

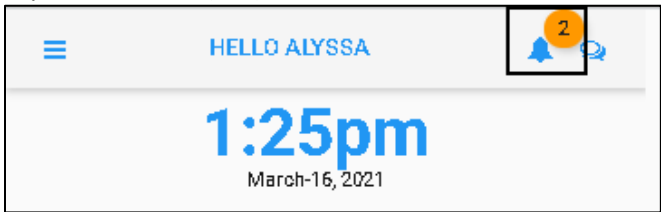


ESS Mobile 3.0: Exchanging Trade Schedules

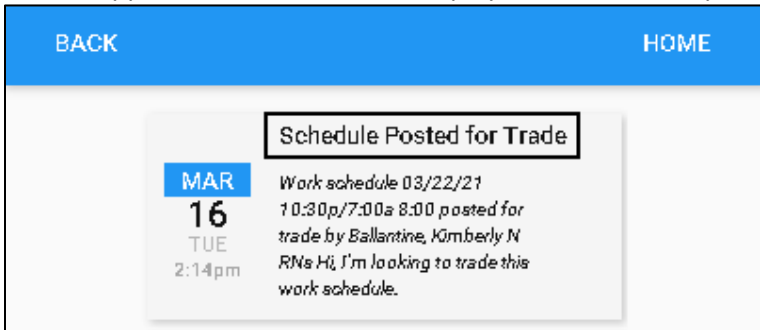
When your coworkers post their work schedules and desire to trade their work schedules with others, you can receive the trade request notification so that you can pick up the posted schedule or exchange your schedules with the employee who initiates the trade request. A number badge over the bell icon  alerts you to check your unread application notifications, including trade schedule request from other employees. This job aid describes how to exchange trade schedules with your schedules. See a separate job aid called *Picking up Trade Schedules* on how you can pick up trade schedules without offering your schedule to exchange. Even though you sent an offer to exchange trade schedules, you can cancel your offer if it is allowed based on your company policy.

To exchange a trade schedule:

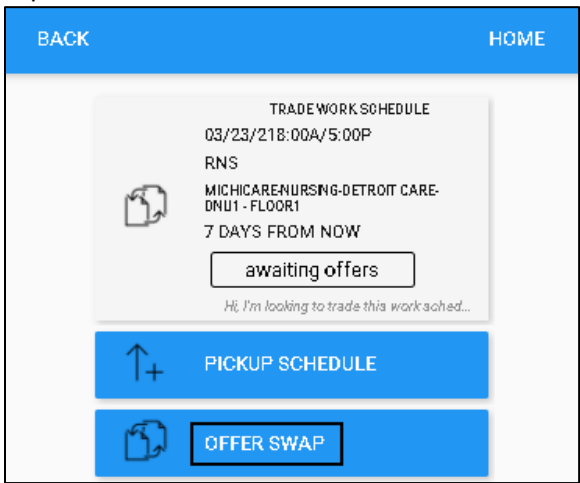
1. Tap the bell icon ().



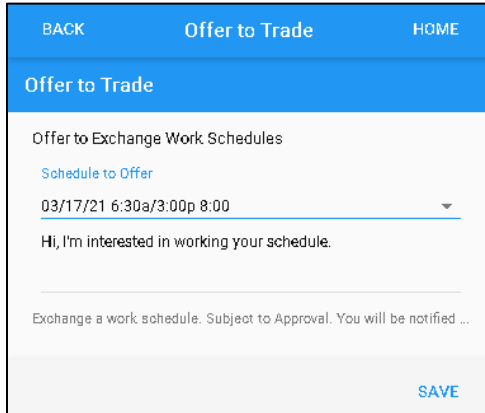
2. A list of application notifications is displayed. Locate and tap the **Schedule Posted for Trade** tile.



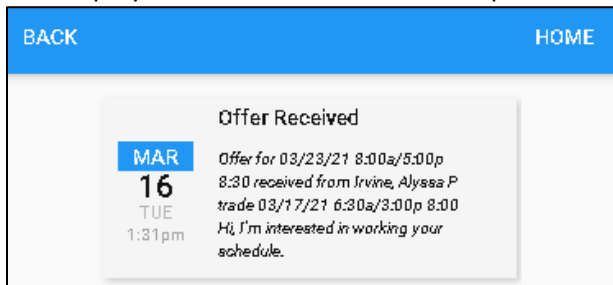
3. Tap **OFFER SWAP**. The **Offer to Trade** screen is displayed.



4. Select a work schedule from the **Schedule to Offer** drop-down list. If needed, enter comments for this exchange. Tap **Save**.

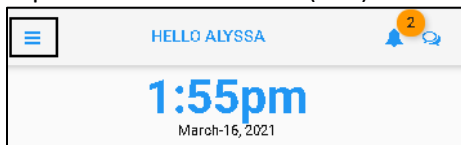


5. The employee who initiates the trade request receives your offer to exchange their work schedule.

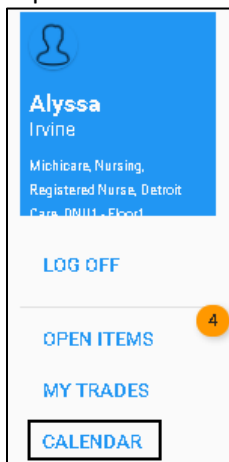


Your offer to exchange trade schedules are maintained in Calendar and **OPEN ITEMS**. To access your exchange offer in Calendar:

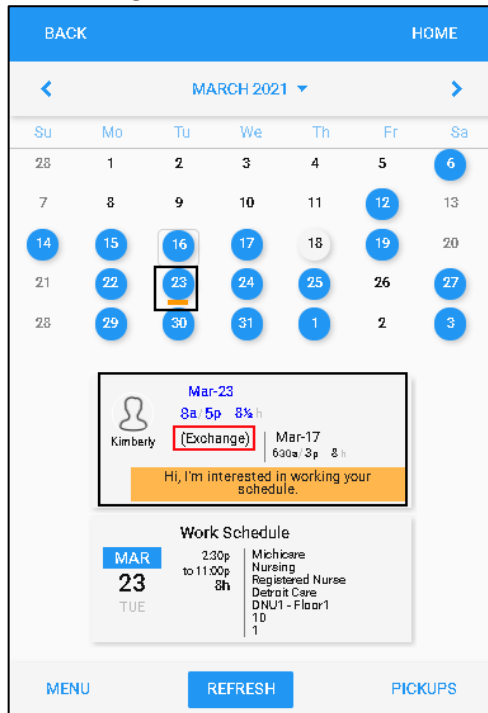
1. Tap the Three Line menu (☰) in the upper-left corner of the screen.



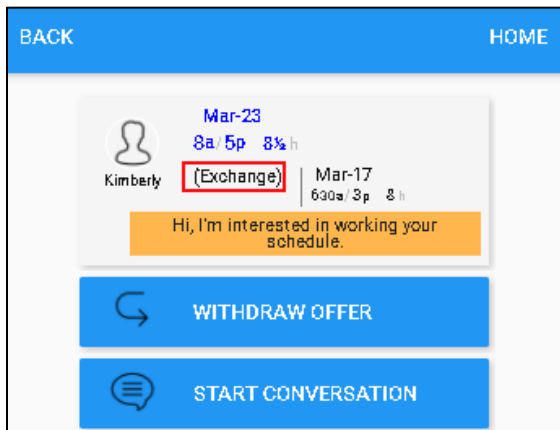
2. Tap **CALENDAR** in the expanded panel.



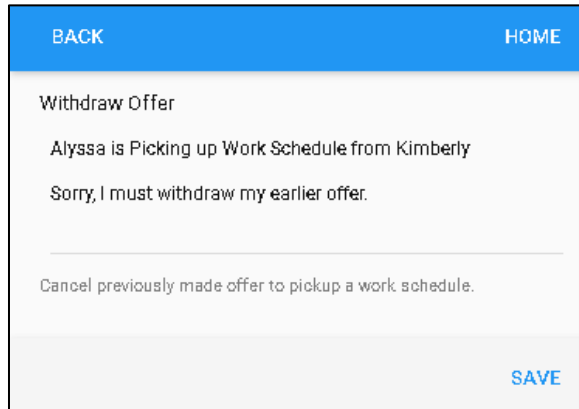
3. Tap a day in Calendar. If there is an exchange schedule offer, the offer tile is displayed under the calendar marked with **(Exchange)** with the schedule you offered to swap next to the vertical bar. The trade schedule is listed in blue with its schedule date, starting time, ending time, and total hours. Tap the exchange offer tile.



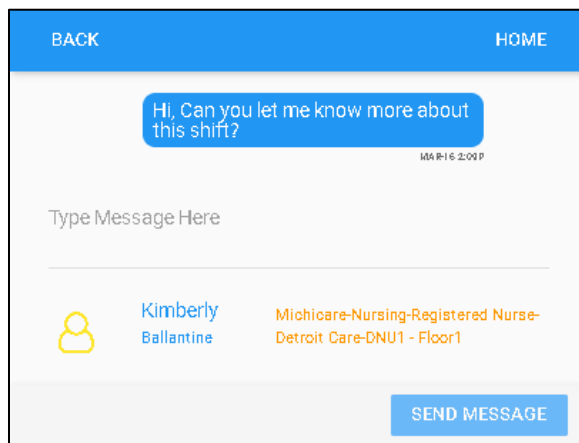
4. You can withdraw your exchange offer by tapping **WITHDRAW OFFER** or communicate with the employee who initiated this trade request to know more information about this schedule by tapping **START CONVERSATION**.



- **Withdraw Offer.**

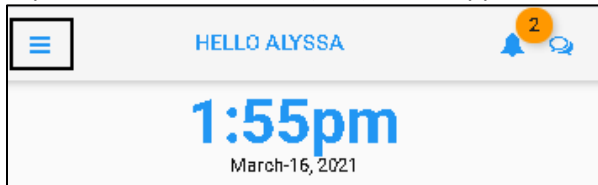


- **Start Conversation.**

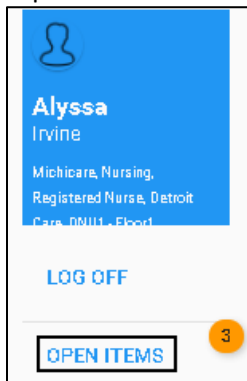


To access your exchange offers for trading schedules in **OPEN ITEMS**:

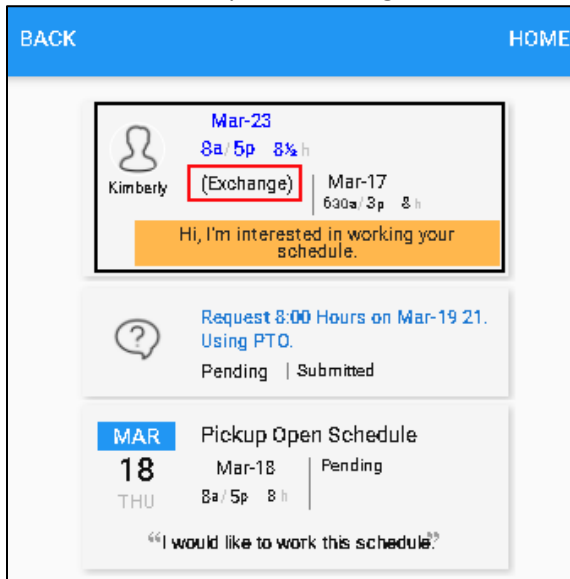
1. Tap the Three Line menu (☰) in the upper-left corner of the screen.



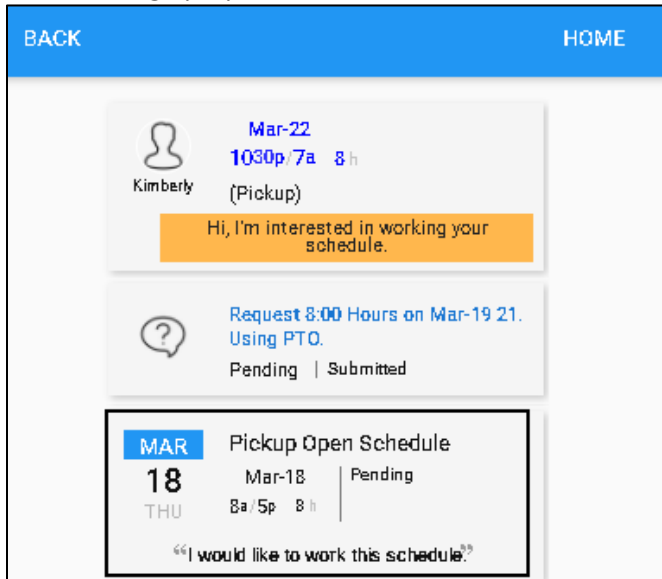
2. Tap **OPEN ITEMS** in the expanded panel.



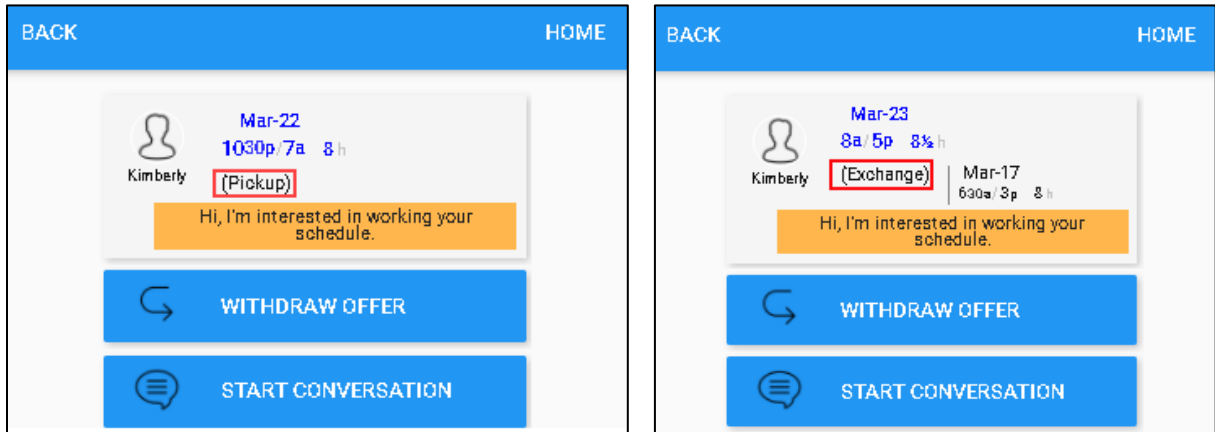
- A list of open items is displayed. See a separate job aid called *Processing Open Items* for details. The offer to exchange the schedule is marked with **(Exchange)** with the schedule you offered to swap next to the vertical bar. The trade schedule is listed in blue with its schedule date, starting time, ending time, and total hours. Tap the exchange offer tile.



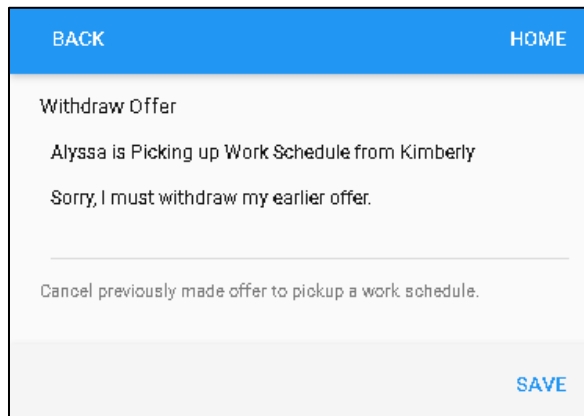
Note: The tile marked with **Pickup Open Schedule** indicates your open schedule pickup request. Open schedules are upcoming schedules that have not been assigned to employees. See a separate job aid called *Picking up Open Schedules* for details.



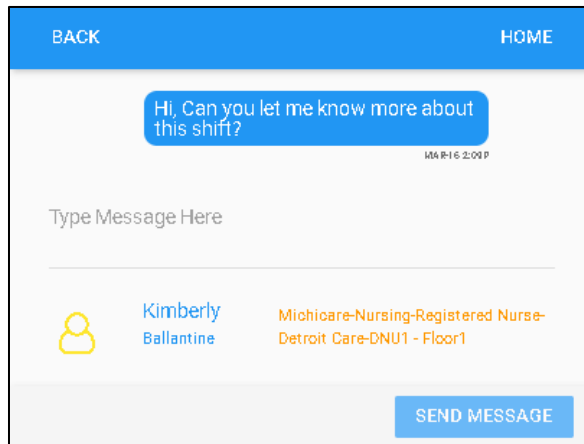
- You can withdraw your offer to pick up by tapping **WITHDRAW OFFER** or communicate with the employee who initiated this trade request to know more information about this schedule by tapping **START CONVERSATION**.



- **Withdraw Offer.**



- **Start Conversation.**



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