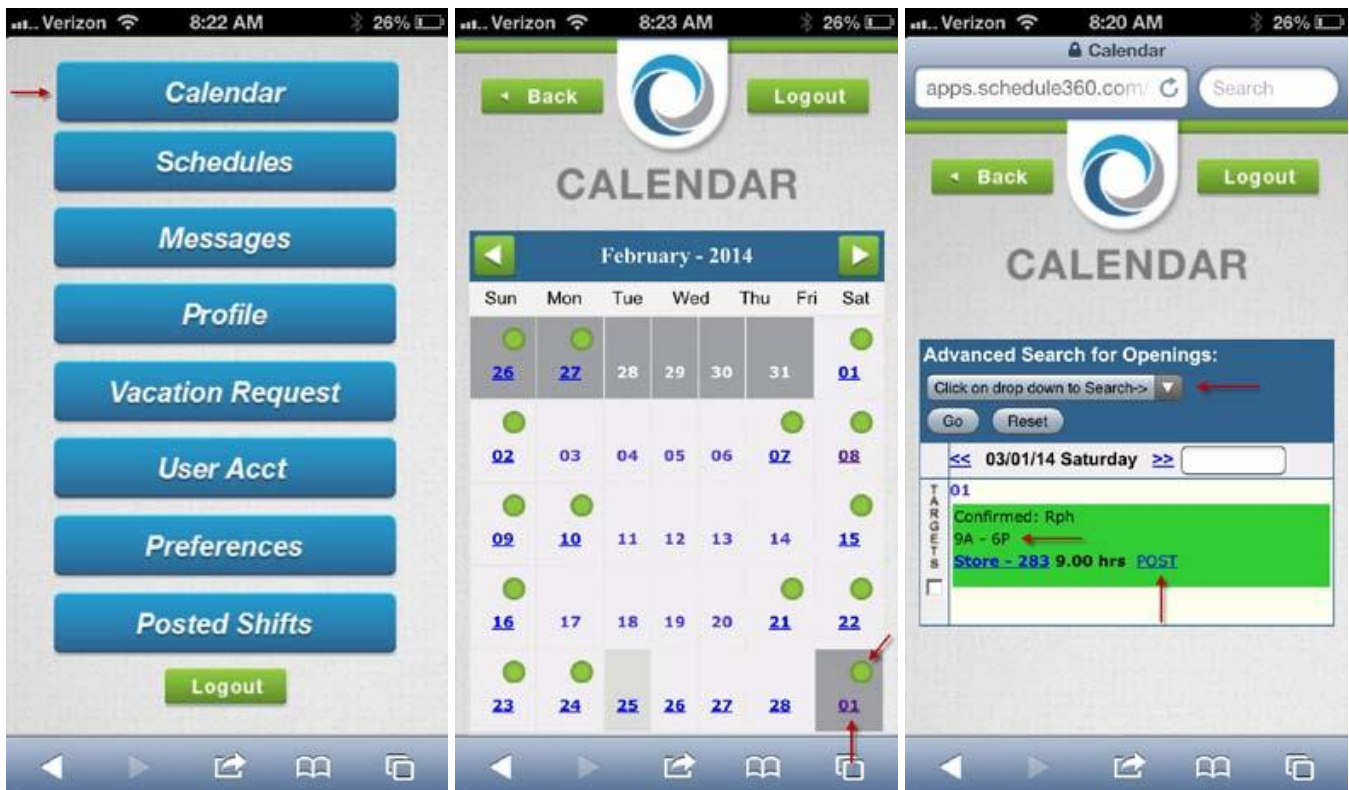


Schedule360[®] Mobile Website FAQ

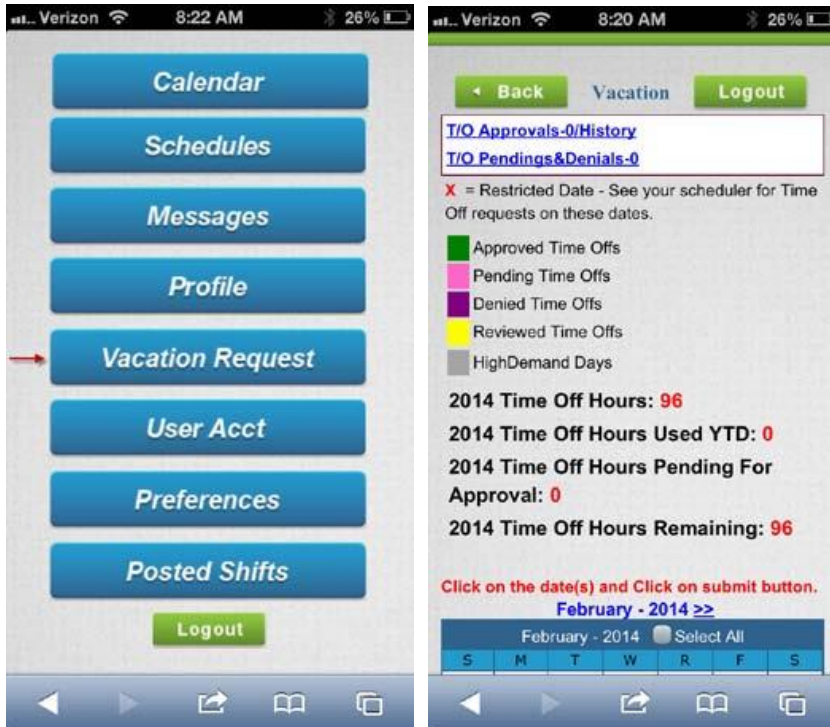
Mobile Website FAQ

- 1. How do I save the mobile website to my home screen on my phone or tablet?**
 - **Apple Users:** Click [HERE](#) for instructions
 - **Android Users:** Click [HERE](#) for instructions
- 2. Will I be able to access the mobile site using my existing username and password?**
 - Yes, to access the mobile website you only need to click on the Mobil Login button and enter your current username and password. A mobile friendly version of your login will appear.
- 3. Will any of the features or functionality be different on the mobile website?**
 - All features and functionality that are deployed for your specific login will remain the same. The screens are simply designed to be more mobile friendly. You may also notice the new color scheme that is part of our Schedule360 brand release. All of the existing rules and requirements defined by your scheduler will remain the same and complete transparency will be maintained between the mobile login and desktop login.
- 4. Who has access to the mobile website?**
 - The mobile website is for End User login only. Admin users and view only users will not have access to the mobile website.
- 5. How do I look at the shift details for my scheduled days.**
 - Days with green indicator circles are days that you are scheduled to work. By clicking on the underlined date you can view the shift details, run advanced searches, and gain access to post or trade shifts. Keep in mind if you do not currently have access to these features on the desktop version you will not have access to them now. Please contact your scheduler with any questions or concerns regarding your access.



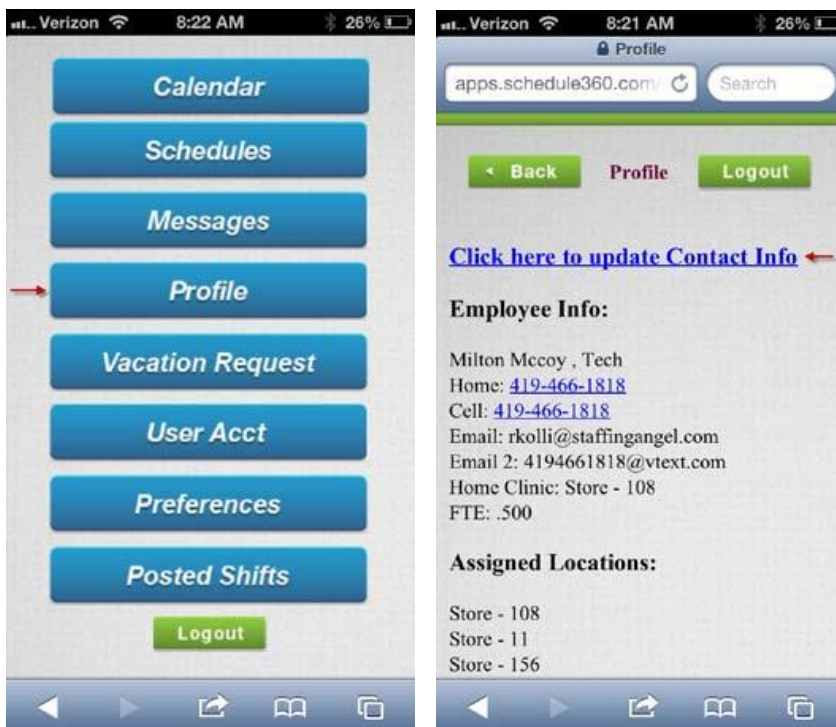
6. Can I enter Time Off requests from the mobile website?

- Yes, by selecting you company's time off tab you will be able to request dates for time off within the defined rules of your facility.



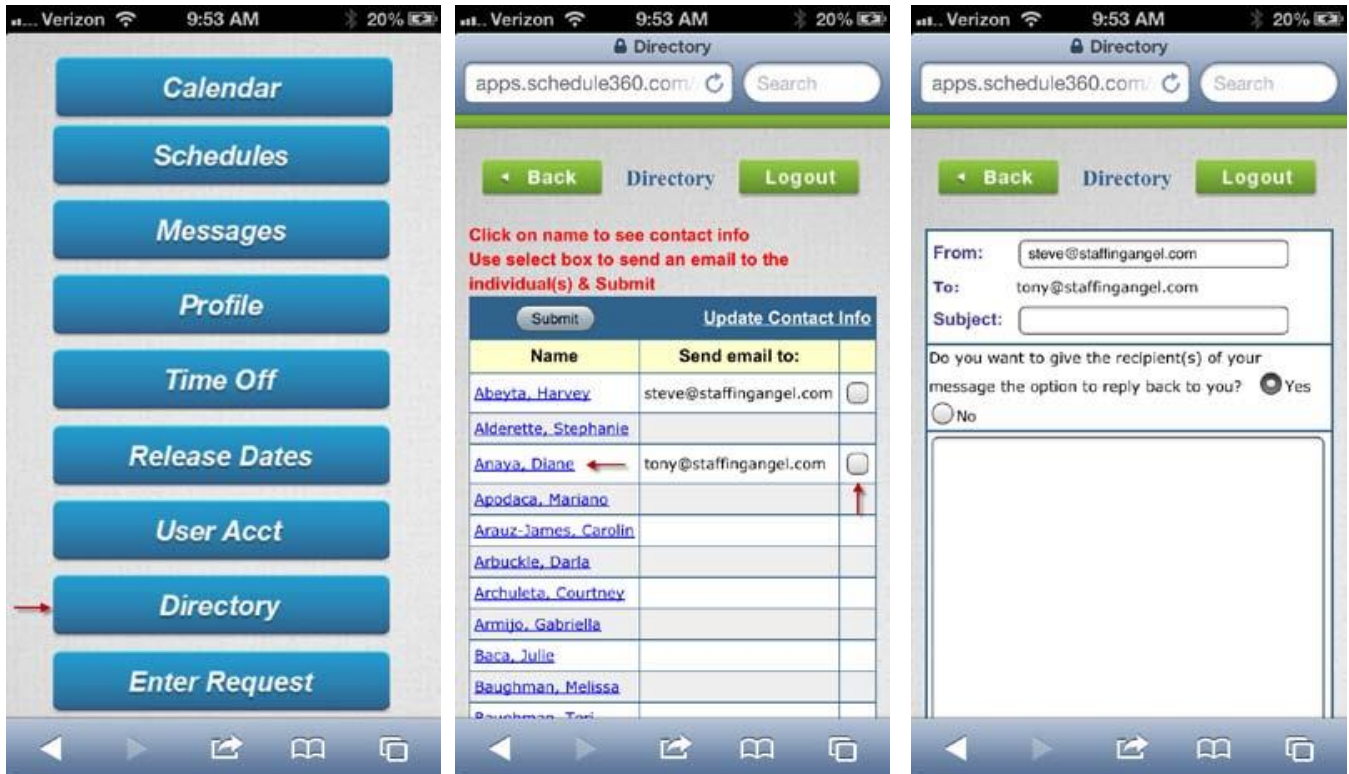
7. How do I update my contact information on the mobile website?

- You will click on the profile tab just like when you use the desktop login. Then select Update My Contact Info.



8. Can I still use the directory tab on the mobile website?

- Yes, the mobile website has made the directory tab even more convenient. You now have your co workers contact info at your fingertips and with the mobile friendly directory format you can quickly send emails to your co-workers.



9. How can I update my enter requests/preferences tab if my availability changes?

- By clicking on the enter requests or preferences tab you can quickly update your availability when the information becomes available. Keep in mind that if your facility has a defined cutoff date for these types of requests the restrictions will still apply to the mobile site.

