

Humanity Launch Checklist



Training

- Manager/Supervisor/Scheduler Training Complete
- Employee Training Complete

Staff

- Staff Imported
- Locations / Positions Assigned to All Staff
- Employee Preparation Complete (see Staff Activation Cheat Sheet)

Schedule

- Shifts Added to Initial Schedule
- Shifts Assigned to Staff

Other/Optional

- Account Branding Complete
- Training Modules Ready/Assigned
- API Integration Complete
- Customization Complete

3... 2... 1... LAUNCH!

- Activate Staff
- Publish Schedule

Congratulations!
Your Humanity account has been launched!

Next Steps...

- Discuss best practices with your Customer Success Manager (if you haven't already)
- Start Creating Your Next Schedule
- Prepare for Payroll
- Learn About Reports