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First and foremost - Welcome to Humanity! Follow this brief guide to learn about Humanity's key functionalities.

**Step 1: Account Activation / First Login**

Once your manager adds you to the account, an activation link will be sent to your email. Click on that link to log in to your account for the first time.
Dashboard

The Dashboard is the central module of your Humanity account. All of your most important work information can be found here.

The Dashboard serves as a main hub for viewing important notifications and a gateway for accessing other parts of the platform.

ShiftPlanning

The ShiftPlanning module is the scheduling part of the platform. This is where you will be able to see what work shifts have been assigned to you and customize your schedule view.
First of all - Welcome to Humanity! In this brief getting started guide we'll teach you how to use the main functionality of Humanity.

**Dashboard**

From the tab 'Dashboard', you will find many useful features that are central to your account from urgent 'Notifications' to 'Availability'. This is the landing area that appears when you first sign in and serves as a launch pad for accessing other critical areas of the application.

**ShiftPlanning**

From the tab 'ShiftPlanning', you will see the schedule page. Here, there are powerful options that will enable you to effectively see your shifts. Initially you will be at today's date (shown in yellow) and you can navigate forward and backward from the top mid of the ShiftPlanning tab (Arrow Forward/Back icon).

From the left, you will be able to access 'My Schedule', 'Schedule Overview' as well as can change the 'Schedule Views' from the top right.

**Time Clock**

The Time Clock module is used to clock in and out of your shifts. Your timesheets are listed here as well so that you can keep track of the hours you've worked.

**Leave**

The Leave module allows you to request time off from work and see whether your requests have been approved.
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Time Clock
From the tab ‘Time Clock’ you will see the ‘Overview’ page: this is where the popular time clock system resides and where you can easily clock in and out. If enabled by management, you can manually add times using ‘Add Clock Time’ and ‘Upload Time Sheet’.

Leave
The ‘Leave’ tab is the central place where all of your Leave requests can be easily seen and managed in one easy-to-use area. On the top right there’s ‘request Leave’ option. Click that to submit a Leave request.

Staff
If enabled by management, the Staff module gives you viewing access to the profiles of all your coworkers.

Training
Training or educational tasks assigned to you by management will be found in the Training module. Any training topics management has asked you to complete will be listed here.
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Reports
If enabled by management, the Reports module allows you to run dynamic reports related to scheduling, time and attendance and other work data relevant to you.
Notification Area

Any and all notifications that require your attention will be listed on the Dashboard. Clicking on any of the notification tiles will take you to the section of the platform where the corresponding action can be completed.
Message Wall

The Message Wall enables management to post company-wide updates and other information. If enabled by management, employees can post messages here as well for the entire company to see.

Upcoming Shifts

The Dashboard also lists your upcoming shifts so that you can see at a glance when you are scheduled to work over the next several days.

Who's On Now

The Dashboard also allows you to see a list of coworkers who are currently clocked in and working shifts.

Shared Files

Humanity also enables coworkers to upload and share files with others. These will be listed on the Dashboard as well.
Availability

Availability is a feature that allows you to communicate to management any shift preferences you may have. There are two types of Availability that can be set: Weekly and Future.

Availability not only gives employees a chance to voice their work preferences, it also helps management schedule the right employees to the right shifts more easily.

**Weekly Availability** - Let management know on a weekly basis if you have any days or hours during the week you either prefer or do not prefer to work.

**Future Availability** - Give management a "heads up" about future dates that you prefer not to be scheduled on.
My Schedule

My Schedule is the default view in the ShiftPlanning module. If you are scheduled to work any shifts, they will be shown here. Make sure to navigate to the appropriate date to see your scheduled shifts.
From the tab 'ShiftPlanning' you will see the schedule page. Here there are powerful options that will enable you to effectively see your shifts. Initially you will be at today's date (shown in yellow) and you can navigate forwards and backwards using the arrows at the top of the schedule.

On this page there are the areas of 'My Schedule', 'Schedule Overview', 'Schedule Views', 'Month Calendar', 'Schedule Sync', 'Hot-keys', 'Shift Trades' and 'Open Shifts'.

**My Schedule**
Under 'My Schedule' you can see your schedule and, if you are scheduled for shifts, they will appear here. If you do not see this option to the left, 'My Schedule' will be displayed by default. Make sure you navigate to the appropriate date.

**Schedule Overview**
If enabled by management, you will be able to check the Schedule Overview option to see both your scheduled shifts and the shifts of your coworkers.

You can also filter the Schedule Overview by Locations and Positions.

**Schedule Sync**
Your Humanity schedule can also be synced with your calendar client of choice.
Print and Save Schedules

If you'd like to export your Humanity schedule into PDF, XLS or CSV or print out a hard copy of it, you can do that as well.
**Shift Trades**

If you would like to trade a shift with one of your coworkers, put in a trade request by heading back over to your Dashboard and clicking on the shift you want to trade, listed in the Upcoming Shifts section of the Dashboard.

![Shift Trade Request](image)

**Empty Shifts**

In the "4 Week" schedule view, you will see Open Shifts listed in the top column of the schedule. These are shifts created by management with no employees assigned to them. You can click on these shifts and request to work them if you feel inclined to do so.

![Available Shifts Table](image)
Use the Time Clock module to clock in and out of your shifts. If enabled by management, you can clock your breaks here as well.

You can view your timesheets to see what hours you have recently worked. You can select a time range as well to further filter the timesheets you see.
Multiple Time Zones

Humanity can be used by businesses that manage locations in multiple time zones. No matter what time zone you are in, the platform will adjust your schedule and notifications to accurately display your shift information.

Clocking In and Out

To clock in to your shift, click on the Clock In button found on the central part of the Time Clock module. Once you have clocked in, the clock in timer will be activated. This shows you how long you have been working.

Depending on how management has set up the Time Clock module, you could be asked to enter your Position as well. You can also enter shift notes to go with your clock time.

Once your shift has ended, click the Clock Out button.

Add Clock Time

If enabled by management, employees are able to manually submit their Clock Times instead of clocking in and out of shifts. Once management approves your Clock Time, it will be added to the Timesheet system.
Upload Time Sheet

If enabled by management, employees are also able to import multiple clock times at once.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>name</td>
<td>date</td>
<td>clockin</td>
<td>clockout</td>
<td>notes</td>
</tr>
<tr>
<td>2</td>
<td>John Smith</td>
<td>mm/dd/yyyy</td>
<td>3pm</td>
<td>6:30pm</td>
<td>text on my job</td>
</tr>
<tr>
<td>2</td>
<td>Jane Smith</td>
<td>mm/dd/yyyy</td>
<td>2am</td>
<td>7:30am</td>
<td>work on assignment</td>
</tr>
</tbody>
</table>

Or for overnight shifts:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>name</td>
<td>date</td>
<td>and date</td>
<td>clockin</td>
<td>clockout</td>
<td>notes</td>
</tr>
<tr>
<td>2</td>
<td>John Smith</td>
<td>mm/dd/yyyy</td>
<td>3pm</td>
<td>6:30pm</td>
<td>text on my job</td>
<td>Develop</td>
</tr>
<tr>
<td>2</td>
<td>Jane Smith</td>
<td>mm/dd/yyyy</td>
<td>7:30am</td>
<td>2pm</td>
<td>work on assignment</td>
<td>Finance</td>
</tr>
</tbody>
</table>

Please make sure that Employee & Schedule names are matched exactly otherwise they will not save.

Need help creating a .csv file?

Select Time Sheet File:

Choose file: No file chosen

Upload
Use the Leave module to request time off from work. All your pending and approved requests will be listed here.
Leave Requests

Click the Request Leave button in the top right corner to create and submit a leave request.

Partial Leave

If you don’t need a full day off, just several hours, you can submit a partial leave request by selecting the "Part of the day" option.
If enabled by management, entering the Staff module enables you to see a full list of your coworkers and their employee profiles. You can filter the list by Locations and Positions.

You can also choose between a Gallery and List view.

You also have the option to create a Custom View and save your custom list as a CSV or XLS file.
Staff Profile

Click on your photo, located in the lower left corner of the platform, and then on "Profile" to view and edit your employee profile. This is your personal profile page that will appear in the Staff module.

We encourage you to add a picture and your contact information to your profile.