

SOP 32 | Associate work

Use My work and Account and help

Find the next shift, outstanding replies and supervisor contact.

For Mobile · Associate

Before you start Sign in with your own workforce account.

Open My work

Step 1 Refresh your work

Tap Refresh and read the update or warning message. Counts marked unknown need another refresh before you rely on them.

Step 2 Open the next action

Use Prepare for this shift, Return to run / finish, Complete run closeout or Review finished run according to the status shown.

Step 3 Check requests and updates

Open Shifts to accept, Work updates or Coverage opportunities. Use View my calendar and Availability & time off for planning.

Step 4 Open Account

Use Account to inspect notification status, open phone settings or contact your supervisor. Managers can switch to their manager workspace when available.

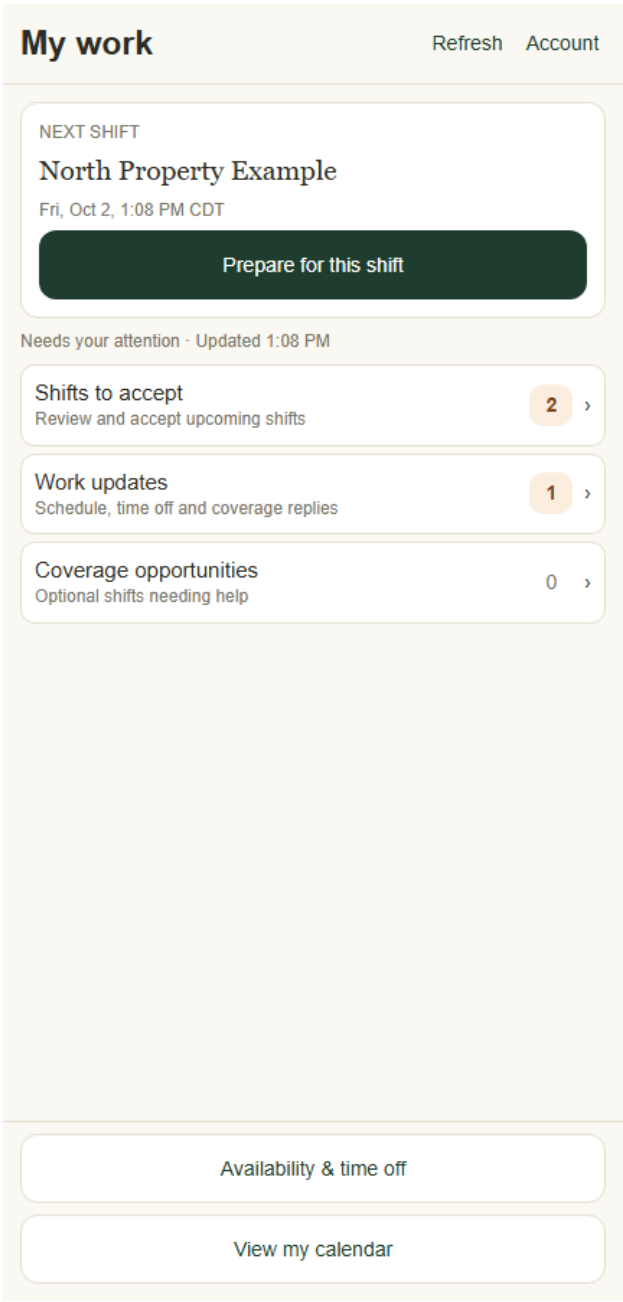
Check your result You can identify the next task and reach your supervisor when a task is blocked.

If something goes wrong If work data did not load, refresh before assuming there are no assignments or updates.

See the picture reference on the next page.

SOP 32 Picture reference

Use My work and Account and help



Step 2 · My work shows the next shift, replies and planning actions.
Application component preview with training data. Native permission prompts may differ.