

How To Guide for Online Dispatch

Local Union 488 Guide to Online Dispatch

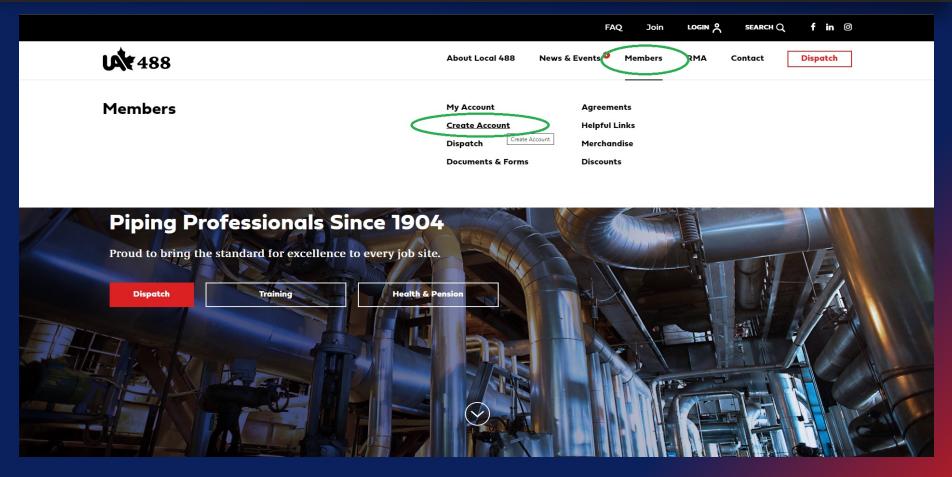
BEFORE YOU BEGIN-Important Dispatch Information

All UA Members, Travel Cards and Permits must create an online account at www.local488.ca to be able to apply for a job. *Note:Travel Cards and Permits cannot pay dues online.*

For members who already have a verified account, skip to slide #7 for dispatch steps.

BEFORE YOU BEGIN-Creating An Account

All applicants must create an account in order to be eligible to apply for jobs.



From our homepage, under the Members Tab, Select "Create Account"

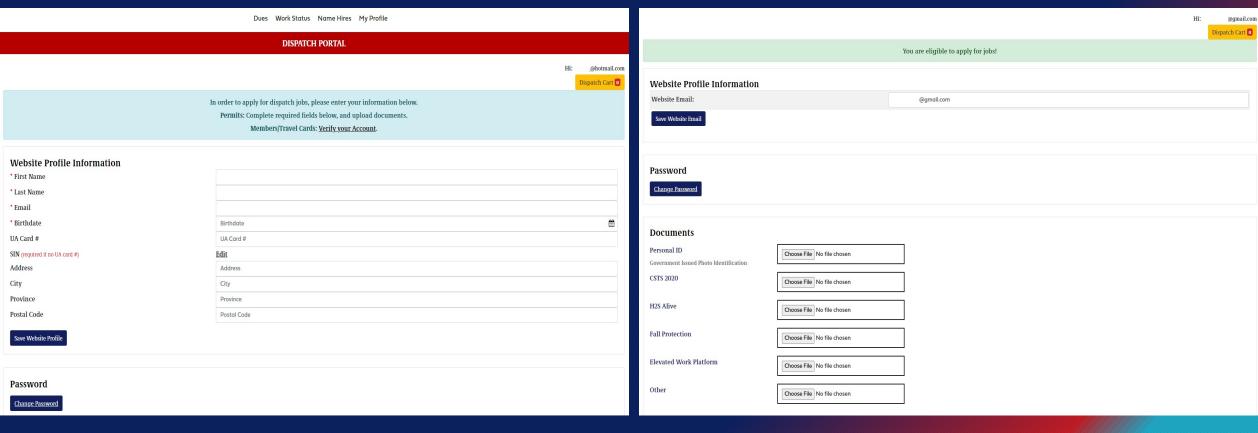
BEFORE YOU BEGIN-Creating An Account

 Fill out all the required fields and click the "create account" button in the bottom left corner. An email will be sent for you to verify your account. Click on the link in the email to verify your account.



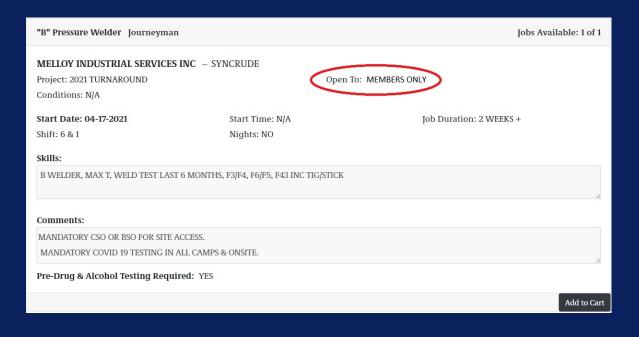
BEFORE YOU BEGIN-Completing Your Account

 Complete your account setup by entering your personal info and uploading your photo ID, safety training tickets, and trade qualifications.

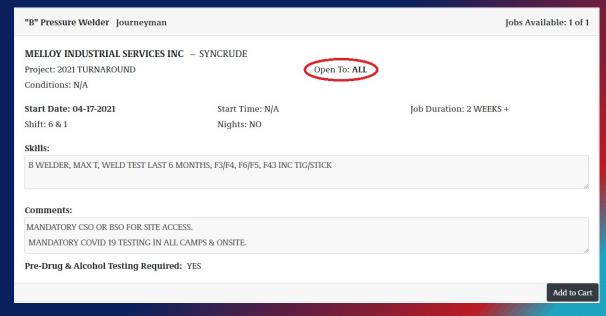


BEFORE YOU BEGIN-Selecting Jobs

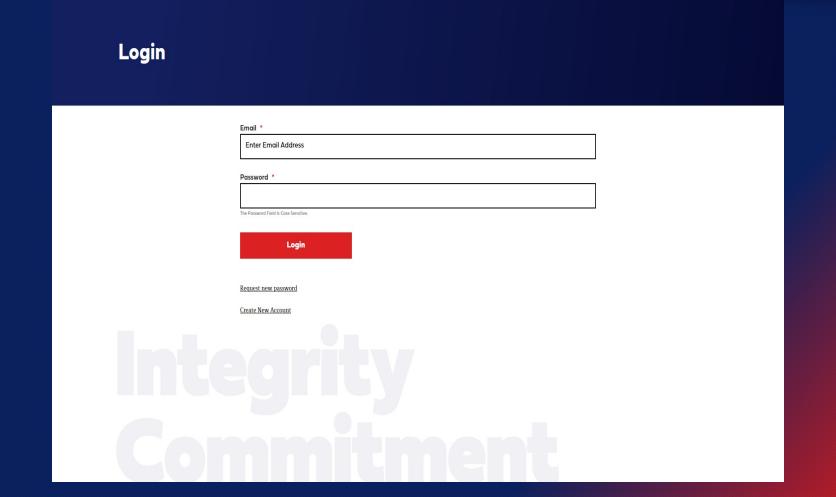
• Open To: MEMBERS ONLY means that the job posting is available to members of Local 488 ONLY.



• Open To: ALL means that the job posting is available to Local 488 Members, Travel Cards, and Permits/Non-UA Members.

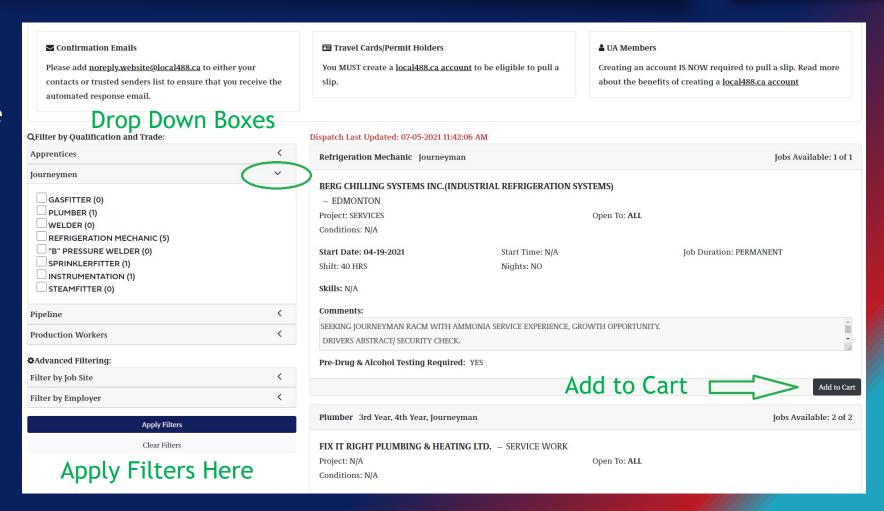


Login and Apply for Jobs Enter your Login Credentials to login to apply for jobs. Request a new password here if you have forgotten yours.



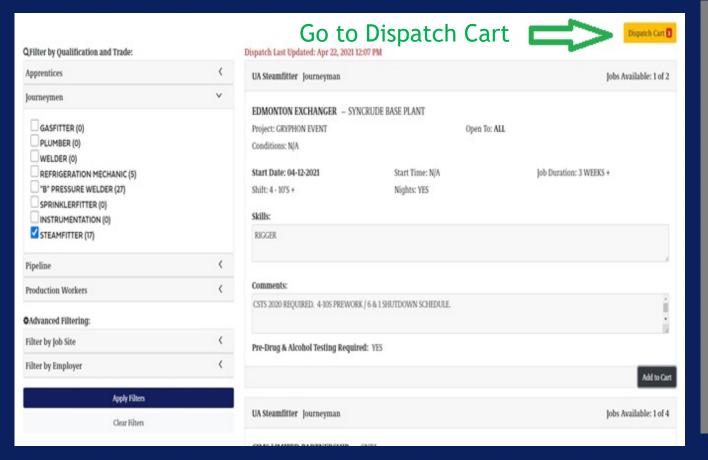
Adding Jobs to Cart Select your trade and apply filters for site and employer

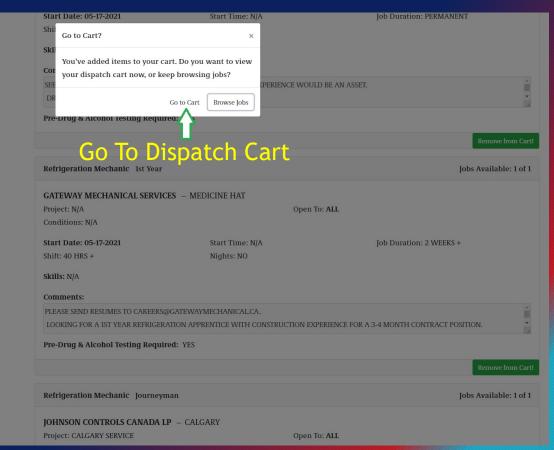
Using the drop down boxes on the left side, select your job description/trade and click apply filters below to load available jobs. You can apply advanced filters by site or employer to narrow your selection. Add selections to your cart by clicking "Add to Cart" under each job.



Go To Dispatch Cart

Click the yellow "Dispatch Cart" button located at the top and bottom of the dispatch page to go to your dispatch cart once you are finished your job selections, or when prompted by the pop-up window.

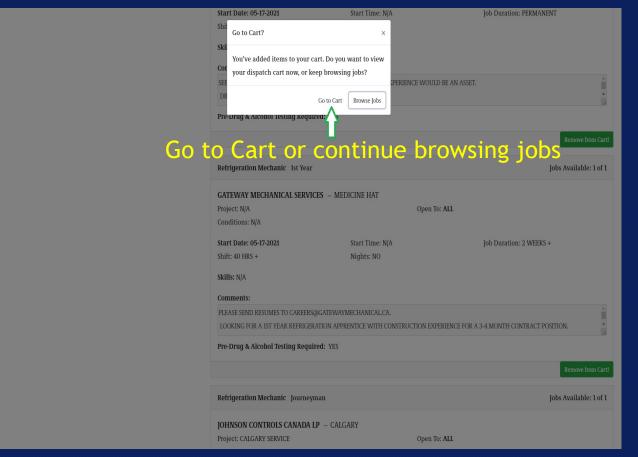


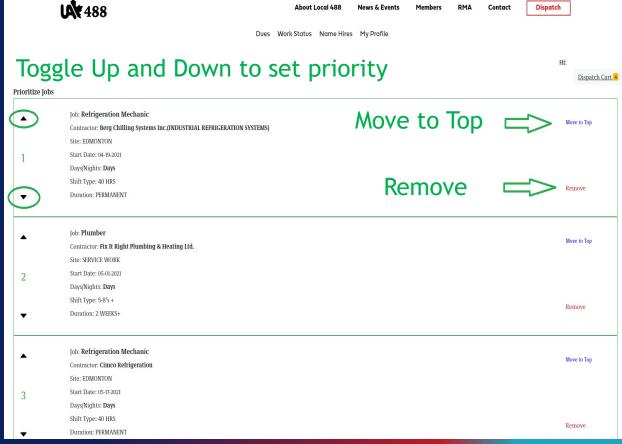


Select Priority Order/Go To Cart

Once you have made each job selection, you will be prompted to "Go to Cart" or "keep browsing" to add additional jobs to your cart.

From your dispatch cart, you can easily prioritize or remove your job selections before submitting your dispatch request.



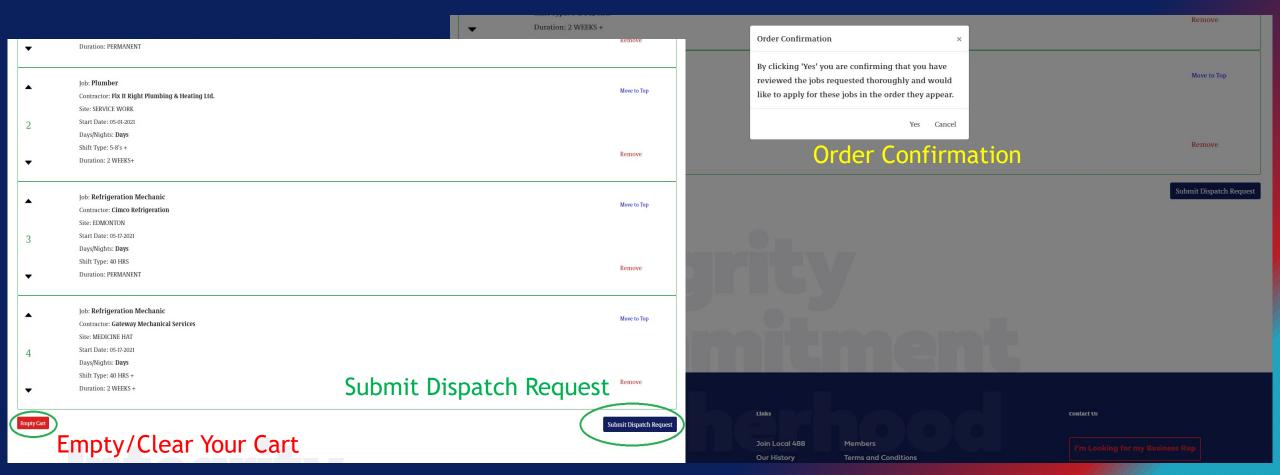


Submit Dispatch Request- Confirm Order

After setting the priority sequence of your job selections using the toggle on the left or "move to top"/"remove" buttons on the right, click the "Submit Dispatch Request".

Once you have clicked the "Submit Dispatch Request" you will be prompted to confirm your request to complete your online dispatch request.

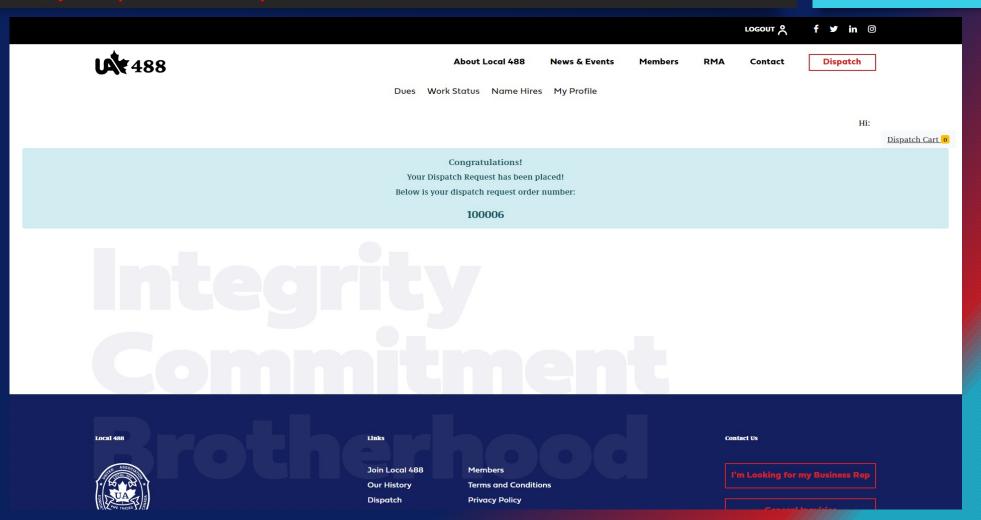
If you want to empty/clear your cart, click "Empty Cart".



SUCCESS! Completed Request/Order Number

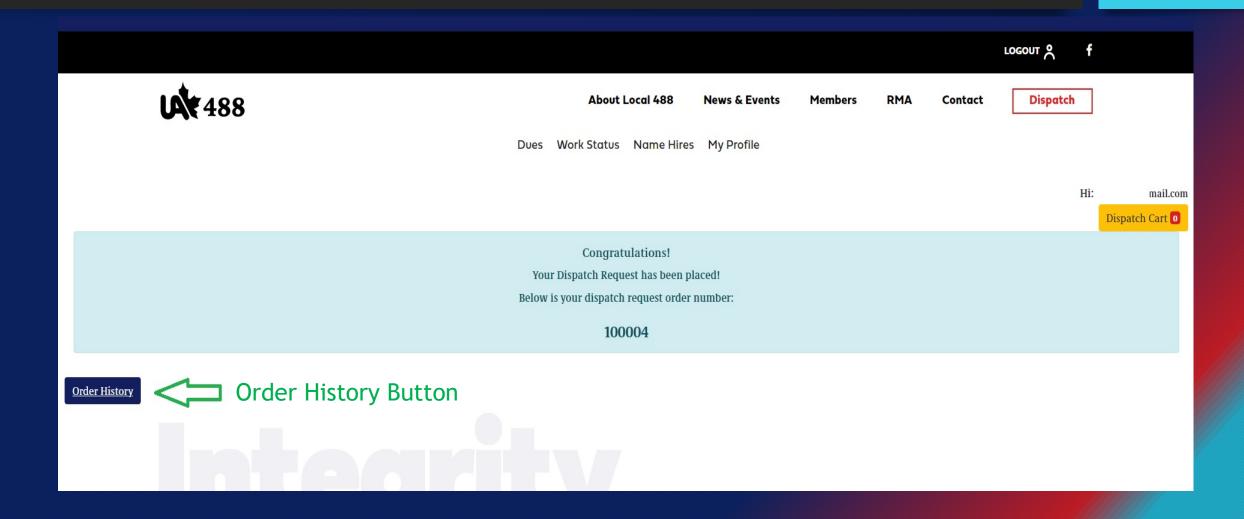
After completing your dispatch request, you will be given an order number for tracking purposes. *IMPORTANT NOTE- If you decide to change your mind and submit a new request, your previous request will be cancelled.

Your Dispatch Request
Order Number is unique
to every order, and can
be used to track and
verify dispatch
requests. All your orders
are logged in your order
history.



SUCCESS! Dispatch Request Order History

To view your dispatch order history, click on the "Order History" button.



SUCCESS! Dispatch Request Order History

View all orders and their status by clicking on the "eye"

