

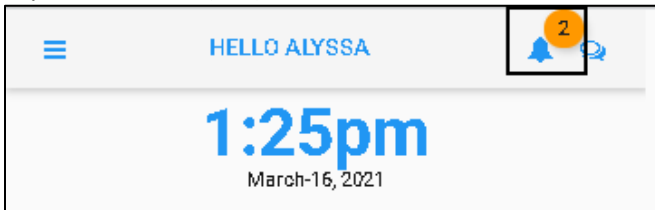


ESS Mobile 3.0: Picking up Trade Schedules

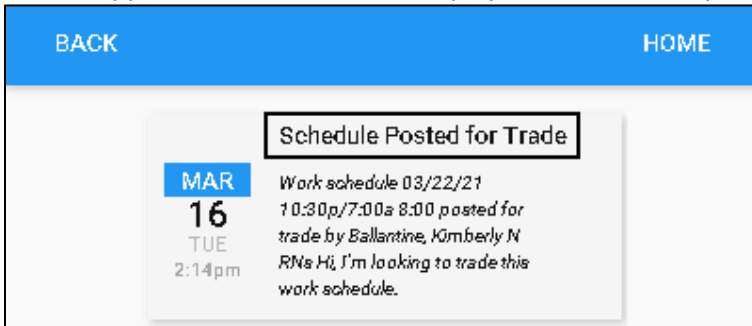
When your coworkers post their work schedules and desire to trade their work schedules with others, you can receive the trade request notification so that you can pick up the posted schedule or exchange your schedules with the employee who initiates the trade request. A number badge over the bell icon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

To pick up a trade schedule:

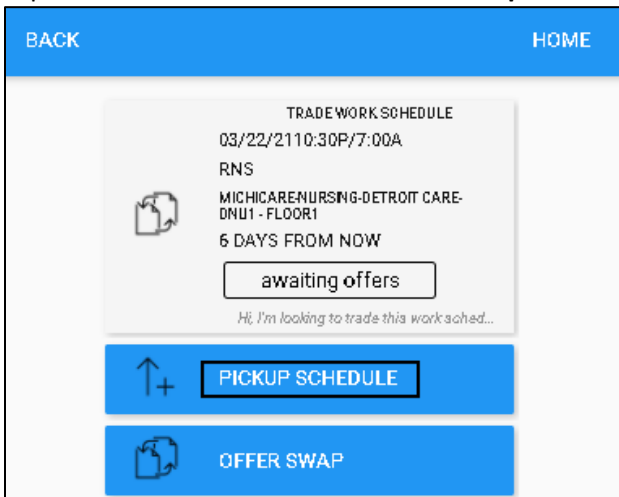
1. Tap the bell icon ().



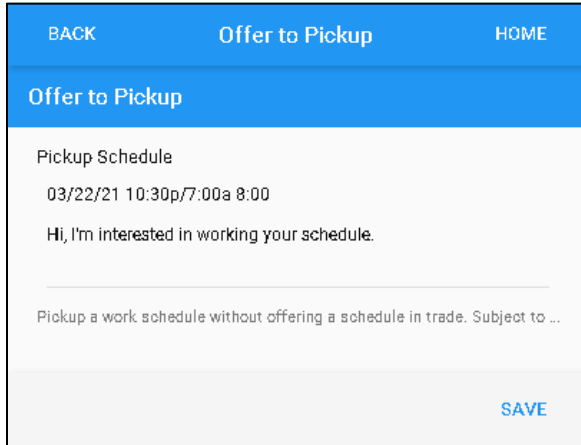
2. A list of application notifications is displayed. Locate and tap the **Schedule Posted for Trade** tile.



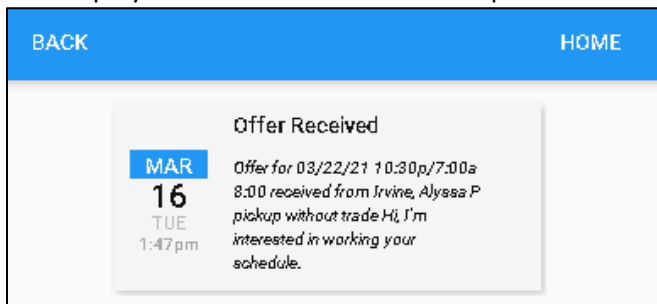
3. Tap **PICKUP SCHEDULE**. The **Offer to Pickup** screen is displayed.



- If needed, enter comments for this pickup. Tap **Save**.



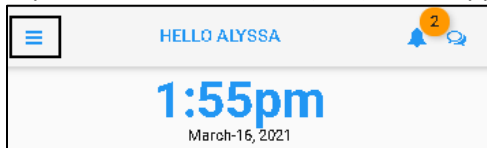
- The employee who initiates the trade request receives your offer to pick up their work schedule.



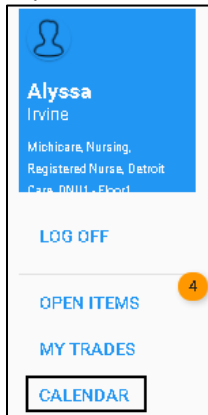
Your offer to pick up is saved in Calendar and **OPEN ITEMS**.

To access your pickup offer for trading schedules in Calendar:

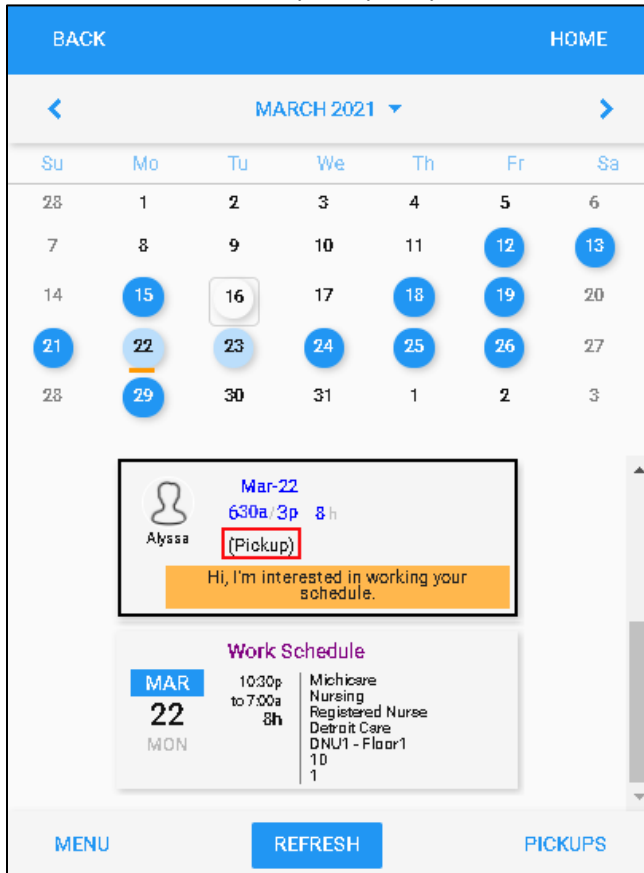
- Tap the Three Line menu (☰) in the upper-left corner of the screen.



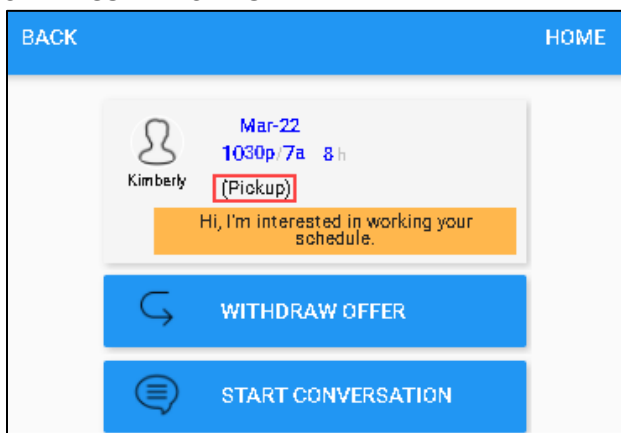
- Tap **CALENDAR** in the expanded panel.



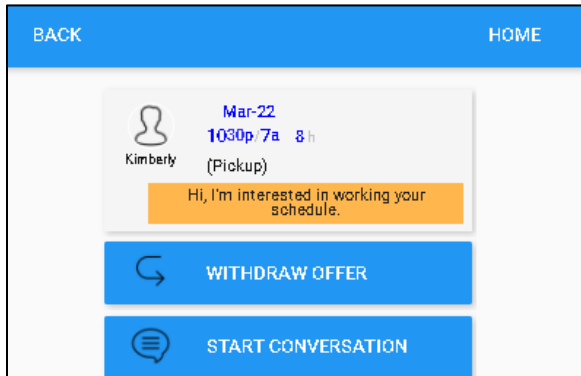
3. Tap a day in Calendar. If there is a pickup schedule offer, the offer tile is displayed under the calendar marked with **(Pickup)**. The trade schedule is listed in blue with its schedule date, starting time, ending time, and total hours. Tap the pickup offer tile.



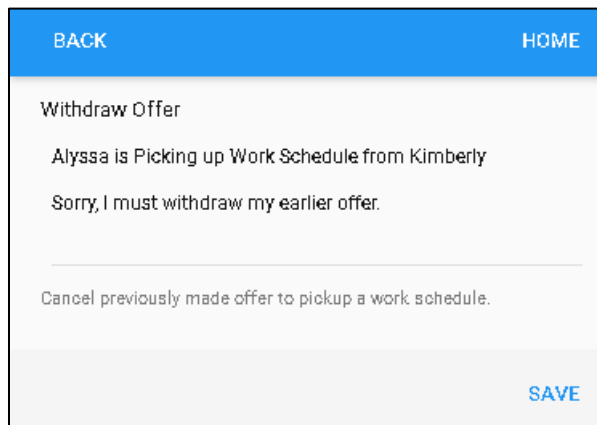
4. You can withdraw your offer to pick up by tapping **WITHDRAW OFFER** or communicate with the employee who initiated this trade request to know more information about this schedule by tapping **START CONVERSATION**.



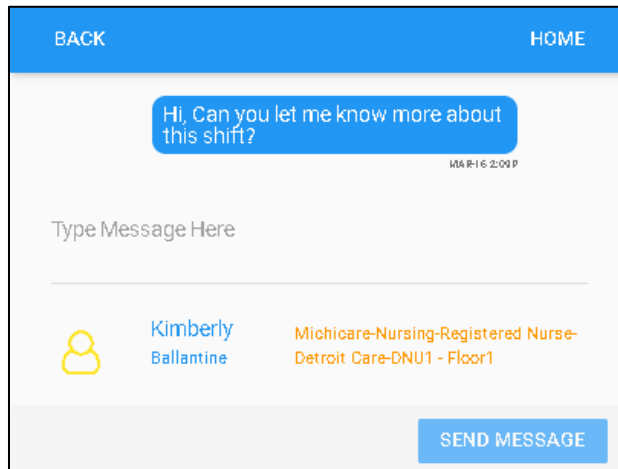
5. You can withdraw your offer to pick up by tapping **WITHDRAW OFFER** or communicate with the employee who initiated this trade request to know more information about this schedule by tapping **START CONVERSATION**.



- Withdraw Offer. See a separate job aid called *Withdrawing Offer of Picking up Trade Schedules* for details.

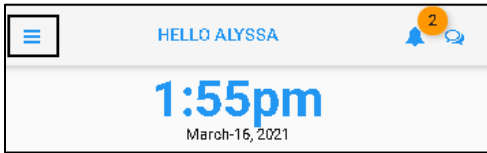


- Start Conversation. See a separate job aid called *Starting Conversation about Trade Schedules* for details.

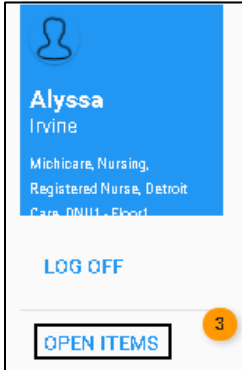


To access your pickup offers for trading schedules in **OPEN ITEMS**:

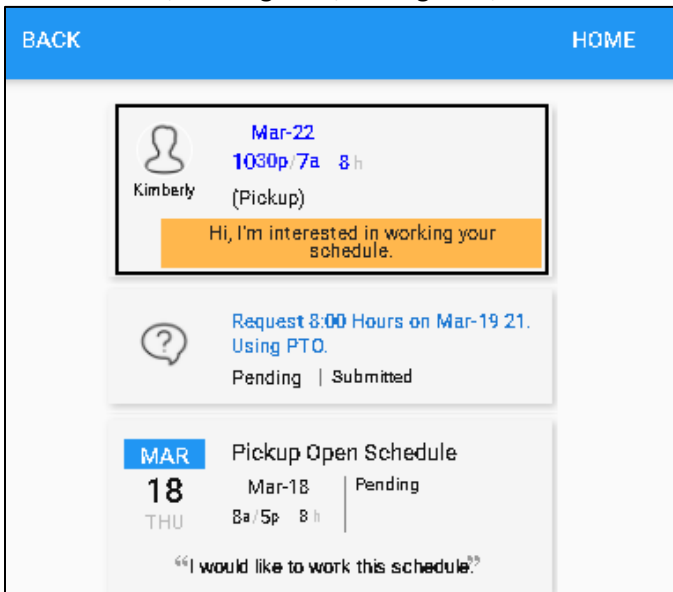
1. Tap the Three Line menu (☰) in the upper-left corner of the screen.



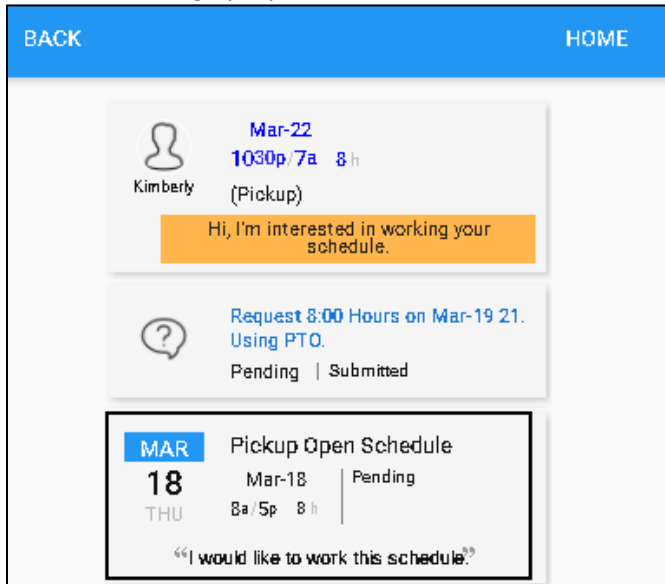
2. Tap **OPEN ITEMS** in the expanded panel.



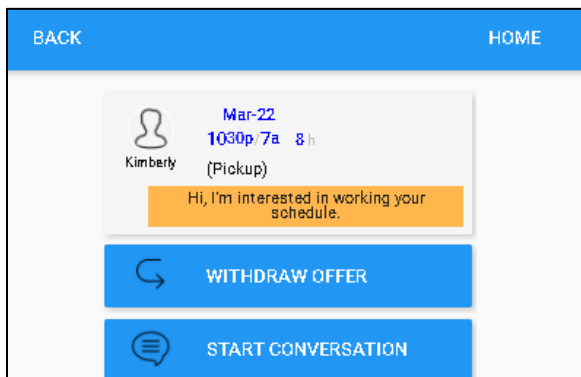
3. A list of open items is displayed. See a separate job aid called *Processing Open Items* for details. The offer to pick up trade the schedule is marked with **(Pickup)**. The trade schedule is listed in blue with its schedule date, starting time, ending time, and total hours. Tap the pickup offer tile.



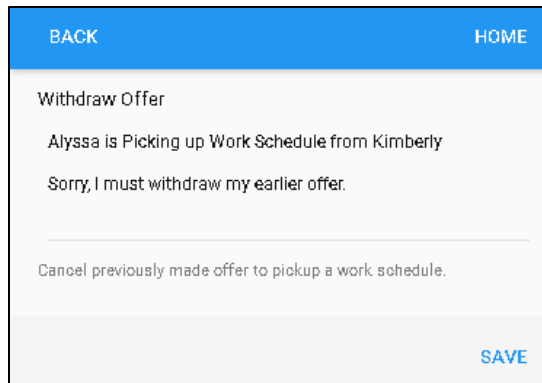
Note: The tile marked with **Pickup Open Schedule** indicates that your open schedule pickup request. Open schedules are upcoming schedules that have not been assigned to employees. See a separate job aid called *Picking up Open Schedules* for details.



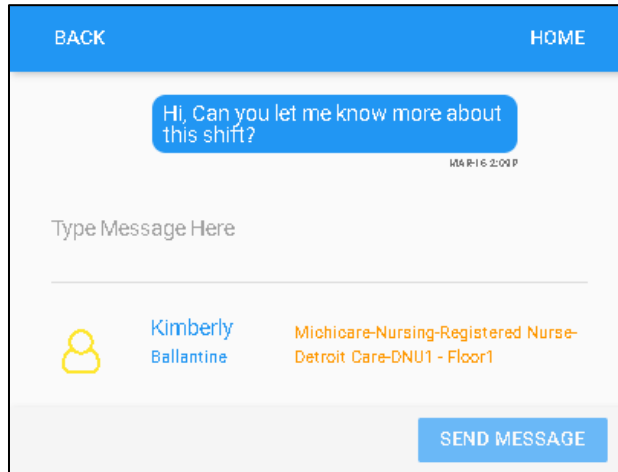
- You can withdraw your offer to pick up by tapping **WITHDRAW OFFER** or communicate with the employee who initiated this trade request to know more information about this schedule by tapping **START CONVERSATION**.



- **Withdraw Offer.** See a separate job aid called *Withdrawing Offer of Picking up Trade Schedules* for details.



- Start Conversation. See a separate job aid called *Starting Conversation about Trade Schedules* for details.



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