



LASSO Mobile App Guide



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App Store



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Psst...

If you haven't already, download the LASSO Mobile App!

- Receive invitations for upcoming jobs
- Submit availability
- View your schedule by shift card or calendar view
- Review the latest messages & event details

How to Login

Enter your email address or phone number to login.
Click Next.

Enter your password and/or the login code that is sent to your mobile device. If you have forgotten your password, click the "Forgot Password" link and follow the prompts.



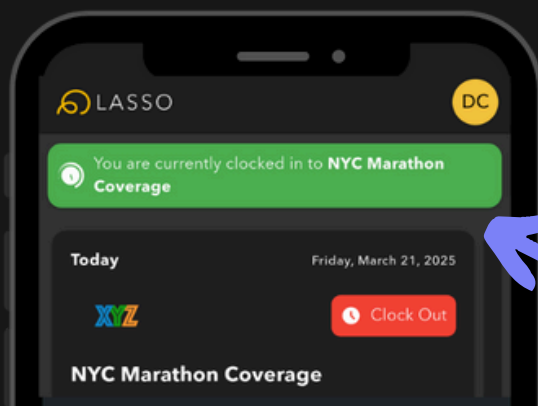
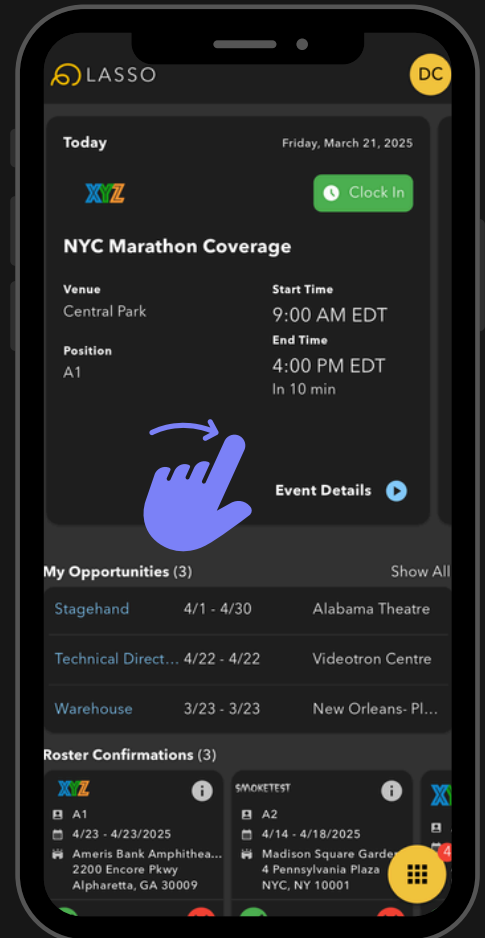
Dashboard

The Dashboard displays important items like your current schedule/shifts, Opportunities, Roster Confirmations and Messages.

All of your current/upcoming shifts are listed at the top on individual **Schedule Cards**. You can swipe left/right to view them all.

Tracking your time is easy in the LASSO Mobile app. Clock in for your shift directly from the home screen.

If there's a Supervisor on your event, their information will be displayed and you can contact them directly with any questions. You can also swipe left on the Supervisor to see additional ones.

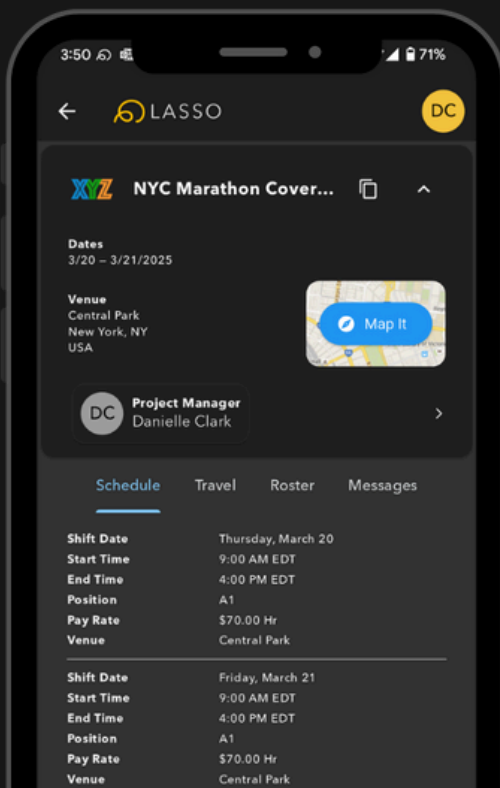
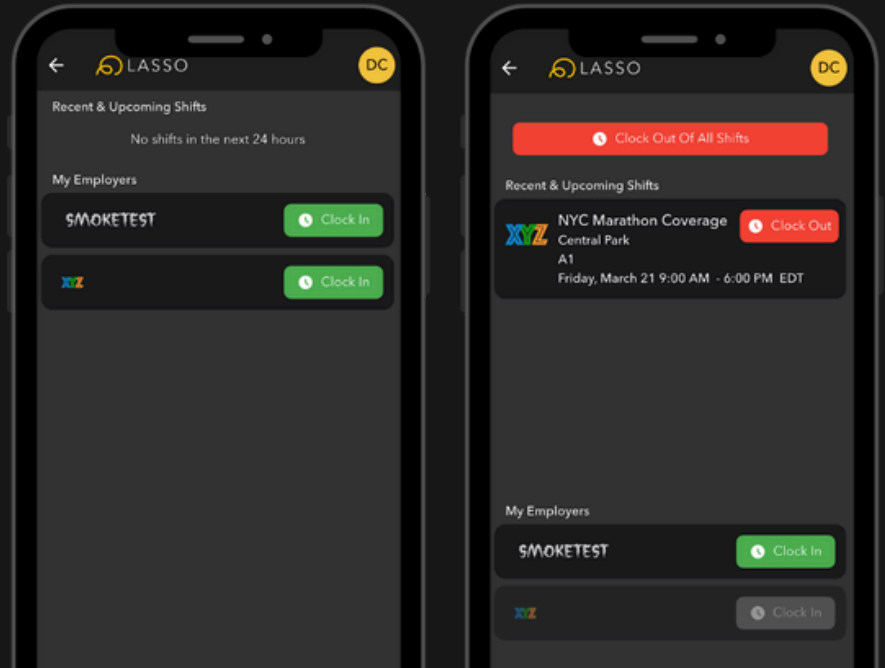
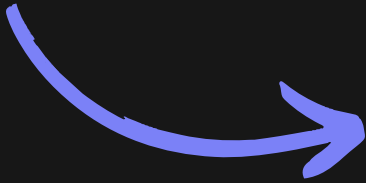


Your Dashboard will remind you of shifts you're currently clocked in for.



Dashboard

Easily keep track of your shifts for multiple employers.



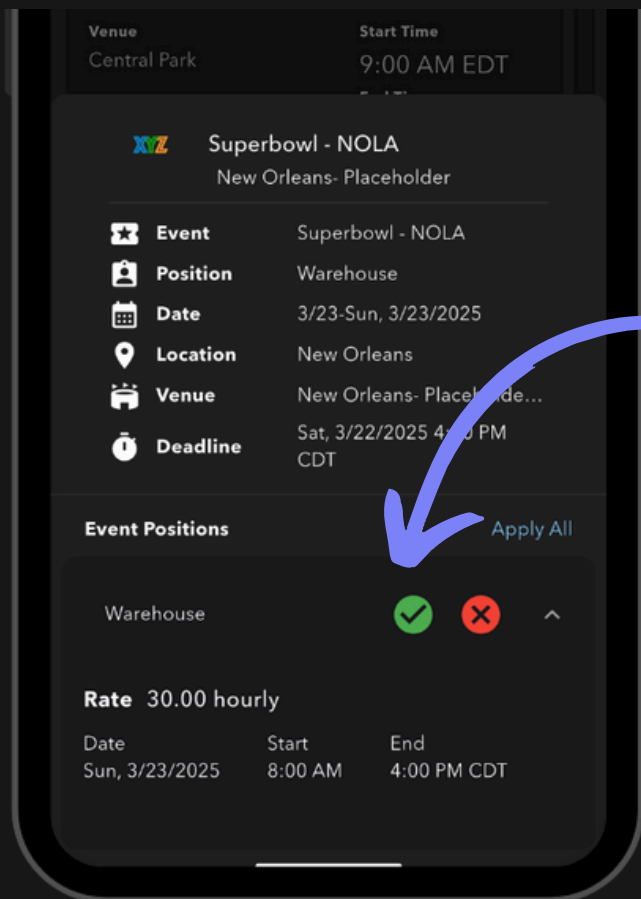
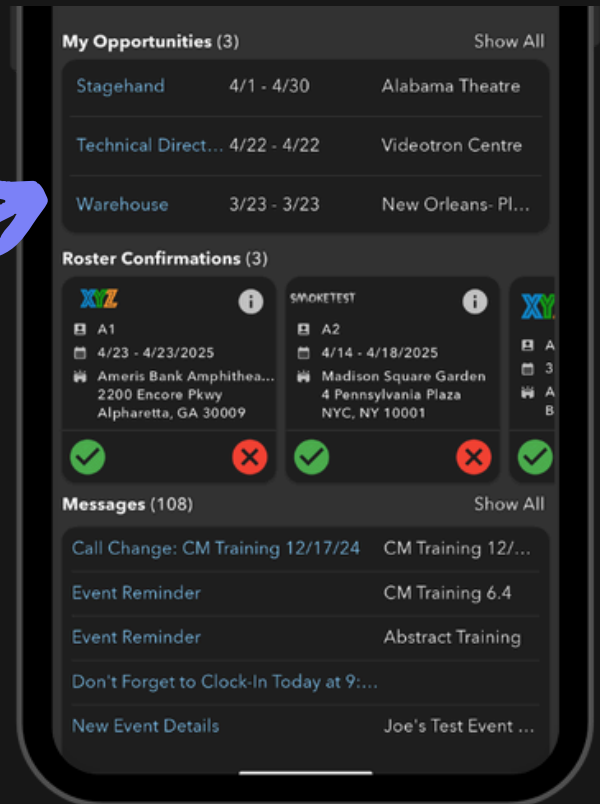
Event Details ▶ displays more information about your shift – including your full schedule, the venue, directions to the venue via your default maps app, any itinerary information, the roster and messages.



Dashboard

Opportunities are listed below your Schedule Cards.

Click on an Opportunity to view more information about the location and shift times.



Select the ✓ if you'd like to apply to work the event or the ✗ if you cannot.

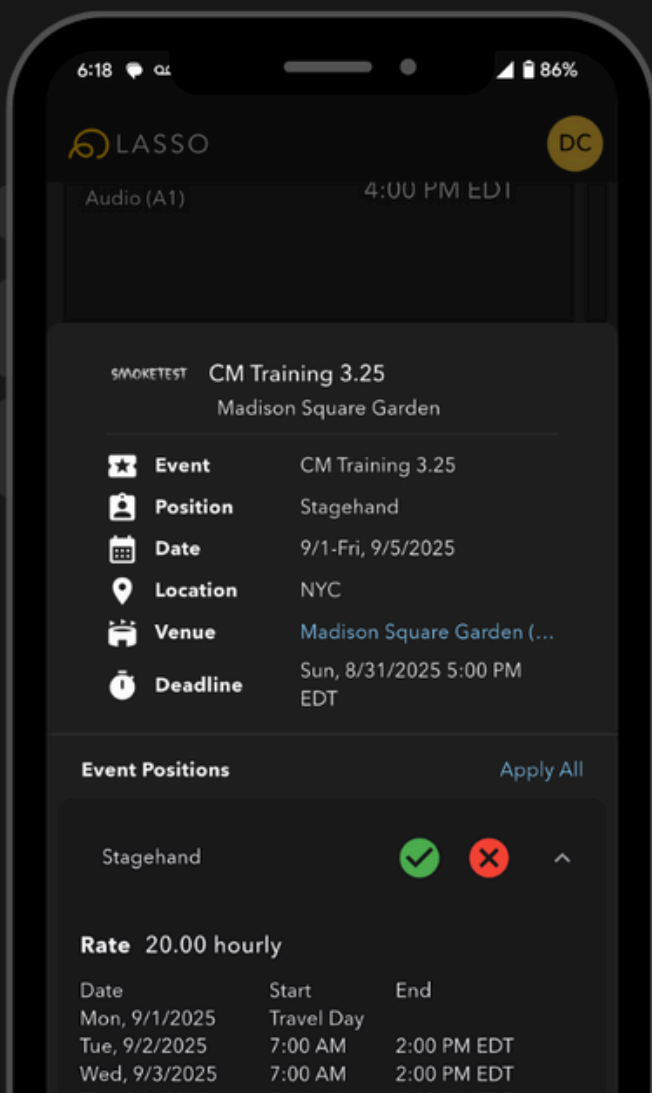
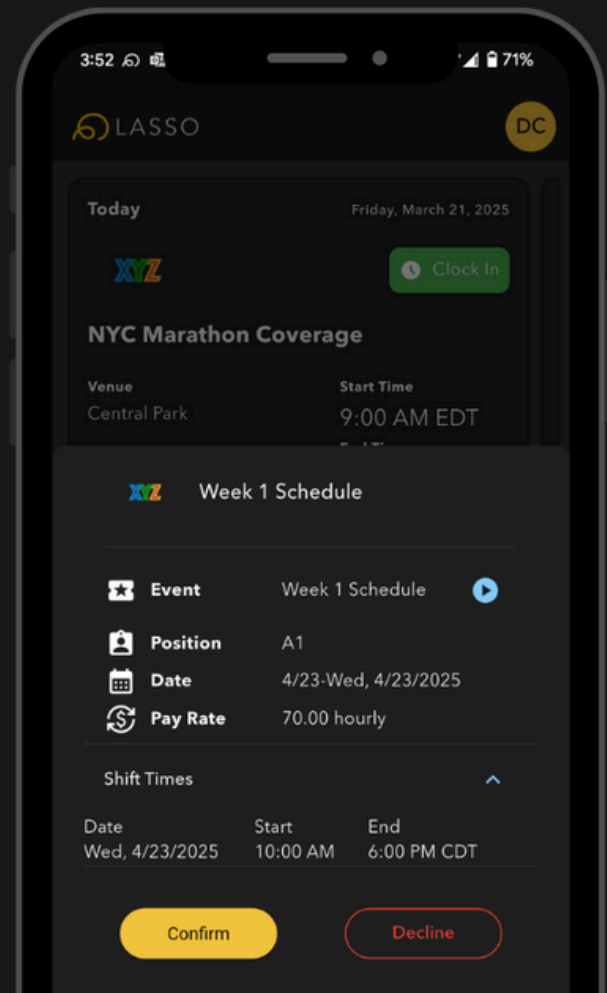
Expand the Opportunity Details by selecting ^ the carrot symbol.



Dashboard

Next are Roster Confirmations

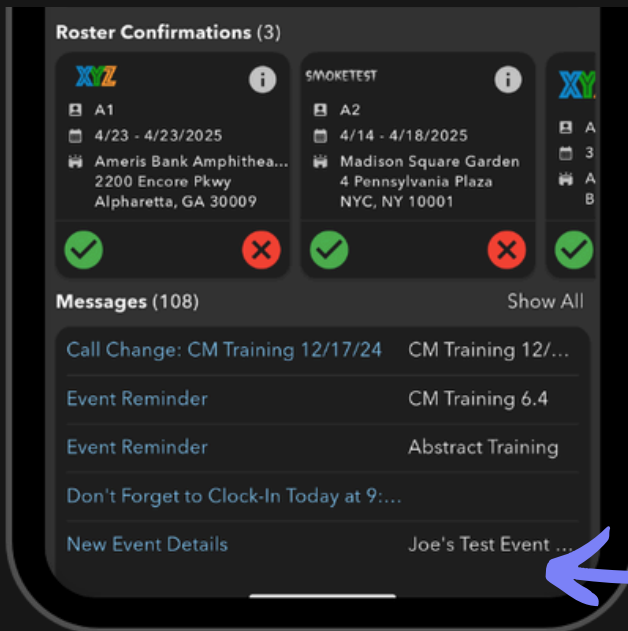
If you work for multiple companies, you will see each of their company logos for quick designation.



You can also click on the Confirmation Tile to view more details.



Dashboard



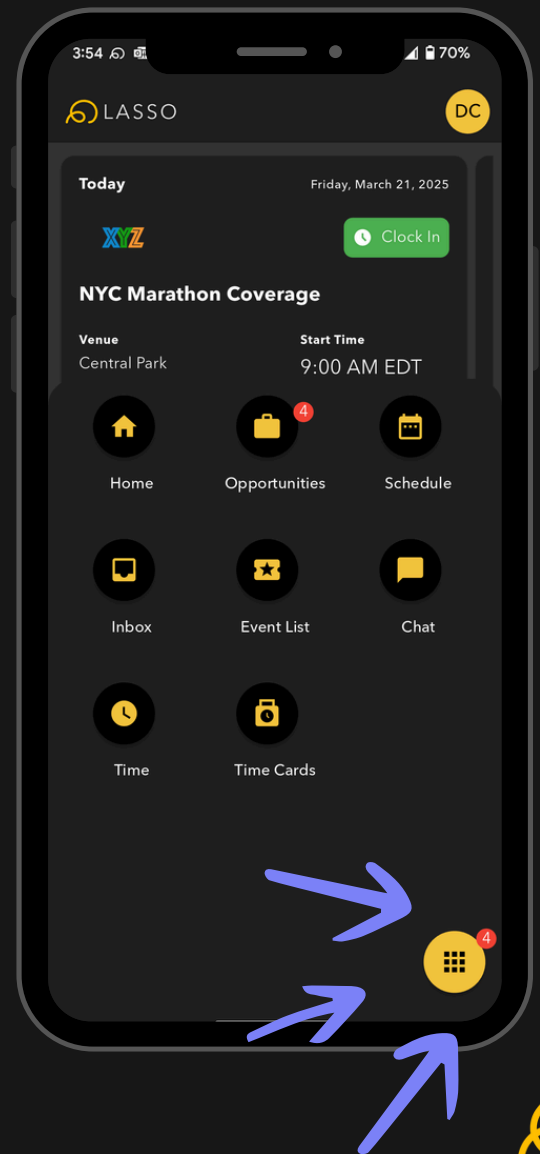
Finally, your five recent messages will be listed last.

Click on the message to view. The Event name will be listed at the top. You may Archive the message to your Archived folder, but this cannot be undone.

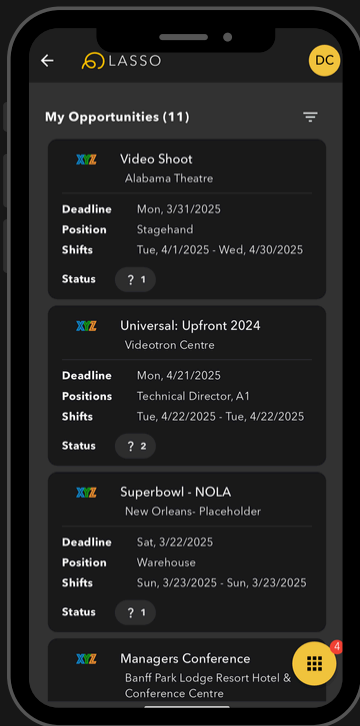
Navigation Button

The Navigation Button provides access to your Opportunities, your Schedule's Calendar View, your Inbox, Event List, Chat, Time Tracking, and Time Cards.

**Please note that certain functionality, such as Chat and Time Cards may only be available for customers that have enabled these tools.*

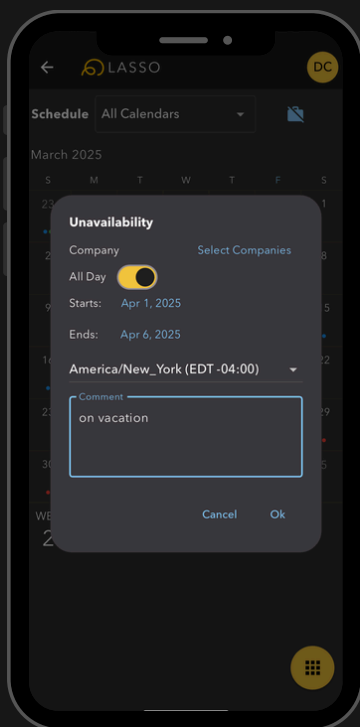
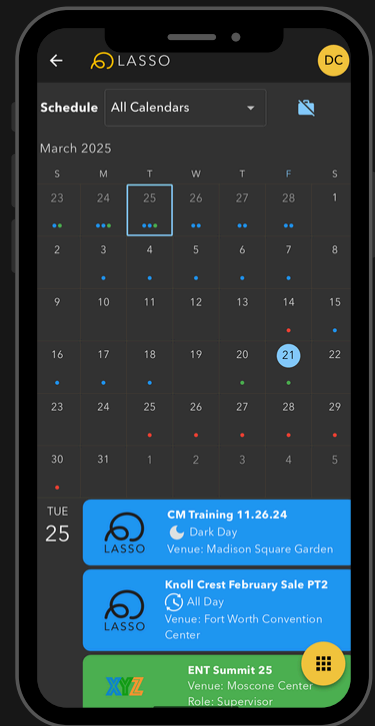


Navigation Button



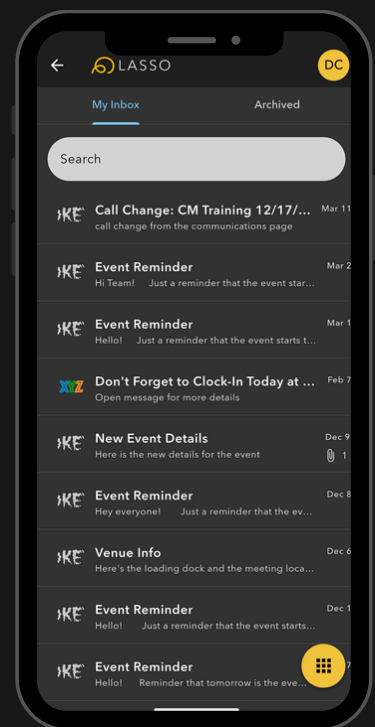
← Opportunities
gives you a list of all of the invites you have that you need to respond to.

Your Schedule → shows anything that you've been scheduled for and your events will be color coded if you work for multiple companies.



← Manage Availability
feature. Click the suitcase icon to update your calendar with days or partial days you're unavailable. You can customize for each employer.

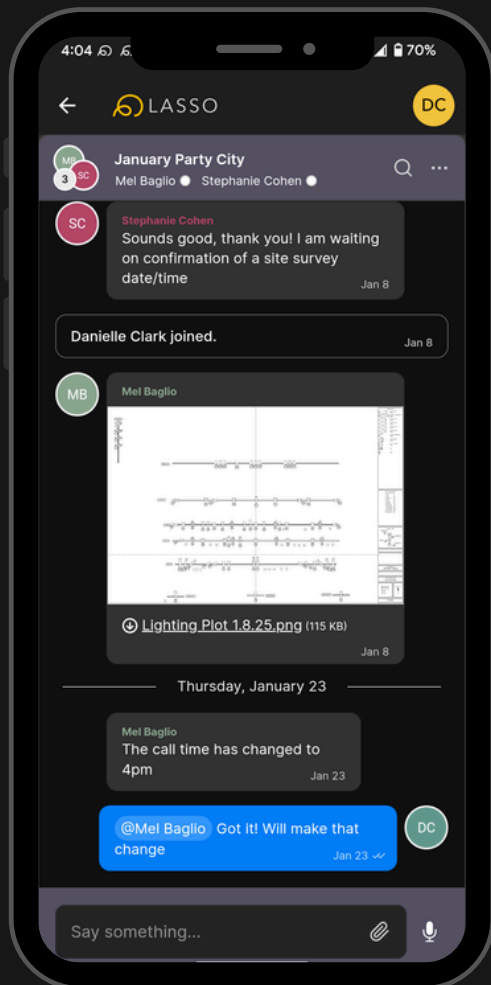
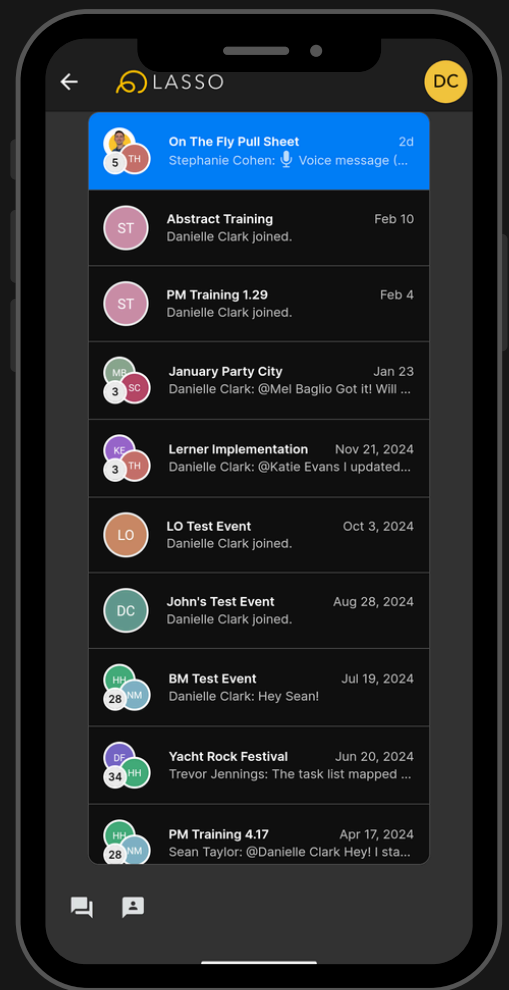
Your Inbox → holds all communications. You can remove them by clicking "Archive".



Navigation Button

Your Navigation Button also includes access to Chat - not to be confused with your regular Inbox.

Companies that utilize LASSO Project Management can create group chats for each of their projects.

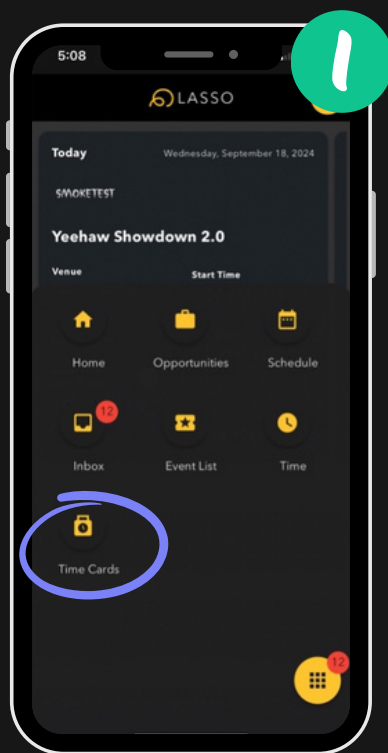


LASSO Project Management chat allows you to easily converse with your team members, send quick updates, attachments, and even voice notes.

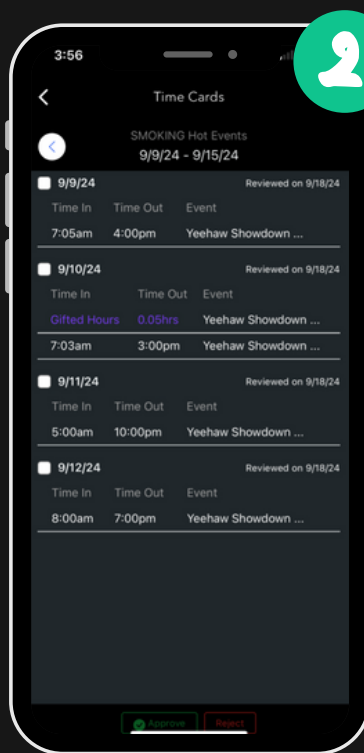


Time Cards

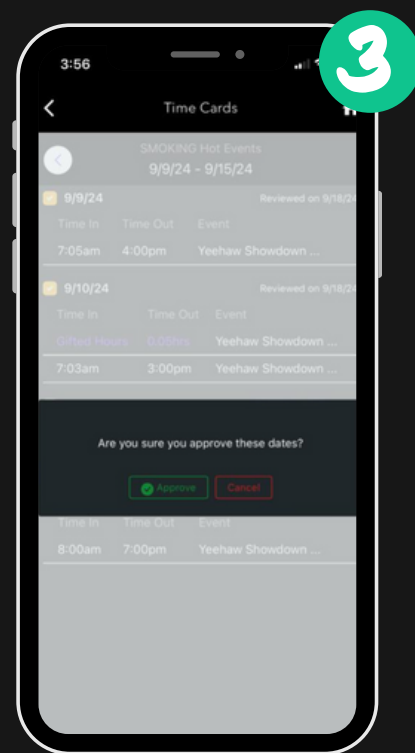
It's simple to review, accept, or reject your Time Cards straight from the LASSO Mobile App.



To view your time cards in the LASSO app, click on the yellow navigation icon on the bottom right and click on **Time Cards** and select the time period you want to view.



Select the days that look accurate to you and click **Approve** at the bottom of the screen.



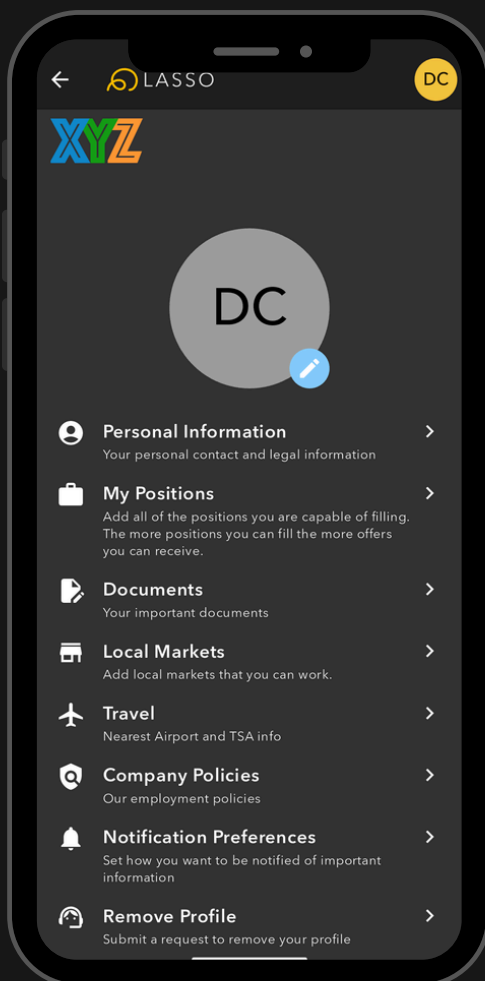
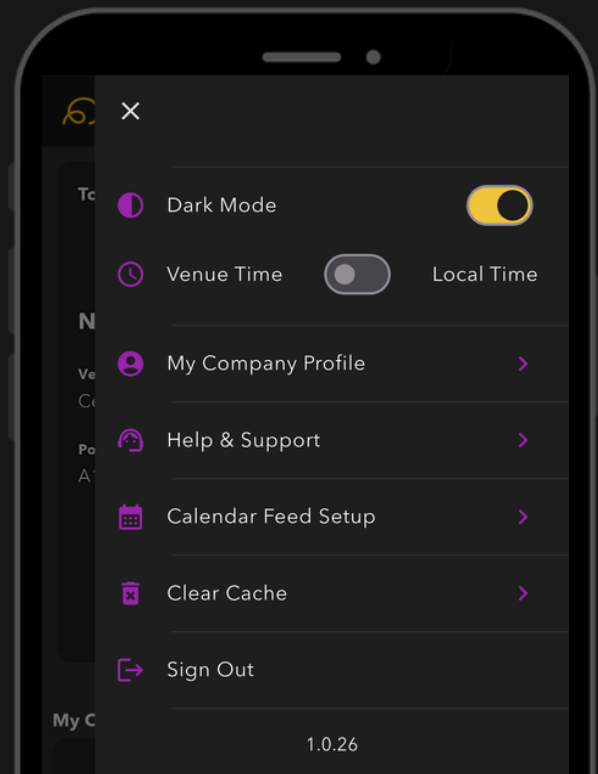
If any days look incorrect, select those days and click **Reject** at the bottom of your screen. A pop up will direct you to email the representative of your company who can edit those times for you.



Profile Menu

Click on your initials in the upper right corner to bring up your profile menu.

You can select Dark Mode, set your Venue Time, access your Company Profile, setup your Calendar Feed, and Contact Support.



My Company Profile lists your active profiles.

Click into the profile to:

- Update your personal information
- Apply to new positions
- View the company's policy documents
- Add/remove local markets,
- Update your Travel information (if applicable)
- View the company's policy documents
- Select your notification preferences
- Submit a request to have your profile inactivated/removed





Spotty coverage on location?

We've got you covered. The LASSO Mobile App is equipped with **offline mode**. Key functionality like shift card viewing, and clocking in and out are still accessible while offline. Messages sent to you while offline will be queued up for when you regain internet access.

Contact Support

If you need technical assistance with the LASSO Mobile App, feel free to contact LASSO Support: support@lasso.io

There are helpful resources located [here](#) as well.

