

Manager/Supervisor Training Resources

You should have received an Invite from your Manager or you ARE the Manager:

Start Here: Watch the Recorded Training Webinar: <http://vimeo.com/59245376>

Sign up to attend a Live Demo with Angie: <http://wheniwork.com/attend-demo/>

Click on the invite link

1. Set up your username (typically your email address)
2. Set up your password
3. Set up your Profile, Contact Information and Alert Preferences:
 - How to set your Alert Preferences: <http://youtu.be/XCq81M-R-qQ>

If Applicable:

1. Download the When I Work App (App Store, GooglePlay)

Helpful Links and Videos

Angie & the Support Team: support@wheniwork.com

Angie and her team can be reached via email anytime for any questions you may have.

Video Resource Library: <http://wheniwork.com/education/>

In the Video Resource Library Please Watch: *each video is about 90 seconds long*

- Getting Started with your Schedule
- Scheduling Your Employees
- Managing Your Employees
- Scheduling Shifts at Sites (if applicable)
- Adding Locations
- Adding Sites
- Adding Shift Blocks
- Filling Open Shifts

When I Work YouTube Channel: <https://www.youtube.com/user/wheniwork>