

Restaurant365

New Scheduling Experience: Employee Updates

Your restaurant will be migrating to the New Scheduling Experience! The only change that will impact you is the type of App you will use to view your schedule and submit your requests. To download the R365 Red App, complete the following:

1. Open your Camera App on your phone
2. Hold your phone steady over the QR Code listed here
3. Tap the notification that drops down from the Status Bar on your phone
4. Download the R365 Red App!


Google Play



App Store



To ensure that this process is as seamless as possible, review the following points about the new mobile app!

- **Logging In.** Download the R365 Mobile App and login using your current username and password.
- **Dashboard.** The Dashboard Screen will provide a brief look into your Scheduled Hours, your next Shift, and the most recent announcements made by your managers.
- **Navigation.** Easily transition between the Dashboard and Schedule or view your recent Time Punches and Manager Announcements through the Menu button  located in the top bar. Use the bottom bar to navigate between different requests.
- **Make Requests.** Time off requests and availability changes can be made effortlessly through your profile while shift changes can be made directly through an individual Shift or from the Calendar.
- **Request Status.** Upon making a request, view the status of that request at any time! If approved, most requests will be reflected in the Schedule, but if denied, a brief comment will be listed detailing the reason for this response. It is important to note that if a request is denied, your current obligations will still need to be upheld.
- **Learn about the New Scheduling Experience!** Review the following training guides:
 - [New Scheduling Demo - Mobile App](#)
 - [Logging into the R365 Red App](#)
 - [Viewing the Schedule and Your Upcoming Shifts](#)
 - [Making Schedule Requests \(Trade/Offer/Claim/Time Off\)](#)
 - [Updating Your Availability](#)