

Manual opdrachtgevers

Resetting your password

If you forgot your password, you can reset it:

1. Click the "wachtwoord vergeten"-link (which means: forgot password) on the login screen;
2. Fill in your email address;
3. Go to the inbox of this email address and click the link in the email from ishipit;
4. Fill in the same email address in the webpage and set a new password;
5. Log in to <https://portal.ishipit.nl> again

Finding shippers / managing shifts

You get shippers by creating and publishing shifts.

All shippers who work in your region and are not scheduled for another shift at the same time will immediately receive an invitation on their phones and can respond to it via the "ishipit shipper" app.

Who is a shipper?

A "shipper" is a person of at least 16 years old who has registered with ishipit as a delivery person and whose ID, account no., and age have been checked. The name you see at ishipit comes from his ID and you can always ask this person to identify himself. We also strongly recommend this to prevent anyone from working under someone else's name.

What is a shift?

A shift has a specific time when a delivery person must be at your location and deliver only for you. It must be a minimum of 15 minutes and increment in 15-minute intervals. Planning every 15 minutes prevents discussions over a few minutes. Our experience shows that shippers are not available for shifts shorter than 1 hour.

Manual opdrachtgevers

Planning shifts

You can schedule shifts via your ishipit portal. It is currently best to do this on a large screen and not on your mobile. A tablet can also be used.

1. Go to <https://portal.ishipit.nl/shifts-list> and click the "Plan shift" button in the top right corner or click anywhere on the box of a day in the monthly or weekly calendar.

Month calendar

Maandag	Dinsdag	Woensdag	Donderdag	Vrijdag	Zaterdag	Zondag
1 juni	2	3	4	5	6 17:00 - 20:00 Achmea	7
8	9	10	11	12	13 12:00 - 14:00 Nog 1 16:00 - 19:00	14
15	16	17	18	19	20 22:00 - 01:00 Jesse	21
22	23	24	25	26 17:30 - 20:30 Concept	27 17:00 - 20:00 Jesse	28
29	30	1 juli	2	3	4	5

Week calendar

ma. 6 apr.	di. 7 apr.	wo. 8 apr.	do. 9 apr.	vr. 10 apr.	za. 11 apr.	zo. 12 apr.
17:00 - 20:00 Jesper De Blaauw	23:00 - 01:00 Daan Jansen		17:00 - 20:00 Lutje De Vries	17:00 - 20:00 Concept	17:00 - 20:00 Geanneld	17:30 - 20:30 Achmed Harwishi
	17:30 - 20:30 Achmed Harwishi	08:00 - 10:30 Achmed Harwishi		17:00 - 20:00 Erma Jansen		
		17:00 - 20:00 Jesper De Blaauw				
		17:30 - 20:30 Daan Jansen				

A new shift **MUST** be in the future, therefore you should not click on squares in the past to create a new shift!

Manual opdrachtgevers

2. You will see the “Plan shift”-screen.

Plan shift

Shipper selectiemethode *

First come - first serve: eerst favoriete shippers en daarna naar overige shippers (ishipit fee €1,75 per uur) [meer info](#)

Best Value: eerst favoriete shippers en daarna naar overige shippers o.b.v laagste naar hoogste shipper vergoeding (ishipit fee €2,75 per uur) [meer info](#)

Manual: jij selecteert zelf de shipper (ishipit fee €2,25 per uur) [meer info](#)

Startdatum* Van* Einddatum* Tot*

02/05/2020 17:00 02/05/2020 20:00

Bezorgen met *

Scooter

e-bike

Vergoeding p/uu *

€4,30 - €13,50 /u excl. BTW Toon vergoedingen per uur ▼

Shift publiceren Opslaan als concept Annuleren

- a. Choose one of the shipper selection methods. You can read more about them by clicking on the “meer info” links. There are three selection methods:
1. **First come – first serve:** with this option, your favorites will be invited first after the publication of the shift, the rest will receive it an hour later. The first shipper to apply is automatically approved by the system and assigned the shift. The costs you will make for this service are the hourly rate of the shipper (from € 4.80 per hour) and the ishipitfee, amounting to € 1.95 per hour.
 2. **Best value:** again, your favorites will be the first to receive the shift here. After an hour, the shift is also published to other shippers but to the youngest shippers (16 year old), then the 17-year-olds, and so on, until a shipper accepts this shift. The costs are the hourly rate of the shipper (from € 4.80 per hour) and the ishipit fee, which is € 2.50 per hour.
 3. **Manual:** with the selection method “manual” all shippers receive the shift immediately after publication. Everyone who signs up for this shift will be presented to you in an overview, which you can consult by clicking on the shift. Here you will see an overview of all applicants of their age, from which you have to choose who you want to have work for you. Note: if you do not approve a shipper before the shift, no one will get it on his / her name and, therefore, no one will come. The costs are: the hourly rate of the shipper (from € 4.80 per hour) and the ishipitfee: € 2.75
- b. Choose the correct date and times. You can plan in increments of 15 minutes to avoid discussions over minutes.
- c. Choose at least one means of transport that you can offer to the shipper. The shipper will choose a mode of transport and shift data shows what is expected of him/her. An official option to hire a shipper with its means of transport via ishipit will come later in 2020.
- d. If necessary, increase the minimum age-specific rates. We use minimum mandatory hourly rates. The hourly rate is the minimum wage times 1.4. Shippers do IB (income tax) declarations themselves and could otherwise fall below the minimum, besides, you have no employer costs.
- e. Double-check all shift data before publishing the shift. Be aware of all settings because you can not adjust them after a shipper is selected. However, you may cancel the shift completely if there is something wrong. After the shift, you can adjust the times if the shipper worked more or less than planned.

Manual opdrachtgevers

- f. You can also save a shift as Concept if you do not want to invite shippers yet. This can be useful if you want to create many shifts in the distant future at once. However, you should not forget to publish Concept shifts yourself. The system does not do this automatically.
- g. You can publish the shift by clicking the "Publiceer shift" button. A push message will be sent immediately to the appropriate available shippers in your region. If you choose the "1st come - 1st serve" or "Best Value" selection method, your favorite shippers will immediately receive the invitation and the rest according to the algorithm of the selected selection method.

Tips:

- Publish shifts when shippers look at their phones - not during lessons/lectures or early hours;
- Publish earlier than other clients: after all, your favorite will probably also be preferred by a colleague;
- Do not publish at the last minute;
- Offer interesting rates;
- Do not make a shift too short or too long: the favorite length is around 3 o'clock.

Changing shift data

Until someone responds to shift, you can change the times or increase rates. That can help attract shippers.

Once a shipper is selected, you can no longer change the shift. After the shift, you can adjust the times if more or less has been worked. So you can contact the shipper and arrange it mutually.

You may cancel the shift completely. The selected shipper will be informed about this via a push message and will see the adjusted status of this shift. This is free for you for now.

Canceling a shift

You may cancel a shift, free of charge, before the start. The selected shipper will be informed about this via a push message and will see the adjusted status of this shift. We advise to use this as little as possible because shippers will be less happy to work for you. It is better to, for example, allocate 1 or 2 hours and pay after the shift has ended after the shipper fills in his hours if a shift has to be canceled by you at the last minute.

Manual opdrachtgevers

The selected shipper cancels

The shippers can always cancel a shift via their app. Shippers must always pay a fine, the amount depending on the time of cancellation:

1. > 24 hours before start shift => fine <€ 1 paid in ishipit
2. < 24 hours before start shift => fine € 10 (excl. VAT/transaction costs), will be paid to you
3. < 1 hour before start shift => fine of € 25 (excl. VAT/transaction costs), will be paid to you
4. "no-show" (= no show) => same as with <1 hour before start shift cancellation

The fines are paid to your account via "Stichting Online Betalen" the next day. If you get two cancellations in one day, paid by shippers, you will receive a total amount of both fines in your account the next day.

Do you think the fines are too high or too low? Let ishipit know.

The shipper doesn't come (no-show)

You must let the system know if a shipper does not come. This is possible from 1 hour before the start of the shift. Pay attention! The shipper is informed of this, immediately blocked, and has to pay a hefty fine to have his / her account reactivated.

Only use this if you are 100% sure that the shipper is not coming.

1. Go to the shift data by clicking on the shift in the calendar, or on the list of upcoming shifts.

The screenshot shows the 'Shift gepubliceerd - bezorger geselecteerd' screen. At the top, there's a blue header with a back arrow and the text 'Shift gepubliceerd - bezorger geselecteerd'. Below that, the shift details are shown: 'Shift do 30 apr. 16:15 - 18:00' with two 'Shift dupliceren' buttons. Below the shift details, it says 'Begint in 31 min. Opzegtermijn 24 uur. Selectiemethode: Manual'. There are two tabs: 'Bezorger' (selected) and 'Shift gegevens'. Below the tabs is a table with columns: 'Aangemeld', 'Naam', 'Tel. nummer', 'Vergoeding p/u', and 'Favoriet ja/nee'. The table has one row: 'do 30 apr. 15:44', 'Jasp er d e Vries', '061234 5678', '€5,00/u', and 'Favoriet ja/nee'. To the right of the table, there are two buttons: 'Verwijder als fav.' and 'Komt niet'. A yellow arrow points to the 'Komt niet' button.

2. Go to page "Bezorger" within the shift. As soon as the button "Komt niet" appears next to the shipper's name, you can start the no-show procedure. Don't see your button yet? Then the shift starts later than 1 hour from now (don't forget to reload the page).
3. You will be warned about the consequences of this promotion before it becomes final. If you still agree, the shift will be canceled due to no show.
4. The shift in question is immediately reopened for other shippers to accept. The selection method that was previously selected remains. This means that a shipper will have to be selected again in the case of a manual shift.

Until the shipper has paid the fine, (s)he will be blocked from ishipit and may not accept new shifts. If a shipper does not pay, his/her account will remain blocked.

Manual opdrachtgevers

Blacklisting

If a shipper is so displeasing that you no longer want to see him/her as a shipper in your company, you can add him/her to the blacklist. To do this, go to the shift data by clicking on a shift that is in the past. This will then include the option to exclude a shipper for future services; thus, adding it to the blacklist.

Insight in your shifts

1. Go to <https://portal.ishipit.nl/shifts-list> and choose month calendar, week calendar, or the list to show existing shifts.
2. Click the box of the shift in the calendar, or on the row in the list.

Create shifts faster by duplicating an existing shift

An even faster way of creating a shift with comparable data to an existing shift is to duplicate this shift. You can start in two ways: by clicking the "Dupliceer" icon in the shift row from the list, or by opening a shift and clicking the "Dupliceer" button at the top of the shift page.

All data from the duplicated shift is included - the selection method, date, time, and hourly rates by age. Pay attention! Until you click on one of the buttons - "Publiceer Shift" or "Opslaan als Concept" - the shift is not duplicated. You can also cancel this action before creating a copy.

Create multiple new shifts by duplicating multiple existing shifts

Do you have similar shifts week after week? Then you can quickly create a new week with several new shifts by choosing a shift from (part of) an existing week.

Go to the weekly calendar and click on the button "Dupliceer week"

The screenshot shows the 'Mijn shifts' interface in the Ishipit portal. The top navigation bar includes 'Mijn shifts', a calendar icon, a list icon, and a 'Opnieuw laden' button. A 'Plan shift' button is in the top right. Below the navigation, there are navigation arrows, the current week 'Week 15. 6 Apr. - 12 Apr.', and a 'Deze week' button. On the right, there are buttons for 'Alle concept shifts publiceren' and 'Week dupliceren', with a yellow arrow pointing to the latter. The main area is a weekly calendar grid with columns for each day from Monday to Sunday. Shifts are represented as colored blocks with time ranges and shipper names. For example, on Monday (ma. 6 apr.), there is a shift from 17:00-20:00 by Jasper De Buur. On Tuesday (di. 7 apr.), there is a shift from 23:00-01:00 by Daan Jansen and another from 17:30-20:30 by Achmed Harwishi. On Wednesday (wo. 8 apr.), there are shifts from 08:00-10:30 by Achmed Harwishi, 17:00-20:00 by Jasper De Buur, and 17:30-21:00 by Daan Jansen. On Thursday (do. 9 apr.), there is a shift from 17:00-20:00 by Lucas de Vries. On Friday (vr. 10 apr.), there is a shift from 17:00-20:00 by Emma Janssen. On Saturday (za. 11 apr.), there is a 'Gecanceeld' (Cancelled) shift from 17:00-20:00. On Sunday (zo. 12 apr.), there is a shift from 17:30-20:30 by Achmed Harwishi.

Manual opdrachtgevers

1. Choose the correct week to duplicate shifts from;
2. All shifts of the original week are made ready for you to duplicate; you can check shifts off that you do not want to duplicate;
3. Click on "Aanmaken als CONCEPT shifts". The new shifts are created as a draft, so not visible to the shippers. That way you can also adjust individual shifts before publishing.



← Terug **Dupliceer week van shifts naar een andere week**

Van: week 16. 13 apr. 2020 — 19 apr. 2020 → Naar Week 18. 27 apr. 2020 - 3 mei 2020

<input type="checkbox"/>	Shift dag v.d. week en tijd	Selectie methode	Shipper vergoeding p/u
<input checked="" type="checkbox"/>	di 16:00 - 20:00	First come - first serve	€4,30 - €12,50
<input checked="" type="checkbox"/>	di 17:00 - 20:00	First come - first serve	€4,30 - €12,50
<input checked="" type="checkbox"/>	wo 17:45 - 20:45	First come - first serve	€4,30 - €12,50
<input checked="" type="checkbox"/>	do 17:00 - 20:00	Manual	€4,30 - €12,50
<input checked="" type="checkbox"/>	vr 17:30 - 20:30	First come - first serve	€4,30 - €12,50
<input checked="" type="checkbox"/>	za 17:30 - 21:00	First come - first serve	€4,30 - €12,50

4. You can publish draft shifts per individual shift or publish all draft shifts in the week that are visible on your screen in the weekly calendar by clicking the button "Alle concept shifts publiceren".



ishipit **Mijn shifts**

< Week 15. 6 Apr. - 12 Apr. > Deze week

ma. 6 apr.	di. 7 apr.	wo. 8 apr.	do. 9 apr.	vr. 10 apr.	za. 11 apr.	zo. 12 apr.
17:00 - 20:00 Jasper De Buur	23:00 - 01:00 Daan Jansen			17:00 - 20:00 Concept	17:00 - 20:00 Concept	17:00 - 20:00 Concept
		17:00 - 20:00 Concept				

Select/approve a shipper from the candidates for a "Manual" selection shift

If you have created a shift with the selection method "Manual", you have to select a shipper yourself from the candidates who responded to this shift. Even if only one candidate has responded and the shift is about to begin, you must approve this candidate. If you don't, no one will get the shift and no one will deliver for you. So, pay attention! You must choose a shipper before the shift starts - approve it. Otherwise, the shift and registration will lapse and the shipper will not be paid!

Manual opdrachtgevers

Check the hours of the shipper, adjust and approve if necessary

A shipper has 48 hours to adjust his/her worked hours.

If he does nothing, the originally proposed hours will be passed on to you in this way. After this you have 48 hours to adjust those original hours to the actual hours.

That's how you do that:

1. Open the shift data. The shift must have the status "Shift completed - approve entered hours". You can quickly see that from its red color.



2. Go to the "Bezorger" sheet and click on the "Controleren" button next to the shipper's name.

Aangemeld	Naam	Tel. nummer	Vergoeding p/u	Favoriet ja/nee
do 30 apr. 15:44	Jasp er d e Vries	061234 5678	€5,00/u	♥ Verwijder als fav. Controleren

3. Check the information in the pop-up and adjust it, if necessary. If you now click on "Uren goedkeuren", the data is final and this shift will be settled next Monday.

Uren controleren, aanpassen en goedkeuren

Shipper: [redacted] Bezorgvestiging: [redacted]
Vergoeding voor shift: €7,25/u
[redacted]@gmail.com

Gewerkte uren:

3 00 m (oorspronkelijk gepland)
ma 27 apr. 17:00 - 20:00

3 15 m opgegeven door shipper (aanpassen of goedkeuren)
ma 27 apr. 17:00 - 20:15

Gewerkte uren aanpassen:

No-show (shipper kwam niet opdagen)

Startdatum* Van* Einddatum* Tot*

27/04/2020 17:15 27/04/2020 20:00

Totaal gewerkte uren: 2 u 45 m
Goedkeuring is bindend. Eventuele disputen over gewerkte uren dienen onderling te worden opgelost en kunnen niet achteraf worden aangepast.

Uren goedkeuren **Annuleren**

Manual opdrachtgevers

All those hours (the original, completed by the shipper and approved by you) are stored in the system and visible to the shipper and you. Do not abuse your power. Are you not doing anything within 48 hours after the shipper's hours have been submitted? Then the system will approve the original hours of the shift. In short, if you and the shipper do nothing, the original hours will still be approved by the system 96 hours after the shift has ended and payment for the hours will be made by direct debit.

If the shipper adjusts the hours, you have more time to check his hours: 72 hours. Shippers can adjust hours per minute via their Android phones (specification of the mobile). Our system can calculate the total amount per minute, so if you find the adjustment of the shipper right, leave it like this and do not adjust it per 15 minutes. If you do nothing, the system will approve the original hours of the shift and thus ignore hours entered by the shipper. So you are always in control! In short, if the shipper does adjust the hours, but you do nothing, the original hours after 120 hours after the end of the shift will still be approved by the system and the hours will be paid for by direct debit.

Pay for shifts - to shippers and ishipit fee

Payments are made automatically via direct debit. The total amount will be debited from your account on Mondays for all shifts approved by you or by the system in the past week (Monday 00:00 - Sunday 23:59). This happens sometime after midnight on Mondays. Make sure there is enough money in your account! After that, the rules of business direct debit apply. Following the rules, the receiving parties - the shippers and ishipit - are only paid the following week. So make sure you approve the shifts from Wednesday to Sunday evening, so that they can be taken on time. Are you late with approval until the end of Sunday? Then the shifts are included the following week. This is not a problem, only the administration becomes more difficult for everyone to follow and the shippers have to wait a whole week longer.

Direct debit failed

This can have multiple reasons:

1. The amount to be collected is higher than the limit that you have set with your bank for the automatic collection by Stichting Online Betalen;
2. You have withdrawn your permission for digital direct debit mandates by Stichting Online Betalen;
3. A technical problem has occurred;
4. There was a balance shortage at the time of the direct debit.

Note: shippers only get paid after the amounts owed have been collected.

If the direct debit is not successful due to one of the first three reasons, see the screen below (see image on the next page) and we will send you an e-mail to inform you about this. So if the fourth reason is the case, you won't see this screen.

You need to give permission again for digital direct debit mandates (by Online Betaalplatform). Do not forget to check whether the limit you set yourself is not too low (you can check this in your banking environment).

Manual opdrachtgevers

The screenshot shows the ishipit portal interface. On the left is a dark sidebar with the ishipit logo and navigation icons for FEBO, Shifts, Facturen, and Shippers. The main content area has a yellow background with a red heading: "Doorlopende Incasso Machtiging ingetrokken (door jouw bank)". Below this, the text explains that the direct debit mandate has been withdrawn and provides instructions on how to set it up again, including a warning about account blocking if not done within 7 days. A blue button labeled "B2B issuer simulation" is visible. At the bottom of the page, there is a navigation bar with "Mijn shifts", a calendar icon, a "7" icon, a list icon, an "Opnieuw laden" button, and a "Plan shift" button. Below the navigation bar, there are date selectors for "Mei - Juni 2020" and "Deze maand".

1. You will see a message above each page with an explanation to grant a new authorization;
2. Choose your business bank;
3. Go to your online banking environment and give permission (and don't forget to check your limit);
4. When you return to the ishipit portal, "refresh" the page. You should no longer see this notification if you have successfully granted permission.

Important:

It is not possible to make a second attempt at collection. Regardless of the previous reason, the only option in this situation is to pay with iDEAL:

Every Monday, Online Payment Platform will try to collect the hours (and corresponding amounts) approved in the previous week.

After no more than four days (i.e. every Thursday or Friday) we will show whether or not the collection has been successful.

If a direct debit is unsuccessful, a red bar appears on the relevant direct debit "batch" on Thursday or Friday (see image below) that you must pay via iDEAL. This overview can be found under "Invoices" → "Collections"

Please make this payment by return (by Friday at the latest), so that shippers can be paid without further delay.

Note: direct debit always remains the preferred (and easiest) payment method

If you are often requested permission for digital direct debit mandates (without technical faults as a result) or if permission for digital direct debit mandates is not received for too long, we can block an account. This also applies if a direct debit is unsuccessful and the direct debit batch has not yet been paid with iDEAL.

The platform only functions properly if shippers are paid on time.

Manual opdrachtgevers

Facturen en incasso's			
Incasso's	Facturen (ontvangen)	Facturen (verstuurd)	
Geïncasseerde bedragen (+ bijbehorende facturen)			
11 May 2020	€117,67	Kenmerk: mtr_c2ff3	Details tonen
04 May 2020	€166,07	Kenmerk: mtr_a69778	Details tonen
20 April 2020	€112,15	Kenmerk: mtr_969bf2a	Incasso mislukt. Betaal hier met IDEAL. Details tonen

Note: direct debit always remains the preferred (and easiest) payment method

If you are often requested permission for digital direct debit mandates (without technical faults as a result) or if permission for digital direct debit mandates is not received for too long, we can block an account. This also applies if a direct debit is unsuccessful and the direct debit batch has not yet been paid with IDEAL.

The platform only functions properly if shippers are paid on time.

Manual opdrachtgevers

Invoices

Ishipit creates invoices for the shifts on behalf of the shippers and also creates its invoices for the ishipit fees. Invoices for the shifts approved last week (Monday 00:00 - Sunday 23:59) will be created by the system on Monday and offered on your ishipit portal, <https://portal.ishipit.nl/invoices-list>.

You will find invoices to you under the bookmark "Invoices (received)" and invoices from you - for the fines - under the bookmark "Invoices (sent)". You can download the PDF file by clicking the "Download" link.

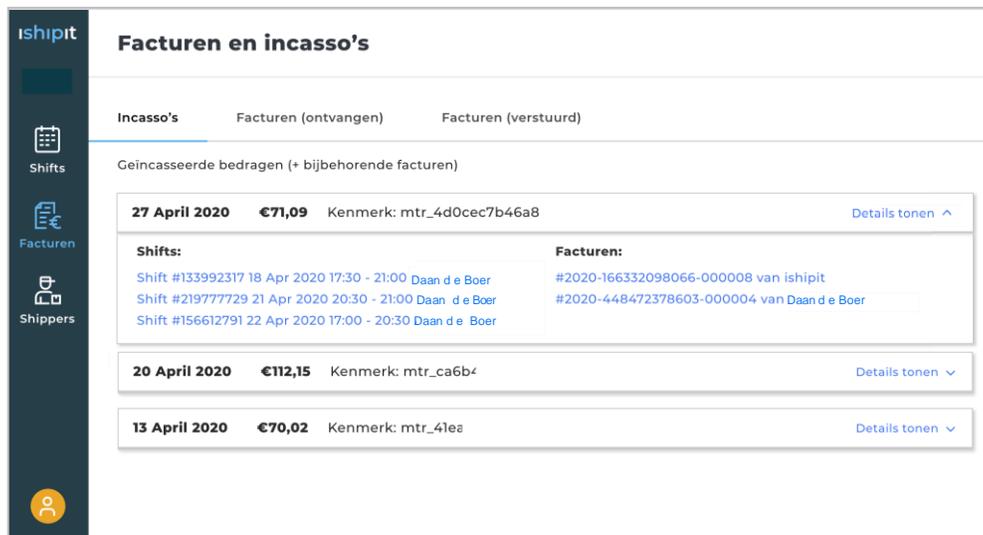
See to which direct debit which shifts and invoices belong

In Invoices > Direct Debits you can see the unique ID for each direct debit and the date that the money was debited from your account.



Facturen en incasso's			
Incasso's	Facturen (ontvangen)	Facturen (verstuurd)	
Geincasseerde bedragen (+ bijbehorende facturen)			
27 April 2020	€71,09	Kenmerk: mtr_4d0c	Details tonen
20 April 2020	€112,15	Kenmerk: mtr_ca6b4	Details tonen
13 April 2020	€70,02	Kenmerk: mtr_41ea	Details tonen

You can also view the related shifts and invoices behind each collection line:



Facturen en incasso's			
Incasso's	Facturen (ontvangen)	Facturen (verstuurd)	
Geincasseerde bedragen (+ bijbehorende facturen)			
27 April 2020	€71,09	Kenmerk: mtr_4d0cec7b46a8	Details tonen
Shifts:		Facturen:	
Shift #133992317 18 Apr 2020 17:30 - 21:00 Daan d e Boer		#2020-166332098066-000008 van ishipit	
Shift #219777729 21 Apr 2020 20:30 - 21:00 Daan d e Boer		#2020-448472378603-000004 van Daan d e Boer	
Shift #156612791 22 Apr 2020 17:00 - 20:30 Daan d e Boer			
20 April 2020	€112,15	Kenmerk: mtr_ca6b4	Details tonen
13 April 2020	€70,02	Kenmerk: mtr_41ea	Details tonen

Manual opdrachtgevers

See what you are paid for (fines)

If you ever receive payment yourself, for example for a fine from the shipper, you will **soon** be able to link the bank statement, the relevant shift, and the shipper (s).

Ishipit already has insight into this through its internal systems. So if you want to know which payment belongs to, send an email from an email address that is known to ishipit with all the relevant details (e.g. the payment reference, the amount and date, or the shift date and time and the name of the shipper) and we will look it up for you.

Favorite shippers

As soon as someone signs up as a candidate or becomes a shipper for a shift, you can add that person as a Favorite from the 'shift data' > 'Delivery' tab. Favorites are given priority when invited to the shifts with selection methods "first come - first serve" and "Best Value". We, therefore, recommend adding good shippers to your favorites as soon as possible. You can find your Favorites in <https://portal.ishipit.nl/shippers>. You can always remove a Favorite shipper from your favorites.

Company details

Insight

We are still working hard to give you insight into the company data that is known to ishipit.

Changing

Do you notice that there is something wrong with your invoice? Has anything changed? Please contact ishipit via the main user's email address. We will ask you to identify yourself to ensure that the correct person is requesting the change.

Quitting ishipit

You don't pay anything if you don't use ishipit services - it's not a subscription. So if you don't want to use ishipit to arrange shippers, you don't plan shifts. You can come back at any time without the registration procedure. Is your company stopping? Let ishipit know and we will clean up all data after a while. We are obliged to keep some information (such as invoices) for the tax authorities for several years.

Using the portal on a mobile device

Our web portal technically works on your mobile, but the interface is not yet optimized for use on a small screen. Do you need to do something quickly on your phone? We advise you to keep your screen horizontal and to view the shifts, not via the monthly calendar but the list. We are working on improving the mobile user interface and will inform you when the time comes.