A Team Member’s Guide to Woven

# The Basics

Woven is an online tool that we will use to:

* Communicate within our teams and with individuals
* Assign and complete tasks
* Manage time-off requests, missed shifts, and weekly availabilities
* Learn more about company policies
* Reference step-by-step instructions for how to complete tasks
* Identify team members who have specialized skills
* Find links to the most frequently visited websites used for work.

Everyone will get a Woven account username and password. Access Woven on your desktop by visiting <https://app.woven.team/Login> or download the Woven phone app:

* Download on Android: <https://play.google.com/store/apps/details?id=com.lumarc.woven>
* Download on iOS: <https://itunes.apple.com/us/app/woventeam/id1452397439>

Currently, the Woven phone apps only have announcements, direct messaging, and team conversations. It will soon have additional features.

There are four main areas to Woven: your **Home Page**, **Direct Messages**, the **Team Hub**, and the **Knowledge Base**.

# Home Page

Your Woven **Home** page gives you a set of **Quick Actions** and shows your **Announcements** and assigned **Tasks**.



# Direct Messages

Click on the **Direct Message** icon in the upper right-hand corner to
start a conversation with one of your team members – no need to
exchange phone numbers!

# Team Hub

Your **Team Hub** section appears in the upper left-hand corner. Use
Team Hub to communicate with your team(s) and review tasks
assigned to you and your fellow teammates.

If you are a member of multiple teams, you’ll need to toggle between
your teams using the team drop-down menu located at the top of each
team hub page.



# Knowledge Base

Your **Knowledge Base** section appears in the upper

right-hand corner. Use this section’s options to:

* Learn more about company rules (**Employee
Manual & Policies**)
* Reference step-by-step instructions for how to
complete tasks (**Operating Procedures**)
* Identify team members who have specialized
skills (**Team Member Finder**)
* Find links to the most frequently visited
websites used for work (**External Links**)

# Rules

The following rules will take effect on MM/DD/YYYY:

* Team members must log into Woven daily excluding the non-working days
* Team members must message managers via Direct Message in Woven. Managers will not respond to text messages.
* Team members must submit time-off requests through Woven.
* If a team member must miss their shift because they are ill, injured, etc., the team member must notify managers through Woven (click the “Missing a Shift” option from your Home page).