Using Teamworx Mobile

Reference Guide

Document Details

Document #: 160_TMRG_260512
Release Version: 3.9.0
Version Release Date: May 2026

System Requirements

- Net-Chef Version 20.26.04.30 or higher.
- Teamworx Mobile Version 3.9.0 or higher.
- Mobile device (Phone or Tablet) running iOS (15.0 and above) or Android (11 and above).

Overview

This guide will teach you everything you need to know about using the Teamworx Mobile application.

Download the latest version of this document here:
https://links.crunchtime.com/TMRG-UsingTeamworxMobile

… or scan the QR code to the left.

© 2026 Crunchtime - All Rights Reserved

Table of Contents

Getting Started with Teamworx Mobile 3
Using Teamworx Mobile - Employee Features
How to Log in to Teamworx Mobile 4
How to complete My Profile 5
How to view My Schedule 7
How to manage My Time: Calendar 9
How to manage My Time: Time Off 10
How to manage My Time: Availability 11
How to view Available Shifts 12
How to view My Shifts Worked 13
How to use the Message Center 14
How to view the Employee List 15
How to perform the Calendar Sync (iOS & Android) 16
Using Teamworx Mobile - Time Clock
How to Clock In for a Shift 22
How to Clock Out for a Break 23
How to Clock In from a Break 24
How to Clock Out for a Shift (with Attestation) 25
Using Teamworx Mobile - Manager/App User Features
How to use Teamworx Today 26
How to view Staff Requests 28

© 2026 Crunchtime - All Rights Reserved

REFERENCE GUIDE

Getting Started with Teamworx Mobile

What is Teamworx Mobile?

Teamworx Mobile is a cutting-edge employee self-service portal for managing labor. It is designed to keep the entire team on the same page regarding current shift schedules, time-off, and communication.

It will help employees:

- View schedules
- Define availability
- Request time-off
- Offer and pick up shifts
- Certify shifts worked
- Read and send messages
- Contact co-workers

It will help managers:

- View actionable alerts for breaks and overtime
- Approve or deny Staff Requests

How to Install Teamworx Mobile:

To get started, download Teamworx Mobile from the iTunes Store or Google Play onto your mobile device.

- iTunes: https://apps.apple.com/us/app/teamworx-mobile/id1419667065
- Google Play: https://play.google.com/store/apps/details?id=com.crunchtime.teamworx&hl=us

© 2026 Crunchtime - All Rights Reserved

REFERENCE GUIDE

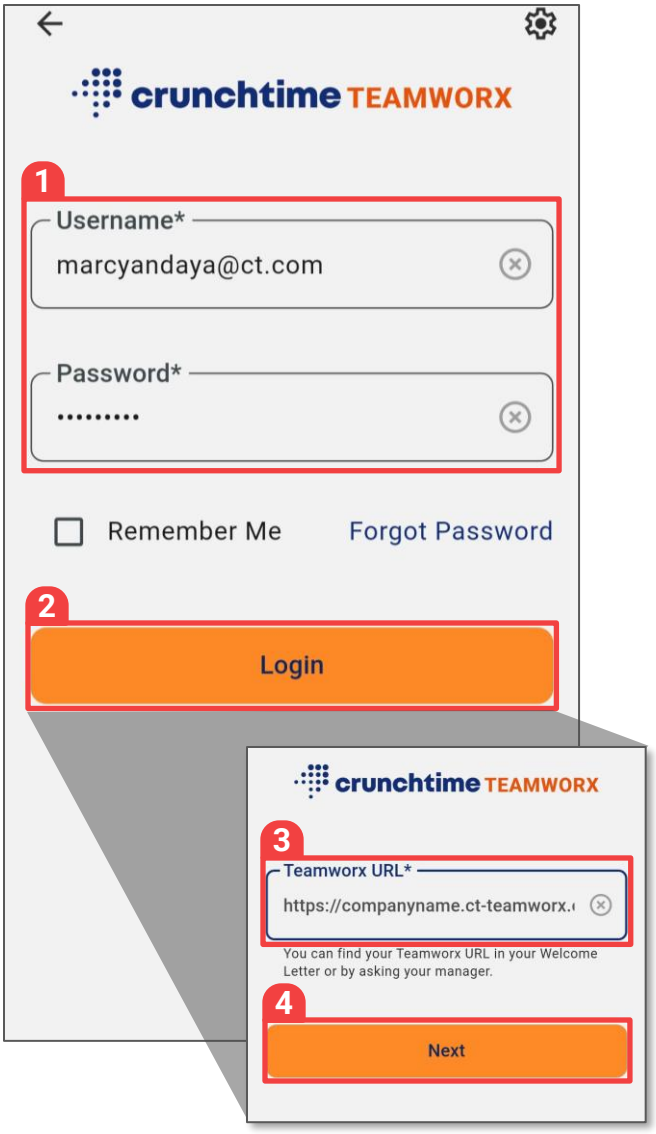
Using Teamworx Mobile

Employee Features

Important: Before you can proceed, you will need the following:

- The Teamworx Mobile app downloaded and installed on your device.
- Your Teamworx URL in the following format: *companyname.ct-teamworx.com*.
- An account with a valid Username and Password. If you don't have one, tap *Create Account* (not shown) below the Login button to set one up.

How to Log in to Teamworx Mobile



1. Launch the Teamworx Mobile app and enter your *Username* and *Password*.
2. Tap *Login*.
3. Enter in your *Teamworx URL*.
4. Tap *Save*.

Note: If you have already created an account in the Teamworx web application, you won't need to enter a URL here in the mobile app.

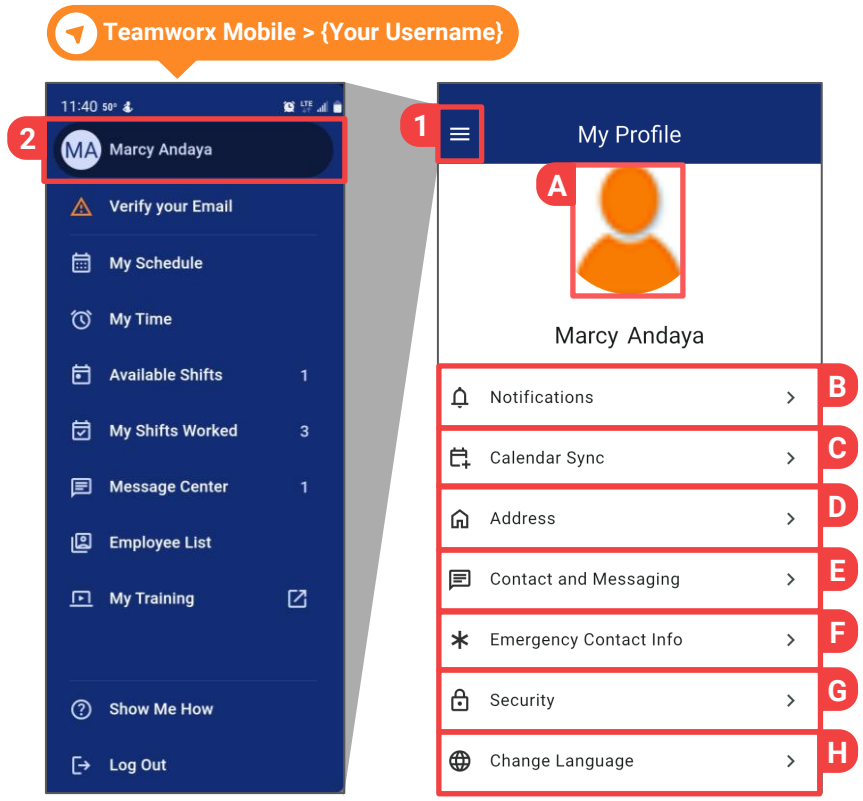
© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Employee Features (Continued)

How to complete My Profile

The *My Profile* screen allows you to upload your photo; set Notifications; add Contact, Address, and Emergency Contact Info; define Security parameters, and even choose an alternate language.



1. Tap the *Menu* icon.
2. To open the *My Profile* screen, tap the section with your Username.

   This screen includes the following features:

   - **A** Tap the icon to upload a (new) photo. You can either 'Choose from Library' or 'Take a Photo'.
   - **B** Tap here to set *Notifications*. (See next page for more details.)
   - **C** Tap here to establish a *Calendar Sync* with your personal digital calendar.
     Note: See Page 16 for detailed instructions.
   - **D** Tap here to update your *Address*.
   - **E** Tap here to update your *Contacts and Messaging*. You can enter your 'Phone' and/or 'Email' and for each, choose whether or not to 'Display to Co-Workers'.
   - **F** Tap here to update your *Emergency Contact Info*. Includes 'Name', 'Relationship', and 'Phone'.
   - **G** Tap here to update your *Security* questions, your 'Login Method', or to 'Change Password'.
   - **H** Tap here to *Change Language* to Spanish (or back to English).

(Continued)

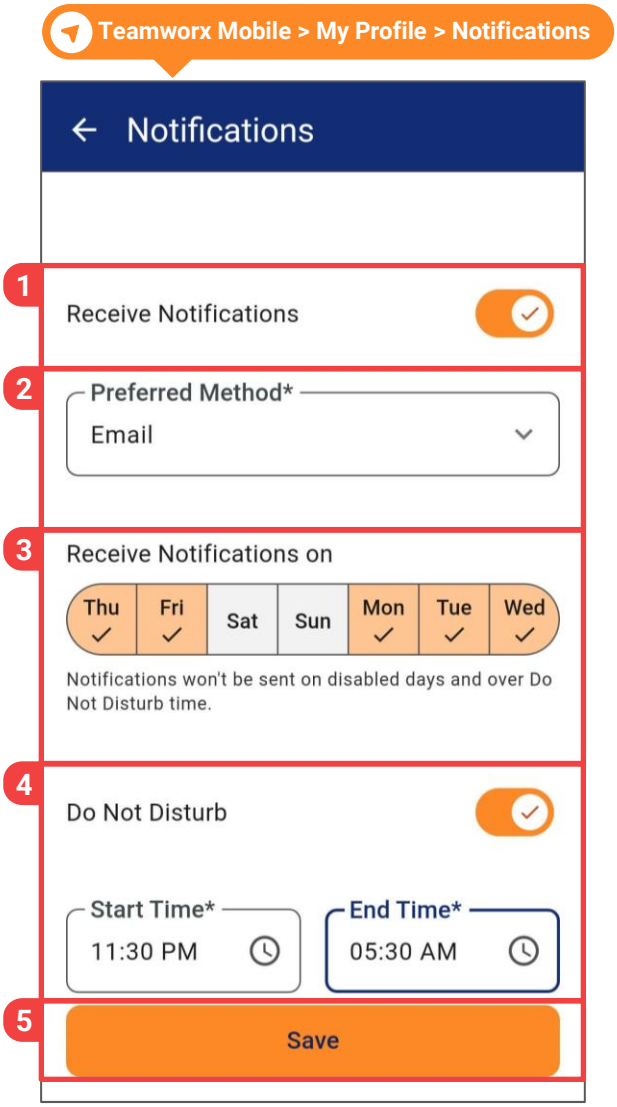
© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Employee Features (Continued)

How to complete My Profile (Continued)

Notifications



<u>Note</u>: Teamworx lets you set how and when you'll receive notifications, which means you can do things like mute them on your days off, and during any part of any day (like when you're sleeping!)

To define Notification settings:

1. Tap this toggler to *Receive Notifications*.
2. Select your *Preferred Method* – either 'App', 'Email' (default), or 'Text'.
3. Tap here to choose your *Notification Days*.
4. Tap this toggler to enable *Do Not Disturb*. Select your 'From' and 'To' time frame.
5. When finished, tap *Save*.

© 2026 Crunchtime - All Rights Reserved

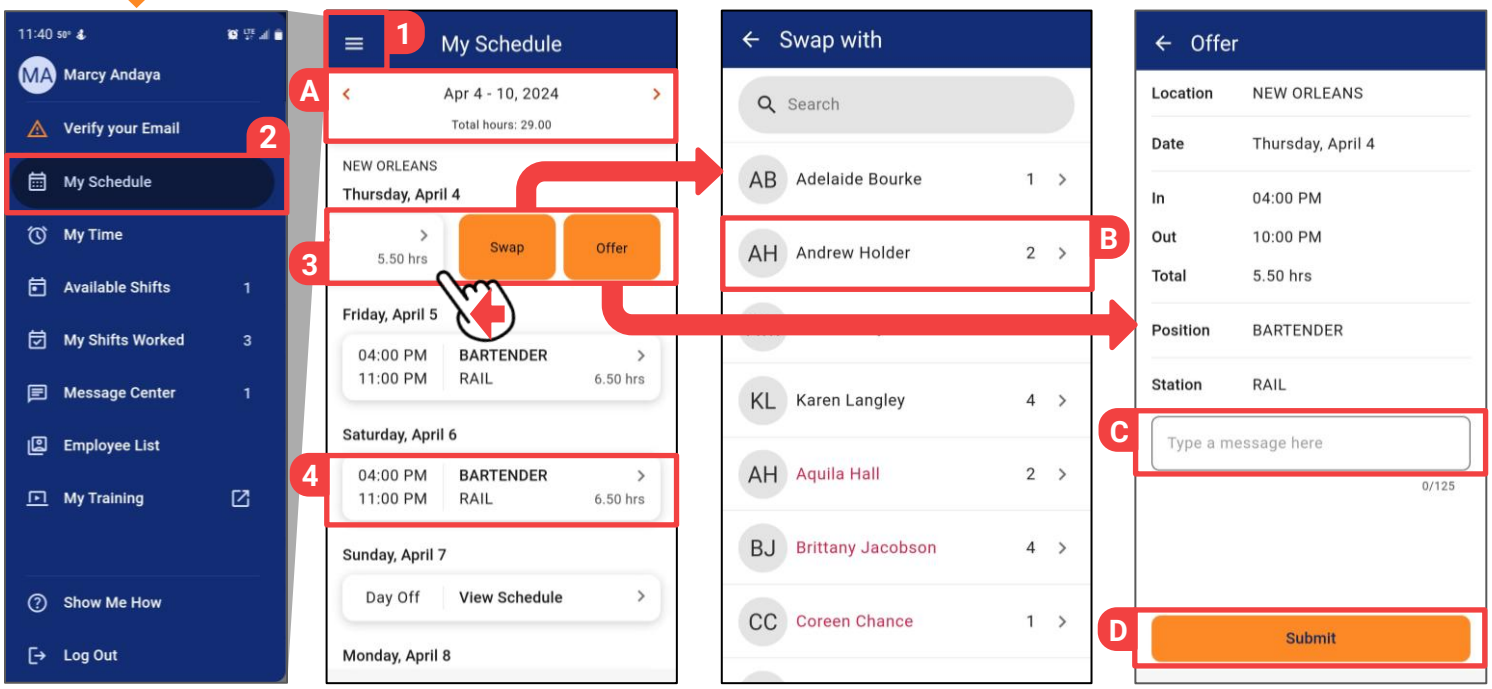
Using Teamworx Mobile

Employee Features (Continued)

How to view My Schedule

The *My Schedule* screen allows you to view you schedule for the current week, or past or future weeks. You can also swap or offer your shifts and see details about your co-workers.

Teamworx Mobile > My Schedule



1. Tap the *Menu* icon.
2. From the menu, select *My Schedule*.
   - **A** From My Schedule, tap the *Left Arrow* **<** or the *Right Arrow* **>** to see the previous or next week's schedule respectively.
3. To Swap or Offer a shift, Swipe Left on the shift row. If you tap *Swap*, the "Swap with" screen opens.
   - **B** Select the employee you'd like to swap with. The number indicates how many shifts they have available to swap. The "Swap for Shift" screen (not shown) will open so you can choose which of their shifts you'd like to take. As you can see, Andrew Holder has 2 shifts to choose from. (*Note: If an employee name appears in red text, this means they're not available for the shift you're asking to swap.*)

     If you tap *Offer*, the "Offer" screen opens.
   - **C** You can 'Type a message here' to indicate why you're offering the shift.
   - **D** When ready, tap *Submit*.
4. To view Shift Details, tap a shift row.

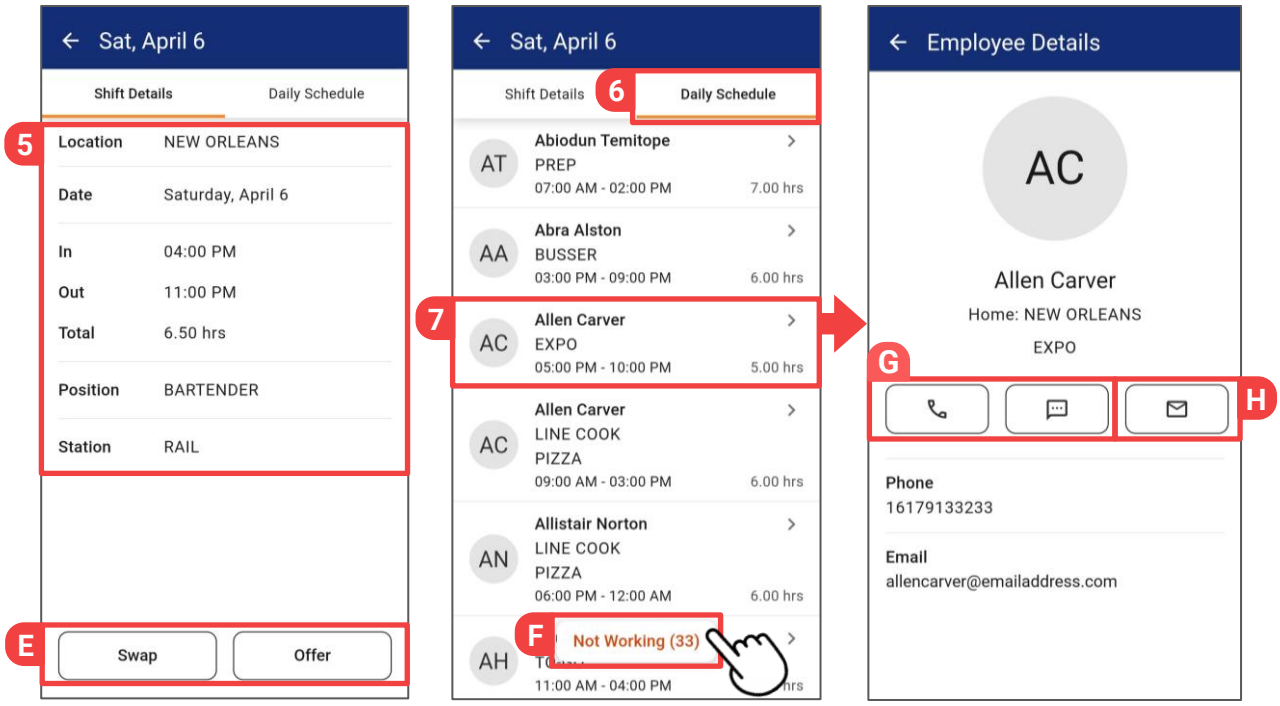
(Continued)

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Employee Features (Continued)

How to view My Schedule(Continued)



5 The *Shift Details* view shows the Location, Date, In & Out times, Total hours, Position and Station for the selected shift.

E You can also *Swap* or *Offer* the shift from this view by tapping one of these buttons.

6 The *Daily Schedule* view shows other employees who will be working at some point during your shift.

F Tap the *Not Working* button to display a pop-up (not shown) that lists who's not scheduled during your shift. This can come in handy if you're looking for someone to swap with or to cover for you.

7 Tap an employee row to see Employee Details.

G Tap the *Phone* or *Text* icon to call or text the employee at the Phone number shown.

H Tap the *Mail* icon to email the employee at the Email address shown.

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

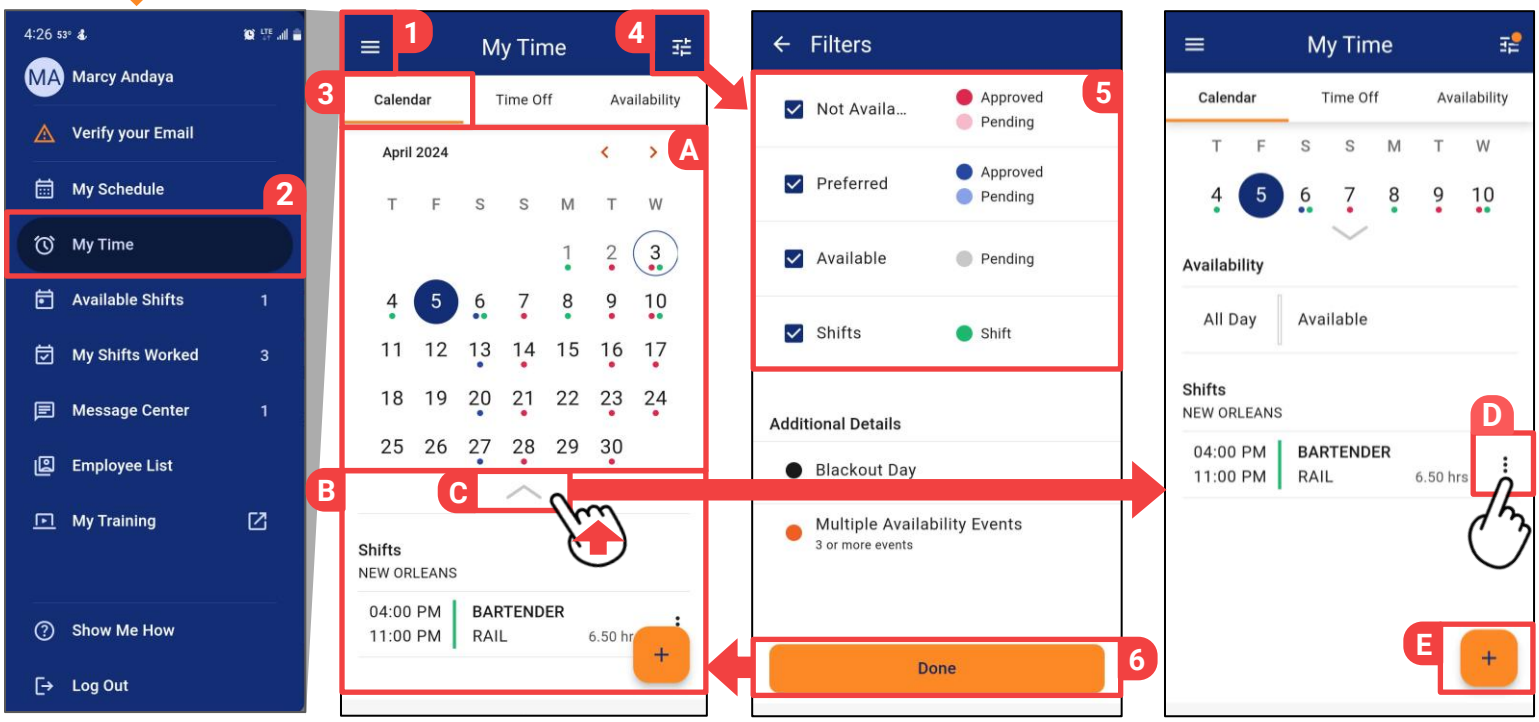
Employee Features (Continued)

How to manage My Time

The *My Time* screen allows you to manage your Availability, Offer and Swap Shifts, and create Time Off Requests.

Calendar

Teamworx Mobile > My Time > Calendar



1. Tap the *Menu* icon.
2. From the menu, select *My Time*.
3. The *Calendar* view is displayed by default.
4. Tap the *Filters* icon to see the Filters screen.
5. Tap one or more options to show these indicators on the calendar; see 6A below for an example.
6. When finished, tap *Done*.
   - **A** With the indicators enabled, you can see that Saturdays are Preferred/Approved days with a Shift scheduled on the 6th. On the 3rd & the 10th you have some time that is Not Available/ Approved, but you also have a Shift. The current date is indicated by a hollow circle while the selected date is indicated by a solid circle.
   - **B** This section shows the details for the date selected above.
   - **C** You can Swipe Up on the *Up Arrow* ^ to expand this section.
   - **D** On a shift row, tap the command icon to Swap or Offer a shift, update your Availability, or Cancel Time Off for the selected day.
   - **E** You can tap the *Add* + icon to define availability or request time off for the selected day.

© 2026 Crunchtime - All Rights Reserved

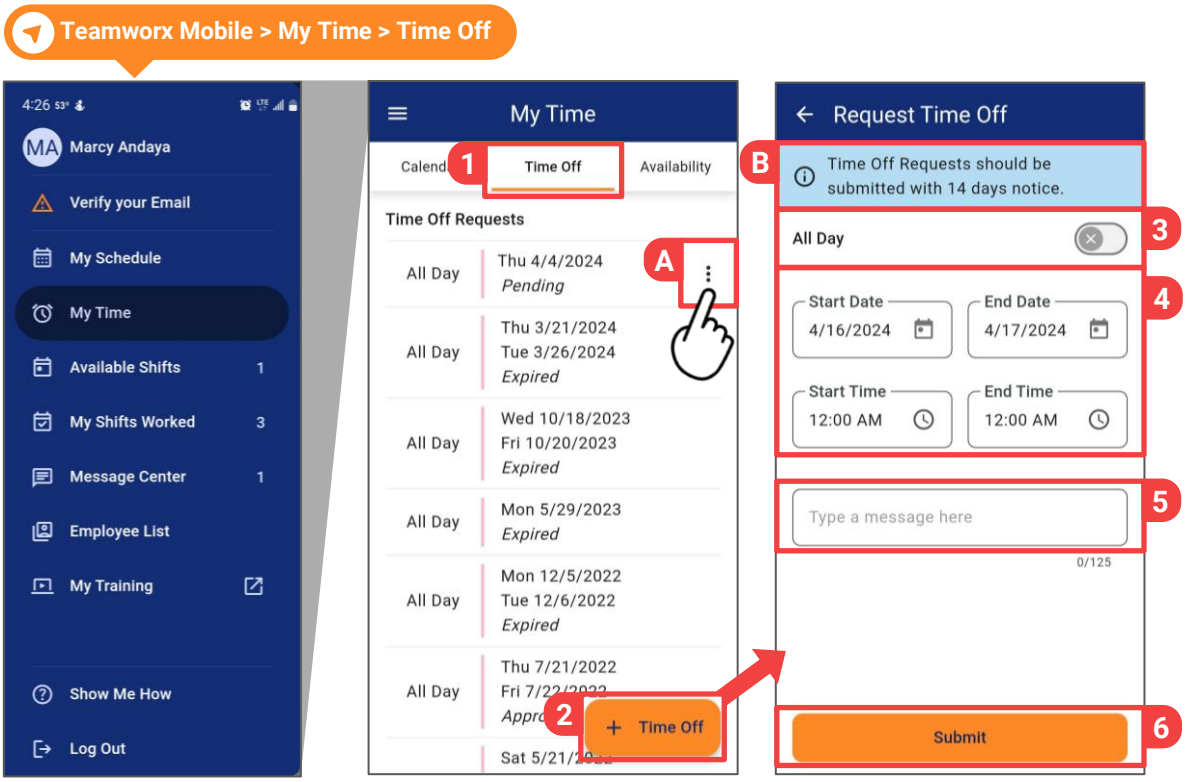
Using Teamworx Mobile

Employee Features (Continued)

How to manage My Time (Continued)

Time Off

The *Time Off* screen lets you manage time off requests, which are used to ask for short periods of time off (like for vacations, etc.) vs. setting your Availability, which indicates when you're available to work on an ongoing basis, week after week.



1. To view approved time off requests or to request time off, tap the *Time Off* option.

   Note: If PTO balances are maintained in your employee record in Net-Chef, they will be displayed here.

   A. To cancel an upcoming Time Off Request, tap the command icon for a shift row and select *Remove*.

2. To create a Time Off Request, tap the + *Time Off* button.

   B. If defined by your manager, a notice will appear here showing how far in advance you must submit your requests.

3. Toggle to indicate whether this is for 'All Day' or not.
4. Define the 'Start' and 'End' Dates. If not for All Day, define 'Start' and 'End' Times as well.
5. If necessary, enter a *Message* explaining why you need the time off.
6. When finished, tap *Submit*.

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

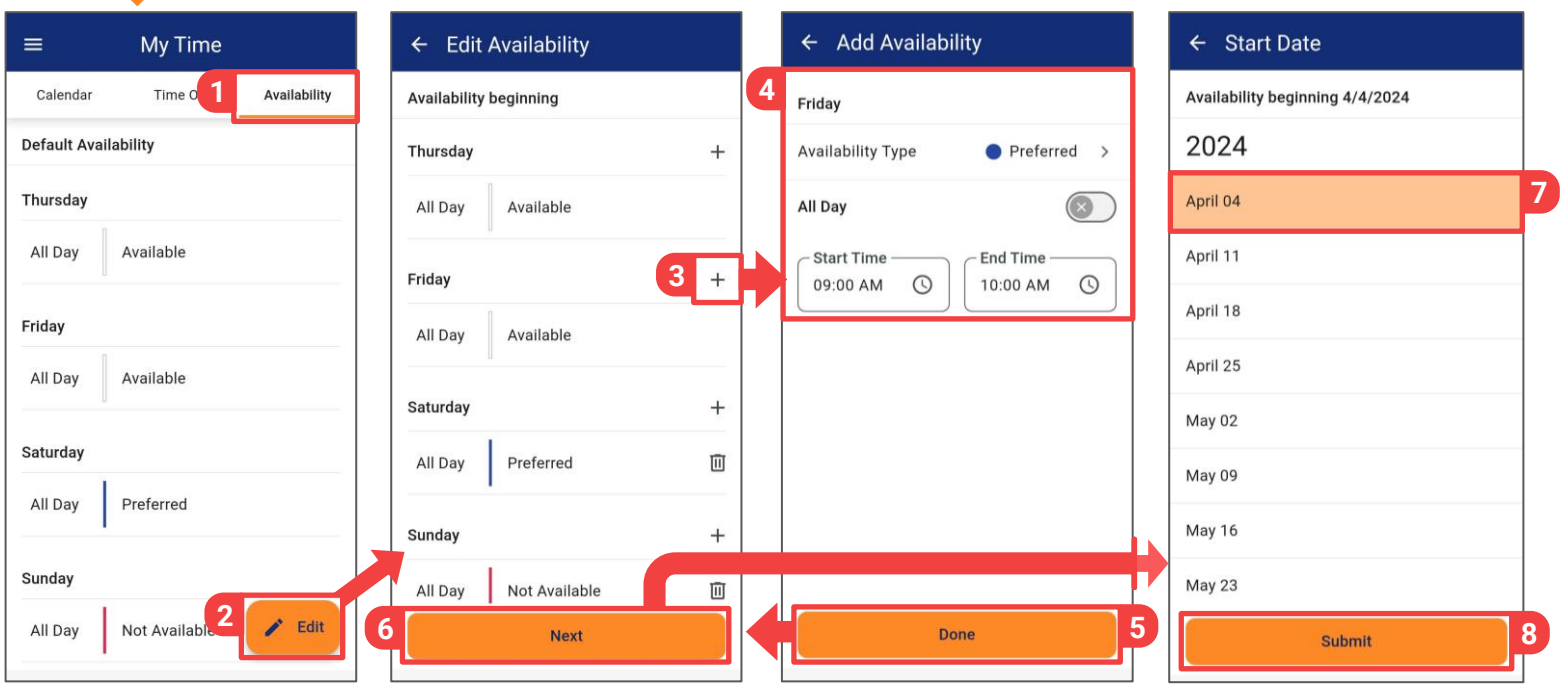
Employee Features (Continued)

How to manage My Time (Continued)

Heads-Up: The changes you make in this screen are for your general availability going forward; they are NOT just for a specific day or week.

Availability

Teamworx Mobile > My Time > Availability



1. To define your availability, tap the *Availability* option.
2. Tap the *Edit* (Pencil) icon.
3. Tap the + icon for the desired day.
4. Set your availability options as follows:
   - Select your *Availability Type* – options include 'Not Available', 'Available', or 'Preferred'.
   - Toggle to indicate whether or not this is for 'All Day'.
   - If not for All Day, define the 'Start' and 'End' Times.
5. When ready, tap *Done* to return to the Edit Availability screen.
   - Repeat Steps 3-5 for each day as needed.
6. From the Edit Availability screen, tap *Next* to proceed.
7. Select the *Start Date* to indicate when your availability changes will take effect.
8. When finished, tap *Submit*.

© 2026 Crunchtime - All Rights Reserved

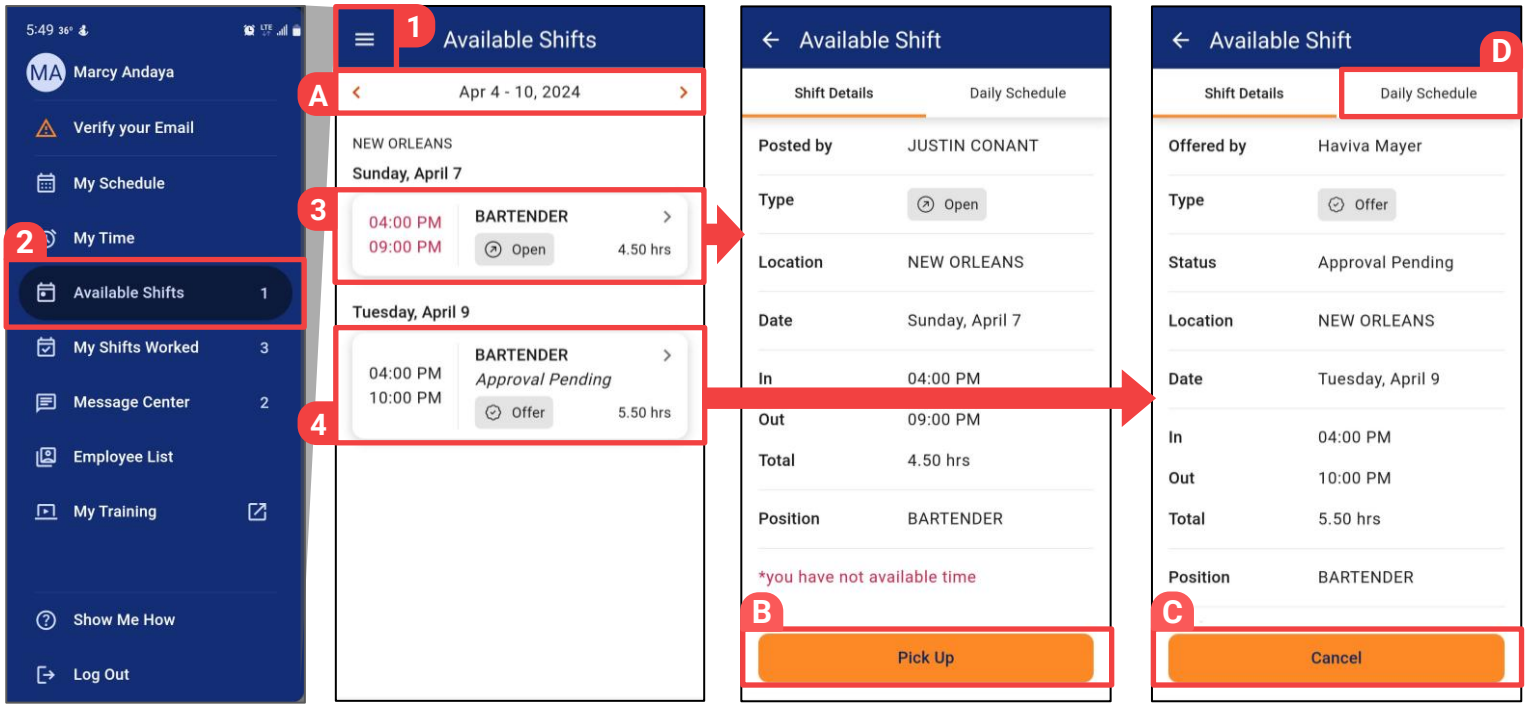
Using Teamworx Mobile

Employee Features (Continued)

How to view Available Shifts

The *Available Shifts* screen allows you to see upcoming shifts available for you to take and gives you the option to pick them up. The shifts displayed may be offered by management or by a co-worker. For each shift, you can see Shift Details and which Co-Workers are working or are off during the shift.

Teamworx Mobile > Available Shifts



1. Tap the *Menu* icon.
2. From the menu, tap *Available Shifts*. (The number indicates the number of available shifts.)
   - **A** Tap the Left Arrow **<** or the Right Arrow **>** to see the previous or next week's shifts.

- Shifts in in **BLACK** are available for you to pick up; shift in GRAY are not, due to a conflict with your schedule; shift times in red text have a conflict with your availability.
- Shifts noted as "Open" were posted by management; those noted by "Offer" were posted by another employee.
- Shift Swaps are shown with the shift offered for swap on top and your scheduled shift, asked to swap in return, just below it.

3. Tap an offered Available Shift to see *Shift Details*.
   - **B** You can choose to *Pick Up* the shift.
4. Tap an offered Shift Swap to see *Shift Details* for the shift.
   - **C** You can choose to *Deny* or *Pick Up* the Swap. If the swap is 'Pending', you can *Cancel* it.
   - **D** From either detail screen, you can view the *Daily Schedule*. (See Page 8 for example.)

© 2026 Crunchtime - All Rights Reserved

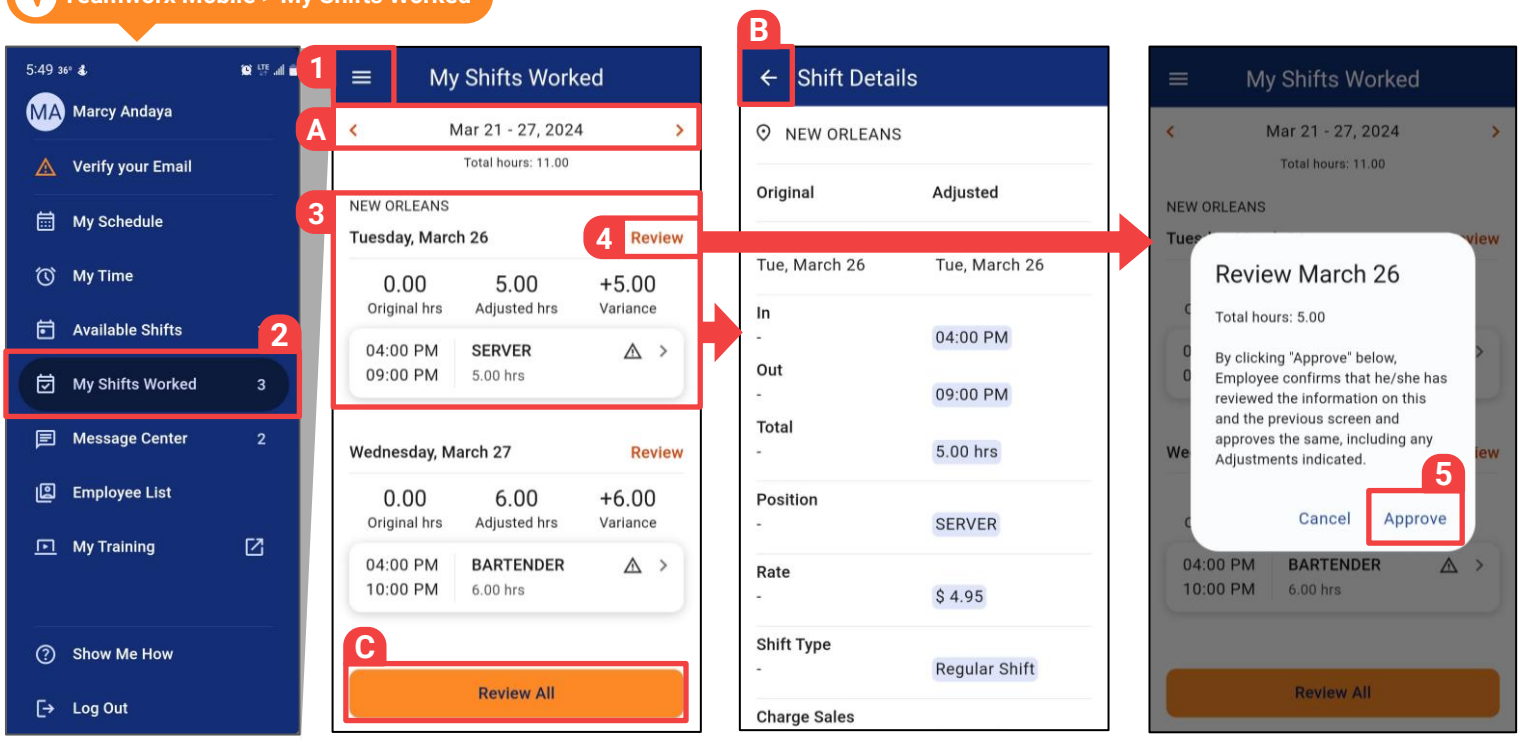
Using Teamworx Mobile

Employee Features (Continued)

How to view My Shifts Worked

The *My Shifts Worked* screen allows you to review and approve the shifts you worked, and enter feedback on those shifts.

Teamworx Mobile > My Shifts Worked



1. Tap the *Menu* icon.
2. From the menu, tap *My Shifts Worked*. (The number indicates the number of unreviewed shifts.)
   - **A** Tap the *Left Arrow* **<** or the *Right Arrow* **>** to see the previous or next week's shifts respectively.
3. To view the Shift Details, tap the desired shift.
   - **B** Tap the ← icon to return to *My Shifts Worked*.
4. To review a single day Tap *Review* OR
   - **C** To review all days at once, tap *Review All*.
5. To confirm the shift information, tap *Approve*.

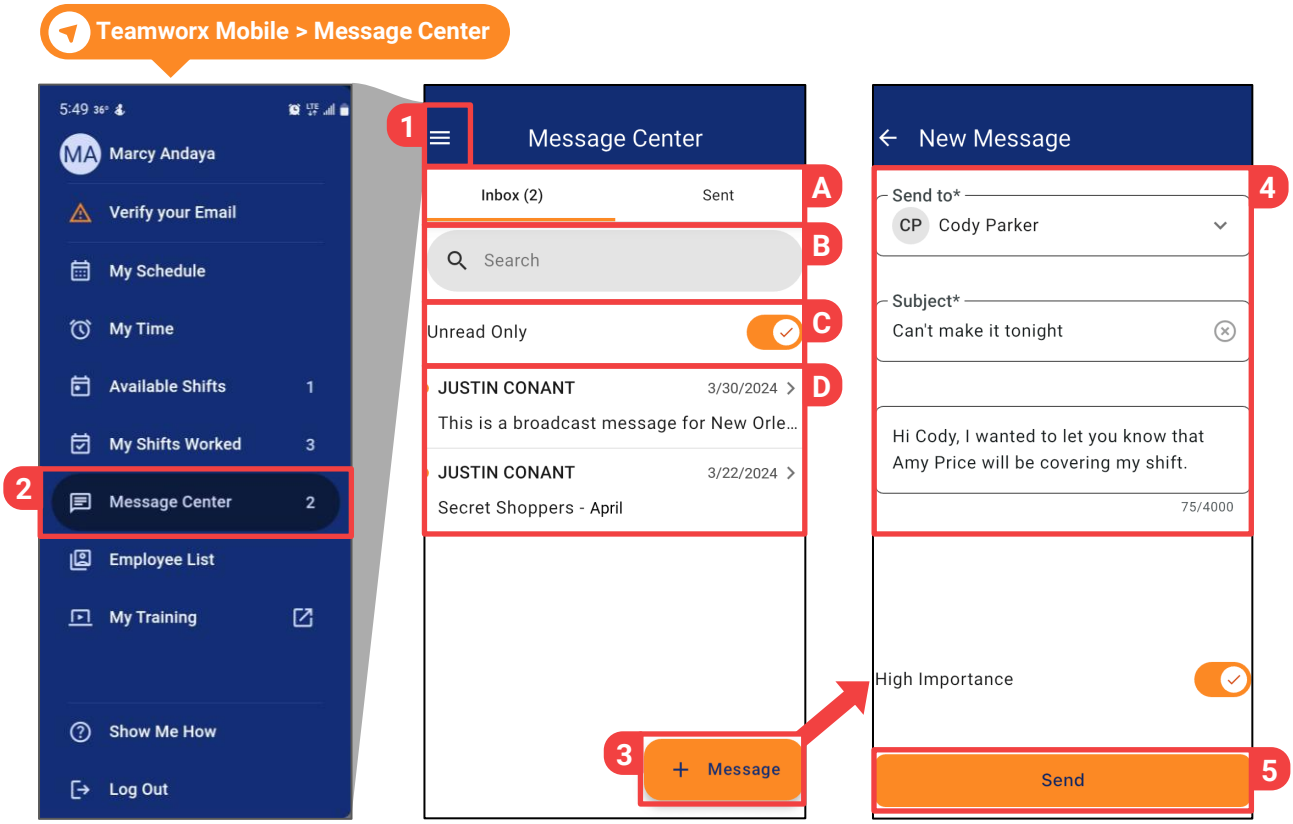
© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Employee Features (Continued)

How to use the Message Center

The *Message Center* screen allows you to view and reply to messages from managers and send messages to managers.



1. Tap the *Menu* icon.
2. From the menu, tap *Message Center*. (The number indicates the number of unread messages.)

   This screen includes the following features:

   - **A** From *Message Center*, you can view the 'Inbox' or 'Sent' messages.
   - **B** You can use the *Search* field to find a specific message.
   - **C** You can toggle this setting to view *Unread Only*.
   - **D** You can tap an existing message to view the details.
3. Tap the + *Message* button to create a new message.
4. In the New Message screen, in the *Send to* field select one or more recipients, enter a *Subject*, and type your message. You can enable *High Importance* (if necessary).
5. When ready, tap *Send*.

Note: Corporate controls whether or not you can send and/or reply to messages.

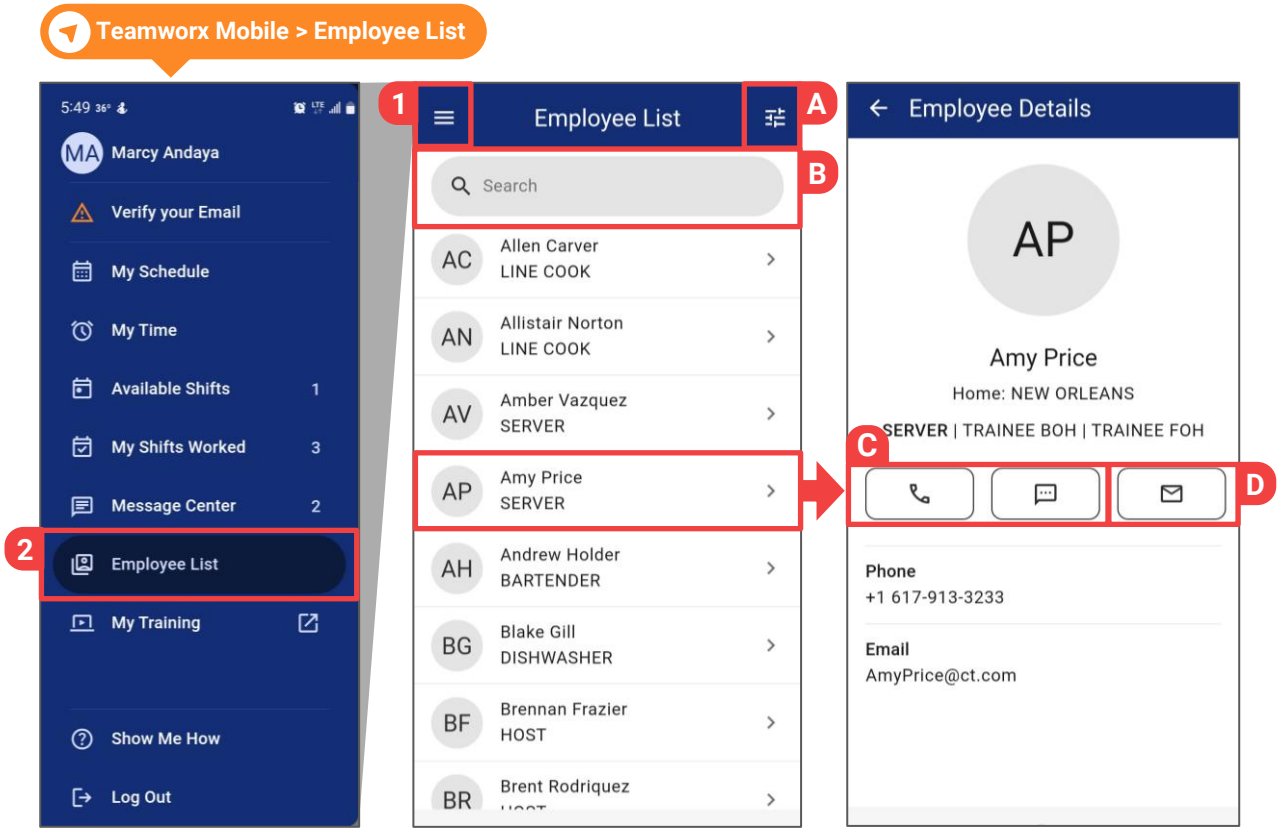
© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Employee Features (Continued)

How to view the Employee List

The *Employee List* screen allows you to view the list of employees and to call, text, or email co-workers who have made their contact information available.



1. Tap the *Menu* icon.
2. From the menu, tap *Employee List*.
   - **A** The *Filter* icon lets you filter the screen by Position.
   - **B** The *Search* field lets you search for a specific employee by name.
3. From the Employee List, tap an Employee Name to see *Employee Details*.
   - **C** You can tap the *Phone* or *Text* icon to call or text the employee at the number shown.
   - **D** You can tap the *Mail* icon to email the employee at the Email address shown.

© 2026 Crunchtime - All Rights Reserved

REFERENCE GUIDE

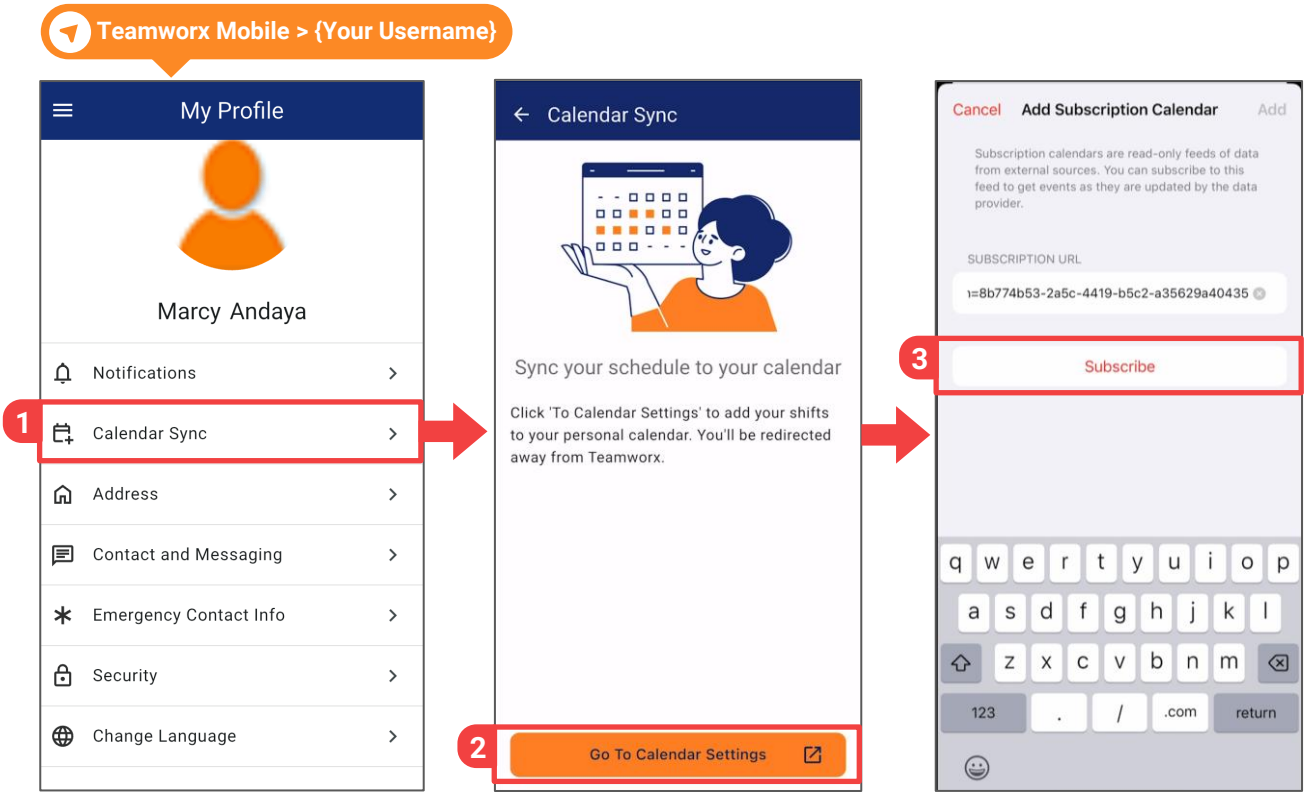
Using Teamworx Mobile

Calendar Sync

Employees can now automatically sync their Teamworx schedule with their personal digital calendars on their iOS or Android device! This makes it even easier for employees to see when they're scheduled to work, without needing to manage multiple different apps.

Tip: We also have instructional videos available on the *Show Me How* menu within the app.

How to complete the Calendar Sync – iOS



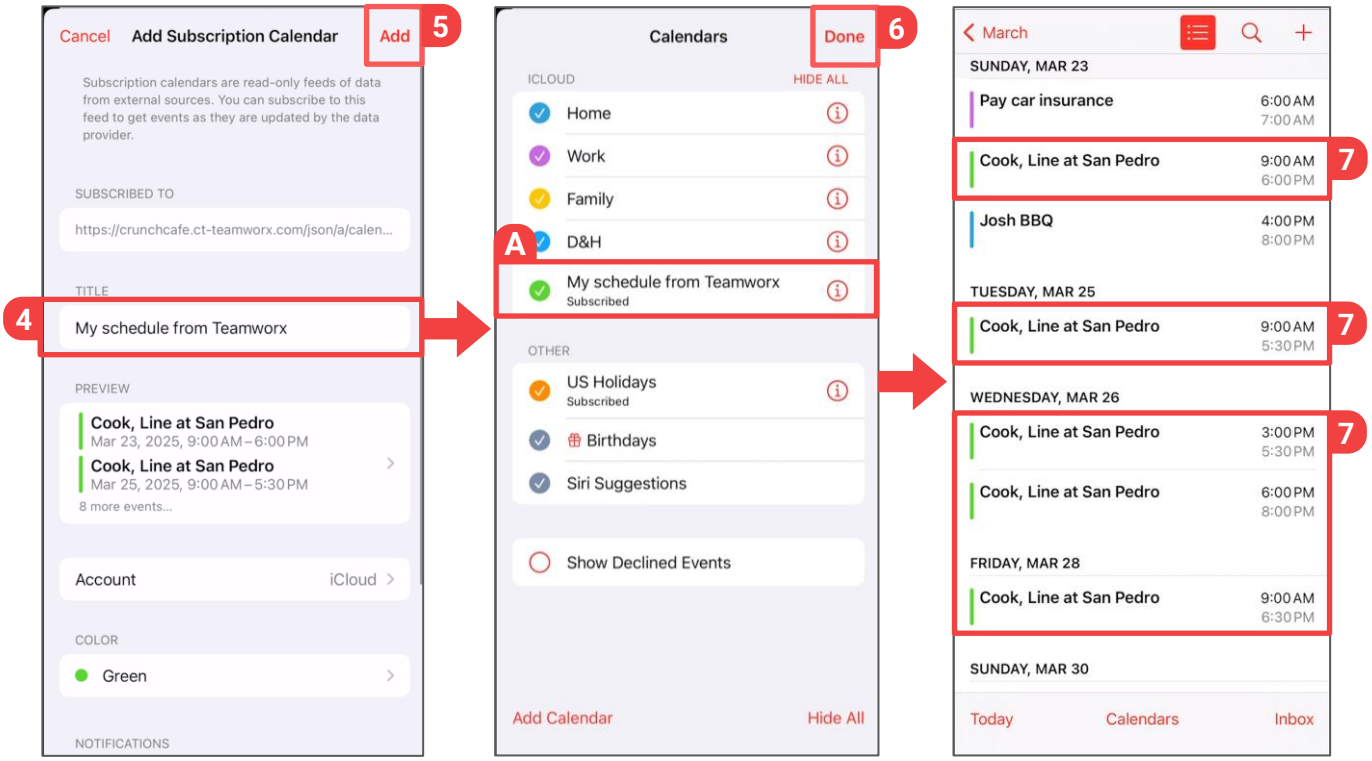
1. From the My Profile screen, tap *Calendar Sync* to integrate with your personal digital calendar.
2. Navigate to your personal calendar by choosing *Go To Calendar Settings*.
3. Then tap *Subscribe*.

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Calendar Sync (Continued)

How to complete the Calendar Sync – iOS (Continued)



4 Enter the *Title* of your calendar.

5 Then, tap *Add*.

A Here you can see your Teamworx calendar, now added.

6 Next, tap *Done*.

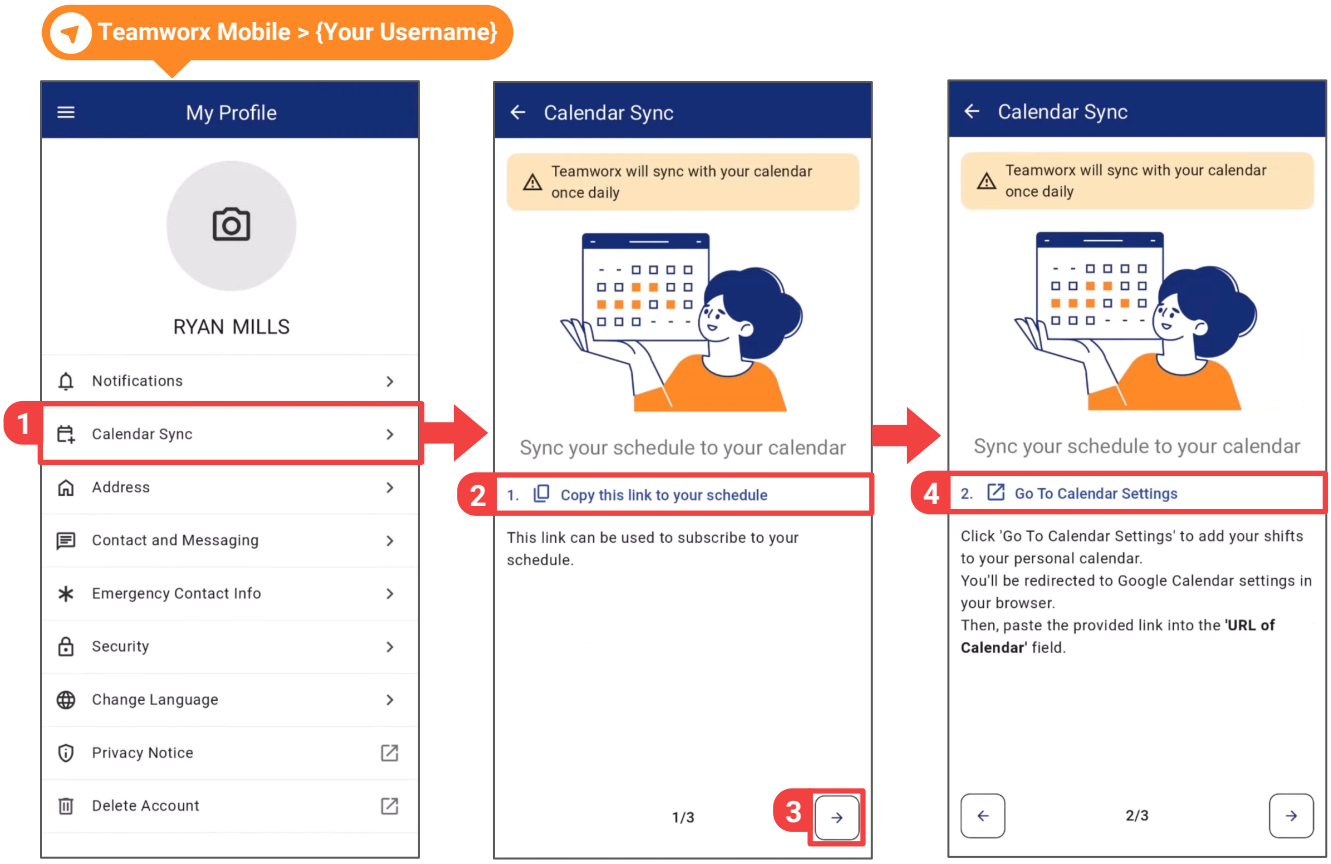
7 Now your shifts from Teamworx will appear in your personal calendar.

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Calendar Sync (Continued)

How to complete the Calendar Sync – Android



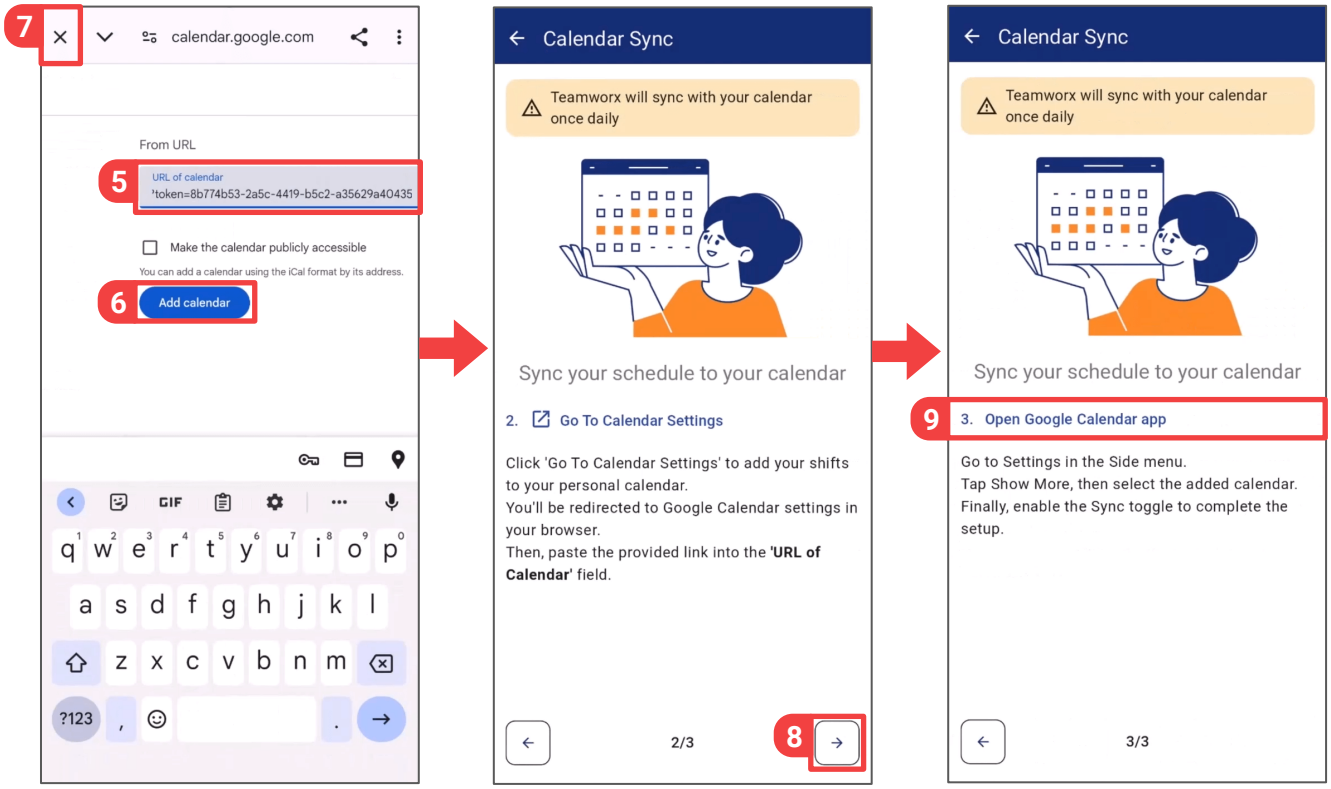
1. From the My Profile screen, tap *Calendar Sync* to integrate with your personal digital calendar.
2. Select *Copy this link to your schedule To Calendar Settings*.
3. Then tap the → button at the bottom of the screen.
4. Navigate to your personal calendar by choosing *Go To Calendar Settings*.

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Calendar Sync (Continued)

How to complete the Calendar Sync – Android (Continued)



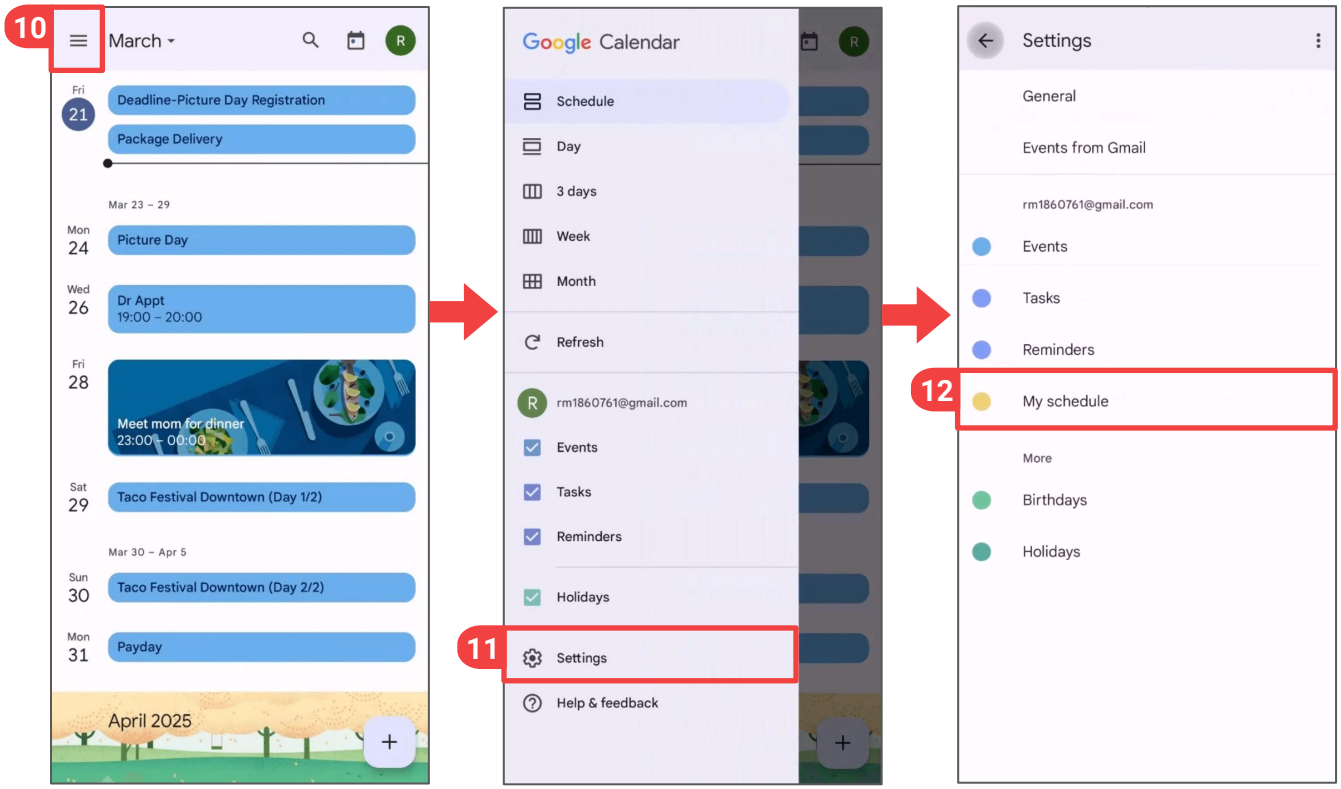
5. Paste the URL you copied into the *URL of Calendar* field.
6. Select *Add Calendar*.
7. Then tap the **X** icon to return to Teamworx.
8. Tap the → button at the bottom of the screen.
9. Then choose *Open Google Calendar app*.

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Calendar Sync (Continued)

How to complete the Calendar Sync – Android (Continued)



10 Tap the Menu icon to display the calendar menu.

11 From the menu, choose *Settings*.

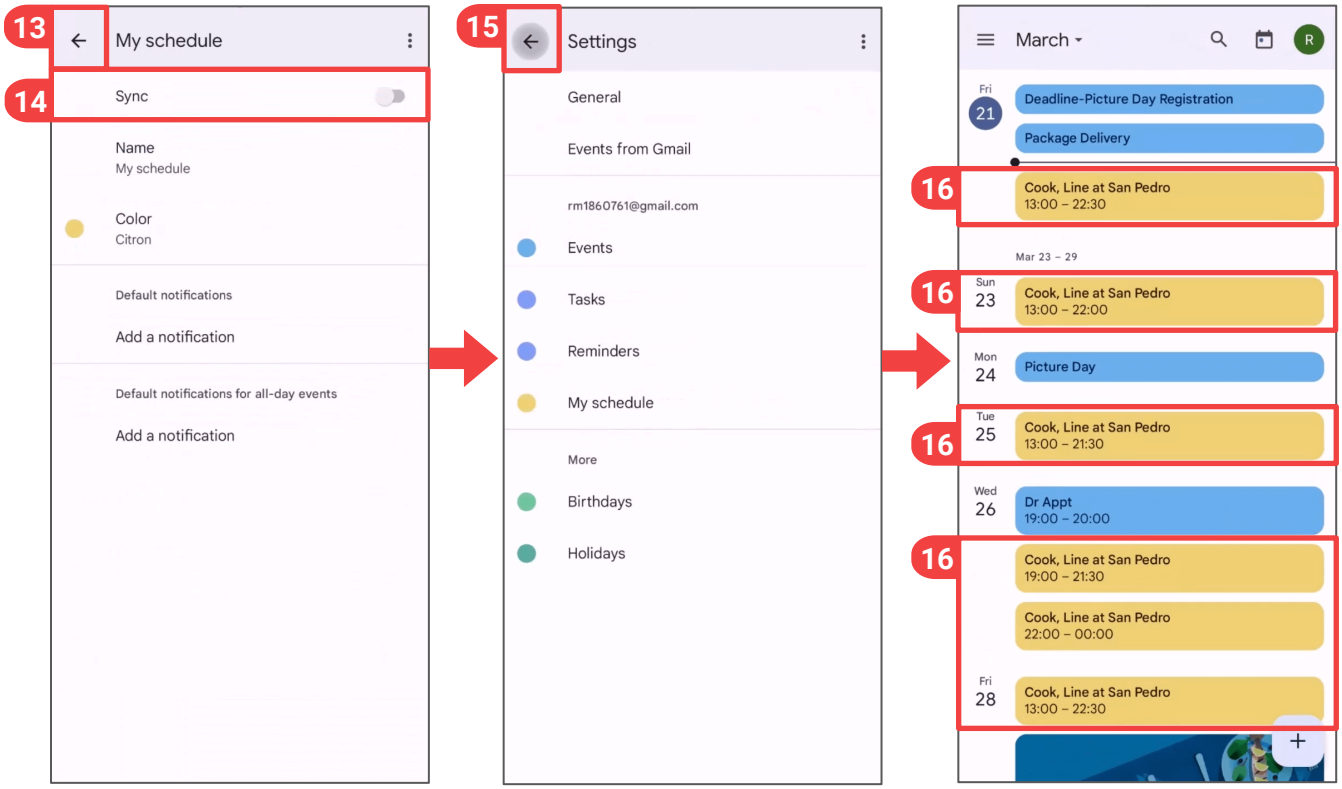
12 In the Settings, select *My Schedule* to enable your Teamworx calendar.

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Calendar Sync (Continued)

How to complete the Calendar Sync – Android (Continued)



13 Tap the toggler to enable the *Sync*.

14 Tap the ← icon to close the calendar.

15 Tap the ← icon again to close the settings.

16 Now your shifts from Teamworx will appear in your personal calendar.

© 2026 Crunchtime - All Rights Reserved

REFERENCE GUIDE

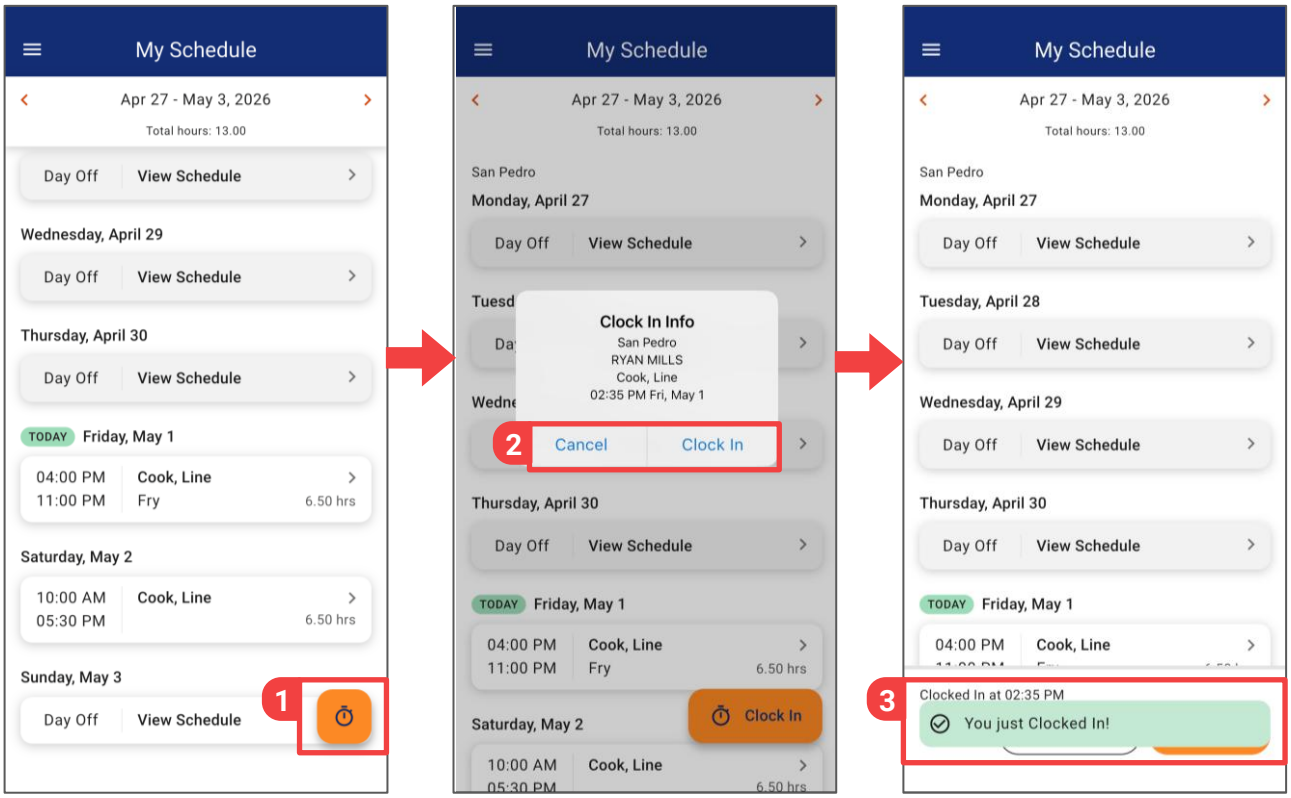
Using Teamworx Mobile

Time Clock

If enabled for your company, employees can clock in and out for shifts and unpaid meal breaks using the Time Clock feature. If configured by Corporate, you may need to answer one or more Attestation Questions when logging in or logging out for a shift.

How to Clock In for a Shift

Teamworx Mobile > My Schedule



1. Tap the Time Clock icon.
2. Select *Clock In* to continue (or Cancel to exit).
3. If your clock-in was sucessful, this confirmation message will display.

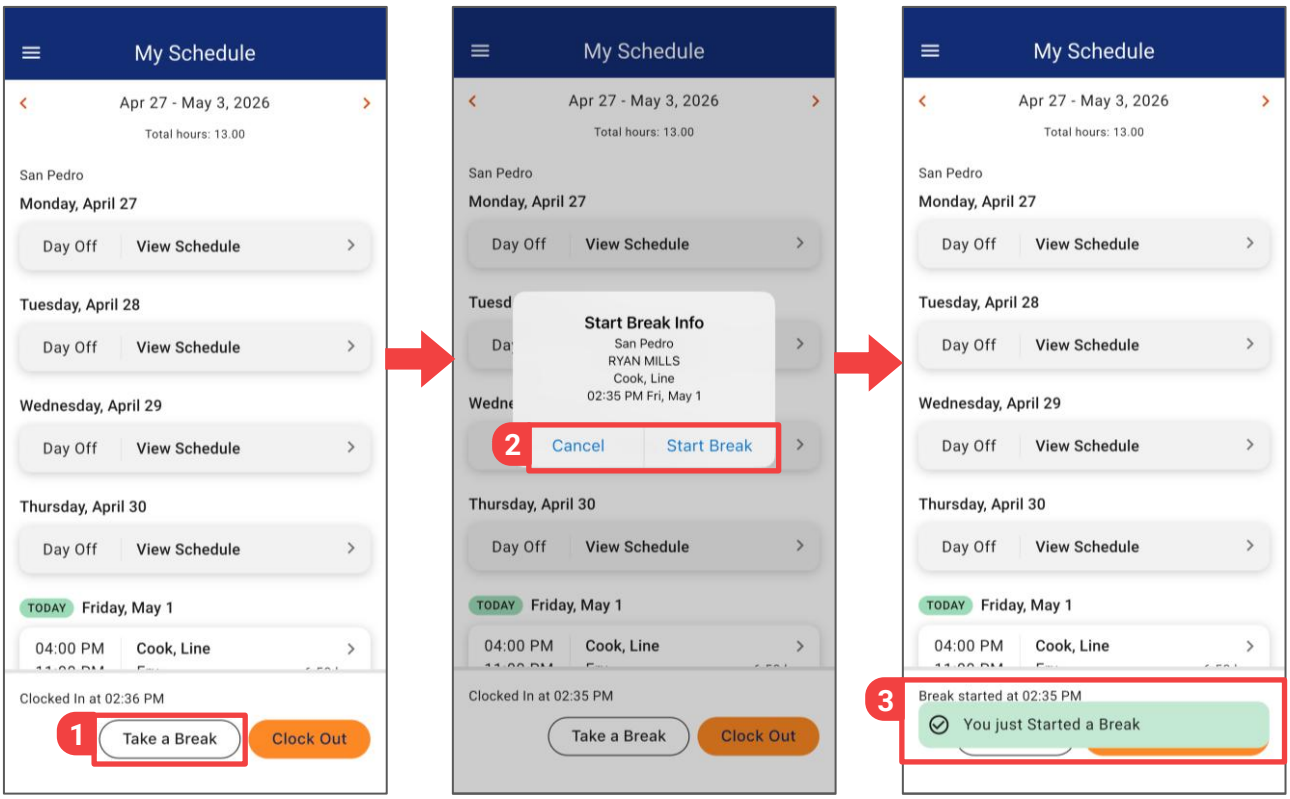
Tip: In order to clock in, Teamworx will need to know your location. You will need to enable location access in your device settings, either before attempting to clock in or during. If you do so while clocking in, the app will restart the clock in process when you're done. If you are not close enough to the location, Teamworx will prompt you to try clocking in again later.

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Time Clock (Continued)

How to Clock Out for a Break



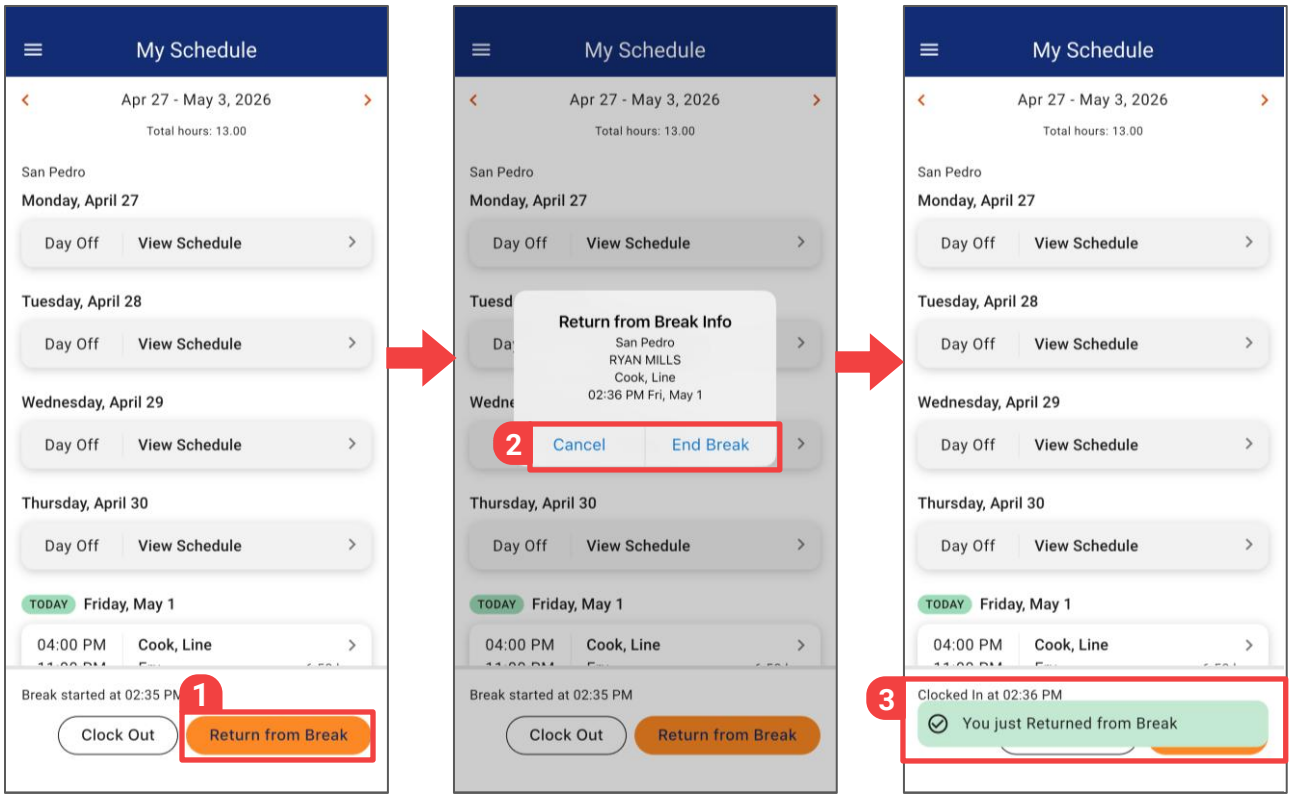
1. Tap the *Take a Break* button.
2. Select *Start Break* to continue (or Cancel to exit).
3. If your clock-out was sucessful, this confirmation message will display.

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Time Clock (Continued)

How to Clock In from a Break



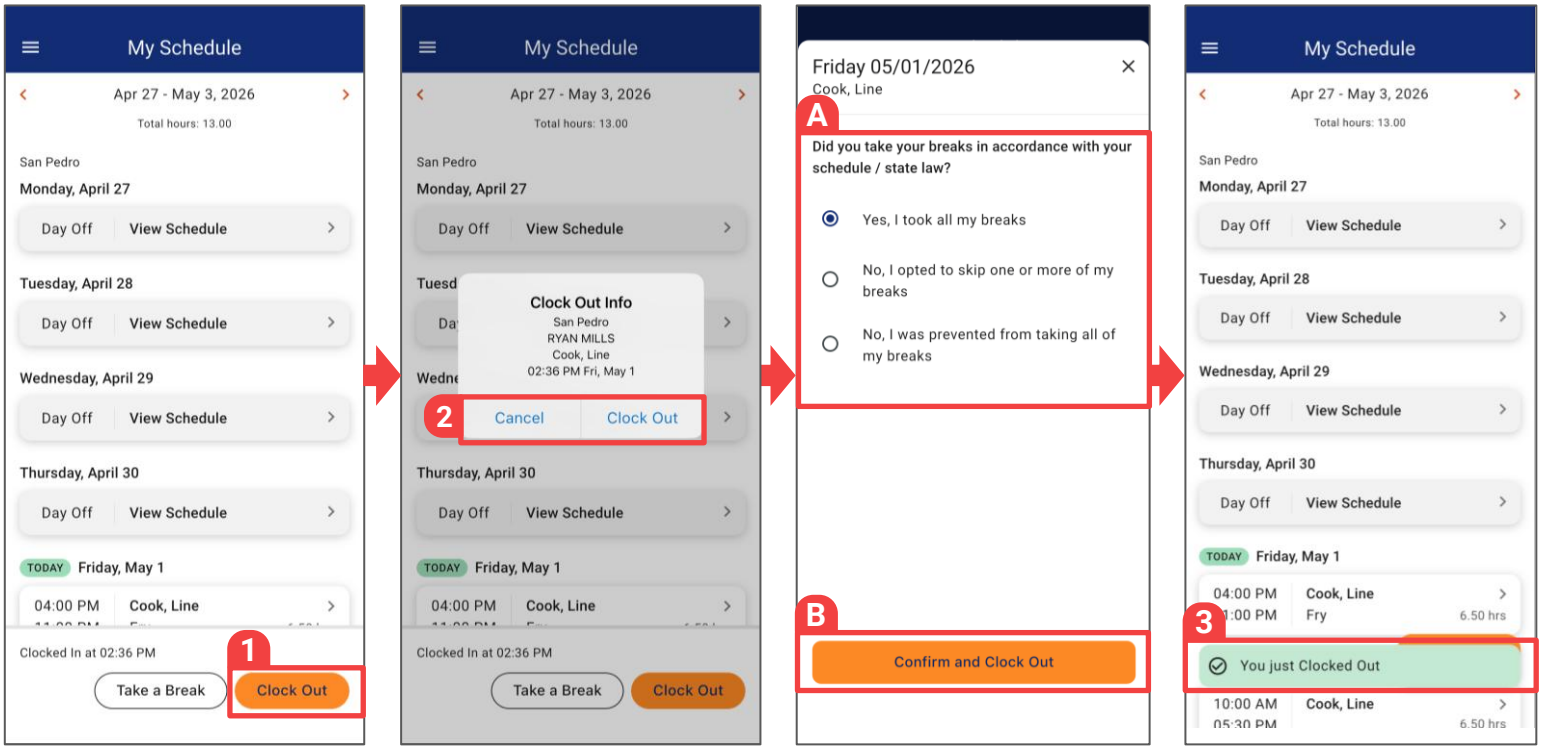
1. Tap the *Return from Break* button.
2. Select *End Break* to continue (or Cancel to exit).
3. If your clock-in was sucessful, this confirmation message will display.

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Time Clock (Continued)

How to Clock Out for a Shift (with Attestation)



1. Tap the *Clock Out* button.
2. Select *Clock Out* to continue (or Cancel to exit).

   If configured by Corporate, you may need to answer one or more Attestation Questions. If so:

   - **A** Choose the appropriate answer to the question(s).
   - **B** Select *Confirm & Clock Out*.
3. If your clock-out was sucessful, this confirmation message will display.

Note: Attestation Questions may also be required during the Clock In process.

© 2026 Crunchtime - All Rights Reserved

REFERENCE GUIDE

Using Teamworx Mobile

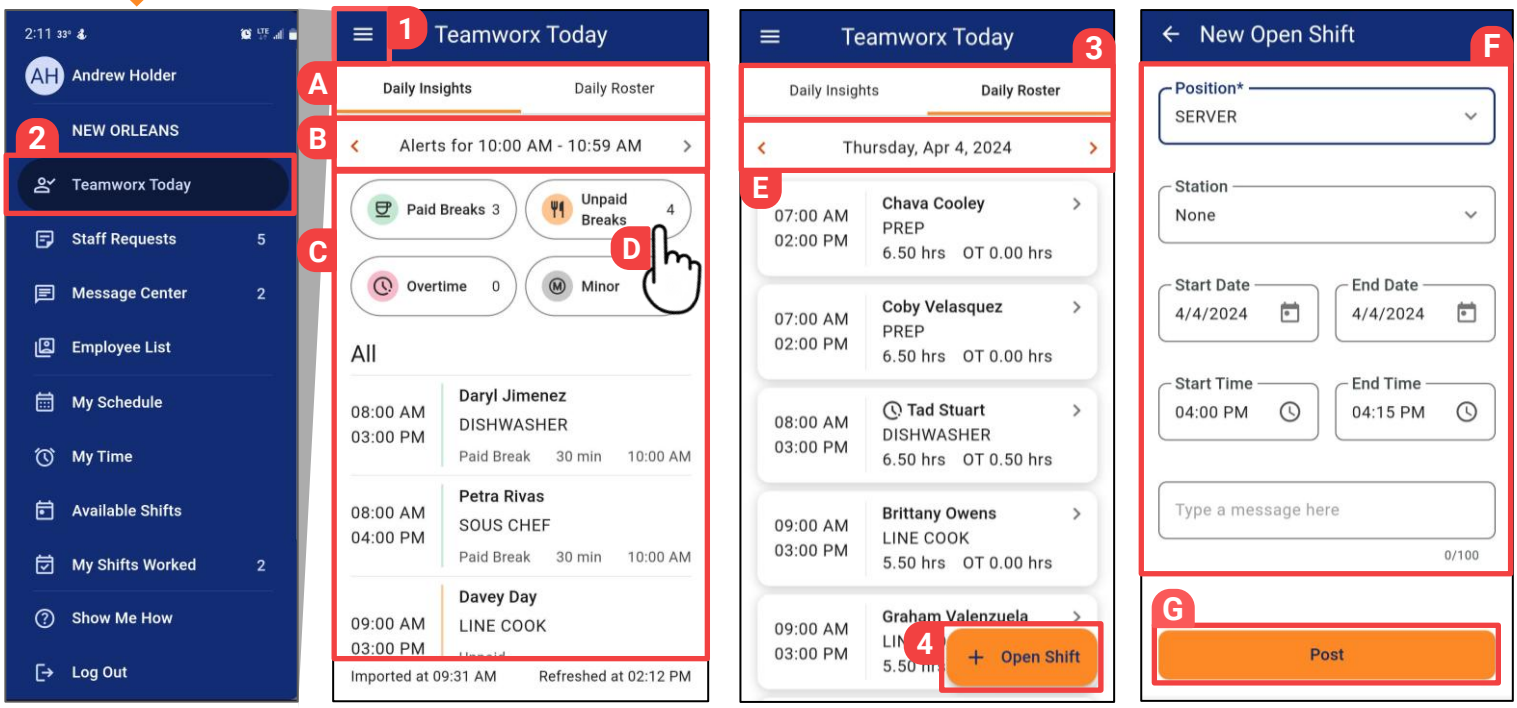
Manager/App User Features

Note: The features described on the following pages are only available to Managers & Net-Chef users.

Teamworx Today

The *Teamworx Today* screen displays all the upcoming, actionable alerts for a given time range, as well as the list of the employees scheduled to work today.

Teamworx Mobile > Teamworx Today > Daily Insights



1. Tap the *Menu* icon.
2. From the menu, tap *Teamworx Today*.
   - **A** From *Teamworx Today*, you can view 'Daily Insights' or the 'Daily Roster'.
   - **B** Tap the Right Arrow **>** to see alerts for the next hour; tap the Left Arrow **<** to go back.
   - **C** The *Daily Insights* screen shows the number of Paid Breaks, Unpaid Breaks, Overtime shifts (Projected and Actual), and Minors scheduled during the selected time frame.
   - **D** If necessary. you can tap one (or more) of the alert cards to filter the employee list below.
3. Select the *Daily Roster* view to see the list of employees scheduled for the day.
   - **E** Tap the Left Arrow **<** or the Right Arrow **>** to see the previous or next day's shifts.
4. If neccesary, tap the + *Open Shift* button to create a new shift.
   - **F** Select a *Position, Station (if available)*, the *Start/End Date*, *Start/End Time*, and enter a *Message*.
   - **G** To create the shift, tap *Post*.

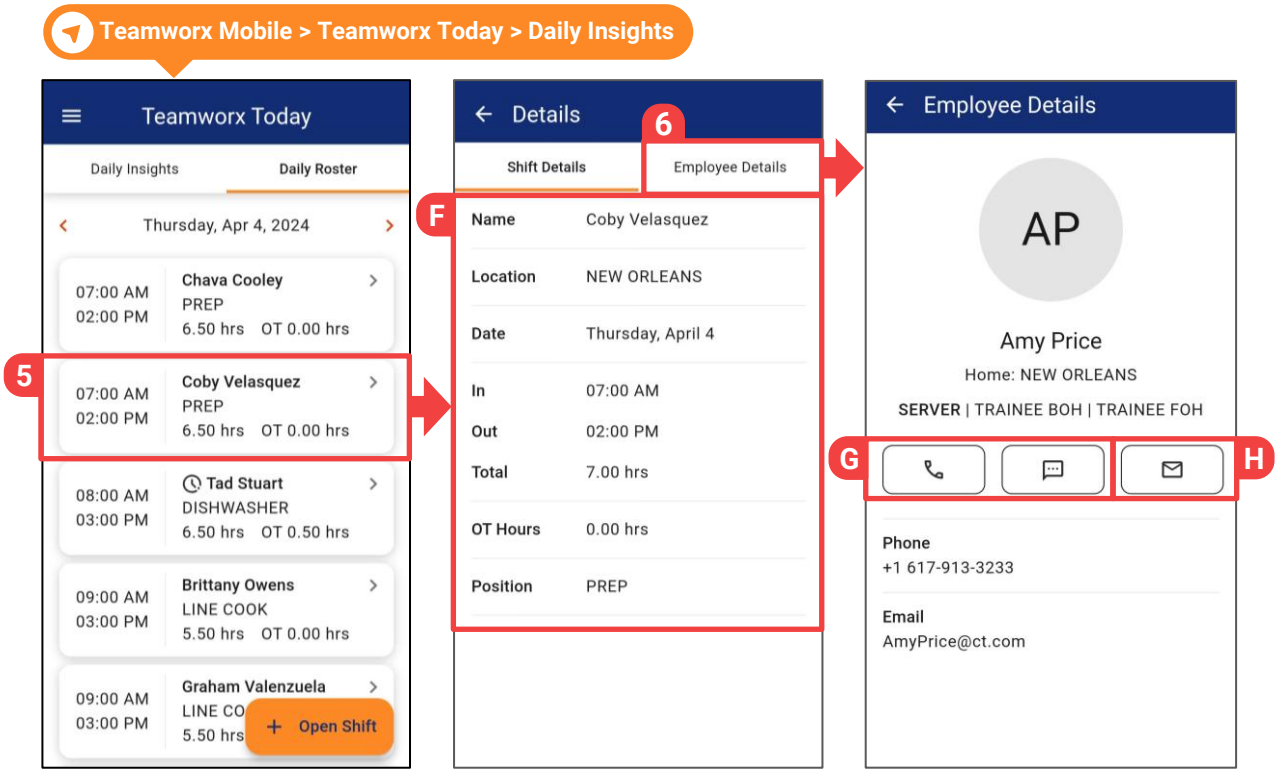
(Continued)

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

Manager/App User Features (Continued)

Teamworx Today (Continued)



5 To view *Shift Details* for an employee, tap a shift card.

F The *Shift Details* view shows the Location, Date, In & Out times, Total hours, Position and Station for the selected shift.

6 Tap *Employee Details* to see the employee's information.

G You can tap the *Phone* or *Text* icon to call or text the employee at the number shown.

H You can tap the *Mail* icon to email the employee at the Email address shown.

© 2026 Crunchtime - All Rights Reserved

Using Teamworx Mobile

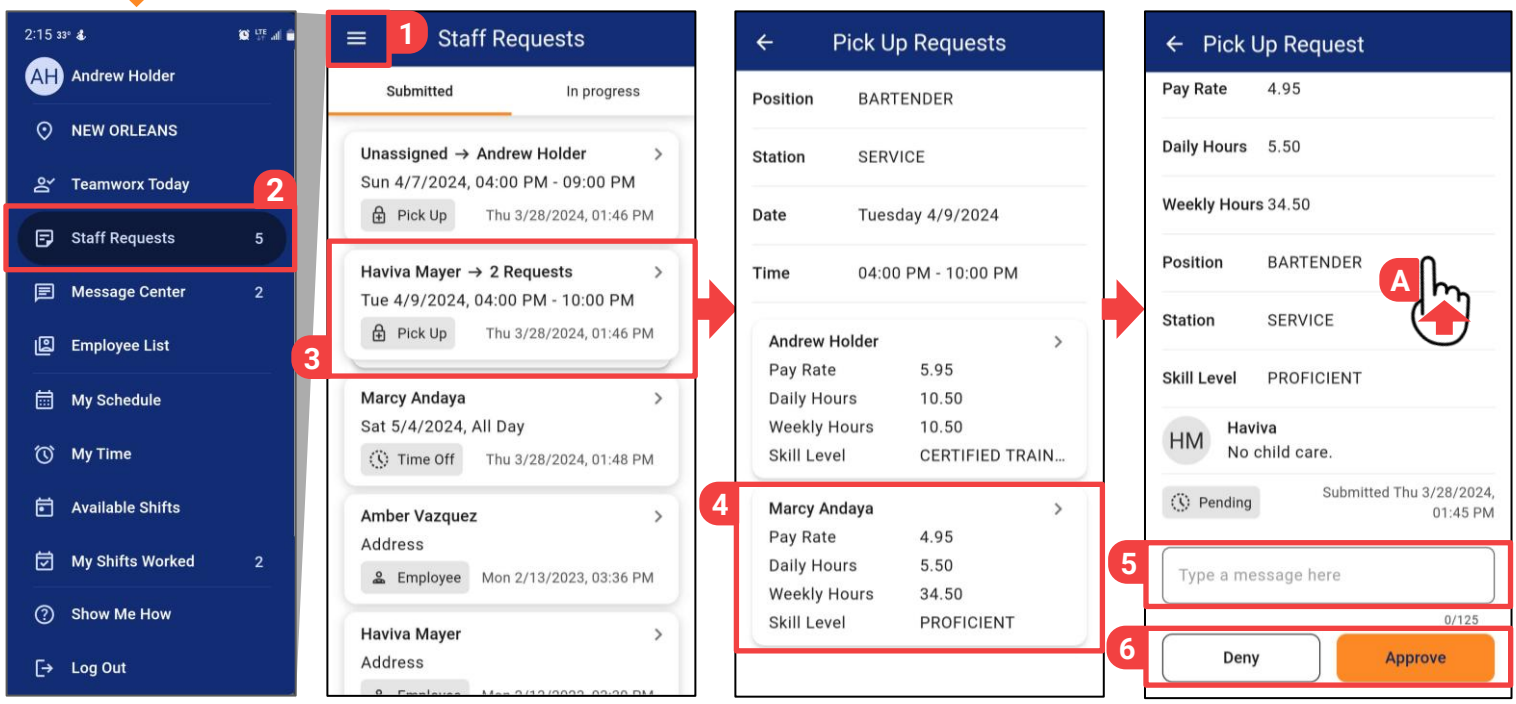
Manager/App User Features (Continued)

How to view Staff Requests

The *Staff Requests* screen allows managers to review and approve or deny requests submitted by employees.

Note: Types of requests include 'Availability' (shown below), 'Employee' record changes, 'Pick Up', 'Swap', and 'Time Off'.

Teamworx Mobile > Teamworx Today > Daily Insights



1. Tap the *Menu* icon.
2. From the menu, tap *Staff Requests*. (The number indicates the number of unreviewed requests.)
3. To review the request, tap the employee request card.
4. If there is more than one request for the employee, select the desired one to view.
   - A. If necessary, swipe up to scroll to the bottom.
5. You can 'Type a message here' to enter a reason for approving or denying the request.
6. Tap the appropriate button to *Approve* or *Deny* the request.

© 2026 Crunchtime - All Rights Reserved