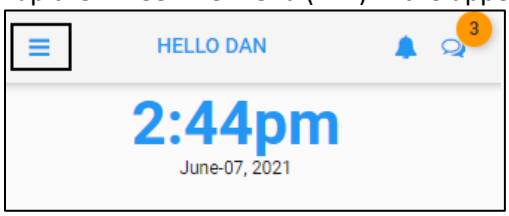
ESS Mobile 3.0: Managing Rotation for Shift Availability

Job Aid

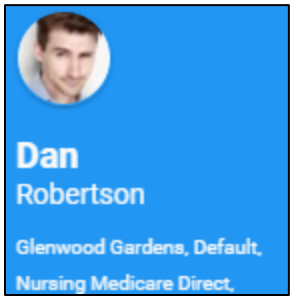
Employees can specify their availability for the shift arrangement by defining rotations. A rotation is the amount of days that employees can set up their availability. Employees' supervisor can also specify their availability.
Note: You can also indicate your daily availability in your calendar. See a separate job aid called Understanding Your Calendar.

To access employee rotations:

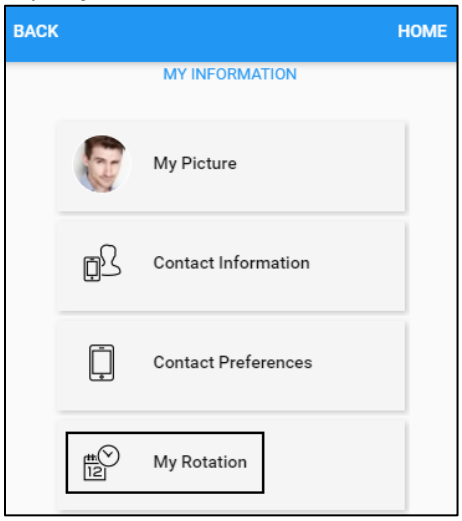
1. Tap the Three Line menu ( ) in the upper-left corner of the screen. The left panel is expanded.



2. Tap the Personal Information tile. The **MY INFORMATION** screen is displayed.



3. Tap **My Rotation**.

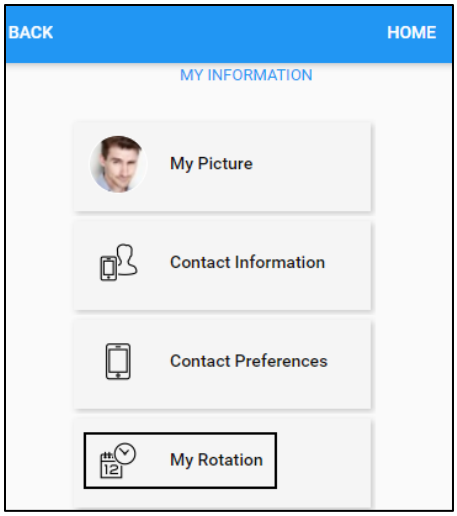


4. Employees can add new rotations, specify availability, and remove existing rotations.

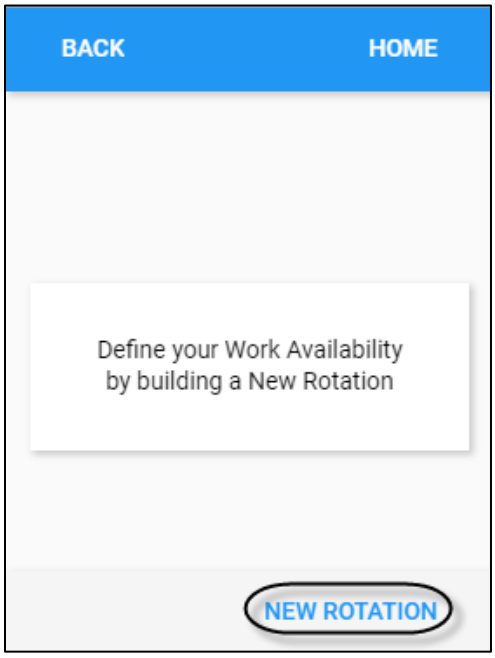
Add a Rotation

To create a new rotation:

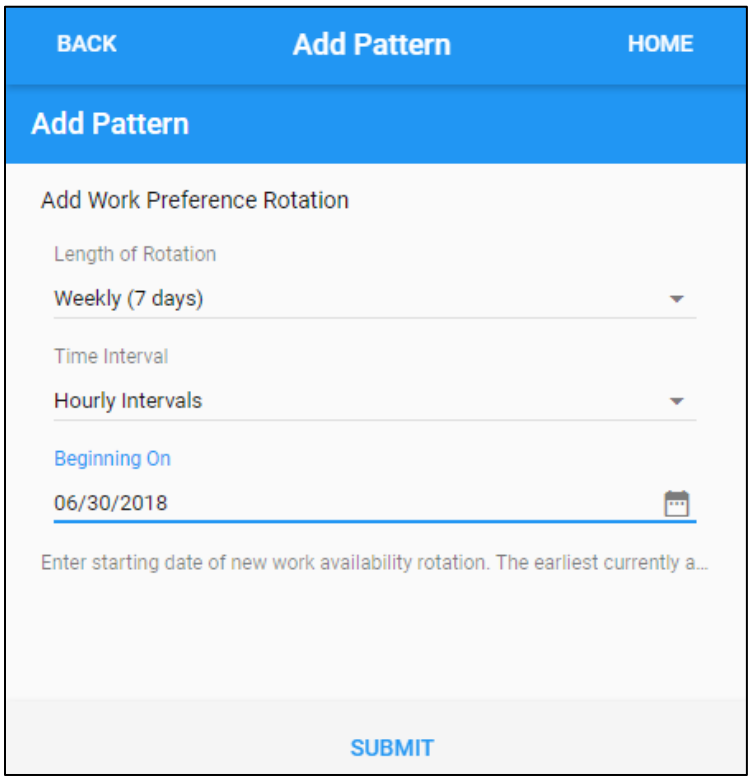
1. Tap **My Rotation**.

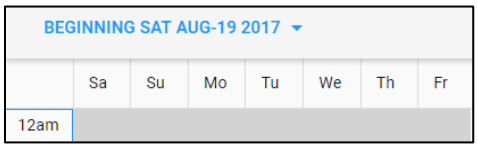
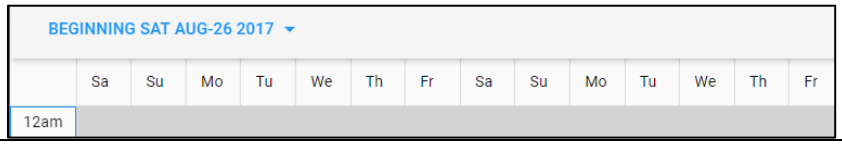


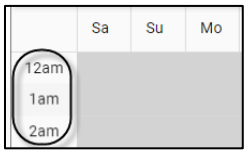
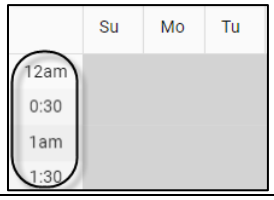
2. If there is no rotation exists, the screen with the following instructions is displayed. Tap **NEW ROTATION**. The **Add Pattern** screen is displayed.



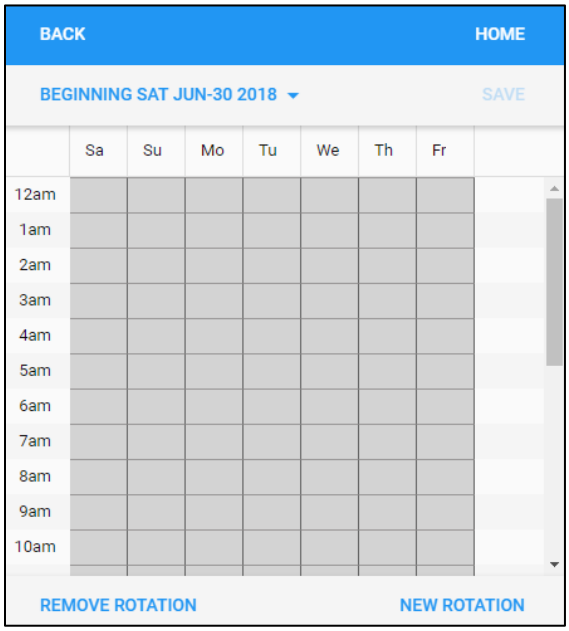
3. Specify the following properties to add a rotation. Tap **SUBMIT**.



Property	Description
Length of Rotation	The following options are available: • Weekly (7 days). The employee can specify the shift rotation in seven-day increments.  • Biweekly (14 days). The employee can specify the shift rotation in fourteen-day increments. 

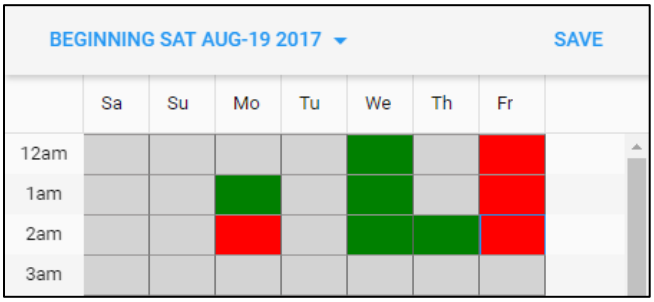
Property	Description
Time Interval	The following options are available: • Hourly Intervals. The employee can specify the shift rotation in hourly intervals.  • Half-Hour Intervals. The employee can specify the availability in half hour interval. 
Beginning On	Select a starting date of the new shift rotation. 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. Date selected is to too early.

4. The following Rotation Planner is displayed for specifying the availability of the employee rotation.

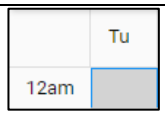
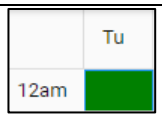
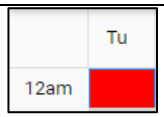


Define the Availability

Employees can define the availability by the tapping the cell for the day and time they want in the Rotation Planner.



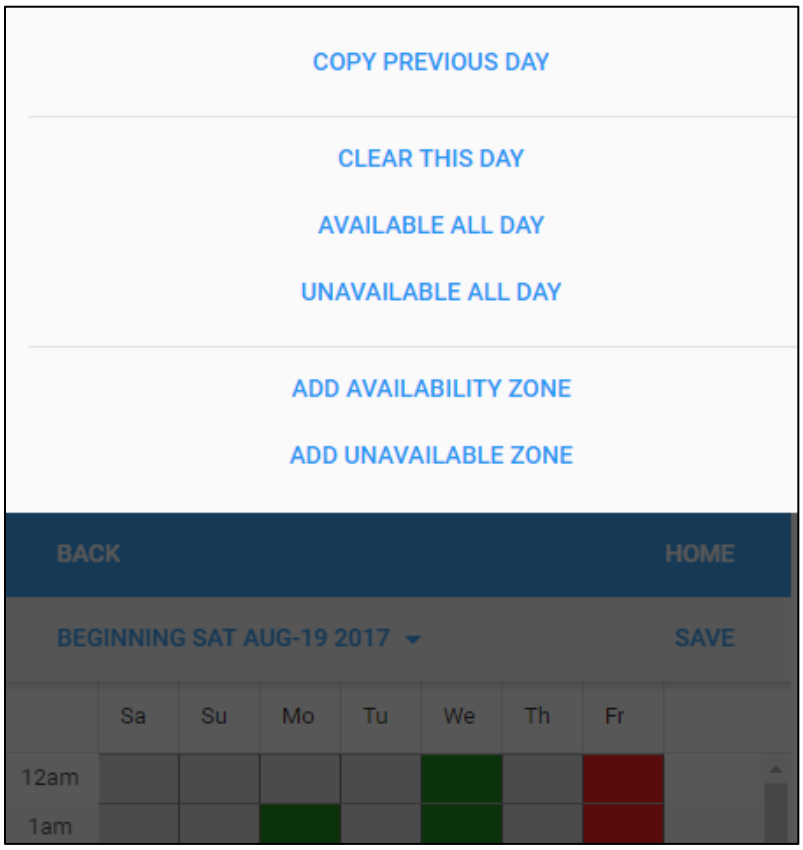
The following table describes the relationship been colored cells and the employee availability.

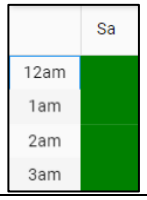
Color Scheme	Screenshot	Description
Grey		The availability of employee has not been specified. The box turns to green by touching the grey box.
Green		The available day and time slot of the employee. The box turns to red by touching the green box.
Red		The unavailable day and time slot of the employee.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

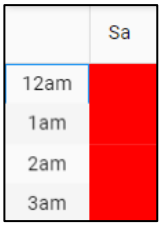
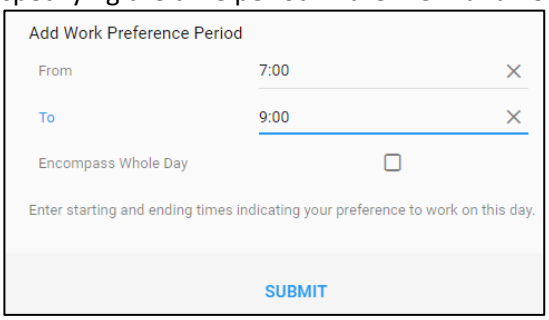
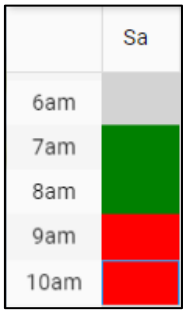
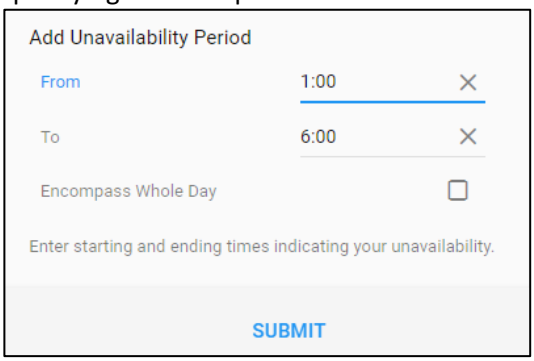
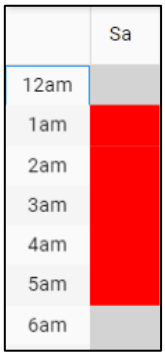
Employees can also define their availability using the following operations:

1. Tap a day of week on the header.

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



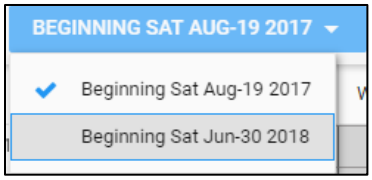
Operation	Description
Copy Previous Day	The availability preferences of previous day are copied to the selected day.
Clear This Day	The availability preferences of the selected day is removed.
Available All Day	Set the employee is available all day in the selected day. Green colored blocks are displayed for the selected day. 

Operation	Description
Unavailable All Day	Set the employee is unavailable all day in the selected day. Red colored blocks are displayed for the selected day. 
Add Availability Zone	Add Work Preference Period (green colored blocks) for the selected day by specifying the time period in the **From** and **To** fields.   If **Encompass Whole Day** is enabled, the whole day is identified as available for this employee.
Add Unavailability Zone	Add Unavailability Period (red colored blocks) for the selected day by specifying the time period in the **From** and **To** fields.   If **Encompass Whole Day** is enabled, the entire day is identified as unavailable for this employee.

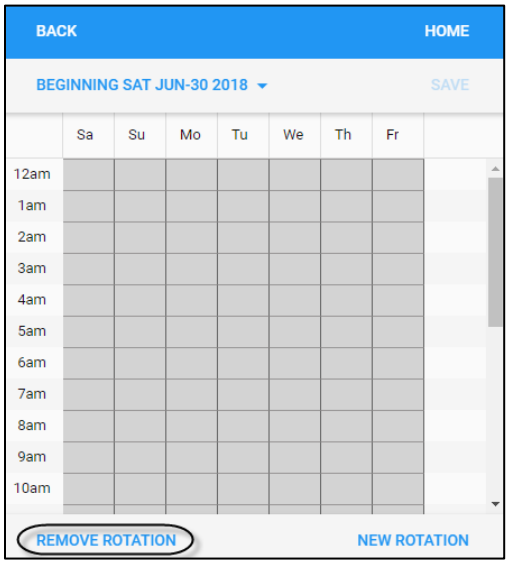
Remove an Existing Rotation

To remove an existing rotation:

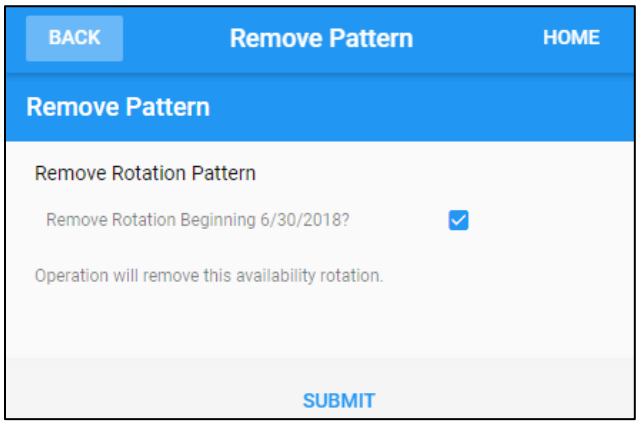
1. Tap the **Beginning** date drop-down menu to select a specific rotation. The Rotation Planner is displayed.



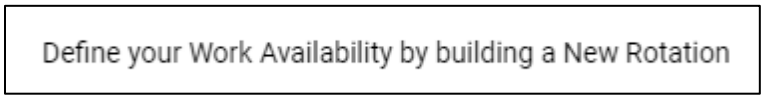
2. Tap **REMOVE ROTATION**. The **Remove Pattern** screen is displayed.



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

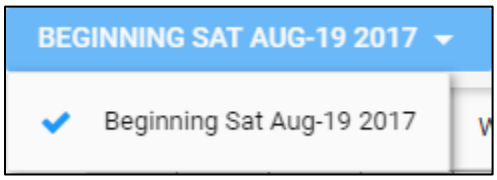


4. The following messages are displayed one after the other.



Work Availability Rotation Removed

5. The rotation pattern is removed from the list.



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