

For staff

シフトボード

**A simple manual
on how to use**

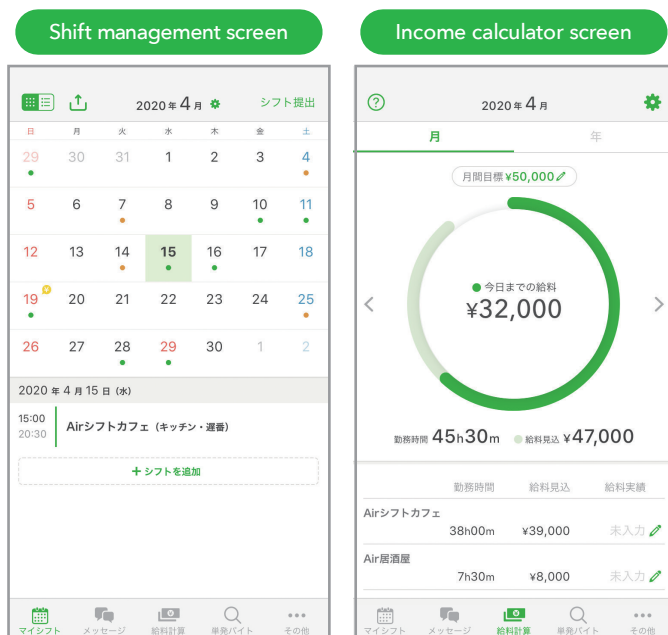


Linked so that you can easily submit
and check your shifts

What's ShiftBoard?

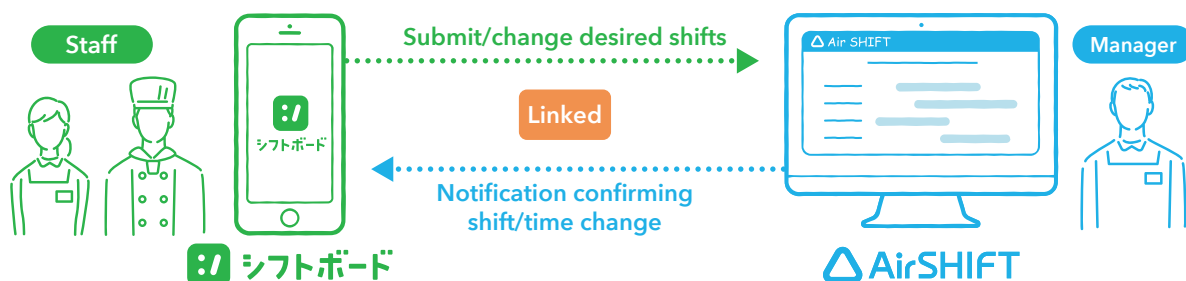
What's ShiftBoard?

- With this app, you can manage your part-time shifts.
- Just add your shifts, and your estimated salary will be calculated automatically.
- You can instantly find out your estimated monthly and yearly income, as well as your work hours.



*Feature to find a one-time part-time job is not available in our Android app.

Things you can do after linking to AirSHIFT



By Linking ShiftBoard with AirSHIFT

◎Submitting desired shifts ◎Checking confirmed shifts ◎Communication via messages
becomes possible, so you can communicate with the store about your shift.

■ For those who are planning to start using ShiftBoard

Register for an account and apply to link it

1 Scan the QR code and download ShiftBoard

*The following steps will be easier if you do this, so be sure to download it by scanning the QR code.



2 Register for an account and apply to link it

Enter your "Email Address" and "Password"

1

2

Tap

Enter your "Last Name" and "First Name"

1

2

Tap

***At this point, the linking process is not completed yet. Your store manager (the shift manager) must approve it! A message will be sent when it's approved.**

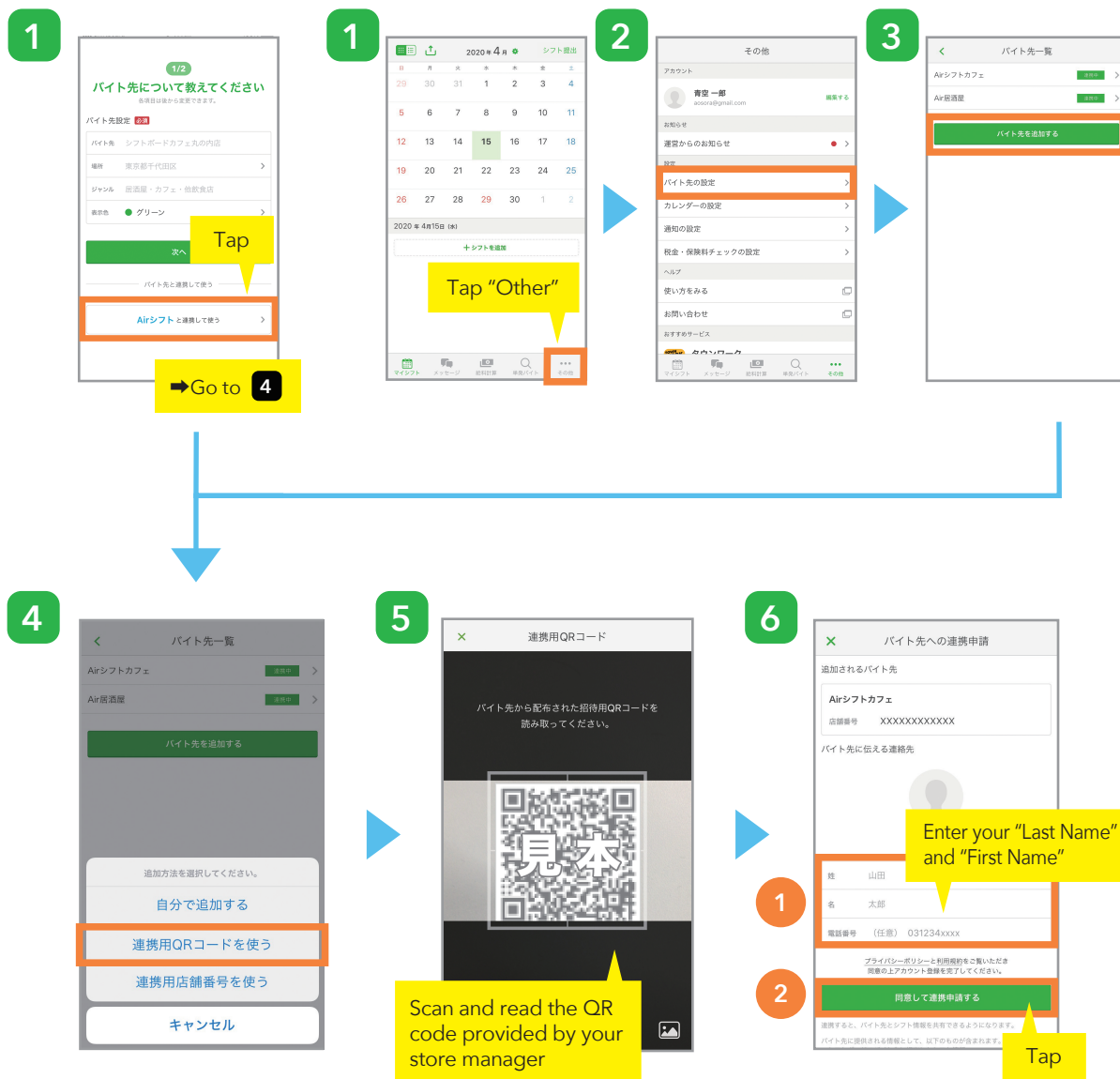
■ For those who have finished registering for an account

Apply for linking

Link using the QR code from your store manager

Those who haven't used it yet

Those who are using

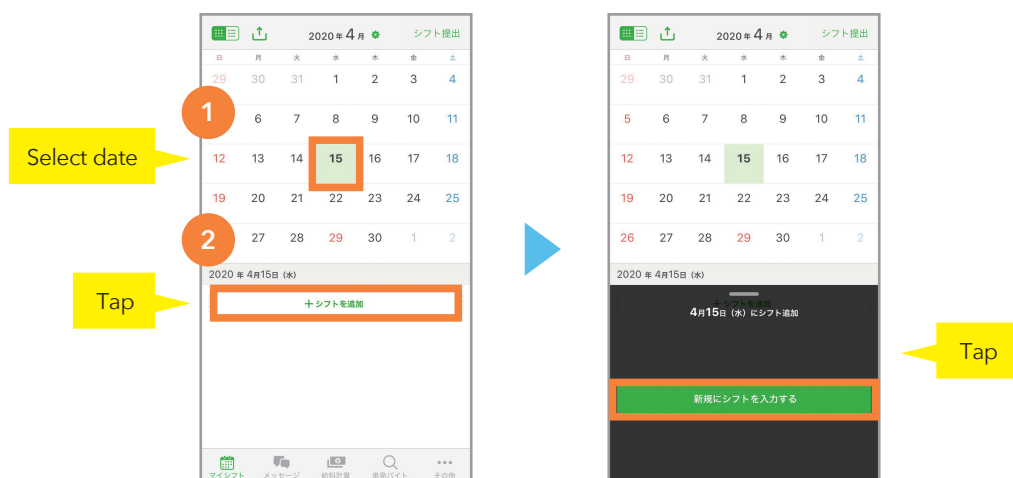


***At this point, the linking process is not completed yet. Your store manager (the shift manager) must approve it! A message will be sent when it's approved.**

Create the shift you want

! Linking with ShiftBoard and approval must be completed already

1 Register a new shift



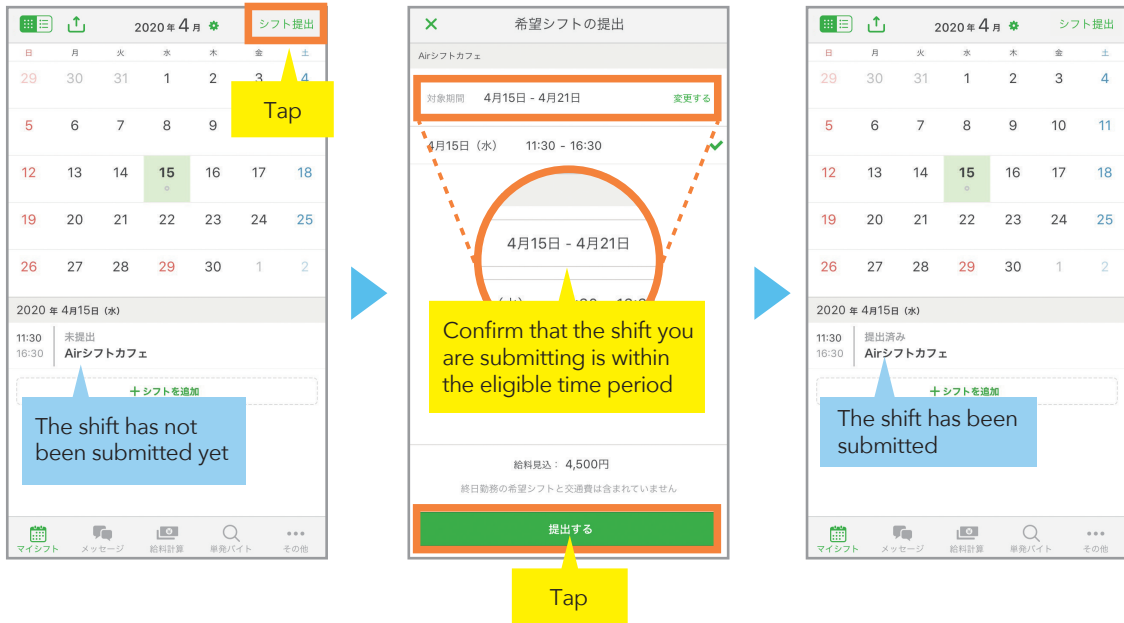
2 Enter your work preferences or your preferred days off



*At this point, the process of submitting your shift to the store is not completed yet.

Submit your preferred shift to your workplace

Submit your preferred shift



! Wait for the store manager (the shift manager) to confirm the shift. After it's been confirmed, a message will be sent.

Check! My shift doesn't show up on the submission screen

If the date of the shift you have created is not included in the "Eligible Period", the shift will not appear on the submission screen. If you do not see the shift you created, please check and change the "Eligible Period".

Check! I can't submit my shift

The "Workplace" might not have been selected for the shift you created, or the "Workplace" might not contain any stores that have already been linked. Please check the "Shift Details" for the created shift and recreate the shift if necessary.

Check the confirmed shift

Check with the calendar

You can check the shift that your store manager has confirmed on the **"My Shifts"** screen.

The confirmed shift will show up as green circles on the "My Shifts" calendar, and it will also show up as "confirmed" on the list at the bottom.

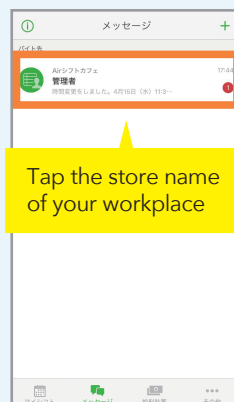
Your preferred shift that was submitted will be displayed as "Submitted" on the list at the bottom.



! When the shift has been confirmed, a message will be sent.

Check! You can also check it through your messages

When you tap the "Messages" section at the bottom of the screen, and then tap the store name of your workplace, you will be able to check the confirmation message sent from the store about your shift.



Troubleshooting and FAQ

In this situation...

1 I don't know how to link to AirSHIFT ...PG.3

2 I can't submit my preferred shift ...PG.5

FAQ

Q I'm already using ShiftBoard - if I link to a store, will all the data I've registered in ShiftBoard be linked?

A No. You can choose which shifts to link to the store.

Contact

ShiftBoard Help Page



<https://help.shiftboard.jp>