

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: _____

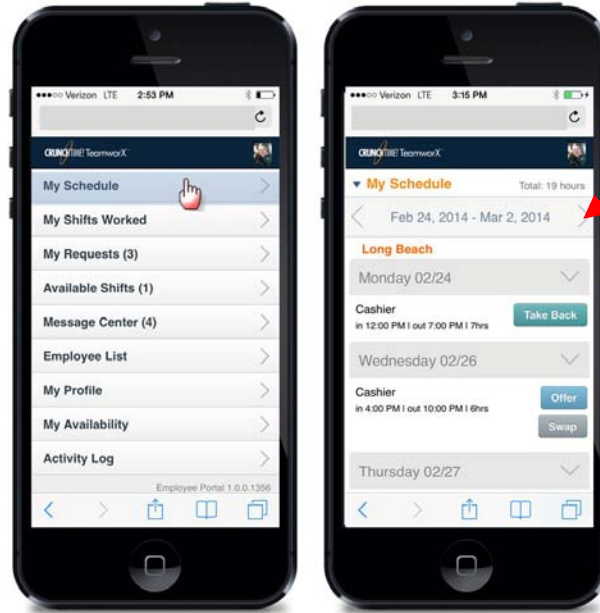
1. **Create an account** from the employee portal log in page. You'll need an e-mail address, and your **Employee Number** from CrunchTime.



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



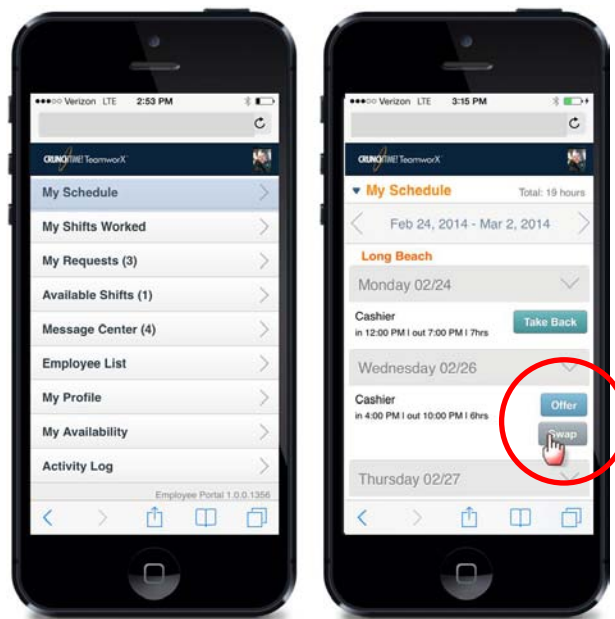
3. Review your schedule using the **My Schedule** tab.



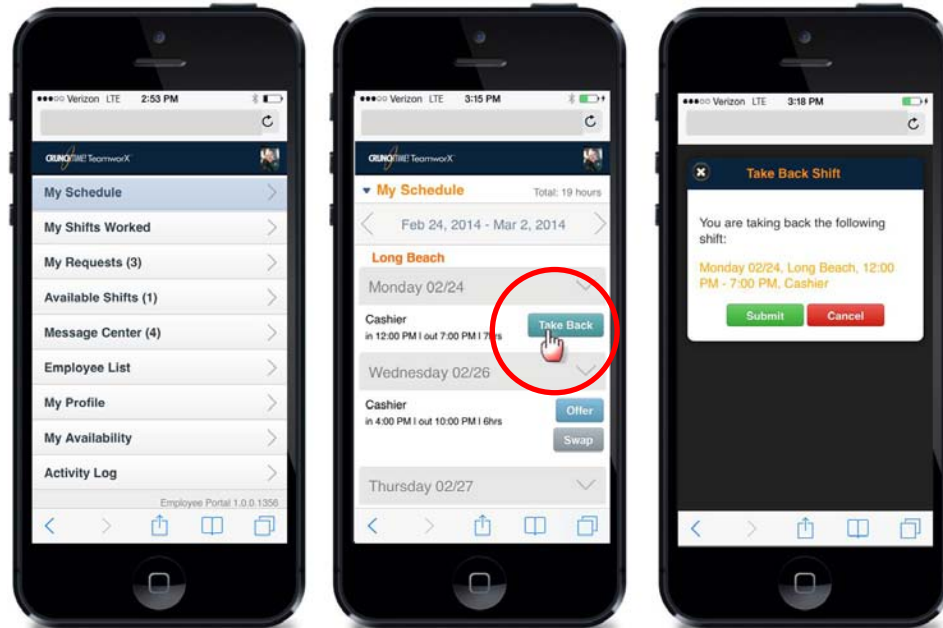
Tip: You can change the dates you're reviewing by using the date selection buttons here.

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

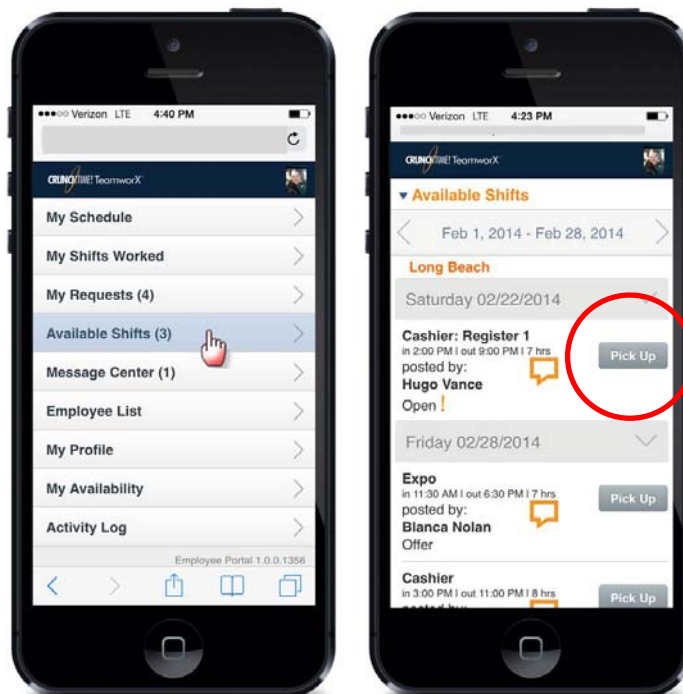
- a. Offer it to your coworkers using the **offer** feature in the **My Schedule** tab.
- b. Swap with a specific co-worker using the **swap** feature in the **My Schedule** tab.



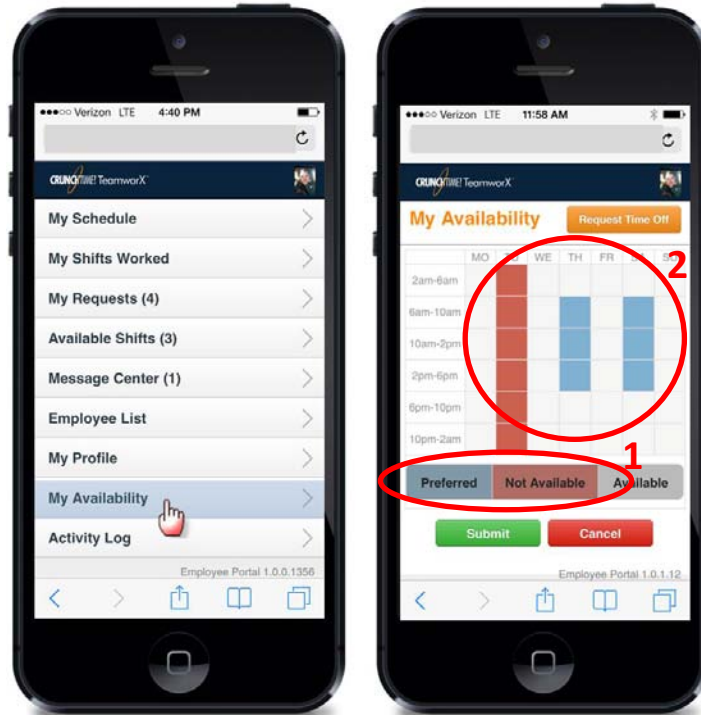
- If you want to **take back a shift** you've offered to others, use the **Take Back** feature in the **My Schedule** tab (or the **Cancel** feature in the **My Requests** tab).



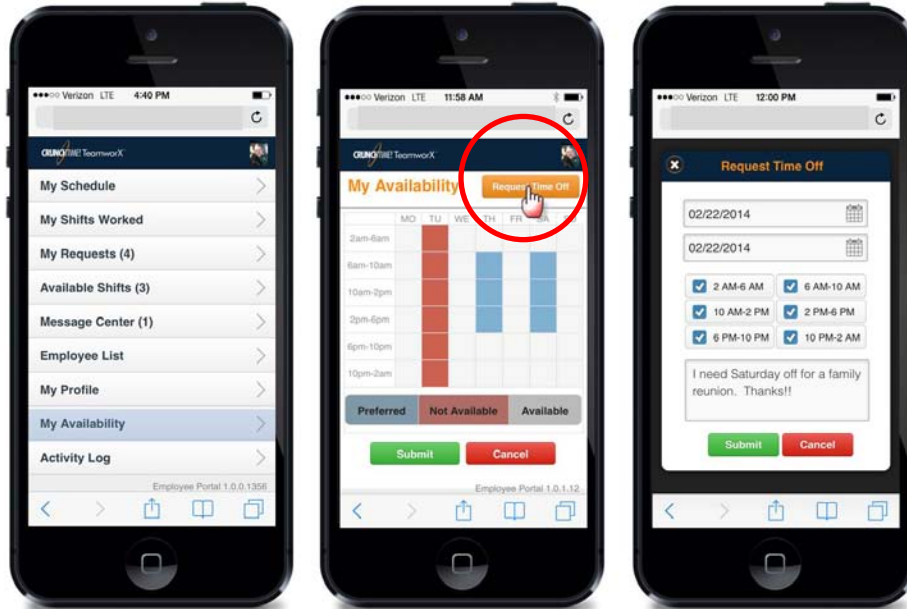
- If you'd like to **work an additional shift**, use the **pick up** a shift feature in the **Available Shifts** tab.



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.

