# Anywhere, Anytime, Easily creating a shift table.





# Are you having trouble when creating a shift table?

Isn't it time-consuming and burdensome to ask staff individually about their wishes when creating a shift table?





"Omakase Shift" is a service that allows you to create and manage shift tables for store and office staff, part-time workers, and part-time workers.

It is used to create shift tables for all industries.

In addition, staff can apply for shifts from their smartphones and communicate with the shift table creator.

# What you can do with Omakase Shift

Omakase Shift is a tool that supports smooth shift management 24 hours a day on the Internet. You can easily apply, register, and notify shifts between managers and staff.



### What staff can do

By registering the email address of the store staff, you will be able to apply and confirm shifts anytime, anywhere from your smartphone or PC.

#### 1. Shift request feature

By logging in to Omakase Shift (staff screen) from a smartphone or PC, staff can notify the administrator of the desired shift content simply by entering the desired shift from the calendar.

(The entered information will be reflected on the administrator screen.)

#### 2. Mail feature

You can send and receive mails directly with the admin, and you can contact business and individual contacts at any time.

#### 3. Bulletin board feature

You can view bulletin boards such as announcements from the administrator at any time.

# 4. Shift viewing feature

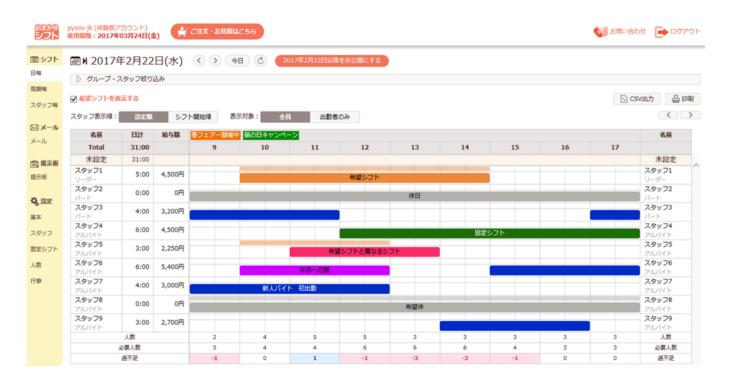
By logging in and checking the shifts of other staff members, leaders and managers can see the number of people allocated in the group and the attendance status.





### What administrators can do

As long as you have a PC connected to the Internet, you can create and manage store shifts anytime, anywhere.



### 1. Shift, holiday and break management features

By using different colors to match the types of shifts, you can manage shifts in an easier-to-read shift table. The display order of the screen can also be set to make it easy to use, such as displaying only those who are at work or sorting in order of shift.

# 2. Shift creating by daily, period (1 to 4 weeks, 1 month, specified number of days), every staff

If you create a shift, you can manage it according to your needs from any screen.

# 3. Number of people allocated for each time zone, required number of people setting feature

You can check at a glance the excess or deficiency for each hour within the business hours of the day.

# 4. Group setting feature

Staff can be divided into groups for each task in the store. Help staff between groups can also be easily moved in daily.

#### 5. Collection of staff's desired shifts, batch creation feature

The desired shifts and holidays registered by the staff can be individually adjusted or collectively created while looking at the shift bar.

# 6. Preset shift setting, batch creation feature

If you register in advance fixed work such as employees and part-time workers, holidays, etc. for each day of the week, you can create and manage them all at once.

#### 7. Work hours/salary summary management feature

The working hours of the created shift and the salary based on the hourly wage setting are automatically aggregated by day, by period, and by staff, and each budget can be managed.

#### 8. Email sending and receiving feature

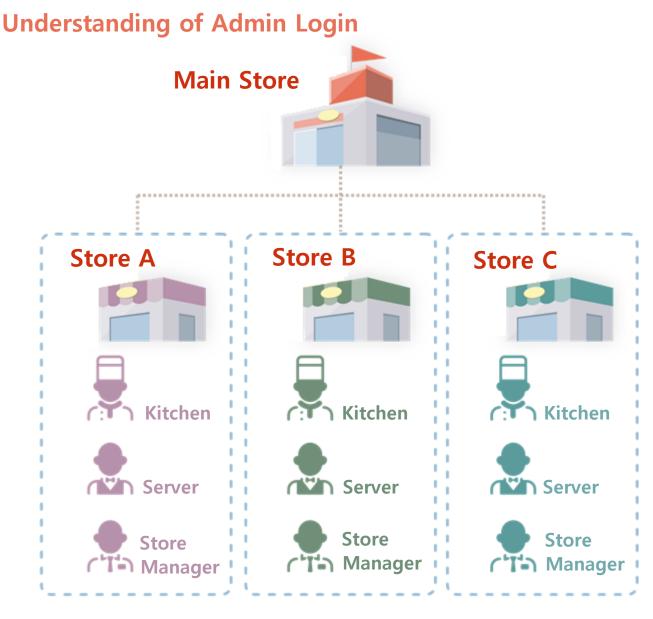
You can also select destinations such as individual mails to staff, shift disclosure to all, and shift recruitment emails. Mail can be created and saved in advance, so you can send it at the time you want to send it.

#### 9. Bulletin board feature

You can publish notices such as changes in business hours, business contact, notes, etc. to the staff as a bulletin board.

#### 10. Print output feature

It can be printed out according to the purpose and period, such as by day, by period, by staff. You can also output a CSV file so that you can process and manage shifts and aggregated results.



Staff can also be moved to help

# About shift management screen



#### 1. Daily screen

On the daily screen, the shift status of the day is displayed in an easy-to-read shift bar. Creation can also be done easily by mouse operation such as dragging and shrinking.



#### 2. Period screen

On the period screen, you can set your preferred cycle (1 to 4 weeks, 1 month) and check the shift and holiday status for the entire period. You can also choose whether to publish shifts to staff or not to publish them all at once or by specifying a date. Even if the staff is different, the same shift can be efficiently created with the copy and paste feature.



#### 3. Per Staff Screen

According to the set cycle, you can check the shift, remarks, working hours and salary of each staff member.



# 4. About setting the number of people

If you set the required number of people per hour for each group, the excess or deficiency will be displayed, making it easy to create shifts, eliminating unnecessary shifts and realizing efficient operations.



## 5. About preset shifts

If you have fixed shifts for each day of the week, such as employees or part-timers, or holidays, you can create and register them all at once by setting them for each day of the week in advance. It is possible to change or delete by fine-tuning after registration. You can save the trouble of creating each time and create it efficiently.



## 6. About request application

Staff can apply for desired shifts and holidays from a smartphone or PC. It saves you the trouble of collecting paper, etc., and automatically totals on the administrator screen. You can efficiently create a shift table by adjusting it individually or creating it all at once while looking at the screen.



### 7. Working hours/salary calculation feature

The working hours of the created shift and the salary based on the hourly wage setting are automatically aggregated by day, by period, and by staff, and each budget can be managed.



#### 8. Mail and bulletin board features

Depending on the type of email, you can select and send an email to individual staff, an email to open shifts to all employees, or an email to recruit shifts. Email can be created and saved in advance, so you can send it at the time you want to send it.

You can publish notices such as changes in business hours, business contact, notes, etc. to the staff as a bulletin board.



#### 9. Printout feature

It can be printed out according to the purpose and period, such as by day, by cycle, by staff. You can also output a CSV file so that you can process and manage shifts and aggregated results.

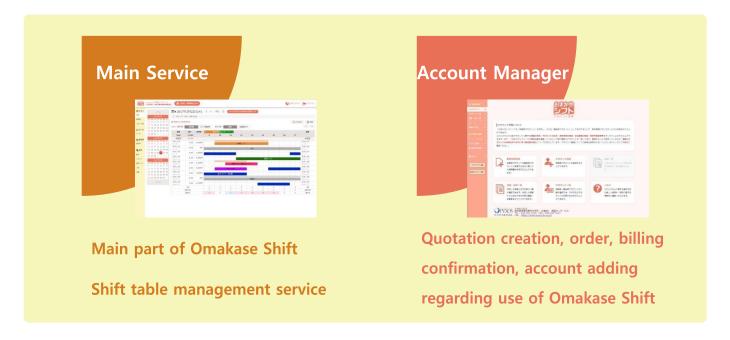


#### 10. Data feature

You can check the names and the number of staff who are working each time zone of each day. You can check the number of people assigned according to the skill. You can request to work and adjust the number of people by looking at the holiday list. In addition, it is useful for overall budget management because you can aggregate working hours and number of people on a weekly or monthly basis.

# **About Account Manager**

In addition to the main service that manages shifts, "Omakase Shift" has an "account management" that manages accounts and payments for using the service.



# What you can do with account management

#### 1. Account addition feature

You can add a trial version account until you sign a contract.

Omakase Shift assumes that one user manages multiple stores, so you can use it first at one store and then introduce it to other stores.

#### 2. Quotation/Contract Order

After considering the contract, you can create the quotation and place an order for the contract.

(The quotation will be output in pdf format.)

## 3. Billing list confirmation

After signing the contract, you can check the invoice from us and the payment status. (Invoices are output in pdf format.)

# 4. Contract change procedure

If you want to change the contract plan or cancel the service after signing the contract, you can apply to change the contract details from the dedicated input form.

#### 5. Notification function

You can check the notices and communications from our company.

# **Usage fee (tax included)**

Monthly	Yearly
<b>7,700</b> JPY	77,000 <sub>JPY</sub>



The initial cost is 0 yen. It is a flat rate regardless of the number of people. The usage fee for a yearly contract is Good for 2 months.

# Payment Method

"Omakase Shift" uses credit card payment with "PayPal" so that payment can be made smoothly. Membership registration (free) with PayPal is required to pay the usage fee.

\*In some cases, you may need to verify your identity with PayPal to upgrade to a Premier account.

#### **About PayPal**

PayPal is a convenient [digital wallet] on the Internet. If you register your credit card information with PayPal, you can complete payment with just your ID and password. You can pay more safely without notifying the store of your important card information. Opening a PayPal account is easy, just select PayPal as the payment method and enter the required information.



# Recommended operating environment

We have confirmed that it works with Google Chrome, Firefox, and Microsoft Edge browsers.

Omakase Shift uses Javascript to improve functionality and operability. Please turn on the Javascript feature.



Please use the **inquiry form** on the Omakase Shift website (https://easy.omakaseshift.jp).

\*A support representative will contact you shortly.

Every Monday to Friday (excluding holidays) 9:00 am to 6:00 pm (JST)





[Development and sales] Pyxos Ltd.

Nankoku Center Building, 18-1 Chuocho, Kagoshima City, Kagoshima Prefecture, 890-0053, JAPAN

+81 99-297-5103 **FAX** +81 99-297-5103 **URL** https://www.pyxos-jk.co.jp