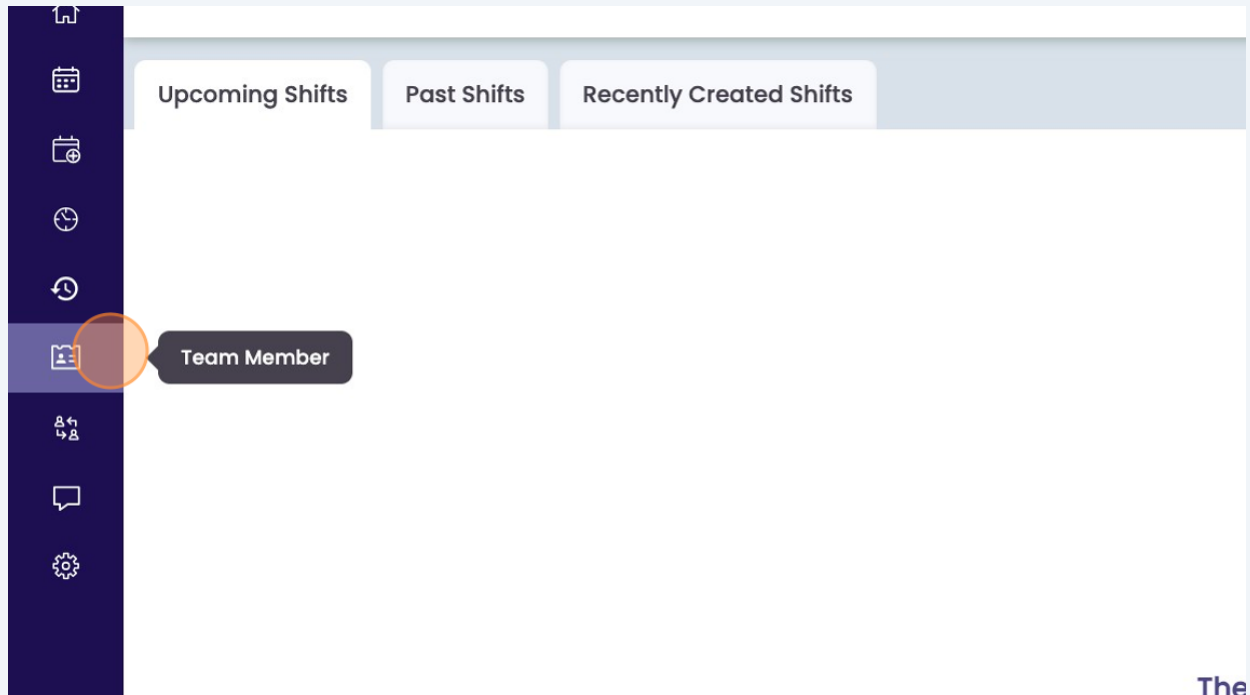


How to Invite a Team Member

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	Deactivate
<div><div>Re-Invite Sign Up Invite</div><div>Edit Ranking</div><div>Invite Members ▲</div></div>		

Invite a Team Member

Invite via Spreadsheet

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	Deactivate
<div><div>Re-Invite Sign Up Invite</div><div>Edit Ranking</div><div>Invite Members ▲</div></div>		

Invite a Team Member

Invite via Spreadsheet

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 ⓘ

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).

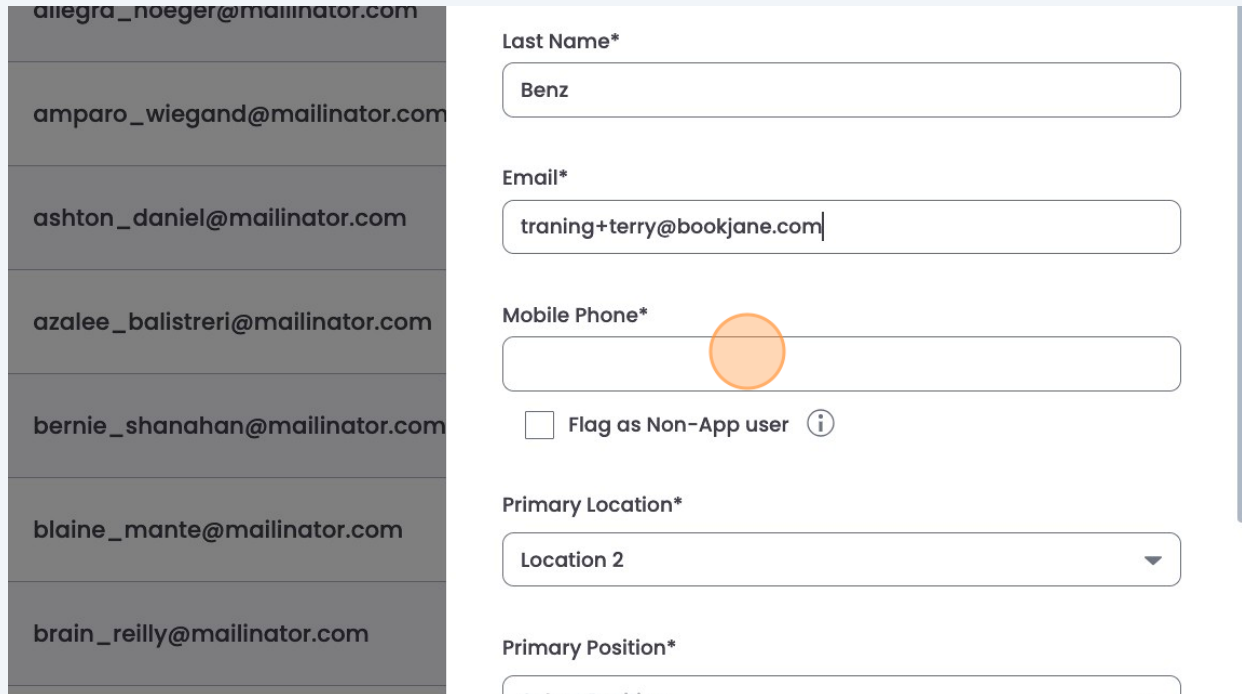
alaina_swift@mailinator.com	First Name* <input type="text" value="Terry"/>
allegra_hoeger@mailinator.com	Last Name* <input type="text" value="Benz"/>
amparo_wiegand@mailinator.com	Email* <input type="text"/>
ashton_daniel@mailinator.com	Mobile Phone* <input type="text"/>
azalee_balistreri@mailinator.com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

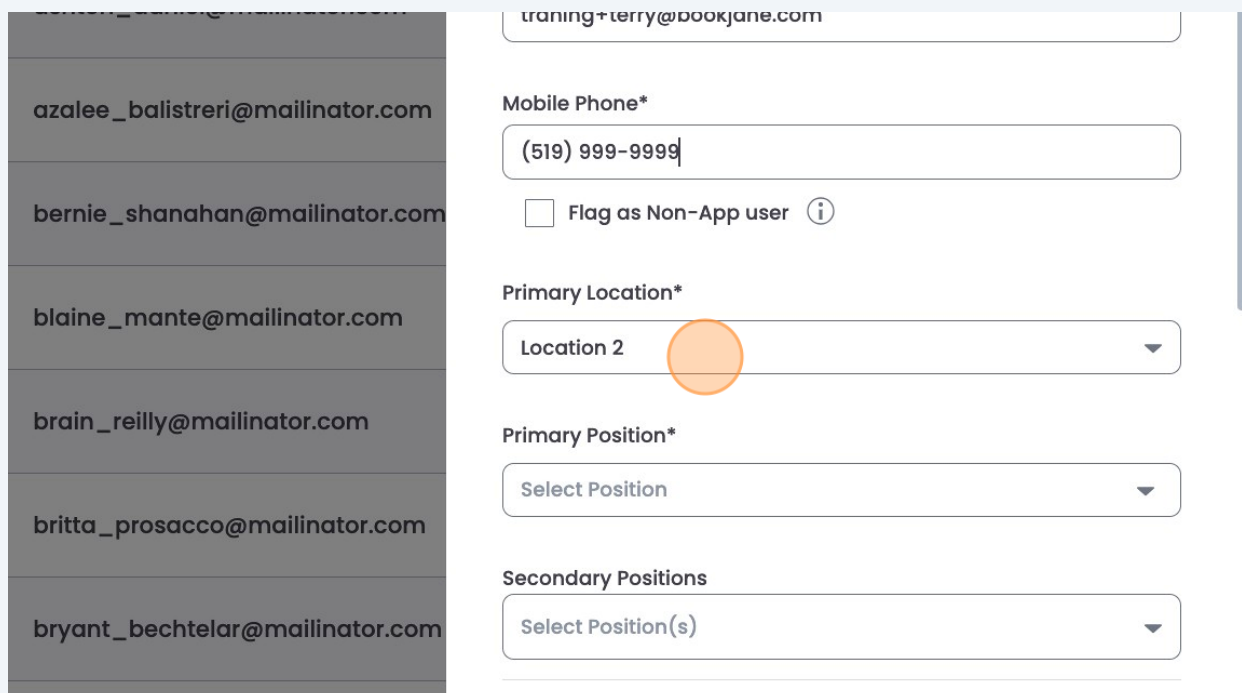
Tip: if the team member does not have a smart phone click "Flag as Non-App User"



A screenshot of a user profile form. On the left is a vertical list of email addresses: `diegra_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 on the right are: "Last Name*" with the value "Benz"; "Email*" with the value "traning+terry@bookjane.com"; "Mobile Phone*" which is highlighted with an orange circle; a checkbox labeled "Flag as Non-App user" with an information icon; "Primary Location*" with a dropdown menu showing "Location 2"; and "Primary Position*" with a dropdown menu showing "Select Position".

8

Click the "Select Locations" field.



A screenshot of a user profile form, similar to the one above. The email list on the left includes: `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 on the right are: "Email*" with the value "traning+terry@bookjane.com"; "Mobile Phone*" with the value "(519) 999-9999"; a checkbox labeled "Flag as Non-App user" with an information icon; "Primary Location*" which is highlighted with an orange circle and shows "Location 2" in the dropdown; "Primary Position*" with a dropdown menu showing "Select Position"; and "Secondary Positions" with a dropdown menu showing "Select Position(s)".

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

The screenshot shows a user profile form with a list of email addresses on the left and form fields on the right. The 'Primary Location*' dropdown menu is open, showing 'Location 1' selected with an orange circle highlighting it. 'Location 2' is also visible with a green checkmark. The 'Secondary Positions' dropdown is set to 'Select Position(s)'. At the bottom are 'Cancel' and 'Invite' buttons.

azalee_balistreri@mailinator.com

Mobile Phone*

(519) 999-9999

☐ Flag as Non-App user ⓘ

Primary Location*

Select Locations ▲

Location 1

Location 2 ✓

Select Position ▼

Secondary Positions

Select Position(s) ▼

Cancel Invite

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

The screenshot shows the same user profile form, but now the 'Primary Position*' dropdown menu is open, showing 'Select Position' highlighted with an orange circle. The 'Secondary Positions' dropdown remains at 'Select Position(s)'. The 'Employment Status*' dropdown is now visible at the bottom, set to 'Select Status'. The 'Cancel' and 'Invite' buttons are still at the bottom.

azalee_balistreri@mailinator.com

☐ Flag as Non-App user ⓘ

Primary Location*

Location 1 ▼

Primary Position*

Select Position ▼

Secondary Positions

Select Position(s) ▼

Employment Status*

Select Status ▼

Cancel Invite

11 Select their 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

Re-Invite Sig

Primary Location*

Location 1

Primary Position*

Select Position

Department 2

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

britta_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

Re-Invite Sig

Location *

Primary Position*

Position 3

Secondary Positions

Select Position(s)

☒ Position 4

☐ Position 5

☐ Position 2

☐ Position 1

Cancel

Invite

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

ampero_wiegand@mailinator.com

ashton_daniel@mailinator.com

azalee_balistreri@mailinator.com

bernie_shanahan@mailinator.com

blaine_mante@mailinator.com

brain_reilly@mailinator.com

Primary Position*

Position 3

Secondary Positions

Position 4 X

Employment Status*

Select Status

Hourly Rate

Employee ID

15 Select the team members employment status

amparo_wiegand@mailinator.com	
ashton_daniel@mailinator.com	Secondary Positions Position 4 X
azalee_balistreri@mailinator.com	Employment Status* Select Status Full Time Part Time Casual Flex
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.

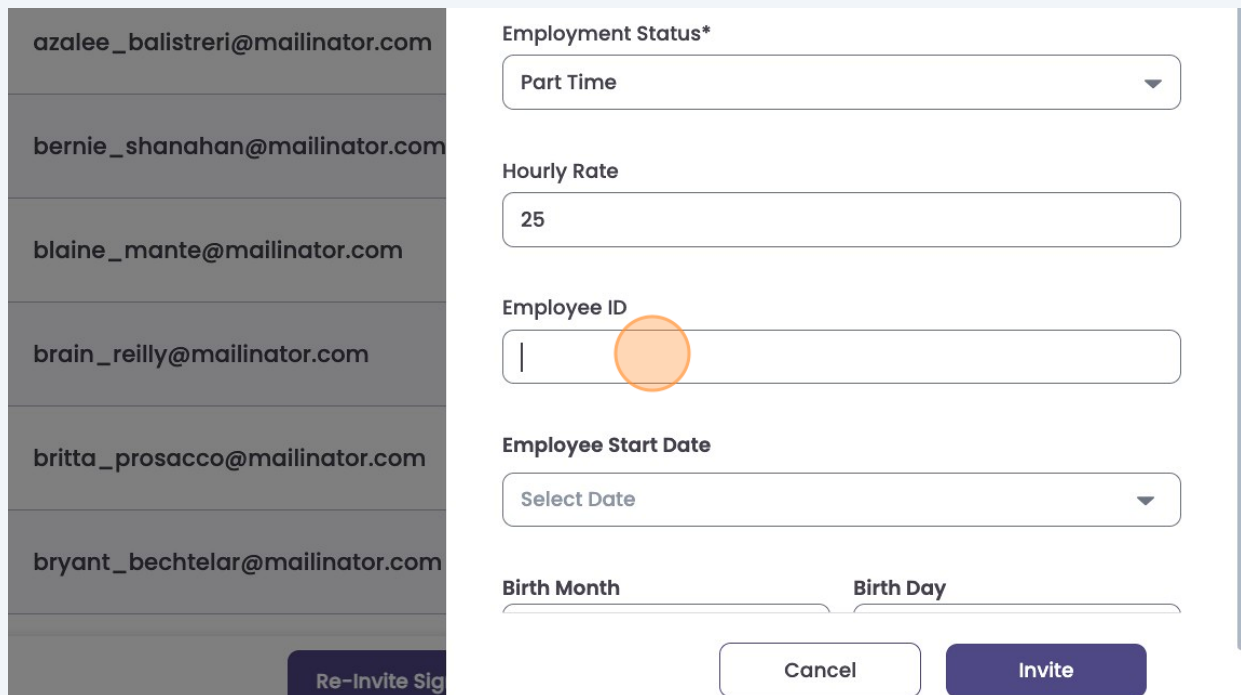
Tip: "Hourly Rate" will be used in future product enhancements.

ashton_daniel@mailinator.com	Secondary Positions Position 4 X
azalee_balistreri@mailinator.com	Employment Status* Part Time
bernie_shanahan@mailinator.com	Hourly Rate
blaine_mante@mailinator.com	Employee ID
brain_reilly@mailinator.com	Employee Start Date Select Date
britta_prosacco@mailinator.com	
bryant_bechteler@mailinator.com	

17

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

Note: This field is not mandatory.



The screenshot shows a form for inviting team members. On the left is a list of email addresses: 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. At the bottom of this list is a button labeled "Re-Invite Sig". To the right of the list are several input fields: "Employment Status*" with a dropdown menu showing "Part Time"; "Hourly Rate" with a text box containing "25"; "Employee ID" with a text box containing a vertical line, which is highlighted by an orange circle; "Employee Start Date" with a dropdown menu showing "Select Date"; and "Birth Month" and "Birth Day" with empty text boxes. At the bottom right are two buttons: "Cancel" and "Invite".

azalee_balistreri@mailinator.com	Employment Status*	Part Time
bernie_shanahan@mailinator.com	Hourly Rate	25
blaine_mante@mailinator.com	Employee ID	
brain_reilly@mailinator.com	Employee Start Date	Select Date
britta_prosacco@mailinator.com	Birth Month	Birth Day
bryant_bechtelar@mailinator.com		

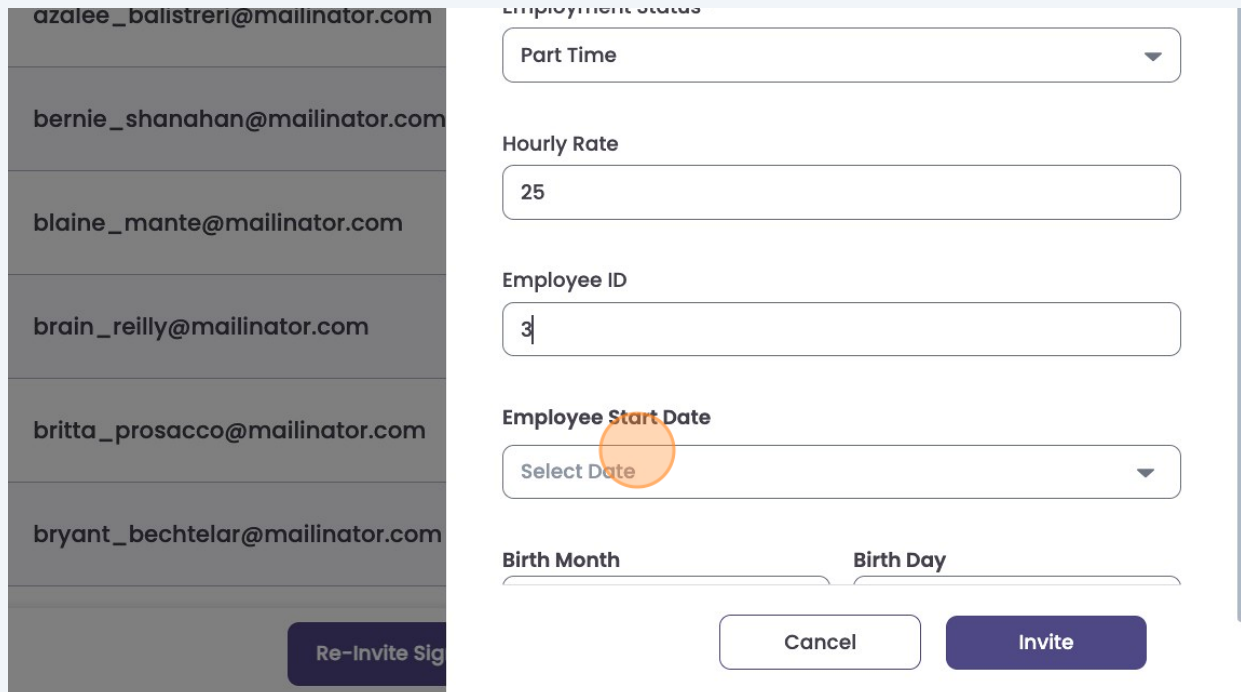
Re-Invite Sig

Cancel Invite

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

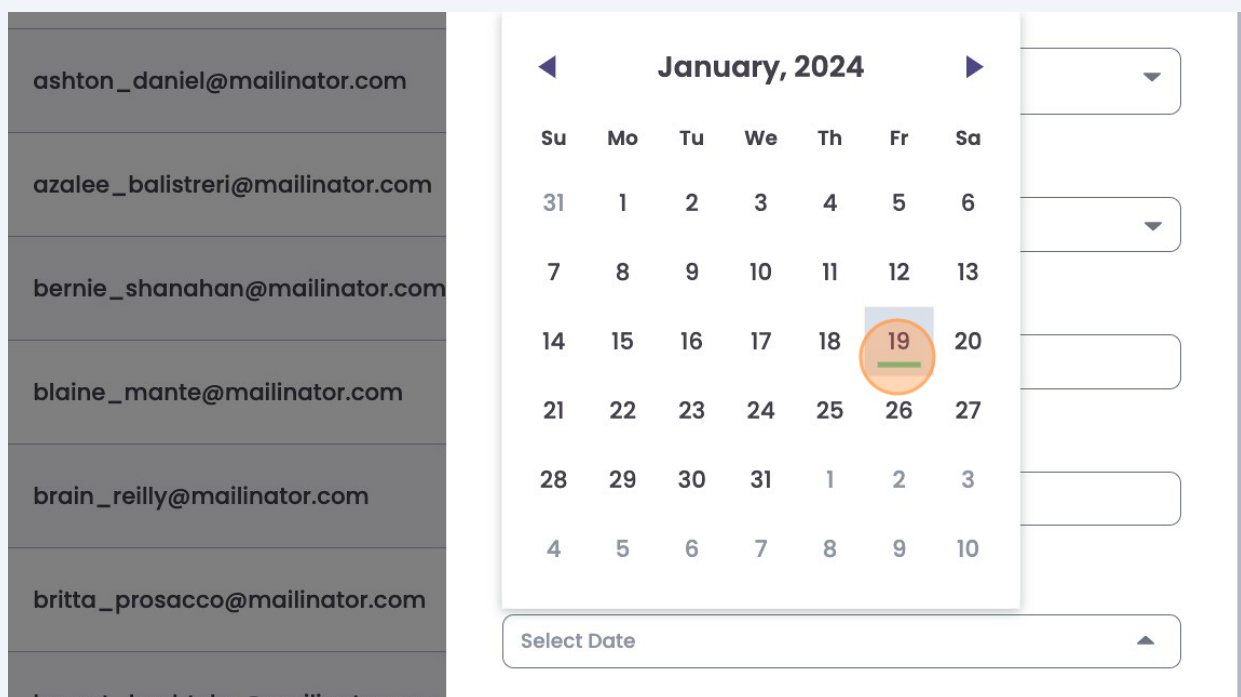
Note: This field is not mandatory.

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



The screenshot shows a form for inviting an employee. On the left is a list of email addresses: 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. At the bottom of this list is a 'Re-Invite Sign' button. The main form area contains the following fields: 'Employment Status' (a dropdown menu currently showing 'Part Time'), 'Hourly Rate' (a text input field containing '25'), 'Employee ID' (a text input field containing '3'), and 'Employee Start Date' (a dropdown menu with 'Select Date' highlighted by an orange circle). Below these are 'Birth Month' and 'Birth Day' fields. At the bottom right are 'Cancel' and 'Invite' buttons.

19 Click on the appropriate start date on the calendar



The screenshot shows the same employee invitation form as in step 18, but with a calendar overlay. The calendar is for January 2024. The date 19 is highlighted with an orange circle. The calendar shows the following dates: 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. The 'Employee Start Date' dropdown menu is visible below the calendar, showing '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.

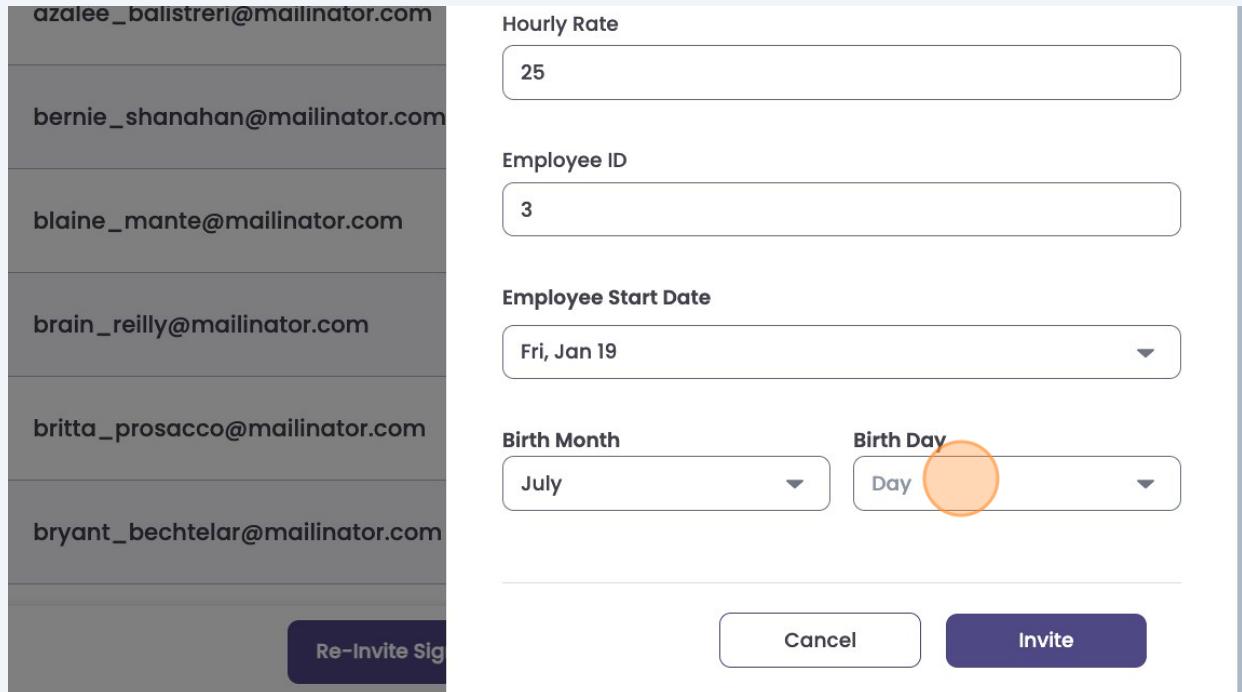
Tip: "Birth Month" will be used in future product enhancements.

The screenshot shows a user invitation interface. On the left is a scrollable list of email addresses: 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. At the bottom of this list is a 'Re-Invite Sign' button. On the right is a form with the following fields: 'Hourly Rate' (text input with value 25), 'Employee ID' (text input with value 3), 'Employee Start Date' (dropdown menu with value 'Fri, Jan 19'), 'Birth Month' (dropdown menu with value 'Select Month', highlighted by an orange circle), and 'Birth Day' (dropdown menu with value 'Day'). At the bottom of the form are two buttons: 'Cancel' and 'Invite'.

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

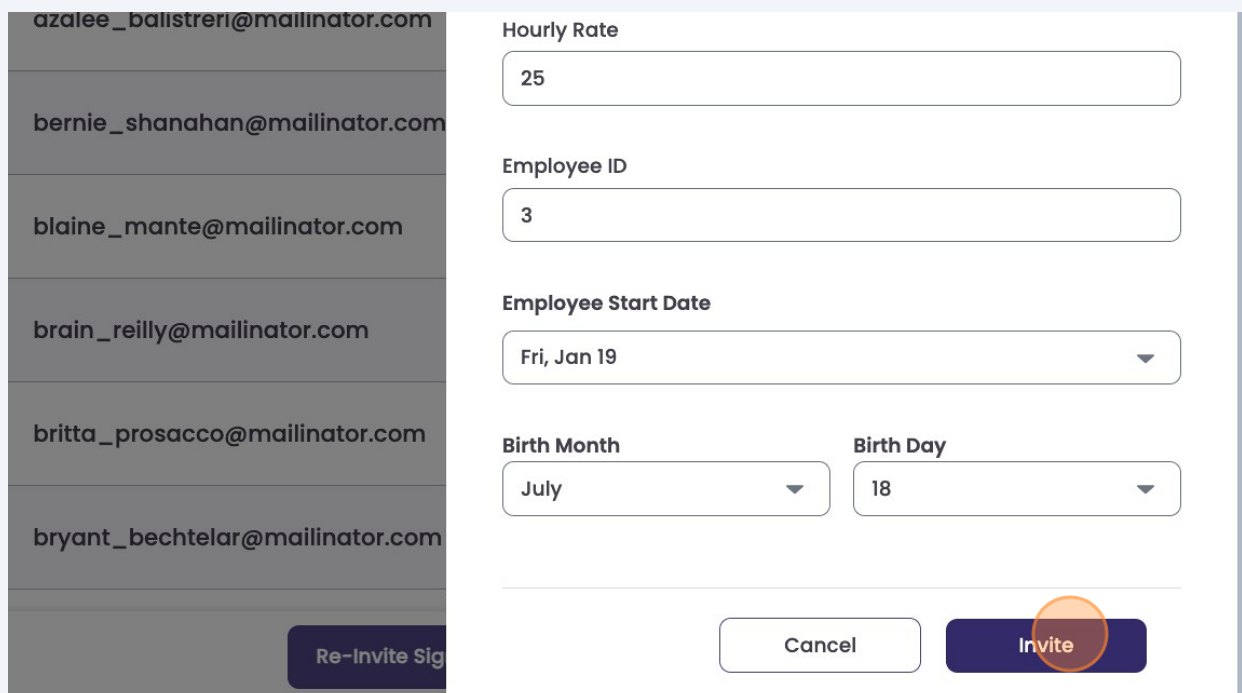
Note: This field is not mandatory.

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



The screenshot shows a form titled "Re-Invite Sign" on the left and a form titled "Hourly Rate" on the right. The "Re-Invite Sign" form has a list of email addresses: 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 "Hourly Rate" form has fields for "Hourly Rate" (25), "Employee ID" (3), "Employee Start Date" (Fri, Jan 19), "Birth Month" (July), and "Birth Day" (Day). The "Birth Day" dropdown is highlighted with an orange circle. At the bottom right of the form are "Cancel" and "Invite" buttons.

22 Click "Invite"



The screenshot shows the same "Re-Invite Sign" form on the left and "Hourly Rate" form on the right as in the previous step. The "Birth Day" dropdown is now set to "18". The "Invite" button at the bottom right is highlighted with an orange circle.

23 Click "Done"

