



***Third Times the Charm!***

***Our new scheduling and time clock management software!***

# What must I do now?

Sign in — Ag x How to use x Agendrix He x agendrix - G x Agendrix He x

Secure | <https://app.agendrix.com/en/sign-in>

Apps MSN.com eGalaxy spam netrepid website smartwaiver Other bookmarks

 Agendrix

 Sign in with Facebook

 Sign in with Google

Or

Remember me?

[Sign in](#)

[Forgot your password?](#)

[Sign up](#)



1- Sign on to your account from your email invitation

## 2- Click on the triangle drop box next to your picture and choose “My Profile” to review and update your profile

DU Dutch Springs ▾

Help ▾

Andrea Scott ▾

Me

Schedule

Employees

Requests

Bulletin board

Time and Attendance

Resources

Reports

Settings

Billing

My schedule

My requests

My availability

My profile

My notifications

Today < > Mar 11 - Mar 17 2018 See co-worker schedules

Upcoming shifts

Week total: 1h30

Sunday  
March 11

6:00a - 7:30a  
Blue Koi, Admissi

DU Dutch Springs ▾

Help ▾

Andrea Scott ▾

My schedule

My requests

My availability

My profile

My notifications

### My profile

**GENERAL INFORMATION**

Andrea Scott

andreas@dutchsprings.com

**Time and Attendance PIN**  
Dutch Springs - 4662

436 Arrowhead Ln, Breinigsville, PA 18031

**Date of birth**  
1976-11-19

**Phone**

610-759-2270 Other

610-216-2427 Mobile

+ Add phone number

**SYSTEM PREFERENCES**

**Interface language**  
English

**Time format**  
12 hours

**Time zone**  
(GMT-05:00) Eastern time (USA, and Canada)

Thursday  
March 17

shifts

3

3

# 4- Update Your Notification Information

My schedule

My requests

My availability

My profile

My notification

## My notifications

### EMPLOYEES UNDER MY SUPERVISION

#### Notify me when...

- A new time off request is created
- A new availability is created
- A new transfer request needs approval
- An employee applies for an open shift
- A new comment is created
- A bulletin board message is published
- A schedule is unpublished
- An employee hasn't clocked in
- An employee hasn't clocked out

### MY SCHEDULE

#### Notify me when...

- I'm scheduled
- New open shifts are available
- I'm scheduled outside of my availability
- One of my shifts is deleted
- My shift starts in

### RECEIVE NOTIFICATIONS BY

- Email
- Facebook
- Text message - [Disable text notifications](#)

### DOWNLOAD MOBILE APP



### MY REQUESTS

#### Notify me for activity on...

- Time off requests
- Availability requests
- Transfer requests
- Open shift requests

### OTHERS

#### Notify me when...

- A bulletin board message is published or modified
- My availability is changed by a supervisor
- A new comment concerning me is created

# 5- Update Your Availability

Note- This is general availability- ***YOU STILL NEED TO REQUEST OFF!!!***

**My availability** Add availability

**Modifying your availability** When you modify your a long as your modifications are approved by your sched

**Active**

**Dutch Springs**  
Started on March 11 2018

**Upcoming**  
*This section is empty*

**Pending approval**  
*This section is empty*

**My availability**

**Starts on**  
2018-03-11

**Ends on**  
*Availabilities don't have an end date. They only end when a new availability becomes active.*

**Name**  
Ex. : Back to school

Add additional information or special notes here

**DESIRED NUMBER OF HOURS PER WEEK**

Minimum: 0 Maximum: 0

**AVAILABILITY**

**Need help adding your availability? We got you covered!**  
[Consult our complete guide](#)

# 6- Time Off Requests and shift changes

***THIS IS WHERE YOU REQUEST OFF!!!***

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

## My requests

See and manage your requests

Create a time off request

### Time off requests

Not to be confused with Availability, time off requests are mostly for one-off events like a doctor appointment.

For more details on how to create a leave request [consult our guide](#)

### Swap or offer shifts

From a shift in [your schedule](#), you can see who could be available to replace you and send them a request. You can simply ask coworkers to take your shift, or swap one of your shift for one of theirs.

For more details on how to create a shift transfer request [consult our guide](#)

### Get more shifts

When your schedule manager publishes the schedule, it may contain Open Shifts. All open shifts available to you will be displayed in your schedule.

For more details on how to apply for an open shift [consult our guide](#)



# Clocking in and Out and choosing breaks using the web app

The screenshot shows a web application interface for time management. At the top, there is a navigation bar with 'DU Dutch Springs', 'Help', a notification bell, and a user profile for 'Andrea Scott'. A red circle highlights the 'Clock' button in the 'My timesheet' section, with the text 'Click Here' next to it. Below this, there are three sequential dialog boxes:

- Dialog 1 (14:23, 2018-03-16):** Titled 'No shift yet, clock in anyway?'. It contains a 'Memorable Events' dropdown, a 'Without position' dropdown, and a text input field for 'Optional notes to your supervisor'. A green 'Clock in' button is at the bottom.
- Dialog 2 (14:24, 2018-03-16):** Titled 'You started work at 14:24.'. It contains two radio buttons: 'I'm taking a break' (selected) and 'I'm leaving work'. A green 'Clock out' button is at the bottom.
- Dialog 3 (14:25, 2018-03-16):** Titled 'You started work at 14:24.'. It contains two radio buttons: 'I'm taking a break' and 'I'm leaving work' (selected). Below them is a text input field for 'Optional notes to your supervisor' containing the text 'note'. A green 'Clock out' button is at the bottom.

The background interface includes a 'Payroll summary' section with a table of hours and a 'Supervisor's notes' section. The table is as follows:

	Total
Scheduled hours	0
Clocked hours	0
Unpaid time offs	0
Paid time offs	0
Payable hours	0



**Getting started as a manager**



**Creating employee's schedule**



**Managing my employees profile**



**Managing my employees requests**



**Tracking employee time**



**Exporting my reports in Excel format**



**Managing my billing**



**Communicating between employees and managers**



**View and modify my schedule**



**Sending my requests and availabilities to my employer**



**Managing my personal informations**



**Set my notifications**



# 9- Install a Agendrix for Employees App



## App Store Preview

This app is only available on the App Store for iOS devices.



### Agendrix for Employees 4+

Employee Scheduling  
Agendrix

★★★★★ 70 Ratings  
Free

## Screenshots [iPhone](#) [iPad](#)



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Redeem  
Buy gift card  
My wishlist  
My Play activity  
Parent Guide

Agendrix for Employees

Agendrix Business

★★★★★ 320

Everyone

This app is compatible with your device.

Add to Wishlist **Install**

ACCESS YOUR SCHEDULE ANYWHERE

CLOCK IN AND OUT

TAKE ACTION QUICKLY

Agendrix is a web and mobile platform that simplifies employee scheduling and time tracking. The Android app allows employees to access their work schedules on the go, communicate and receive real time alerts.

Overview 







NEXT UP

- 0 View all upcoming shifts
- 0 Open shifts available

BULLETIN BOARD

- 1 Unread messages

REQUESTS

- 0 Updated requests

CURRENT AVAILABILITY 

 Preferences of 0h00 to 0h00 per week

My Schedule   







Mar 11 - Mar 17, 2018

Total: 0h

Sunday, March 11  
No shifts scheduled

Monday, March 12  
No shifts scheduled

Tuesday, March 13  
No shifts scheduled

Wednesday, March 14  
No shifts scheduled

Thursday, March 15

< >  Today

Timesheets 







Monday, March 12  
No time entry

Tuesday, March 13  
No time entry

Wednesday, March 14  
No time entry

Thursday, March 15  
No time entry

Friday, March 16  
No time entry

Saturday, March 17

Copied to clipboard.

Mar 12, 2018 - Mar 18  

**Bulletin Board**

hi

CONFIRMATION REQUIRED

just testing!

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

**Staff Meeting Reminder!!!**

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

**Andrea Scott**  
 Publish on Mar 16, 2018 in Announcements

**More**

MODULES

Requests

Availability

MY ACCOUNT

Profile

Notifications

Sign Out

HELP & SUPPORT

Getting Started

Help center

Saving screenshot...

**Requests**

**Time offs, shift swaps, shift offers and open shifts**

Requests allow you to obtain time off, swap your shift swaps and offers and apply for open shifts.

Create a request

Copied to clipboard.

# Time off request

Save

Organization

Dutch Springs

All day

Start

Choose a date

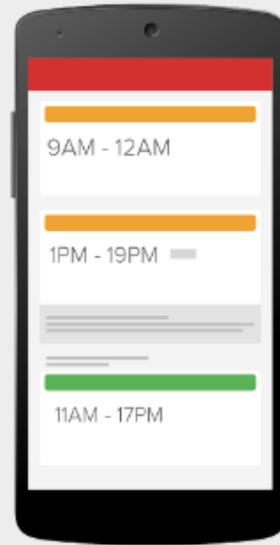
End

Choose a date

Reason for the request

Enter your reason...

# Shift transfer request



## Offer or Swap shifts

To offer or swap a shift, press on a shift and then use the Offer or Swap buttons. The enabling of this feature is up to your manager.

[Go to My Schedule](#)

# Notifications

## MY SCHEDULE

I'm scheduled

I'm scheduled outside of my availability

New open shifts are available

One of my shifts is deleted

I didn't clock in for a shift

I didn't clock out for a shift

Before my shift starts

Alert me 45 minutes before

## REQUESTS

12:19 PM

## Notifications

REQUESTS

- Activity on my time off requests
- Activity on my availability
- Activity on my shift transfer requests
- Activity on my open shift requests

OTHERS

- A bulletin board message is published or modified
- My availability is changed by a supervisor
- A new comment concerning myself

1:38 PM

## Adam Tétreault

13:31

Salut Adam!

13:32

Pourrais-tu STP venir me voir à mon bureau vendredi après-midi, juste avant ton quart de travail?

13:34

Oui, pas de problème, je vais arriver vers 15h30. Bonne journée!

13:35

Super, bonne journée à toi aussi!

13:35

Écrivez un message...

# Clocking in and Out and choosing breaks using the phone app

