Getting Started with TeamworX
A Quick-Start Guide for Staff

Three Key Points:

1. TeamworX automatically communicates with Net-Chef about all scheduling information. That means **there's no set-up** besides creating your user account and having your staff create theirs.

2. Managers have final say: shift swaps, pickups, and time off requests **are not valid until a manager approves them**. They may be cancelled by staff at any time until they are approved.

3. TeamworX is accessible from any tablet, phone or PC through a **website URL** instead of an app.

Restaurant Staff Quick Start Steps

Your TeamworX URL: _____

1. **Create an account** from the employee portal log in page. You'll need an e-mail address, and your **Employee Number** from CrunchTime.

2. Update your **Profile**, set your notification preferences, and whether to make your contact info available to other users.

3. **Review your schedule** using the **My Schedule** tab.

4. If you **can't work one of your shifts**:

    a. Offer it to your coworkers using the **offer feature** in the **My Schedule** tab.

    b. Swap with a specific co-worker using the **swap feature** in the **My Schedule** tab.

5. If you want to **take back a shift** you've offered to others, use the **Take Back** feature in **the My Schedule** tab (or the **Cancel** feature in the **My Requests** tab).

6. If you'd like to **work an additional shift**, use the **pick up** a shift feature in the **Available Shifts** tab.

7. To let the manager know when you **are and are not available to work**, use the **Availability** tab.

    a. Click on **Preferred** button (1), then on the days and hours (2) you'd prefer to work. The shaded area is **striped until** the request is **approved**.

    b. Click on **Not Available** then on the days and hours you **won't** be available for work.

8. If you'll need **time off**, enter your time off request in the **My Availability** tab.

9. If you want to see all pending requests for your schedule, click the **My Requests** tab.

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