

WHEN TO WORK SCHEDULING TOOL

CREATE

- **Create varied or repeating employee schedules each week**
- **Quickly add shifts** - copy from a previous week or template online
- **Manually assign or automatically assign shifts** and know who is available and prefers that time
- Or let **employees choose the shifts** they want online
- **Time off information** is always available
- **Multiple locations / departments** show together or separately
- **Mobile version** to create schedules from any smartphone
- **Add unlimited other managers** and set their permissions
- **Upload your company logo**

VIEW

- **Employees can view Published schedules** from their own login
- **Schedules can also be viewed in Google calendar, Outlook & on phones**
- **Instant notifications** sent via email and text message
- Schedule reminders can be sent any time
- Twelve different configurable schedule views
- Locations & departments can be viewed separately
- **Control** what managers and employee can see and do
- **Company Bulletin Board available**
- **Employee Tradeboard** can allow shift trades/pickup

Change

- **Log in via computer or smartphone** to make schedule changes by the Administrator/Manager
- **Notifications can be automatically sent** when changes are made by the Administrator/Manager
- **Finding replacements** - know who prefers that time
- **Send Urgent Text Alert** for instant contact with employees
- **Allow employees log in to pick up open shifts**
- **Allow employees trade shifts** and set up their own replacements
- **Employees can request time off** and if approved will update schedule

Track

- **Control what managers and employees can do and see**
- **Extensive notification options** for managers & employee
- **Track which employees have seen & confirmed schedules**
- **Print & export data** for all or just certain departments/locations
- **Track changes** made to schedules, see who made changes and when
- **View schedule statistics and check for conflicts**
- **Export schedule data** for use in other programs (payroll etc.)
- **Export automatically updated schedules** to Google Calendar & Outlook