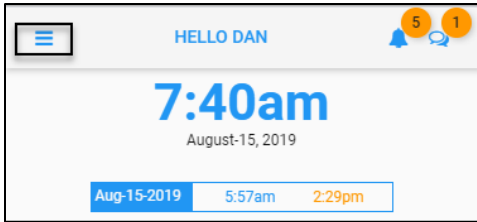


# ESS Mobile 3.0: Processing Open Items

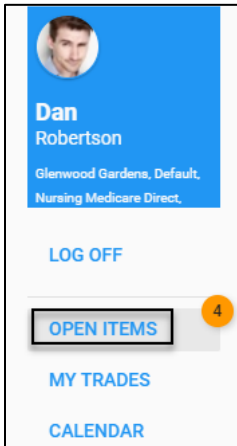
Open items include outstanding conditions that need your attention to be addressed, such as your leave requests, open schedule pickup or drop requests, and trade schedules requests.

To access open items:

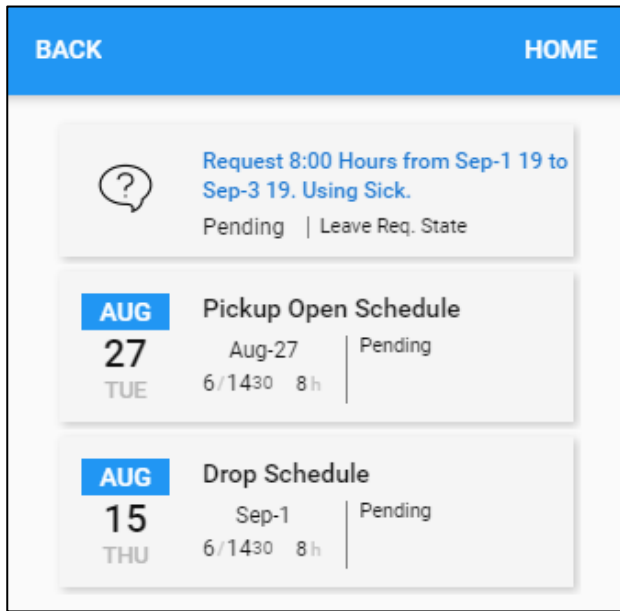
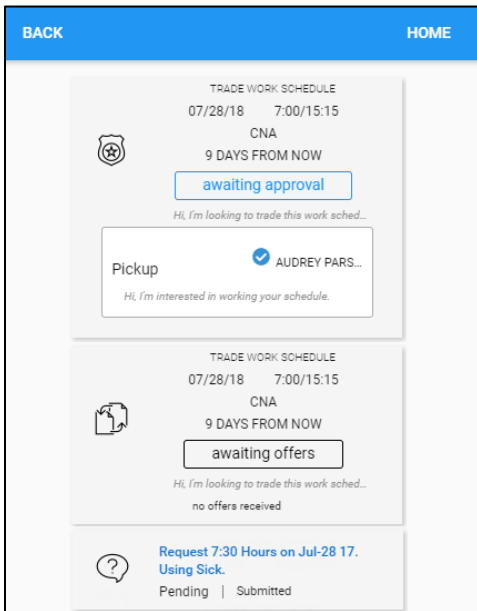
1. Tap the Three Line menu (☰) in the upper-left corner of the screen.



2. Tap **OPEN ITEMS**.

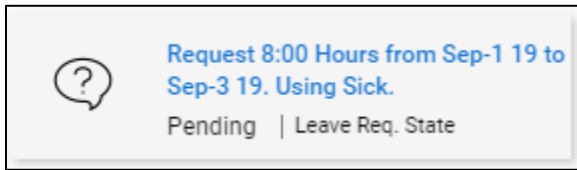


3. The open items related to leave requests, trade schedules, and open schedules are displayed:

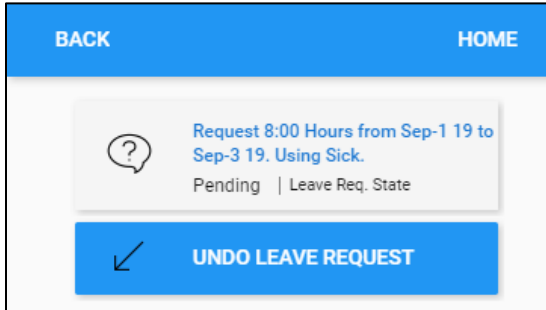


## Leave Requests

When a time off request is submitted, the submitted leave request is added in the open items.

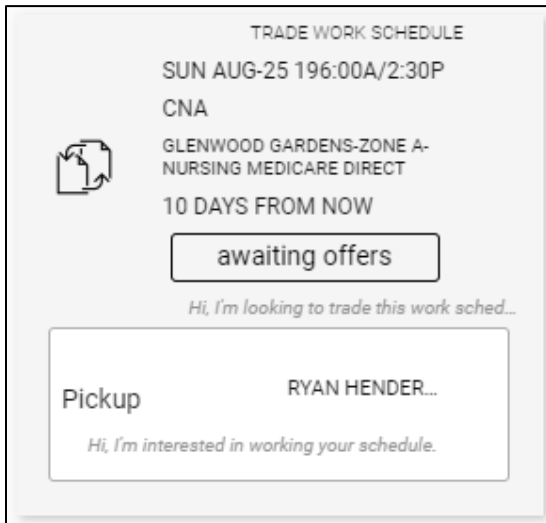


Tap a submitted leave request. You can also tap **UNDO LEAVE REQUEST** to cancel your leave request.

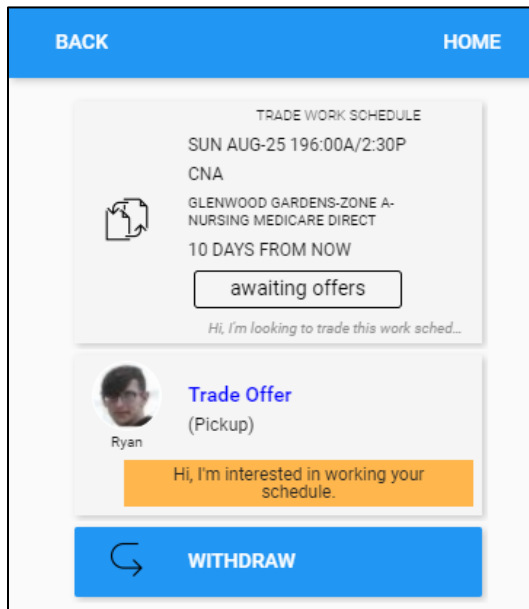


## Trade schedules

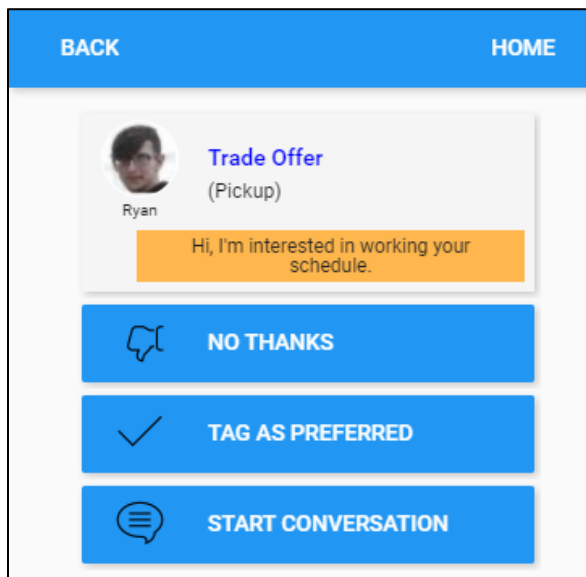
The other employees' requests to pick up your trade schedule are listed in the open items.



You can tap **WITHDRAW** to cancel your trade schedule request or tap the **Trade Offer** tile to reply to the offered trade.



You can reply to the offered trade with the following operations:



- Decline the offer by tapping **NO THANKS**.
- Set this offer as your preference so that your supervisor knows your preference when your request is submitted for review by tapping **TAG AS PREFERRED**.
- Communicate with this employee who offers to trade by tapping **START CONVERSATION**.

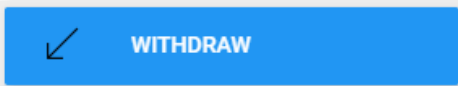
See a separate document called *Understanding Trade Activities* for details.

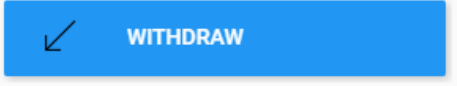
## Open Schedules

The open schedule pickup and drop requests can be found in the open items.

<b>AUG</b> <b>27</b> TUE	<b>Pickup Open Schedule</b> Aug-27 6/1430 8h	Pending
<b>AUG</b> <b>15</b> THU	<b>Drop Schedule</b> Sep-1 6/1430 8h	Pending

You can tap **WITHDRAW** to cancel pickup open schedule request or the drop schedule request.

<b>BACK</b>	<b>HOME</b>	
<b>AUG</b> <b>27</b> TUE	<b>Pickup Open Schedule</b> Aug-27 6/1430 8h	Pending
 <b>WITHDRAW</b>		

<b>BACK</b>	<b>HOME</b>	
<b>AUG</b> <b>15</b> THU	<b>Drop Schedule</b> Sep-1 6/1430 8h	Pending
 <b>WITHDRAW</b>		

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