
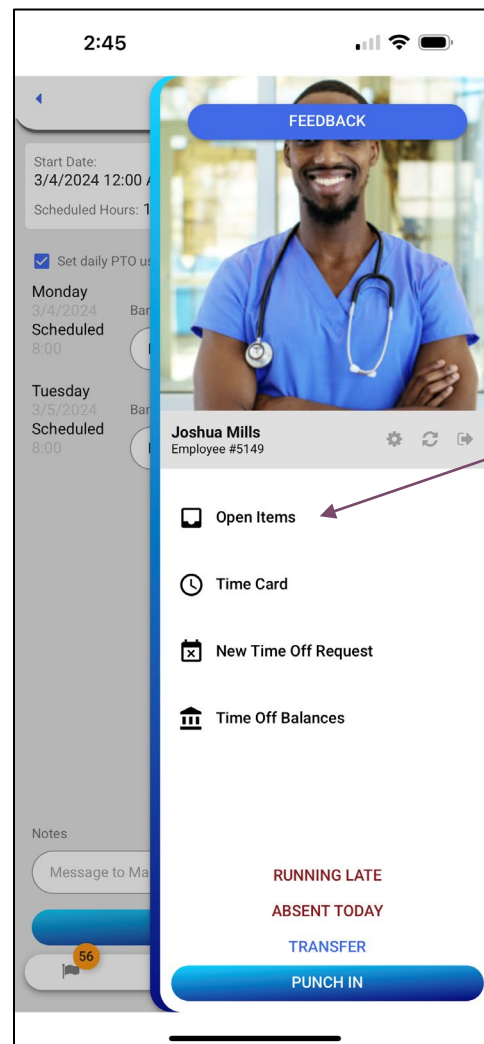
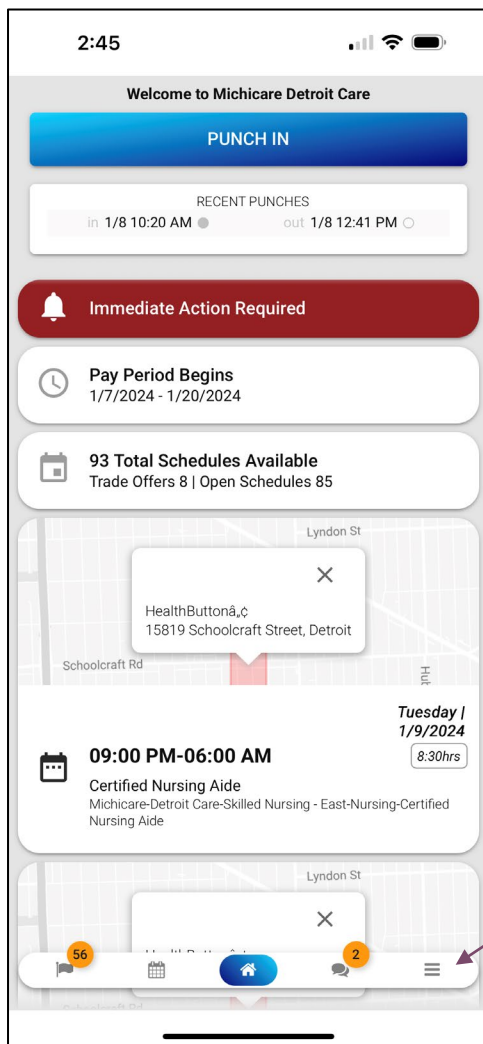




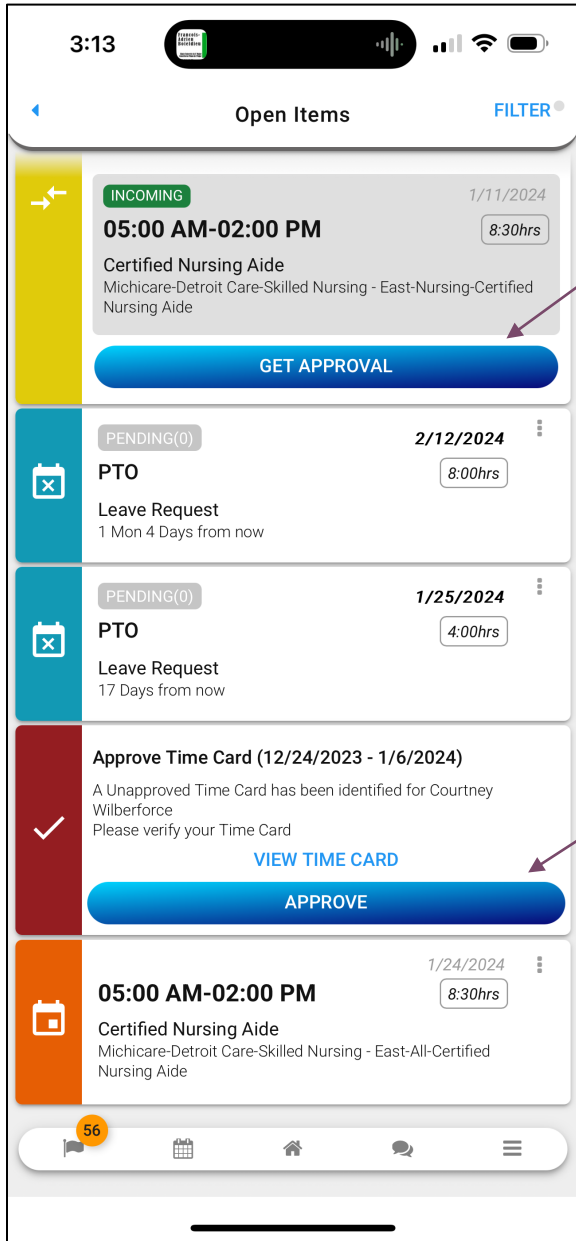
# Viewing Open Items

The Open Items screen in My Attendance Manager displays schedule change requests that are in pending status, such as leave requests and schedule trades. Time card issues that need to be addressed are also displayed, such as a missing punch, a trade that needs to be submitted for manager approval and time card approvals.

To view and resolve open items, tap the menu button  in the toolbar of the home screen. Tap Open Items in the personal information screen.



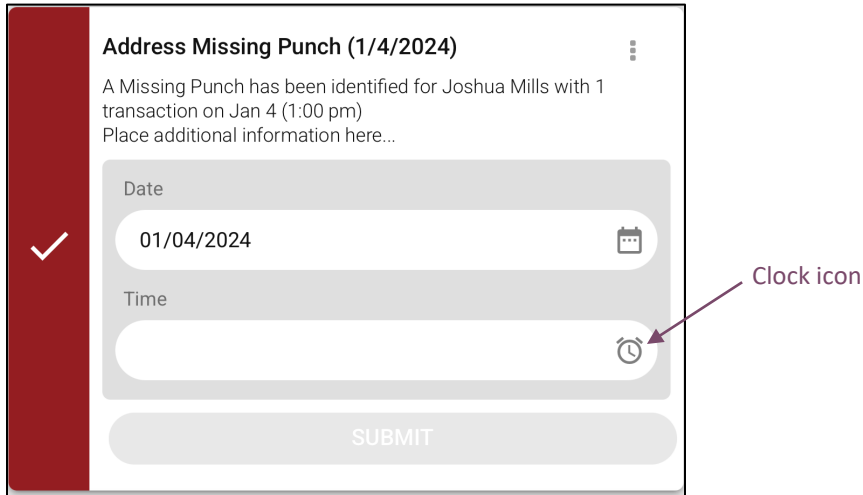
Time card issues can be addressed directly from the Open Items screen, such as Approving a time card and submitting a schedule trade for approval.



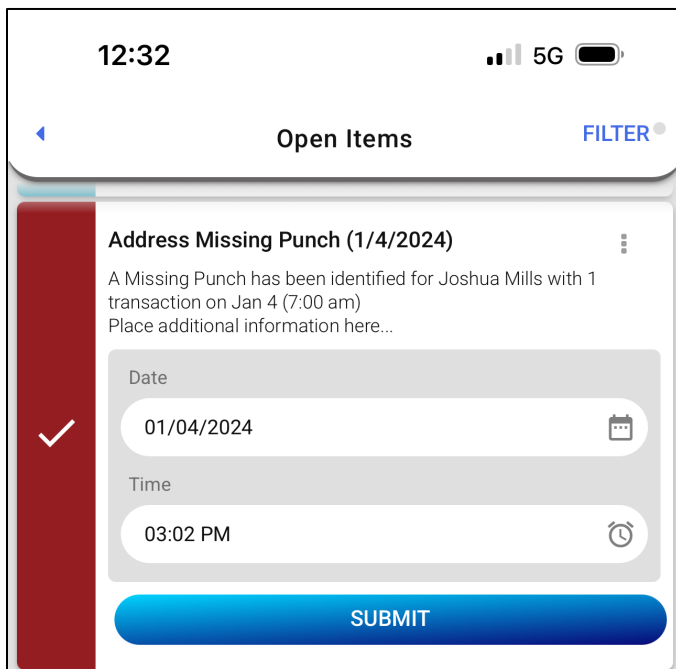
Submit schedule trade for approval


Approve time card

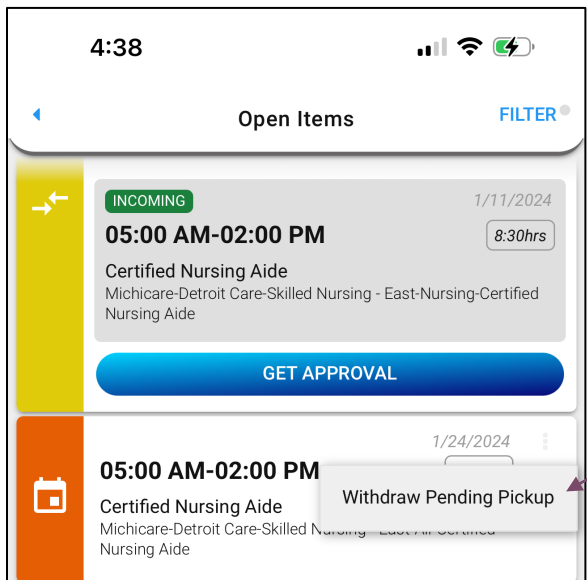
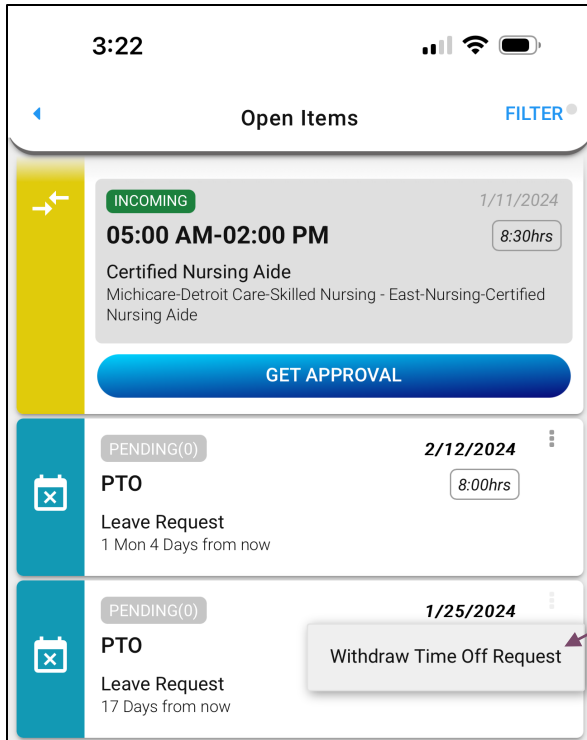
A missing punch can also be addressed in the Open Items screen by entering the time for the punch using the clock icon in the Time field.




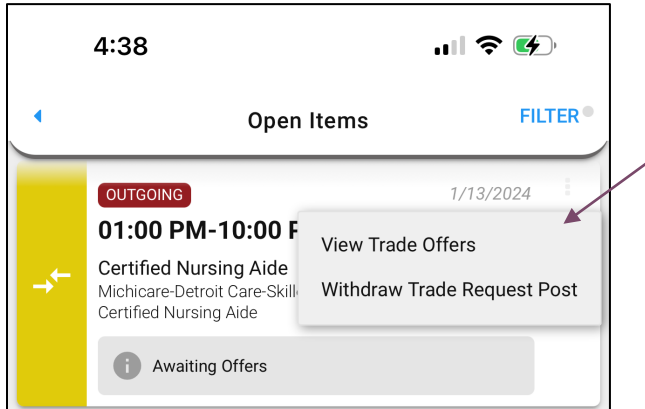
Tap the Submit button after the punch time has been added.



Schedule change requests can be canceled by tapping the menu button  in the schedule tile and tapping the Withdraw option.



Incoming trade offers from coworkers for a schedule you have posted can be viewed by tapping the menu button  and tapping View Trade Offers. The option to withdraw a schedule you have posted for trade is also available in this menu.



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