

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](#)

