

# Welcome to the Radianse Task-scheduling App.

Meet your new, at-work sidekick for keeping up with your to-do list and meeting cleaning compliance standards.

And since it's compatible with any Wi-Fi enabled device

– Android, Apple, laptop, tablet, smartphone, etc. – staying on track has never been easier.

FOR YOUR CONVENIENCE, HERE'S A QUICK GUIDE TO SOME OF THE APP'S MOST COMMONLY USED FEATURES TO HELP YOU GET STARTED.



### Features for Manager/ Regional (Admin) Roles

- O1 Add Schedule

  Create schedules for cleaning and more.
- 02 Edit

  Make changes and shift

#### 03 Start

Begin tasks for the specific schedule.

[THIS FEATURE IS AVAILABLE TO ALL USERS.]

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#### Features for Team Members

- 01 Start Schedule
  See all tasks and
  complete in any order.
- O2 Finish Task
  Click the task to time
  stamp it with date and
- O3 Incomplete Tasks

  To finish a schedule later,
  click "Done," then
  "Incomplete."
- O4 Finish Schedule
  Click "Done," then
  "Complete" to reset tasks
  for the next shift.



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#### Features to Keep Track of Your Club

O1 Run Reports

Click the drop-down arrow and choose "Reports" to generate a report

Operations
See all schedules, along
with which team member
completed any task

02 Oversee Your

and when.

## Like a great gym accountability partner, the Radianse task-scheduling app is here to help you succeed.

With its help, you can easily list out the exact tasks you need to complete in order to meet compliance and make sure you and your team stay on track every day.

