

## ShiftPlanning Quick Start Guide

There are 3 things you'll want to do in the new system:

1. Check your settings to make sure they are correct
2. Request duty dates.
3. Set your vacation times so you won't be scheduled during those days.

\*\*\*\* If you ever get confused, simply click the Dashboard tab in the upper navigation bar to get back to the main login page. \*\*\*\*\*

### 1. Check your settings and make sure your email is in the system properly.

Also, on the Dashboard page, check your settings where you can upload a picture of yourself, and also set your email notifications and also set up your SMS text message notifications.

The screenshot shows the ShiftPlanning.com dashboard interface. At the top, there is a navigation bar with tabs for "Dashboard", "Schedule", "Staff", and "Reports". The "Dashboard" tab is selected. Below the navigation bar, the user's profile is displayed, including a red circular logo with "H.H.S.C." and a silhouette of a person. The user's name is "Test EmployeeTwo". To the left of the profile, there is a sidebar menu with options: "Inbox", "Settings", "Availability", "Password", and "Logout". The "Settings" option is highlighted with a red circle. To the right of the profile, there are two sections: "Employee Details" and "Statistics". The "Employee Details" section shows the following information: Full Name: Test EmployeeTwo, Username: testemployee2, Mobile: --, Home: --, Email: susansberry@gmail.com, Birthday: 0, and Schedules: am Tow, pm Tow. The "Statistics" section shows: Total Shifts: 0, Total Hours: 0, Late: 0, Absent: 0, and Karma: 0%. At the bottom of the page, there is a footer with "© ShiftPlanning 2011" on the left and "Mobile Version · Ter" on the right.

### 2. Request duty dates.

Click on "Schedule" in the red navigation bar across the top of the screen and go to the month you want to request a shift for.

Dashboard - ShiftPlanning.com


http://www.shiftplanning.com/app/#dashboard/

HHSC Scheduling Susan's Gmail EHSBandParents.com Staff Resource Page SNA website control mp3car Corning Weather HHSC webcam

Dashboard - ShiftPlanning.com

dashboard Dashboard **Schedule** Staff Reports search here


Welcome Back, **Test EmployeeTwo** with Harris Hill Soaring Corporation



**Express Yourself!**  
Make your profile complete - [Upload an Image](#) to express yourself on ShiftPlanning

**Shift Available**  
There is 124 Shift(s) available for pickup. [Click Here](#) to view them.

**Message Wall**

 **Tom Berry** » 3 weeks ago [Comment](#)  
**Make your shift requests by clicking on the Schedule link in the navigation bar up top, then view the date(s) you want to work and register your request.**

**Upcoming Shifts**  
You are not scheduled on any shifts.  
To ensure you are getting scheduled when you should be please make sure your [availability](#) is accurate and kept up to date

**ShiftPlanning News**

**March 14**  
Billing Update - Recurring Billing now Functional

**March 11**  
Updated method for viewing multiple employee schedules at once

**March 7**  
Scheduling Employees in Multiple Locations / Divisions

Inbox  
Settings  
Availability  
Password  
Logout

Click "availability" at the right side of the screen and you should see a list of shifts you can request. You can make requests for the whole summer ops season if you want.

Schedule - ShiftPlanning.com

http://www.shiftplanning.com/app/#schedule/

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Schedule - ShiftPlanning.com

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Today Day Week **Month** List

Mar · 2011

M	T	W	T	F	S	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Monday Tuesday Wednesday Thursday Friday Saturday

28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Available

**Schedules**

- My Schedule
- am Log
- pm Log
- am Cash
- pm Cash
- am Tow
- pm Tow
- CFI
- CFI Advanced
- am Commercial
- pm Commercial
- am Line
- pm Line
- Schedule Overview

**Actions**

- Print Schedule
- Calendar Sync

### 3. Set your vacation.

Also, take a moment to select Vacation in the upper right and input any vacation times you know about. The system will show you as on vacation for those times.

Schedule - ShiftPlanning.com

http://www.shiftplanning.com/app/#schedule/

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Mar · 2011

Today Day Week Month List Available

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21	22	23	24	25	26	27
28	29	30	31	1	2	3

**Awaiting Approval:**  
You have no requests awaiting approval.

**Upcoming time off:**  
You haven't requested any time off yet

**Request time off:**  
Enter in the details for your request below. It's important to note, that this time off is not guaranteed. Management will review your request as soon as possible. You will be notified via email/sms with their reply.

From:

To:

Comments:

Submit Request

**Schedules**

- My Schedule
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- am Tow
- pm Tow
- CFI
- CFI Advanced
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- pm Commercial
- am Line
- pm Line
- Schedule Overview

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If you have any questions, email Tom Berry at [tberry0916@stny.rr.com](mailto:tberry0916@stny.rr.com). With a little patience, we'll get over any unexpected bumps in the road.

-Tom