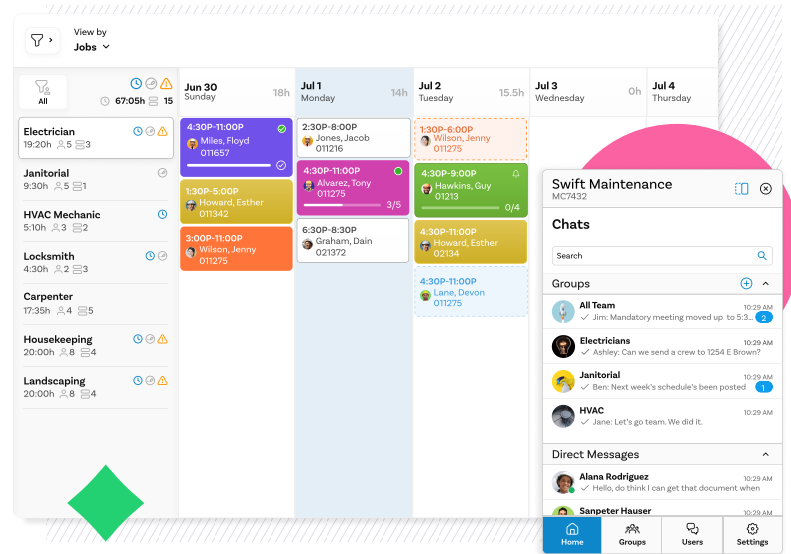


# Scheduling + Team Chat

## Create and communicate schedules instantly!

Fingercheck Scheduling and Team Chat reduce manual work, increase scheduling accuracy, enable job dispatching, and unlock communication with your mobile workforce.

\*The Team Chat feature is only included in Fingercheck's 360 Plus plan.



## Key benefits

### User-Intuitive Design

Create schedules, assign and adjust hours, and drag-and-drop shifts with our intuitive employee scheduling tool.

### Ensure Shift Coverage

Share schedules, enable shift trades/swaps, post open shifts, send reminders, and get notified when shifts are confirmed.

### Save Time & Money

Manage hours, approve time-off requests, reduce errors, and dispatch workers in real-time to new job requests.

### Instant Messaging

Team Chat\* is our instant messaging tool, so you and your mobile workforce can stay connected anywhere.

## Scheduling Features

### Scheduling

Available with Time & Attendance and Fingercheck 360.

- Manage schedules from anywhere and get real-time alerts and notifications
- Team schedule view, shift task lists and shift notes
- Multiple shifts for different jobs and forecast labor costs
- Copy and paste schedules and drag and drop functionality
- Automatically create schedules with Auto Feature
- Multi-level approvals for schedules
- Assign employees to a department, job or task

### Scheduling ADVANCED

Advanced Scheduling is only available with the Fingercheck 360 Plus plan. Advanced includes the standard features and:

- Employees are notified of open shifts and are able to select the shifts
- Shift swap for employees
- Employees can cover requests
- Employees can enter availability and preferability and admins/supervisors can view it
- Match workers to jobs based on location/proximity

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