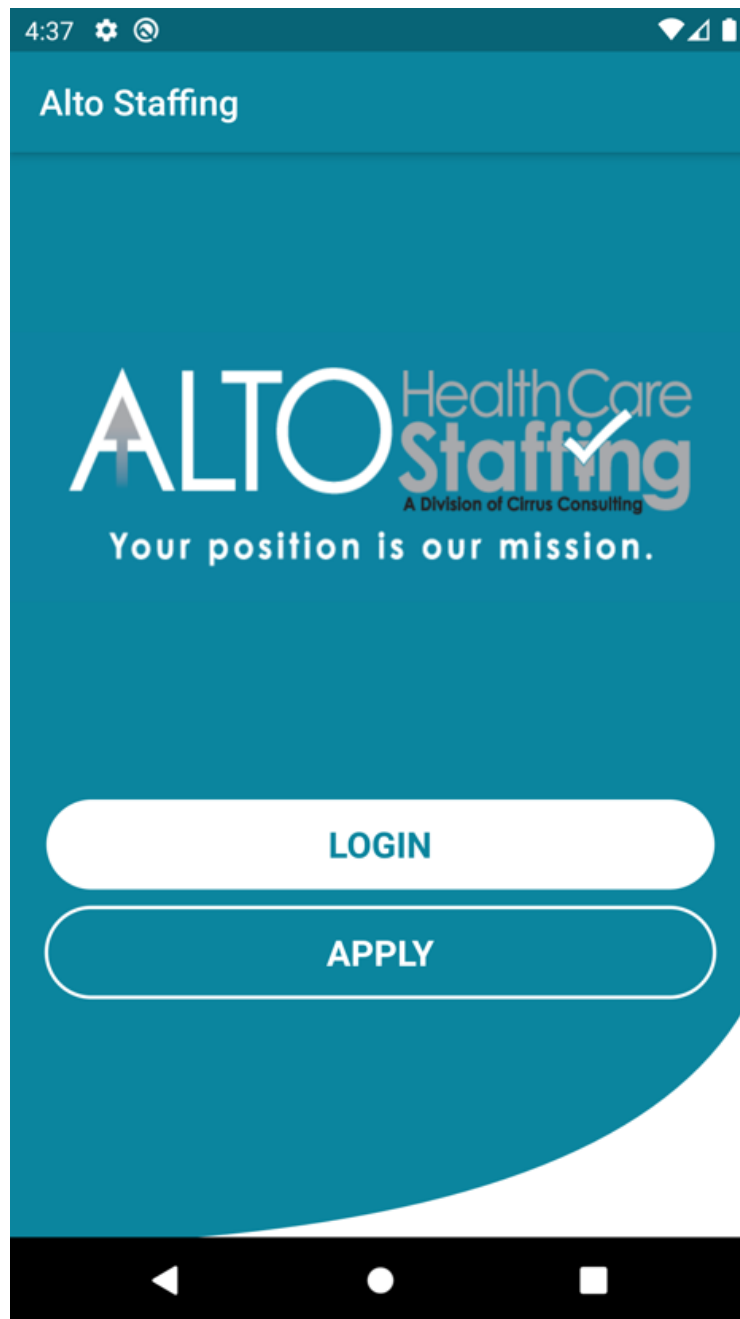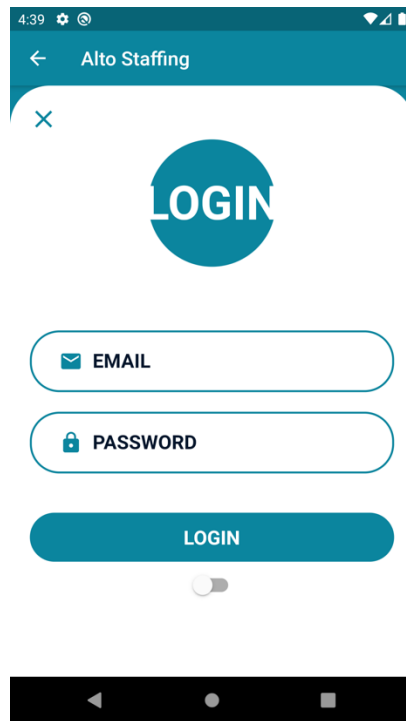# Alto Staffing Platform
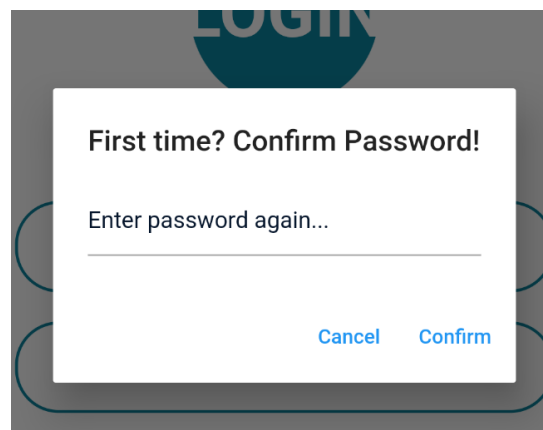# User Guide

# Mobile Application



MAKE SURE THAT YOU AGREE TO HAVE NOTIFICATIONS ON.

MAKE SURE THAT YOU AGREE TO HAVE DEFAULT CALENDAR ON YOUR CELL PHONE SET TO YES.

**Login Button**



First time logging into the App, the App will ask for confirmation of password.



If the password does not match then it will not proceed.

The app will automatically remember your user name and password. If you forget your password please call the office and we will be able to manually change your password for you.

## Landing Page

Once completing login, the first page you see will have three tabs. Both sorted by earliest first. The first landing tab is the Shifts currently scheduled.

Upon completion of permission for use of default calendar, all scheduled shifts will appear and be updated if the underlying shift updates.



The second tab contains a list of open shifts that match the users' preferences.
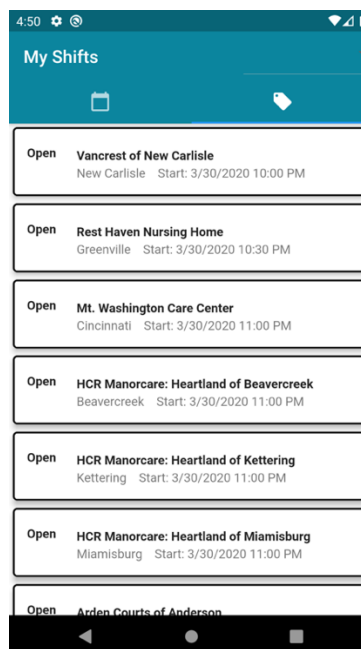
The final tab is the Hours Tab. Hours scheduled and worked in the defined pay period window.
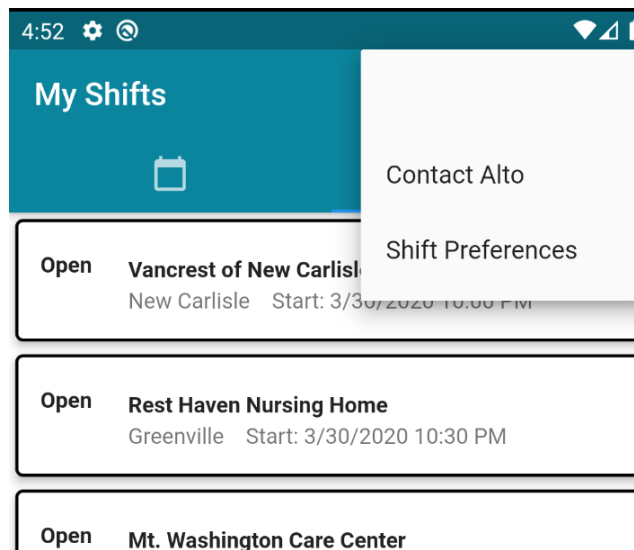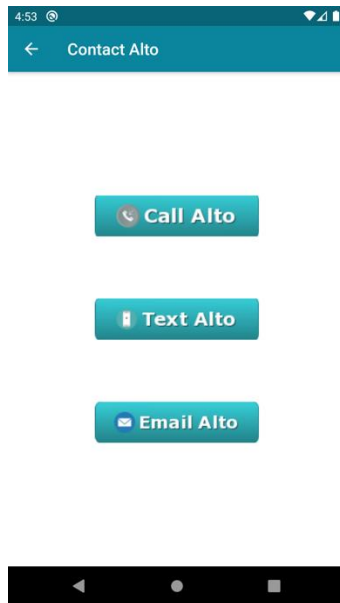


In the top right corner exists a dropdown for all tabs.
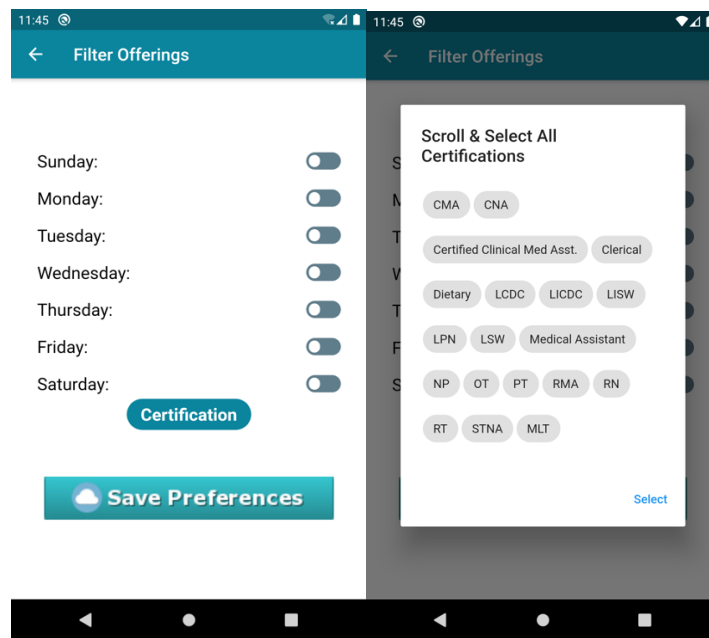
## Contact Alto Screen



Each button will open the corresponding app that is set as default for each function.
-Call Alto will open our main number for you to call us.
-Text Alto will open our main number for you to text.
-Email will open scheduling@altostaffing.com

## Shift Preferences Screen

Once saved and app reloaded, the Open shifts offered will only provide offerings that fall within the chosen above criteria.

Right below the certification button there will be another button called regions, this is where you would choose between Cincinnati, Dayton and ETC.

Make sure to always save your preferences once you have chosen them.

Once this is complete, remember to return to the open shift icon and scroll down to refresh open shifts.

**HR Links Screen**

Below shift preference's screen there will be a button called HR Links.

Link #1: Workforce Portal
Link #2: Heartland Payroll/View Check Stubs Here
Link#3: Alto's Website
Link#4: Missed Punch Form/Time Slip) If for any reason you cannot clock in or out you will click on this link.

**Clocking into a Shift Or expressing Interest in an Open Shift**

When you click on a shift in a list, whether a scheduled shift or an opening, you will see the Shift Details Page with an action slider. For Open shifts, when you slide it, you will express interest in.
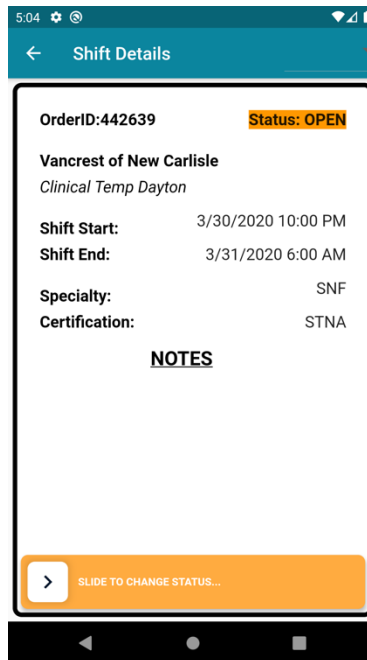
If you look at the shift again once submitted, you will see the following with the action button no longer available.
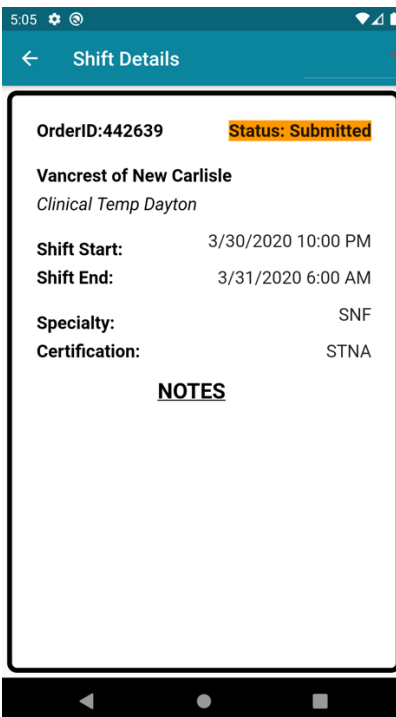


For scheduled Shifts, there is a 10-minute window in which the shift can be clocked in.
There is also a Geo restriction in which the device must be within a quarter mile of the Address listed of the Client. You will not be able to clock in or out if you are outside this radius.

Check in and check out requires you to input Shift Supervisor information.
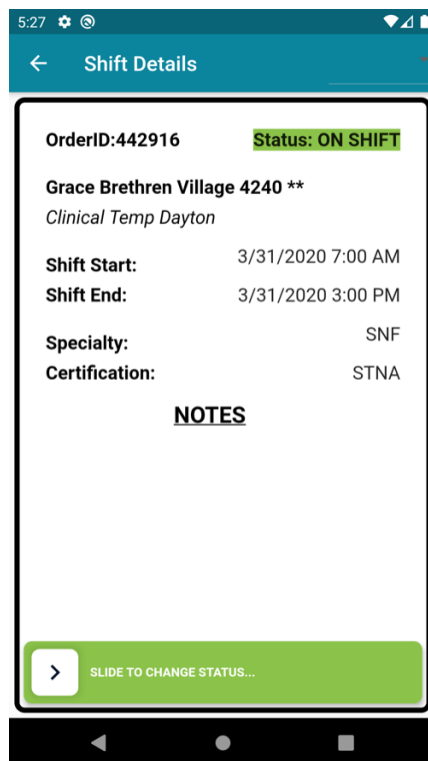


If the device is reporting in an incorrect location Shift Check in will not occur.
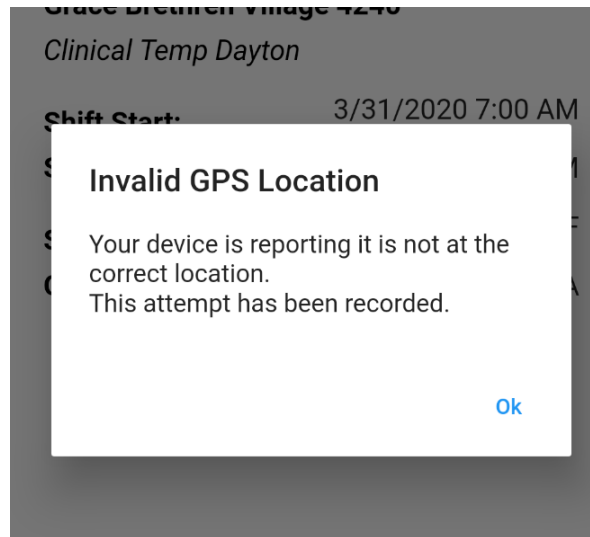
Otherwise the screen closes and the user is clocked into shift. Please note that the status of the shift will be ON SHIFT.

To clock out at the end of the shift, you need to click on the *same shift* in the list and slide the action button again.

Once the user clocks out, the same supervisor name and Geo restrictions apply for clocking out.

If the User goes back to the shift, they will see the status has changed which you can see below. Also you will see in the notes section of the completed shift, it states your actual clock in and out times.
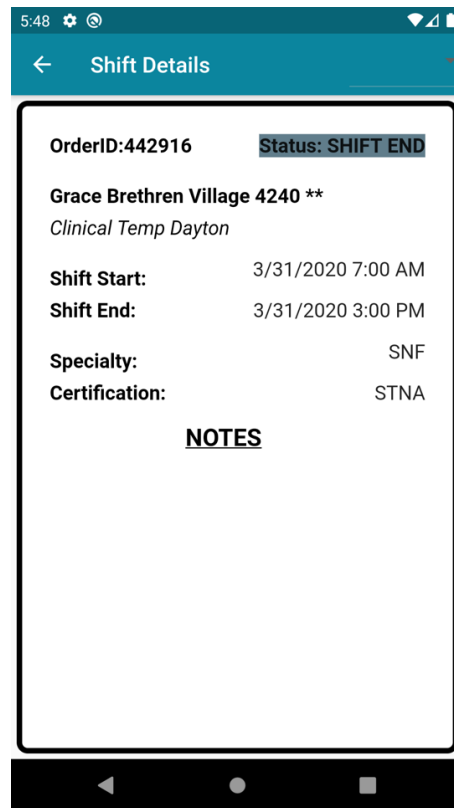


**Sent Home Feature**

On the Shift details page, select the drop down in the top right corner.
Once selected, you will be asked to confirm that you are being sent home from the shift.

Our phone number will populate and you will need to call us immediately that you are being sent home. An email will be sent to a designated inbox annotating the Temp name, username, Temp ID, the client and OrderID indicating the user is being sent home.