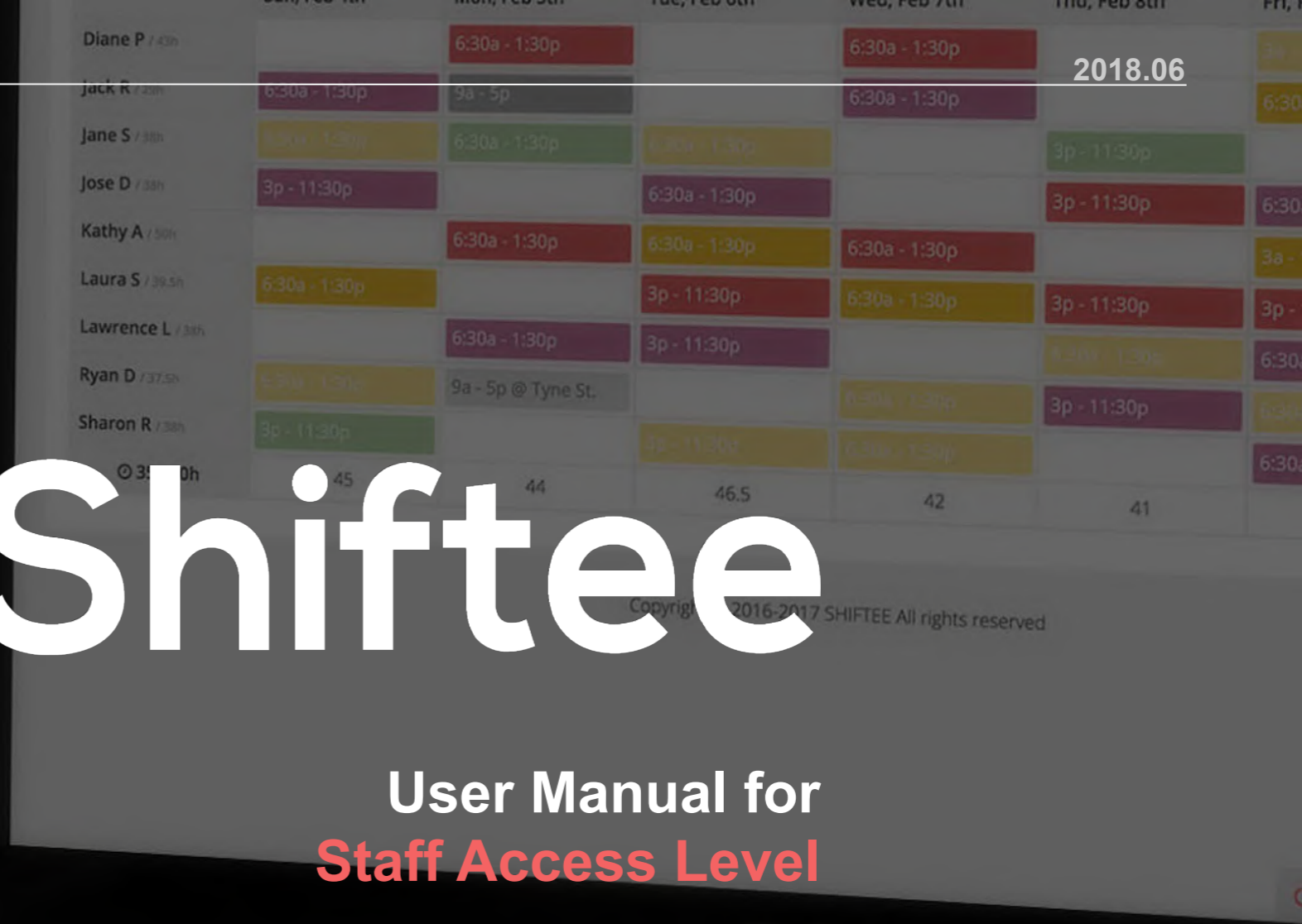
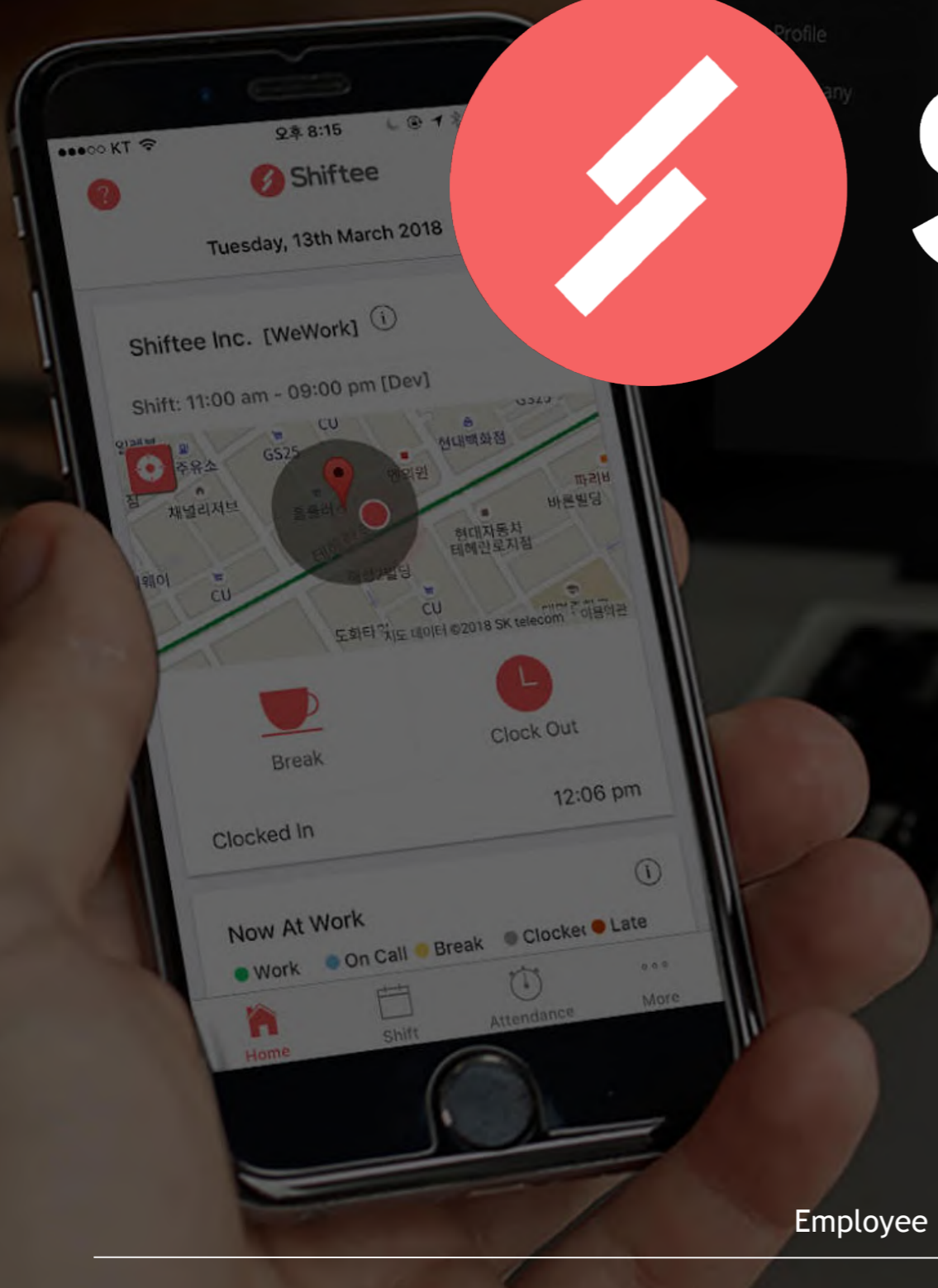




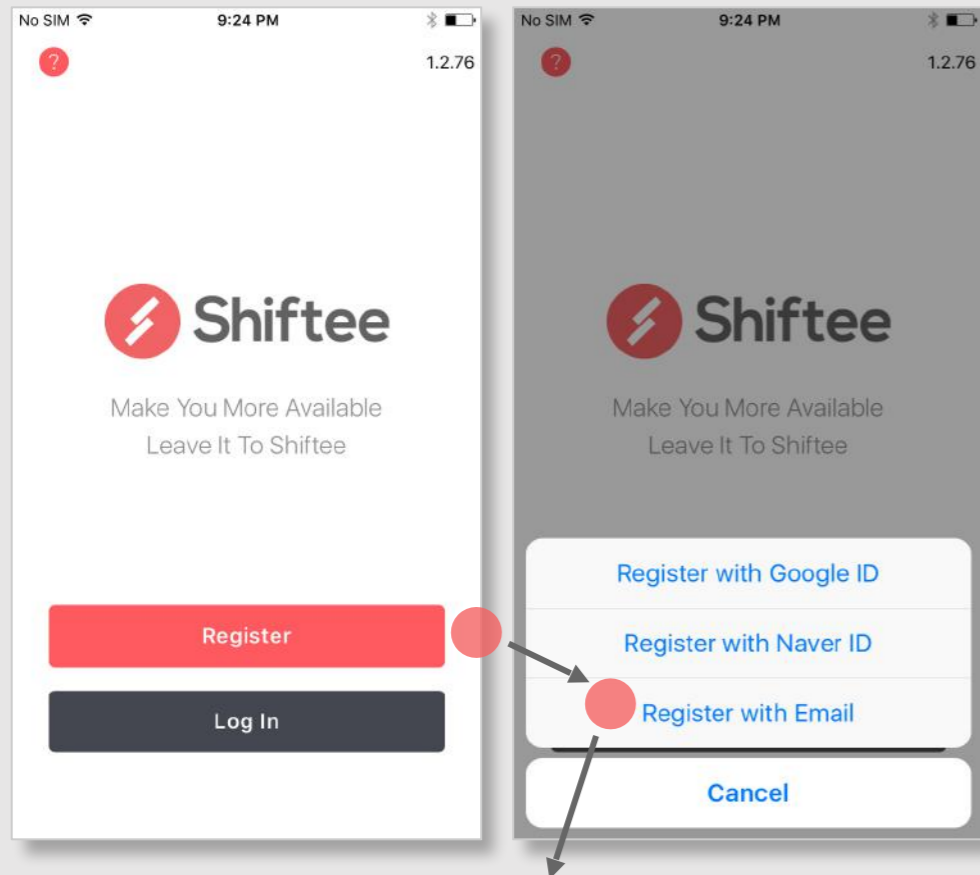
Shiftee

User Manual for Staff Access Level



01 Download and Register

- A. Open Shiftee mobile app
- B. Select **[Register]**
- C. Register with Google ID or other personal Email

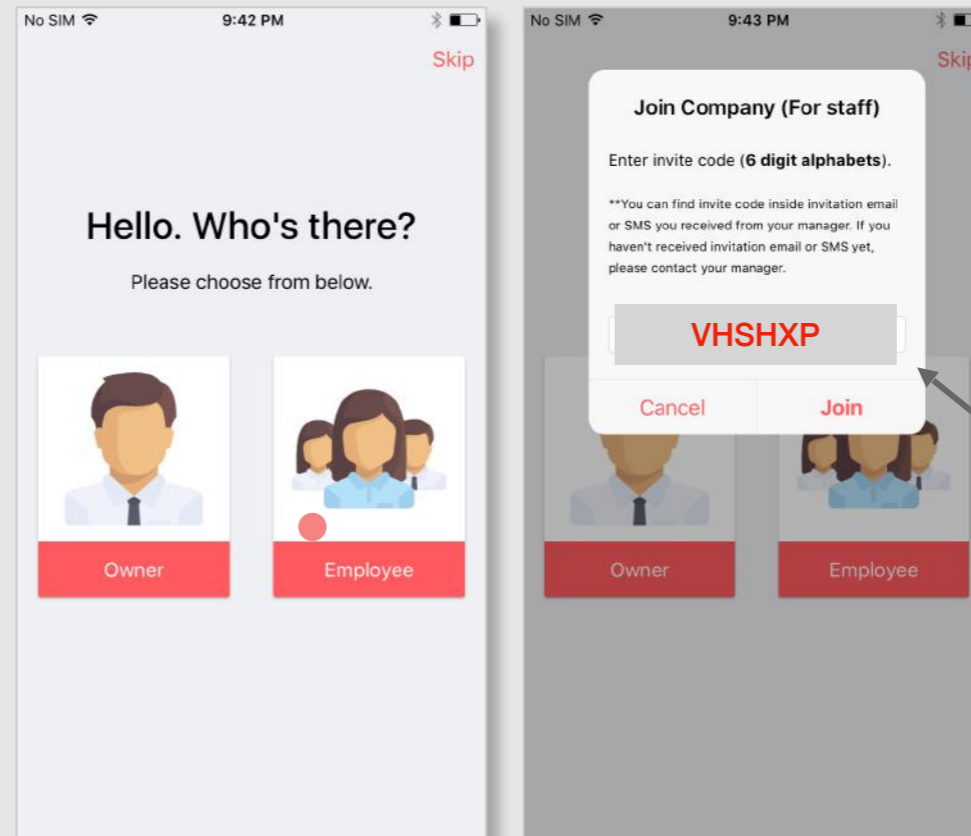


***[Registering with Email]**

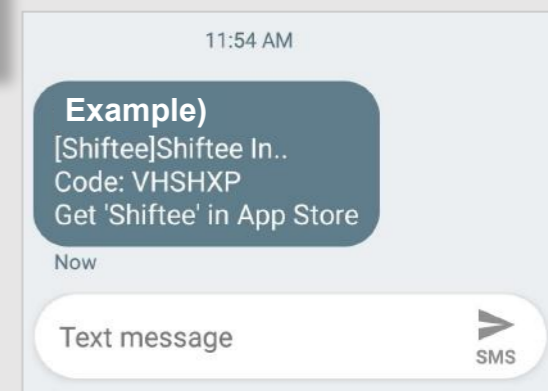
=> Check your inbox for an email from Shiftee and click **[Confirm]**.

02 Log-in and Join Company

- A. Log-in with your email address and password
- B. Select **[Employee]**
- C. Enter the **INVITE CODE** you received from the manager or owner



Code: VHSHXP

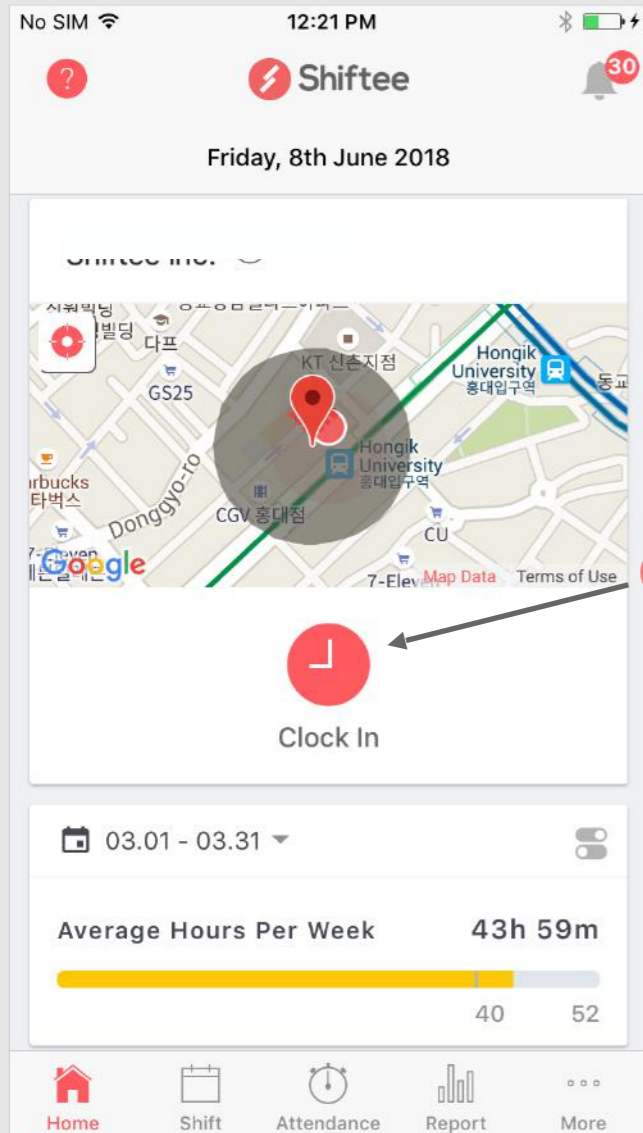


You will receive an **INVITE CODE** from your supervisor or manager via SMS/email.

*Timeclock isn't available if you are not connected to the location's WiFi or outside the radius of the location.

01 Clock-in

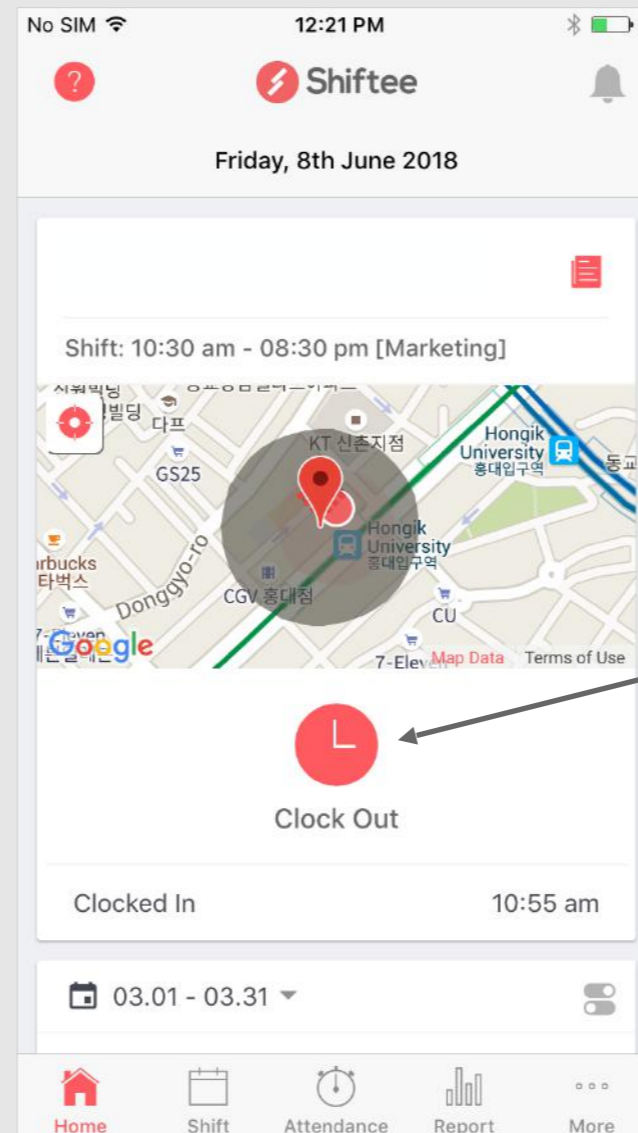
A. Tap [Clock-in] when you get to work.



Tap

02 Clock-out

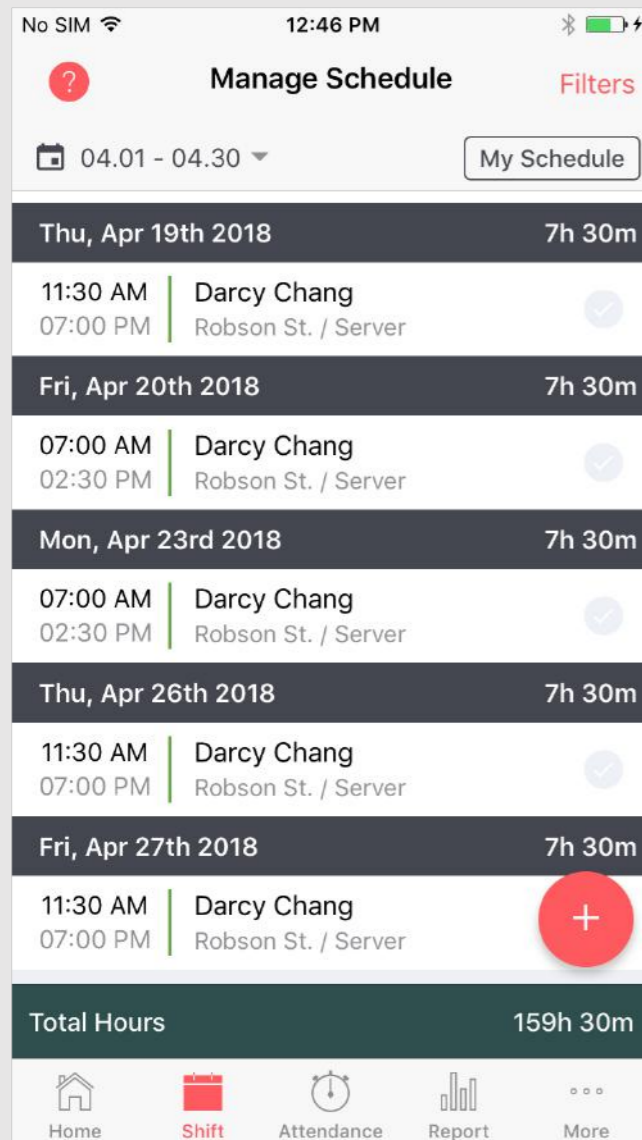
A. Tap [Clock Out] before you leave work.



Tap

01 View Scheduled Shifts

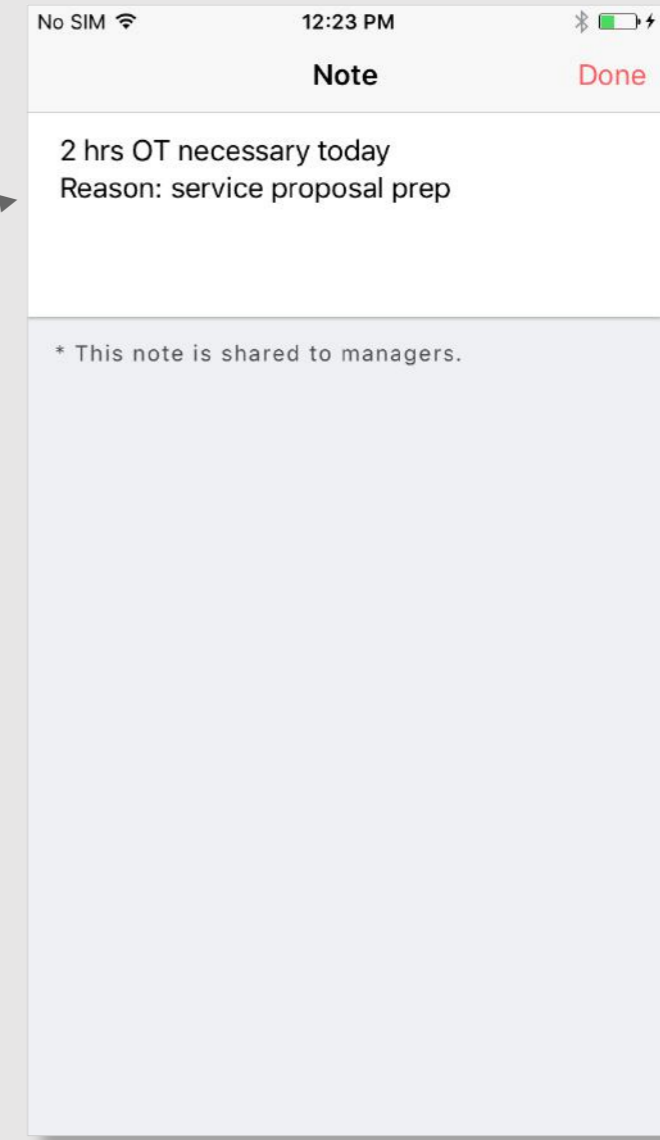
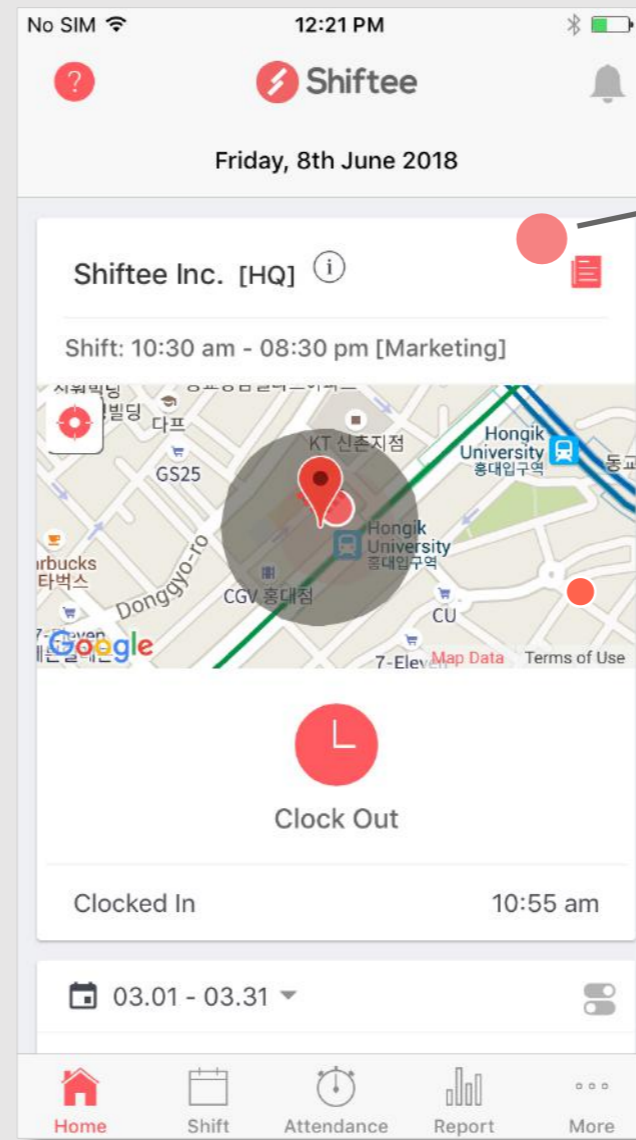
- A. Tap Shift icon at the bottom.
- B. Check your past and upcoming shifts.



*Filter by:
 - name
 - position
 - location

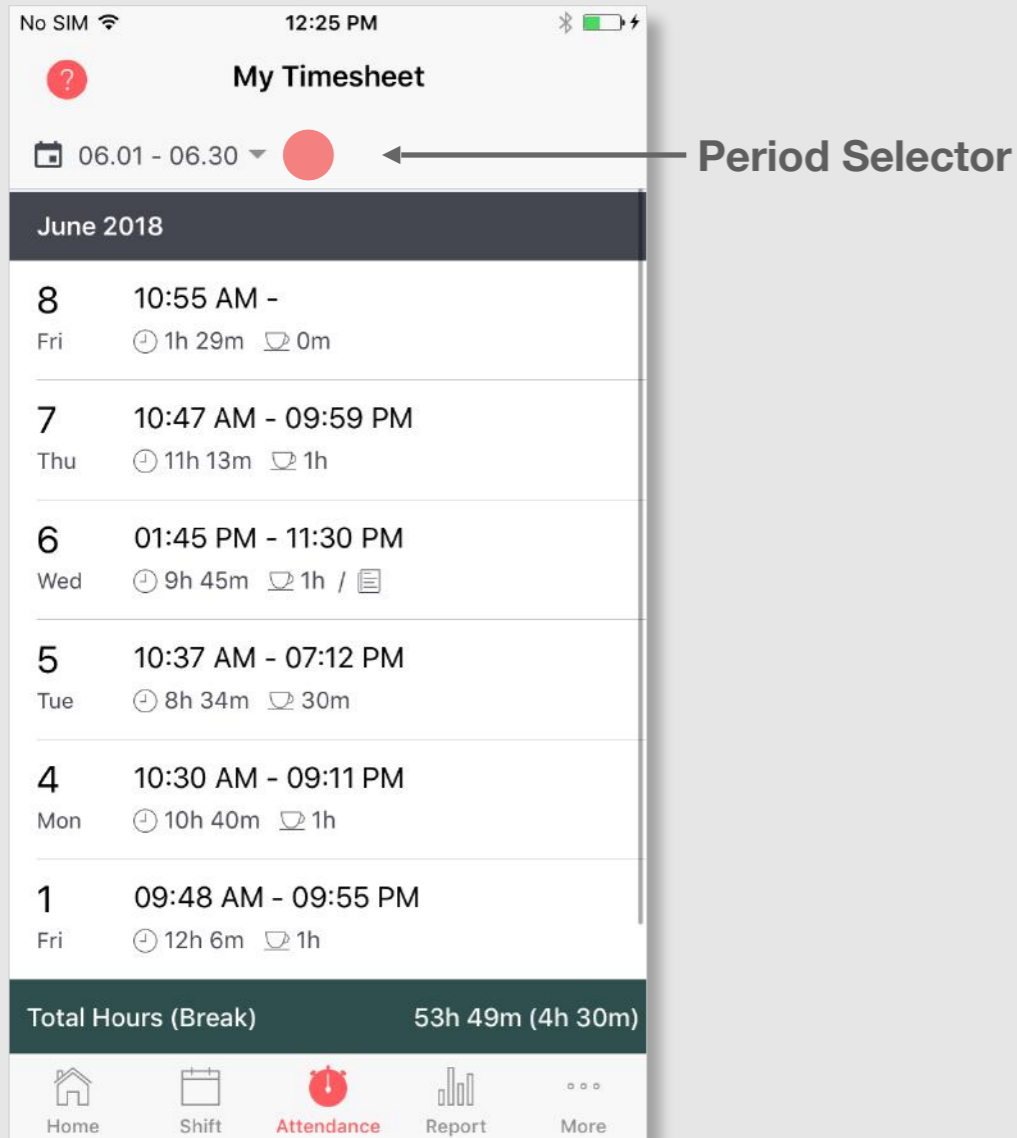
02 Leave Work Notes

- A. Tap Work Note icon in Home screen.
- B. Leave notes for any work or attendance related matter.



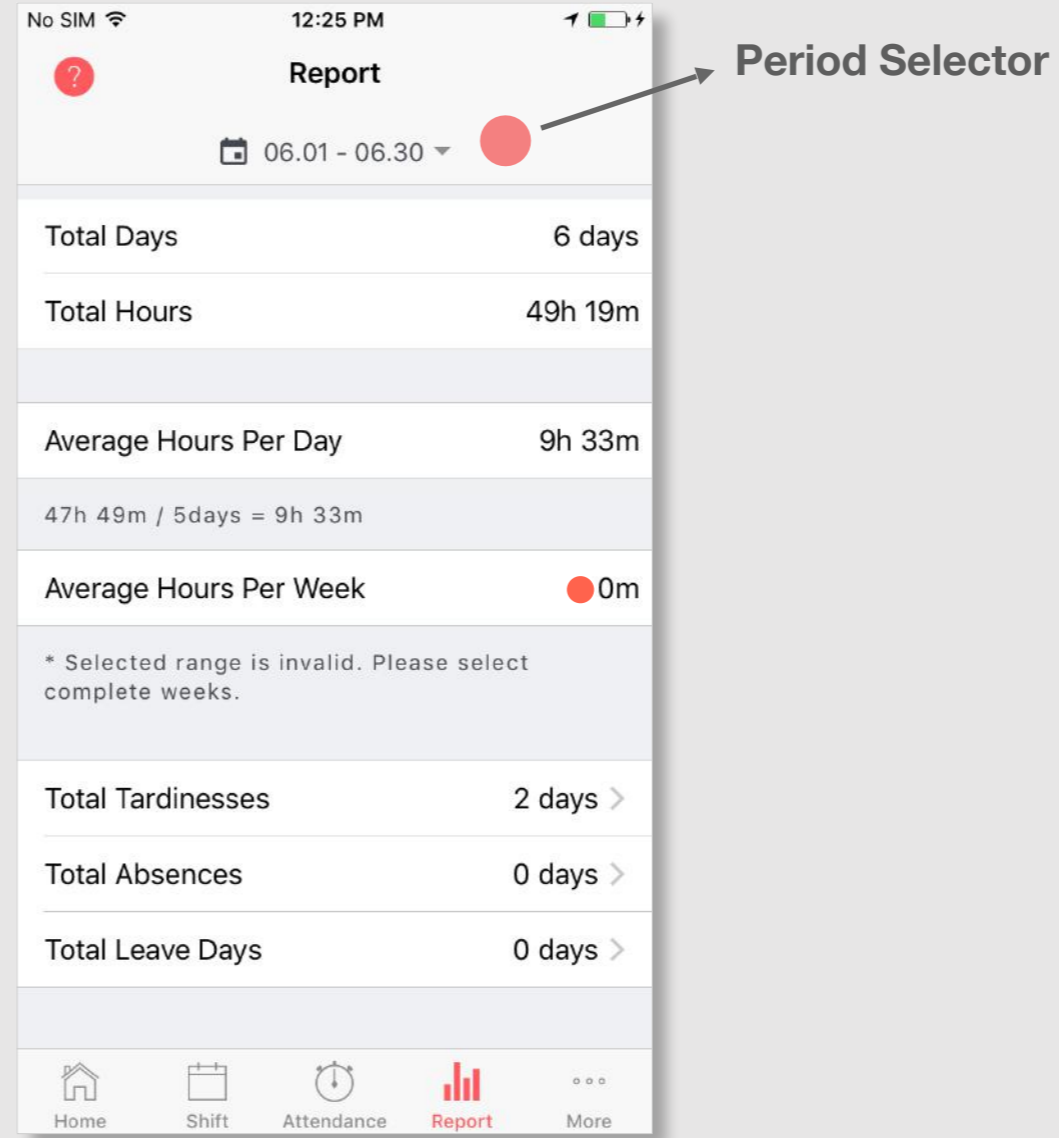
01 Check My Timesheet

- A. Tap Attendance icon at the bottom.
- B. Check My Timesheets



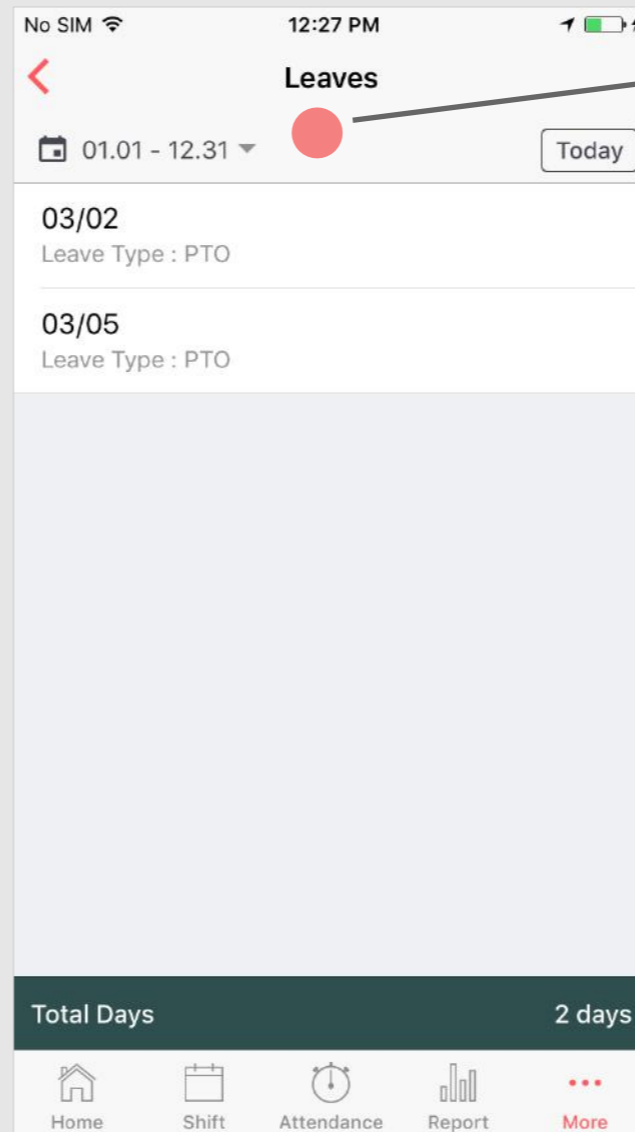
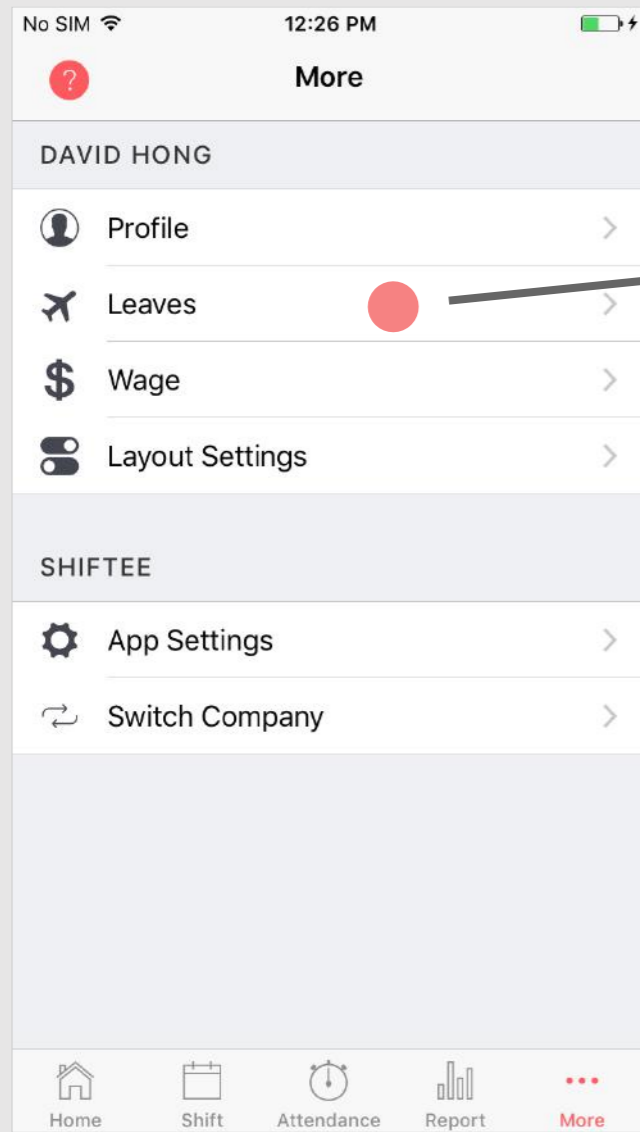
02 View Reports

- A. Tap Report icon at the bottom.
- B. View various stats such as avg. hours per day or week.



01 View Leave History

- A. Tap [More]
- B. Select period and view leave history



Period Selector

Issues	How to Resolve	
<p>You can clock-in/out when your device is connected to the location's WiFi. When you get a message as below,</p> <p>“The WiFi is different from the location's WiFi!”</p>	<p>1. Check if you are connected to the correct WiFi of the store.</p> <p>1. If so, please take a screenshot of the error message and ask your supervisor or manager.</p>	
<p>GPS is on and the permission to Shiftee is on as well, but I get the following message on Shiftee home screen.</p> <p>“GPS is unavailable”</p>	<p>iPhone: iPhone Settings > Scroll down to find 'Shiftee' > Location > Select [While using app] or [Always]</p>	<p>Android: Android Settings > Connections > Location > Location method > Select [High Accuracy]</p>
<p>You can only clock-in/out when you are within certain distance from the work location. When you get a message as below,</p> <p>“You are too far from the location!”</p>	<p>Turn on WiFi and Bluetooth in your device to increase GPS accuracy. (<u>No need to connect</u>) Tap [Refresh] icon on the top left corner of the map. If your location pin still isn't within the grey area, please take the screenshot and ask manager.</p>	
<p>You can only use your own device to use Shiftee. When you get a message as below,</p> <p>“This is not your device.”</p>	<p>If you've changed to a new smartphone, ask the manager for [Device Reset].</p> <p>Shiftee does not allow coworkers to log-in and clock-in for you.</p>	
<p>If you forgot to clock-out and left,</p>	<p>Leave the accurate time in Work Note and notify your manager directly.</p> <p>Or open a [Work Note] on top right corner of the map and leave a memo.</p>	

Question	Answer
Can managers see my whereabouts real-time?	No. Shiftee only receives your GPS coordinates through your action (pressing clock-in or clock-out button) to validate your distance to your work location. After the validation, Shiftee does not store that coordinates info in the database. Therefore, managers DO NOT have any means to check your location.
Will Shiftee's GPS feature drain my battery?	As explained above, Shiftee does not access your GPS device to receive real-time location coordinates. Shiftee only uses GPS when you press clock-in and clock-out button. Shiftee will not use your smartphone's GPS in the background.
Can I use GPS faking app?	If you open Shiftee while using a GPS faking app, it will be detected and warn you with a screen overlay. You won't be able to clock-in/out using such app.
How much space does Shiftee take?	Shiftee does not take up much space in your smartphone as below: iPhone: 8 MB Android: 26 MB
Can my colleagues see my attendances?	Staff level employees can only see their own attendances. They will not be able to see others' attendances.
Can I clock-in without having a shift?	Yes. You can clock-in as 'on-call' if you don't have any shift scheduled for the day.



Shiftee

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Employee Scheduler & Timeclock Attendance

