

Mobile App Resource Guide for Account Holders, Managers & Supervisors

Get Started

Where Do My Shifts Take Place?

- ❑ [When to use Schedules & Job Sites](#)
- ❑ [Create Schedules iPhone / Android](#)
- ❑ [Create Job Sites iPhone / Android](#)

What Do My Employees Do?

- ❑ [Create Positions iPhone / Android](#)

Who Are My Employees?

- ❑ [Add Employees iPhone / Android](#)
- ❑ [Editing Employees' Information iPhone / Android](#)

When Do My Employees Work?

- ❑ [Create Shift Templates iPhone / Android](#)

Scheduling 101

- ❑ [Schedule Shifts iPhone / Android](#)
- ❑ [Schedule OpenShifts iPhone / Android](#)
- ❑ [Publishing the Schedule iPhone / Android](#)

Views & Filters

- ❑ [Schedule Views iPhone / Android](#)
- ❑ [Filtering the Schedule iPhone / Android](#)

Getting Started with Attendance

Time Clocks

- ❑ [Setting Up Time Clock Terminals iPhone / Android](#)
- ❑ [Clocking In/Out from the Mobile App iPhone / Android](#)
- ❑ [Clocking Employees In or Out: iPhone / Android](#)
- ❑ ['Take Lunch': iPhone / Android](#)

Review & Edit Timesheets

- ❑ [Timesheet Anatomy](#)
- ❑ [Reviewing & Editing Employees' Timesheets iPhone / Android](#)

Get Training

- ❑ [Education Page](#)
- ❑ [We're here to help! iPhone / Android](#)

