TRN Client App

How to Book and Approve a Booking Request

1. Login to your TRN Client App

the recruitment network



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2. Select Bookings from the Home Screen

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	and the second
≡ Home	
the	
recruitment	
network	
Hi Andrei, welcome to TRN!	
BOOKINGS	
STAFF LIST	
MESSAGING	
Tap ≡ to see all features	
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3. Select the Client you want to book a job for



4. Click on the + button

■ Booking Calendar Current Client: Actassa • <							No. No.
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5. Fill the details of the job

	ge Booking
Current Client:	Actassa 👻
Position:	
Senior Chef	
Work Address:	
Type new address or se	earch existing
(Search	Clear
Purchase Order:	
Persons Needed:	
1	
REQUEST	
Schedule:	
Notes for Consultant:	
Response Required In:	
	Ŧ
CANCEL	SUBMIT

6. Click Submit

≡ C	reate/Change	Booking	
Current	Client:		Actassa 👻
Position:			
Senior C	Chef		
Work Addr	ess:		
220 St. /	Asaph St Christch	urch	
	Search	Clear	
Purchase (Order:		-
Persons 1	Once this job ha approval, you w contact the app any changes. C	as been sent for rill need to rover to make ontinue?	
	CANCEL	YES, CONTINUE	
Schedule:			
Wed, 7 A	ug 2024 9:00 AM - 5	:30 PM	
	CHANGE	SCHEDULE	
Notes for C	consultant:		
Response	Required In:		
8 hours			*
(CANCEL	SUBI	літ

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Harry Contraction

Congratulations, your Job has been created!

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← Job	
	Actassa
	Senior Chef
 Created by Ar Submitted by pm 07 Aug 2024 	ndrei Link-Actassa at 3:49 pm 07 Aug 2024 Andrei Link-Actassa for approval at 3:49
Position:	Senior Chef
Start date:	Wed 7 Aug 2024
End date:	Wed 7 Aug 2024
Our contact:	Andrei Link-Actassa
Consultant:	Actassa Test1
Purchase order:	5730456
Job ID:	247430
Job reference number:	J55700
Work address:	220 St. Asaph St Christchurch
Job calendar: Wed 7 Aug, 9:0	00 AM - 5:30 PM
	GO BACK
	REVIEW

1. Login to your TRN Client App then open Jobs for Me to Approve



2. Select the Job you wish to approve

Jobs for Me to Approve Senior Chef Actassa 7 Aug 2024 - 7 Aug 2024 Submitted by Andrei Link-Actassa for approval by Alex Actassa on 3:49 pm 07 Aug 2024 Barista Actassa 3 Aug 2024 - 3 Aug 2024 Submitted by Andrei Link-Actassa for approval by Alex Actassa on 10:46 am 02 Aug 2024

The designed

3. Click on Review

← Job	
	Actassa
	Senior Chef
 Created by A Submitted by pm 07 Aug 2024 	ndrei Link-Actassa at 3:49 pm 07 Aug 2024 Andrei Link-Actassa for approval at 3:49
Position:	Senior Chef
Start date:	Wed 7 Aug 2024
End date:	Wed 7 Aug 2024
Our contact:	Andrei Link-Actassa
Consultant:	Actassa Test1
Purchase order:	5730456
Job ID:	247430
Job reference number:	J55700
Work address:	220 St. Asaph St Christchurch
Job calendar: Wed 7 Aug, 9:0	00 AM - 5:30 PM
	GO ВАСК
	REVIEW

4. Review the details then click Approve

Create/C	Change Bookin	g
 Created by Andr Submitted by An pm 07 Aug 2024 	ei Link-Actassa at 3∷ drei Link-Actassa for	49 pm 07 Aug 2024 approval at 3:49
Client:		
Actassa		
Position:		
Senior Chef		
Nork Address:		
220 St. Asaph St	Christchurch	
_		
	Search Clear	
Purchase Order:		
5730456		
Persons Needed:		
1		
REQ	UEST SPECIFIC S	TAFF
Schedule:		
Wed, 7 Aug 2024 9	:00 AM - 5:30 PM	
		E
	HANGE SCHEDUL	
Notes for Consultant:		
CANCEL	DECLINE	APPROVE

5. Confirm approval

≡ C	reate/Change Booking
 Create Submi pm 07 Au 	d by Andrei Link-Actassa at 3:49 pm 07 Aug 2024 tted by Andrei Link-Actassa for approval at 3:49 g 2024
Client:	
Actassa	
Position:	
Senior C	hef
Work Addre	ISS:
220 St. A	saph St Christchurch
	Approve Job Order
Purchase	Do you want to approve this job order?
573045	
Persons I	CANCEL TES, APPROVE
1	
	REQUEST SPECIFIC STAFE
Cohodula:	
Wed, 7 A	ug 2024 9:00 AM - 5:30 PM
	CHANGE SCHEDULE
Notes for C	onsultant
CANC	
- On the	

Congratulations, the job is now approved

■ Booking Calendar Current Client: Actassa • August 2024 TODAY > Mon Tue Wed Thu Fri Sat Sun 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 21 22 23 24 25 20 3 4 5 6 7 8 9 23 4 5 6 </th <th></th> <th></th> <th>•</th> <th></th> <th></th> <th></th> <th></th>			•					
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