

Instruction P4F app



Inhoudsopgave

1.	How do I install the P4F app.....	3
2.	How do I log in.....	5
3.	What are the functions of the P4F app	8
4.	My planning.....	9
5.	Transport planning	10

1. How do I install the P4F app

First you must be in possession of a smartphone(Android, iOS or Windows). The installation is almost the same for every system. The language of the P4F app is determined of the settings of your smartphone. Here you can find the Plan4Flex app. Choose the right system.

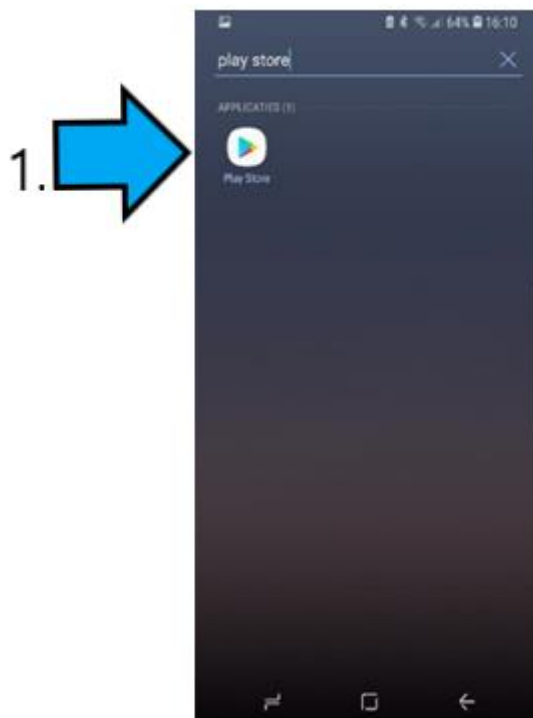
Android: <https://play.google.com/store/apps/details?id=nl.ewings.app>

iOS(iPhone): <https://itunes.apple.com/nl/app/plan4flex/id1125677458?mt=8>

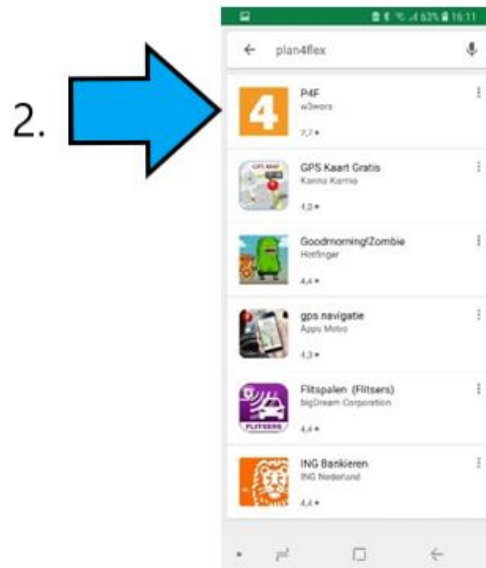
Windows: <https://www.microsoft.com/nl-nl/store/p/p4f/9nblggh4s0g1>

Or follow the instruction:

Step 1: Go tot he app store. The app store on Android systems is named by 'Play store'.



Step 2: Search for 'P4F'



Step 3: Install the app.

S 4: Accept the terms and conditions.

Now you got the P4F app!

2. How do I log in

After you install the P4F app, Chapter 1, you can open the P4F app. The language of the P4F app is determined by the settings of your smartphone. When you open the P4F app you'll see the following screen.



Step 1: Fill in the customer code: **Vanbergen**

Step 2: read the Terms and Conditions

Step 3: Click to agree with the Terms and Conditions

Step 4: Press 'Next'

You've already received an E-mail with your credentials.

The image shows a mobile application login screen. At the top, there is a status bar with icons for signal, Wi-Fi, and battery (52%), and the time 12:55. Below this is a large orange square with the number '4'. The login form consists of two main input fields: 'Username' and 'Password'. The 'Username' field has a placeholder text 'Please fill in your username'. The 'Password' field has a placeholder text '*****'. Below the 'Password' field is a 'Login' button. To the left of the 'Login' button is a link that says 'Forgot password'. At the bottom of the screen is a 'Back' link. Four blue arrows with numbers indicate the steps: arrow 6 points to the 'Username' field, arrow 7 points to the 'Password' field, and arrow 8 points to the 'Login' button.

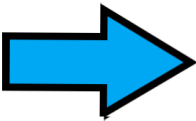
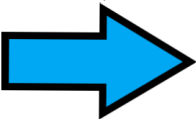
Step 6: Fill in your 'Username'. The username you've received by E-mail. If you do now have received any E-mail please give a message to planning@AUBvanbergen.nl

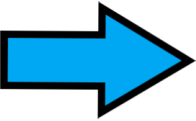
Step 7: Fill in your 'password'. Also you've received the password by mail. If you do not remember your password press 'Forgot Password'. You'll receive a new password by E-mail.

Step 8: Press 'login' .

4

Uw wachtwoord moet worden gewijzigd

9.		New password *****
9.		Repeat password *****

10. 

Reset password

Step 9: Change your password with 8 characters.

Step 10: Press 'Reset password'.

3. What are the functions of the P4F app

After you login you'll enter the 'Menu'. There are several options to choose from.

My Planning: You'll see your work planning and your transport planning.

My documents: All the documents you'll need will be found at documents.

My Correspondence: All the questions and message about the planning, documents or other questions can be managed over here.

Downloads: Here you can find all the important information relating to Van Bergen Personeelsdiensten

Log off: With this button you'll log off.

MENU		
	My Planning	
	My Documents	
	My Correspondence	
	Downloads	
	Log off	

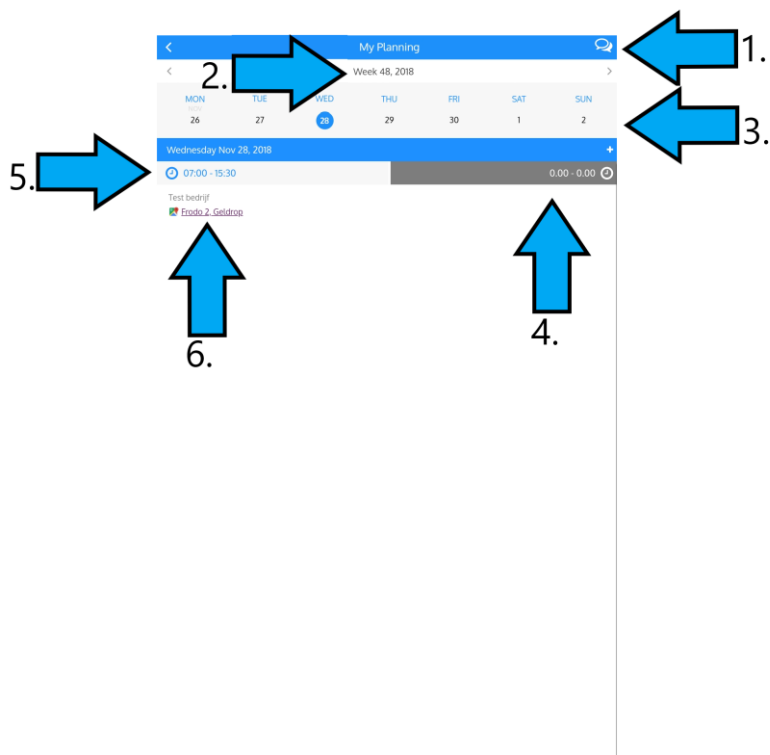
4. My planning

In 'My planning' you'll receive information about where you need to work and the transport. When the planning has been changed you'll get a message from Van Bergen Personeelsdiensten. This is how 'My Planning' works:

Step 1: Click on 'My planning'.



You'll enter my planning.



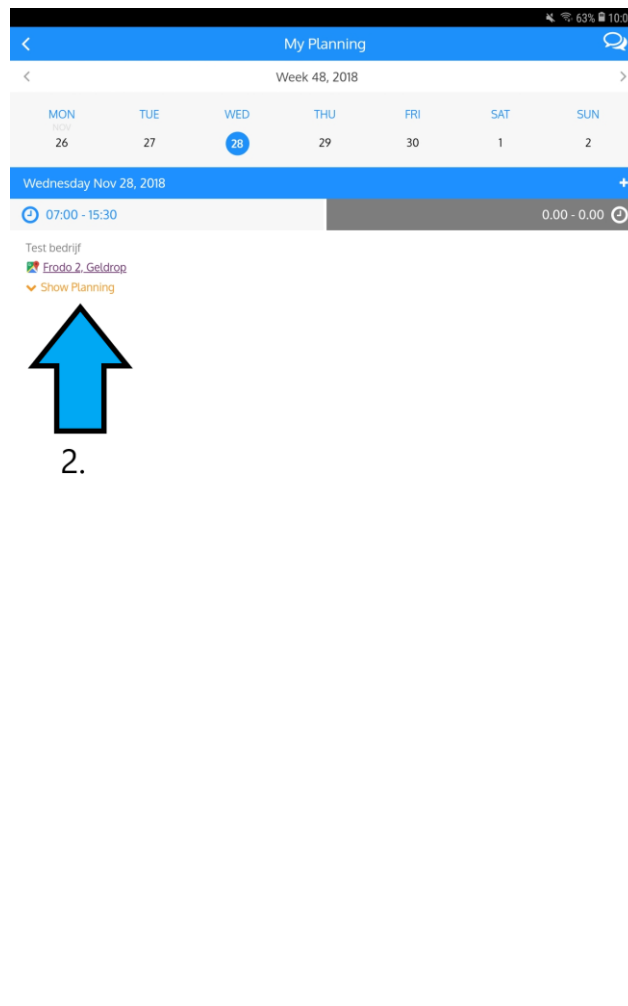
1. Chat to Van Bergen Personeelsdiensten when you got questions about the planning.
2. Te week number and year.
3. To navigate in your planning
4. You can sent your working notes.
5. The time where you are planned in.
6. The employer you'll working for.

5. Transport planning

The transport planning to the customer you'll find at 'My planning':



Step 1: Click on 'My planning'



Step 2: Click on 'Show planning'

Step 3: you'll see information in different languages about the transport planning.