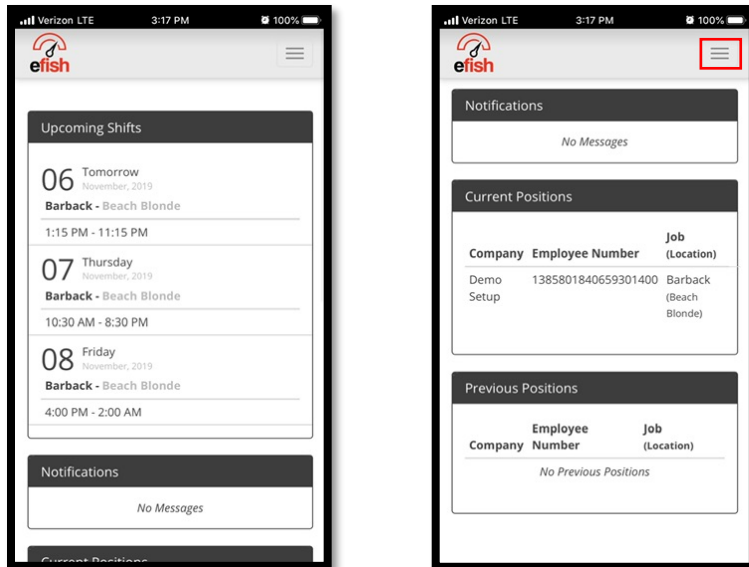




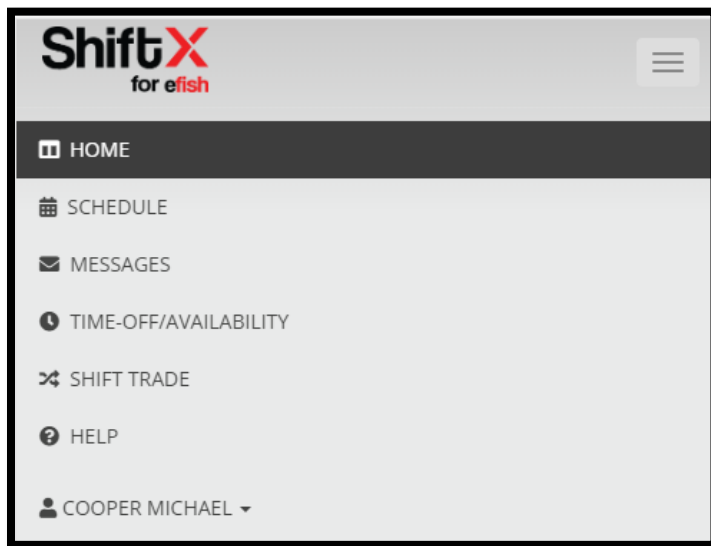
Shift X App How To Use – For Employee’s

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 Shift X App as an Employee” instructions available at <https://www.pointblanksoftware.com/help/> under the **[Scheduling App Tab]**.

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.

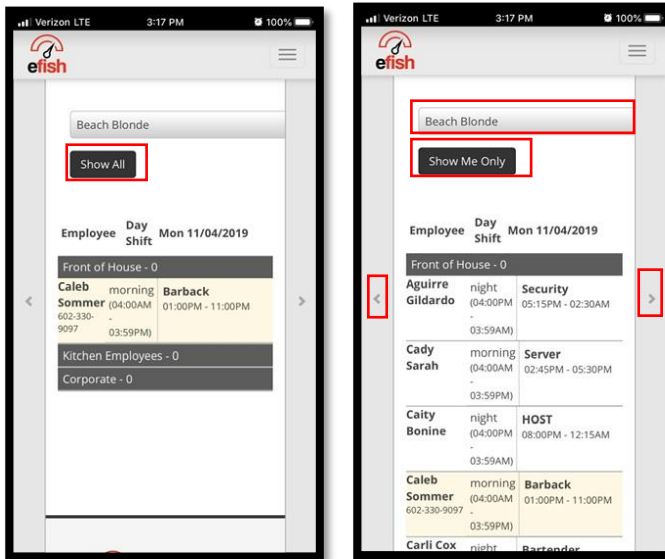


Main Menu: allows you to access your schedule, messages, time off/availability, shift trades and our help page which has some helpful how to instructions related to the Shift X App.



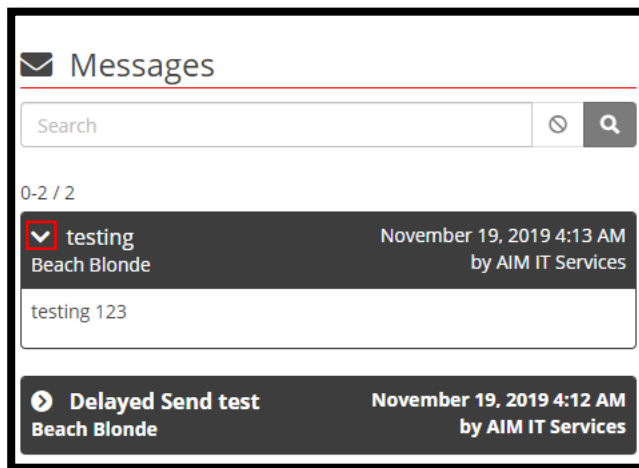


Schedule: Click **[Schedule]** in the Main Menu to view the daily schedule for the store (you can select a different location at the top if you work at more than one) To view everyone on the schedule click the **[Show All Button]**, click the **[Show Me Only Button.]** Use the arrows on the side of the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



Messages: Management can send you messages from efish and those will appear in the Messages section so you can reference them, click on **[Messages]** in the Main Menu to view your messages. Use the search bar at the top to search for specific messages.

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



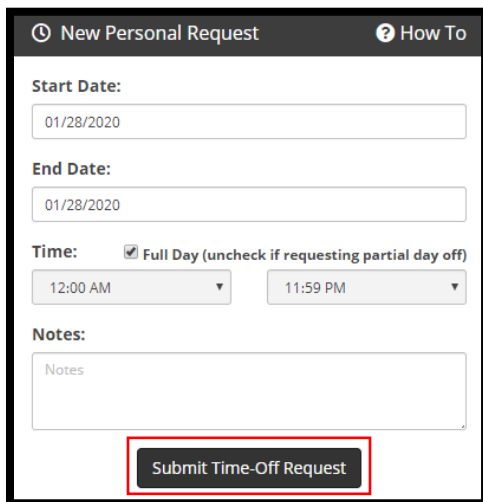


Time Off/Availability: To request Time Off in the Shift X app (app.efish.biz) as an employee open the **[Main Menu]** in the upper right corner and select **[Time-OFF/AVAILABILITY]** from the menu.



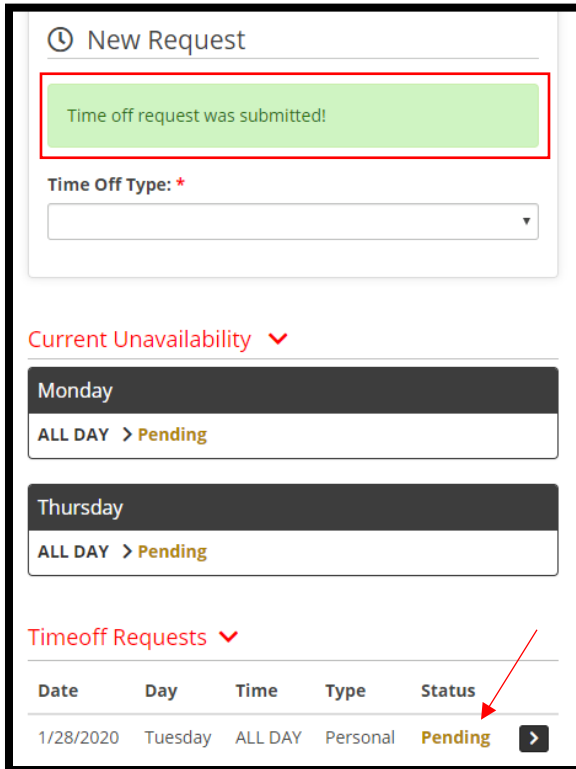
To Submit a new request:

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



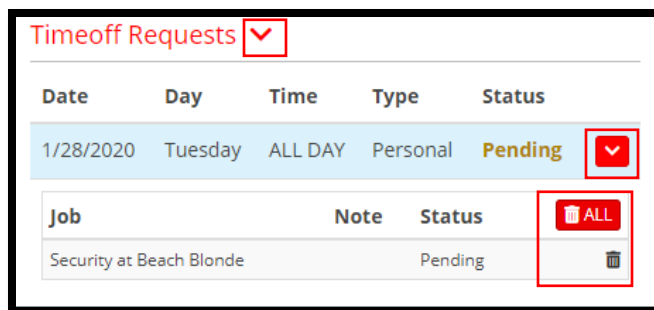


You will see a green notification at the top stating that the time off request was submitted and at the bottom of the page under **[Timeoff Requests]** you will see your request as “pending” until a manager approves or denies the request. Once a manager does approve or deny a request you will get an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



To Cancel A Time Off Request:

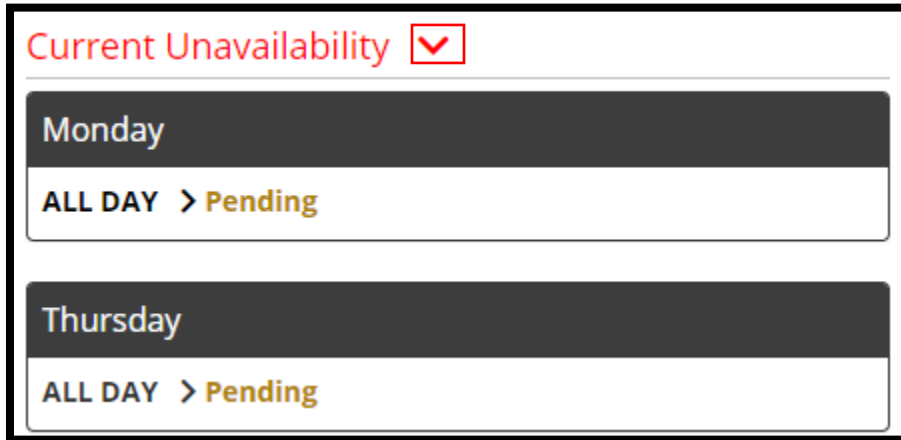
- Expand the **[Timeoff Request Dropdown]** at the bottom of the page to see all of your current Time Off Requests.
- Next to the Request you wish to cancel click the little **[Arrow Icon]** to expand the details
- Click on the **[Trash Can Icon]** to cancel that specific request Or click the red **[Trash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



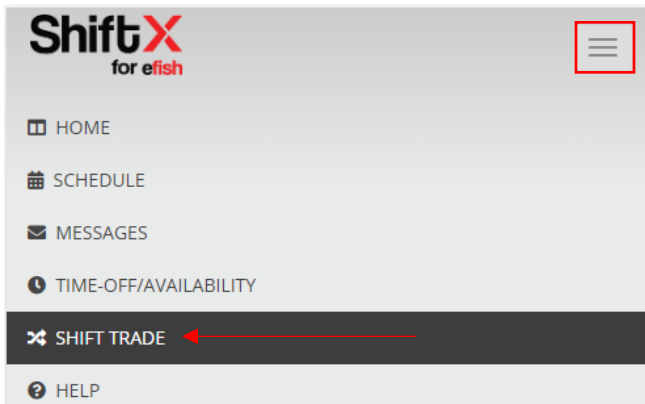


To View your Current Unavailability (recurring days/times which you are unavailable such as when you have school)

- Expand the **Current Unavailability Drop Down** in the middle of the page as shown below

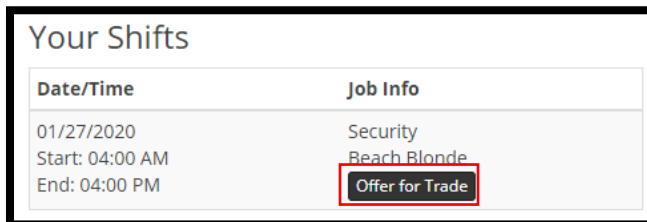


Shift Trades: An employee may trade shifts with another employee of the same job type in the Shift X app (app.efish.biz) under the **Shift Trade** option in the main menu located in the upper right corner.



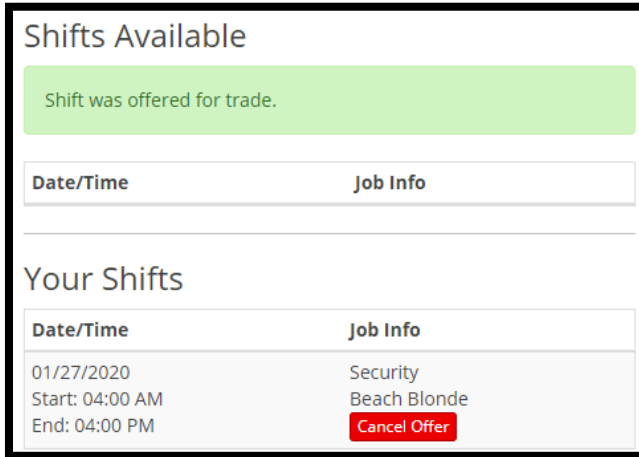
Offering shifts for trade:

- 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.





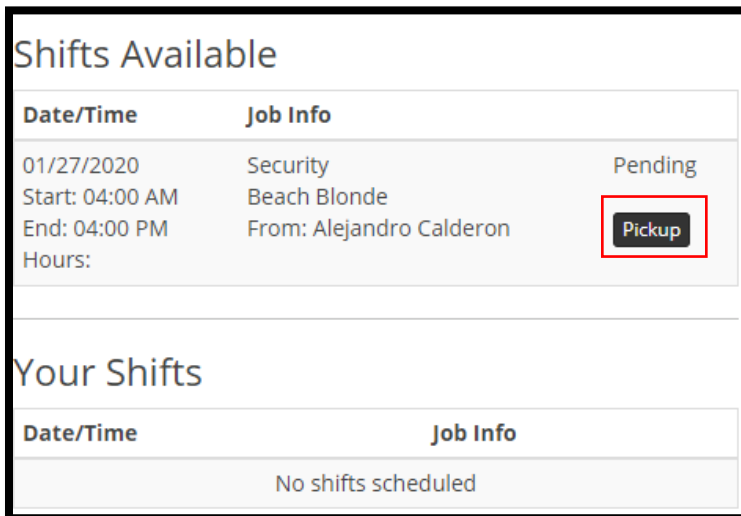
- Efish will let you know once the shift was offered for trade in green at the top and the “Offer for Trade” button will change to “Cancel Offer” as shown below:



- 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 work during the shift available.
- To cancel the shift trade you offered simply click the **[Cancel Offer]** button next to that shift

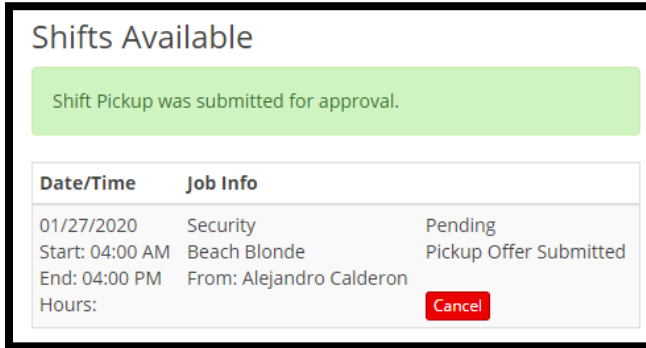
Picking Up Shifts:

- 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.





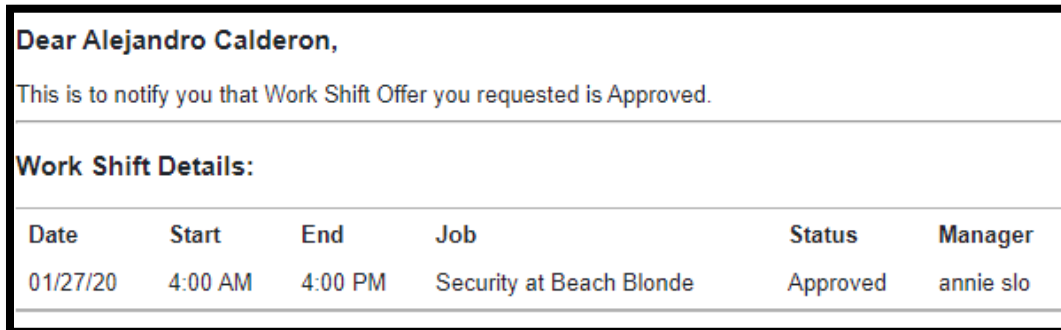
- To Pickup a shift that is available for trade click the **[Pickup]** Button next to that shift
- The app will let you know in green that the shift was submitted for manager approval and the **[Pickup]** Button for that shift will change to **[Cancel]**



- To cancel the shift trade simply click **[Cancel]**

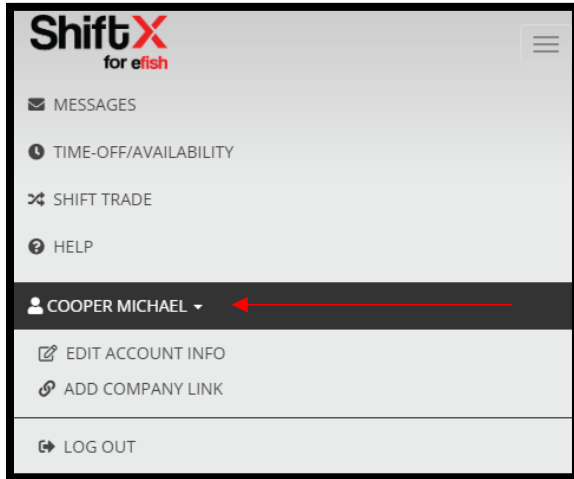
Manager Approval:

- 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.
- 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.

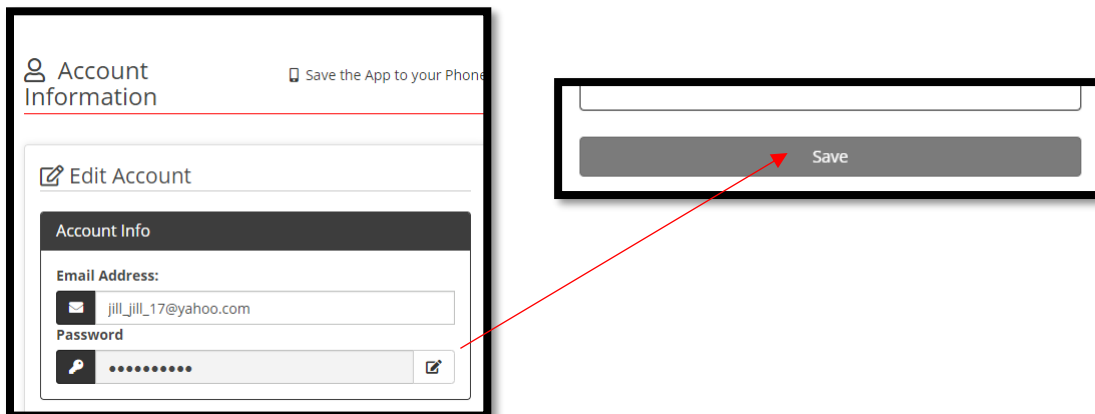




Sub Menu: at the bottom of the Main Menu is a Sub Menu titled with your name, click on **[Your Name]** to expand this sub menu. The options in the sub menu allow you to edit and update your account info, add a company link (if ever needed.) and log out of the app.



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.



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]**

