Mobile Supplier App Overview

Quick Reference Guide

This guide will provide you with an overview of the Wand Mobile Supplier App and help you get started on your mobile device.

Logging into Wand Mobile

How to sign in using your credentials, Touch ID/Face ID or Fingerprint Login

The Wand Mobile Supplier App enables account managers, recruiters, sourcers and billing specialists to manage items throughout the contingent workforce lifecycle, all without ever touching their desktops or laptops. With the Wand Mobile Supplier App, you can quickly coordinate and schedule interviews, view pending engagement requests, review and confirm expenses, submit candidates, and much more.

Signing In for the First Time

The first time you log into the Wand Mobile Supplier App, you'll be prompted to enter your **username** and **password**. (These are the same as your desktop Wand credentials.) After successfully logging in, you'll be prompted to enable **Apple Touch ID** or **Apple Face ID** on Apple-supported devices, or **Google Fingerprint Login** on Android devices. If you choose to do so, you'll be able to log into Wand Mobile using Apple Touch ID, Apple Face ID or Google Fingerprint Login.

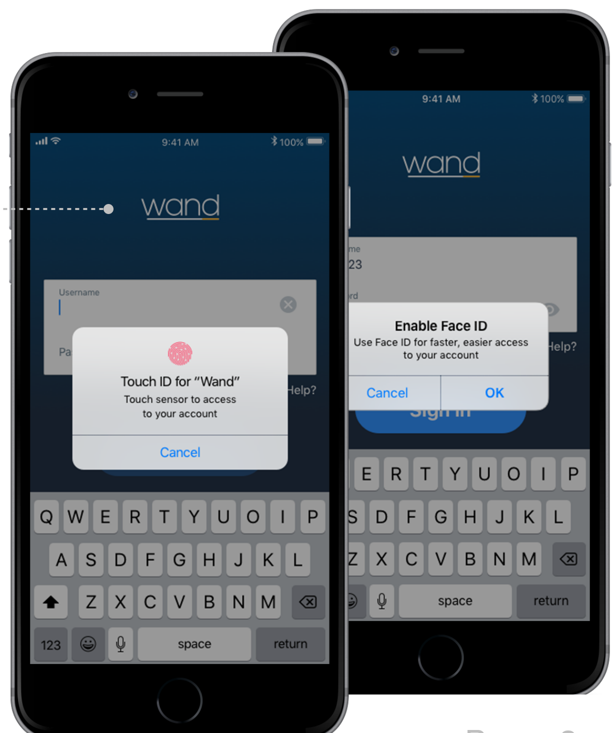
- Enter your username and password at the login screen
- Enable Apple Touch ID, Apple Face ID or Google Fingerprint Login when prompted

Note: Apple Touch ID/Face ID and Google Fingerprint Login are only available if turned on at the supplier level. These features can also be enabled or disabled in the "Settings" section.

Signing In with Touch ID, Face ID or Fingerprint Login

After enabling Apple Touch ID, Apple Face ID or Google Fingerprint Login, you'll be prompted to use your finger to log in with your Apple device using Touch ID or Fingerprint Login on Android devices, or glance at your phone to log in using Face ID on your Apple device. Doing so will sign you directly into the Wand Mobile Supplier App.

- Launch Wand from your mobile device's home screen
- Touch your finger to the iPhone/Android finger sensor or glance at your iPhone when prompted to log in

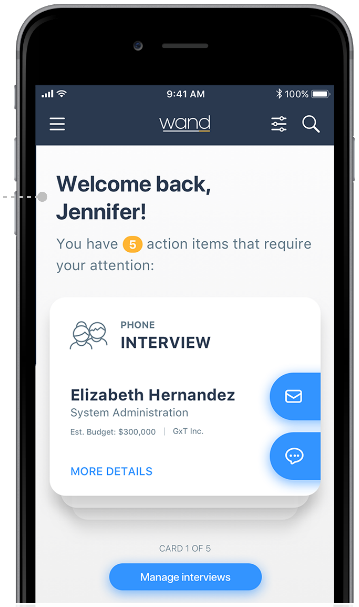


Introducing "Action Items"

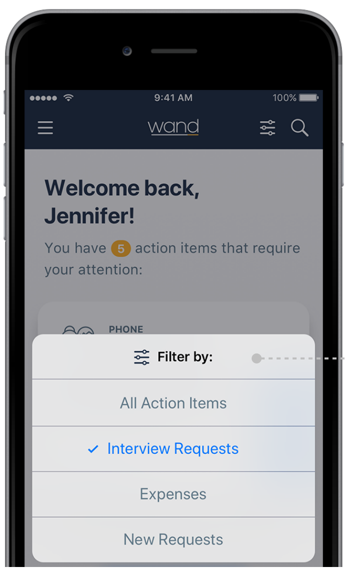
Quickly swipe through and act on new items from the homepage dashboard

Welcome to Your Mobile Dashboard

The first screen you come to after logging into the app is the **"Dashboard."** From here, you can see the **"Action Items"** pending your review, including interviews, engagement requests, and expenses.



- ➡ Swipe up to view action item cards pending your review
- Tap a card or **"More Details"** to view its details
- Tap the **"Email"** or **"SMS"** icons on **"Interview"** cards to forward via email or SMS
- Tap the "**Email**" icon on **"Request"** cards to forward via email
- Tap the **"Checkmark** or **"X"** icons on **"Expenses"** cards to confirm or reject expenses



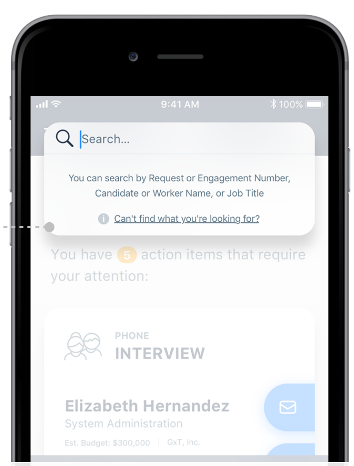
Categorized List of Action Items

From the dashboard, you can filter action items by category — **"Interview Requests," "Expenses"** and **"New Requests."**

- Tap the **"Filter"** icon next to the **"Magnifying Glass**" icon in the upper navigation
- Tap the category in order to filter action items

Search for Information

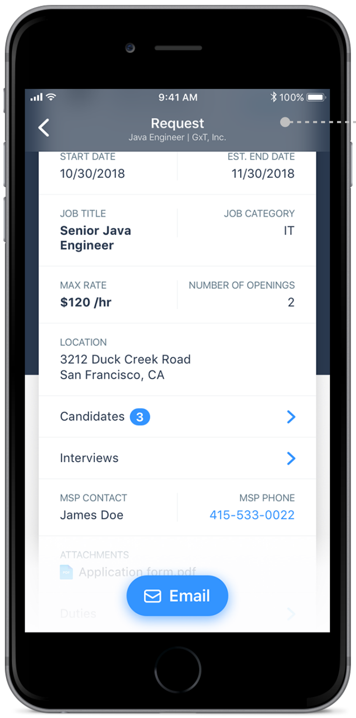
The Wand Mobile Supplier App makes it easy to find whatever information you need, allowing you to search by request or engagement number, candidate or worker name, or job title.



- Tap on the **"Magnifying Glass"** icon
- Tap in the **"Search"** box
- Type the search term of your choice and tap **"Search"**

Viewing Requests & Candidates

Review and forward request details and view candidates



View and Forward a Request

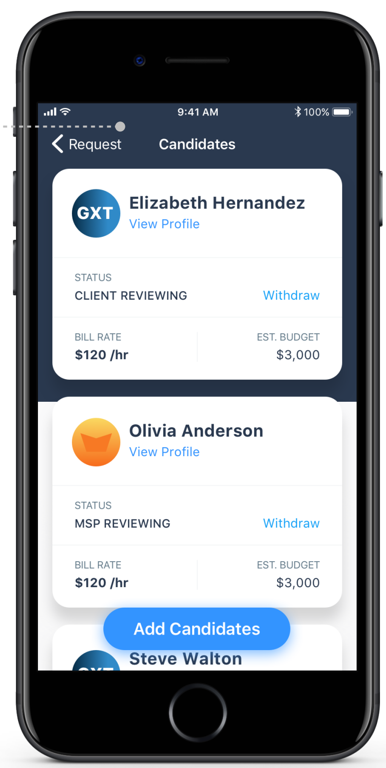
Once you've navigated to the desired request, you can view details such as start date, estimated end date, job title and category, number of openings, location, duties, skills and education.

- Tap any line item with a right arrow next to it to view additional details on that category
- If applicable, tap **"Candidates"** to view the current candidates for that position
- Tap on the **"Email"** icon to forward a request to a candidate or to a recruiter/sourcer at your organization

View Job Candidates at a Glance

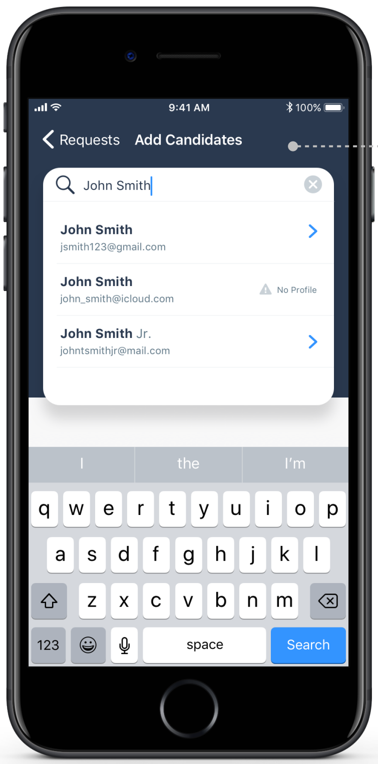
With the Wand Supplier Mobile App, it's easy to monitor candidate status and view candidate details.

- From a Request, tap **"Candidates."**
- Scroll through candidates to view "Status," "Bill Rate" and "Estimated Budget"
- If desired, tap **"View Profile"** to view additional candidate details, such as resume, email, phone and billing information



Submitting a Candidate to a Request

Search for candidates, enter request details and submit candidates

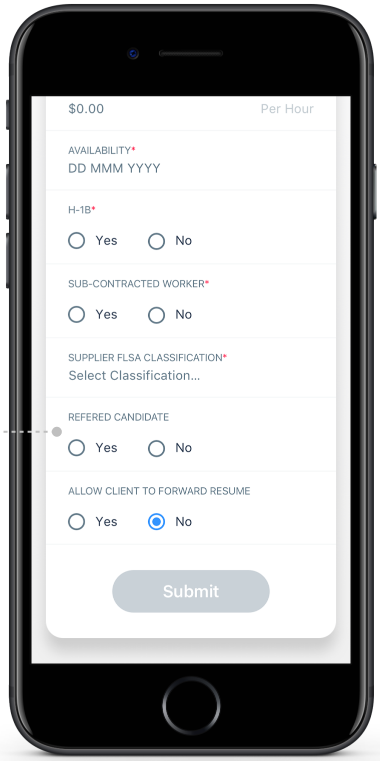


Initiating the "Add Candidate" Process

The Wand Mobile Supplier App makes it simple to search for and add candidates to a request.

- From the **"Candidates"** list within a request, tap **"Add Candidates"** from the bottom of the phone. (If no candidates have been added yet to a request, tap the **"Add"** option next to the "Candidates" line in the request.)
- Begin entering the name of the candidate in the search box until his or her name appears
- Tap the candidate's name
- Tap **"Add Candidate"** at the bottom of the candidate profile

Note: You can only search for and submit candidates with an existing Wand profile.



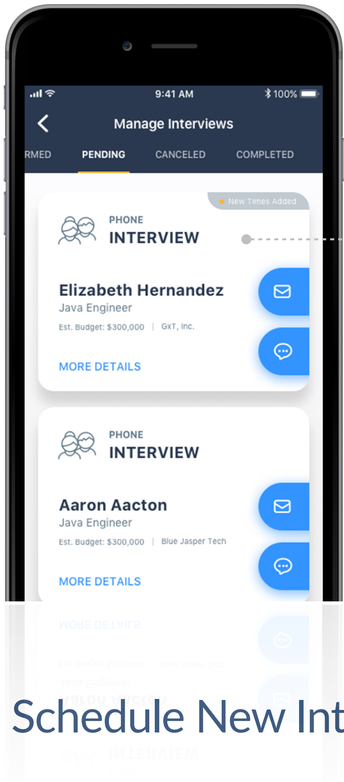
Adding Details and Submitting a Candidate

Once you've chosen to add a candidate to a request, the details of that request will appear so you can complete the submittal.

- Scroll through the request, entering the required details and adding any other pertinent information
- Click **"Submit"** to complete the candidate submittal process

Managing Interviews and Candidates

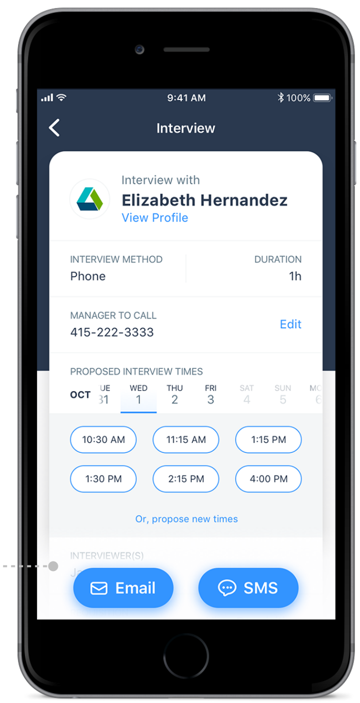
Schedule, manage and cancel interviews with candidates



View Interviews and Details

From the "**Dashboard**," tap on "**Manage Interviews**" from the bottom navigation. You can then swipe across the top navigation to select "Confirmed," "Pending," "Canceled" and "Completed" interviews.

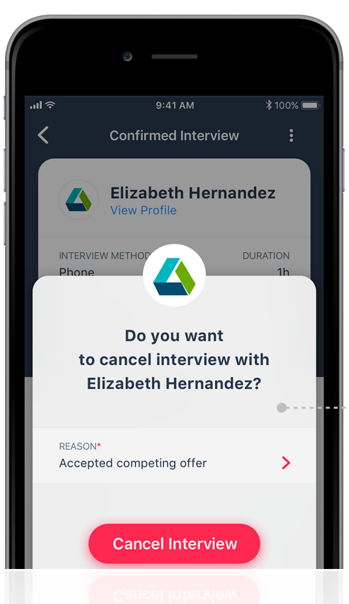
- ➡ Swipe down the screen to view interviews from the selected category
- Tap a card to view details



Schedule New Interviews

You can easily schedule an interview from the "**Dashboard**" or the **"Pending Interviews"** screen — just tap on the card of the interview you'd like to view and/or schedule.

- Tap **"Edit"** if you need to update the phone number of the manager to call
- Tap an interview time to confirm, or tap the **"Email"** or **"SMS"** icons to forward a time option(s) to a candidate
- If you prefer, tap **"Or, propose new times"** and select a new date/time



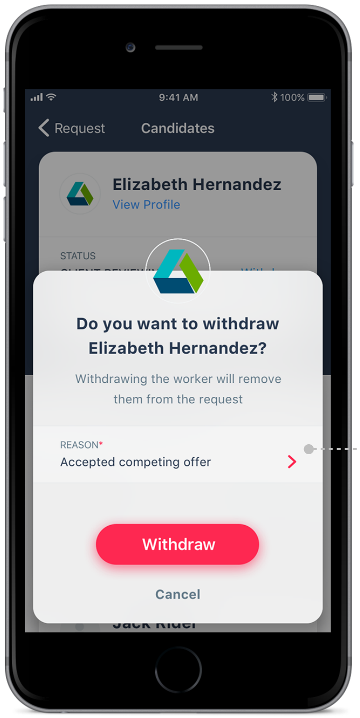
Reschedule or Cancel Interviews

From the "**Confirmed**" option under **"Manage Interviews,"** navigate to the card of the candidate whose interview you'd like to reschedule or cancel.

- Tap the **"Vertical Ellipsis"** icon in the upper-right corner of the card
- Tap **"Reschedule"** or **"Cancel Interview"**
- If rescheduling, swipe to select new time/date and tap **"Done"**; if canceling, tap **"Reason"** and use the drop-down to select the reason
- Tap **"Reschedule"** or **"Cancel Interview"** again

Withdrawing Candidates & Viewing Expenses

Withdraw candidates from consideration and review/confirm expenses



Withdraw a Candidate

Quickly withdraw candidates from consideration from the “Candidates” page.

- Tap **“Withdraw”** next to the candidate status
- Select the reason for withdrawal from the drop-down menu
- Tap **“Withdraw”** again to complete the process

View and Confirm Expenses

Once you’ve navigated to the desired expense request, you can view details such as the receipt amount, expense description, receipt and more.

- Tap **“View Engagement”** to see more information about the engagement
- If applicable, tap the attached PDF(s) to view any related receipts
- Tap the **“Reject”** or **“Confirm”** button to reject or confirm the expense