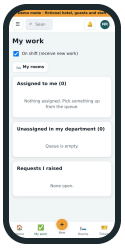
Your first day with ExpTix

Sign in, set up your phone, learn 3 rules

One-page sheet | For: All staff



Sign in

1. 🌐 Open the ExpTix address your manager gave you.
2. 🔑 Type your username and password.
3. 🆕 Pick a new password. 12 characters or more. A short sentence works: “Blue canoe on the lake”.
4. 🤷 Never share your password.

Put it on your phone

- 🍎 **iPhone:** open it in Safari. Tap Share. Tap **Add to Home Screen**.
- 🤖 **Android:** open it in Chrome. Tap ⋮. Tap **Install app** or **Add to Home screen**.

Then open ExpTix from the new icon. Tap **My account**. Tap **Enable push alerts**. Tap **Send a test**. 📳

The 3 golden rules

1. 👀 **See it, log it.** Tap **+ New**.
2. ▶️ **Tap when you start and finish. Start**, then **Resolve**.
3. ✍️ **Write one line.** “Replaced the bulb.”

Every shift

1. 🟢 Open **My work**. Tick **On shift**.
2. 🔔 Red number on the bell? Something new for you. Tap it.
3. 😴 Going home? Untick **On shift**.

Ask for help

- 🙋 Ask your supervisor first.
- 📘 Tap ☰, then **How-to guide**.
- 🚨 Fire or danger? Call 911 first.

Why this helps you: nothing to remember, nobody chasing you, and your name is on your good work.