



# NASTi Onboarding Workflow

## 1. Sign up/Log In

## 2. Set up communities

- Community Info
- Departments
- Roles
- Schedule Rules
- Time and Attendance Rules

## 3. Add and Invite Admin Users

Adding Admin Users builds your leadership bench by giving the right people the power to manage schedules, departments, and operations. Enter their info, assign permissions, and even give them a role if they also work shifts, then invite!! Shared ownership means smoother operations and more freedom for you and your crew.

## 4. Add and Invite Employees

Adding Employees connects your workforce to the NASTi platform by loading them into the right departments and roles so scheduling runs seamlessly. Once invited by text or email, they will be prompted to download the app and log in. Then they'll gain access to view schedules, swap shifts, and receive reminders. It's more than filling a roster — it's empowering your team to own their shifts and keep your community running strong

## 5. Create Schedule Templates

Schedule Templates take the grind out of scheduling by giving you reusable blueprints for each department — with roles, locations, days, and times already built in. They lock in your staffing structure while keeping flexibility to assign or re-assign employees later. Once created, templates let you post full schedules in minutes instead of hours, freeing you to focus on leading your team and supporting residents.

## 6. Publish Schedules

Publishing a schedule turns your planning into action by taking the departments, roles, rules, and templates you've built and making them live. After reviewing and adjusting shifts, you hit **Publish** and employees are instantly notified in the app (with the option to print if needed). It's the final step that ends the scramble, cuts wasted labor, and gives your team autonomy to own their shifts.