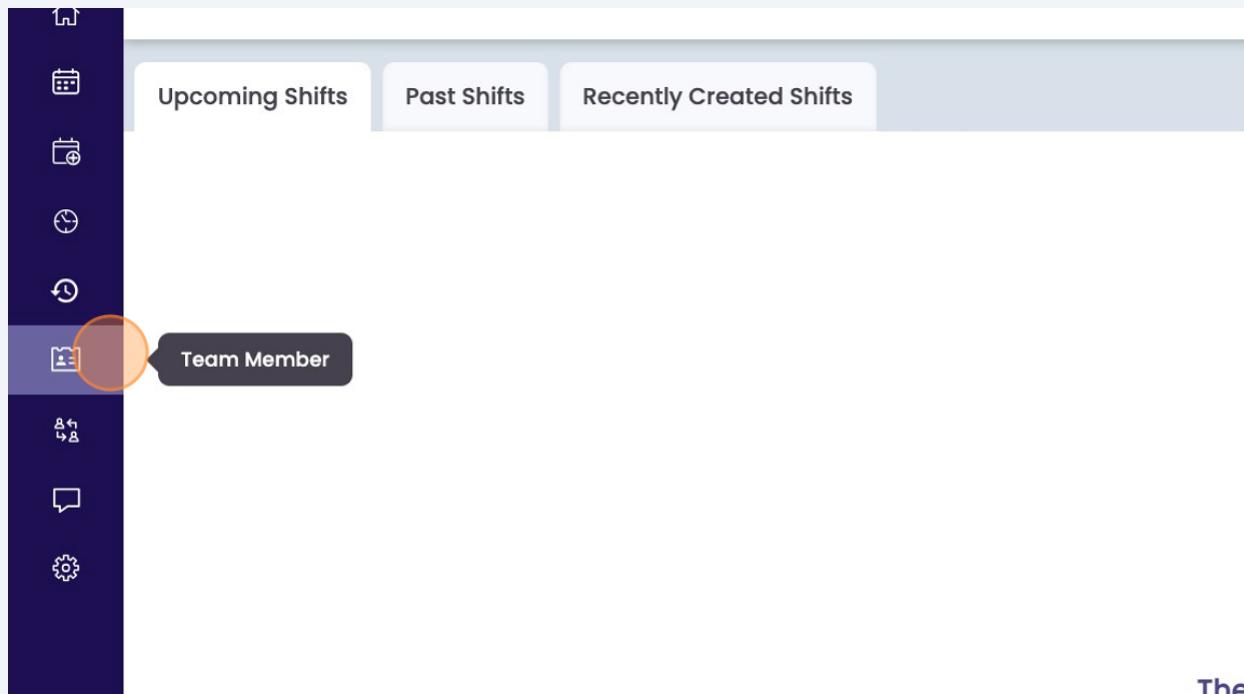


How to Invite a Team Member

- 1 Click on the "Team Member" page icon



2 Click "Invite Members"

azalee_balistreri@mailinator.com	● Approved	Deactivate
bernie_shanahan@mailinator.com	● Approved	Deactivate
blaine_mante@mailinator.com	● Approved	Deactivate
brain_reilly@mailinator.com	● Approved	Deactivate
britta_prosacco@mailinator.com	● Approved	Deactivate
bryant_bechtelar@mailinator.com	● Approved	Invite a Team Member Invite via Spreadsheet Invite Members ▾
	Re-Invite Sign Up Invite	Edit Ranking

3 Click "Invite a Team Member"

azalee_balistreri@mailinator.com	● Approved	Deactivate
bernie_shanahan@mailinator.com	● Approved	Deactivate
blaine_mante@mailinator.com	● Approved	Deactivate
brain_reilly@mailinator.com	● Approved	Deactivate
britta_prosacco@mailinator.com	● Approved	Deactivate
bryant_bechtelar@mailinator.com	● Approved	Invite a Team Member Invite via Spreadsheet Invite Members ▾
	Re-Invite Sign Up Invite	Edit Ranking

4 Click the "First Name*" field and type their name

Email
adelaida_mayer@mailinator.com
alaina_swift@mailinator.com
allegra_hoeger@mailinator.com
amparo_wiegand@mailinator.com
ashton_daniel@mailinator.com

Invite Team Member

Enter team member's profile information and select Invite. Users will be sent an invitation via email and text message to download the BookJane app and setup their accounts.

First Name*

Last Name*

Email*

5 Click the "Last Name*" field and type their last name

adelaida_mayer@mailinator.com
alaina_swift@mailinator.com
allegra_hoeger@mailinator.com
amparo_wiegand@mailinator.com
ashton_daniel@mailinator.com
azalee_balistreri@mailinator.com
bernie_shanahan@mailinator.com

Enter team member's profile information and select Invite. Users will be sent an invitation via email and text message to download the BookJane app and setup their accounts.

First Name*

Last Name*

Email*

Mobile Phone*

Flag as Non-App user (i)

6 Click the "Email*" field and type in their email

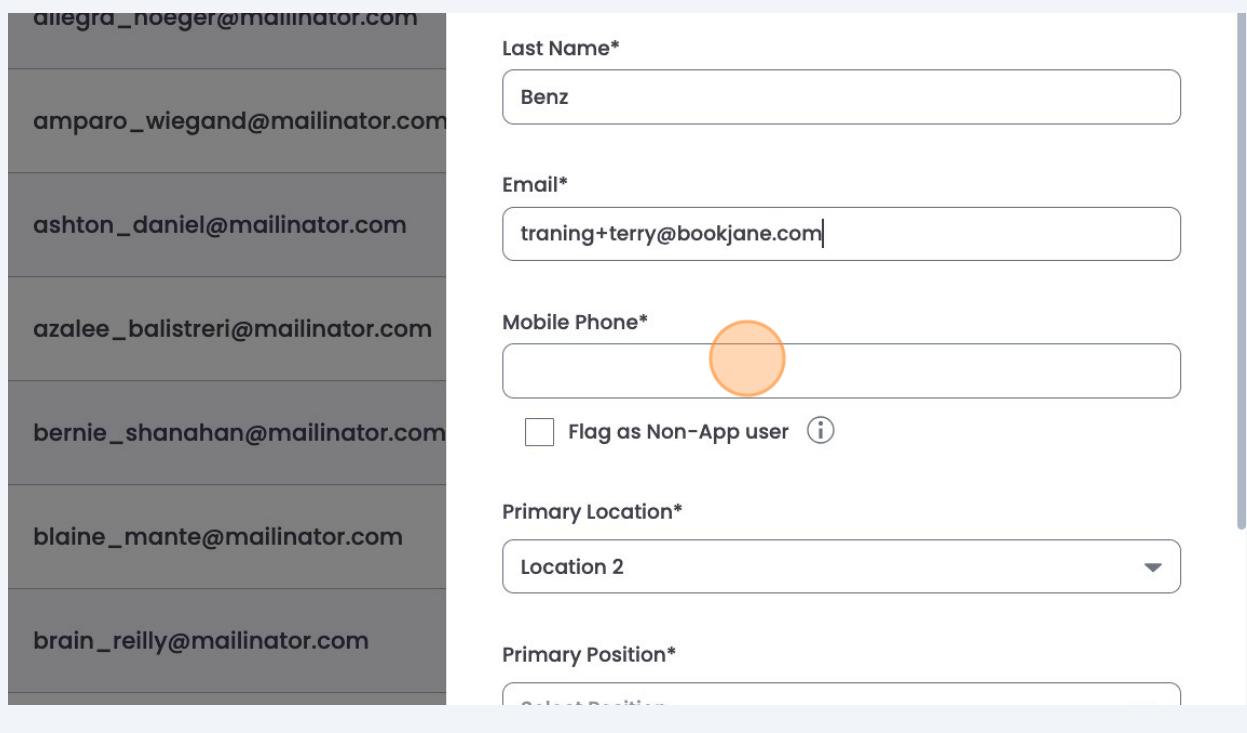
Note: the app invite will go to this email (and the mobile phone number listed below).

alaina_swift@mailinator.com	First Name*	<input type="text" value="Terry"/>
allegra_hoeger@mailinator.com	Last Name*	<input type="text" value="Benz"/>
amparo_wiegand@mailinator.com	Email*	<input type="text"/>
ashton_daniel@mailinator.com	Mobile Phone*	<input type="text"/>
azalee_balistreri@mailinator.com	<input type="checkbox"/> Flag as Non-App user <small>(i)</small>	
bernie_shanahan@mailinator.com	Primary Location*	<input type="text" value="Location 2"/>
blaine_mante@mailinator.com		

7 Click the "Mobile Phone*" field and add their phone number

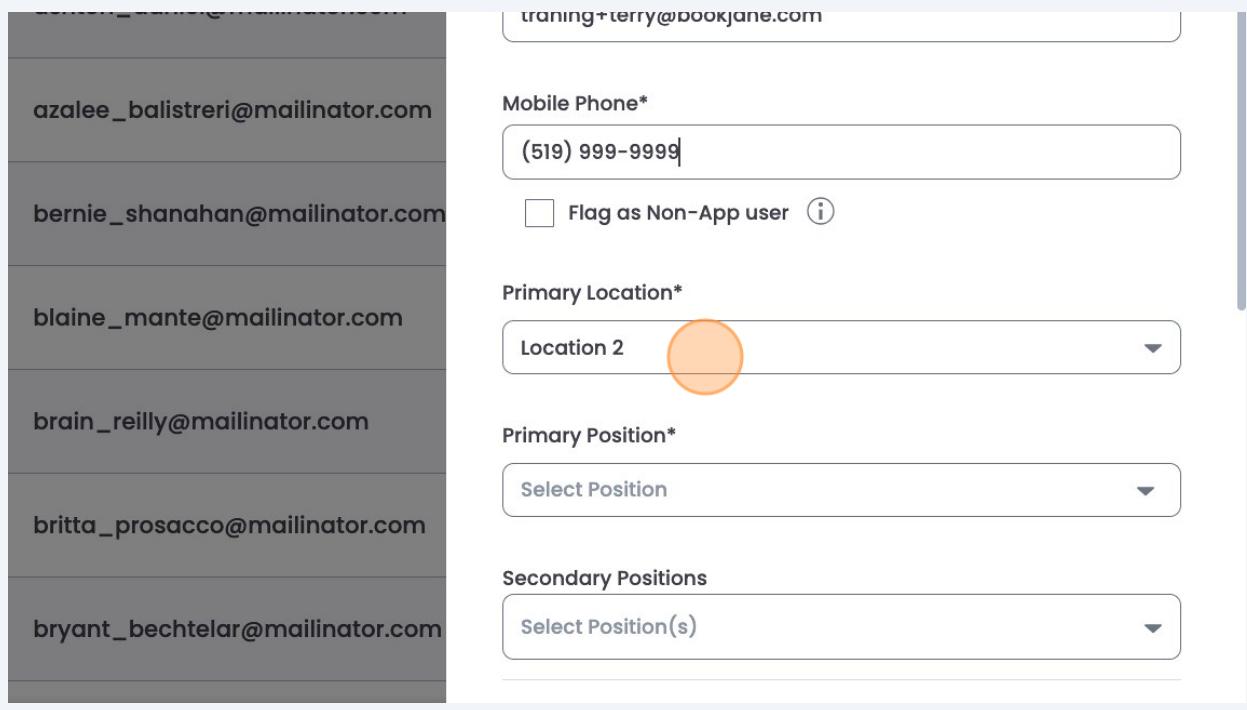
Note: the app invite will go to this number (in addition to the email listed above)

Tip: if the team member does not have a smart phone click "Flag as Non-App User"



The screenshot shows a list of email addresses on the left and a form on the right. The list includes: allegra_noeger@mailinator.com, amparo_wiegand@mailinator.com, ashton_daniel@mailinator.com, azalee_balistreri@mailinator.com, bernie_shanahan@mailinator.com, blaine_mante@mailinator.com, and brain_reilly@mailinator.com. The form fields are: Last Name* (Benz), Email* (traning+terry@bookjane.com), Mobile Phone* (highlighted with an orange circle), Flag as Non-App user (unchecked), Primary Location* (Location 2), and Primary Position* (highlighted with an orange circle).

8 Click the "Select Locations" field.



The screenshot shows a list of email addresses on the left and a form on the right. The list includes: allegra_noeger@mailinator.com, amparo_wiegand@mailinator.com, ashton_daniel@mailinator.com, azalee_balistreri@mailinator.com, bernie_shanahan@mailinator.com, blaine_mante@mailinator.com, brain_reilly@mailinator.com, britta_prosacco@mailinator.com, and bryant_bechtelar@mailinator.com. The form fields are: Email* (traning+terry@bookjane.com), Mobile Phone* (519 999-9999), Flag as Non-App user (unchecked), Primary Location* (Location 2, highlighted with an orange circle), Primary Position* (highlighted with an orange circle), Select Position (dropdown menu), and Select Position(s) (dropdown menu).

9 Select the location that they work at (if applicable)

azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

britta_prosacco@mailinator.com

bryant_bechtelar@mailinator.com

Mobile Phone*

(519) 999-9999

Flag as Non-App user i

Primary Location*

Select Locations

Location 1

Location 2 ✓

Select Position

Cancel

Invite

10 Click "Select Position" under "Primary Position*"

azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

britta_prosacco@mailinator.com

bryant_bechtelar@mailinator.com

Flag as Non-App user i

Primary Location*

Location 1

Primary Position*

Select Position

Secondary Positions

Select Position(s)

Employment Status*

Select Status

11 Select their position

azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

bryatta_prosacco@mailinator.com

bryant_bechtelar@mailinator.com

Re-Invite Sig

Primary Location*

Location 1

Primary Position*

Select Position

Position 4

Position 5

Department 1

Position 3

Position 2

Position 1

12 Click "Select Position(s)" under "Secondary Positions"

azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

bryatta_prosacco@mailinator.com

bryant_bechtelar@mailinator.com

Primary Location*

Location 1

Primary Position*

Position 3

Secondary Positions

Select Position(s)

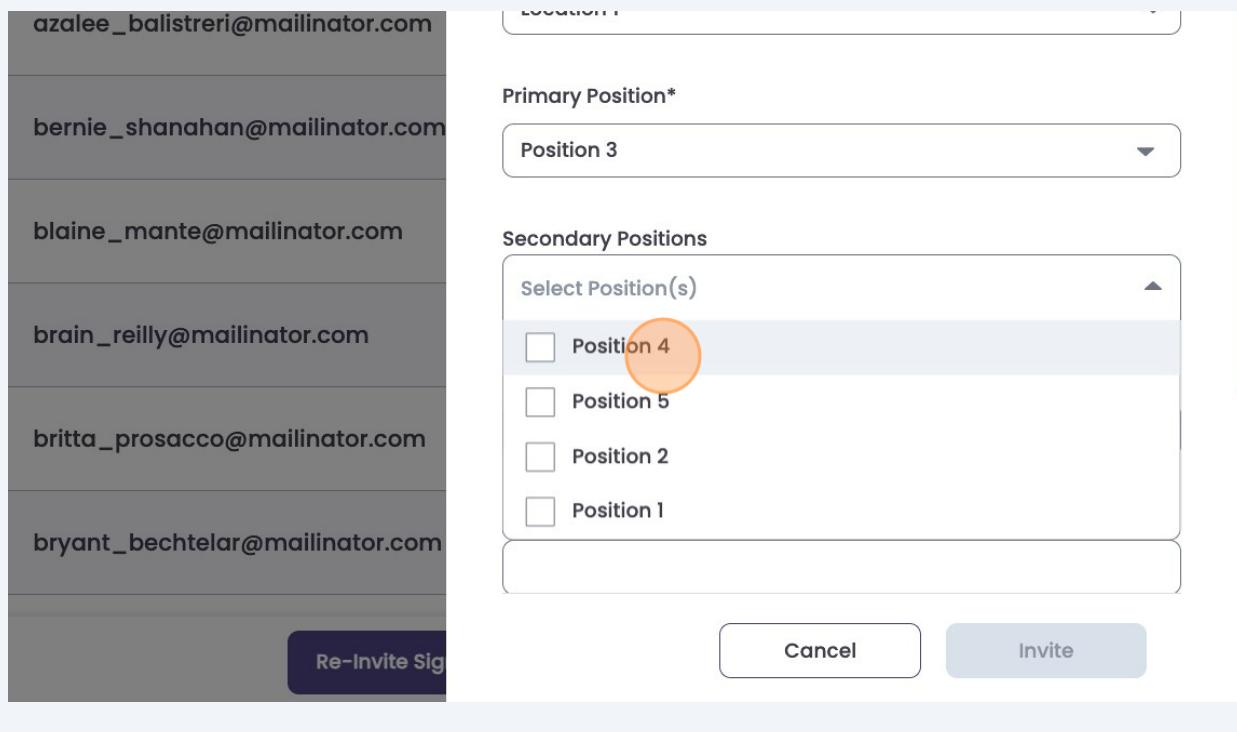
Employment Status*

Select Status

Hourly Rate

13 Select any additional positions the team member is qualified to work.

Note: you may add as many "Secondary Positions" as you would like



azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

britta_prosacco@mailinator.com

bryant_bechtelar@mailinator.com

Primary Position*

Position 3

Secondary Positions

Select Position(s)

Position 4

Position 5

Position 2

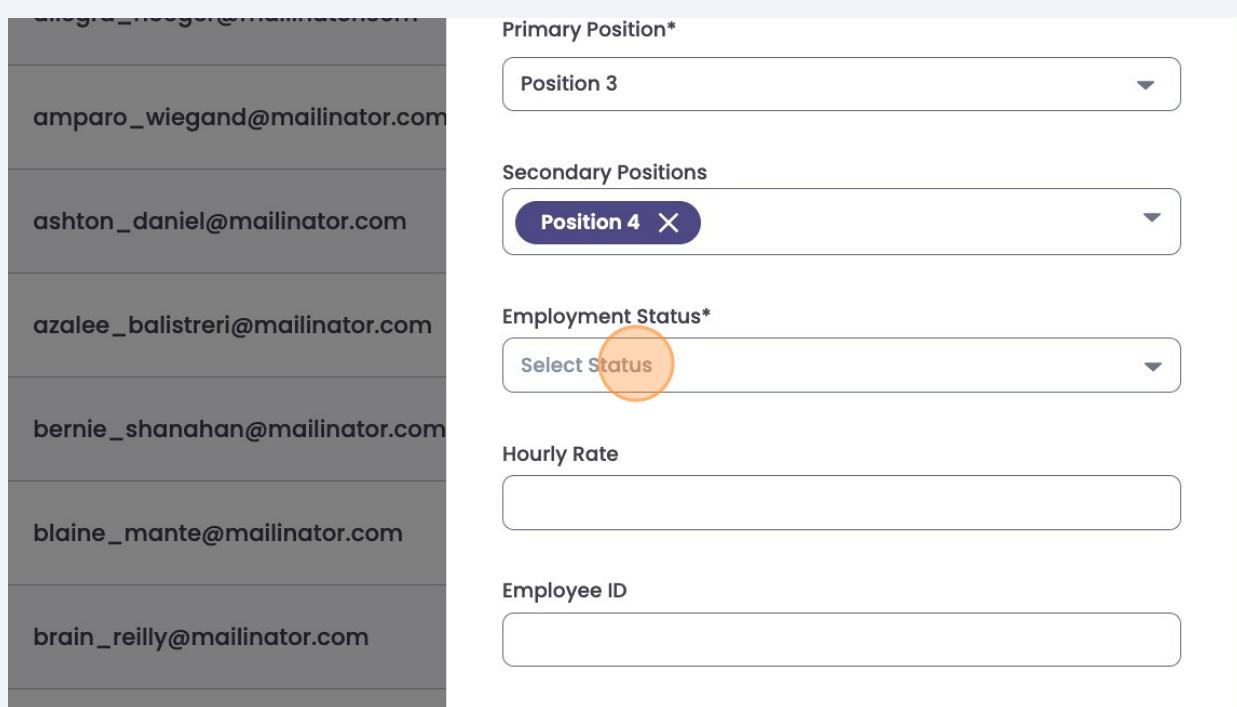
Position 1

Cancel

Invite

Re-Invite Sig

14 Click the "Select Status" field under "Employment Status*"



Primary Position*

Position 3

Secondary Positions

Position 4 X

Employment Status*

Select Status

Hourly Rate

Employee ID

azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

15 Select the team members employment status

amparo_wiegand@mailinator.com	Secondary Positions Position 4 X
ashton_daniel@mailinator.com	Employment Status* Select Status Full Time Part Time (highlighted with orange circle) Casual Flex
azalee_balistreri@mailinator.com	
bernie_shanahan@mailinator.com	
blaine_mante@mailinator.com	
brain_reilly@mailinator.com	
britta_prosacco@mailinator.com	Employee Start Date Select Date

16

Click the "Hourly Rate" field and add the team members hourly rate.

Note: This field is not mandatory.

Tip: "Hourly Rate" will be used in future product enhancements.

Secondary Positions
Position 4 X

Employment Status*
Part Time

Hourly Rate
|

Employee ID

Employee Start Date
Select Date

ashton_daniel@mailinator.com
azalee_balistreri@mailinator.com
bernie_shanahan@mailinator.com
blaine_mante@mailinator.com
brain_reilly@mailinator.com
britta_prosacco@mailinator.com
bryant_bechtelar@mailinator.com

17

Click the "Employee ID" field and enter the team members employee number (if applicable).

Note: This field is not mandatory.

azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

britta_prosacco@mailinator.com

bryant_bechtelar@mailinator.com

Re-Invite Sig

Employment Status*

Part Time

Hourly Rate

25

Employee ID

Employee Start Date

Select Date

Birth Month

Birth Day

Cancel

Invite

18 Click "Select Date" under "Employee Start Date"

Note: This field is not mandatory.

Tip: "Employee Start Date" will be used in future product enhancements.

azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

britta_prosacco@mailinator.com

bryant_bechtelar@mailinator.com

Re-Invite Sig

Employment Status: Part Time

Hourly Rate: 25

Employee ID: 3

Employee Start Date: Select Date

Birth Month

Birth Day

Cancel

Invite

19 Click on the appropriate start date on the calendar

ashton_daniel@mailinator.com

azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

britta_prosacco@mailinator.com

Re-Invite Sig

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Select Date

20

Click "Select Month" under "Birth Month" and select the team member's birth month from the list

Note: This field is not mandatory.

Tip: "Birth Month" will be used in future product enhancements.

azalee_ballstreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

britta_prosacco@mailinator.com

bryant_bechtelar@mailinator.com

Hourly Rate

25

Employee ID

3

Employee Start Date

Fri, Jan 19

Birth Month

Select Month

Birth Day

Day

Cancel

Invite

Re-Invite Sig

21 Click "Day" under "Birth Day" and select the team member's birth day from the list

Note: This field is not mandatory.

Tip: "Birth Day" will be used in future product enhancements.

azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

britta_prosacco@mailinator.com

bryant_bechtelar@mailinator.com

Re-Invite Sig

Hourly Rate
25

Employee ID
3

Employee Start Date
Fri, Jan 19

Birth Month
July

Birth Day
Day

Cancel

Invite

22 Click "Invite"

azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

britta_prosacco@mailinator.com

bryant_bechtelar@mailinator.com

Re-Invite Sig

Hourly Rate
25

Employee ID
3

Employee Start Date
Fri, Jan 19

Birth Month
July

Birth Day
18

Cancel

Invite

23 Click "Done"

