# ESS Mobile 3.0: Processing Trade Schedule Request

Job Aid

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:



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

BACK			HOME
	MAR	Schedule Posted for Trade Work schedule 03/22/21 10:300/7:102 8:10 posted for	
	TUE 2:14pm	trade by Ballantine, Kimberly N RNs Hi, I'm looking to trade 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			номе
	ŋ,	TRADE WORK SCHEDULE 03/22/2110:30P/7:00A RNS MICHICARE-NURSING-DETROIT CARE- DNU1 - FLOOR1 6 DAYS FROM NOW awaiting offers Hi, I'm looking to trade this work sched	
	$\uparrow_+$	PICKUP SCHEDULE	
	ß	OFFER SWAP	

#### **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		номе
	TRADE WORK SCHEDULE 03/22/2110:30P/7:00A RNS MICHICARENURSING-DETROIT CARE- DNU1 - FLOOR1 6 DAYS FROM NOW awaiting offers Hi, I'm looking to trade this work sched	
	CFFER SWAP	

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

BACK	Offer to Pickup	HOME
Offer to Pick	ир	
Pickup Schedul 03/22/21 10:3 Hi, I'm intereste	le 0p/7:00a 8:00 ed in working your schedule.	
Pickup a work so	hedule 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.



### **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**.



3. The employee who initiates the trade request receives your offer to exchange their work 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 (🖃) 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**.

BACK		номе	BACK	:	HOME
Kimber	Mar-22 1030p/7a 8 h (Pickup) Hi, I'm interested in working your schedule.			Mar-23 8a/5p 8½ h Kimberly (Exchange) Mar-17 630a/3p 8 h Hi, I'm interested in working your schedule.	
Ģ	WITHDRAW OFFER				
	START CONVERSATION			START CONVERSATION	

• Withdraw Offer.

ВАСК	номе
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.

BACK			HOME
	Hi, Can you this shift?	et me know more about	p
Type Mes	sage Here		
8	Kimberly Ballantine	Michicare-Nursing-Registere Detroit Care-DNU1 - Floor1	d Nurse-
		SEND M	ESSAGE

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

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

≡	HELLO ALYSSA	22		
	1:55pn March-16, 2021	n		
Tap <b>OPEN I</b>	Tap <b>OPEN ITEMS</b> in the expanded panel.			
2				
Alyssa Trvine				
Michicare, Nu Registered Nu Care, DNU1 - F	rsing, rse, Detroit Georf			

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.

ВАСК	НОМЕ ВАСК	номе
Mar-22 1030p/7a 8 h (Pickup) Hi, I'm interested in working your schedule.		Mar-23   8a/5p   Kimberly   (Exchange)   Mar-17   630s/3p   Hi, I'm interested in working your schedule.
Request 8:00 Hours on Mar-19 21. Using PTO. Pending   Submitted		Request 8:00 Hours on Mar-19 21. Using PTO. Pending   Submitted
MAR   Pickup Open Schedule     18   Mar-18   Pending     THU   Ba/5p   B h <sup>66</sup> I would like to work this schedule <sup>59</sup>		MAR   Pickup Open Schedule     18   Mar-18   Pending     THU   8a/ 5p 8 h   **     **I would like to work this schedule?

Offer to Pick up Trade Schedule

Offer to Exchange Trade Schedule

LOG OFF

**OPEN ITEMS** 

**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		HOME
	Mar-22 1030p/7a 8 h Kimberly (Pickup) Hi, I'm interested in working your schedule.	
	Request 8:00 Hours on Mar-19 21. Using PTO. Pending   Submitted	
	MAR Pickup Open Schedule   18 Mar-18   THU 8a/5p   %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.



• Start Conversation.

BACK		НОМЕ
	Hi, Can you this shift?	L let me know more about
Type Me	essage Here	
8	Kimberly Ballantine	Michicare-Nursing-Registered Nurse- Detroit Care-DNU1 - Floor1
		SEND MESSAGE

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