



QUICK CHECKLIST - DO THESE THREE THINGS AND YOUR TRIAL WILL GO REALLY WELL

- ✓ **Message Wall** – Strengthen and streamline communications with your employees. When you post to the wall, you can also check the “Broadcast” button to broadcast your message via email and text to your staff (only Admin users can Broadcast). Need to alert everybody to an important staff meeting? Want your staff to know that you are offering a drink special tonight? The Message Wall is your easy solution. It’s also a great tool to help improve staff-to-staff communications and keep everybody connected! **If you and your staff start using the Message Wall to communicate right out of the gate in your trial, we guarantee your trial will be more successful than if you don’t use the Wall. No kidding – the Message Wall is a HUGE part of the value of Schedulefly! (WE’RE HIGHLIGHTING THIS SECTION AND USING BIG BOLD LETTERS BECAUSE WE REALLY WANT TO EMPHASIZE IT, IN CASE THAT ISN’T PAINFULLY OBVIOUS)**
- ✓ **Make Sure All Staff Members (Including Admins) Log In to Update their “My Account” Page** - This is where you set your personal preferences. If staff input their cell/cell carriers in their My Account pages, they can receive their work schedules as text messages and/or emails. They can also set preferences for shift trade alerts and other communications.
- ✓ **Ask Staff Members to Enter Time Off Requests on the Time Off Tab** - Entering Time Off requests in Schedulefly enables you to immediately eliminate hand written requests, and will save you tons of time with creating schedules. Make sure to check out the Time Off Request report (Admins only) – there’s a link to it on the Time Off tab. And Admins should check “Alert me (via Email) when a time off request is made” on the My Account link if you want emails when Time Off requests are made.

OTHER THINGS TO CHECK OUT WHEN YOU HAVE A CHANCE...

- ✓ **Documents Tab** – Training documents, new hire documents, menu changes, staff evaluations, etc. Post any document – or even a training video – to the Documents tab, and check a log of who has viewed each document.
- ✓ **Fly Notes** – Scrap your paper logbook, and use Fly Notes to improve management communication. Check and create notes from home, email notes to individuals or groups, quickly see today’s sales forecast and scheduled labor cost, and more.
- ✓ **Labor Cost Report** – Click the Reports tab, then the “Scheduled Hours/Labor Cost Report” link. Input your daily and weekly sales forecasts, and quickly see where you need to make cuts. **You can pay for an entire year of Schedulefly quickly by identifying and cutting excess labor costs.**
- ✓ **Crib Sheets** – Keep the day’s schedule handy, along with scheduled employees’ names and cell numbers. Simply click the image on the schedule that looks like this: 
- ✓ **Bar Graph Schedule View** – Easy view of coverage to ensure you have enough people at each time of day. Click the image on the schedule that looks like this: 
- ✓ **Schedule Templates** – Want to make a Master Schedule? Or other templates? Simply create your schedule, and click the “Copy Schedule” button and check the “Copy to Template” box.
- ✓ **Network** – The Network tab enables you to post questions, comments, and ideas that can be viewed by all other Schedulefly customers. Want to know how other restaurants are using Twitter? Post a comment and find out. We also use the Network to keep you informed of what we are working on.
- ✓ **Job Posts** – A free, easy way to post job openings online, and track all applications in one place.