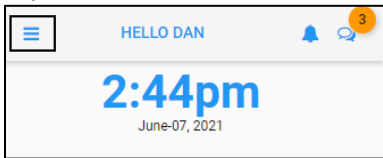


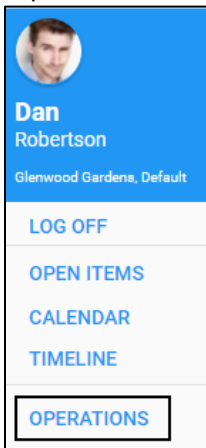
This job aid describes a collection of ESS Mobile operations that an employee can use, such as leaving a message to their supervisor, sending their supervisor a simple and quick signal for absence or running late, selecting their preferred lunch waiver or entering the amount of dollars as tips for the specific date. For other operations, such as punching In or Out or transferring, see separate job aids called *Punching In or Out* or *Performing Transfer*.

To access the collection of ESS Mobile operations:

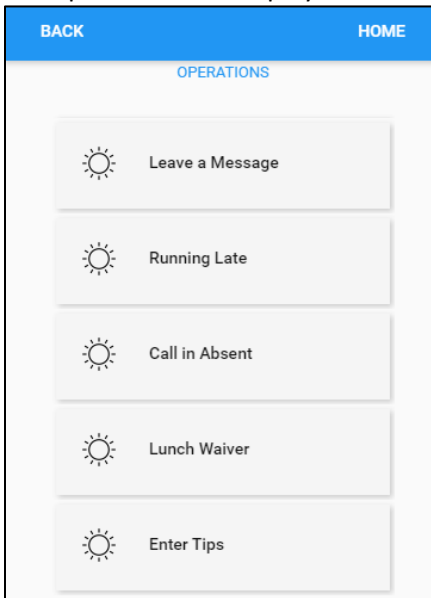
1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.



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



3. The operations are displayed based on the function key settings in your system.

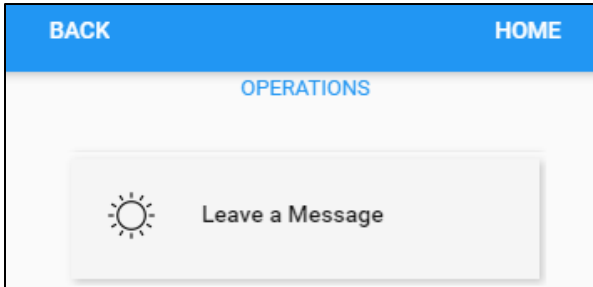


Leave a Message

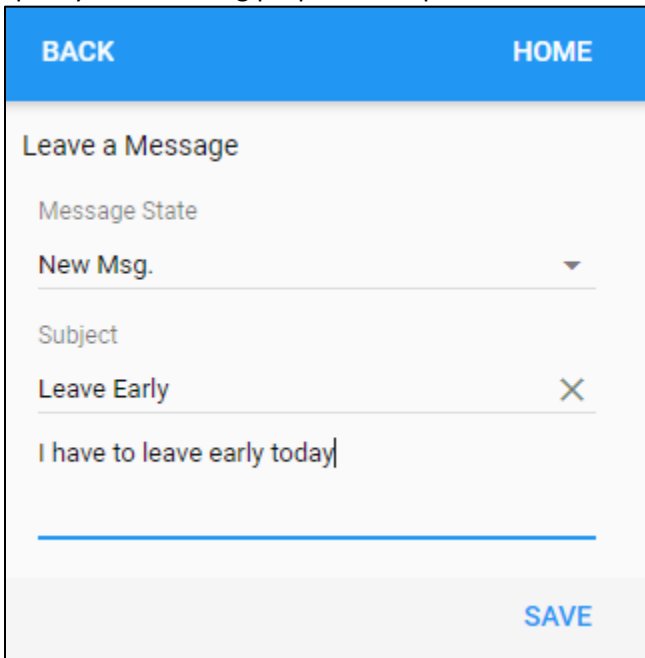
Employees can leave a message for a supervisor. On the Leave a Message page, specify the following properties.

To leave a message:

1. Tap the **Leave a Message** tile. The **Leave a Message** screen is displayed.



2. Specify the following properties. Tap **SAVE**.



Property	Description
Message State	Select New Msg. This is the only message state allowed to initiate a new message.
Subject	Specify the subject for this message. Then enter the detailed information for this message if needed.

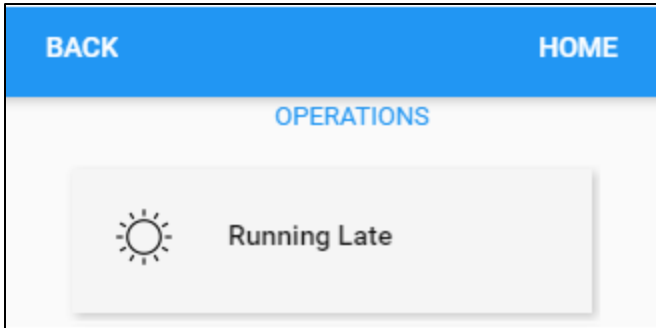
3. The message is sent to the employee’s supervisor.

Running late

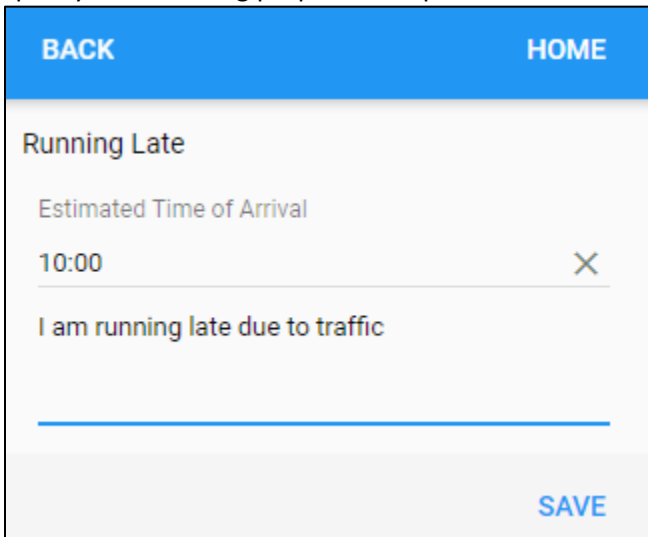
The employee can send a supervisor a simple and quick signal when they are running late.

To send a running late notification:

1. Tap the **Running Late** tile. The **Running Late** screen is displayed.



2. Specify the following properties. Tap **SAVE**.



Property	Description
Estimated Time of Arrival	Enter the estimated time of arrival.
Additional Comments	Type any notes to accompany the Call In Late. For example, indicate the reason for running late.

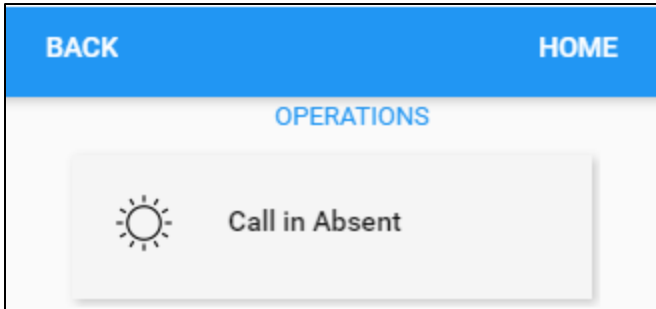
3. The notification is sent to the employee's supervisor.

Call in Absent

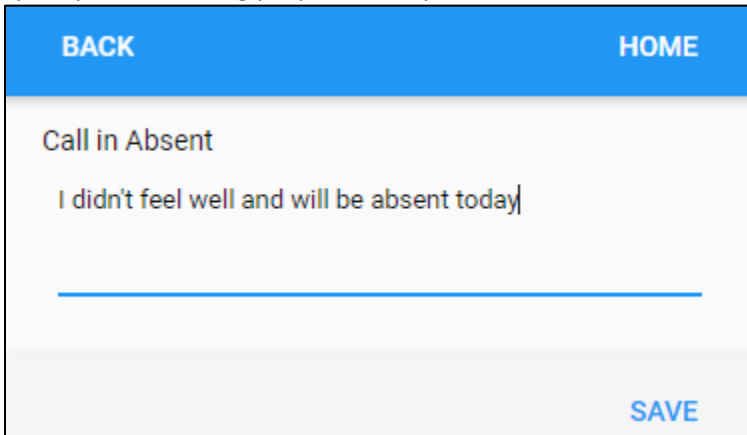
The employee can send a supervisor a simple and quick signal when they are absent today.

To send an absence today notification:

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



2. Specify the following properties. Tap **SAVE**.



Property	Description
Additional Comments	Enter comments for Absent Today, for example, indicate the reason for being absent today.

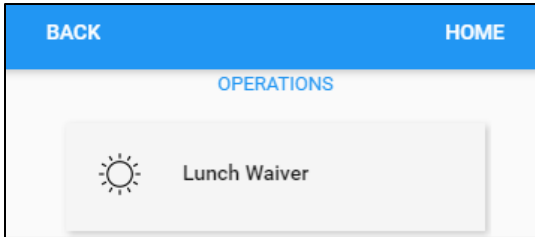
3. The notification is sent to the employee's supervisor.

Lunch Waiver

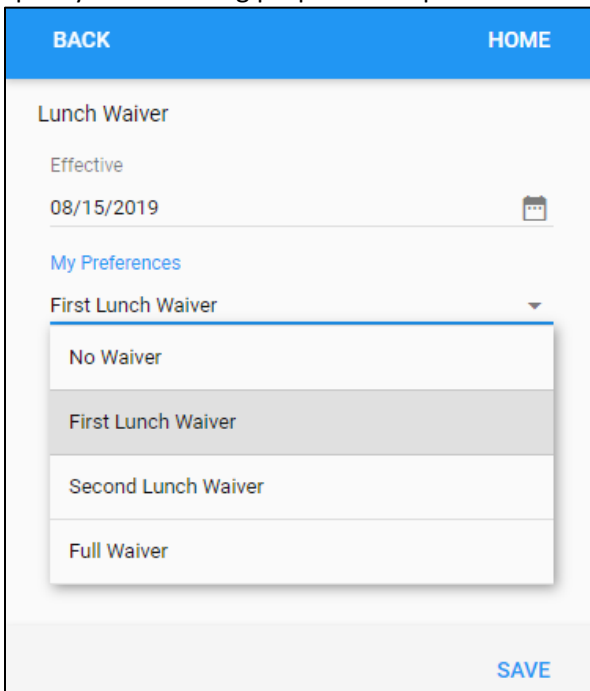
Employees can select their preferred lunch waiver for a selected date.

To select the preferred lunch waiver:

1. Tap the **Lunch Waiver** tile. The **Lunch Waiver** screen is displayed.

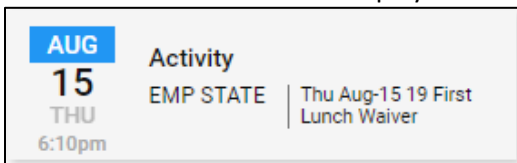


2. Specify the following properties. Tap **SAVE**.



Property	Description
Effective	Specify the effective date by tapping the Calendar icon to select a date on the calendar or enter the date in mm/dd/yyyy format.
My Preferences	Select the lunch waiver preference.

3. The selected lunch waiver is displayed on the Activity tile of the Home screen.

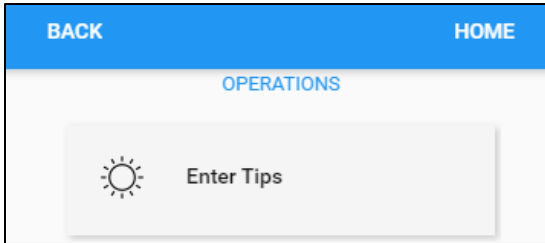


Enter Tips

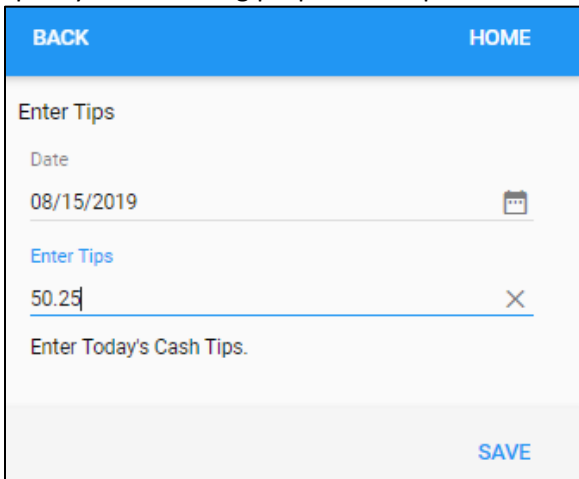
The employee can enter the amount of dollars as tips for the selected date.

To enter tips:

1. Tap the **Enter Tips** tile. The **Enter Tips** screen is displayed.

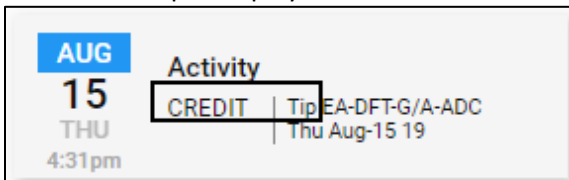


2. Specify the following properties. Tap **SAVE**.



Property	Description
Date	Specify the entered tip date by tapping the Calendar icon to select a date on the calendar or enter the date in mm/dd/yyyy format.
Enter Tips	Enter the cash tips to represent dollars and cents in order.

3. The entered tip is displayed on the home screen.



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