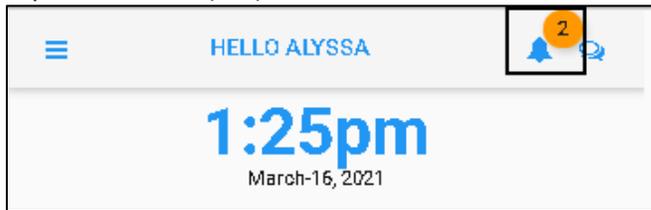


ESS Mobile 3.0: Processing Trade Schedule Request

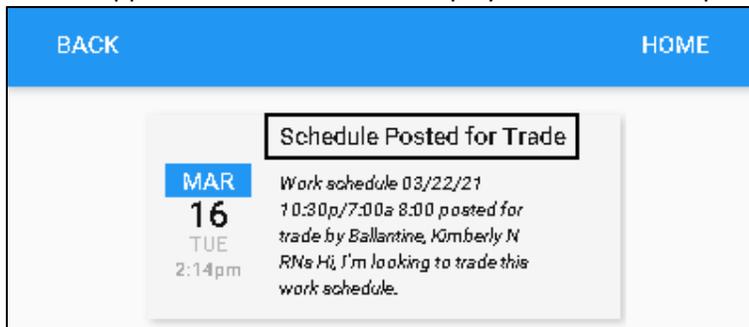
When an employee posts work schedules and desires to trade his or her work schedules with others, the other employees can receive the trade request notification so that the employee can pick up the posted schedule or exchange their schedules with the employee who initiates the trade request. A number 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:

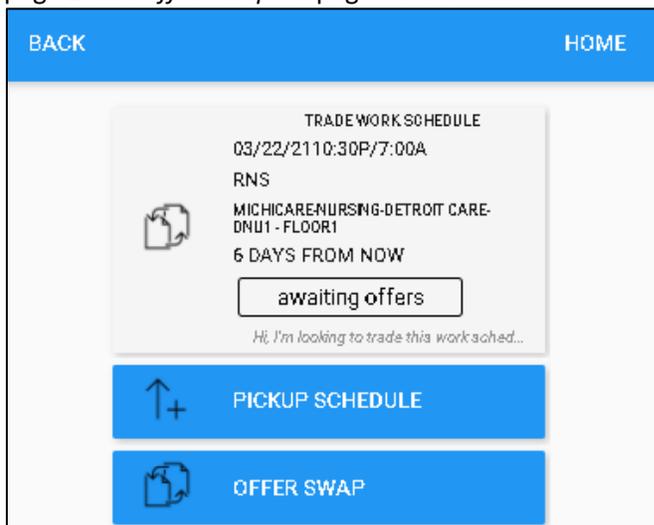
1. Tap the bell icon ().



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



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.

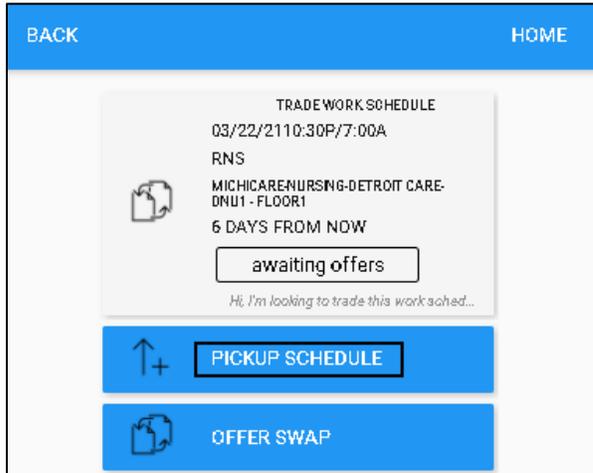


Pick up Schedule

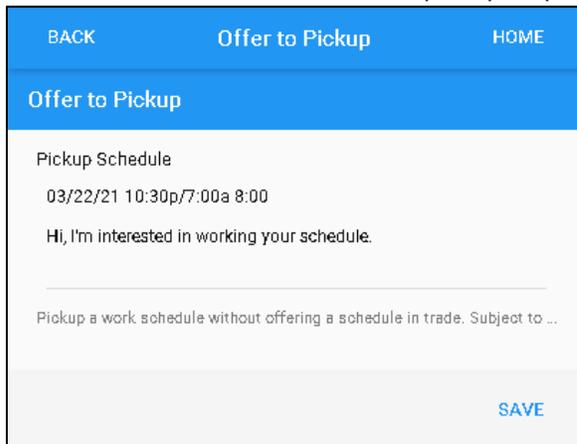
When you receive a notification from other employees to request to trade their schedules, you can pick up their posted schedules without offering your schedule to exchange.

To pick up a trade schedule:

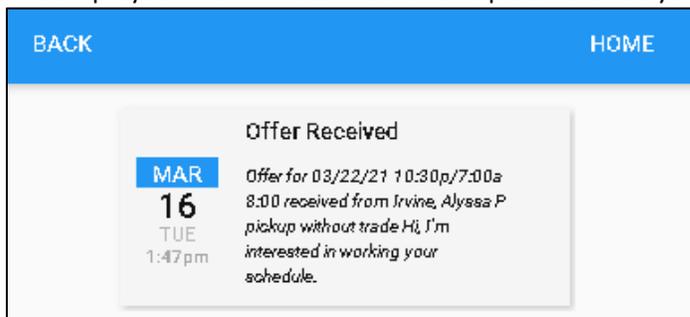
1. Tap **PICKUP SCHEDULE**. The **Offer to Pickup** screen is displayed.



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



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

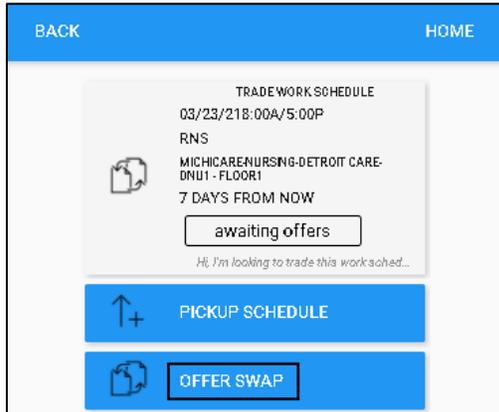


Offer Swap

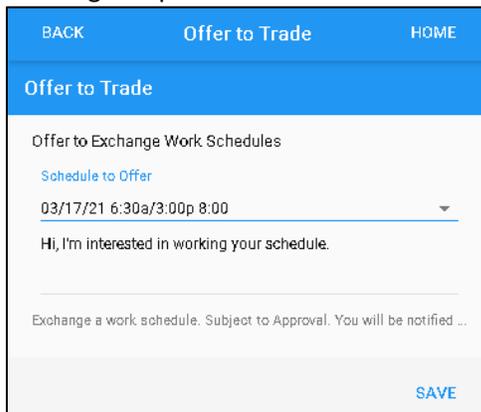
When you receive a notification from other employees to request to trade their schedules, you can exchange your schedule with their posted schedules.

To exchange schedules:

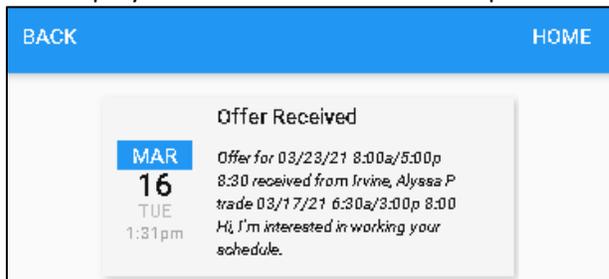
1. Tap **OFFER SWAP**. The **Offer to Trade** screen is displayed.



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



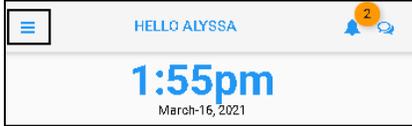
3. The employee who initiates the trade request receives your offer to exchange their work schedule.



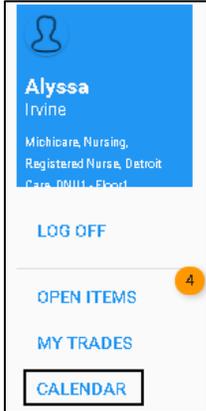
Access Pick up Offer and/or Exchange Offer

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:

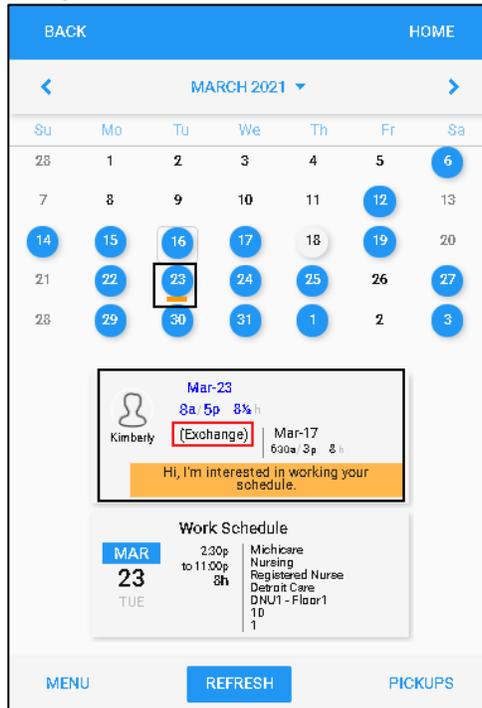
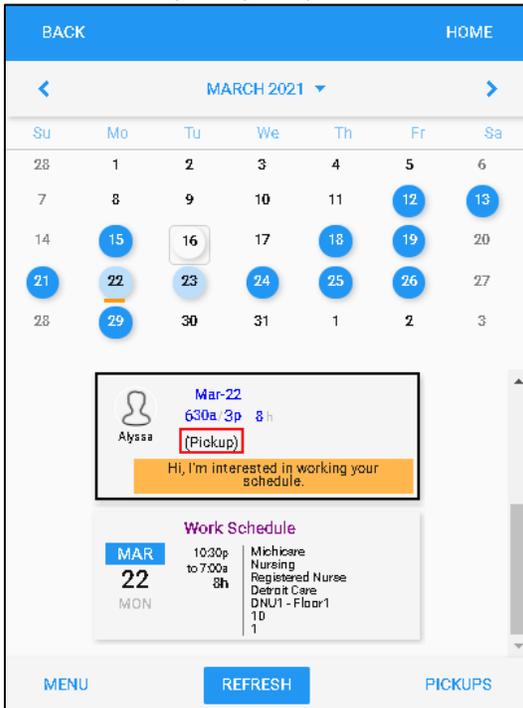
1. Tap the Three Line menu (☰) in the upper-left corner of the screen.



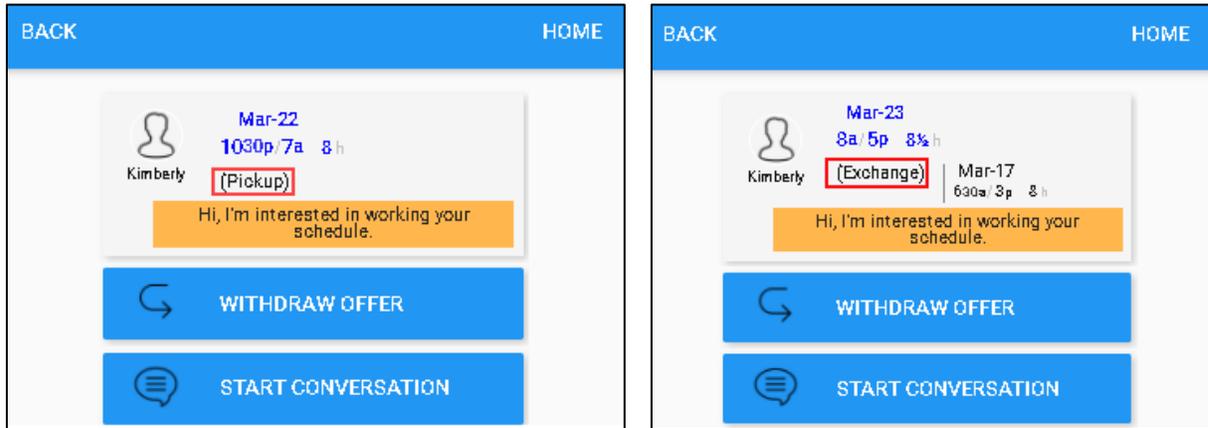
2. Tap **CALENDAR** in the expanded panel.



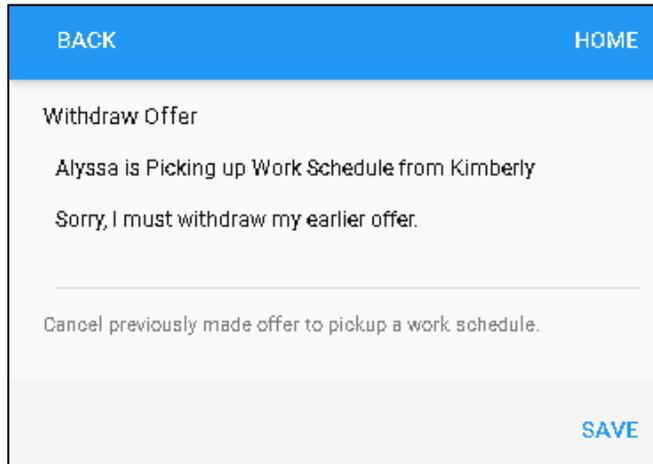
3. Tap a day in Calendar. If there is a pickup schedule offer or exchange schedule offer, the offer is displayed under the calendar. The offer to pick up trade the schedule is marked with **(Pickup)**. The offer to exchange the schedule is marked with **(Exchange)** with the schedule you offered to swap 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.



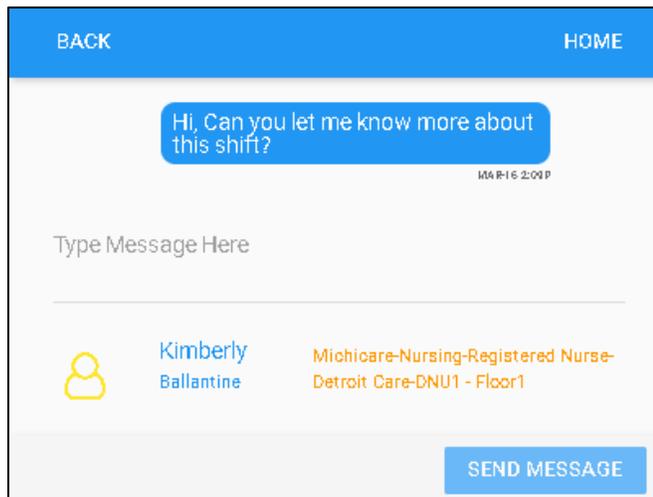
- You can withdraw your offer to pick up by tapping **WITHDRAW OFFER** or communicate with the employee who initiated this trade request to know more information about this schedule by tapping **START CONVERSATION**.



- **Withdraw Offer.**

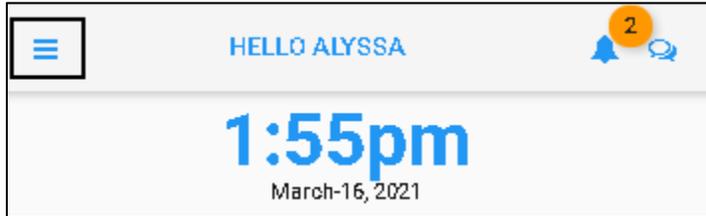


- **Start Conversation.**

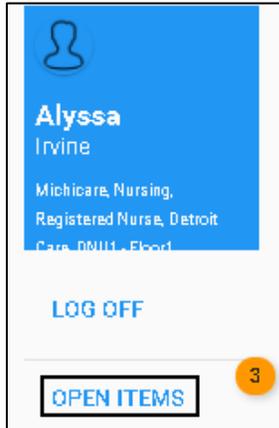


To access your offers for trading schedules in **OPEN ITEMS**:

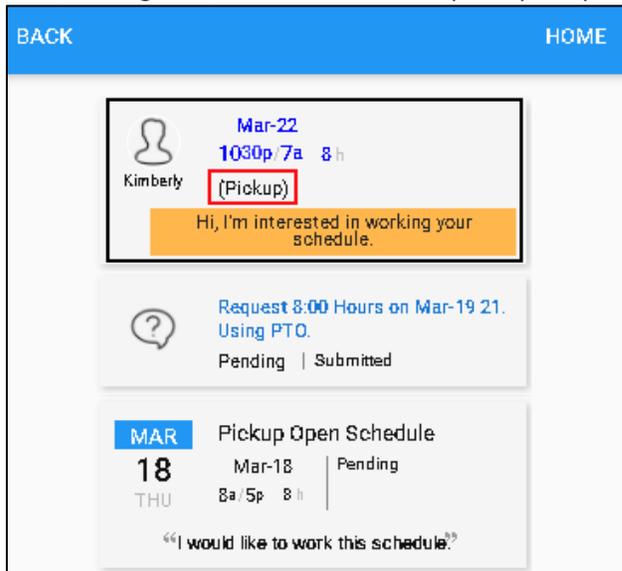
1. Tap the Three Line menu (☰) in the upper-left corner of the screen.



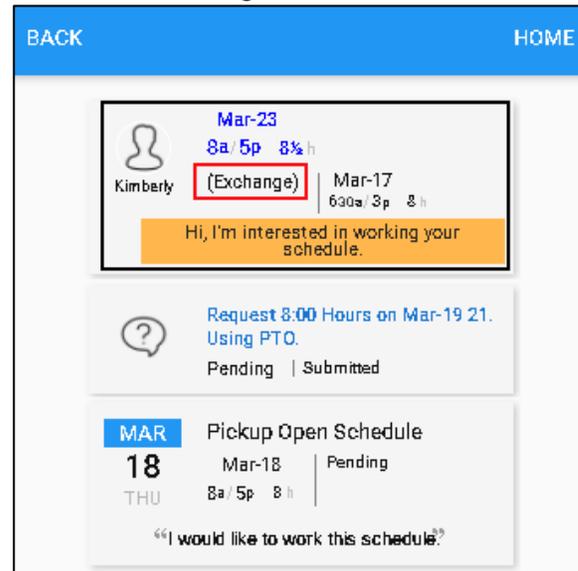
2. Tap **OPEN ITEMS** in the expanded panel.



3. A list of open items is displayed. See a separate job aid called *Processing Open Items* for details. 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.

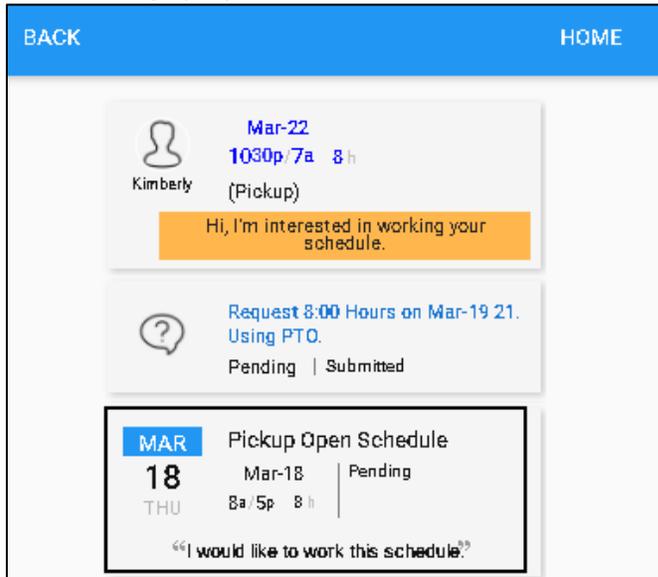


Offer to Pick up Trade Schedule

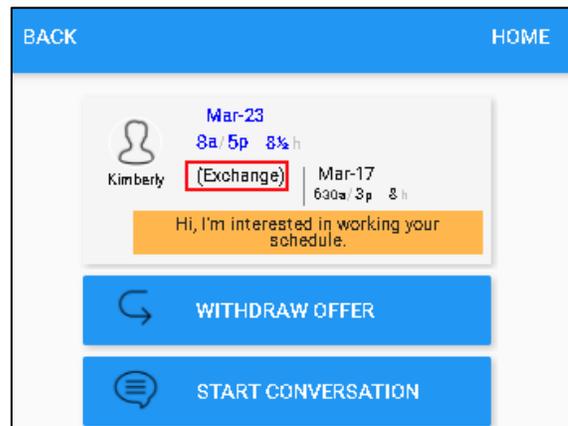
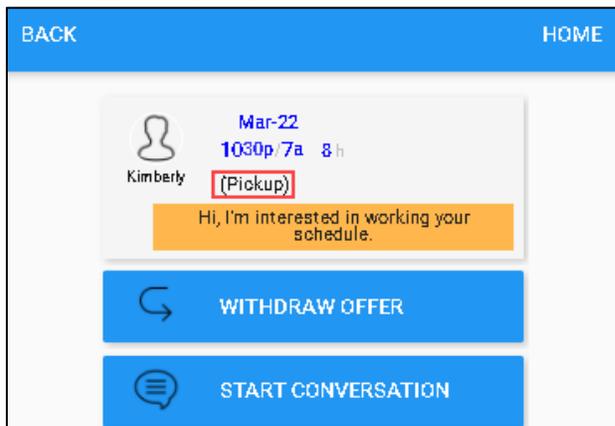


Offer to Exchange Trade Schedule

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.



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.

BACK
HOME

Hi, Can you let me know more about this shift?

MAR 16 2:00 P

Type Message Here



Kimberly
Ballantine

Michicare-Nursing-Registered Nurse-
Detroit Care-DNU1 - Floor1

SEND MESSAGE

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ESS Mobile 3.0: Processing Trade Schedule Request

August 3, 2021

8