

GETTING STARTED

Signing Up

Sign up screenshot



Hi cheryl!

Crystal has invited you to join GrabFood Singapore on Sling.

You don't need to create another account, since you've used Sling with this email address before.

Click below to join GrabFood Singapore on Sling.

Accept invite

Android- Play Store



Sling
Gangverk

Uninstall

Open

What's new •

Last updated Feb 3, 2020



- For those who love emojis, you can now react to messages with our selection of emojis.
- URL and phone nu...

Rate this app

Tell others what you think



Apple- App Store



Sling - employee scheduling 4+

Gangverk

#139 in Business

★★★★★ 4.7, 21K Ratings

Free

HOW DOES SLING WORKS?



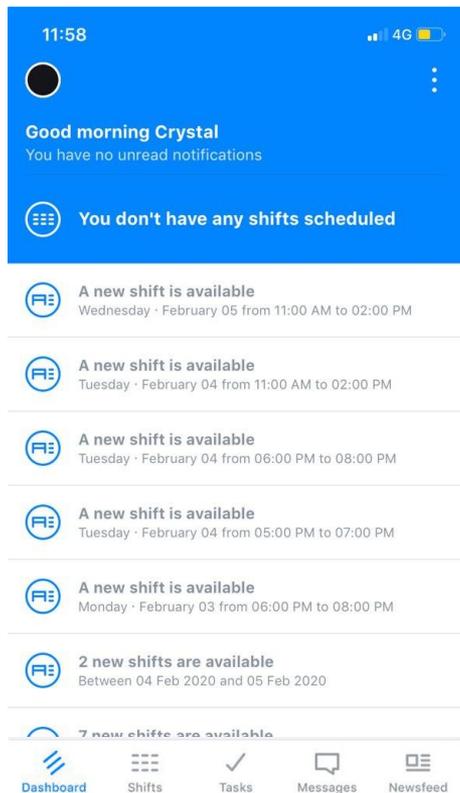
Getting started:

Employee guide for the Sling App



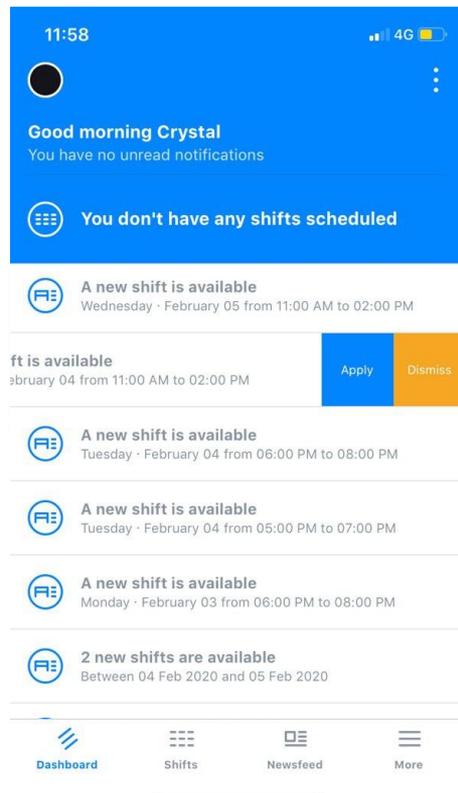
Navigating the app

This is your Dashboard. It's the first screen you'll land on when you login. You'll find lots of important info, here.



Your next shift will be listed

Any unread notifications will be shown



You can swipe a notification to the left to see more options

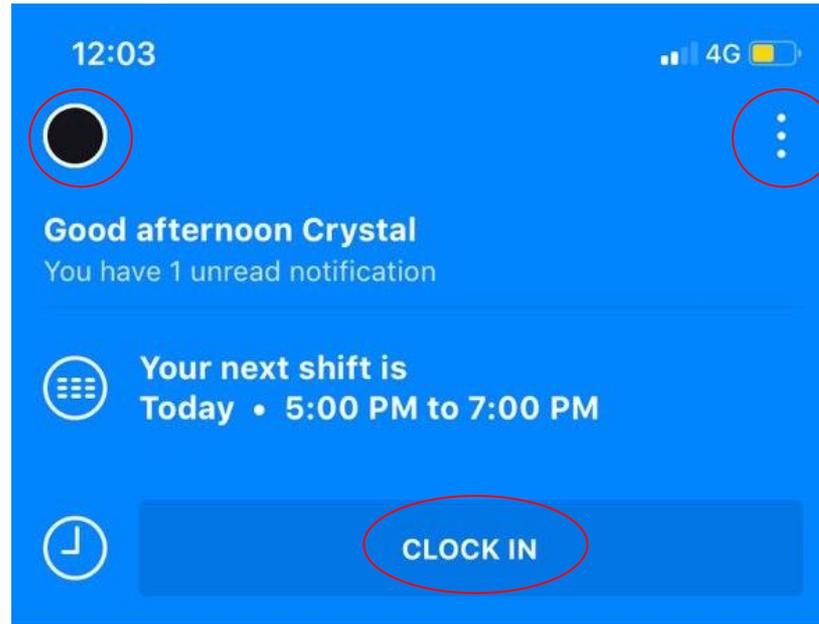
Here, you can jump between the different tabs/features

Navigating the app

You can also access the Menu, your profile , and dismiss your notifications from the Dashboard. If your company uses the Time Clock, you may also see the option to clock in and out of your shifts.

Profile:

- (1) Edit Profile
- (2) Upload Profile Picture



Options: Dismiss all notification

Clock in allowed 15 minutes before shift begins



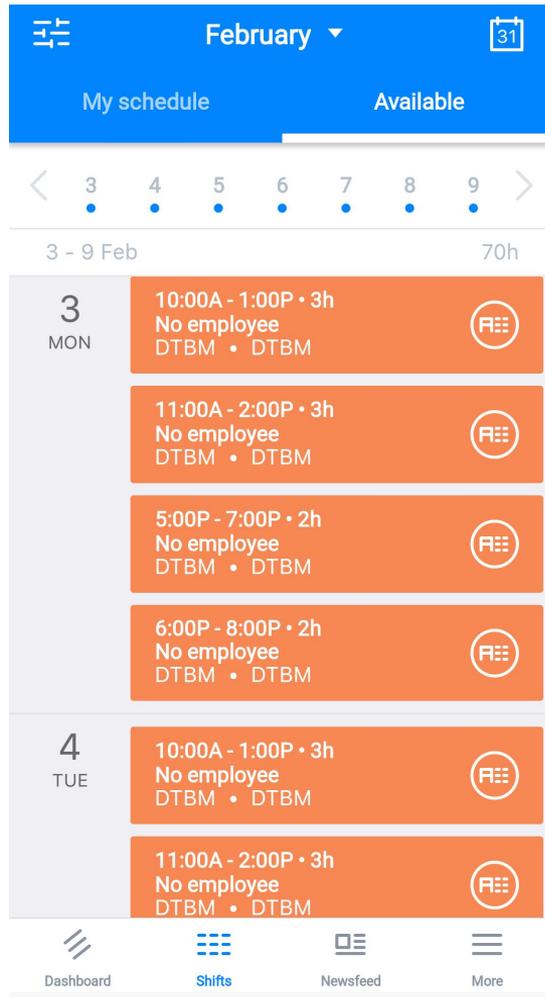
A new shift is available

Tuesday · February 04 from 11:00 AM to 02:00 PM

Navigating the app

You can access all these options under the Menu:

- | | | | | | |
|--|-----------------------|--|---|----------------------------|---|
|  | PROFILE | Access your profile to make changes to your contact info and photo. |  | GIVE US FEEDBACK | Send us feedback about the app. |
|  | UNAVAILABILITY | Add or edit times you're not available for work. |  | HELP & SUPPORT | Contact the support team for help with your account. |
|  | TIMESHEETS | Review your worked hours for the week (and make edits if your admin allows it). |  | SHARE SLING | Share the link for Sling with your colleagues. |
|  | EMPLOYEES | View a list of your coworkers and access their contact info (if allowed by your admin). |  | LOG OUT | Log out of your account. |
|  | SETTINGS | Access settings for sound effects, time format, Google calendar integration, shift alarms and notifications. |  | SWITCH ORGANIZATION | If you have more than one account connected to your login, you can switch between them, here. |



The shifts tab

This is where delivery-partners can view all available schedules and schedules booked by you

The shifts tab

The screenshot displays the 'Shifts' tab in a mobile application. At the top, a blue header bar contains a 'Filters' icon, the month 'February', and a 'Jump to current date' button with a calendar icon. Below the header, there are two tabs: 'My schedule' (selected) and 'Available'. A date picker below the tabs shows the week of February 3-9, with the current date (3) highlighted. The main content area lists scheduled shifts for each day:

- 3 MON:** 10:00A - 1:00P • 3h (DTBM • DTBM)
- 4 TUE:** 5:00P - 7:00P • 2h (DTBM • DTBM) and 6:00P - 8:00P • 2h (DTBM • DTBM)
- 5 WED:** 11:00A - 2:00P • 3h (DTBM • DTBM)
- 6 THU:** No shift scheduled.
- 7 FRI:** No shift scheduled.

At the bottom, a navigation bar shows four options: 'Dashboard', 'Shifts' (selected), 'Newsfeed', and 'More'.

The shifts tab

Arrow to move from one week to another

You can also swipe left or right to switch between weeks

February 31

My schedule Available

< 3 4 5 6 7 8 9 >

3 - 9 Feb 10h

Day	Shift	Time Range	Duration
3 MON	10:00A - 1:00P	3h	DTBM • DTBM
4 TUE	5:00P - 7:00P	2h	DTBM • DTBM
4 TUE	6:00P - 8:00P	2h	DTBM • DTBM
5 WED	11:00A - 2:00P	3h	DTBM • DTBM
6 THU	No shift scheduled.		
7 FRI	No shift scheduled.		

Dashboard Shifts Newsfeed More

Schedule view tabs

Hours Summary

Shift Details

← Shift ⋮

03 10:00 AM - 1:00 PM • 3h
Mon DTBM • DTBM



EMPLOYEE
cheryl yong



DATE
Monday, Feb 3, 2020



TIME
10:00A - 1:00P • 3h



LOCATION
DTBM



POSITION
DTBM



← Location

LOCATION NAME
DTBM

ADDRESS
Singapore



COUNTRY CODE
United States +1

PHONE

TIME ZONE
Asia/Singapore



If an address has been added, it will appear here. Tap the address text...

Shift Details

← Shift

03 10:00 AM - 1:00 PM • 3h
Mon DTBM • DTBM

EMPLOYEE
cheryl yong

DATE
Monday, Feb 3, 2020

TIME
10:00A - 1:00P • 3h

LOCATION
DTBM

POSITION
DTBM

Dashboard Shifts Newsfeed More

← Available shift

03 5:00 PM - 7:00 PM • 2h
Mon DTBM • DTBM

STATUS
This shift is available. Waiting for someone to take it.

DATE
Monday, Feb 3, 2020

TIME
5:00P - 7:00P • 2h

LOCATION
DTBM

POSITION
DTBM

COWORKERS
1

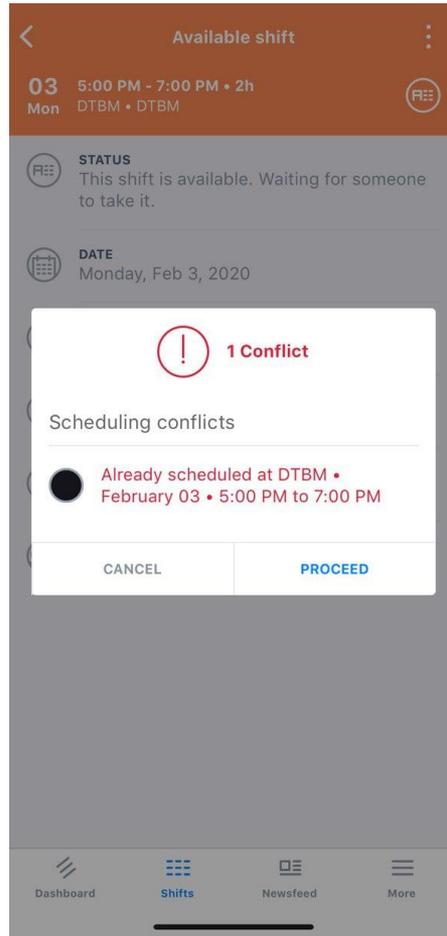
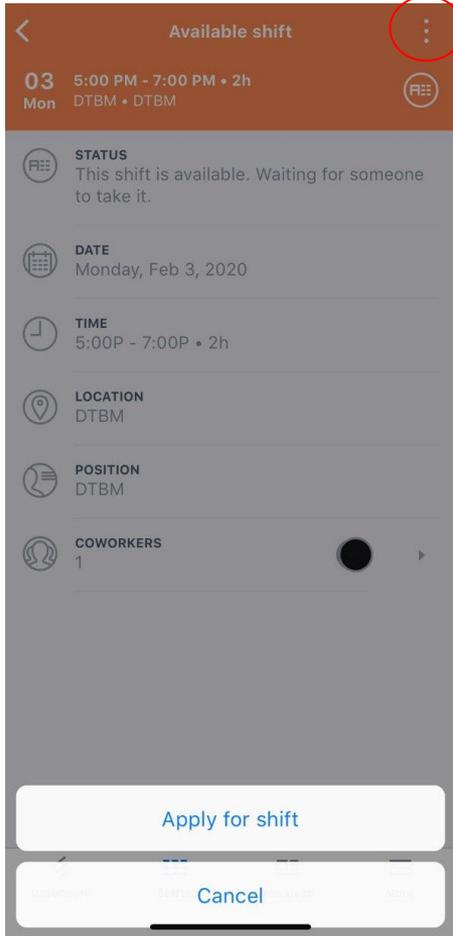
Apply for shift

Dashboard Shifts Newsfeed More

Select Options: Apply for shift

Shift Details: Conflict Schedule

Select Options:
Apply for shift



Scheduling Conflict
Notification

Press CANCEL

Press PROCEED
The system allows
conflicting bookings and
DAX will need to release
one of the shift

Shift Details

← Shift

03 Mon 10:00 AM - 1:00 PM • 3h
DTBM • DTBM

EMPLOYEE
cheryl yong

DATE
Monday, Feb 3, 2020

TIME
10:00A - 1:00P • 3h

LOCATION
DTBM

POSITION
DTBM

COWORKERS
1

Dashboard Shifts Newsfeed More

← Shift

03 Mon 10:00 AM - 1:00 PM • 3h
DTBM • DTBM

Make shift available

Offer shift

EMPLOYEE
cheryl yong

DATE
Monday, Feb 3, 2020

TIME
10:00A - 1:00P • 3h

LOCATION
DTBM

POSITION
DTBM

COWORKERS
1

Dashboard Shifts Newsfeed More

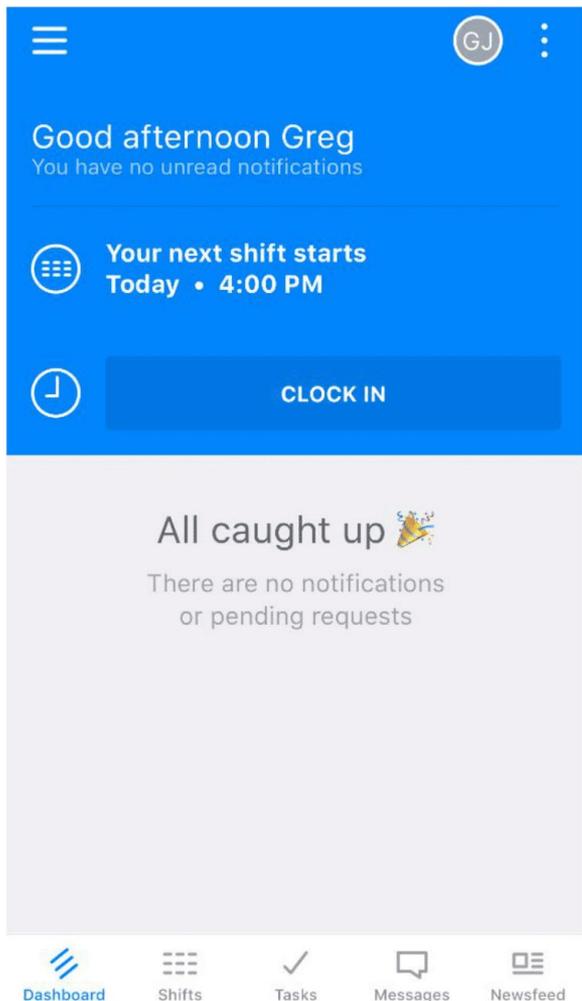
Choose whether you want to make it available or offer it to someone

Making a shift available

- Send a notification to everyone else who is assigned to the same position and location.

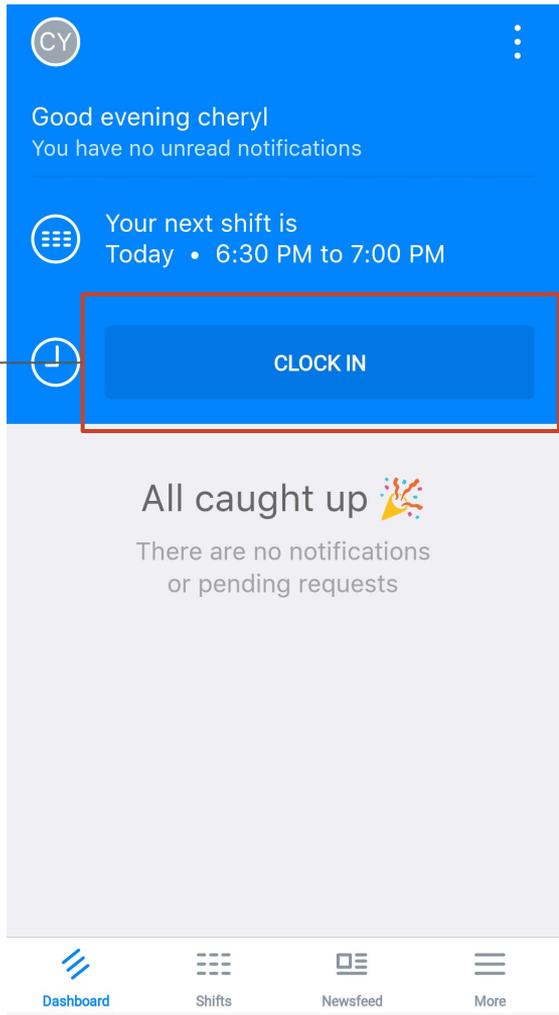
Offering the shift

- Gives you user chance to choose who you would like to pick up the shift. Both options may be subject to approval by management.



Clocking in and out

If your employer uses Sling's time clock, you may see the option to clock in and out for your shifts right in your app.

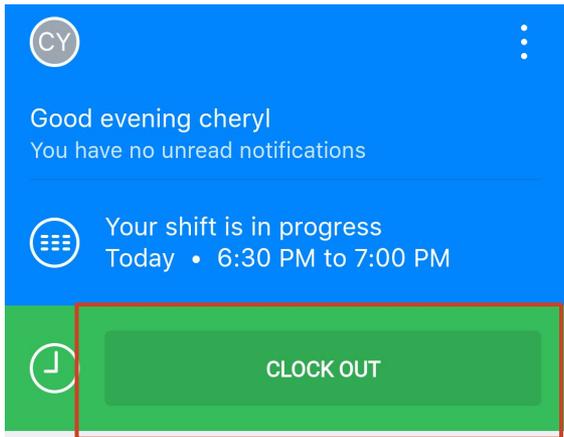


When you're ready to start your shift, tap the Clock in button



You'll be asked to confirm that you're ready to clock in.

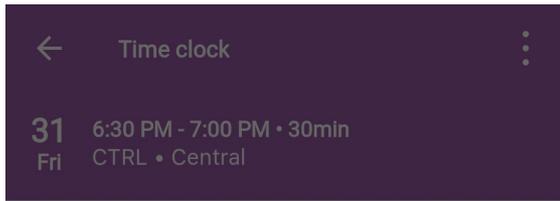
You can also see the shift's details in the background to confirm you're starting the correct one



All caught up 

There are no notifications pending requests

When you're ready to clock out for the day, tap the clock out button and confirm you're done on the next screen..

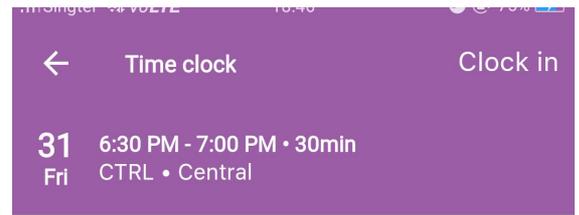


 CLOCKED IN
6:43 PM • 1min

Ready to clock out?

NO

YES

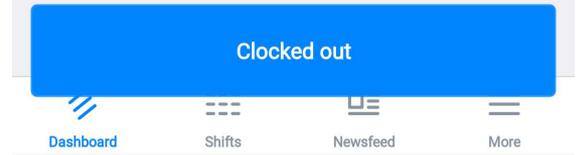


 CLOCKED IN
6:43 PM

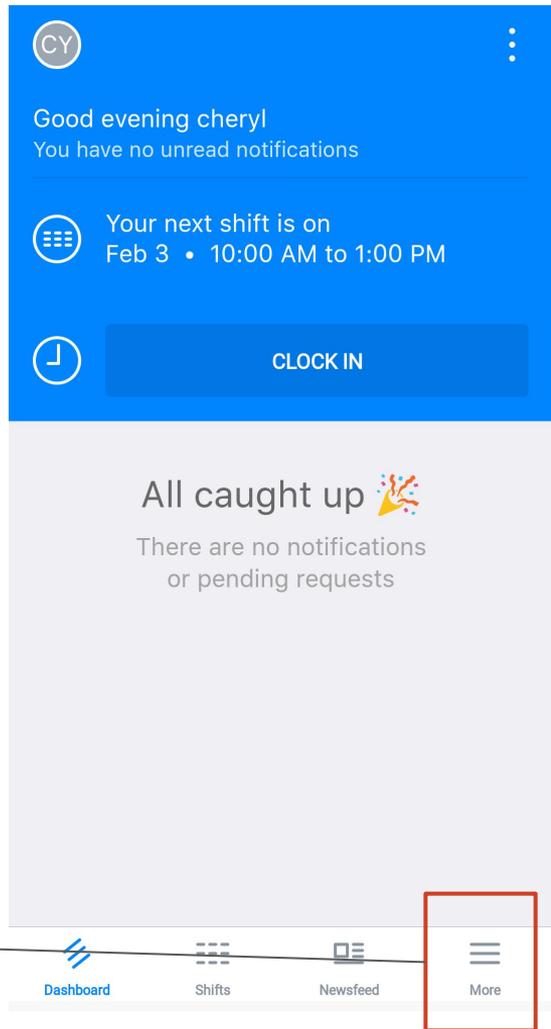
 CLOCKED OUT
6:46 PM • 3min

 DURATION
3min

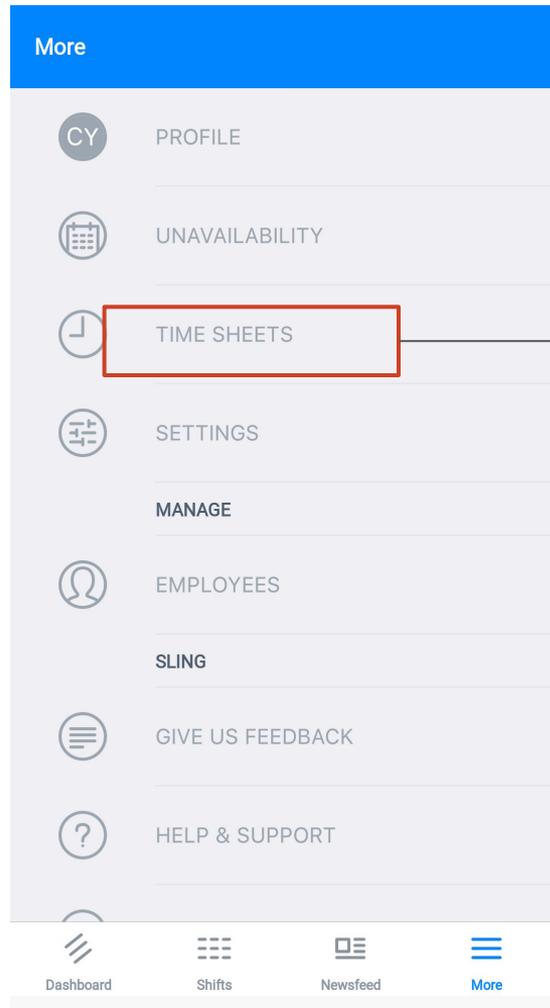
You can see the total time worked, here, and any breaks you may have taken.



Reviewing Timesheets



To check your timesheets, go to the Dashboard and tap the more icon.



Tap Timesheets on the next screen

Reviewing Timesheets

You'll automatically land on the current week and can see a total of how many hours you've worked so far.

The screenshot shows the main dashboard of the mobile app. At the top, there is a blue header with a back arrow, a menu icon, the month 'January', and a calendar icon for the 31st. Below the header is a calendar view for the week of January 27th to 2nd. A summary card shows 'hours this week' with a clock icon and a value of '0' in a red box. Below this, a card for 'FRI, 31 JAN 2020' at '6:54 PM' shows the status 'In progress' with a list icon. At the bottom, there is a navigation bar with icons for 'Dashboard', 'Shifts', 'Newsfeed', and 'More'.

The screenshot shows the 'Time sheet entry' details for a specific shift. The header is orange and contains a back arrow, the title 'Time sheet entry', and the date '31 Fri' with the shift details '6:00 PM - 7:00 PM • 1h DTBM • DTBM'. Below this, there is a yellow card with an information icon and the text 'STATUS Pending'. This card is highlighted with a red box. Below the status card are three cards: 'CLOCKED IN 6:54 PM' with a green clock icon, 'CLOCKED OUT 6:55 PM • 1min' with a red clock icon, 'TOTAL DURATION 1min' with a grey clock icon, and 'ACTUAL DURATION 1min' with a grey clock icon. At the bottom, there is a navigation bar with icons for 'Dashboard', 'Shifts', 'Newsfeed', and 'More'.

That will open the timesheet details so you can check its status (here it's pending), when you clocked in and out, any breaks, and the total duration of the shift. This way, you can stay on top of your hours and report any issues to management before the close of the pay period.

Shift icon legend

These are some of the symbols you may see within a shift block along with their meaning.



Available shift



Offered shift



Swapped shift



Recurring shift



Time off



Sick call-out



No-show