ESS Mobile 3.0: Showing Application Notifications on Calendar

You can selectively present information on your Calendar, for example, application notifications. Currently all application notifications are associated with open schedules that employees can pick up or drop off and trade

schedules that employees can swap each other. A number badge over the bell icon alerts you to check your unread application notifications. You can also check those notifications in your calendar.

To enable and access your notifications:

1. Tap the Three Line menu (🖃) in the upper-left corner of the screen.



1. Tap **CALENDAR** in the expanded panel.



2. The current date is identified with an orange underline. Tap MENU.



3. Tap **PRESENTATION**.



4. Move the **Notifications Received** slider to the right. Then tap **SAVE** at the bottom of the screen.



5. The days with notifications are highlighted in a blue circle on the calendar. Tap a day with a blue circle, the notification tiles are displayed under the calendar with detailed information. See a separate document called *Processing Application Messages* to understand different application notifications. Tap a notification tile to process a specific notification.

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2	3	4	5	6	7	
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30	31	1	2	3	4	
	Trade S	ral		*		
JUL	Trade of 07/28/18 7:00/15:15					
THU	8:00 now awaiting approval. Please approve this schedule					
1:58pm	change. Thank You!					
Work Schedule Change						
10	Amber H					
THU	changed 7:00a/3					
2:12pm	7:00a/3	:15p 7:45 Nui	sing			+
	Mo 2 9 16 23 30 JUL 1:58pm JUL 1:58pm JUL 19 HU 2:12pm	Mo Tu 2 3 9 10 16 17 23 24 30 31 JUL 1:58pm Trade of 8:00 not Please 6 change JUL 1:58pm Work S JUL 1:58pm Amber A change JUL 1:58pm Amber A change	JULY 2018 Mo Tu We 2 3 4 9 10 11 16 17 18 23 24 25 30 31 1 JUL 1.58pm Trade of 07/28/18 7: 8:00 now awaiting ap Please approve this s change. Thank You! JUL 1.58pm Work Schedule C Amber Hoskins: Worl changed from: 07/29 7:00a/3:15p 7:45 to: 7:00a/3:15p 7:45 to:	JULY 2018 - Mo Tu We Th 2 3 4 5 9 10 11 12 16 17 18 19 23 24 25 26 30 31 1 2 Trade of 07/28/18 7:00/15:15 8:00 now awaiting approval. Please approve this schedule change. Thank You! Work Schedule Change Amber Hoskins: Work schedule change from: 07/29/18 7:00a/3:15p 7:45 tu: 07/29/18 7:00a/3:15p 7:45 Nursing	JULY 2018 - Mo Tu We Th Fr 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31 1 2 3 Trade of 07/28/18 7:00/15:15 8:00 now awaiting approval. Please approve this schedule change. Thank You! Mork Schedule Change from: 07/29/18 7:00a/3:15p 7:45 to: 07/29/18 7:00a/3:15p 7:45 to: 07/29/18 7:00a/3:15p 7:45 to: 07/29/18 Main Schedule Change from: 07/29/18 7:00a/3:15p 7:45 to: 07/29/18	JULY 2018 - > Mo Tu We Th Fr Sa 2 3 4 5 6 7 9 10 11 12 13 14 16 17 18 19 20 21 23 24 25 26 27 28 30 31 1 2 3 4 Trade of 07/28/18 7:00/15:15 8:00 now awaiting approval. Piesse approve this schedule change. Thank You! Work Schedule Change from: 07/29/18 7:00a/3:15p 7:45 to: 07/29/18 7:00a/3:15p 7:45 to: 07/29/18 7:00a/3:15p 7:45 to: 07/29/18 Mainter Hoskins: Work schedule changed from: 07/29/18 7:00a/3:15p 7:45 to: 07/29/18

For example, you can withdraw the submitted trade for approval.

BAC	ж	HOME
	TRADE WORK SCHEDULE 07/28/18 7:00/15:15 CNA 9 DAYS FROM NOW awaiting approval Hi, I'm looking to trade this work sched	
	Audrey	

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