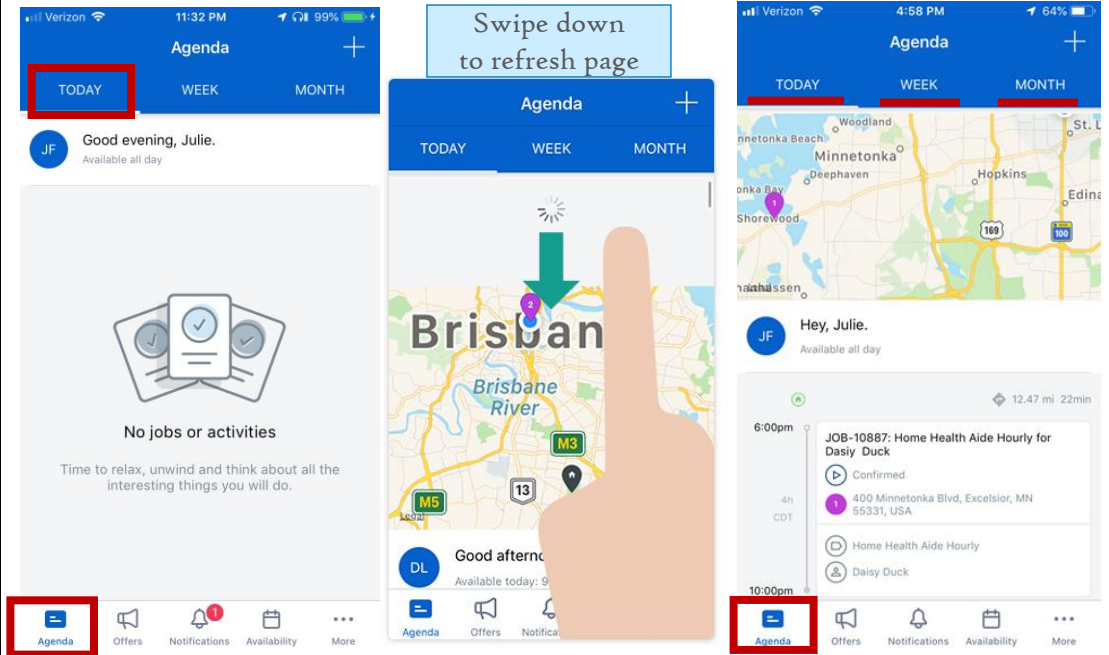


# Skedulo Tips & Reminders

## Finding your Schedule

- Opening the Skedulo APP defaults to **TODAY** agenda
- Refresh the APP every time you access the Skedulo APP
- Job Boxes will update within your Agenda Tab for **TODAY, WEEK, & MONTH** Schedule
- Click the Job box to review the job, map to the job or to Clock in



## Clocking In & Clocking Out

- Click the Job Box

### START of JOB

- Click Clock In



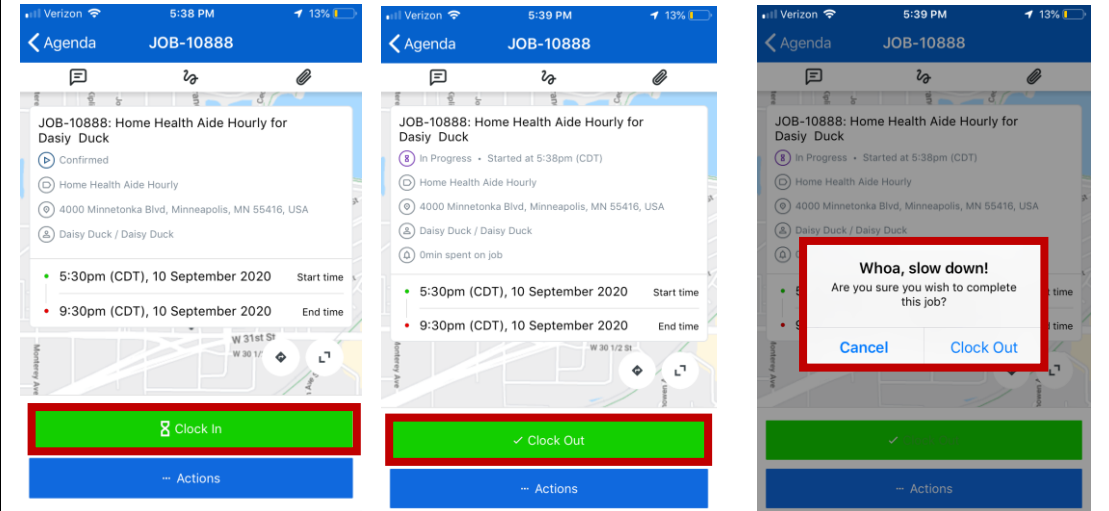
It will change to clock out

### END OF JOB

- Click Clock Out

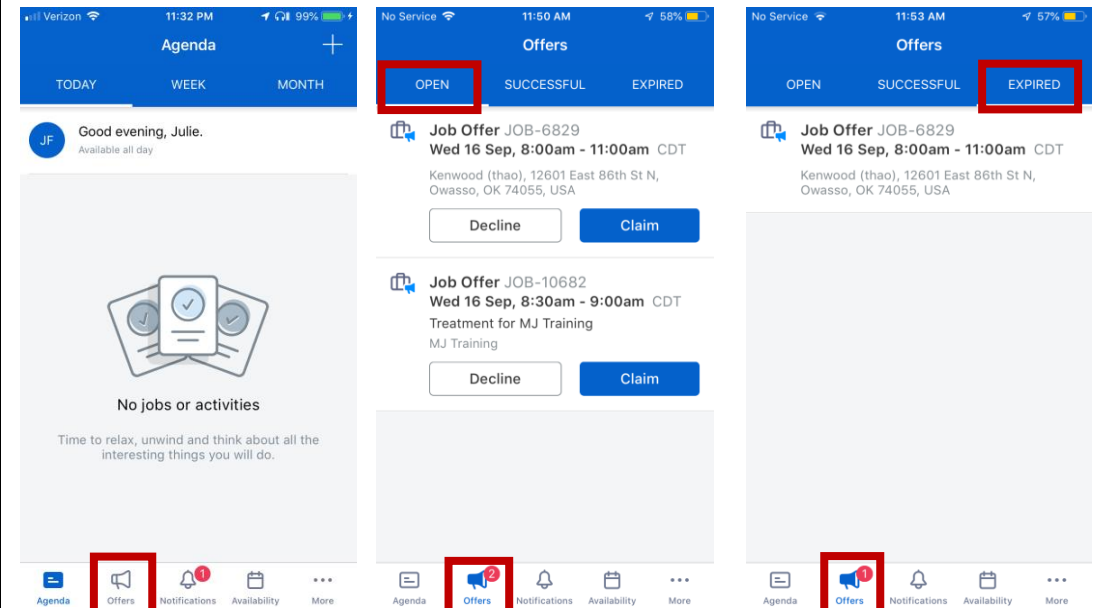


- Clocking out too soon creates an alert



## Open Shifts

- Open Shifts = Offers
- Click **Offers (OPEN)** to see open shifts
- You can **Decline** or **Claim** the Offer
- **EXPIRED:**
  - Offer is closed
  - Offer is declined
  - Job is cancelled



## Notifications

- Jobs allocated/assigned will appear as **NEW JOB** and will automatically update into your **AGENDA**
- Cancelled jobs, show as **CANCELLED**

