

Defining your availability to work, will help us to identify and target shift requests to individuals who want hours on certain days during certain time blocks. Celayix allows us to look at a given shift or group of shifts and it will flag those individuals in the roster who are available on those days and times. Those individuals would be the first to be contacted to fill these shifts. This will hopefully allow us to fill shifts more efficiently by focusing our efforts to those who are available during a given time frame before having to go down the roster to see who can work.

The key to making this happen is making sure every employee has entered and updated their availability within the Team Xpress app. **This does not prevent an employee from being scheduled outside their listed availability.** This document will walk you through how to setup your availability in the Team Xpress app.

When you first sign into Team Xpress, you will be on your “DASHBOARD”. On the bottom of the screen you will see the icon for “SCHEDULE” just to the right of “DASHBOARD”. When you click on that it will take you to your schedule page. (See figure 1)

Along the top of the screen under the orange header bar you will find a toolbar that has “SCHEDULE”, “SHIFT BIDDING”, and “AVAILABILITY”. (You may have to slide the toolbar to the left to see “AVAILABILITY”. When you click on the “AVAILABILITY” option, you will be taken to a screen where once you have defined when you are available to work, will look like the scheduling page in figure 1, but instead of displaying shifts, it will display your availability for each day. If you have not set up your availability yet you will see a screen that says “No future availability records” and will have an icon in the middle of the screen that says “Add new availability”. (See figure 2)

When you click on the icon, you will be taken to a page which says “Add new availability” at the top and has several fields to be populated. (See figure 3) Starting with the “Start Date” and “End Date” of this availability record. When you click on the Start and End Date fields, a calendar will be displayed and you can scroll through the months and click on the appropriate date. Below that, are the “Days available” selection where you can click on and select the days you are available for this availability record. (See figure 3) Below the “Days available” there is an “All day” option with a slider bar that is defaulted to be grayed out. If you want to indicate that you are available anytime from 00:00-23:59 on the days selected, slide the slider to the right. If only want to show available for a particular time segment on these days, scroll down and you will find the “Start time” and “End time” fields. (See figure 4)

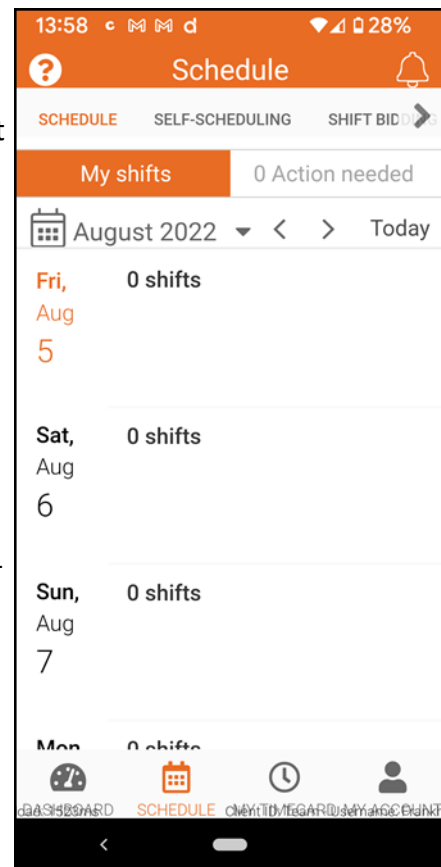


Figure 1

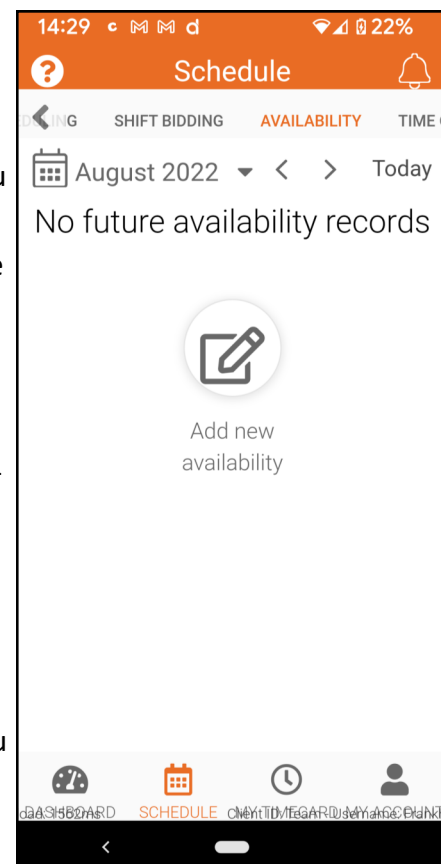


Figure 2

When you select the Start and End Time fields you will be prompted to use the up and down arrows to select the appropriate times. (Please remember that we do everything to the nearest 15 minute interval)

NOTE: the system will not allow you to select a start date and time that is in the past. It must be current or future date and time to start.

Once you have populated all of the appropriate information, click on the “Save” button at the bottom of the screen. If there are no errors in the entry, you will be taken back to the “Availability recurrence list” screen and a green “Success” bar will appear across the top of the page. (See figure 5)

If you have a more complex availability, you may have to do separate availability records. Example: If you have open availability between 08:00-23:00 on Mondays, Wednesdays, and Fridays, 16:00-23:00 on Tuesdays and Thursdays, and 24 Hours on Saturdays and Sundays, you will be required to create 3 separate availability recurrences.

You can come to this section to update, delete, or create new availability recurrences at any time and your availability will be updated in the database in real time. (See figure 6)

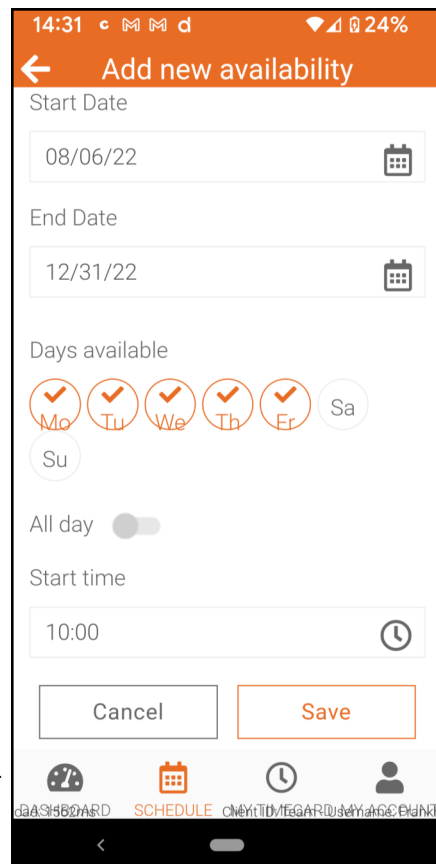


Figure 3

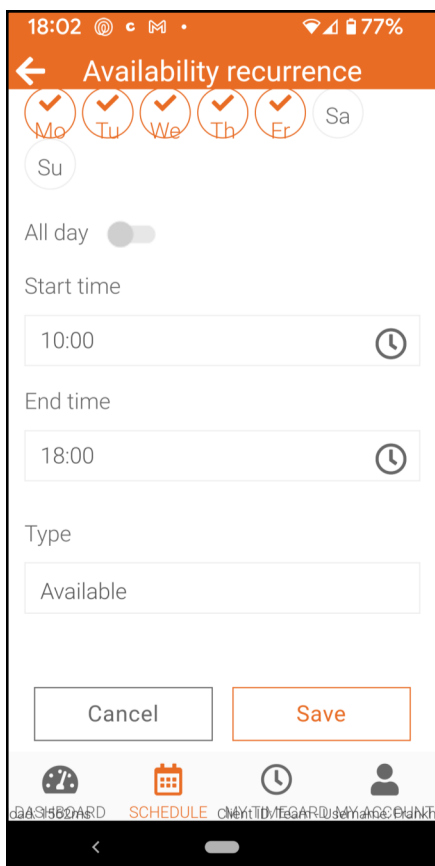


Figure 4

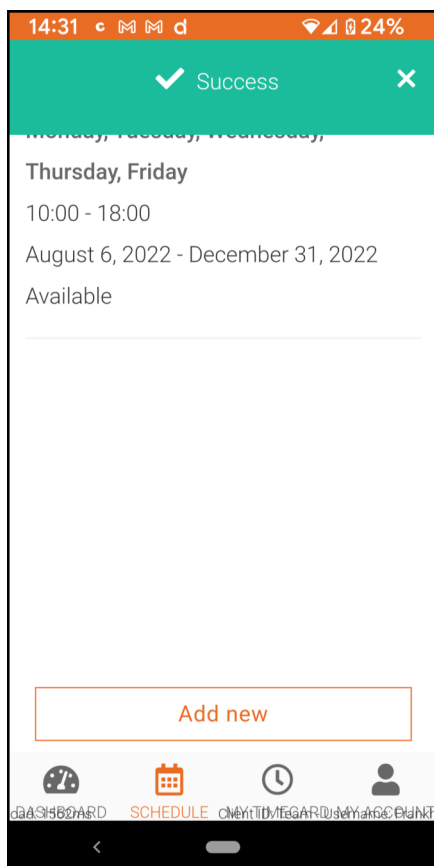


Figure 5

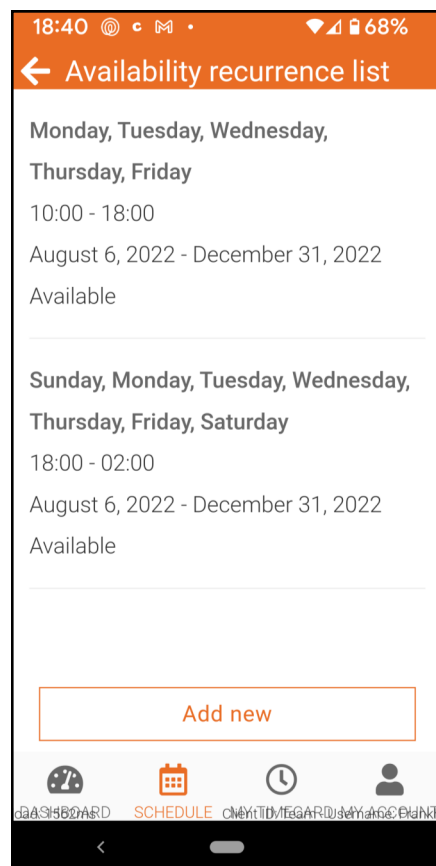


Figure 6