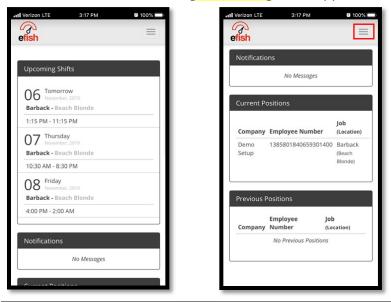


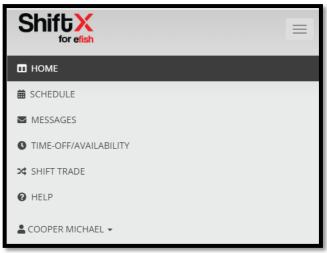
ShiftX App How To Use – For Employee's

This guide will cover how to use the app once you have signed up and logged in. For help signing up for the app please reference the "Access ShiftX App as an Employee" instructions available at https://www.pointblanksoftware.com/help/.

Home Page: The home screen shows Upcoming Shifts, Notifications (messages), Current Positions, and Previous Positions. Click the **[Menu Icon]** in the upper left to drop down the Main Menu.



Main Menu: allows you to access your schedule, messages, time off/availability, shift trades and our help page which has some helpful instructions related to the ShiftX App.



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Schedule: Click **[Schedule]** in the Main Menu to view the daily schedule for the store (you can select a different location at the top if you work at more than one) To view everyone on the schedule click the **[Show All Button]**, click the **[Show Me Only Button.]** Use the arrows on the side of the screen to move forward and back by day.

G	rizon LTE 3:17 PM 8	100%	efis	izon LTE	3:17	PM 86-10	
	Beach Blonde			Beach B	Blonde Me Only]	3
	Employee Day Shift Mon 11/04/2019			Employee	Shift	on 11/04/2019	
	Front of House - 0			Front of H	ouse - 0		
<	Caleb morning Barback Sommer (04:00AM 01:00PM - 11:00PM 602-330- - 9097 03:59PM)	>	<	Aguirre Gildardo	night (04:00PM - 03:59AM)	Security 05:15PM - 02:30AM	>
	Kitchen Employees - 0 Corporate - 0			Cady Sarah	morning (04:00AM 03:59PM)	Server 02:45PM - 05:30PM	
				Caity Bonine	night (04:00PM - 03:59AM)	HOST 08:00PM - 12:15AM	
		_		Caleb Sommer 602-330-9097	(04:00AM	Barback 01:00PM - 11:00PM	
				Carli Cox	night	Bartender	

ShiftX Messaging:

efish allows management to send out messages to any company, location, job type, or individual within efish for employees using the ShiftX app (app.efish.biz) with scheduling. As an employee you will see these messages in the in the home page of the ShiftX app, OR by clicking the **[Messages Tab]** within the app to see and respond to historical message threads. This how to guide will teach you how to see and respond to manger messages directly from ShiftX as an employee as well as how to manage your notifications.

To see and reply a new message: Login to [ShiftX > New messages will appear on the home screen.]

You will see your message on the landing page along with any other unread messages you have not opened yet in ShiftX.

ShiftX for efish	🛱 SCHEDULE 🔤 MESSAG	SES I TIME-OFF/AVAILABILITY	≭ SHIFT TRADE	• HELP	±
Upcoming Shifts		Notifications Search 🖉 Q			
		✓ Your Subject Beach Blonde you message		December 2, 2024 2:11 P by AIM IT S	

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Replying to a message: you can reply to a new message on the landing page of ShiftX along with any other unread messages you have when logged into ShiftX. If a message has already been opened in ShiftX it will move to the "Messages" tab in ShiftX which also allows you to reply to each message inline.

- Simply click the message Subject to expand the body of the message and then click [Reply] and type your response in the text box & click the [Airplane Icon] to send your response to the original sender.
- NOTE: They will see this message in efish when logged in but it may take up to 10 min at the most for new messages to show up.

How do manager replies work?

 Message responses from Employee's will show up in a pop up at the top of the daily journal (homepage) in efish for the Manager they were sent to ONLY. Managers must be logged into their efish account to see any message responses sent to them by employees from ShiftX. Managers can reply to messages inline directly from efish in the popup at the top of the daily journal.

	Message 1 of 1
Subject: Group msg test	
Last Message Sent: Group msg test (S December 11, 2024 12:16 PM)	
Alejandro Calderon on December 11, 2024 12:37 PM MST	
Message: Employee can type their respons and it will go directly to efish where the manager can reply to them or acknowledge the msg.	
Type your reply	
	Acknowledge

Daily Journal for Tuesday, December 10, 2024

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- Once a manager has replied to your message, you will be • notified according to your ShiftX notification settings, and you will be able to see the response and reply to it in the thread in the ShiftX app.
 - Group msg test Beach Blonde December 11, 2024 12:42 PM MST From AIM IT Services Group msg test Q 12:16 PM Employee can type their respons and it will go directly to efish where the manager can reply to them or acknowledge the mse. msg. 0 12:37 PM NOTE: All employees ShiftX notifications are deflated to "ON" Managers can reply to messages inline directly from efish for both email and push within [ShiftX > Menu > Settings.] in the popup at the top of the daily journal, once sent These can be toggled off or on according to how you wish to receive your ShiftX notifications. o It is STRONGLY ShiftX ShiftX **RECOMMENDED TO** for efish **KEEP AT LEAST 1** Settings Notification option on for A Notifications each update type. MESSAGES Notification Push Email **O** TIME-OFF/AVAILABILITY Schedule Creation 00 ☆ SHIFT TRADE Notification when schedule is first published. O HELP Schedule Update \mathbf{O} Notification when existing schedule changed. **A** -Messages 00 General messages sent by management SETTINGS to you or your team



Historical messages in ShiftX:

- You can see and respond to any historical message you were ever sent in [ShiftX > Menu > Messages] which allows you to search for specific messages and reply inline to them anytime.
 - NOTE: Once a message has been opened or replied to from the ShiftX home page, it gets moved to the Messages Tab with the rest of the messaged they have already opened.

Note: the 5 most recent unopened messages will also appear on your home screen under "notifications" to ensure you do not miss them.

Shift for e		=	Shift K	=
			Messages	
Upcoming	Shifts		Search	0 Q
16 Toda	3y nber, 2024		20-28 / 28	HH H 1 2 3 H H
	Beach Blonde		III 1 0	
08:00 AM -	04:30 PM		✓ test Beach Blonde	April 8, 2020 10:46 AM MS From AlM IT Service
Notificatio	ns			
0-0/0			0 10:46 AM	
	No Messages			Testing © December 16, 2024 at 1:35 PM MST
Current Po	sitions			Reply
Company	Employee Number	Job (Location)	> Big Event 2/27 Beach Blonde BKB Caf	fe Panini,Clutch Chicago,Fracture
Demo Setup	1625149540162133586	Security (Beach Blonde)		n Rock Pizzaria,Windmill

Time Off/Availability: To request Time Off in the Shift X app (app.efish.biz) as an employee open the [Main Menu] in the upper right corner and select [Time-OFF/AVAILABILITY] from the menu.

ShiftX for efisit
II HOME
B SCHEDULE
MESSAGES
C TIME-OFF/AVAILABILITY
≭ SHIFT TRADE

To Submit a new request:

- In the [New Request] box click the [Time Off Type] Drop down and choose your desired type.
 - Vacation For planned Trips/vacations
 - **Personal** For personal days
 - Sick for sick days
 - Availability Change permanent recurring times when you will not be available, this will update your current availability (ex. Mondays I can't work due to school)
- Fill out all the needed information
 - Note: if you are just requesting one day off such as January 28st for example, enter the date in the [Start Date Field] the end date will auto populate as the same day
 - Note: If you are just requesting to be off for part of the specified day(s) uncheck the [Full Day] Checkbox and enter the start and end time.

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• Once you are done filling out the needed information click [Submit Time-Off Request]

() New Personal Request	? How To
Start Date:	
01/28/2020	
End Date:	
01/28/2020	
Time: 🕑 Full Day (unchec	k if requesting partial day off)
12:00 AM	11:59 PM 🔻
Notes:	
Notes	
Submit Time-0	Off Request

You will see a green notification at the top stating that the time off request was submitted and at the bottom of the page under **[Timeoff Requests]** you will see your request as "pending" until a manager approves or denies the request. Once a manager does approve or deny a request you will get an email letting you know.

🕚 Nev	v Reque	st				
Time off	request wa	as submitte	d!			
Time Off 1	ype: *					
				•		
Current Unavailability 🗸						
Monday						
ALL DAY >	Pending					
Thursday						
ALL DAY > Pending						
Timeoff Re	equests '	~				
Date	Day	Time	Туре	Status		
1/28/2020	Tuesday	ALL DAY	Personal	Pending		

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To Cancel A Time Off Request:

- Expand the **[Time off Request Dropdown]** at the bottom of the page to see all of your current Time Off Requests.
- Next to the Request you wish to cancel click the little [Arrow Icon] to expand the details
- Click on the [Trash Can Icon] to cancel that specific request Or click the red [Trash Call All Icon] to cancel all of your current Time off requests.

Date Day Time Type Status 1/28/2020 Tuesday ALL DAY Personal Pending Job Note Status Security at Beach Blonde Pending Image: Comparison of the status	Timeoff Requests 🔽						
Job Note Status		Date	Day	Time	Туре	Status	5
		1/28/2020	Tuesday	ALL DAY	Persor	nal <mark>Pendi</mark>	ng 🔽
Security at Reach Blande Dending 💼		Job		No	ote S	tatus	💼 ALL
		Security at Be	each Blonde		P	ending	Ô

To View your Current Unavailability (recurring days/times which you are unavailable such as when you have school)

• Expand the **[Current Unavailability Drop Down]** in the middle of the page as shown below

Current Unavailability 🔽		
Monday		
ALL DAY > Pending		
Thursday		
ALL DAY > Pending		

Shift Trades: An employee may trade shifts with another employee of the same job type in the Shift X app (app.efish.biz) under the **[Shift Trade]** option in the main menu located in the upper right corner.





Offering shifts for trade:

• Your current shifts will be displayed at the bottom of the screen under [Your Shifts] to offer a shift for trade click the [Offer for Trade] Button next to the desired shift.

Your Shifts	
Date/Time	Job Info
01/27/2020 Start: 04:00 AM	Security Beach Blonde
End: 04:00 PM	Offer for Trade

• Efish will let you know once the shift was offered for trade in green at the top and the "Offer ror Trade" button will change to "Cancel Offer" as shown below:

Shifts Available	
Shift was offered for trade.	
Date/Time	Job Info
Your Shifts	
Date/Time	Job Info
01/27/2020 Start: 04:00 AM End: 04:00 PM	Security Beach Blonde <mark>Cancel Offer</mark>

- This shift will now show up under [Shifts Available] with the option to "pick up shift" for all other employees with that same job type in their app as long as they do not already word during the shift available.
- To cancel the shift trade you offered simply click the [Cancel Offer] button next to that shift

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Picking Up Shifts:

- You can pick up a shift from someone as long as they have the same job type as you and the shift available does not overlap any of your current scheduled shifts.
- Any shifts available will appear at the top of the screen under [Shifts Available] along with a [Pickup] Button as shown below.

Shifts Available					
Date/Time	Job Info				
01/27/2020 Start: 04:00 AM End: 04:00 PM Hours:	Security Beach Blonde From: Alejandro Calderon	Pending Pickup			
Your Shifts					
Date/Time	Job Info				
	No shifts scheduled				

- To Pickup a shift that is available for trade click the [Pickup] Button next to that shift
- The app will let you know in green that the shift was submitted for manager approval and the [Pickup] Button for that shift will change to [Cancel]

Shift Pickup was submitted for approval. Date/Time Job Info 01/27/2020 Security Pending Start: 04:00 AM Beach Blonde Pickup Offer Submitted End: 04:00 PM From: Alejandro Calderon Pickup Offer Submitted	Shifts Available					
01/27/2020 Security Pending Start: 04:00 AM Beach Blonde Pickup Offer Submitted End: 04:00 PM From: Alejandro Calderon Pickup Offer Submitted	Shift Pickup was submitted for approval.					
01/27/2020 Security Pending Start: 04:00 AM Beach Blonde Pickup Offer Submitted End: 04:00 PM From: Alejandro Calderon Pickup Offer Submitted						
Start: 04:00 AM Beach Blonde Pickup Offer Submitted End: 04:00 PM From: Alejandro Calderon Pickup Offer Submitted	Date/Time	Job Info				
	Start: 04:00 AM	Beach Blonde	0			

• To cancel the shift trade simply click [Cancel]

Manager Approval:

- Managers will get an email to approve a trade once the employee clicks [Pickup]
- The status of the shift trade will remain as "Pending" until a manager either Approves or Denys the trade.

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 Both employees will get an email once the shift is Approved or Denied and their schedule in the app will be updated in the app.

Dear Alejandro Calderon,						
This is to no	This is to notify you that Work Shift Offer you requested is Approved.					
Work Shift Details:						
Date	Start	End	Job	Status	Manager	
01/27/20	4:00 AM	4:00 PM	Security at Beach Blonde	Approved	annie slo	

Sub Menu: at the bottom of the Main Menu is a Sub Menu titled with your name, click on **[Your Name]** to expand this sub menu. The options in the sub menu allow you to edit and update your account info, add a company link (if ever needed.) and log out of the app.

Shift X
MESSAGES
TIME-OFF/AVAILABILITY
☆ SHIFT TRADE
HELP
COOPER MICHAEL -
C EDIT ACCOUNT INFO
🔗 ADD COMPANY LINK
🕞 LOG OUT

Edit Account Info: click [Edit Account Info] in the sub menu to edit your password. Don't Forget to click the [Save Button] at the bottom when done.

은 Account Information	Save the App to your Phone	
C Edit Account		Save
Account into Email Address: الله المالية الم	E.	

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Add Company Link: See your GM if you ever need to link another efish company.

Log out: if you ever wish to log out of the Shift X App, simply click Log Out in the sub menu under your name.

Contact Us: If you experience issues with the functionality of the app or you need assistance from Shift X, click **[Contact Shift X]** at the bottom of the screen to send us a message. Update any of the pre-filled information such as your email address if needed and type your message in the **[Message Field]** then click **[Submit]**

Verizon LTE	3:18 PM	8 100% 🔲
A efish		
Contact Us		
First Name:		
Caleb		
Last Name:		
sommers		
Email Address	:	
anitamargari	taslo@gmail.com	
Message:		
Message		
		Submit
-		