

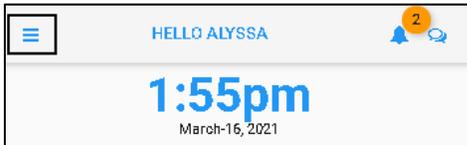
# ESS Mobile 3.0: Showing Application Notifications on Calendar

Job Aid

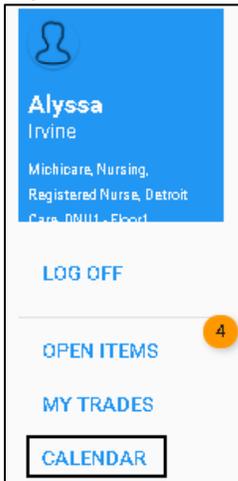
You can selectively present information on your Calendar, for example, application notifications. Currently all application notifications are associated with open schedules that employees can pick up or drop off and trade schedules that employees can swap each other. A number badge over the bell icon alerts you to check your unread application notifications. You can also check those notifications in your calendar.

To enable and access your notifications:

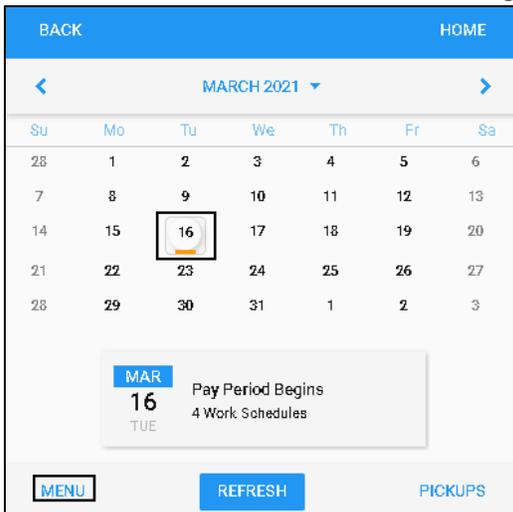
1. Tap the Three Line menu ( ) in the upper-left corner of the screen.



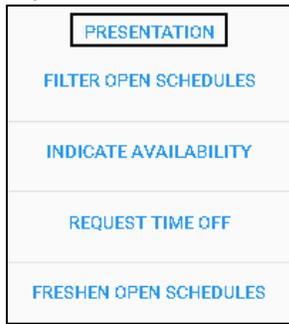
1. Tap **CALENDAR** in the expanded panel.



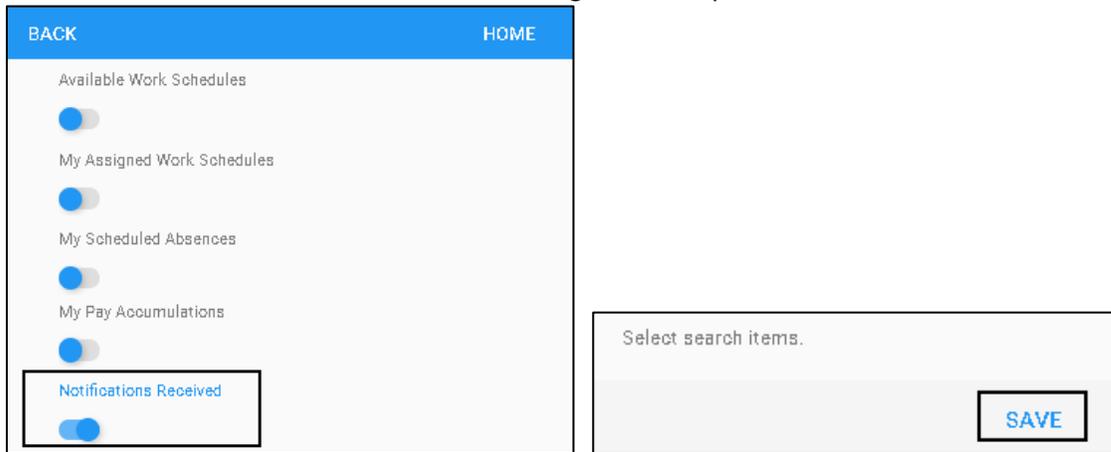
2. The current date is identified with an orange underline. Tap **MENU**.



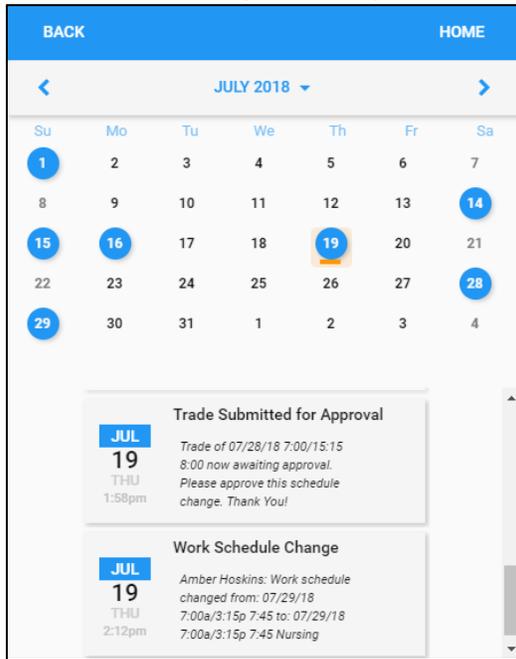
3. Tap **PRESENTATION**.



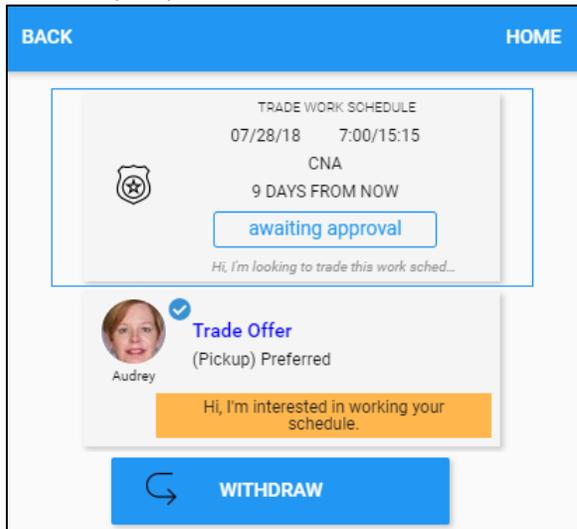
4. Move the **Notifications Received** slider to the right. Then tap **SAVE** at the bottom of the screen.



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.



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



©2021 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.