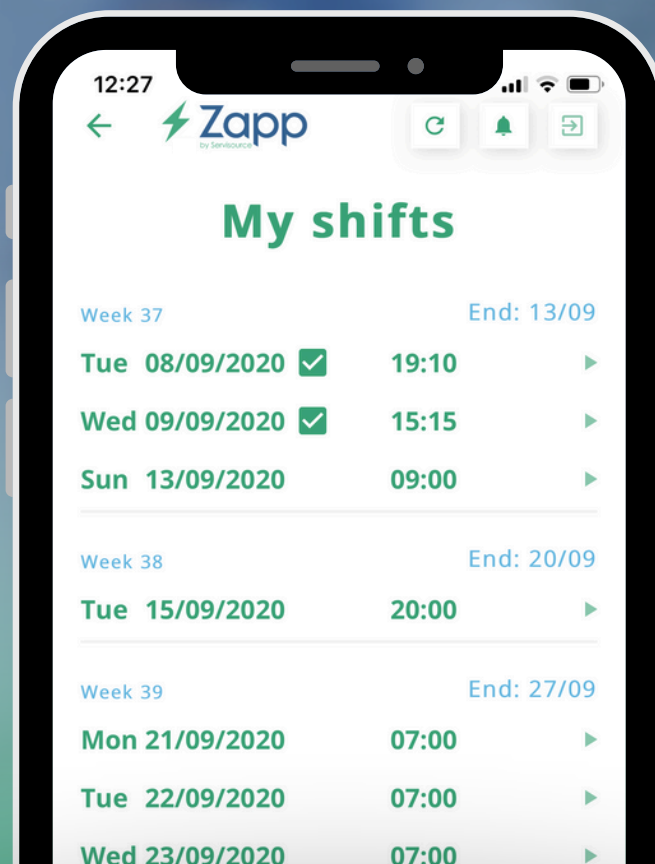




Uploading Your Shifts Guide



About the Guide

This guide explains how to upload shifts into the Zapp App when you are directly booked by a client, and how to use the copy function to save time.

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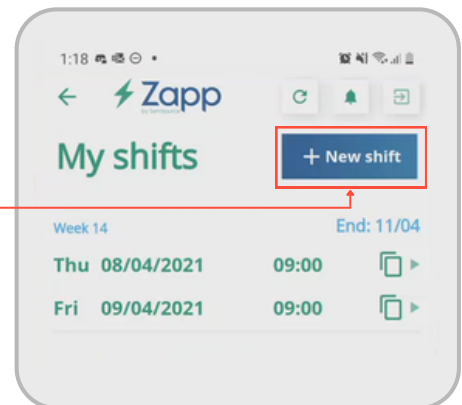
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View and Upload Your Shifts

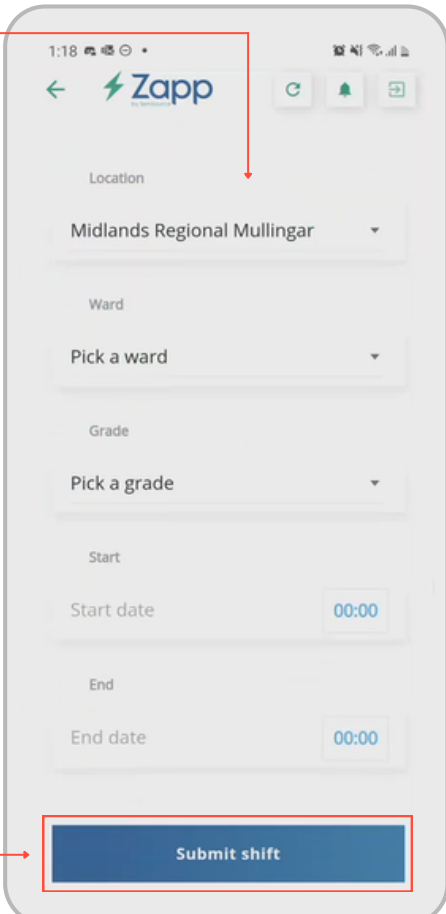
1 Go to **My Shifts** in the Zapp App. You will see shifts already booked for you, including those in your Calendar view

2 If you are directly booked by a client, tap the + **New Shift** button (top right corner) to upload your shift.



3 Fill out the shift form:

- **Ward / Cost Centre:** select where you will be working
- **Grade:** this will automatically populate based on your role
- **Start Date & Time:** set the date and start time
- **End Date & Time:** set the same date and your finish time



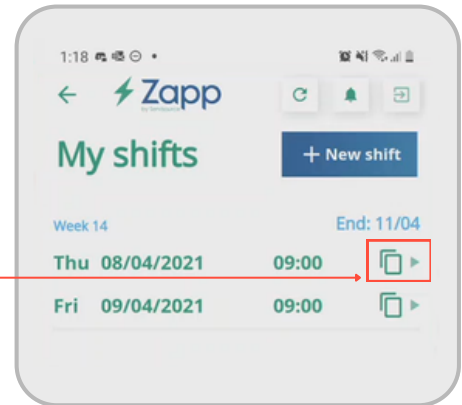
4 Double-check the details and tap **Submit Shift**.

Your shift will instantly appear on your My Shifts page.

Copying a Previous Shift

1 On your **My Shifts** page, locate the shift you want to copy.

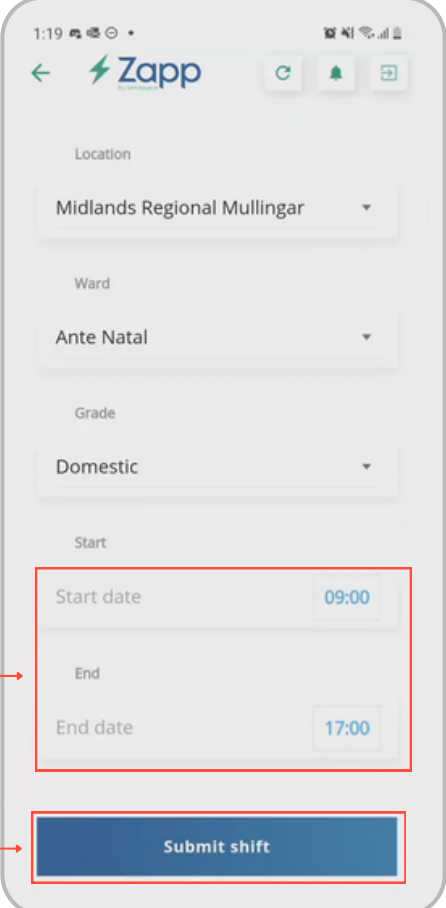
2 Tap the **green box with the arrow**.



3 The form will open with the previous details pre-filled.

4 Update the **date only**.
Time will be already populated.

5 Tap **Submit Shift**.



The new shift will be added instantly.

Important Notes

- You must upload all shifts you are directly booked for by the client.
- Upload your shifts **as soon as you receive** the details from the client or your manager.
- If you do not upload your shifts, a timesheet will not be created, and this will prevent Servisource from paying you.

NEED HELP?

If you have questions about uploading shifts or submitting timesheets, please contact:

 zapp@servisource.ie

