

# Resource Guide for Account Holders, Managers & Supervisors

## Getting Started

- [We're here to help!](#)
- [Get Training](#)
- [Customize App Settings](#)

## Where Do My Shifts Take Place?

- [When to use Schedules & Job Sites](#)
- [Create Schedules](#)
- [Create Job Sites -or- Import Job Sites](#)

## What Do My Employees Do?

- [Create Positions](#)

## Who Are My Employees?

- [Add Employees -or- Import Employees](#)
- [Sort Employees](#)
- [Send Registration Invites](#)
- [Approve Pending Employees](#)
- [Tag Employees to Positions and Schedules](#)

## When Do My Employees Work?

- [Create Shift Templates](#)

## Scheduling 101

- [Schedule Shifts](#)
- [Schedule OpenShifts](#)
- [Scheduling Shortcuts](#)
- [Publishing the Schedule](#)
- [How Do Multiple Schedules Work?](#)
- [Create Schedule Templates -or- Set Up Shifts to Repeat](#)

## Views & Filters

- [Schedule Views](#)
- [Filtering the Schedule](#)
- [Viewing Labor Costs While Scheduling](#)

## Getting Started with Attendance

- [Add Time Clock & Attendance to Scheduling](#)
- [Time Clock Settings](#)

## Using Time Clocks

- [Setting Up Time Clock Terminals](#)
- [Clocking In/Out from a Time Clock Terminal](#)
- [Clocking In/Out from a Personal Computer](#)

## Clocking In/Out from the Mobile App

- [iPhone](#)
- [Android](#)
- [Clocking Employees In or Out: iPhone / Android](#)

## Tracking Unpaid Breaks

- ['Take Lunch'](#)
  - [Time Clock Terminal](#)
  - [Personal Computer](#)
  - [Mobile App: iPhone / Android](#)
- [Automatically Deduct Scheduled Breaks](#)

## Running Payroll

- [Timesheet Anatomy](#)
- [Reviewing Employees' Timesheets](#)
- [Editing Employees' Timesheets](#)
- [Exporting Timesheets](#)
- [Review/Finalize & Export Payroll](#)

