

ORBITAL SHIFT PWA

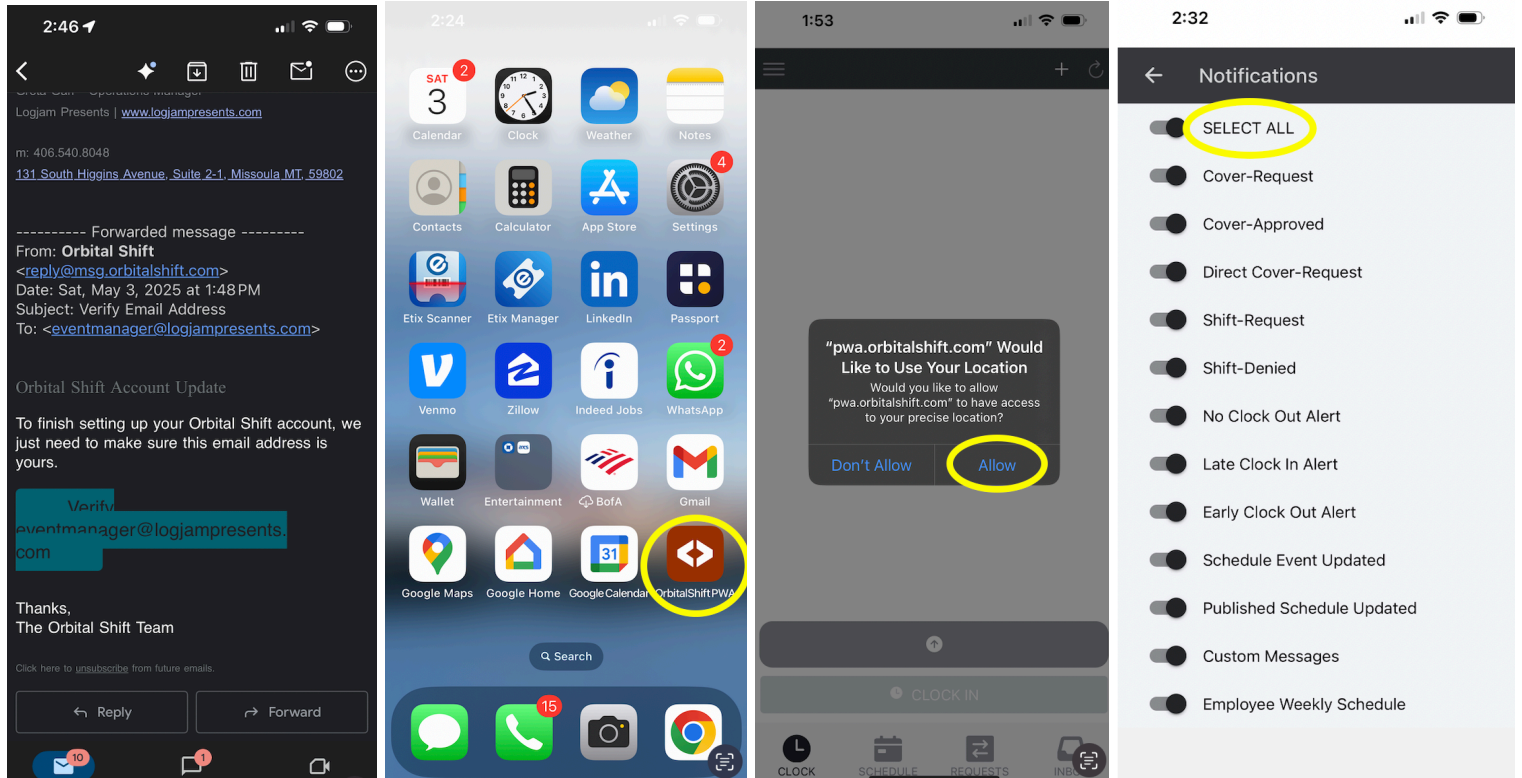
GETTING STARTED

1. **Access the PWA:** Open a web browser on your mobile device and navigate to pwa.orbitalshift.com
2. **Install the PWA:** **(Please note the former apps are no longer supported - PLEASE DELETE)**
 - On Android: Tap the browser menu and select "Add to Home Screen" then "Install".
 - On iOS: Tap the share icon and choose "Add to Home Screen".
3. **Enable Notifications:** Allow notifications when prompted to receive updates and alerts. If you don't enable location settings, you will not be able to use your device to clock in/out.
4. **Log In:** Enter your credentials to access your dashboard. In most cases, your username will be your firstname.lastname - please use the "Forgot Password" prompt if needed. You may also contact your manager for a password reset, if required.

KEY FEATURES FOR EMPLOYEES

- **Clock In/Out:** Track your work hours with GPS-restricted clock-ins.
- **View Schedule:** Access your weekly or monthly work schedule.
- **Time-Off Requests:** Submit vacation or absence requests.
- **Shift Management:** Pick up extra shifts.
- **Team Communication:** Receive important shift notes and updates from managers.

INITIAL SET-UP



1. You will receive a verification email from Orbital Shift requesting validation. Click verify.
2. Open the OrbitalShift PWA icon from your phone's home screen.
3. In order to use your mobile device to clock-in and clock-out, you will have to enable location settings. When you open the app, you will see the following. Click "Allow". Each venue has a geofence around it, so you must be within a certain distance of the venue in order to clock in. If you prefer not to enable, you will have to clock-in using the on-site iPad at the venue.
4. In order to receive notifications for shift covers and messages from your managers, you will need to enable notifications. Click on the three horizontal lines in the top left corner and click the bell icon for "Notifications" and ensure these are turned on. You will also notice cover requests and messages are sent to your email address.

CLOCK

3:01

SATURDAY, MAY 3

Next Shift

Thu
22

5:45P - 12:30A (N)
Paul Simon | Security & Event Staff

Who's Working

- > 08:00A - 11:30P, Greta Garr | Security & Event Staff
- > 05:45P - 12:30A, Amy Midgett | Security & Event Staff
- > 05:45P - 12:30A, Darla Carothers | Security & Event Staff
- > 05:45P - 12:30A, Andrew Malesky | Security & Event Staff
- > 05:45P - 12:30A, Misty Haran | Security & Event Staff
- > 05:45P - 12:30A, Alan Wyland | Security & Event Staff
- > 05:45P - 12:30A, Anthony Swartz | Security & Event Staff
- > 05:45P - 12:30A, Azure Larkwood | Security & Event Staff
- > 05:45P - 12:30A, Celia Willis | Security & Event Staff
- > 05:45P - 12:30A, Ernest Sorrell | Security & Event Staff
- > 05:45P - 12:30A, Jared Supola | Security & Event Staff
- > 05:45P - 12:30A, Jennifer Harrington | Security & Event Staff
- > 05:45P - 12:30A, Shea Sidner | Security & Event Staff
- > 05:45P - 12:30A, Linda Swanson | Security & Event Staff

At Wilma 

 CLOCK IN

CLOCK

SCHEDULE

REQUESTS

INBOX

1:53

SATURDAY, MAY 3

Clocked in at 1:53pm

Who's Working

> 08:00A - 11:30P, Greta Garr | Security

> 04:00P - 11:00P, Katie "Kate" Huot | Security

> 05:30P - 12:30A, Zach Carvalho | Security

> 06:30P - 12:30A, Christina Morgan | Security

> 06:30P - 12:30A, Olivia Adams | Security

> 06:30P - 12:30A, Shawn Willis | Security

> 06:30P - 12:30A, Guy Louis | Security

> 06:30P - 12:30A, Kip Vetos | Security

> 06:30P - 12:30A, Azure Larkwood | Security

> 06:30P - 12:30A, Linda Swanson | Security

> 06:30P - 12:30A, Jamera Rasmussen | Security

> 06:30P - 12:30A, Kelliann Blackburn | Security

At Wilma 

 CLOCK OUT

CLOCK

SCHEDULE

REQUESTS

INBOX

This section allows you to clock in and out using your mobile device. If you are outside of the range of the building or you have not enabled your location settings, this will be greyed out. At the top, you will also see when your "Next Shift" is for quick reference.

Select the green "CLOCK-IN" button to clock you in. Your timestamp will then appear at the top in blue. Select the red "CLOCK-OUT" button after the completion of your shift.

SCHEDULE

3:29

MY CALENDAR

EVENT LIST

May 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	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	31	1
2	3	4	5	6	7	8

Sat

3

8:00A - 8:05A

Paul Simon | Security

Who's Working

> 08:00A - 11:30P, Greta Garr | Security

> 04:00P - 11:00P, Katie "Kate" Huot | Security

> 05:30P - 12:30A, Zach Carvalho | Security

> 06:30P - 12:30A, Christina Morgan | Security

> 06:30P - 12:30A, Olivia Adams | Security

> 06:30P - 12:30A, Shawn Willis | Security

> 06:30P - 12:30A, Guy Louis | Security

> 06:30P - 12:30A, Kip Vetos | Security

> 06:30P - 12:30A, Celia Willis | Security

> 06:30P - 12:30A, Azure Larkwood | Security

> 06:30P - 12:30A, Linda Swanson | Security

> 06:30P - 12:30A, Jamera Rasmussen | Security

> 06:30P - 12:30A, Kelliann Blackburn | Security

CLOCK

SCHEDULE

REQUESTS

INBOX

3:26

MY CALENDAR

EVENT LIST

May 19 - 25

Mon

19

8:00A - 10:00P

Paul Simon

Thu

22

5:45P - 12:30A (N)

Paul Simon | Security & Event Staff

Sun

25

5:45P - 12:30A

Paul Simon | Security & Event Staff

May 26 - Jun 1

Mon

26

12:45P - 11:30P

Paul Simon | Security & Event Staff

CLOCK

SCHEDULE

REQUESTS

INBOX

CLOCK

SCHEDULE

REQUESTS

INBOX

This section is where you will view the upcoming schedule, either in list or calendar view. The following colors indicate the status of the shift.

- DARK GREEN LINE - CLOCKED HOURS
- LIME GREEN LINE (WITH BLACK TEXT) - SCHEDULED HOURS
- LIME GREEN LINE (WITH RED TEXT) - YOU'VE REQUESTED TO COVER, BUT NOT YET APPROVED
- RED LINE (WITH BLACK TEXT) - YOUR SHIFT HAS BEEN COVERED, YOU WILL NOT REPORT IN
- RED LINE (WITH RED TEXT) - YOU'VE REQUESTED COVERAGE, BUT NOBODY HAS PICKED UP
- GREY (WITH BLACK TEXT) - YOUR UNAVAILABILITY HAS BEEN APPROVED BY MGMT
- GREY (WITH RED TEXT) - YOU'VE REQUESTED TIME OFF, BUT MGMT HASN'T YET APPROVED

CONFIRMING SHIFTS

3:53

← Edit Event

Type Shift ▾

Status Approved ▾

Confirm **Confirm ✓**

Position KHA/Security & Event Staff ▾

Employee Paul Simon ▾

Start May 22, 2025 at 5:45 PM

End May 23, 2025 at 12:30 AM

(R)repeat ☐

(B)reaks +

Tag None ▾

Who's Working

> 08:00A - 12:00P, Linda Swanson | Security & Event

For the light green shifts, you will click into each shift and select “Confirmed”. This indicates that you have seen the shift and have acknowledged that you will be there.

RELEASING A SHIFT FOR COVERAGE

4:09

← Edit Event

Type Shift ▾

Status Approved ▾

Confirm **Unconfirm ▾**

Position KHA/Security & Event Staff ▾

Employee Paul Simon ▾

Start May 25, 2025 at 5:45 PM

End May 26, 2025 at 12:30 AM

(R)repeat ☐

(B)reaks +

Tag None ▾

Who's Working

> 08:00A - 11:30P, Emily Rapacz | Security & Event

Create Cover-Request

4:12

Create Cover-Request ✕

Notes

OK

If you are actively scheduled for a date and would like to attempt to find coverage, you can select the scheduled shift from either the calendar or list view, and select the blue “Create Cover-Request” button. You can also leave a note that will be sent to your manager regarding the reason for the cover request.

This will then change the shift to RED (with red text) on your calendar or list view. If you do not have pre-approved unavailability requests (IN GREY) on your calendar and are scheduled for a shift, that shift is your responsibility until someone picks up the shift and the shift is approved by management.

You will know when the shift has been successfully covered when there is a RED line (with black text).

REQUESTS

The image consists of two side-by-side screenshots of a mobile application interface. The left screenshot shows the 'MY REQUESTS' screen at 4:21. It has a dark header with a menu icon, a '+' icon in a yellow circle, and a refresh icon. Below the header, there are tabs for 'MY REQUESTS' and 'CO-WORKERS'. The main content area says 'No requests found'. At the bottom, there is a navigation bar with icons for 'CLOCK', 'SCHEDULE', 'REQUESTS' (highlighted with a yellow circle), and 'INBOX'. The right screenshot shows the 'New Event' screen at 8:43. It has a dark header with a back arrow and the title 'New Event'. The form includes fields for 'Type' (with 'Unavailable' selected and highlighted in a yellow circle), 'Status' (set to 'Request'), 'Employee' (set to 'Paul Simon'), 'Start' (set to 'May 3, 2025 at 8:00 AM'), 'End' (set to 'May 3, 2025 at 2:00 PM'), '(R)epeat' (with an unchecked checkbox), and 'Tag' (set to 'None'). At the bottom, there is a blue 'Create' button and a share icon.

This section of the PWA allows you to manage your schedule and indicate future dates where you cannot work.

To make a new request, you will select the “+” icon in the top right hand corner. Please select “Unavailable”.

DATE RANGE UNAVAILABILITY REQUEST

7:50



New Event

Type

Unavailable ▼

Status

Request ▼

Employee

Paul Simon ▼

Start

Sep 1, 2025 at 8:00 AM

End

Sep 6, 2025 at 11:00 PM

(R)repeat

☐

Tag

None ▼

Create



If you will be unavailable for a date range, please submit in the format above. The example above would be for an employee taking a vacation from September 1 - September 6.

RECURRING REQUESTS

8:15 6:50

← New Event

Type Unavailable ▾

Status Request ▾

Employee Paul Simon ▾

MUST BE SAME DAY (FIRST DAY OF THE RANGE)

Start Sep 3, 2025 at 8:00 AM

End Sep 3, 2025 at 11:00 PM

(R)peat ☒

Repeat Every 1 weeks ▾

Ends

☐ Mo ☐ Tu ☒ We ☐ Th ☐ Fr ☐ Sa ☐ Su

Tag None ▾

Create

8:16 8:06

← New Event

Type Unavailable ▾

Status Request ▾

Employee Paul Simon ▾

Start Sep 3, 2025 at 8:00 AM

End Sep 30, 2025 at 11:00 PM

(R)peat ☒

Repeat Every 1 weeks ▾

Ends

☐ Mo ☐ Tu ☒ We ☐ Th ☐ Fr ☐ Sa ☐ Su

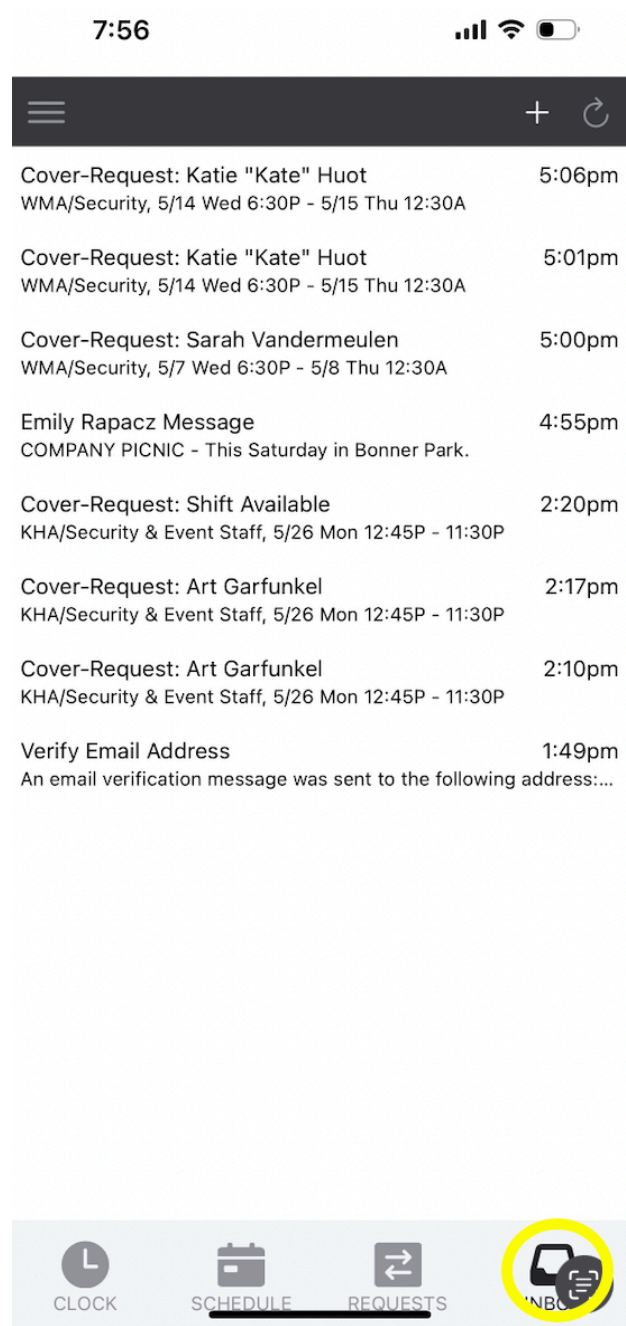
Tag None ▾

Create

Recurring unavailability is the request you will submit if you have repeating times that you are not available. If you have another day job or other obligations, please submit in this format.

The example above shows an employee who cannot work Wednesdays between the hours of 8:00 AM and 11:00 PM. When submitting, the “Start” and “End” should both be listed on the same date with associated hours. If there is an end date, that can be added under the “Repeat Every” line. Please do not add the end date in the “End” field (like it is shown in the second example).

INBOX



In addition to push notifications and emails, you can also view all messaging under the “Inbox” tab. If you want to pick up a shift, you can click on the shift and if the blue button is selectable, you can pick it up that way.

The management team will primarily use Orbital for group messaging, so be mindful to check messages here.