

Jobulator Mobile Overview for iOS (iPhone, iPad, iPod Touch)

This tutorial is a step-by-step walkthrough of Jobulator Mobile for iOS. You will learn how to activate Jobulator, view and accept available jobs, view messages and adjust your settings.

1. Jobulator - Download



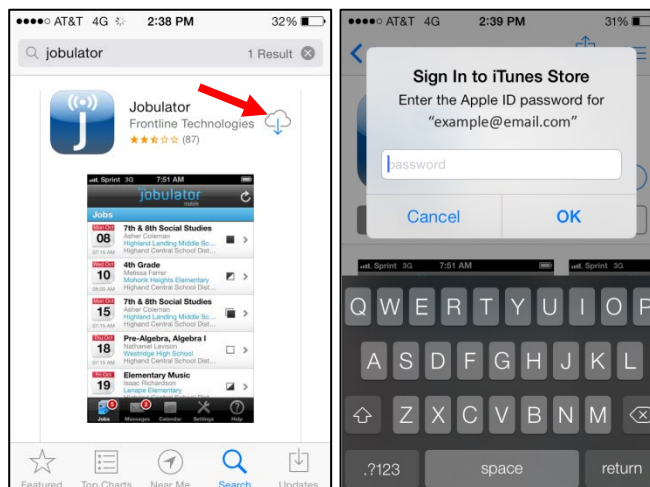
App Store

To begin using Jobulator mobile on your iOS-powered device (iPhone, iPad, iPod touch), open the App Store on your device.

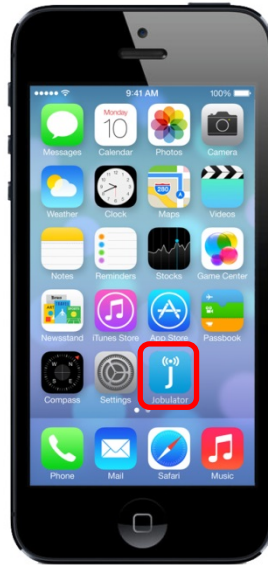
In the App Store, select the **Search** tab and type in "Jobulator." This will take you to our App Store page.



On the Jobulator Mobile App Store page, download the app by tapping the **Download icon**. iTunes requires that you enter your Apple ID password. Enter the password and tap **OK**.



When the download is complete, open Jobulator Mobile by tapping on the Jobulator icon.



2. Jobulator - Activation

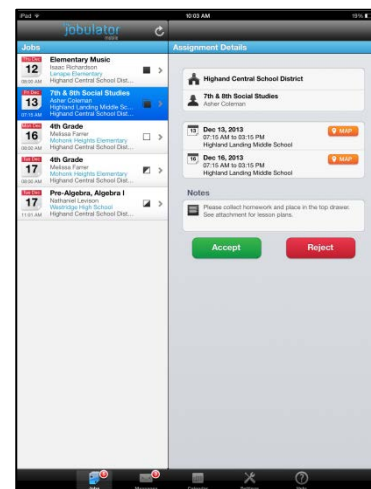
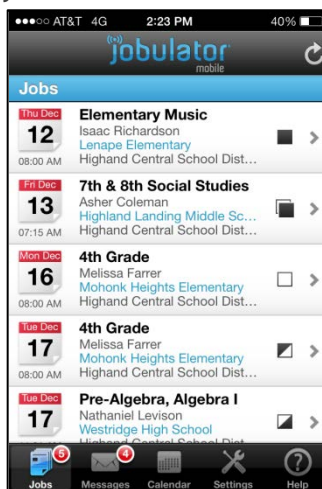
After downloading and opening the Jobulator app, the program will most likely ask you to enter your login credentials. At this time, all users should select United States as their Country. Enter your User ID (the email address that you used to sign up for Jobulator) and your Aesop PIN and tap **Login**.

Not sure which email address to use? If you have not already done so, please sign up for a free trial of the service on the **Free Trial** tab of the Jobulator website, www.jobulator.com. If you have already signed up for a free trial but forget the email address that you used to sign up, contact our support team by emailing Support@Jobulator.com. Let us know your name and Aesop ID/Phone Number and we'd be glad to reply with your User ID / Email address.

As soon as the Email Address and Aesop PIN have been verified, your Jobulator mobile app activates and begins notifying you of available jobs.



iPhone



iPad

Jobulator runs even when it is in the “background.” You can have other apps open, be texting or even have the screen off, and Jobulator will still notify you of available positions. Exceptions include the following:

1. Your phone is not powered on.
2. You haven’t activated/launched the Jobulator app.
3. You are not connected to the internet (Mobile Network, Wi-Fi)

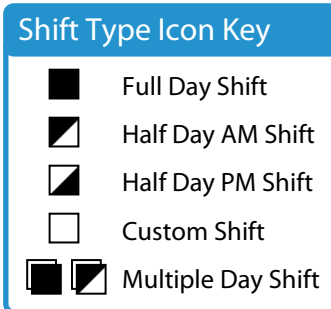
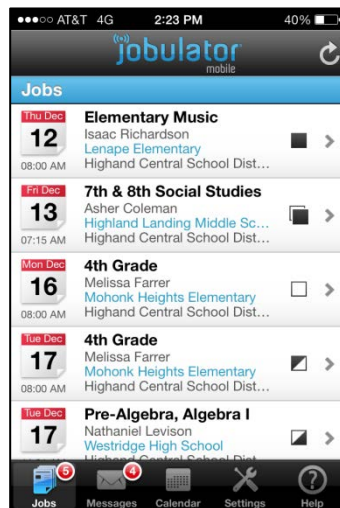
3. Jobulator - Tab Navigation

The main tool to navigate through the Jobulator app is the Navigation Bar at the bottom of the screen. There are four main sections: **Jobs**, **Messages**, **Calendar**, **Settings** and **Help**. Tapping on any of these icons will take you to the main screen of that section of the mobile app.

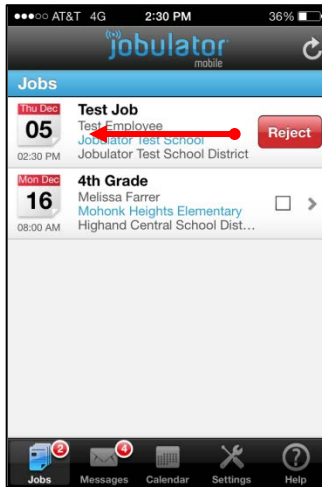


4. Jobulator - Jobs Screens

The **Jobs** screen displays a summary of each available job: the position, the employee’s name, the school, the school district, the start date and time of the absence and the shift type.



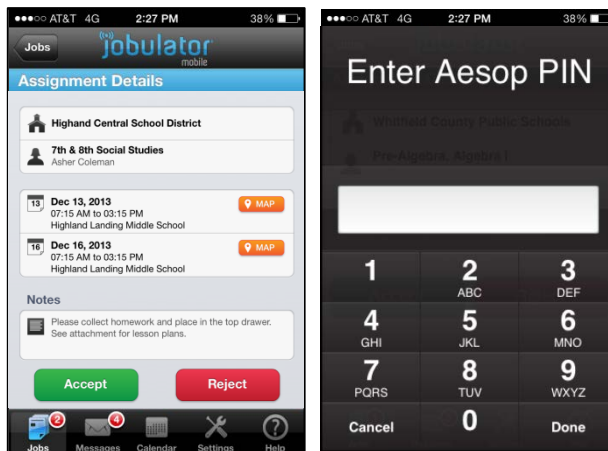
You can reject a job directly from the main jobs screen by swiping from right to left on the job information and then tapping the **Reject** button.



You can view more details by tapping on the job information. The **Details** screen will allow you to see the full details of the job, get directions, accept the job and reject the job. Tap the Jobs tab to return to the main Jobs screen.

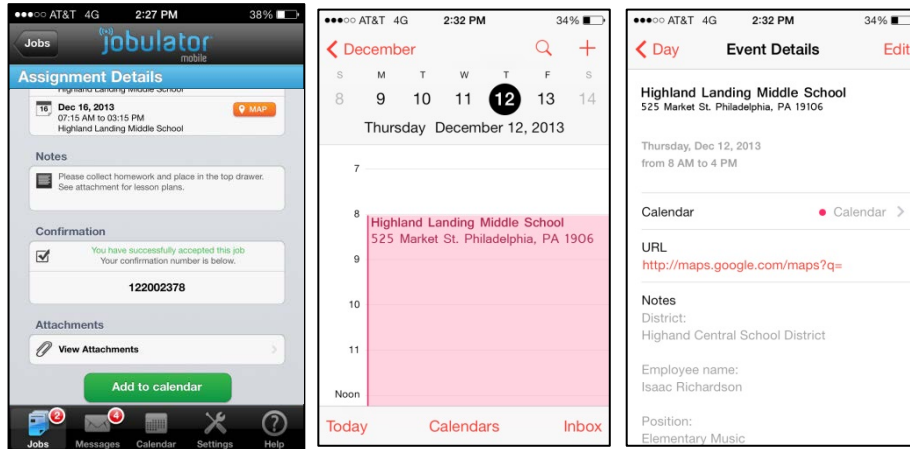
To accept the job, tap **Accept**. You must then enter the correct PIN in the white PIN box. PIN entry is used to verify that it is actually you accepting the job. You can choose to have Jobulator enter this PIN automatically for you. If you turn on the "Remember PIN" setting, the "Enter Aesop PIN" screen will not appear after you press the "Accept" button. Please review **Section Six** of this booklet to learn more.

If the "Remember PIN" setting is not turned on, enter your PIN and tap **Done**.



If the job is successfully accepted and assigned to you, the Jobulator widget displays an “Accepted” message. The job’s confirmation number, notes and lesson plans from the teacher will all be displayed. The details of the Job can also be added to your mobile device’s calendar using the “**Add to Calendar**” button.

Any job accepted via the Jobulator app is also viewable on your Aesop homepage and interactive calendar. Additionally, if Aesop knows your email address it will automatically send you an e-mail with your Confirmation Number, letting you know that you successfully accepted the job via Jobulator.

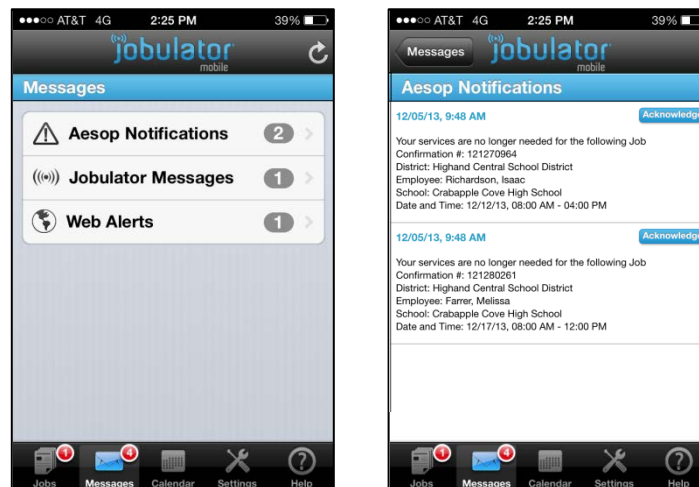


Tap the **Jobs** tab to go back to the main Jobs screen.

5. Jobulator - Messages Screens

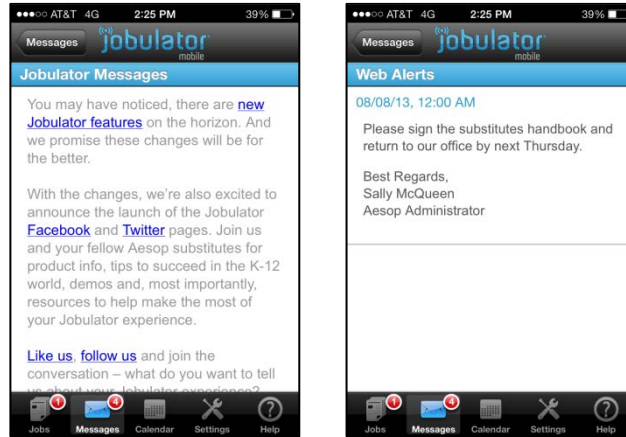
The next tab on Jobulator is **Messages**. Jobulator will display three types of messages: Aesop Notifications, Jobulator Messages and Web Alerts from your school district(s).

Aesop Notifications displays positions that have had the start time changed or that you are no longer needed for. From time to time, employees have their plans change and they decide not to take an already scheduled absence. When that is the case, Jobulator lets you know and asks that you acknowledge that you have received this message.



Jobulator Messages are notifications from the Jobulator team concerning updates, planned maintenance, features, etc. These messages do not need to be acknowledged. They will remain on screen until the expiration date set by the Jobulator team.

You will also receive messages that your district Aesop Administrators post to your Aesop homepage. These messages will be posted under the **Web Alerts** tab. Web Alerts will remain on screen until the expiration date set by your Aesop Administrator.



6. Jobulator - Calendar Screens

The Calendar tab offers quick access to a monthly view of all your accepted jobs and non-work days. Accepted jobs are displayed in blue. Standard non-work days are displayed in gray. Yellow days are non-work days automatically created by a business rule set up by your school district. Tap anywhere on this calendar to automatically log into Aesop.



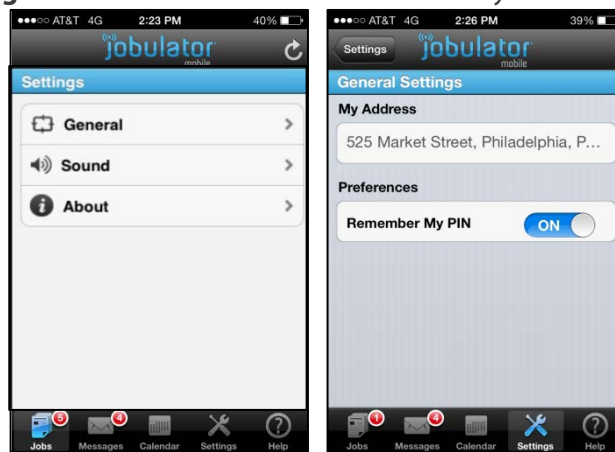
7. Jobulator - Settings Screens

The **Settings** tab allows you to control the program's behavior, sound preferences and version of the Jobulator program. Please note that settings apply as soon as they are changed. There is no need to click a "save" button on Jobulator mobile.

The first section is **General Settings**.

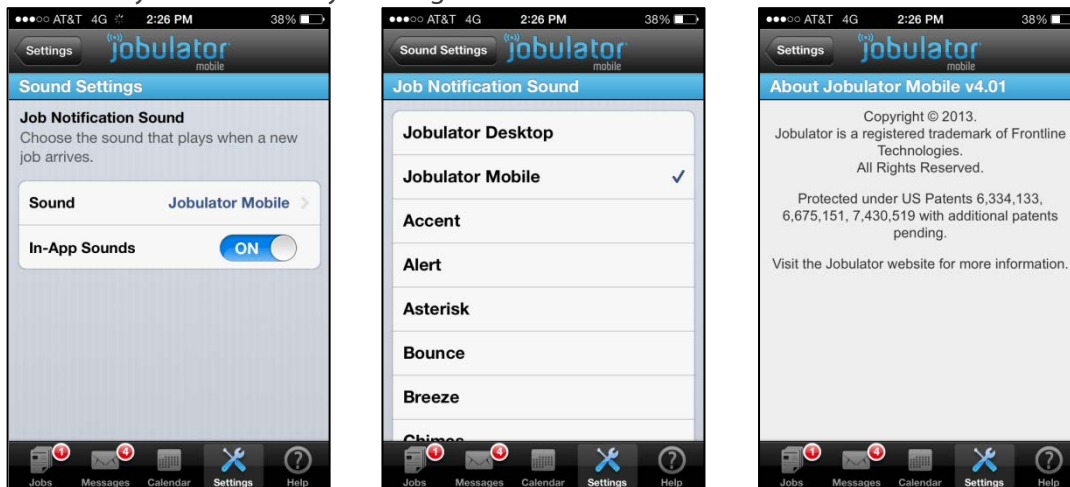
My Address allows you to enter an address that will be used as the "start" location whenever you use the map feature in the Jobulator app.

By default, **Remember my PIN** is turned on. This means that when you are accepting a job, Jobulator will automatically remember and submit the PIN that you used to activate Jobulator. If you are told that you are entering an incorrect PIN, your PIN may have changed in Aesop. Go to the Help tab in Jobulator mobile, tap **Logout and Deactivate** and then re-enter your activation information.



The **Sound Settings** control the sounds of your Jobulator app. **In-App Sounds** control the sound that will play when a new job becomes available while you are actively viewing the app. These sounds can be turned off by sliding the sound to **OFF**. A different sound can also be selected by tapping on the **Sound** options. The **push notification sound** (the sound that plays when your screen is off or Jobulator is in the background) is not customizable. A default sound has been selected for those occasions.

The final Settings page is the **About** page. The About screen will post the version of the Jobulator application that you are currently running.



8. Jobulator - Help Screen

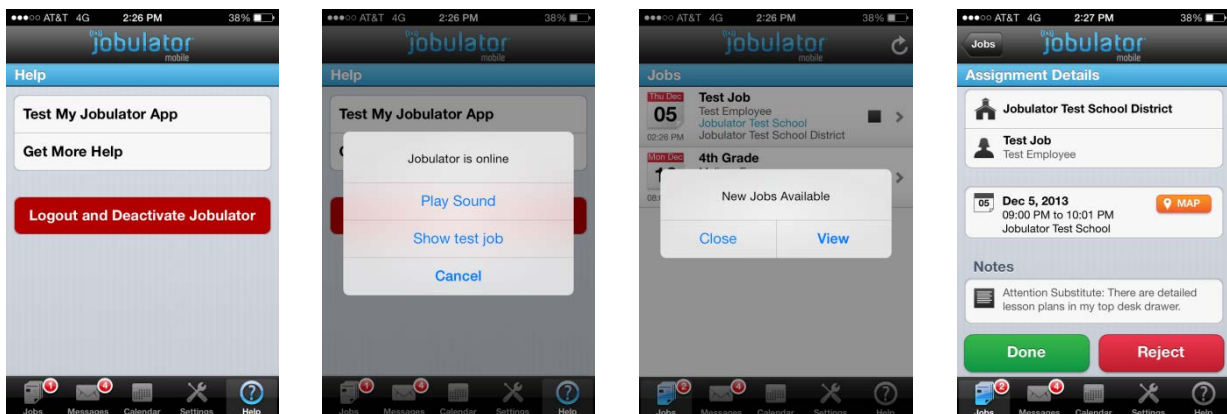
The **Help** section includes a **Test My Jobulator** feature. This tool allows you to test your sounds and send a fake test job to Jobulator to verify that it is working properly.

If you have any additional questions on using the Jobulator app, visit the Help section of the Jobulator website, www.jobulator.com.



To test the app, tap **Test My Jobulator App**. Jobulator will test your connection to the service and let you know if you are currently “Online” or “Offline.” You also have the option to test your notification sound or send a test job.

To test your sounds, tap the **Play Sound** button. Jobulator will also allow you to send yourself a test job. First, tap **Send a Test Job**. You will notice a notification appear in the center of your screen. Tap **View**. Notice the new **Test Job** that appear at the top of your Jobs list. Tap the job to reject or complete the test job process.



9. Jobulator - Other Features and Controls

Notifications of available jobs in Jobulator mobile for iOS are controlled by your phone's standard notification features. If your screen is off (the phone must be powered on) or you are using another app, you will receive an audible and visual notification.

Depending on the device's settings, these notifications may appear in different locations, including the middle of the screen (alerts), the top of the screen (banners) or not at all.

Examples of Notifications



Notification (Screen Off)

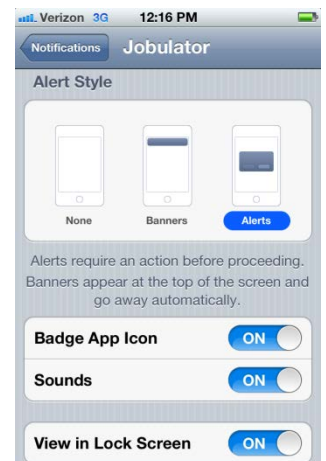
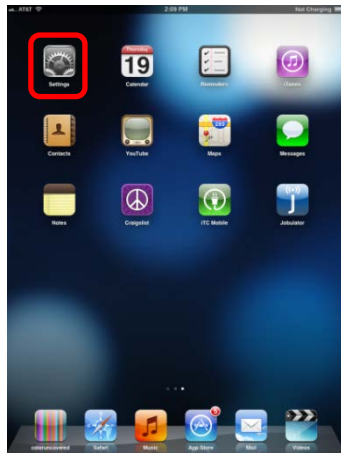


Banner



Alert

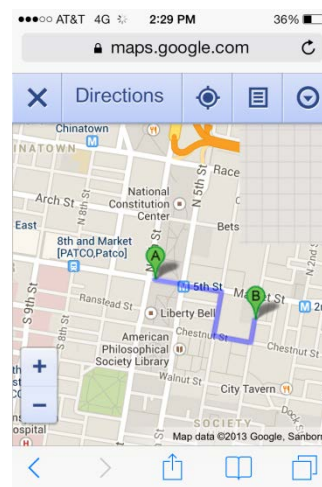
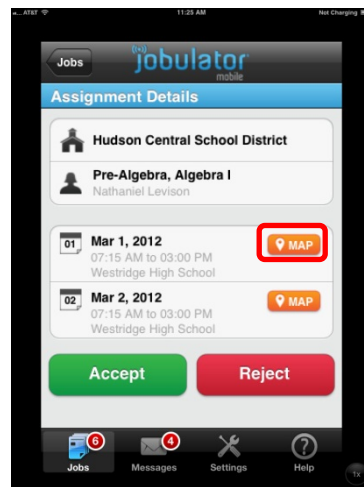
To adjust your notification settings, go to the **Settings** button on your device screen. Tap **Notifications** and then find **Jobulator** in the list. We recommend you turn everything **ON** under your notification settings for Jobulator.



Maps

Jobulator uses the Apple device's built-in mapping tools when you tap the **Map** button for a particular school. If you have saved your address in the General Settings, the map will automatically provide

directions from that location to the school. Otherwise tap the **Directions** button and enter your address in the Start field. Then tap **Start** or **Route**.



Thank you for taking the time to look through this overview guide. For further help or information, please visit www.jobulator.com.