FINAGO GIGS

Customer mobile application

barona

DOWNLOADING THE APP AND COUNTRY SETTINGS

You can find the application in the Google Play Store and the App Store under the name **The Finago Time & Gigs**. After downloading, the app will appear on your device as **Time and Gigs**.

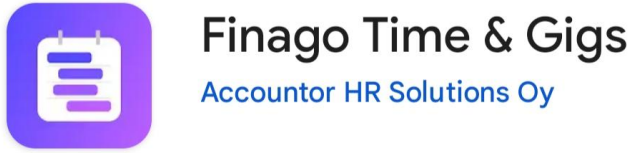
The operating system requirement for the application is at least Android 8.0 (or later) or iOS 13 (or later).

The application can be downloaded to a smartphone or tablet.

Downloading the application may require that the phone's country setting is set to Finland.

You can change the country setting on the phone as follows:

- iOS: Settings > General > Language & Region > Region
- Android: Google Play Store > Settings > General > Account and device settings > Country and profile



TIP! Remember to allow automatic version updates for the application. The application is constantly being developed!

Internal

ACTIVATE ACCOUNT

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

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

1. Barona's contact person grants you rights to Finago Gigs
2. You will receive an email when your Finago Gigs credentials have been activated.
    - Sender: noreply@mepco.fi
    - Topic: Welcome to Finago Gigs!
3. Download the Finago Time & Gigs app from your phone's app store.
4. Log in to the Time & Gigs app with your Barona customer credentials.

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 credentials have been created.
5. Once you have received the Finago Gigs email and you have activated your customer cedentials, you can log in to the Time & Gigs app.

Internal

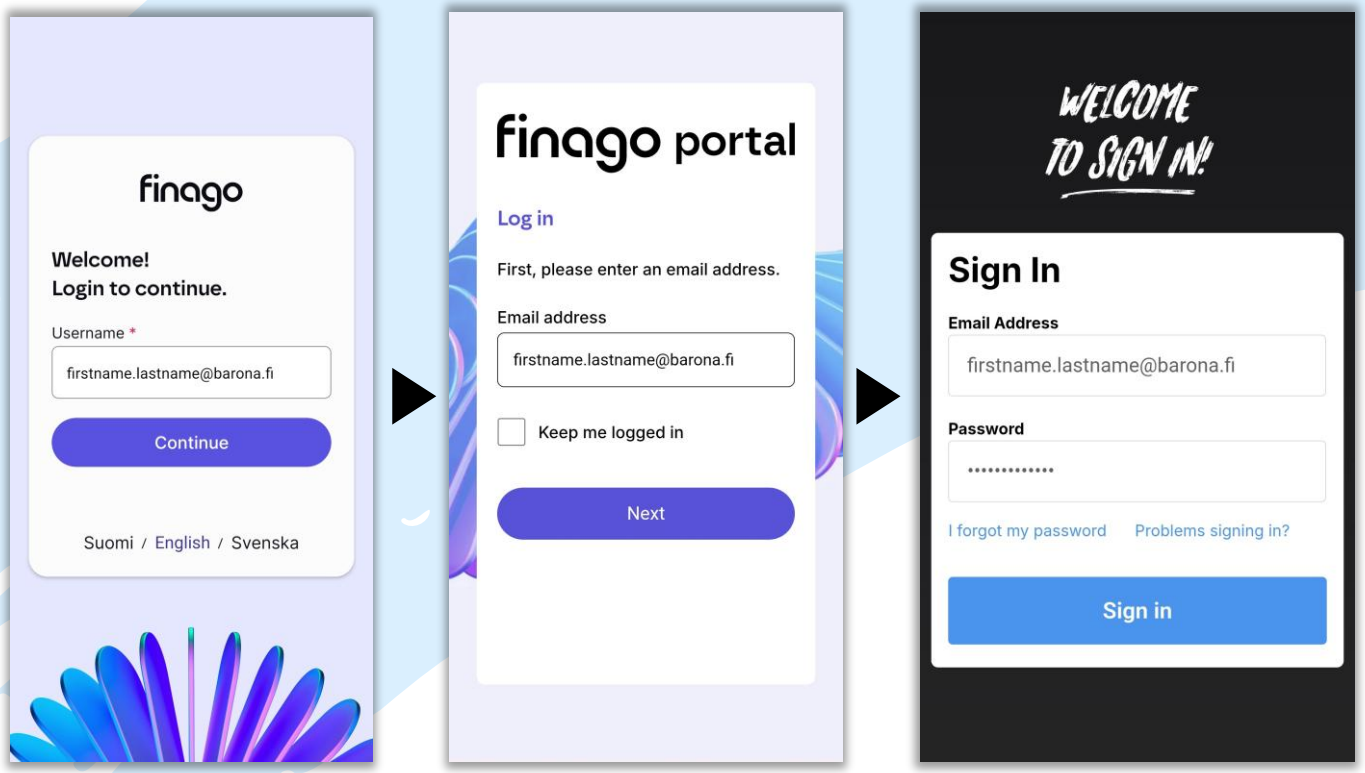
SIGN IN TO THE APP

Here's how to sign in to the mobile app:

1. Download the Finago Time & Gigs app from your phone's app store.
2. Open the Time & Gigs app on your phone.
3. Enter your email address in the Username field → Click the Continue button.
4. The Finago Portal view opens > Click the Next button.
5. The Business Barona view opens. Enter the password you have set when setting up the credentials → Click the Sign in button.
6. You can now access the Finago Gigs app!

Remember to allow notifications in the app the first time you log in so that notifications of full shifts and shift-specific messages from Barona.

You can change your password by clicking the I forgot my password button.



TIP! The app's notification settings are managed in your phone's settings. Settings > Notifications > Time & Gigs.

Internal

EVENTS-SECTION

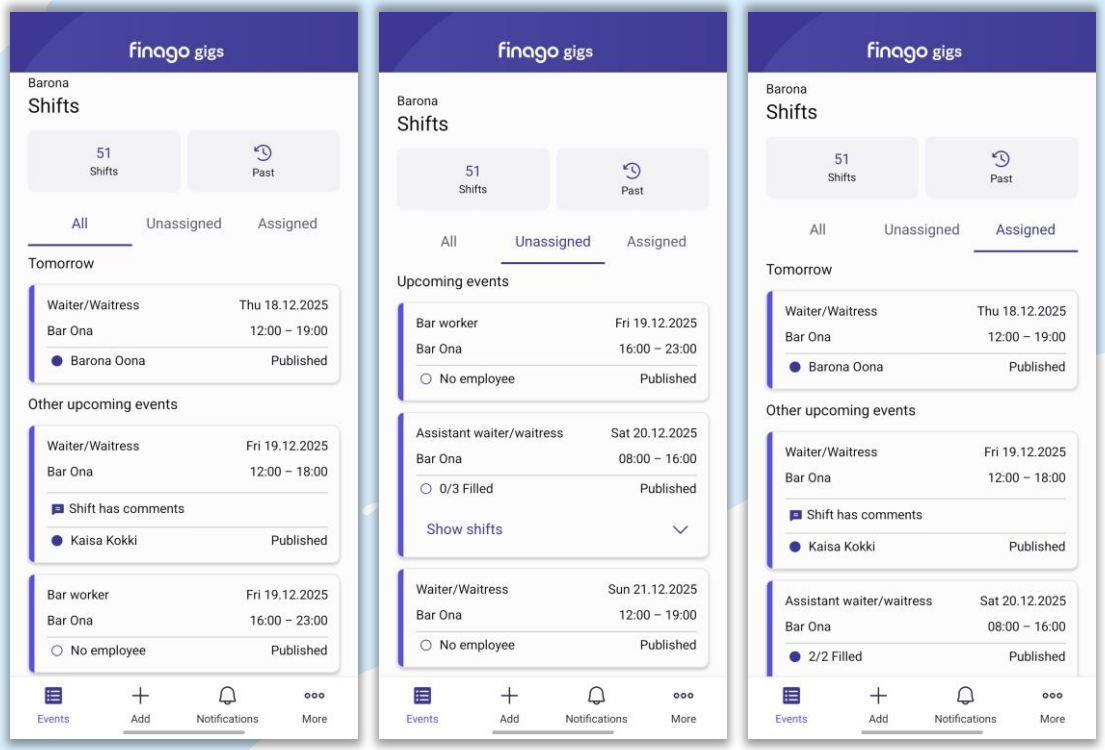
In the **Events** -section, all upcoming shifts from all work object to which the user ID has rights are displayed. It is currently not possible to filter shifts by worksite in the app.

All upcoming shifts are listed in chronological order under the **Shifts** heading. By clicking on a shift, you can open the shift card and its detailed information.

On the **All** tab, you can view all upcoming shifts, both filled and unfilled.

On the **Unassigned** tab, you can view all unfilled shifts, meaning shifts that have not yet been assigned to an employee.

On the **Assigned** tab, you can view all shifts that have been assigned to an employee. This also shows shifts directly entered by employees.



Internal

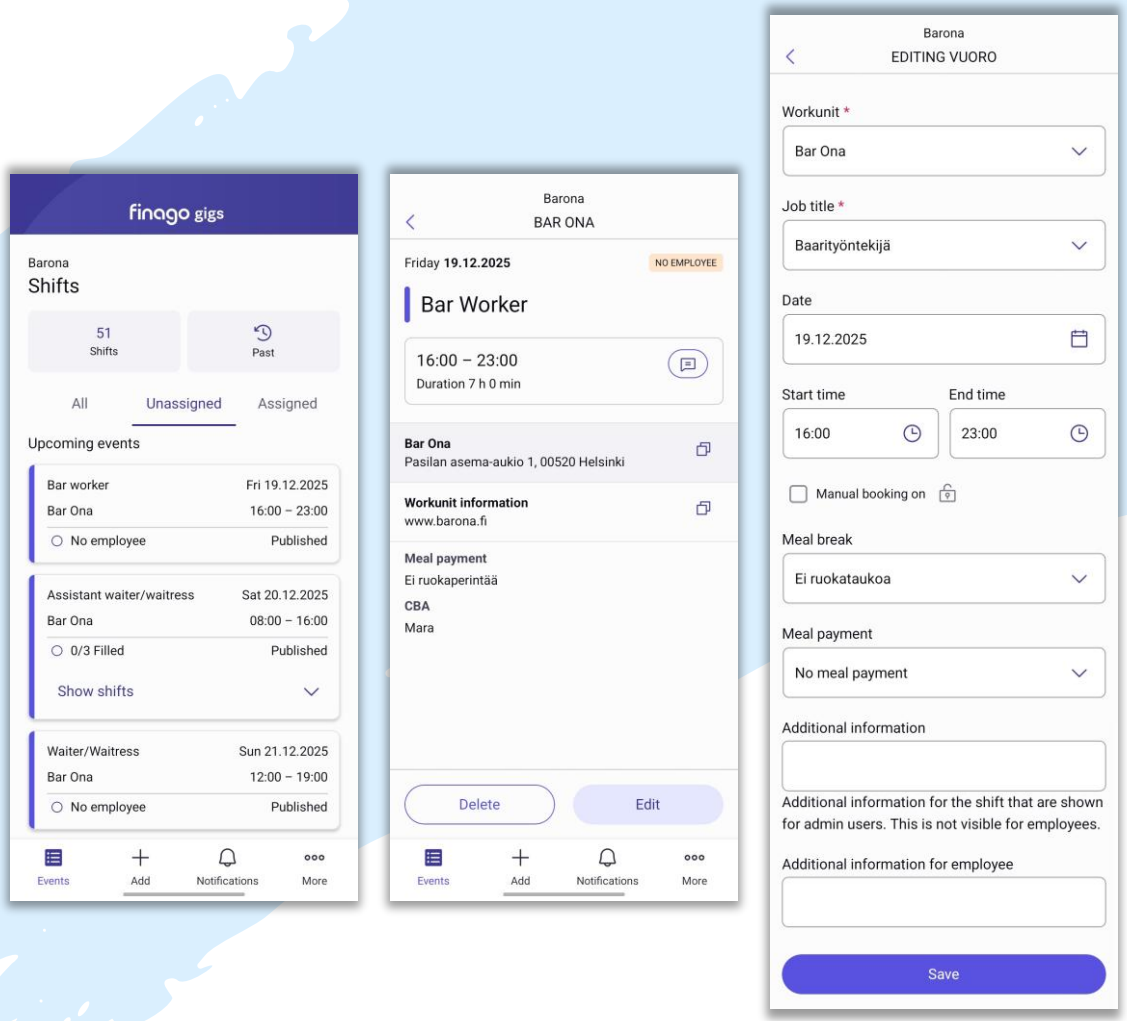
EDITING A SHIFT

Editing an unassigned shift:

In the **Events**-section you can edit an unassigned shift by clicking on the shift card and then the **Edit** button.

You can edit the job title of the shift, the start and end time, additional information (Additional information and Additional information for the employee) and manual booking on (locked/unlocked shift). After editing, click the **Save** button. A message "Event edited successfully" will be displayed for successful editing.

Until the start of the shift, you can also delete an unfilled shift by clicking the **Delete** button, which will remove the shift from the search in Barona and the application's unassigned shifts.



TIP! You can delete a shift if no employee is assigned to it!

Internal

SHIFT COMMENTING

In the **Events**-section you can leave comments to Barona on shifts. Barona administrative users can also leave comments on shifts.

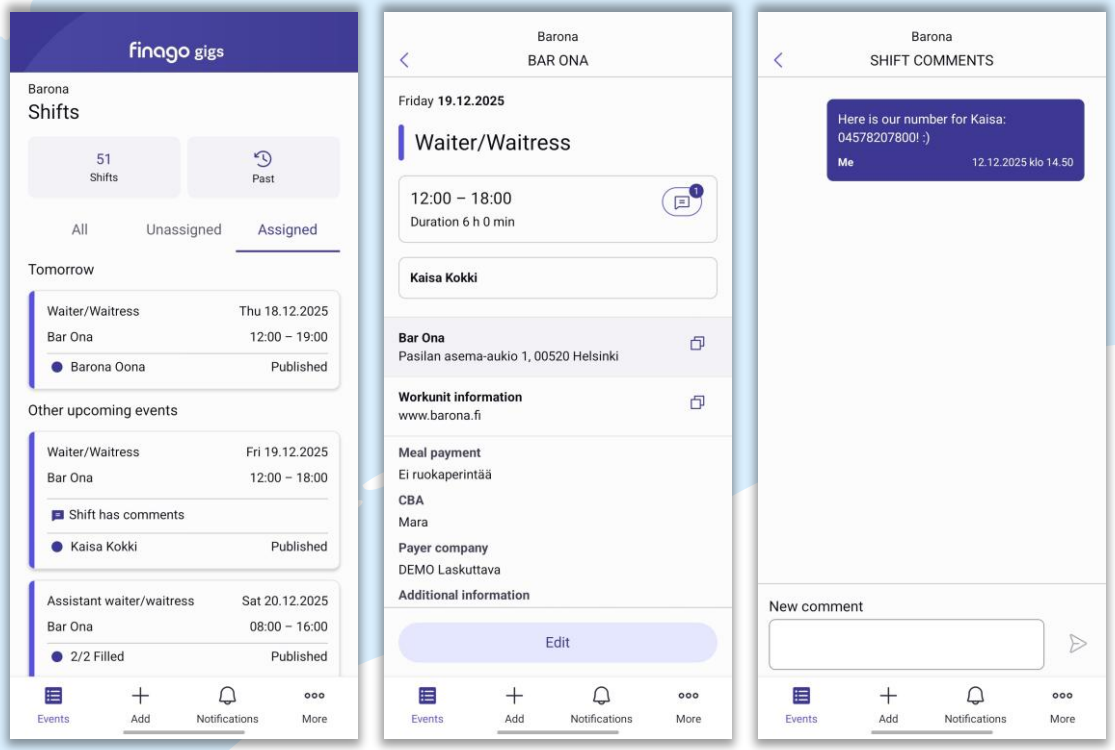
You can read and write comments by clicking the shift information to open and then clicking the comment icon below the shift card, on the right side.

Barona's administrative user can see the comment and if it requires a response, the administrative user can respond by commenting in the same message thread for the shift. Shift-specific commenting closes when the shift has started.

If you have enabled the application's notifications upon first login, you will receive a push notification of the comments left by administrative users.

The text “Shift has comments" indicates that there has been a shift-specific communication. A red ball indicates new comments.





Internal

PAST EVENTS

In the **Events**-section you can view and accept past shifts from the **Past** -icon at the top right of the Events -section. The list shows the past shifts of all work items to which the user is entitled in chronological order going back 3 months.

Information about events that have taken place, i.e. events in the past, is checked and approved on the Past events page. At the moment, only one shift can be accepted in the application at a time.

Go to the Past Events page in the Events -section of the mobile app.

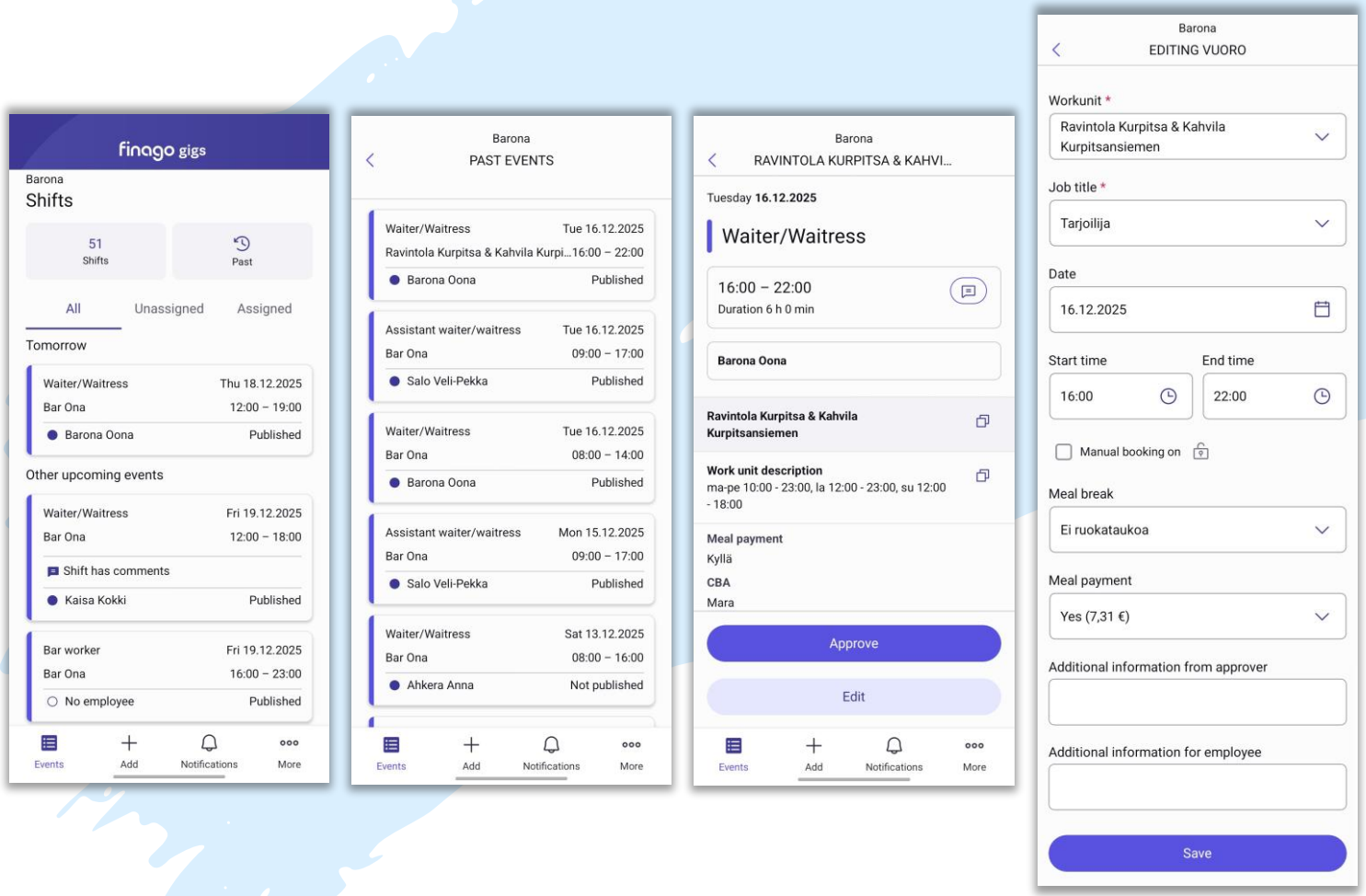
1.Open the shift's detailed information by clicking on the shift.

2.Edit the shift information if necessary.

3.You can leave additional information about the shift, which is visible to administrative Barona users.

4.If you edit the shift, click **Save** at the end.

5.Click **Approve** –button.



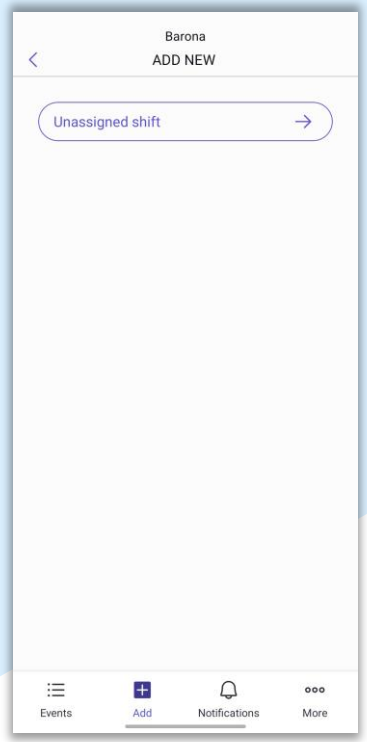
Internal

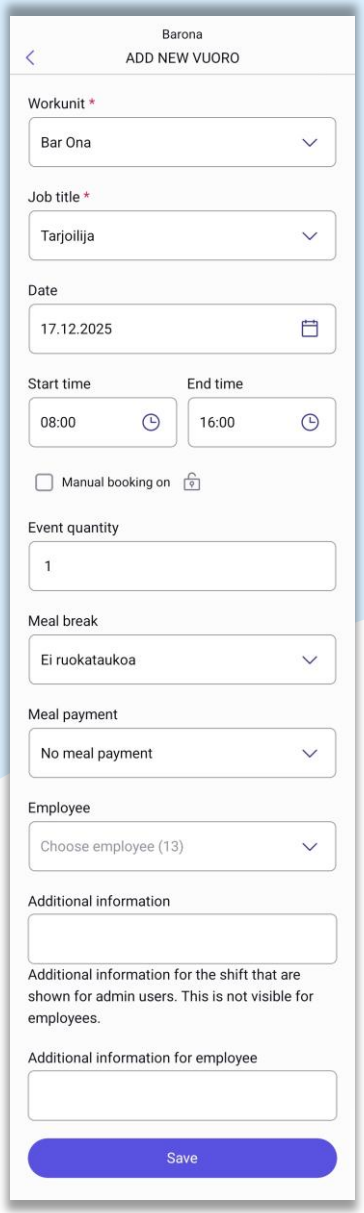
ADDING A NEW SHIFT

In the **Add** -section, you can create new shift needs, i.e. work shift orders for Barona.

1. Go to the **Add** -section of the mobile app.
2. Select Unassigned shift.
3. Fill in the shift information.
    - **Work unit**
    - **Job title**
    - **Date**
    - **Start and End Time**
    - **Manual booking on** (when selected, the shift does not go visible to workers = locked shift)
    - **Event quantity**
    - **Meal break** & **Meal payment** come by default from the collective agreement or the work site, and you don't need to take a stand on them when opening a shift.
    - **Employee** (select ONLY if the shift has been agreed directly with the employee, suggesting a shift to the pool is currently only possible via the browser version)
    - **Additional information** (only visible to the work item and administrative user)
    - **Additional information** for the employee (shown before booking a shift)
4. Click **Save** -button

When the shift requirement is saved, it moves to the Events –section.





Internal

CREATING MULTIPLE SHIFTS

You can also add several shift orders at once.

1. Go to the **Add** –section of the mobile app.

2. Click **Unassigned shift** –button.

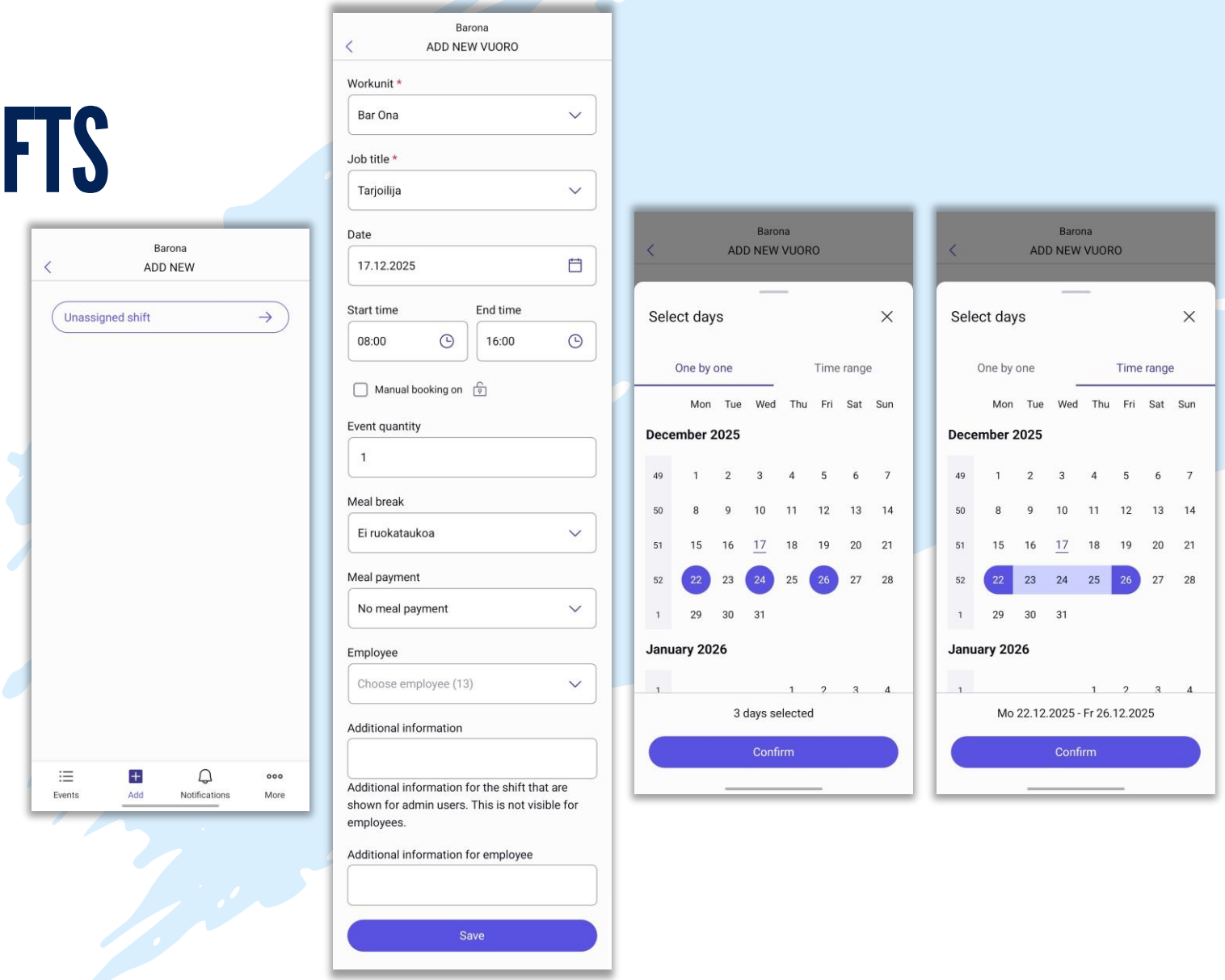
3. Fill in the shift information.

4. When selecting a date, you can select dates one by one or for a certain time range.

5. Confirm date selections.

6. Click **Save** –button.

When the shift requirement is saved, it moves to the Events section.



Internal

CREATING NEW SHIFT – MULTIPLE EMPLOYEES

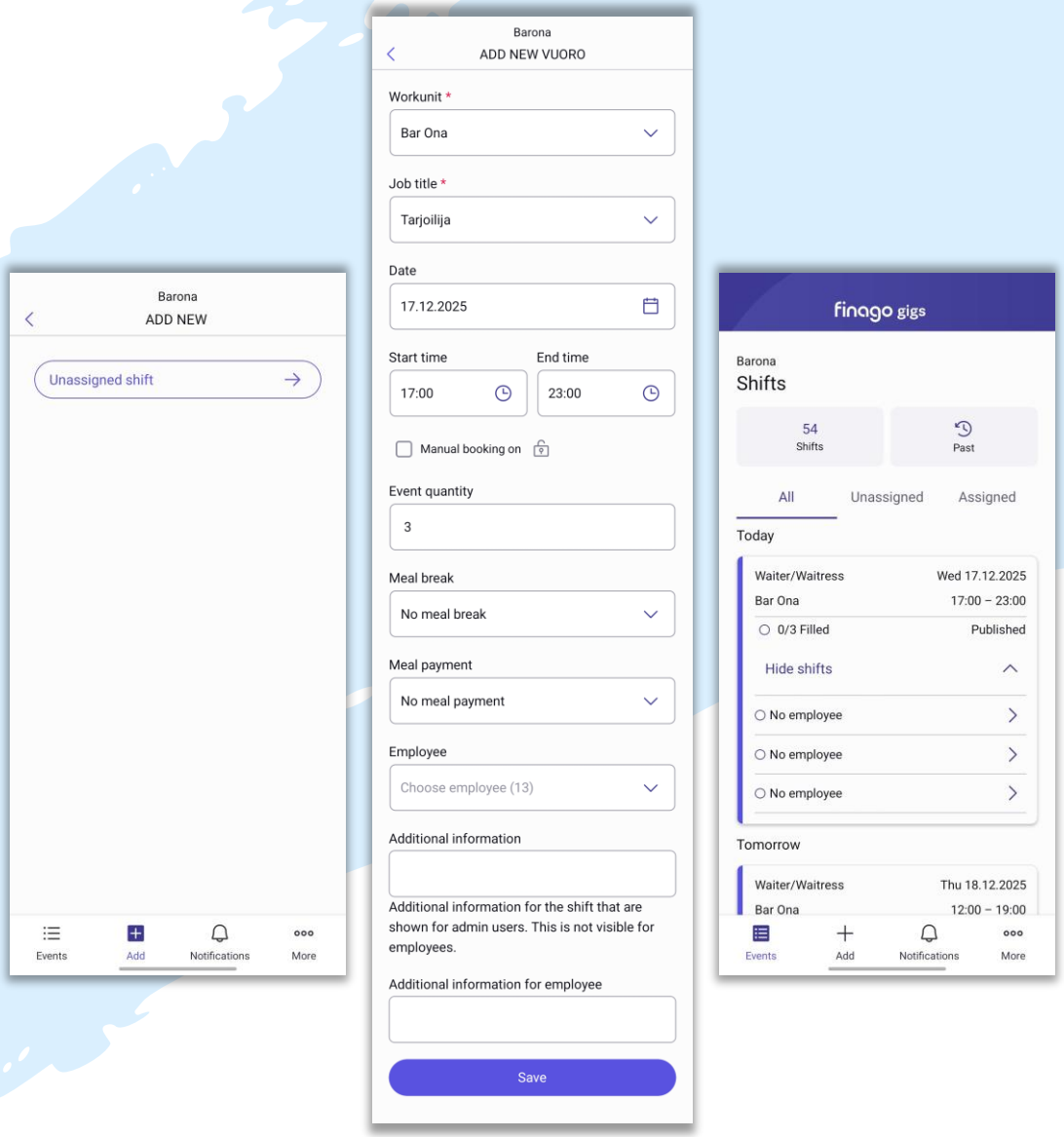
You can also order work shifts for several people through the **Add** -section.

1. Go to the **Add** -section of the mobile app.
2. Click **Unassigned shift** –button.
3. Fill in the shift information.
4. Event quantity more than 1.
5. Click **Save** –button.

When the shift requirement is saved, it moves to the Events –section.

You will see the identical shift order of several people grouped together in the Events -section. By clicking on the **Show shifts** pull-down menu of the shift, you can see what the overall status of the shifts is.

You can also easily edit and delete individual unfilled shifts by clicking on the **No employee -**section. The modified shift is separated from the group into its own unassigned shift, because it is no longer identical to the others.



Internal

NOTIFICATIONS-SECTION

In the **Notifications** -section, you can view the notifications received in the application. You will receive a push message about notifications, as long as you have given the application permission to send notifications in the phone's own notification settings.

The announcements are divided into two categories: **New** and **Seen**.

New notifications are notifications that you haven't read yet.

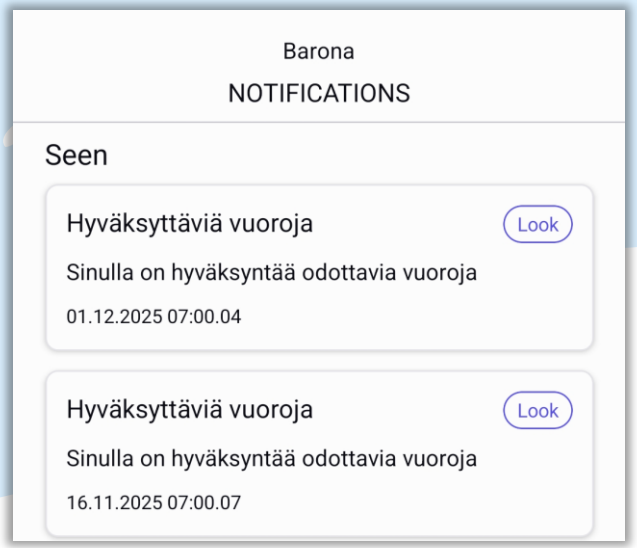
Note! When you open the notifications page, the next time the new notifications have moved under the Seen heading.

Notifications Seen include all old notifications.
By clicking the Look button of the notification, you can access the section or shift that is the subject of the notification.

You will receive new notifications when:

- Barona user will send you a shift-specific comment
- Barona user will send you a shift confirmation or you will receive an automatic shift confirmation

By clicking on the application's push notification from the phone's screen or from the notification center, the user can access the application directly.



TIP! Don't forget to allow notifications for the app so you get notified of turn confirmations and comments!

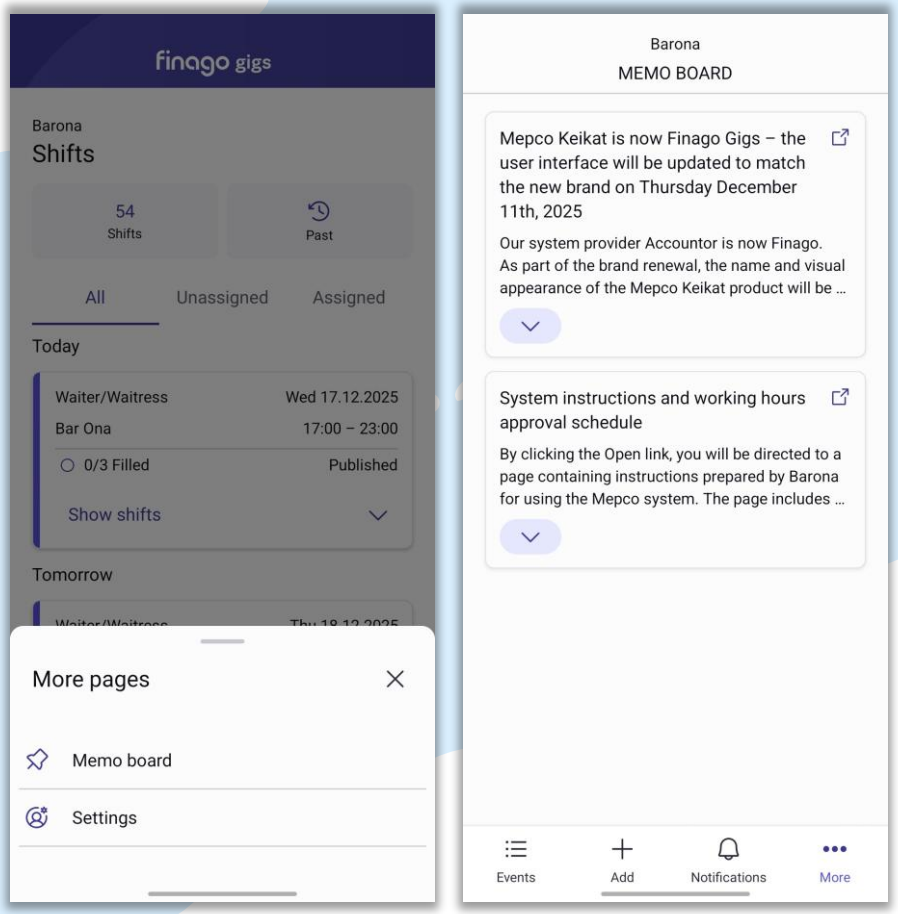
Internal

MORE-SECTION

In the **More** -section of the mobile application, you can find **Memo board** and **Settings.**

In the **Memo board**, you can find useful memos added by Barona, such as system guides and other helpful tips for using the system.

In the **Settings** you can find info about the user profile and the version of the application. You can also change the language of the application and log out of the application.



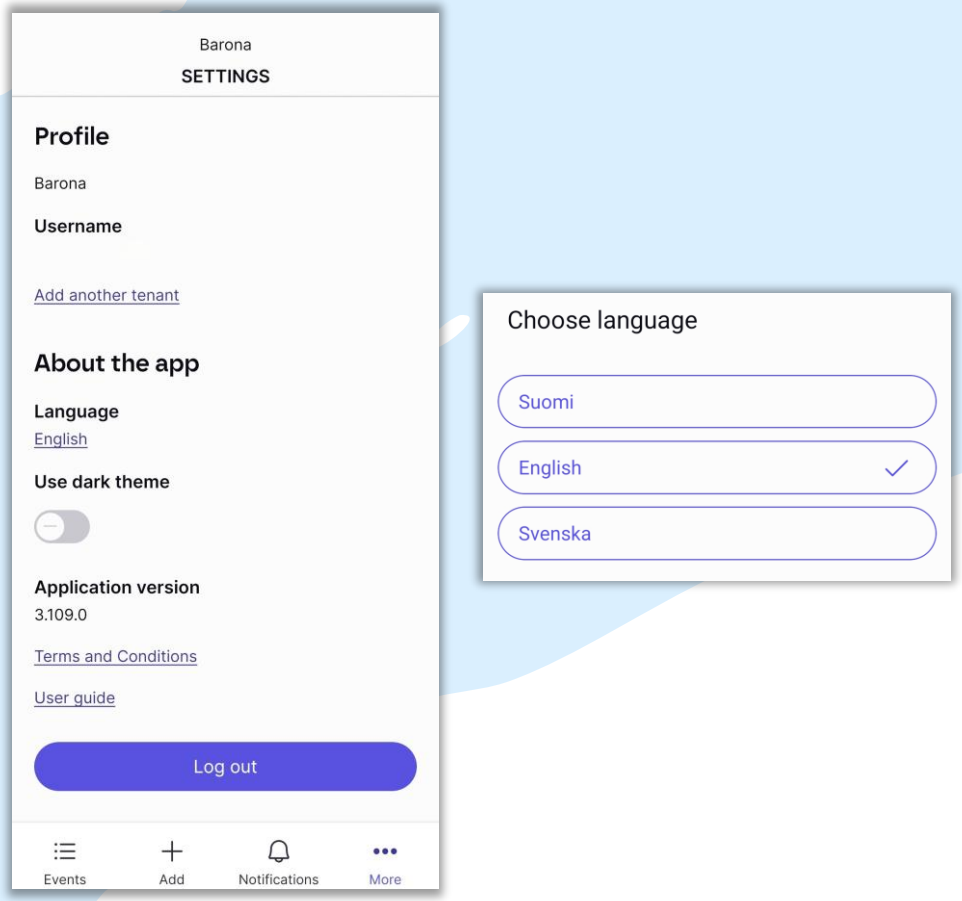
Internal

SETTINGS-SECTION

Language settings

You can change the language of the application in the settings. You can choose between Finnish, English and Swedish.

1. Go to **About App** in the **Settings** -section of the mobile app.
2. Click on the language selection **English** found under the About Mepco app heading.
3. Select the language of the application.



Internal

THANK YOU

www.barona.fi

Employee & Customer Office

+35820 198 3460

info@barona.fi

Internal

barana

ON RATKAISU