

# Resource Guide for: Account Holders, Managers & Supervisors

## Getting Started

- [We're here to help!](#)
- [Customize App Settings](#)

### Where do my shifts take place?

- [When to use Schedules & Job Sites](#)
- [Create Schedules](#)

### What do my employees do?

- [Create Positions](#)

### Who are my employees?

- [Add Employees](#) or [Import Employees](#)
- [Sort Employees](#)
- [Send Registration Invites](#)
- [Approve Pending Employees](#)
- [Tag Employees to Positions and Schedules](#)

### When do my employees work?

- [Create Shift Templates](#)

## Scheduling 101

- [Schedule Shifts](#)
- [Scheduling Shortcuts](#)
- [Publishing the Schedule](#)
- [How do multiple schedules work?](#)

## Advanced Scheduling

- [Schedule OpenShifts](#)
- [Finding a Replacement for a Shift](#)
- [Giving Your Team Schedule Flexibility](#)
- [Creating Schedule Templates](#) or [Setting up Shifts to Repeat](#)

## Views & Filters

- [Schedule Views](#)
- [Filtering the Schedule](#)

## Managing Employee Availability

- [Editing an Employee's Availability](#)
- [Setting Availability Preferences](#)

## Processing Requests

- [Submitting Time Off Requests for Employees](#)
- [Processing Time Off Requests](#)
- [Processing Shift Requests](#)

## Reporting

- [Exporting Data](#)
- [Exporting Timesheets](#)
- [Custom Timesheet Export](#)
- [Labor History Report](#)

## Get Training

- [Education Page](#)
- [Download Mobile App Resource Guide](#)