Teamworx for Team Members

Quick Start Guide

Document Details

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Overview

This document helps team members get started using Teamworx.

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

… or scan the QR code to the left.

Watch the Teamworx Instructional Videos:
https://links.crunchtime.com/TeamworxHelpVideos

After you've watched them, come back to this guide for additional information!

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QUICKSTART GUIDE

Teamworx for Team Members

Getting Started

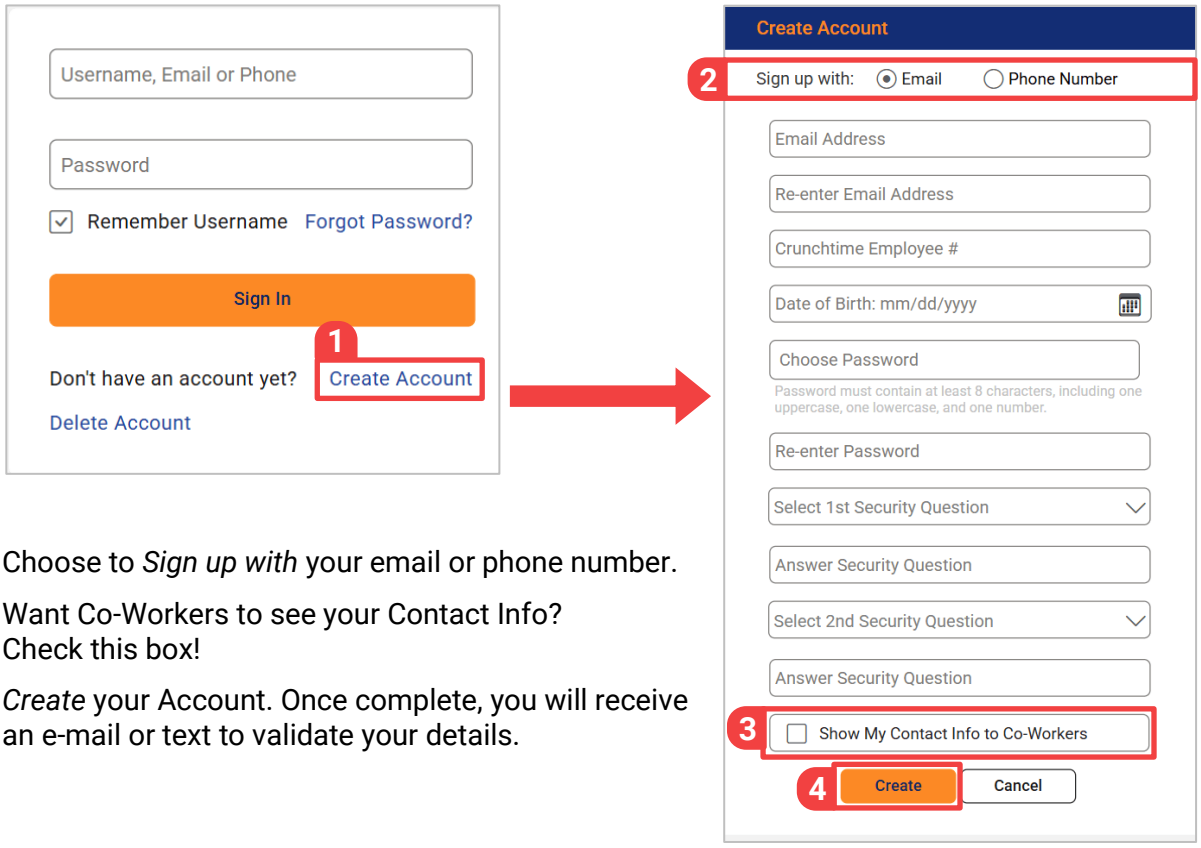
Getting started on Teamworx is easy! There's only a few things you need before you can create an account:

- A valid e-mail address or phone number
- Your Birth Date
- Your Crunchtime Employee Number
- Your Company-specific Teamworx URL

Tip: A Crunchtime Employee Number will be provided to you by a member of your management team. Make sure that you know your company-specific Teamworx URL too! You will need this to create your account and to log in to the Teamworx Mobile App.

Create an Account

1 Navigate to your Teamworx URL, select *Create Account*, then fill out the form.



2 Choose to *Sign up with* your email or phone number.

3 Want Co-Workers to see your Contact Info? Check this box!

4 *Create* your Account. Once complete, you will receive an e-mail or text to validate your details.

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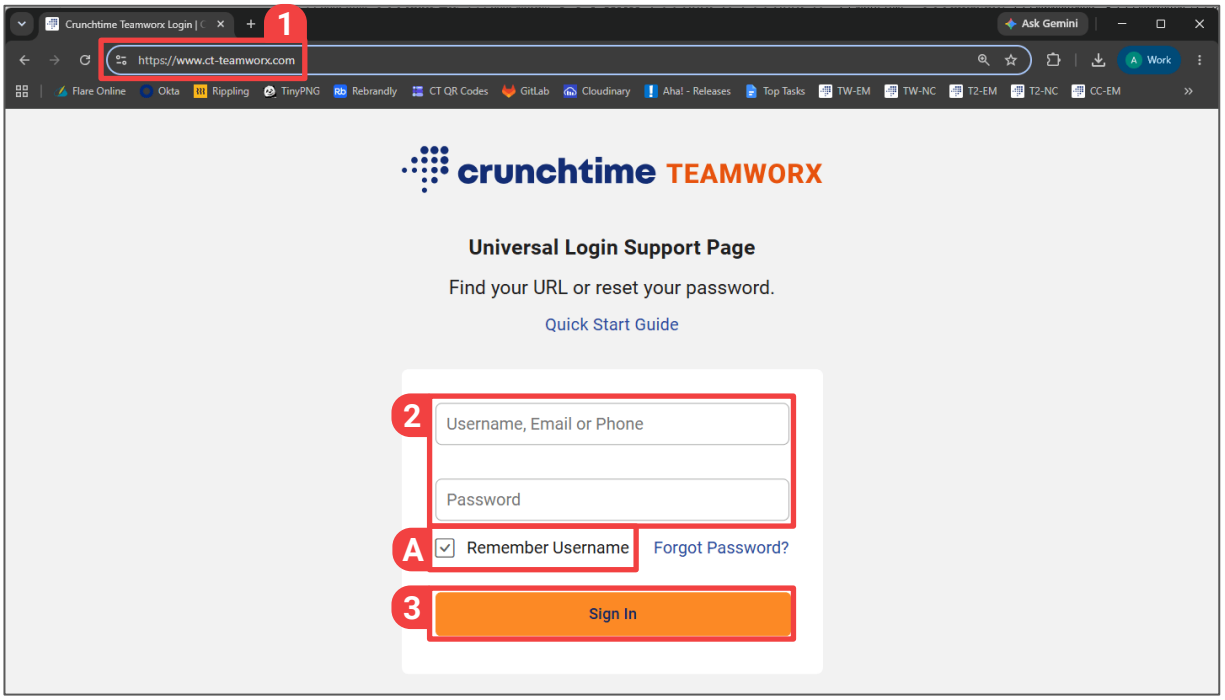
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Log In

We created a new Teamworx **Universal Login Support Page**. This page allows anyone on Release 8.1 or higher to sign into their account or reset their password. The new site is also optimized for search engines and accessible via the Crunchtime website, making it easy to find.



1. Go to https://www.ct-teamworx.com.
2. Enter the *Username, Email, or Phone* and *Password* for the account you created.
   - A. To save time in the future, enable *Remember Username*.
3. Click *Sign In*.

Note: This doesn't replace your current Teamworx URL, so no need to change your bookmarks. In fact, once you login successfully using this new page, you will automatically be forwarded to your company's Teamworx page. If you work for more than one company and use the same Username and Password, you'll have the option to choose where you'd like to login.

Tip: Already created your account, but forgot your company-specific Teamworx URL? It's easy to find! (And you'll need it if you want to log in to the Teamworx Mobile App.)

1. Simply login to your account as noted above.
2. Once logged in, look at your browser's address bar for your Teamworx URL.

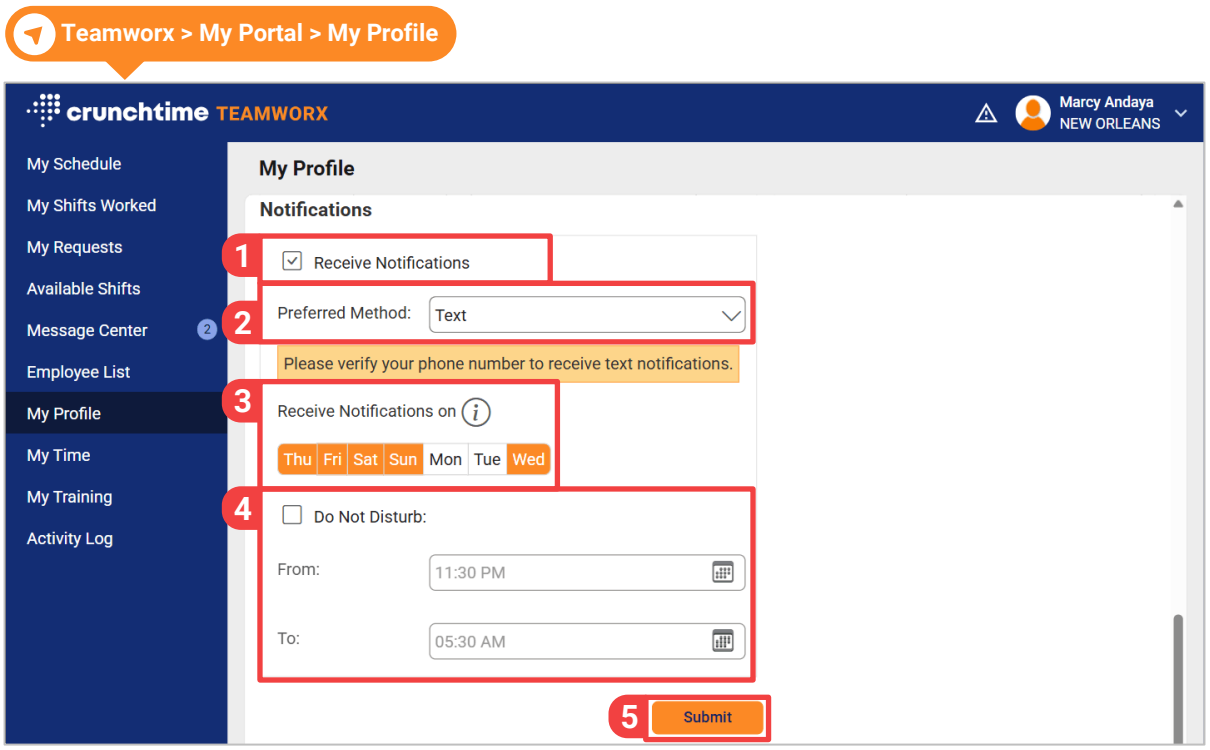
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Review Your Profile

After logging in, the first thing you'll want to do is check out your Profile. Focus on the Notifications section to define when and how you want to be notified about posted schedules, open shifts, and schedule changes.



1. Do you want to *Receive Notifications* about schedule updates, available shifts, or shift swaps? If so, check this checkbox.
2. Select your preferred method for receiving Notifications: *Text* or *Email*.
3. Indicate which days you want to *Receive Notifications on*? Days that are highlighted in orange are open for you to receive notifications.
4. *Do Not Disturb* is helpful to ensure that you are not receiving unwanted Notifications at certain times. If desired, check the box and select *From* & *To* times.
5. When ready, select *Submit*.

Warning: You will not be notified of any messages that would have been sent during the Do Not Disturb period. For example, if a manager posts the schedule while Do Not Disturb is turned on, you will not be notified that the schedule is available until Do Not Disturb is turned off.

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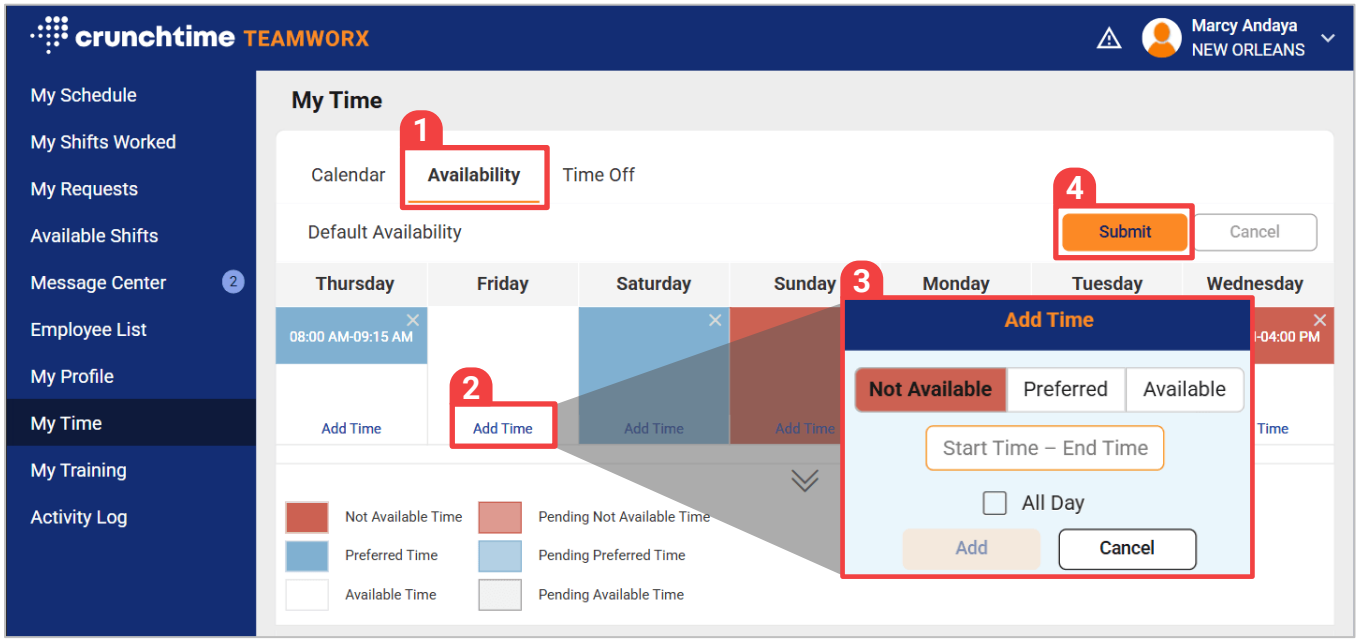
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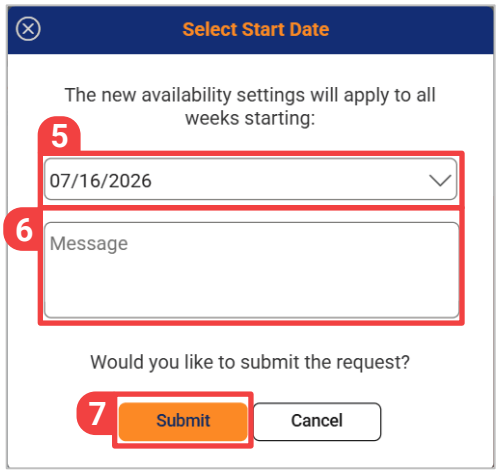
Define Your Availability

Now that Notification preferences are set, let's make sure you've updated your Availability!

Teamworx > My Portal > My Time



1. Choose *Availability* from the tabs at the top.
2. This sets your default availability, choose your day and click *Add Time*.
3. In the Add Time pop up window, you can choose whether you're 'Available', 'Not Available' or if certain hours are 'Preferred', enter the 'Start Time - End Time' or indicate this should apply to 'All Day', and then select *Add*. **Note:** *To remove Preferred or Not Available hours, simply click the white **X** in the upper right corner of your shaded square.*
4. Click *Submit* to send your Availability Request to your manager for approval.
5. In the drop-down, choose the week you want your availability settings to start.
6. If desired, you can add a *Message* for your manager.
7. When ready, click *Submit*.



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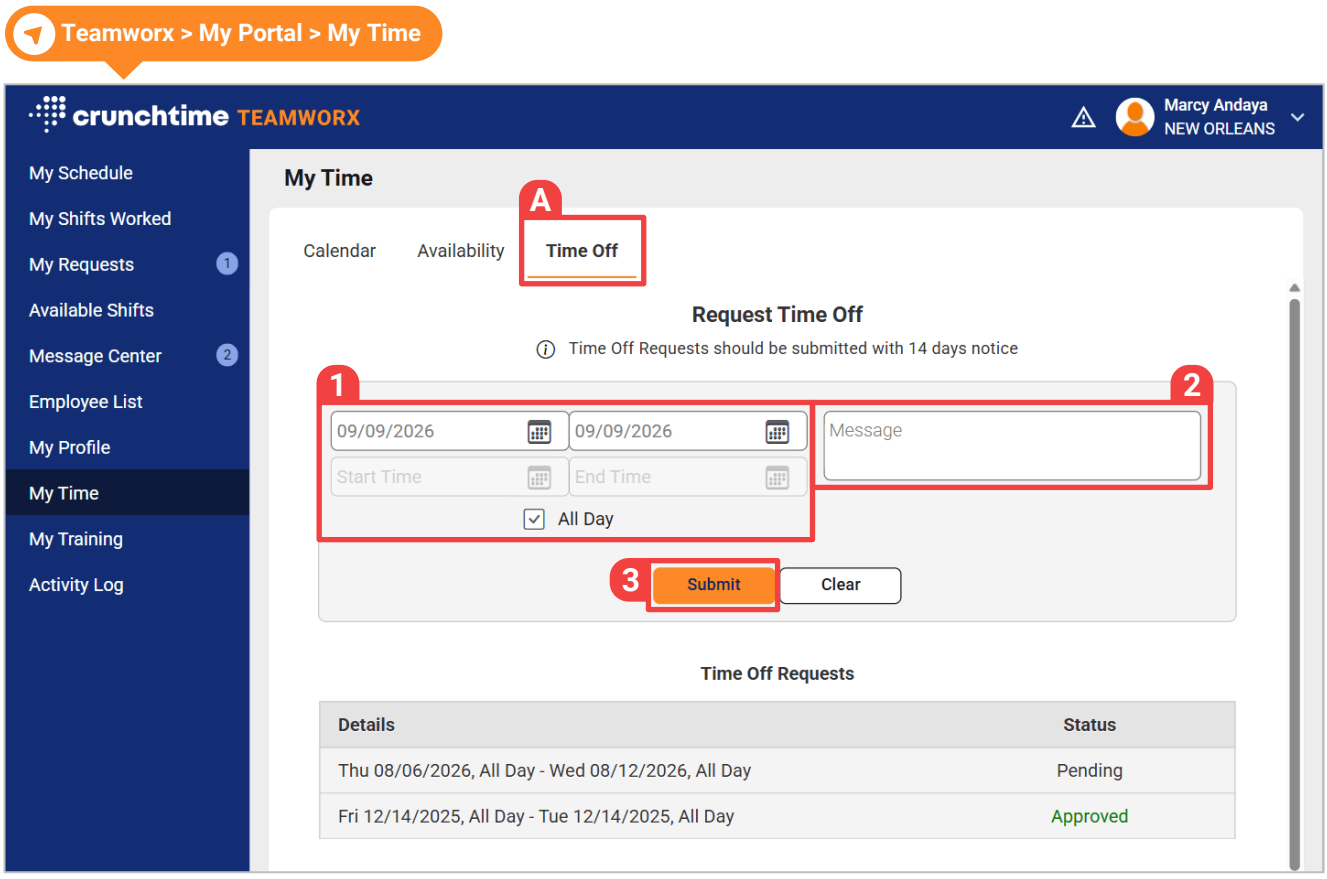
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Request Time Off

Within the My Time screen, you can submit a time off request to your manager for approval. This can be set as a One Time occurrence, Daily, Weekly or Monthly.

A First things first, select the *Time Off* tab to get started.



Submit a One-Time-Only Request

1. Select a *Start/End Date*. Check the *All Day* box if your request is for the whole day; if not, select a *Start/End Time* as well.
2. If desired, you can add a *Message* for your manager.
3. Click *Submit* and await manager approval.

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