

SOP 33 | Associate work

View your calendar and accept or decline shifts

Review your assignments and explicitly respond.

For Mobile · Associate

Before you start Confirm the property, date and local time for each assignment.

Open My work > Shifts to accept or View my calendar

Step 1 Open your schedule

Use Shifts to accept for pending replies or View my calendar to browse scheduled work.

Step 2 Inspect the shift

Select the relevant date and shift. Read the property, start and end time, instructions and current assignment response.

Step 3 Respond to the assignment

Use the displayed accept or decline control. When selecting several shifts, review the selected list before confirming acceptance.

Step 4 Check the saved response

Wait for confirmation and refresh the schedule. Use Prepare for this shift when it is time to review start checks.

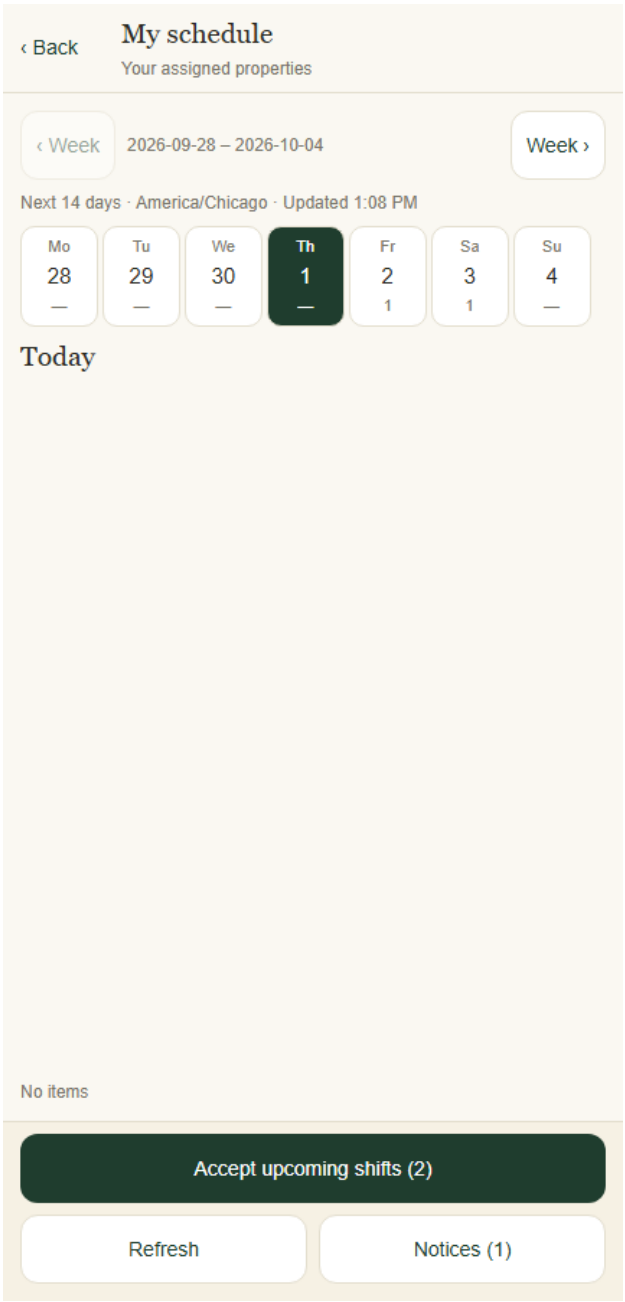
Check your result The shift shows your saved acceptance or decline response.

If something goes wrong Acknowledging a schedule notification is separate from accepting a shift. If a response is rejected, refresh the latest schedule.

See the picture reference on the next page.

SOP 33 Picture reference

View your calendar and accept or decline shifts



Step 1 · Use the calendar to inspect dates and assigned shifts.
Application component preview with training data. Native permission prompts may differ.