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# How to use the Goodflexi app.

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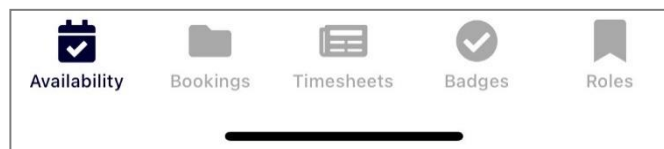
**Welcome aboard the Goodflexi app! You should now have it on your phone. Log-in with the email you registered with. And use your Goodflexi password.**

The purpose of utilizing this app is to ensure that you can easily turn in your time ticket, electronically, to ensure efficiency and accuracy.

**The “GoodFlexi” app is on Apple and Android.**

Support can be reached by email: [support@cfms1.com](mailto:support@cfms1.com) Monday through Friday (8 AM – 5 PM).

This briefing tells you how to use the five screens on your app. Navigate between them using these buttons at the bottom of each main screen:



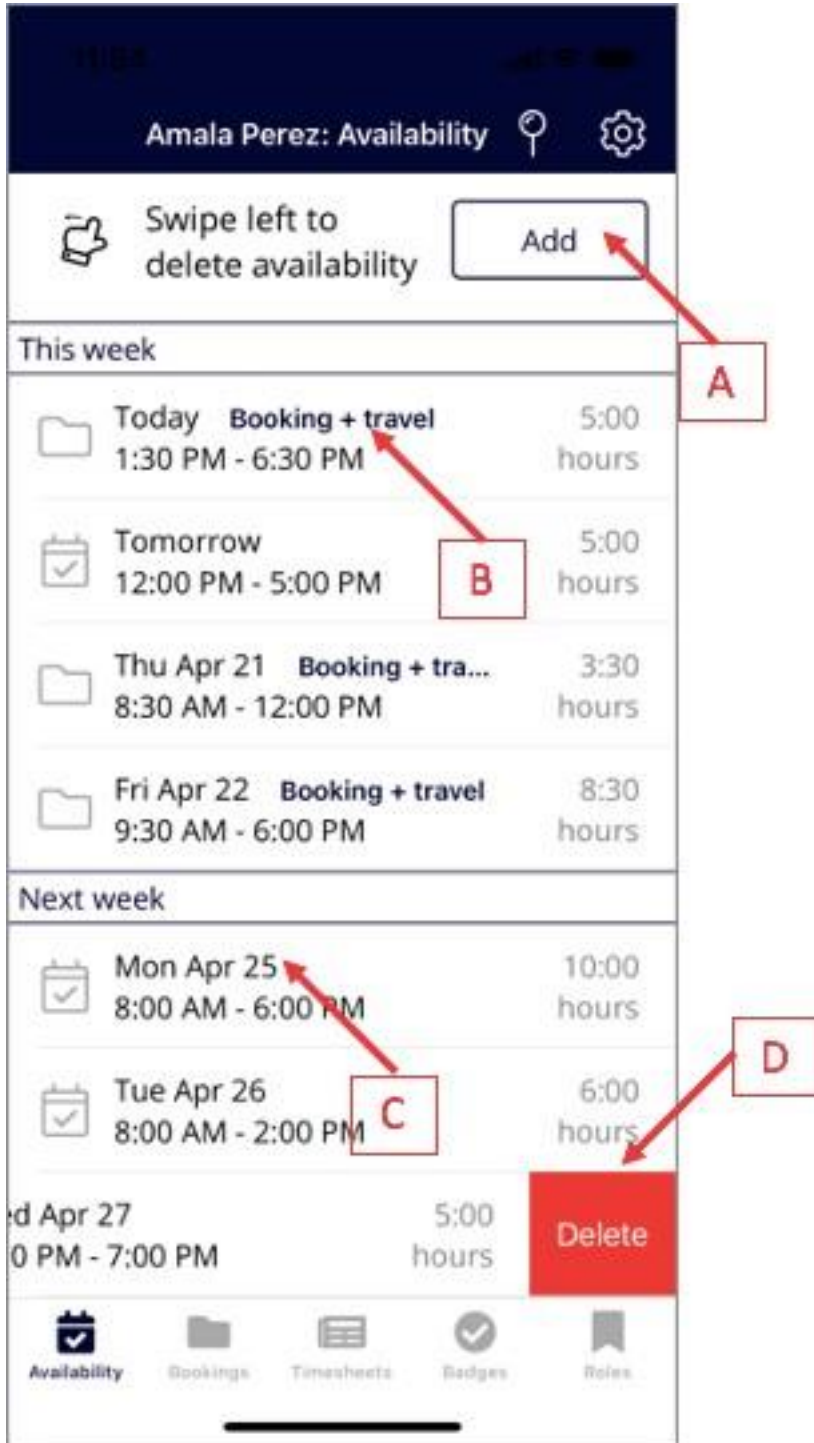
*Make sure we have your cell number in the system. That way, you can be texted when the client wants to book you. You can confirm with a reply text or by opening the app.*

## SCREEN 1: Availability



**“Availability” is the hours you are available to work; today, tomorrow or weeks ahead. This is the first screen on the app.**

*If you have a set schedule with the client, or that you know which hours on which days you will be working, there’s nothing stopping you from inputting all of that availability in the system right away. It will be required before the client can ‘book’ you.*



**A:** To add other times when you are available for work, click this button.

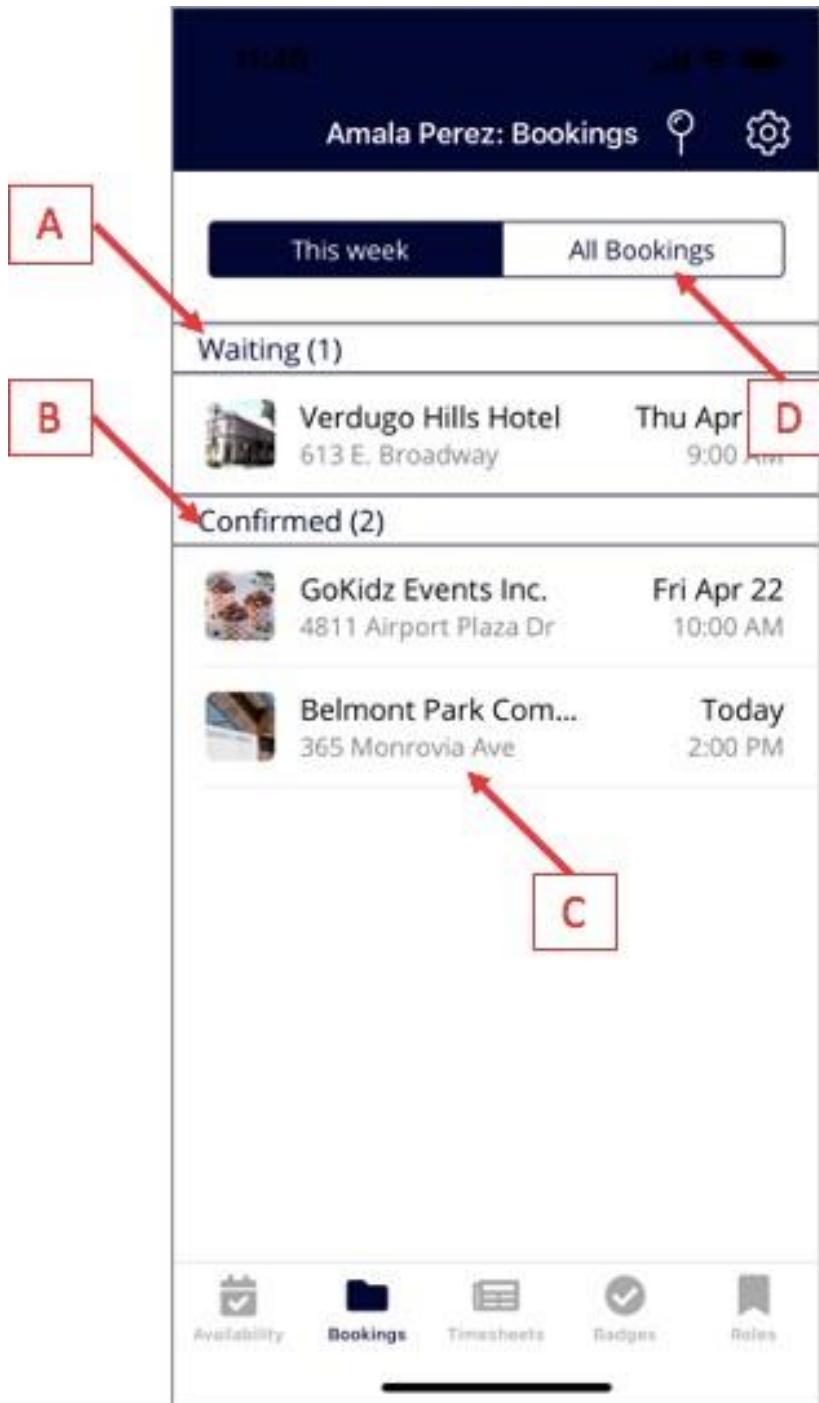
**B:** “Booking + travel” means these are times when you have been booked by the client. (We then add 30 minutes travel time at the start and end).

**C:** This is a period when you are available for work but have not yet been booked.

**D:** To delete a block of availability, swipe left on it. Then click the “Delete” button.

## SCREEN 2: Bookings

A booking is a period of work offered to you by the client. You can reject or confirm bookings in the app. In extreme circumstances you can also cancel a booking you previously confirmed.



**A:** Bookings in this section have not yet been confirmed by you.

**B:** These are bookings that you have confirmed you will attend.

**C:** To see details of any booking tap on it. (The page you will see is below.)

**D:** Your bookings page loads showing this week's bookings. Tap here to see others.

**Individual booking page**

Tap on a booking on the screen above and you will see this:



**A:** Tap here to see a larger map of the place of work and directions for how to get there by car or transit.

**B:** This is your client for the booking. Tap the **gray arrow** for more details.

**C:** If you are happy to do this booking, click the Confirm button. If not, tap the red Reject button.

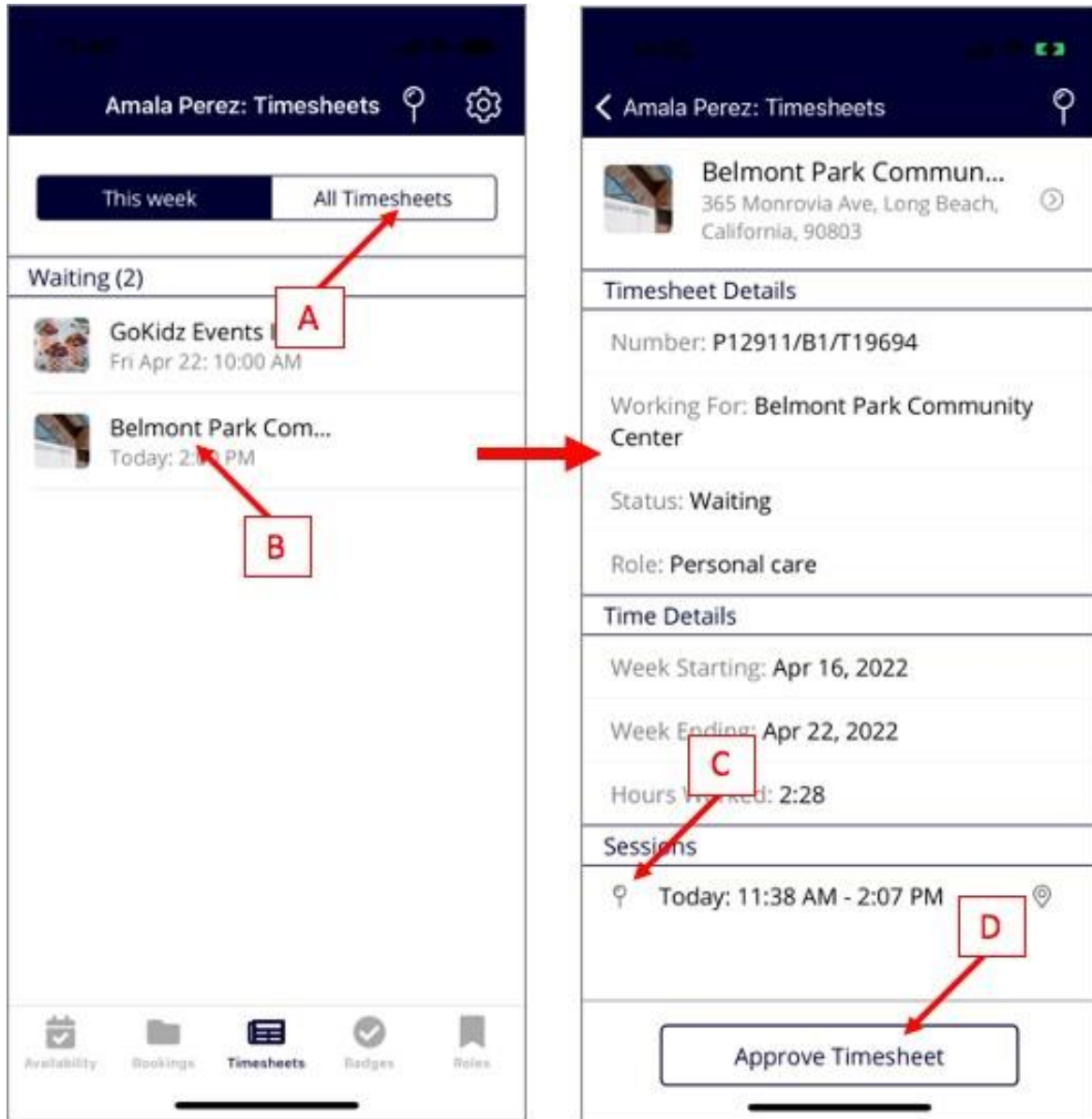
**D:** Scroll down the page for more information: who to report to, parking details, who made the booking and the booking number (in case you need to speak to Cambrian about this assignment).

After you confirm a booking you can still cancel it if something unavoidable comes up. Go back to the booking page. You will see a link "Cancel booking". Click that to enter a reason then tap OK.

SCREEN 3: Timesheets



Once you confirm a booking, the Goodflexi system creates a timesheet for each week of the booking. Approving the timesheet tells us you have completed the work and should be paid for it.



**A:** The timesheets screen opens with this week’s timesheets. Click “All timesheets” to see the rest.

**B:** Tap on any individual timesheet in the list to open that timesheet.

**C:** On the timesheet, the Sessions section will show the hours you were booked. As you are using EVV in the app for your bookings (explained later in this briefing) the exact times you started and finished will be here. The pin symbol tells you these session times were recorded with EVV.

**D:** If you are happy that you have completed the work in the timesheet tap here to approve the timesheet. The system will then make sure your client also approves the timesheet and the timesheet goes through to “Processed”. That means it has been entered into payroll.

SCREEN 4: Badges



Each **badge** is a record of where you are at in the vetting process. **Once you have been validated/cleared to work and all the necessary paperwork has been submitted, you will be notified.**



**A:** There are three types of badges: Credentials are certificates you hold that prove courses you have completed.

**B:** Tags represent where you are at in the vetting process such as 'Live Scan completed', 'Vetting by Cambrian completed', etc.

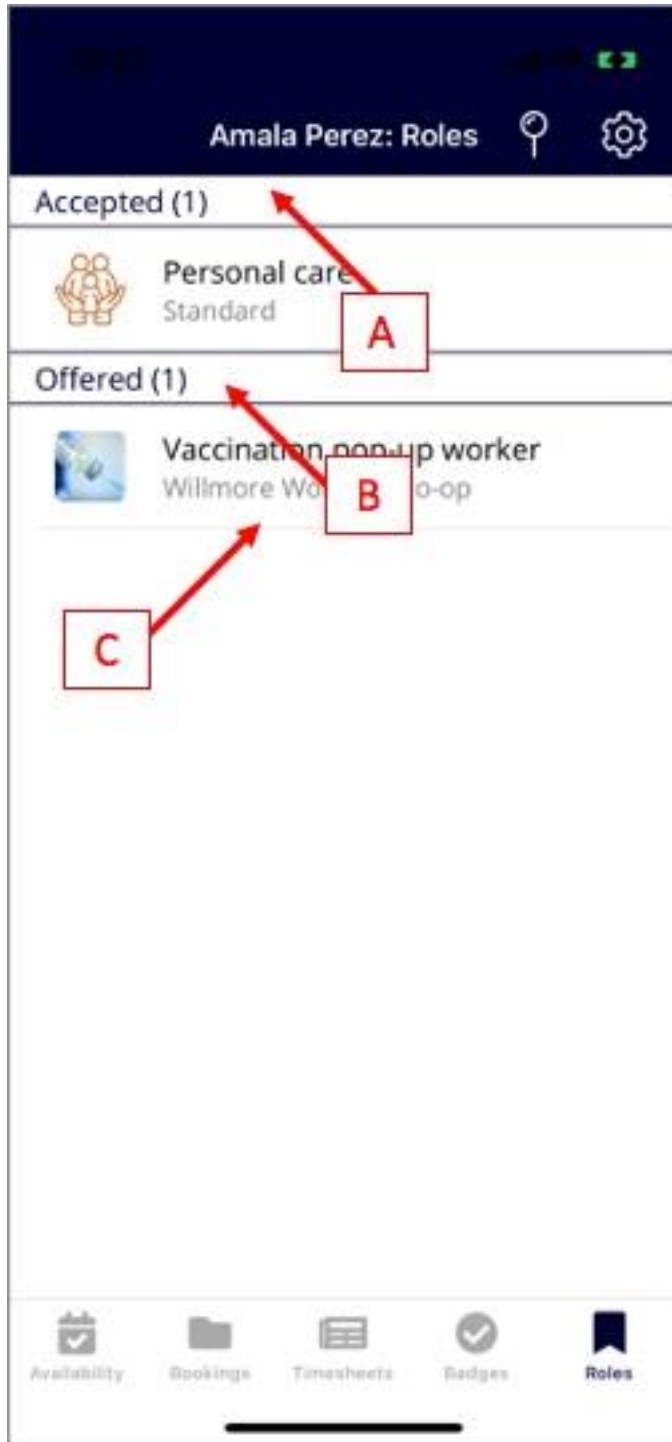
**C:** Preferences – *this does not apply to you*

**D:** Credentials and Tags must be confirmed by Cambrian staff.

## SCREEN 5: Roles



A role is a type of work, for example Respite worker or Community Integration worker. A specific role might require certain badges.



**A:** Accepted roles are those that you can currently be booked for. You are happy to do that type of work.

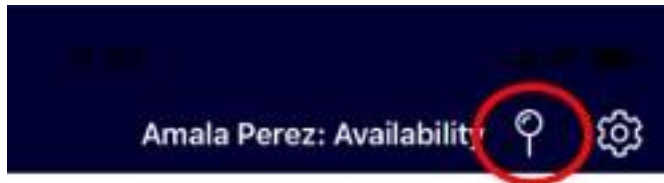
**B:** The Offered section lists roles that the client (or their parent) would like to book you for but you have not confirmed this is OK with you.

**C:** To see details of a role and accept it, tap the role on this list. (You can decline a role and re-accept it at any time.)

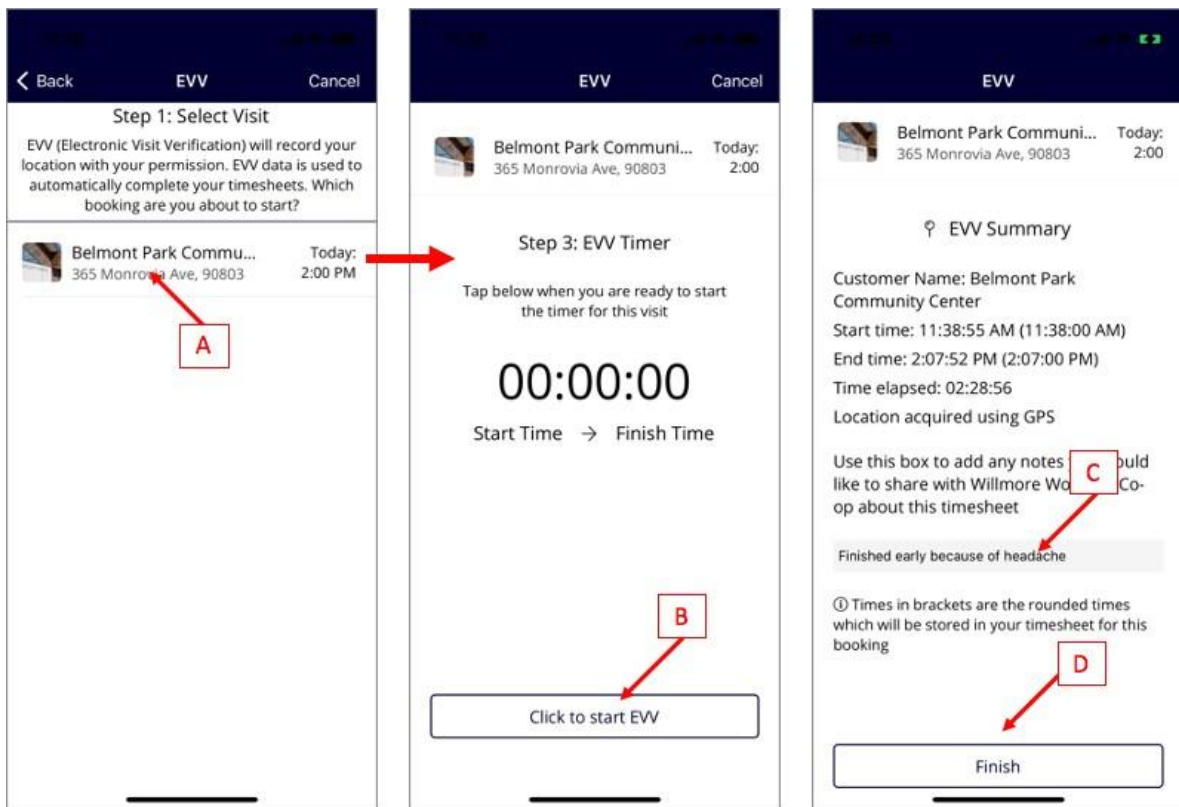
## Using EVV (Electronic Visit Verification)

**EVV is a tool in the system that records times you start and finish any booking plus your location. Those details are then added to the timesheet.**

To open the EVV tool, **wait until you are at the place of work and ready to start work at the time booked.** Then tap the pin icon top right of your main screens:



You will see these screens, one after the other:



**A:** The first screen will show you bookings due to start in the next 24 hours. Tap the booking for which you are checking in.

**B:** That brings up a screen that will ask permission to check your location. Then it shows this page. Click the button to start a timer.

**C:** When you finish work as booked, tap the “Stop” button on the timer. It will record how long you worked to the minute. The app will then ask if you want to add any notes for the timesheet. If you do type them in this box.

**D:** Tapping *Finish* closes the EVV tool. You can then go to your timesheets and *approve this timesheet* (it might have several different times of work, not just the one you have timed).

**i** EVV is essential – this is how you will keep a log of your worked hours.



