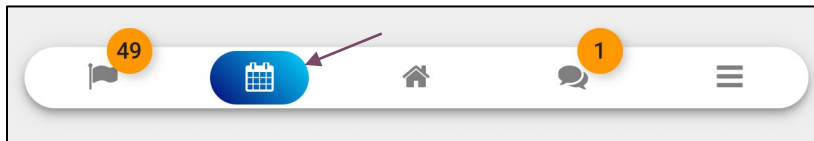


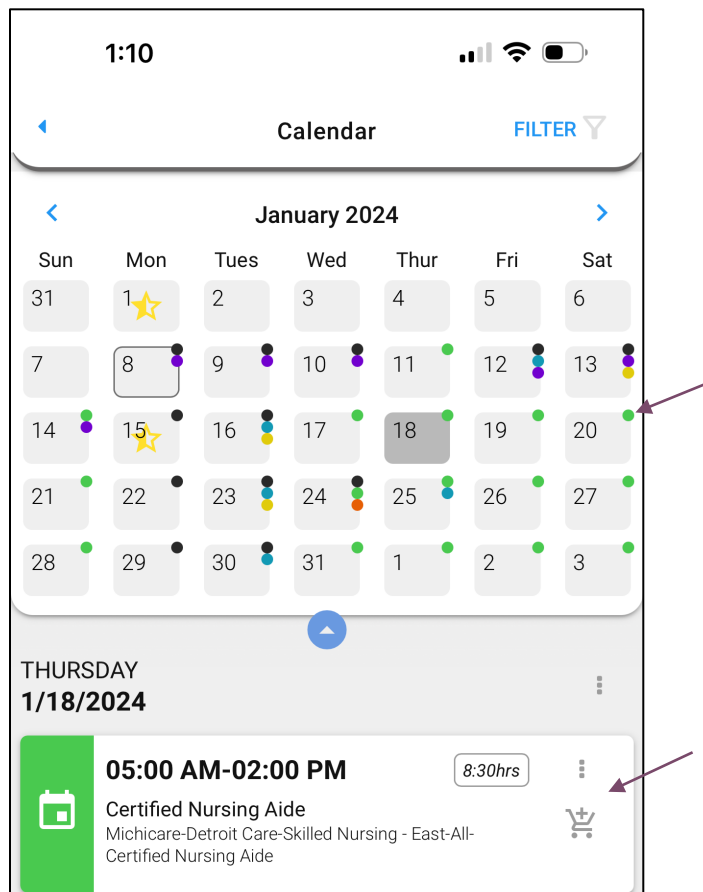



# Submitting a Request to Pick Up an Open Schedule

To view open schedules, tap the calendar button in the home screen of My Attendance Manager.

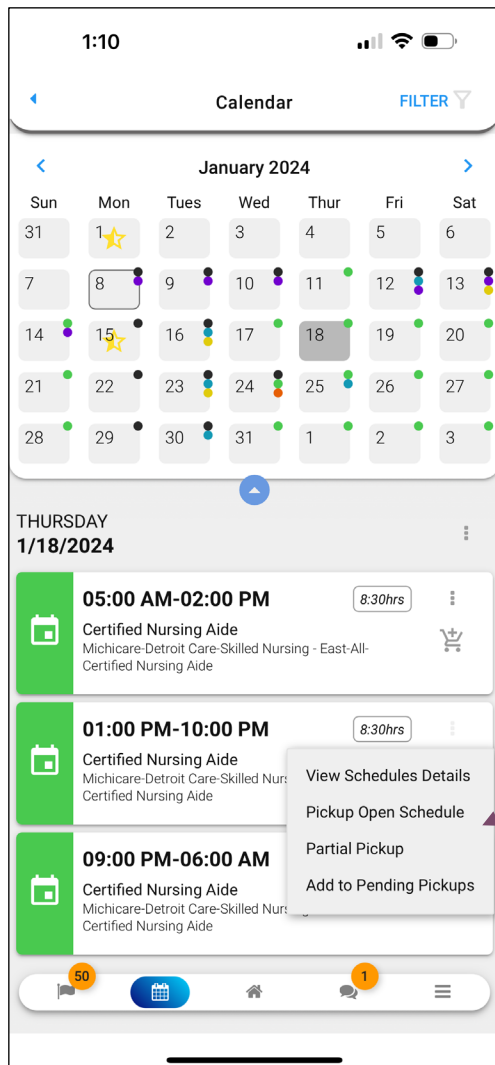


Open schedules are displayed in the calendar screen of My Attendance Manager with a green schedule tile. A green badge in the calendar view also indicates an open schedule.



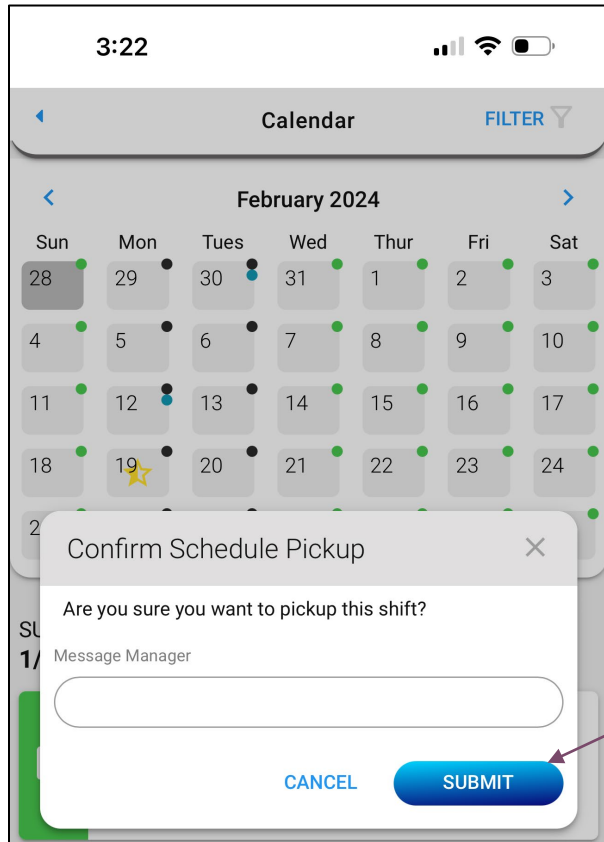
To pick up an open schedule, tap the menu  in the open schedule tile and tap one of the following options:

- **Pickup Open Schedule** – Select this option if you want to pick up the entire schedule.
- **Partial Pickup** – Select this option if you want to work part of the schedule. This option is only available if your organization allows partial pickups.
- **Add to Pending Pickups** – Select this option if you want to add this to a list of partial pickups you are considering for pickup.

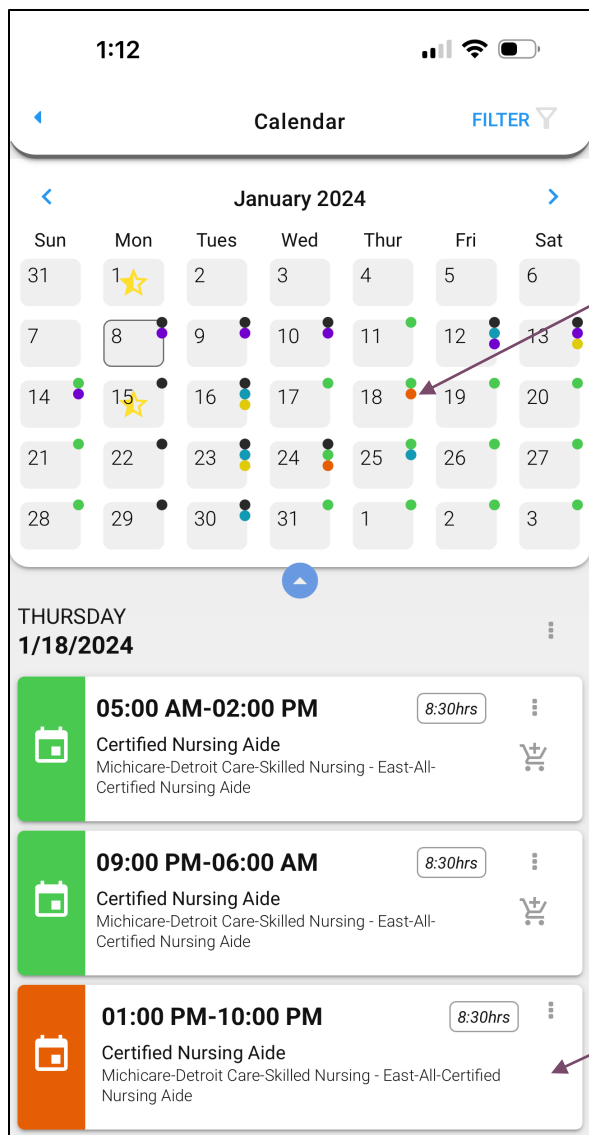



# Pickup Open Schedule

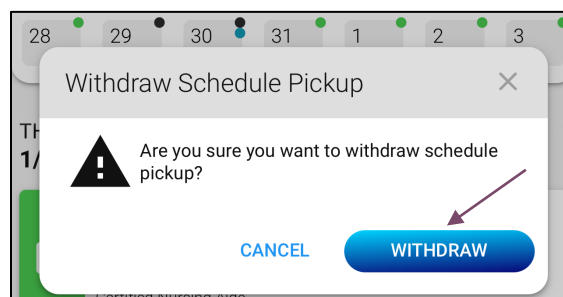
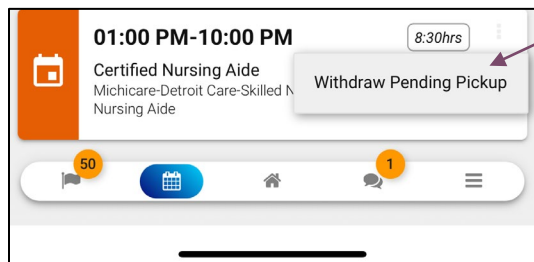
When picking up an open schedule, the Confirm Schedule Pickup window will be displayed. You can add a message to your manager in this window. Tap the **Submit** button to send the pickup request.



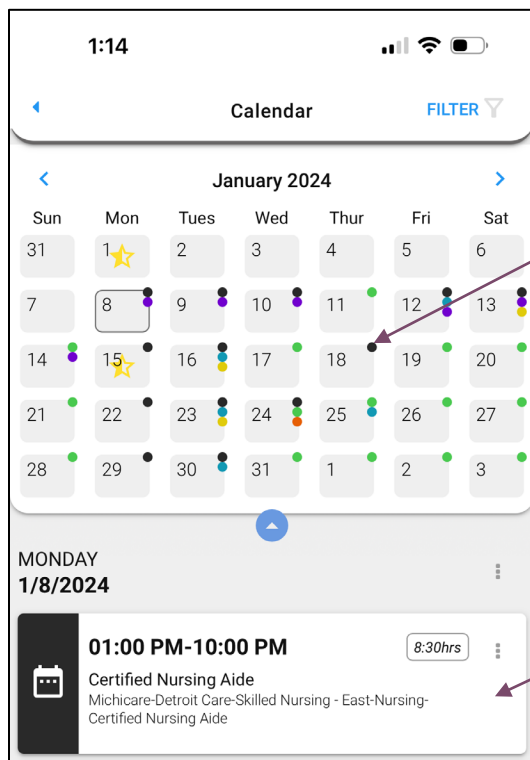
The pending pickup will be displayed in an orange tile in your Calendar window with an orange badge appearing in the calendar view.



If you want to cancel the pickup request before it has been approved by your manager, tap the menu  in the pending pickup tile and tap Withdraw Pending Pickup. Tap the **Withdraw** button to confirm that you want to withdraw your request.

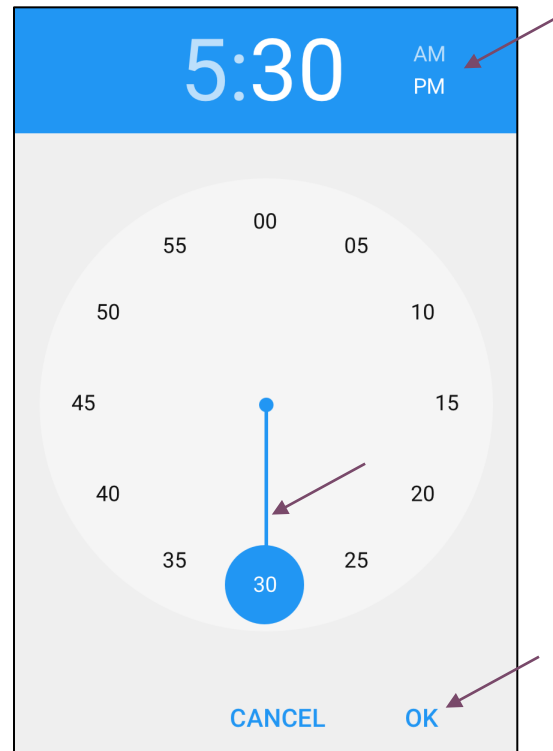
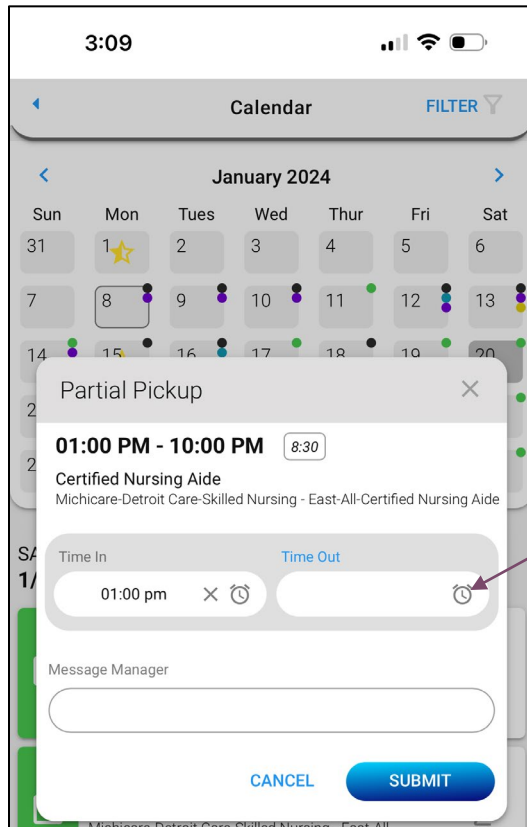


After your manager has approved your schedule pickup, a black schedule tile will be displayed indicating a shift you are scheduled to work. A black badge will also be displayed in the calendar view.

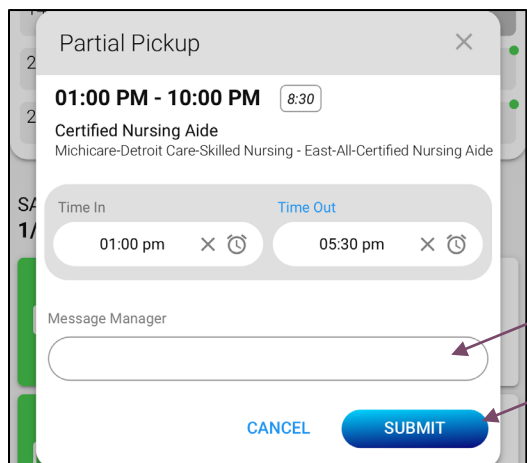


# Partial Pickup


To pick up part of an open schedule, tap the Partial Pickup option in the open schedule tile menu. Enter the Time In and Time Out times for the portion of the schedule you want to work by tapping the clock icon in each field. Swipe the clock arms to the set the time and tap **AM** or **PM**. Tap **OK** when you have finished setting the time.

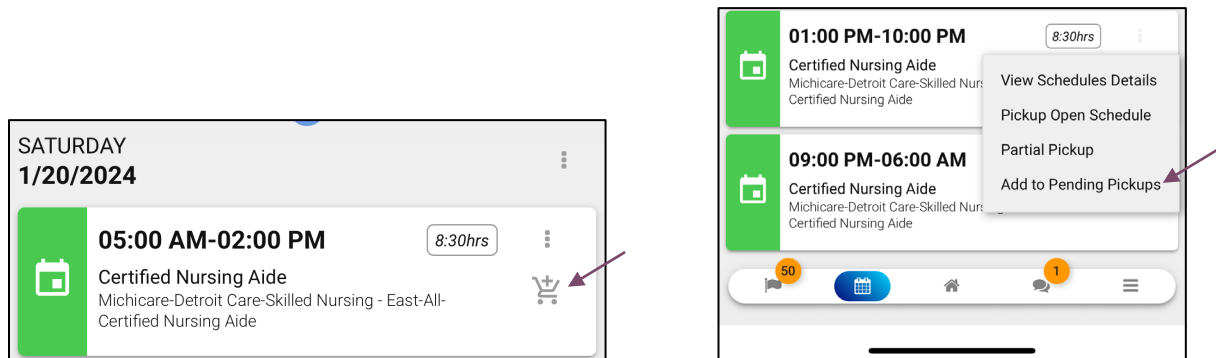


Add a message to your partial pickup request, if needed, by typing in the Message Manager field. Tap the **Submit** button when you have entered all of the necessary information in the Partial Pickup window.

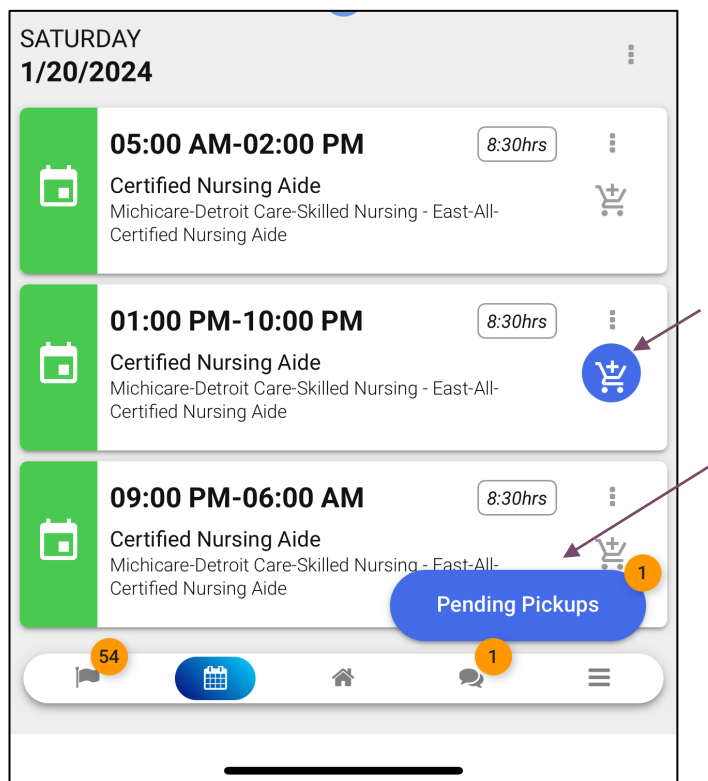



# Add to Pending Pickups

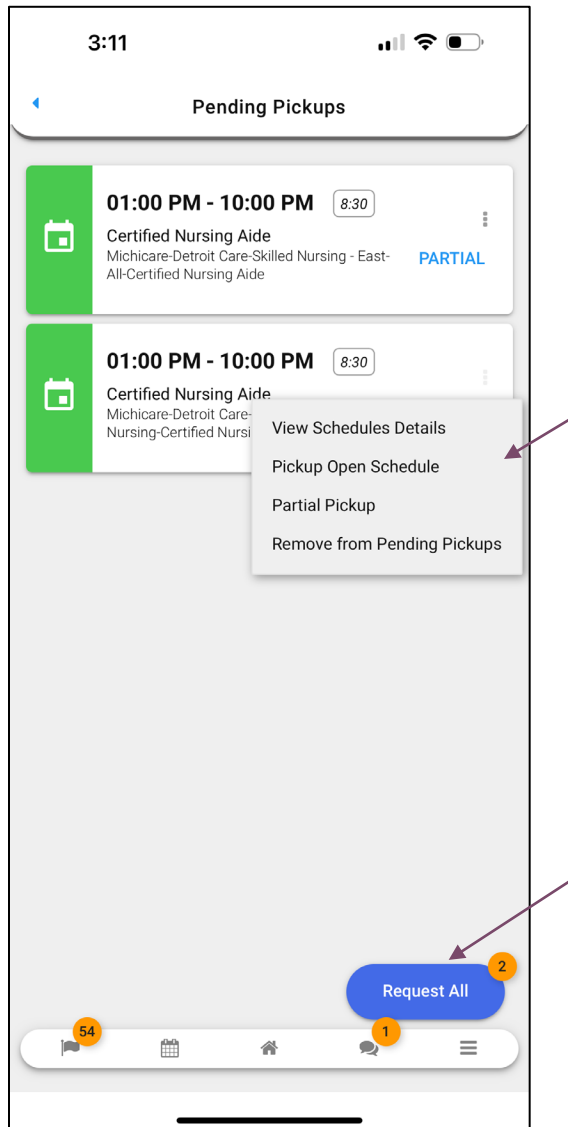
If you want to pick up several open schedules, you can submit these simultaneously using the Pending Pickups feature. The Pending Pickups feature is a shopping cart for reviewing multiple pickups before you submit them and submitting multiple pickups simultaneously. To add an open schedule to the Pending Pickups, tap the shopping cart icon in the schedule tile or tap menu button  and Add to Pending Pickups in the schedule menu.



Open schedules that have been added to Pending Pickups will display a blue shopping cart icon. A Pending Pickups icon will be displayed with the number of pickups in the card displayed in the orange badge.



In the Pending Pickups screen submit all of your selected schedule pickups by tapping the Request All button. Tap the menu  in a pending pickup to submit the pickup request, schedule a partial pickup or remove the schedule from the Partial Pickups cart.



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