

# Mobile App Resource Guide for: Account Holders, Managers & Supervisors

All the tips, tricks, and tools for navigating When I Work from the palm of your hand.

## Get Started

### Where do my shifts take place?

- [When to use Schedules & Job Sites](#)
- Create Schedules: [iPhone](#) / [Android](#)
- Create Job Sites: [iPhone](#) / [Android](#)

### What do my employees do?

- Create Positions: [iPhone](#) / [Android](#)

### Who are my employees?

- Add Employees: [iPhone](#) / [Android](#)
- Editing Employee Information: [iPhone](#) / [Android](#)

## Scheduling

- Schedule Shifts: [iPhone](#) / [Android](#)
- Schedule OpenShifts: [iPhone](#) / [Android](#)
- Publishing the Schedule: [iPhone](#) / [Android](#)

### Views & Filters

- Schedule Views: [iPhone](#) / [Android](#)
- Filtering the Schedule: [iPhone](#) / [Android](#)

## Attendance & Time Clock

- Setting up Time Clock Terminals: [iPhone](#) / [Android](#)
- Clocking In/Out from Mobile App: [iPhone](#) / [Android](#)
- Clocking Employees In/Out: [iPhone](#) / [Android](#)
- Take Lunch: [iPhone](#) / [Android](#)

### Review & Edit Timesheets

- [Timesheet Anatomy](#)
- Reviewing & Editing Employee Timesheets: [iPhone](#) / [Android](#)

## Get Training

- [Education Page](#)
- We're here to help! [iPhone](#) / [Android](#)

