## ESS Mobile 3.0: Processing Trade Schedule Request

When an employee posts work schedules and desires to trade his or her work schedules with others, the other employees can receive the trade request notification so that the employee can pick up the posted schedule or exchange their schedules with the employee who initiates the trade request. A number badge over the bell icon
alerts employees to check their unread application notifications, such as trade schedule request from other employees.

To process trade schedule request:

1. Tap the bell icon (

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

| BACK |  |  | HOME |
| :---: | :---: | :---: | :---: |
|  |  | Schedule Posted for Trade |  |
|  | MAR 2:14pm | Work schedule 03/22/21 10.30p/7.00a 8.100 posted for trade by Ballartine Kmberly N RNs hi I'm looking to tra de this work schedule. |  |

3. You can pick up the trade schedule by tapping PICKUP SCHEDULE or swap your schedule with the employee who initiates the trade schedule request by tapping OFFER SWAP. See Pick up Schedule on page 2 and Offer Swap on page 3 for details.

| BACK |  | H0ME |
| :---: | :---: | :---: |
|  | TRADEWORKSCHEDULE |  |
|  | 03/22/2110:30F/7:00A |  |
|  | RNS |  |
|  | MICHICARENURSNG-DETROT CARE-DNU1-FLOOR1 |  |
|  | 6 DAYS FROM NOW |  |
|  | awaiting offers |  |
|  | He Im looking to trade this work schest... |  |
|  | PICKUP SCHEDULE |  |
|  | OFFER SYAP |  |

## Pick up Schedule

When you receive a notification from other employees to request to trade their schedules, you can pick up their posted schedules without offering your schedule to exchange.

To pick up a trade schedule:

1. Tap PICKUP SCHEDULE. The Offer to Pickup screen is displayed.

| BACK |  | HOME |
| :---: | :---: | :---: |
|  | TRADEWORKSCHEDULE |  |
|  | 03/22/2110:30F/7:00A |  |
|  | RNS |  |
|  | michicarenursng-detrol care-DNU1-FLOOR1 |  |
|  | 6 DAYS FROM NOW |  |
|  | awaiting offers |  |
|  | Hi Im looking to trade this works shedt... |  |
|  | PICKUP SCHEDULE |  |
|  | OFFER SWAP |  |

2. If needed, enter comments for this pickup. Tap Save.

| BACK Offer to Pickup |
| :--- | :--- |
| Offer to Pickup |
| Pickup Schedule |
| 03/22/21 10:30p/7:00a 8:00 |
| Hi, l'm interested in working your schedule. |
| Pickup a work schedule without offering a schedule in trade. Subject to ... |
| SAVE |

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

| BACK |  |  | H0ME |
| :---: | :---: | :---: | :---: |
|  |  | Offer Received |  |
|  | MAR | Offer for 03/22/21 10.30p/7.00a |  |
|  | $16$ | 8.10 received from Jrvine Alyssa P pickup without trade $\mathrm{Hi}_{\mathrm{i}} \mathrm{J}$ 'm |  |
|  | 1:47pm | interested in working your schedule. |  |

## Offer Swap

When you receive a notification from other employees to request to trade their schedules, you can exchange your schedule with their posted schedules.

To exchange schedules:

1. Tap OFFER SWAP. The Offer to Trade screen is displayed.

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

| BACK Offer to Trade | HOME |
| :--- | :--- |
| Offer to Trade |  |
| Offer to Exchange Work Schedules |  |
| Schedule to Offer |  |
| 03/17/21 6:30a/3:00p 8:00 |  |
| Hi, l'm interested in working your schedule. |  |
| Exchange a work schedule. Subject to Approval. You will be notified ... |  |
|  |  |

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

| BACK |  |  | H0ME |
| :---: | :---: | :---: | :---: |
|  |  | Offer Received |  |
|  | MAR | Offer for 03/23/21 8.100 $/ 5.51000$ |  |
|  | $16$ | 8.30 reseived form Irvine Alyssa $P$ trade 03/17/21 6.30 $2 / 3.100 \mathrm{p} 8.100$ |  |
|  | 1:31pm | his I'm interested in working your schedule. |  |

## Access Pick up Offer and/or Exchange Offer

Your offer to pick up or exchange trade schedules are maintained in Calendar and OPEN ITEMS. To access your offers for trading schedules in Calendar:

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

2. Tap CALENDAR in the expanded panel.

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


- Withdraw Offer.

| BACK | H0ME |
| :--- | :--- |
| Withdraw Dffer |  |
| Alyssa is Picking up Work Schedule from Kimberly |  |
| Sorry, I must withdraw my earlier offer. |  |
| Cancel previously made offer to pickup a work schedule. |  |
|  |  |

- Start Conversation.

| BACK | HDME |
| :---: | :---: |
| Hi, Can you let me know more about <br> this shift? |  |
| Type Message Here |  |
| Kimberly <br> Ballantine | Michicare-Nursing-Registered Nurse- <br> Detroit Care-DNu1 - Floor1 |

To access your offers for trading schedules in OPEN ITEMS:

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

| $\equiv$ | HELLOALYSSA |
| :---: | :---: |
|  | March-16,2021 |
|  |  |
|  |  |

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. Locate the pickup offer tile and exchange offer tile for trade. The offer to pick up trade the schedule is marked with (Pickup). The offer to exchange the schedule is marked with (Exchange) with the schedule you offered to swap after the vertical bar. The trade schedule is listed in blue with its schedule date, starting time, ending time, and total hours. Tap the pickup offer tile or the exchange offer tile.


Offer to Pick up Trade Schedule

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.

| BACK |  | H0ME |
| :---: | :---: | :---: |
|  |  |  |
|  | MAR Pickup Open Schedule <br> "I would like to work this schedule." |  |

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.


- Withdraw Offer.

| BACK | HOME |
| :--- | :--- |
| Withdraw Offer |  |
| Alyssa is Picking up Work Schedule from Kimberly |  |
| Sorry, I must withdraw my earlier offer. |  |
| Cancel previously made offer to pickup a work schedule. |  |
|  | SAVE |

- Start Conversation.

©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.

