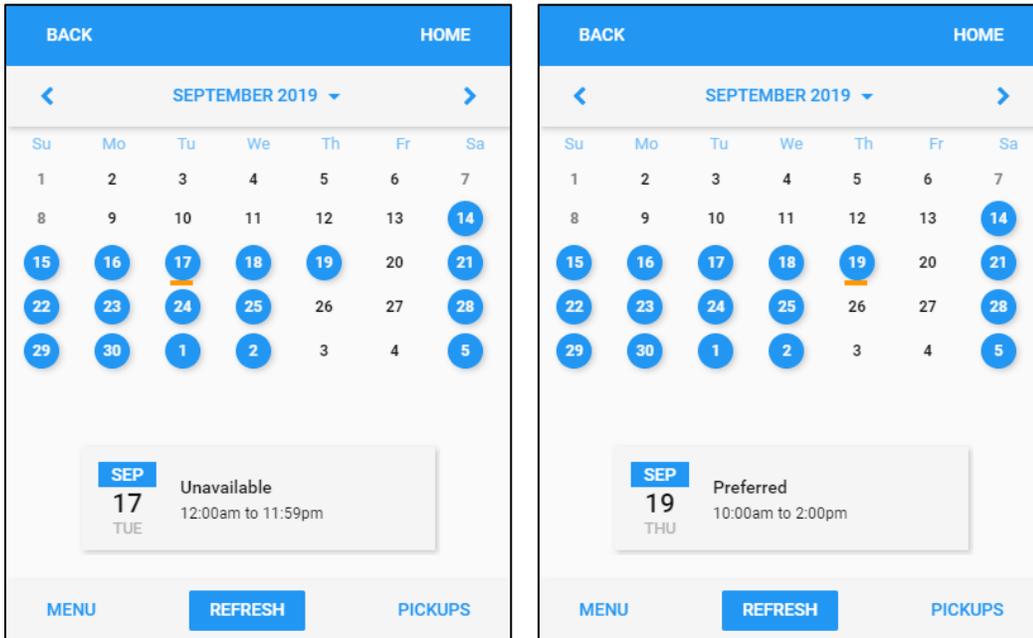


ESS Mobile 3.0: Indicating Your Availability in Calendar

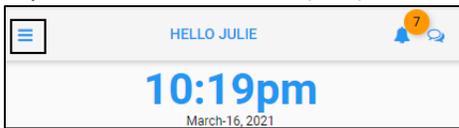
Job Aid

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.

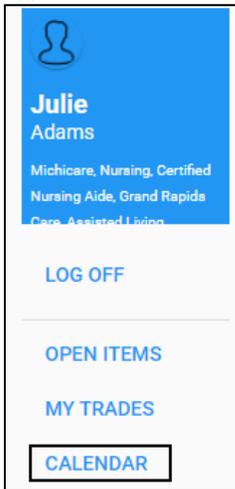


To indicate your availability:

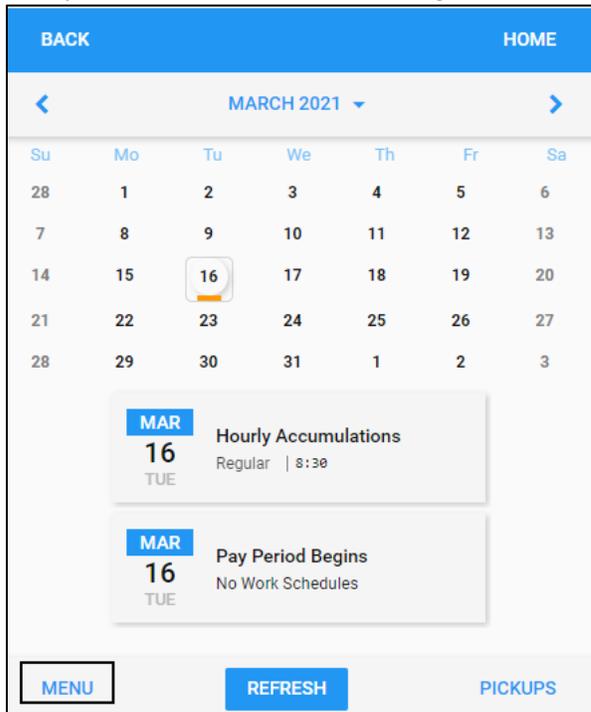
1. Tap the Three Line menu () in the upper-left corner of the screen. The left panel is expanded.



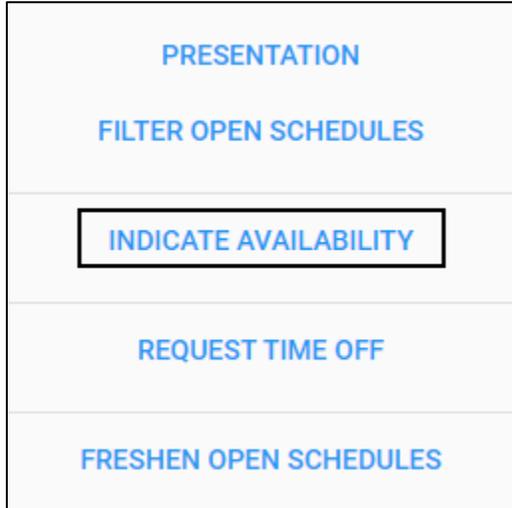
2. Tap the **CALENDAR** menu item. The calendar screen is displayed.



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



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

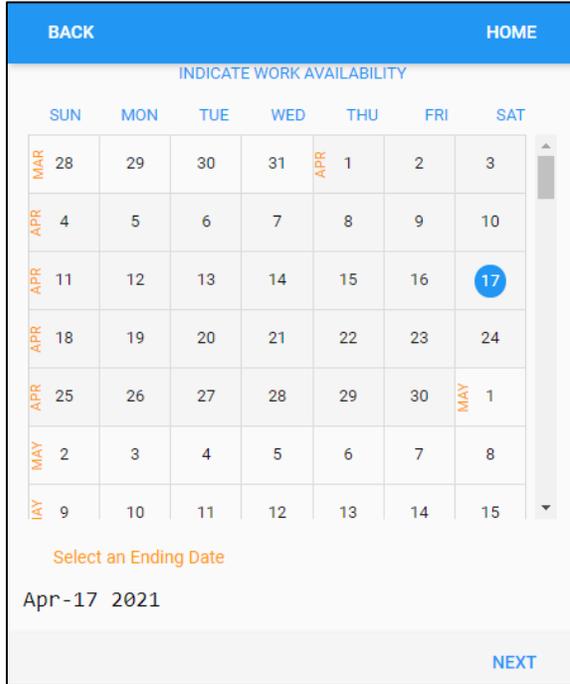


You can indicate the availability for partial day, whole day or several days.

Indicate Availability for Partial Day or Whole Day

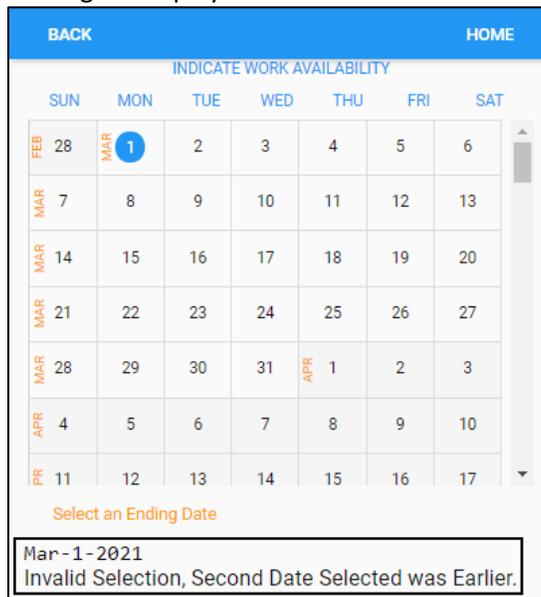
To indicate availability for partial day or whole day:

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.



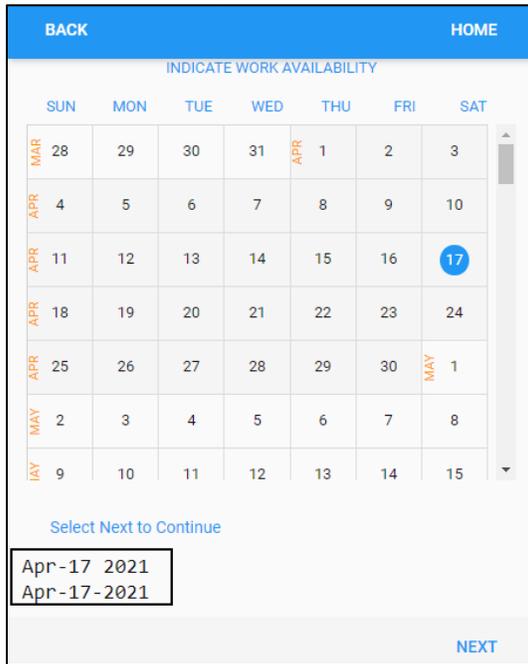
Note:

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

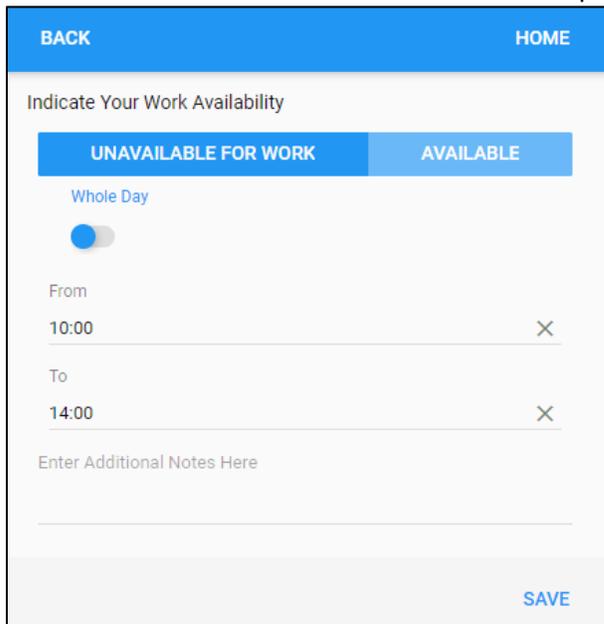


- To start over, tap any calendar day to clear all selections and re-tap the date for selection.

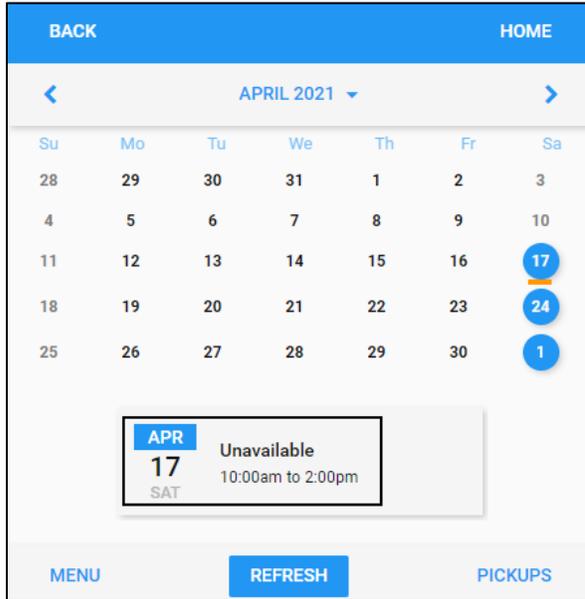
- To indicate the availability for the same day, tap the same date in the calendar. Two entries with the same date are displayed at the bottom of the calendar, which indicate the starting date and the ending date are same. Tap **NEXT**.



- 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**.



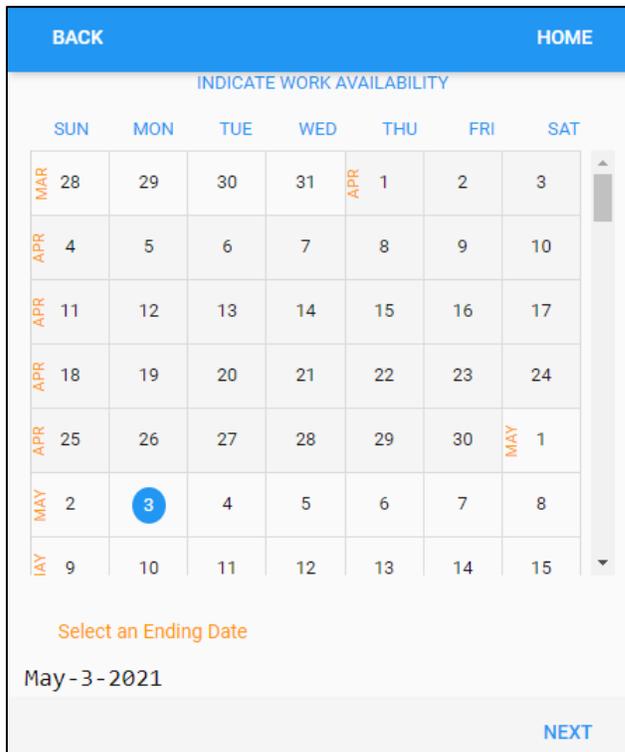
- The selected date is underlined in orange with information about the availability on that date displayed below the calendar.



Indicate Availability for Multiple Days

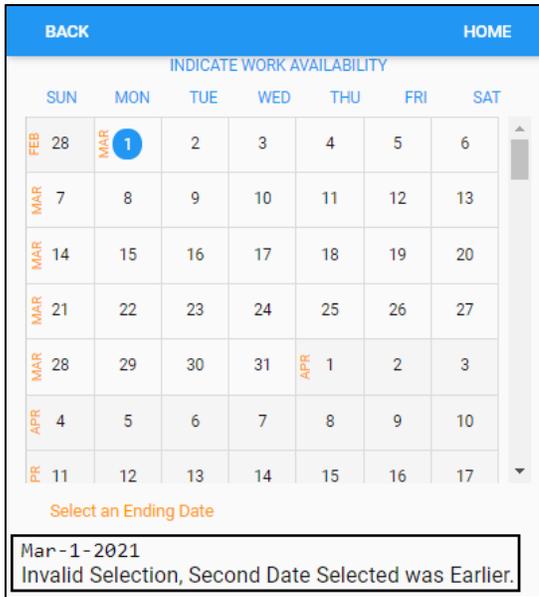
To indicate availability for multiple days in a row:

- 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**.

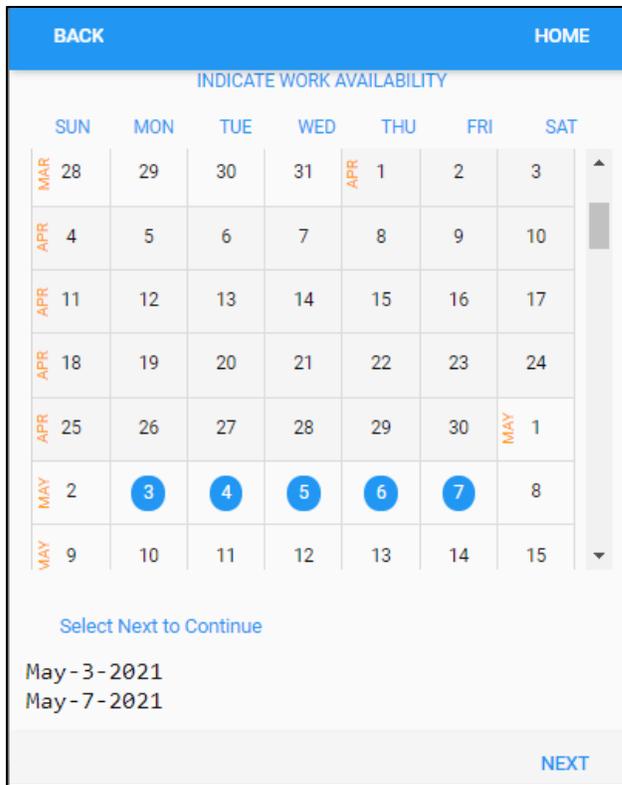


Note:

- 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**.

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

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