

## **Instructions Webapplication MijnRooster**

MijnRooster can be used as well on your PC as on your Smartphone and is available via the website of JobInvestment or by typing in the address in your browser with the following link:

<http://mijnrooster.jobinvestment.nl>

MijnRooster contains the following functionalities:

**Messages: Status of availability changes.**

Check the status of your availability changes and leave requests.

**Calender: your online availability always in reach.**

Submit your availability quick and easy.

**Planning: your online planning always in reach.**

Check your planned shifts directly.

You can register an account at MijnRooster, this gives you access to your own schedule and planning. When you sign in with your Facebook, Google or Microsoft account you have to register first, within one workday you get access to [MijnRooster](#). With this e-mail we're sending you an extensive instruction for use off the web application.

During the intake with one of our recruiters you filled the permanent days that you are **unavailable** for work. These days are shown in the web app [MijnRooster](#) and you can change these. The changes you make in MijnRooster are visual for our employees (the planners). They will review and, if necessary, approve your changes in availability. Based on this information they will make the planning for the customers. This means it's very important that this information is always up to date.

Please realize that these changes are only for short term. If you want to change the permanent days that you are unavailable for work, please contact us.

**Be aware:**

**If you want to call in sick you must always call and follow the present procedure. If you're planned to work, but in some way can't make it, always reach out to us by phone.**

We can be reached by phone from Monday till Friday from 07:45 till 17:30 on the following number: +31 (0)73 – 7113712 or through e-mail: [info@jobinvestment.nl](mailto:info@jobinvestment.nl)

## REGISTER

After starting the web application you'll start with the register screen. Pick an option that has your preference. If one of the options doesn't work, please choose another option. The application works best when you register with Google (Gmail).



If your login information is similar to the information we have from you in our system, you will be directed to the next screen. If we cannot match your information to the information in our system you will have to wait one workday to get access to the web application.



## MESSAGES

If you changed an (un)availability, you can follow status of the availability change or leave request in Messages. Every status change leads to a new message.

MijnRooster starts with this overview.



### Messages

- Hospital  
22 December 2016 (Thursday)  
09:00-12:00  
▲ Requested
- GP  
21 December 2016 (Wednesday)  
09:00-10:00  
■ Approved
- training!  
15 November 2016 (Tuesday)  
19:00-23:00  
● Rejected

When you have read a message, you should mark this message as “read” by using the  button. The message will not be shown after that.

Changing availability or submitting a leave request is explained at CALENDER below.

Changes that are approved are visible in your calender.

# CALENDAR



The calendar gives you the possibility to register changes in your availability and in the calendar you can check your schedule for the next 5 weeks.

The screenshot shows a calendar interface with the following callouts:

- Top navigation:** Four icons for chat, calendar, home, and information.
- Calendar grid:** Shows weeks 49, 50, 51, 52, and week 1. Days are color-coded: green for assignments, orange for absences, and red for unavailable timeslots.
- Callout 1 (Green):** "You're scheduled assignments are represented in green"
- Callout 2 (Orange):** "You're absence for a specific day and time are shown in orange"
- Callout 3 (Red):** "The parts of the day (timeslots) you are not available are shown in red"
- Callout 4 (Green):** "To register your absence for a specific day and time: click on that day. You'll enter the next screen: see below."

The screenshot shows an absence request form for 29-12-2016 with the following callouts:

- Top right:** "Choose '+' to add an absence / not availability" (pointing to a plus icon)
- Form fields:**
  - \*daypart:** "Choose a daypart" (pointing to a dropdown menu)
  - \*reason:** "Enter your reason for absence" (pointing to a text input field)
  - \*time:** "Adjust time to be as specific as possible" (pointing to a time selection field)
- Bottom left:** "In case of request for more than one day:" (pointing to the date range selection fields)



## Planning

If you click on this icon, you can check when you are planned to work and for which company. You can also find the details of your contact within this company.



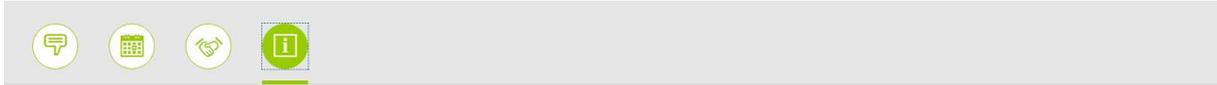
### Planning

Company	Category	When	Contact data
Hema Veerstraat 1400AA Bussum	Kassa	5 December 2016 (Monday) 09:00-18:00	De heer de Boer 073-1234567
Hema Veerstraat 1400AA Bussum	kassa	12 December 2016 (Monday) 09:00-18:00	De heer De Boer 073-1234567
Hema Veerstraat 1400AA Bussum	kassa	13 December 2016 (Tuesday) 09:00-18:00	De heer De Boer 073-1234567
Hema Veerstraat 1400AA Bussum	kassa	14 December 2016 (Wednesday) 09:00-18:00	De heer De Boer 073-1234567
Hema Veerstraat 1400AA Bussum	kassa	15 December 2016 (Thursday) 09:00-18:00	De heer De Boer 073-1234567
Hema Veerstraat 1400AA Bussum	kassa	16 December 2016 (Friday) 09:00-18:00	De heer De Boer 073-1234567



## Information

If you click on this icon, you'll get the details of who to contact whenever you have questions for using the app application, including a link to the manual.



### Information

---

Klik op een dag in de agenda om je beschikbaarheid te wijzigen. Voor ziekte, verlof of het wijzigen van je beschikbaarheid terwijl je al bent ingepland: bel onderstaand nummer.

Heb je vragen of wil je meer informatie neem dan gerust contact met ons op: Job Investment / TodayHR / HockeyWerkt. Of bekijk de [MijnRooster handleiding](#)

*Wij zijn maandag t/m vrijdag telefonisch bereikbaar van 07.00 tot 17.00 uur op +31 (0)73 – 7113712, of neem contact op met jouw eigen contactpersoon.*

Select a day in the calander to change your availability. In case of illness, leave or when you are already scheduled: please call the number below.

If you have a question or want more information please do contact us: Job Investment / TodayHR / HockeyWerkt. Or consult the [MijnRooster manual](#)

*You can reach us Monday till Friday from 07.00 till 17.00 at +31 (0)73 – 7113712, or contact your account manager.*