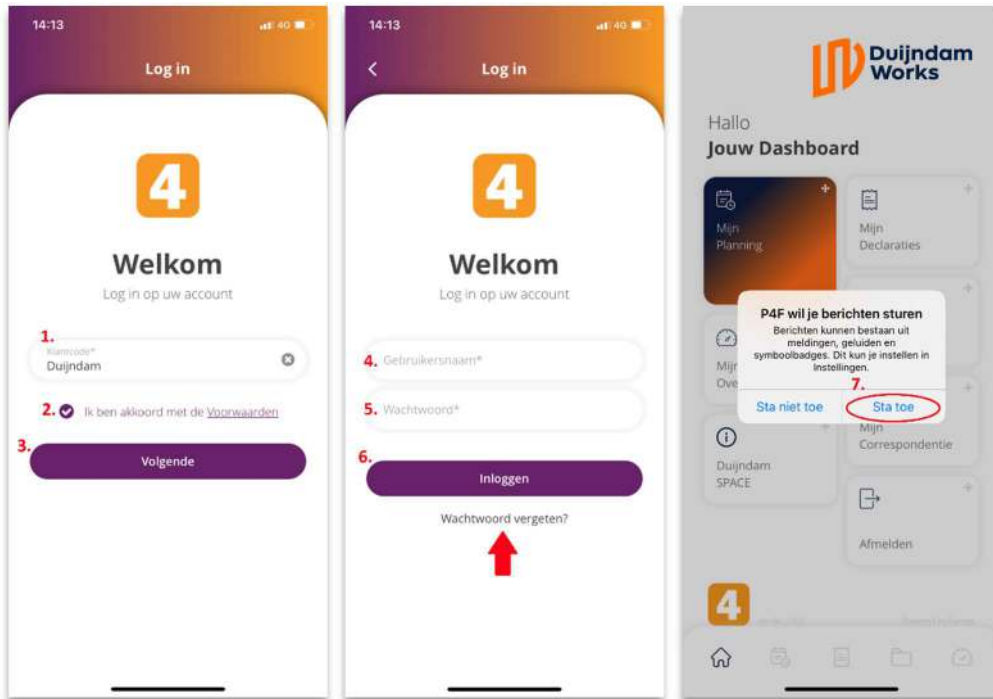
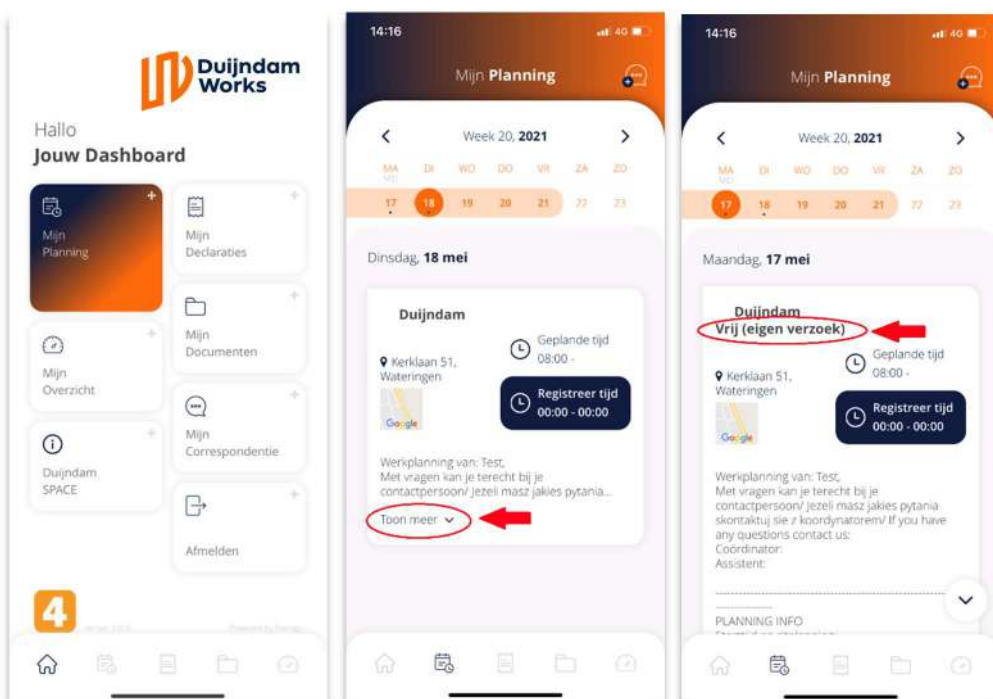


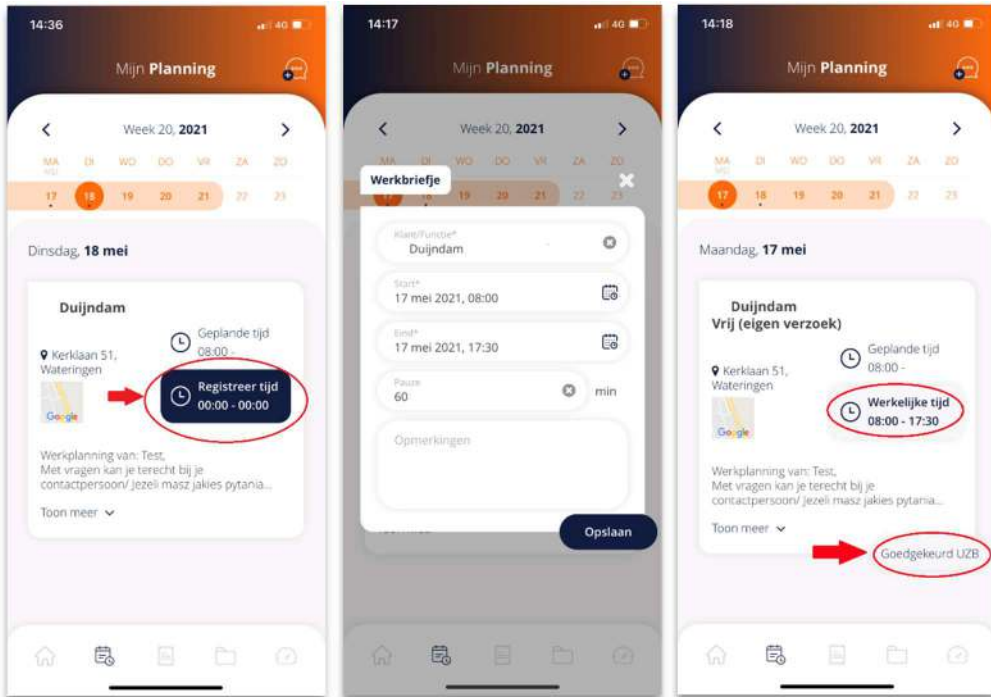
- 1 Download the application from the Google Play Store, App Store of Microsoft store. Log-in details will be sent via an instruction e-mail.
- 2 Open the application and enter the clientcode: Duijdam. Accept the terms and conditions. After entering your username and password, you will be asked to give permission to receive push-notifications, accept this. If you have forgotten your password, you can reset it by clicking on the *Forgot password* button.





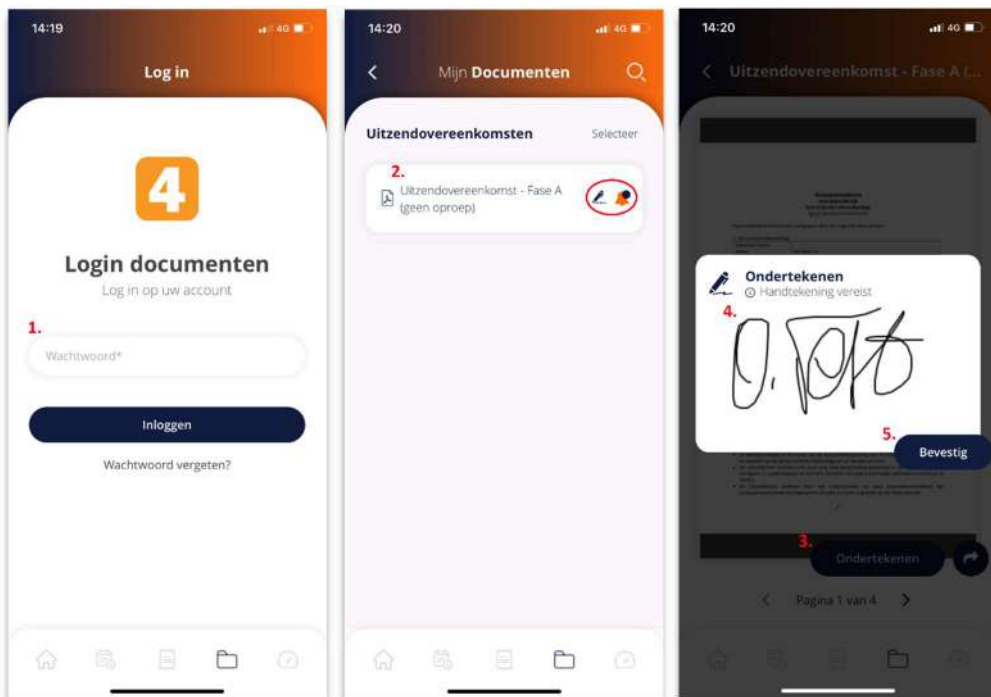
- 3 After having done this, you will be directed to the menu, which is where you can choose the option that you need. In My Planning, it is possible to see everything regarding your planning. When the button *Show More* is clicked, things such as transport information are shown. When you have a day off or you are on holiday, this will be stated underneath the the name of the company.




- 4** By clicking on the navy blue shaded area, the job sheet for that day will be opened. Fill in the hours you have worked every day, the moment your working day is over. If this function is turned off for you, you do not have to fill in your job sheet. Every Tuesday, until 3 P.M., we are processing the hours worked. The Salaries are paid on Wednesday.



- 5** In My Documents you can see all your documents, including your payslips. After having clicked on *My Documents*, you will have to enter your password again. This is for privacy reasons. Next to the every new document you will see . There will be also  if the document need to be signed. After you have read the document, click *Sign* and give your signature.



6

In My Correspondence, you can start a conversation with the intermediary. When you receive a new message, a notification will be send to you. By clicking on  in the top right corner, you create a new message. When you want to respond to a received message, you click *Respond*. **When you are ill, you should let us know by phone call, not via the Application!**

