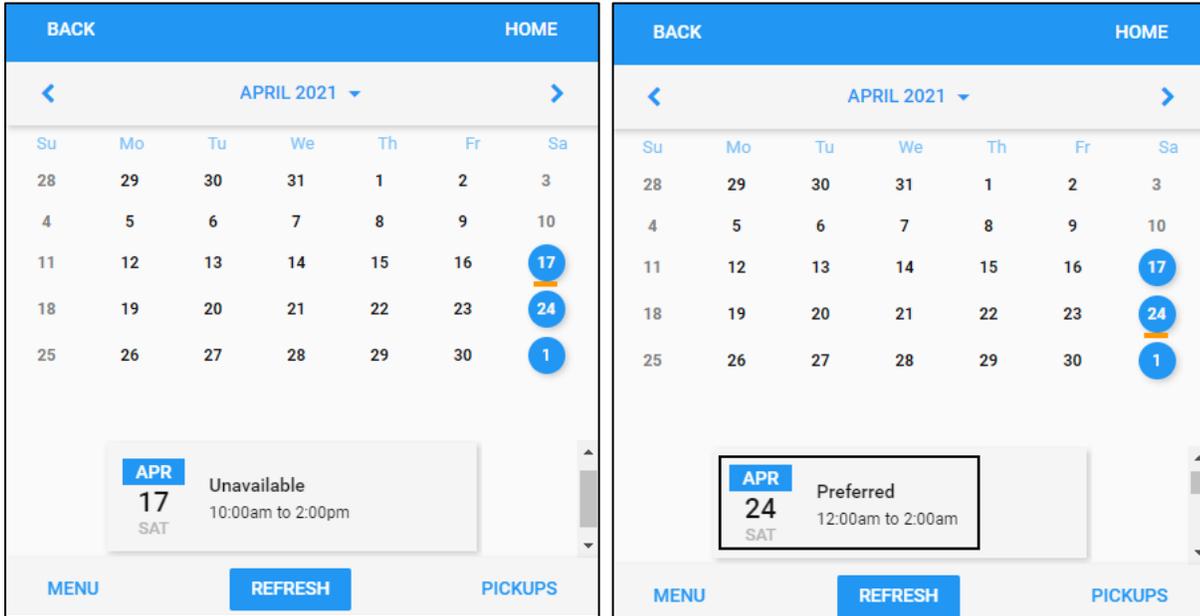


ESS Mobile 3.0: Viewing Your Work Availability

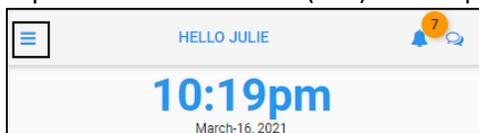
Employees can view their work availability. The unavailable status is labeled as **Unavailable** and available status is labeled as **Preferred**.



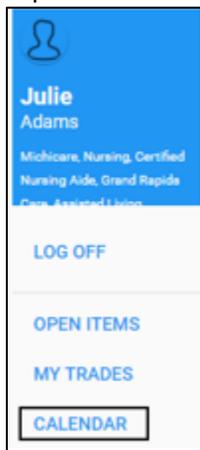
Your work availability can be specified by yourself or your supervisor. See job aids called *Managing Rotation for Shift Availability* and *Indicating Your Availability in Calendar* for details.

To view your work availability:

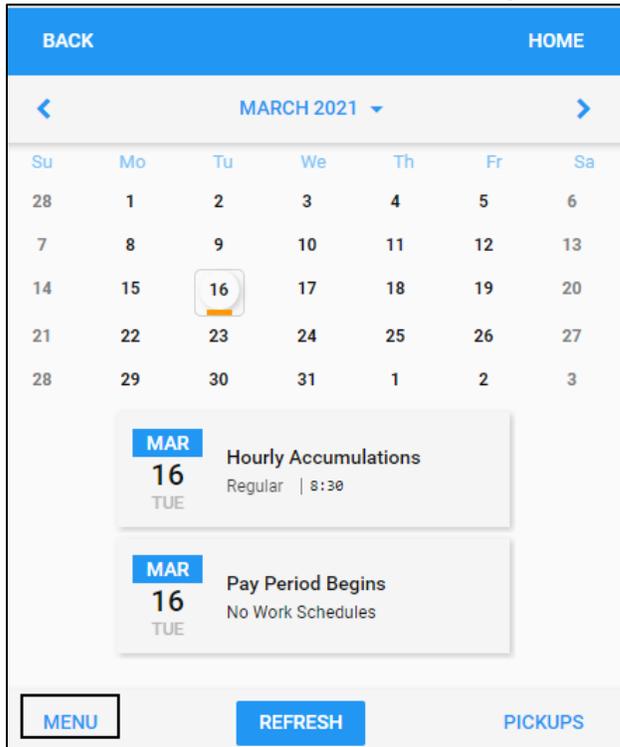
1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.



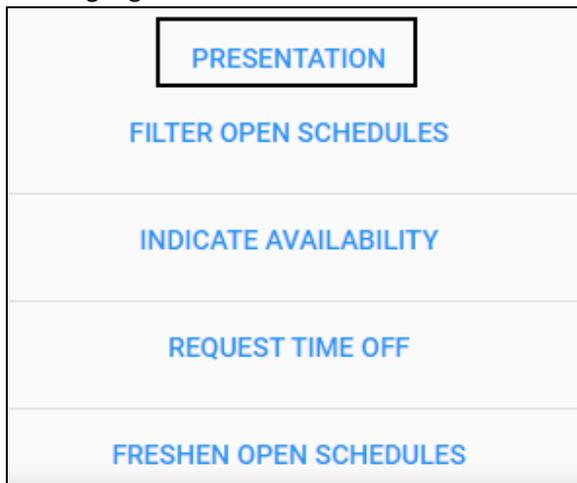
2. Tap the **CALENDAR** menu item. The calendar screen is displayed.



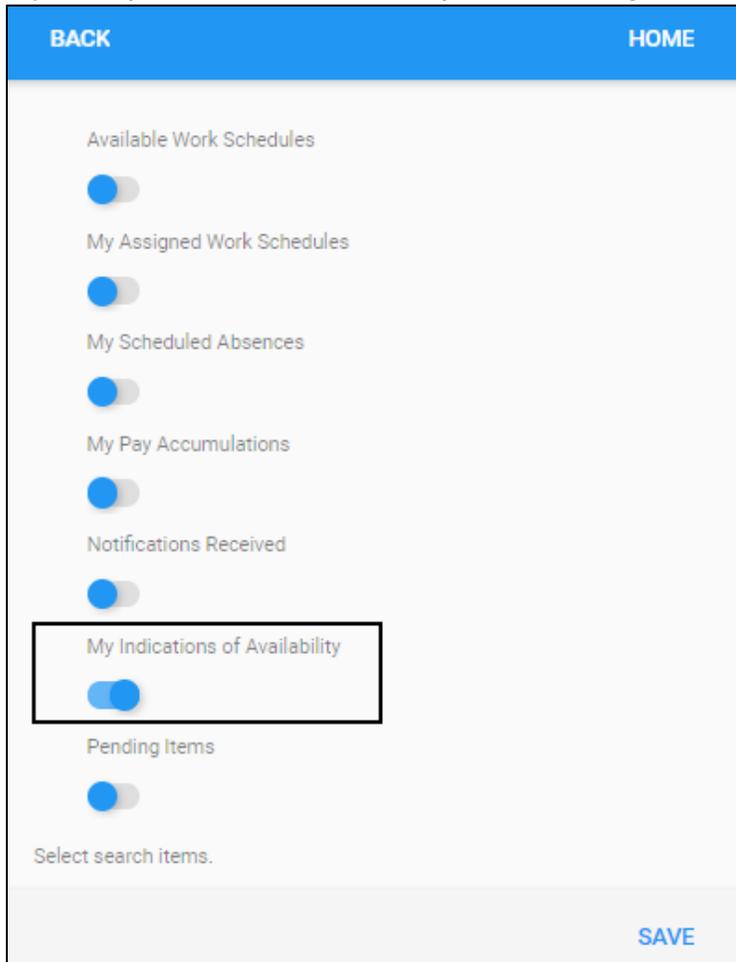
3. The current date is identified with an orange underscore. Tap **MENU**. The menu options are expanded.



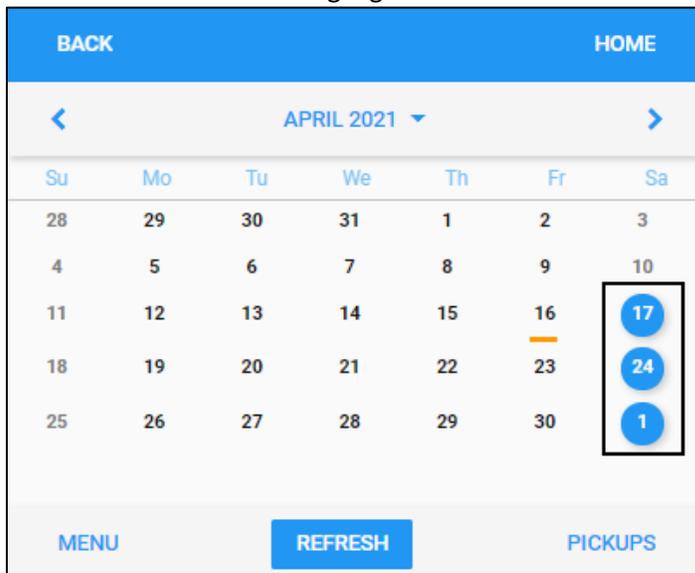
4. Tap **PRESENTATION**. The **INDICATE WORK AVAILABILITY** calendar view is displayed with the current date highlighted.



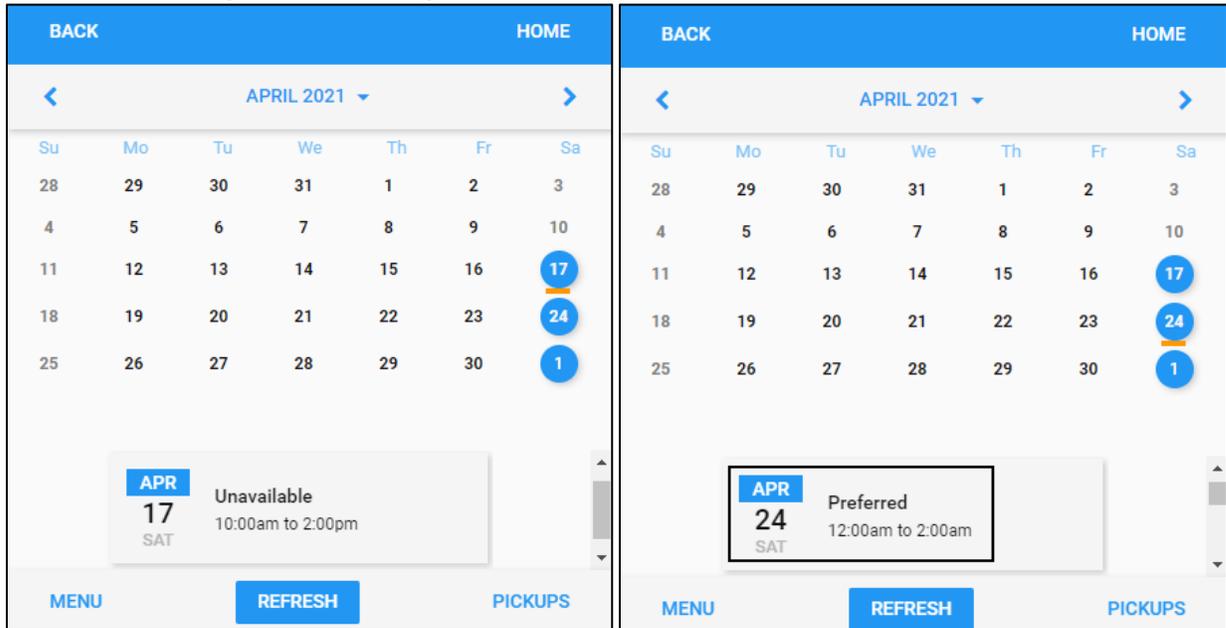
5. Tap the **My Indications of Availability** slider to the right to enable this option. Tap **SAVE**.



6. All work availabilities are highlighted on the calendar with a blue circle.



- Tap a day with blue circle. The employee work availability is displayed below the calendar with detailed information, including the available status, which is **Unavailable** or **Preferred**, the available or unavailable starting time and ending time.



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