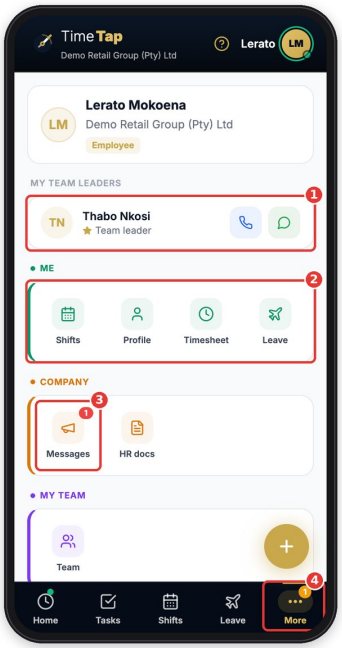
Find everything in the More menu, read company announcements, chat with the office and keep your details up to date.

1. The More menu

1. Tap **More** in the bottom menu to see everything the app can do for you.
2. Your team leaders are at the top — tap to call or WhatsApp them.
3. **Me** has your own screens (shifts, profile, timesheet, leave). **Company** has messages and HR documents.

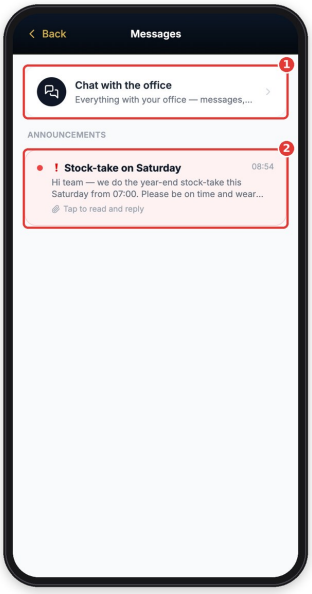


More

1. Your team leaders — call or WhatsApp them in one tap.
2. Your own screens.
3. **Messages** from the office.
4. The **More** tab.

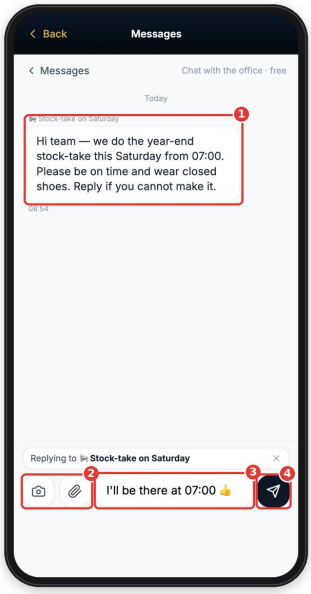
2. Messages and announcements

1. Tap **Messages** in the More menu.
2. **Chat with the office** is a free chat with your managers or HR.
3. Company announcements show below. Tap one to read it and reply.



Messages

1. Chat with the office — free, no airtime used.
2. A company announcement. Tap to open and reply.

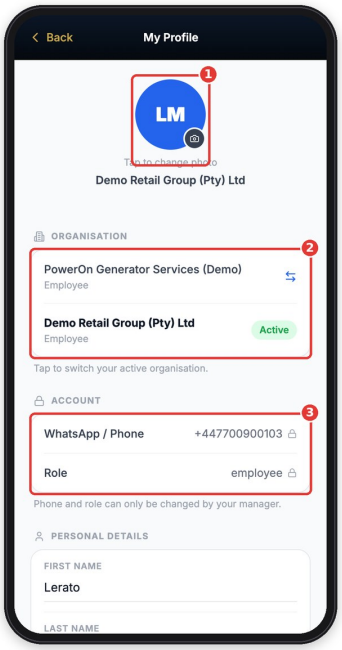


Replying

1. The announcement you are replying to.
2. Add a photo or a file.
3. Type your reply.
4. Tap to send.

3. Your profile

1. Tap **Profile** in the More menu.
2. Tap your picture to change your photo.
3. If you work for more than one company on TimeTap, tap a company to switch to it.
4. Your phone number and role can only be changed by your manager.

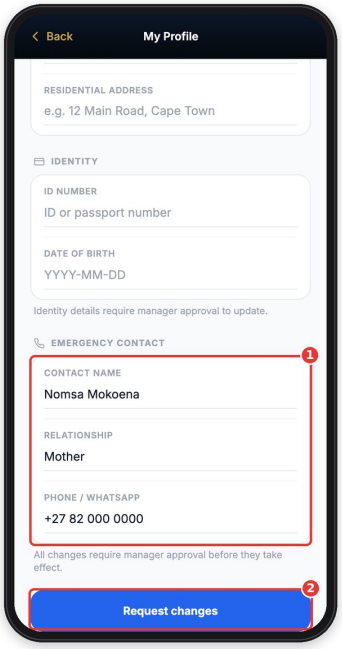


My Profile

1. Tap to change your photo.
2. Your companies — tap one to switch. The one in use shows **Active**.
3. Phone and role (your manager changes these).

4. Update your details

1. Scroll down to your personal details, identity and emergency contact.
2. Change what is wrong or missing.
3. Tap **Request changes**. Your manager approves the changes before they take effect.



Emergency contact

1. Your emergency contact — who we call if something happens at work.
2. Send the changes for approval.

Important: Keep your emergency contact up to date. It is the number your company uses if you are hurt or ill at work.

Still stuck? Ask your team leader or HR — they can see what TimeTap shows for you.