



INFORMATIONAL ON SNAPCHEF PORTAL & APP

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Directions On How To Sign Up For The SnapPortal

You can use the same log in for both systems, just sign up once.

**We recommend using Chrome, Firefox or Mozilla.*

Enter <https://portal.snapchef.com/sign-in>

- Click “Sign in”




- Click “Sign up” now (not sign in)

Sign in with your existing account

Email Address

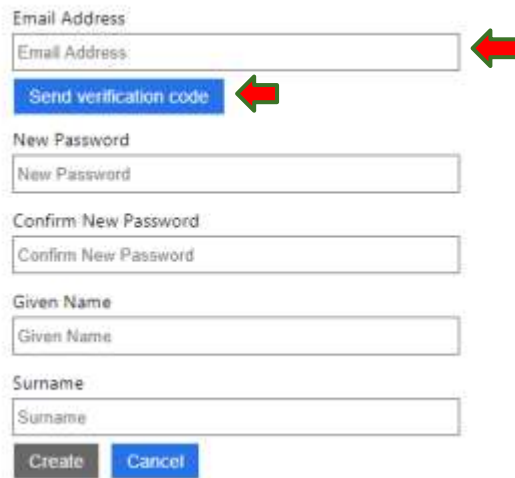
Password [Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#) 

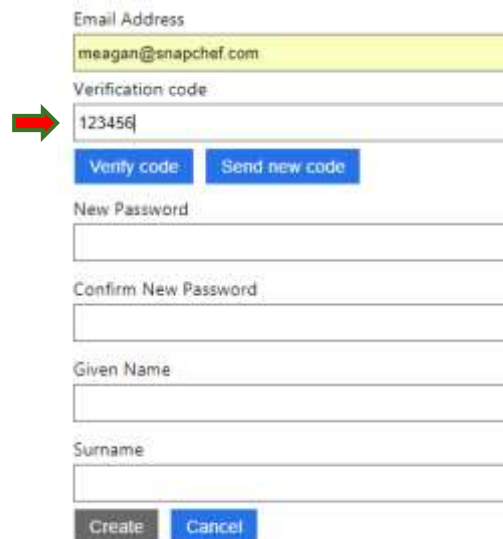
- Enter your e-mail

- Click the blue box **Send verification code**



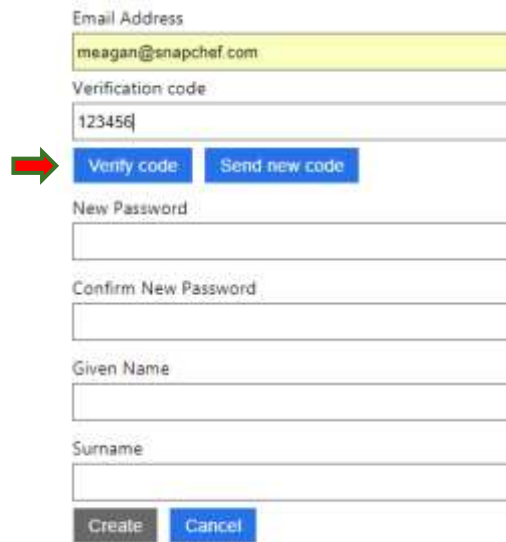
The image shows a registration form with the following fields: Email Address, New Password, Confirm New Password, Given Name, and Surname. A blue button labeled "Send verification code" is located below the Email Address field. A red arrow points to this button from the left, and another red arrow points to the right from the right side of the Email Address field.

- Go to your e-mail and copy the verification code
- Wait for a verification code box to appear so you can enter the code (it might take couple seconds after you click send verification code for the box to appear)
- Enter the code



The image shows the same registration form as above, but with the "Verification code" field added below the "Send verification code" button. The "Email Address" field contains the text "meagan@snapchef.com" and is highlighted in yellow. The "Verification code" field contains the text "123456". A red arrow points to the "Verification code" field from the left. Below the "Verification code" field are two blue buttons: "Verify code" and "Send new code".

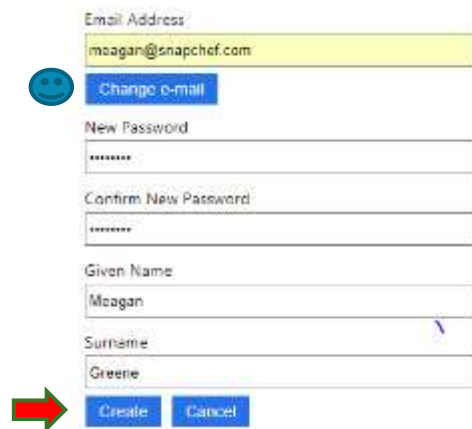
- Click “Verify code”



The screenshot shows a registration form with the following fields and buttons:

- Email Address: meagan@snapchef.com
- Verification code: 123456
- Buttons: Verify code (highlighted with a red arrow), Send new code
- New Password: (empty)
- Confirm New Password: (empty)
- Given Name: (empty)
- Surname: (empty)
- Buttons: Create, Cancel

- If you receive an error message, please e-mail cherise@snapchef.com with the e-mail you are trying to use so we can update our records
- If you see a box with change e-mail on it you are good to proceed 😊
- Fill in all requirements: password and name
- Click “Create”



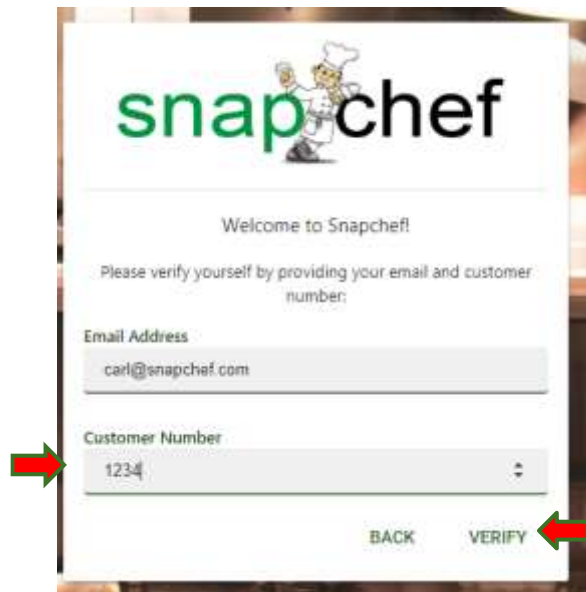
The screenshot shows a registration form with the following fields and buttons:

- Email Address: meagan@snapchef.com
- Buttons: Change e-mail (with a smiley face icon)
- New Password: *****
- Confirm New Password: *****
- Given Name: Meagan
- Surname: Greene
- Buttons: Create (highlighted with a red arrow), Cancel

- Click “Customer”



- Enter your client number – E-mail cherise@snapchef to obtain your customer #
- Click “Verify”



- Your registration is complete



- Now click “Sign in” to login with the information you just created



- Enter your e-mail and password that you just created and start using the portal

Sign in with your existing account

Email Address

Password [Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

- The portal will open on the Home page

Unapproved Slips		APPROVE ALL	
Simpson, Homer Cook	1/22/2018 0.5 hour break 7.5 hour worked	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Simpson, Homer Utility/Prep	1/22/2018 0.5 hour break 7.5 hour worked	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Simpson, Homer Cook	1/24/2018 0.5 hour break 7.5 hour worked	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Simpson, Homer Cook	1/25/2018 0.5 hour break 7.5 hour worked	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Simpson, Homer Cook	1/26/2018 0.5 hour break 7.5 hour worked	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Simpson, Homer Utility/Prep	1/31/2018 0.5 hour break 7.5 hour worked	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Simpson, Homer Cook	4/1/2018 0.5 hour break 7.5 hour worked	<input type="checkbox"/>	<input checked="" type="checkbox"/>

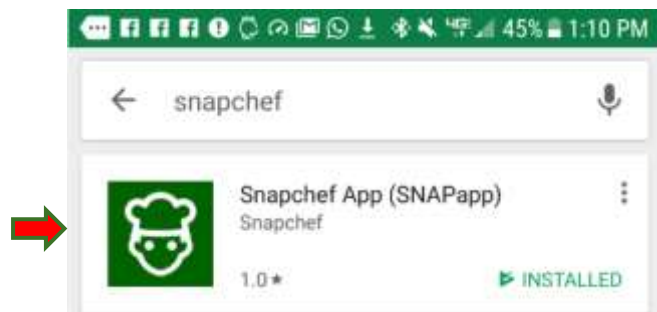


Directions On How To Sign Up For The SnapApp

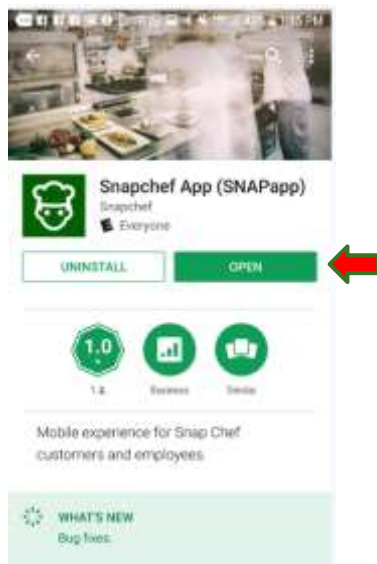
You can use the same log in for both systems, just sign up once.

**We recommend using Chrome, Firefox or Mozilla.*

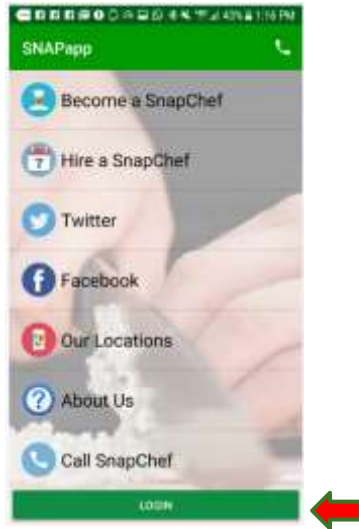
- Go to the app store and enter "Snapchef"
- Pick the one with the green square and the white chef face on it



- After you install and open it



- Click "Login"



- Click "Sign up" now (not sign in)

Sign in with your existing account

Email Address

Password [Forgot your password?](#)

Don't have an account? [Sign up now](#)

- Enter your e-mail
- Click the blue box **Send verification code**

Email Address

New Password

Confirm New Password

Given Name

Surname

- Go to your e-mail and copy the verification code
- Wait for a verification code box to appear so you can enter the code (it might take couple seconds after you click send verification code for the box to appear)
- Enter the code
- Click “Verify code”

The screenshot shows a registration form with the following fields and buttons:

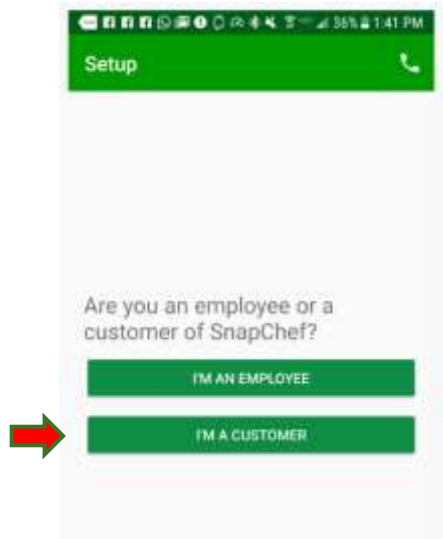
- Email Address:** meagan@snapchef.com
- Verification code:** 123456
- Buttons:** Verify code (highlighted with a red arrow), Send new code
- New Password:** (empty)
- Confirm New Password:** (empty)
- Given Name:** (empty)
- Surname:** (empty)
- Buttons:** Create, Cancel

- If you receive an error please e-mail cherise@snapchef.com with the e-mail you are trying to use so we can update our records,
- If you see a box with change e-mail on it you are good to proceed 😊
- Fill in all requirements: password and name
- Click create

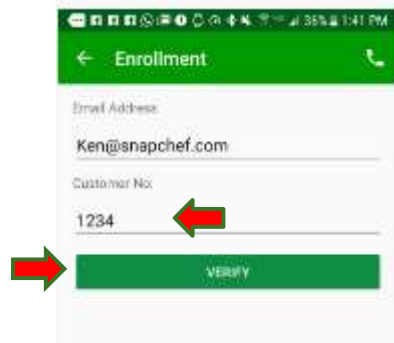
The screenshot shows a registration form with the following fields and buttons:

- Email Address:** meagan@snapchef.com
- Buttons:** Change e-mail (highlighted with a blue circle)
- New Password:** *****
- Confirm New Password:** *****
- Given Name:** Meagan
- Surname:** Greene
- Buttons:** Create (highlighted with a red arrow), Cancel

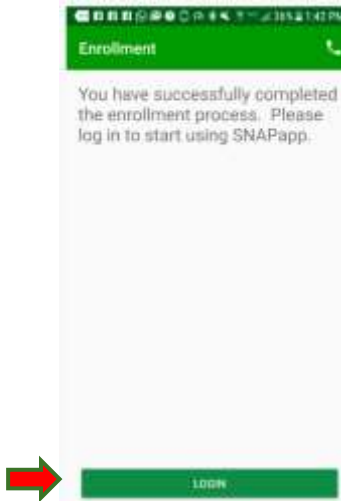
- Click “I’m a Customer”



- Enter your client number – E-mail cherise@snapchef to obtain your customer #
- Click “Verify”



- Your registration is complete Click “Login”



- The app will open on the Home page





How To Use The SnapPortal

After logging in, you will be brought to your Dashboard:

To View Current Shifts/Orders:

- Click on “Today’s Shift” from the Dashboard
- Any orders you have placed will open in this screen
- Choose the order you wish to view and click to open it
 - All of the shifts will display by date
 - If there is no employee yet assigned to this shift, it will say “Open”
 - If you need to make any changes to a certain day [adding a note for Snapchef to see or adding a request for the employee to see] you can click on the order and then, make the changes and then click the disk to save on the right top

To View Unapproved time slips:

- From the Dashboard, click “View all unapproved time slips”
- You can approve time slips 2 different ways:
 - You can confirm all at once by clicking “Approve All” at the top right
 - If you want to approve each shift individually, you will click on:
 - The pencil, you can adjust the Time in, Time out, Break and any comments here
 - Click on “Save” once it is correct
 - The check mark to approve
 - Once you approve the shift, it will disappear from Dashboard
 - After you have clicked Approve, you cannot go back in and make any changes
 - Please send an e-mail to HR (cherise@snapchef.com) if there are any changes that need to be made

To Add a New Order:

- From the Home screen, click the menu button in the upper left corner, click “Create Order”
 - Once inside the order screen:
 - Quantity: select the amount of positions you need
 - Position: choose the position you need
 - Dates between: Choose the length of dates you are requesting for this order
 - Start and end time: Choose the start and end times for the shifts
 - Add any notes for the company/managers under “Notes for Snapchef”
 - Add any requirements for the employee to see for the shift under “Special Requirements”
 - Click “Add Order” once it has been entered on the top
 - On the side view, the screen will show the preview of the order, please double check.
 - Once confirmed, click on “Place Order”

To cancel an order:

- A shift cannot be cancelled from the app within 24 hours of the starting time scheduled or if an employee have been assigned to it; you will need to contact Snapchef directly for this
- From the home screen, click “View current orders”
- Click on the order to open it
 - To cancel an entire order, click the trash bucket symbol in the upper right hand corner
 - To cancel one shift of an order, click on the date to open just that shift, and click the trash bucket symbol

To search for a specific order:

- Click the menu button in the upper left hand corner of the home screen
- Choose “Order Search”
- Choose the dates you are looking for, click search

Notes for shifts which have been filled:

- Once a shift has been assigned to an employee and the shift time have started, a red clock will appear to inform you it can be approved
- Once you have approved a shift, it will disappear on the dashboard.

Call Snapchef directly:

- You can reach Snapchef directly by either clicking the phone in the upper right hand corner of the home screen, or
- From the home screen, click the menu button in the upper left hand corner and click “Call Snapchef”



How To Use The SnapApp

After logging in, you will be brought to your Home screen:

To View Current Shifts/Orders:

- Click on “View Current Shifts” from the home page
- Any orders you have placed will open in this screen
- Choose the order you wish to view and click to open it
 - All of the shifts will display by date
 - If there is no employee yet assigned to this shift, it will say “Open”
 - If you need to make any changes to a certain day [adding a note for Snapchef to see or adding a request for the employee to see] you can click in that date, make the changes and then click “Update” to save

To View Unapproved time slips:

- You can approve time slips 2 different ways:
 - From the home screen, click “View all unapproved time slips”, or
 - From the home screen, click the menu button in the upper left hand corner, click “Time Confirmations”
 - You can confirm all at once by clicking “Approve All” at the bottom
 - If you want to approve each shift individually, you will click on the date you want
 - Once in this screen, you can adjust the Time in, Time out, Break and any comments here
 - Click Confirm at the bottom once it is correct
 - Once you approve the shift, it will disappear from this screen
 - **After you have clicked Approve, you cannot go back in and make any changes**
 - **Please send an e-mail to HR (cherise@snapchef.com) if there are any changes that need to be made**

To Add a New Order:

- You can add a new order 2 different ways:
 - From the Home screen, click the box in the upper right corner with the plus sign, or
 - From the Home screen, click the menu button in the upper left corner, click “Create Order”
 - Once inside the order screen:
 - Quantity: select the amount of positions you need
 - Position: choose the position you need
 - Dates between: Choose the length of dates you are requesting for this order
 - Start and end time: Choose the start and end times for the shifts
 - Add any notes for the company/managers under “Notes for Snapchef”
 - Add any requirements for the employee to see for the shift under “Special Requirements”
 - Click Place Order once it has been entered

To cancel an order:

- A shift cannot be cancelled from the app within 24 hours of the starting time scheduled or if an employee have been assigned to it; you will need to contact Snapchef directly for this
- From the home screen, click “View current orders”
- Click on the order to open it
 - To cancel an entire order, click the trash bucket symbol in the upper right hand corner
 - To cancel one shift of an order, click on the date to open just that shift, and click the trash bucket symbol
 - Once a shift has been cancelled, it will change from “Open” to “Cancelled” and a red X will show on the shift

To search for a specific order:

- Click the menu button in the upper left hand corner of the home screen
- Choose “Order Search”
- Choose the dates you are looking for, click search

Notes for shifts which have been filled:

- Once a shift has been assigned to an employee and the shift time have started, a red clock will appear to inform you it can be approved
- Once you have approved a shift, a green check mark will appear to inform you it has been approved

Call Snapchef directly:

- You can reach Snapchef directly by either clicking the phone in the upper right hand corner of the home screen, or
- From the home screen, click the menu button in the upper left hand corner and click "Call Snapchef"