Miller Event Management, Inc. Security Staff,
Event Management, Parking Management P.P.O.
License #16909

Celayix Scheduling App Team Xpress
Instructions

Miller Event Management uses a scheduling app by the company **Celayix**. To have access to this scheduling program you will need one of the following; smart phone, tablet, a laptop or desktop. The app is called **Team Xpress** and can be downloaded for free from your app store or Google Play store.

Or you can access the desktop version here:
https://team-xpress.celayix.com/

Team Xpress
offers:

• Employees will receive Real Time
notifications

• Employees will be able to View & Acknowledge shift changes, venue
changes, etc.

• 24/7/365 access to your employee schedule
anywhere

• Employees will have an updated personal profile, including details of the working week. Employees will be able to switch tabs from "total" to "time cards" allowing staff to view and accept their worked records.

To download the
app:

1. Open the App store or Google Play store and search "Celayix software- Team Xpress" (this is a free app) 2. Click "get" or "install" 3. Once the app has downloaded, return to your home screen of your device (phone, comp) and open the app

To Change
password:

1. Click on "User Profile" on home page of app 2. Click "password" 3. Enter the old password: millerevent 4. Change your password to something secure with at least one capital letter and one number

Once downloaded you will need to login to Team
Xpress

Client ID:
Millerevent

User Name: Your last name, up to the first 7 letters, and your first initial of your first name capitalized; example: (MarleyB) or (AndersoR)

Password: millerevent (all lowercase) unless you have personally changed your password.

*In some cases there will be duplicate usernames, if your username does not work and you have not received a separate email from us with your *special username, please contact the office 805-547-9526.

Now that you are logged in to the **Team Xpress app**. Here are a few tips to help you along the way.

We suggest that you don't log out of the app, you just close the app. Each time you log out you will have to enter all your log in information again. If you close the app, anytime you go back in you are all set.

The **"Dashboard"** is considered your **"home page"**. When it says you have **"Nothing scheduled at this time"** it is referring to right now, this very minute-real time.

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To see your **upcoming schedule** you will click on the **Schedule** button at the bottom. It will list your upcoming schedule by day and shift. Click on each shift, at the top it will ask you to **"swipe your finger"** across the page to acknowledge the shift. If you scroll down to the bottom of the shift, there will be a **"notes"** space. Please be mindful of these notes, as they will contain the venue or location of the event. The shifts are listed under clients, just because it's Good Medicine doesn't mean that the show is always at the Fremont Theater. Good Medicine has multiple venues that they use. So please check the notes on the bottom of your scheduled shift! Again it will indicate the location of the event and any special instructions you will need to know.

Availability- When submitting your availability you are alerting the management staff that you are available on that date and at the time you have submitted. You do not get to choose the event that you would prefer to work, supervisors select where your strengths can be utilized best for the company. Submitting your availability does not mean you are scheduled for an event. You will get a **notification** when you have been

scheduled. It is then up to you, the employee to **acknowledge** your scheduled shift.

To input your
availability:

    1. Click on Schedule, on bottom of screen on home page of app. 2. Go to top of screen and click on Availability 3. Press Add new 4. Select the dates and times you are available for work (by doing this, you will alert supervisors of available times,

      they will then schedule you for dates and
      times)

Current Calendar of Events: You can access our most up to date and current schedule on our company website: www.millereventmanagement.com . Under the **Employee** section, there is a **Calendar.** Please use this calendar as your upcoming schedule of events. As we get the times for events they will be updated on the calendar, so that you can block that time when you give your **Availability** on the app.

Scheduling-If you have been scheduled to an event, and realize you cannot work, or something has come up. Please inform our office right away. We will remove you from the shift. Once you have **acknowledged** your shift removal, we ask that you go into **Availability** and on that specific day click on your given availability, two boxes will appear at the bottom; "delete" or "edit". We ask that you delete your given availability from the day you cannot work. Otherwise on our end, once you're removed from a shift it puts you back on the available list, which runs the risk of being scheduled again.

    1. Please inform the office you cannot work scheduled shift 2. Acknowledge shift removal in app. 3. Go into Availability, scroll to find the date you cannot work 4. Click on that days availability 5. Choose "Delete" or "Edit" your given availability- we ask that if you cannot work; Delete your given availability

      so you will not come up on our list as
      available.

Notifications- You will receive an email notification each day of a change in your shift, or a note being added to your shift. These notifications will come to your app, as well as your email until you go into the app and **acknowledge** all changes, or a specific change. Again, you must go into the app and **acknowledge** the changes to stop the email notifications. To do this you will go to **Schedule**, there will be a button that says **Action Needed** and click on that to acknowledge. This does NOT mean you have **confirmed** your shift.

To **Confirm** your shift you will need to click on the shift, and down at the bottom you will see a rectangle box that says **confirm** shift. Click on that box. Now we know, you are planning on working and we will be counting on you. You will get a **notification** in your email that you have not confirmed your shift as it gets closer to the date of the shift.

Time Card- you will be able to check your worked shifts and indicate whether they are correct or incorrect. The only time the shifts will not show up, is after a weekend. As I have to set them as "worked" in our system. Those will be done on Monday mornings. You will then be able to check your worked times for the last week, two weeks, or as far back as you would like. One exception to this, will be out of area events such as Cali Roots Festival. We will add these shifts as soon we receive the time sheets from the event. In some cases this will be close to the 15th or the 30th of the month near payroll. As this is a learning curve for all of us, I will do my best to get these out of area events added to your time sheets as early as I can.

You will be able to view your **Time card** by week. It will show you the shift you have worked, if for some reason your shift has incorrect hours or you believe your hours were different, please check the box **incorrect**. Right before payroll is pulled, we pull a list of any incorrect times. You may be contacted by the office just to check the correct work times.

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