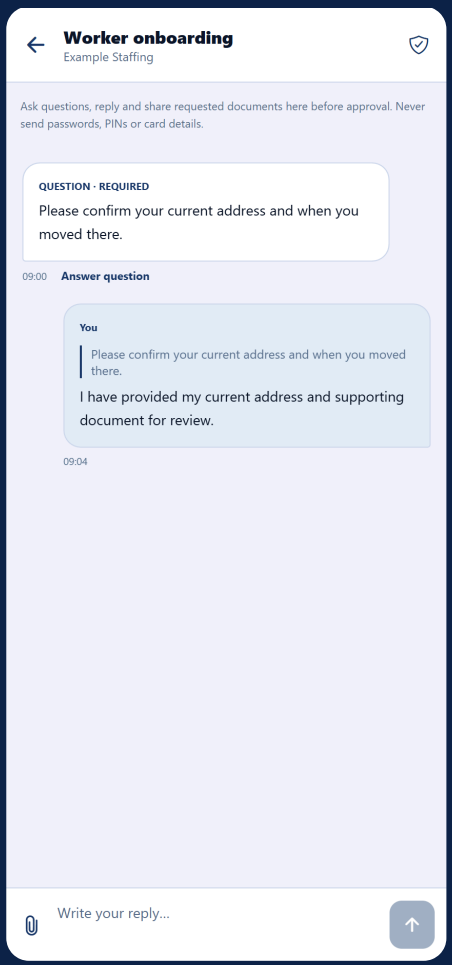
APP MANUAL / NOVEMBER 2026

Your mobile app guide.

For workers and organisation users.

Find work. Join an organisation.
Manage shifts and messages.
Keep your account secure.



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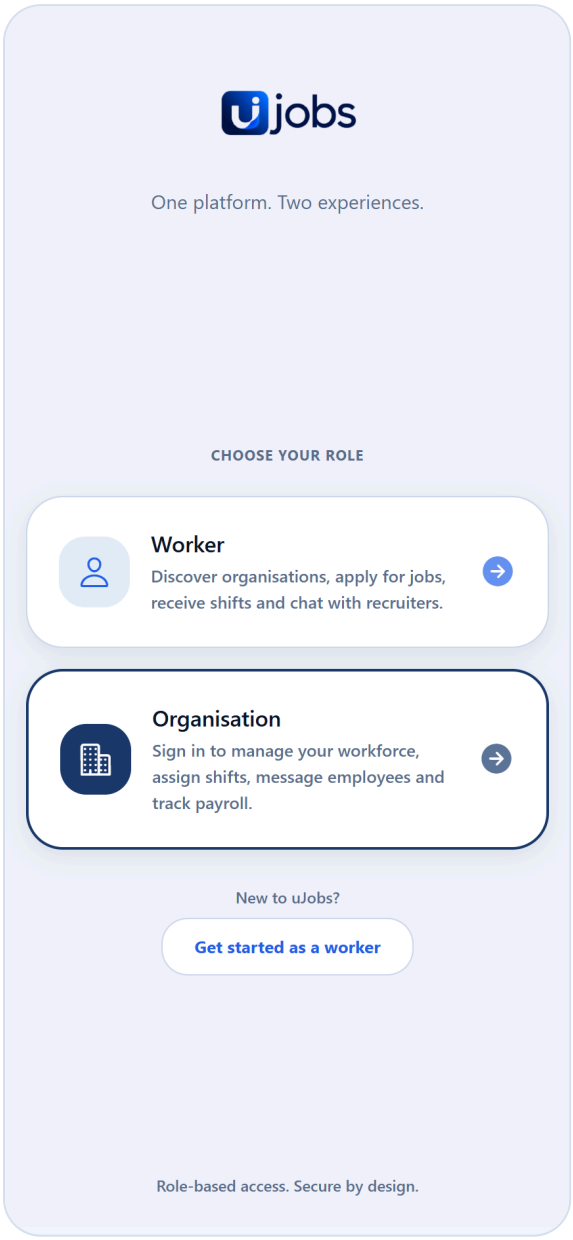
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START HERE

Choose your workspace

uJobs serves workers looking for work and organisations managing their people.



Mobile app browser capture · demonstration workspace

01 Install the current uJobs app and open it.

02 Choose the worker option if you are looking for agencies, job opportunities or your worker workspace.

03 Choose the organisation option if you manage staff, shifts or organisation messages.

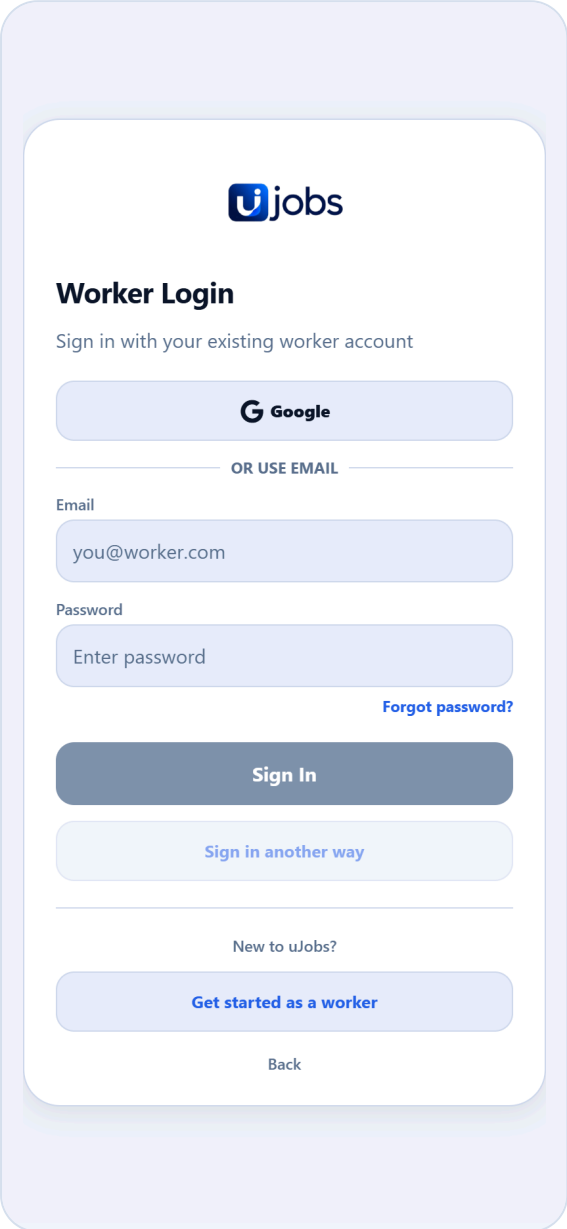
04 Use the account attached to that role. A worker account and an organisation membership provide different access.

> The guide covers both experiences. Screens use demonstration data or clearly identified existing product captures. Native iOS and Android prompts vary.

ACCOUNT ACCESS

Create an account and verify email

Start from the worker registration route or the invitation provided to you.



Mobile app browser capture · demonstration workspace

01 Use Get started or the signup option and enter the requested details. Check your email address before submitting.

02 Open the verification email sent to that address. Check spam if it does not arrive.

03 Complete verification, then use the return-to-app or sign-in action provided. If your browser stays open, reopen uJobs and sign in.

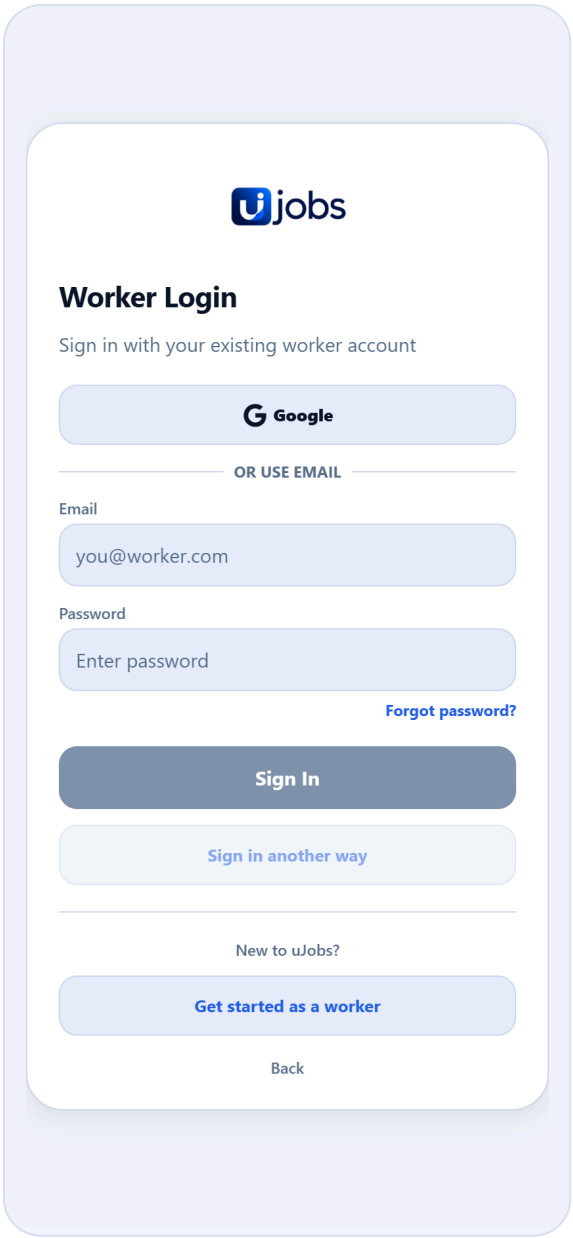
04 Review the terms and privacy information. Accepting them should continue your current sign-in or setup flow.

> Keep your login email accurate. An address without the @ symbol is a different, invalid login.

ACCOUNT ACCESS

Sign in as a worker

Use the same email and sign-in method you used for your worker account.



Mobile app browser capture · demonstration workspace

01 Choose the worker workspace and enter your email and password.

02 Use an alternate supported method, such as Google, Apple or an email code, when it belongs to the same account.

03 Complete any provider or verification step and allow the app to reopen.

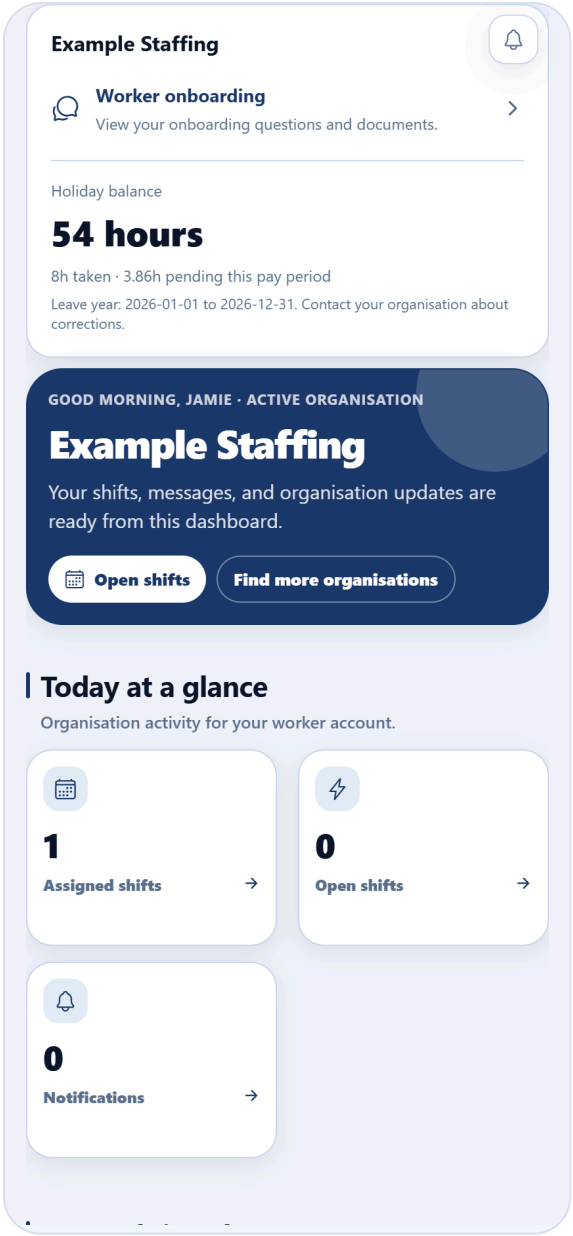
04 If you belong to more than one organisation, choose the intended worker workspace when prompted.

> A passkey works only after you have created one for the account. See the passkey pages before relying on it.

WORKER HOME

Understand your home screen

Your home screen brings together discovery and organisation-related shortcuts.



Mobile app browser capture · demonstration workspace

01 Review the agency or job discovery options available to your account.

02 When linked to an organisation, look for that organisation's workspace and onboarding shortcuts.

03 Use the bottom navigation to open Shifts, Messages, Saved where available, and Profile.

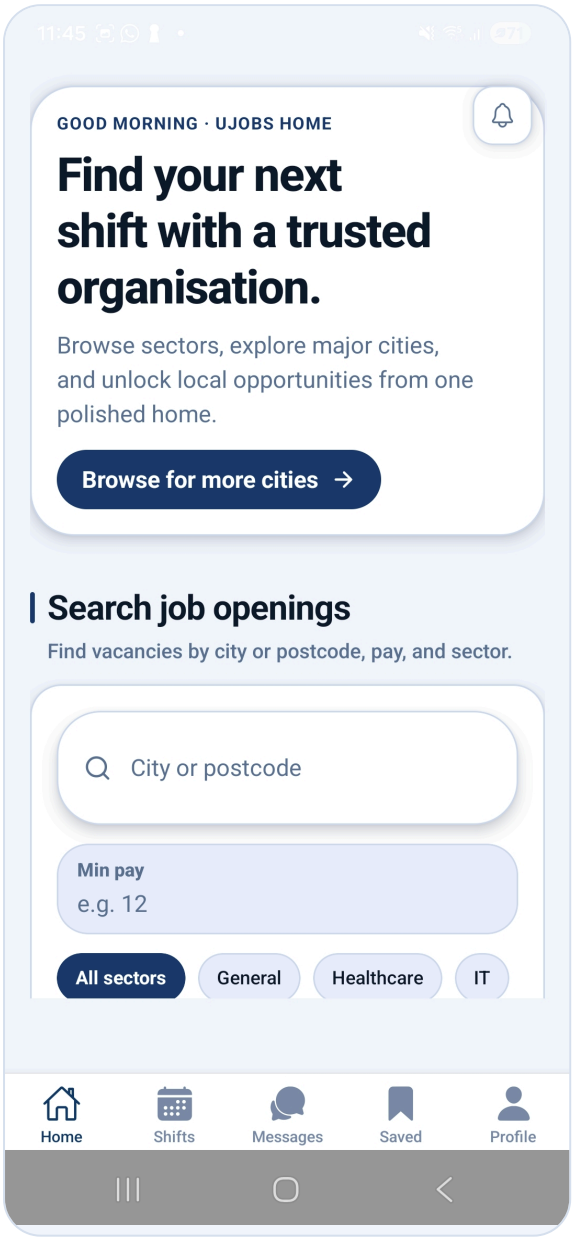
04 Check notification indicators and open the relevant item to view the full details.

> The layout changes with your account's organisation links and approval state. Not every account sees every shortcut.

FIND WORK

Browse agencies and locations

Use the discovery area to find relevant organisations and opportunities.



Existing native product screenshot · earlier app edition

01 Open Home and choose a location, city or search option shown on the page.

02 Browse the agency or organisation results and open a profile for more detail.

03 Read the organisation’s description, location and available opportunities.

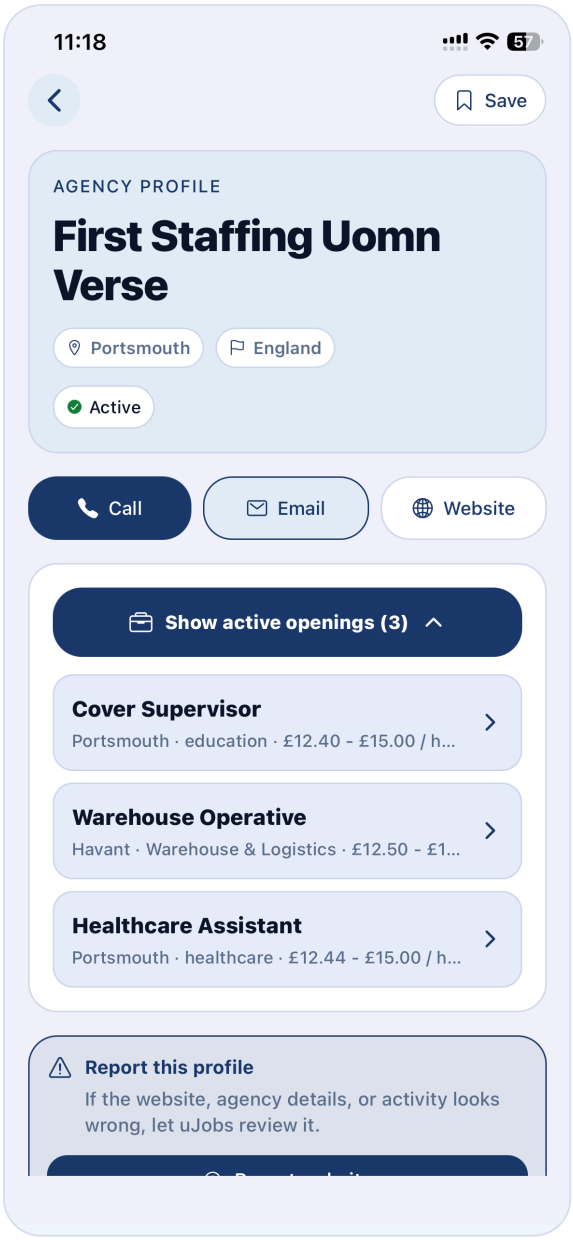
04 Save useful items where the save control is available so you can return later.

> Discovery information does not guarantee an available job or an approved worker link.

FIND WORK

Read and apply for jobs

Read the complete opening before starting an application.



Existing native product screenshot · earlier app edition

01 Open a job opportunity and check the role, location, pay, requirements and application instructions.

02 If the opening uses uJobs applications, complete the requested answers and submit using the application control.

03 If it opens an external application website, complete the application there.

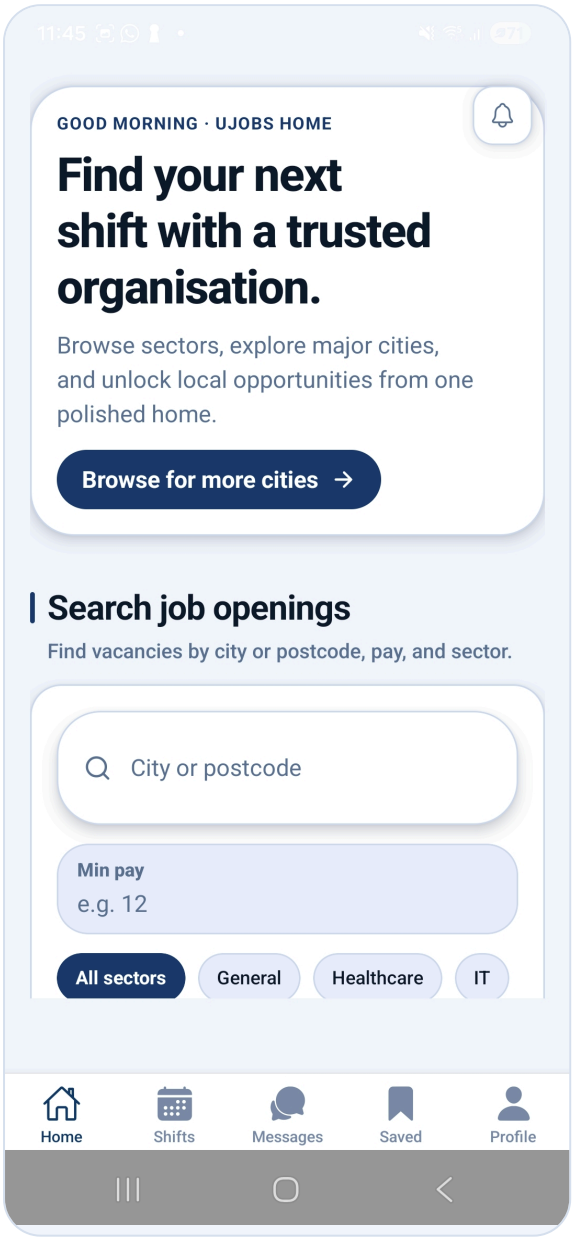
04 Check your application status in the app where supported, and read any requests for more information or interview details.

> An application is separate from accepting a specific shift or joining an organisation's worker workspace.

FIND WORK

Return to saved items

Saved items help you revisit opportunities without searching from the beginning.



Existing native product screenshot · earlier app edition

01 Use the save control on a supported organisation or opportunity.

02 Open Saved from the available navigation to view your saved items.

03 Open an item to read its current information before taking action.

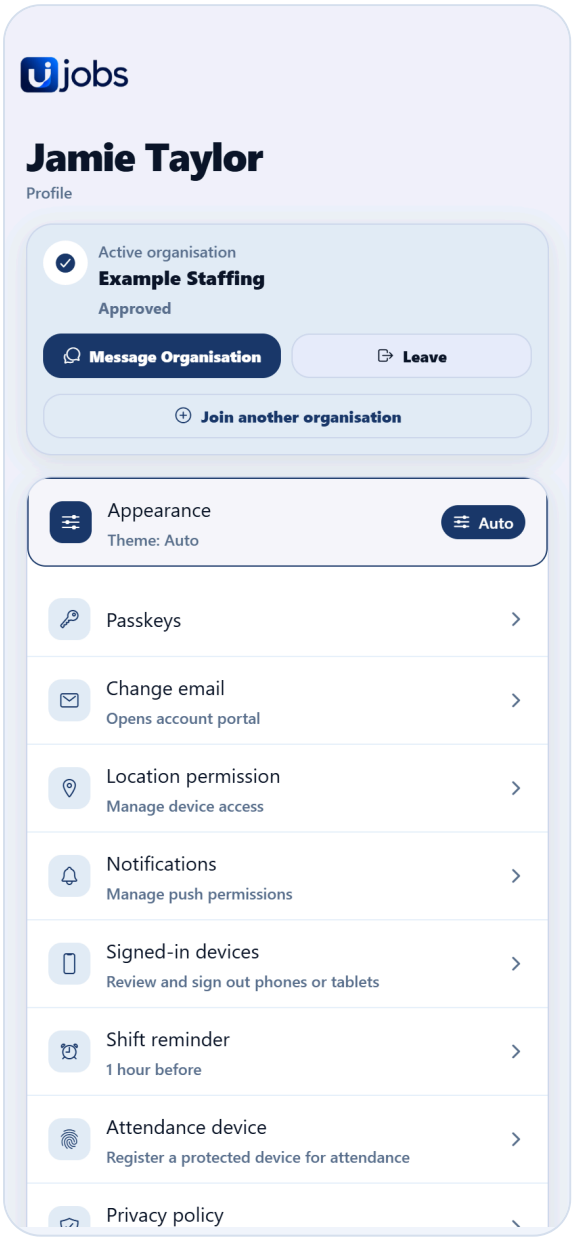
04 Remove items you no longer need using the available save or remove control.

> A saved listing may change or close. Saving it does not reserve a job or a shift.

JOIN AN ORGANISATION

Use an invitation or join request

Joining links your worker account to the organisation that will manage your work.



Mobile app browser capture · demonstration workspace

01 Follow the organisation's invitation instructions and use the intended worker account.

02 Enter the invitation details requested in the app. Check the organisation name before continuing.

03 If your request is pending, complete the information requested by that organisation.

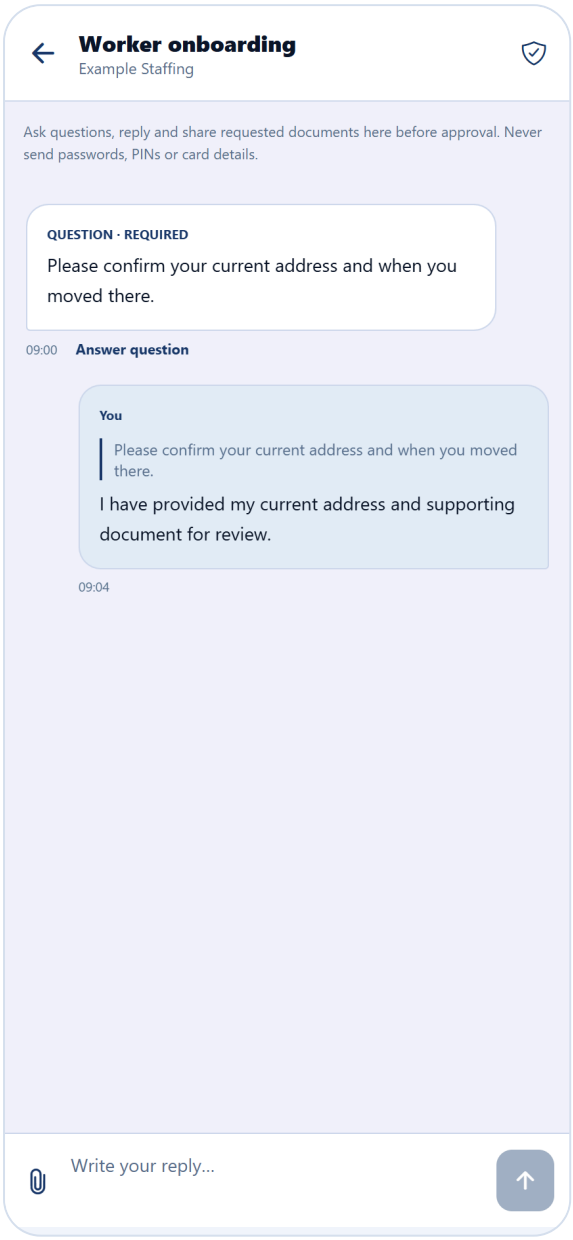
04 After approval, reopen the organisation workspace. Contact the organisation if the status remains pending unexpectedly.

> Use onboarding to communicate before approval. Ordinary organisation messaging may remain locked until onboarding is accepted.

ONBOARDING

Answer onboarding questions

The onboarding conversation lets you provide information before normal messages are unlocked.



Mobile app browser capture · demonstration workspace

01 Open the organisation's onboarding shortcut from Home or the pending organisation entry in Profile.

02 Read the question and whether it is marked required.

03 Use the question's reply control where shown, type the answer and check it before sending.

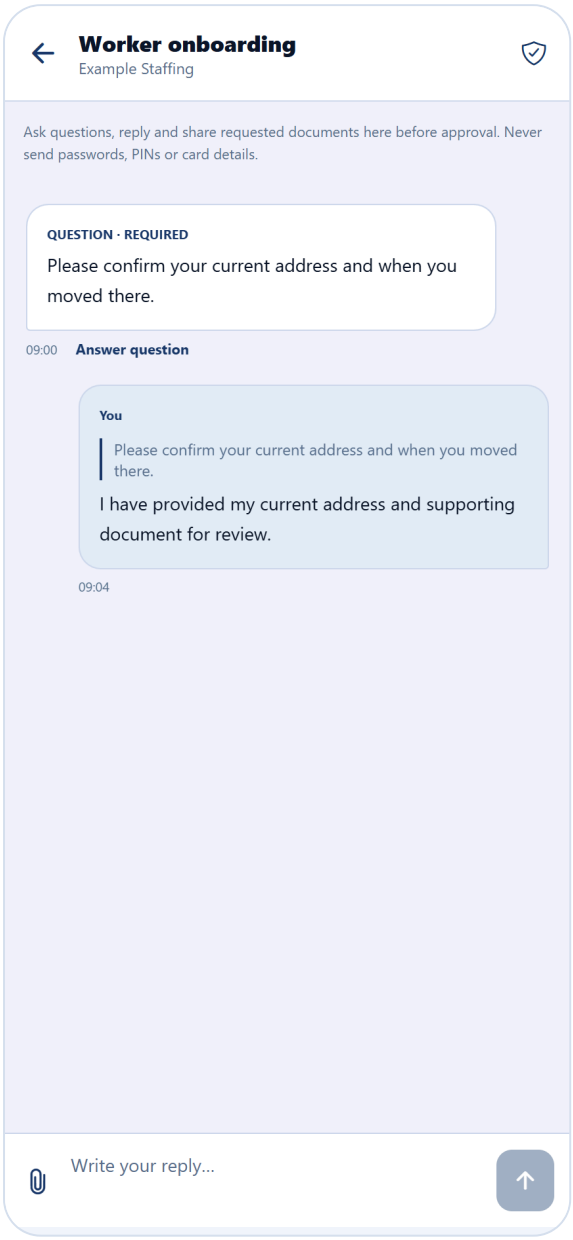
04 Return to the conversation for follow-up questions. Tell the organisation if you need help understanding a request.

> Answers go to the organisation's permitted staff. Do not send passwords, bank-login details or verification codes.

ONBOARDING

Upload supporting documents

Send only the document the organisation needs for the stated purpose.



Mobile app browser capture · demonstration workspace

01 Open the correct onboarding conversation and read the request.

02 Choose the attachment control and select a PDF, JPG or PNG up to 10 MB.

03 Check that the file is readable and belongs to you. Add a short explanation when useful.

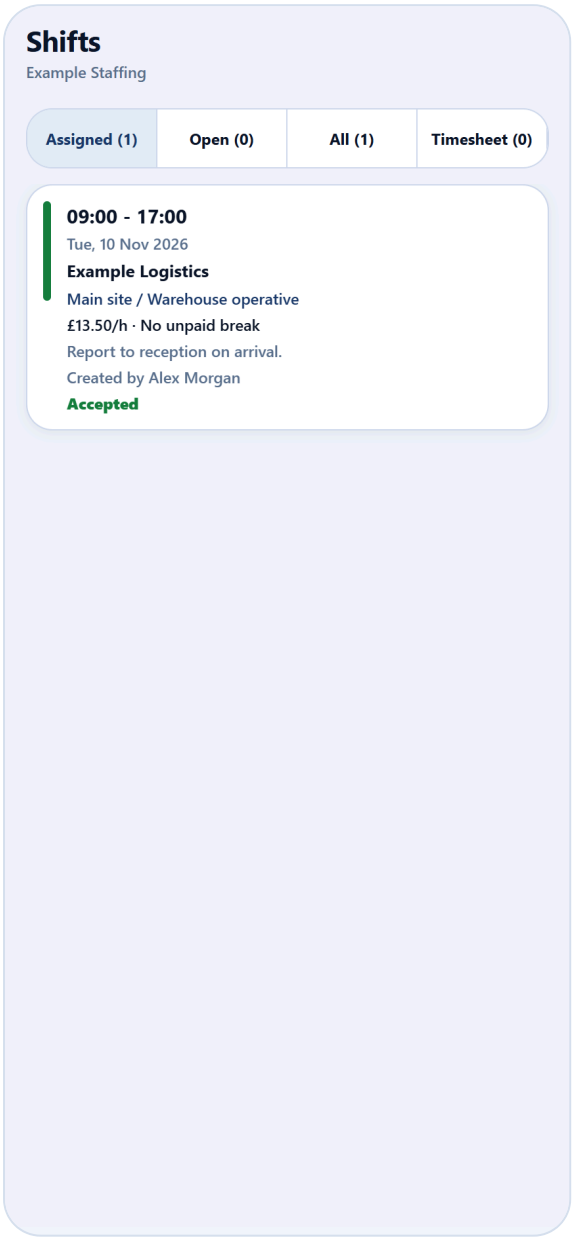
04 Send and check the message in the conversation. If upload fails, keep the file and retry after checking the connection.

> A document upload is not an approval decision. Ask the organisation what evidence is required if the request is unclear.

SHIFTS

Review and respond to shifts

Read the complete shift before accepting the work.



Mobile app browser capture · demonstration workspace

01 Open Shifts and select the relevant upcoming or available item.

02 Check the organisation, role, site address, start and end date, times, pay and any unpaid break or notes.

03 Accept or decline through the available response controls. Confirm the resulting status.

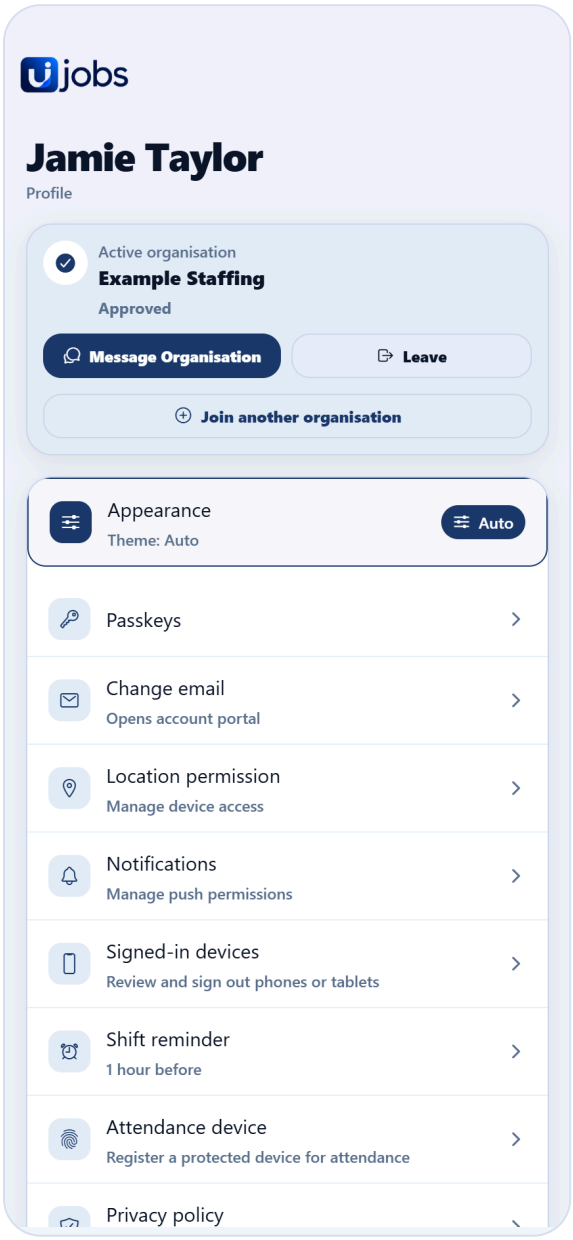
04 If your availability changes after acceptance, contact the organisation promptly and follow its procedure.

> Take care with overnight shifts: the end time may be on the following day.

ATTENDANCE

Prepare your phone for attendance

Mobile attendance must be enabled by the organisation and may require device approval.



Mobile app browser capture · demonstration workspace

01 Open the attendance-device setup when directed by your organisation.

02 Register the phone using the app's instructions and wait for any required organisation approval.

03 Enable the permissions requested for attendance. On supported phones, precise location and location services may be needed.

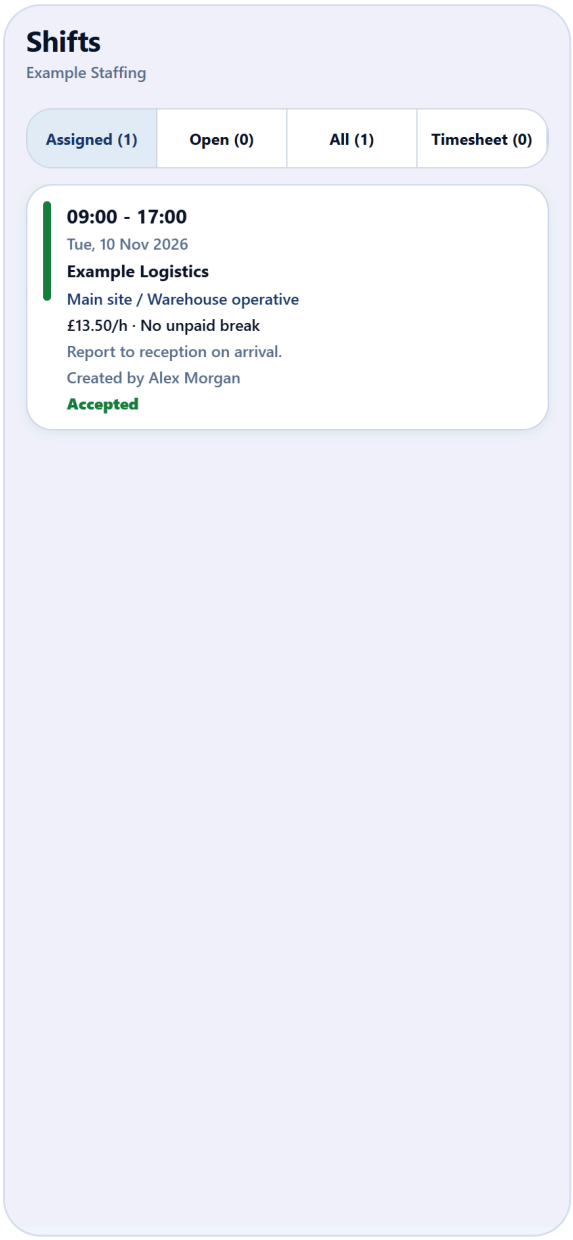
04 Use your own approved phone. Ask the organisation what to do if you replace or lose it.

> The browser preview cannot reproduce native permission or biometric dialogs. Attendance location is collected for the action, rather than as continuous tracking.

ATTENDANCE

Check in and check out

Use the attendance action on the correct shift at the actual working location.



Mobile app browser capture · demonstration workspace

01 Open the shift and confirm the site and date.

02 At the start of work, choose the available check-in action and complete the device or location checks shown.

03 Check the submission result. If it fails, read the error and tell the organisation rather than assuming the time was accepted.

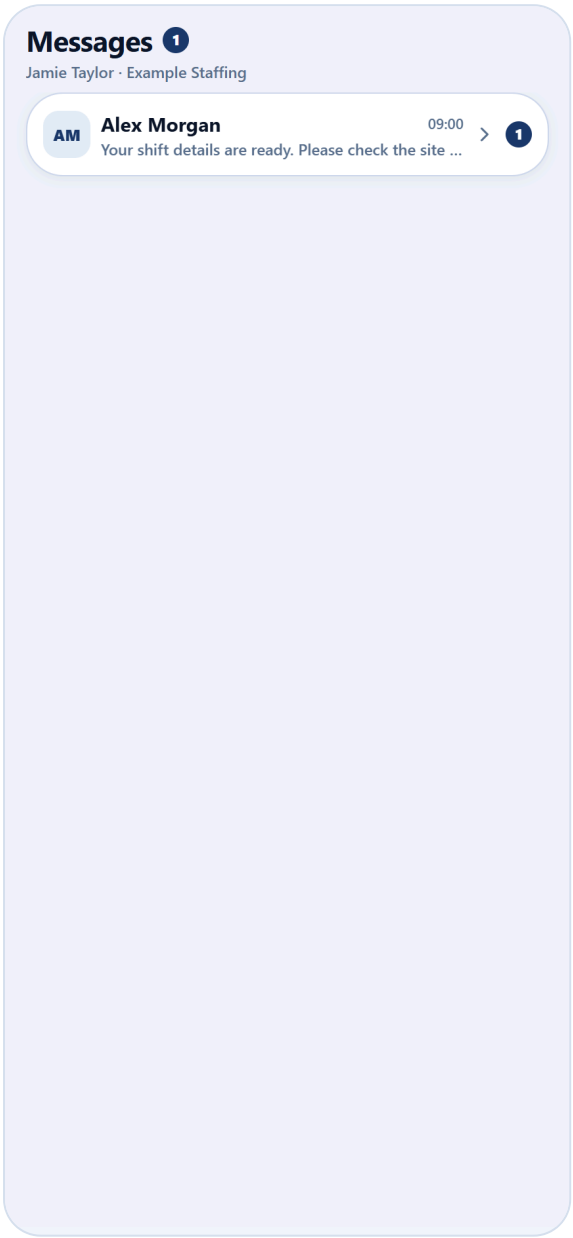
04 At the end of work, use check-out and confirm the result. Follow up with the organisation if a time needs correction.

> A submitted attendance record may still need organisation review. The app does not let you decide your own approved payroll hours.

MESSAGES

Keep in touch with your organisation

Use the right conversation so the right person receives your message.



Mobile app browser capture · demonstration workspace

01 Open Messages after the required organisation approval.

02 Select the relevant organisation or conversation and check the recipient.

03 Write a clear message with the shift or date when useful, then explicitly send.

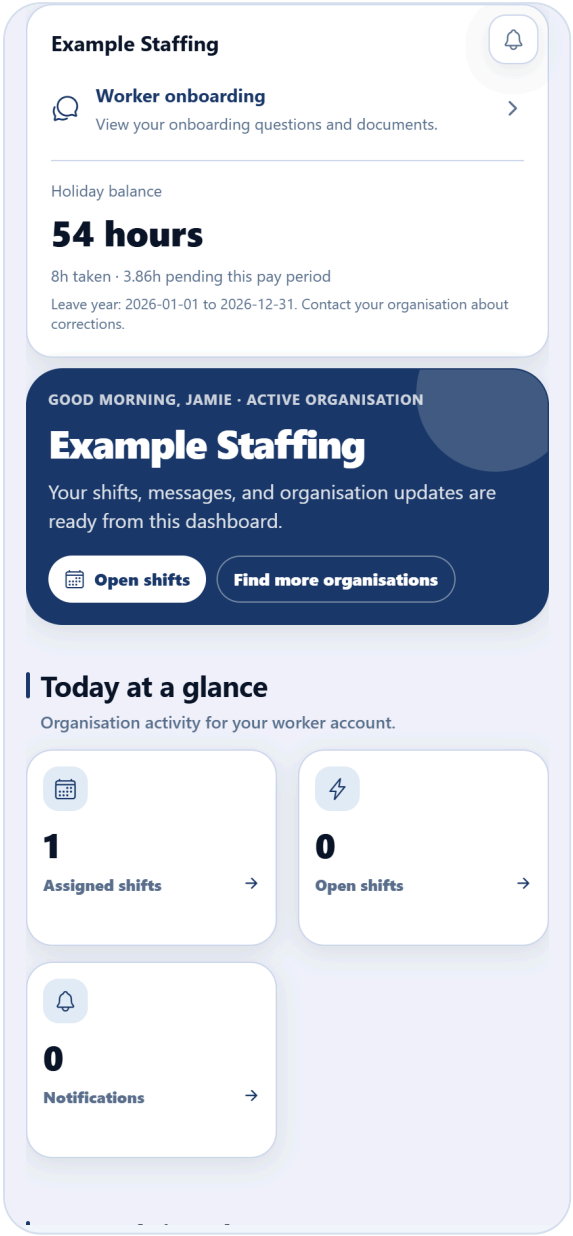
04 Open replies and attachments in the conversation. For pre-approval questions, use onboarding instead.

> For urgent absence or safety matters, follow the organisation's urgent-contact procedure as well as sending an app message.

HOLIDAY HOURS

Find your holiday balance

A holiday balance appears only when your organisation enables tracking and worker visibility.



Mobile app browser capture · demonstration workspace

01 Open the relevant organisation workspace from Home.

02 Look for the holiday balance card or shortcut when available.

03 Read the accrued, taken, balance and pending figures alongside the leave-year dates.

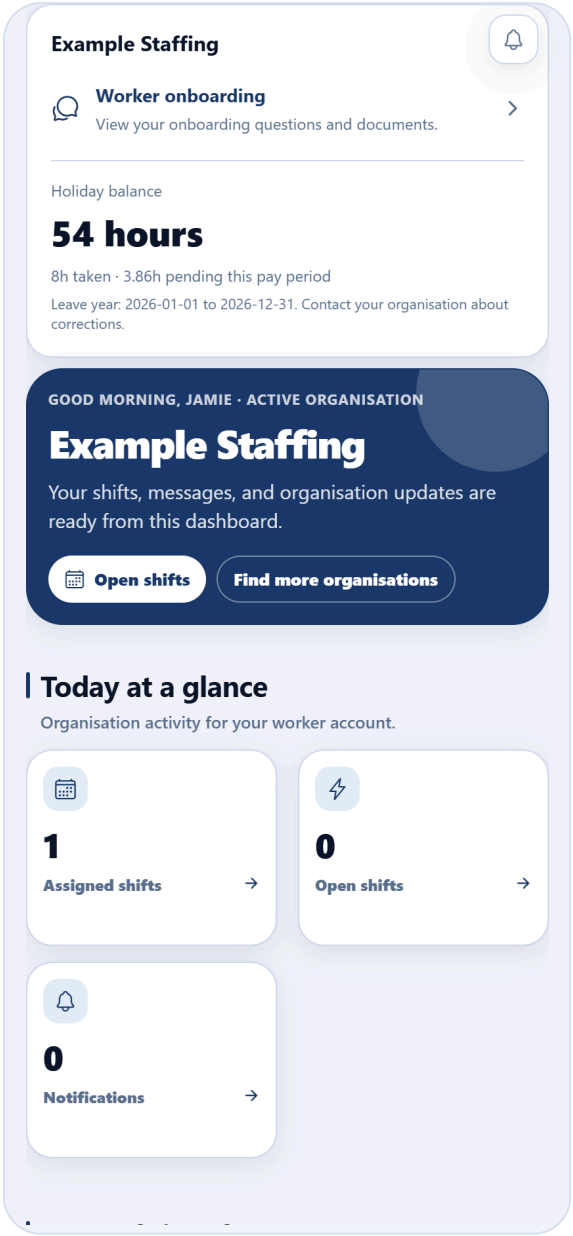
04 Ask the organisation about missing attendance, leave already taken or a correction. Holiday approvals and payments follow its process.

> Pending hours relate to an open accrual period. A displayed hours balance is not a holiday-pay calculation.

NOTIFICATIONS

Open the right notification

Notifications are shortcuts to a request, conversation or other relevant record.



Mobile app browser capture · demonstration workspace

01 Allow notifications if you want alerts and your phone offers the permission prompt.

02 Tap the alert to open the app and the linked item.

03 If prompted, finish signing in with the account that belongs to the notification.

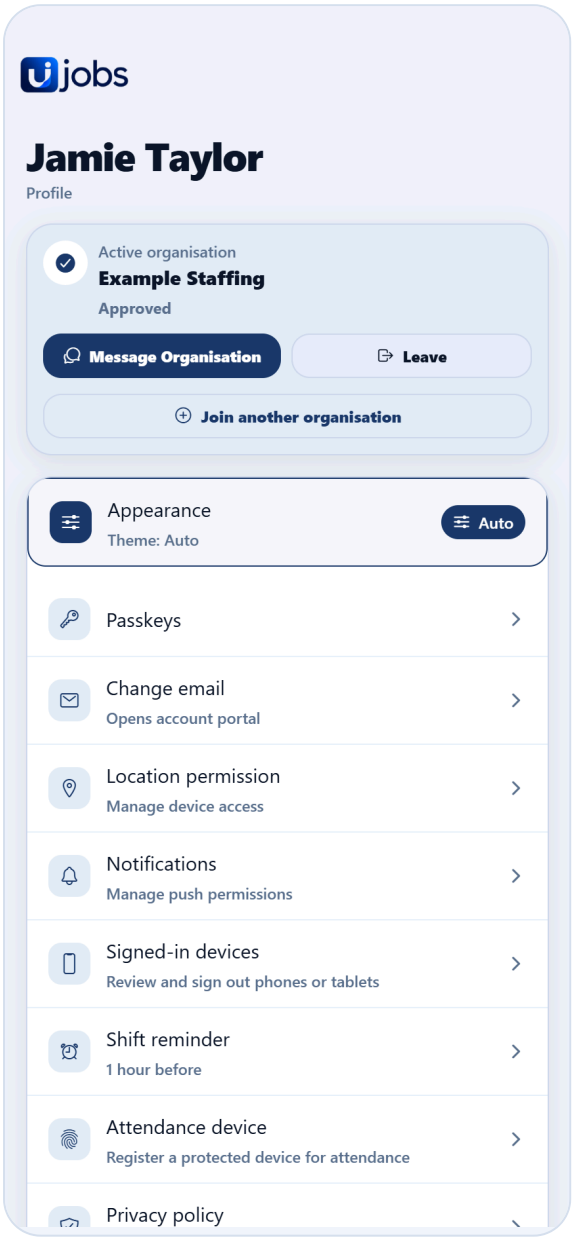
04 If a join-accepted alert keeps loading, reopen the app and check the organisation from Home or Profile. Report the issue if it persists.

> An alert can be delayed by phone settings or connectivity. Check the app directly when you are expecting an important response.

PROFILE & SECURITY

Keep your profile current

Your profile contains account controls and organisation-related information.



Mobile app browser capture · demonstration workspace

01 Open Profile and review your displayed details.

02 Use the available edit controls to keep the requested contact information accurate.

03 Review linked organisations and pending onboarding entries.

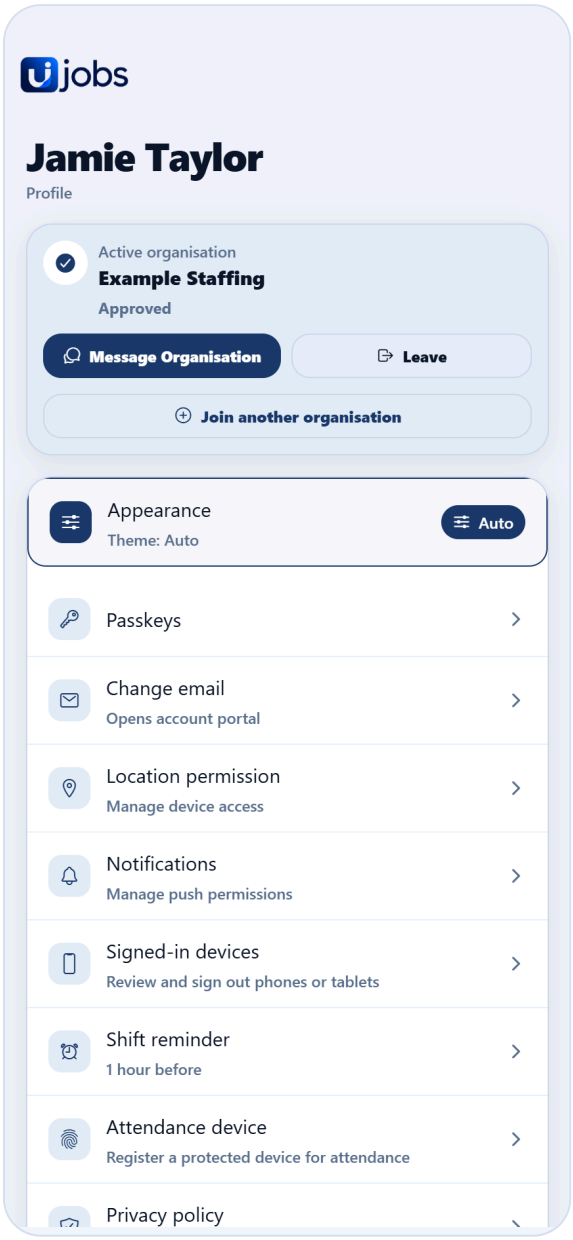
04 Open the relevant settings for security, support or account actions. Read confirmation screens carefully before deleting an account.

> The organisation may hold a separate employment record. Tell it directly when a change affects your work or payroll.

PROFILE & SECURITY

Create a passkey

Create a passkey while you can still sign in using an existing method.



Mobile app browser capture · demonstration workspace

01 Sign in to your account, then open Profile → Passkey or Passkeys.

02 Choose the create/add passkey action on a supported iPhone or Android phone.

03 Complete the phone's secure confirmation using the device method offered, such as Face ID, Touch ID, fingerprint or screen lock.

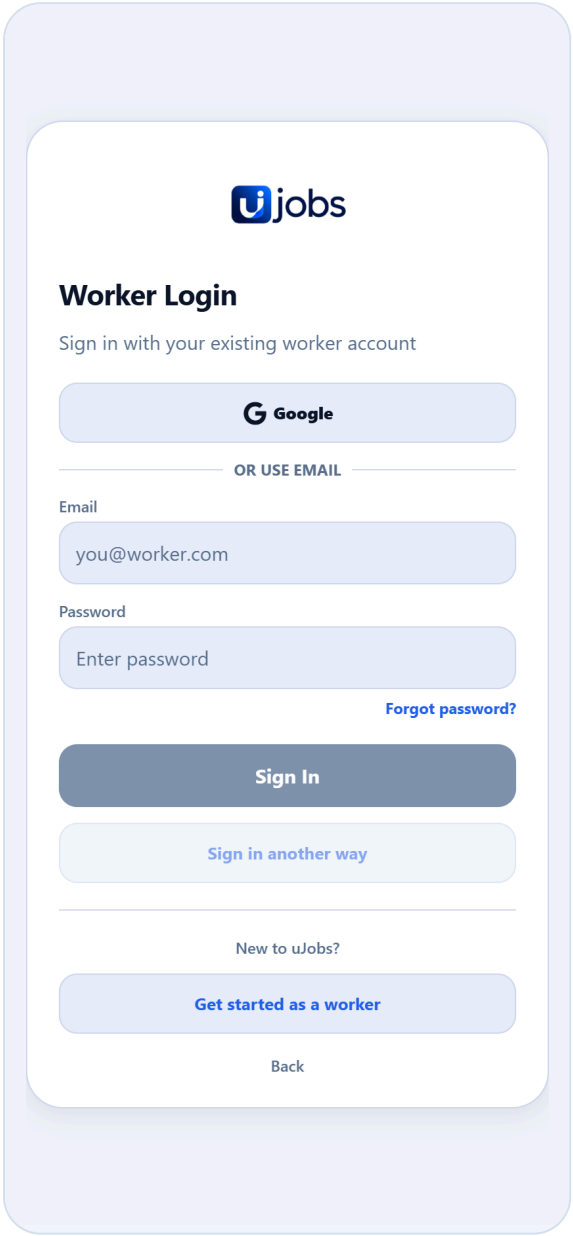
04 Confirm the new passkey appears in the app's management screen. Keep another working sign-in method available.

> Passkey availability depends on your device and credential provider. Native system dialogs are not shown in these browser captures.

PROFILE & SECURITY

Sign in with a passkey

Use a passkey you have already registered for this account.



Mobile app browser capture · demonstration workspace

01 Open the appropriate sign-in screen and choose the passkey option when available.

02 Select the credential offered by your device or password manager.

03 Complete the secure device confirmation and wait for the account to open.

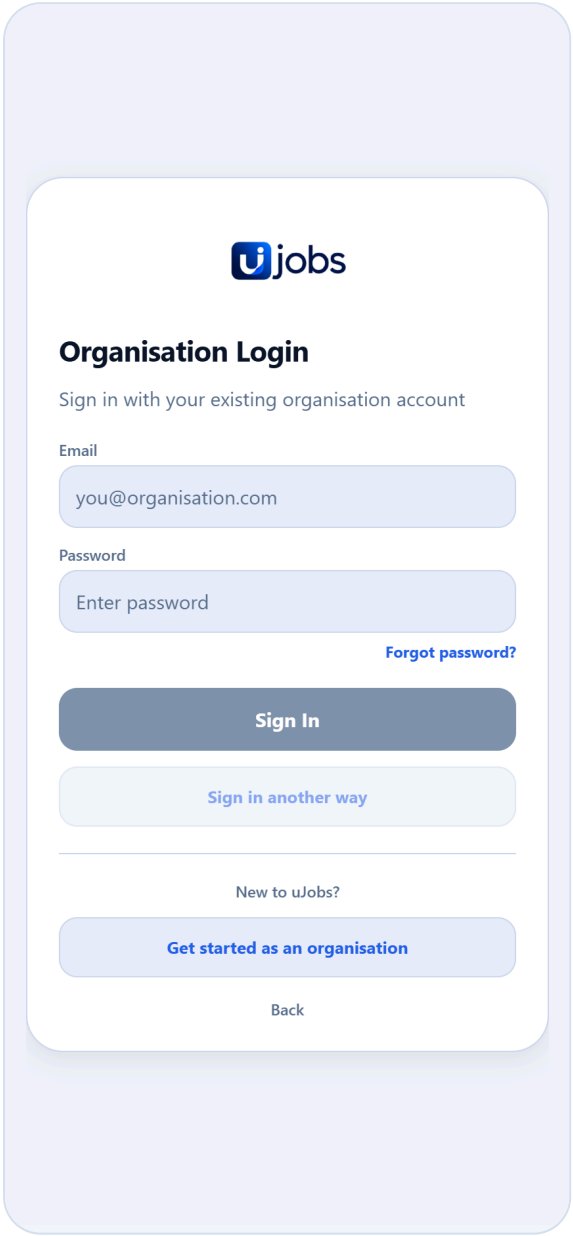
04 If no credential is available, use your existing sign-in method and review passkeys from Profile after signing in.

> Removing a passkey in the app and removing a saved credential from a phone’s password manager are separate actions.

ORGANISATION MOBILE

Sign in as an organisation user

Use organisation mobile access for the management tasks available on your phone.



Mobile app browser capture · demonstration workspace

01 Choose the organisation workspace and sign in with your organisation account.

02 Select the intended organisation when prompted.

03 Use the organisation Dashboard, Shifts, Messages and Profile navigation available to your role.

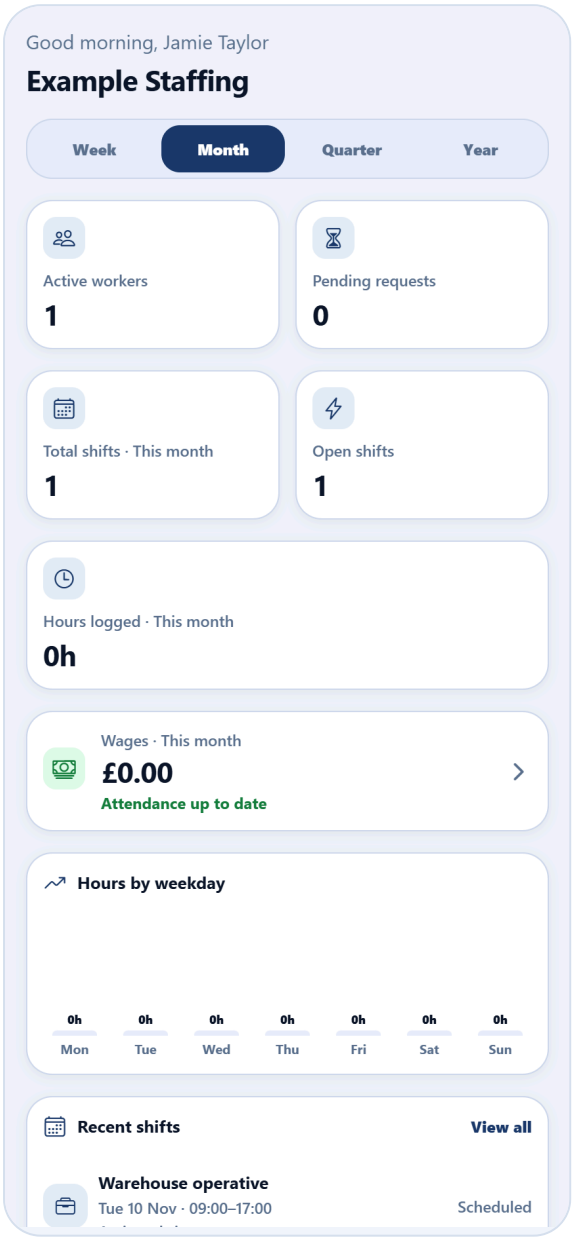
04 Use the desktop app for the full setup, workforce, compliance and holiday administration described in the desktop manual.

> The mobile organisation experience does not expose every desktop page. Permissions and assignments still apply.

ORGANISATION MOBILE

Manage work away from your desk

Use mobile management to keep track of operations while travelling or onsite.



Mobile app browser capture · demonstration workspace

01 Open the organisation dashboard to review the available overview and shortcuts.

02 Open Shifts to inspect the work and responses available to your account.

03 Use Messages to coordinate with workers or colleagues, checking the recipient before sending.

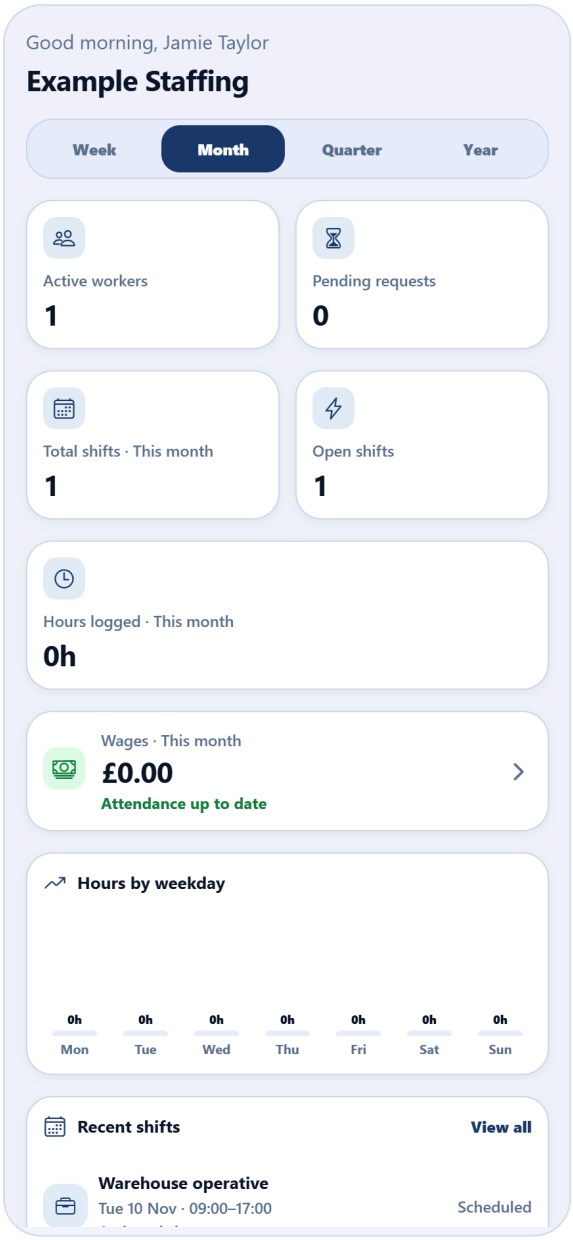
04 Review team, join-request or wage shortcuts where shown. Return to desktop for settings or workflows not offered on mobile.

> Check the active workspace before changing anything. The same person may have access to several organisations.

ORGANISATION MOBILE

Read your organisation dashboard

Check the organisation’s current activity before opening individual records.



Mobile app browser capture · demonstration workspace

01 Confirm the organisation name and your account at the top of the dashboard.

02 Choose Week, Month, Quarter or Year to review the matching period.

03 Read the active-worker, pending-request, shift, hours and wage cards shown for your access.

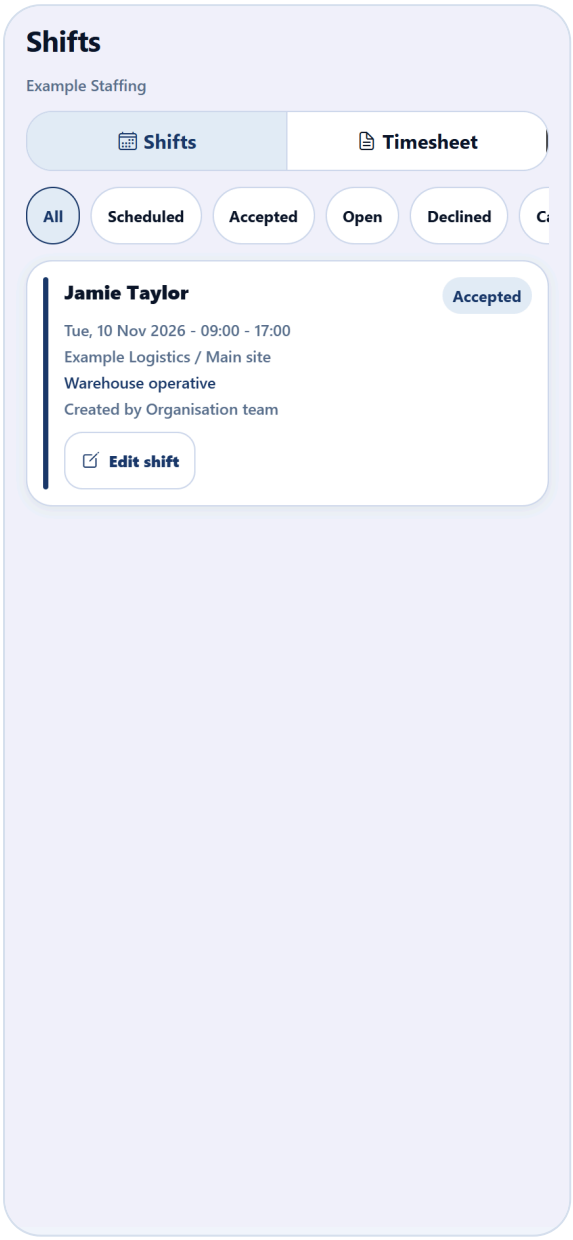
04 Open the relevant area to investigate a pending request, shift or attendance issue. Review the underlying record before making a decision.

> Figures depend on the selected period, recorded data and your permissions. Pending attendance can affect operational wage totals.

ORGANISATION MOBILE

Review shifts and timesheets

Use the organisation shift list to keep track of work while away from desktop.



Mobile app browser capture · demonstration workspace

01 Open the organisation Shifts page and check the active organisation.

02 Choose the available status filter, such as Scheduled, Accepted, Open, Declined or Cancelled.

03 Open a shift to check the worker, date, times, client, site and role. Read the current response before contacting the worker.

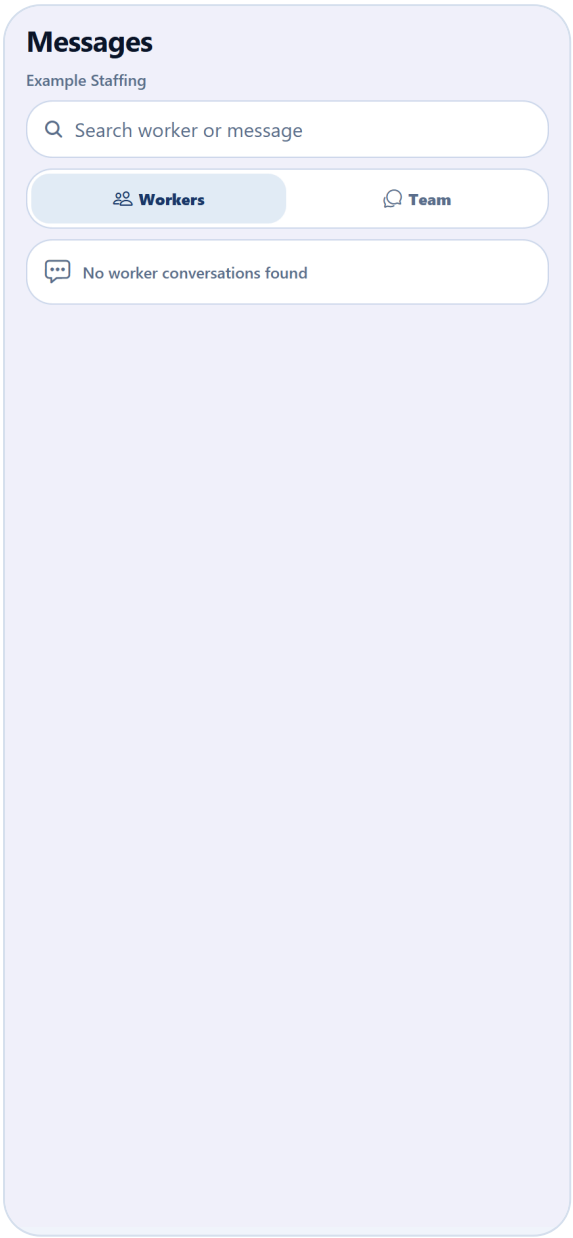
04 Use the Timesheet tab to inspect the available attendance information. Make corrections or approvals only through the actions your role is offered.

> The full desktop manual explains shift setup and attendance review in detail. Do not treat an invitation as an accepted assignment.

ORGANISATION MOBILE

Switch worker and team messages

Organisation messages separate worker conversations from team communication.



Mobile app browser capture · demonstration workspace

01 Open Messages in the organisation workspace.

02 Choose Workers for worker conversations or Team for organisation colleagues.

03 Select the intended person and check the conversation header before composing.

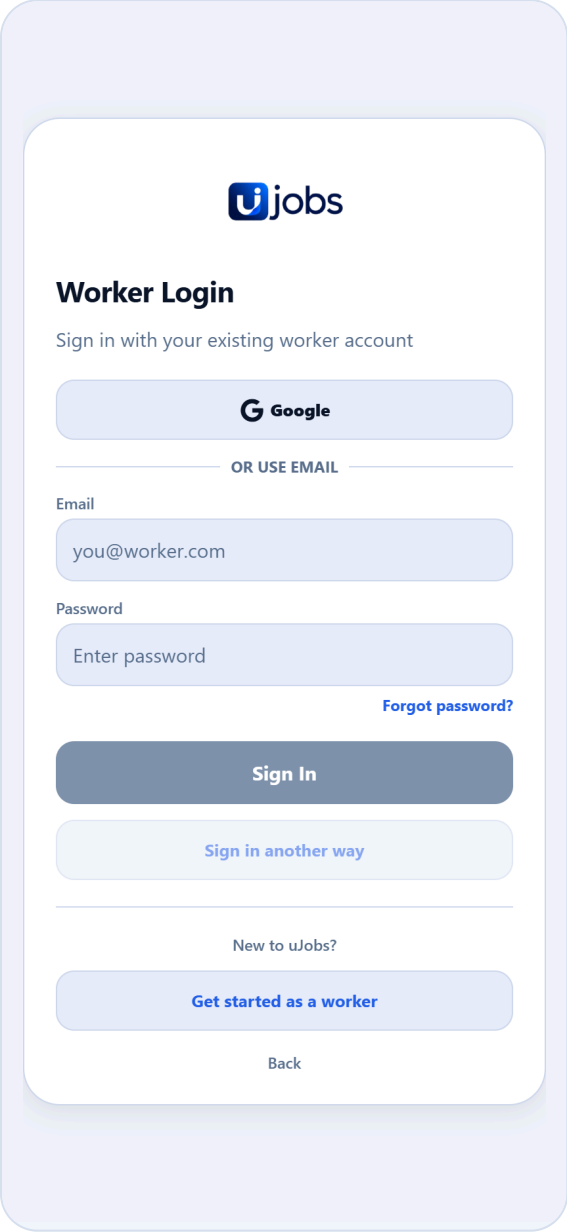
04 Review the text and any attachment before sending. If a worker is still pending approval, use the appropriate onboarding workflow instead.

> An empty conversation list can reflect onboarding state, assignments or permissions. Confirm those before assuming a message was lost.

HELP & TROUBLESHOOTING

Fix common sign-in and loading issues

Start with the account and exact error before reinstalling the app.



Mobile app browser capture · demonstration workspace

01 Check the email spelling, @ symbol and sign-in method. Verify the address if verification is still outstanding.

02 Confirm you chose the correct worker or organisation workspace.

03 If a provider browser opens, complete the flow and allow the app to reopen. Reopen uJobs manually if needed.

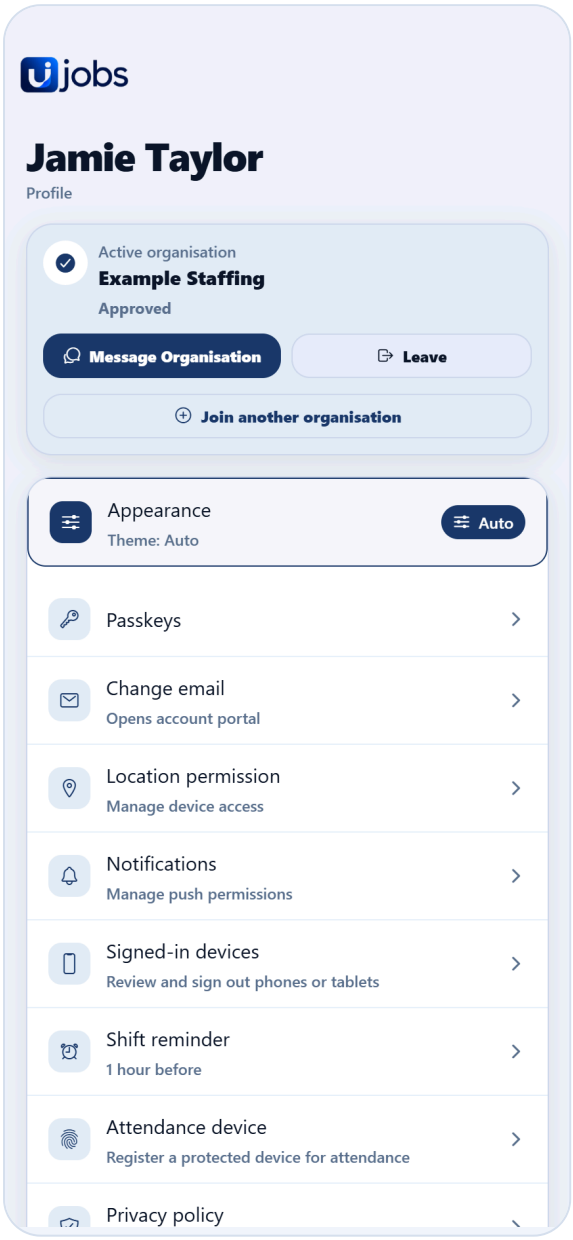
04 For persistent loading, retry after checking connectivity and install the latest app update. Send support the device, app version, time and action, with private information removed.

> Support: support@ujobs.app. Never send your password, email code, passkey secret or full bank document to general support.

HELP & TROUBLESHOOTING

Your first week checklist

Use this final check to make sure you can receive work and communicate.



Mobile app browser capture · demonstration workspace

01 Account: email verified, correct workspace and a working recovery/sign-in method.

02 Organisation: invitation accepted or join request submitted, onboarding questions answered and requested documents supplied.

03 Work: upcoming shifts read, responses checked and the attendance process understood.

04 Security: phone lock enabled, passkey created if supported, notification preferences checked and organisation contact details saved.

> For work, pay, holiday or right-to-work questions, contact your organisation. For app faults, contact uJobs support.

REFERENCE

Help, privacy and useful links

Keep this guide with your team’s own operating procedures. App labels and available actions vary with role, organisation type, plan and app version.

Contact uJobs

support@ujobs.app
ujobs.app

When reporting an app issue

Include the app version, device or operating system, time of the problem, page and exact action. Remove personal information from screenshots. Never send passwords, one-time codes, private keys or full identity and bank documents to general support.

Account and legal information

Privacy policy · Terms and conditions
uJobs on the App Store

About the screenshots

New captures use the actual app components in a local browser preview with fictional demonstration data. They are not recordings of live customer accounts. Native operating-system dialogs differ. This source-edition guide includes new client features which require the corresponding app update.