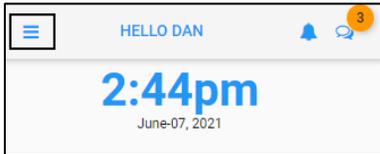


ESS Mobile 3.0: Calling In Absent

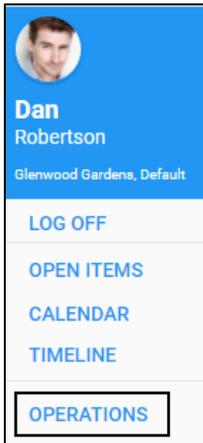
An employee can send their supervisor a simple and quick notification when they are absent today.

To send an absence today notification:

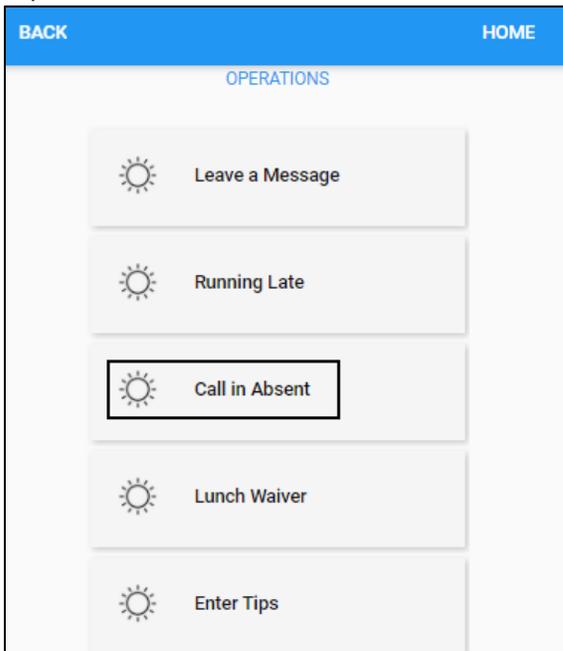
1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.



2. Tap the **OPERATIONS** menu item. The **OPERATIONS** screen is displayed.



3. Tap the **Call in Absent** tile. The **Call in Absent** screen is displayed.



4. If needed, enter additional comments for Absent Today, for example, indicate the reason for being absent today. Tap **SAVE**.

BACK HOME

Call in Absent

I didn't feel well and will be absent today

SAVE

5. The Absent Today notification is sent to the employee's supervisor.

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