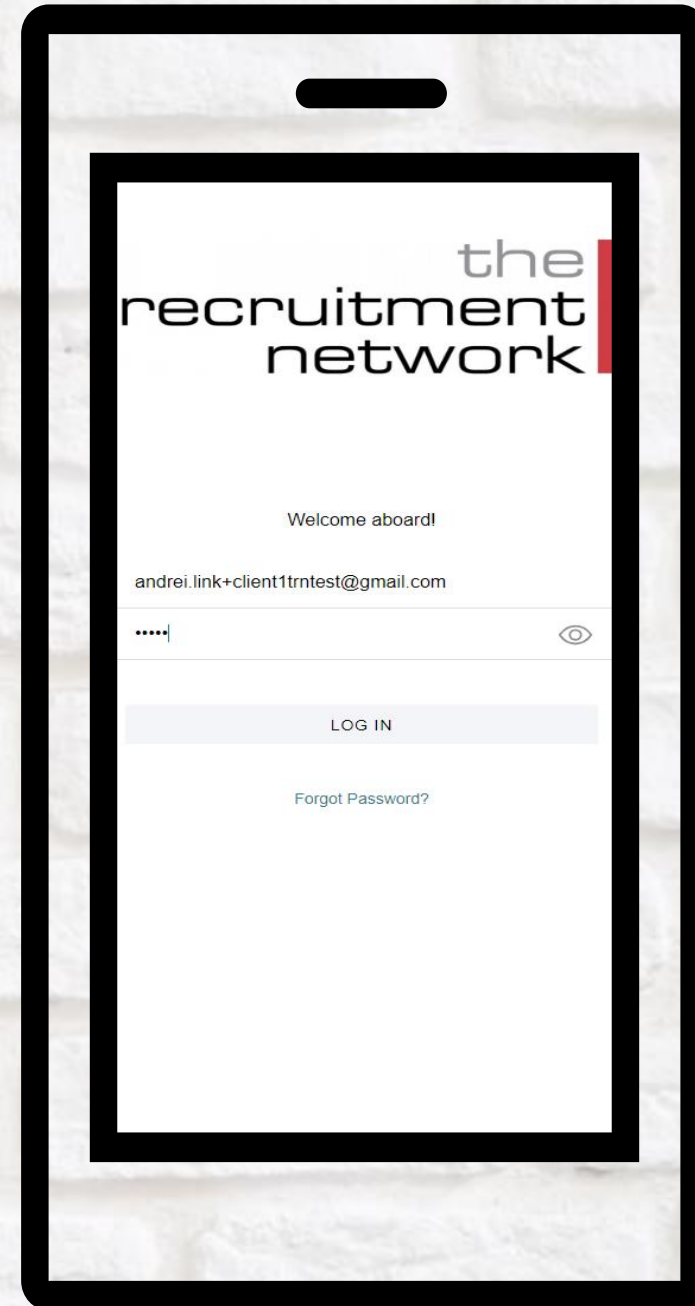


TRN Client App

How to Book and Approve a Booking Request

Booking a Job

1. Login to your TRN Client App



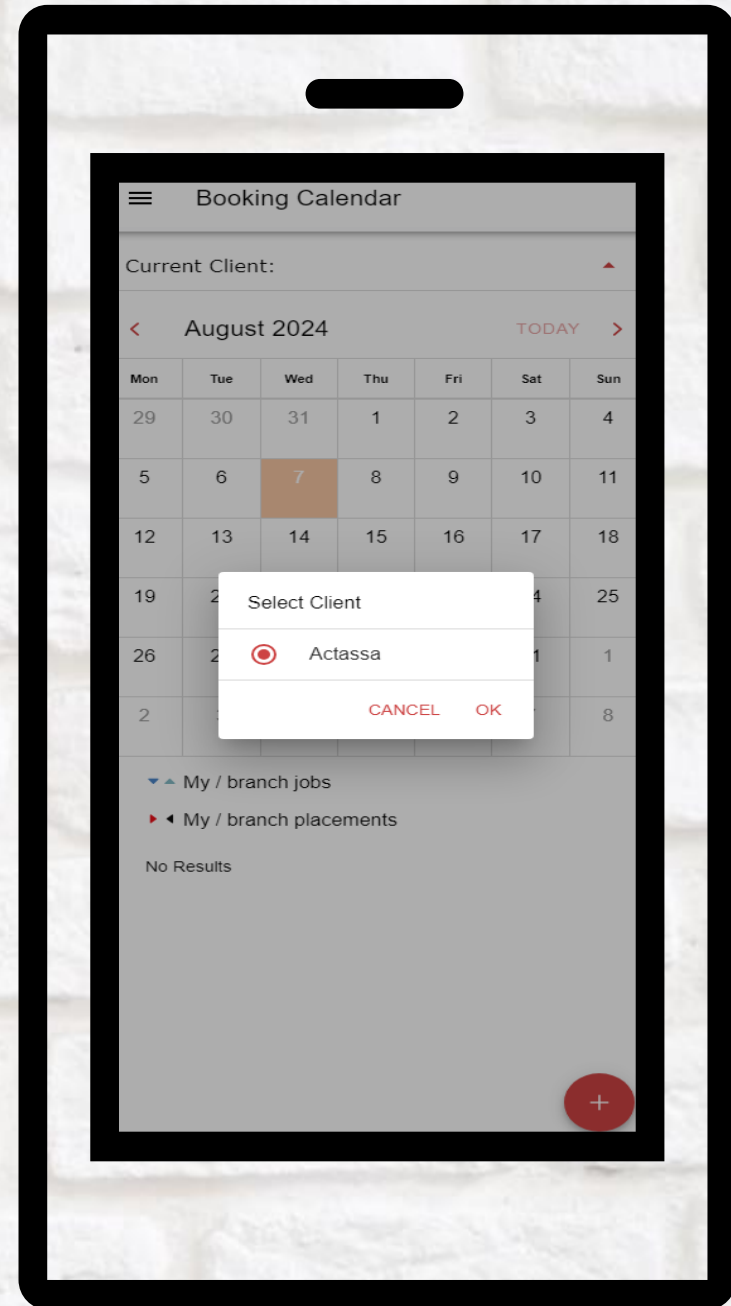
Booking a Job

2. Select Bookings from the Home Screen



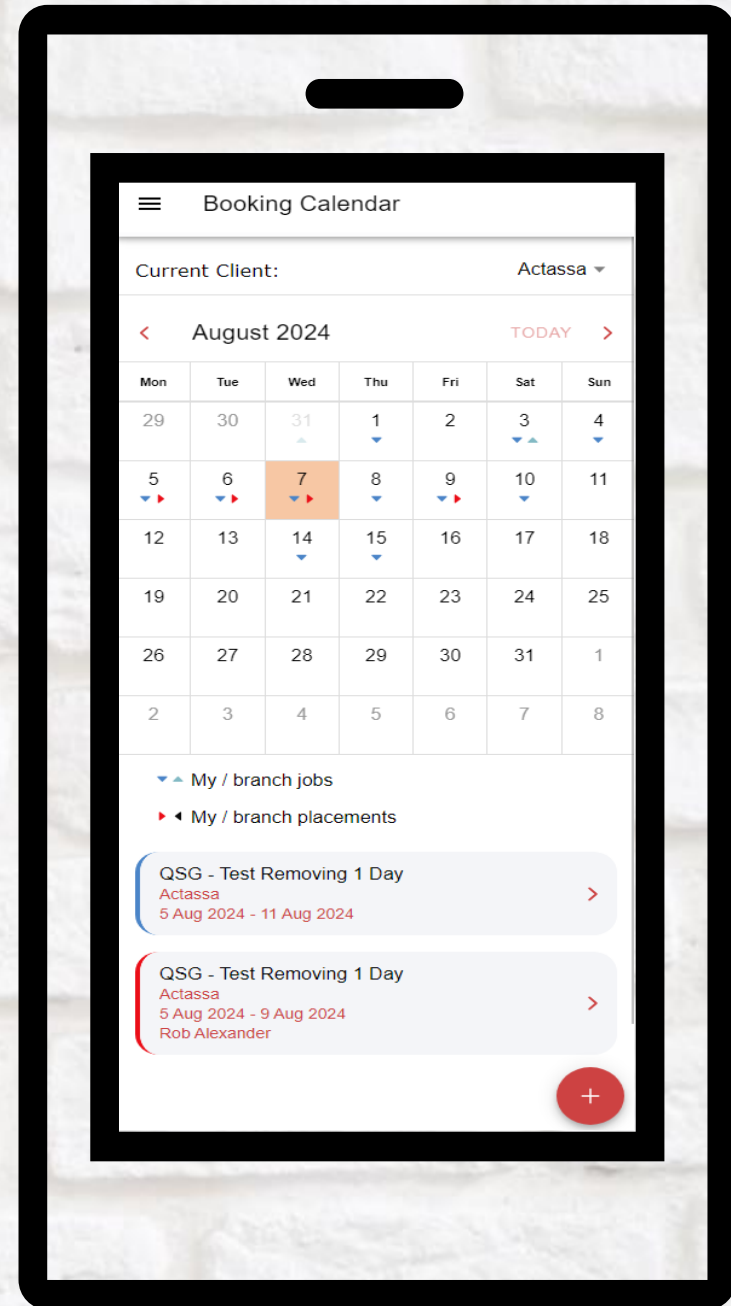
Booking a Job

3. Select the Client you want to book a job for



Booking a Job

4. Click on the + button



Booking a Job

5. Fill the details of the job

The image shows a mobile application interface for booking a job. The screen is titled "Create/Change Booking" and features a menu icon in the top left corner. The form is organized into several sections:

- Current Client:** A dropdown menu showing "Actassa" with a downward arrow.
- Position:** A text input field containing "Senior Chef".
- Work Address:** A text input field with the placeholder text "Type new address or search existing". Below this field are two buttons: "Search" and "Clear".
- Purchase Order:** A text input field.
- Persons Needed:** A text input field containing the number "1".
- Buttons:** Two red buttons with white text: "REQUEST SPECIFIC STAFF" and "CHANGE SCHEDULE".
- Notes for Consultant:** A text input field.
- Response Required In:** A dropdown menu.
- Bottom Buttons:** Two red buttons with white text: "CANCEL" and "SUBMIT".

Booking a Job

6. Click Submit

The image shows a smartphone screen with a 'Create/Change Booking' form. The form fields are as follows:

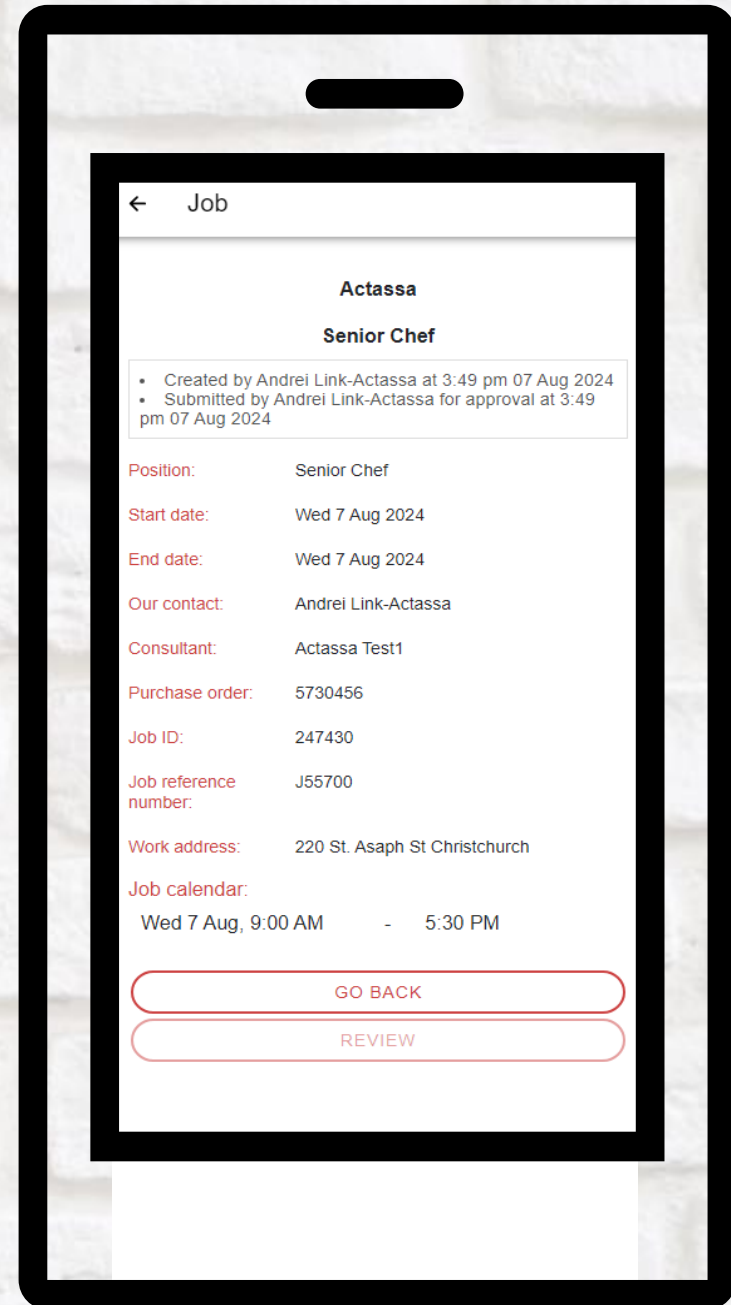
- Current Client:** Actassa (dropdown)
- Position:** Senior Chef
- Work Address:** 220 St. Asaph St Christchurch
- Purchase Order:** 573045
- Persons:** 1
- Schedule:** Wed, 7 Aug 2024 9:00 AM - 5:30 PM
- Notes for Consultant:** (empty text area)
- Response Required In:** 8 hours (dropdown)

A confirmation dialog box is overlaid on the form, containing the text: "Once this job has been sent for approval, you will need to contact the approver to make any changes. Continue?". The dialog has two buttons: "CANCEL" and "YES, CONTINUE".

At the bottom of the form, there are two buttons: "CANCEL" and "SUBMIT".

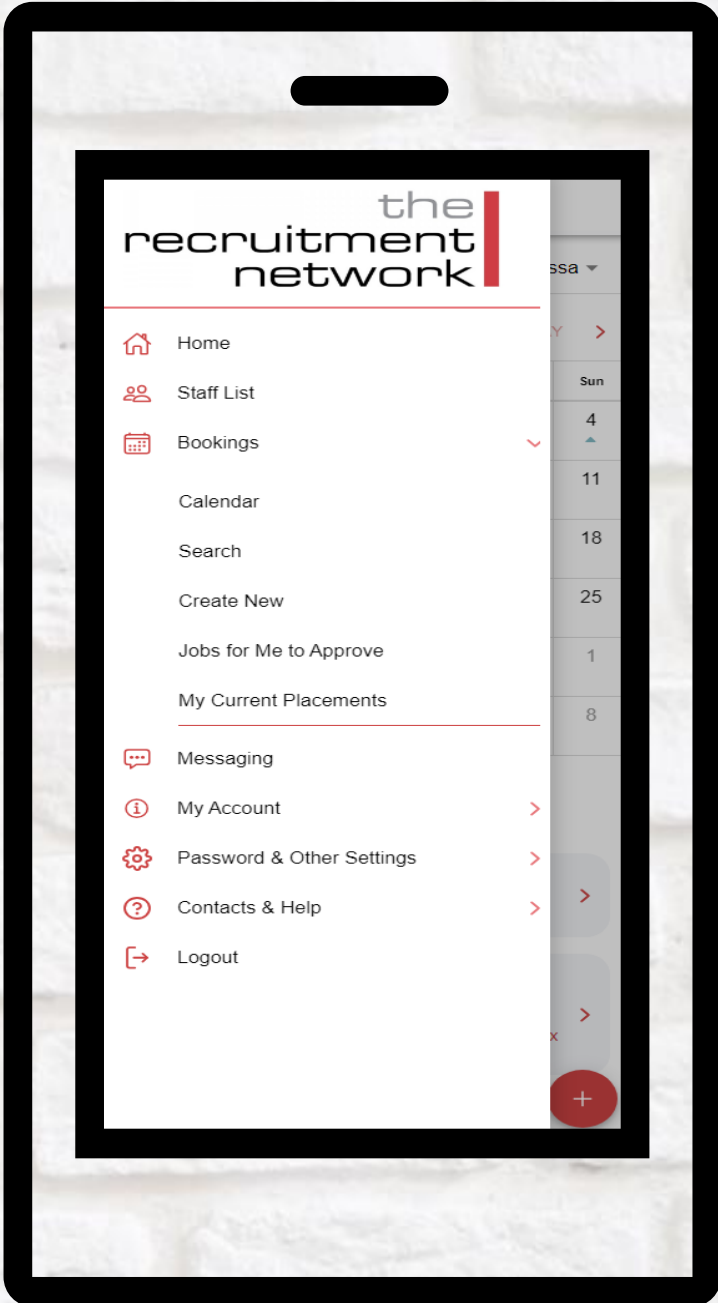
Booking a Job

Congratulations, your Job has been created!



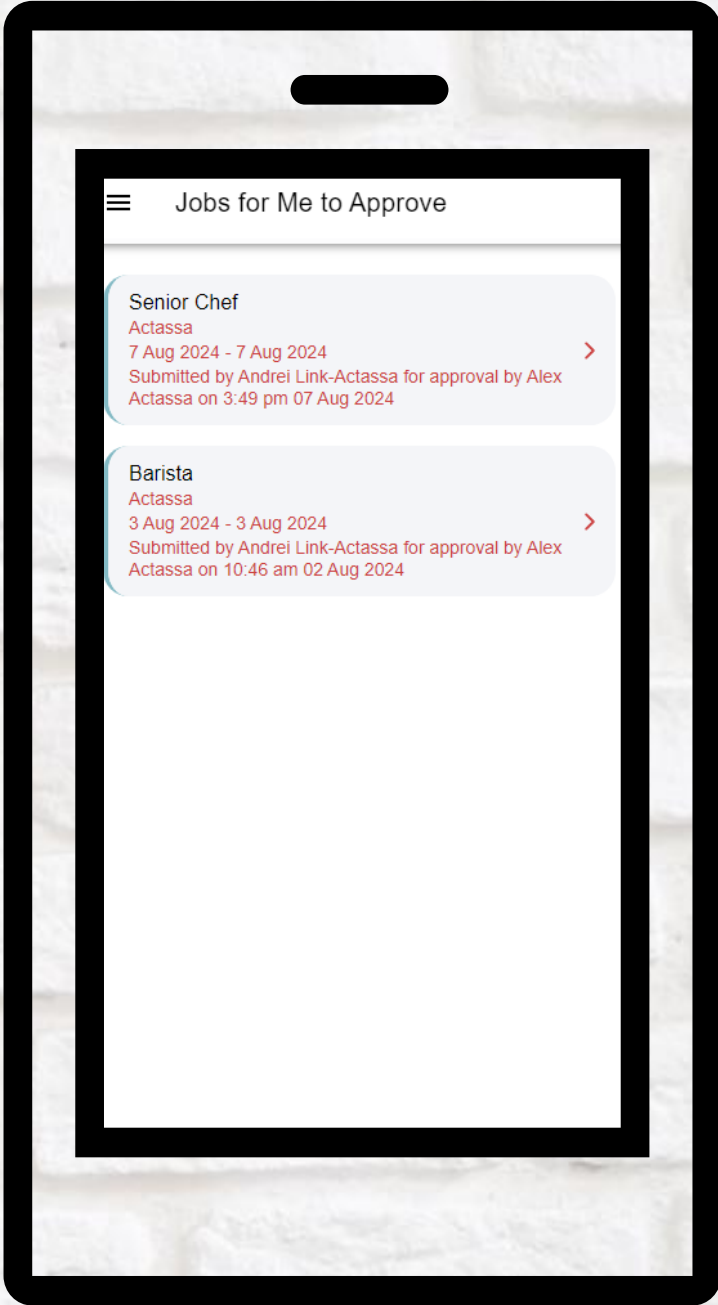
Approving a Job Request

1. Login to your TRN Client App then open Jobs for Me to Approve



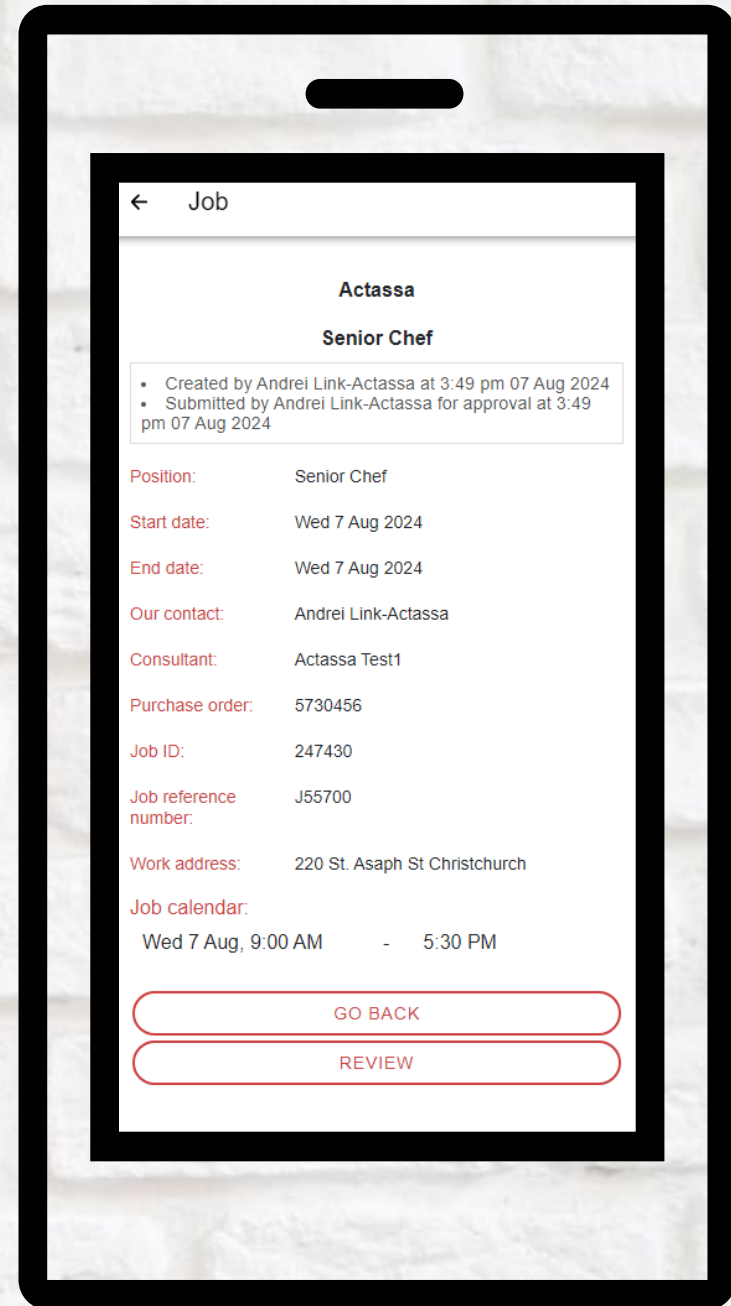
Approving a Job Request

2. Select the Job you wish to approve



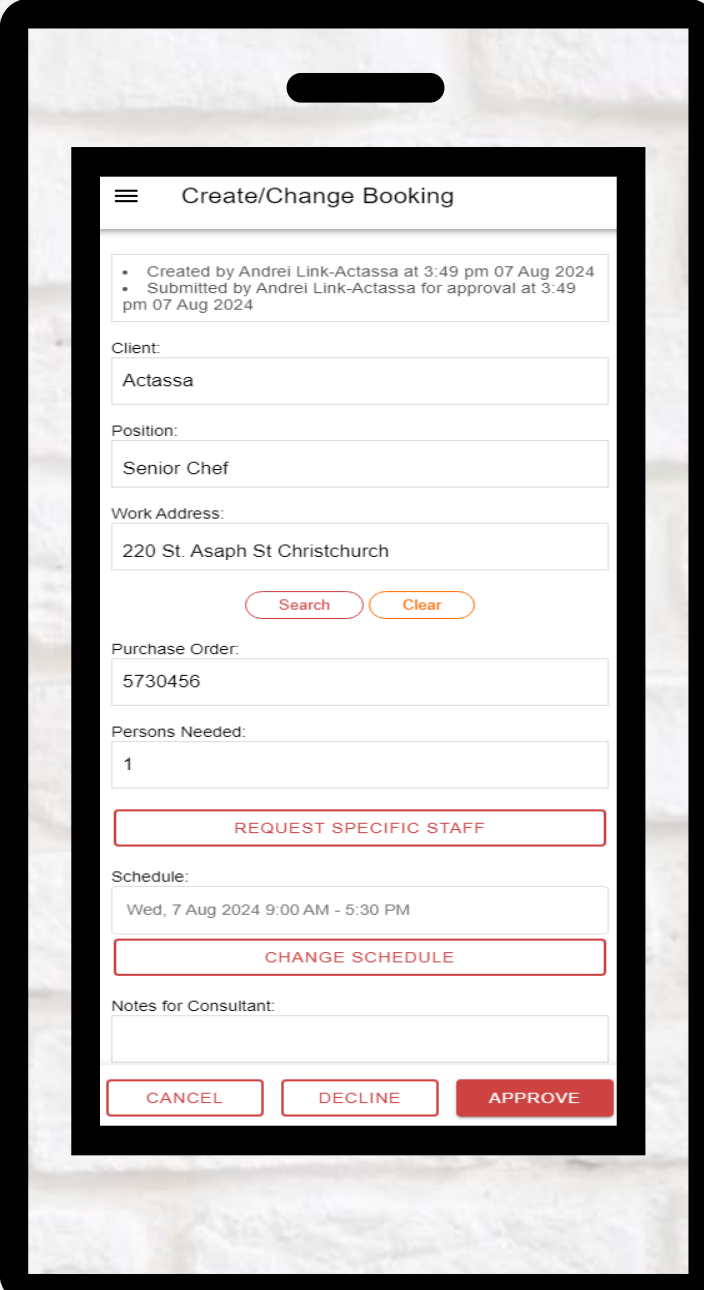
Approving a Job Request

3. Click on Review



Approving a Job Request

4. Review the details then click Approve

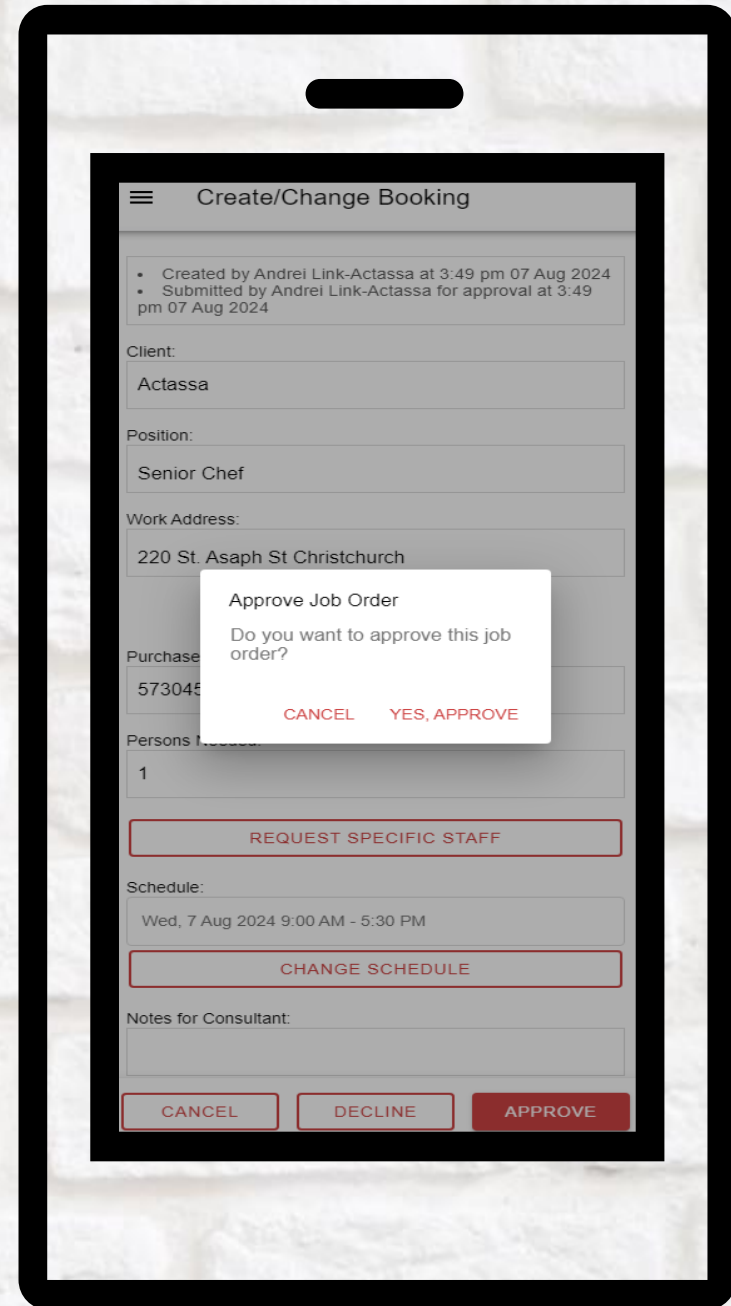


The image shows a mobile application interface for managing bookings. The screen is titled "Create/Change Booking" and contains the following information and controls:

- History:** A list of actions: "Created by Andrei Link-Actassa at 3:49 pm 07 Aug 2024" and "Submitted by Andrei Link-Actassa for approval at 3:49 pm 07 Aug 2024".
- Client:** Actassa
- Position:** Senior Chef
- Work Address:** 220 St. Asaph St Christchurch
- Search/Action:** "Search" and "Clear" buttons.
- Purchase Order:** 5730456
- Persons Needed:** 1
- Action:** "REQUEST SPECIFIC STAFF" button.
- Schedule:** Wed, 7 Aug 2024 9:00 AM - 5:30 PM
- Action:** "CHANGE SCHEDULE" button.
- Notes for Consultant:** An empty text input field.
- Bottom Bar:** Three buttons: "CANCEL", "DECLINE", and "APPROVE".

Approving a Job Request

5. Confirm approval



Approving a Job Request

Congratulations, the job is now approved

