

# NASTI ONBOARDING

## PRE KICK-OFF

(may use NASTi Community Configuration form / checklist)

Set up Community  
Add Admin Users  
Add Employees  
Initiate Schedule Template

## KICK-OFF CALL

60 min.

Include:  
NASTi Champion / Regional Leaders  
Community Admin / ED  
Scheduler or Department Heads

- Finalize Schedule rules and T&A Rules
- Teach how to complete schedule templates
- Teach how to manage shifts and employees
- Review self-service resources
- Review to-dos:
  - Finish schedule templates
  - Publish schedules
  - Invite employees

## CHECK-IN OR GO-LIVE CALL

30 min.

Ensure:

- Schedules Published
- Employees Invited
- Customer understands how to manage shifts, schedules, and employees