



# **PARiM Client Access App Guide**

**Helping you to get the most out of  
PARiM**

**Your PARiM Team**

## Introduction

PARiM client portal, offering both web and mobile apps, was developed to improve communication between you and your suppliers.

PARiM Client Access App ensures that you can approve timesheets, and see shift information and updates in a matter of seconds on your phone even when your PC or laptop is out of reach.

In this guide, we provide you with a few steps to easily start off with the PARiM Client Access App. You can choose between a video or textual version in almost every step.



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## 1. How to download PARiM Client Access App and log in

1) Download the client app by clicking one of the buttons below:

For Android phones:

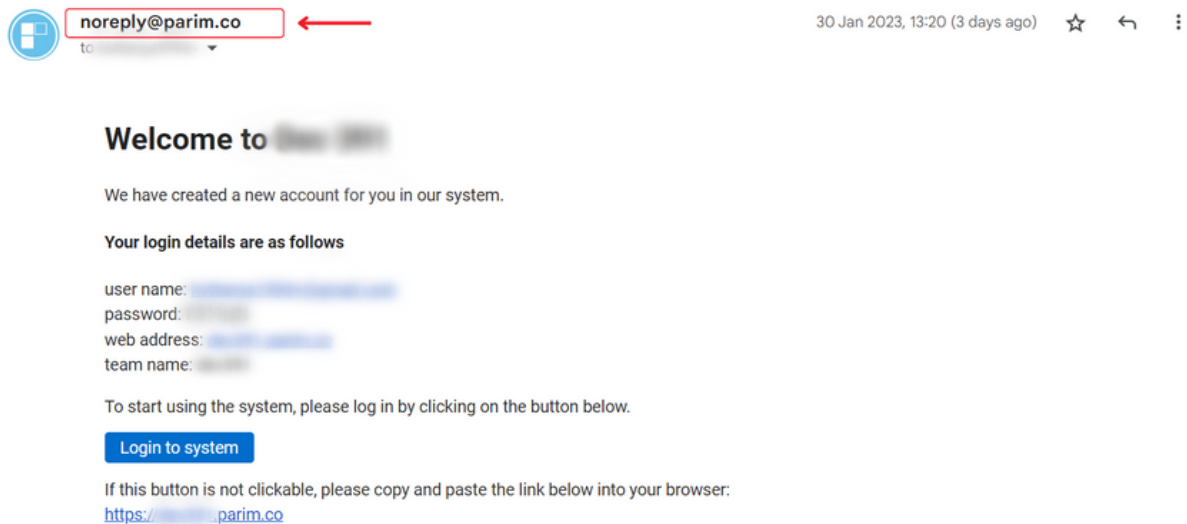
Download

For iPhones, iOS:

Download

To log into the web or app version of PARiM Client Access App, you would need to use the login data you received in a system email from PARiM.

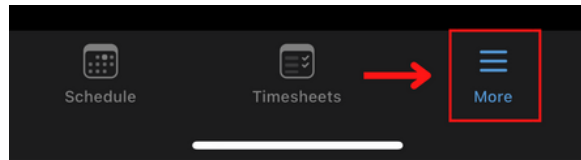
The sender address is displayed as '**noreply@parim.co**'. Please find an example below:



**Important!** In case you cannot find a system email, please check your spam or 'Promotions' folders and make sure your supplier shared access to Client Portal with you.

## 2. My profile

Tap **'More'** at the bottom of the app to see your profile info:



Then click on your Name to see your name, job title and email address, which were added by your supplier.

**Important!** At the moment, profile info can be changed only in Client Portal Web.

### My locations

Here you can find the list of places or companies you are responsible for. You can also search for a specific location using the search bar.

When clicking on a location, you can see a location address and get directions in your maps (e.g. Google apps or Appl maps depending on your phone).

### Company profile

Here you can find:

- other company representatives and their contact details
- company locations and address information

### Supplier contacts

This section includes information regarding your suppliers' info and contact details.

### 3. Schedule. Calendar

In the tab 'Schedule' you can find a calendar and see shifts for a selected date.

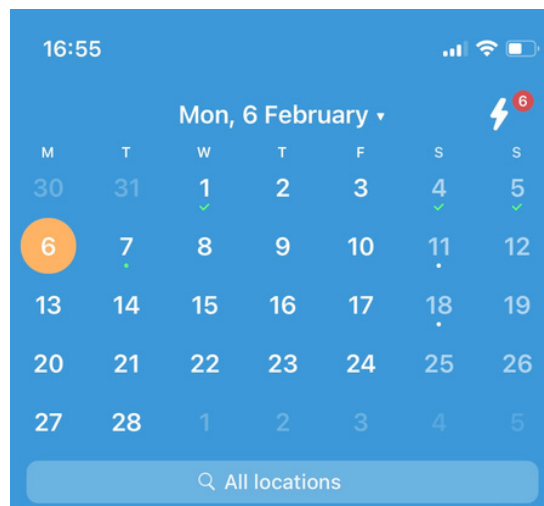
#### Selecting a date

You can select a date in the calendar in two ways:

- flip through the calendar until you find the needed month and date
- choose a specific date by clicking the date in the upper part of the calendar and pressing 'Go to date'

#### Indicators under calendar dates

Meaning for green ticks, green dots, and white dots in the calendar under dates.



**A white dot** indicates that a shift has not been allocated yet.

**A green dot** indicates that a shift for a selected date has been partially or fully allocated and a shift is planned.

**A green tick** indicates that a shift for a selected date has been partially or fully allocated and a shift had already finished.

## How to see the calendar for a specific location

If you want to see a schedule only for a specific location, you can start typing the location's name in a search bar to display a schedule for a desired location.

### 4. Schedule. Shifts info

All shifts can be found in a schedule tab.

If you click on an allocated shift that is only **scheduled**, shift details that you can see are:

- **Shift info:** assignee name, position, location, and shift time
- **Charge details:** rate per hour and the total charge for executed hours

**Important!** Charge details may not be displayed due to system restrictions set by your supplier.

If you click on an allocated shift that had been **already finished**, more shift details would be shown:

- **Shift info:** assignee name, position, location, and shift time
- **Work info:** hours worked, total hours worked
- **Approval:** client, supplier
- **Comments**
- **Charge details:** rate per hour and the total charge for executed hours

If all shift details meet your requirements, then you can approve it by clicking '**Approve timesheet**'.

**Important!** Certain data may not be displayed due to system restrictions set by your supplier.

## 4.1. Schedule. Types of Shift Indicators

Calendar dates marked with a 'White dot' 

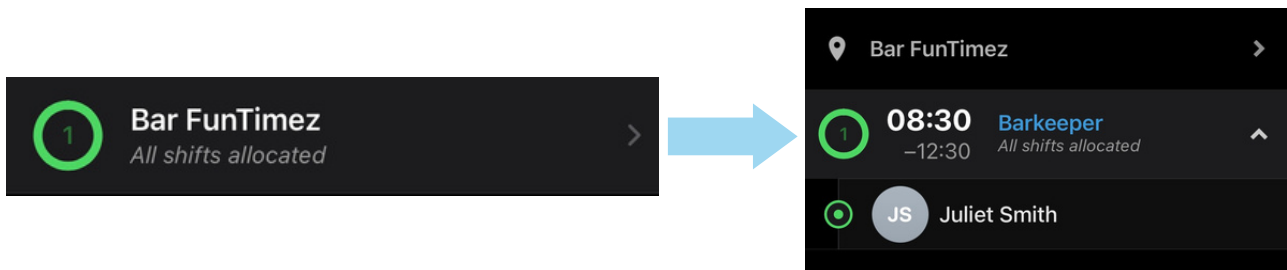
If a selected date in a calendar is marked with a 'white dot', it means that this **shift has not been allocated yet**:



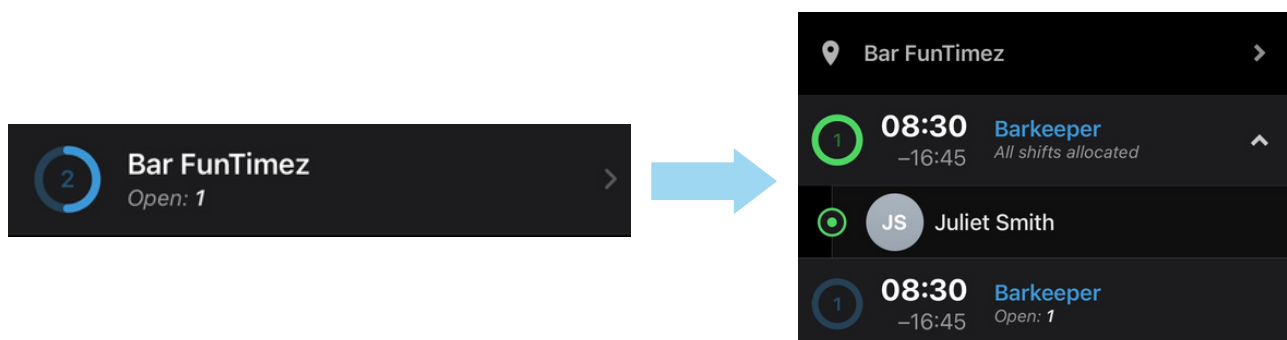
Calendar dates marked with a 'Green tick' 

If a selected date in a calendar is marked with a 'green tick', then it can mean:

a. **All shifts were allocated** for the selected date and this shift had already been finished:



b. **Some of the shifts were allocated** for the selected date and this shift had already been finished:

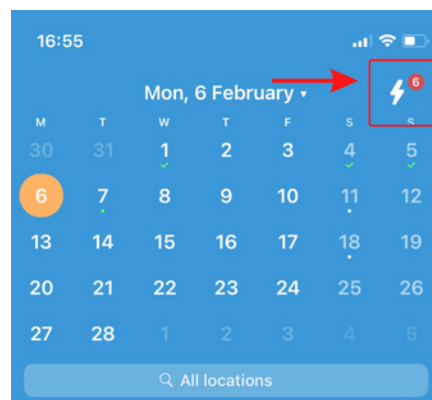


## Calendar dates marked with a 'Green dot'

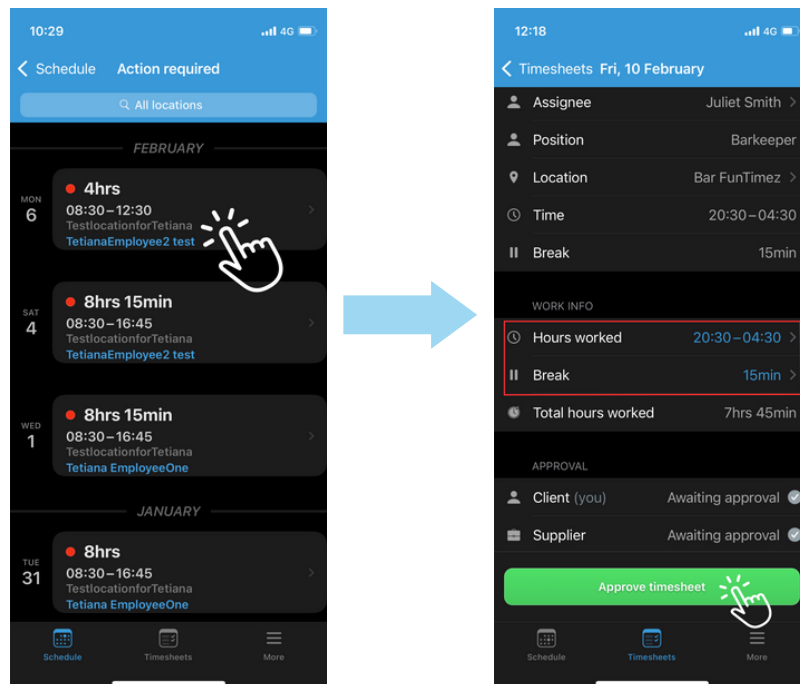
A 'green dot' indicates the same shift statuses as a 'green tick'. The difference is that a 'green dot' stands for shifts that have not been finished and are only planned for future dates.

### 4.2 Approval-required shifts

To see all shifts that require your or your supplier's approval, please click on the **thunder icon** in your calendar:



To approve a timesheet, please click on a timesheet and if all shift details are correct, press 'Approve timesheet':





If needed, you can also **change hours worked and break** info but then you need to leave a comment for your supplier regarding the changes.

You can also access timesheet info and details through the Timesheets tab.

**Important!** The 'Approve timesheet' button is not always available due to system restrictions set by your supplier.

## 5. Timesheets tab

In the timesheets tab you can access approved and pending timesheets. Here you can also approve timesheets as described in the previous step (4.2).

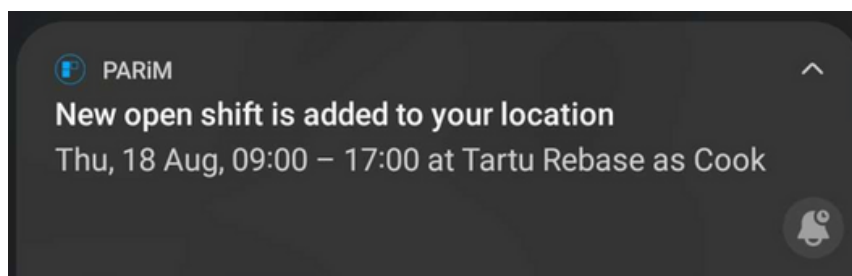
You can filter timesheets by month and location to ease timesheets search.

**Important!** You can approve the timesheet only after your supplier approves it first.

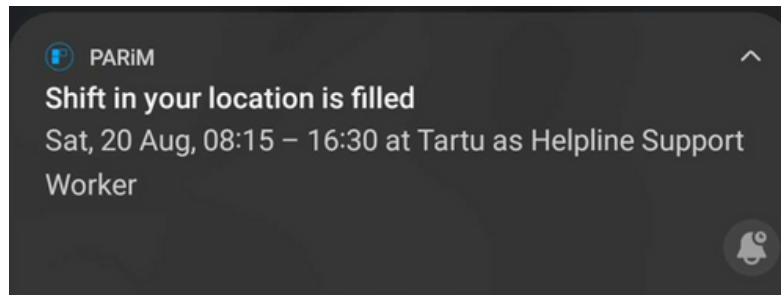
## 6. Types of notifications

There are 3 types of notifications you can receive on your phone from PARiM Clients Access App.

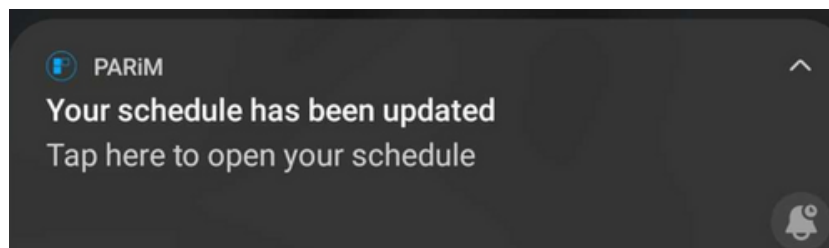
1. When your supplier adds **a new shift** at one of your locations, you will get the following notification:



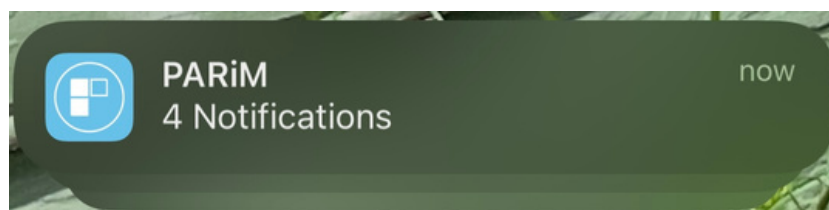
2. When a **position is filled** in at one of your locations, you will get the following notification:



3. a) If multiple shifts have been added or filled in, **Android phones** will deliver the following notification:



3. b) If **multiple shifts** have been added or filled in, **iPhones** will deliver the following notification:



**Important!** You might not get some of the mentioned above notifications due to system restrictions set by your supplier.

## 7. Additional help and links

1. You can find the article on PARiM Clientt Access App [here](#).
2. If you have any other inquiries, you can check our support portal for clients [here](#).