ESS Mobile 3.0: Indicating Your Availability in Calendar

Job Aid

Employees can indicate their availability to work for one day or multiple days in their calendar. The unavailable status is labeled as **Unavailable** and available status is labeled as **Preferred** on the tile below the calendar. The employee can specify the availability for partial day, whole day or several days in a row.

BACK		ŀ	HOME BACK						•	IOME					
<		SEPTEMBER 2019 👻			>			<		SEPTEMBER 2019 👻				>	
Su	Мо	Tu	We	Th	Fr	Sa		Su	Мо	Tu	We	Th	Fr	1	
1	2	3	4	5	6	7		1	2	3	4	5	6	7	
8	9	10	11	12	13	14		8	9	10	11	12	13	1	
15	16	17	18	19	20	21		15	16	17	18	19	20	2	
22	23	24	25	26	27	28		22	23	24	25	26	27	2	
29	30	1	2	3	4	5		29	30	1	2	3	4		
	SEP 17 TUE	Unav 12:00	v ailable Nam to 11:8	59pm					<mark>SEP</mark> 19 тни	Pref	erred Dam to 2:00)pm			
ME	٩U	F	REFRESH		PIC	PICKUPS MENU			NU	REFRESH				PICKUPS	

To indicate your availability:

1. Tap the Three Line menu (三) in the upper-left corner of the screen. The left panel is expanded.



2. Tap the CALENDAR menu item. The calendar screen is displayed.

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Julie Adams
Michicare, Nursing, Certified Nursing Aide, Grand Rapids
LOG OFF
OPEN ITEMS
MY TRADES
CALENDAR

3. Today's date is marked with an orange underscore. Tap **MENU**. The menu options are expanded.

BACK						HOME
<		MA	RCH 2021	1 👻		>
Su	Мо	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
	м/ 1 т.	AR Hour 6 Regul JE	ly Accum lar ∣ 8:30	ulations		
	М/ 1 т.	AR Pay 6 No W	Period Beg	gins Iles		
MENU		F	REFRESH		PIC	KUPS

4. Tap **INDICATE AVAILABILITY**. The **INDICATE WORK AVAILABILITY** calendar view is displayed with the current date highlighted.



You can indicate the availability for partial day, whole day or several days.

Indicate Availability for Partial Day or Whole Day

To indicate availability for partial day or whole day:

1. Select a date for indicating its availability by tapping a day in the calendar. The selected day is highlighted with a blue dot and listed at the bottom of the calendar.

BACK						ном	E
		INDICAT	E WORK A	VAILABILI	TY		
SUN	MON	TUE	WED	THU	FRI	SAT	
82 WAR	29	30	31	NAA 1	2	3	1
H 4	5	6	7	8	9	10	
H4 11	12	13	14	15	16	17	
H 18	19	20	21	22	23	24	
84 25	26	27	28	29	30	V¥ ₩	
2 W	3	4	5	6	7	8	
<u>≷</u> 9	10	11	12	13	14	15	-
Select	t an Endin	ig Date					
Apr-17	2021						
						NEX	т

Note:

• If selected dates do not meet the earliest allowed date requirements, the "Invalid Selection" message is displayed with detailed information.

BA	ск					но	ME
		INDICA	TE WORK	AVAILABI	LITY		
SU	N MC	N TUE	WE	D THU	J FRI	SA	Т
쁥 28	WAR	2	3	4	5	6	*
MAR 2	8	9	10	11	12	13	
WW 14	15	16	17	18	19	20	
WW 21	22	23	24	25	26	27	
MAR 58	29	30	31	HAN 1	2	3	
8d∀ 4	5	6	7	8	9	10	
ቼ 11	12	13	14	15	16	17	-
Se	elect an E	nding Date					
Mar- Inval	1-2021 id Seleo	L ction, Sec	cond Da	ate Sele	cted wa	as Earli	er.

• To start over, tap any calendar day to clear all selections and re-tap the date for selection.

2. To indicate the availability for the same day, tap the same date in the calendar. Two entries with the same date are displayed at the bottom of the calendar, which indicate the starting date and the ending date are same. Tap **NEXT**.



3. Tap UNAVAILABLE FOR WORK to specify unavailable days or AVAILABLE to specify available days. Tap the Whole Day slider to the right if the employee is unavailable or available for an entire day. Tap the Whole Day slider to the left to specify the start time and ending time if the employee is partially unavailable or available for the selected date. Tap SAVE.

BACK	HOME
Indicate Your Work Availability	
UNAVAILABLE FOR WORK	AVAILABLE
Whole Day	
From	
10:00	×
То	
14:00	×
Enter Additional Notes Here	
	SAVE

4. The selected date is underlined in orange with information about the availability on that date displayed below the calendar.



Indicate Availability for Multiple Days

To indicate availability for multiple days in a row:

1. Tap a day in the calendar to indicate the availability starting date. The selected day is highlighted with blue color and listed at the bottom of the calendar. Tap **NEXT**.

	BACK						ном	E
			INDICAT	E WORK A	VAILABILI	ΤY		
	SUN	MON	TUE	WED	THU	FRI	SAT	
MAR	28	29	30	31	HAN 1	2	3	
APR	4	5	6	7	8	9	10	
APR	11	12	13	14	15	16	17	
APR	18	19	20	21	22	23	24	
APR	25	26	27	28	29	30	Å¥ 1	
MAY	2	3	4	5	6	7	8	
AV	9	10	11	12	13	14	15	•
	Select	t an Endin	g Date					
Ma	ay-3-	2021						
							NEX	т

Note:

• If selected dates do not meet the earliest allowed date requirements, the "Invalid Selection" message is displayed with detailed information.



- To start over, tap any calendar day to clear all selections and re-tap the date for selection.
- 2. Select an ending date by tapping a day in the calendar. The starting date and ending date are highlighted in the calendar in blue and listed at the bottom of the calendar. Tap **NEXT**.



3. Tap UNAVAILABLE FOR WORK or AVAILABLE to specify unavailable days or available days. If the Whole Day toggle is disabled, specify the starting time and ending time of unavailability or availability for the starting date and the ending date. If the Whole Day toggle is enabled, the availability is specified for a full day. Tap SAVE.

BACK	HOME
Indicate Your Work Availability	
UNAVAILABLE FOR WORK	AVAILABLE
Whole Days	
May-3 2021	
From	
11:00	×
May-7 2021	
То	
15:00	×
Enter Additional Notes Here	
	SAVE

4. The selected date is underscored in orange with its available status of time period displayed below the calendar.

BACK						HOME	BACK						H
<		N	MAY 2021	•		> <		MAY 2021 🔻					
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	
25	26	27	28	29	30		25	26	27	28	29	30	
2	3	4	5	6	7	8	2	3	4	5	6	2	
9	10	11	12	13	14	15	9	10	11	12	13	14	
16	17	18	19	20	21	22	16	17	18	19	20	21	
23	24	25	26	27	28	29	23	24	25	26	27	28	
30	31	1	2	3	4	5	30	31	1	2	3	4	
	ми З Мо	Pref	erred Dam to 11:5	9pm				MA 7 FR	Pref 12:0	f erred 0am to 3:00	pm		
MENU		1 2 3 MAY 3 11:00am to 11:59pm REFRESH				ICKUPS	MENU	J		REFRESH		PI	ски

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