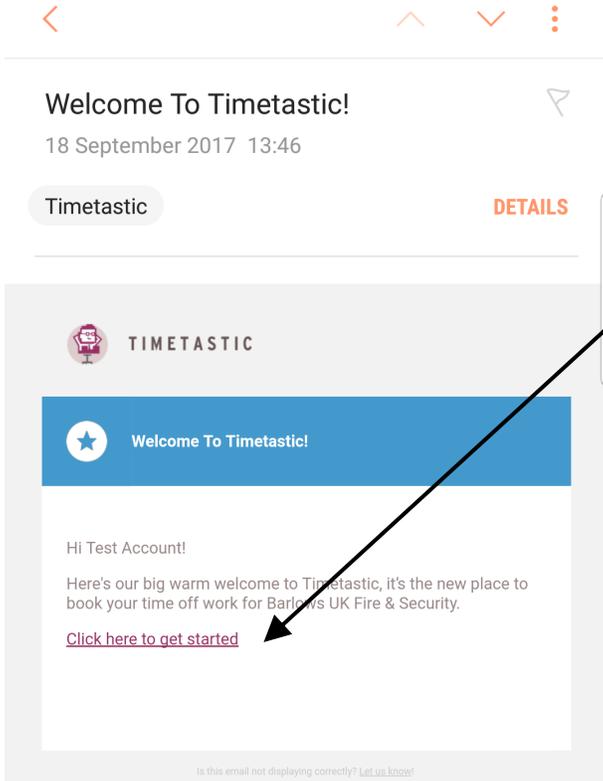
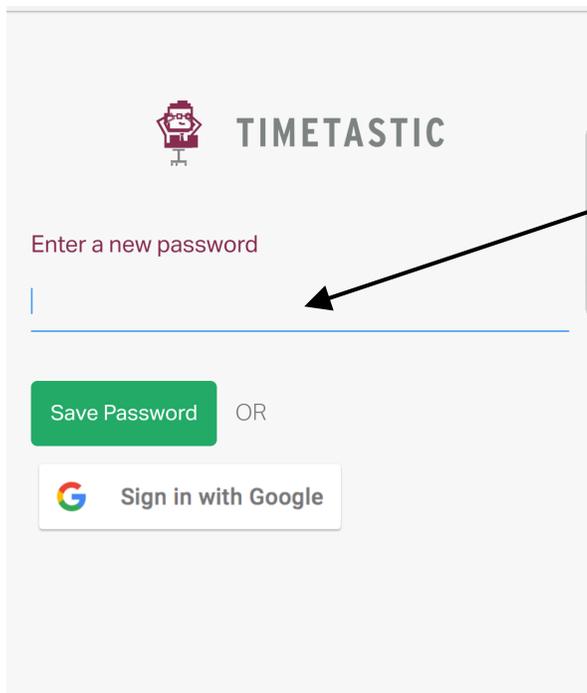




1. ACCOUNT SET UP



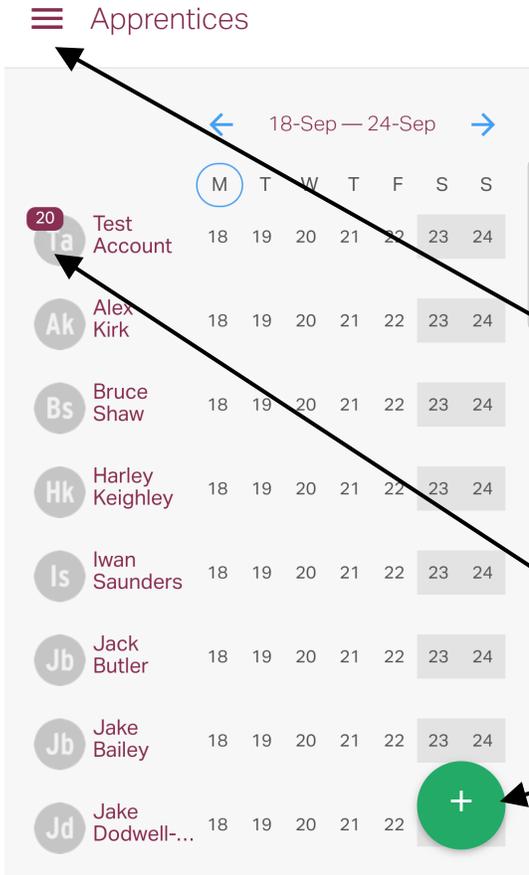
You will receive an email, welcoming you to Timetastic. Click on the 'get started' link.



You will then go to a screen, where you will be able to enter a password of your choice.



2. MAIN FEATURES

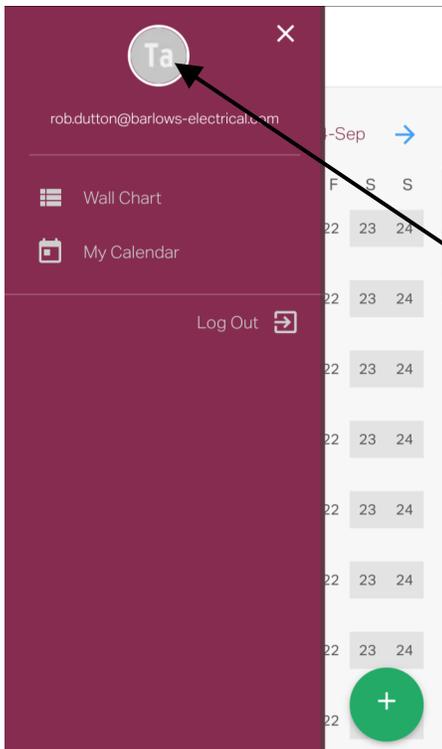


Once logged in, you will see a main screen, displaying the 'Wall Chart' for your relevant section, which will be either Engineer, Apprentice or Office.

The top left button will take you to a screen, allowing you to either select to see the 'Wall Chart' or 'My Calendar'

The number next to your name will indicate the number of holidays you have left to take

The green plus button takes you to the 'Book Holiday' screen.



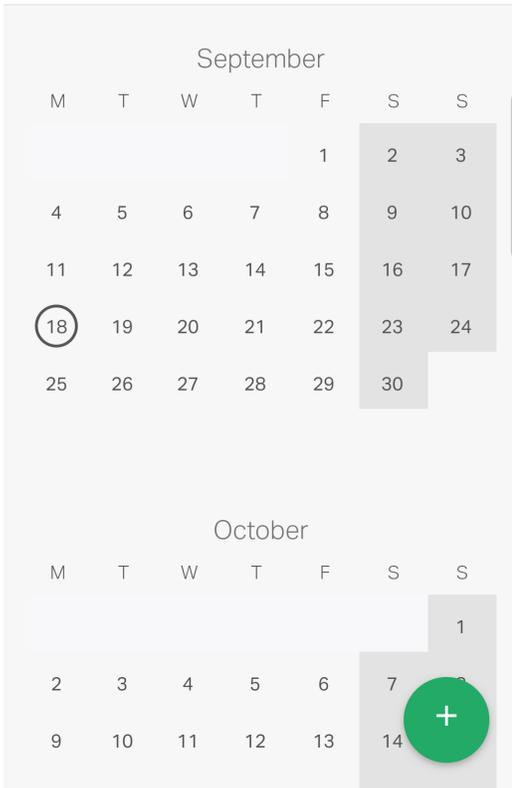
Once you've clicked on the top left, the following screen appears, with the options to view the 'Wall Chart' which is what is already displayed, or to view 'My Calendar'

You can also click on the top round button, to view your account information, such as your 'Profile', 'Work Schedule' and 'Allowances' for the year.



3. MY CALENDAR

☰ Test Account

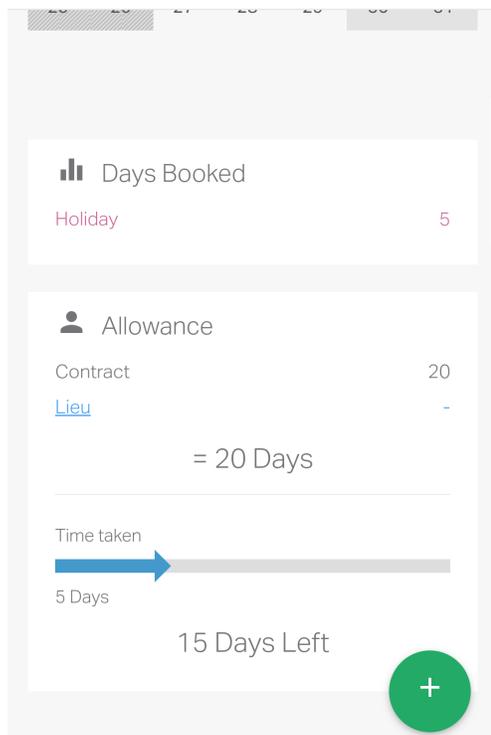


When on 'My Calendar' you will be able to view all holidays you've either had, or have upcoming for the year.

Also, if you scroll to the bottom of the page, you will be able to see a summary, of how many days you've had off, of each holiday type and also how many you have remaining.

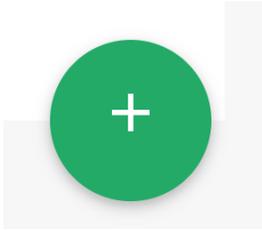
Again, on this screen, you have the option again to book a holiday, by clicking on the green plus button.

☰ Test Account





4. BOOKING OFF HOLIDAYS



When on any screen with the green plus sign, click on it to take you to the 'Request Time Off' screen (image 1) From there, you will be able to select your holiday 'Type'. Please note, you will only be able to use the 'Holiday' or 'Holiday Unpaid' options. You will then be able to select the dates requires and submit the 'Send Request' button. Your request will then show as sent (image 4)

IMAGE 1

IMAGE 2

IMAGE 3

IMAGE 4



4. BOOKING OFF HOLIDAYS

Once your holiday request has been either accepted or rejected, you will be notified by an app notification (image 1) and also an email (image 2). Your holidays will then display on the 'My Calendar' section of the app (image 3).

IMAGE 1

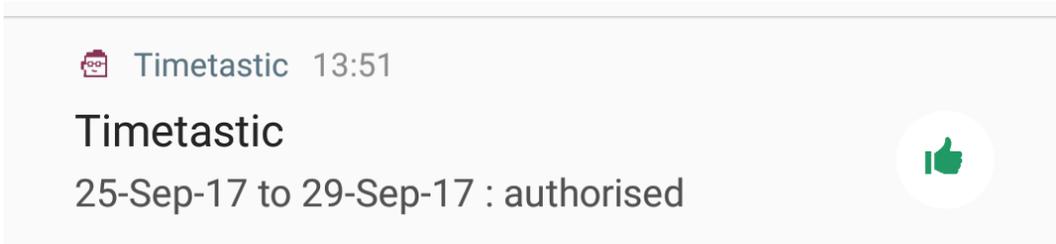


IMAGE 2

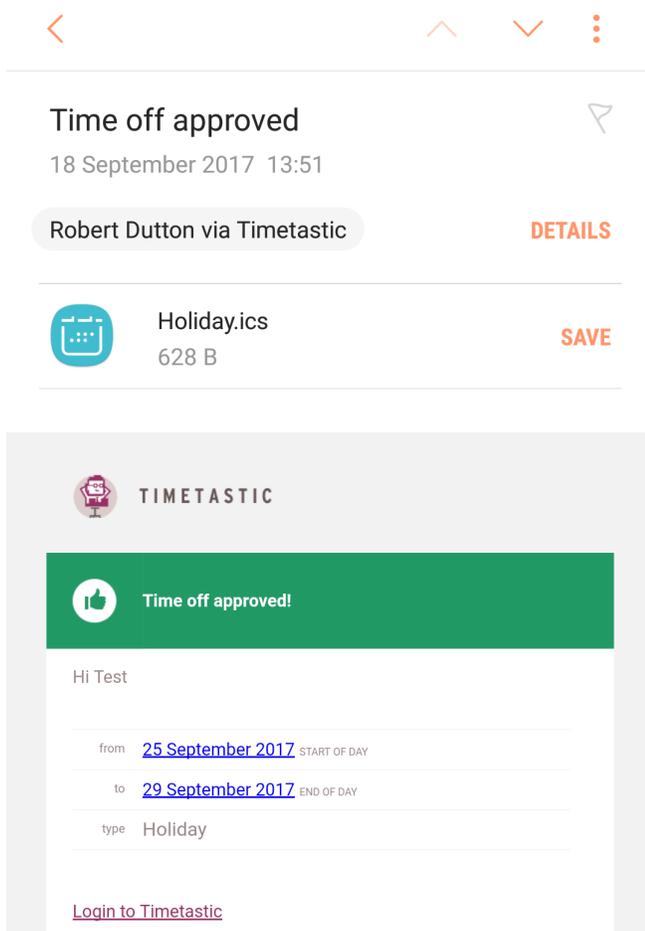


IMAGE 3

