

Explanation how to use AFAS Pocket

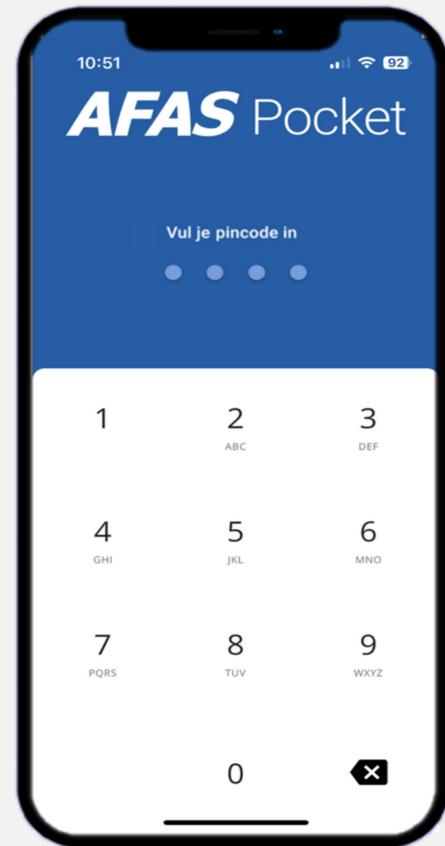
What can you do with this app on your phone?

1 Login with your pin-code

Open the AFAS Pocket on your phone and enter your pin-code.

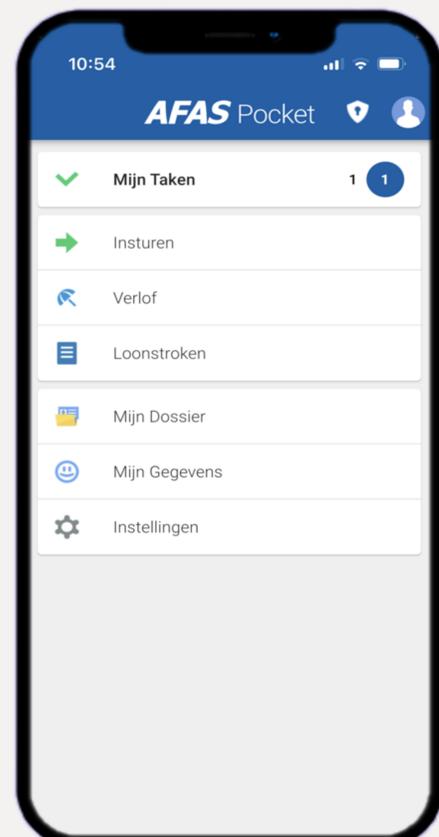
Point of attention:

In some cases you will be direct to a different screen which says: "Authentication required". If so, Please enter the pin code of your mobile phone . (Don't use the pin code of the AFAS Pocket app.)



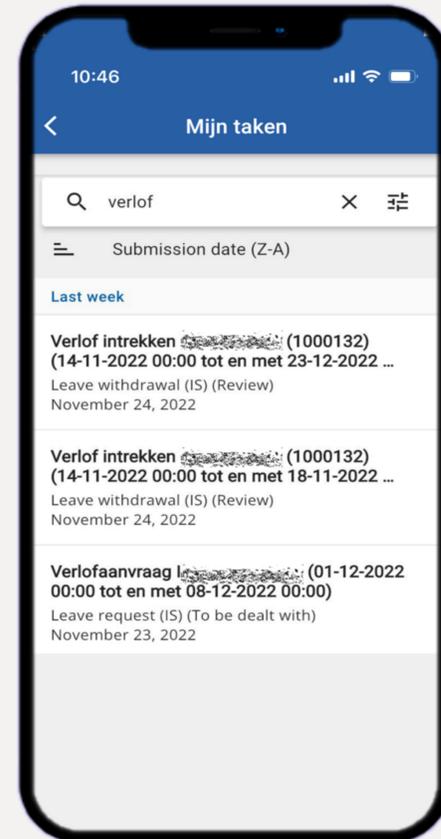
2 Possibilities within AFAS Pocket

You will see all your options in the AFAS Pocket app. Make your choice.



3 My tasks

- Here you handle your current tasks. Handling tasks is easiest on your computer or laptop because this screen is larger than your phone.
- The most recent task is at the top. You can sort your tasks by clicking on the sliders. You can also search for tasks by entering something in the search bar.

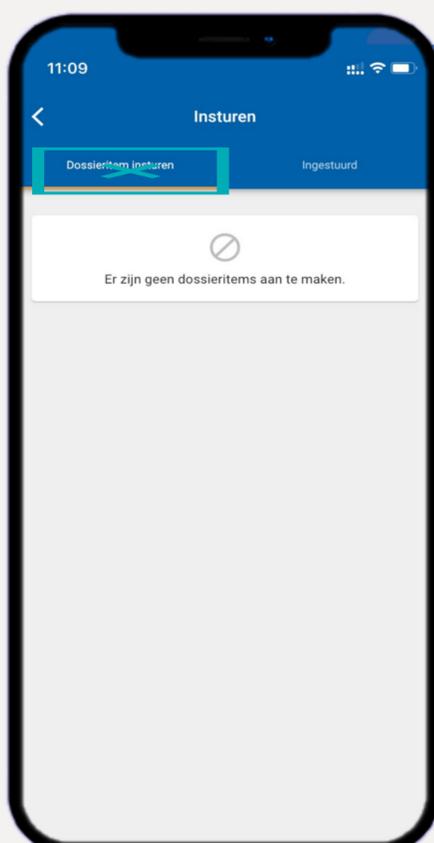


4 Submit information

The screen shows 2 tabs:

1. 'Dossieritem insturen'

Submit dossier items. We never use this.



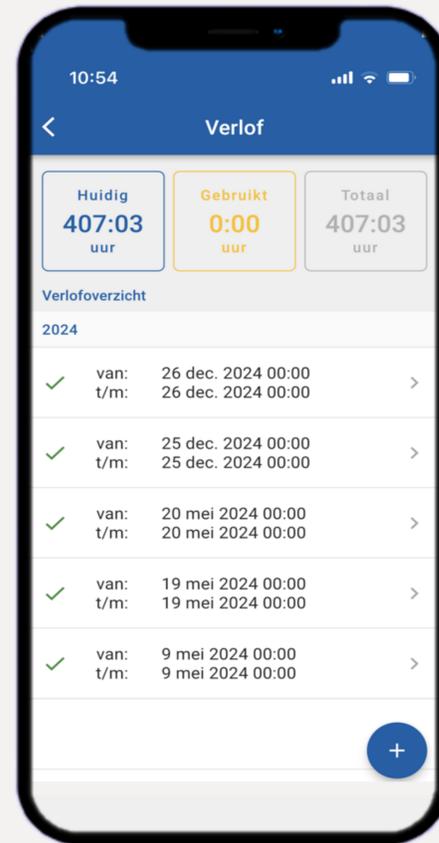
2. 'Ingestuurd'

Here you will find all tasks and dossier items submitted by you.



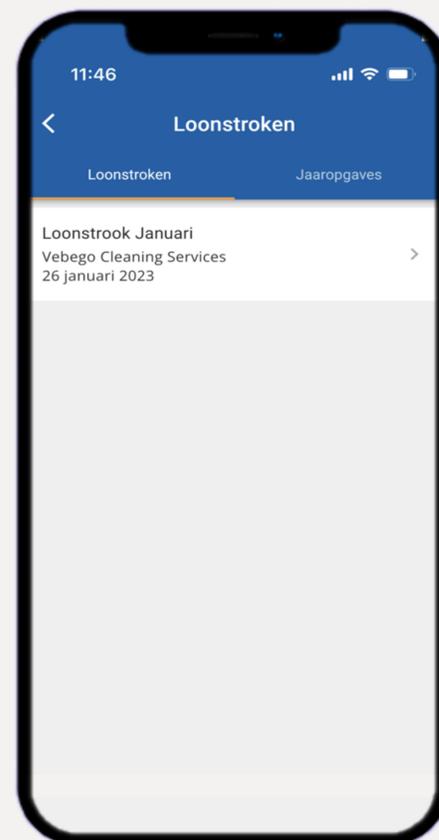
5 Absence

- Here you can see your current leave balance, your taken leave and you can also submit a new leave request.
- Click on the + to submit a new leave request. Then choose which type of leave you want to submit.



6 Payslips

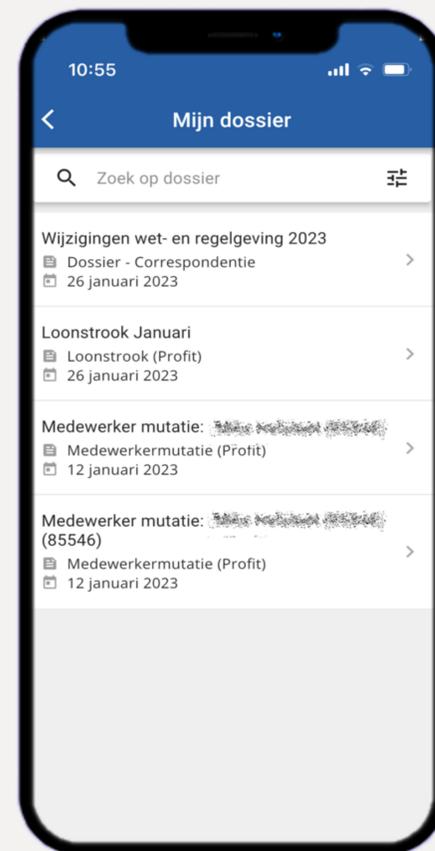
- Here you can view your payslips and annual statement.



7 My file

Here you can find your own personnel file.

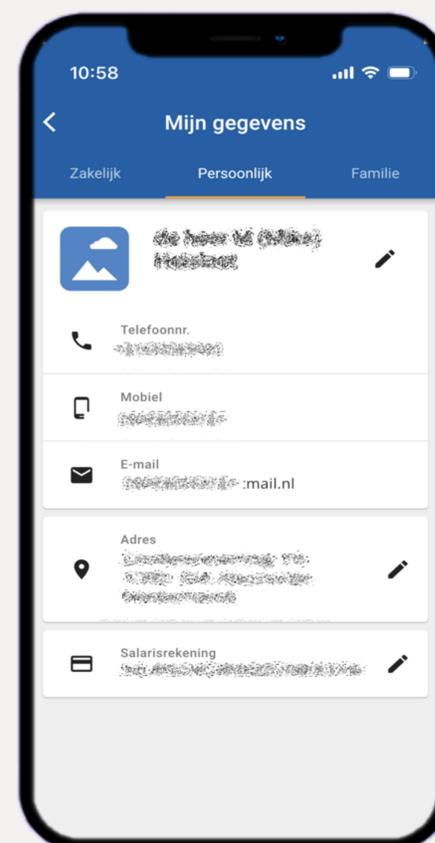
The most recent actions or documents are at the top. You can sort it by clicking on the sliders. You can also search for documents by typing a word in the search bar.



8 My details

You can view your personal information here.

Depending on your rights, you may have the possibility to change or add data.

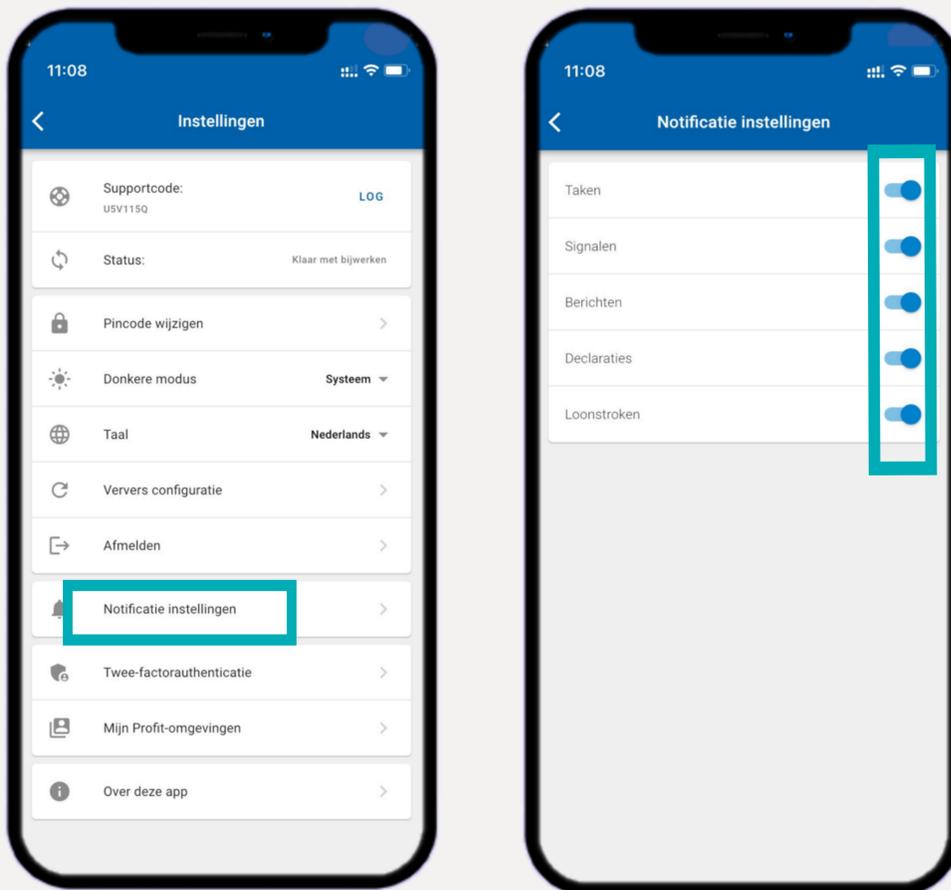


9 Settings

Here you can change various settings:

- Your pin-code
- Your screen mode (dark/light)
- The language of the AFAS Pocket app

At '**Notification settings**' you can indicate whether you want to receive push messages when new items arrive.



Done