

## Plan4Flex app Instruction

At Goodmorning we use Plan4Flex to share all information with you.

Various matters are arranged and communicated in the app. You can think of:

- Instruction video's. You will see a short video in different languages explaining the rules when you come to work at Goodmorning
- My schedule: you can see when, where and at what time you are scheduled.
- My documents: employment contract, rental agreement, payslips, annual statements, etc. You must sign the documents digitally. When opening documents, your password is requested for your privacy.
- My correspondences: here you can ask your question and we will send you messages. You can write a short clear message with the correspondences about which your question is about and add photos. In order to serve you as quickly as possible, it is important that you choose the right type of subject:
  - Facility: reports about transport, cars, homes, defects, damages, etc.
  - Helpdesk: other questions.
  - Planning: questions about the work.
  - Holiday request: requests for holidays.



Before you start at Goodmorning, you will receive the login details to your personal email address.

The customer code is Goodmorning, your login name is your payroll number (employee number) and you must change your temporary password immediately. Did you forgot your password? Click at the button Reset password en you will receive a temporary password, that will be sent to your email address.

Do you want more information about Goodmorning and the document; go to

<https://goodmorning.eu/en/how-it-works/>

### Instruction Plan4Flex step by step

<p><b>Step 1.</b> Download the Plan4Flex app.</p>	<p><b>Step 2.</b> Open the Plan4Flex app. Enter "Goodmorning" at customer code.</p>
	
<p><b>Step 3.</b> Open the instruction email in your mailbox.</p>	<p><b>Step 4.</b> Enter the username and password you received in your instruction email. Then click on "Login". In the next screen you will be asked to choose a personal password. This must be entered twice. Write down the personal password for yourself.</p>

**Onderwerp:** Portal Instructions

Beste Test, Test2,

Welkom bij GOODMORNING!

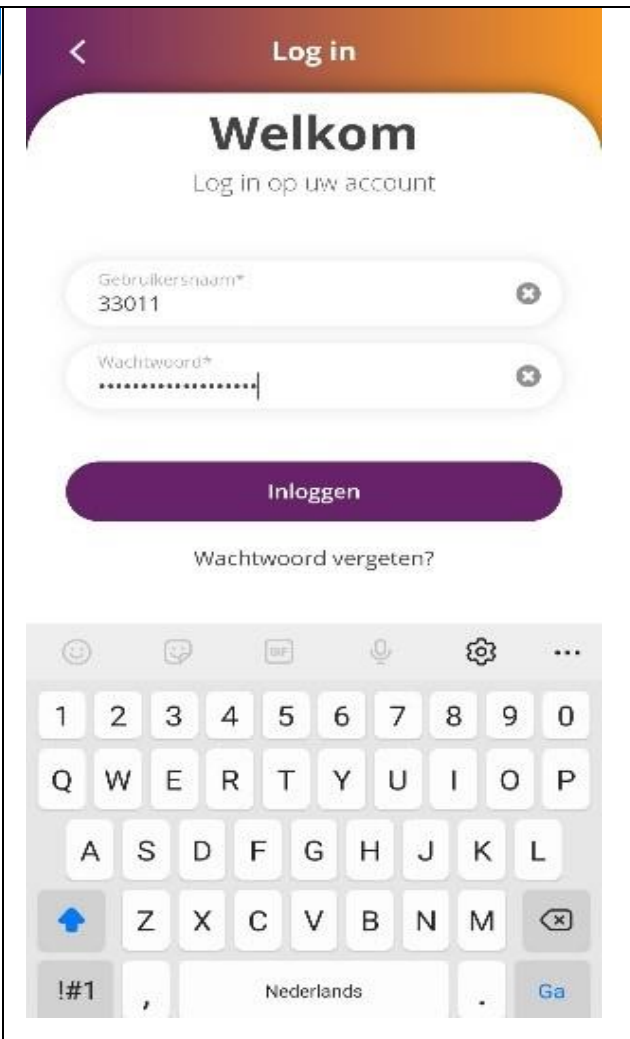
Bedankt voor het vertrouwen in ons bedrijf, we hopen op een goede samenwerking. We wensen je alvast een goede reis naar Nederland.

Hierbij gegevens om in te kunnen loggen op onze portaal en applicatie Plan4flex.

Bewaar deze gegevens goed:  
 Portaal link:  
<https://portalgm.goodmorning.eu/P4Web/Login>  
 APP : Plan4flex

Inlognaam:   
 Wachtwoord: 

Eerste login op de app:goodmorning  
 Wil je meer weten over ons bezoek onze website :  
[www.goodmorning.nl](http://www.goodmorning.nl)

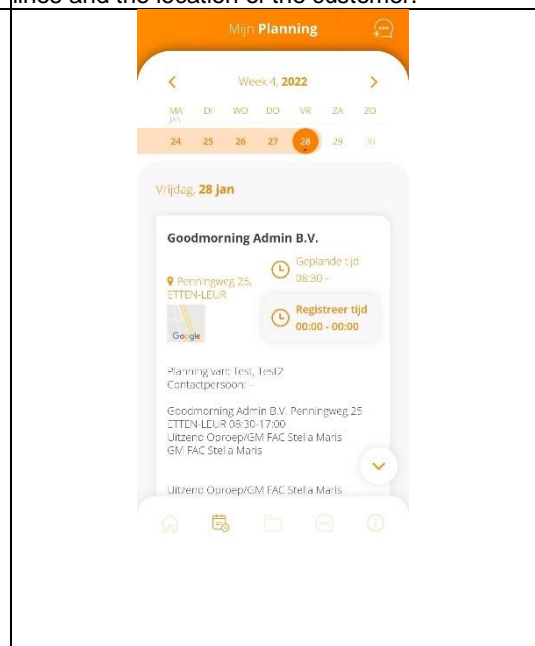
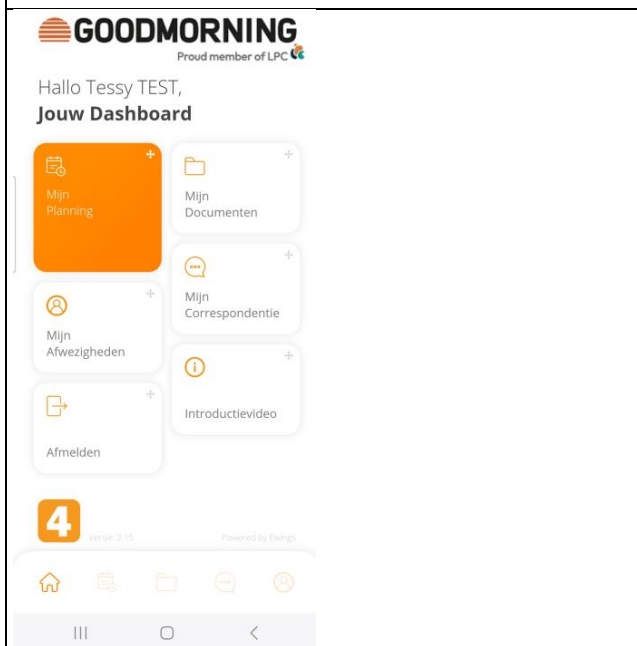




**Step 5.**

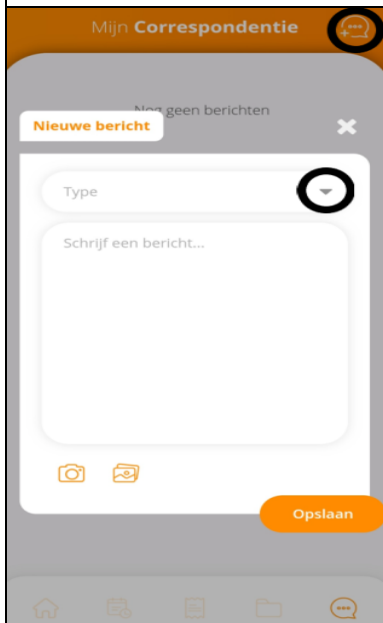
After you logged in, you can immediately see the main menu. From here you can access different sections from the app.

**Planning**

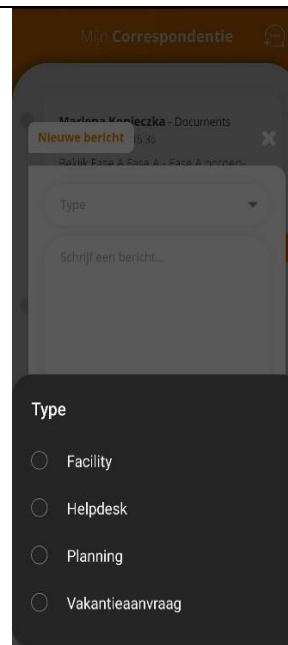
When you open “My schedule” from the main menu, the current day of the week is displayed. Below, you will find the working hours, lines and the location of the customer.



My correspondence – Step 1.  
Open My correspondence in the main menu. Click on the top right  then it opens the screen below.. Then click  behind Type.



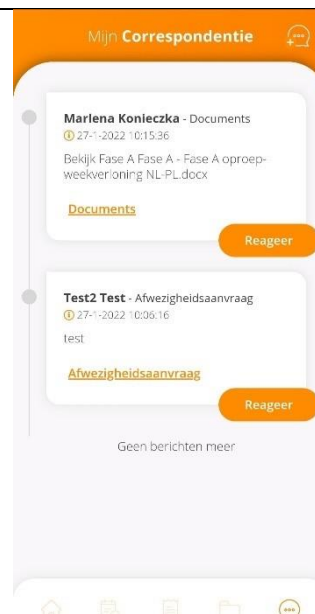
My correspondence – Step 2.  
Click on the topic you are interested in from the drop-down menu.



My correspondence – Step 3.  
Describe your message/ question as clearly as possible. Then click on “Save”.



My correspondence – Step 4.  
In “My correspondence” you will see an overview of the messages you sent and the replies you will receive. In addition, there are also messages from GOODMORNING to you, such as new documents, new planning and questions or announcements.



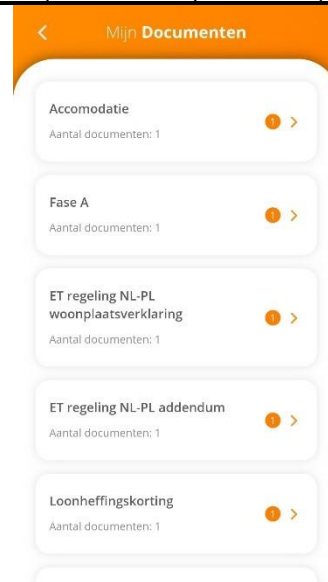
### My documents – Step 1.

Click on “My Documents” in the main menu. You must enter your password in connection with privacy. The app then opens an overview with your personal documents.




### My documents – Step 2.

You now have an overview of all the documents that GOODMORNING prepared for you. Open these documents and sign where necessary. New documents have an orange circle, this means you need to access and sign them. **Not signing the documents may have consequences for your salary**



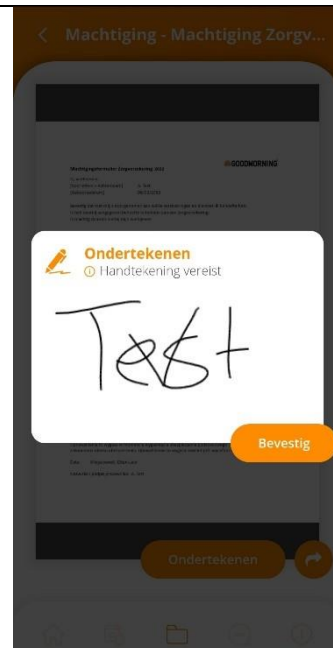
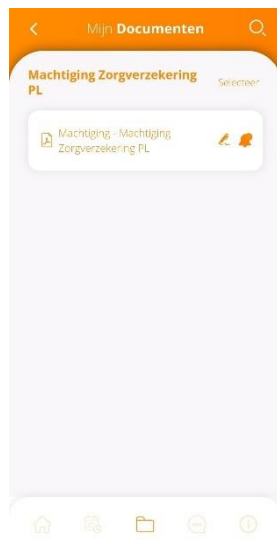
### My documents – Step 3.

The document will open when you click on it. You should read the document thoroughly. If it says “Sign” below the document, click on it.

Click on the pen  .

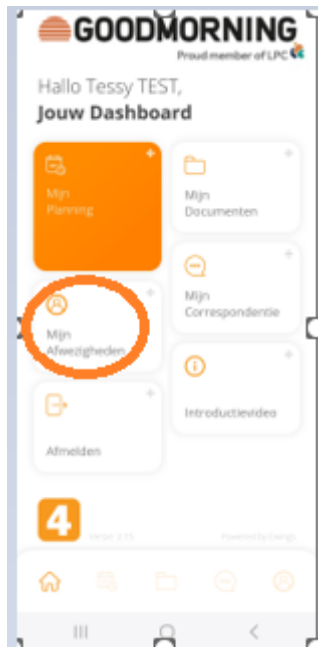
### My documents – Step 4.

You can now put your digital signature. Then, you must click on “Confirm”.



### My absences – Step 1.

On the home page, the button becomes My absences added. Click at the button.



### My absences – Step 2.

You will see this screen, click on the + icon



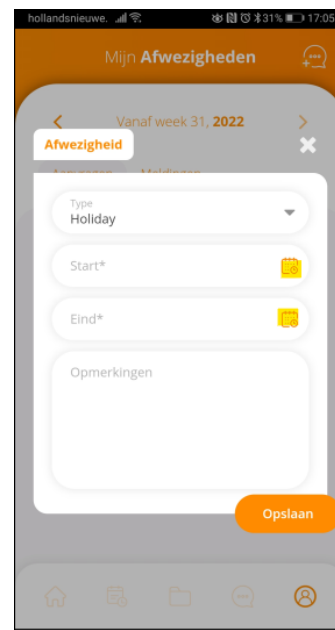
### My absences – Step 3.

Click Holiday and Click Next



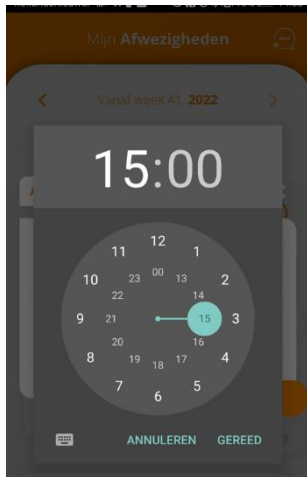
### My absences – Step 4.

Click on the calendar and enter the start date and the end date.  
Click Save.



### My absences – Step 5.

Then comes a screen with the time. Adjust the time to 06:00 (start of your shift)



### My absences – Step 6.

You see the status New, you have requested the holiday.

If the intercedente has approved the request, the status changes from new to approved, then the holiday is final.

You will also receive a message about this, which will be listed under the documents

