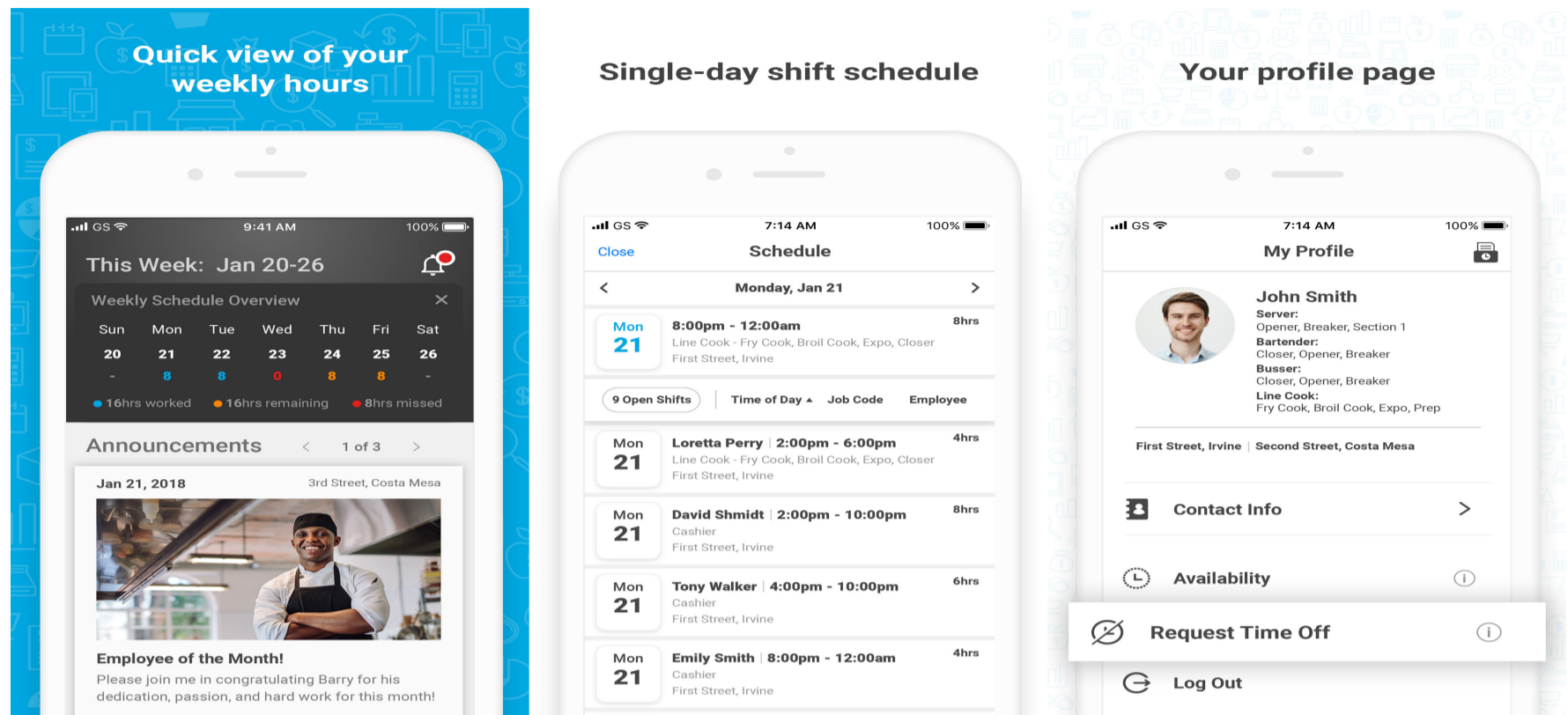


R365 Scheduling for Employees Overview

Jul 14, 2021 12:08



R365 Scheduling and the **R365 App (Red)** (<https://help.restaurant365.net/en/support/solutions/articles/12000055812-r365-app-red->) is your One-Stop App for all things related to your Work Schedule! Through the **R365 App (Red)** (<https://help.restaurant365.net/en/support/solutions/articles/12000055812-r365-app-red->) you'll be able to do the following:

- View the entire Schedule at each Restaurant you work at
- View your upcoming Shifts and any Announcements from your Managers
- Make Shift Requests and Request Time-off
- And Update Your Employee Profile, and Weekly Availability (Availability Updates must first be approved by your Manager)

This overview article contains the links to each training article you'll need to use R365 Scheduling and the R365 App (Red).

Downloading the R365 App (Red)

The R365 App (Red) is available on both iOS and Android. Make sure to download the correct App, as R365 also offers the R365 Classic App (Black)! You'll know you have the correct App if the icon is **Red**, like this:

Click here for more information on downloading the **R365 App (Red)** (<https://help.restaurant365.net/en/support/solutions/articles/12000055812-r365-app-red->).

Logging into the R365 App (Red)

Your Manager will make sure that you are all setup to user R365 Scheduling. Once they've done their part, you'll be able to login and get started! Click here for more information on **Logging in to the R365 App** (<https://help.restaurant365.net/en/support/solutions/articles/12000056462-logging-into-the-r365-app-red->).

Viewing the Schedule and Your Upcoming Shifts

Through the R365 App (Red) you can view the entire Schedule at each Restaurant you work at! Your Upcoming Shifts are also kept at a glance so you can know exactly when your next Shift is. Click here for more information on **Viewing the Schedule and Your Upcoming Shifts** (<https://help.restaurant365.net/en/support/solutions/articles/12000056463-viewing-the-schedule-and-your-upcoming-shifts->).

Making Schedule Requests (Trade / Offer / Claim / Time off)

Making Schedule Requests like Shift Trades, Offering Up your assigned Shifts, Claiming Open Shifts, or simply requesting Time off is a breeze in the R365 App (Red). Click here for more information on **Making Schedule Requests** (<https://help.restaurant365.net/en/support/solutions/articles/12000056464-making-schedule-requests-trade-offer-claim-time-off->).

Updating your Availability

You can update your Employee Profile and your Weekly Availability (subject to Manager Approval) all from within the R365 App (Red). Click here for more information on **Updating Your Availability** (<https://help.restaurant365.net/en/support/solutions/articles/12000056465-updating-your-profile-and-availability->).

Updating User Passwords

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User passwords can be easily updated from your Employee Profile. Additionally, if you forget your password, this article walks you through how to receive and enter a temporary password and then create a new password. Click here for more information on **Updating User Passwords** (<https://help.restaurant365.net/en/support/solutions/articles/12000073958>).