



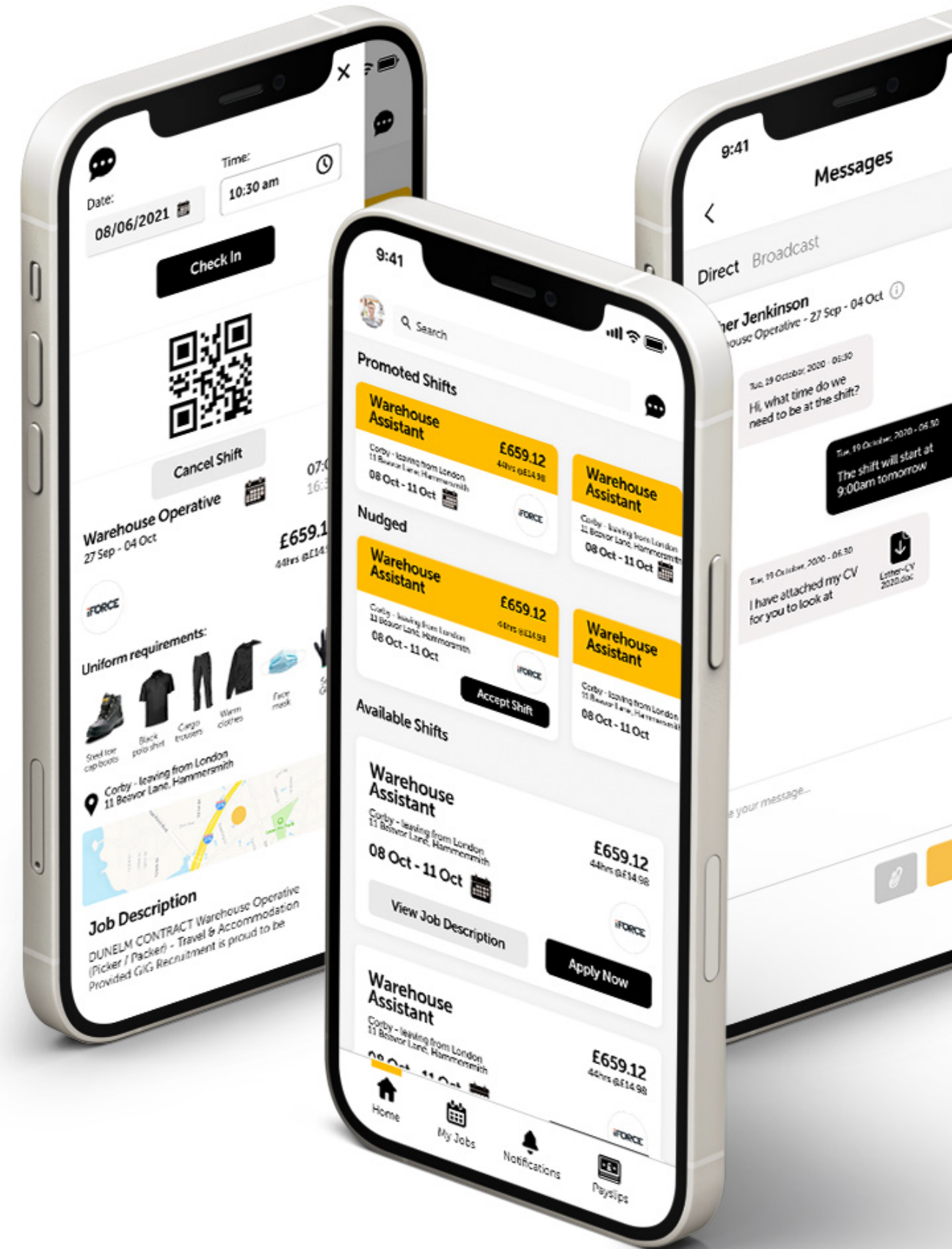
The GIG App. User Guide

Download the GIG App from your Play Store or App Store.



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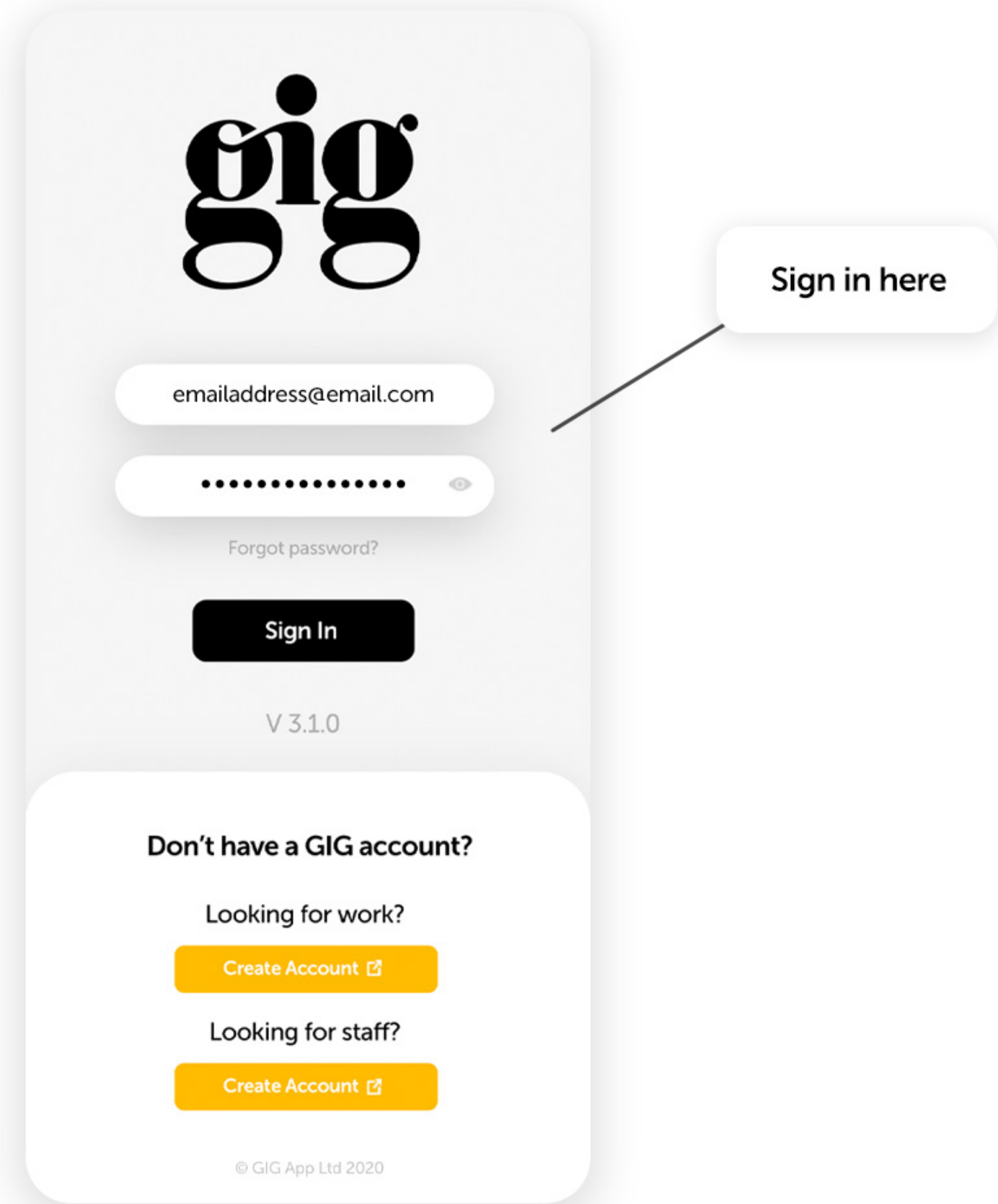


Welcome Screen.

Sign in to start using the App.

Your username and password will have been provided to you already.

Add your username and password then hit Sign In.



Home. Searching for shifts.

Your Home page is where you can find all available jobs. You can view more information and Apply directly to any shifts that suit your experience, training and qualifications.

Tip...

Click into the **job card** to see more detailed information on the job, the location, the hours and the pay.

Promoted shifts are those that your business is highlighted as urgent, these might be last minute or big numbers.

Nudged shifts are those that you have been specifically put forward for by an account manager. This is usually because the client has requested you specifically or they know you would be ideal for this position.

Available shifts are all the shifts that are available on the GIG App, scroll through or use the filters to find your perfect shift today.

The screenshot shows the GIG App interface. At the top is a search bar and a profile icon. Below are three sections: 'Promoted Shifts', 'Nudged', and 'Available Shifts'. Each section displays job cards for 'Warehouse Assistant' roles. The 'Promoted' and 'Nudged' sections have a yellow background for the job title and a calendar icon. The 'Available Shifts' section has a white background. Each card shows the pay rate (£659.12 for 44hrs @£14.98), location (Corby - leaving from London 11 Beavor Lane, Hammersmith), and dates (08 Oct - 11 Oct). The 'Promoted' and 'Nudged' cards have an 'iFORCE' logo and a calendar icon. The 'Available Shifts' cards have a 'View Job Description' button and an 'Apply Now' button. At the bottom is a navigation bar with icons for Home, My Jobs, Notifications, and Payslips.

This card shows a 'Warehouse Assistant' role at 'iForce Corby Leaving London' for the dates '08 Oct - 11 Oct'. It lists two shifts: '8 Oct' from '08:00 - 20:00' and '9 Oct' from '08:00 - 20:00'. A calendar icon is in the top right corner.

Here you will see the times of the shifts. Please double check you can complete the whole shift before applying.

Accept Shift
By pressing 'Accept Shift' you will be directly added onto the shift - no waiting to be accepted.

This page shows the 'Job Description' for a 'Warehouse Assistant' role. It includes the pay rate (£659.12 for 44hrs @£14.98), location, and dates. Below the description, there is a section for 'Uniform requirements' with icons for: Steel toe cap boots, Black polo shirt, Cargo trousers, Warm clothes, Face mask, and Safety Gloves. At the bottom, it shows the location: 'Corby - leaving from London 11 Beavor Lane, Hammersmith'.

Home.

Filtering to find your shift.

Search using the search bar at the top. Type in a keyword to find a location or role you're looking for.

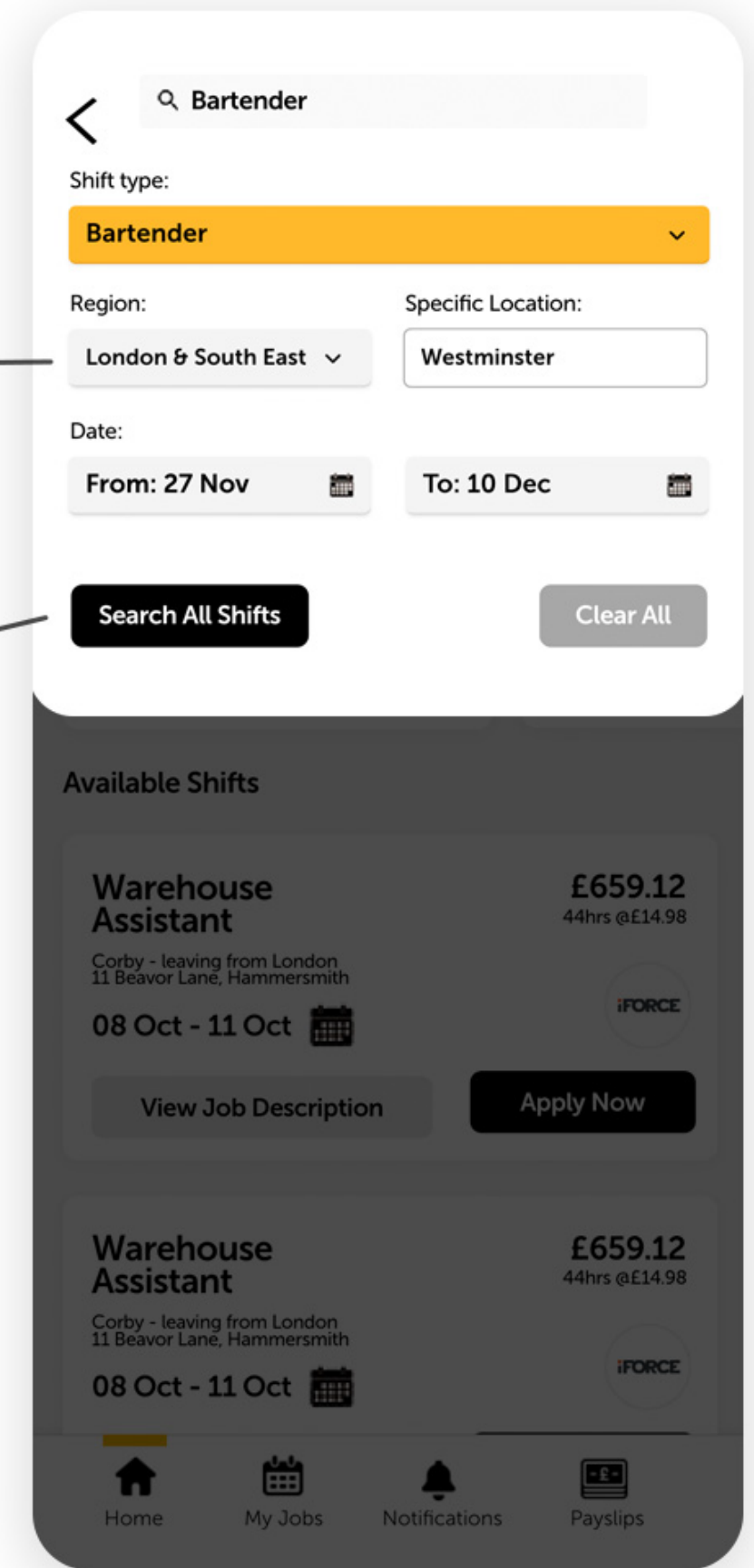
If you still cant find the shift you want, press the + and open the full filter options to filter by region, role or dates.

Once you find your perfect shift you can then Apply Now from the search.

Note: If you apply for a job you are not necessarily going to be accepted onto this. Please wait to be accepted by an account manager. You will get an email and notification when you're accepted.

Change the filters to see only a job type, specific region or jobs in a specific date range.

Hit 'Search All Shifts' button at the bottom and view all jobs that are a perfect fit.



My Jobs.

Your upcoming shifts.

In My Jobs you will see all your upcoming shifts.

You will see an orange dot underneath each day that you have a shift booked in.

You can keep track of your schedule then search for extra shifts on free days.

Note: remembering to check in and out of shifts reduces issues when we come to payroll processing. So always make sure check in and out at the time you started working and enter the time you finished.

Message.
You can send a message directly to the account managers regarding a shift by pressing the message icon here. However, if you cannot attend a shift, you must always cancel the shift and call your account manager or the office.

When you arrive at your shift, you can go to this section, open up the job and 'Check in' this can only be done within 45 minutes of the shift start time. You can update the check in time if needed.

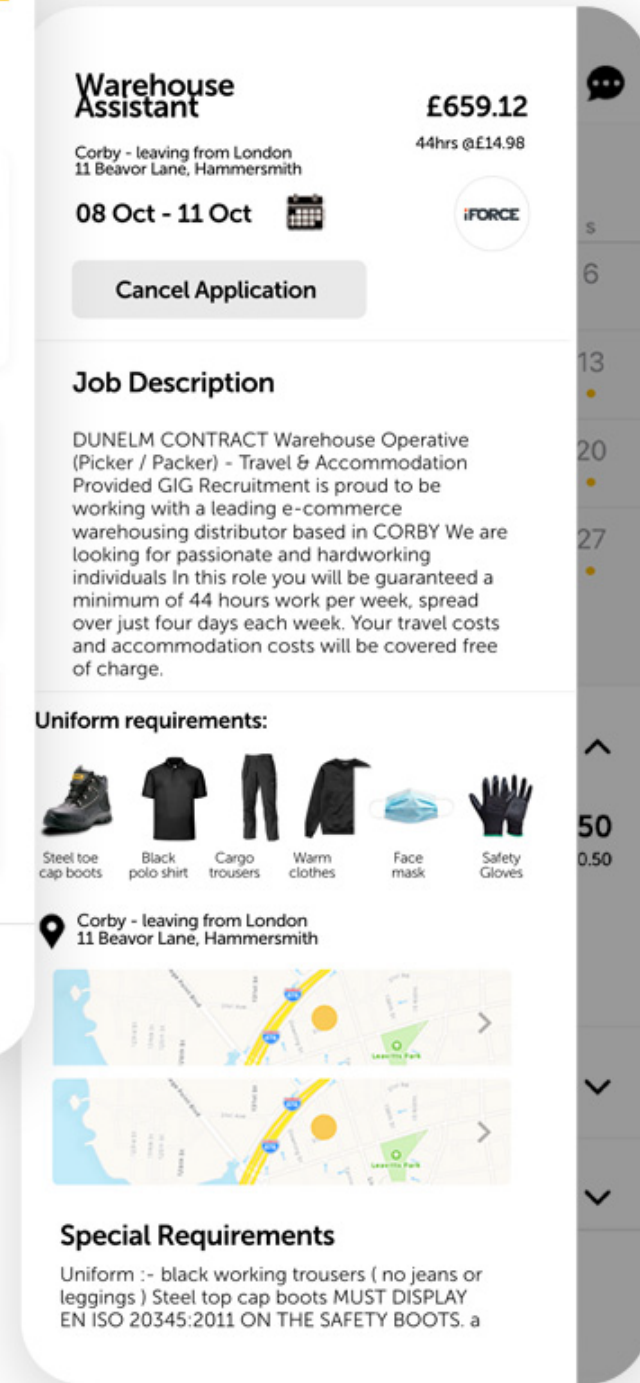
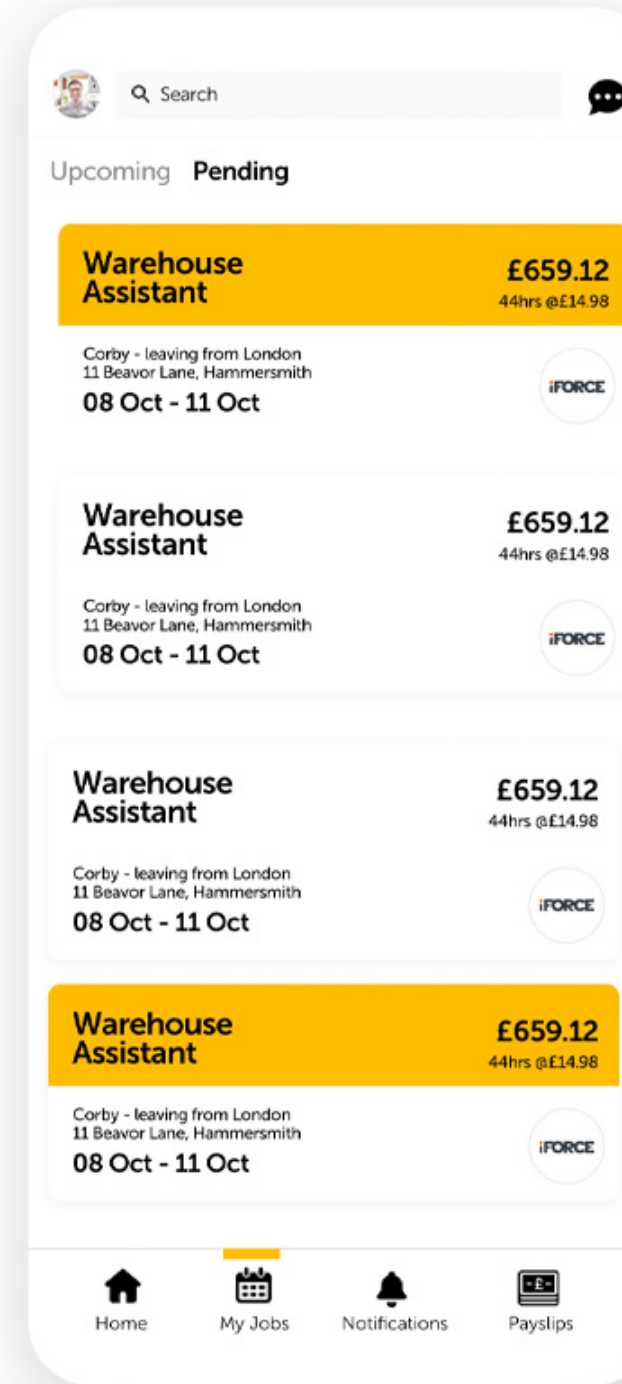
Don't forget to 'Check out' when you finish your shift.

My Jobs. Pending.

Here you can find all the jobs you have applied for that have not yet been accepted or declined. Here you can see what you have applied for, check the details and 'Cancel Application' if you no longer want to work that shift.

Remember, if you have applied and we accept you we expect you to show up, so only apply for shifts that you still want to do and please cancel any applications that you no longer feel you can complete.

Note: Please do not attend any shifts that are still in your pending section. you are not expected on this shift and will be turned away on arrival, and may get a strike against your profile.



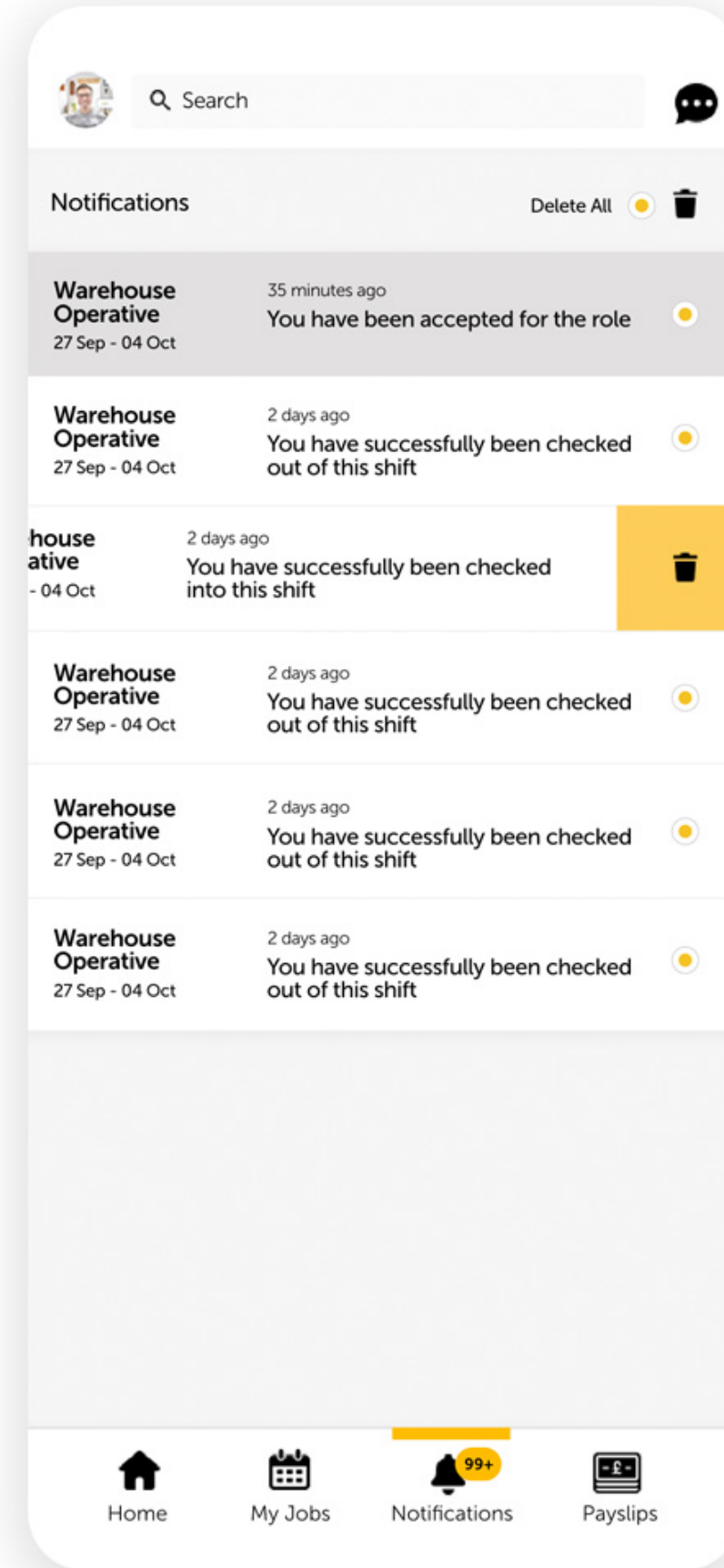
Notifications.

Here you will see all notifications. This could be to let you know that your application was successful, but can also indicate that there has been a change in the shift start time, a shift has been cancelled or that you have received a message. Check your notifications for important updates about your work.

You can delete one by one or select all to keep this section clean and tidy.

Tip...

Always ensure push notifications are active to avoid missing any important updates.



Payslips.

Here you will be able to see all previously worked weeks and download a Payslip with a shift breakdown.

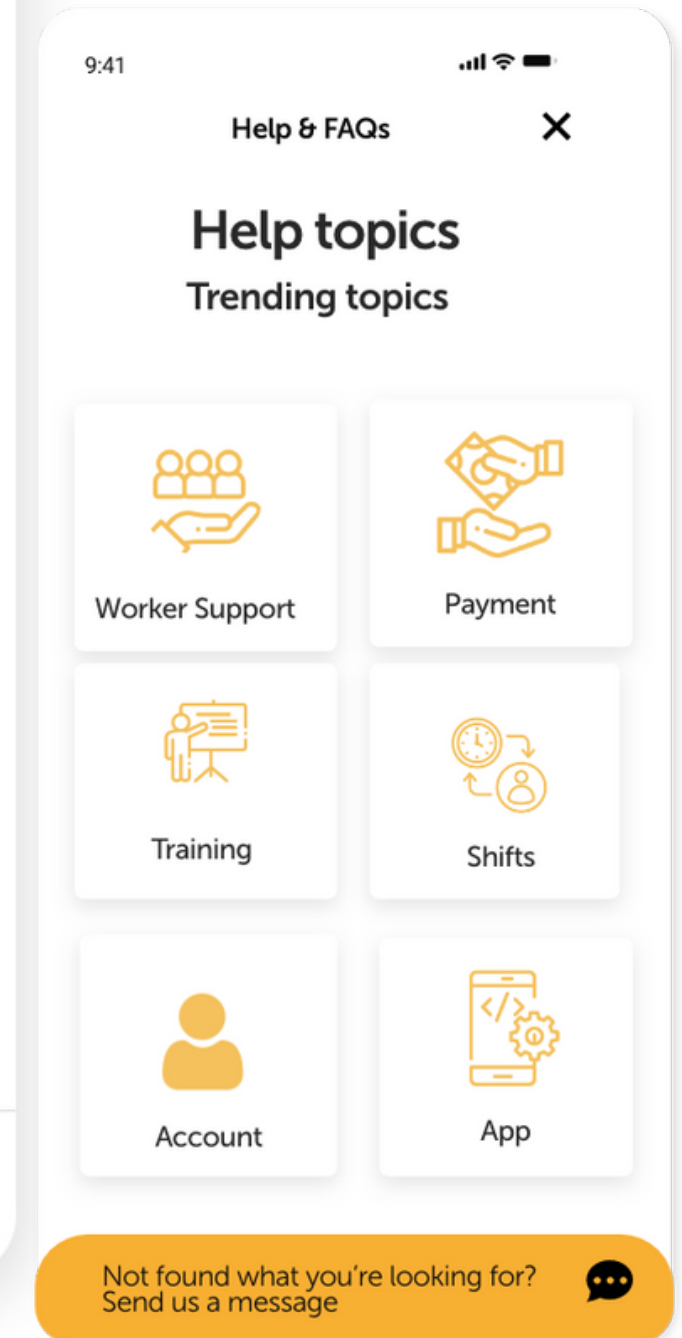
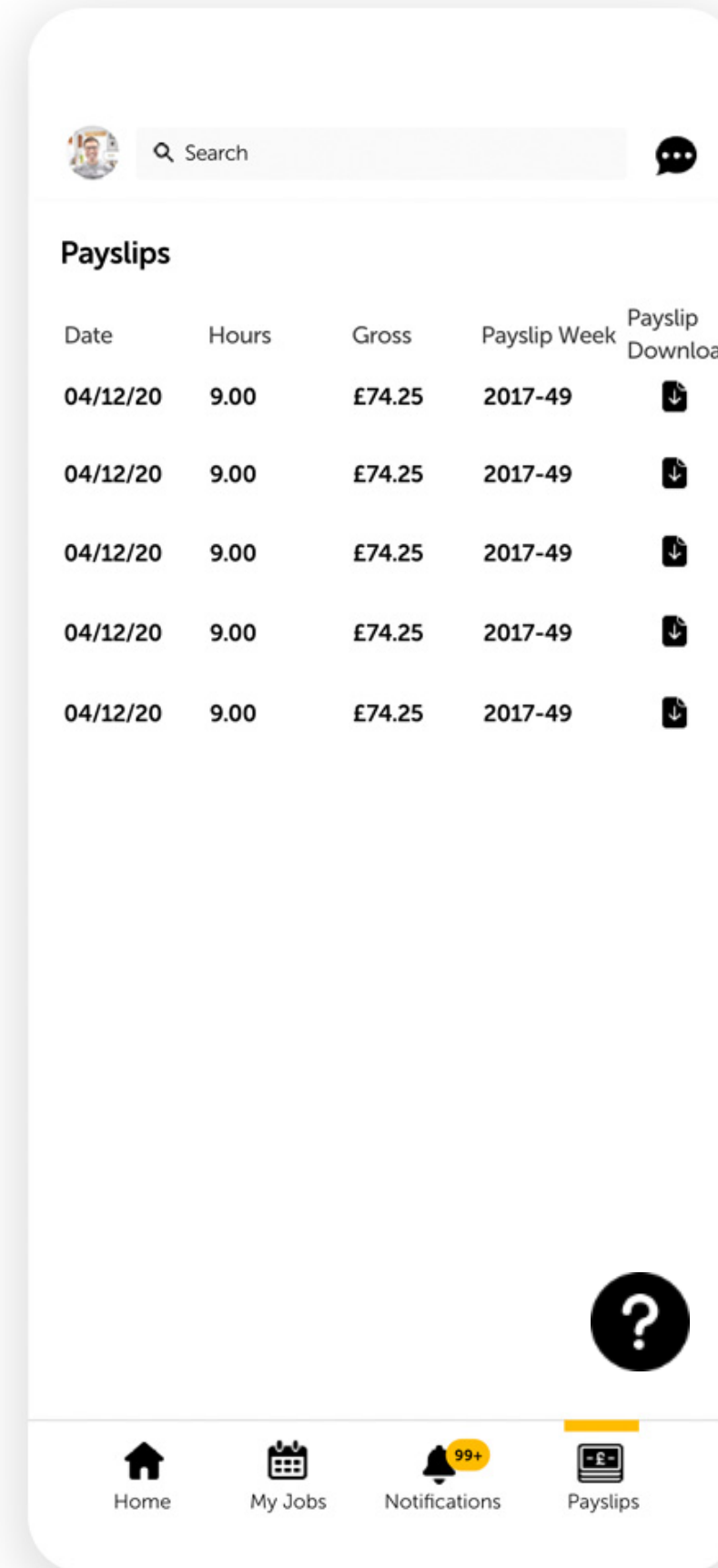
Note: this is not a full payslip and will not include cumulative tax and other deductions but will show you that weeks information.

Always refer to your emails to get your full payslip with Tax code and other information.

Note: The payslip you get via your email each week is accessed with a password. This is your date of birth in the format: dd/mm/yyyy.

FAQ:

Press the ? for full FAQ help and support.



Your Profile.

Here you can add your profile picture and update your details.

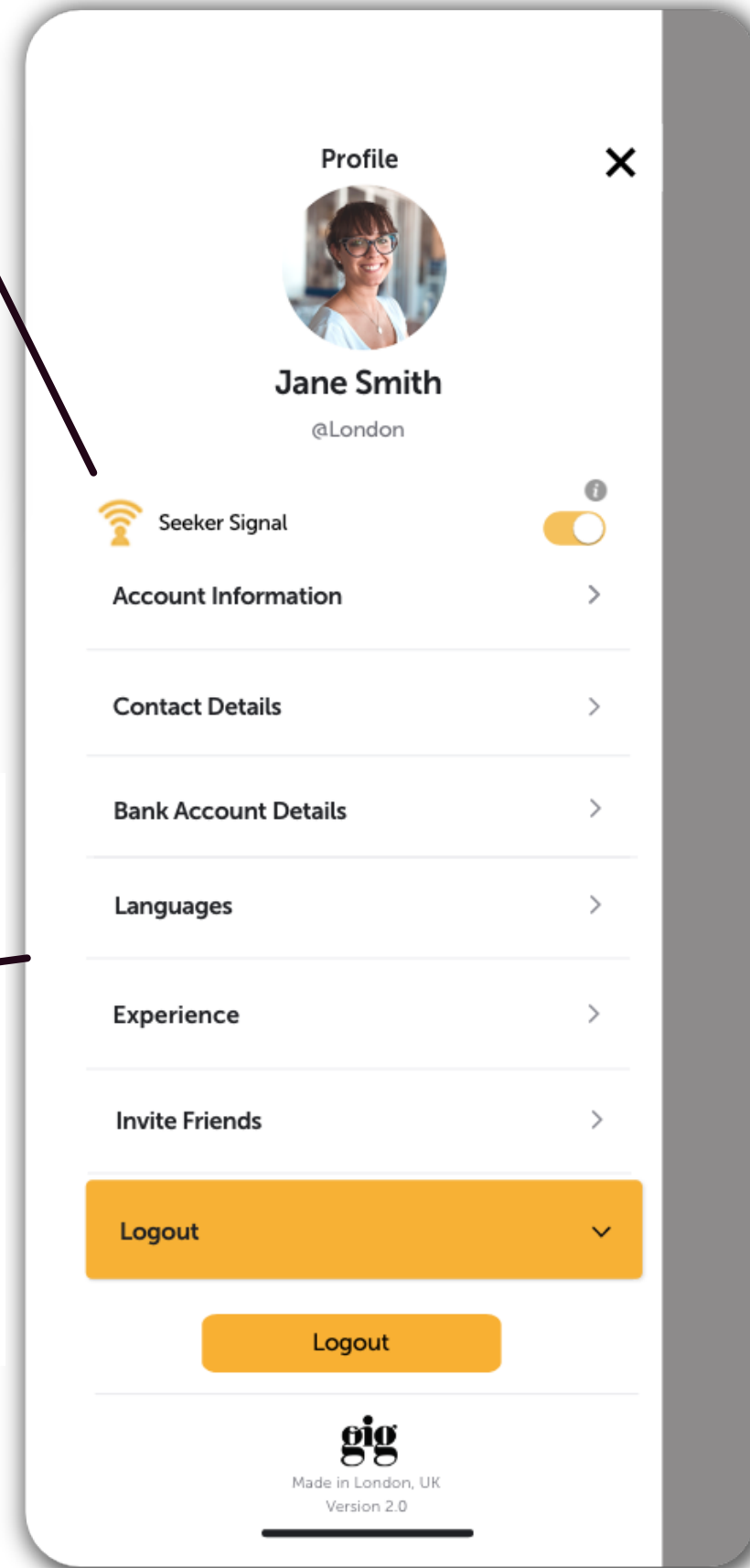
Add a profile picture for management to easily identify you when applying for shifts.



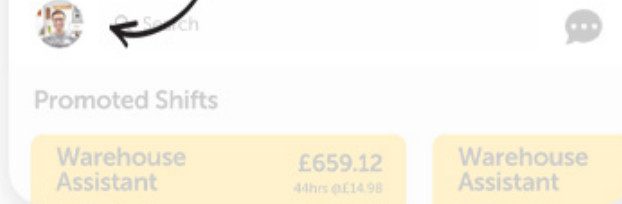
Seeker Signal indicates that you are free for work today. If there isn't anything suitable posted on the App but you are available to work, turn on your seeker signal so the management team know you are available and willing to pick up last minute shifts.

Add or change information within each section. From here you can update contact information, add experience and Invite friends. Simply send your unique link to them to sign up and receive £25 per friend referral*

*T&C's Apply



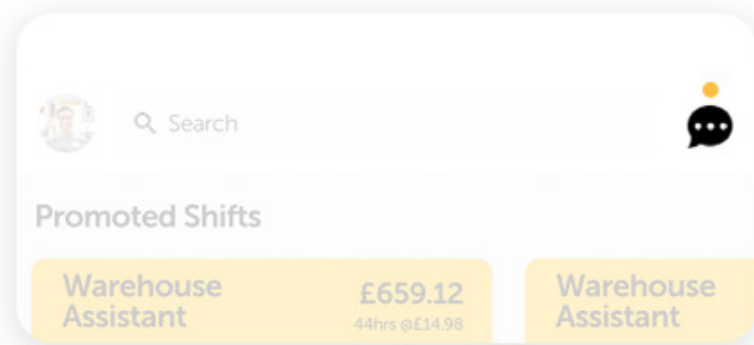
Click your avatar to access your profile



Messages.

You can send messages directly through an accepted job post. These will then be moved to this section to view or reply.

Account managers and clients can also send you messages about your upcoming shift through the App. Always check your push notifications are on and click the Message icon when you see the orange notification dot for important updates.

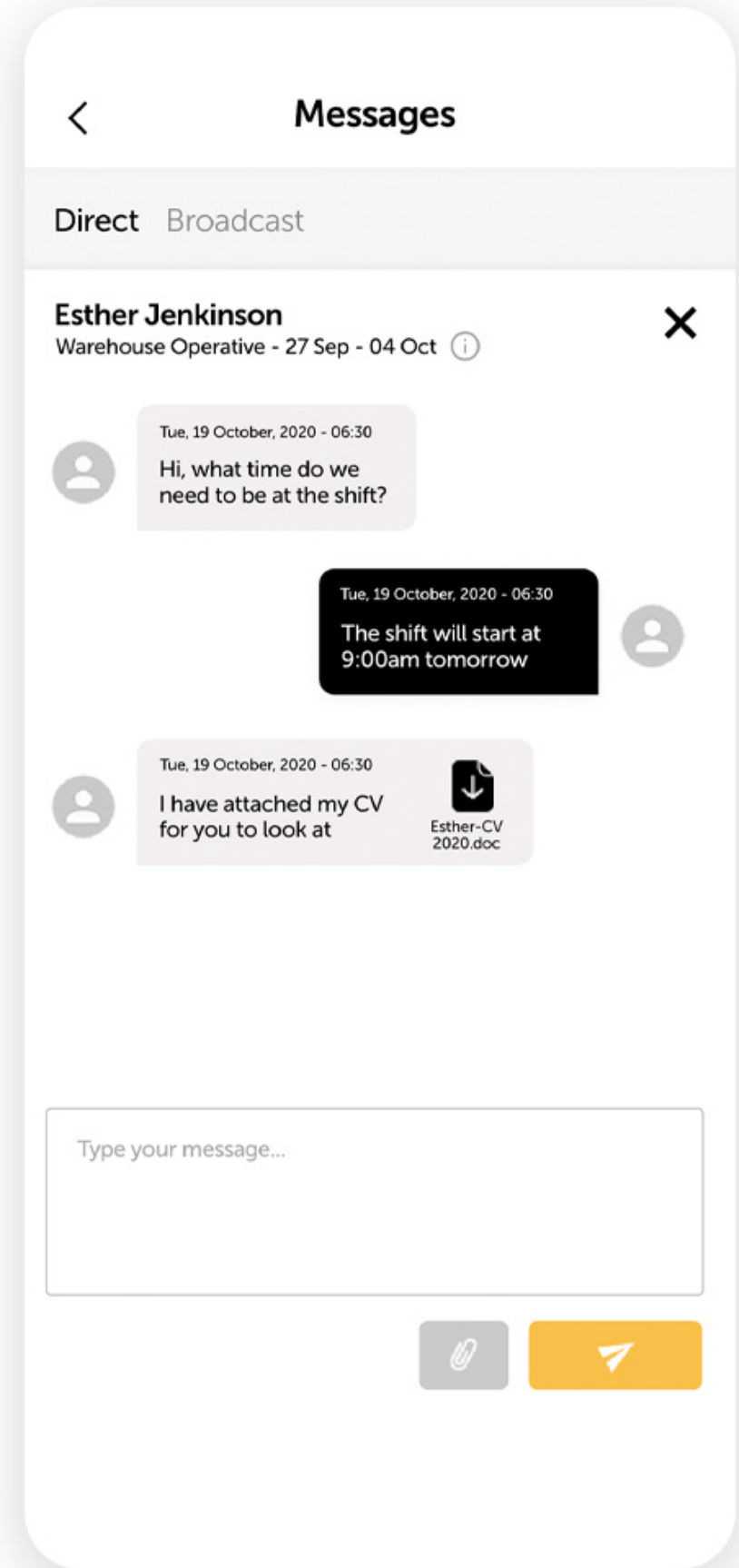


Broadcast.
You can send a message directly to the account managers regarding a shift by pressing the message icon here. However, if you cannot attend a shift, you must always cancel the shift and call your account manager or the office.

Direct.
Direct messages have been sent to you specifically. Please check this section for important updates about shifts.

Warehouse Assistant ⓘ
iForce
Corby Leaving London
27 Sep

27 Sep 08:00 - 20:00



The image shows a white smartphone frame with a black screen. At the top of the screen, there is a notch containing a speaker grille and a camera lens. The word "gig" is written in a large, bold, black, lowercase, rounded font. The letters are thick and have a slightly irregular, hand-drawn appearance. The "i" has a solid black dot above it. The "o" has a small dot above it. The "g" has a small dot above it. The letters are centered on the screen.

gig

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GIGTOGIG.CO.UK    /**GIGTOGIGUK**