peopleready™ A TRUEBLUE COMPANY | jobstack™ BY PEOPLEREADY

CUSTOMER HOW-TO GUIDE

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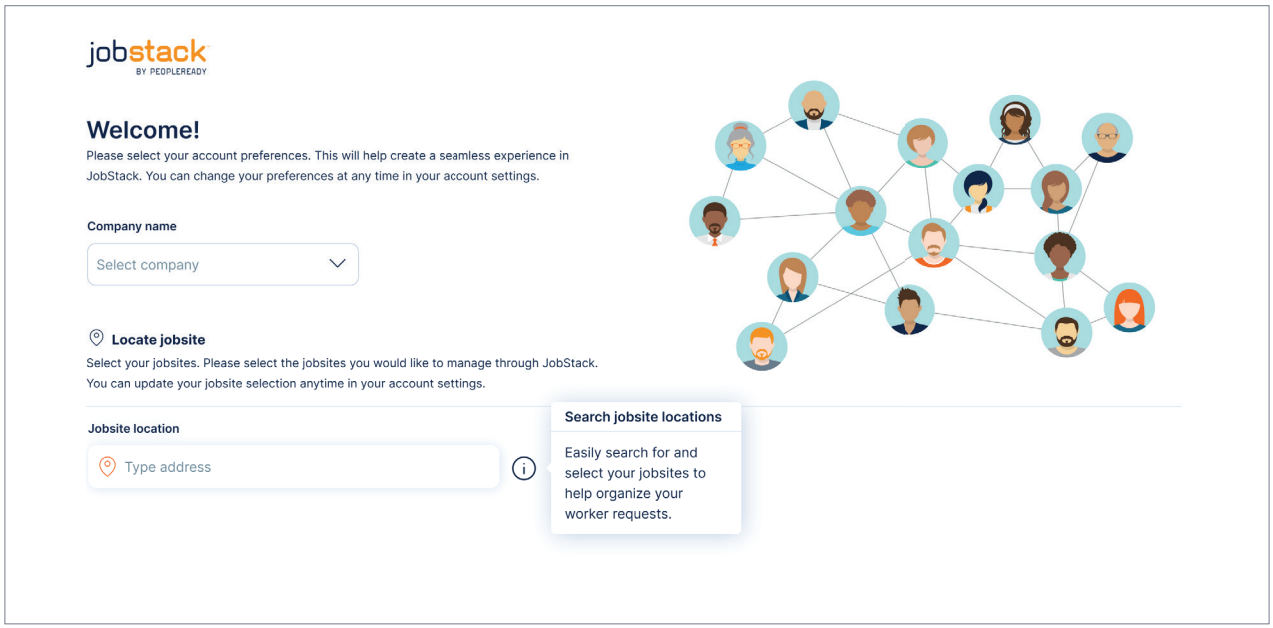
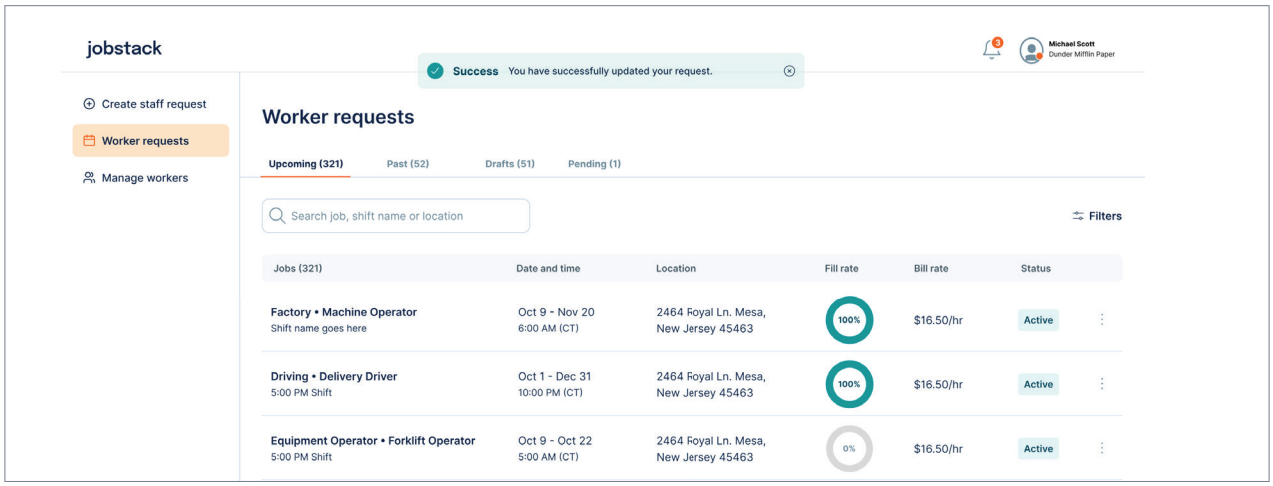
LOG IN AND NAVIGATION

It's easier than ever to request workers, track the status of your orders and more in JobStack for Business.

- Once you register in JobStack for Business, you can log in to the web or mobile app anytime.
- When you first log in to JobStack, if you have more than one company or jobsite linked to your account you'll be prompted to select which company and jobsites you'd like to use. You can update this selection at any time in your account settings.

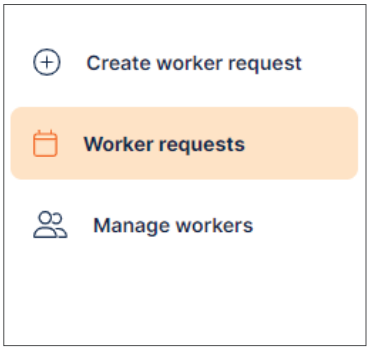


- Once you've made your selection, you'll be taken to your home screen, the page titled **Worker requests**.



- At the top right of your screen you'll see your notification center.

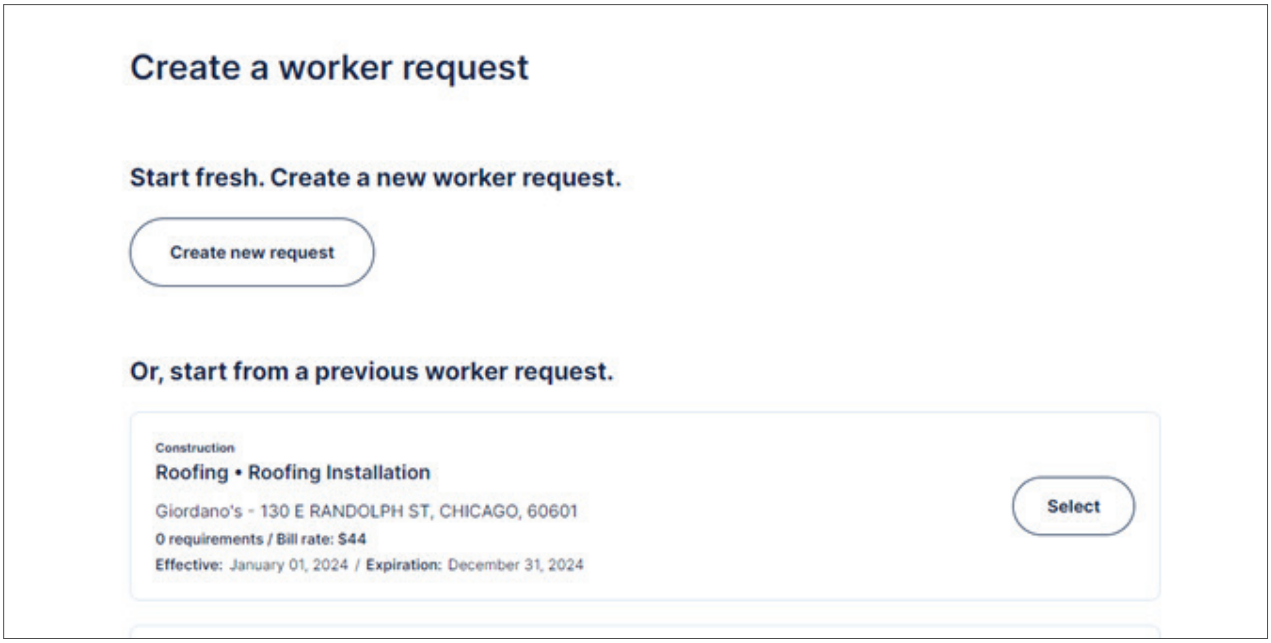
  - As well as your profile icon: **Hillary Terhune** Construction Inc. C...
- On the left side of the screen, you'll find a menu bar with three tabs.
  - The **Create worker request** tab is where you'll submit a new request for workers.
  - The **Worker request** tab will take you back to the home screen and show you all your worker requests.
  - The **Manage workers** tab enables you to keep track of your workers, review and approve their time and rate their performance. requests.

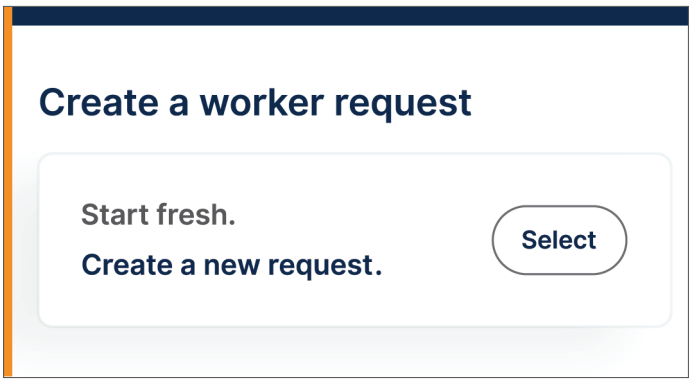


SUBMITTING A NEW WORKER REQUEST

Whether you need one worker or multiple workers across different projects, submitting a request in JobStack for Business if simple.

- To request workers, click on the **Create worker request** button on web or in the mobile app.
- From here, you'll choose to **Create a new request**.



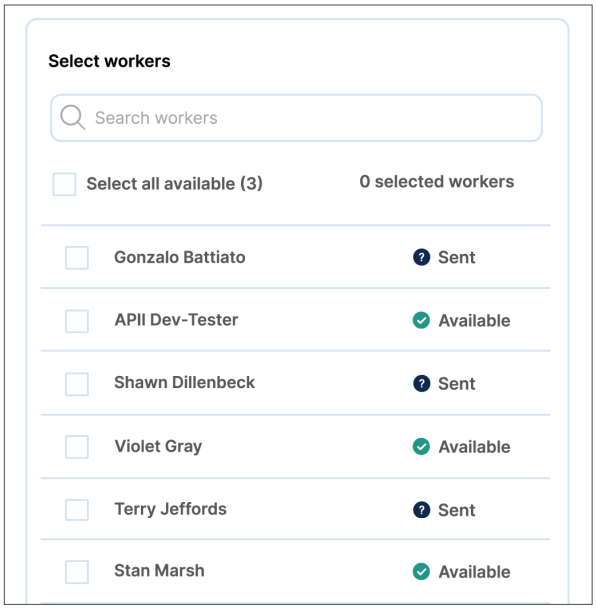


- You'll then be asked a series of questions related to your worker request. Once you've completed each step, verify all information and click **submit**.
- Once you submit the worker request, a member of the PeopleReady team will review the details and contact you to confirm your order.

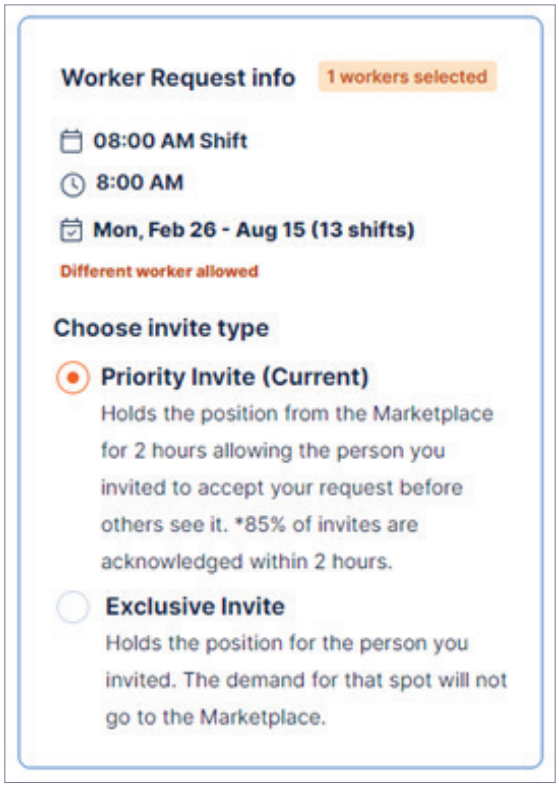
INVITING WORKERS

JobStack for Business invite feature gives you two ways to request your favorite workers back!

- To invite a worker to an existing request, navigate to the request on the **Worker request** page, click ⋮ and select **Invite Workers**
- From here you'll see a list of workers to select from. If a worker doesn't appear in the list, you can search for them by name.
- Workers who are a best fit for the job out of a pool of available workers will have a ReadyMatch™ badge. No worries if your workers don't have a ReadyMatch badge for a specific shift, as all workers in your list already meet the core requirements of your job.
- Workers who are not available to work your request, will appear as **Unavailable**
- After you've selected workers, you'll then choose what type of invite to send — priority or exclusive.



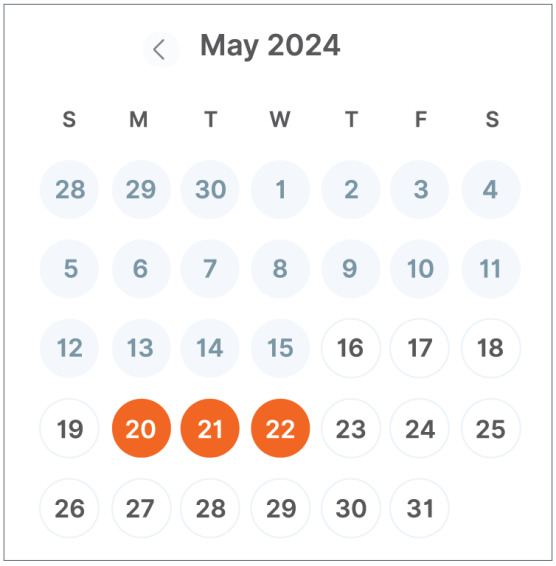
- Once you select the invite type and click **Submit** you can track the status of the invite from the worker request page.



EXTENDING A WORKER REQUEST

If you have an active request and need to add additional days or edit the number of workers needed, you can easily update your request in a few quick steps.

- To extend an active request, navigate to the request on the **Worker request** page, click ⋮ and select **Edit or extend request**
- From here, you'll choose the days you'd like to add to your request from the calendar.



- After you've selected your additional days, click **Next**. You will be prompted to invite workers. If you do not wish to invite workers, click **Skip**.
- Please note: You cannot change the start and end time, or the number of workers needed on a request if the first shift has already passed. If you would like to change these details, please create a duplicate request.

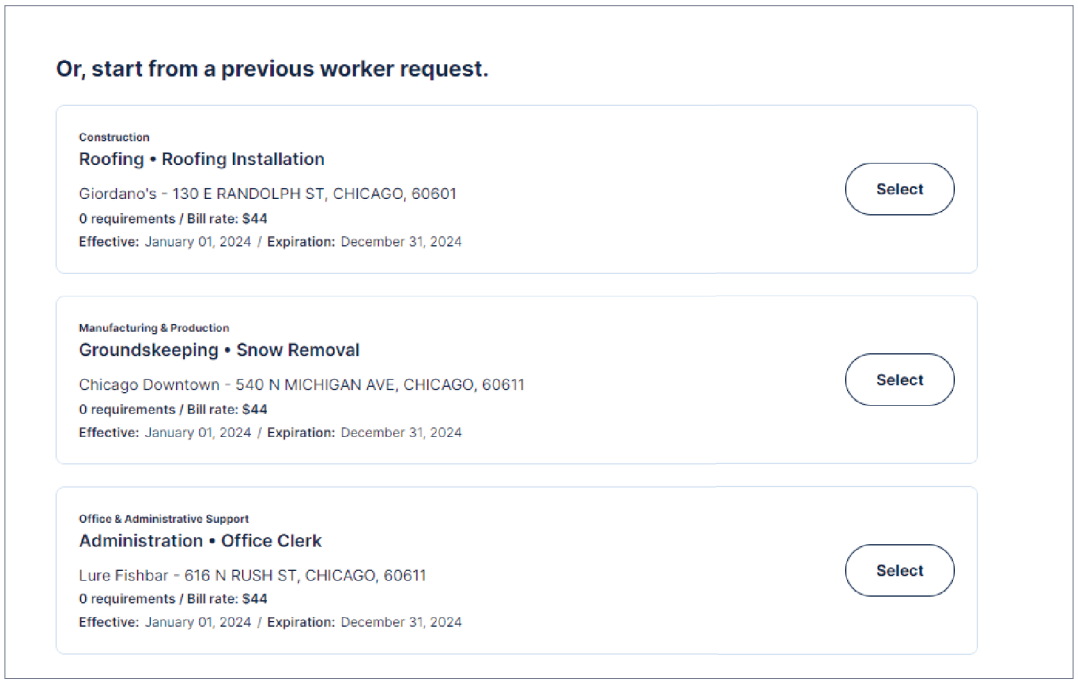
DUPLICATING A WORKER REQUEST

There are three ways to review and approve time in JobStack for Business.

- If you need the same type of workers for different shifts, you don't need to create a new worker request from scratch! Instead, you can use JobStack for Business's order again feature.

  This feature allows you to duplicate existing requests and set the new days you need workers, the shift time and the number of workers needed without creating an entirely new request.

- To duplicate a request in JobStack for Business, click **Create worker request** on web or + in the mobile app.
- You'll select the request you'd like to duplicate from a **Previous worker request**.



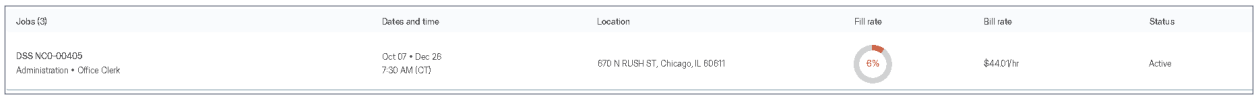
- Once you've selected the request you'd like to duplicate, you'll be prompted to add your shift dates, start and end times and the number of workers needed for each shift.

APPROVING WORKERS' TIME

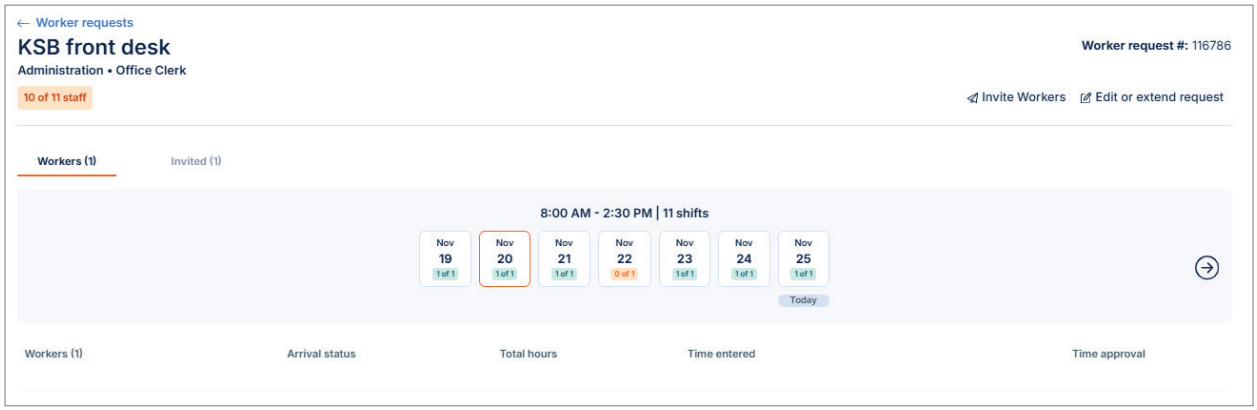
JobStack for Business' time entry feature was designed to save you time. Instead of logging worker's hours yourself, workers will enter their own hours at the end of their shift all you'll need to do is approve them.

- **Worker request tab:**

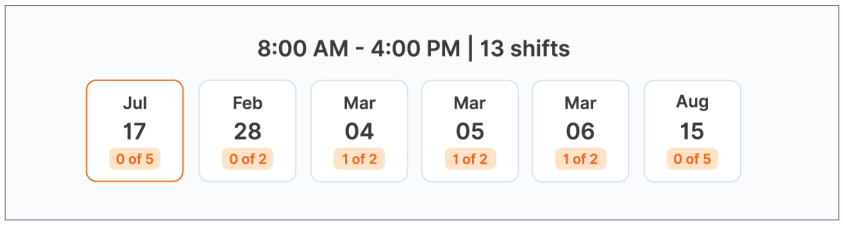
  1. On the **Worker request** view select the request the worker was assigned to.



  2. On the **Request details** view, you will see the workers for each shift.



  3. Select the date of the shift you'd like to review



  4. Review total hours and hours worked and approve or adjust them using the

     - For mobile select review to see the worker enter hours to approve or adjust.

- **Manage workers tab:**

  1. Navigate to the **Workers** tab on mobile or the **Manage workers** tab on web.

  2. Find the worker whose time you wish to review.

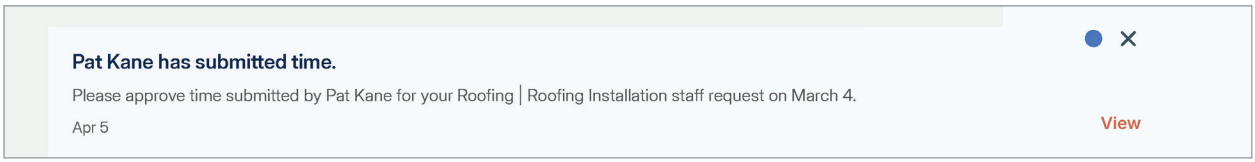
3. Review total hours and hours worked and approve or adjust them using the

- **Notification center:**

1. Tap the

in the top right corner of the app

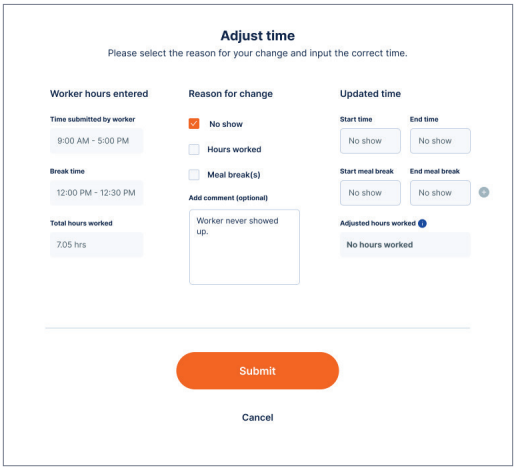
2. Navigate to the shift completion notification or time entry notification and tap **View**.



3. Tap **Review** next to the worker's name you wish to review.

4. Here you can review submitted hours and either approve or adjust them.

- **Adjusting hours:**

If you believe that the submitted time is incorrect, you have the opportunity to update the worker's hours.

- After you click the , a pop-up will instruct you to adjust the submitted time.
    - On the mobile app, click review and a pop-up will ask you if you want to approve or adjust hours.
- Select a reason for your changes and add additional comments.
- Once you've submitted the new time, the PeopleReady team will promptly review the changes and contact the worker to confirm.