



MakeShift

EMPLOYEE TRAINING RESOURCES

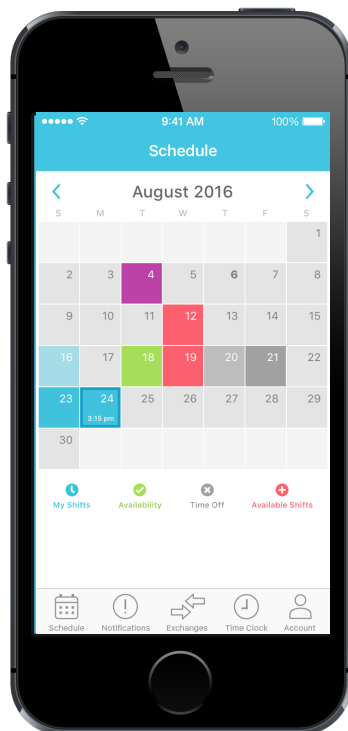
MakeShift is a mobile app that gives you instant access to your up-to-date work schedule. You can request available shifts, let your manager know when you're free to work, trade shifts with co-workers, request time off and more, all through your iPhone, Android, or computer.

EMPLOYEE TRAINING FOR iOS

Activate Your Account

Check your email inbox for a MakeShift welcome email from your manager. If you have not given your email address to your manager, please do so before proceeding.

1. Click on the Activate Account button in your MakeShift welcome email.
2. Create a password.
3. If you haven't already, download the MakeShift app from the App Store.
4. Login using your email address and your newly created password.
 - If you do not have a smartphone, you can access your schedule by logging in online at <https://my.makeshift.ca>



Your MakeShift account is now active! Your app gives you access to your work shifts, instant notifications of schedule changes and other great features, which allow you to set your availability, request time off and exchange shifts with coworkers.

Your Schedule

Your scheduled shifts will be sent directly to your app when your manager publishes them. As long as you keep your notifications turned on, you will be notified whenever your schedule is updated. To see the details of any shift, simply click on a blue square to check the shift time and see other details such as department or position.

Legend

- Blue** = Your Scheduled Shifts
- Green** = Your Availability
- Grey** = Approved Time Off
- Red** = Available Shifts

EMPLOYEE TRAINING FOR iOS

Learn to Use MakeShift Features

When you use the app for the first time, there are tutorials to show you how to use all the features of MakeShift. The tutorials will only show up the first time you use a feature. If you would like to see these tutorials again, you can reset them as many times as you like. From the schedule view, click on the **Account** button at the bottom right. Click on **Settings** and click **Reset Tutorials**.

Set Availability

Click on the **Availability** tab directly beneath your schedule. Scroll through the days of the week by sliding left or right at the top of the screen or up and down. You can also move ahead months by click on the orange arrow at the top right of the screen. You can either select "All Day" availability, create a custom block of availability, or you can create a "favorite." To create a favorite, select **Edit** in the top right corner. You can now tap each block of time that you are willing or available to work. The block will turn green when you tap on it. You can remove an available block by tapping on it again.

Request Time Off

Click on the **Time Off** tab directly beneath your schedule. You will see an other days off that have already been requested or approved. Click on the plus sign at the top right of the screen. Select the day(s) that you would like to request off. You can select a start date as well as an end date if you are requesting more than one day off. To request time off in the future, use the arrow at the top right of the screen to scroll ahead to future months.

Exchange or Drop a Shift

To post a shift for exchange or drop, click on the **Exchange** tab at the bottom of the schedule screen. Click on the plus sign in the top right corner. Your calendar will be visible with all of your scheduled shifts appearing in blue. Click on the shift that you want to exchange. The details of this shift are visible here including the location, department and position you are working. Keep in mind that only other employees that have the same position as you will be eligible to pick up this shift. Click on the **Post for Exchange** or **Post for Drop** button.

Helpful Links

Support Page: <https://support.makeshift.ca>

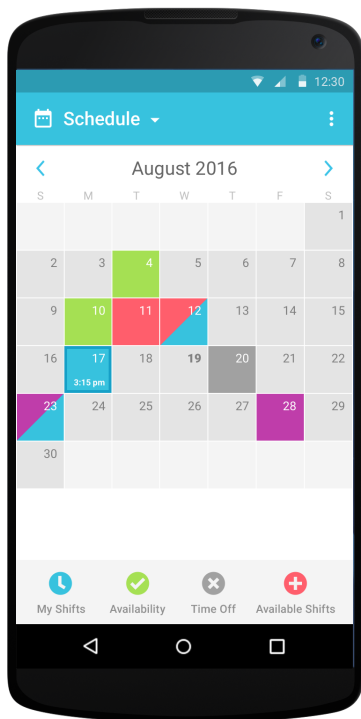
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EMPLOYEE TRAINING FOR ANDROID

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EMPLOYEE TRAINING FOR WEB APP

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EMPLOYEE TRAINING FOR WEB APP

The screenshot shows the MakeShift web application interface. At the top, there's a navigation bar with the MakeShift logo, a 'Schedule' button, a 'Messages' notification (3), and an 'Account' link. Below this is a secondary navigation bar showing the current date as 'TODAY' and 'July 2015', along with counts for 'AVAILABLE SHIFTS' (3), 'EXCHANGES' (3), and 'NOTIFICATIONS' (1). The main content area features a calendar grid for July 2015, with columns for Sunday through Saturday. The calendar shows various shifts represented by colored squares: blue for scheduled shifts, green for availability, grey for time off, and red for available shifts. Some days have asterisks indicating special events or exchanges. To the right of the calendar is a sidebar with three sections: 'SHIFT DETAILS' for the selected shift (Day, 9:15 am - 5:15 pm, Beauty Sales Clerk), 'AVAILABLE SHIFTS' listing three options (9am-12pm, 9am-5:15pm, 12pm-5pm), and 'AVAILABILITY' with an 'All Day' button and a time range selector (11:00pm to 12:00am).

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