

**How to Get Access**

- Your ID & Password
- First-Time-Through Wizard
- Regularly Signing In

**Use WhenToWork to....**

- See What's New
- View Notices from your Manager
- Check Your Schedule
- Export to Google Calendar
- Sync your Schedule with Outlook
- Download Shifts to Outlook Manually
- View shifts on iPhone Calendar
- Mobile Version tips
- View the Bulletin Board
- Change Your Info
- Email & Text Message Notifications
- Use OpenID For Access
- Send & Receive Messages
- Mobile Version

**If allowed, you also can...**

- View Everyone's Schedule
- See Other Employees' Availability
- Set Your Prefer / Dislike Work Times
- Ask for Time Off on a Specific Day
- Cancel a Pending Time Off
- View Staff List
- Set Preferred Positions or Locations
- Set Your Own Cannot Work Times
- View Another Person's Schedule
- Add Bulletins to the Bulletin Board
- Trade & Pick Up Shifts
- Add Your Own Shifts
- Edit Your Own Shifts
- Cancel a Pending Trade

**Frequently Asked Questions**

- I have a shift I want to get rid of...
- I changed my mind and want to cancel a shift pickup or request...
- How do I change my ID and/or password?
- Why can't I pick up an unassigned shift?
- Why don't I get my messages by e-mail?
- When I click links nothing happens!
- My window turns blue & does not close
- Signing in Using a Smart Phone
- Latest w2w Features

**Set Your Prefer / Dislike Work Times**

You can set REPEATING WEEKLY PREFERENCES when you like and dislike working and also set DATE-SPECIFIC PREFERENCES for any special days.

**First set any REPEATING WEEKLY preferences** you have. (On that page you also can create a set of FUTURE REPEATING preferences so that your repeating will change on a certain date.)

After entering your REPEATING WEEKLY preferences you can set any needed SPECIFIC DATE preferences.

**Setting your REPEATING WEEKLY Preferences:**  
In the top menu choose **Prefs** to go to your **Work Time Preferences** page.

Click the "REPEATING WEEKLY Prefs" button

You will see a grid where you can "paint" colors to indicate when you like and dislike working. To change a whole row's color at one time you can click the name of the day in the left column. Click the **Save** button when done.

## REPEATING WEEKLY Preferences

Click button and "paint" times.



OR Use this form to enter preferences into the grid.

Choose Day:  Prefer  Dislike  No Preference

Choose Day:

Begin:

End:

Time >	12a	1	2	3	4	5	6a	7	8	9	10	11	Noon	1	2	3	4	5	6p	7	8	9	10	11
Monday	Green																							
Tuesday	Green																							
Wednesday	Green																							
Thursday	Green																							
Friday	Red																							
Saturday	Red																							
Sunday	Green																							

### Information:

- Click on a roller to choose a preference, then "PAINT" the time blocks on the grid below with that color. Or click the day name to change the whole day.
- You must click "Save Changes" when done setting preferences.
- Leave times white if you have no preference
- Only your manager can set your **cannot work** times. If you have **hours each week that you CANNOT work**, [contact your Manager](#).
- **Entering preferences in no way guarantees your schedule** will follow these times nor that your existing schedule will be changed in any way, but may increase the likelihood that you are assigned to times that you prefer.

If your Repeating Weekly Preferences will change in the future you can click the **FUTURE Weekly Prefs** button at the bottom of that page to change them and set the date to start using the new set of Repeating Preferences. Be sure to Click **Save** after making any change to a page.

After setting your Repeating Preferences you can click on any date to change that day or click the **SPECIFIC DATE Prefs** button. This allows you to set whole days or part of days to your special preferences for that day.

## DATE SPECIFIC Preferences (These preferences override your Repeating Weekly Preferences)





< June 2014 >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### Information:

- Your changes will be saved when you click "Save" button or double click a date to edit a specific day
- Leave days white to use your Weekly Recurring Preferences (Only change the days that will be different from repeating).
- Means the date has special hourly preferences.
- To set a whole day preferences click on a roller button, then **CLICK ONCE** on a day or "**PAINT**" multiple days on the calendar
- To set specific hourly preferences for a day **DOUBLE CLICK** the day to edit.
- **Entering preferences in no way guarantees your schedule** will follow these times nor that your existing schedule will be changed in any way, but may increase the likelihood that you are assigned to times that you prefer.

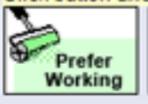
To set a whole day preference click on a roller and CLICK ONCE on a day or "PAINT" multiple days on the calendar. To set specific hourly preferences for a day DOUBLE CLICK the day to edit.

### Special Hourly Preferences for Monday, Jun 16, 2014

(These preferences override your Repeating Weekly Preferences)

Repeat 1 week (this week only) ▾

Click button and "paint" times.





OR Use this form to enter preferences into the grid.

Prefer  
 Dislike  
 No Preference

Begin: 12am ▾ 00 ▾  
 End: 12am ▾ 00 ▾

Time	12a	1	2	3	4	5	6a	7	8	9	10	11	Noon	1	2	3	4	5	6p	7	8	9	10	11
All Day																								

If you have hours each week that you CANNOT work, send a message to your manager to let them know when you are unavailable. Only they can set your preference table **cannot work** hours.

If you have specific dates or times that you wish to be unavailable, send a Time Off Request to your manager.

Note that if you set hourly preferences on a specific day you can also choose to repeat those preferences over a number of weeks (up to 10) before clicking the Save Changes button.