



StaffReady Mobile App

Overview



Introduction

This user guide will cover how to use and log in to the StaffReady mobile application, available now on the Google Play and Apple Stores.

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Logging In

After opening the application from your mobile device, you will be prompted to enter your license ID (**Figure 1**) and then your username and password. (**Figure 2**)

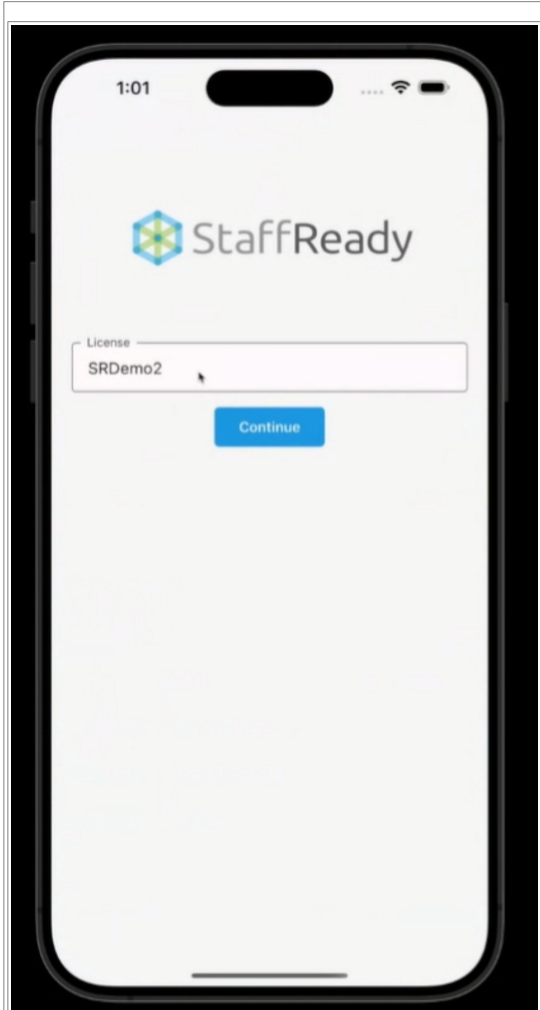


Figure 1

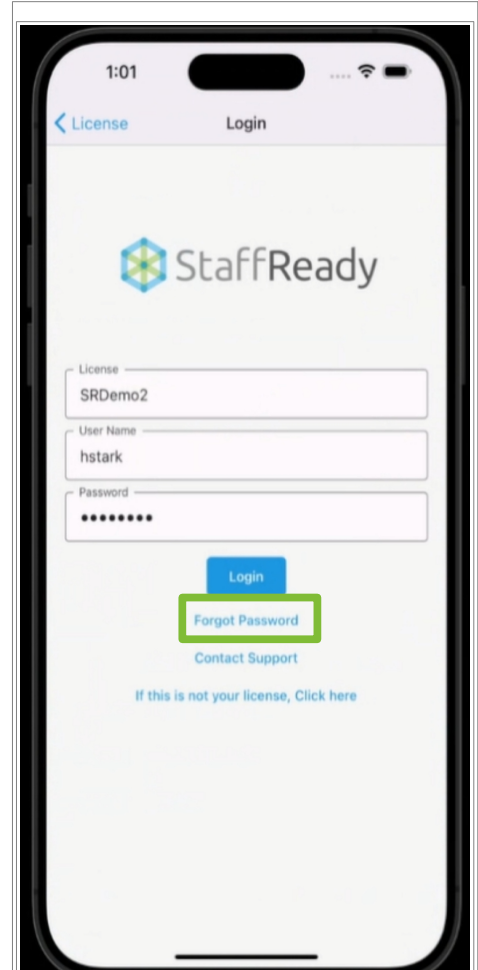


Figure 2

Selecting **Forgot Password** (Green box, **Figure 2**) will allow you to request a reset link. (**Figure 3**)

This link will be sent to the email associated with your user name.

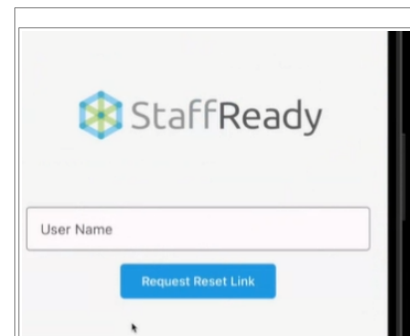


Figure 3

Calendar

Now that you're logged in, your calendar grid will display by default. You can tap the arrows on the left and right sides of the month screen (**Green boxes, Figure 1**) to switch which month is displaying.

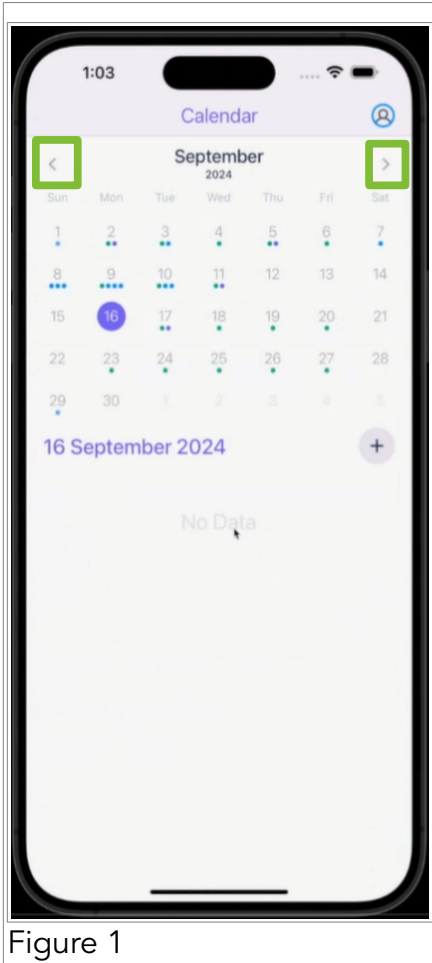


Figure 1

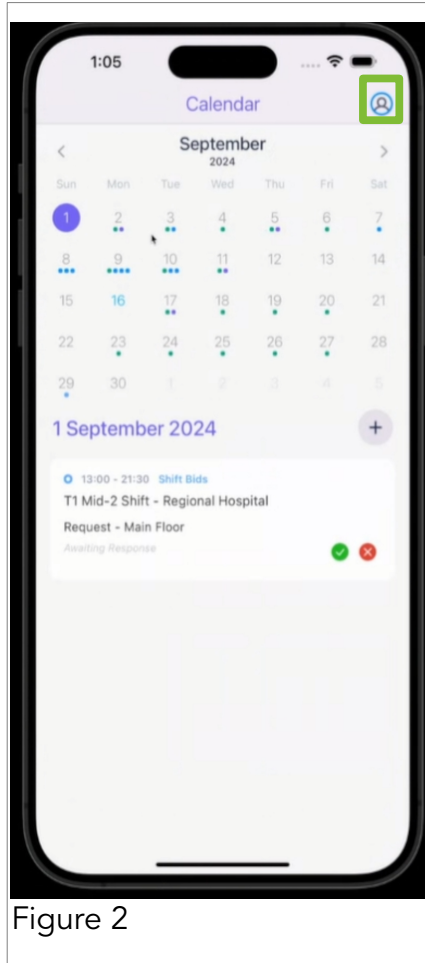


Figure 2

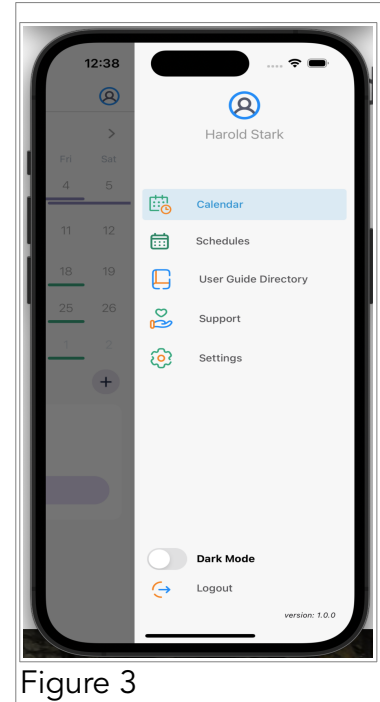


Figure 3

Note: If you are a schedule manager, you will only be able to access schedule info for schedules where you are also listed in the Employees Color Bar.

Selecting the person icon (**Green box, Figure 2**) will open the menu window. (**Figure 3**) You will be able to select Calendar, Schedules, User Guide Directory, Support, and Settings as well as logout or select Dark Mode.

Different kinds of shifts or requests will have different colors displayed on the manage grid.

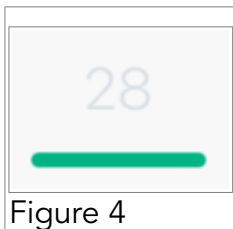


Figure 4

Green = Assigned



Figure 5

Blue = Leave Request



Figure 6

Light Blue = Shift Bids

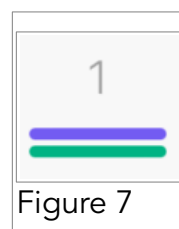


Figure 7

Purple = Shift Request

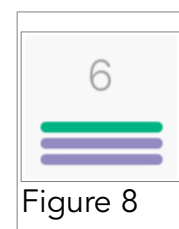


Figure 8

Lavender = Leave For Schedule

Schedules

Selecting Schedules from your personal menu will open the full schedules menu. **(Figure 1)**

From here, you will be able to view all you shifts you are assigned to, for a given schedule which is displayed at the top. **(Green box, Figure 1)** You will also be able to view their duration and dates, their posting status, and sequence number.

At the bottom of the list, you will have the option to select from all the schedules you are a part of. **(Figure 2)**

Selecting the up and down arrows **(Green box, Figure 2)** will rotate you through all available schedules.

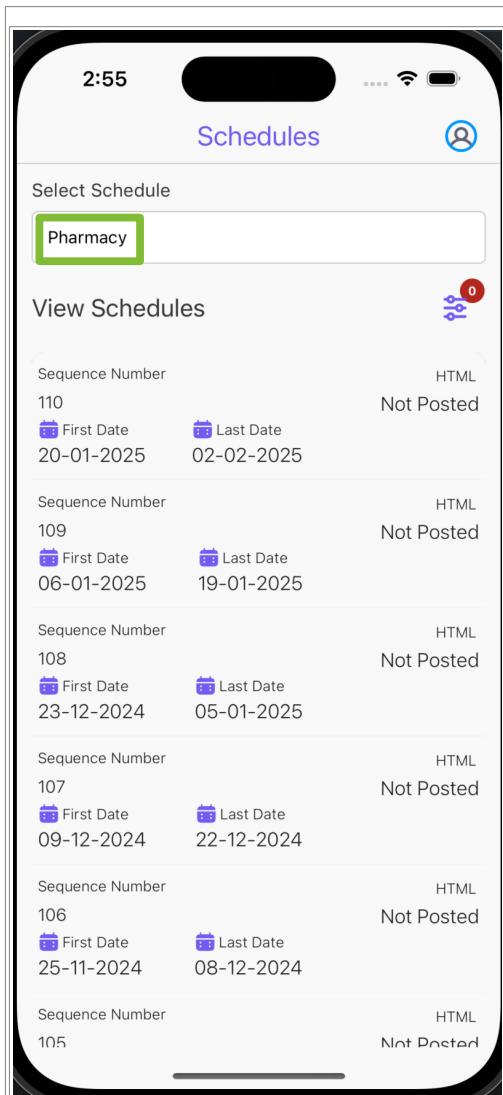


Figure 1

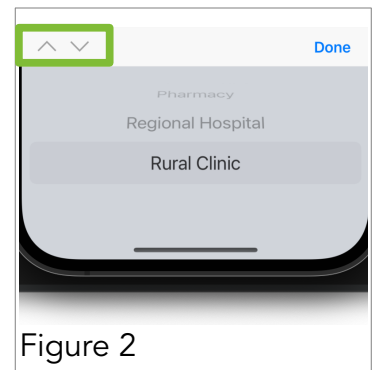


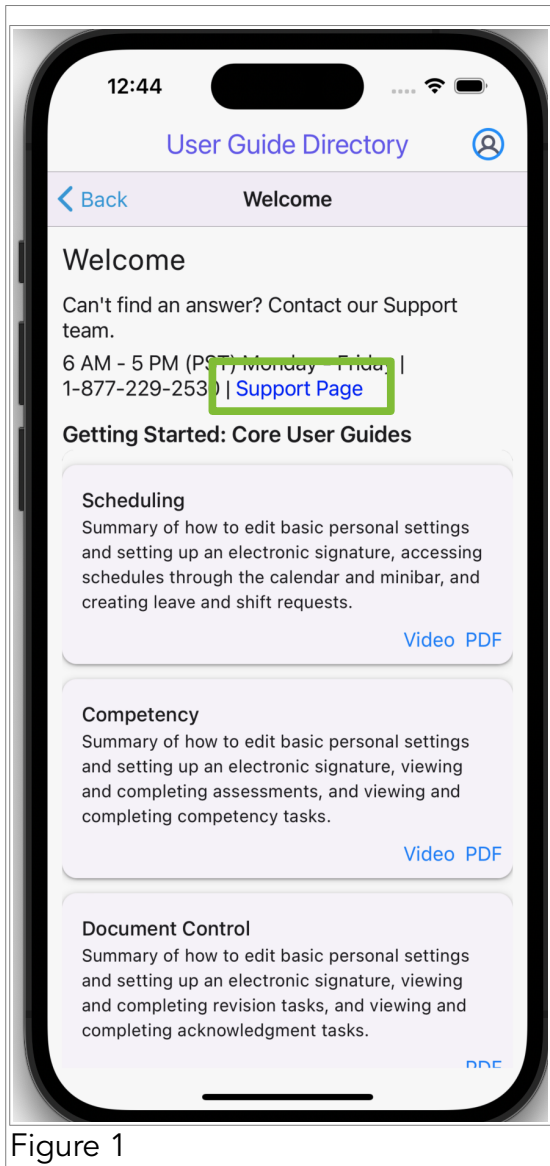
Figure 2

User Guide Directory & Support

Selecting User Guide Directory will open the mobile version of the directory. **(Figure 1)**

Scrolling down and selecting the video or PDF links will open the guide or video tutorial on your mobile device.

If you can't find your answer in any of those resources, selecting the Support page link **(Green box, Figure 1)** will open the support ticket portal or you can call our number during our hours of operation.



Selecting the Support Tab **(Green box, Figure 2)** will also display our support contact information including hours of operation, phone number, and support portal URL.

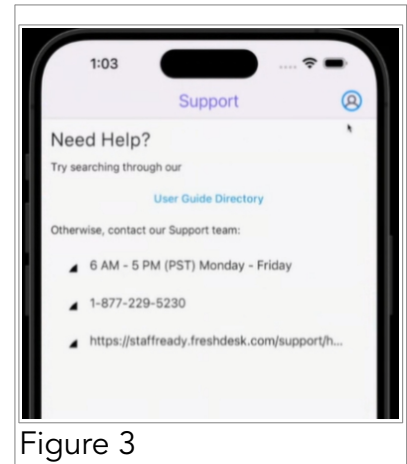
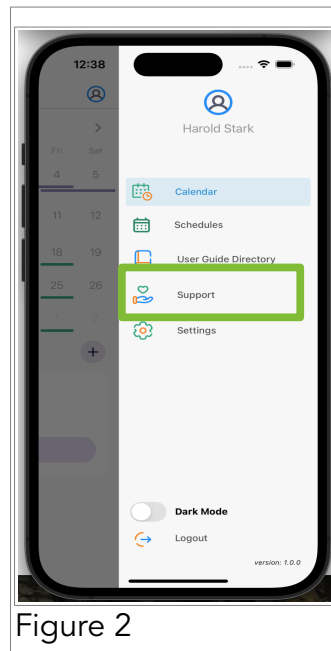


Figure 3

Figure 1

Figure 2

Settings

Selecting Settings in the personal menu will open the **Settings** menu. (Figure 1)

Selecting **Contact Information** will allow you to view, edit, or add new emails or phone types to your account. (Figure 2)

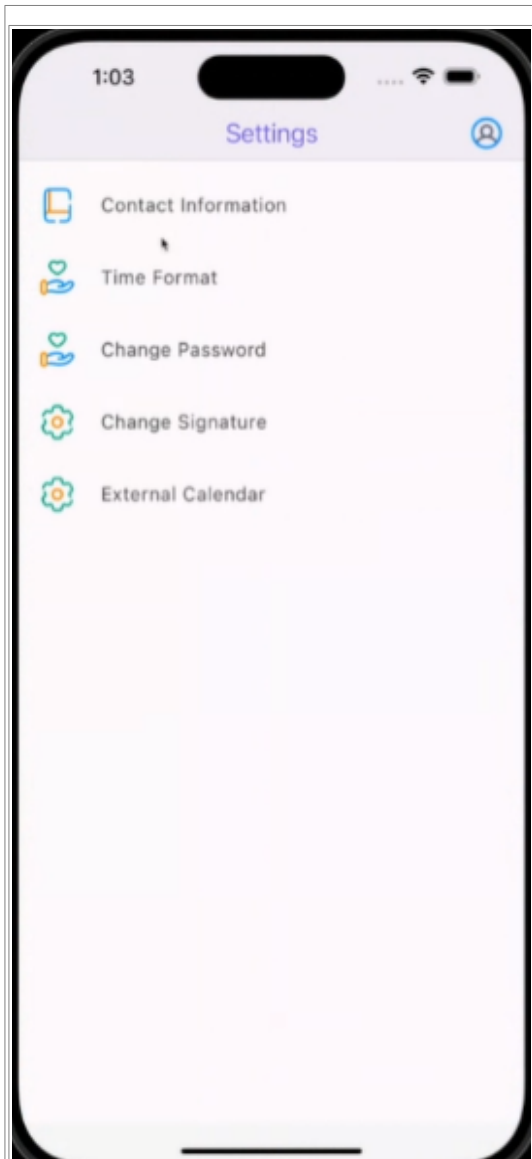


Figure 1

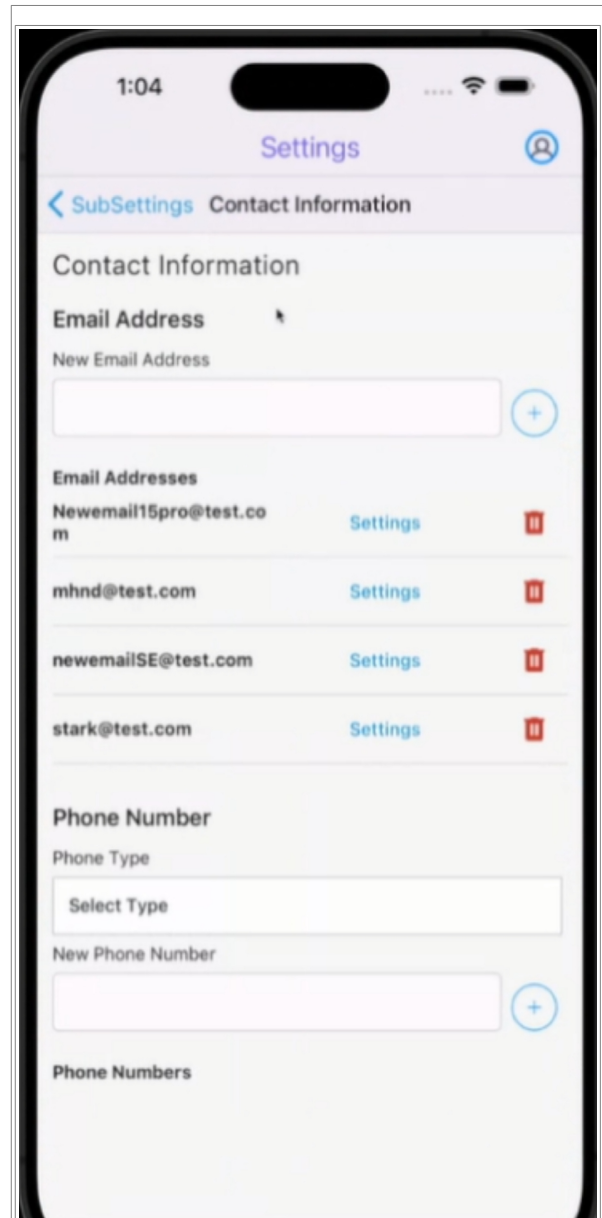


Figure 2

Settings: Time Format, Password, Signature, External Calendar

Selecting **Time Format** will allow you to update your time and date style to your preference. **(Figure 1)** Select **Save Changes** when you are finished.



Figure 1

Selecting **Change Password** will allow you to update your password. **(Figure 2)** You will need to enter your old password and confirm your new one. **Select Save Changes** when you are finished.

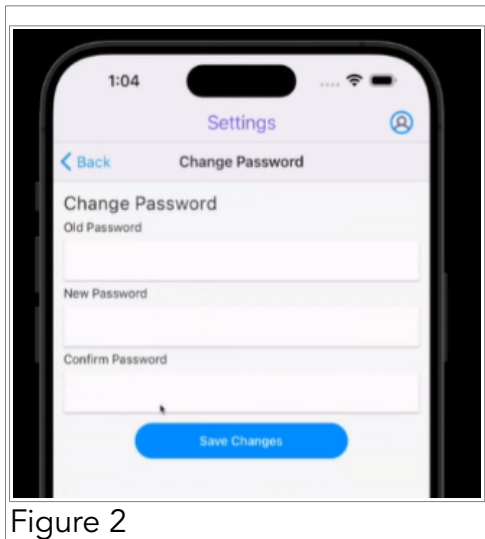


Figure 2

Selecting **Change Signature** will allow you to update your PIN and signature name. **(Figure 3)** Select **Save Changes** when you are finished.

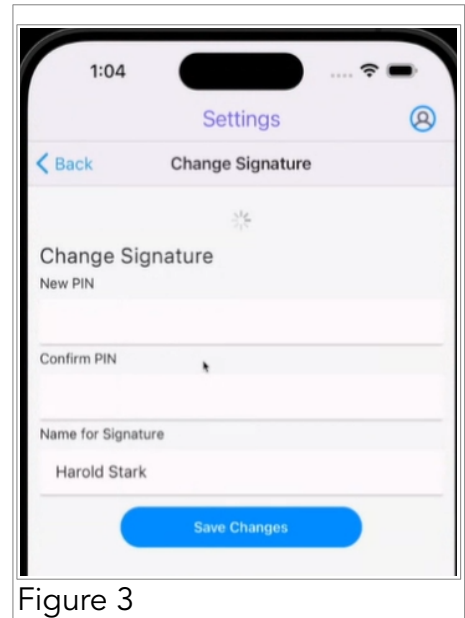


Figure 3

Selecting **External Calendar** will allow you to link your StaffReady calendar with an external calendar like iCalendar or Google calendar. **(Figure 4)** Click to enable the feed and then follow the instructions in the integration link.

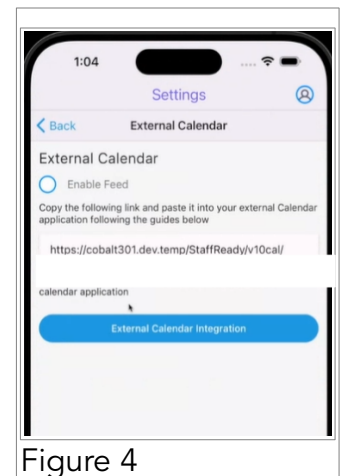
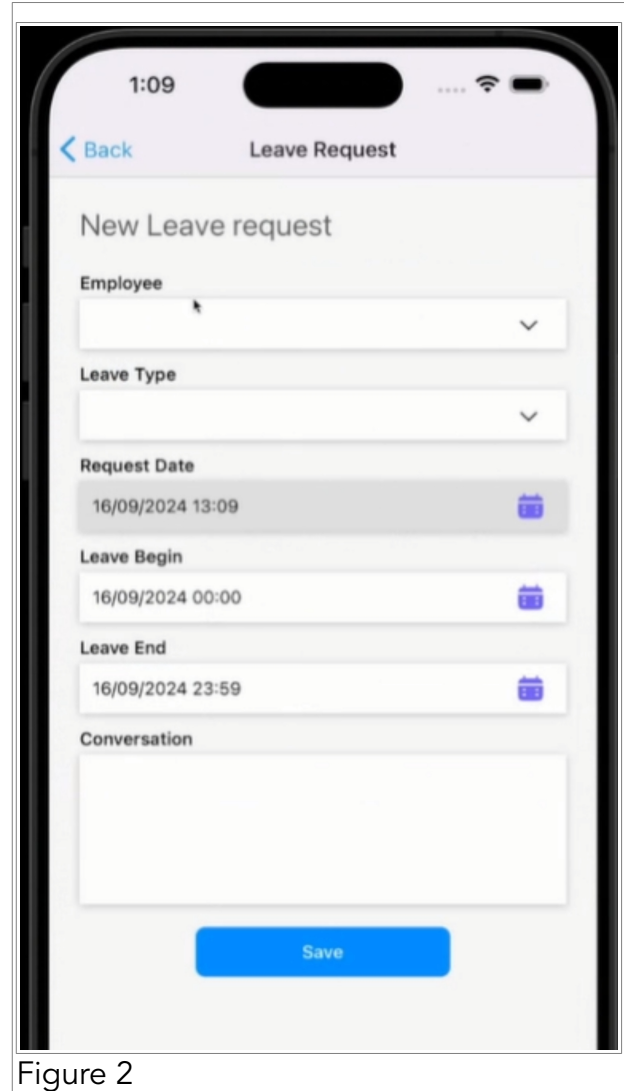
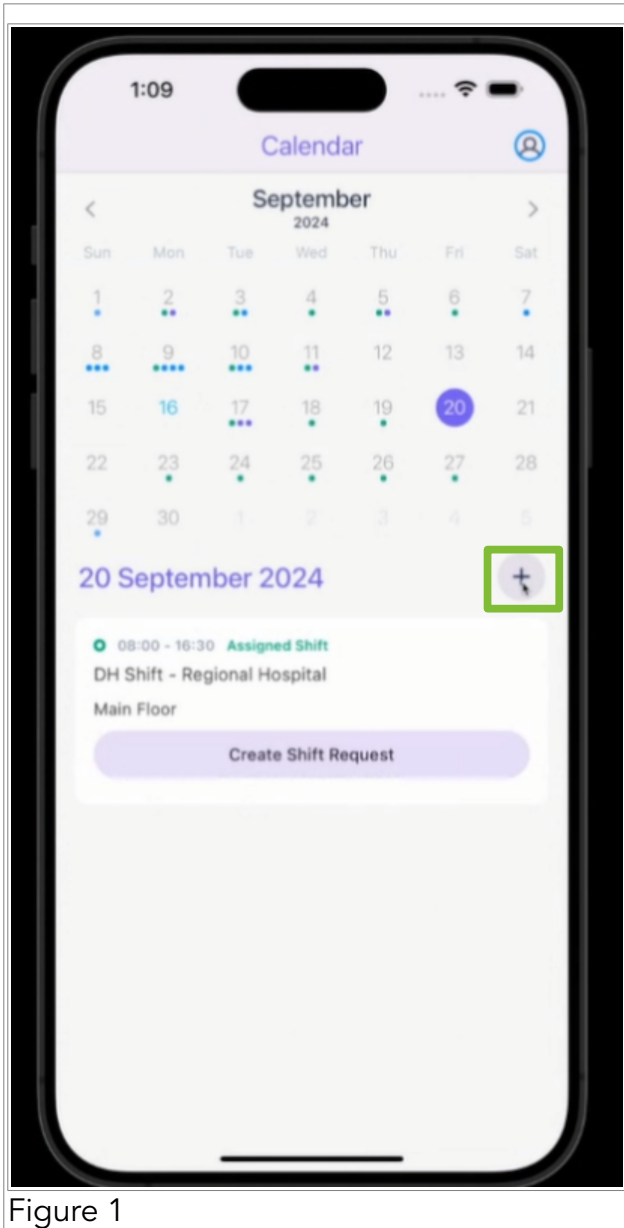


Figure 4

Create Leave Requests

To create a new leave request, select a day on the calendar grid and then select the plus icon. **(Green box, Figure 1)** This will open the Leave Request menu. **(Figure 2)** If you are a manager, you will be able to select from the list of employees. If you are not a manager, your name will auto-populate in the employee field.



Select your leave type, beginning and end dates, and add a comment in the conversation field. (Most people will add a reason for leave in this field.)

Select **Save** to submit your request.

Create Shift Requests

To create a new shift request, select a day on the calendar grid on which you have an assigned shift and then select the Shift Request button. **(Green box, Figure 1)** This will open the **Create Shift Request** menu. **(Figure 2)**

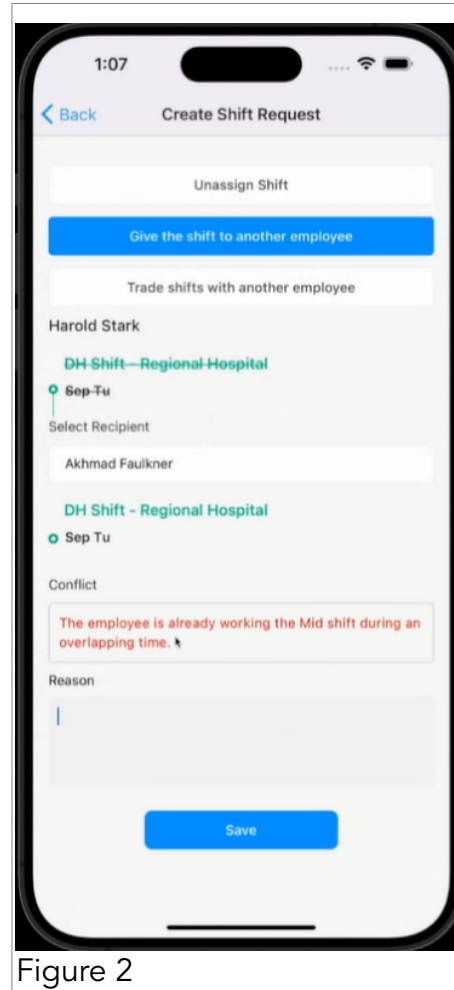
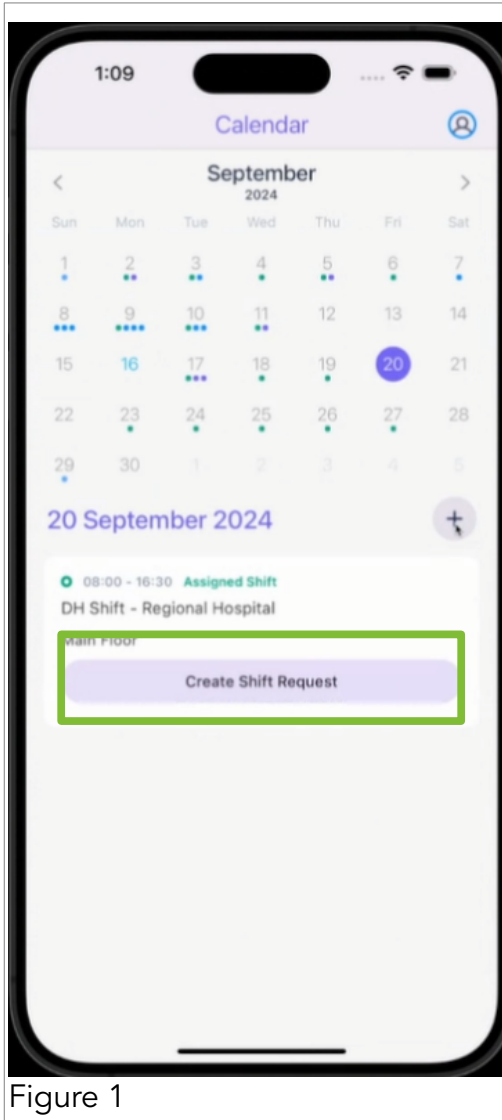


Figure 1

Figure 2

You can choose to **Unassign**, **Give Away**, **Accept Shift Bids** or **Trade** your shift depending on your preference. If you select **Give Away** or **Trade Shifts**, you will also need to select a recipient. Once this is done and you've entered a reason for the request, select **Save** to submit the request.

Manager Tasks

Note: If you are a schedule manager, you will only be able to access schedule info for schedules where you are also listed in the Employees Color Bar.

Select a day on the calendar grid to view all leave requests for that day. (Figure 1)

Next, select the Green check mark to approve the request or the Red X to deny the request.

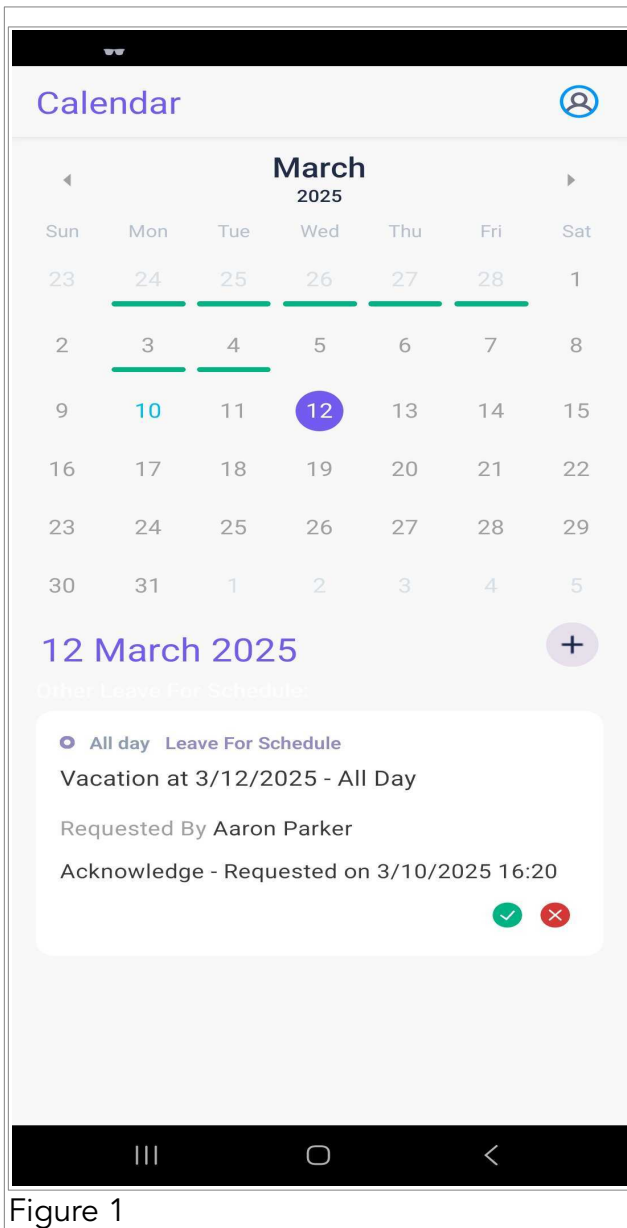


Figure 1

Resources

This concludes the User Guide for the StaffReady Mobile Application.

For more focused Guides on the functions and features discussed in this document, please check out the linked Guides on this page for supplemental reading.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

[Online Support Form](#)