

- ◆ Self scheduling is a function within the Celayix system which allows employees to see open shifts that they qualify for, and to schedule themselves into the shift using the app.
- ◆ When we build shifts into the system, we can identify the shifts that are available to be “Self Scheduled”. A time frame is identified to allow the employee to select the shift. After the deadline is reached, the shift is no longer available to be “Self Scheduled”.
- ◆ Employees can see what is available, by selecting “Schedule” at the bottom of the “Dashboard” in the Team Xpress application and selecting “Self-Scheduling” at the top of the screen. (Figure 1.)
- ◆ When you are in the “Self-Scheduling” screen you will see the “Set preferences” option at the bottom of the page. Here you can set the default parameters for the app to search. (Figure 2.)
- ◆ In the parameters, you define what day you want the search to begin. (Figure 3.) ex: I am asking to have my search start 0 days from today.
- ◆ Then you can define how far into the schedule to look. (Figure 4.) ex: I am asking to show available shifts within 14 days of the start date I have defined above.
- ◆ Then you define what days of the week you are looking for shifts. (Figure 4.) ex: I am asking to show me shifts Sunday thru Saturday.
- ◆ Finally, define between what times you are looking for a shift start time to appear. (Figure 5.) ex: I am asking to show me anything that starts between 00:01 hours and 23:59 hours (all day)

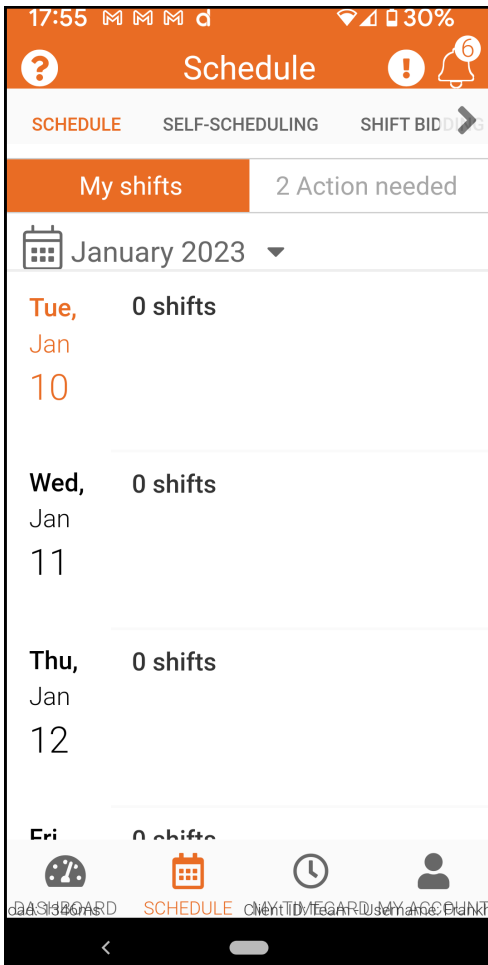


Figure 1

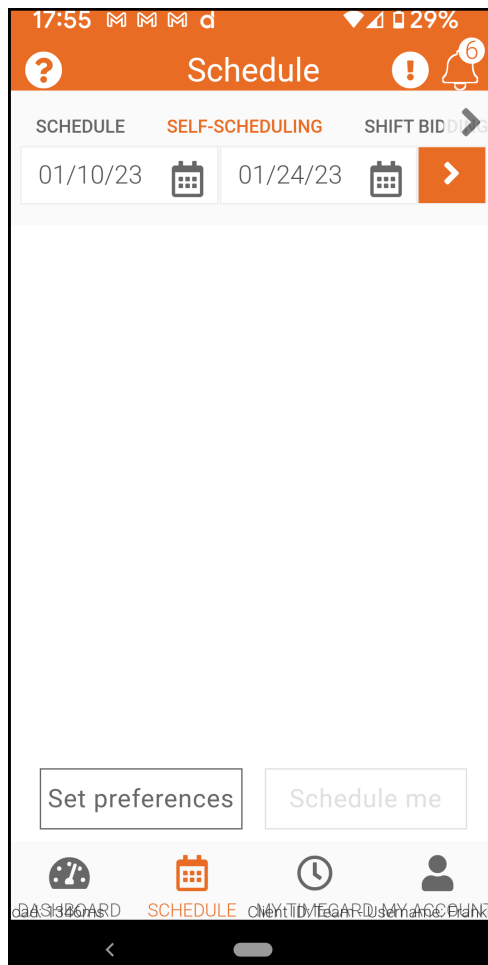


Figure 2

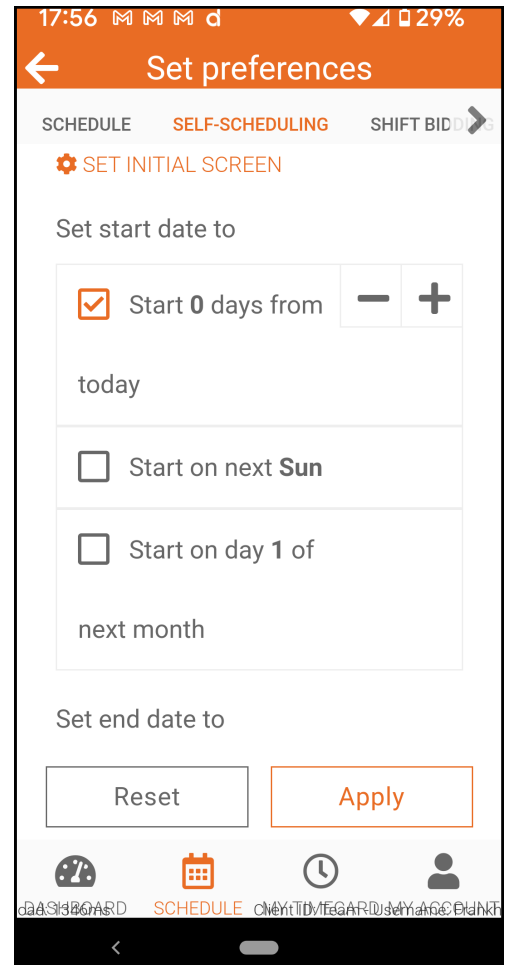


Figure 3

- ◆ After you have defined all of your parameters, you hit the “Apply” button at the bottom of the page. (Figure 5.)
- ◆ This will take you back to the main “Self-Scheduling” page with your default date range populated at the top. (Figure 2.)
- ◆ Now you click on the white arrow in the orange box to the right of the date range to have the system look for available shifts. You will receive a message while it is looking for shifts. (Figure 6.)
- ◆ Shifts that you are qualified to work will be displayed for you to scroll through. The system verifies your “Qualifications” in comparison to the shift requirements and only displays shifts you have the “Qualification” to perform.
- ◆ The system will not allow you to “Self-Schedule” into overtime
- ◆ If there are more than 1 shift available at the same site for the same time frame, the system will only display 1 shift for you to select.
- ◆ You may click on one or more shift that you are interested in taking and clicking on the “Schedule Me” button at the bottom of the screen. (Figure 7.)
- ◆ The system will verify that the shift is still available and that somebody didn’t already accept that shift prior to you hitting the “Schedule Me” button. A message will display while it is performing this verification. (Figure 8.)

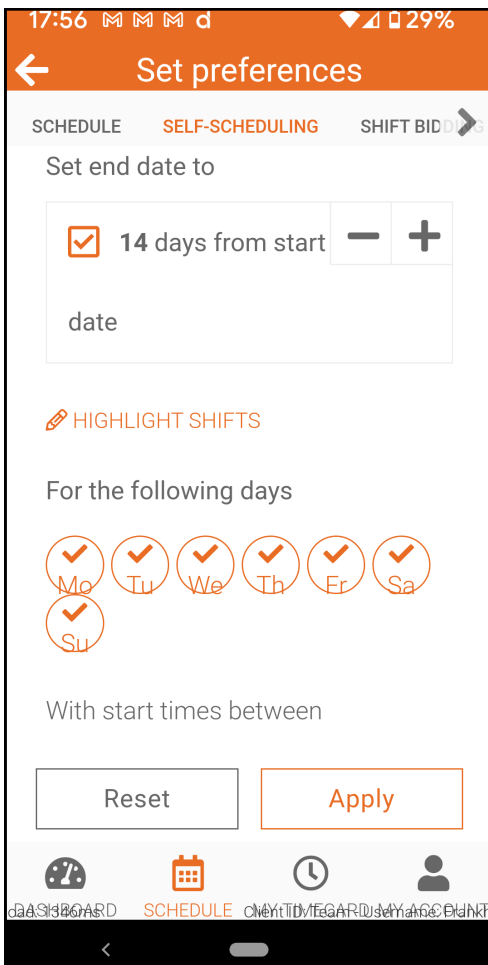


Figure 4

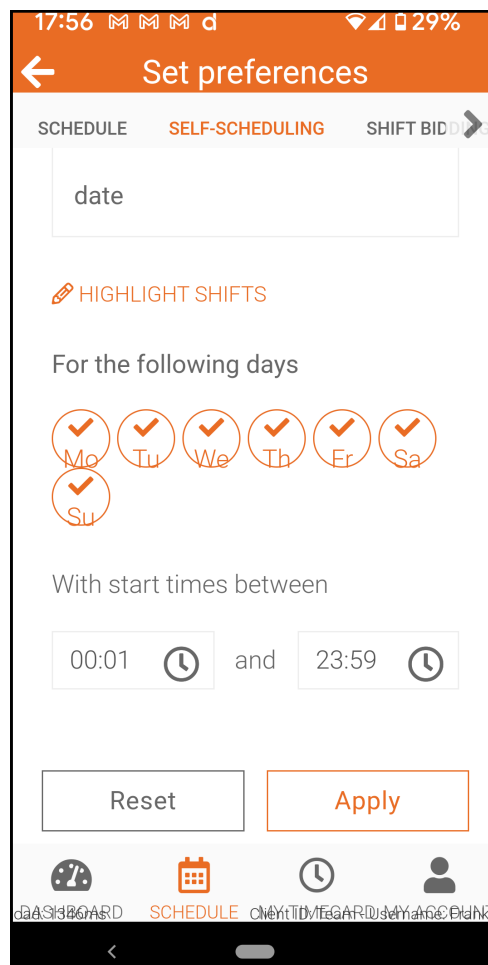


Figure 5

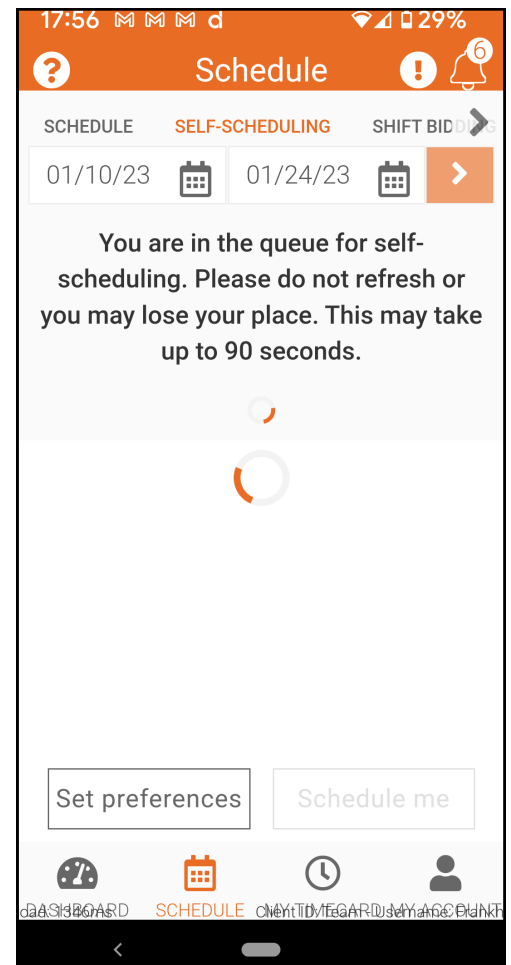


Figure 6

- ◆ When the system accepts your request, you will receive a pop-up dialog box stating that you have been assigned to the shift. (Figure 9.)
- ◆ Once you have completed this process you will see the shift displayed in your upcoming schedule section of the application along with all of the normal pertinent information you are used to seeing.
- ◆ You will still be required to acknowledge and confirm this shift as normal.
- ◆ This process CANNOT be undone through the application. If you make a mistake in selecting a shift, you will need to call the office and speak to a scheduler to be removed from this shift.
- ◆ Celayix electronically tracks the date and time that you “Self-Schedule” for a shift.

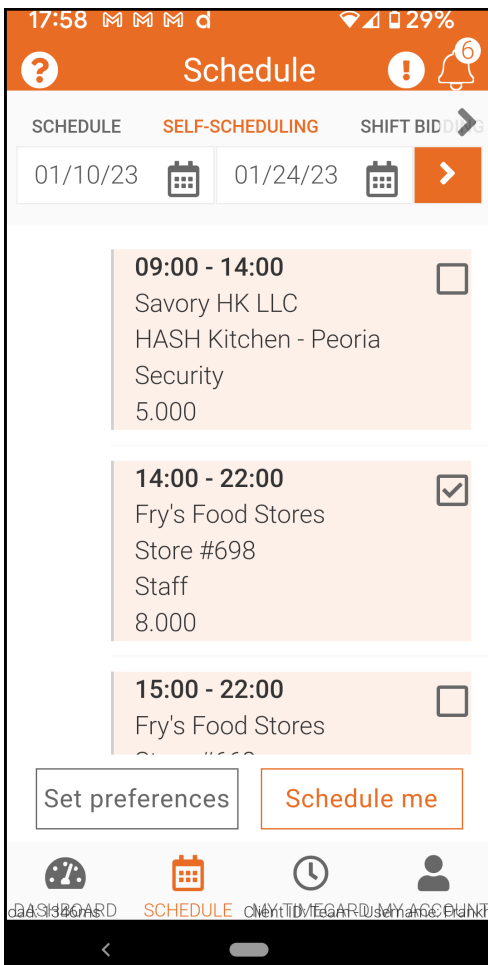


Figure 7

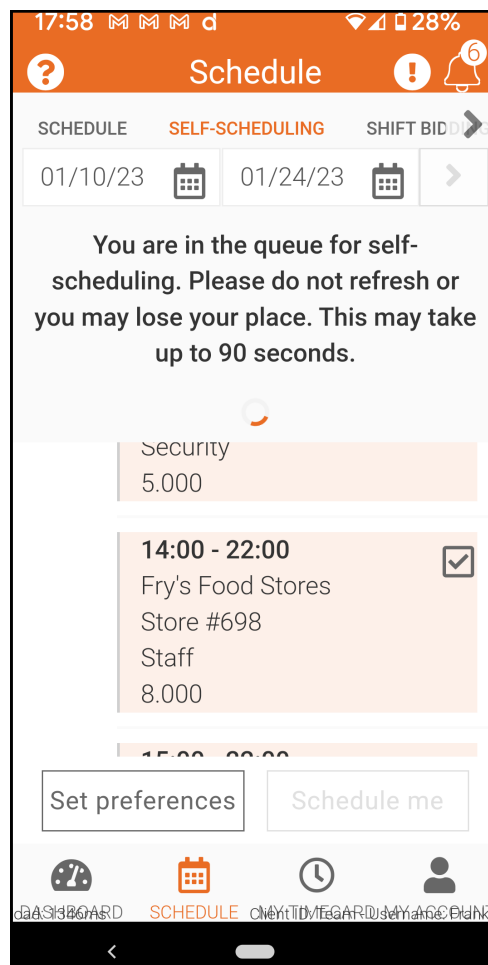


Figure 8

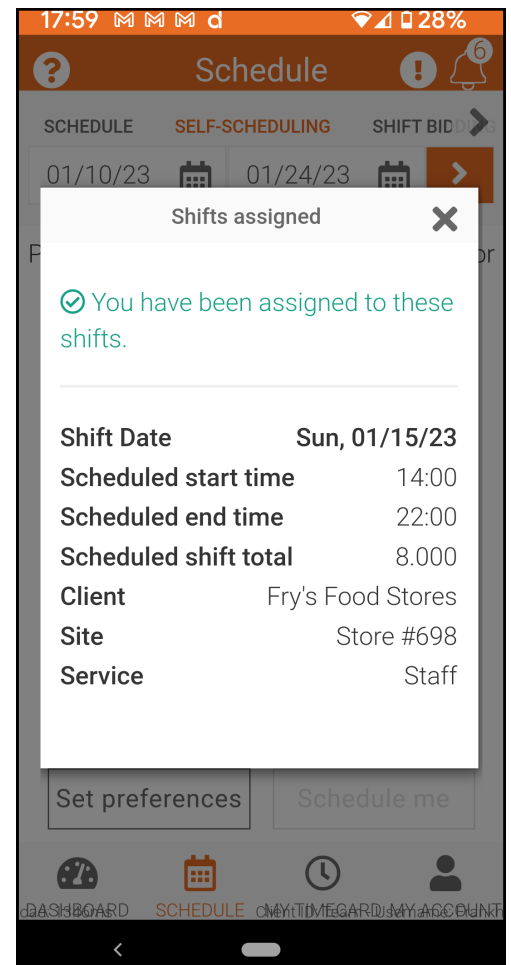


Figure 9