FINAGO GIGS

Customer browser version

barana

CREDENTIALS ACTIVATION

You can log in to the Finago Gigs with Barona customer credentials.

I already have Barona customer credentials, how do I log in to Finago Gigs?

1. Barona's contact person grants you rights to Finago Gigs
2. You will receive an email when your Finago Gigs credentials have been created.
    - Sender: noreply@mepco.fi
    - Topic: Welcome to Finago Gigs!
3. You can log in to the Finago Gigs system with your Barona customer credentials at **barona.mepco.fi**

I don't have Barona customer credentials, how do I log in?

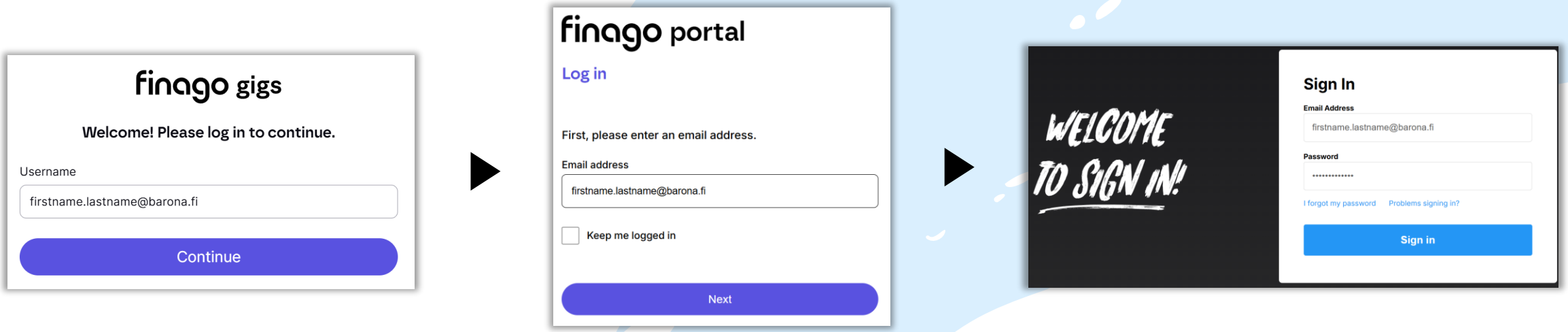
1. You will receive an activation email for your business customer credentials.
    - Sender: noreply@barona.fi
    - Topic: Welcome to Barona B2B Sign In!
2. Activate credentials via the link in the message.
3. Log in to the service with a temporary password from the email and set yourself a new password.
4. You will receive an email from **noreply@mepco.fi** when your Finago Gigs crendentials have been created.
5. Once you have received the Finago Gigs email and you have activated your customer credentials, you can log in to the system at **barona.mepco.fi**

Internal

LOG IN TO THE SYSTEM

You can log in to the Finago Gigs with Barona customer credentials.

Go to the barona.mepco.fi web page and enter your email address:



Tip! You can change your password by clicking I Forgot my password button.

Internal

LOGIN IN – Q&A

***I'm having trouble logging in, what should I do*?**

You can contact your own contact person or Barona's Employee & Customer office by phone +358201983460 or by email info@barona.fi

I can't remember my password for the system, how do I create a new one?

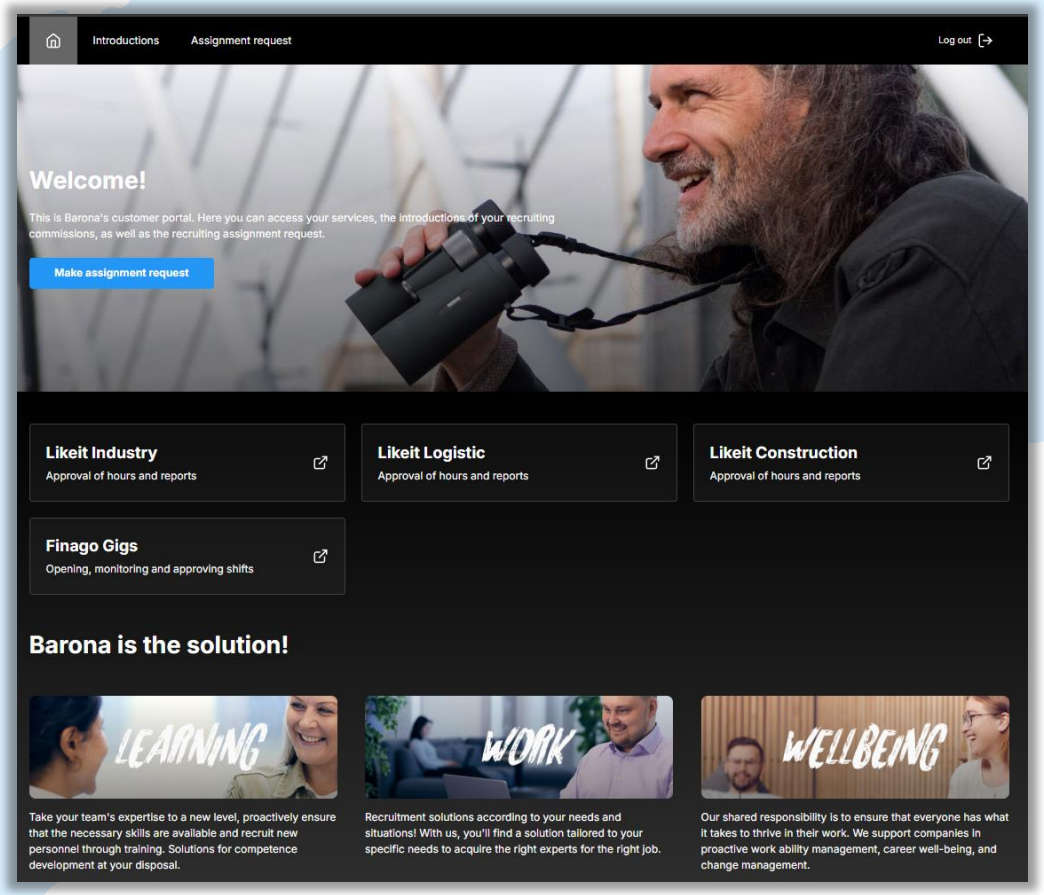
You can order a password change link to your email at business.barona.fi by clicking the *I forgot my password* link. Alternatively, you can change your password at the Business Barona login window when loggin in to Finago Gigs.

Can I also log in to the Finago Gigs system through Business Barona?

Yes! Log in to business.barona.fi site and click on the Finago Gigs button on the homepage.

Is there a mobile app on Finago Gigs? How do I log in?

Yes! You can find the app in the phone app store under the name Finago Time & Gigs. You log in to the app with the same credentials as the browser version.



Internal

CUSTOMER EXTRANET - GENERAL

The user has four separate pages visible:

Shifts - The user can view the status of shifts opened in the system, edit and delete open shifts, and message the administrative user via shift-specific comments.

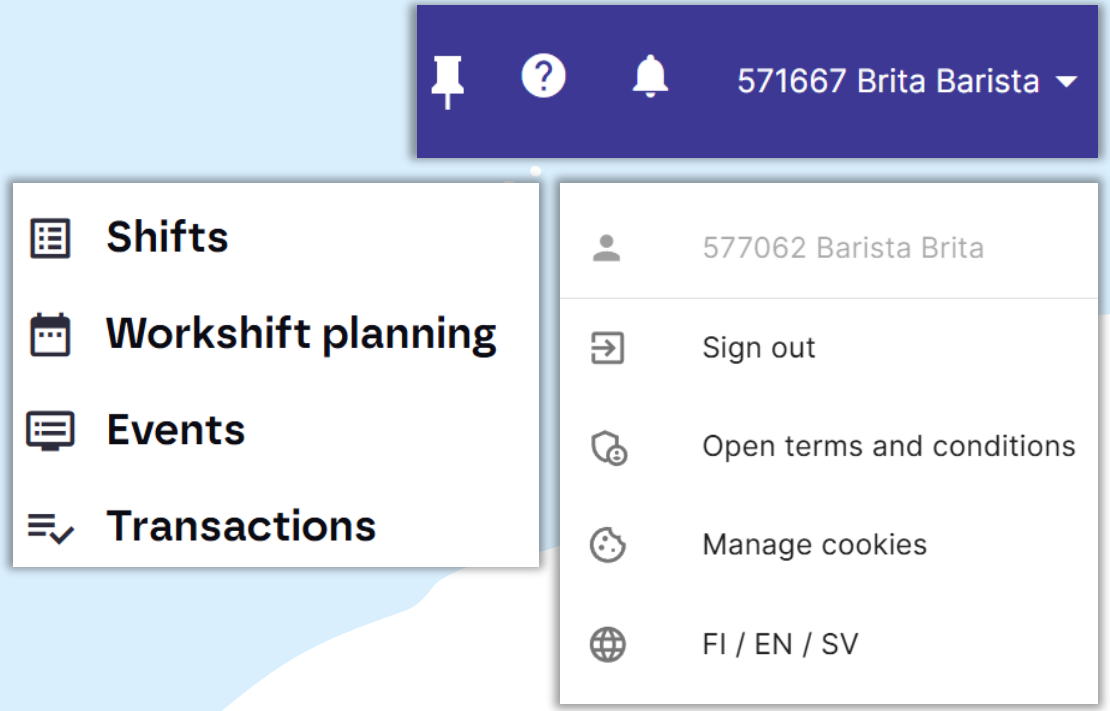
Workshift planning - The user can view the shift status of work items in the calendar view.

Events - The user can view, edit and approve completed shifts.

Transactions - The user can view, for example, the invoicing amount of shifts. The page requires higher user rights.

The Pin icon in the upper right corner shows important notes added by Barona, such as a link to the system instructions. The Clock icon shows the system supplier's release notes.

By clicking on your username, you can sign out of the system, manage cookies, and change the system language.



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CUSTOMER EXTRANET - SHIFTS

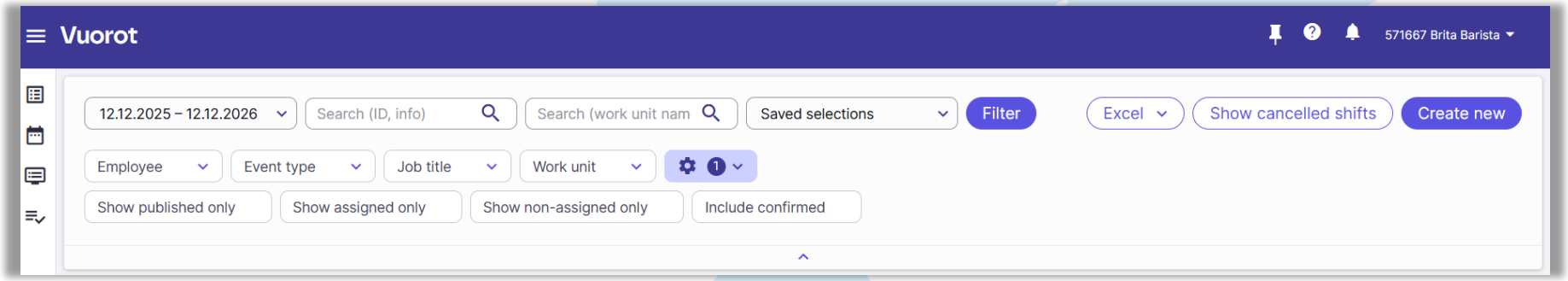
On the **Shifts** tab, you can view the status of shifts opened in the system (filled and unfilled), edit and delete open shifts, and message the administrative user via shift-specific comments.

You can filter the work shifts displayed in the view with the filters displayed in the function bar at the top.

Once the desired filters have been selected, click the **Filter** button. Filters can be reset using the **Clear** button, which appears when filters are selected.

If you use certain types of filters, you can save them as default. In that case, first set the filters you want and then click the **Save** button that appears. If you change the filters and want to return to the default filter view that you saved, you can access it by clicking the Saved Selections filter on the right side.

You can filter the list view using the following filters: **Date, Search (ID, info and work unit name), Employee, Event type, Job title, Work unit.**



Tip! Without separate filtering choices, you can display the unfilled and unconfirmed work shifts of the default time interval by pressing the Filter -button

Internal

CUSTOMER EXTRANET - SHIFTS

You can also filter the shift view using various sliders. By default, the view shows both unfilled and filled work shifts.

- Show published only -button (no need to use)

  If you turn on the control, only published shifts can be viewed in the view (openable shifts are always published by default, only an administrative user can publish an opened shift afterwards).

- Show assigned only -button

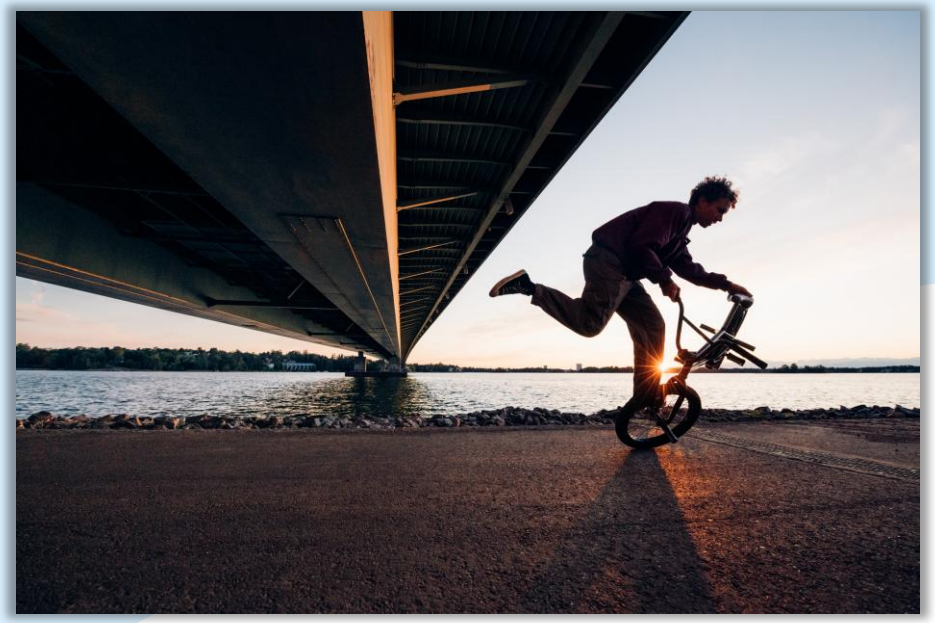
  If you turn the control on, you can only view shifts for which an employee has already been found.

- Show non-assigned only -button

  If you turn the control on, the view can only view shifts for which no employee has yet been found.

- Include confirmed -button

  If you turn on the controller, you can also view already confirmed shifts in the view.



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LIST VIEW OF SHIFTS

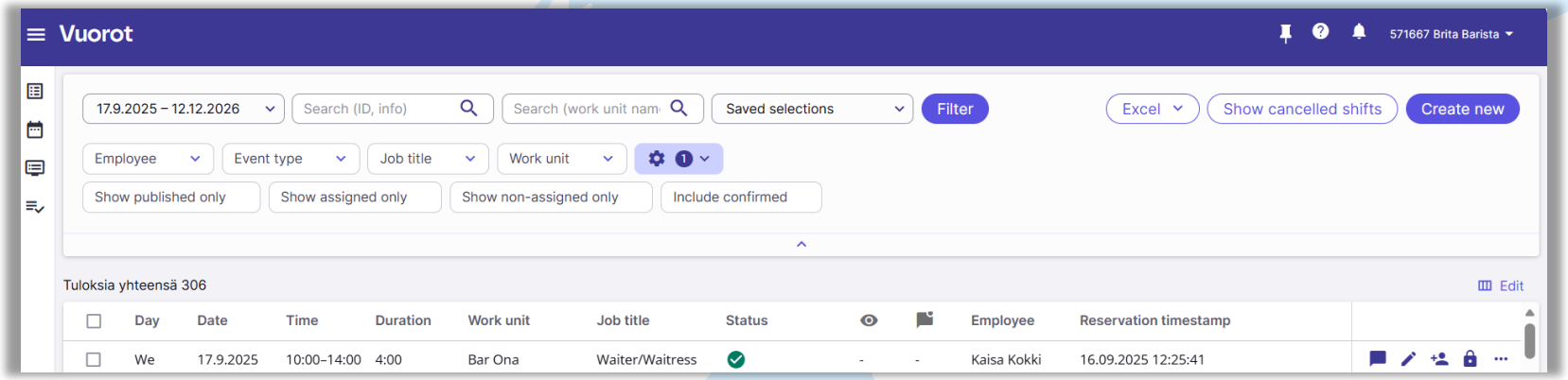
You can modify the columns displayed in the order view by clicking the **Edit** button on the right.

The list view can be arranged in ascending or descending order by clicking on the title of the desired column in the list view.

The contents of the list can be exported to Excel using the **Excel** button.

Row-specific columns can be selected as follows:

Day, Date, Time, Shift Duration, Work unit ID, Work unit, Job Title, Status, Manual Offer, Seen, Push Notifications, Employee ID, Employee, Skills, Reservation Timestamp, Created by, Created, Additional Information, Info for employee.



Internal

OPENING A SHIFT

A new event is created using the **Create new** button on the Shifts tab.

When placing a new order, fill in the following basic information on the form:

1. Event type (Shift).

2. Unassigned shift (then select the number of shifts) or **Assigned shift** (the employee is added directly to the filled shift, a menu opens when selected).

3. Work unit

4. Job title

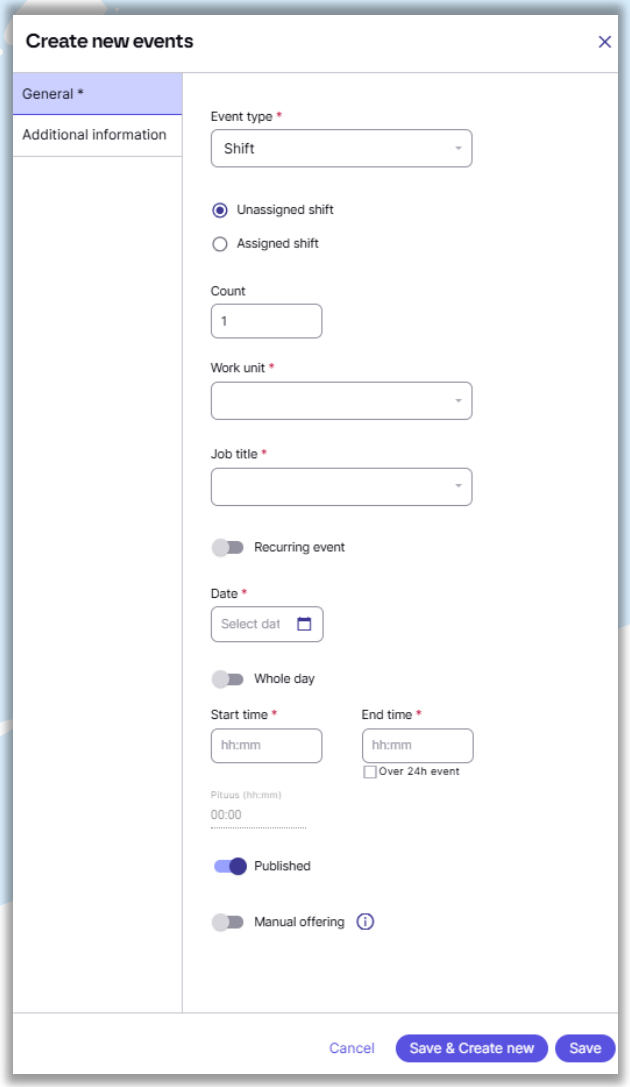
5. Date (you can select several days at once if the shifts have the same start and end time)**.**

6. Start time and end time

If no additional information is needed for the shift, you can publish the shift for search by pressing the **Save** button.

After saving, the shift is open, and it is shown as bookable for all employees who belong to the pool. If you want the turn to be offered only to a certain person or it requires another administrative user review, use the **Manual offering** control, which locks the shift. In this case, the shift is not yet bookable for anyone, but the turn is open for search.

More about creating **Recurring event** on slide 9.



Tip! Published -button is intended for shift planning, if you open shifts in the system, always keep the button selected!

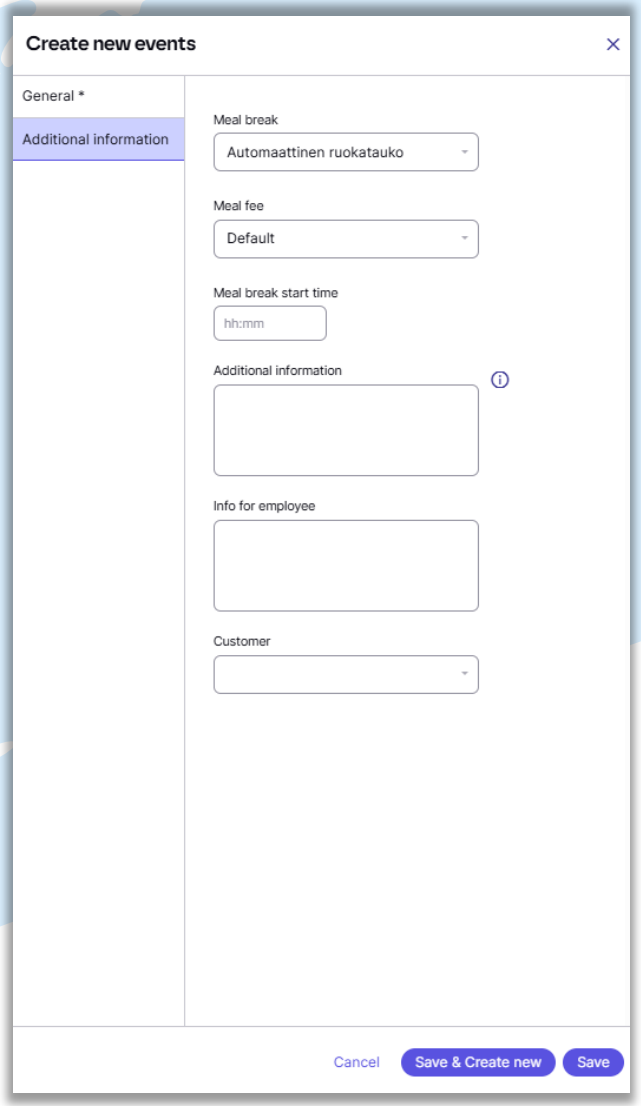
Internal

OPENING A SHIFT

When placing a new order, you can provide more detailed information about the shift in the **Additional information** tab.

When placing a new order, you can fill in the form with the following additional information:

1. **Meal break** (the default comes from the collective agreement/job site, there is no need to change the default for an open shift).
2. **Meal fee** (the default comes from the collective agreement/work site, there is no need to change the default for an open shift).
3. **The start of lunch** (the default meal break is deducted from the shift according to what is written here, if it is filled).
4. **Additional information** (Info about shift - this field is only visible to you and your colleagues and Barona administrative users).
5. **Info for employee** (this is visible to your colleagues, Barona administrative users and the employee when booking a shift).
6. Click **Save.**



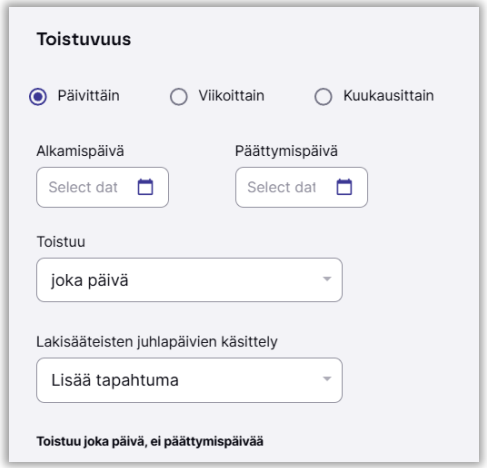
Tip! An employee is selected in the Employees menu only if the shift has been agreed with him directly! Proposing a shift takes place after the shift is opened

Internal

OPENING A RECURRING SHIFT

If you need to create similar recurring shifts that repeat, for example, every Monday, every second Wednesday, or the last day of every month, you can use the **Recurring event** option when creating a shift.

Recurring events should not be confused with Event groups (slide 14). Recurring events are independent shifts whose timing and frequency are defined when creating the shift. The shifts have no other link to each other.



1. Click the **New Event** button and fill in the basic information of the event.
2. Turn on the **Recurring event** option.
3. Choose a base for repetition.
    - Daily, weekly, monthly
4. Choose a start and end date for the recurrence.
5. Select the recurrence rules.
    - Daily - how many days the event repeats.
    - Weekly - how many weeks, and on which days of the week, the event repeats.
    - Monthly - how many months, and on which day of the month, the event repeats.
6. Choose how recurring statutory holidays are treated.
    - If one of the recurring events falls on a statutory holiday, you can choose from the following options as to how the event in question is handled:
        - The event is added, the event is not added, the event is added to the next business day, the event is added to the previous business day.
7. If necessary, fill in any other comments on the "**Additional information**" tab.
8. Click **Save.**

Internal

OPENING A SHIFT GROUP

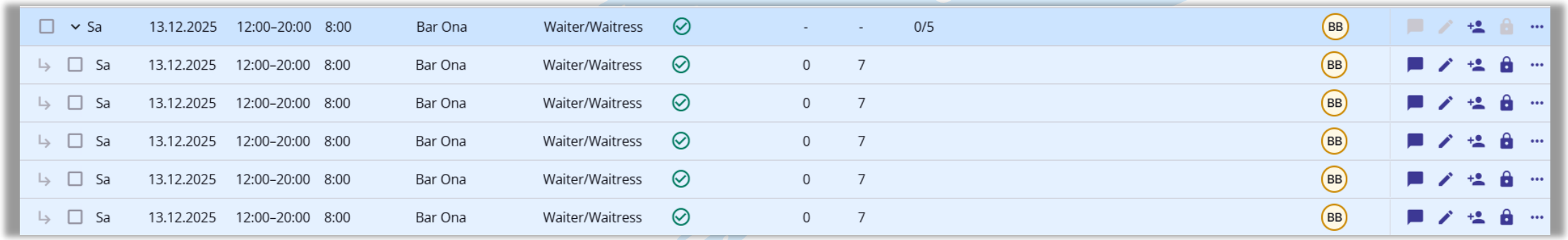
If you open a shift requirement for more than one employee:

1. Click **Create new.**
2. Select Unassigned shift and define the count of shifts.
3. Fill in the basic information marked with *.
4. Click **Save.**

The system opens identical shifts in the list view as a shift group. The shifts opened under the shift group can be viewed from the arrow next to the row. The row opens and shows the individual shifts opened below it.

Editing of an individual shift is done from the pencil icon of the line function, and the edited shift is removed from the group if it is no longer identical to the other shifts. You can also easily delete individual open shifts in a group with the row-specific **Cancel shift** function.

Offering shift group shifts to the pool's employees takes place on the group's main line behind the **Search for employee** button.



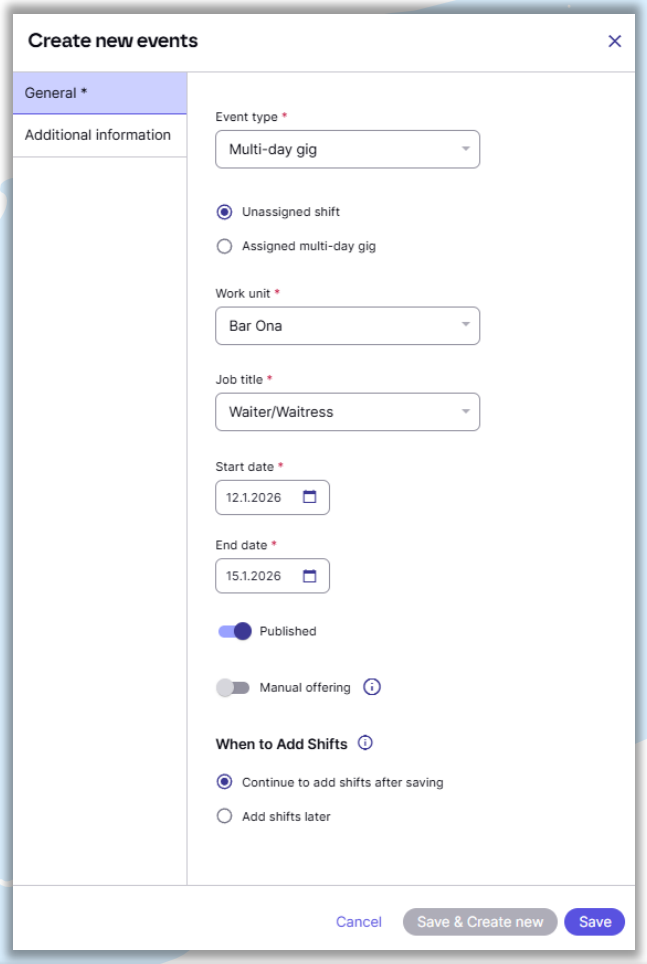
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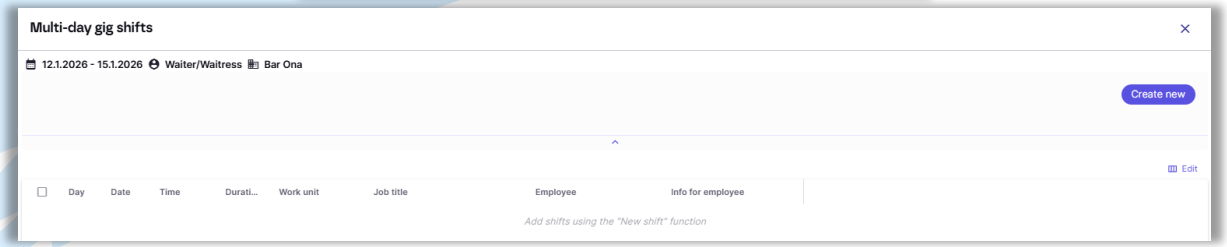
OPENING A MULTI-DAY GIG

A Multi-day gig is an event type used when you want to create multiple shifts on different days and assign the same employee to all those shifts.

Opening a Multi-day gig:

1. Click the **Create new** button on the Shifts page.
2. Select **Multi-day gig** as the event type.
3. Choose either **Unassigned shift** (an empty, unfilled shift where you will look for an employee) tai **Assigned multi-day gig** (agreed directly with the employee)**.**
4. Select **Work unit** and **Job title**.
5. Set the **Start date and End date** for the Multi-day gig.
6. Leave **Published** switch on, and turn on the **Manual offering** switch on if you want the Multi-day gig to be offered only to specific person.
7. Choose **Continue to add shifts after saving** or **Add shifts later,** depending on whether you want to add the shifts immediately or later.
8. Click **Save**. The Multi-day gig shifts window will open.





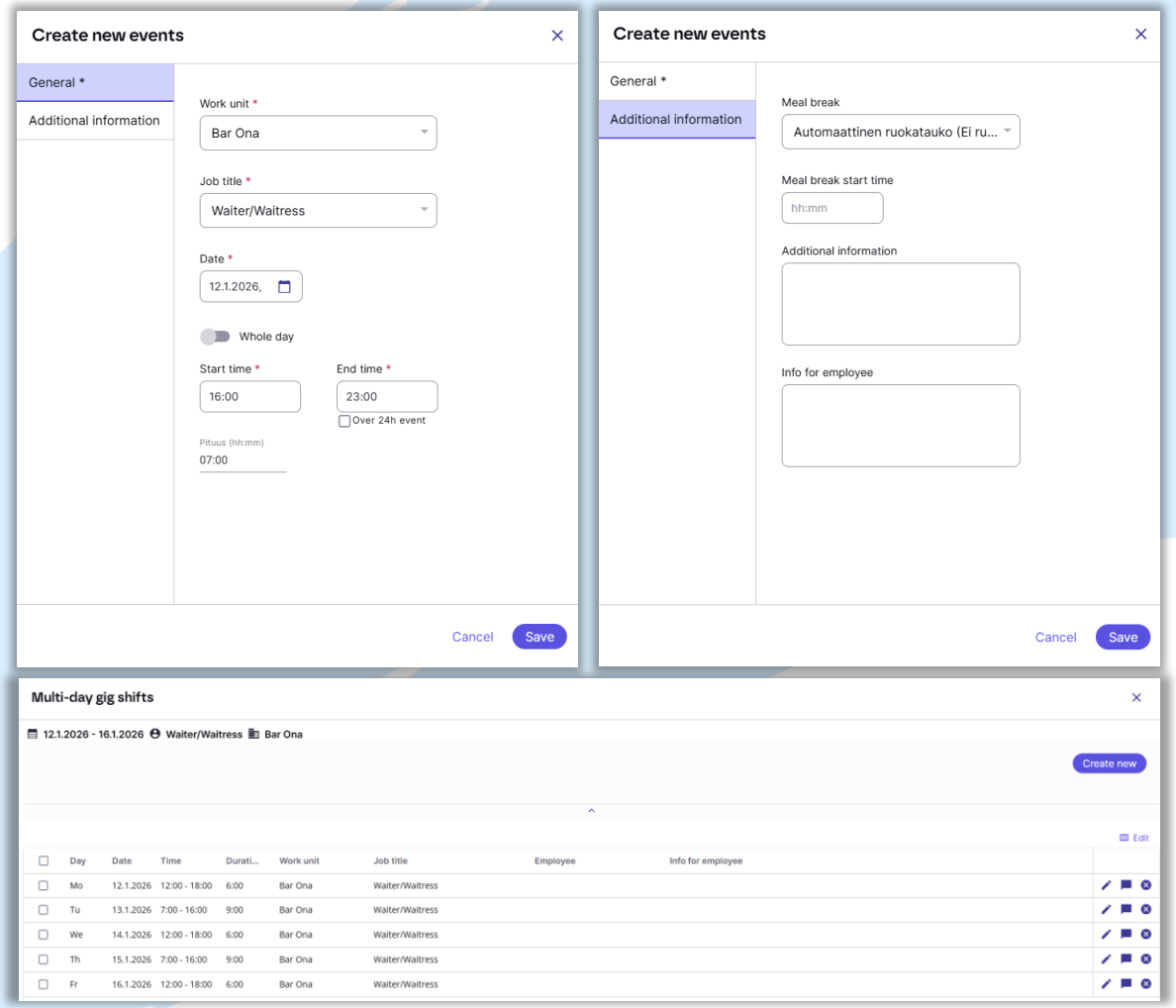
Internal

OPENING A MULTI-DAY GIG

Adding shifts to a Multi-day gig:

1. In the window that opens, click the **Create new** button. A form will appear where you enter the shifts for the Multi-day gig.
2. Select the Date and Start and End time for the shift(s).
3. If needed, you can add extra details under the **Additional information** tab Internal notes in the Additional information field or notes visible to the employee in the Info for employee field.
4. Once you've filled in the shift details, click Save.
5. The shifts will be added to the Multi-day gig, and the employee will see the Multi-day gig and its shifts in the app.

If you want to edit or cancel unfilled shifts, you can do so using the row actions on the right.



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ROW ACTIONS FOR SHIFTS

On the right side of each work shift row, you can find the row functions to be performed for the work shift. If the function cannot be performed, the function is displayed as inactive. The most frequently used row functions are directly visible, but more functions can be found at the end of the rows behind the three dots.

Show comments

- You can write and view the comments left for that shift. Comments are visible to your colleagues and Barona administrative users.

Edit

- You can edit the selected work shift that has not yet been filled.

Search for employee

- You can offer a selected work shift to the Poles of the job site who are free.

Enable manual offering

- You can lock a shift so that it is not available to employees. When manual provisioning is enabled, the shift is only visible to employees to whom it is separately provided.

Disable manual offering

- You can remove manual offering; in which case the shift will open for visible workers with the title required for the shift and the algorithm will start sending push notifications.

Cancel shift

- You can cancel a shift that has not yet been assigned an employee.
- Click **Cancel shift** and, if you wish, write the reason for the cancellation in the **additional information** section.
- Click **Save.**

Copy

- You can copy a shift, which creates a new shift with the same information. Identical shifts form a shift group.

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OFFERING A SHIFT

You can offer a shift to job pool as follows:

1. Select shift what you want to offer the employee from the list view.

2. Click the **Search for employee** button from the row functions in the list view.

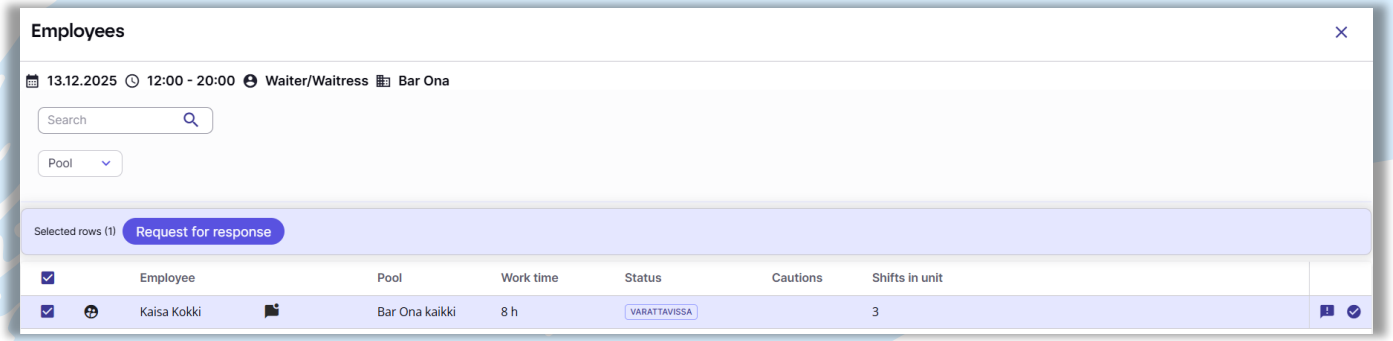
You will see a list of employees who belong to the pool of your job site and are available at that time.

The shifts at destination column tells you how many shifts the employee has had at your workplace during the last 3 months.

3. Select the employee/employees to whom you want to offer a turn from the list.

4. Click **Request for response.**

The employees' status changes to "**Waiting for a response**" and changes accordingly when the employees respond to the proposal.



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OFFERING A SHIFT

The system automatically compiles summaries of the opened shifts for the employees of the pools, and the employees receive these summaries as push notifications to their own application.

A push notification is automatically sent to the employee's cell phone about open shifts if the employee belongs to the pool of your workplace, has the job title required for the shift and is available for the shift.

People in the job pool can take an open shift directly from the system.

If you want to offer a shift only to a certain person(s), so that the shift cannot be booked by others, use the **Manual offering** control when opening the shift, which locks the shift, and it is only visible to people to whom it is offered separately.

You can offer a shift to the worker who are in the job pool as follows:

1. Choose what you want to offer the employee from the list view.
2. Click the **Search for employee** button from the row functions in the list view.
3. You will see a list of employees who belong to the pool of your job site and are available at that time.
4. Select the employee/employees to whom you want to offer a turn from the list.
5. Click **Request for response.**
6. The employees' status changes to "**Waiting for a response**" and changes accordingly when the employees respond to the offer (the employee can accept/reject the offered shift).

Barona's administrative user can also offer a shift to the general pool and these offers do not appear on the shift in the customer's view.

Internal

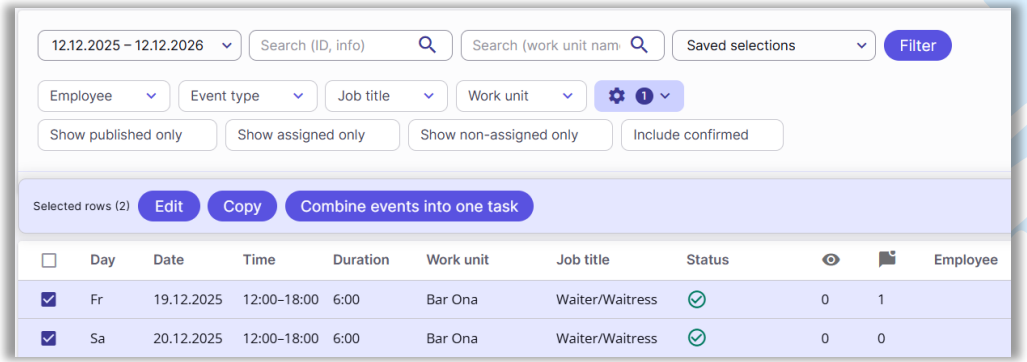
COMBINING SHIFTS

From the **Actions** button in the order view, you can combine two or more shifts into a group of events to be performed together. In this case, only one person can book the event group in question.

This is how you combine a turn into an event group:

1. Select the shifts you want to combine.

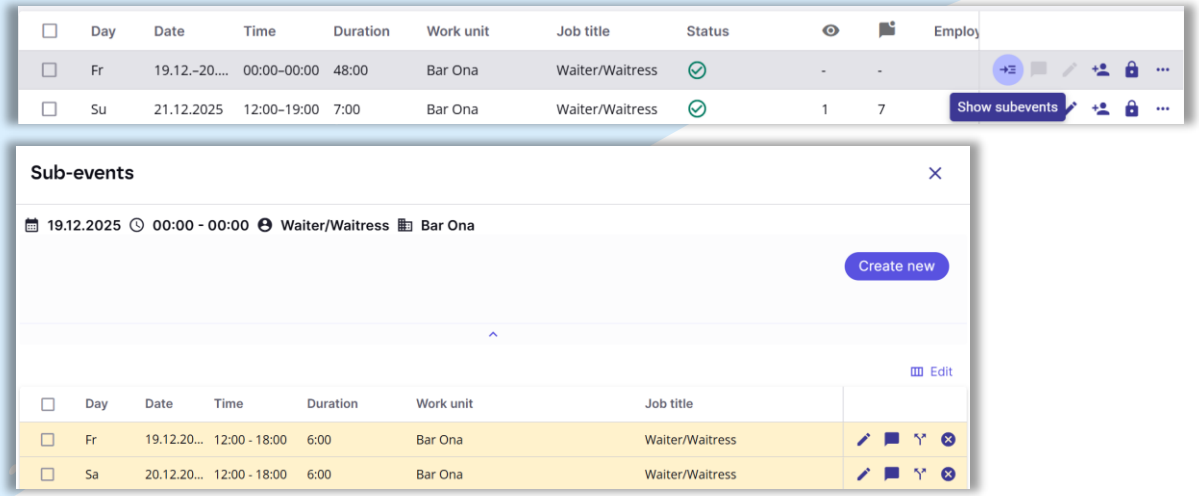
2. Click the '**Combine events into one task**' into one task button that appears..



The system forms one row from shifts.

You can propose an event group for the pool of the work item with the **Search for employee** button of the row function.

You can see the shifts belonging to the event group by clicking the **Show sub-events** button in the row. Behind the subevents button, you can also edit and delete shifts belonging to the event group.



Tip! The order line is activated by clicking anywhere in the line. Before performing the action, make sure you have the correct shift lines selected!

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SHIFTS COMMENTS

With the shift comments feature, different users can leave comments on shifts.

You can view the comments of the shift in the shift list view with the **Show comments** line function found on the right side of the shift row. You can also add a new comment via this function.

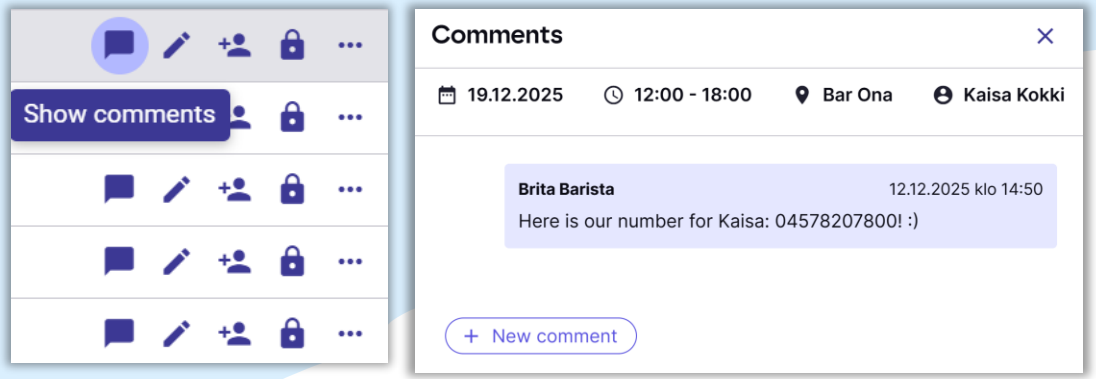
The comments are organized by timestamp. The comments of the workplace and the Barona administrative user are displayed with different colored backgrounds.

Customer = darker color and Barona = lighten color.

Add a new comment

1. Go to the Comments dialog via the **Show comments** function of the desired shift line.
2. Select **New comment.**
3. Enter the desired comment in the field.

If there are comments on the shift, a check mark is always displayed above the **Show comments** -button on the shift line. The red ball indicates an unread comment.



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CUSTOMER EXTRANET – WORKSHIFT PLANNING

On the **Workshift planning** tab, you can view the shift status of work items in the calendar view.

The shifts calendar offers a view of the shifts of the selected work unit. In the Employees calendar, you can view by employee.

Through the tab, you can also print a shift list, either from the shift or employee view.

You can filter the views using the filters on the tab:

- Date
- Work item
- Pools
  - Used if a job pool has been defined for your job
- Employees
  - Used if there are employees in your job pool
- Event types



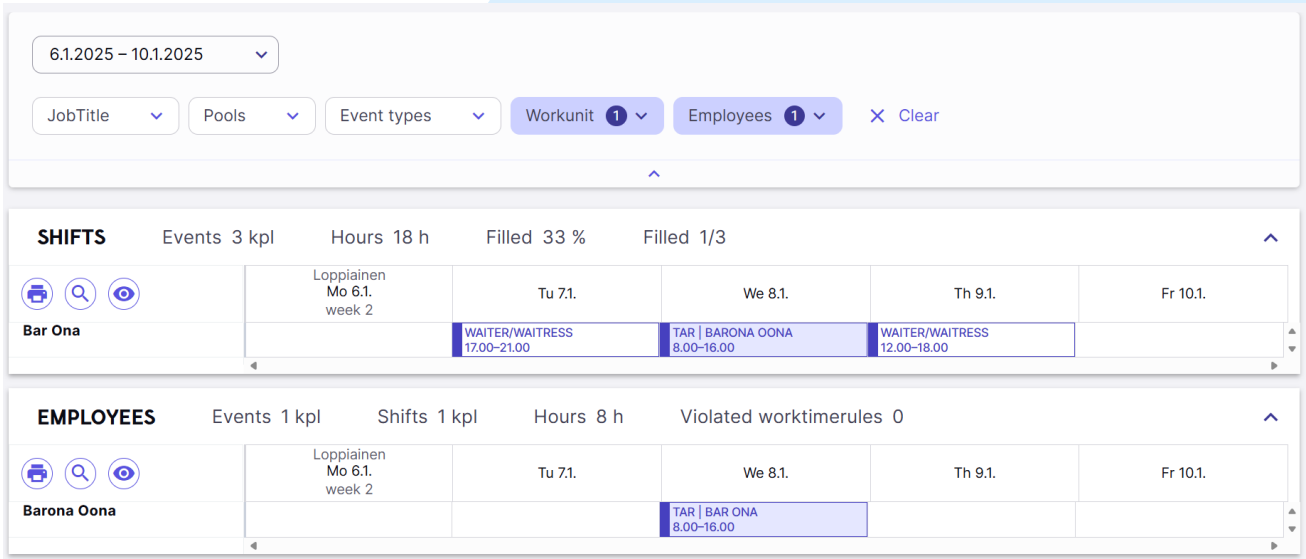
Internal

WORKSHIFT PLANNING – CALENDAR VIEW

You can change the content of the calendars using filters.

You can print the shift list from the view by clicking 'Download printable shift list'.

You can use the 'Show' button to view, for example, only unfilled shifts.



The counters in the calendars provide information on the number of shifts, hours and shift occupancy.

The background color of the shift is white when there is no employee assigned to the shift. The background color changes to dark when an employee is assigned to a shift.

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CUSTOMER EXTRANET – EVENTS

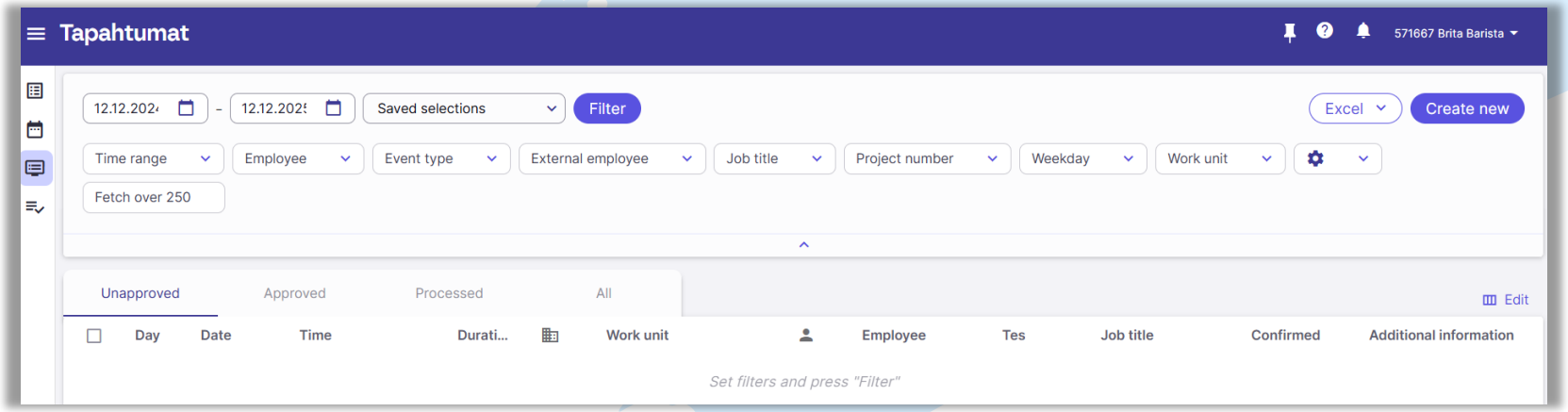
On the Shifts tab, you can filter filled shifts using the filters at the top. You can filter the display of shifts using the following filters:

Time range, Employees, Event type, External employee, Job title, Project number, Weekday, Work units and Fetch over 250 –button.

Select the desired filters and click the **Filter** button. The system creates a list of shifts sorted by date by default.

The contents of the list can be exported to Excel using the **Excel** button.

From the **Edit** button, you can hide/show the desired column information.



Tip! You don't have to make a selection for all filters. You can also search shifts using only date filters!

Internal

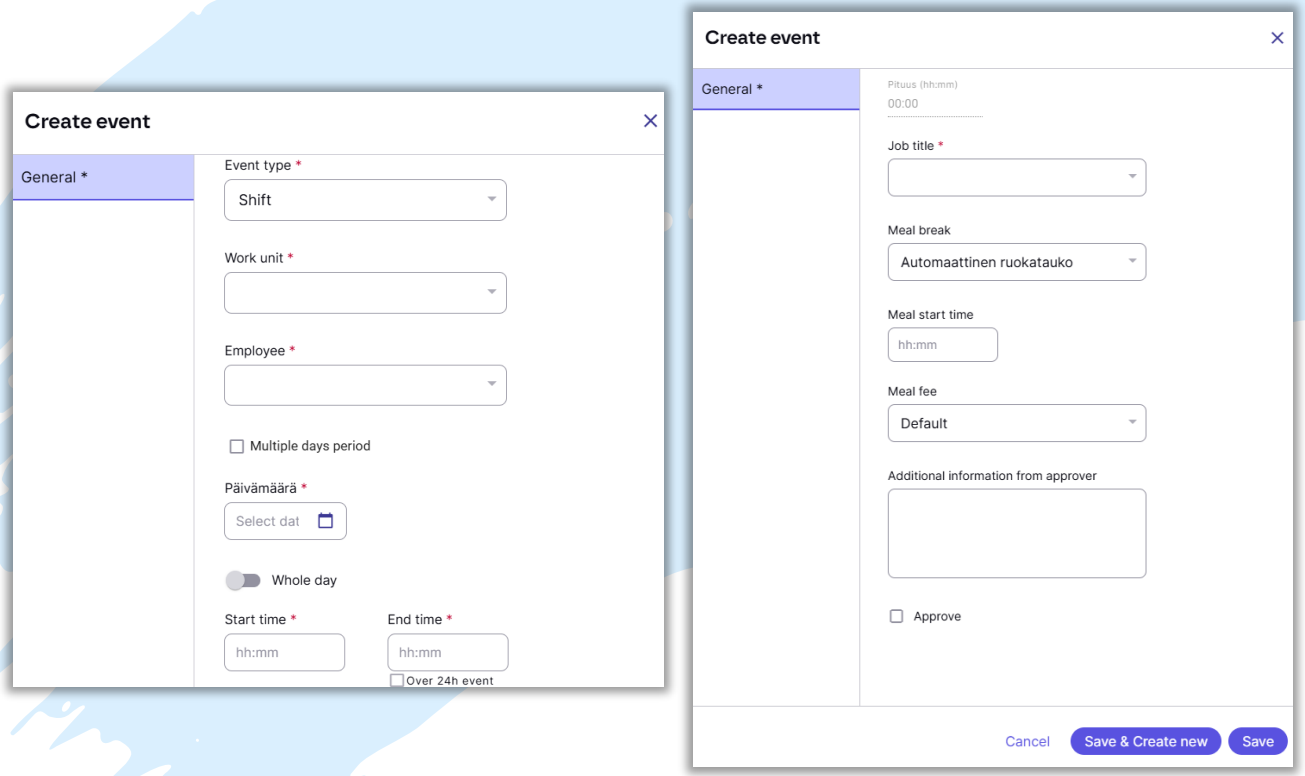
ADDING A COMPLETED SHIFT

On the Work shifts tab, you can directly enter agreed work shifts for the employees of the job pool, filter completed work shifts and approve and edit completed work shifts.

You can browse shifts using the Unapproved, Approved, Processed, All sub-tabs, depending on whether the shifts have been approved or not.

You can enter the agreed work shift:

1. Click on the top bar **Create new**.
2. Fill in at least the fields marked with *.
3. Enter any additional information (only visible to customers and Barona administrative users).
4. You can also accept the shift at the same time.
5. Click **Save.**



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APPROVING A COMPLETED SHIFT

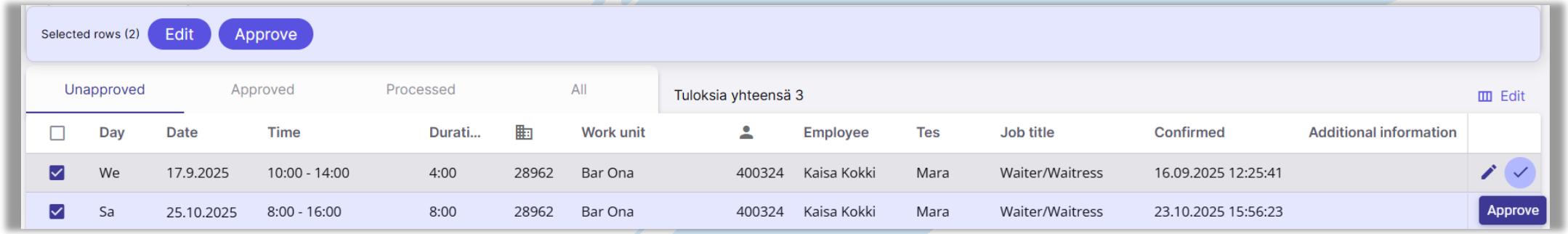
Editing and approval of completed shifts is done from the Work Shifts tab. Filter the shifts you want using the filters.

Accepting a single shift:

1. Choose the shift you want using the filters.
2. Click the **Approve** button in the row functions.

Mass approve of shifts:

1. Select the shifts you want using the filters.
2. Select the shifts you want to accept on the left side of the line function.
3. Click the **Approve** button from the mass functions.



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EDITING A COMPLETED SHIFT

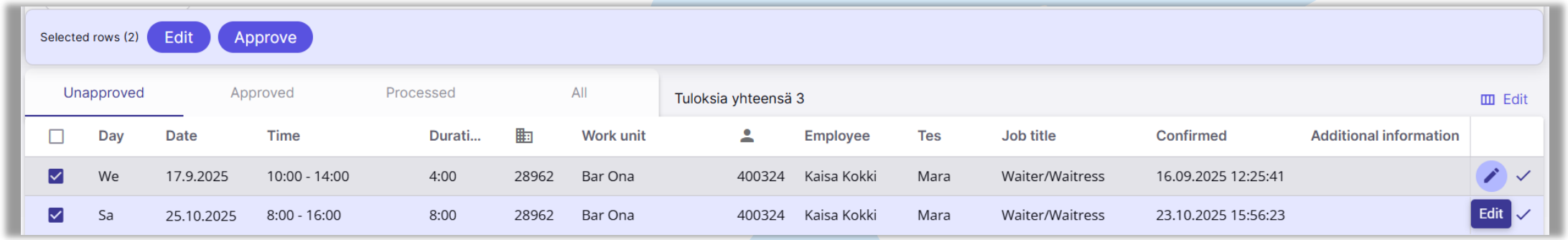
Editing and approval of completed shifts is done from the Work Shifts tab. Filter the shifts you want using the filters.

Edit a single shift:

1. Choose the shift you want using the filters.
2. Click the **Edit** button in the row functions.
3. Make the desired edits or leave shift-specific additional information from the approver.
4. Click **Save.**

Mass editing of shifts:

1. Select the shifts you want using the filters.
2. Select the shifts you want to edit on the left side of the row function.
3. Click the **Edit** button in the mass functions.
4. Edit the desired information and click **Save.**
5. The system announces: "Row edited".

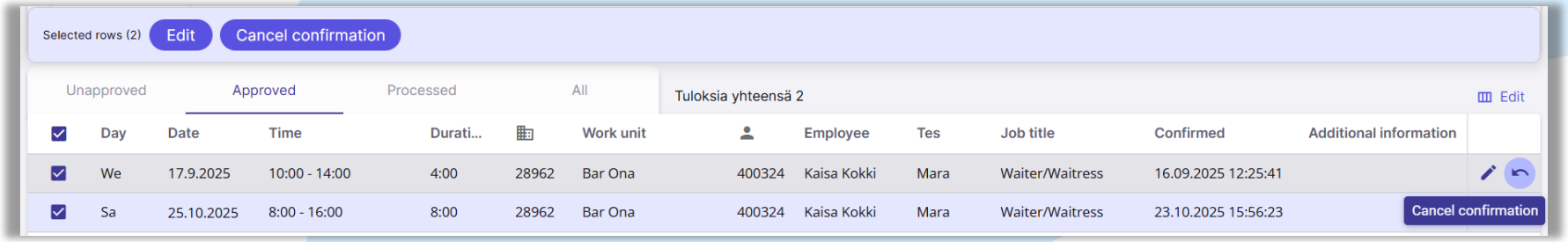


Internal

CANCELLATION OF SHIFT APPROVAL

If you make an incorrect shift approval:

1. Go to the Approved tab.
2. Find the shift you want to cancel approval for.
3. Select the **Cancel confirmation** button from the row functions.
4. The queue moves back to the Unapproved tab.
5. You can edit and approve the shift again.



Internal

CUSTOMER EXTRANET – TRANSACTIONS

The **Transactions** tab is visible to users with a higher Reporter role.

On the Transactions tab, you can filter shifts that have been implemented using the filters at the top. You can filter the display of shifts using the following filters: **Time range, Employee, Job titles, Pay type, Project number, Weekday, Work unit**. You can get the lines you want in the list view by clicking the **Filter** button.

You can hide/show the desired column information from the **Edit columns** button. In the rows, you can see, among other things, information about the shift, wage type, invoicing price, invoicing factor and total invoicing.

At the bottom of the page you will see the total billing for the selected filters.

You can also export the data directly to Excel by clicking the **Excel** button on the right.



Internal

THANK YOU

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