*Third Times the Charm!*

*Our new scheduling and time clock management software!*

# *Why did we choose Agendrix?*

Employee Schedule Management

# Reach your employees instantly

Only one action is required to send a new or modified schedule to your employees. They'll be notified instantly to their preferred channel of communication. (Mobile, Email and Facebook)

At any time, your employees can access the latest version of their schedule with their mobile phone, tablet or computer. On top of that, Agendrix will indicate when an employee has seen their shifts.
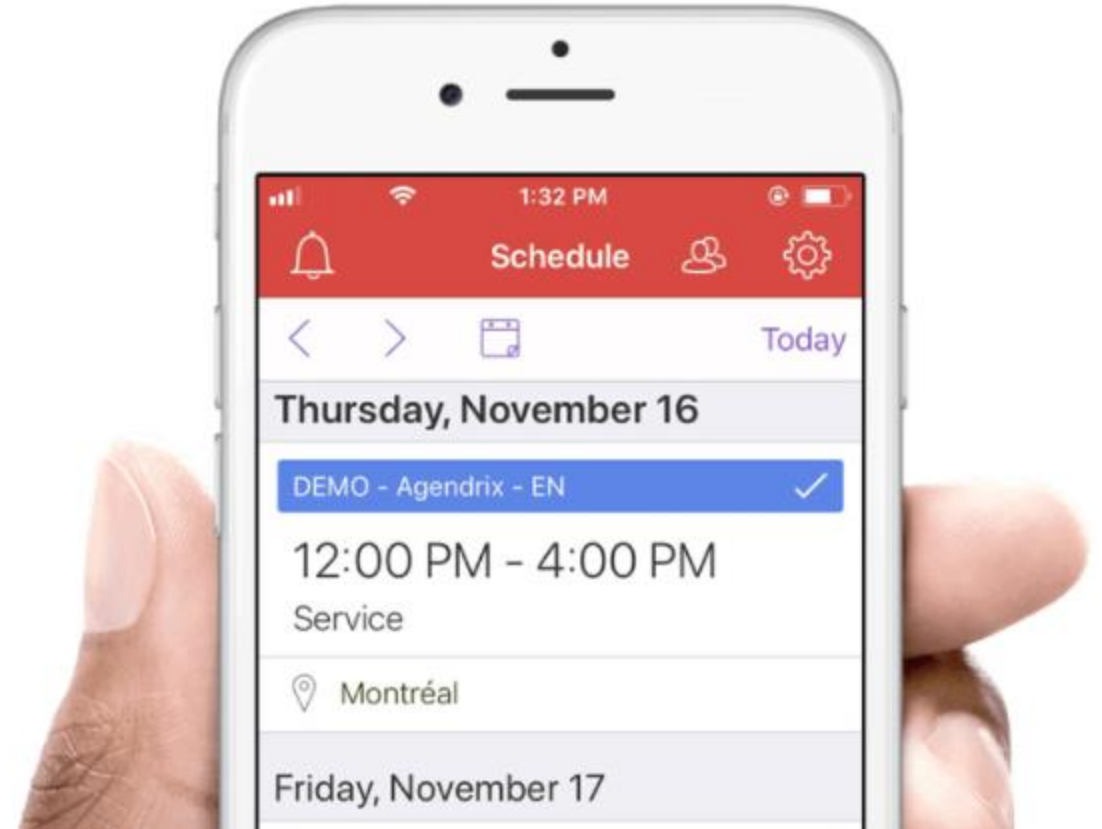
# Centralize the availability and leave requests of your employees

Be done with the availability and leave requests puzzle. Your employees can send them directly within Agendrix. As soon as a schedule manager approves a request, the employee will be notified and the changes will be automatically reflected in the schedule.

# Reduce absenteeism and lateness

Your employees receive an alert before their shift. You can additionally set Agendrix up to automatically alert employees when they are late and haven't clocked in yet.

## Requests

See and manage requests by employees you supervise

Leave **3**     Availability **2**     Shift transfers **1**     Open shifts **1**

Due next week (February 15, 2016 - February 21, 2016)

| 15h | Tue, feb 16 2016 - All day | Pending #11, sent Tue, Feb 9 2016 | Marc Taylor |

4:15

Wednesday, December 28

AGENDRIX                                   now

**Agendrix**
Your next shift of December 28 2016, 16:30 begins soon

Slide to open

Scheduling Confirmation

# Read and presence confirmation

See when your employees have checked their most recent schedule update. As needed, you can even enable a presence confirmation option so that your employees have to confirm that they will be present.

## Availability and Leave Requests

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Be done with the availability and leave requests puzzle. Your employees can send them directly within Agendrix. As soon as a schedule manager approves a request, the employee will be notified and the changes will be automatically reflected in the schedule.

## Requests

See and manage requests by employees you supervise

| Leave ③ | Availability ② | Shift transfers ① | Open shifts ① |

Due next week (February 15, 2016 - February 21, 2016)

| 15h | Tue, feb 16 2016 - All day | Pending #11, sent Tue, Feb 9 2016 | Marc Taylor |

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| POLICY REMINDER - Dress Code Published by: Samuel Roy | Seen by 21 employees |
| POLICY REMINDER - Failed products Published by: Samuel Roy | Seen by 47 employees Confirmed by 14 employees |
| Welcome to Agendrix! Published by: Samuel Roy | Seen by 52 employees |

## Bulletin Board

# Interacting with your employees is easier than ever

Use our Bulletin board and stop repeating messages over and over again. Post messages across your entire organization in a snap or cherry pick which positions you want to send the messages to. Add attachements/files to your messages, and much more.
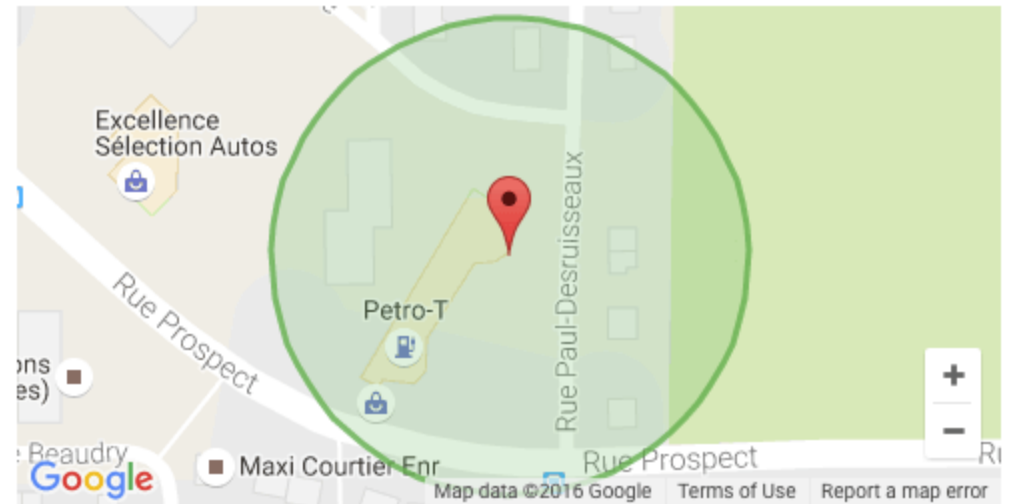
Gps

# Gps Time Clock

Define a place and perimeter inside of which your employees must clock in to record their punch in and punch out entries. You can then be sure that they are actually recording their hours from where they actually work.

**Name**

Main site

**Address**

779 Paul-Desruisseaux

Online clock in clock out

# Your employees clock in from the devices you define

Time and Attendance requires no costly or complex equipment. Based on your preferences, your employees can enter their work hours from their own mobile app, laptop computer, a terminal, or even a client's phone. Native iPhone and Android apps are also available.

# Let's Look at Agendrix!

← → ↻ ⌂   🔒 Secure | https://app.agendrix.com/c/272a3cfe-96a7-4c50-9085-03215b5c0412/week/today/

DU  Dutch Springs ▾

⊕ Help ▾   🔔   Andrea Scott ▾

### Me

### Schedule

### Employees

### Requests 4
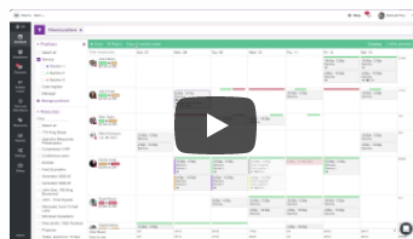
### Bulletin board

### Time and Attendance

### Resources

### Reports

### Settings

### Billing

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**Here is the schedule planner!**

You should now create your first schedule. When you are done simply hit the green **Publish** button to make it official.

To learn more, read our guide.

⊗

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| Admissions ▾ | Today ‹ | Sun. 11 - Sat. 17 mar 2018 › | Day | Month | | ⊞ Select | ⧉ Copy | More ▾ | **Publish** | 0 |

**Positions**

Filter

☐ Select all
☐ ● Blue Koi
☐ ● Admissions Cashier
☐ ● Supervisor
☐ Gate
☐ Aqua Park
☐ Without position
⚙ Manage positions

**Other options**

☐ Hide background shifts
☐ Employees with shifts
☐ Employees without shifts
☑ Show open shifts
☐ Hide confirmed shifts

| Filter employees | Sun. 11 ⋯ | Mon. 12 ⋯ | Tue. 13 ⋯ | Wed. 14 ⋯ | Thu. 15 ⋯ | Fri. 16 ⋯ | Sat. 17 ⋯ | |
|---|---|---|---|---|---|---|---|---|
| 🔒 Open shifts | | | | | | | | |
| AG Amanda Gestl 0h | | | | | | | | 0h |
| Andrea Scott 0h ⏱ 0h to 0h | | | | | | | | 0h |
| Andrew Petrisko 0h ⏱ 3h to 40h | | ▬▬▬ | ▬▬▬ | | ▬▬▬ | | | 0h |
| DF Drew Filchner 0h | | | | | | | | 0h |
| Joe Greene 0h | | | | | | | | 0h |
| KS Kevin Scott 0h | | | | | | | | 0h |
| LS Lauren Suter 0h | | | | | | | | 0h |
| MT Michael Termini 0h | | | | | | | | 0h |
| NP Nicholas Petrisko 0h | | | | | | | | 0h |
| TB Tyler Bachik 0h | | | | | | | | 0h |

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👤 Me

📅 Schedule

👥 Employees

💬 ❹ Requests

📣 Bulletin board

🕐 Time and Attendance

🏷 Resources

📊 Reports

⚙ Settings

💳 Billing

# Employees (29 connected / 101 total)

**Add employee**

**All** (101)  |  **Invitations** (72)  |  **Archived** (1)

| Bulk actions ▾ | Name, email, position, location, etc. 🔍 | All roles ▾ | All locations ▾ | | ● Invited  ● Not invited | ⚙ ▾ |

| ☐ | First name (A - Z) ▾ | Positions | Locations | Last seen | Email | |
|---|---|---|---|---|---|---|
| ☐ AC | **Adam Corby** Employee | Lifeguard View details | Aqua Park | - | corbykate@comcast.net | ••• |
| ☐ 📷 | **Alan Chalfin** Employee | Dive Pro View details | Lakestaff | - | alanchalfin@yahoo.com | ••• |
| ☐ AM | **Alen Malott** Employee | Dive Pro View details | Lakestaff | about 2 hours ago | amalott@verizon.net | ••• |
| ☐ AH | **Alexander Haug** Employee | Ride Attendant View details | Aerial Park | - | ahaug5790@gmail.com | ••• |
| ☐ AP | **Alexa Posa** Employee | Snack Shack Cashier View details | Snack Shack | - | swimmeralexa2018@hotmail.com | ••• |
| ☐ AG | **Amanda Gestl** Supervisor | Admissions Cashier, Gate, Without position View details | Admissions, Airfill, Gate, Retail | - | agestl@hotmail.com | ••• |
| ☐ 📷 | **Andrea Scott** Admin | Admissions Cashier, Supervisor, Without position and 1 more | Aerial Park, Aqua Park, Company Training, Memorable Events, NSTD, Snack Shack and 5 more | 5 minutes ago | andreas@dutchsprings.com | ••• |

Secure | https://app.agendrix.com/o/272a3cfe-96a7-4c50-9085-03215b5c0412/billboard/published/

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**Me**

**Schedule**

**Employees**

4
**Requests**

**Bulletin board**

**Time and Attendance**

**Resources**

**Reports**

**Settings**

**Billing**

# Bulletin board

**Create a message**

| Published ▾ |

Displayed messages (2)

Search for a post 🔍     All messages ▾

## Categories ⚙

All

Announcements

Internal policies (empty)

Training (empty)

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**hi**

just testing!

✔ You confirmed on Mar 16 2018

KS  **Kevin Scott**
Published on Fri, Mar 16 2018

👁 3  ✔ 2

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### Staff Meeting Reminder!!!

I'm so excited to post the first official message using our new system, Agendrix :) The staff meeting will be...

Read more

**Andrea Scott**
Published on Fri, Mar 16 2018 in Announcements

👁 22  ✔ 16  💬 2

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Secure | https://app.agendrix.com/o/272a3cfe-96a7-4c50-9085-03215b5c0412/payrolls/51a7e419-79bd-4468-96e2-22e4595d14aa/

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## Pay period

| Feb 19 2018 - Feb 25 | ▾ | ✎ |

## Filter employees

▼ Employees

Show employees currently...

☐ 🟢 Working
☐ 🟠 On break
☐ 🔴 Haven't clocked in but are scheduled

Review employees with...

☐ 🔵 Unapproved time entries
☐ ❗ Time entries that haven't been clocked out

▼ Locations

☐ Admissions
☐ Retail
☐ Aqua Park
☐ Gate
☐ Lakestaff
☐ Airfill
☐ Company Training
☐ NSTD
☐ Aerial Park
☐ Snack Shack

# Payroll summary

Feb 19 2018 - Feb 25 (Past)

**Finalized**  (Edit)

🖨  **Export payroll**

| Search by employee name | 🔍 |

| First name (A - Z) ▾ |

| Employee | SH | CH | UPTO | PTO | Reg | OT | Total | Cost |
|----------|----|----|------|-----|-----|----|----|----|
| AC  Adam Corby | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| Andrea Scott | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| AL  Ashley Lee | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| CI  Colin Irwin | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| DL  Daniela Laguna | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| EK  Elena Kreger | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| EB  Erica Biechy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| FG  Frankenfield Gavyn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| Grant Smith | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| HG  Harl Gardiner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| Jared Bachik | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |

## C) How does Agendrix Messenger work?

- To start a new conversation, simply click the purple "**+**" button (see blue arrow).

- To disable notifications, leave a conversation, or rename a group conversation, click the purple "**i**" button (see pink arrow). This will display these options (see pink box).



## D) Agendrix Messenger on mobile

Agendrix Messenger is also available from the Agendrix mobile apps for employees section on **iOS** and

A) Why use Agendrix Messenger?

B) How to disable conversations between employees?

C) How does Agendrix Messenger work?

D) Agendrix Messenger on mobile

**Not the solution you were looking for?**

Click the link below to talk with us, we love to help!

**SUBMIT MESSAGE**

Secure | https://app.agendrix.com/help/

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- Me
- Schedule
- Employees
- Requests (4)
- Bulletin board
- Time and Attendance
- Resources
- Reports
- Settings
- Billing

# How can we help?

## Chat with us

Reach us by chat, our support team replies pretty fast!

**Chat now**

### +1 (888) 982-9307

Talk to a specialist over the phone, we are happy to help.

Regular phone support hours 8am-5pm EST, Monday to Friday.

### Featured articles
## Managers

- Adding new employees
- Structuring my account if I have more than one location or completely separate divisions
- How to structure my account using positions and sub-positions?
- What do the Colors Surrounding the Total Hours in the Scheduler Represent?
- Ensuring employees have acknowledged their work shifts
- How can Day and Month views be used?
- What is an open shift and how to create one?
- Using filters to narrow down displayed information
- How to know how many employees read messages, and who has read them or not?
- General Settings Explained

### Featured articles
## Employees

- How to Check My Schedule and Confirm My Shifts?
- How to send my availability to my employer?
- How can I see the schedules of my coworkers?
- How to request a replacement to a colleague?
- How to ask for a time off through a work shift?
- How to Create and Know the Status of a Time Off Request?
- Alerts and what they mean
- How to Share My Schedule with Google Calendar, Outlook Calendar or Other Calendars?
- How to Apply on Open Shifts and Know the Status of My Requests?

### What's new?

Our app is always evolving with free updates. Learn what was recently released.

**See what's new ▸**

### Status updates

Get updates about our scheduled maintenance and service status.

**View status page ▸**

Haven't found the help article you needed?