

Security & Event Solutions

FIND MY SHIFT USER GUIDE

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Introduction:

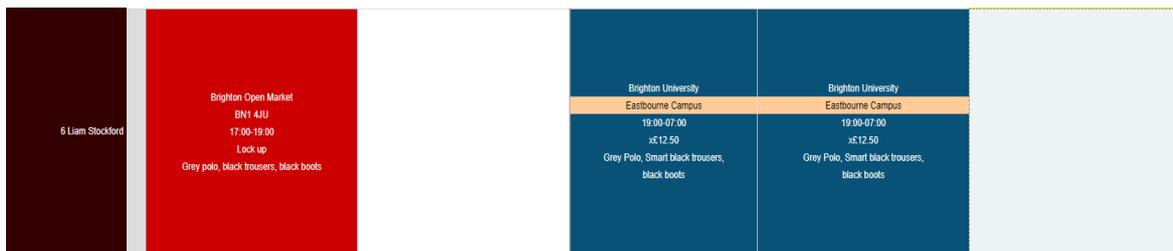
Find my shift guide:

Find my shift is the rota app used by Security and Event Solutions. This can be downloaded from the Google play store or the Apple store, or accessed on the internet at Findmyshift.co.uk

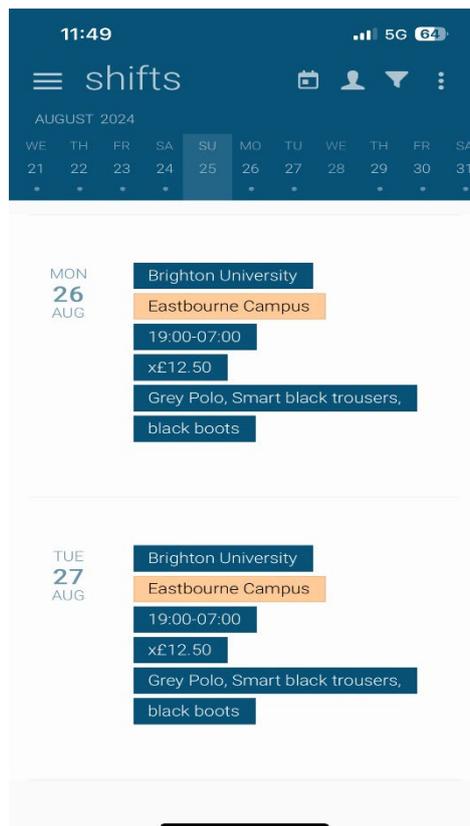
Be mindful that the app has a slightly different look to the desktop (internet browser) site.

Below you will find an example of how your rota might look on both the desktop site and the app on a mobile device.

Desktop/Internet browser



App



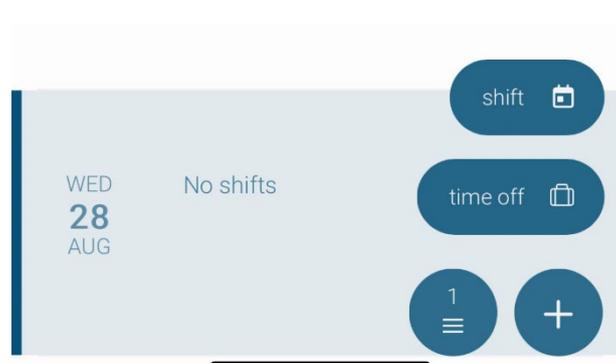
Marking Unavailable/Holiday on rota:

Each day on the rota will often be referred to as a “tile”.

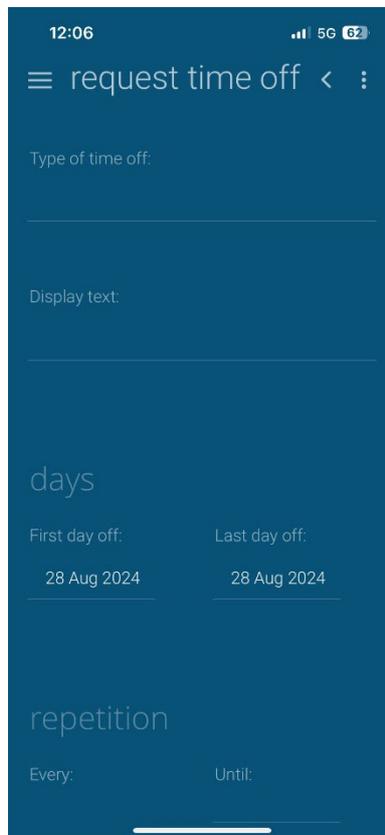
If you needed to put a day or “tile” as unavailable because you do not wish to work that day, you can do this by clicking on the “tile” you wish to mark as unavailable as shown below.



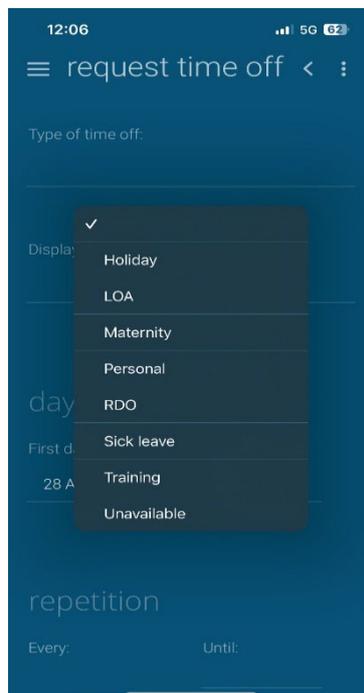
You will notice that the tile will turn a grey colour, and a + symbol will show in the bottom right corner. If you click on this symbol it will bring up some options, as pictured below.



If you wish to mark this “tile” as unavailable, you must click on the “Time off” option. This will take you to a new page that looks like the picture below.



If you click on the empty area under “Type of time off” You can then select unavailable. This is also the same procedure for booking holiday, but you will select the holiday option instead of unavailable. You can see this in the picture below. The only options available to you may be “Unavailable” and “Holiday”.



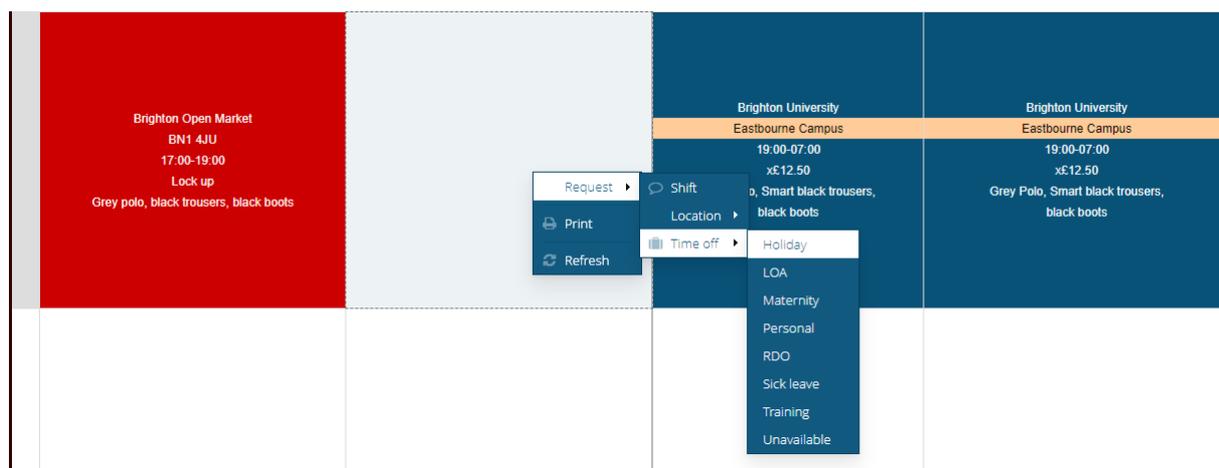
Please be aware that you will only be paid holiday if you have accrued holiday hours, you can email Office@securityandeventsolutions.co.uk if you wish to find out if and how many hours of holiday you have to use

The same procedure can be used to book holiday or unavailability on the desktop/internet version of FindMyShift, as shown below.

First, right click the “tile” you wish to mark as unavailable or holiday, as shown below.



Then select time off and Holiday or Unavailable as needed, as shown below.

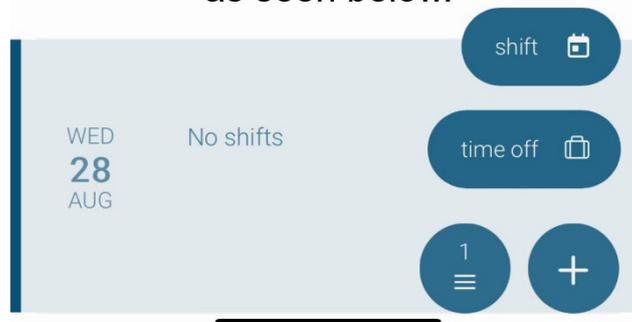


Requesting shifts, or marking yourself available:

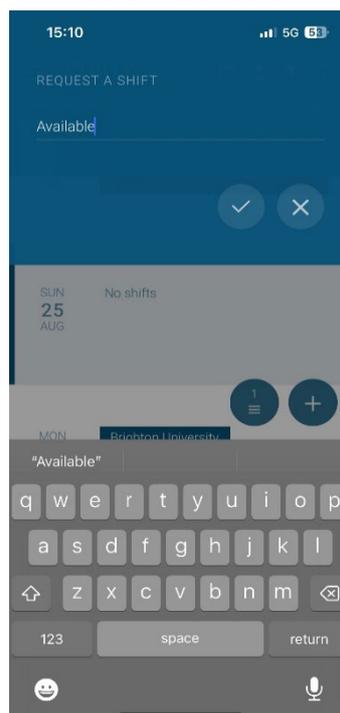
The same way that you can mark yourself down as unavailable or on holiday. You can also request shifts or mark yourself as available. Should a shift come in, you will be one of the first considered for that shift if you are marked on that day or “tile” as available.

It is important that you keep your rota up to date with your availability and unavailability as this allows SES to accept shifts knowing there is an officer available for that job.

First click the “tile” that you wish to mark as available, then click “Shift” as seen below.



Then you will need to type in “Available” on the box that pops up, as seen below.



Requesting shifts, or marking yourself available:

This works the same way on the desktop/internet version of FindMyShift.

First right click the “tile” you wish to mark as available, then “Shift”, as seen below.



Then type “Available” into the box, as seen below.



Cancelling shifts on your rota:

Cancelling shifts on your rota:

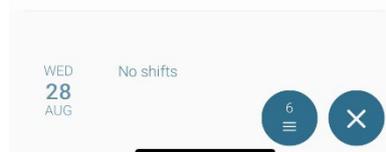
If you have a shift on your rota that you cannot attend, you may cancel this via the rota on either the app or desktop/internet version of FindMyShift.

***Please be aware, while you may cancel shifts that are 14 days or more in advanced, if you need to cancel a shift within 14-7 days of the shift in question, you will need to email Office@securityandeventsolutions.co.uk**

If you need to cancel with 7 days or less notice of the start of the shift you must call the 24/7 duty phone number on 07432 202701

This prevents your cancellation from being missed and then nobody showing up for the shift!*

First go to the shift that you wish you cancel on the rota, and click on each of the pieces of text within that “tile”. This will put a tick symbol next to each line of text on that tile, as seen below.



Next you will click the X symbol in the bottom right corner, which will bring up a message asking if you want to cancel the shifts selected, as seen below.



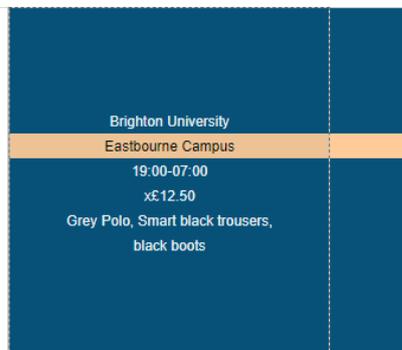
Cancelling shifts on your rota:

Once you click the tick symbol on that message, it will turn all lines of text red and they will be crossed out, as seen below.

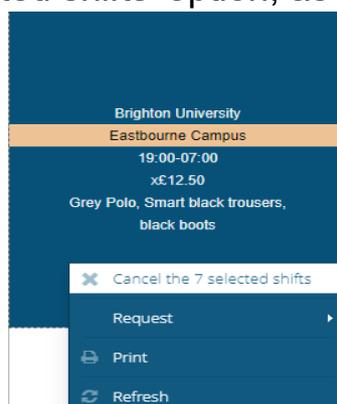


The same procedure can be used on the desktop/internet version of FindMyShift.

First click in the box for the shift you wish you cancel, this will highlight the entire box with a dotted line around the “tile” as seen below.



A window will pop up with options, you will need to click on the ‘cancel the # selected shifts’ option, as seen below.



Cancelling shifts on your rota:

Once you click the option shown above, a pop-up window with a confirmation message will appear, it will also have a comments box which you should fill out appropriately with the reason for your cancellation.

Cancellation request

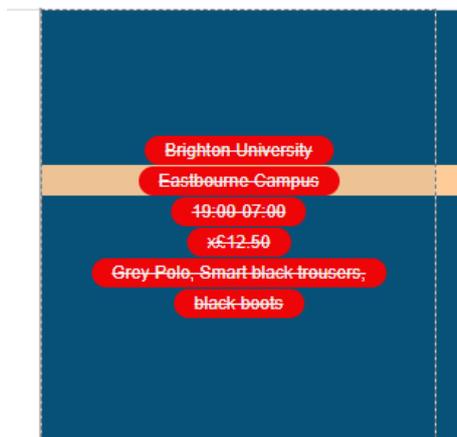
You're about to request the cancellation of the following shifts:

1. on Monday August 26th, 2024
2. Brighton University on Monday August 26th, 2024
3. Brighton University: Eastbourne Campus on Monday August 26th, 2024
4. Brighton University: 19:00-07:00 on Monday August 26th, 2024
5. Brighton University: x£12.50 on Monday August 26th, 2024
6. Brighton University: Grey Polo, Smart black trousers, on Monday August 26th, 2024
7. Brighton University: black boots on Monday August 26th, 2024

Comments:
doctors appointment

SEND CANCEL

Once you have done this, similar to the app it will change each line of text red and show as crossed out, as seen below.



As mentioned earlier, this should only be done with at least 14 days notice of the start of the shift you are cancelling. If you require a shift to be cancelled 14-7 days notice of the shift start, you will need to email the office.

If there is 7 days or less notice of the start of the shift, you must call the 24/7 duty phone number 07432 202701

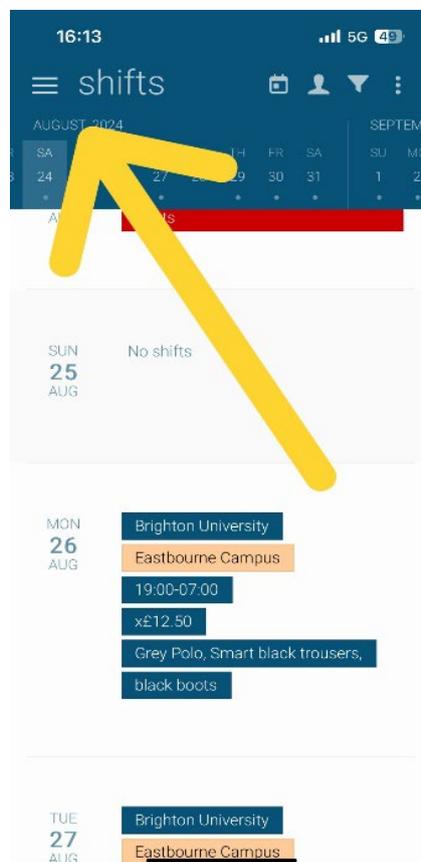
Uploads, finding Assignment instructions and other useful information:

Every site that SES supply security officers to will have an assignment instruction (AI) and risk assessment, with the exception of events/festivals as these have their own briefings on site with your supervisor.

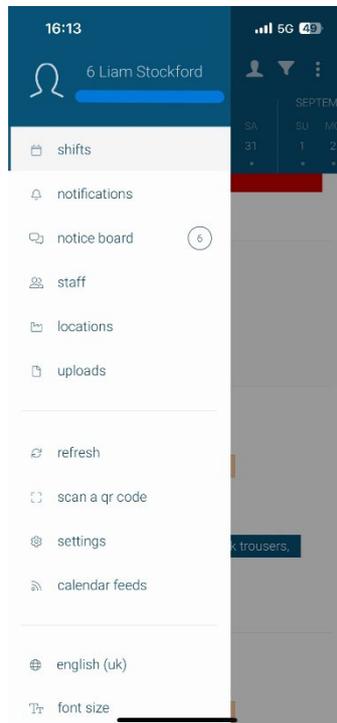
Assignment instructions (AI's) are there for your information, so you know all the duties expected of you but also to provide you with key information such as key safe codes, door codes, maps and locations amongst other things.

You will find all of this information under the uploads section on the FindMyShift app and desktop/internet site.

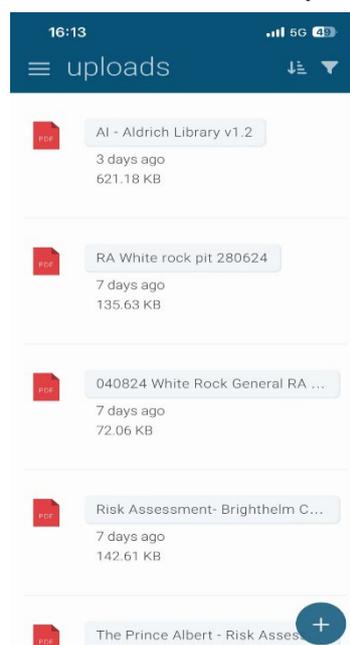
To find this on the app version click the 3 lines icon in the top left corner, as shown below.



Next you will see a drop down list of options, click on uploads as shown below.

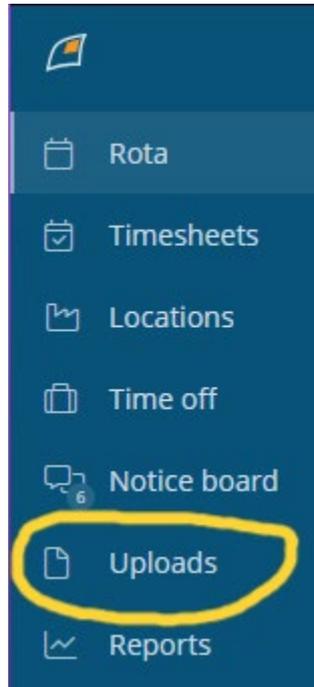


Once you click on uploads you'll be taken to the uploads page, as shown below. This is a list of all sites and assignment instructions including their risk assessments. You will need to navigate to the one that refers to the site you are working at. This is usually a good idea to do before you go to a new site or job, to give you an idea of what duties are expected and where the location of the site is prior to your shift.



The procedure for finding the uploads page on the website/internet version of FindMyShift is similar.

First navigate the menu bar either along the top of the screen or the side of the screen, find and click on uploads, as shown below.



You will then be taken to the uploads screen, as shown below.

A screenshot of the FindMyShift 'Uploads' page. The page has a dark blue sidebar menu on the left with 'Uploads' selected. The main content area has a header with 'Uploads', 'Filters', and 'Upload a file +'. Below the header is a table of uploaded files.

Name	Extension	File size	Date uploaded	
040824 White Rock General RA v1 (2).docx	pdf	72.06 KB	08/08/2024 13:29	✕
AI - Aldrich Library v1.2	pdf	621.18 KB	12/08/2024 15:08	✕
AI - Brighton University - Visitors - Minors-vulnerable	doc	247 KB	21/11/2018 16:56	✕
AI - Caterham School v1	pdf	839.96 KB	03/11/2023 12:24	✕
AI - Falmer Court ver 15045	pdf	1.07 MB	21/04/2024 15:43	✕
AI - L3 Harris V1.3 April 24	pdf	751.32 KB	12/04/2024 14:11	✕

This concludes the basic guide to use FindMyShift.

If you require further help with using FindMyShift, please let one of the management team know.

You can email us at: Dutymanagers@securityandeventsolutions.co.uk