

# Manual Plan4Flex App

With the Plan4Flex App, temporary workers have all the information at their fingertips. The app can be downloaded for iOS, Android and Windows but can also be accessed via the Goodmorning website.

Simple and easy you have insight into all your documents, you can put your signature online or contact the Helpdesk. Download the P4F app now!

## Functionalities

The app has the following features:

- Viewing the planning
- Viewing documents
- Send messages
- Digital signing and downloading of documents



## Get started with the Plan4Flex App

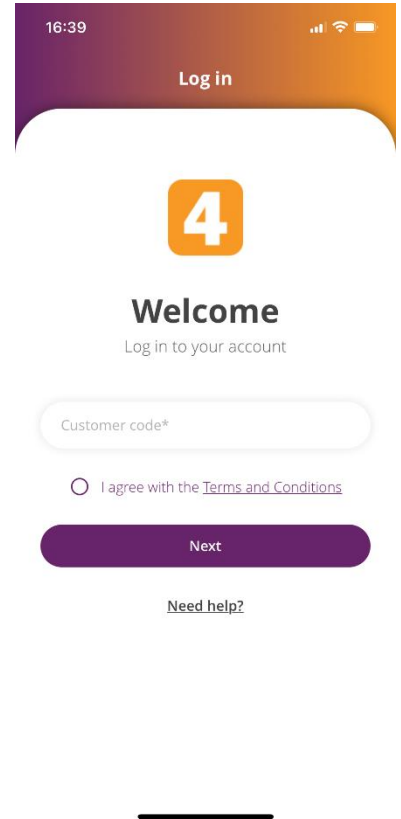
In this chapter we tell you step by step what you need to do to work with the Plan4Flex App.

In order to use the app, the app must first be installed. These are the links to the Plan4Flex app in the app stores:

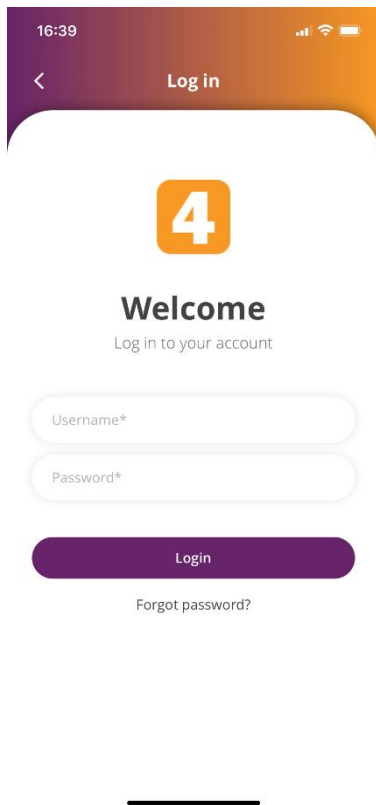
Android: <https://play.google.com/store/apps/details?id=nl.ewings.app>

IOS: <https://itunes.apple.com/nl/app/plan4flex/id1125677458?mt=8>

Windows: <https://www.microsoft.com/nl-nl/store/p/p4f/9nblggh4s0g1>



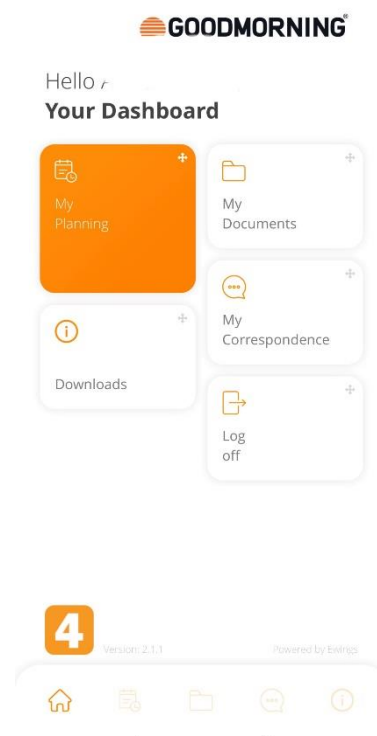
Open the app and enter the customer code. This one you have received via an instructional email. Look in your spam box  
And if not received please contact your contact person.



After this you will end up on the login screen. Here you fill in the login name and login code. These are also in the instruction email.

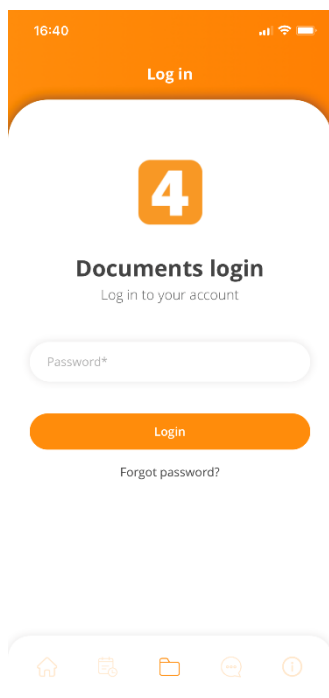
When you are logged in, the main App menu will appear. From there you click through to the different menu items:

- My Schedule
- My Documents
- My Correspondence
- My Review
- Log out



# My Planning

In My planning you will find all planning-related matters.



The schedule overview opens in the current week and shows the today's planning. Here are your working hours and the location of the company.

Under Show more you will find all planning-related information. These include the department, team and position on which you work.

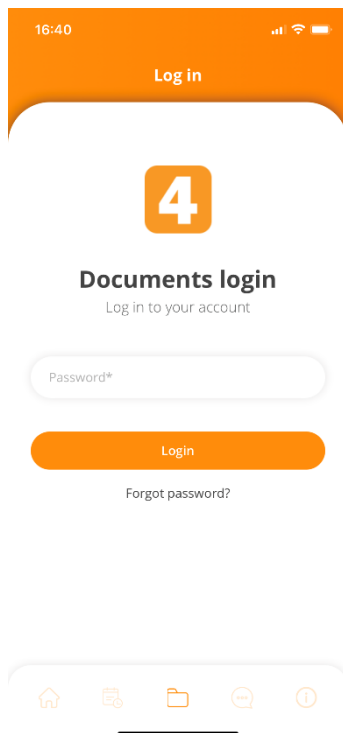
It also contains transport data such as driver, trip times and fellow passengers.

Click on the map to start navigation directly to your workplace in Google Maps.



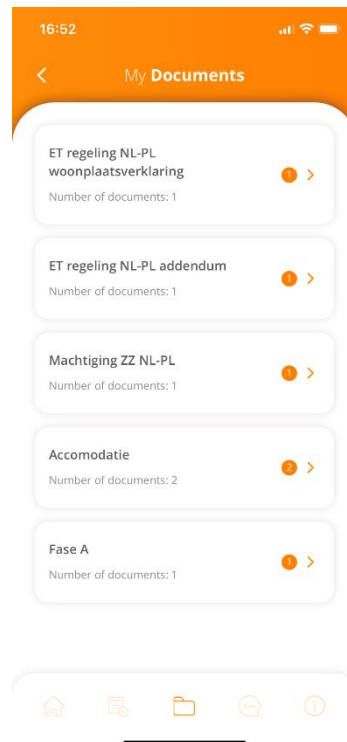
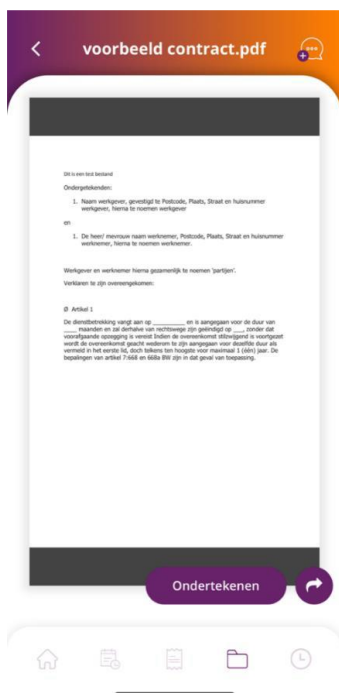
## My documents

My Documents lists all documents that have been released to the user for publication. It is also possible to place a digital signature with the documents indicated for this purpose.



For your privacy, the documents are behind a second login. If you choose "My documents", so you have to enter your login code again.

The overview contains all the provisions made available documents in PDF form. The desired document will be displayed in PDF form. Click on the document you want to view.

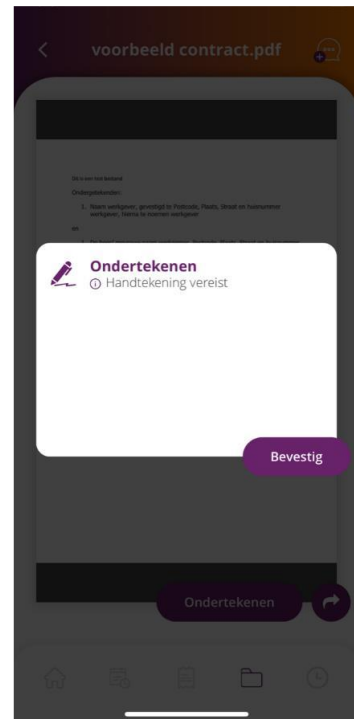


You can view the entire document in the app. You can also indicate whether you have read a document and if necessary digitally sign.

If you need to digitally sign a document, you get a Notification. This refers directly to the item you have a signature needs.

To do this, click on "Sign".

A screen will open and you sign with your signature.

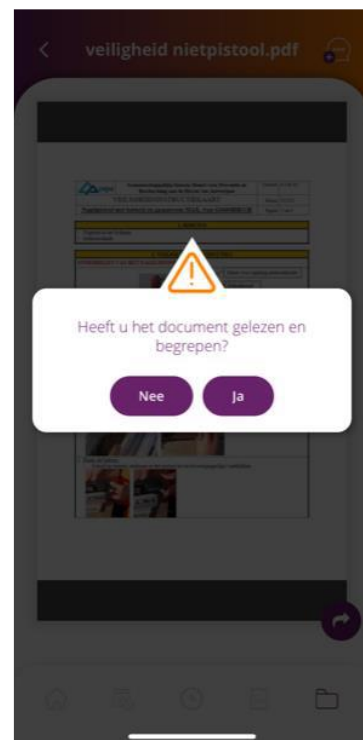


Put your signature and click on "Confirm".  
After this you also need to give a final confirmation.  
After that you will receive a confirmation of signing via email.  
If you open the document later, you'll see that it's signed is.

Goodmorning will see the signed documents in the digital digital file and will keep this stored.

Please note! Each document must be provided with a signature. What needs your signature or action will be marked in orange.

The app can also ask for confirmation that you have read and understood the content.

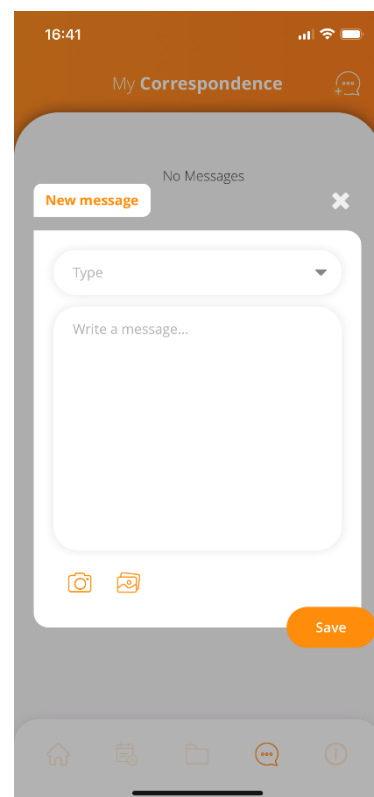


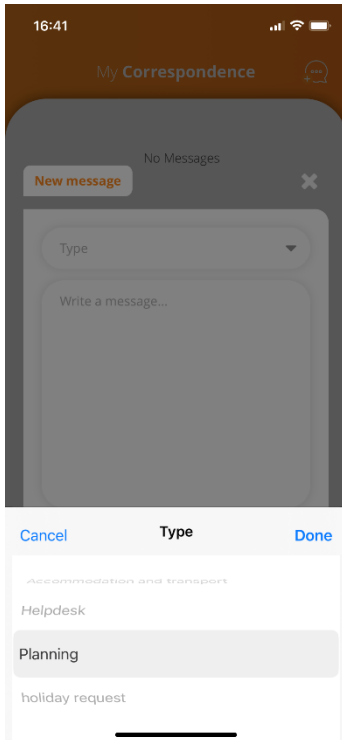
## My Correspondence

In My Correspondence you will find all the messages and conversations you have had via the app. You can start these chats via the correspondence button at the top right of the app.

Here are all the messages and notifications filed. All chats that you start with the app. And also all the notifications and messages that your employer sends you.

You can view and respond to the messages and documents via the "Reply" button.





You can choose which department you want to ask the question to:

Planning; questions about your planning  
Helpdesk; other questions

Problem's with access or questions? Please contact your contact person or the helpdesk. They will help you further!