

Switching DEPUTY Accounts within your Web Browser

1. Select 'Switch Business' via the tab in the right hand corner of your browser

Hearth Support Support Services Me News Feed	Tasks Locations	People Sched	lule Timesheets	Reports	(💛 He	elp + 🔇	BB Hello, Brian B 🗸		
DD	Dashboard			BRAIN B & My Profile						
BB	Calendar	Calendar						My Account See an overview of your account, edit your profile and manage billing.		
Brian B No scheduled shifts	< 24 Aug - 30	Aug - 30 Aug - Aug - 30 Aug - Aug -						HEARTH SUPPORT SERVICES		
Start Shift	Weekly Total : 0.00 H	Weekly Total : 0.00 Hours Mon 24 Aug Thu 27 Aug Fri 28 Aug Wed 26 Aug Thu 27 Aug Fri 28 Aug				Sat 29 A	Switch Business			
	Unscheduled Unsche			Unpublished Unpublished	Unpublished		Global Settings Love Deputy?			
		Unscheduled	d Unpublished			Unp	If you know someone else who might love it too it could be worth \$100!			
								Log Out		

2. Select 'Hearth Enterprise'

Hearth Support Services Me News Feed	d Tasks Locations	People Schedu	le Timesheets -	Reports		🎔 Help 🗸 🔇	BB Hello, Brian B 🗸		
	Dashhas	Sw	itch Business	\$	<				
BB	Dashboa	 Hearth Support S 	ervices						
	Calendar	Calendar 🛍 Hearth Enterprise							
Brian B	< 24 Aug				equest Time Off				
No scheduled shifts	Weekly Total : 0			Done	<u>.</u>				
Start Shift	Mon 24 Aug	Tue 25 Aug	Wed 26 Aug	Thu 27 Aug	Fri 28 Aug	Sat 29 Aug	Sun 30 Aug		
	Unscheduled	Unscheduled	Unpublished	Unpublished	Unpublished	Unpublished	Unpublished		

3. View your Schedule and Approve Timesheets as usual

Hearth Me News Feed	Tasks Locations Pe	ople Schedule	Timesheets - Rep	orts Enterprise			٩	Help - 🧯	BB Hello, Brian B 🗸		
PP	Dashboard						2 •				
DD	Calendar	Calendar						•			
Brian B No scheduled shifts	State of the st										
Start Shift	Weekly Total : 0.00 Hours	Weekly Total : 0.00 Hours Mon 31 Aug Tue 01 Sep Wed 02 Sep Thu 03 Sep Fri 04 Sep Sat 05 Sep 1									
	Unpublished	Unpublished	Unpublished	Unpublished	Unpublished	Unpublished	Unpublished				