

Verify Schedules/Shifts on a Mobile Device (iPhone)

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Overview To gain an understanding on how to check schedules/shifts on an iPhone mobile device for an employee with single job or multiple jobs.



View Schedule/Shift

1. In the Home screen, select  **Schedule**
2. The employee's schedule will be displayed. Click the right arrow



to move to the next week.

3. Alternatively, click the calendar icon  **Schedule**  to select a different day.

4. Click the home icon  **Schedule**  to return to the home screen.