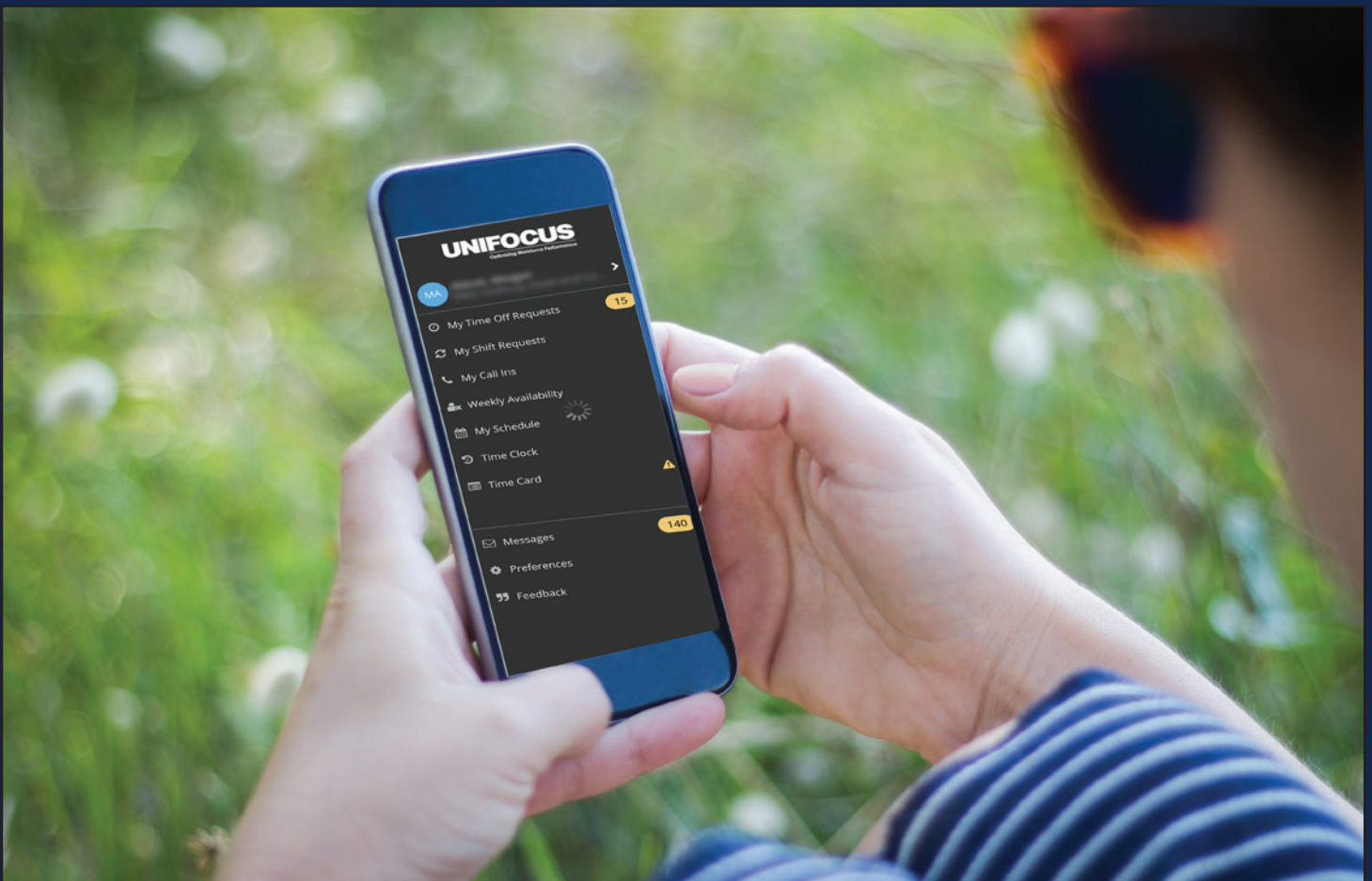


*User Reference*

# Mobile App



*We go where YOU go!*

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UniFocus' **Mobile App** makes communicating with management simpler than ever for employees, providing the ability to make many scheduling requests with just the touch of the screen.

Team members can view, manage, and modify their Schedules, Requests, and Messages, as well as Call In late or absent, view their Time Card, and view and request Open Shifts. Managers then use this information to troubleshoot problems within your assigned work area and keep you updated on the latest changes to schedules, absences, tardiness or other schedule conflicts, as needed.



## Mobile Application Invitation

Your manager will initiate an email or paper invitation for the mobile application. If you haven't received an invitation, please contact your manager. For an email invitation, you will receive an email confirming registration with your User Name and Partner Code. If you get a paper invitation, the information will be on the invitation.

You will need to enter the information provided to confirm your identity.

## Login Information

Use the credentials provided in the email to log in.

Sign In

A valid partner code is required to log in. You should have received it in an email when you registered for your account.

demo

You will be prompted for your username and password next.

Next

Sign in

Demo 819 (Change)

test

\*\*\*\*\*

[Forgot your ID?](#) [Forgot Password](#)

Keep me signed in ☒

Sign in

The first time you Log In:

1. Enter a **Partner Code**.
2. Click **Next**.
3. Enter your **Login ID** and a **Password**.
4. Click **Sign In**.



## Accessing the URL Version

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You may also access the application via the following internet link: <http://portal.unifocus.com>. Note: Chrome browser is recommended.

## Problems Accessing the System

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Here are some troubleshooting suggestions:

- Verify that you are using Chrome or Safari to access application.
- Verify the login credentials. Are you missing any characters?
- Ask your manager if they received the request if you haven't gotten an approval.
- If you need to reset your password, click **Forget Password**.

## Time Off Requests

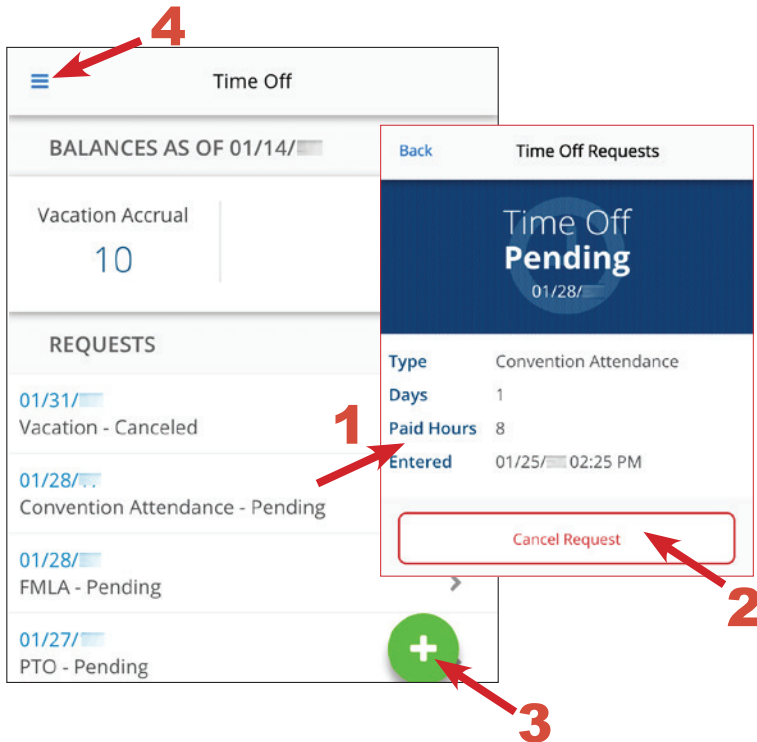
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The first screen you see is the Time Off Requests screen. From the Time Off screen, you can add a new time off request or open the detail screens of individual requests. From the details screen, you can view, edit, and delete the time off requests. The Balances section displays the number of vacation and sick/personal time the employee has accrued. The Requests section displays requests for future time off.

On this screen, you can:

- Open a new time off request by tapping the floating add button.
- Cancel pending requests.





1. Click on a request to view details.
2. On the Time Off Requests screen, click **Cancel Request** if you do not want your manager to approve the request.
3. Click the **green plus icon** to create a new request.
4. You can also access the main menu from this screen.

### To add New Requests:

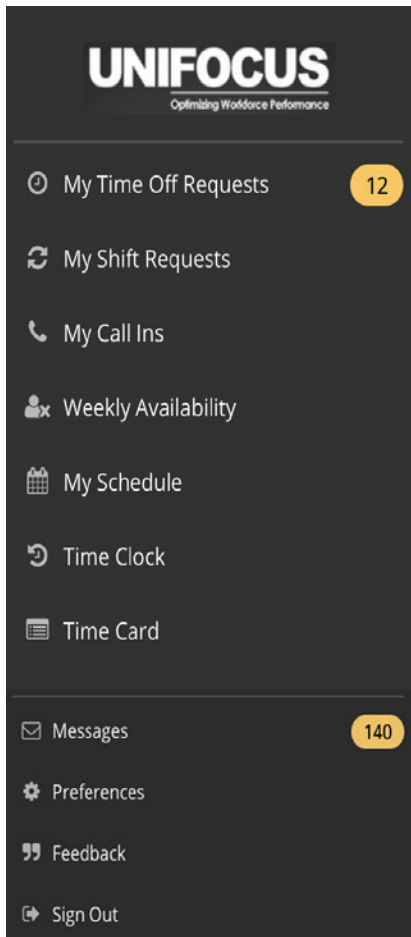
1. Enter the requested information.
2. If your request is not for Full days, click on the **Full days** button to turn it off. Start and End time fields are displayed.
3. Click **Send**.

**Note that you can also access Time Off Requests via the main menu.**



# Main Menu

From the main menu, click on a menu item to access the features/ functions. A gold bubble indicates that you have issues that need to be addressed. The number inside the gold bubble denotes the number of issues needing your attention.

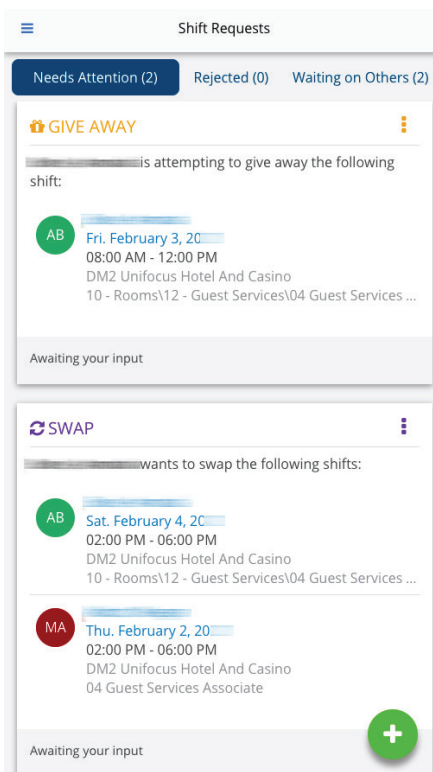




# My Shift Requests

The following shift requests are available:

- **Give away** – Transfers a shift to another employee who also works that job. The employee will need to approve or deny. Once the receiving employee has approved or denied, the request is sent to the manager for approval or denial.
- **Swap** – Replaces one of your shifts with that of another employee. The employee will need to approve or deny. Once the receiving employee has approved or denied, the request is sent to the manager for approval or denial.
- **Drop** – Releases you from the responsibility of working a scheduled shift. This request will send a request to the manager for approval or denial.
- **Pickup request** – Requests that you fill an open shift. This request is sent to the manager for approval or denial.



To accept or reject shift requests:

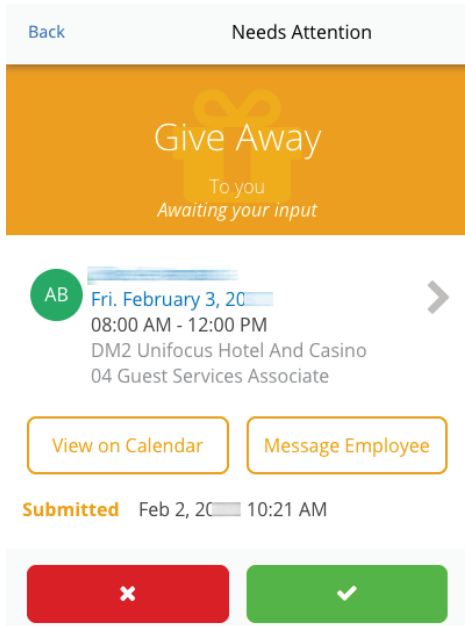
1. Click **My Shift Requests** in the main menu.
2. In the **Needs Attention** tab, click on a request or on the colored three dots icon. Details and options are displayed. Each type of request offers similar options such as viewing the request on a calendar and sending a message to an employee.
3. Proceed to the appropriate section below.

Note: Even if you or the other employee(s) approve a request, it is not final until approved by a manager. If the request is approved, you will receive a message in your Inbox.

Clicking **Waiting on Others** provides an explanation of what needs to happen for the request to be finalized.







## Accepting Give Away Shifts

If you click on the employee name:

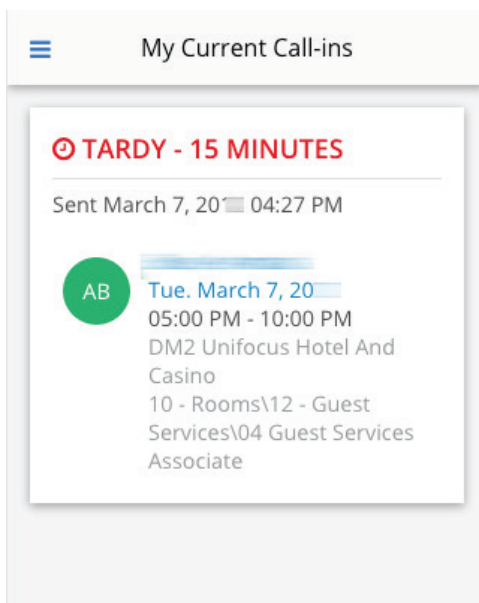
1. Click on the employee name to view more details.
2. Click **View on Calendar** or **Message Employee** if appropriate.
3. Click **Accept** or **Decline**.

If you Accept the shift and your manager approves it, your schedule will be adjusted accordingly.

Clicking on the three gold dots icon in the main screen provides the following options:

- **Accept Request** - denotes that you want to work the shift. The Request is sent to your manager for final approval.
- **Decline Request** - denotes that you do not want to work the shift.
- **View Shift Details** - allows you to view details of the shift.
- **View Shift on Calendar** - allows you to see the shift on a calendar for perspective.
- **View Giveaway Request Details** - takes you back to the main Giveaway screen.

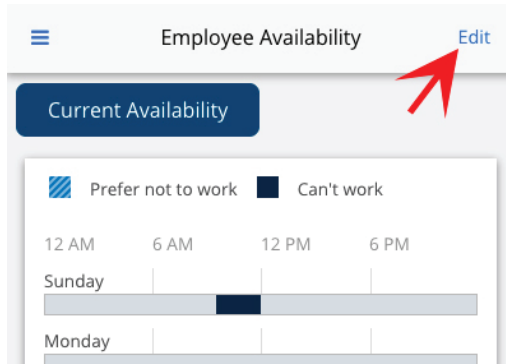
## My Call Ins



Clicking on **My Call-Ins** from the main menu provides you with a list of the upcoming shifts for which you called in Tardy or Absent.

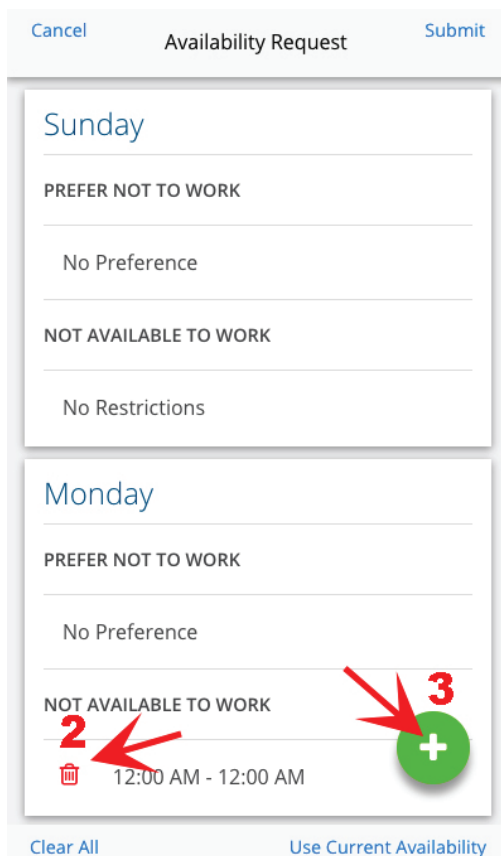


# Weekly Availability



Weekly Availability allows you to information your manager about any restrictions in your schedule.

1. To add or change availability, click **Edit**.



2. To delete an existing request, click the red trash can.
3. To add a new request, click the green plus icon.



## Adding a new Availability Request

1. Click on a button(s) for the appropriate day(s).
2. If the request is not for full days:
  - a. Click **All Day** to turn it off.
  - b. Enter the **Start** and **End Times**.
  - c. Click **Done**.

3. Select an **Availability Type**.
4. Click **Add**.

The request is displayed under Pending Availability until acknowledged by your manager.

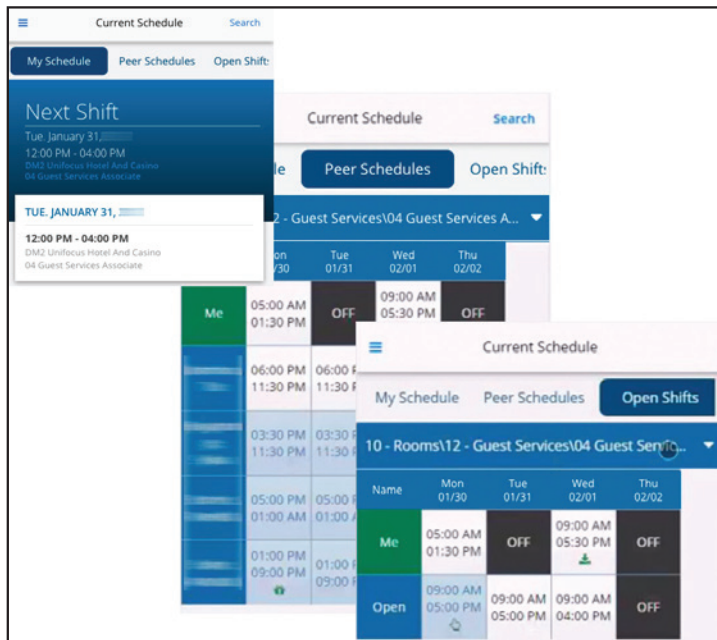
You can submit multiple Availability Requests by clicking **Edit**.

You have the option of editing an existing request or deleting an existing request and creating a new one.



# My Schedule

The Current Schedule screen allows you to view your schedule and those of your peers. Features include:



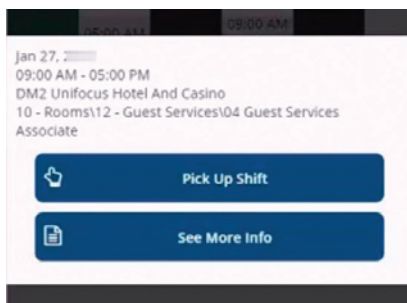
**My Schedule** displays a list of currently published shifts. You see your next shift at the top of the screen. From this screen, you can request to drop a shift.

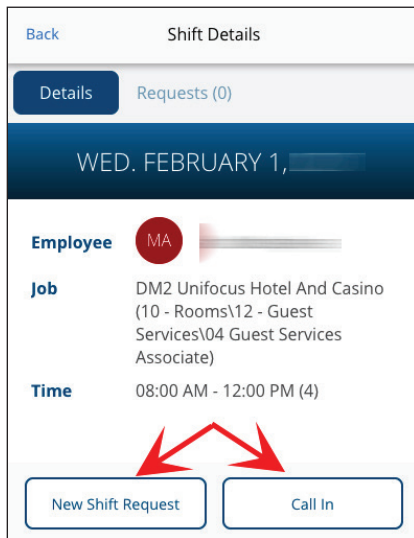
**Peer Schedules** allow you to view the schedules of other employees who work the same job. This is helpful when trying to swap, drop and/or giveaway shifts.

Employees who work the same job, and are eligible to work your shift, have a white background.

Eligible employees that are scheduled for a different job and therefore unavailable to work your shift, have a gray background.

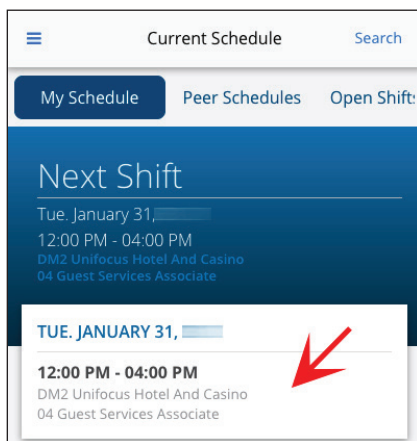
**Open Shifts** displays a grid view of users' schedules, as well as any open shifts that are available for the selected job. You can request pickup of an open shift by selecting it.





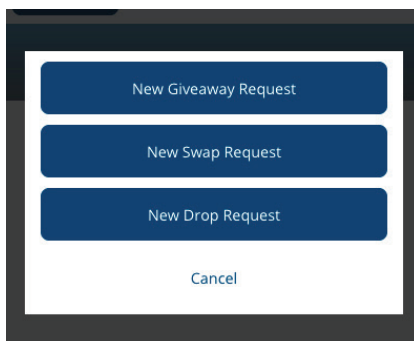
Clicking on a shift from the main My Schedule screen, displays Shift Details and available options for the shift.

From this screen you can initiate a **New Shift Request** (Swap, Drop or Giveaway) or **Call In** (absent or tardy).



## New Shift Requests

1. Select **My Schedule** from the main menu.
2. Click on the shift you wish to swap, drop, or give away.
3. Select the type of request.
4. Proceed to the appropriate section below.



## New Giveaway Request:

1. Select the employee(s) to whom you want to offer the shift.
2. Click **Done**.

## New Swap Request:

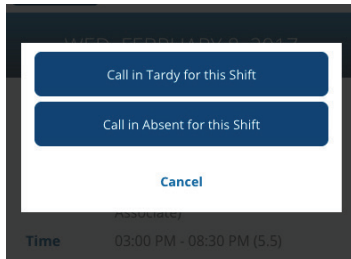
1. Select the shift for which you wish to swap.
2. Click **Yes** in the confirmation screen to complete the request.

## New Drop Request:

1. Click the shift you wish to drop.
2. Click **Drop Shift**.

*Note that all Shift Requests are marked as Pending in your schedule until an employee accepts the request (if appropriate) or your manager approves the request.*





## Call In Absent or Tardy

1. Select either **Call in Tardy** or **Call in Absent**.

Cancel Call in Tardy → Send

**SHIFT DETAILS**

MA Wed. February 8, 2017  
04:00 PM - 08:00 PM  
DM2 Unifocus Hotel And Casino  
10 - Rooms\12 - Guest Services\04 Guest Services Associate

**REQUEST DETAILS**

Reason for tardiness\*  
Dependent care

Estimated lateness\*  
30 minutes

**Comment**  
Babysitter is running late.

2. Enter the requested information.
3. Click **Send**.

The Call In will now be displayed in My Call Ins in the main menu.

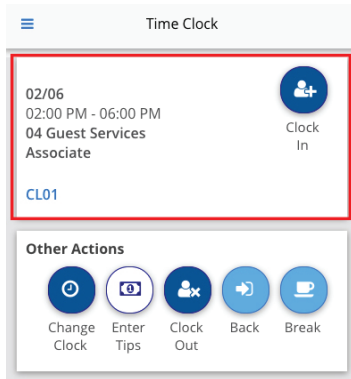
## Time Clock

On the Time Clock screen, you can:

- Punch In and Out of your shift.
- View or change the Time Clock that you are clocking in to.
- Enter tips.
- Change jobs.





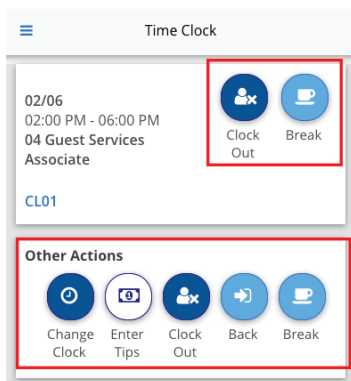


## Punches

After opening Time Clock from the main menu, you will see your next scheduled shift listed at the top with the next appropriate punch displayed.

If you are qualified to work multiple jobs, you may be asked to select the Job for which you are clocking in.

In this example, your shift hasn't started yet, so you would need to **Clock In**.



After punching in, your next logical punch options are now displayed at the top.

You also have the option of clicking any of the **Other Actions** at any time.

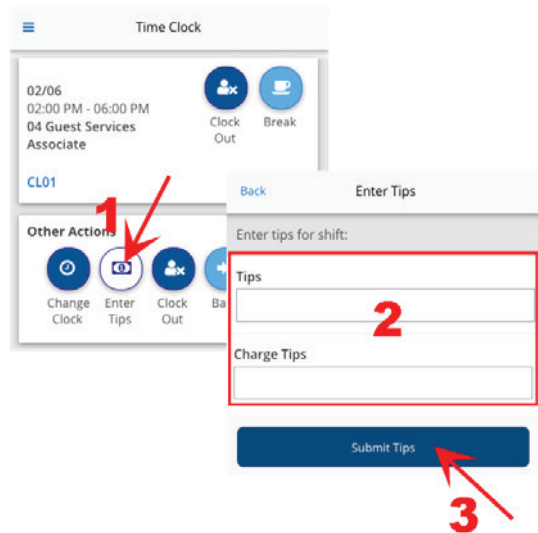
### *Other Actions include:*

- **Change Clock:** select the appropriate clock to punch in to
- **Enter Tips:** enter tips for the shift if your job is a Tipped position.
- Punch types:
  - **Clock In:** start your shift
  - **Clock Out:** end your shift
  - **Break:** begin your Break
  - **Back:** end your Break

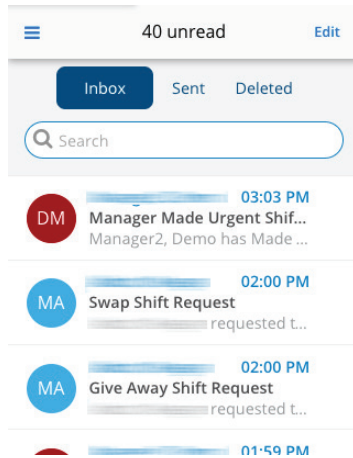
## Entering Tips

If your job is a tipped position:

1. Click **Enter Tips**.
2. Enter the appropriate information.
3. Click **Submit Tips**.



# Messages



In the Messages screen, you view and manage messages from managers and colleagues. The default view of the screen is the Inbox.

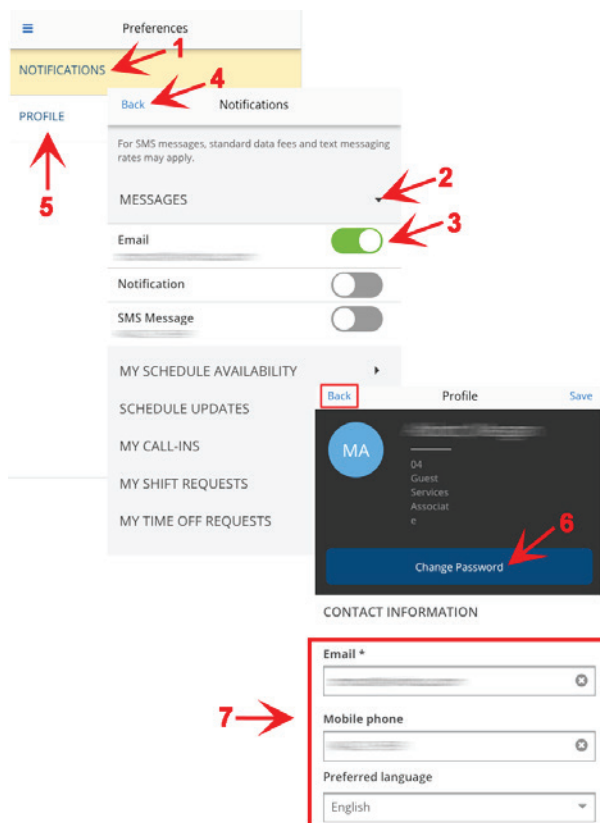
On this screen, you can:

- See a list of your sent and deleted messages.
- Mark individual messages as read/ unread by swiping a message.
- Mark multiple messages as read/unread by tapping the Edit button and selecting messages.
- Compose new messages by tapping the floating compose button.

# Preferences

The Preferences screen features controls for you to update your notification settings and user profile. In Notifications, you can forward schedules and messages to SMS and/or email. In Profile settings, you can change your password, email, and home and mobile phone numbers.

*Note: All team members should set preferences first to ensure that they are able to view and receive needed messages and information. Note that standard SMS/texting fees apply.*



## Configuring Preferences

There are two types of Preferences:

- **Notifications** - sets your notification preferences
- **Profile** - allows you to Change your Password and Contact Information.

1. Click on **Notifications**.
2. Click on the arrow next to the type of notification you wish to view.
3. Click on the buttons to turn the Notifications on/off.
4. Click **Back**.
5. Select **Profile**.
6. Select **Change Password** if desired and enter the appropriate information.
7. Enter your new **Contact Information** if desired.
8. Click **Back**.

