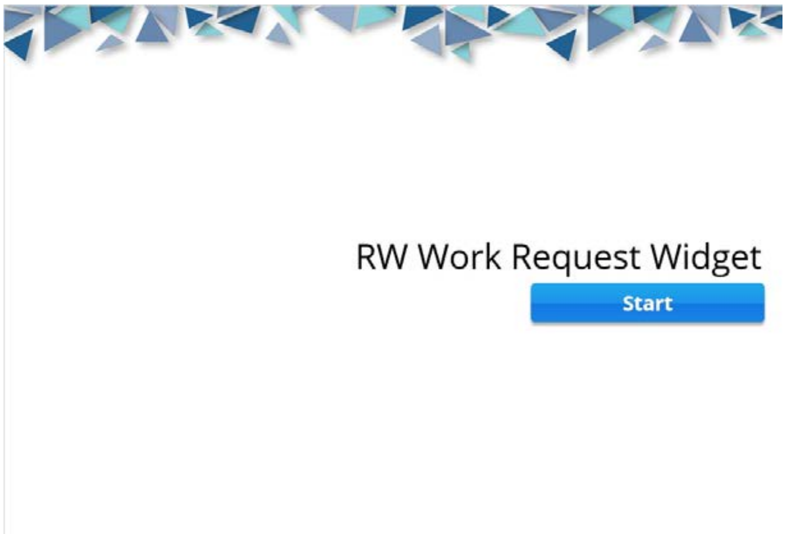
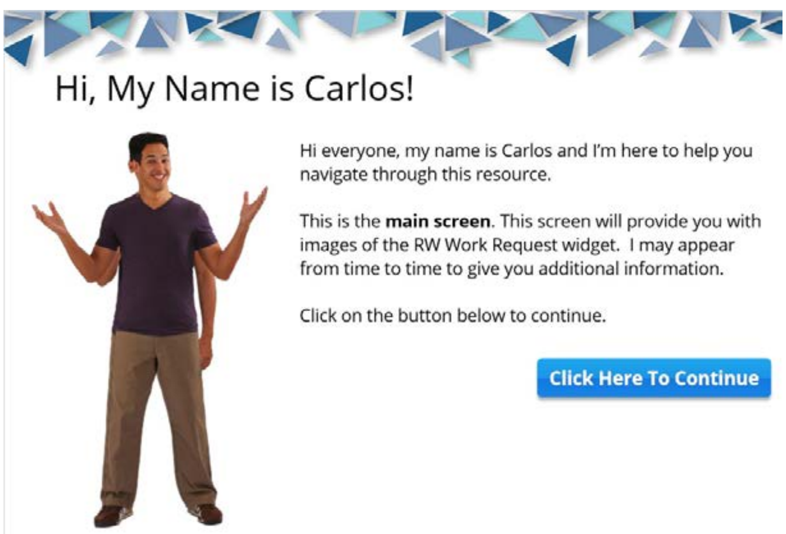
RW Work Request Widget

1. Introduction

1.1 RW Work Request Widget Title Page

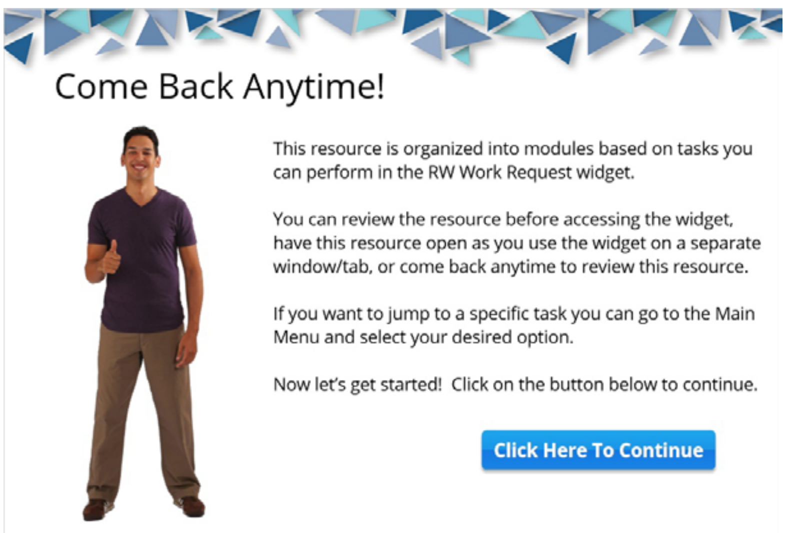


1.2 Hi, my name is Carlos!

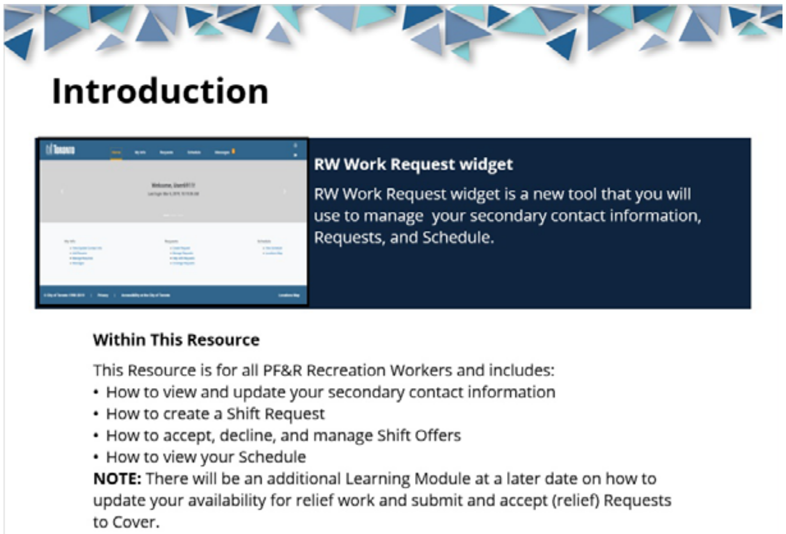


1.3 Let's talk about the Menu

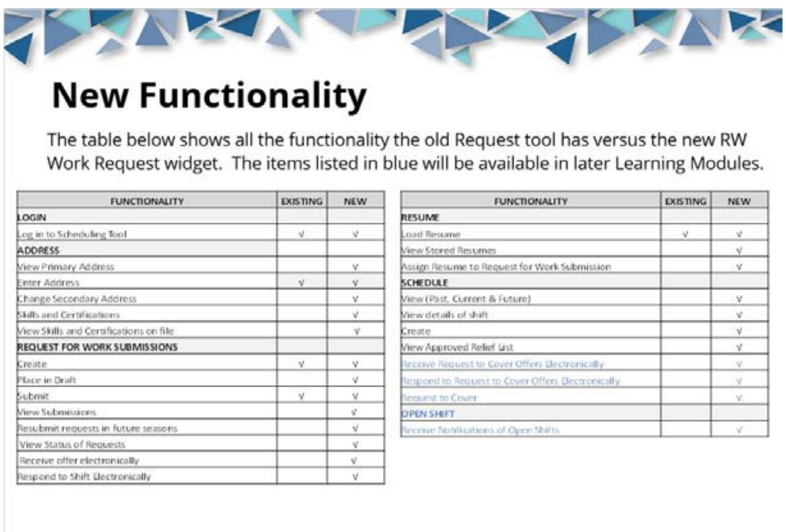
1.4 Come back anytime!



1.5 Introduction



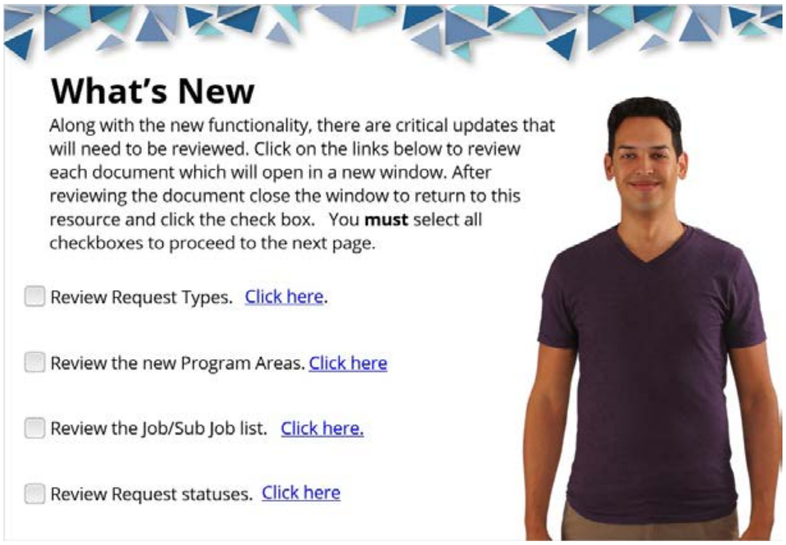
1.6 New functionality



FUNCTIONALITY	EXISTING	NEW
LOGIN		
Log in to Scheduling Tool	√	√
ADDRESS		
View Primary Address		√
Enter Address	√	√
Change Secondary Address		√
Skills and Certifications		√
View Skills and Certifications on file		√
REQUEST FOR WORK SUBMISSIONS		
Create	√	√
Place in Draft		√
Submit	√	√
View Submissions		√
Resubmit requests in future seasons		√
View Status of Requests		√
Receive offer electronically		√
Respond to Shift Electronically		√

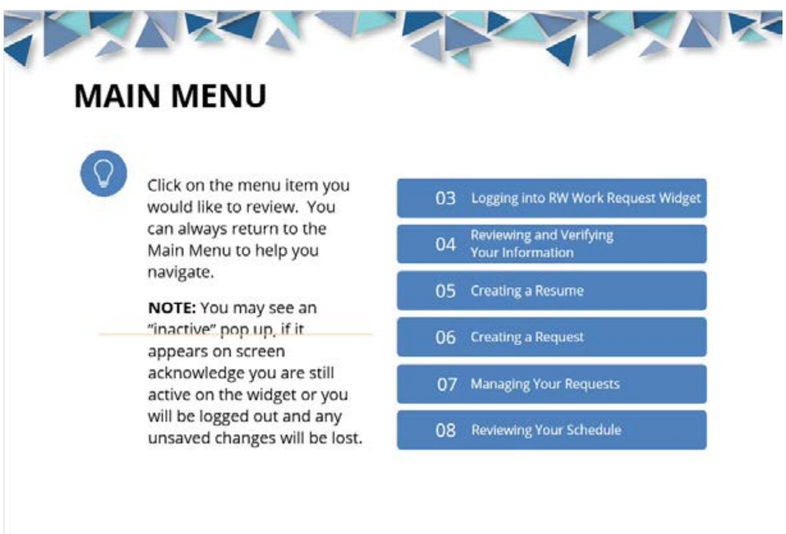
FUNCTIONALITY	EXISTING	NEW
RESUME		
Load Resume	√	√
View Stored Resumes		√
Assign Resume to Request for Work Submission		√
SCHEDULE		
View (Past, Current & Future)		√
View details of shift		√
Create		√
View Approved Relief List		√
Receive Request to Cover Offers Electronically		√
Respond to Request to Cover Offers Electronically		√
Request to Cover		√
OPEN SHIFT		
Receive Notifications of Open Shifts		√

1.7 What's new



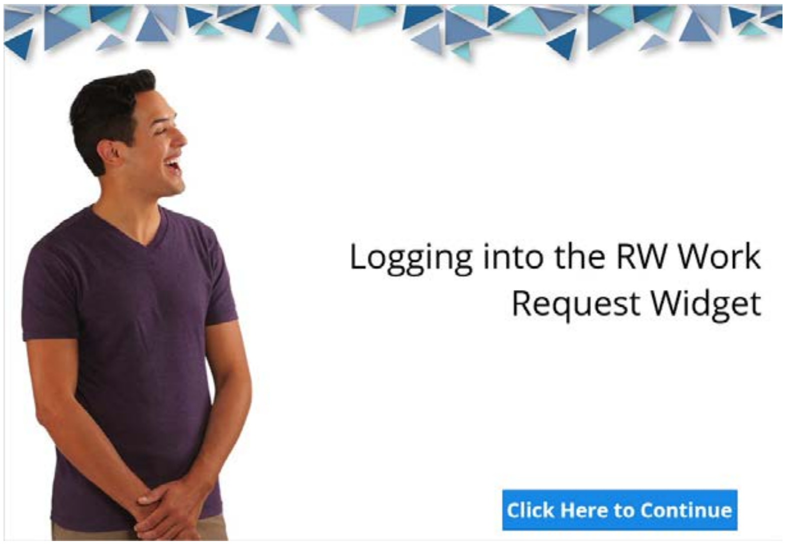
2. Main Menu

2.1 Main menu

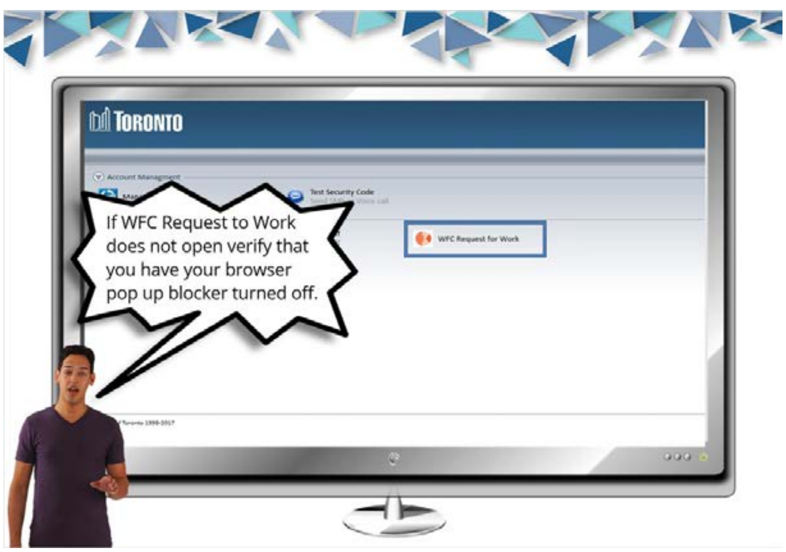


3. Logging into the RW Work Request Widget

3.1 Logging into the RW Work Request Widget title page



3.2 Click on WFC Request for Work

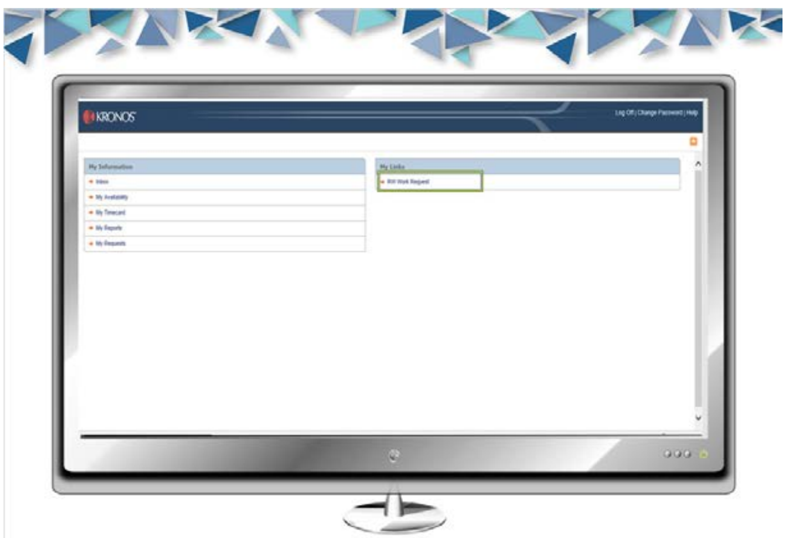


3.3 Enter your 8 digit employee number (including any leading 0's) into the User Name field.

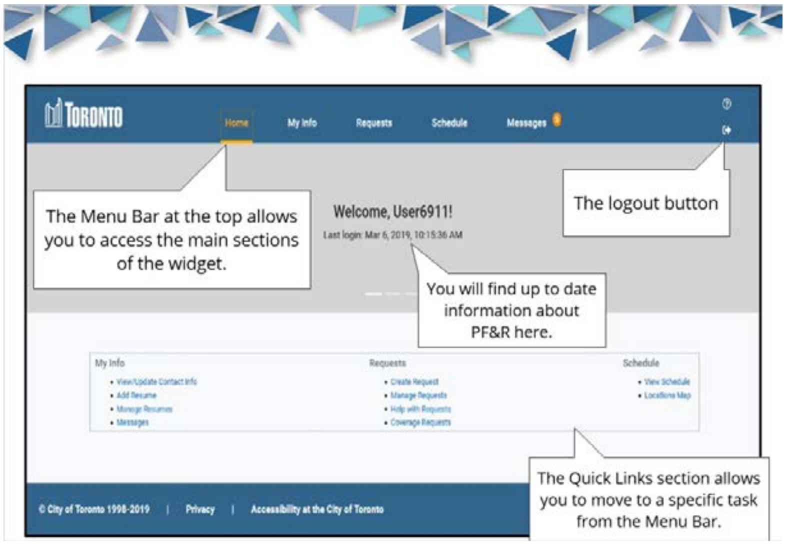
3.4 Enter your password created through the registration process

3.5 Click on the Arrow button to log in.

3.6 You will see the homepage displayed. Click on RW Work Request

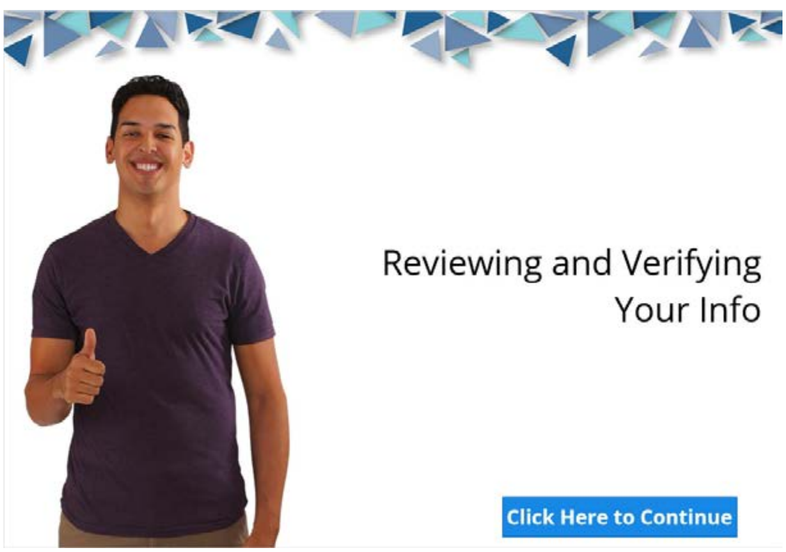


3.7 Navigation of the RW Work Request Widget

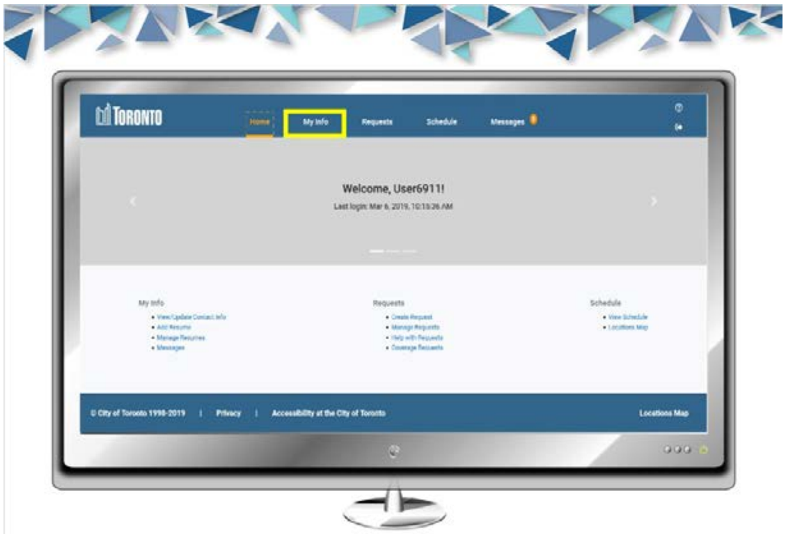


4. Reviewing and verifying your information

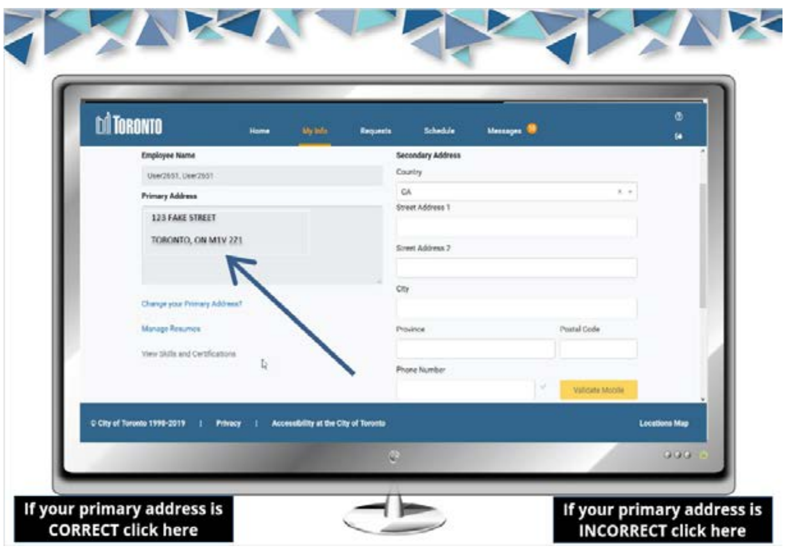
4.1 Reviewing and Verifying Your Info Title Page



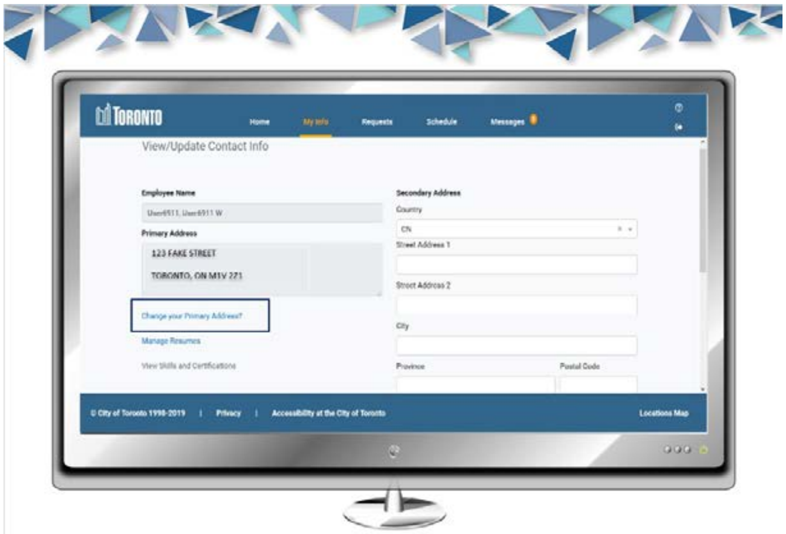
4.2 Click on My Info



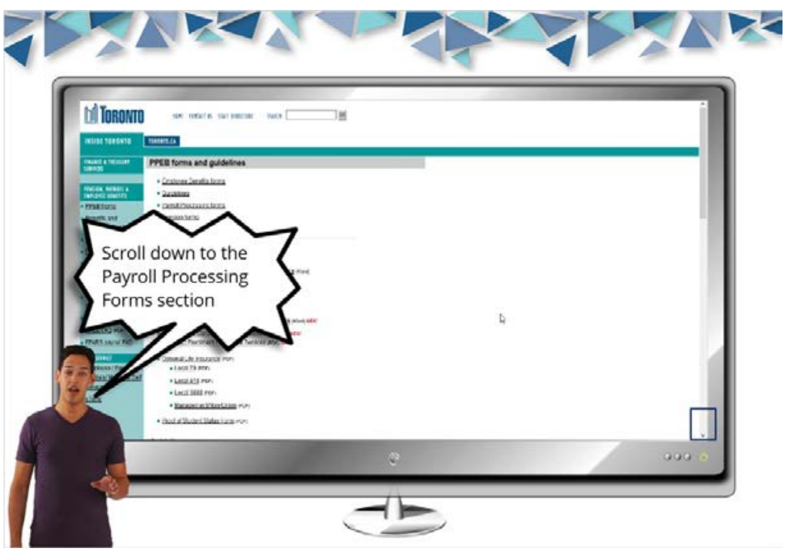
4.3 Verify your Primary Address



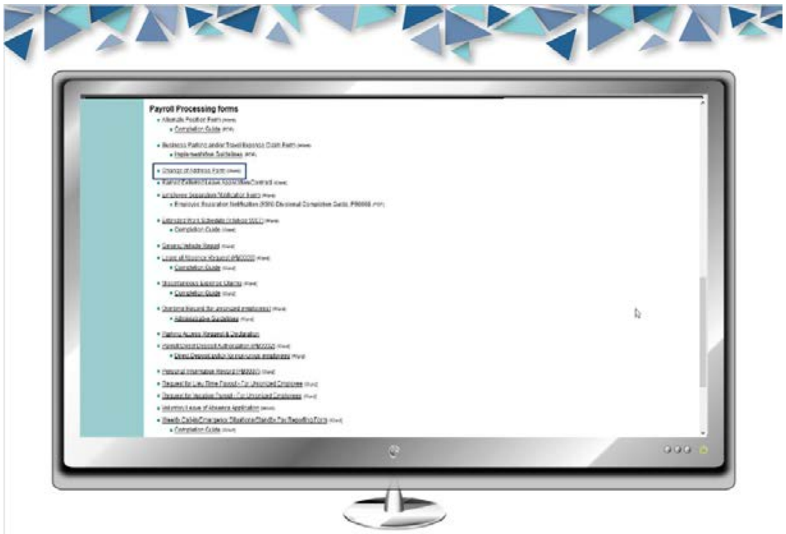
4.4 Click on Change Your Primary Address



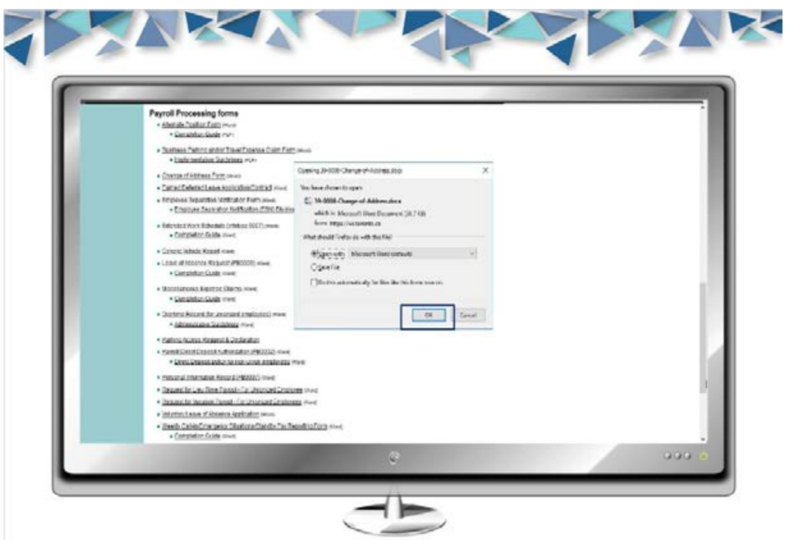
4.5 (Primary Address) The PPEB forms and guidelines site will open



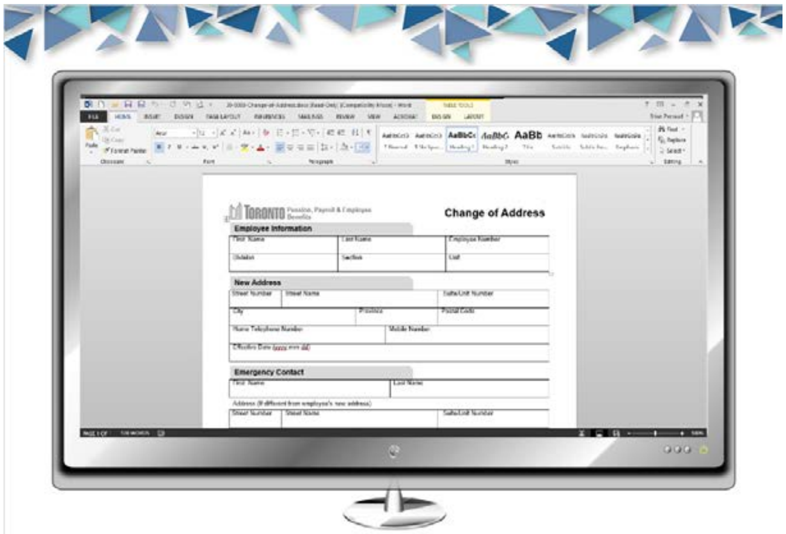
4.6 (Primary Address) Click on Change of Address Form



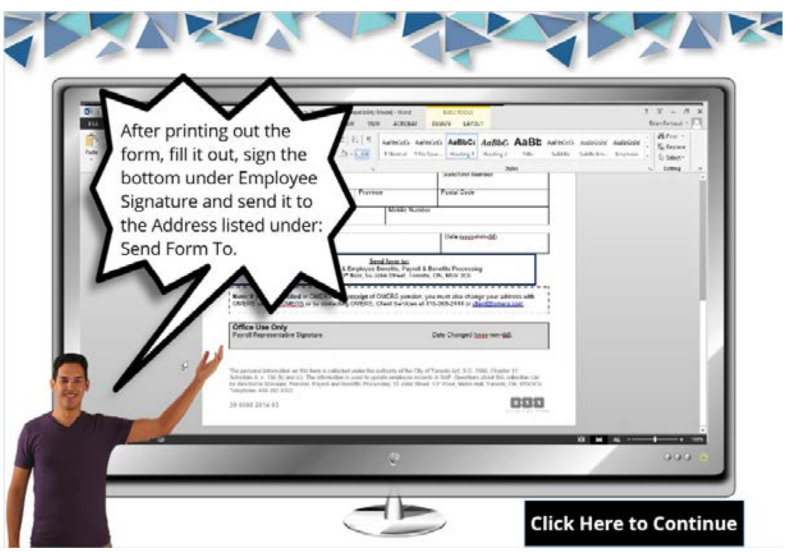
4.7 (Primary Address) Open the document by clicking on the OK button



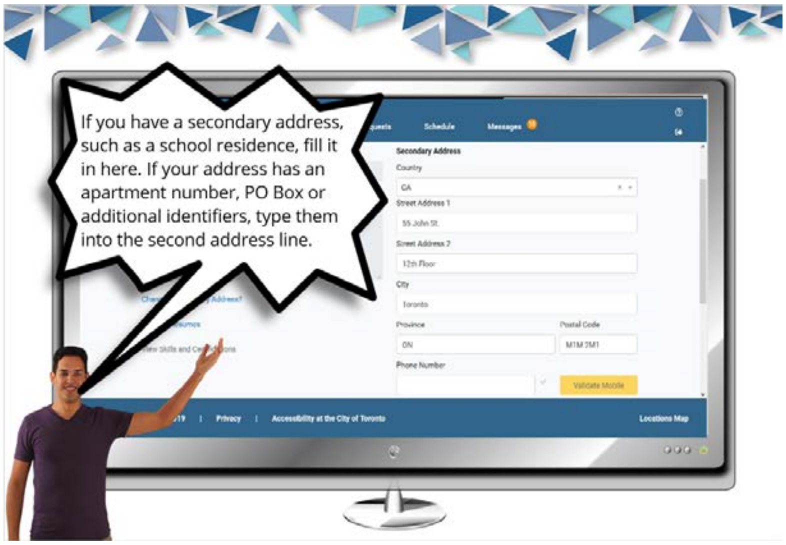
4.8 (Primary Address) Print the document and fill it out



4.9 (Primary Address) Important information about the Change of Address Form.

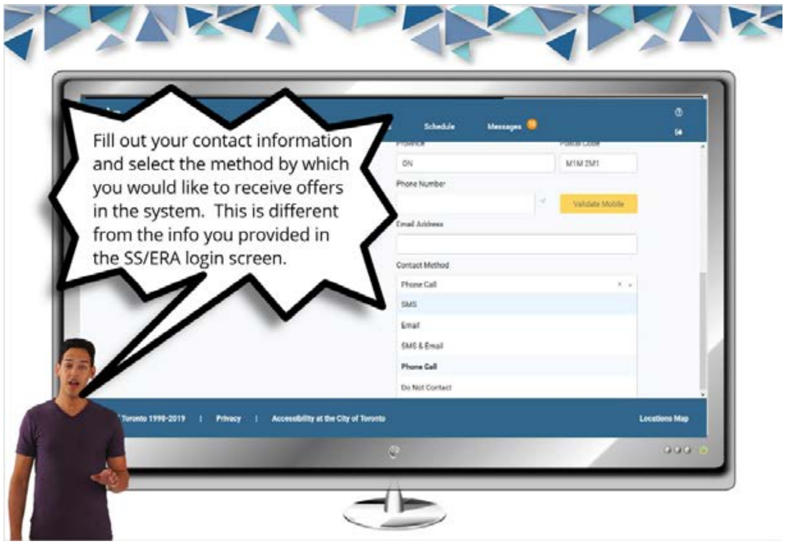


4.10 Important information about entering your secondary address

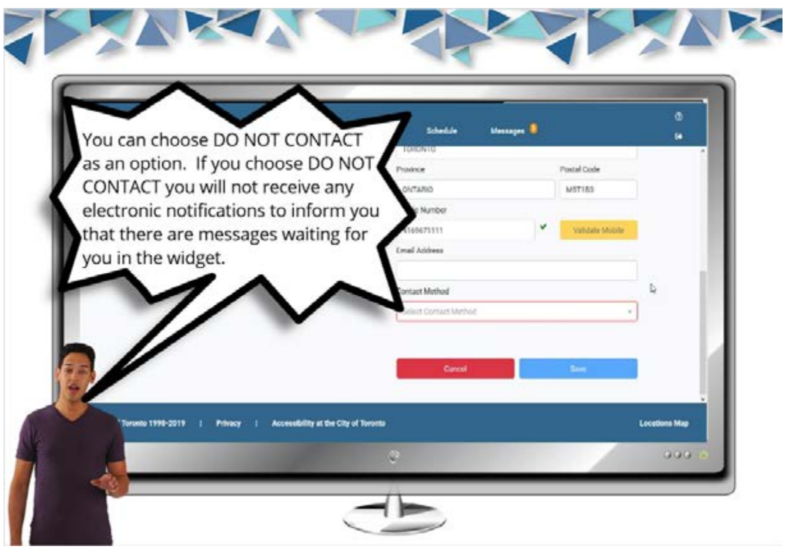


4.11 Enter your secondary address, if you have one, if not scroll down.

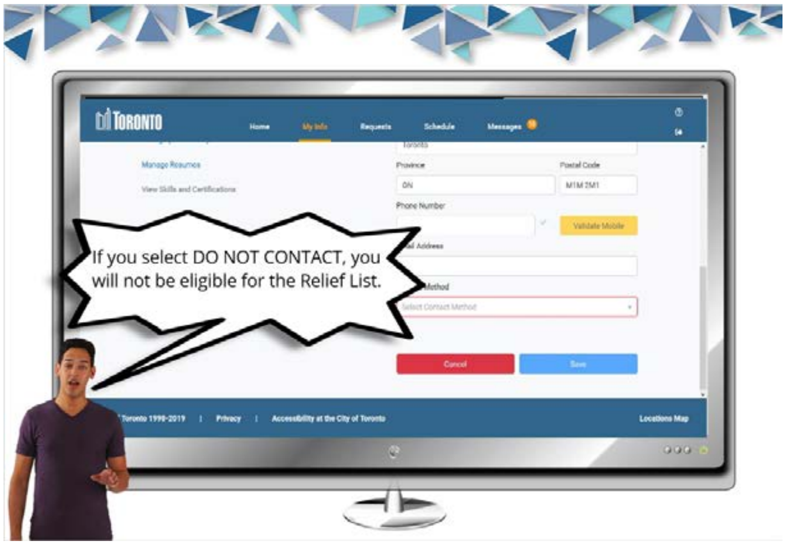
4.12 Enter your contact information, either phone or email.



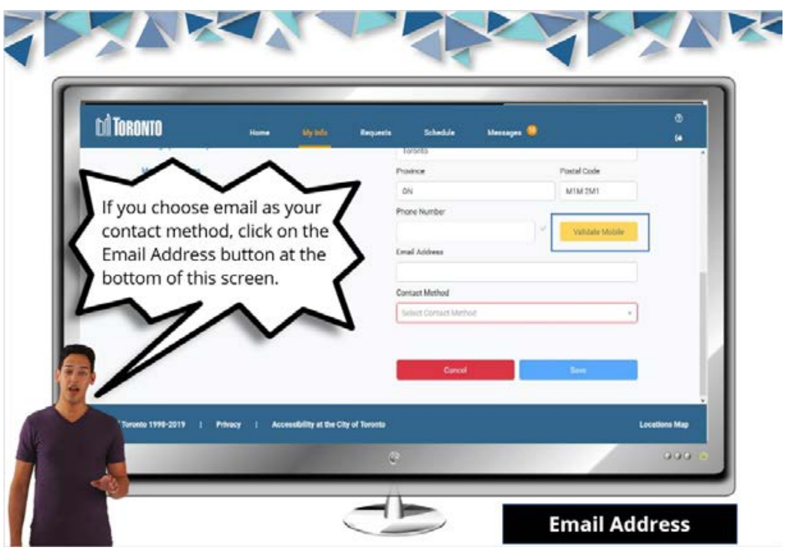
4.13 Information about DO NOT CONTACT



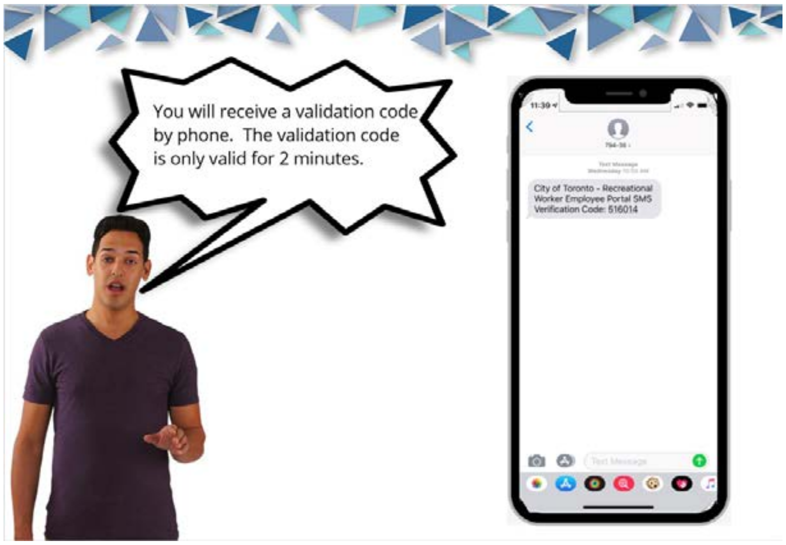
4.14 Additional information about DO NOT CONTACT



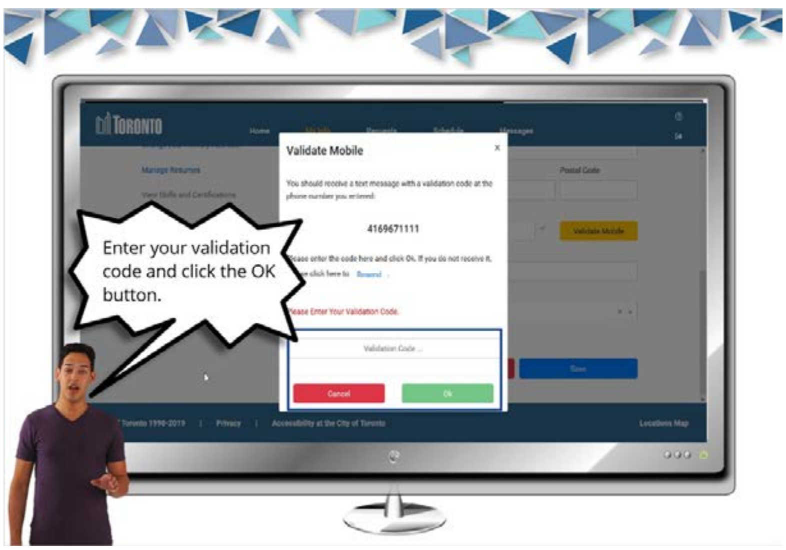
4.15 If you choose to receive a text message (SMS), enter your mobile number without the 1 in the Mobile Number field and click on Validate Mobile



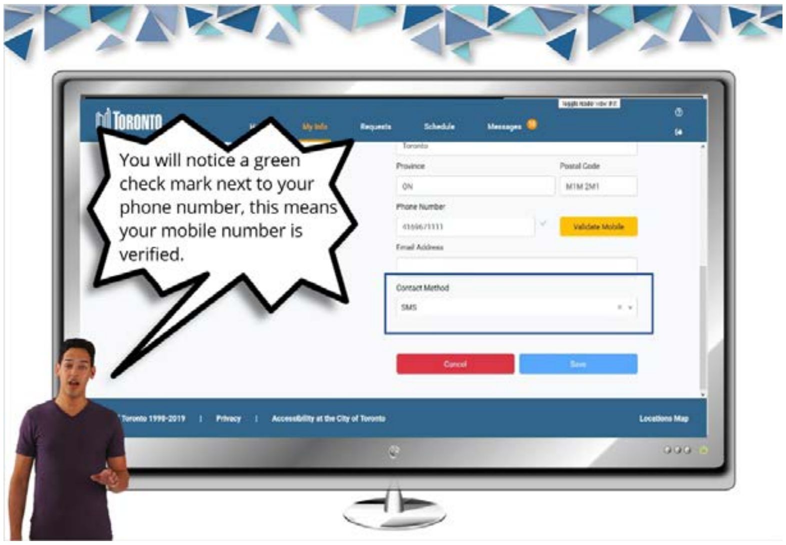
4.16 Receive a validation code by phone



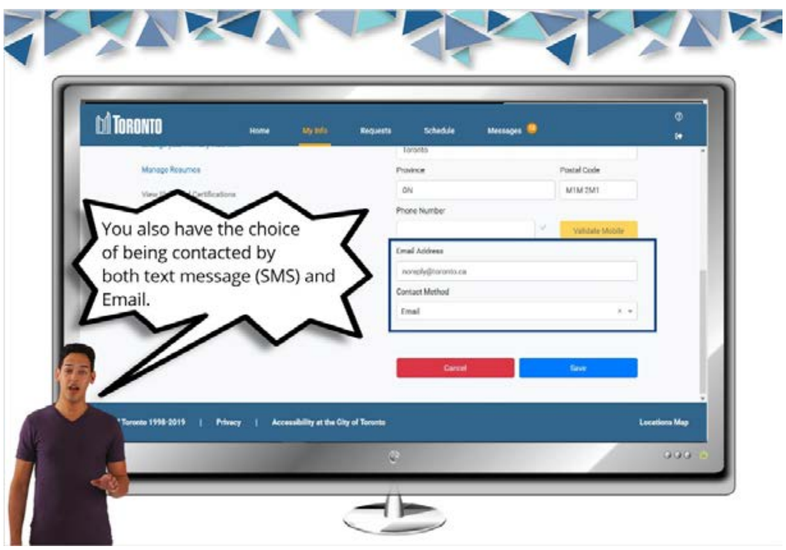
4.17 Enter the validation code



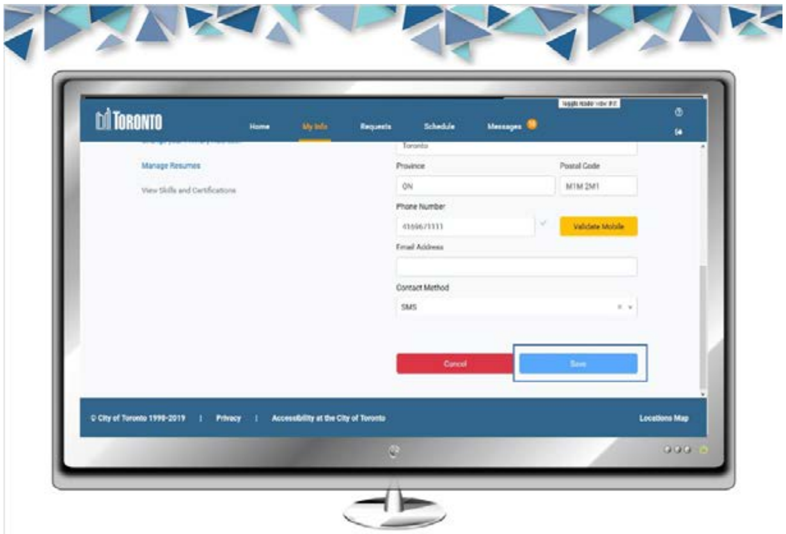
4.18 Select SMS as your contact method to receive text messages.



4.19 If you choose to be contacted by email, you can enter your email address and select email in contact method.

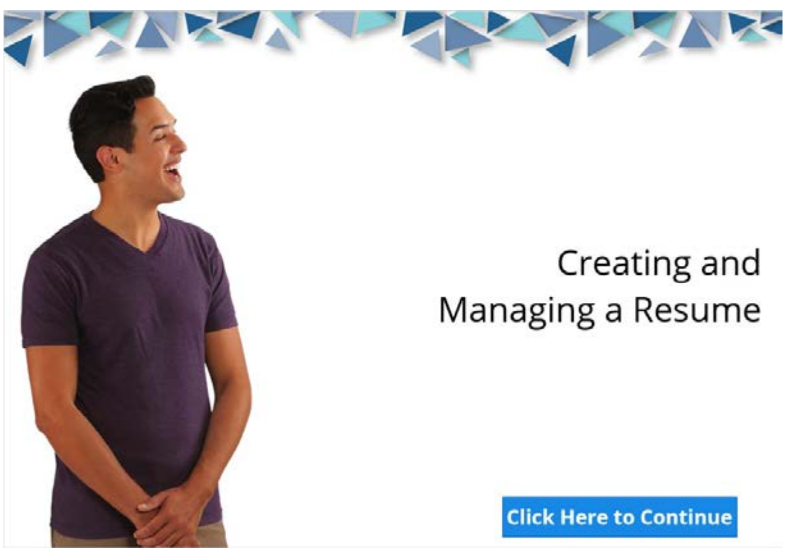


4.20 Click on Save

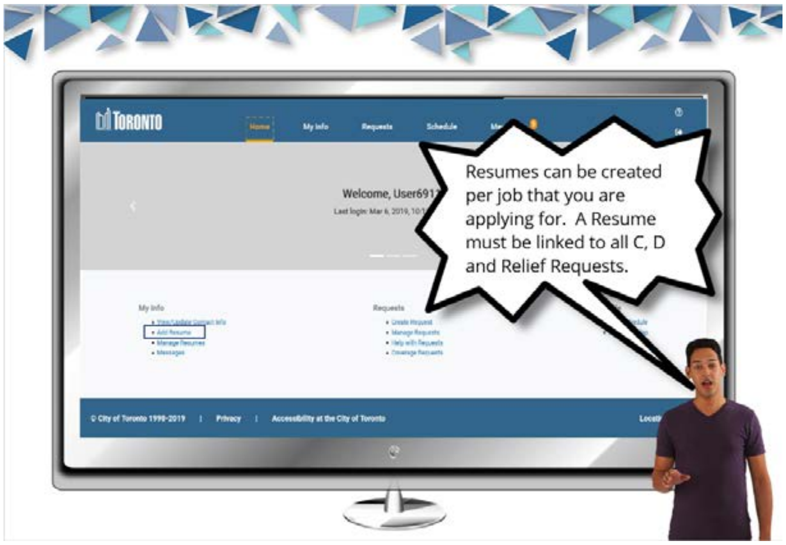


5. Creating a Resume

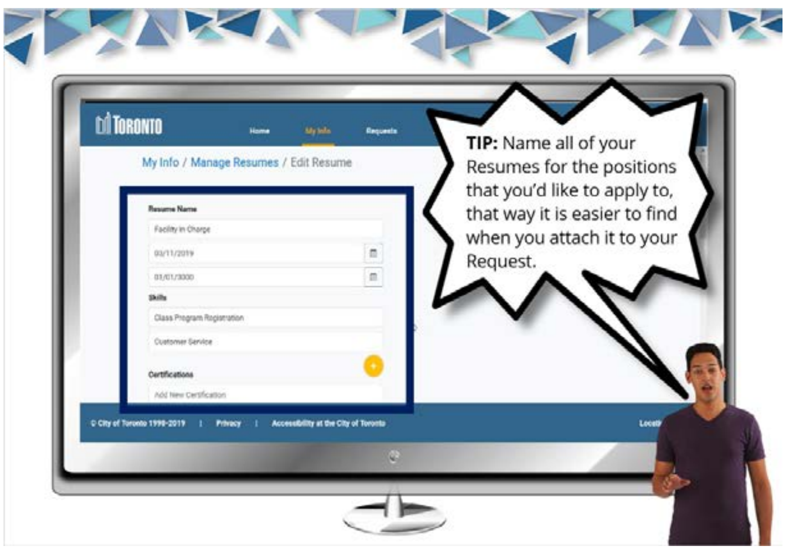
5.1 Creating and Managing a Resume Title Page



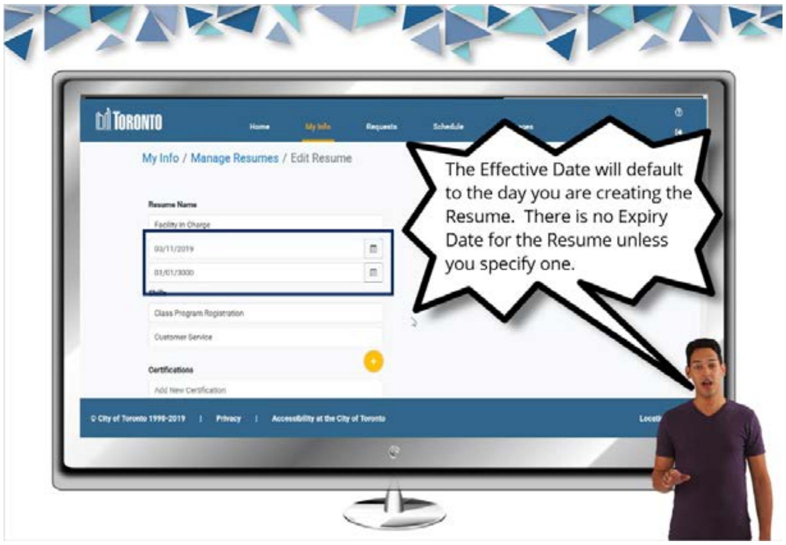
5.2 Click on Add Resume



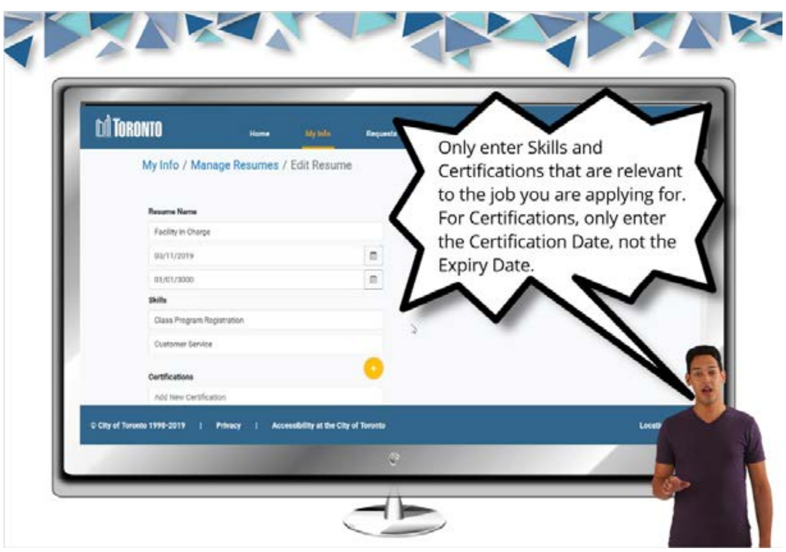
5.3 Enter your resume name



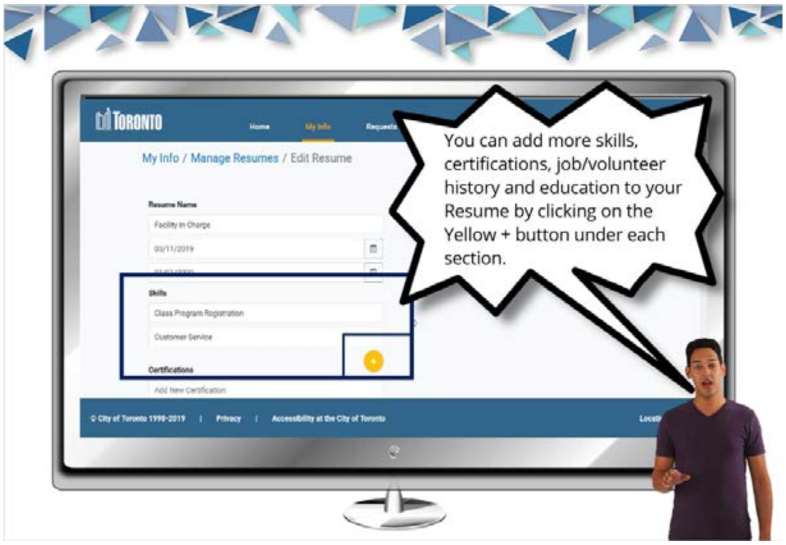
5.4 Enter your Effective Date and Expiry Date



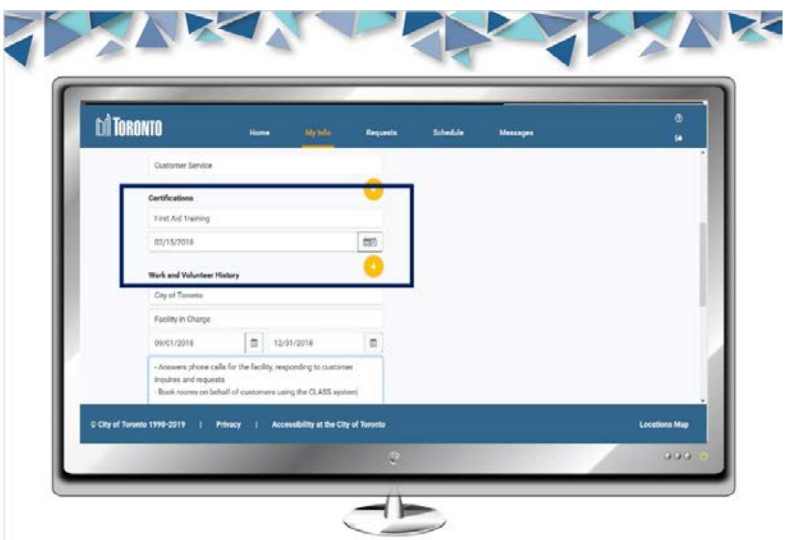
5.5 Information about Skills and Certifications before entering them into your Resume



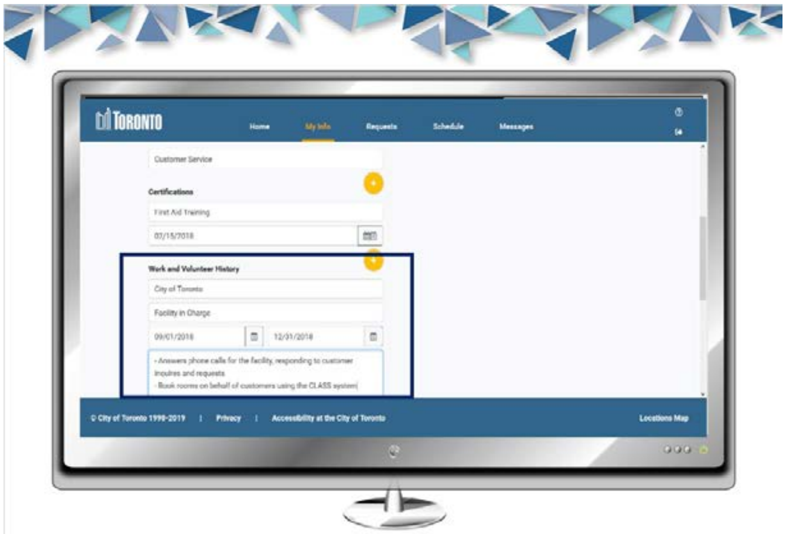
5.6 Add any skills specific to the Resume



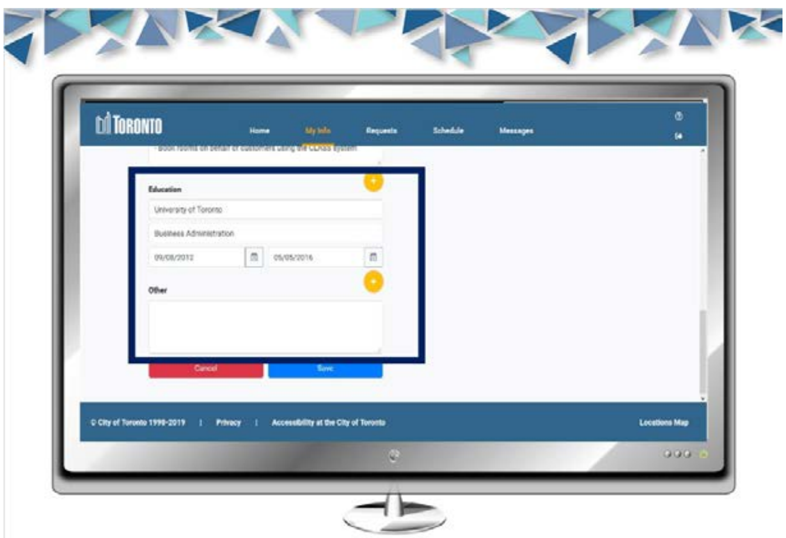
5.7 Add in your Certifications including the Certification Date.



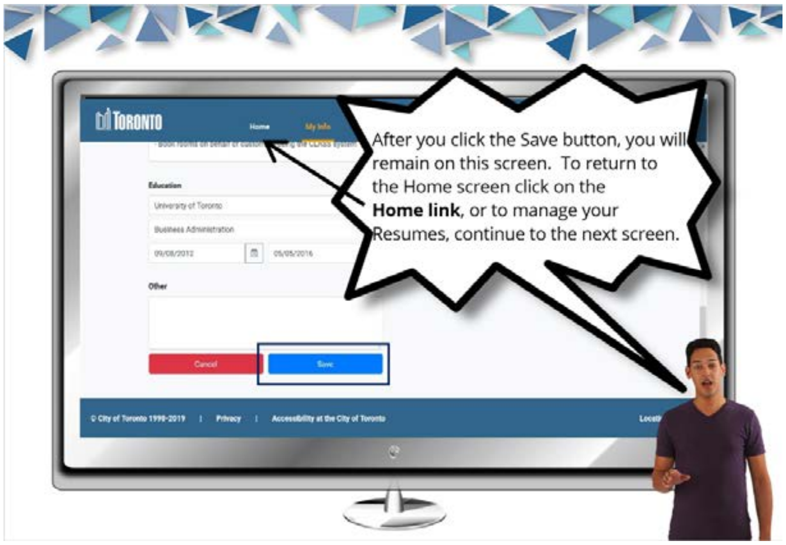
5.8 Add in your Work and Volunteer History



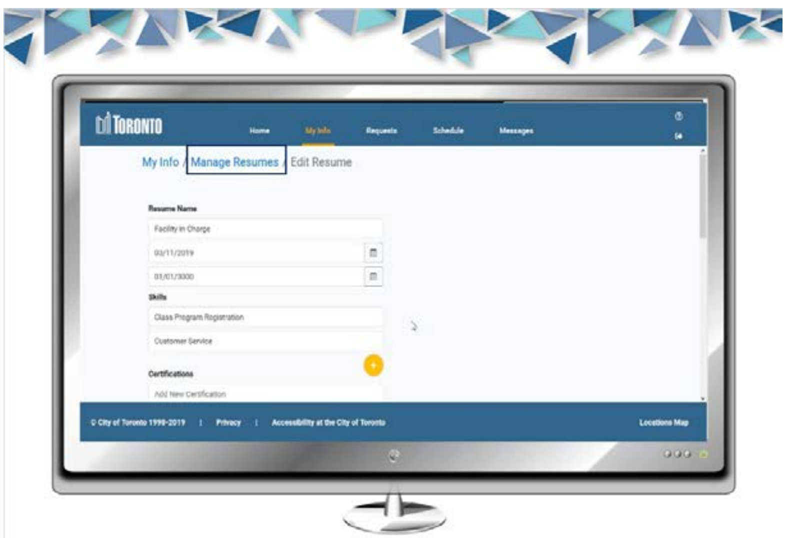
5.9 Enter your Education and any additional information in other.



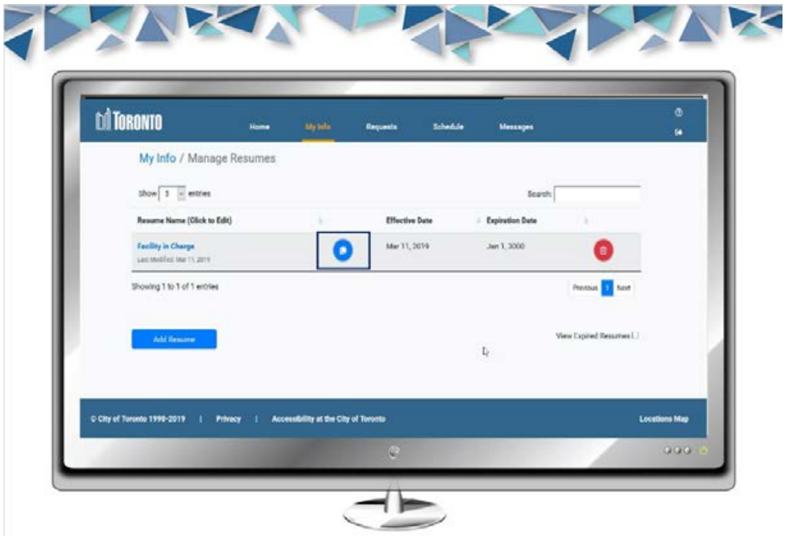
5.10 Click on Save.



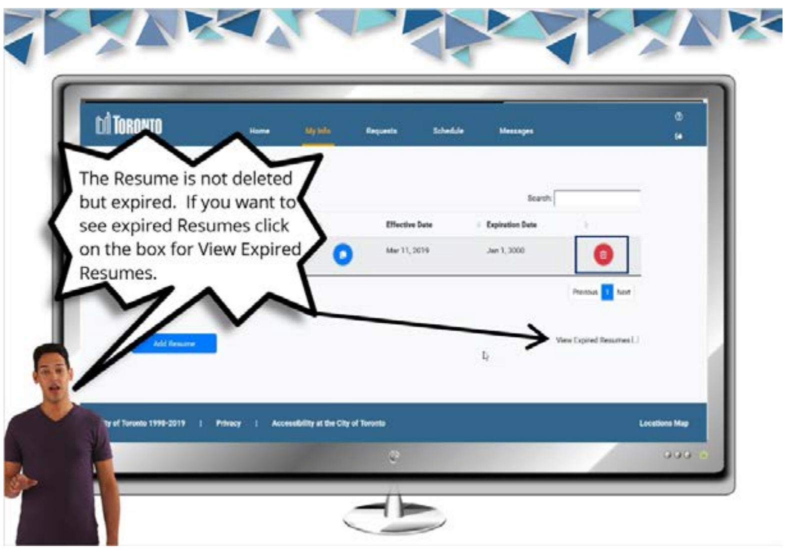
5.11 Scroll to the top and click on Manage Resumes



5.12 Click on the copy button to copy an existing resume to a new resume.

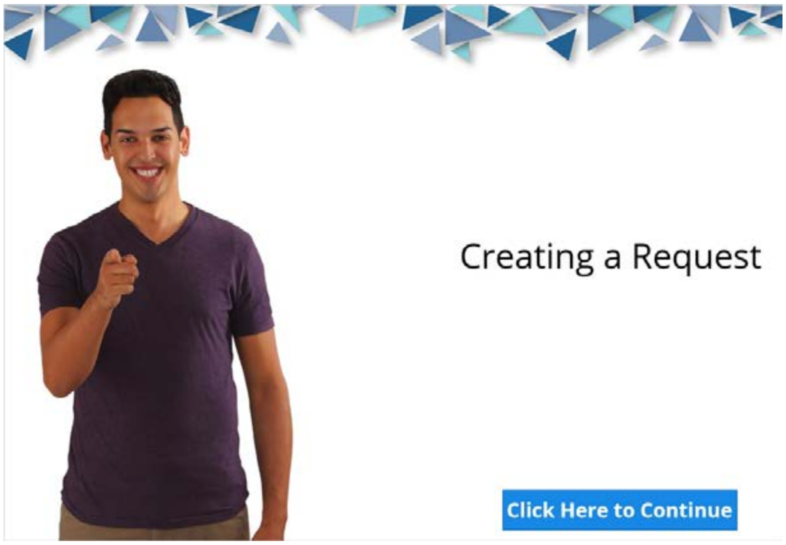


5.13 Click on the trash can button to expire a Resume.

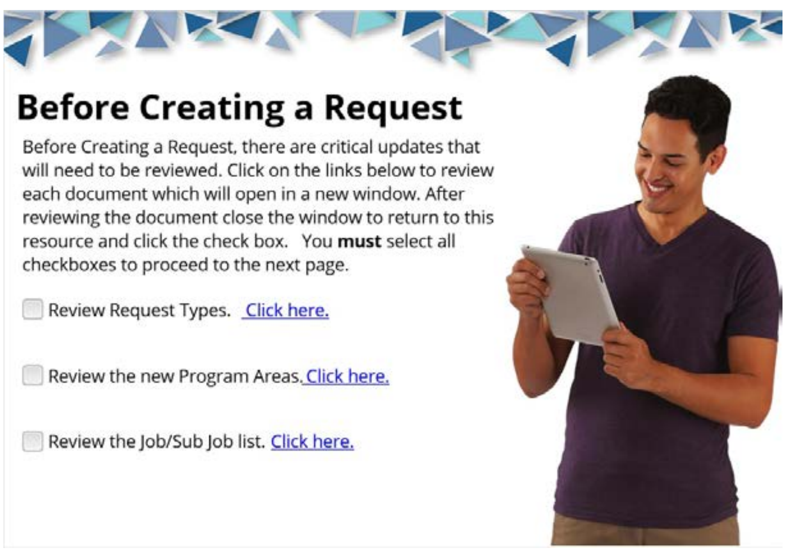


6. Creating a Request

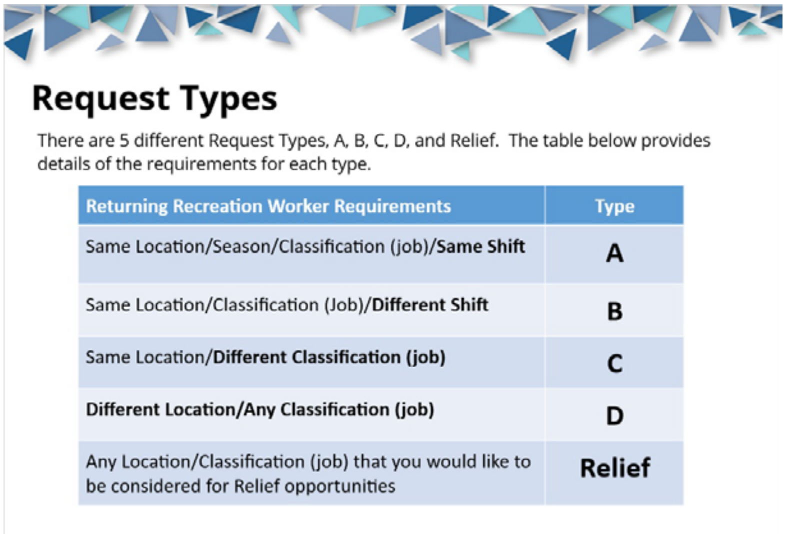
6.1 Creating a Request Title Page



6.2 Before Creating a Request



6.3 Request Types

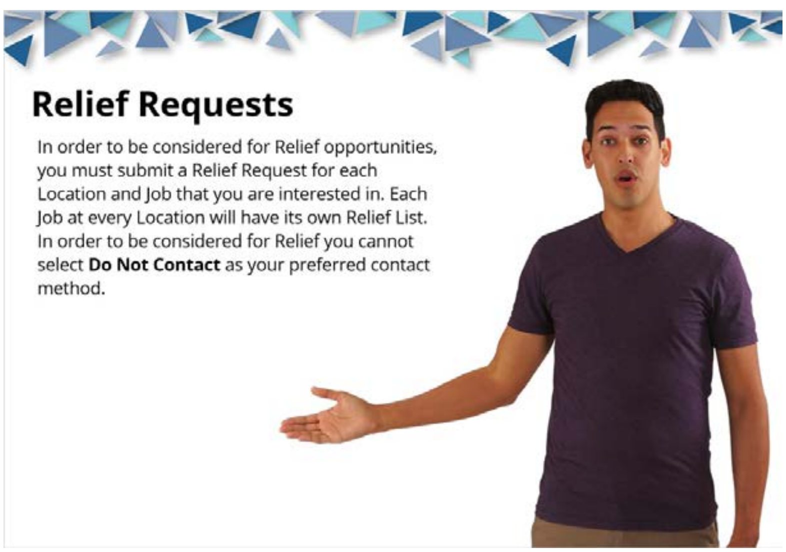


Request Types

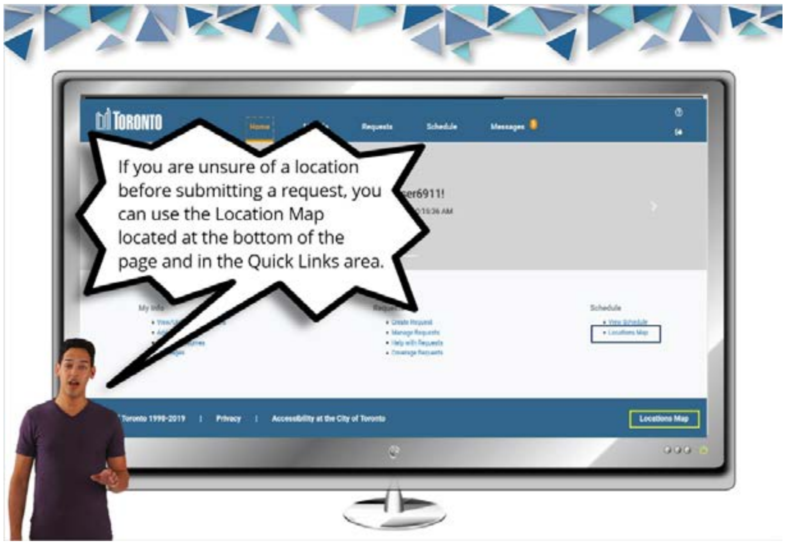
There are 5 different Request Types, A, B, C, D, and Relief. The table below provides details of the requirements for each type.

Returning Recreation Worker Requirements	Type
Same Location/Season/Classification (job)/**Same Shift**	A
Same Location/Classification (Job)/**Different Shift**	B
Same Location/**Different Classification (job)**	C
Different Location/Any Classification (job)	D
Any Location/Classification (job) that you would like to be considered for Relief opportunities	Relief

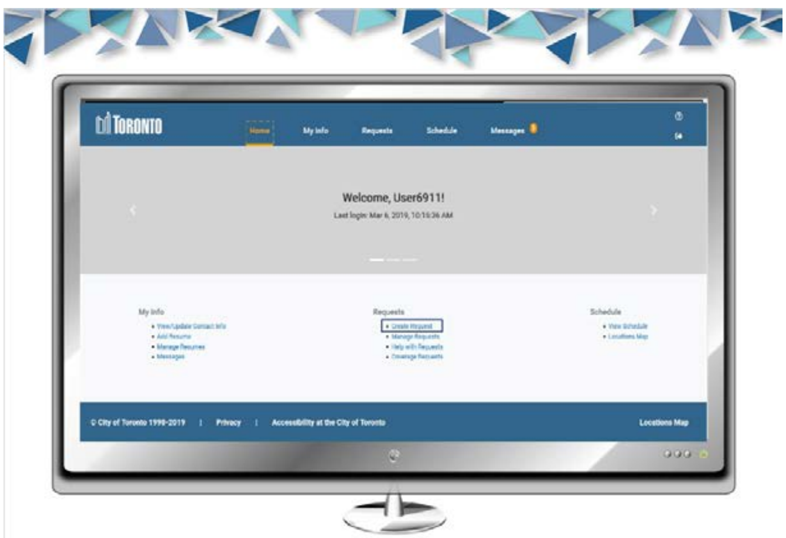
6.4 Information about Relief Requests



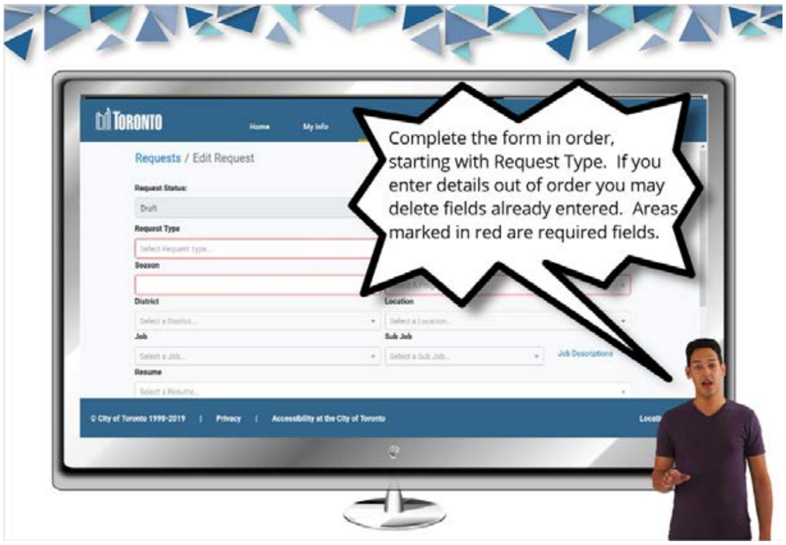
6.5 Location map



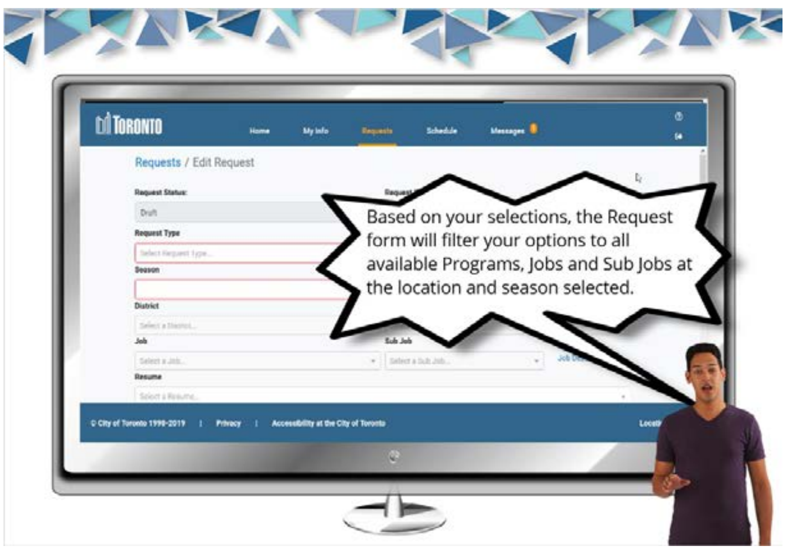
6.6 Click on Create Request



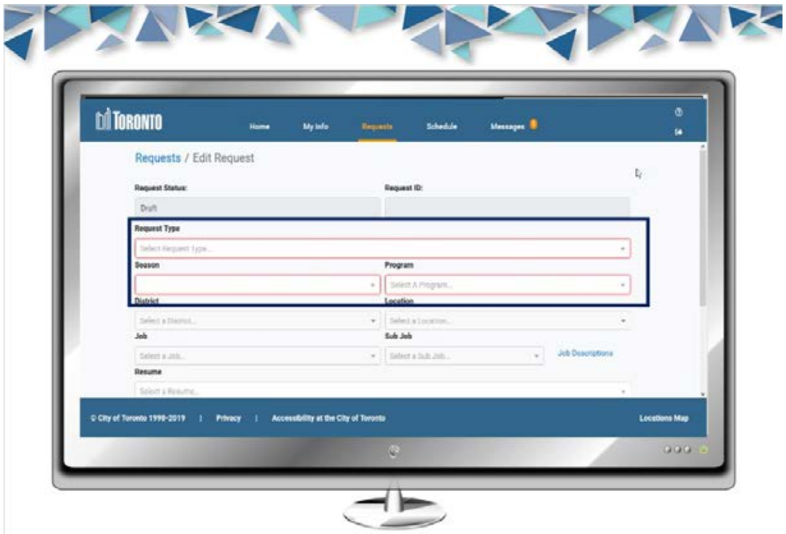
6.7 Before you get started



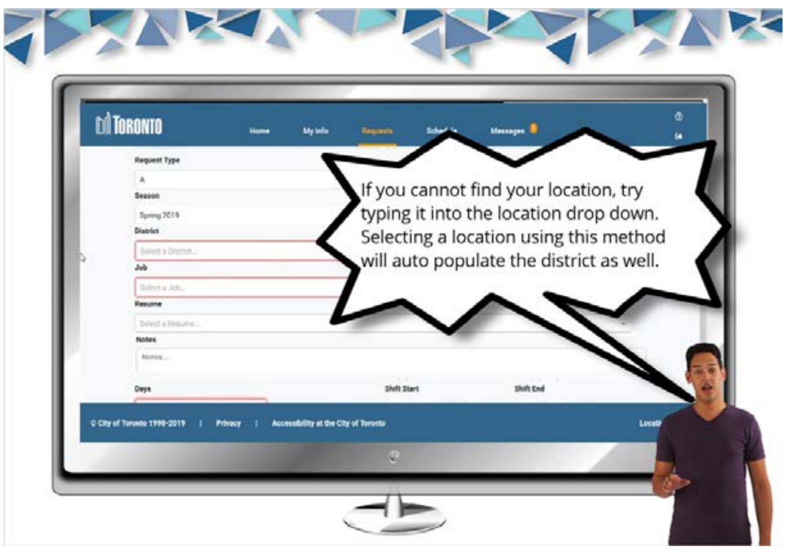
6.8 Additional information before you get started



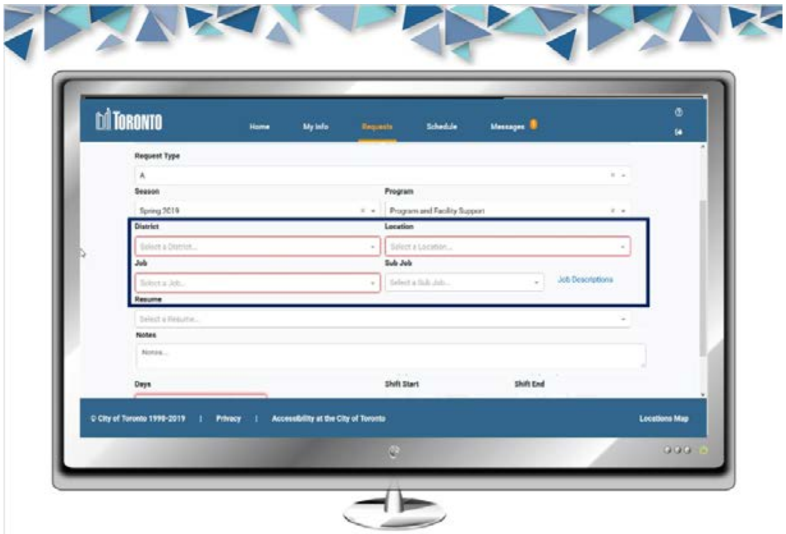
6.9 Select your Request Type, Season and Program (Area)



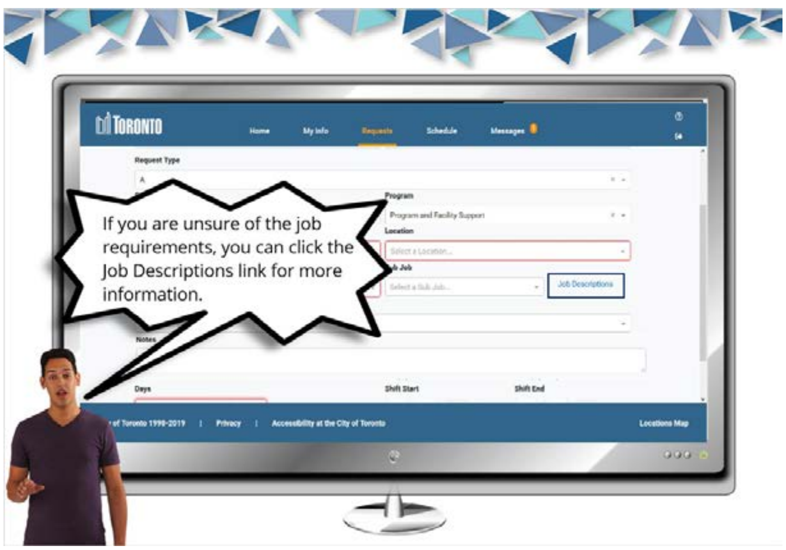
6.10 Before you select your location



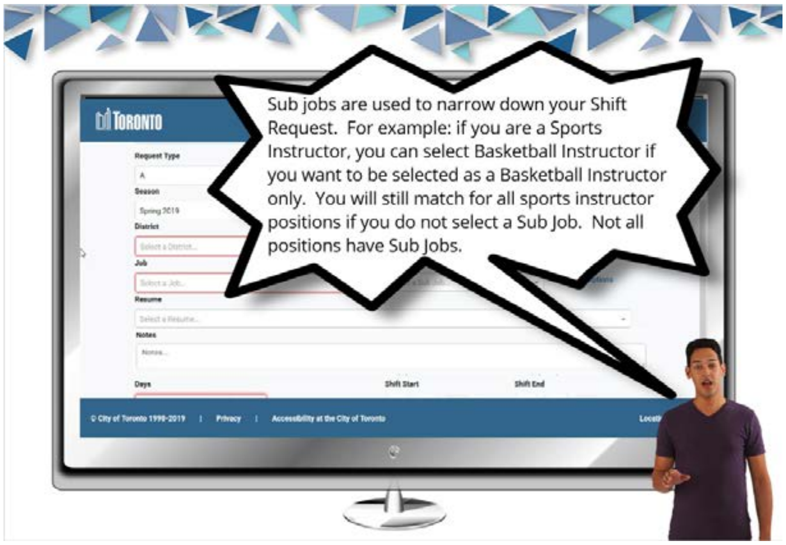
6.11 Select your District, Location, Job and Sub Job (if necessary)



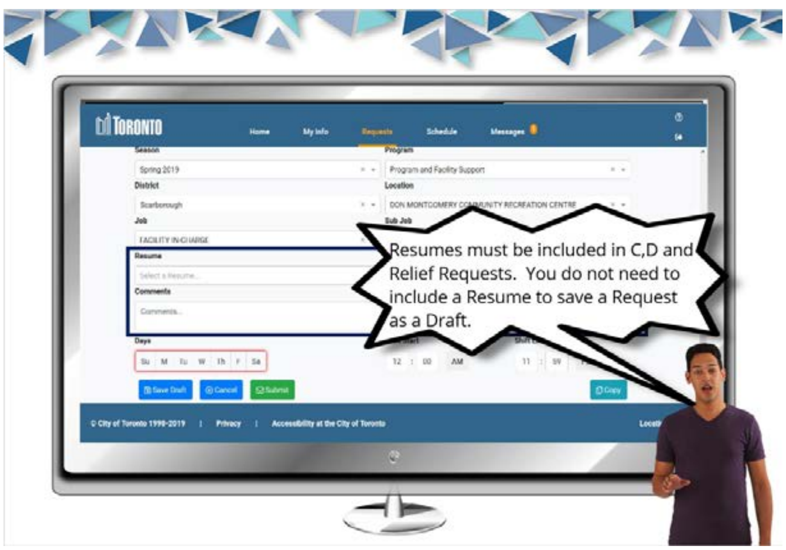
6.12 Information about Job Descriptions



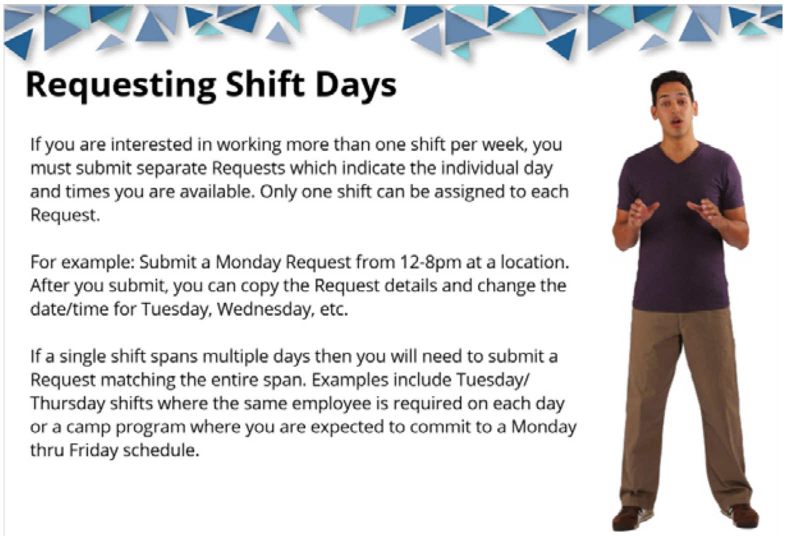
6.13 Information about Sub Jobs.



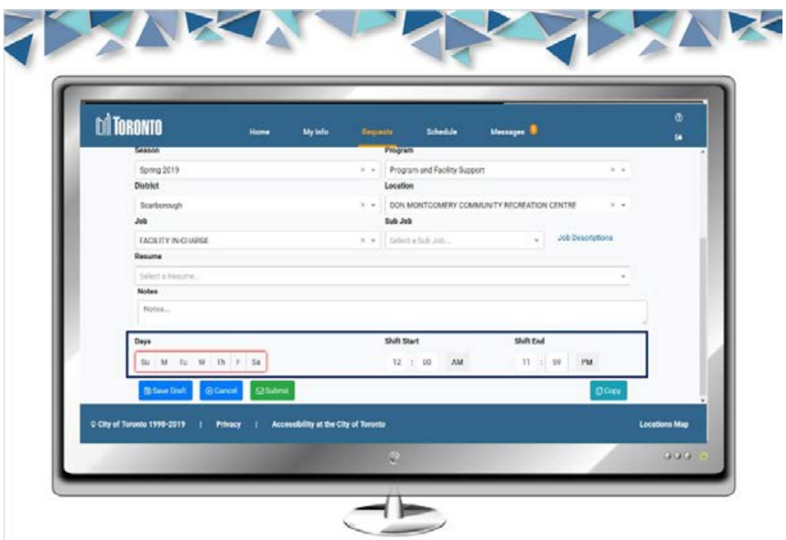
6.14 Attach a Resume by selecting it in the drop down and add additional Comments (if necessary).



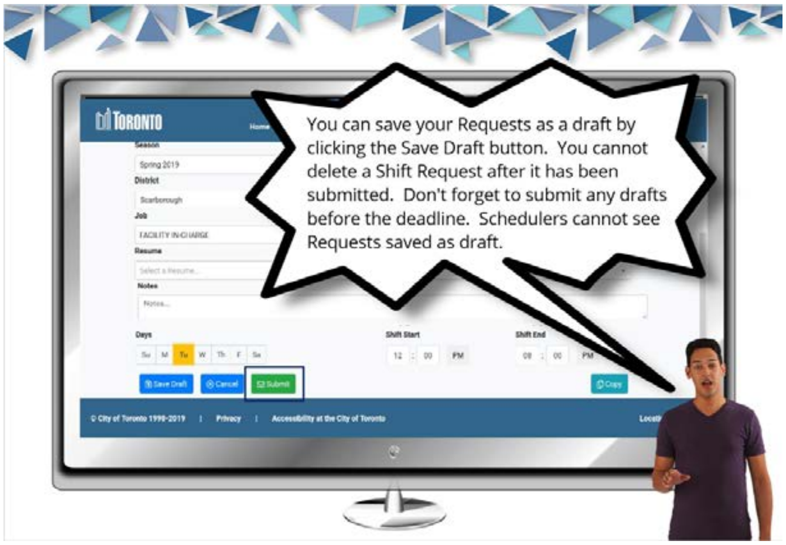
6.15 Information on Requesting Shift Days



6.16 Select the Days you would like to request to work along with the time you are available.

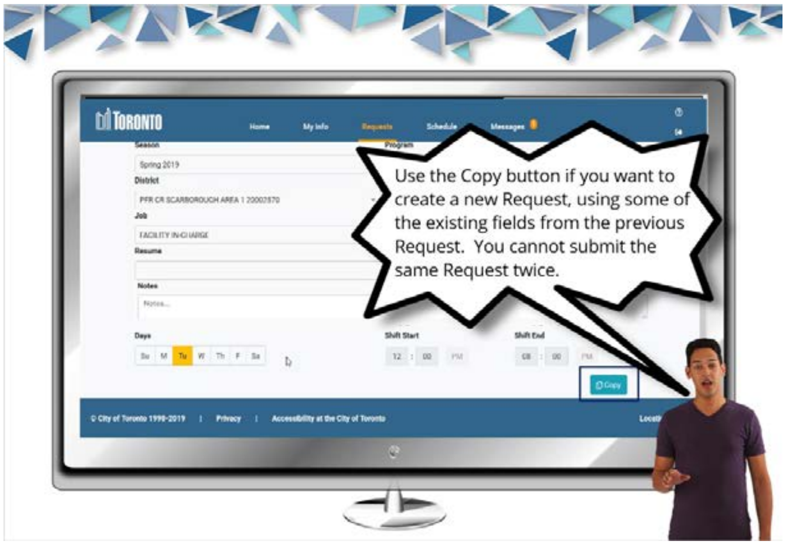


6.17 Click on the Submit button.

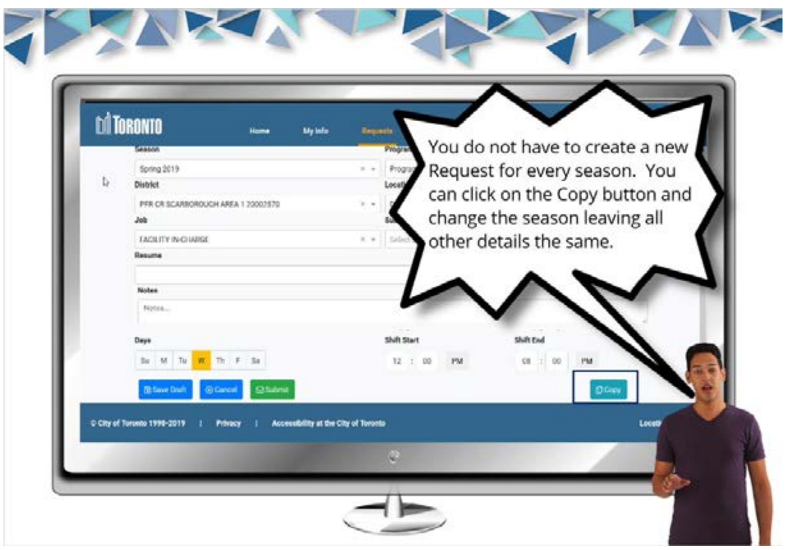


6.18 Click Yes on the confirmation screen

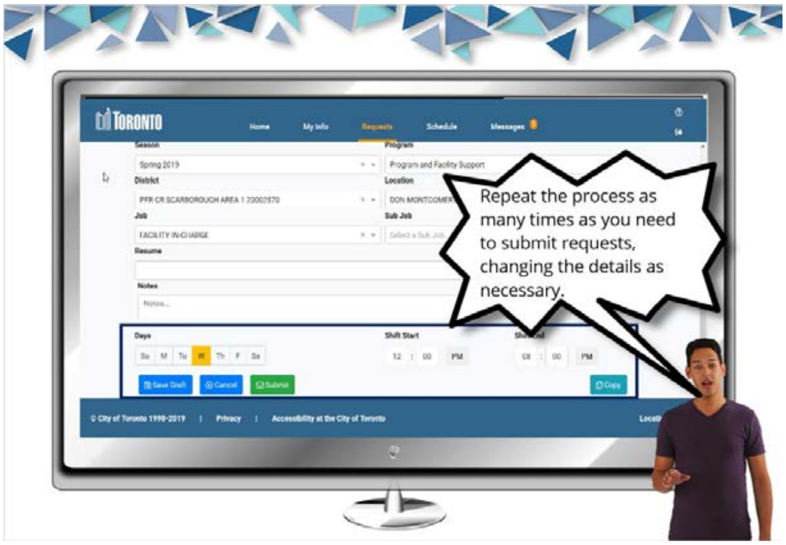
6.19 Click on the copy button to create a new request



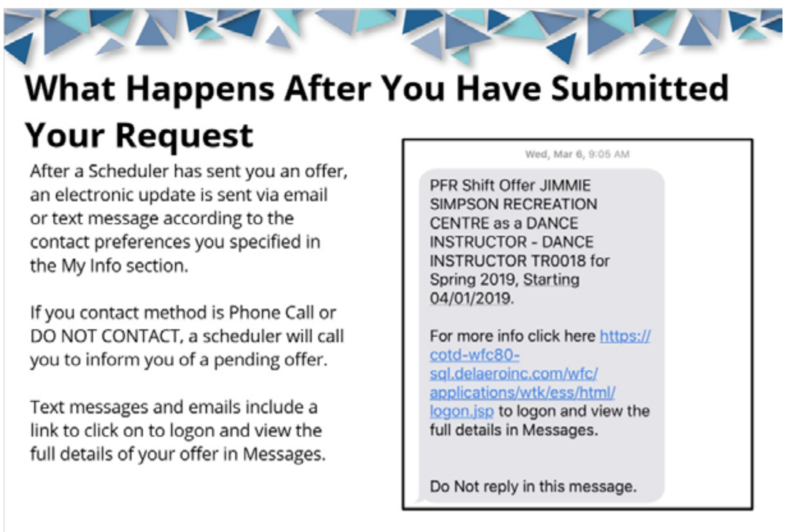
6.20 Important information for requesting shifts in later seasons.



6.21 Change the fields for the new request and click on Submit.

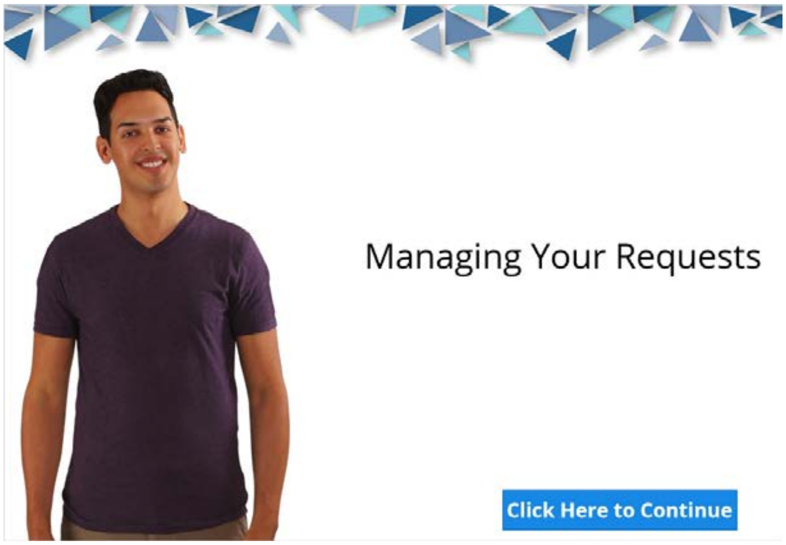


6.22 What Happens After You Have Submitted Your Request

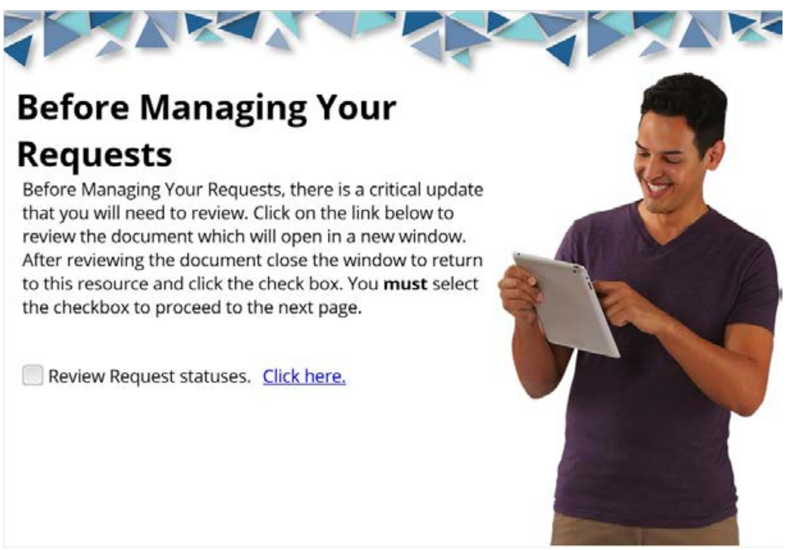


7. Managing Your Requests

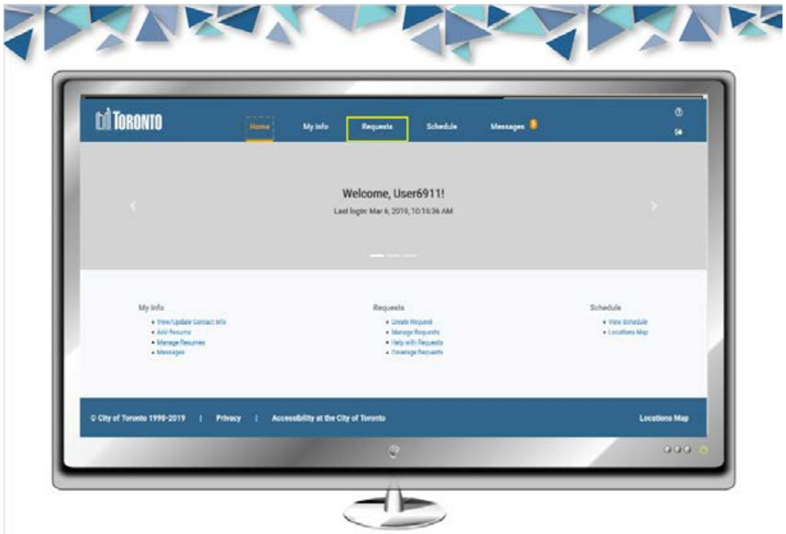
7.1 Managing Your Requests Title Page



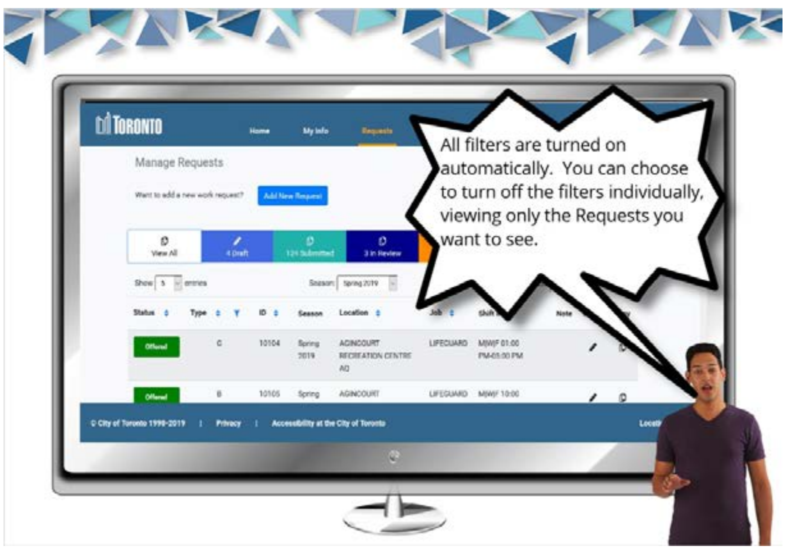
7.2 Before Managing Your Requests



7.3 Click on Requests



7.4 Information about filters.

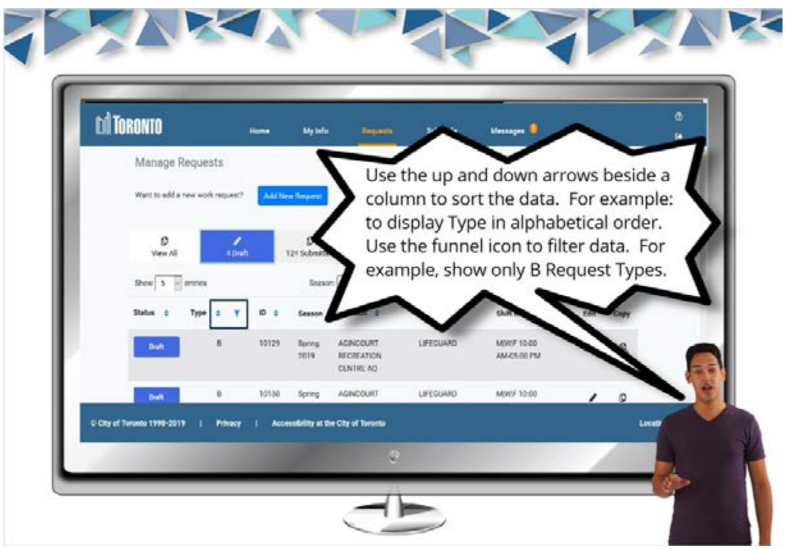


7.5 Select a filter to view

7.6 Choose a Season using the Season menu.

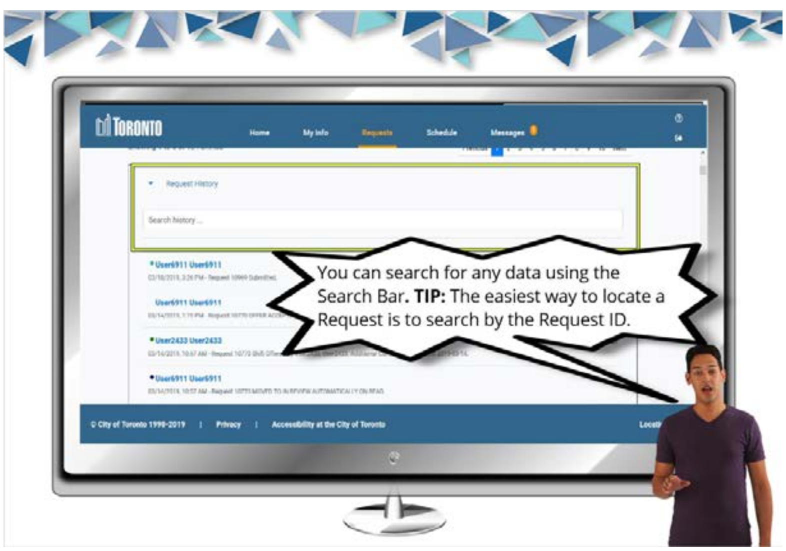
7.7 To search for a Request use the Search bar to the right.

7.8 Use additional filters or sorting tools to find your Request



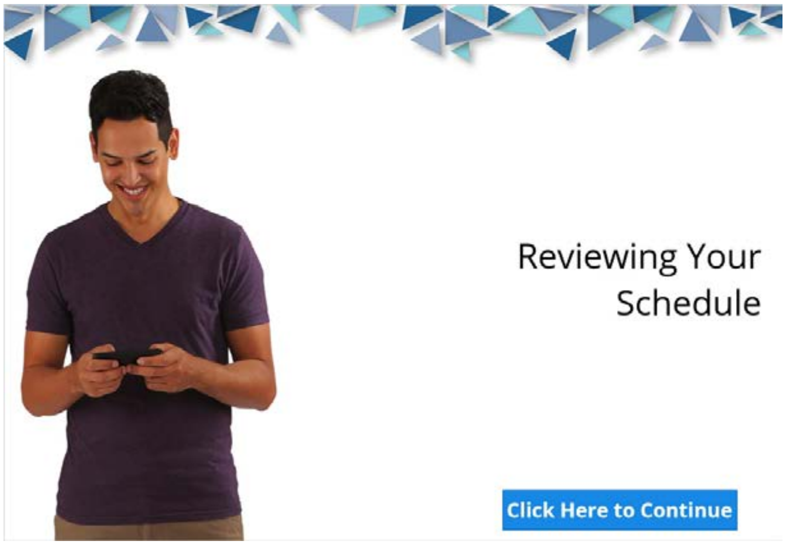
7.9 Click on the Edit button to view your Request. NOTE: You cannot edit submitted Requests.

7.10 At the bottom of the Manage Requests screen, you can review your Request History.

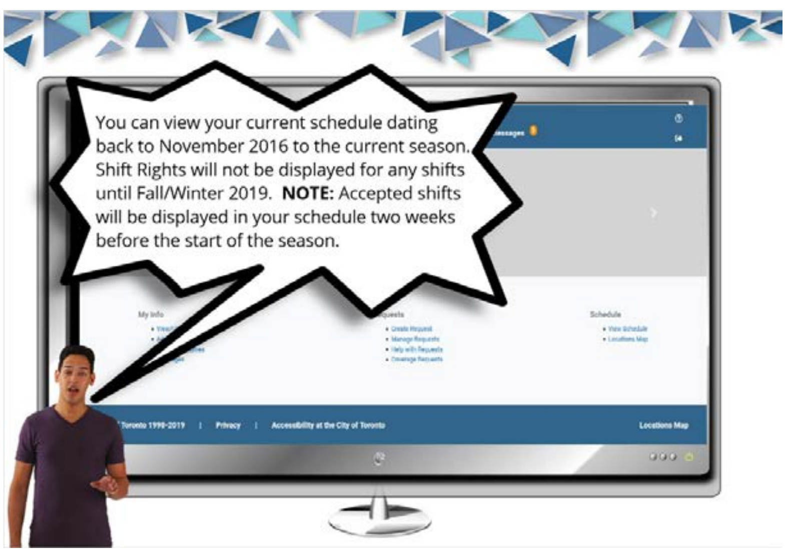


8. Reviewing Your Schedule

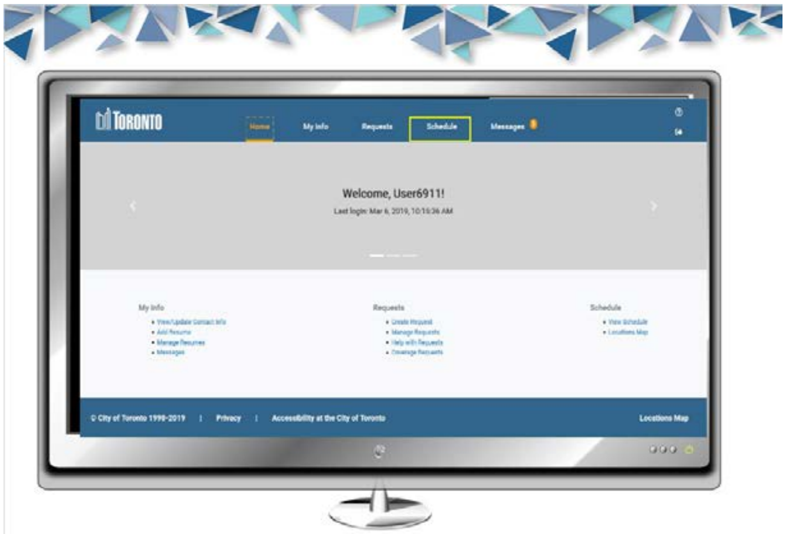
8.1 Reviewing Your Schedule Title Page



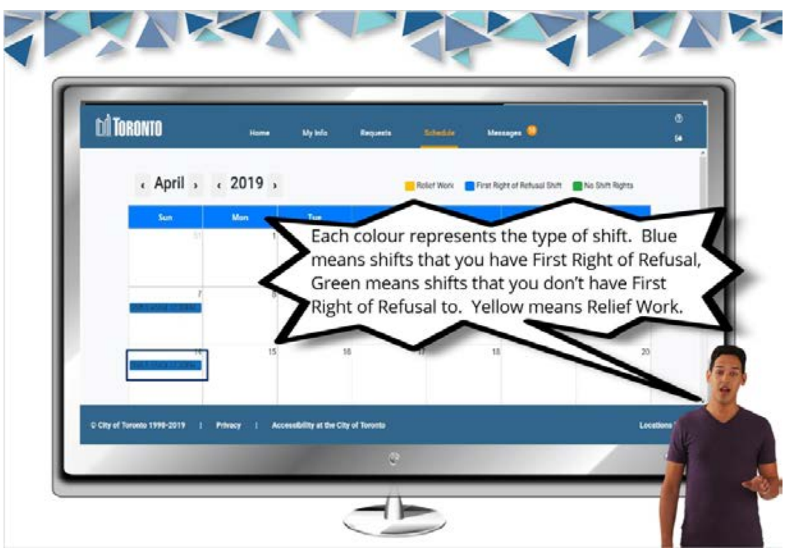
8.2 Before checking your schedule



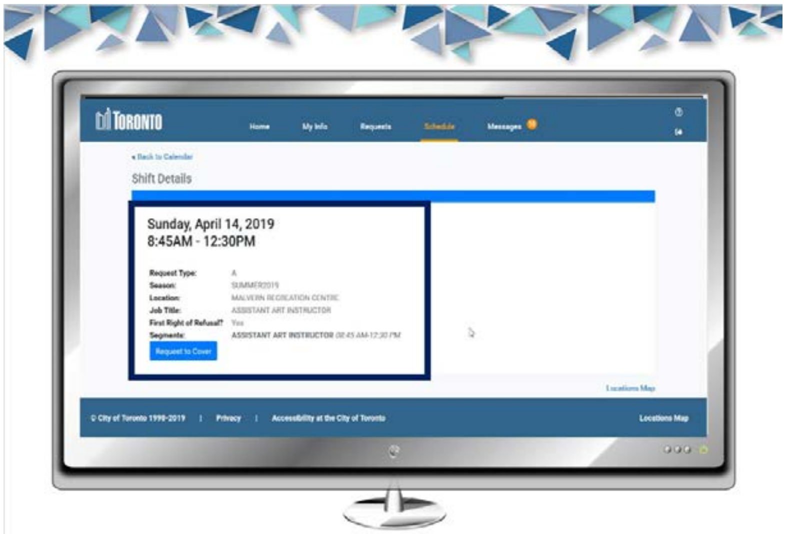
8.3 Click on Schedule



8.4 To review further details about approved shifts, click on a shift

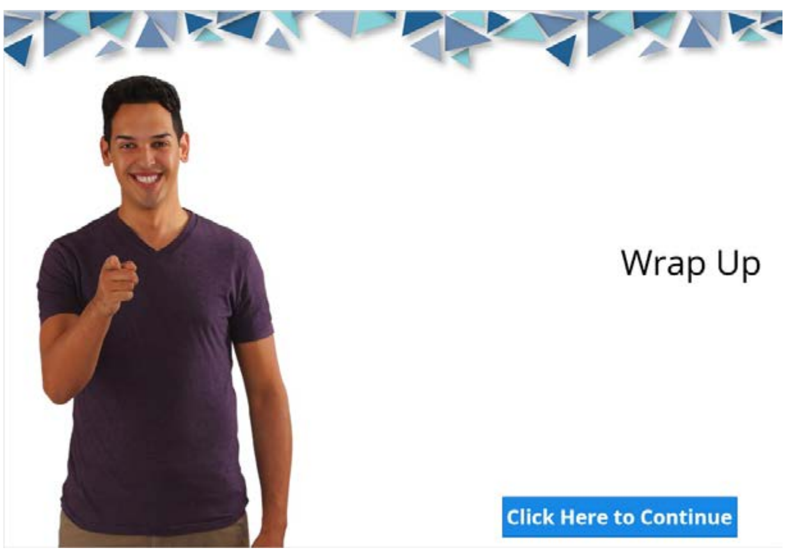


8.5 View your approved shift details.

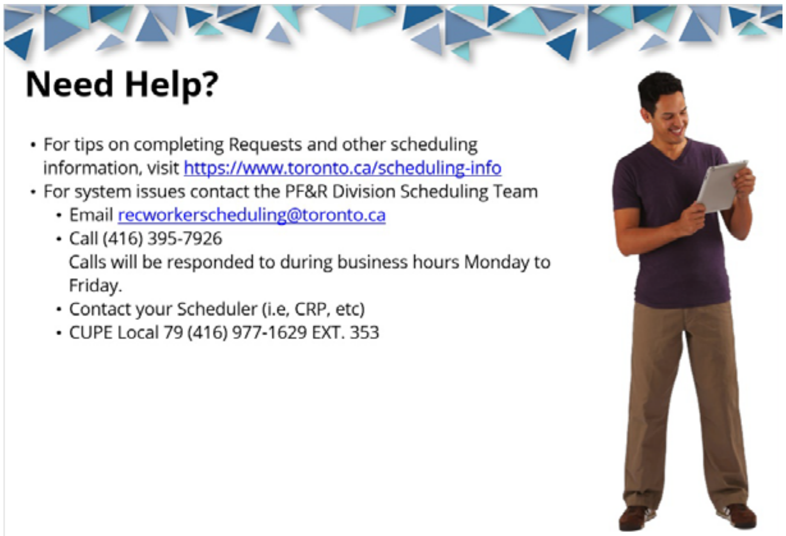


9. Wrap Up

9.1 Wrap Up



9.2 Need Help?



9.3 Next Steps