

# Swanstaff App How to Guide

## Why download our app?

- Get shift alerts straight to your phone & get more hours
- Update your availability and send it straight to branch
- Refer friends and colleagues to Swanstaff and receive a cash bonus\*
- Get latest Swanstaff news, alerts and offers & access our blog which offers great industry and career advice.
- Send your feedback straight to our customer care team

### How to Download

- Visit the App store on your iOS or Android device
- Search for “Swanstaff”
- Click “Download”
- Enter your name and email address
- Make sure you click “yes” if you are prompted regarding push notifications - otherwise you won't receive alerts

### Submit your availability

- Click on the “More” icon
- Click on the “Availability” button
- Enter your name and contact details
- Choose the week commencing date
- Tick all of the boxes that apply for each day of the week
- Choose your branch from the drop down box and click “Submit”

### Set up your alerts

- Click on the “Job Alerts” icon
- Scroll down to your relevant area
- Then choose your relevant job roles you wish to receive alerts about
- Your alerts will pop up on your phone screen even when the app is not open.
- You can also view all historical notifications by clicking “more” from the bottom menu and then scrolling to notification history.

### Refer a Friend

- Click “Referral” on the main menu
- Complete your details and your friends details. Make sure you include their location and at least one contact method
- Click “Send”
- Your request will go to the branch, if they register and work with us then you may be eligible for a cash bonus



Need more guidance? Search  
“Swanstaff App Guide” on  
Youtube for a full video tutorial!