:43 AM

Department
Catering

Type
STAFF TYPE 1

Notes
test 1

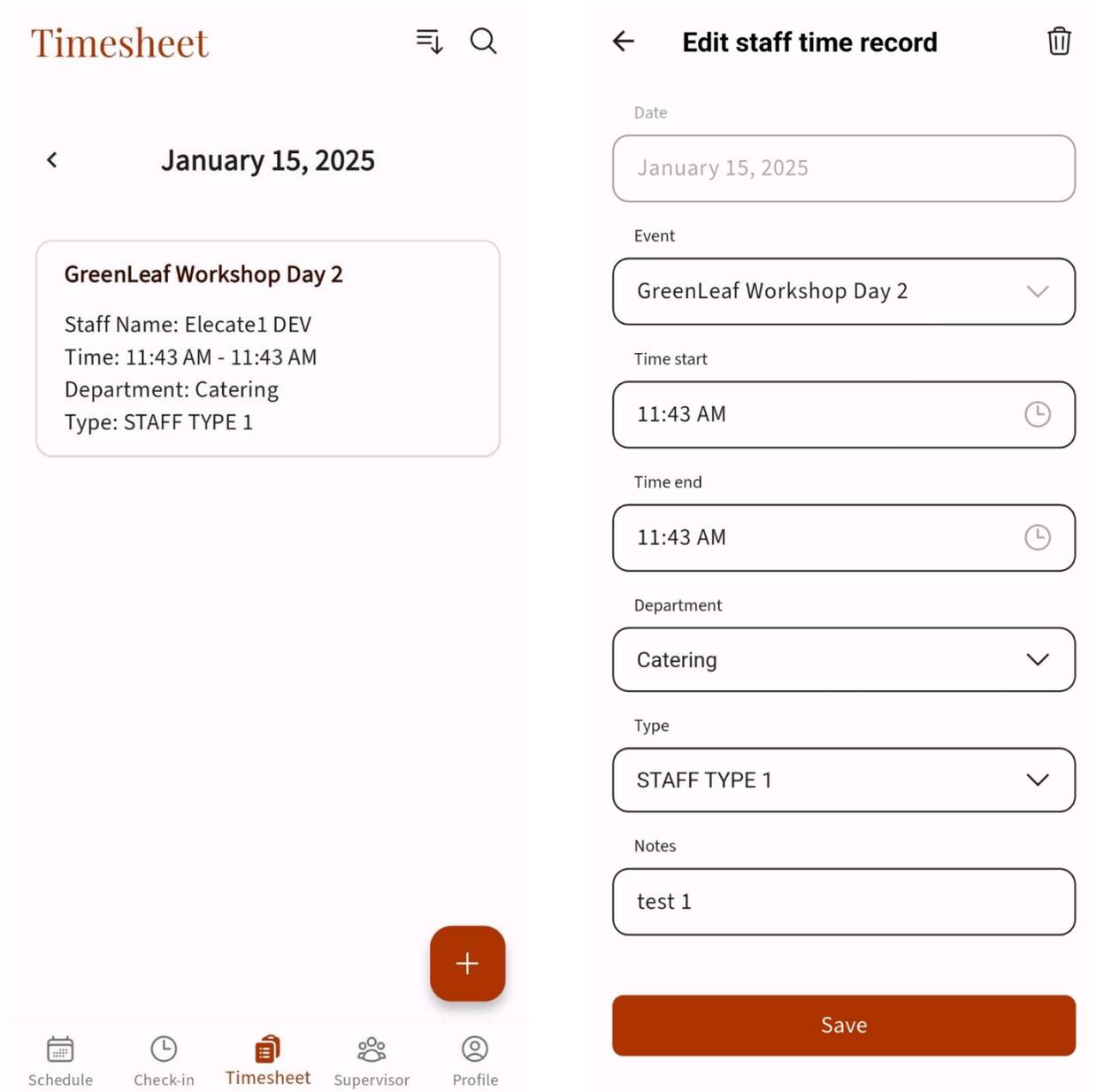
Save

Delete Records (Depending on Mobile Role)

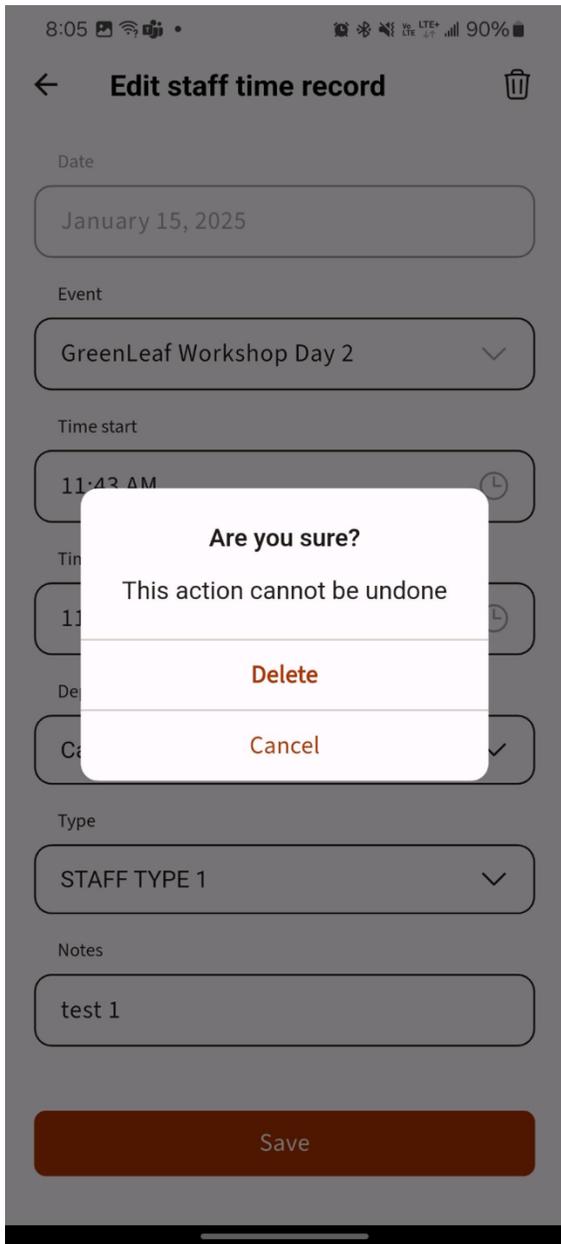
Only users assigned with the Administrator role are able to delete time records. This is done by:

1. Going into the *Timesheet* module
2. Selecting any already created record
3. Tapping the trash icon at the top right corner
4. Selecting *Delete* on the modal that will ask for confirmation

Users with other mobile roles will not see this "Trash" icon.



The image shows two screenshots from the Elecate mobile app. The left screenshot displays the 'Timesheet' module for January 15, 2025, with a record for 'GreenLeaf Workshop Day 2' showing staff name, time, department, and type. The right screenshot shows the 'Edit staff time record' screen with fields for Date, Event, Time start, Time end, Department, Type, and Notes, along with a 'Save' button and a trash icon in the top right corner.

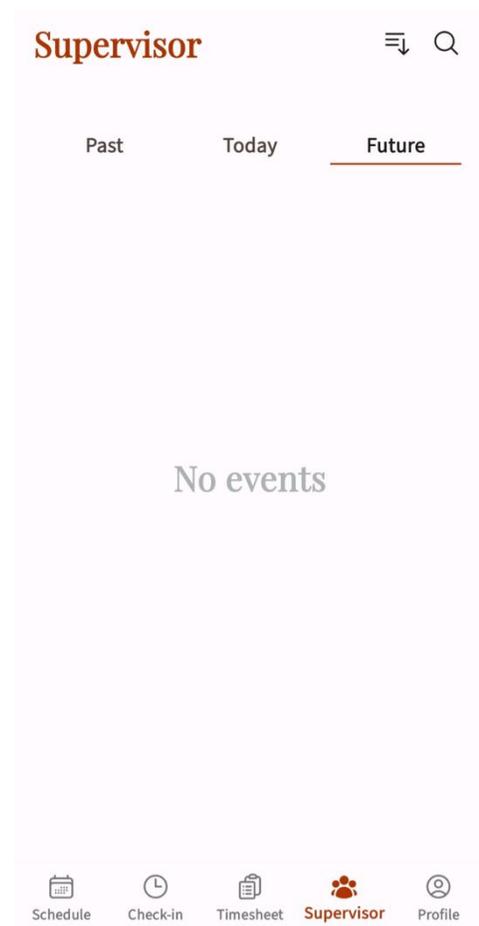
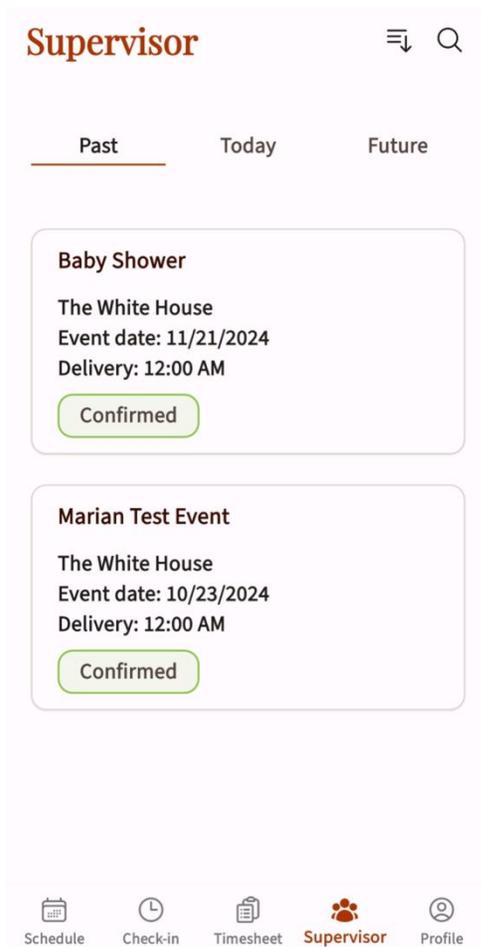


View Events by Past, Today & Future

As a staff member assigned as a Captain or Event Supervisor, you can see upcoming events that will be set on the near future, present or past. This is achieved by selecting the Supervisor option in the bottom navigation bar.

This is the information shown in each event card:

- Event name
- Event location
- Event date
- Delivery time

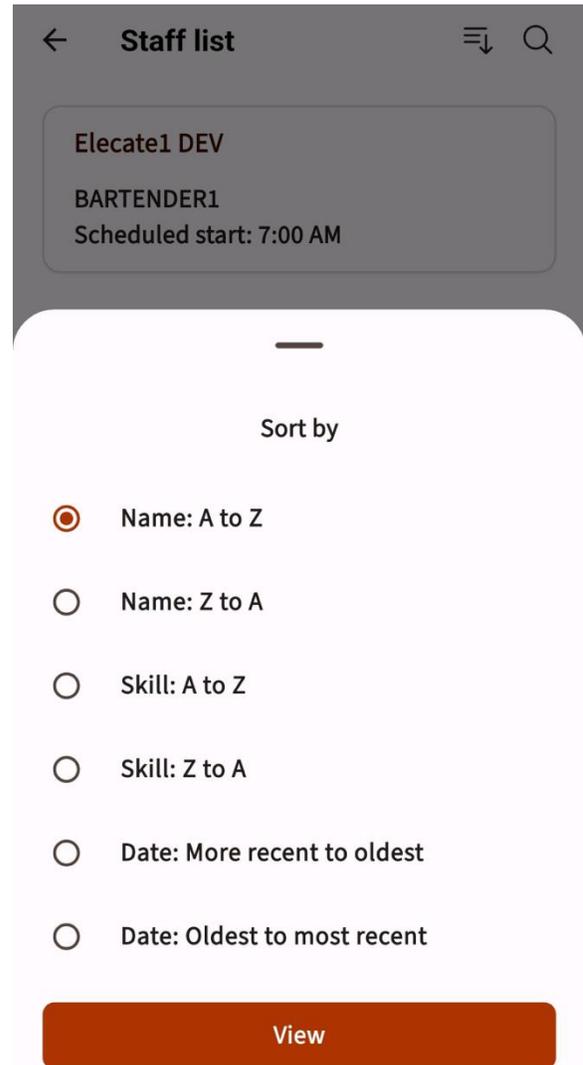
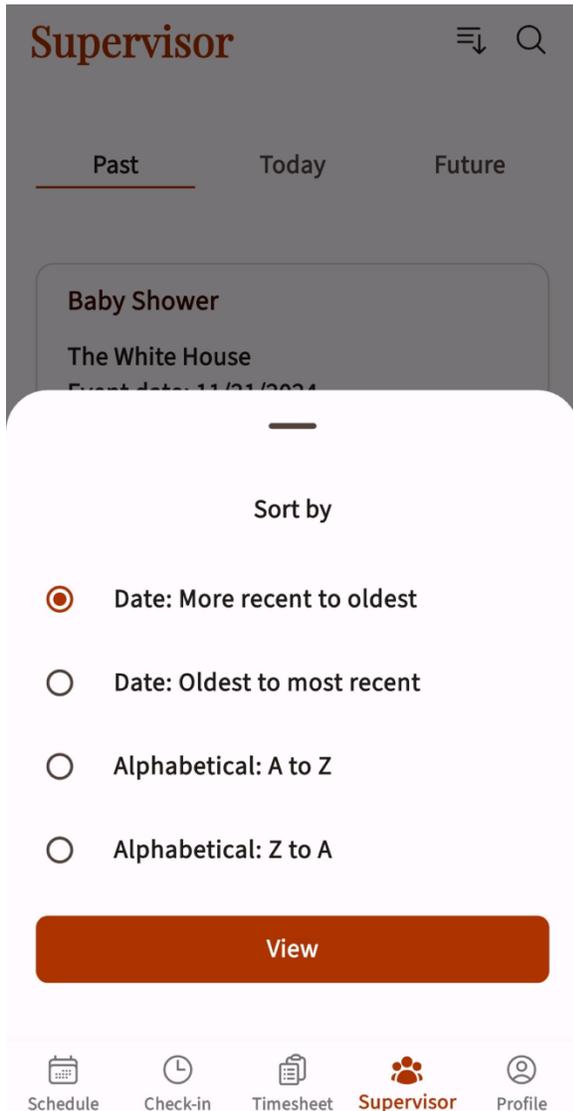


Searching and Sorting Options for Events & Staff

The supervisor module contains searching and sorting options located at the top right corner of the main supervisor screen. Here users can search events by name and sort them by:

- Date: More recent to oldest and vice versa
- Alphabetical: A to Z and Z to A

To apply the selection the user must tap the *View* button



View Events Details

When users tap an event card inside the Supervisor module, they will be redirected to the event details screen. Here event supervisors will see relevant information about the event. They will also have other functionalities useful to this skill type.

← Event details	⋮	← Event details	⋮
EVENT ID	1197	EQUIPMENT DELIVERY TIME	5:00 PM
EVENT NAME	Baby Shower	FOOD DELIVERY DRIVER	
LOCATION	The White House	FOOD DELIVERY TIME	8:00 AM
EQUIPMENT DELIVERY	Oscar	PICKUP DRIVER	
EQUIPMENT DELIVERY TIME	5:00 PM	PICKUP TIME	8:00 AM - 8:00 AM
FOOD DELIVERY DRIVER		ADDRESS	1600 Pennsylvania Avenue
FOOD DELIVERY TIME	8:00 AM	CONTACT	Contact name
PICKUP DRIVER		PHONE	+1 (301) 840 6500
PICKUP TIME	8:00 AM - 8:00 AM	DELIVERY	-
ADDRESS	1600 Pennsylvania Avenue	STATUS	Not started
CONTACT	Contact name	INSTRUCTIONS	Get the flowers an hour earlier
PHONE	+1 (301) 840 6500		

Call the Contact Person

To call the contact person of an event, event supervisors must:

1. Go into the *Supervisor* module
2. Tap an event card
3. Tap the three-vertical-dot icon at the top right corner

A list of available actions will be displayed. Tapping the *Call* action will redirect the user to their phone app with the contact person's phone number dialed.

← **Event details** ⋮

EVENT ID
1197

EVENT NAME
Baby Shower

LOCATION
The White House

EQUIPMENT DELIVERY
Oscar

EQUIPMENT DELIVERY TIME
5:00 PM

FOOD DELIVERY DRIVER

FOOD DELIVERY TIME
8:00 AM

PICKUP DRIVER

PICKUP TIME
8:00 AM - 8:00 AM

ADDRESS
1600 Pennsylvania Avenue

CONTACT
Contact name

PHONE
+1 (301) 840 6500

← **Event details** ⋮

Oscar

EQUIPMENT DELIVERY TIME
5:00 PM

FOOD DELIVERY DRIVER

FOOD DELIVERY TIME
8:00 AM

PICKUP DRIVER

Actions

 **Call**

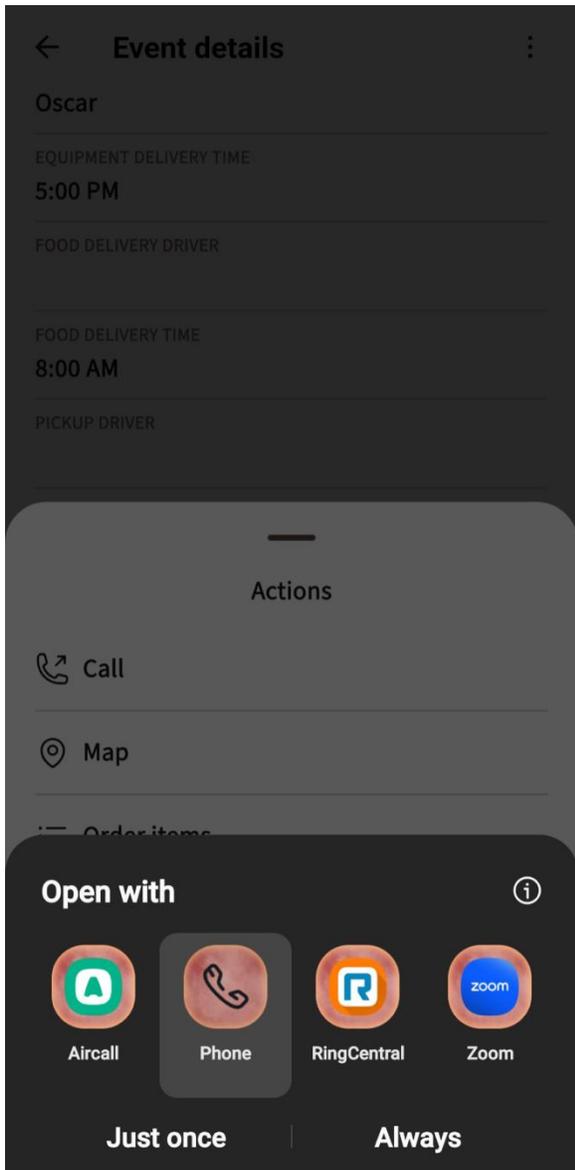
 **Map**

 **Order items**

 **Feedback**

 **View staff**

 **View attachments**

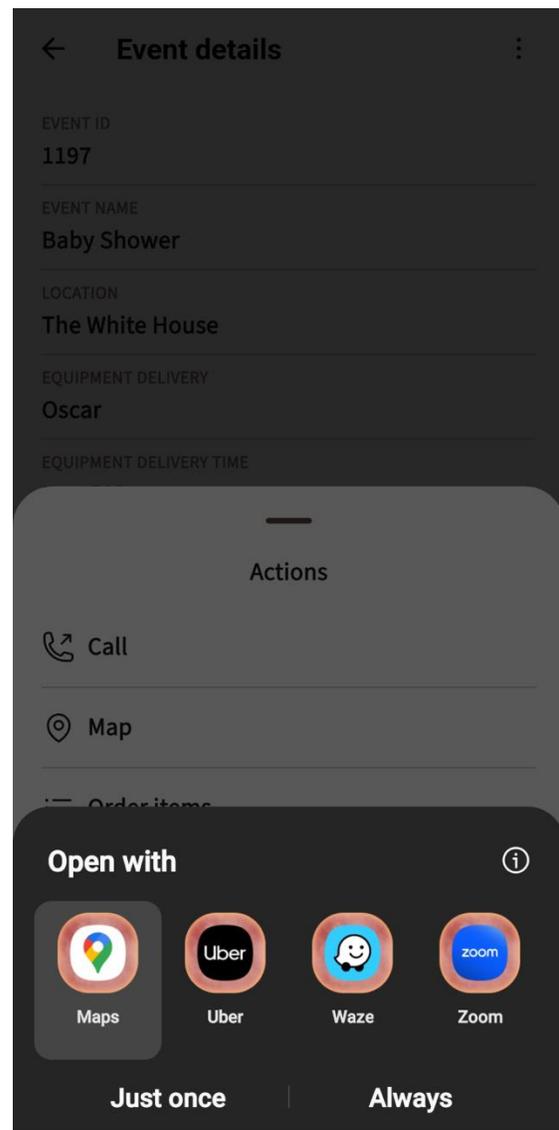
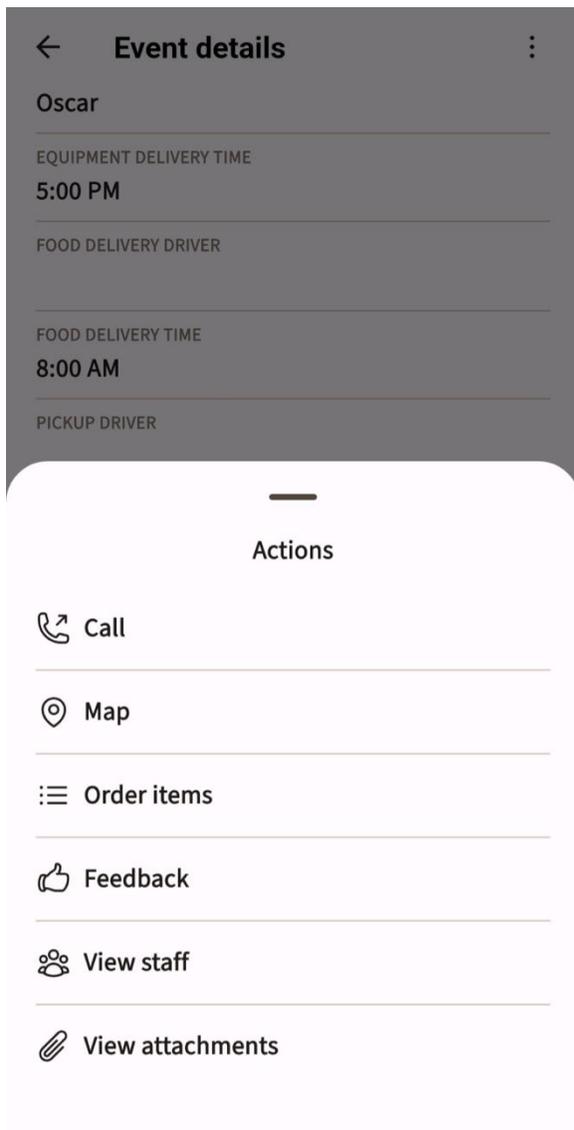


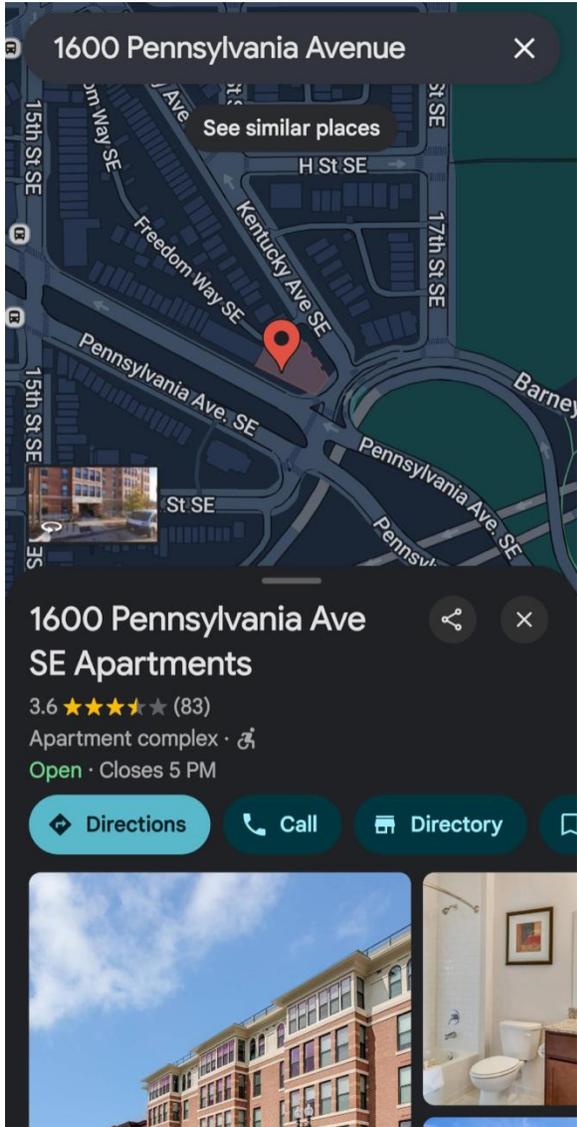
Launch Event's Location by using Map

To view the location of an event, event supervisors must:

1. Go into the *Supervisor* module
2. Tap an event card
3. Tap the three-vertical-dot icon at the top right corner

A list of available actions will be displayed. Tapping the *Map* action will redirect the user to their preferred maps application with the event's location set.





View & Sign Order Items

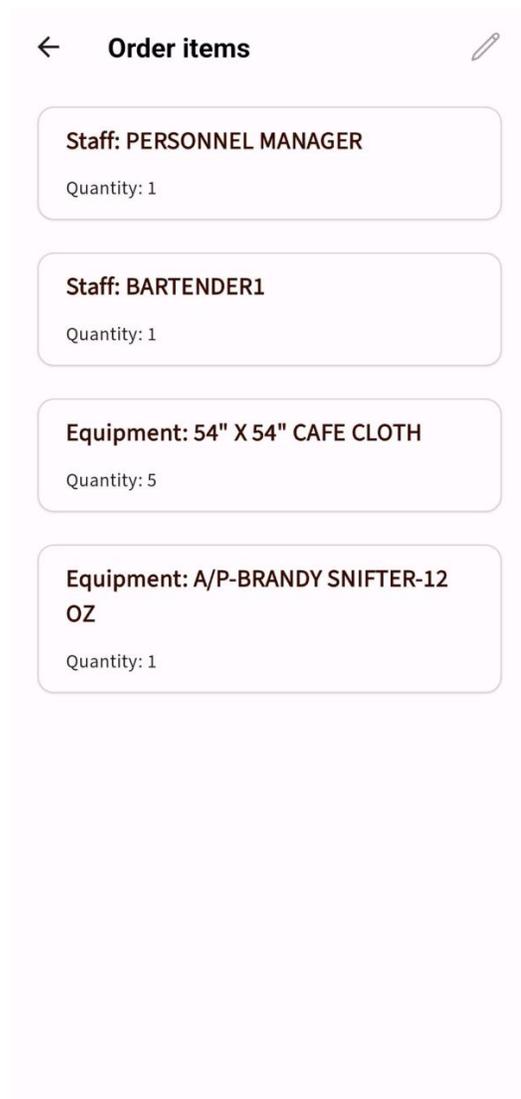
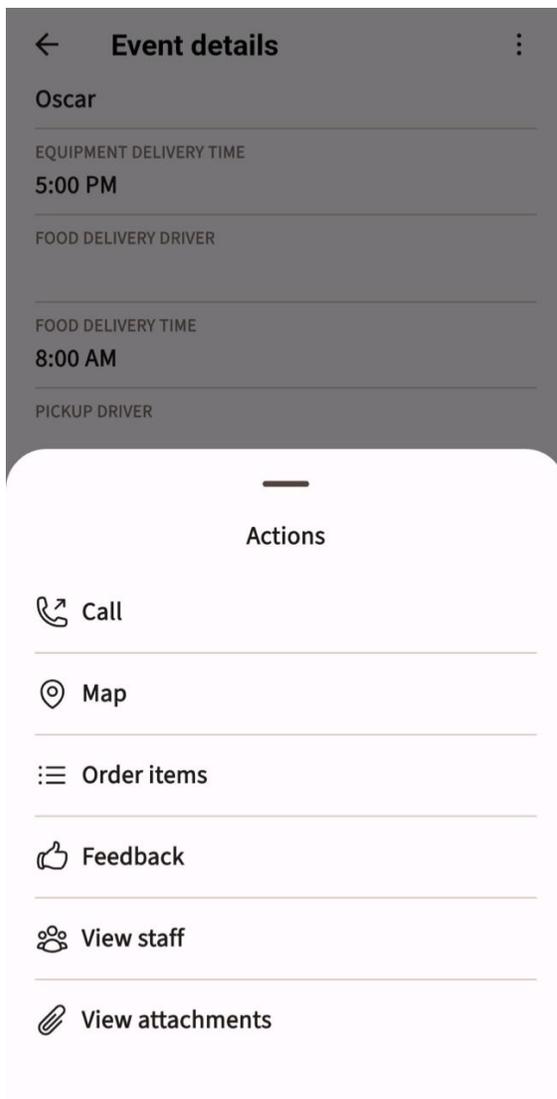
To view the order items of an event, event supervisors have to:

1. Go into the *Supervisor* module
2. Tap an event card
3. Tap the three-vertical-dot icon at the top right corner

A list of available actions will be displayed. Tapping the *Order items* action will redirect the user to another screen containing a list of the order items of the event.

To sign order items, event supervisors must:

1. Go into the order items screen
2. Tap the pencil icon located at the top right corner of the screen (it will be enabled if the event is scheduled for the current day). This will redirect the user to the signature screen
3. Draw the signature in the red rectangle
4. The *Continue* button will send the signature and disable the pencil icon.



← **Order items**



Staff: PERSONNEL MANAGER

Quantity: 1

Staff: BARTENDER1

Quantity: 1

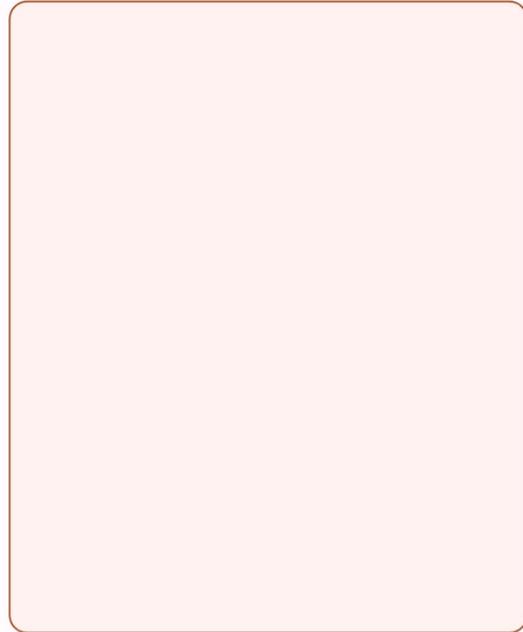
Equipment: 54" X 54" CAFE CLOTH

Quantity: 5

**Equipment: A/P-BRANDY SNIFTER-12
OZ**

Quantity: 1

← **Signature**



Continue

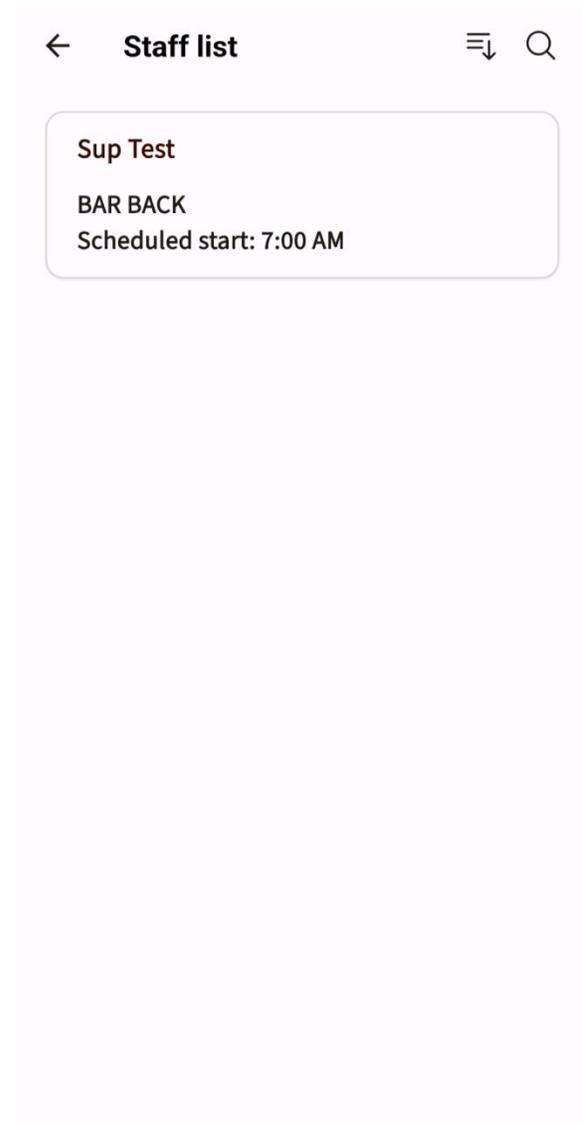
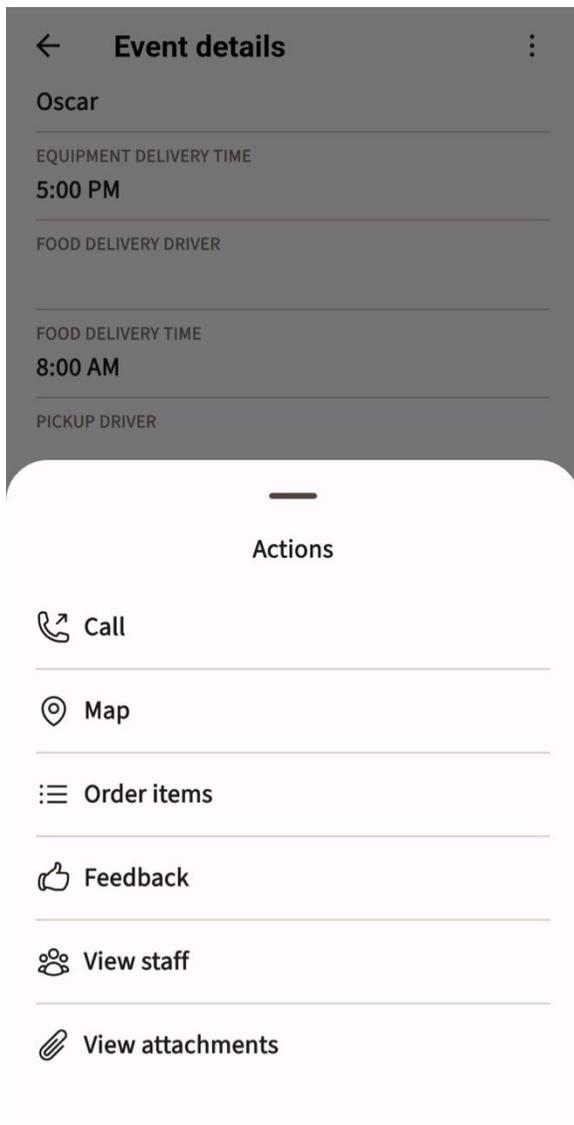
View Event's Staff

To view the staff members of an event, event supervisors must:

1. Go into the *Supervisor* module
2. Tap an event card
3. Tap the three-vertical-dot icon at the top right corner

A list of available actions will be displayed. The *View staff* action will redirect the user to a new screen displaying the staff members assigned to the event. This list also has the searching and sorting features located at the top right corner.

When selecting a staff from the list, the application will open a screen containing information regarding the staff member, such as shift details and the ability to review the staff member's performance. An event supervisor can also call or message a staff member by using any of the two buttons located at the bottom of the screen.



← **Staff details**

STAFF ID

508

FULL NAME

Elecate1 DEV

SKILL

Accounting Adjust STAFF

SCHEDULE

9:00 AM - 5:00 PM

CHECKED IN

-

BREAK START

-

BREAK END

-

CHECKED OUT

-

NOTES

-

How do you rate this staff's performance?

[Rate](#)

 Call

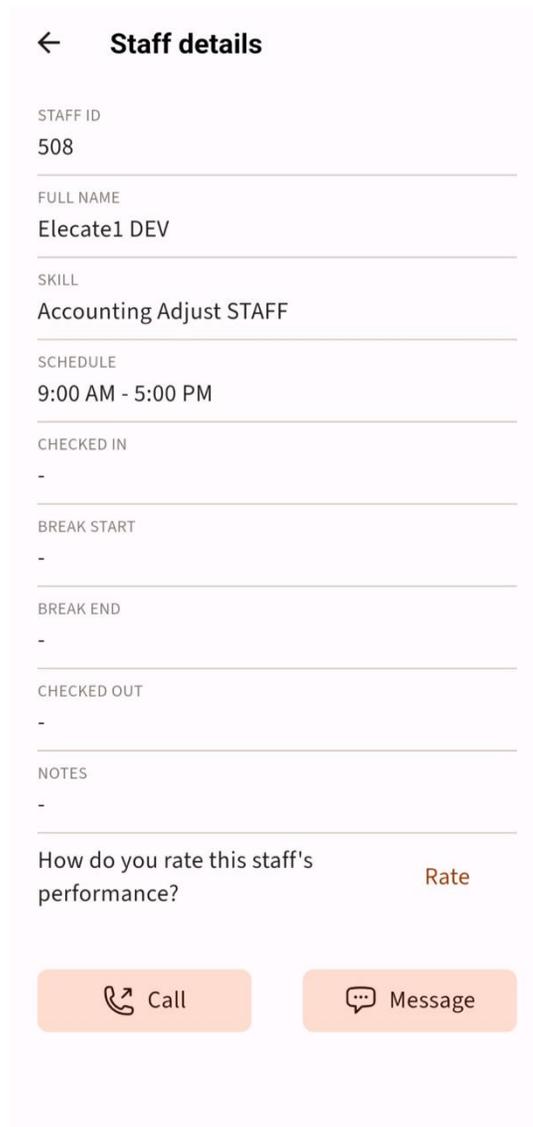
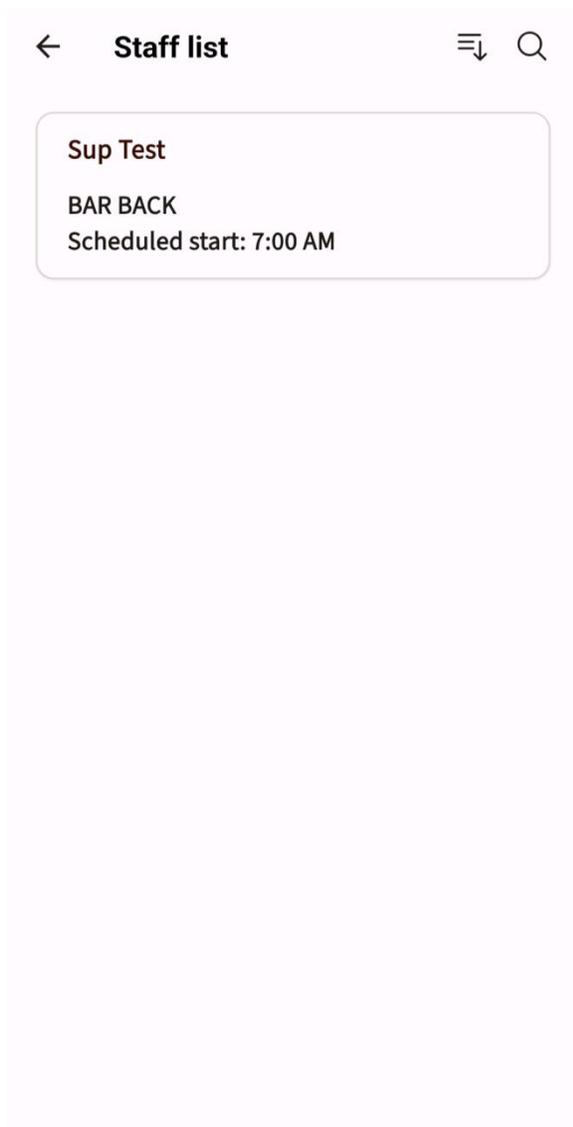
 Message

Rate Staff

When the event supervisor selects a staff member, they can send a review of the selected staff member's performance during the event by:

1. Opening a staff detail screen from the supervisor event
2. Tapping the orange *Rate* button. This will open a review screen
3. Select one to five stars and optionally add remarks or comments about the performance.
4. Taps the *Submit* button to send the review

When the rate is submitted, the review screen will close, and the staff details screen will be updated with the rate sent.



← **Staff rating**

Give a rating to Elecate1 DEV, Accounting
Adjust STAFF



Remarks

Enter remarks

Submit

← **Staff details**

508

FULL NAME

Elecate1 DEV

SKILL

PERSONNEL MANAGER

SCHEDULE

8:00 AM - 5:00 PM

CHECKED IN

-

BREAK START

-

BREAK END

-

CHECKED OUT

-

NOTES

-

RATING

5

REMARKS

Great job! 👍

 Call

 Message

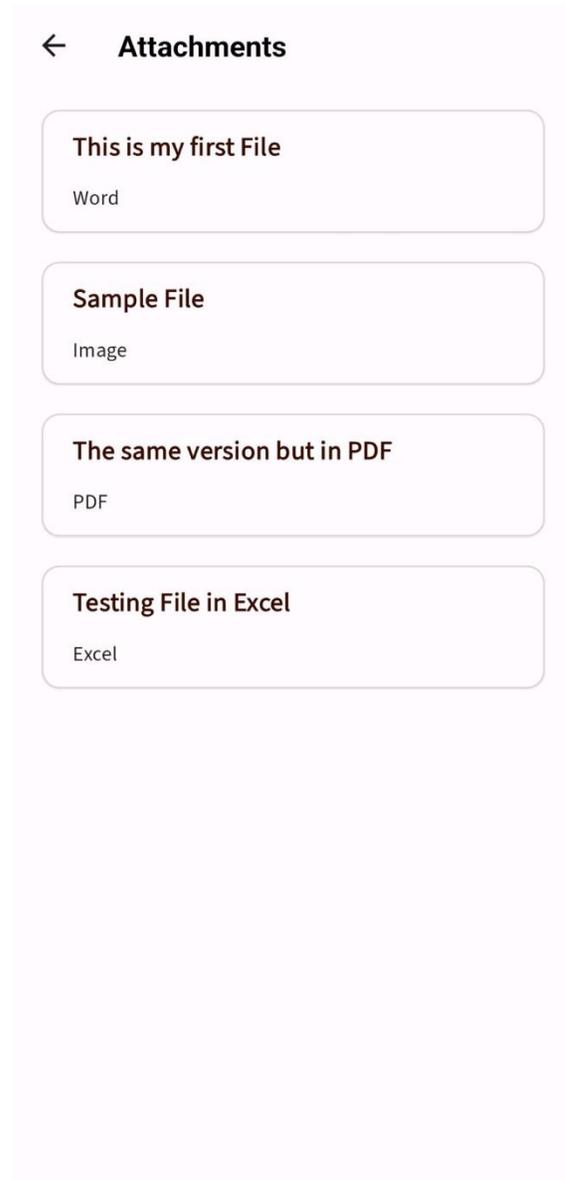
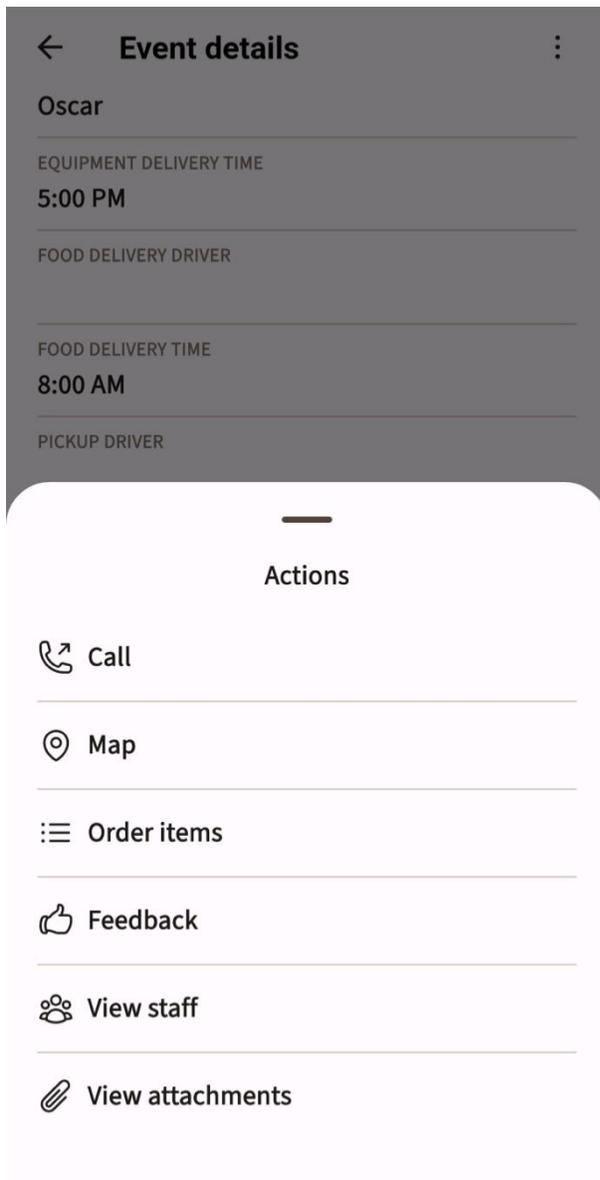
View Events Attachments

To view the attachments of an event, event supervisors must:

1. Go into the *Supervisor* module
2. Tap an event card
3. Tap the three-vertical-dot icon at the top right corner

A list of available actions will be displayed. To view attachments:

1. Tap the *View attachments* action
2. Select any item to view it. File formats can vary in between Office files, PDF and images, this will be detailed in each attachment.

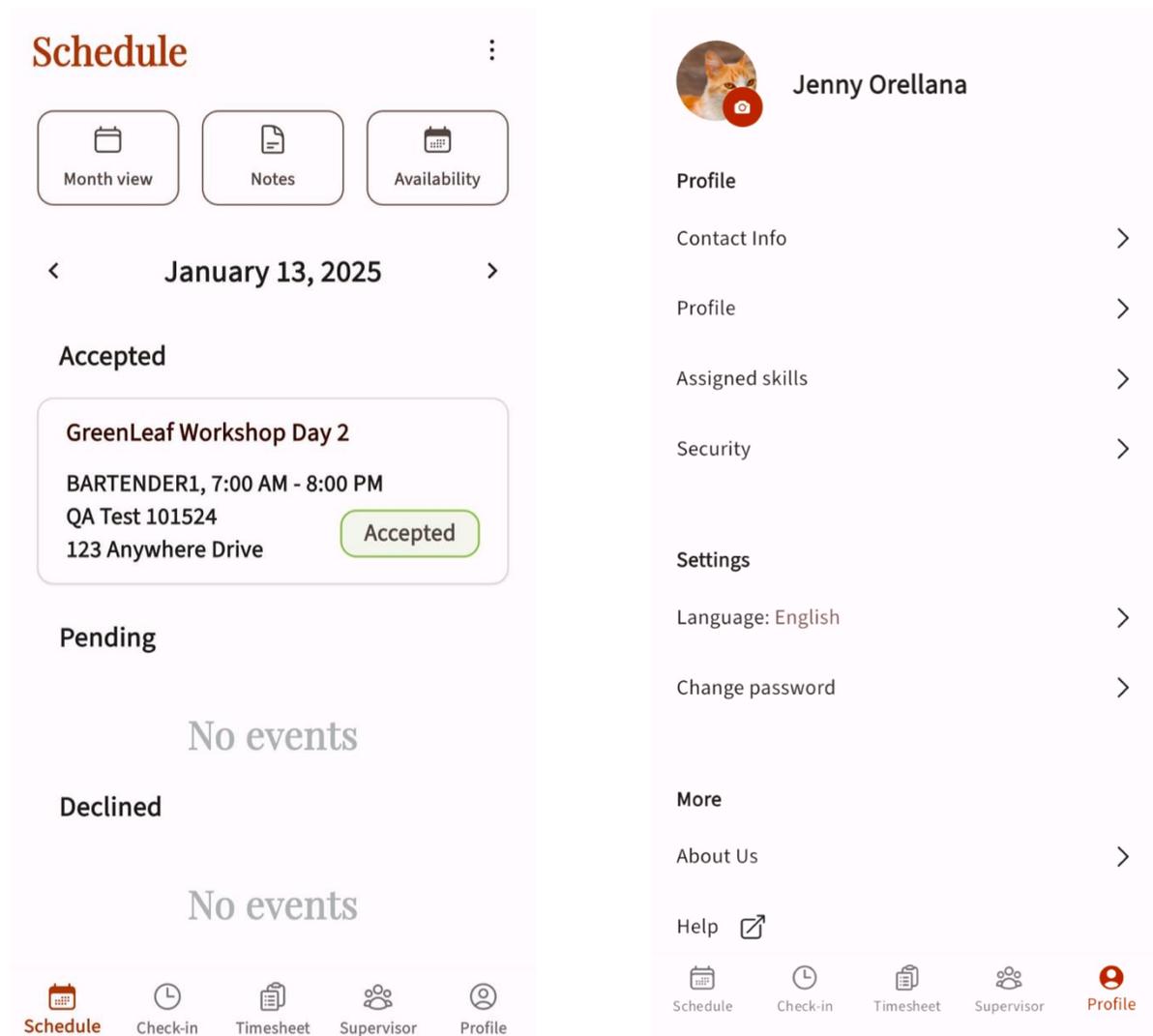


View & Edit Profile Information

The user will be able to see his personal information, contact information, skills, uniform size, etc. and will be able to edit it if he needs to make any changes.

Contact info

1. Go to the Elecate Staffing App
2. Tap on *Profile* section
3. Tap on *Contact Info*
4. Tap the pencil icon to edit your personal information
5. Tap on the *Save* button



The screenshot displays two main sections of the app: 'Schedule' and 'Profile'.

Schedule Section:

- Header: **Schedule** with a three-dot menu icon.
- Navigation: Three buttons for 'Month view', 'Notes', and 'Availability'.
- Date: **January 13, 2025** with left and right navigation arrows.
- Accepted: A card for 'GreenLeaf Workshop Day 2' with details: 'BARTENDER1, 7:00 AM - 8:00 PM', 'QA Test 101524', '123 Anywhere Drive', and an 'Accepted' status button.
- Pending: 'No events'.
- Declined: 'No events'.
- Bottom Navigation: 'Schedule' (selected), 'Check-in', 'Timesheet', 'Supervisor', and 'Profile'.

Profile Section:

- Header: Profile picture of Jenny Orellana and name **Jenny Orellana**.
- Section: **Profile**.
- Options: 'Contact Info', 'Profile', 'Assigned skills', 'Security', 'Settings', 'Language: English', 'Change password', 'More', 'About Us', and 'Help' (with an external link icon).
- Bottom Navigation: 'Schedule', 'Check-in', 'Timesheet', 'Supervisor', and 'Profile' (selected).

Contact Info 

Address line #1

66 Thompson St

Address line #2

City Zip Code

New York, NY 10012

Phone, emails and text

Office Phone

(163) 939-3728

Mobile

(163) 838-3739

Email

morellana+staff@cikume.com

Save

Contact Info 

Address line #1

66 Thompson St

Address line #2

City Zip Code

New York, NY 10012

Phone, emails and text

Office Phone

(163) 939-3728

Mobile

(163) 838-3739

Email

morellana+staff@cikume.com

Save

Profile

1. Go to the Elecate Staffing App
2. Tap on *Profile* section
3. Tap on *Profile*
4. Tap the pencil icon to edit your uniform sizes, skills and training
5. Tap on the *Save* button

Schedule



-  Month view
-  Notes
-  Availability

< **January 13, 2025** >

Accepted

GreenLeaf Workshop Day 2
BARTENDER1, 7:00 AM - 8:00 PM
QA Test 101524
123 Anywhere Drive Accepted

Pending

No events

Declined

No events

-  **Schedule**
-  Check-in
-  Timesheet
-  Supervisor
-  Profile



Jenny Orellana

Profile

Contact Info >

Profile >

Assigned skills >

Security >

Settings

Language: English >

Change password >

More

About Us >

Help 

-  Schedule
-  Check-in
-  Timesheet
-  Supervisor
-  **Profile**

< Profile 

Vest

Select a size 

Dress Shirt

Select a size 

Other skills

Profession

Doctor

Languages

English

Training

Training courses

Save

< Profile 

Uniform sizes

Jacket

42-Reg 

Pants

Select a size 

Shoes

Select a size 

Vest

Select a size 

Dress Shirt

Select a size 

Other skills

Profession

Doctor

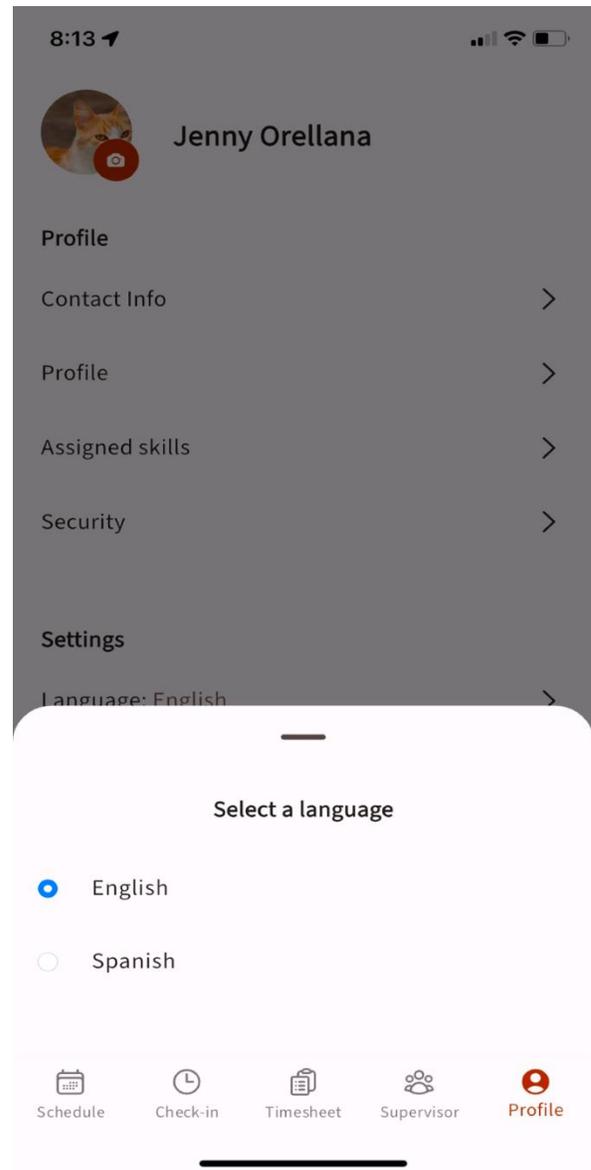
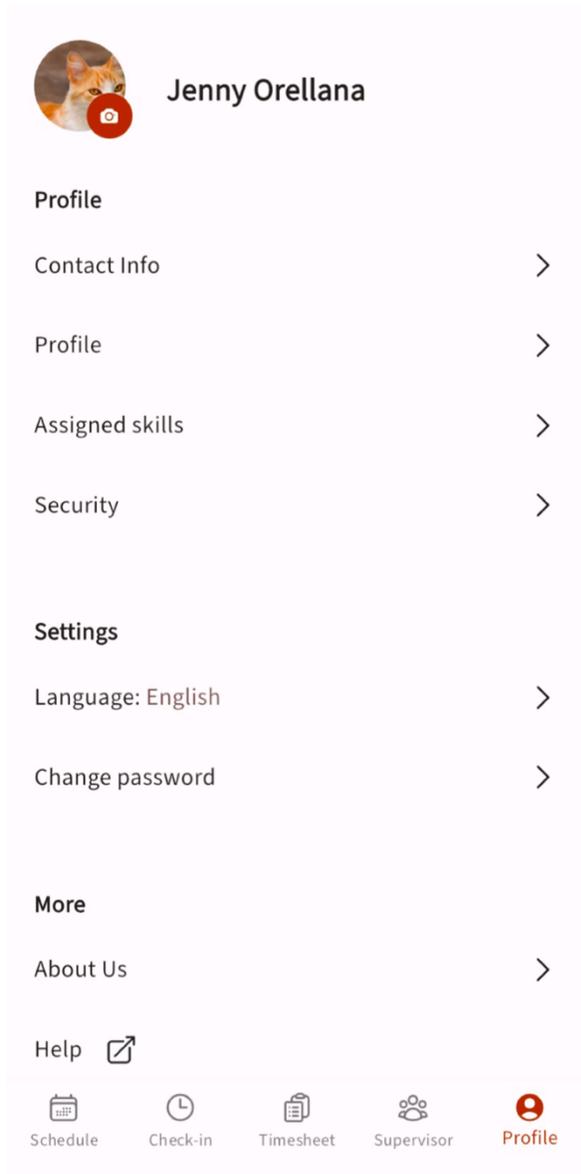
Languages

English

Change Language

Users will be able to change the language from English to Spanish or vice versa whenever they wish.

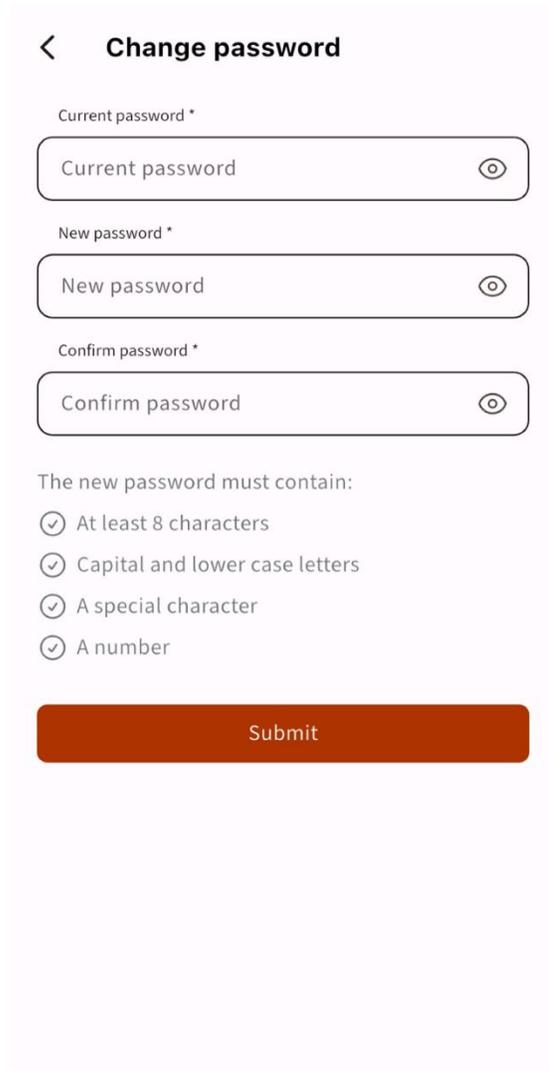
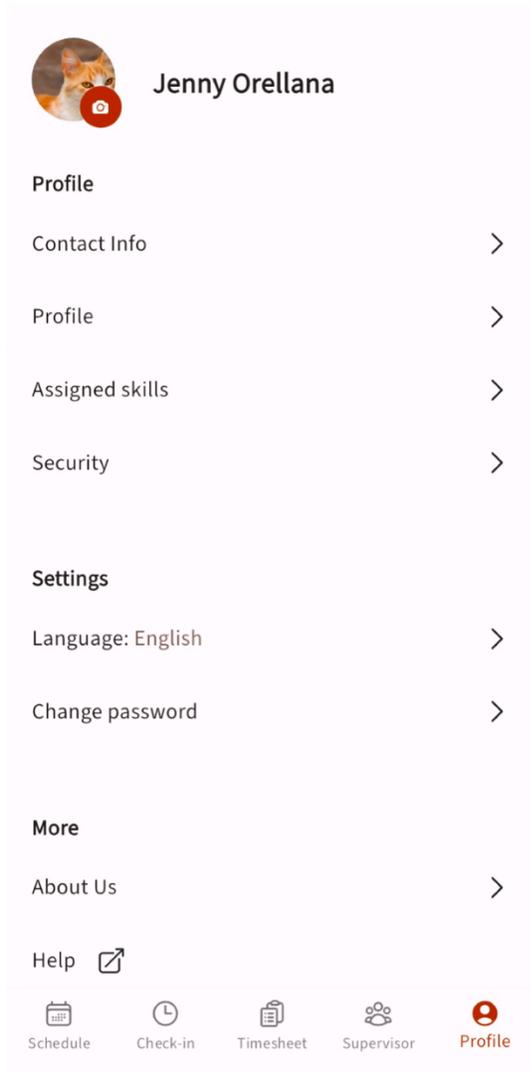
1. Go to the Elecate Staffing App
2. Tap on *Profile* section
3. Navigate to the *Settings* section
4. Select *Language Option*
5. Select *English* or *Spanish*



Change Password

Staff will be able to change the password assigned to them from the web app to a more secure password.

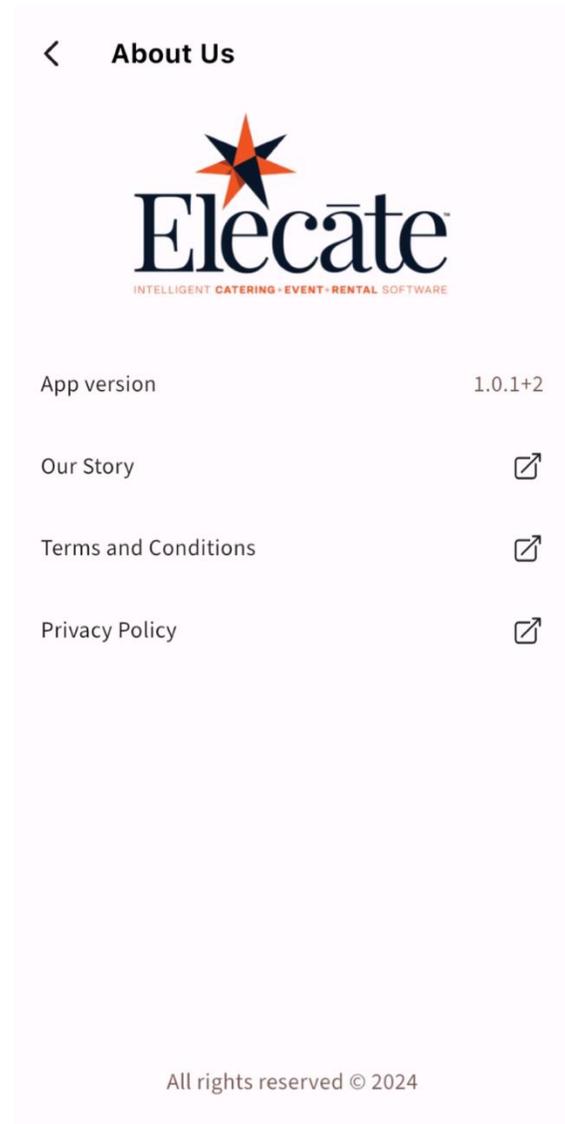
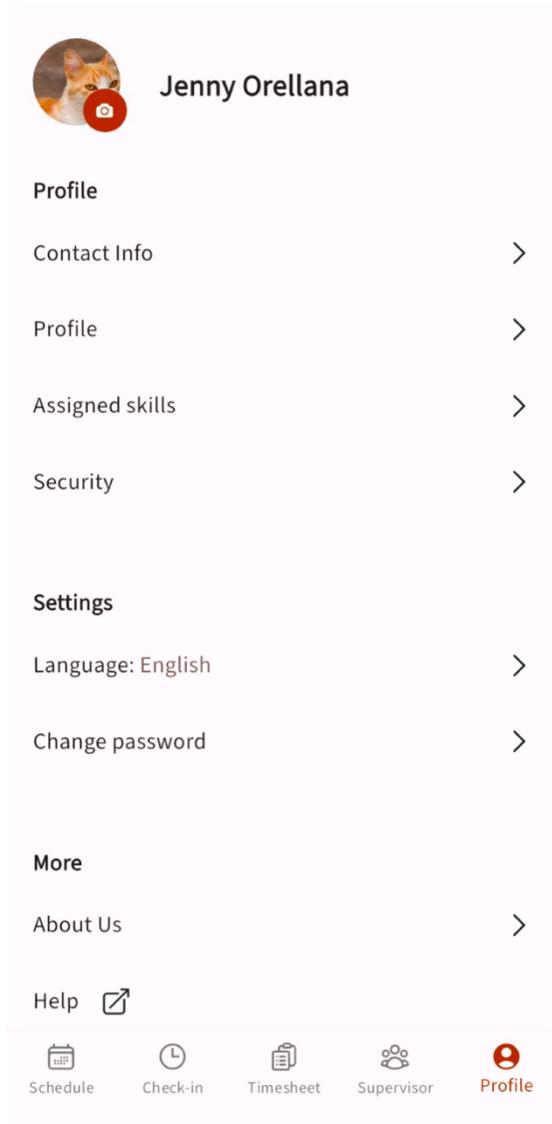
1. Go to the Elecate Staffing App
2. Tap on *Profile* section
3. Navigate to the *Settings* section
4. Select *Change password* option
5. Tap on *Submit* button



View About Us Screen

The user can access the information in the application at any time.

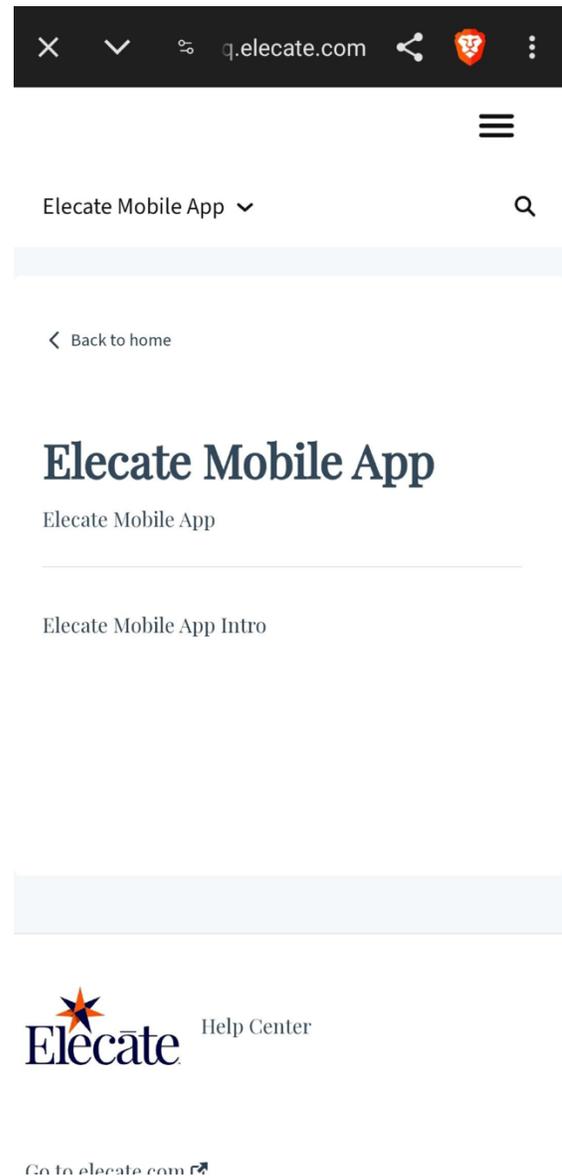
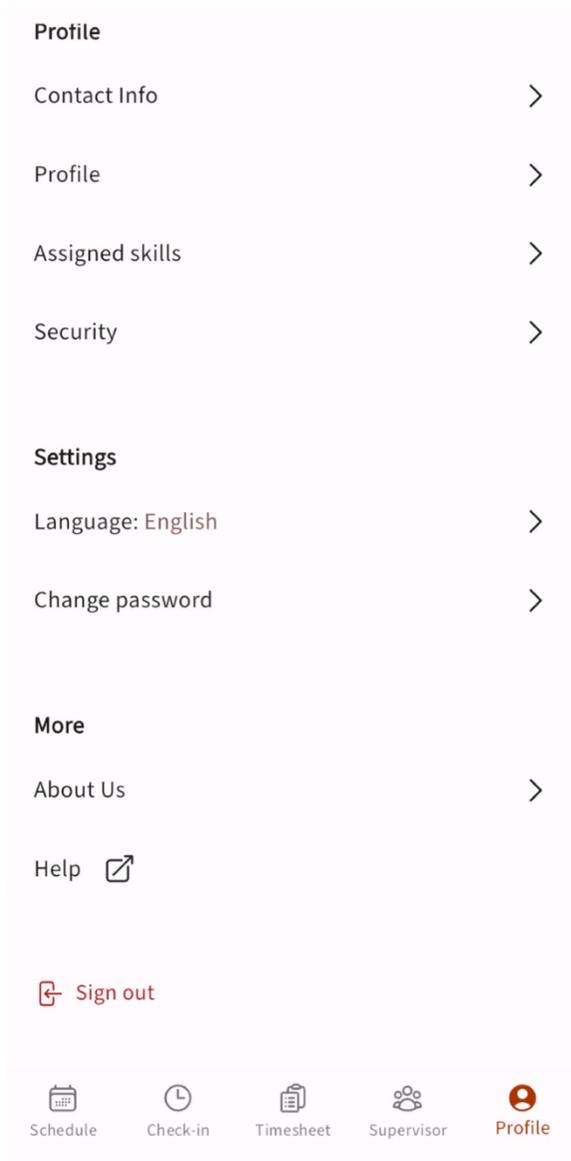
1. Go to the Elecate Staffing App
2. Tap on *Profile* section
3. Navigate to the *More* section
4. Select *About us* option
5. User has access to information about the application



Go to Help Website

You can access our "FAQ" help section, where you'll find answers to many questions that you might have in regards the staffing app!

1. Go to the Elecate Staffing App
2. Tap on *Profile* section
3. Navigate to the *More* section
4. Select *Help* option



Sign Out

1. Go to the Elecate Staffing App
2. Tap on *Profile* section
3. Navigate to the *More* section
4. Tap on *Sign out*
5. You will be logged out of the application

