

# Employee Essential Tour

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Welcome to SpotOn Teamwork's Scheduling and Timekeeping Application!

Please take a few minutes to complete the **Employee Tour**

1. [Find Your Company & Login](#)
2. [Mobile Setup](#)
3. [Profile, Email, & Text Setup](#)
4. [View Schedules](#)
5. [Availability & Time Off Requests](#)
6. [Shift Swaps, Offers, and Requests](#)
7. [Review Hours Worked](#)
8. [Configure Alerts](#)