

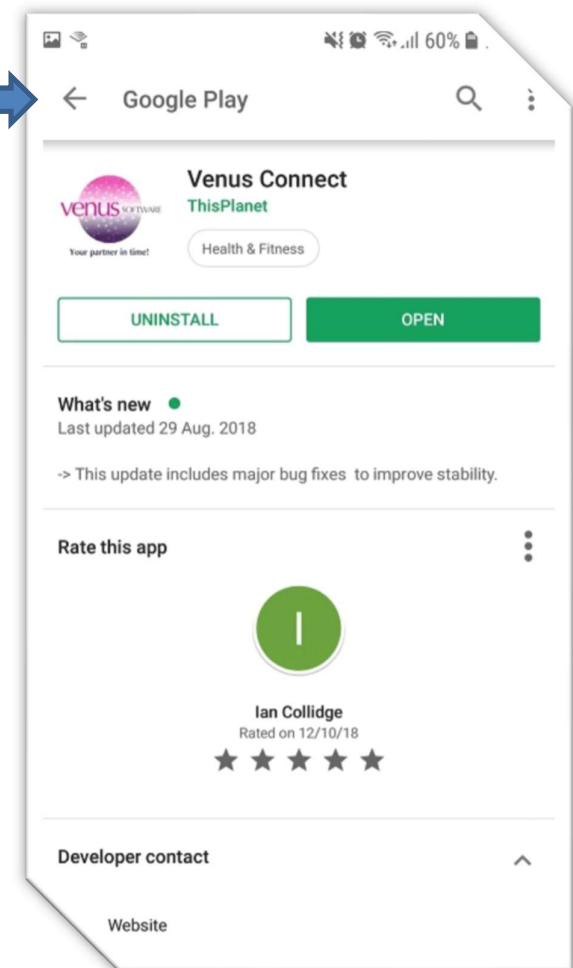
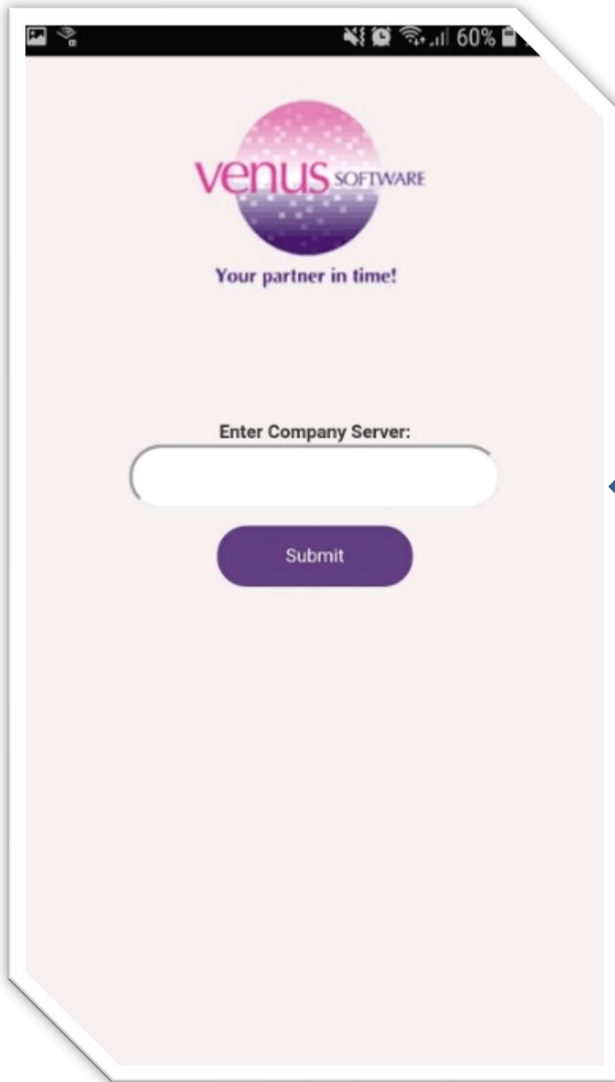
A Guide to Venus Connect

Before you begin:

- Please ensure you have notifications or “push notifications” allowed; How you achieve this will vary depending on the type of phone and the operating system installed.
 - For **Android**, the options will be under **App Settings** (searchable from your system menu).
 - For apple **i-phone** users, you will need to allow push notifications from within “**Settings > Notification Centre**”
 - For any other phone that does not fall into the above two categories, searching the internet for the term “**Allowing Push Notifications for (phone model)**” should present relevant guides for your situation
- Push notifications will not work in “Do Not Disturb” mode
- You will need to contact your agency to configure a Venus Web login, and subsequent Venus Connect account.
- Be sure to keep your application up-to-date, if presented with options to update, please do not delay in accepting those changes.
- Your agency will supply you with a server address that you can use on the first screen of the app, you need only enter this once, unless you are employed by multiple agencies, and you will have separate credentials to sign in for each.
- Your App username and password are the same as your Venus Web credentials

Download "**Venus Connect**" from either the Apple App Store or Google Play Store.

Once Installed, the first screen you will encounter will be the Server Selection screen. In here you will be able to enter the server details as supplied to your employment company. This is where you will toggle between your multiple employers if you are engaged by more than one employer.



You will then see the log in screen where you enter your Venus Web credentials as supplied by your employer.

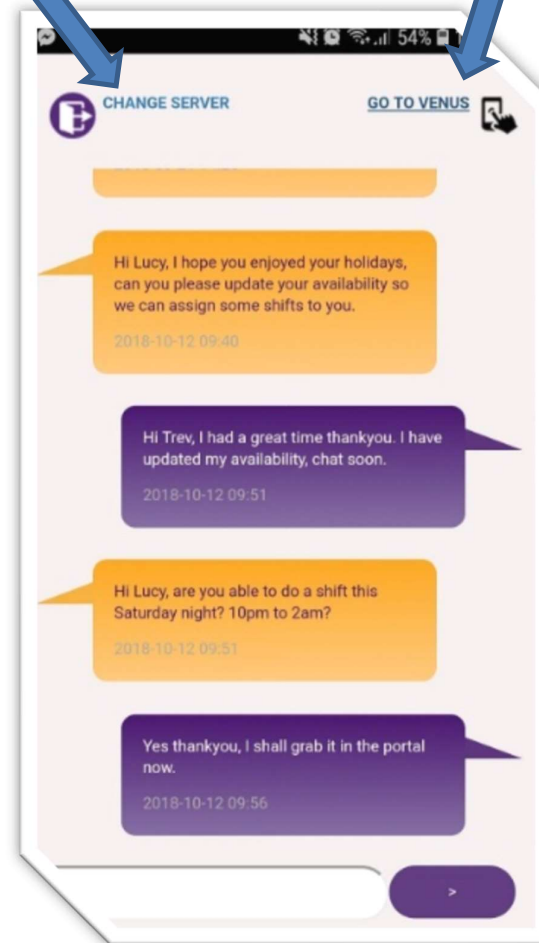
A screenshot of a mobile device screen displaying the Venus Software login interface. The screen has a light pink background. At the top, there is a status bar with icons for signal, Wi-Fi, and battery (60%). The Venus Software logo, featuring a purple and pink circular design with the word "venus" in pink and "SOFTWARE" in grey, is centered. Below the logo is the tagline "Your partner in time!". There are two white input fields with rounded corners: the first is labeled "Username" and the second is labeled "Password". Below these fields is a purple "Login" button. At the bottom, there is a link that says "Click here to re-enter the company server".

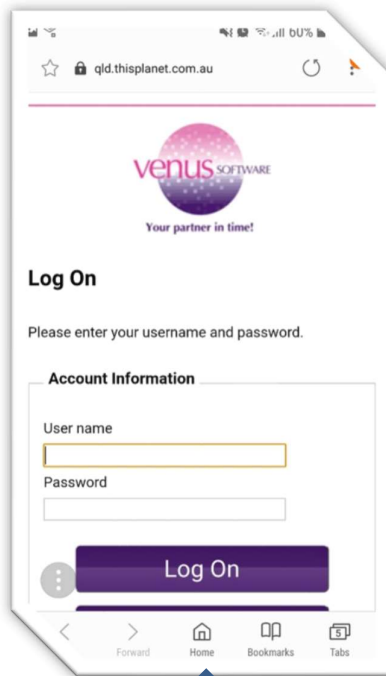
To Return to the server entry screen, click the "Change Server" option to the top left

To view your web portal, click the "Go To Venus" Option in the top Right

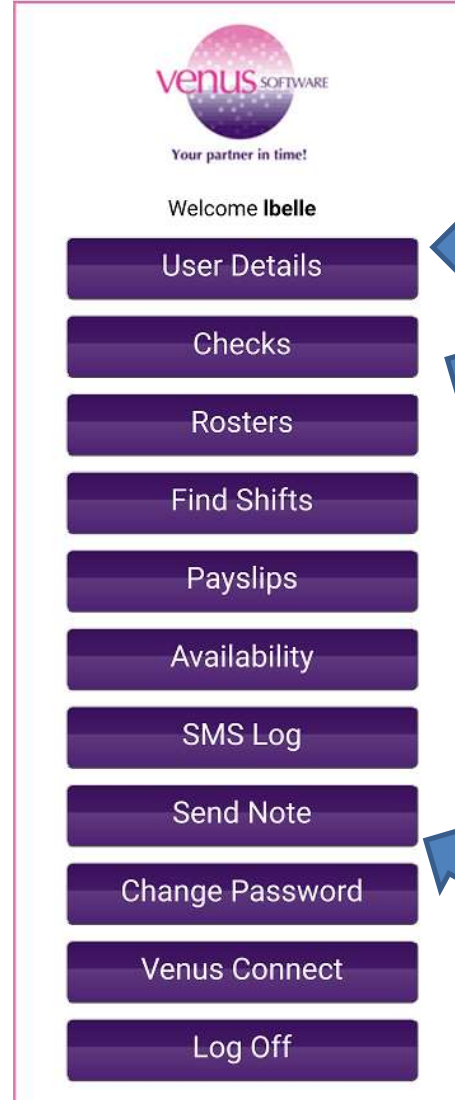
What will load is your messenger centre, from here you will see any direct messages sent to or received from your employer.

Messages received while the application is closed will push to your screen, you can access your messenger by clicking those notifications.





Once logged into Venus Web, You can navigate the portal as per normal. Log on using your Venus User ID and Password provided by your Agency. Your email address must match the email address recorded for you in your Agency's Venus database.



The User Details screen displays a summary of your information

Displays Checks and the expiry dates.

- Checks with expiry dates highlighted in yellow are set to expire within 3 months.
- Checks with expiry dates highlight in red have expired and require your immediate attention. Having checks which have expired may prevent you from being rostered on to shifts.

To advise your Agency of a change of details you can send a note from Venus Web using "Send Note" OR, you can send a message from the message screen of the App.