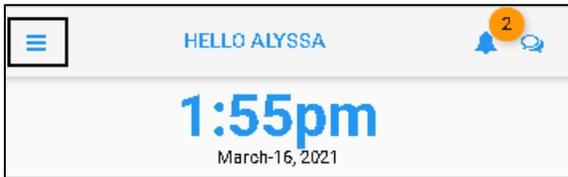


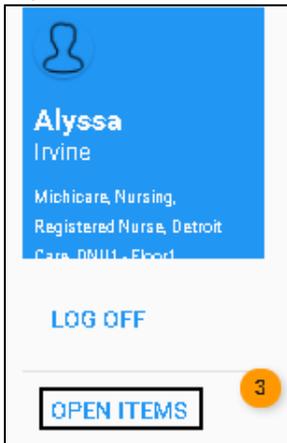
After you receive the trade schedule request and offer to pick up the schedule, you can withdraw the offer of picking up trade schedules. This job aid describes how to withdraw the offer and the withdrawal notification that the employee who initiates the trade request can receive.

To withdraw the schedule pickup offer:

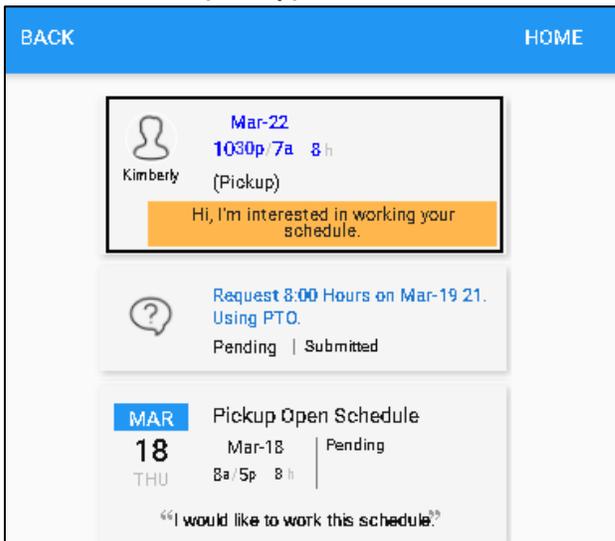
1. Tap the Three Line menu (☰) in the upper-left corner of the screen.



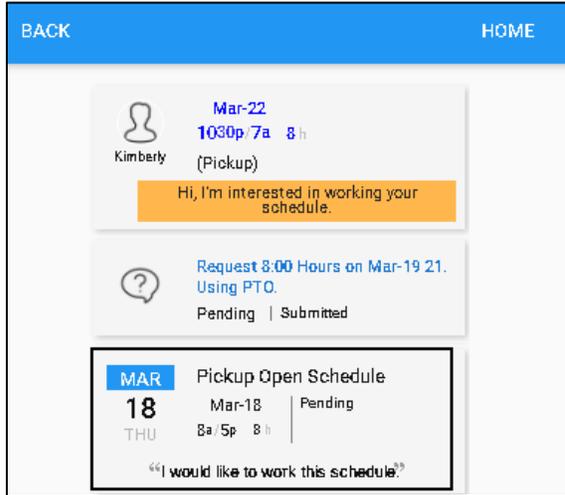
2. Tap **OPEN ITEMS** in the expanded panel.



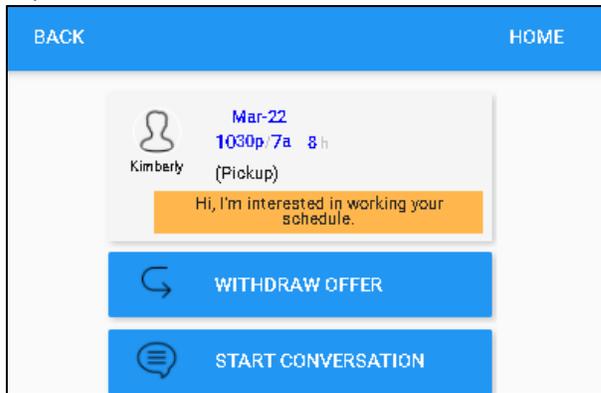
3. A list of open items is displayed. See a separate job aid called *Processing Open Items* for details. Tap the tile marked with **(Pickup)**.



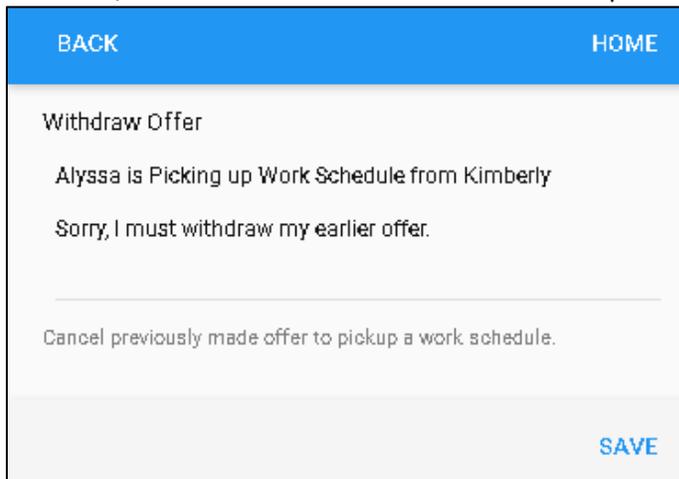
Note: The tile marked with **Pickup Open Schedule** indicates that your open schedule pickup request. Open schedules are upcoming schedules that have not been assigned to employees. See a separate job aid called *Picking up Open Schedules* for details.



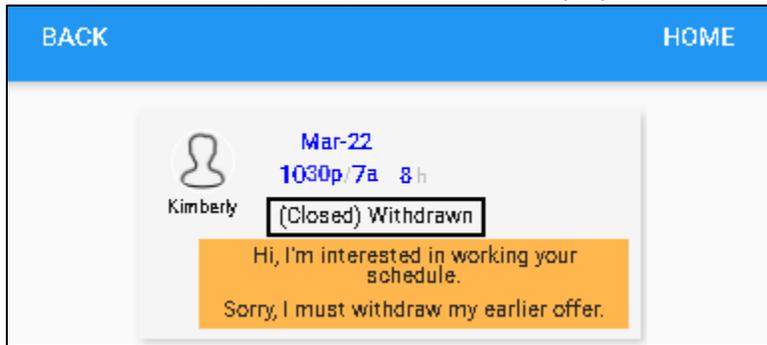
4. Tap **WITHDRAW OFFER**. The Withdraw Offer screen is displayed.



5. If needed, enter comments for this cancellation. Tap **SAVE**.

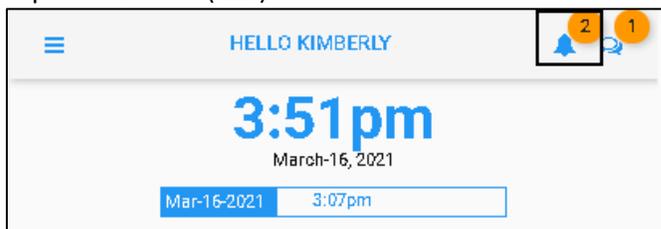


- The tile marked with **(Closed) Withdrawn** is displayed.

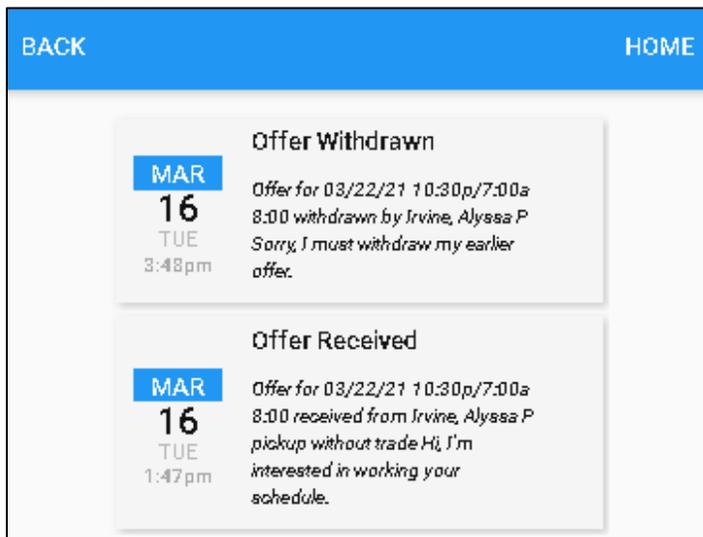


The employee who initiated trade request receives the notification about the withdrawal request. To process the withdrawal request:

- Tap the bell icon (🔔).



- The received notification messages are displayed with detailed information and time stamps. In the following example, the Offer Receives tile shows the employee receives the offer pickup request at 1:47 p.m. on March 16, but later the Offer Withdrawn tile shows the pickup offer is withdrawn at 3:48 p.m. on March 16.



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