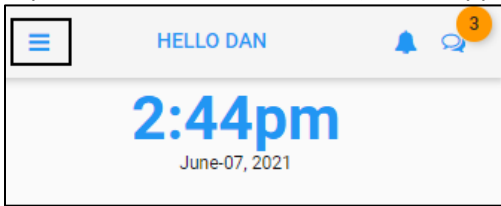


You can maintain your personal information by uploading or removing your photo, updating your primary and secondary phone number and email address, specifying your communication preferences, and specify your availability for the shift arrangement by defining rotations.

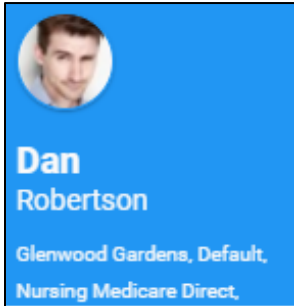
## Access Your Personal Information

To access your personal information:

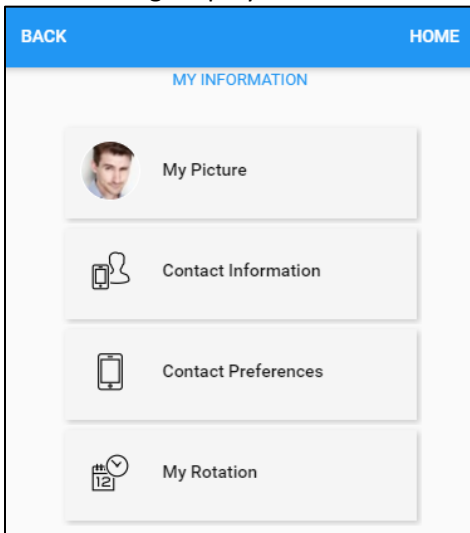
1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.



2. Tap the employee name.



3. The following employee information is available on the **MY INFORMATION** screen.

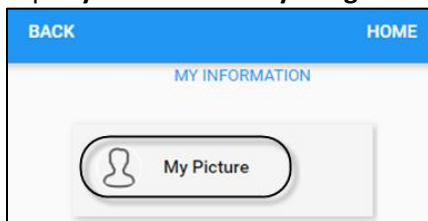


- My Picture. See *Upload Your Picture* on page 2 and *Remove Your Picture* on page 3 on how to upload or remove your picture.
- Contact Information. See *Maintain Your Phone Number and Email* on page 4 on how to update your phone number and email address.
- Contact Preferences. See *Maintain Communication Preferences* on page 4 on how to specify the communication preferences.
- My Rotation. See *Define Your Rotation* on page 6 on how to specify your availability for the shift arrangement by defining rotations.

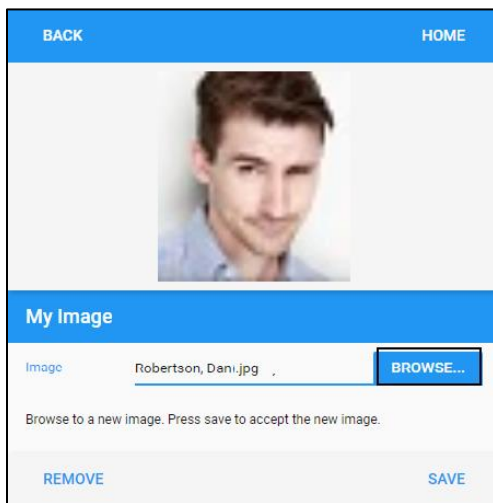
## Upload Your Picture

To upload your picture:

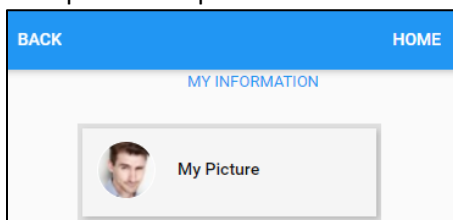
1. Tap **My Picture**. The **My Image** screen is displayed.



2. Tap the **BROWSE** button to locate your picture, then tap **SAVE**.



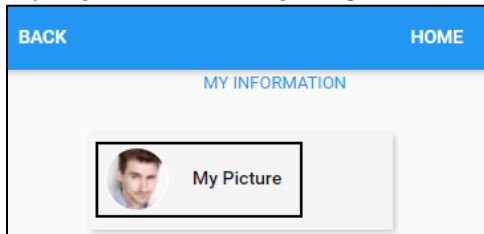
3. Your picture is uploaded.



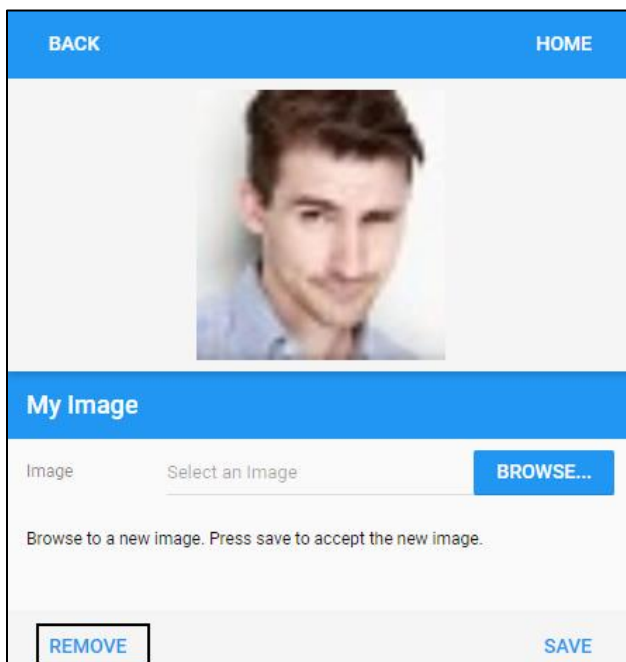
## Remove Your Picture

To remove your picture:

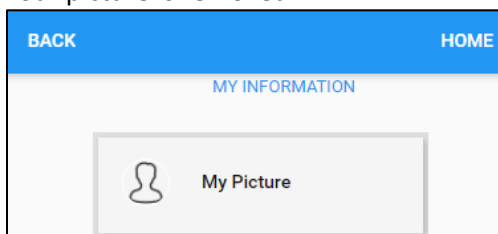
1. Tap **My Picture**. The **My Image** screen is displayed.



2. Tap **Remove**.



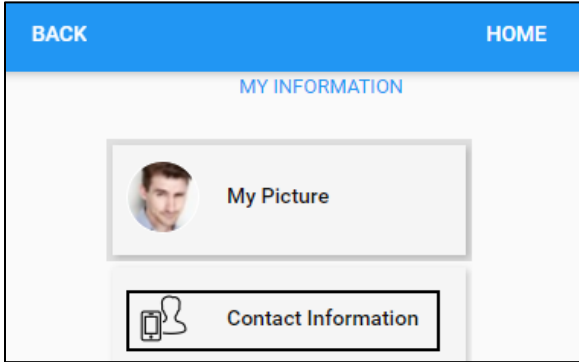
3. Your picture is removed.



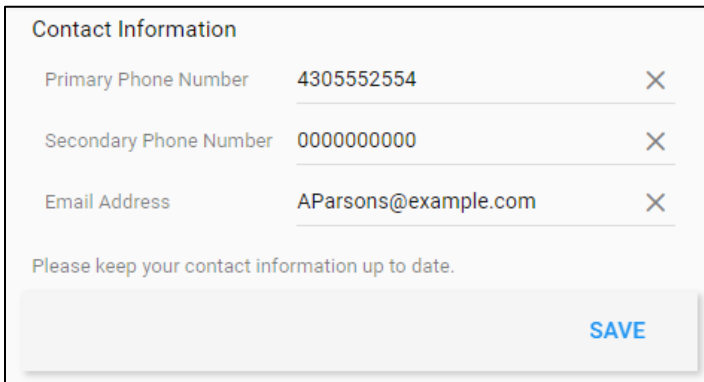
## Maintain Your Phone Number and Email Address

It is essential to keep your contact information up to date to receive notifications. To access your phone number and/or email address:

1. Tap **Contact Information**. The **Contact Information** screen is displayed.



2. Update your primary phone number, alternative phone number, and email address to ensure they are up to date. Tap **SAVE**.

A screenshot of a 'Contact Information' form. The title 'Contact Information' is at the top. Below it are three rows, each with a label, a text input field, and a delete icon (an 'X'). The first row is 'Primary Phone Number' with the value '4305552554'. The second row is 'Secondary Phone Number' with the value '0000000000'. The third row is 'Email Address' with the value 'AParsons@example.com'. Below the form, there is a light gray bar with the text 'Please keep your contact information up to date.' and a blue 'SAVE' button on the right.

3. Your contact information is updated.

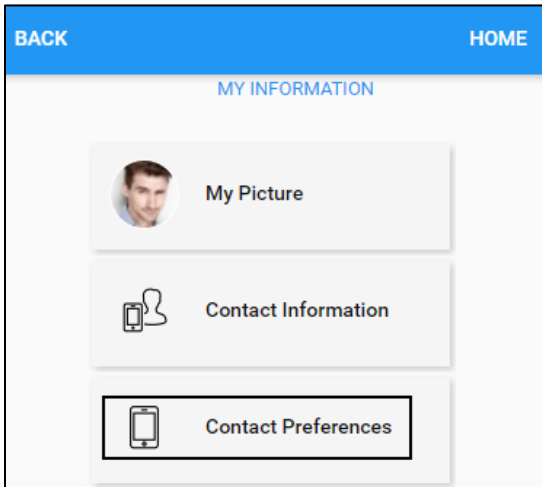
## Maintain Communication Preferences

Employees can receive the text messages and email notifications with the contents of each message based on the Text Notifications and Email Notifications selection in the Contact Preferences settings. When employees receive new messages, an orange balloon with a number, indicating the quantity of new messages is displayed

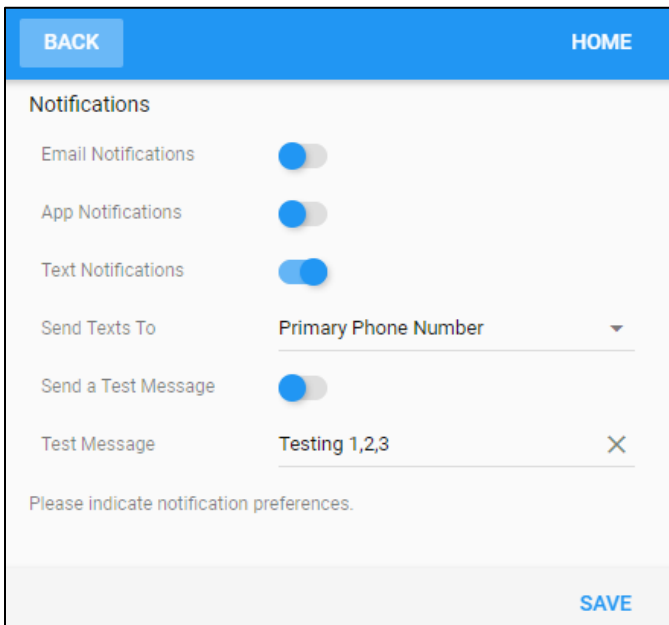
next to the conversation icon .

To specify the communication preferences:

1. Tap **Contact Preferences**. The **Notifications** screen is displayed.



2. Update your contact preferences based on the following settings. Moving a slider to the right turns a setting ON, whereas moving a slider to the left turns a setting OFF. Tap **SAVE**.



Property	Description
Email Notifications	Enable it to receive notifications via email.
App Notifications	Enable it to receive push notifications from an app for prompting immediate interaction. See a separate job aid called <i>Processing Application Messages</i> for App notifications.

Property	Description
Text Notifications	Enable it to receive SMS text notification.
Send Texts to	Specify which phone number, Primary Phone Number or Secondary Phone Number, to use for the text notification.
Send a Test Message	Enable it to send a message for testing purpose.
Test Message	Specify the test message to send if Send a Test Message is enabled.

**Note:** The employee’s email address and phone numbers are maintained in Contact Information. See *Maintain Your Phone Number and Email Address* on page 4.

3. Your Communication Preferences are updated.

## Define Your Rotation

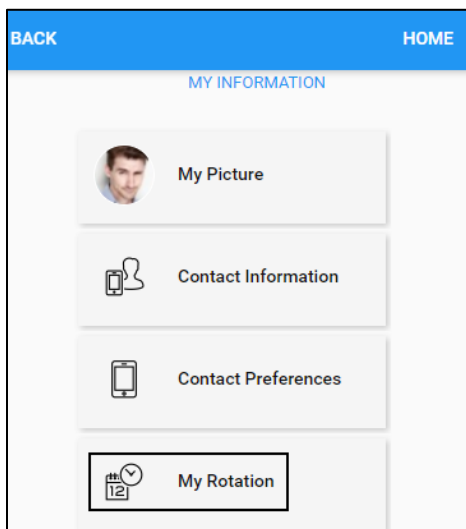
You can specify your availability for the shift arrangement by defining rotations. A rotation is the amount of days that you can set up your availability. Your supervisor can also specify your availability to override your settings.

**Note:** You can also indicate your daily availability in your calendar. See a separate job aid called *Understanding Your Calendar*.

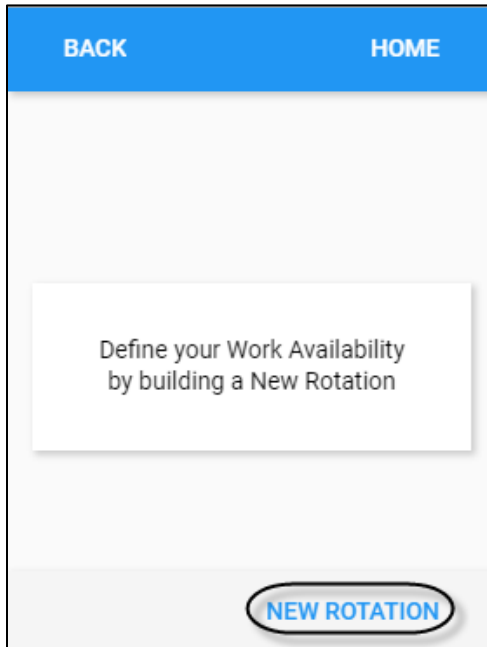
## Add a Rotation

To create a new rotation:

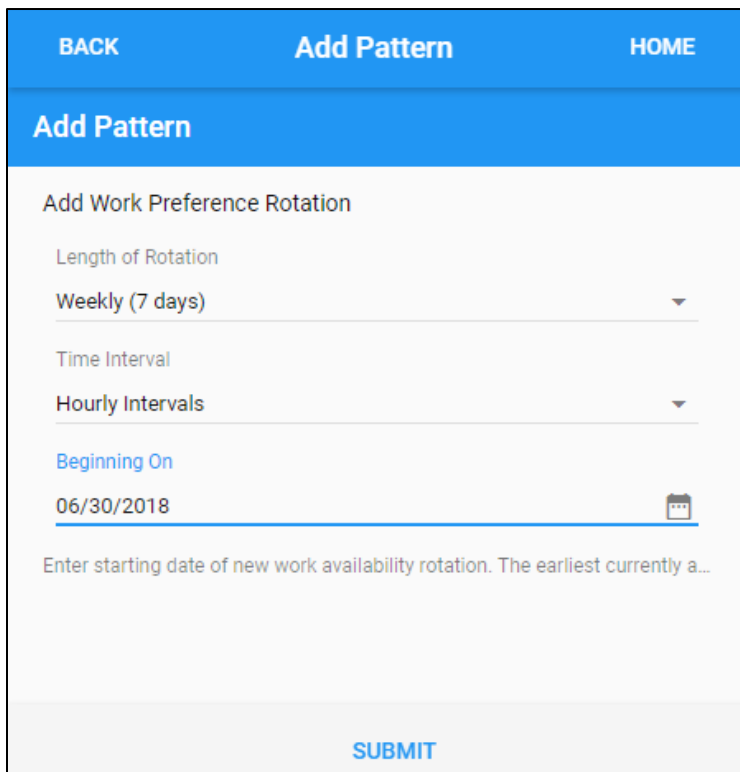
1. Tap **My Rotation**.

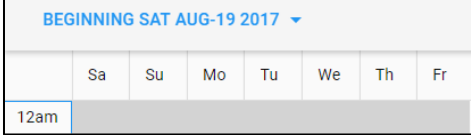
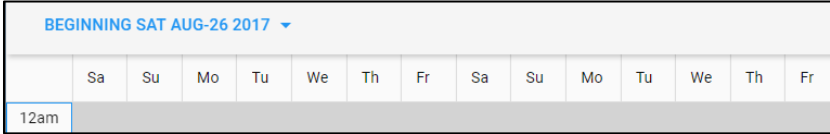
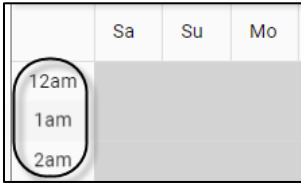
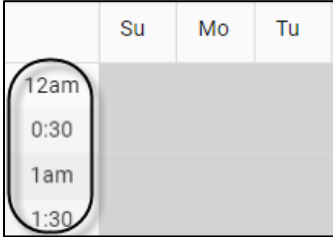
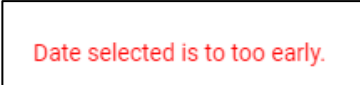


- If no rotation exists, the screen with the following instructions is displayed. Tap **NEW ROTATION**. The **Add Pattern** screen is displayed.



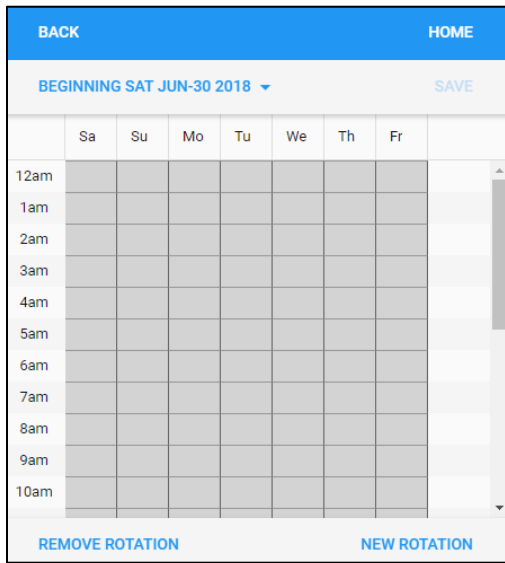
- Specify the following properties to add a rotation. Tap **SUBMIT**.



Property	Description
Length of Rotation	<p>The following options are available:</p> <ul style="list-style-type: none"> <li>Weekly (7 days). The employee can specify the shift rotation in seven-day increments.</li> </ul>  <ul style="list-style-type: none"> <li>Biweekly (14 days). The employee can specify the shift rotation in fourteen-day increments.</li> </ul> 
Time Interval	<p>The following options are available:</p> <ul style="list-style-type: none"> <li>Hourly Intervals. The employee can specify the shift rotation in hourly intervals.</li> </ul>  <ul style="list-style-type: none"> <li>Half-Hour Intervals. The employee can specify the availability in half hour interval.</li> </ul> 
Beginning On	<p>Select a starting date of the new shift rotation. The earliest date that can be selected is based on your system setting. If the selected date is too early, the following error message is displayed.</p> 

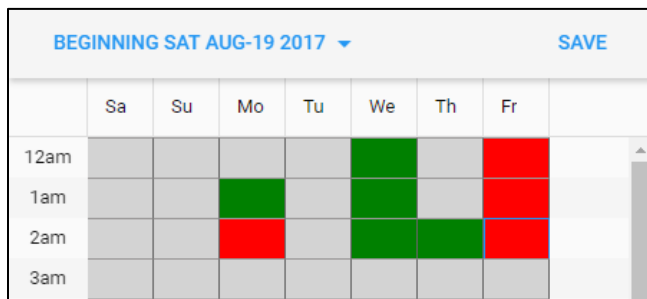


4. The following screen is displayed for specifying the availability of your rotation.

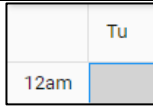
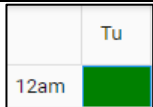
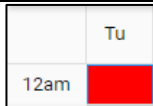


## Define the Availability

You can define the availability by touching boxes on the grid.



The following table describes the relationship between colored boxes and the employee availability.

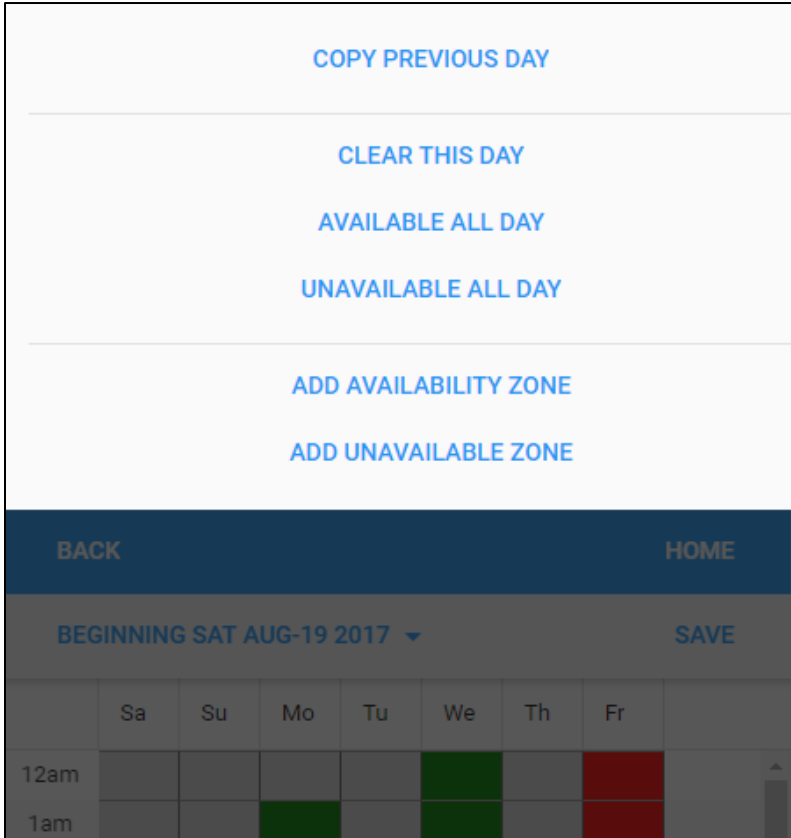
Color Scheme	Screenshot	Description
Grey		The availability of employee has not been specified. The box turns to green by touching the grey box.
Green		The available day and time slot of the employee. The box turns to red by touching the green box.
Red		The unavailable day and time slot of the employee. The box turns to grey by touching the red box.

You can also define their availability using the following operations:

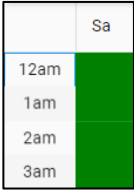
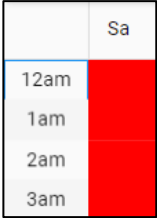
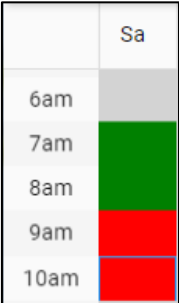
1. Tap a day of week on the header.



2. The following operations are available on the top of the screen:



Operation	Description
Copy Previous Day	The availability preferences of previous day are copied to the selected day. 
Clear This Day	The availability preferences of the selected day is removed.

Operation	Description												
Available All Day	<p>Set the employee is available all day in the selected day. Green colored blocks are displayed for the selected day.</p>  <table border="1" data-bbox="540 359 672 548"> <thead> <tr> <th></th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>12am</td> <td>Green</td> </tr> <tr> <td>1am</td> <td>Green</td> </tr> <tr> <td>2am</td> <td>Green</td> </tr> <tr> <td>3am</td> <td>Green</td> </tr> </tbody> </table>		Sa	12am	Green	1am	Green	2am	Green	3am	Green		
	Sa												
12am	Green												
1am	Green												
2am	Green												
3am	Green												
Unavailable All Day	<p>Set the employee is unavailable all day in the selected day. Red colored blocks are displayed for the selected day.</p>  <table border="1" data-bbox="540 678 695 894"> <thead> <tr> <th></th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>12am</td> <td>Red</td> </tr> <tr> <td>1am</td> <td>Red</td> </tr> <tr> <td>2am</td> <td>Red</td> </tr> <tr> <td>3am</td> <td>Red</td> </tr> </tbody> </table>		Sa	12am	Red	1am	Red	2am	Red	3am	Red		
	Sa												
12am	Red												
1am	Red												
2am	Red												
3am	Red												
Add Availability Zone	<p>Add Work Preference Period (green colored blocks) for the selected day by specifying the time period in the <b>From</b> and <b>To</b> fields.</p> <div data-bbox="540 1031 1078 1331" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Add Work Preference Period</p> <p>From <input type="text" value="7:00"/> <span>×</span></p> <p>To <input type="text" value="9:00"/> <span>×</span></p> <p>Encompass Whole Day <input type="checkbox"/></p> <p><small>Enter starting and ending times indicating your preference to work on this day.</small></p> <p style="text-align: center;"><b>SUBMIT</b></p> </div>  <table border="1" data-bbox="1109 1031 1286 1331"> <thead> <tr> <th></th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>6am</td> <td>Grey</td> </tr> <tr> <td>7am</td> <td>Green</td> </tr> <tr> <td>8am</td> <td>Green</td> </tr> <tr> <td>9am</td> <td>Red</td> </tr> <tr> <td>10am</td> <td>Red</td> </tr> </tbody> </table> <p>If <b>Encompass Whole Day</b> is enabled, the entire day is identified as available for this employee.</p>		Sa	6am	Grey	7am	Green	8am	Green	9am	Red	10am	Red
	Sa												
6am	Grey												
7am	Green												
8am	Green												
9am	Red												
10am	Red												

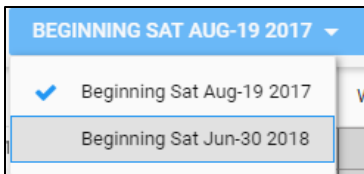
Operation	Description																
Add Unavailability Zone	<p>Add Unavailability Period (red colored blocks) for the selected day by specifying the time period in the <b>From</b> and <b>To</b> fields.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div data-bbox="540 359 1063 703" style="border: 1px solid black; padding: 5px;"> <p>Add Unavailability Period</p> <p>From <span style="float: right;">1:00</span> <span style="float: right;">✕</span></p> <p>To <span style="float: right;">6:00</span> <span style="float: right;">✕</span></p> <p>Encompass Whole Day <input type="checkbox"/></p> <p>Enter starting and ending times indicating your unavailability.</p> <p style="text-align: center; color: blue; font-weight: bold;">SUBMIT</p> </div> <div data-bbox="1117 359 1274 703" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 20px;"></th> <th style="width: 20px;">Sa</th> </tr> </thead> <tbody> <tr><td>12am</td><td style="background-color: #cccccc;"></td></tr> <tr><td>1am</td><td style="background-color: red;"></td></tr> <tr><td>2am</td><td style="background-color: red;"></td></tr> <tr><td>3am</td><td style="background-color: red;"></td></tr> <tr><td>4am</td><td style="background-color: red;"></td></tr> <tr><td>5am</td><td style="background-color: red;"></td></tr> <tr><td>6am</td><td style="background-color: #cccccc;"></td></tr> </tbody> </table> </div> </div> <p>If <b>Encompass Whole Day</b> is enabled, the whole day is identified as unavailable for this employee.</p>		Sa	12am		1am		2am		3am		4am		5am		6am	
	Sa																
12am																	
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2am																	
3am																	
4am																	
5am																	
6am																	

## Remove an Existing Rotation

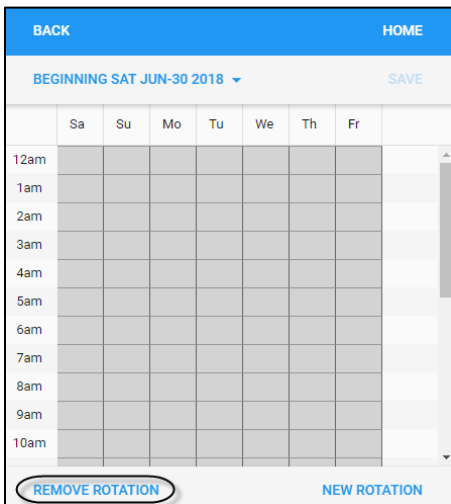
In addition to add new rotations, you can remove existing rotations.

To remove an existing rotation:

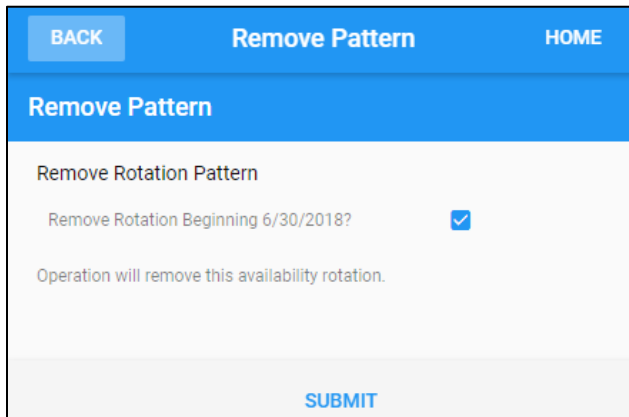
1. Tap the **Beginning** date drop-down menu to select a specific rotation.



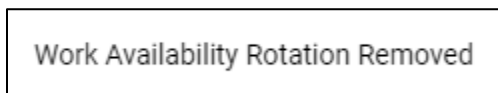
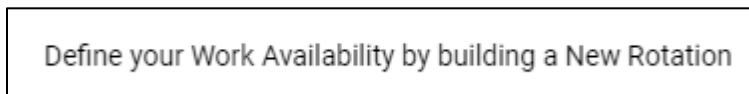
2. Tap **REMOVE ROTATION**. The **Remove Pattern** screen is displayed.



3. Make sure the rotation is the one that you want to delete. Tap **SUBMIT**.



4. The following messages are displayed.



5. The rotation pattern is removed from the list.

