

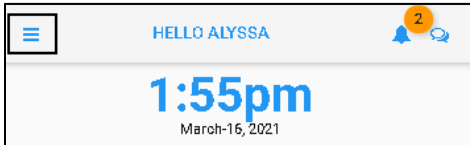
# ESS Mobile 3.0: Showing Available Work Schedules on Calendar

Job Aid

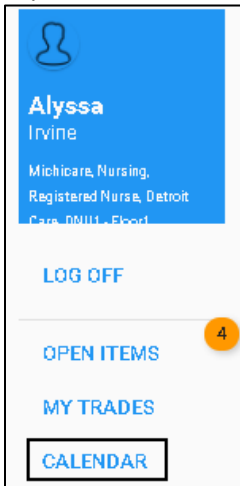
You can selectively present information on your Calendar, for example, showing available work schedules so that you can view and pick up open schedules that have not been assigned to employees.

To view and access your available work schedules:

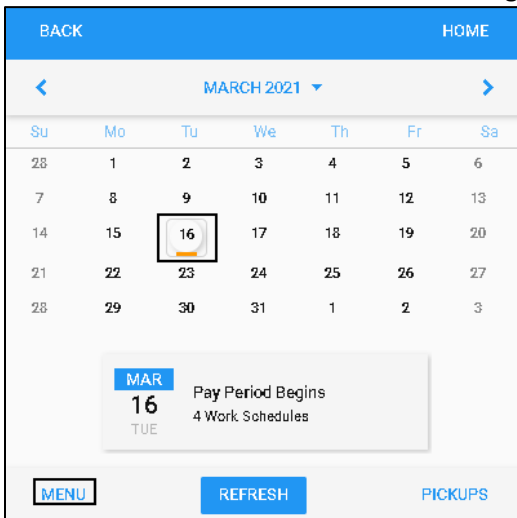
1. Tap the Three Line menu (☰) in the upper-left corner of the screen.



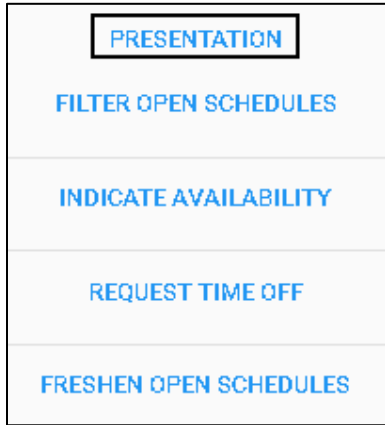
2. Tap **CALENDAR** in the expanded panel.



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



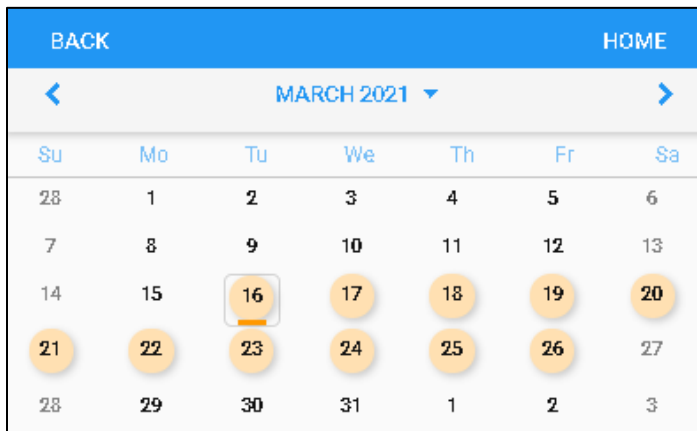
4. Tap **PRESENTATION**.



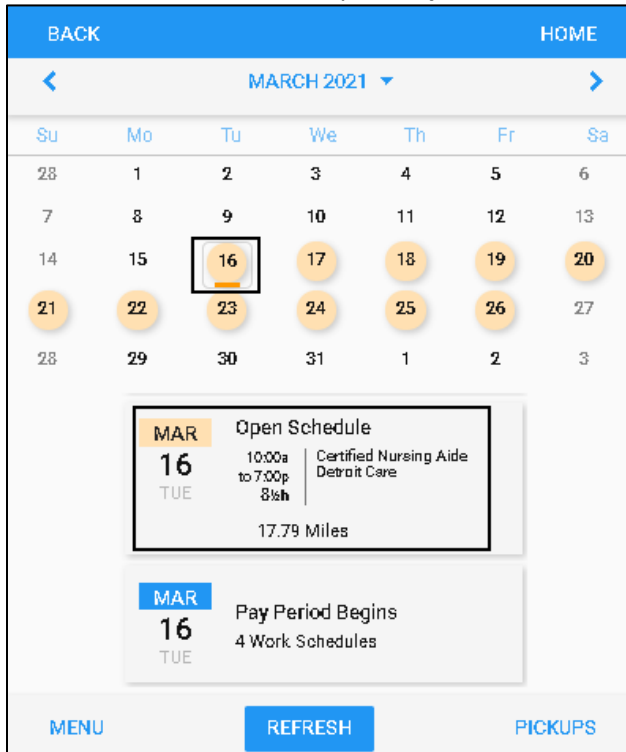
5. Move the **Available Work Schedules** slider to the right. Then tap **SAVE** at the bottom of the screen.



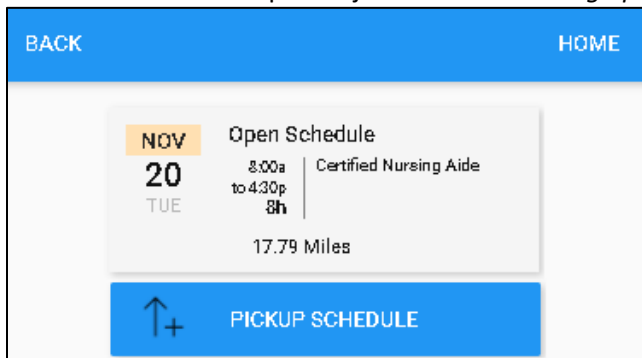
6. All work schedules available to you are highlighted with an orange circle on the calendar. Tap a day with an available work schedule.



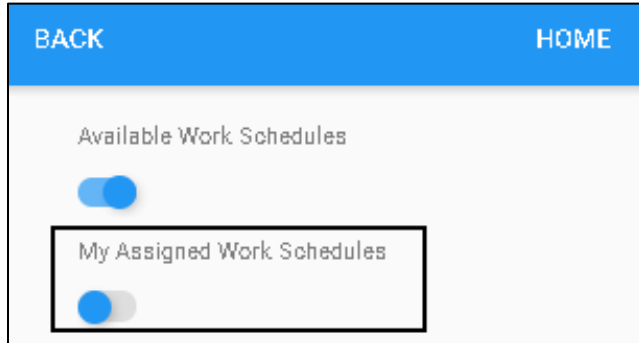
- The available work schedule is displayed on the **Open Schedule** tile below the calendar with detailed information, including the schedule starting time, ending time, total hours, workgroup set, and the work distance of this schedule. Tap the **Open Schedule** tile.



- You can pick up the whole shift or partial of the shift of the specific open schedule by tapping the **Open Schedule** tile. See a separate job aid called *Picking up Open Schedules* for details.



**Note:** If you have both assigned work schedules and open schedules for a day, you need to disable the **My Assigned Work Schedules** option to display open schedules.



If both the **Available Work Schedules** (orange circle) and **My Assigned Work Schedules** (blue circle) are enabled, the blue circle dates override the orange circle dates.