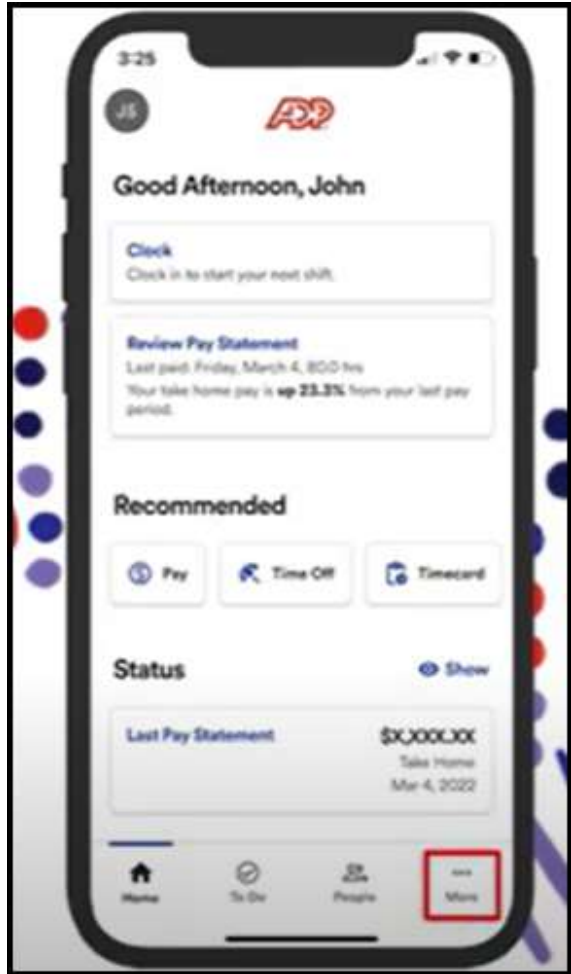
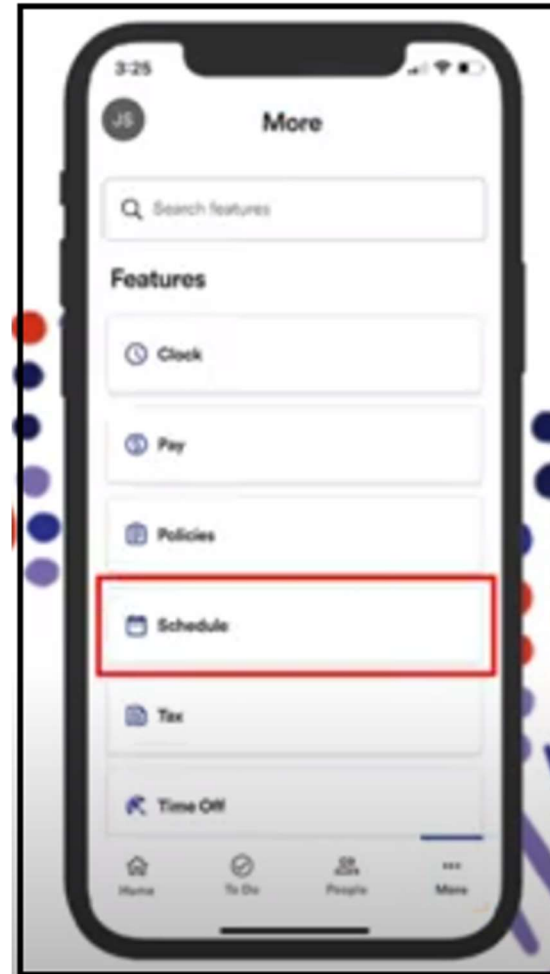


Viewing Your Schedules (Mobile)

1 From your **Mobile app**, click **More**.

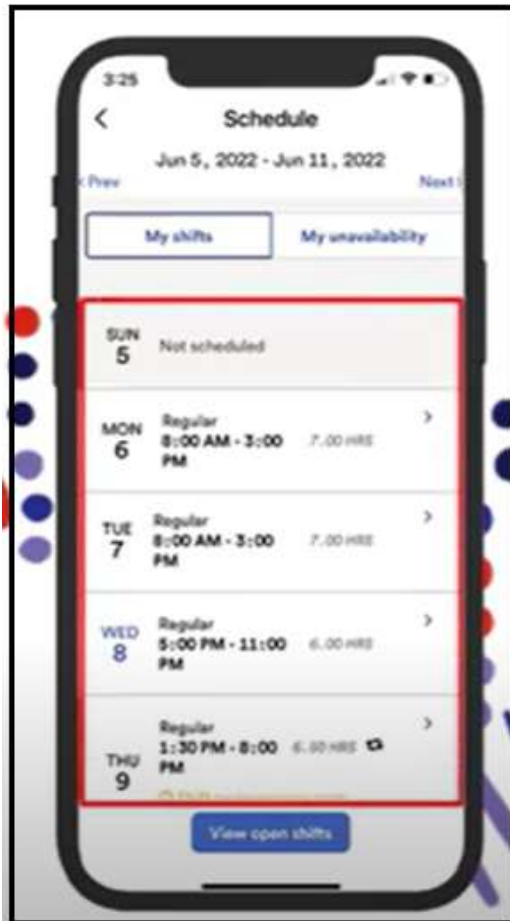


2 Once you click on **More**, go to **Schedule**.

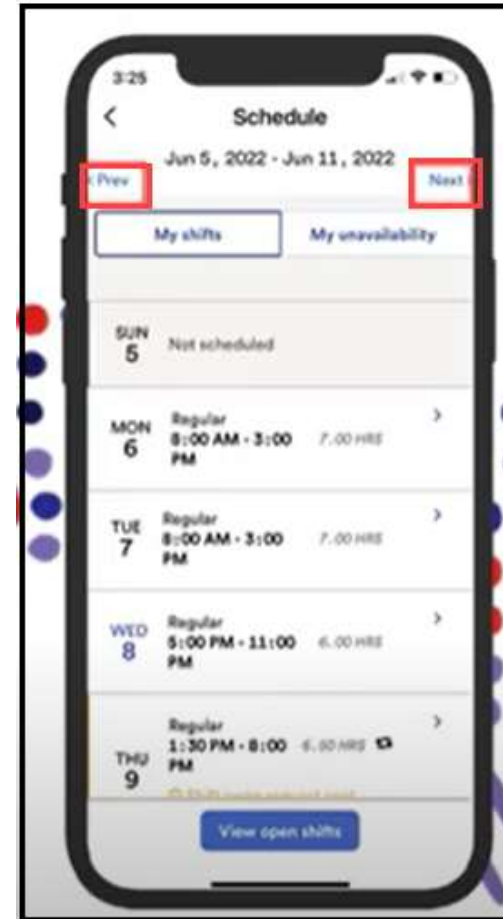


Viewing Your Schedules (Mobile)

3 Here you will see the schedule for the week.

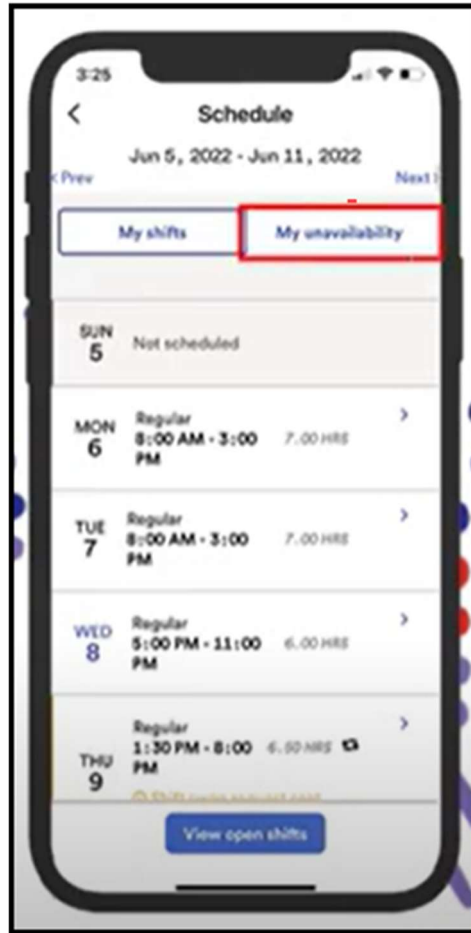


4 If you need to view previous or next week's schedules Select **Previous** of **Next** Arrows.



Viewing Your Schedules (Mobile)

5 Checking your **Availability**.

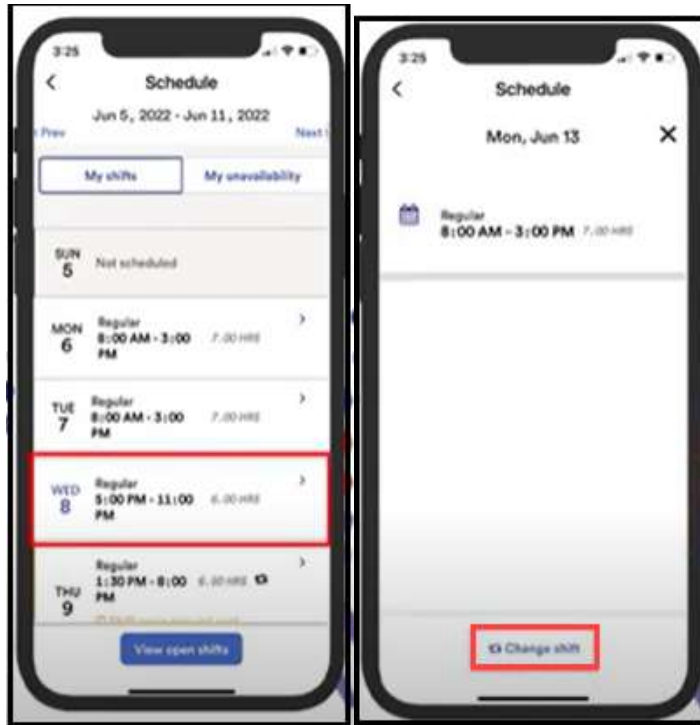


6 If you need to add unavailability, you can select **My Unavailability**.



Viewing Your Schedules (Mobile)

7 If you have a shift that you cannot work tap on the shift, then select **Change Shift**.



8 Then you will be able **Request Cover**, where a co-

worker can grab your shift to work.



9 In Addition, you will be able to **search** for a co-worker

Viewing Your Schedules (Mobile)

and request will be sent to manager for approval.

