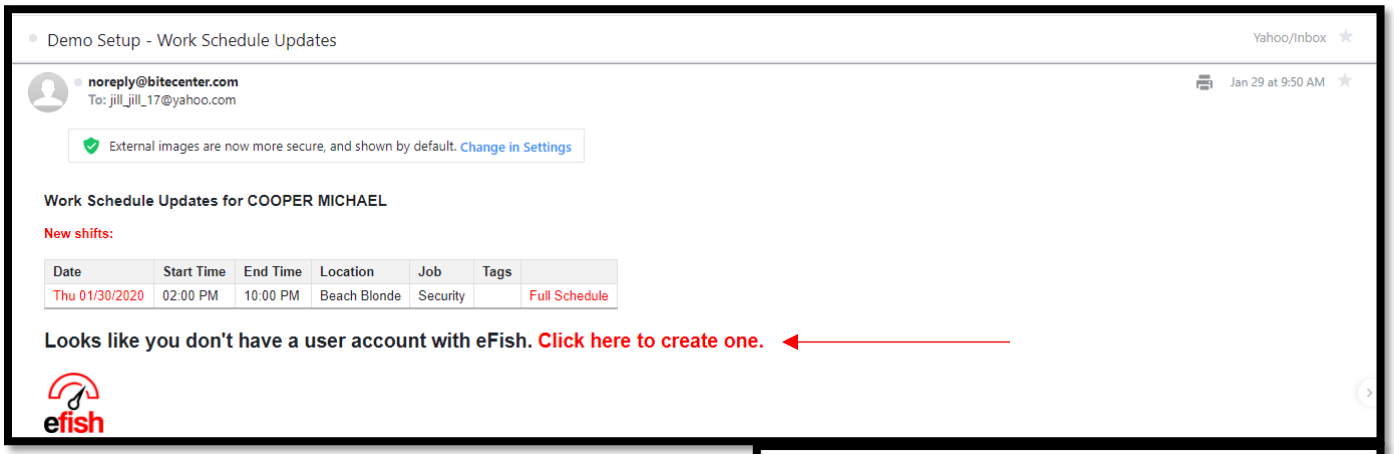
Access the Shift X App as an Employee

This guide will show you how to access the Shift X app (app.efish.biz) for the first time as an employee. The Shift X app is tied to efish and will allow employees access to their schedule as well as to submit time off and shift trade requests to managers.

Pre-requisites: In order to receive the initial email which will provide access to Shift X an employee's email must be on file in efish under **[Administration > Employee Admin]** a manager should ensure this is up to date for all new employees before posting a schedule in efish. (if your manager has posted a schedule but you did not receive an email please ask them to make sure your email is on file in efish.)

Initial email: When a schedule is published in efish which includes you as an employee you will be notified via email. if you have never accessed the Shift X app there will be a link at the bottom of the email that says **"Looks like you don't have a user account with eFish. Click here to create one."** Click the link to create a Shift X account.



Welcome to Shift X: The link will take you to the Shift X app Account Creation page which will display your name and email and a button to **[Create Account and Proceed]** if your name and email are accurate click the button in the lower right corner.

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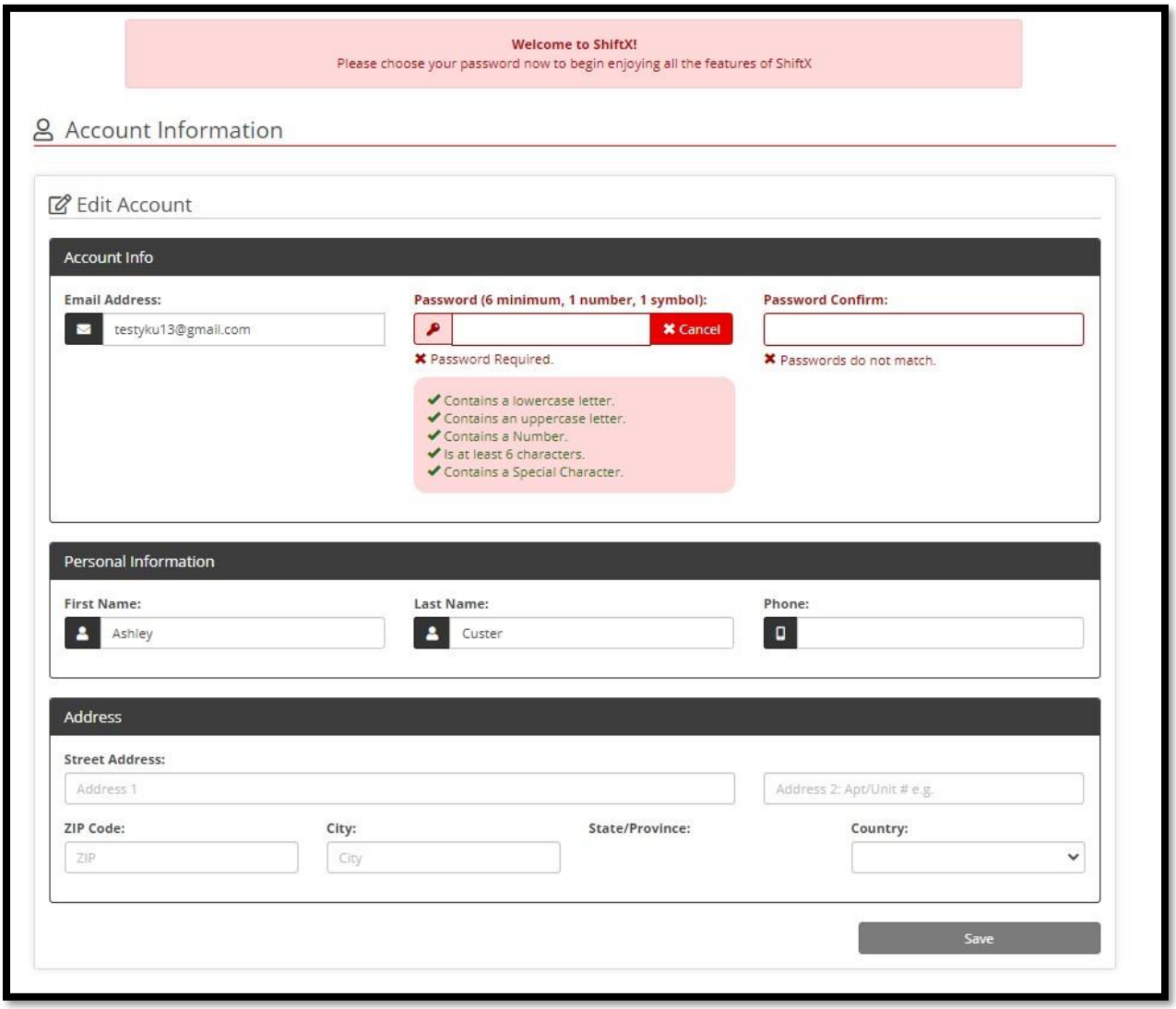
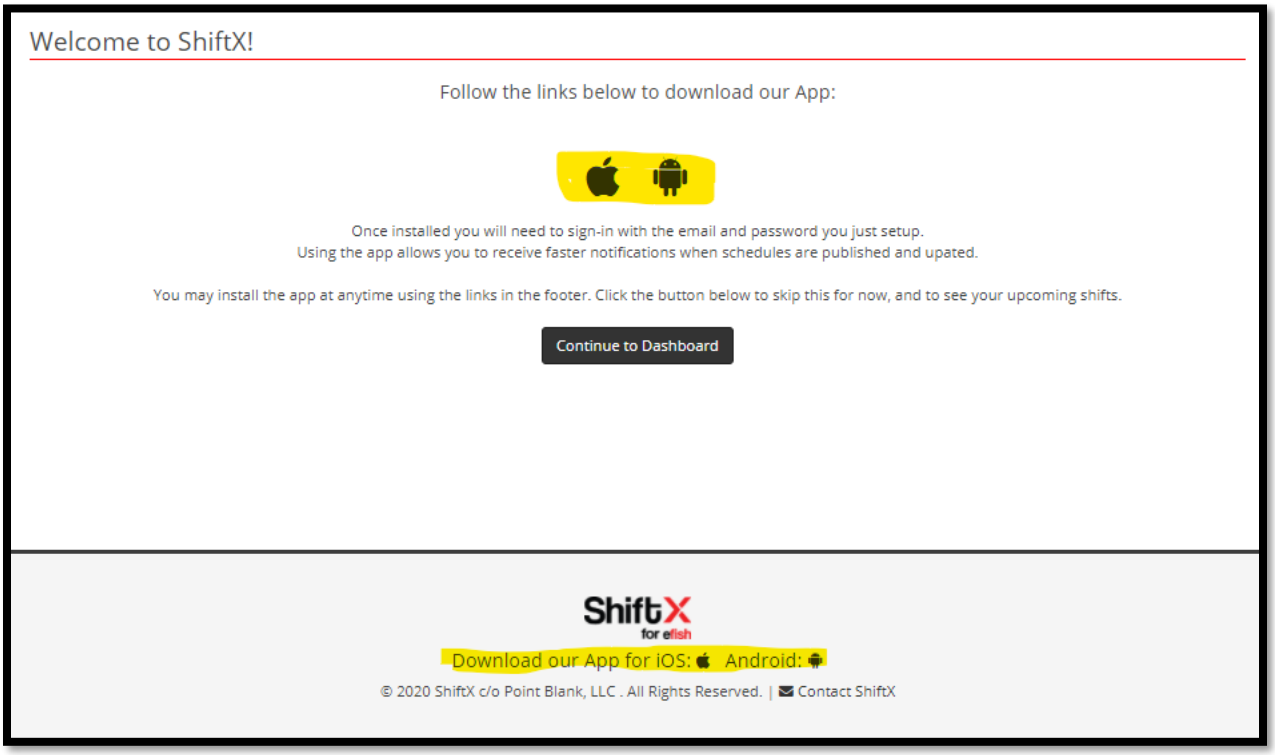
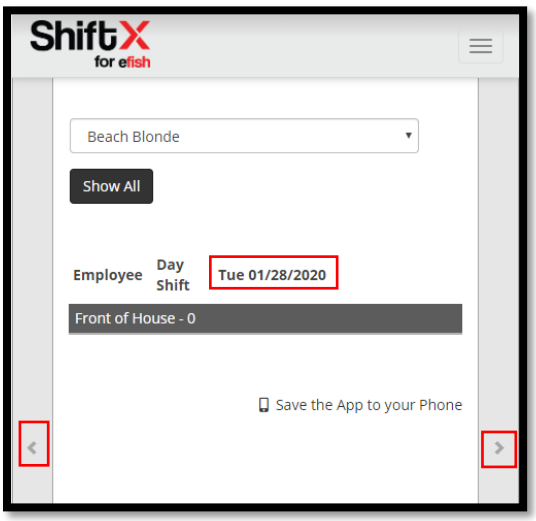
Password Update: The next step is to create a password for Shift X, fill out the missing information in the Account Info, Personal Information, and Address Box and then click Save in the bottom right. **Note:** your username will be your email address.

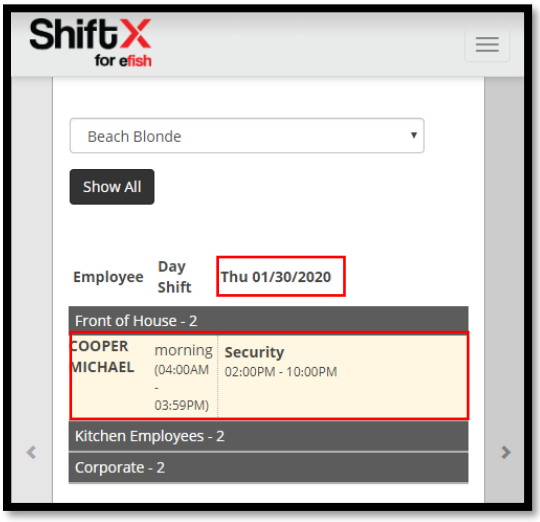


Download the Shift X App: Once you have created your password the next step is to download the actual Shift X App for your phone using the links provided for Apple or Android. You can always find the App Store links at the bottom of any page on app.efish.biz. If you choose to skip downloading the app at this time you can proceed to viewing your schedule in the browser by clicking the “Continue to Dashboard” Button.



Schedule: This will take you to the current schedule for the week starting with the first day of the current week. Use the left and right arrows to navigate to the date you wish to see.





Note: for more information on how to use the Shift X app to view your schedule as well as manage shift trades and time off requests please visit the Help section in the menu or visit https://www.pointblanksoftware.com/help/ and navigate to the **[Shift X App]** tab.