SCHEDULE POP! MANAGER

Mobile App v1.0
User Guide

SCHEDULE POP! MANAGER

schedulepop

The SchedulePop shift management system is convenient and easy to use. With the app you can view your schedule; review and approve or deny requests – shift, swap and time off; message your staff and set and edit blackout dates – *all on the fly*.

Here's how to get started.

1 Download the App

The app is FREE and available on iTunes and GooglePlay. Just search for "schedulepop" and install the *SchedulePop for Managers* app.
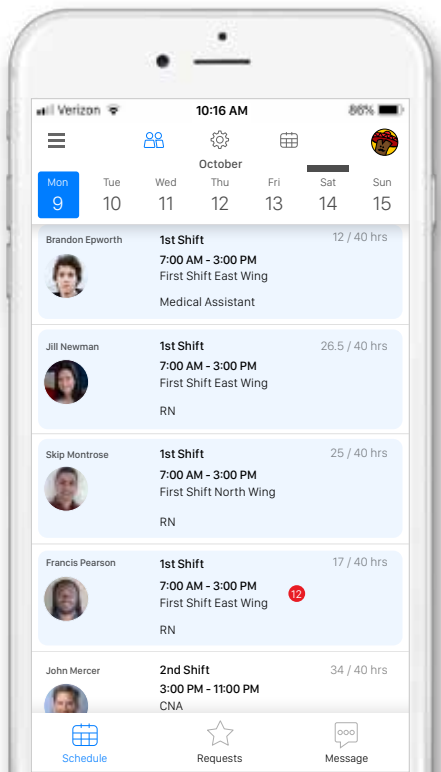
2 Log in

Use the same login as your desktop credentials. Once logged in, the app will keep you logged in until you manually sign out.
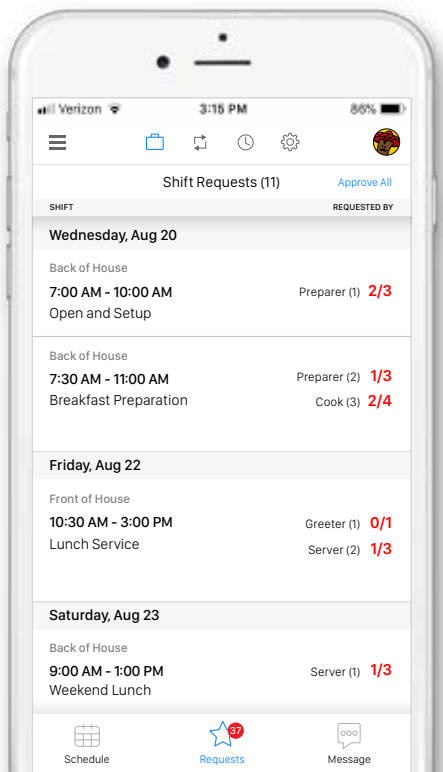
3 Get Started!

Using *SchedulePop for Managers* is easy. Once you log in, you can view your daily schedule, approve or deny requests, replace callouts and noshows, add Blackout dates and communicate with staff. Instantly!
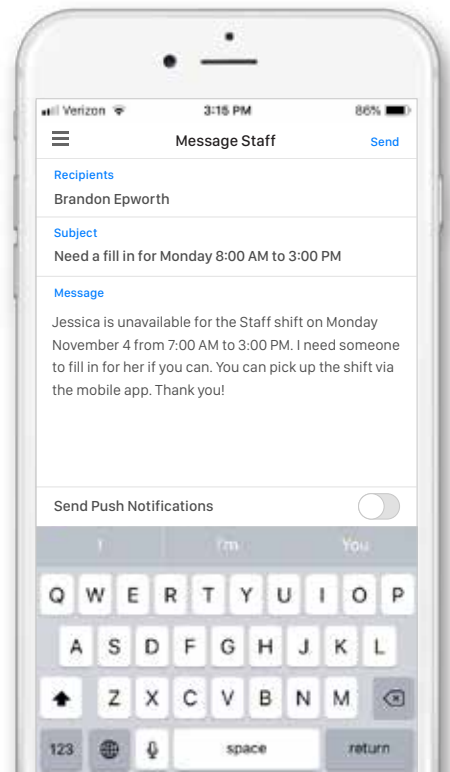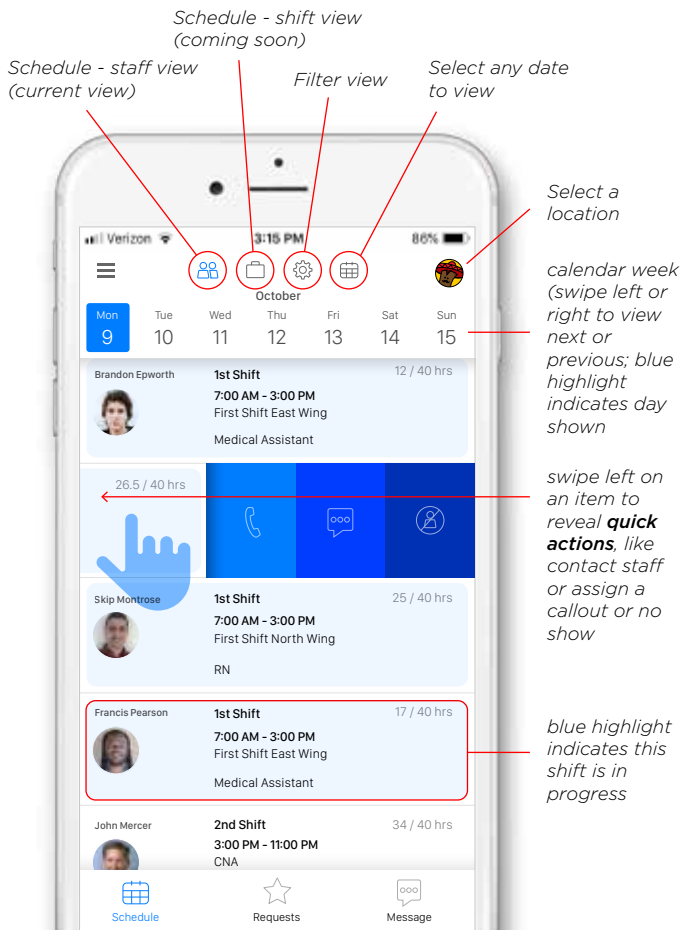
Daily Schedule

Staff Requests

Message Staff

Schedule - staff view (current view)

Schedule - shift view (coming soon)

Filter view

Select any date to view

Select a location

Select a location

calendar week (swipe left or right to view next or previous; blue highlight indicates day shown)

swipe left on an item to reveal **quick actions**, like contact staff or assign a callout or no show

blue highlight indicates this shift is in progress

View your Schedule

When viewing your schedule the first time, you'll see the current day's schedule in chronological order and all the staff who are sheduled to work on that day. Staff who are working a shift in progress will be highlighted in light blue. The schedule can also be accessed by tapping on *Schedule* from the sub menu (hamburger) options.

Quick Actions

To take action on any item, swipe left to reveal several options. For schedule items, you can call 📞 or message 💬 individual staff, or assign a callout or no call/no show 🚫 to a staff member. You can then quickly fill a shift opening right from the app so no shifts go understaffed!
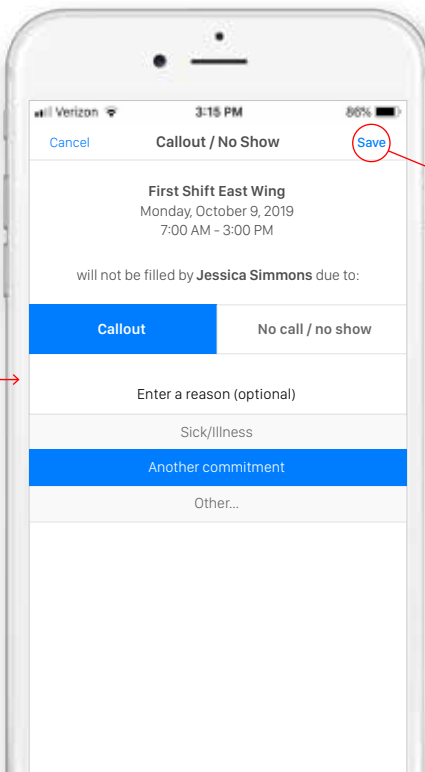
Callouts and No Shows

To handle callouts and no call / no shows by a staff member, simply swipe left on the staff member, and tap the callout/no show icon 🚫. You can then assign a callout or no show to the staff member and either notify available staff or schedule another staff member for the shift with a single tap. It's that easy.
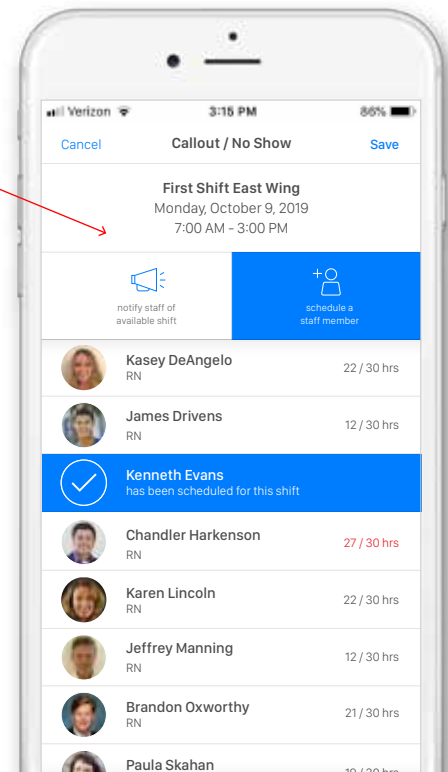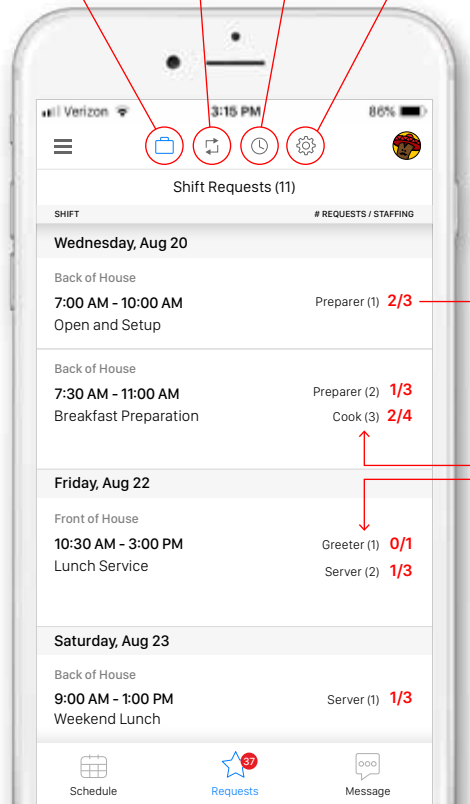

Assign Callout / No Show
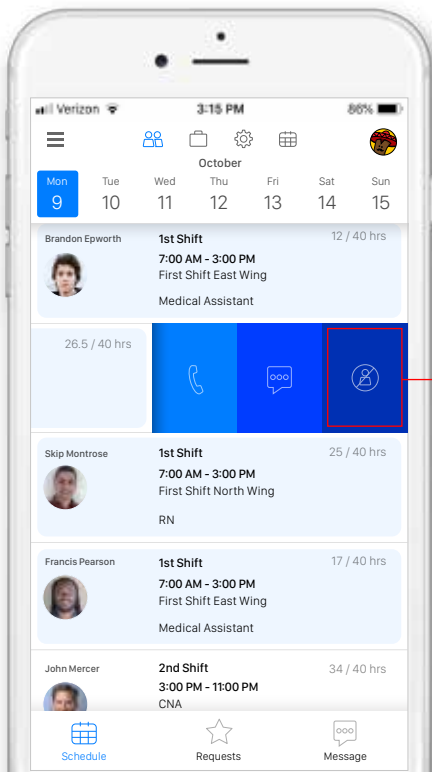
Provide Reason

Notify or Select Staff

Shift requests (current view)

Swap requests

Time off requests

Filter view

Shift Requests (11)

SHIFT	# REQUESTS / STAFFING
Wednesday, Aug 20	
Back of House 7:00 AM – 10:00 AM Open and Setup	Preparer (1) **2/3**
Back of House 7:30 AM – 11:00 AM Breakfast Preparation	Preparer (2) **1/3** Cook (3) **2/4**
Friday, Aug 22	
Front of House 10:30 AM – 3:00 PM Lunch Service	Greeter (1) **0/1** Server (2) **1/3**
Saturday, Aug 23	
Back of House 9:00 AM – 1:00 PM Weekend Lunch	Server (1) **1/3**

Schedule — Requests (37) — Message

Current staffing for the shift; red indicates understaffing

Duty requested and number of requests

View Staff Requests

This section of the app allows you to view all of the requests made by staff that require manager approval. These settings are assigned in the Locations tab of the desktop application. Via the SchedulePopapp, you can easily approve shift 💼 and swap ⤢ requests, and approve or deny time off 🕐 requests.

Shift Requests

Tap any request item to view all requests within the shift. For each duty, you can view and select staff members and see who's already scheduled.
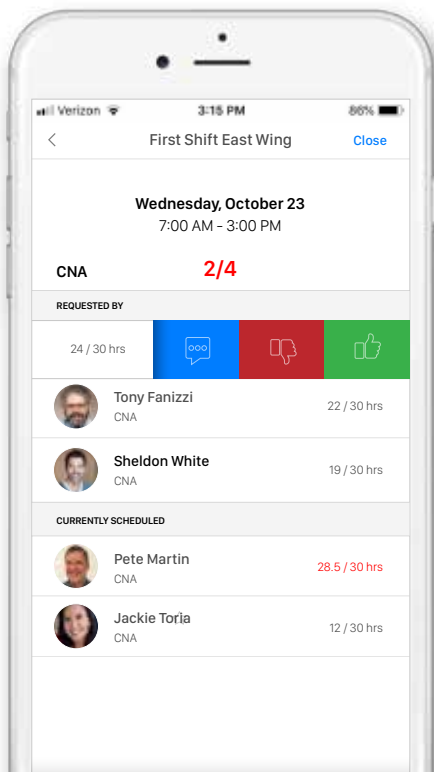
Swap Requests

Swipe left on any request item to contact the staff member or approve the swap. For multiple requests for the same swap, a detail page is provided.
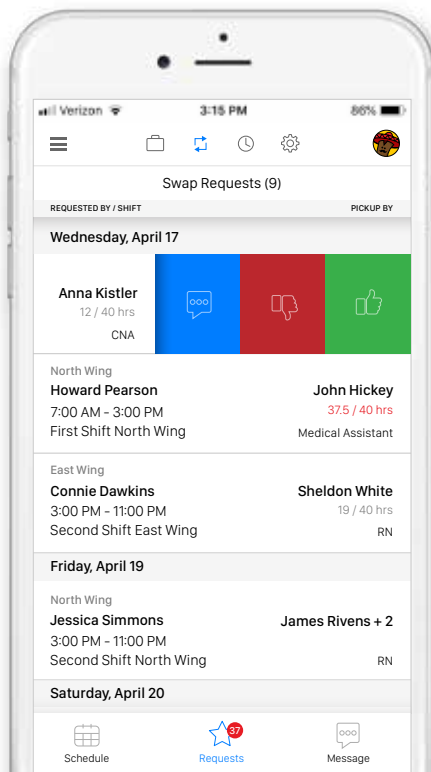
Time Off Requests

Swipe left on any request item to contact the staff member or approve/deny the swap. When requests are denied, you can enter a reason for denial.
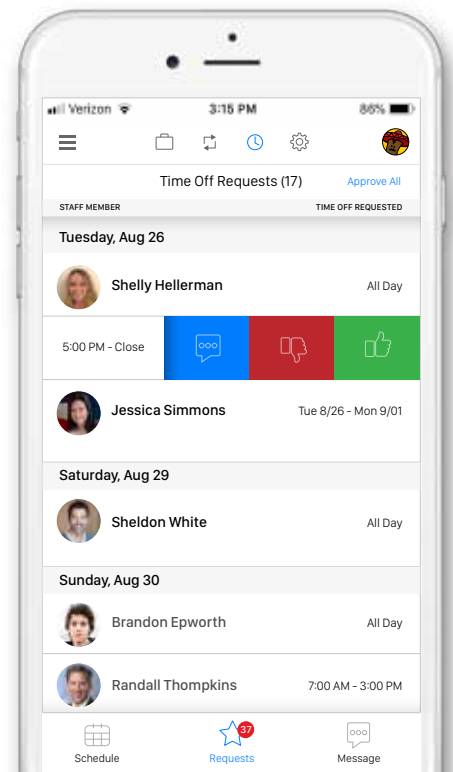

Shift Requests

First Shift East Wing   Close

Wednesday, October 23
7:00 AM – 3:00 PM

CNA   **2/4**

REQUESTED BY

24 / 30 hrs	💬	👎	👍
Tony Fanizzi CNA			22 / 30 hrs
Sheldon White CNA			19 / 30 hrs

CURRENTLY SCHEDULED

Pete Martin CNA	28.5 / 30 hrs
Jackie Toria CNA	12 / 30 hrs

Swap Requests

Swap Requests (9)

REQUESTED BY / SHIFT	PICKUP BY
Wednesday, April 17	
Anna Kistler 12 / 40 hrs CNA	💬 👎 👍
North Wing Howard Pearson 7:00 AM – 3:00 PM First Shift North Wing	John Hickey 37.5 / 40 hrs Medical Assistant
East Wing Connie Dawkins 3:00 PM – 11:00 PM Second Shift East Wing	Sheldon White 19 / 40 hrs RN
Friday, April 19	
North Wing Jessica Simmons 3:00 PM – 11:00 PM Second Shift North Wing	James Rivens + 2 RN
Saturday, April 20	

Schedule — Requests (37) — Message

Time Off Requests

Time Off Requests (17)   Approve All

STAFF MEMBER	TIME OFF REQUESTED
Tuesday, Aug 26	
Shelly Hellerman	All Day
5:00 PM - Close	💬 👎 👍
Jessica Simmons	Tue 8/26 - Mon 9/01
Saturday, Aug 29	
Sheldon White	All Day
Sunday, Aug 30	
Brandon Epworth	All Day
Randall Thompkins	7:00 AM – 3:00 PM

Schedule — Requests (37) — Message
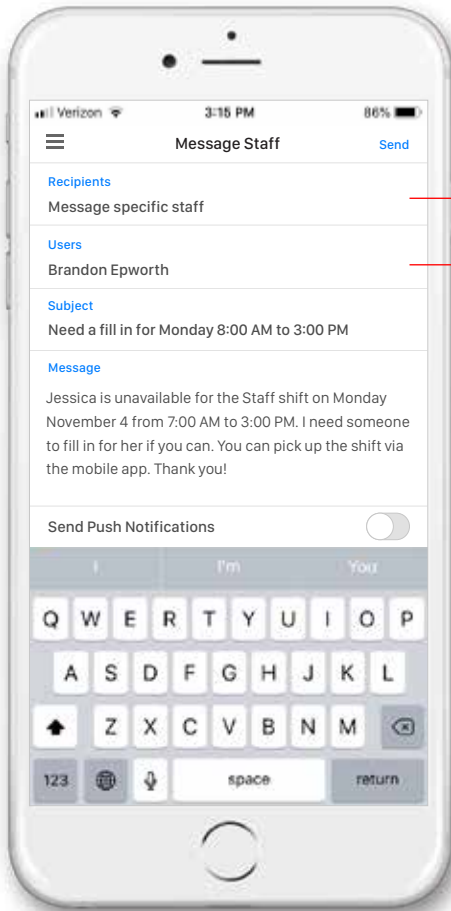
Choose recipients individually or as a group; by user or duty
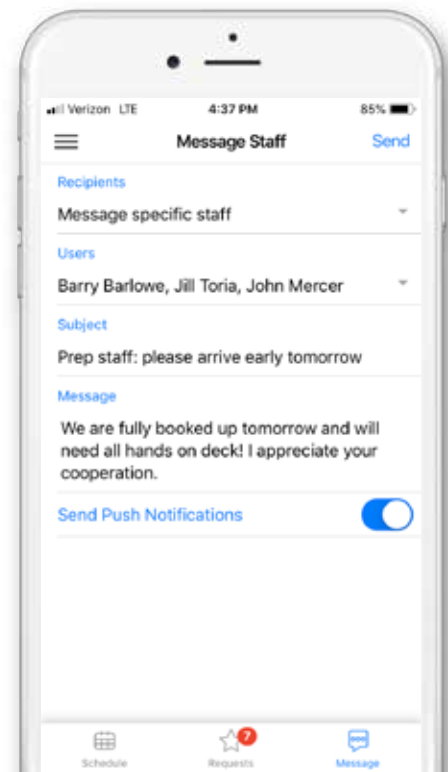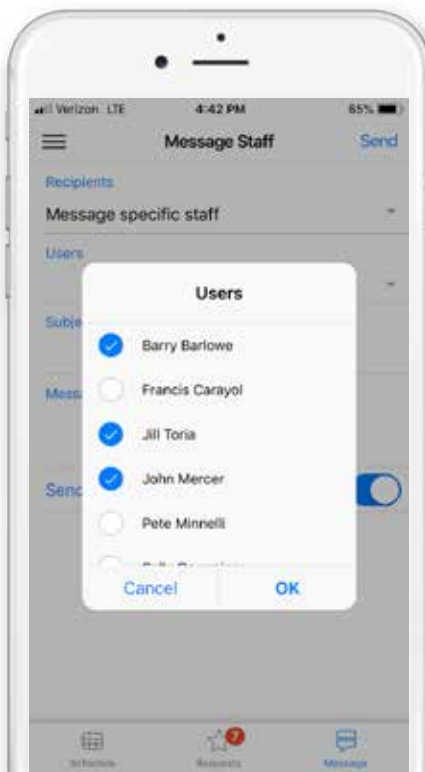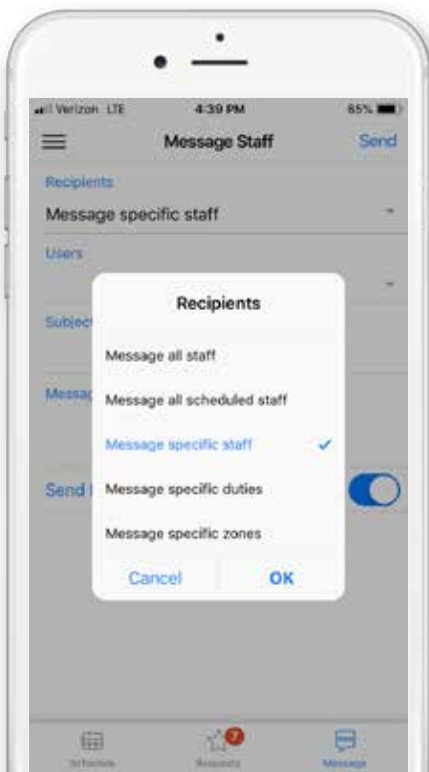
Message Staff

To message your staff tap on *Message Staff* from the menu bar at the bottom.

You can message any individual or group: all staff, all scheduled staff, specific staff or specific duties. Tap on the drop down arrow and make your selection from the pop up window.

Enter your subject and message and turn on *Send Push Notifications* if you wish for the message to be sent as both email and SMS. Make sure your staff enable mobile notifications.
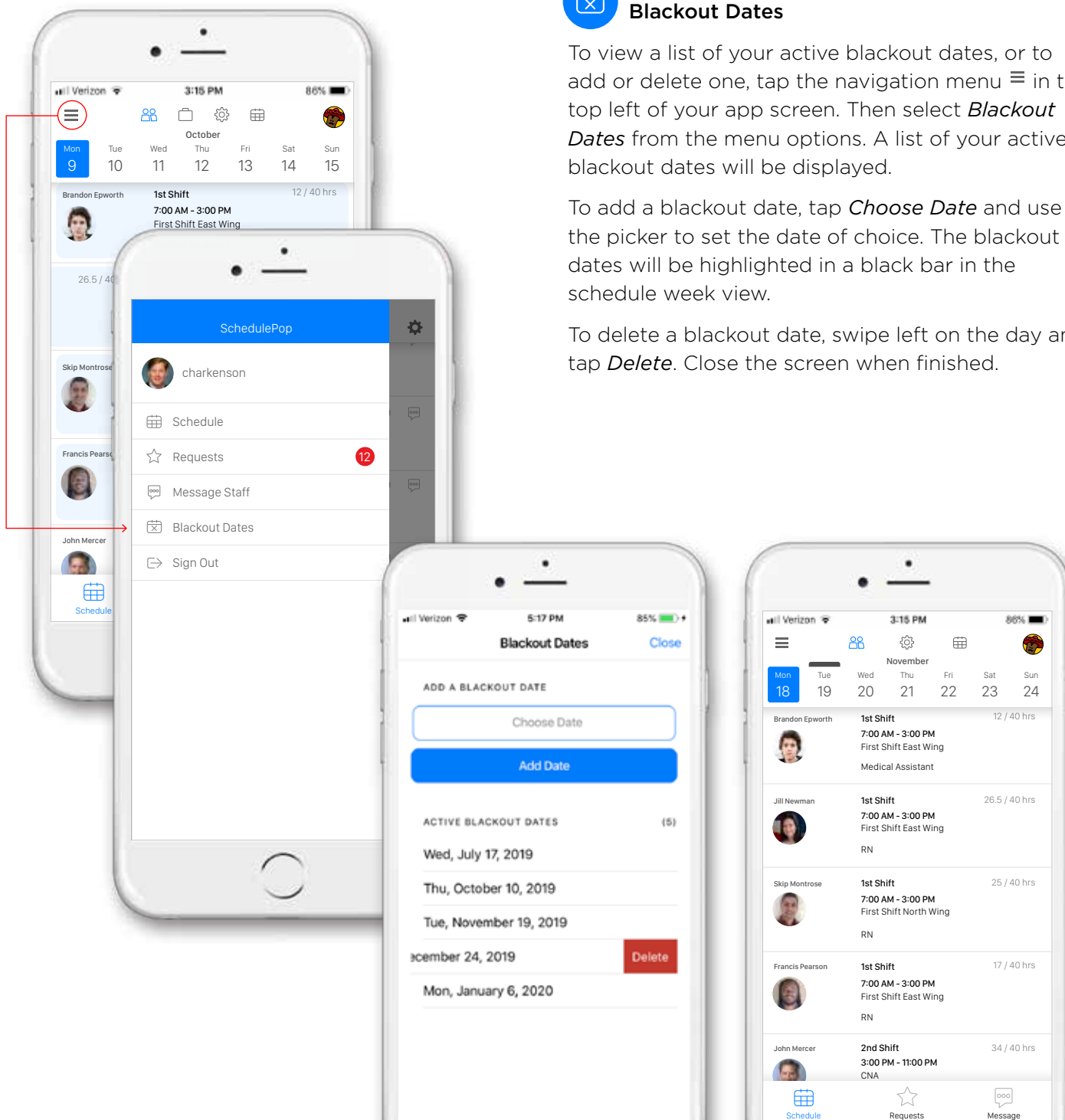
Blackout Dates

To view a list of your active blackout dates, or to add or delete one, tap the navigation menu ≡ in the top left of your app screen. Then select *Blackout Dates* from the menu options. A list of your active blackout dates will be displayed.

To add a blackout date, tap *Choose Date* and use the picker to set the date of choice. The blackout dates will be highlighted in a black bar in the schedule week view.

To delete a blackout date, swipe left on the day and tap *Delete*. Close the screen when finished.