



# **Smile Lets Go**

## **Agency Portal Handbook**

**By ITS Give & Go**  
Version 1.0.0

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# Introduction to SLG

## What is SLG?

SLG, standing for "Smile Lets Go," is a new application developed by Give & Go for managing agency workers. The primary features of SLG include:

1. **Facial Recognition:** Workers' attendance and access are managed through facial recognition technology, enhancing security and streamlining the identification process.
2. **Scheduling System:** The application includes a comprehensive scheduling system that allows for efficient planning and management of workers' shifts and tasks.
3. **Access Control Integration:** SLG is integrated with an access control system, ensuring that only registered and authorized workers can access certain areas or resources.
4. **First-Time Registration:** All workers are required to register when they first start using the application. This initial setup likely includes capturing their facial data and other relevant information necessary for the app's features to function correctly.

By combining these functionalities, SLG aims to simplify and improve the management of agency workers, making the process more secure and efficient.

## Benefits

Using SLG offers multiple benefits, including:

1. **Centralized Workers Database:** The application maintains a centralized database of workers that can be shared across different Give & Go sites, facilitating seamless information sharing and coordination.
2. **Agency Portal:** SLG provides an agency portal for managing interactions and operations efficiently.
3. **Facial Attendance:** Attendance is managed using facial recognition technology, ensuring accurate and quick identification of workers.
4. **Workers Scheduling:** The app includes a robust scheduling system to manage workers' shifts and tasks efficiently.
5. **Schedule-Based Access to Site:** Workers' access to sites is controlled based on their schedules, ensuring that only those scheduled to work can access specific areas.
6. **Pre-Defined Worker Rates and Markups by Role:** The application allows for predefined worker rates and markups according to each role, streamlining payroll and billing processes.
7. **Transfer Workers Between Sites, Shifts, Roles, or Lines:** SLG facilitates the easy transfer of workers between different sites, shifts, roles, or production lines, enhancing flexibility in workforce management.

8. **Electronic Request Management:** The system includes an electronic request management feature for handling various worker-related requests efficiently.
9. **Payroll Reports (Summary & Details):** SLG can generate detailed and summary payroll reports, aiding in accurate and efficient payroll management.
10. **Email Notifications:** The application sends email notifications for important updates and reminders, keeping workers and managers informed.
11. **Alternate Methods of Attendance:** In addition to facial recognition, SLG supports alternate methods of attendance tracking, offering flexibility in how attendance can be recorded.

These features combine to make SLG a powerful tool for managing agency workers, enhancing efficiency, security, and overall operational effectiveness.

# Agency On-boarding to SLG

## Agency Registration Process for SLG

To register an agency in the SLG (Smile Lets Go) application, the agency must provide the following information:

### 1. Agency Information:

- **Agency Name** (to be used in the application)
- **Agency Full Name** and **Legal Name**
- **Contact Person** and **Email Address**
- **Billing & Payroll Email Address**
- **Request & Order Email Address**
- **Phone Number**
- **Address**

### 2. Agency Portal Users:

- **First and Last Name**
- **Email Address**
- **Access Level** (options include Read-only, Operations, Billing, Full)

## Submission Process

All the above information should be submitted to the designated Give & Go contact person for processing and registration into the SLG system.

This ensures that the agency is properly registered and that the appropriate users have access to the SLG Agency Portal with the correct permissions.

# Agency Portal

## Sign-in Process for Agency Users

Agency users can sign into the SLG (Smile Lets Go) application by following these steps:

1. **Access the SLG Login Page:**

- Open a web browser and navigate to the following URL:

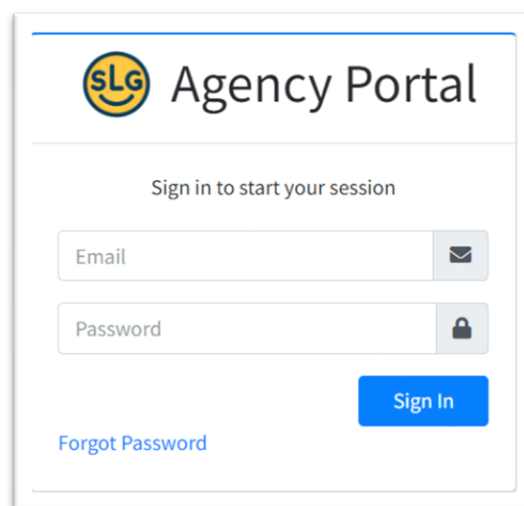
<https://agencies.smileletsgo.com>

2. **Enter Credentials:**

- On the login page, enter the credentials provided by the Give & Go HR representative.
  - **Email:** Enter your registered email address.
  - **Password:** Enter your password.

3. **Sign In:**

- Click the "Sign In" button to access the SLG Agency Portal.

The image shows a web browser window displaying the SLG Agency Portal login page. At the top left is the SLG logo, which consists of a yellow circle with a smiley face and the letters 'SLG' inside. To the right of the logo is the text 'Agency Portal'. Below this is a heading 'Sign in to start your session'. There are two input fields: 'Email' with an envelope icon on the right, and 'Password' with a lock icon on the right. Below the password field is a blue button labeled 'Sign In'. At the bottom left of the form area is a blue link that says 'Forgot Password'.

## Troubleshooting

- **Forgot Password:** If you forget your password, use the "Forgot Password" link on the login page to reset it.
- **Account Issues:** For any issues with account access, contact the Give & Go HR representative or the support team for assistance.

By following these steps, agency users can successfully sign into the SLG system to manage worker schedules, requests, and other tasks.

## Dashboard

The SLG (Smile Lets Go) Dashboard provides real-time data from the database to help agency users manage their operations effectively. Here are the key features and information available on the dashboard:

1. **Total Workers Registered:**
  - Displays the total number of workers registered in the SLG system.
2. **Workers Scheduled for Current Date:**
  - Shows the number of workers scheduled to work on the current date.
3. **Workers Scheduled for Next Day:**
  - Provides the number of workers scheduled to work on the next day.
4. **New Requests:**
  - Lists any new requests submitted by Give & Go staff that require attention or action.
5. **Workers Attendance Details:**
  - Presents attendance details for workers, including who has clocked in/out for their shifts, and any attendance anomalies.



By using the SLG Dashboard, agency users can maintain a comprehensive view of their workforce and respond promptly to any operational needs.



# Workers Module

## On-boarding Workers in SLG

Workers can be on-boarded into the SLG (Smile Lets Go) application through two methods:

1. **Self-Registration:**

- Workers can register themselves directly in the SLG system.
- This typically involves the worker providing their personal information and completing any required setup, such as facial recognition data for attendance purposes.

2. **Agency Portal:**

- Agencies can use the SLG Agency Portal to register workers on their behalf.
- Agency representatives will enter the necessary worker information into the portal to complete the registration process.

Both methods ensure that workers are properly integrated into the SLG system, enabling them to use its features for attendance, scheduling, and access control.

## Self-registration for Workers

To enable self-registration for workers in the SLG (Smile Lets Go) application, follow these steps:

1. **Accessing the QR Code or Web Link:**

- Navigate to the “Info > Agency” page in the Agencies portal.
- Locate the QR Code or web link provided for worker registration.

2. **Sharing the QR Code or Web Link:**

- Share the QR Code or web link with your workers via text, email, or any other communication method.
- Example of the link to share:

[https://agencies.smileletsgo.com/modules/workers/register\\_worker?code=xxxxxxx-xxxxxxx-xxxxxxx](https://agencies.smileletsgo.com/modules/workers/register_worker?code=xxxxxxx-xxxxxxx-xxxxxxx)

3. **Worker Registration:**

- When workers access the provided link or scan the QR Code using their smartphone, they will be directed to a registration form.
- The registration form will require them to enter their personal information and complete any necessary setup steps, such as providing facial recognition data.

## Self-registration Process

To self-register for the SLG (Smile Lets Go) application, workers need to follow these steps:

### 1. Accessing the Registration Link:

- Workers receive a QR Code or web link from their agency. Example link:

[https://agencies.smileletsgo.com/modules/workers/register\\_worker?code=xxxxxxxx-xxxxxxxx-xxxxxxxx-xxxxxxxx](https://agencies.smileletsgo.com/modules/workers/register_worker?code=xxxxxxxx-xxxxxxxx-xxxxxxxx-xxxxxxxx)

- Scan the QR Code or visit the web link using a smartphone.

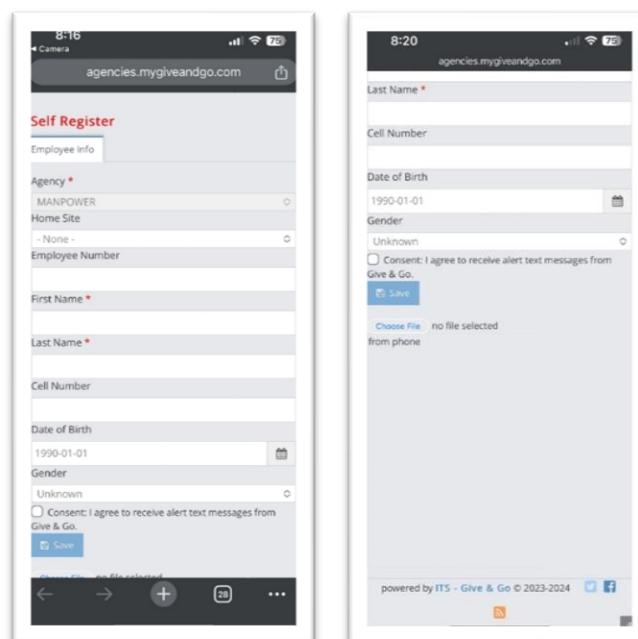
### 2. Filling Out the Registration Form:

- Workers will be directed to a registration form that requires the following mandatory information:

Employee Number	First Name	Last Name
Cell Number	Date of Birth	Gender

### 3. Capturing a Facial Picture:

- Workers are required to capture a solo facial picture using their smartphone.
- Picture guidelines:
  - The picture should be sharp and clear.
  - The full face should be visible.
  - Only the worker should be in the picture.

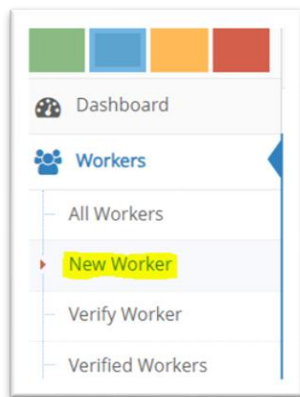


## On-boarding Workers via Agency Portal

Agencies can onboard workers into the SLG (Smile Lets Go) application using the Agency Portal. Here's how:

### 1. Navigate to the "New Worker" Section:

- Go to the "Workers" menu.
- Select the "New Worker" option.



### 2. Enter Worker Information:

- Fill out the required fields in the registration form:

Employee Number	First Name	Last Name
Cell Number	Date of Birth	Gender

A screenshot of the 'New Worker' registration form. The form has a title bar 'New Worker' and a 'Save' button. It contains several sections: 'Employee Info' with tabs for 'Employee Info' and 'Preferences'. The 'Employee Info' section includes fields for Agency (dropdown), Sub Agency (dropdown), Home Site (dropdown), Emp # (text), First Name (text), Last Name (text), Cell Number (text), Email Address (text), Start Date (calendar), Date of Birth (calendar), Gender (dropdown), Status (dropdown), and a checkbox for 'Active'. There is a 'Choose File' button and a 'No file chosen' message next to a placeholder image of a person. A large black rectangular area is visible on the right side of the form.

### 3. Capture or Upload Facial Picture:

- Ensure the worker's facial picture is sharp, shows the full face, and only includes the worker.

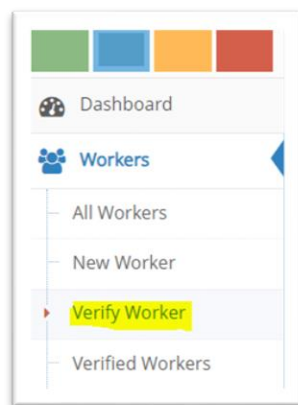
- Use the camera interface or upload button to add the picture.
- 4. **Submit the Form:**
  - Review the entered information.
  - Click the “Submit” button to complete the registration process.

By following these steps, agencies can efficiently register their workers into the SLG system using the Agency Portal.

## Verify Workers’ Details via Agency Portal

After a worker completes the self-registration process, the agency needs to verify the details. Follow these steps to verify and confirm worker information:

1. **Navigate to "Verify Worker" Section:**
  - Go to the “Workers” menu.
  - Select the “Verify Worker” option.



2. **Select the Worker Record:**
  - Find the worker’s record from the list of unverified workers.
  - Click on the record to open it.
3. **Verify the Details:**
  - Click the “Edit” button to enter verification mode.
  - Check the following details:

Employee Number	First Name	Last Name
Cell Number	Date of Birth	Gender

- Review the uploaded facial picture:
  - Ensure the picture is sharp and clear.
  - Confirm the full face is visible.
  - Verify that only the worker is present in the picture.

**Verify Worker**

[← List View](#) **View Record** [Edit](#)

Agency \*  Home Site  Employee Number \*

First Name \*  Last Name \*

Cell Number \*  Date of Birth  Gender

Status \*

**Unverified**

#### 4. Update the Status:

- If all details are correct and the picture is appropriate, change the status to “Verified”.
- If the picture is not correct or inappropriate, delete the record and inform the worker to register again.

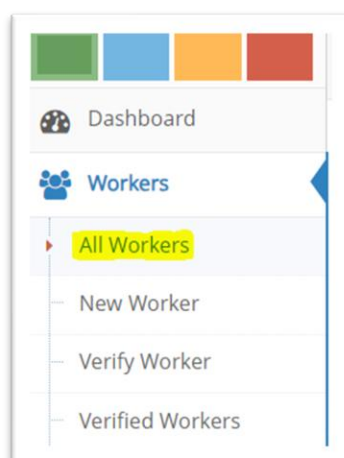
By following these steps, agencies can ensure the accuracy and integrity of worker information in the SLG system.

## Modify Workers’ Details or Photo via Agency Portal

To view or modify worker details or update their photo in the SLG (Smile Lets Go) application, follow these steps:

#### 1. Navigate to "All Workers" Section:

- Go to the “Workers” menu.
- Select the “All Workers” option.



#### 2. Select the Worker Record:

- Find the worker whose details or photo you need to modify.
- Click on the record to open it.

### 3. Edit Worker Details:

- Click the “Edit” button to enter the editing mode.
- Update the necessary details such as:

Employee Number	First Name	Last Name
Cell Number	Date of Birth	Gender

- Save the changes after making the updates.

Workers

< List View View Record Edit Photo

Employee Info Preferences Week Schedule Attendance Logs Access Logs Unavailable Days Billing Hours Documents

Agency \* Sub Agency Home Site

Emp # \* First Name \* Last Name \*

Cell Number \* Email Address \*

Start Date Date of Birth

Status \*

Access Control ID

Attendance ID

Face ID

Access Control Status

Activation Date

Access Sites

### 4. Update Worker Photo:

- Click the “Photo” button to upload or capture a new photo of the worker.
- Ensure the new photo adheres to the following guidelines:
  - The picture should be sharp and clear.
  - The full face should be visible.
  - Only the worker should be in the picture.
- Save the new photo after uploading or capturing.

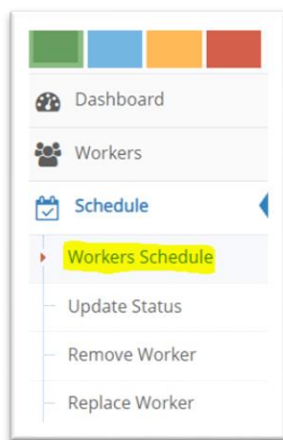
By following these steps, agencies can ensure that worker details and photos are up-to-date and accurate in the SLG system.

# Schedule Module

## Workers' Schedule

To view and manage workers' schedules in the SLG (Smile Lets Go) application, follow these steps:

1. **Navigate to "Workers Schedule":**
  - Go to the "Schedule" menu.
  - Select the "Workers Schedule" option.



2. **Understanding the Schedule Page:**
  - The default view shows the workers' schedule for the current week (Sunday through Saturday).
  - You can switch between different views such as Bi-week, Day, or Month.
3. **Filtering and Navigating Schedules:**
  - **Filter Workers:**
    - By Name: Use the search/filter option to find a specific worker.
    - By Site: Filter the schedule based on different sites.
  - **Navigate Schedule:**
    - Use the navigation options to move to the previous or next week/month.

**Workers Schedule**

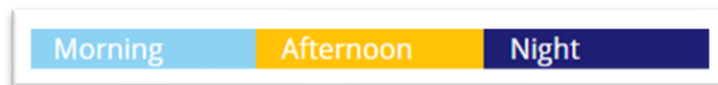
Search Worker: [ ] Sites: [ ] Week: [ ] [Prev] [Next] [Search] [Excel]

☒ Show Scheduled Workers Only

Worker	Jun 02 Sun	Jun 03 Mon	Jun 04 Tue	Jun 05 Wed	Jun 06 Thu	Jun 07 Fri	Jun 08 Sat
Farzad Saadatian	Morning CLK GPW	Afternoon CLK GPW	Night CLK GPW	Exception	Morning CLK GPW	Afternoon CLK GPW	Night CLK GPW
Angela Seper	Morning CLK GPW	Afternoon CLK GPW	Night CLK GPW	Exception	Morning CLK GPW	Afternoon CLK GPW	Night CLK GPW
Rohit Jain	Morning CLK GPW	Afternoon CLK GPW	Night CLK GPW	Exception	Morning CLK GPW	Afternoon CLK GPW	Night CLK GPW
Kamaljeet Singh	Morning CLK GPW	Afternoon CLK GPW	Night CLK GPW	Exception	Morning CLK GPW	Afternoon CLK GPW	Night CLK GPW
Kenja Massiah	Morning G1 Extras	Afternoon G1 Production Technician	Night	Exception	Morning	Afternoon	Night
Christel Mitchell	Morning CLK GPW	Afternoon CLK GPW	Night CLK GPW	Exception	Morning CLK GPW	Afternoon CLK GPW	Night CLK GPW
GURJIT SINGH	Morning G1 GPW	Afternoon G1 GPW	Night G1 GPW	Exception	Morning G1 GPW	Afternoon G1 GPW	Night G1 GPW

#### 4. Identifying Shifts and Roles:

- **Predefined Colors:**
  - Shifts are color-coded to represent different times of the day:
    - Morning
    - Afternoon
    - Night



- **Shift Details:**
  - Each scheduled shift cell shows:
    - The short name of the site.
    - The assigned role.
    - Whether the worker has confirmed the shift or not.



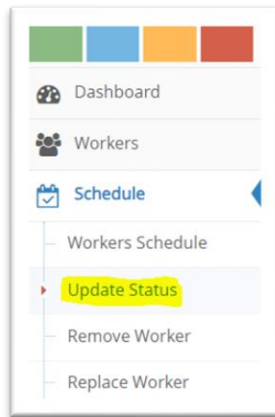
By following these steps, agencies can effectively view and manage workers' schedules, ensuring proper assignment and confirmation of shifts.



## Update Status

To update workers' confirmation status for their shifts in the SLG (Smile Lets Go) application, follow these steps:

1. **Navigate to "Update Status":**
  - Go to the "Schedule" menu.
  - Select the "Update Status" option.



2. **Choose Workers and Update Status:**
  - Select the workers for whom you want to update the status.
  - From the status drop-down list, choose one of the following options:
    - Not Confirmed
    - Confirmed
    - Denied (if applicable)



**Not Confirmed**



**Confirmed**

- Ensure you choose the appropriate status for each selected worker.

### 3. Click "Update":

- After selecting the status for the workers, click the "Update" button to save the changes.

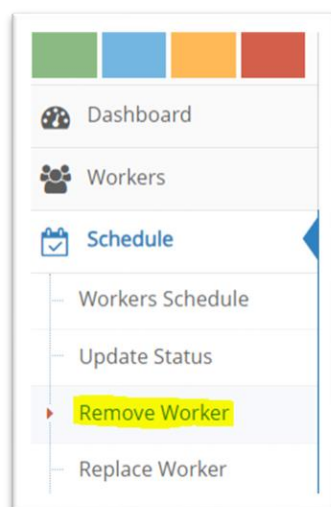
By following these steps, agencies can efficiently update workers' confirmation status for their shifts, ensuring accurate record-keeping and scheduling management within the SLG system.

## Remove Worker from Schedule

To remove a worker from the schedule in the SLG (Smile Lets Go) application, follow these steps:

### 1. Navigate to "Remove Worker":

- Go to the "Schedule" menu.
- Select the "Remove Worker" option.



## 2. Select Shift Date:

- Navigate to the desired shift date from which the worker needs to be removed.
- Click on the shift cell corresponding to the desired date, as marked in below exhibit.

The screenshot shows the 'Remove Worker' interface. On the left is a sidebar with navigation options: Dashboard, Workers, Schedule, Workers Schedule, Update Status, Remove Worker (selected), Replace Worker, Requests, Reports, Notifications, and Info. The main area has a header 'Remove Worker' and a search bar. Below the search bar, there's a checkbox 'Show Scheduled Workers Only' which is checked. A table shows the schedule for 2024-06-10 (Monday). The table has columns for Morning (7 to 3), Afternoon (3 to 11), Night (11 to 7), and Exception. Workers listed are Farzad Saadatian, Angela Seper, Rohit Jain, Kamaljeet Singh, and Christel Mitchell. The 'Morning (7 to 3)' cell for Farzad Saadatian is highlighted with a red box.

## 3. Choose Worker and Site (Optional):

- Filter the schedule by worker name or site if necessary.
- Select the worker to be removed from the schedule.

## 4. Click "Remove":

- Select the desired shift date/dates for the worker to be removed from schedule, click the "Remove" button to remove.

The screenshot shows the 'Remove Worker' interface. On the left is a sidebar with navigation options: Dashboard, Workers, Schedule, Workers Schedule, Update Status, Remove Worker (selected), Replace Worker, Requests, Reports, Notifications, and Info. The main area has a header 'Remove Worker' and a search bar. Below the search bar, there's a checkbox 'Show Scheduled Workers Only' which is checked. A table shows the schedule for 2024-06-10 (Monday). The table has columns for Morning (7 to 3), Afternoon (3 to 11), Night (11 to 7), and Exception. Workers listed are Farzad Saadatian, Angela Seper, Rohit Jain, Kamaljeet Singh, and Christel Mitchell. The 'Morning (7 to 3)' cell for Farzad Saadatian is highlighted with a red box.

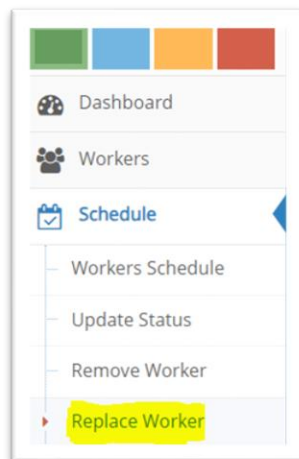
By following these steps, agencies can effectively remove workers from the schedule for current or future dates, making them available for new assignments or rescheduling within the SLG system.

## Replace Worker from Schedule

To replace a worker with another available worker in the SLG (Smile Lets Go) application, follow these steps:

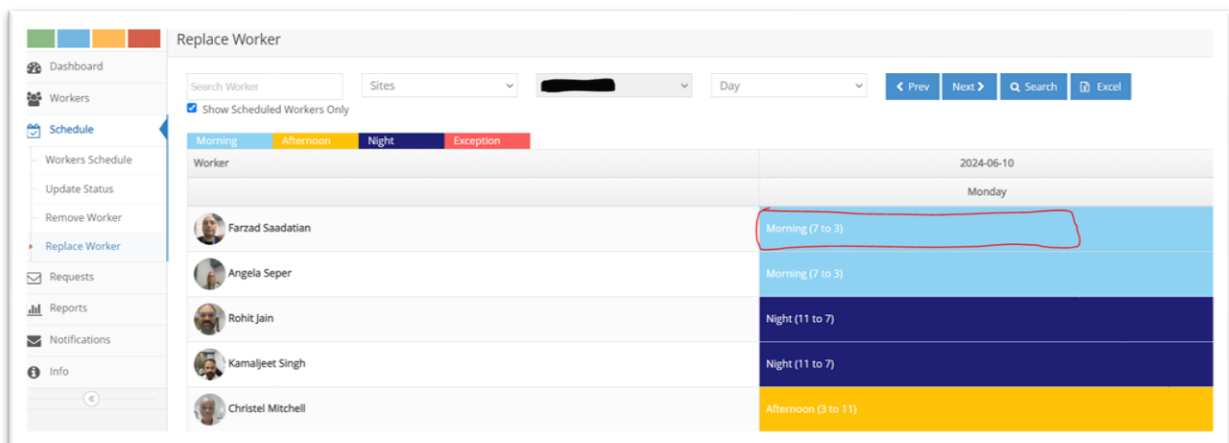
### 1. Navigate to "Replace Worker":

- Go to the "Schedule" menu.
- Select the "Replace Worker" option.



### 2. Select Shift Date:

- Navigate to the desired shift date for worker replacement.
- Click on the shift cell corresponding to the desired date.



### 3. Choose Worker and Replacement:

- Filter the schedule by worker name or site if necessary.
- Select the worker whose shift needs to be replaced.
- From the "Replacement" dropdown list, choose the replacement worker.

### 4. Click "Replace":

- Select the desired shift date/dates for the worker to be replaced in schedule.
- After selecting the dates select the replacement from drop-down list, click the "Replace" button to replace the worker in the selected shift date.

Replace Worker

< List View

Worker \*

Farzad Saadatian

Replacement \*

- None -

Replace

Site

CLARK

Agency

MANPOWER

Shift Name

Morning (7 to 3)

Role

GPW

Shift Dates

☒ All ☐ 2024-06-10 ☐ 2024-06-11 ☐ 2024-06-12 ☐ 2024-06-13 ☐ 2024-06-14

By following these steps, agencies can efficiently replace workers in the schedule with other available workers, ensuring smooth scheduling management within the SLG system.

# Request Module

The worker request fulfillment process involves several steps to ensure requests are received and fulfilled efficiently:

## 1. Request Reception:

- After internal approval from Give & Go, the agency receives the worker request.
- The agency is notified via a system-generated email sent to the orders/request email provided at the time of registration.
- Additionally, notifications are sent to the agency's notification inbox within the SLG system.

## 2. Request Review:

- Upon receiving the request notification, the agency reviews the details of the request, including the required number of workers, shift details, and any specific requirements.

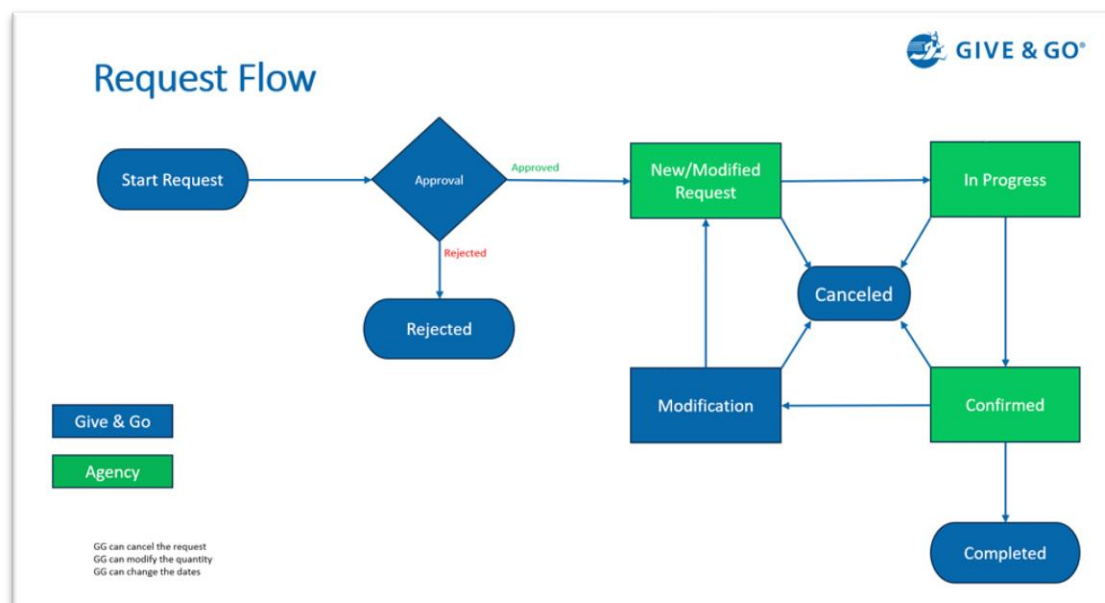
## 3. Worker Assignment:

- Based on the request details and worker availability, the agency assigns suitable workers to fulfill the request.
- The agency may access the schedule and availability of workers through the SLG system to make informed assignment decisions.

## 4. Confirmation and Communication:

- Once workers are assigned to the request, the agency confirms the assignment and communicates the details to the relevant parties.
- SLG system notification will be sent to all relevant parties.
- This may involve notifying the requesting entity (e.g., Give & Go) of the worker assignment and confirming with the workers themselves.

By following this process, agencies can effectively manage and fulfill worker requests, ensuring timely and accurate assignment of workers to meet the needs of the requesting entities.

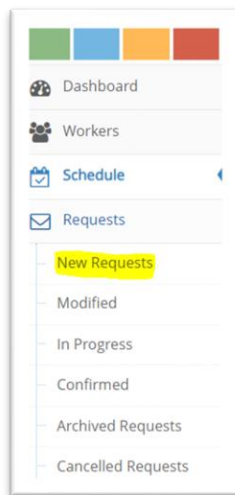


## Managing New Requests

To manage new requests for workers in the SLG (Smile Lets Go) application, follow these steps:

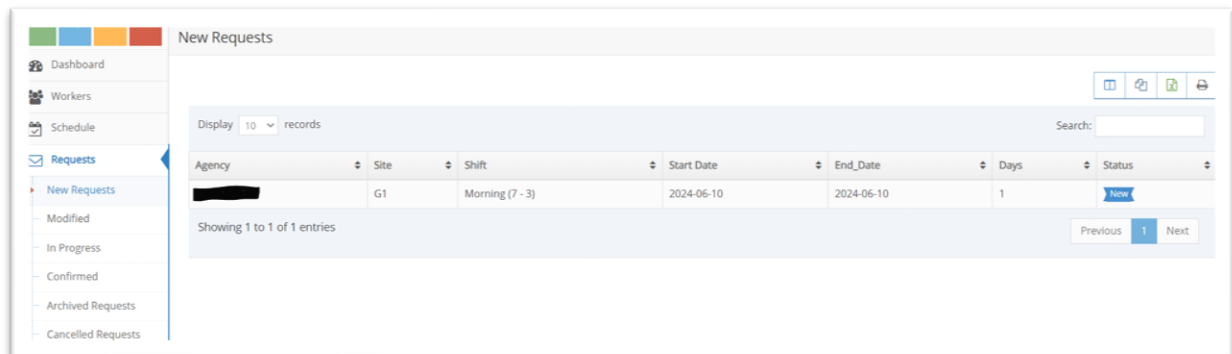
### 1. Navigate to "New Requests":

- Go to the "Requests" menu.
- Select the "New Requests" option.



### 2. Open the Request:

- Click on the row corresponding to the new request you want to review or fulfill.



### 3. Review Request Details:

- Review the details of the request, including:
  - Site
  - Shift Name
  - Shift Start Date
  - Shift End Date
  - Number of workers required for each role

### 4. Assign Workers to Roles:

- To assign workers to the request, click on the role that needs to be filled (marked in red in the exhibit).

- This will allow you to select and assign available workers to each role as required.

**New Requests**

[View Record](#) [Close/Confirmed](#)

Req Code \* 20240608381OMW Site \* G1 Agency \* [Redacted] Shift \* Morning (7 - 3) Status \* New

Shift Start Date \* 2024-06-10 Shift End Date \* 2024-06-10

Req Code	Role	Line	Qty Required	Qty Arranged	Status	Comment
20240608381OMW	GPW	Line 1	28	0	New	
20240608381OMW	Quality Control Operator	Line 1	1	0	New	
20240608381OMW	GPW II	Line 1	2	0	New	
20240608381OMW	GPW II	Line 5	1	0	New	
20240608381OMW	Quality Control Operator	Line 5	1	0	New	
20240608381OMW	GPW	Line 6	11	0	New	
20240608381OMW	Extras	N/A	5	0	New	Optional for extra workers

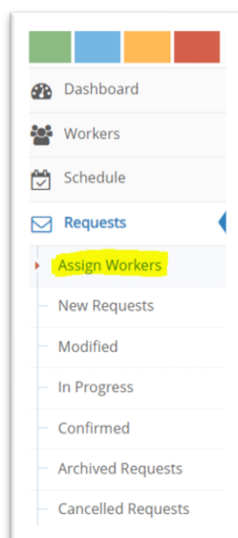
By following these steps, agencies can efficiently manage and fulfill new requests for workers, ensuring timely assignment and fulfillment to meet the needs of the requesting entities.

## Assign Workers to Request/Schedule

To assign workers to a request or schedule in the SLG (Smile Lets Go) application, follow these steps:

### 1. Open the Request and Click on Role:

- Navigate to the "Assign Workers" page under the "Requests" menu.
- Click on the row corresponding to the request you want to manage.
- Click on the role for which you want to assign workers.





Agency	Site	Shift	Start Date	End Date	Days	Status
	CLARK	Afternoon (3 to 11)	2024-06-10	2024-06-14	5	Confirmed
	CLARK	Night (11 to 7)	2024-06-10	2024-06-14	5	Confirmed
	CLARK	Morning (7 to 3)	2024-06-10	2024-06-14	5	Confirmed
	G1	Morning (7 - 3)	2024-06-12	2024-06-14	3	Confirmed
	G1	Team 1 - Night (10 - 6)	2024-06-12	2024-06-14	3	Confirmed
	G1	Morning (7 - 3)	2024-06-14	2024-06-14	1	Confirmed
	G1	Morning (7 - 3)	2024-06-17	2024-06-21	5	New

## 2. Assign Workers to the Role:

- On the "Edit Record" page, you'll see a list of available workers on the left side.
- Select the desired worker(s) by clicking on their names or using the filter text box to search by name.
- The worker's information, including their last scheduled date on the same site and shift, shift name, and employee number, will be displayed for reference.
- Move the selected worker(s) to the right side box by clicking on the arrow.
- Click the "Save" button to schedule the selected worker(s) for the role.

**New Requests**

[List View](#) [Edit Record](#) [Save](#)

Req Code \* 2024060810PMW Site \* G1 Agency \* Shift \* Morning (7 - 3) Status \* New

Shift Start Date \* 2024-06-10 Shift End Date \* 2024-06-10

GPW for Line 1 with Semi-Skilled skills  
Qty Required: 28

140 workers 0 workers

Filter

2024-06-07 - Morning (7 - 3) - 1200000 - GURJIT SINGH (0)  
2024-06-07 - Morning (7 - 3) - 121212120 - ARSHDEEP SINGH (0)  
2024-06-07 - Morning (7 - 3) - 2000000 - HARMAN KAUR (0)  
2024-06-07 - Morning (7 - 3) - 3000000 - RUBALPREET KAUR (0)  
2024-06-07 - Morning (7 - 3) - 2534 - JASHANDEEP SINGH (0)  
2024-06-07 - Morning (7 - 3) - 30000 - JANKI GOUNDER (0)  
2024-06-07 - Morning (7 - 3) - 400000 - ISIAH CAMPBELL (0)  
2024-06-07 - Morning (7 - 3) - 9308 - KULWINDER SINGH (0)  
2024-06-07 - Morning (7 - 3) - 2556 - SUSAN WILLIAM (0)

## 3. Review and Confirm:

- After clicking "Save," review the full request details to ensure that the correct number of workers is arranged for each role.
- Repeat the same process for all other roles in the request.

## 4. Status Update:

- After workers are assigned to the request, the status will be changed to "In Progress," indicating that the request is being fulfilled.
- This request will no longer be called "New" once workers are assigned.

By following these steps, agencies can effectively assign workers to requests or schedules, ensuring that the necessary roles are filled to meet the needs of the request.

## **View Requests (Modified/In Progress/Confirmed)**

To view modified, in progress, or confirmed requests in the SLG (Smile Lets Go) application, follow the same steps as viewing new requests:

1. **Navigate to Requests:**
  - Go to the “Requests” menu.
  - Select the “Modified” or “In Progress” or “Confirmed” option.
2. **Open and Manage Requests:**
  - Click on the row corresponding to the request you want to manage.
  - Follow the same actions as for new requests, such as assigning workers, reviewing details, and confirming assignments.

By following these steps, agencies can easily view and manage modified, in progress, or confirmed requests, ensuring smooth operation and fulfillment of worker assignments.

# **Reports Module**

## **Attendance Report**

To generate the workers' attendance report in the SLG (Smile Lets Go) application, follow these steps:

1. **Navigate to "Attendance Report":**
  - Go to the “Reports” menu.
  - Select the “Attendance Report” option.
2. **Apply Filters:**
  - Choose from multiple filter options to narrow down the search:
    - Worker Name
    - Role
    - Shift Name
    - Site
    - Shift Date Range

Site	Agency	Shift Date	Shift	Worker	Role	Start	End	Duration
CLARK		2024-06-07	Night (11 to 7)	Kamaljeet Singh	GPW	2024-06-07 23:00	2024-06-08 07:00	8:00
CLARK		2024-06-07	Night (11 to 7)	Rohit Jain	GPW	2024-06-07 23:00	2024-06-08 07:00	8:00
G1		2024-06-07	Team 1 - Night (10 - 6)	SANJOT SINGH	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
G1		2024-06-07	Team 1 - Night (10 - 6)	HARSIMRANJIT KAUR	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
G1		2024-06-07	Team 1 - Night (10 - 6)	ARPANDEEP KAUR	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
G1		2024-06-07	Team 1 - Night (10 - 6)	BIRTHPAL SINGH	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
G1		2024-06-07	Team 1 - Night (10 - 6)	PRIYASHA PRIYASHA	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
G1		2024-06-07	Team 1 - Night (10 - 6)	JOCELYN NONESCAN	GPW	2024-06-07 22:00		0:00
G1		2024-06-07	Team 1 - Night (10 - 6)	AIJANE MAE CAMARINES	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
G1		2024-06-07	Team 1 - Night (10 - 6)	PARVINDER SINGH	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00

### 3. Export Report:

- Once the desired filters are applied, click on the export option to export the report in either PDF or CSV format.

S.No.	Site	Agency	Shift Date	Shift	Worker	Role	Start	End	Duration
1	CLARK		2024-06-07	Night (11 to 7)	Kamaljeet Singh	GPW	2024-06-07 23:00	2024-06-08 07:00	8:00
2	CLARK		2024-06-07	Night (11 to 7)	Rohit Jain	GPW	2024-06-07 23:00	2024-06-08 07:00	8:00
3	G1		2024-06-07	Team 1 - Night (10 - 6)	SANJOT SINGH	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
4	G1		2024-06-07	Team 1 - Night (10 - 6)	HARSIMRANJIT KAUR	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
5	G1		2024-06-07	Team 1 - Night (10 - 6)	ARPANDEEP KAUR	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
6	G1		2024-06-07	Team 1 - Night (10 - 6)	BIRTHPAL SINGH	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
7	G1		2024-06-07	Team 1 - Night (10 - 6)	PRIYASHA PRIYASHA	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
8	G1		2024-06-07	Team 1 - Night (10 - 6)	JOCELYN NONESCAN	GPW	2024-06-07 22:00		0:00
9	G1		2024-06-07	Team 1 - Night (10 - 6)	AIJANE MAE CAMARINES	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
10	G1		2024-06-07	Team 1 - Night (10 - 6)	PARVINDER SINGH	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
11	G1		2024-06-07	Team 1 - Night (10 - 6)	HARMILANDEEP KAUR	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
12	G1		2024-06-07	Team 1 - Night (10 - 6)	KULDEEP KAUR SIDHU	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
13	G1		2024-06-07	Team 1 - Night (10 - 6)	BALJINDER KAUR KANG	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
14	G1		2024-06-07	Team 1 - Night (10 - 6)	PARAMJIT SINGH KANG	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
15	G1		2024-06-07	Team 1 - Night (10 - 6)	MANDEEP KAUR	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
16	G1		2024-06-07	Team 1 - Night (10 - 6)	BALJEET KAUR	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
17	G1		2024-06-07	Team 1 - Night (10 - 6)	HARLEEN SANDHU	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
18	G1		2024-06-07	Team 1 - Night (10 - 6)	ARSHDEEP SANDHU	Machine Operator	2024-06-07 22:00	2024-06-08 06:00	8:00
19	G1		2024-06-07	Team 1 - Night (10 - 6)	KUNAL SABHARWAL	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
20	G1		2024-06-07	Team 1 - Night (10 - 6)	HARLEEN KAUR	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
21	G1		2024-06-07	Team 1 - Night (10 - 6)	KIRANDEEP KAUR	GPW	2024-06-07 22:00	2024-06-08 06:00	8:00
22	G1		2024-06-07	Team 1 - Night (10 - 6)	PAWANDEEP SINGH	Sanitation - Cleaner	2024-06-07 22:00	2024-06-08 06:00	8:00

By following these steps, agencies can easily generate and export the workers' attendance report, providing valuable insights for payroll processing and attendance monitoring.

## Absent Report

To generate the absent report in the SLG (Smile Lets Go) application, follow these steps:

- Navigate to "Absent Report":**
  - Go to the "Reports" menu.

- Select the “Absent Report” option.
- 2. Apply Filters:**
- Choose from the available filters such as worker name, role, shift name, site, and shift date range to refine the report.

Site	Agency	Shift Date	Shift	Worker	Attendance
CLARK		2024-06-07	Morning (7 to 3)	Farzad Saadatian	ABSENT
CLARK		2024-06-07	Morning (7 to 3)	Angela Seper	ABSENT
G1		2024-06-07	Morning (7 - 3)	GURJIT SINGH	ABSENT
G1		2024-06-07	Team 1 - Night (10 - 6)	NAVDEEP SINGH	ABSENT
G1		2024-06-07	Morning (7 - 3)	ARSHDEEP SINGH	ABSENT
G1		2024-06-07	Morning (7 - 3)	HARMAN KAUR	ABSENT
G1		2024-06-07	Morning (7 - 3)	PAWANDEEP SINGH	ABSENT
G1		2024-06-07	Morning (7 - 3)	GEETA DESAI DESAI	ABSENT
G1		2024-06-07	Morning (7 - 3)	PRACHI KHULLAR	ABSENT
G1		2024-06-07	Team 1 - Night (10 - 6)	DEEPANSHU DEEPANSHU	ABSENT

**3. View Absent Workers:**

- The report will list the workers who were scheduled but did not show up during the shift time, marked as “Absent” for that shift.

S.No.	Site	Agency	Shift Date	Shift	Worker	Attendance
1	CLARK		2024-06-07	Morning (7 to 3)	Farzad Saadatian	ABSENT
2	CLARK		2024-06-07	Morning (7 to 3)	Angela Seper	ABSENT
3	G1		2024-06-07	Morning (7 - 3)	GURJIT SINGH	ABSENT
4	G1		2024-06-07	Team 1 - Night (10 - 6)	NAVDEEP SINGH	ABSENT
5	G1		2024-06-07	Morning (7 - 3)	ARSHDEEP SINGH	ABSENT
6	G1		2024-06-07	Morning (7 - 3)	HARMAN KAUR	ABSENT
7	G1		2024-06-07	Morning (7 - 3)	PAWANDEEP SINGH	ABSENT
8	G1		2024-06-07	Morning (7 - 3)	GEETA DESAI DESAI	ABSENT
9	G1		2024-06-07	Morning (7 - 3)	PRACHI KHULLAR	ABSENT
10	G1		2024-06-07	Team 1 - Night (10 - 6)	DEEPANSHU DEEPANSHU	ABSENT
11	G1		2024-06-07	Morning (7 - 3)	ANUSH ANUSH	ABSENT
12	G1		2024-06-07	Morning (7 - 3)	SANDEEP SINGH	ABSENT
13	G1		2024-06-07	Team 1 - Night (10 - 6)	RAVINDER KAUR	ABSENT
14	G1		2024-06-07	Morning (7 - 3)	SHUMONA TALWAR	ABSENT
15	G1		2024-06-07	Morning (7 - 3)	NAMAN GOYAL	ABSENT
16	G1		2024-06-07	Morning (7 - 3)	HARMANPREET KAUR	ABSENT
17	G1		2024-06-07	Team 1 - Night (10 - 6)	JUSTIN REYES	ABSENT
18	G1		2024-06-07	Team 1 - Night (10 - 6)	ARSHDEEP KAUR	ABSENT
19	G1		2024-06-07	Team 1 - Night (10 - 6)	SIMRANPAL KAUR	ABSENT
20	G1		2024-06-07	Morning (7 - 3)	BASHIRAN BIBI	ABSENT
21	G1		2024-06-07	Team 1 - Night (10 - 6)	GURMANDEEP SINGH	ABSENT
22	G1		2024-06-07	Morning (7 - 3)	DIPTI SITAULA	ABSENT
23	G1		2024-06-07	Morning (7 - 3)	ARSHDEEP SANDHU	ABSENT
24	G1		2024-06-07	Morning (7 - 3)	MACKYLE TODD	ABSENT

By following these steps, agencies can easily generate the absent report, providing insights into workers who did not attend scheduled shifts, which can be valuable for monitoring attendance and addressing any attendance issues.

## Payroll Summary Report

To generate the payroll summary report in the SLG (Smile Lets Go) application, follow these steps:

1. **Navigate to "Payroll Summary Report":**

- Go to the "Reports" menu.
- Select the "Payroll Summary Report" option.

2. **Select Period:**

- In the filter options, choose the desired period from the drop-down list. This could be a specific time frame such as weekly, bi-weekly, or monthly.

Site	Agency	Role	Regular Rate	Total Reg Hrs	Total Reg Amt	OT Rate	Total OT Hrs	Total OT Amt
CLARK		GPW	23.0221	129.7833	2,987.8836	33.8772	0.0833	2.8231
CLARK		GPW	23.3500	43.9667	1,026.6234	34.2052	0.0000	0.0000
G1		GPW II	23.0221	15.0000	345.3314	34.5331	0.0000	0.0000
G1		GPW	21.7103	845.0333	18,345.9187	32.5654	0.0000	0.0000
G1		Line Lead	28.2037	32.0000	902.5184	42.3056	0.0000	0.0000
G1		GPW	23.3500	641.9333	14,989.1690	34.2052	0.0000	0.0000
G1		Machine Operator	28.5317	135.0000	3,851.7728	41.9776	0.0000	0.0000
G1		Area Leader	34.1724	38.0000	1,298.5508	50.4367	0.0000	0.0000
G1		Area Leader	32.5326	15.0000	487.9896	48.7990	0.0000	0.0000
G1		Production Technician	29.9090	15.0000	448.6356	44.8636	0.0000	0.0000
G1		Quality Control Operator	25.9081	60.0000	1,554.4830	38.0422	0.0000	0.0000

3. **View Summary:**

- Once the period is selected, the report will display a summary of payroll information.
- The summary typically includes:
  - Sum of hours worked for each role/site.
  - Agency amount, which comprises the agency payment including markup.

Payroll Summary Report					
 <span>Site: All   Agency: [REDACTED]   Role: All   From: 2024-05-26   Till: 2024-06-01</span> <span>Page 1 of 2</span>					
Site	Agency	Role	Rate	Hours	Amount
CLARK					
		GPW			
		(Regular)	\$23.02	129.78	\$2,987.88
		(OT)	\$33.88	0.08	\$2.82
		(Regular with Premium)	\$23.35	43.97	\$1,026.62
		(OT with Premium)	\$34.21	0.00	\$0.00
		<b>GPW (Total)</b>		<b>173.83</b>	<b>\$4,017.33</b>
		<b>(Total)</b>			<b>\$4,017.33</b>
<b>CLARK (Total)</b>					<b>\$4,017.33</b>
G1					
		GPW II			
		(Regular)	\$23.02	15.00	\$345.33
		(OT)	\$34.53	0.00	\$0.00
		<b>GPW II (Total)</b>		<b>15.00</b>	<b>\$345.33</b>
		GPW			
		(Regular)	\$21.71	845.03	\$18,345.92
		(OT)	\$32.57	0.00	\$0.00
		<b>GPW (Total)</b>		<b>845.03</b>	<b>\$18,345.92</b>
		Line Lead			
		(Regular)	\$28.20	32.00	\$902.52
		(OT)	\$42.31	0.00	\$0.00
		<b>Line Lead (Total)</b>		<b>32.00</b>	<b>\$902.52</b>
		GPW			
		(Regular with Premium)	\$23.35	641.93	\$14,989.17
		(OT with Premium)	\$34.21	0.00	\$0.00
		<b>GPW (Total)</b>		<b>641.93</b>	<b>\$14,989.17</b>


By following these steps, agencies can easily generate and review the payroll summary report, providing an overview of payroll-related data within the specified period.

## Payroll Worker Report

To generate the payroll worker report in the SLG (Smile Lets Go) application, follow these steps:

- Navigate to "Payroll Worker Report":**
  - Go to the "Reports" menu.
  - Select the "Payroll Worker Report" option.
- Select Period, Site, and Role:**
  - In the filter options, choose the desired period, site, and role from the respective drop-down lists.
- View Detailed Report:**
  - Once the filters are applied, the report will display a detailed breakdown of each worker's information for each shift date within the selected period.
  - This detailed report typically includes information such as:
    - Worker name
    - Shift date
    - Role
    - Hours worked
    - Payment details

- Any other relevant information related to payroll for each worker and shift date.



Payroll by Workers

Site:All | Agency: [REDACTED] | Role:All | From:2024-05-26 | Till:2024-06-01

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GIVE & GO®

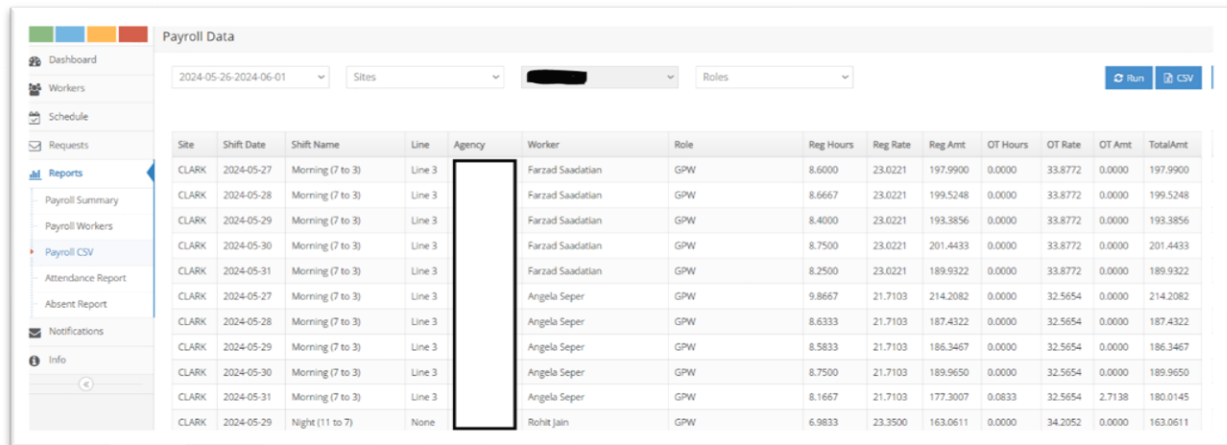
Agency	Worker	Site	Shift Date	Role	Shift	Rate	Reg Hrs	OT Hrs	Amount
[REDACTED]									
Farzad Saadatian									
	CLARK		2024-05-27	GPW	Morning (7 to 3)	23.02209 / 33.877235	8.6000	0.0000	\$197.99
	CLARK		2024-05-28	GPW	Morning (7 to 3)	23.02209 / 33.877235	8.6667	0.0000	\$199.52
	CLARK		2024-05-29	GPW	Morning (7 to 3)	23.02209 / 33.877235	8.4000	0.0000	\$193.39
	CLARK		2024-05-30	GPW	Morning (7 to 3)	23.02209 / 33.877235	8.7500	0.0000	\$201.44
	CLARK		2024-05-31	GPW	Morning (7 to 3)	23.02209 / 33.877235	8.2500	0.0000	\$189.93
Farzad Saadatian (Total)							42.6667	0.00	\$982.28
Angela Seper									
	CLARK		2024-05-27	GPW	Morning (7 to 3)	21.71029 / 32.565435	9.8667	0.0000	\$214.21
	CLARK		2024-05-28	GPW	Morning (7 to 3)	21.71029 / 32.565435	8.6333	0.0000	\$187.43
	CLARK		2024-05-29	GPW	Morning (7 to 3)	21.71029 / 32.565435	8.5833	0.0000	\$186.35
	CLARK		2024-05-30	GPW	Morning (7 to 3)	21.71029 / 32.565435	8.7500	0.0000	\$189.97
	CLARK		2024-05-31	GPW	Morning (7 to 3)	21.71029 / 32.565435	8.1667	0.0833	\$180.01
Angela Seper (Total)							44.0000	0.08	\$957.97
Rohit Jain									
	CLARK		2024-05-29	GPW	Night (11 to 7)	23.35004 / 34.205185	6.9833	0.0000	\$163.06
	CLARK		2024-05-30	GPW	Night (11 to 7)	23.35004 / 34.205185	7.5000	0.0000	\$175.13
	CLARK		2024-05-31	GPW	Night (11 to 7)	23.35004 / 34.205185	7.5000	0.0000	\$175.13
Rohit Jain (Total)							21.9833	0.00	\$513.31
Kamaljeet Singh									
	CLARK		2024-05-29	GPW	Night (11 to 7)	23.35004 / 34.205185	6.9833	0.0000	\$163.06
	CLARK		2024-05-30	GPW	Night (11 to 7)	23.35004 / 34.205185	7.5000	0.0000	\$175.13

By following these steps, agencies can generate and review the detailed payroll worker report, which provides comprehensive information about each worker's shifts and related payroll details within the specified period, site, and role.

## Export Payroll Report

To export the payroll report in CSV format from the SLG (Smile Lets Go) application, follow these steps:

- Navigate to Payroll Report:**
  - Go to the "Reports" menu.
  - Select the "Payroll Report" option.
- Select Filters (if applicable):**
  - If there are any filters available, apply them based on your preferences (e.g., period, site, role).



The screenshot displays the 'Payroll Data' application interface. On the left is a sidebar with navigation options: Dashboard, Workers, Schedule, Requests, Reports (highlighted), Attendance Report, Absent Report, Notifications, and Info. The 'Reports' section is expanded, showing sub-options: Payroll Summary, Payroll Workers, Payroll CSV (selected), and Attendance Report. The main area shows a table of payroll data with filters for Date (2024-05-26 to 2024-06-01), Sites, Agency, and Roles. A 'Run' button and a 'CSV' button are in the top right of the table area.

Site	Shift Date	Shift Name	Line	Agency	Worker	Role	Reg Hours	Reg Rate	Reg Amt	OT Hours	OT Rate	OT Amt	Total Amt
CLARK	2024-05-27	Morning (7 to 3)	Line 3		Farzad Saadatian	GPW	8.6000	23.0221	197.9900	0.0000	33.8772	0.0000	197.9900
CLARK	2024-05-28	Morning (7 to 3)	Line 3		Farzad Saadatian	GPW	8.6667	23.0221	199.5248	0.0000	33.8772	0.0000	199.5248
CLARK	2024-05-29	Morning (7 to 3)	Line 3		Farzad Saadatian	GPW	8.4000	23.0221	193.3856	0.0000	33.8772	0.0000	193.3856
CLARK	2024-05-30	Morning (7 to 3)	Line 3		Farzad Saadatian	GPW	8.7500	23.0221	201.4433	0.0000	33.8772	0.0000	201.4433
CLARK	2024-05-31	Morning (7 to 3)	Line 3		Farzad Saadatian	GPW	8.2500	23.0221	189.9322	0.0000	33.8772	0.0000	189.9322
CLARK	2024-05-27	Morning (7 to 3)	Line 3		Angela Seper	GPW	9.8667	21.7103	214.2082	0.0000	32.5654	0.0000	214.2082
CLARK	2024-05-28	Morning (7 to 3)	Line 3		Angela Seper	GPW	8.6333	21.7103	187.4322	0.0000	32.5654	0.0000	187.4322
CLARK	2024-05-29	Morning (7 to 3)	Line 3		Angela Seper	GPW	8.5833	21.7103	186.3467	0.0000	32.5654	0.0000	186.3467
CLARK	2024-05-30	Morning (7 to 3)	Line 3		Angela Seper	GPW	8.7500	21.7103	189.9650	0.0000	32.5654	0.0000	189.9650
CLARK	2024-05-31	Morning (7 to 3)	Line 3		Angela Seper	GPW	8.1667	21.7103	177.3007	0.0833	32.5654	2.7138	180.0145
CLARK	2024-05-29	Night (11 to 7)	None		Rohit Jain	GPW	6.9833	23.3500	163.0611	0.0000	34.2052	0.0000	163.0611

### 3. Export Report:

- Look for the “CSV” button or option on the page.
- Click on the “CSV” button to export the payroll report in CSV format.

By following these steps, you can easily export the payroll report from the SLG application in CSV format, allowing you to further analyze or integrate the data into your internal systems as needed.



# Notifications

To access notifications in the SLG (Smile Lets Go) application, follow these steps:

- 1. Navigate to Notifications:**

- Go to the “Notifications” menu.
- Select the “Inbox” option.

- 2. View Notifications:**

- In the notifications inbox, you can view all the notifications that have been sent.
- Notifications may include updates on worker requests, schedule changes, or other relevant information related to your agency's operations.

Subject	Date
Worker Request 20240608381OMW for G1 - 2024-06-10/Morning (7 - 3) got approved	12 hours ago
Worker Request 20240608381OMW for G1 - 2024-06-10/Morning (7 - 3) got approved	12 hours ago
Request 202406085Y6WUO - Assigned Workers List for CLARK	13 hours ago
Request 20240608V14TOZ - Assigned Workers List for CLARK	13 hours ago
Request 20240608V14TOZ - Assigned Workers List for CLARK	13 hours ago
Worker Request 20240608V14TOZ for CLARK - 2024-06-10/Night (11 to 7) got approved	13 hours ago
Worker Request 20240608V14TOZ for CLARK - 2024-06-10/Night (11 to 7) got approved	13 hours ago
Request 20240608YX56O2 - Assigned Workers List for CLARK	13 hours ago
Request 20240608YX56O2 - Assigned Workers List for CLARK	13 hours ago
Worker Request 20240608YX56O2 for CLARK - 2024-06-10/Morning (7 to 3) got approved	13 hours ago

By following these steps, you can easily access and view notifications sent to your agency, ensuring you stay informed about important updates and changes within the SLG system. Remember to ensure that [alerts@smileletsgo.com](mailto:alerts@smileletsgo.com) is in your safelist to receive email alerts from SLG.

# Information

## Agency Details

To update agency information in the SLG (Smile Lets Go) application, follow these steps:

1. **Navigate to Agency Information:**
  - Look for the section or option labeled "Agency Details" under "Info" menu.
2. **Update Information:**
  - In this section, you can update your agency's name, contact details, and email addresses as needed.
  - Make the necessary changes to ensure that your agency's information is accurate and up to date.

The screenshot shows the 'Agency Details' form in the SLG application. The form is titled 'View Record' and contains the following fields:

- Agency Name \*
- Agency Type \*
- Legal Name (Coupa)
- Agency Full Name
- Contact Name
- Email
- Billing/Payroll Email
- Request/Order Email
- Phone
- Address

A QR code is displayed on the right side of the form, and a URL is provided below it: [https://agencies.smilestgo.com/modules/workers/register\\_worker?](https://agencies.smilestgo.com/modules/workers/register_worker?)

3. **Copy QR Code and URL:**
  - In the Agency Information section, you may find options to copy QR codes and URLs for workers' self-registration processes.
  - Use these codes and URLs to distribute to your workers for easy self-registration within the SLG system.

By following these steps, you can easily update your agency's information and access the necessary codes and URLs for workers' self-registration processes within the SLG application.

## Sub Agencies

To create sub-agencies in the SLG (Smile Lets Go) application, follow these steps:

1. **Navigate to Sub-Agencies:**
  - Look for the section or option labeled "Sub Agencies" under "Info" menu.

## 2. Create Sub-Agency:

- Within the Sub-Agencies section, there should be an option to create a new sub-agency.
- Click on this option to initiate the process of creating a sub-agency.

## 3. Save Changes:

- Once you've entered the details for the sub-agency, save the changes to create the sub-agency within the SLG system.

By following these steps, you can easily create sub-agencies within the SLG application to identify and manage your sub-contracting workers effectively.

## Worker Rates

In the SLG (Smile Lets Go) application, worker pay rates are defined based on agreed contracts and are provided for reference purposes. Here's how you can view worker rates:

### 1. Navigate to Worker Rates:

- Look for the section or option labeled "Worker Rates" under "Info" menu.

### 2. View Rates:

- Within the Worker Rates section, you can view the rates that have been defined for each worker.
- These rates are typically read-only, allowing you to reference the agreed-upon pay rates as per contracts.

Display 10 records

Search:

Agency	Role	Pay Rate	Markup	Active
	Ambient - FKL Operator	23.00		<input checked="" type="checkbox"/>
	Ambient - Team Lead	25.20		<input checked="" type="checkbox"/>
	Area Leader	24.80		<input checked="" type="checkbox"/>
	Data Entry Clerk	18.20		<input checked="" type="checkbox"/>
	Freezer - Cleaner	22.70		<input checked="" type="checkbox"/>
	Hybrid - FKL Operator	23.35		<input checked="" type="checkbox"/>
	Hybrid - Team Lead	25.55		<input checked="" type="checkbox"/>
	Freezer - Team Lead	27.50		<input checked="" type="checkbox"/>
	Freezer - FKL Operator	25.40		<input checked="" type="checkbox"/>
	General Labour	17.55		<input checked="" type="checkbox"/>

Showing 1 to 10 of 33 entries

Previous 1 2 3 4 Next

By following these steps, you can easily access and reference worker pay rates within the SLG application for payroll and reporting purposes.

## Worker Roles

In the SLG (Smile Lets Go) application, worker roles and their associated rates are defined for reference purposes. Here's how you can view worker roles and rates:

### 1. Navigate to Worker Roles:

- Look for the section or option labeled "Worker Roles" under "Info" menu.

### 2. View Roles and Rates:

- Within the Worker Roles section, you can view the different roles that have been defined for workers.
- Associated with each role, you can also view the rates that have been set for those roles.

Display 10 records

Search:

Role	Employee Rate	Agency Rate	Department	Skill Type	Active
Ambient - FKL Operator	23.00		Logistics	Skilled	<input checked="" type="checkbox"/>
Hybrid - FKL Operator	23.35		Logistics	Skilled	<input checked="" type="checkbox"/>
Ambient - Team Lead	25.20		Logistics	Skilled	<input checked="" type="checkbox"/>
Hybrid - Team Lead	25.55		Logistics	Skilled	<input checked="" type="checkbox"/>
Freezer - Team Lead	27.50		Logistics	Skilled	<input checked="" type="checkbox"/>
Freezer - Cleaner	22.70		Logistics	Semi-Skilled	<input checked="" type="checkbox"/>
Freezer - FKL Operator	25.40		Logistics	Skilled	<input checked="" type="checkbox"/>
General Labour	17.55		Logistics	Unskilled	<input checked="" type="checkbox"/>
Inventory/Shipping Coordinator	22.80		Logistics	Skilled	<input checked="" type="checkbox"/>
Shipping/Logistics Clerk	21.00		Logistics	Semi-Skilled	<input checked="" type="checkbox"/>

Showing 1 to 10 of 33 entries

Previous 1 2 3 4 Next

By following these steps, you can easily access and reference worker roles and rates within the SLG application for various purposes such as payroll and reporting.