

RECRUSO

RECRUITMENT SOFTWARE

Guide to the Recruso Worker App

1. WELCOME TO THE NEW RECRUSO WORKER APP. For your workers to be able to register on the Recruso Worker app, they must be an ACTIVE worker on RECRUSO and use the same email address that is registered within their record.
2. From the APP store on APPLE or ANDROID your worker can download the Recruso Worker app.



SCAN ME

Apple :<https://apps.apple.com/gb/app/recruso-worker-app/id6446654033>

Android:<https://play.google.com/store/apps/details?id=uk.co.recruso.app&gl=GB>



Recruso Worker App 4+

Recruitment App for Workers
Rocket Software Support Ltd

Free

3. Your worker will then need to 'Create Account' using the same email address you have registered for them on Recruso. Once they have created an account an email confirmation will be sent to activate their Recruso Worker app account.

RECRUSO

Email
sarah@recruso.co.uk

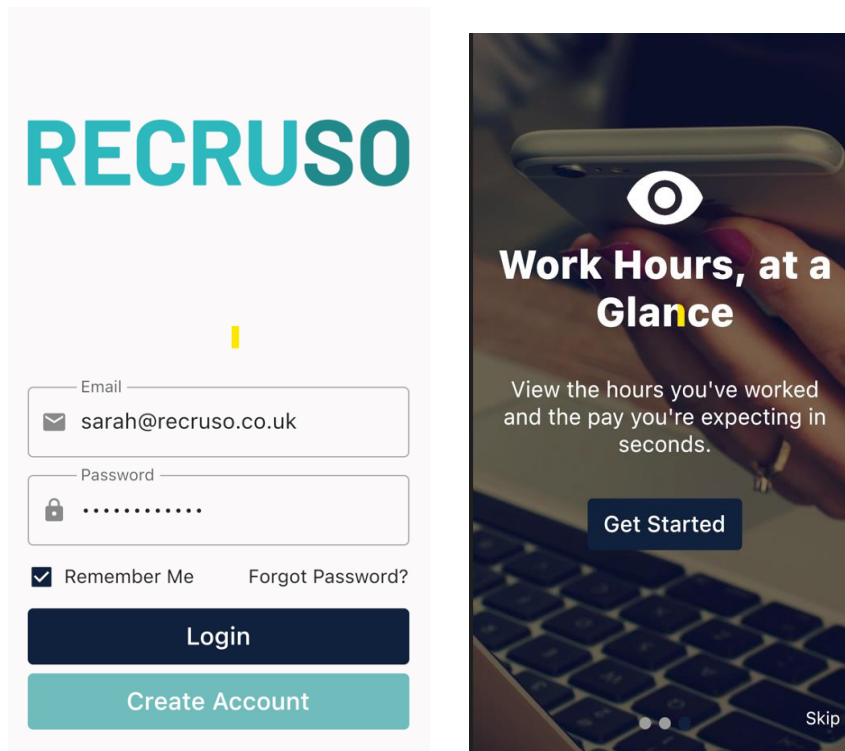
Password
.....

Remember Me [Forgot Password?](#)

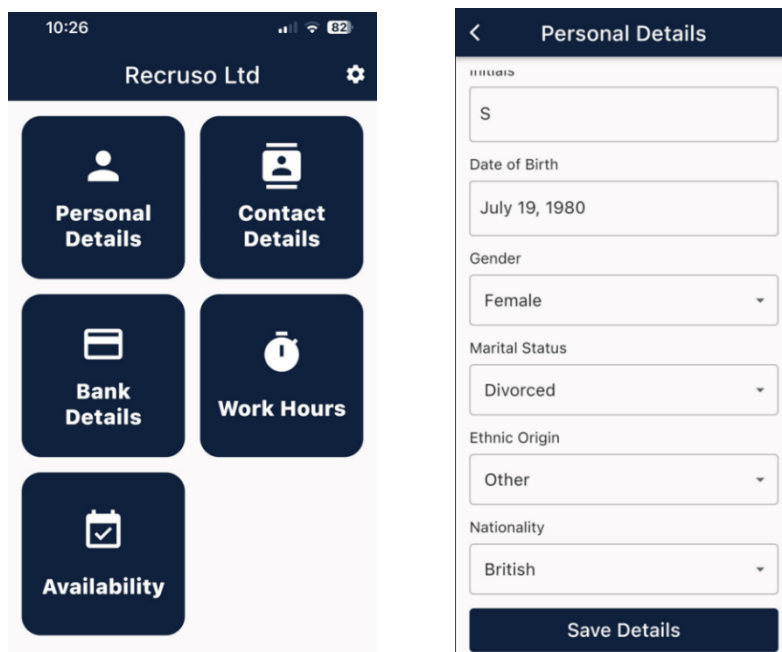
Login

Create Account

4. Once activated they will need to log in with their created credentials to get started



5. The dashboard will give your worker control over updating their personal details, contact and bank details, they can update their availability, submit their working hours and even clock in and out of your client when they are on site.
6. From the dashboard they can update their Personal details by simply clicking on PERSONAL DETAILS tab, editing and hitting SAVE DETAILS. Any changes made will update their record in Recruso, and you will find these changes in REPORTS>WORKERS>Worker App Change of details.

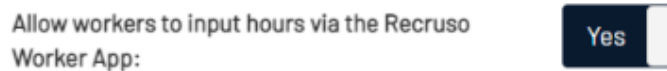


- Contact details and Bank details can be updated in the same way and any changes will update the workers record in Recruso. You can find a report with the changes **REPORTS>WORKERS>Worker App Change of details.**



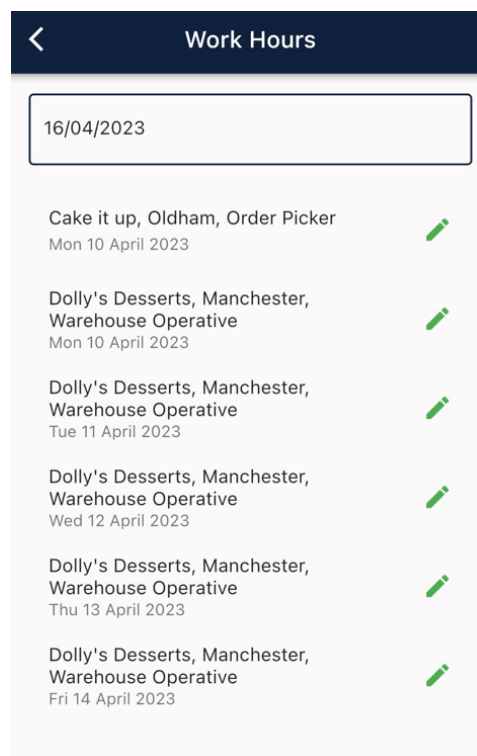
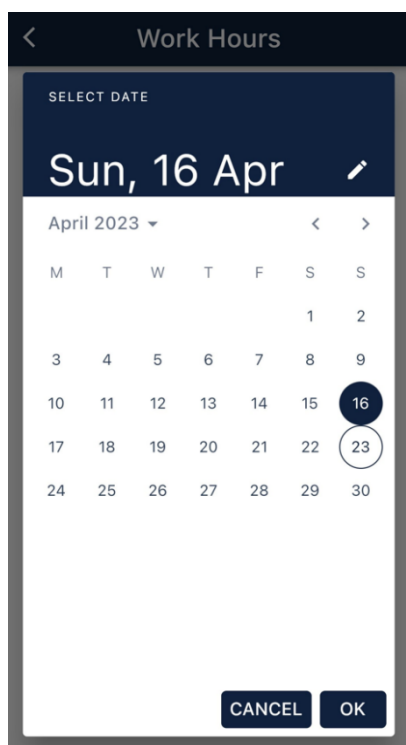
- SUBMITTING HOURS FOR DAILY RATE USING A DAY RATE RULE**

IMPORTANT- Once a worker has been placed on a Plan, in the CLIENT MODULE of Recruso>SITE>SITE INFORMATION flag the 'Allow workers to input hours on Recruso Worker app' tab to YES and SAVE.

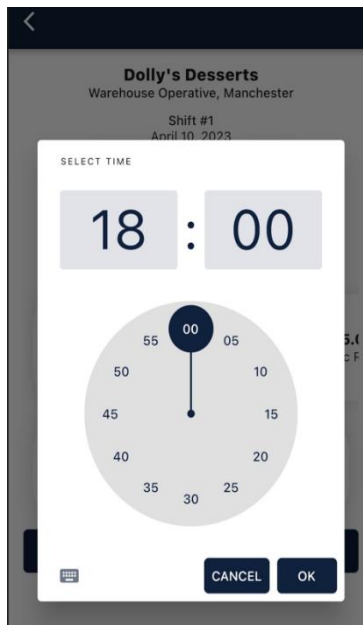
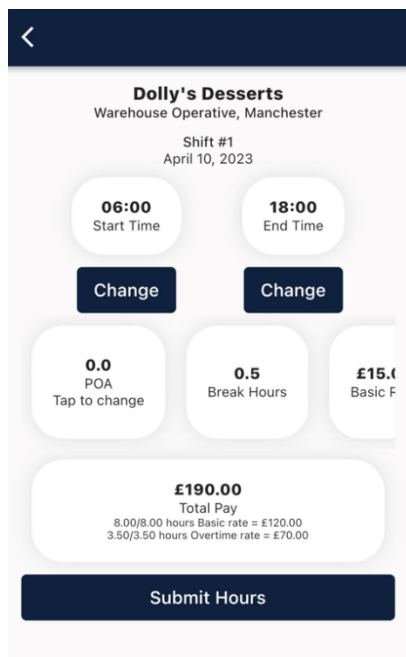


The details of any shifts they have been planned for will be visible in the WORK HOURS tab. N.B. There will be 1 entry for weekly plans OR if you are using weekly input there will be an entry for each day.

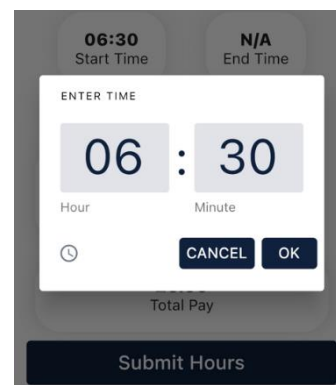
The worker needs to select the week ending date firstly, and the planned jobs for that week will appear for the worker to enter their own hours. By clicking on each shift your worker can submit their hours.



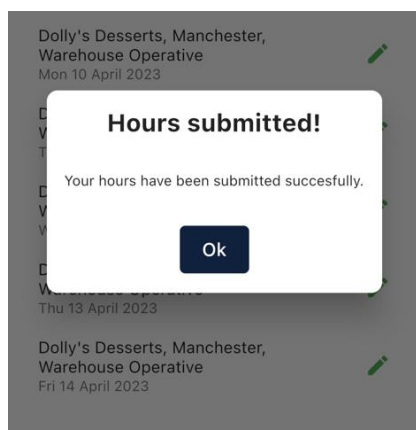
- If your worker needs to change the Start OR end time, hit the CHANGE option and select from the digital clock feature, hit OK and SUBMIT HOURS.



N.B. If you click on the keyboard icon on the clock it will change to a digital clock that you can manually key the exact time in.



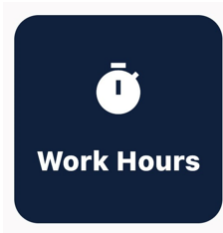
- Once they have submitted their hours, A successful message will display. Once these hours have been submitted they will automatically import onto their planned record on Recruso and turn the plan YELLOW for you to then open, check and COMPLETE the record.



Week Ending Date: 16/04/2023

Complete: No Complete Sms First Worked At Extend Plan Reset

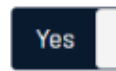
SMS/Compl...	Client	Site	Title	Forename	Surname	Worker ID	Extend	10 Apr Mon	11 Apr Tue	12 Apr Wed	13 Apr Thu	14 Apr Fri	15 Apr Sat	16 Apr Sun	Cost Centre	Job Category	Shi
	Dolly's Desserts	Manchester	Miss	Sarah	Carter	246	<input type="checkbox"/>	06:00	06:00	06:00	06:00	06:00			Driving	Warehouse Operative	Day



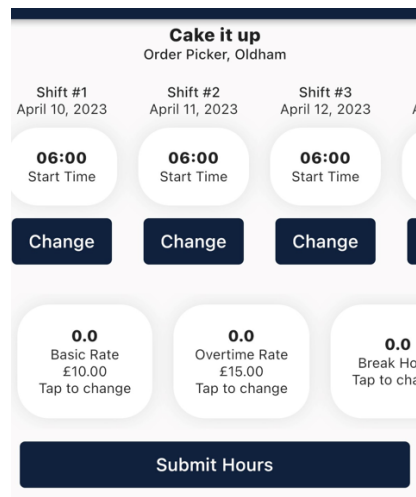
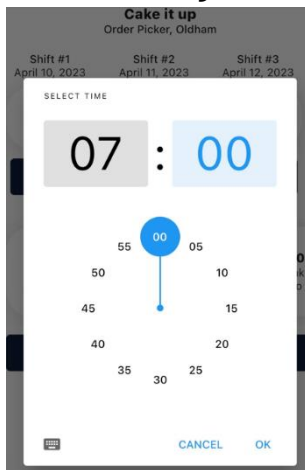
SUBMITTING HOURS FOR A WEEKLY TOTAL

11. **IMPORTANT-** Once a worker has been placed on a Plan, in the CLIENT MODULE of Recruso>SITE>SITE INFORMATION flag the 'Allow workers to input hours on Recruso Worker app' tab to YES and SAVE.

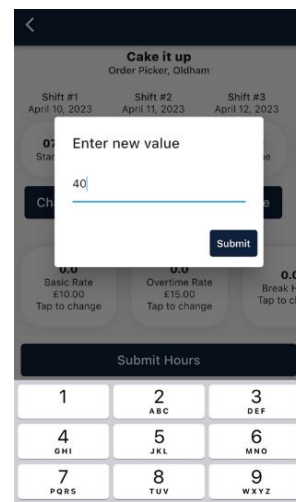
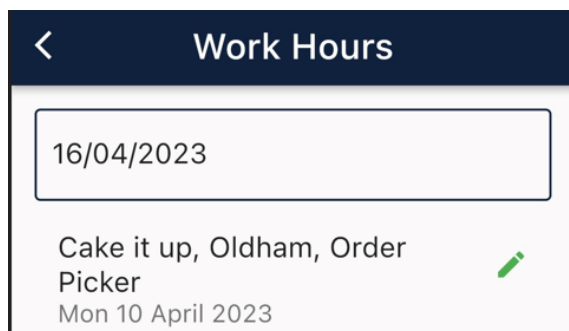
Allow workers to input hours via the Recruso Worker App:



12. The worker can edit their start and finish times by hitting the 'Change' button, editing the time and hitting ok

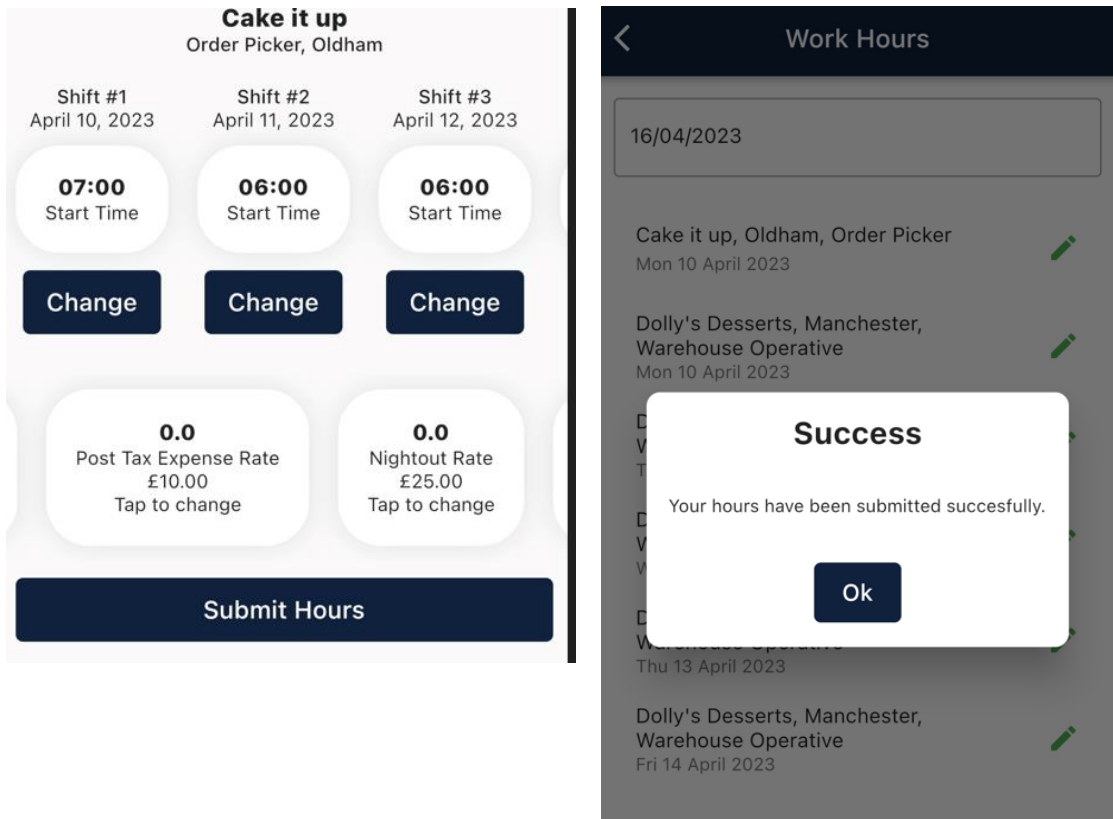


13. The details of the shifts they have been planned for will be visible in the WORK HOURS tab for the worker to enter their own hours. If they are planned for a client that uses total hours the job will only be visible in the app once. If they click on each job rate it opens for the worker to enter the total hours against that rate. Hit Submit.



- Hours can be entered for each rate available against that client
- On a weekly plan you are now able to enter any expenses that have been set up on the client. For example night outs, post and pre tax expenses.

N.B. These need to be set up in the job rates on the client module and are only available to weekly plans. Tap the expenses, enter hours and submit. Once all submitted you will see a 'Successful message'



- Once these hours have been submitted they will automatically import onto their planned record on Recruso and turn the plan YELLOW for you to then open, check and COMPLETE the record.

Weekly Plan

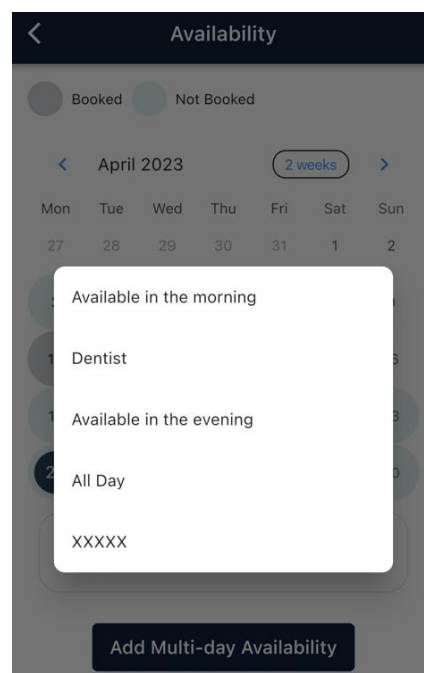
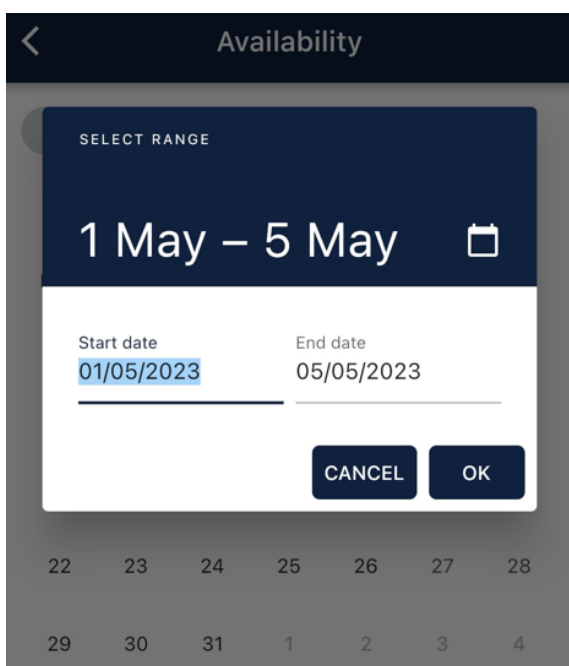
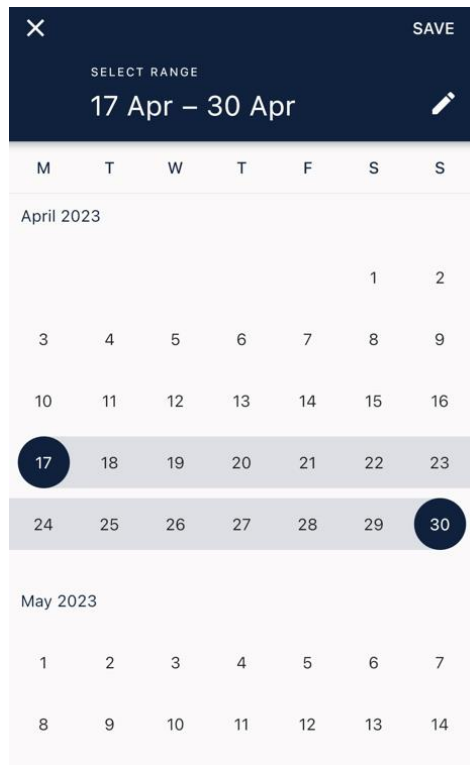
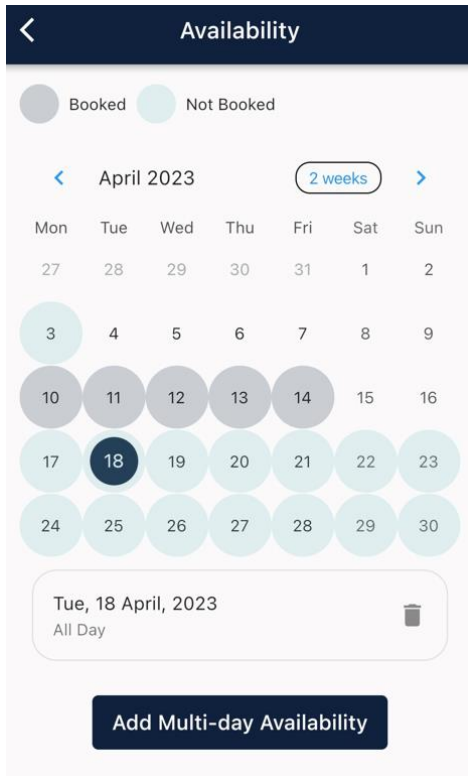
Week Ending Date: 16/04/2023

Complete: No Complete SMS First Worked At Extend Plan

SMS/Compl...	Client	Site	Title	Forename	Surname	Worker ID	Extend	10 Apr Mon	11 Apr Tue	12 Apr Wed	13 Apr Thu	14 Apr Fri	15 Apr Sat	16 Apr Sun	Cost Centre	Job Category
	Cake it up	Oldham	Miss	Sarah	Carter	246	<input type="checkbox"/>	07:00	06:00	06:00	06:00	06:00			Driving	Order Picker



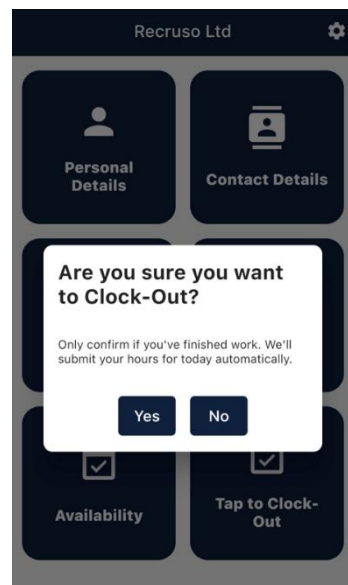
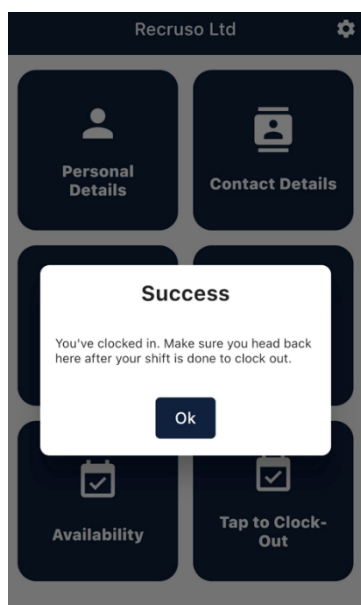
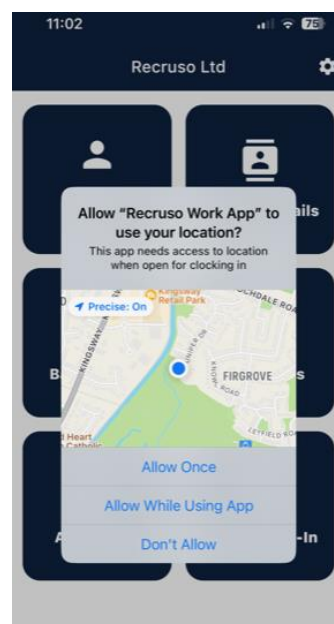
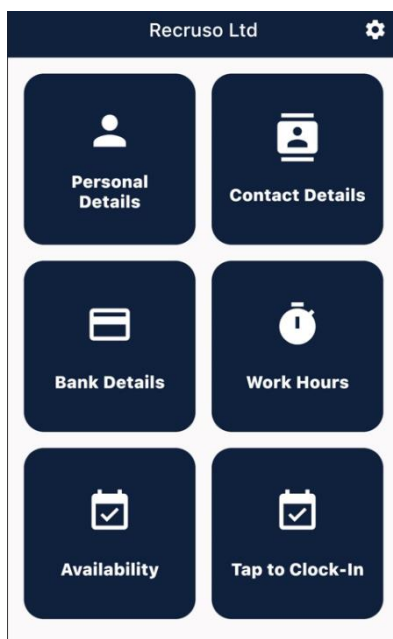
17. A worker can also update and view their availability on the APP which will automatically update the availability module on RECRUSO. They can update per day or by using the ADD MULTI-DAY AVAILABILITY option, and they can choose status's to show their availability.



N.B.. The availability status's in the Recruso app can be flagged to use in Recruso>settings>availability status>Display in Recruso Worker App

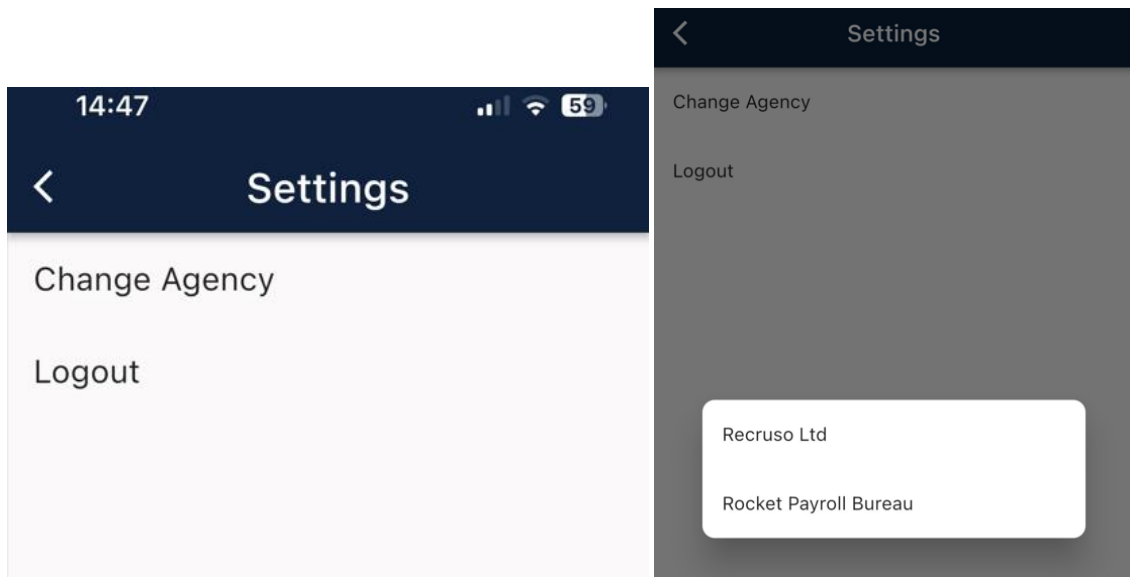


18. If a worker has been placed on a job, on the actual day a 'clock in' feature will appear on the app and your worker then has the ability to clock in and clock out when they are on site at your client. Once a worker has checked in and out this will be visible in their booking on Recruso The GPS for clocking in is 250M from the postcode of the client.



Client	Site	Date	Start Time	Finish Time	Worker	Cost Centre	Job Category	Shift	Confirm Worker	Confirm Client	Plan	Em... Ass...	Check In	Check Out	Notes	Work Cha
Kellogs Food Ltd	Redditch	18/04/2023	06:30		Miss Sarah Carter	Driving	Production Operative	Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11:02	11:04		<input type="checkbox"/>

An additional feature to the new Recruso Worker App is it now has the ability to have multiple agency submissions. So, if your worker works for other agencies other than yours that uses the app, then in the settings option in the app, hit the change Agency, and there they will find the agencies that they have registered with on the Recruso Worker App and they can select accordingly.



Need more help? Email Support@recruso.co.uk For further help and guidance visit our Vimeo guide at <https://vimeo.com/577593854>

