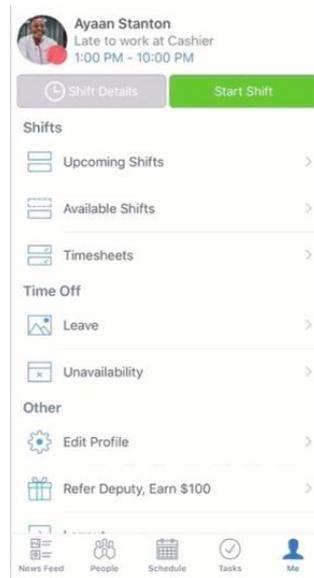


The Tabs of the Dock

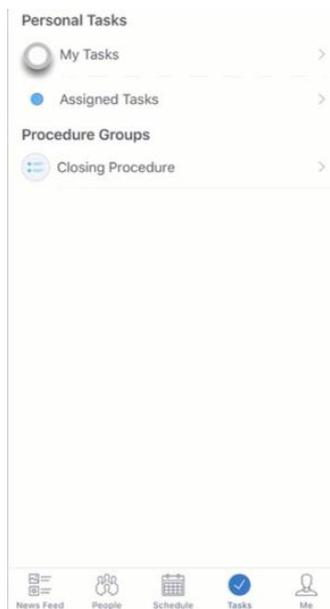
Start your day with Deputy from the Me Tab. From the **"Me"** Tab you can.

- View upcoming shifts in this roster
- Trade & offer shifts upon Interchange Bench confirmation
- See paid-time off balances & request time-off (if applicable)
- Edit your profile details i.e. (photo, email, mobile or change your kiosk pin)

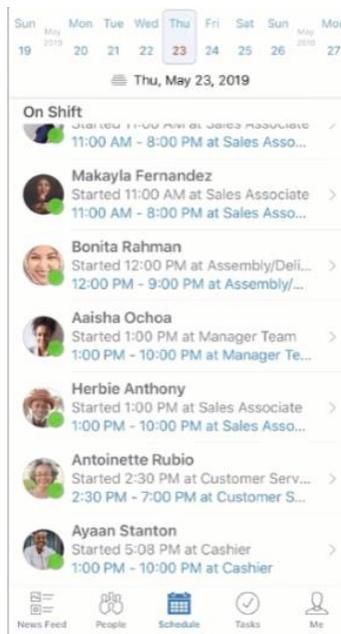


The **"Tasks"** Tab allows you to set tasks for yourself or view Assigned Tasks.

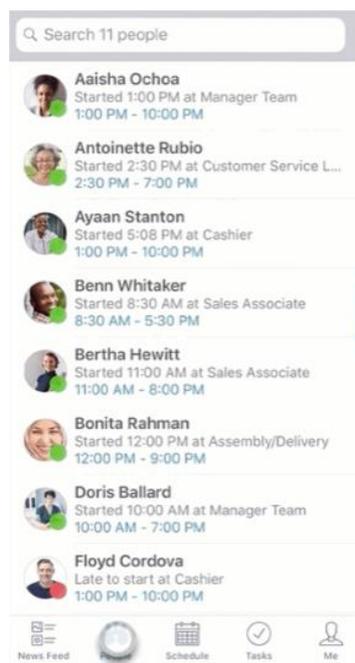
Tasks ensure that action items in the workplace are complete and that team members are held accountable for incomplete tasks.



Based on your access level, the **"Schedule"** Tab can give you a summary of your upcoming shifts across any of the locations you may work within (AM, PM, Whelp), and the ability to add or update your employee timesheet (if applicable).

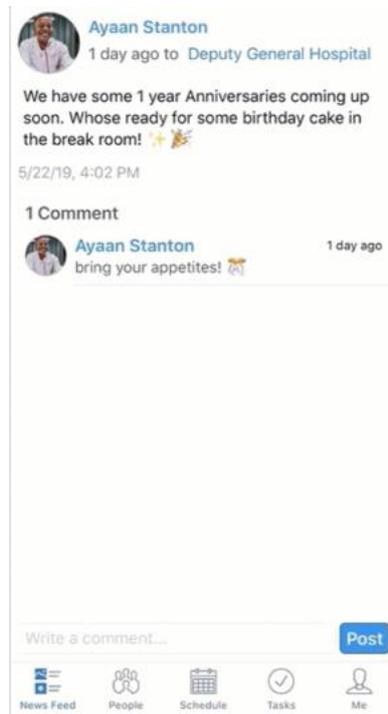


The **"People"** tab (based on your access) will allow you to view basic employee information for all employees within your given Location.



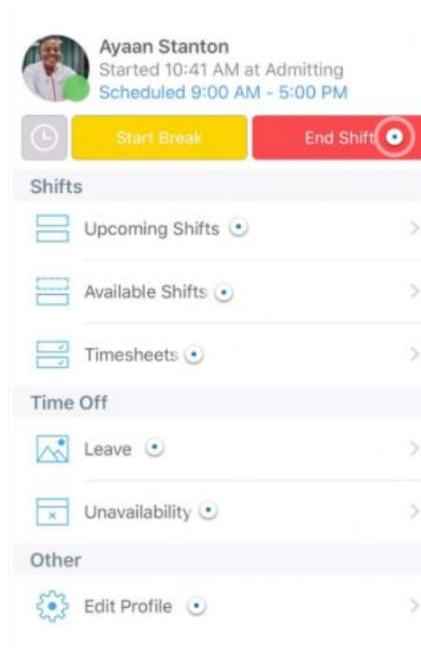
The **News Feed** tab is the central communications hub, where you can create and read News Feed posts from your location, team or to individuals. You can use the News Feed to upload files such as PDFs and photos.

Now you are on your way to mastering Deputy! Let's Dive Deeper into the Deputy Mobile App and learn more about its most important features.



Going Further into the Deputy Mobile App

Below is the standard Me Tab visible on (iOS and Android) to all users regardless of access levels. View below each animated walkthrough and summary of each key feature.

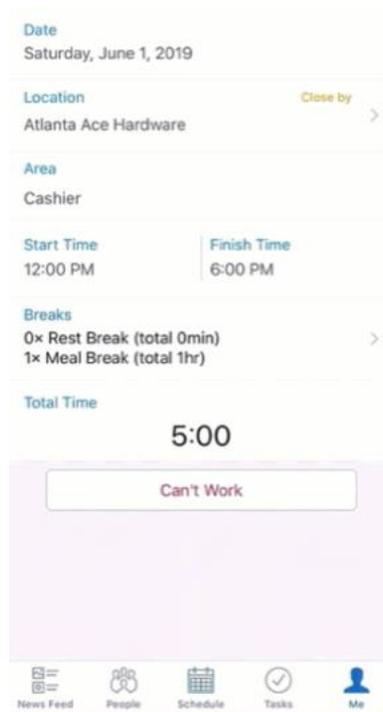


- We have asked Deputy to remove the requirement to check into each shift. This will be authorised once we have refreshed our subscription.

Tapping on Upcoming Shifts allows you to:

View and share any relevant shifts you have been scheduled.

*****For the time being please refrain from swapping/offering shifts; follow the normal protocol of liaising with the Interchange Bench to confirm a change in your availability and we will action further. *****



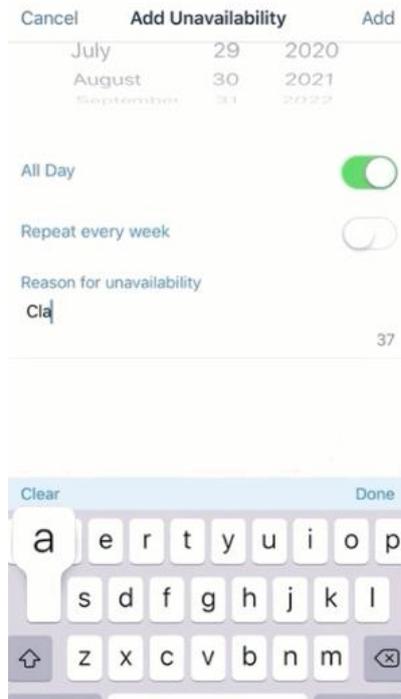
Tapping on Unavailability allows you to:

- Add days you are unavailable to work.

Tapping on "Unavailability" will result in a box being shown where you can add details of the days you are unable to work.

After submission, you should be able to see your unavailability summary in the preview.

NOTE: Marking yourself as unavailable will not mean that you are exempt from being scheduled on these days but tells your employer that you have marked yourself unavailable so they can select available people first. This is why unavailability doesn't require manager's approval for submission.



Tapping on Edit Profile allows you to:

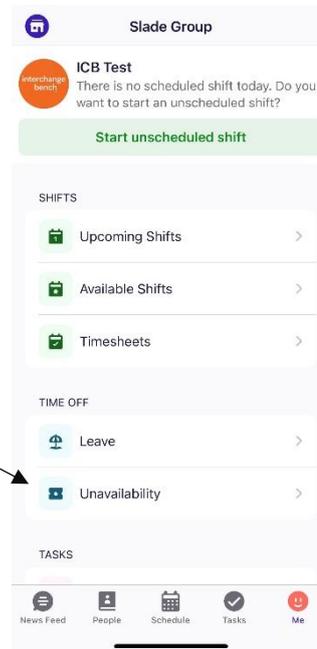
- Upload your profile photo from your camera roll or take a new photo (note: this photo is used for facial recognition if your company is utilizing Deputy Kiosk or Android Time Clock, and should show your unobstructed face)
- Add your preferred name, this can be your first name, a nickname or however you'd like to be known in Deputy
- Update your birth date, email address, or mobile number
- Change your Kiosk pin (if applicable). Kiosk pins are used to verify your identity when clocking in and out through Deputy Kiosk or Time Clock apps.



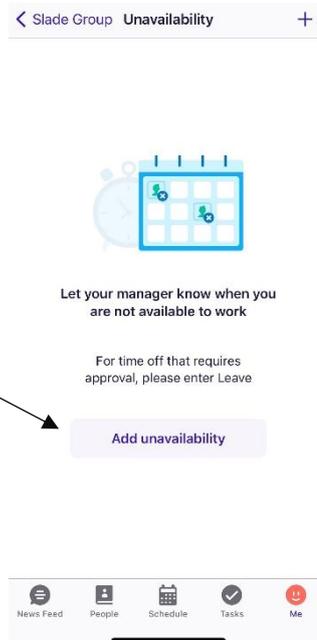


Deputy – Marking your unavailability

1. Open the Deputy application on your iPhone/Android and once you are on the Me tab, click Unavailability, under TIME OFF.



2. Click Add unavailability to allow you to input each day you are **not available** for the next roster.





3. You will now be able to mark each day you are not available for the next roster.

You can include a reason for your unavailability i.e., University or working at your other job.

A screenshot of the 'Add unavailability' form. At the top, there are two buttons: 'Cancel' and 'Add unavailability'. Below this, there is a section for 'All day' with a calendar icon and a toggle switch that is turned on. Underneath, the date 'Wednesday, 14 April' is entered twice. There is a 'Repeat' section with a circular arrow icon and a toggle switch that is turned off. At the bottom, there is a 'Reason for unavailability' section with a small circle icon.



Add unavailability

4. If you are unavailable for an AM shift but can work a PM shift (or vice versa), please click on the notification button next to All day and this will allow you to key in specific times.

After this please the click Add unavailability button.

A screenshot of the 'Add unavailability' form. At the top, there are two buttons: 'Cancel' and 'Add unavailability'. Below this, there is a section for 'All day' with a calendar icon and a toggle switch that is turned off. To the right of the 'All day' section, there is a notification button with a small square icon. Below this, the date 'Wednesday, 14 April' is entered twice, with specific times '7:00 am' and '3:36 pm' next to each. There is a 'Repeat' section with a circular arrow icon and a toggle switch that is turned off. At the bottom, there is a 'Reason for unavailability' section with a small circle icon.



Add unavailability



Once you have input all of the dates you are not available for the next roster, please reply to my email to confirm and we will allocate shifts accordingly.