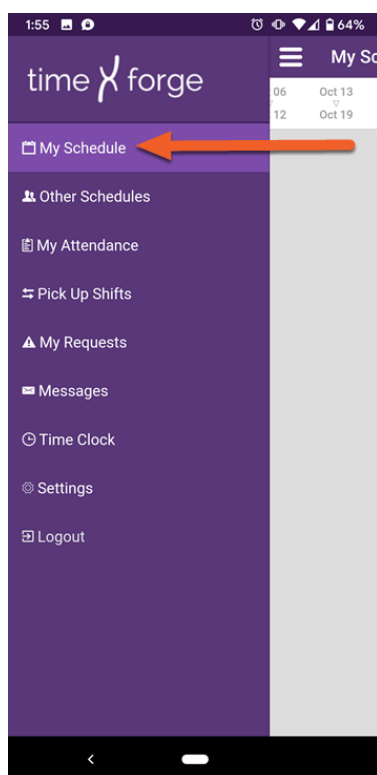


# View your schedule and confirm your shifts

Under My Schedule in the TimeForge Employee mobile app, you can view past and future shifts, as well as [confirm](#) your upcoming shifts. Here's how.

## Select My Schedule from the menu

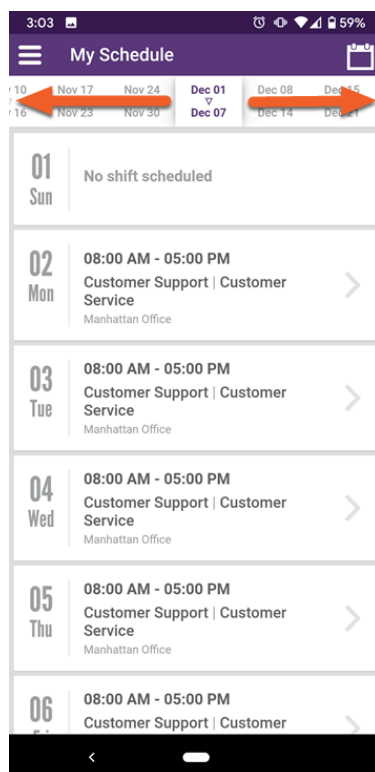
If **My Schedule** isn't your default page when you log into the app, simply open the menu and select it from the list.



💡 When you first install the mobile app, it will open the My Schedule page by default when you log in. You can choose a different default page under [settings](#).

## Swipe right or left to view past/future weeks

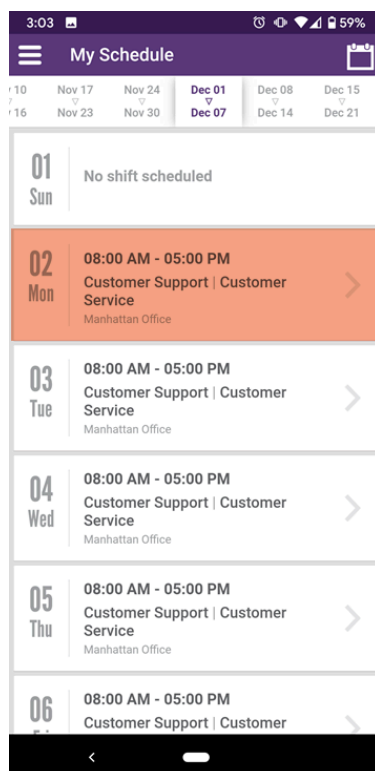
By default, the page will open to the current work week. At the top of the screen, there's a scrolling date selector. **Swipe right or left** to view past or future work weeks.



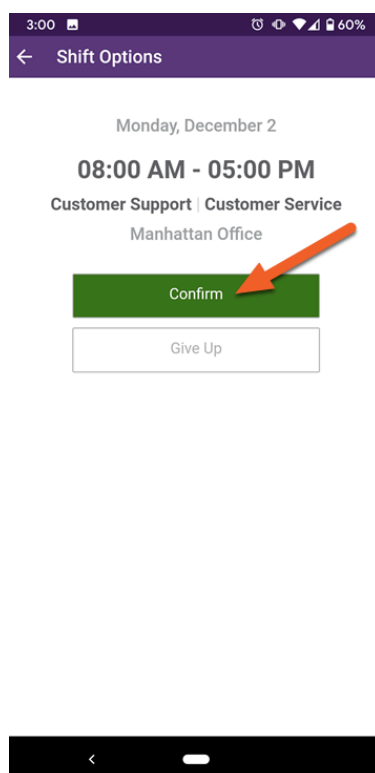
## Confirm a shift

When you confirm a shift on your schedule, you are committing to working that shift. Your employer may not require you to confirm shifts – or they may ask that you confirm on the day you're scheduled to work.


## Tap the shift you want to confirm

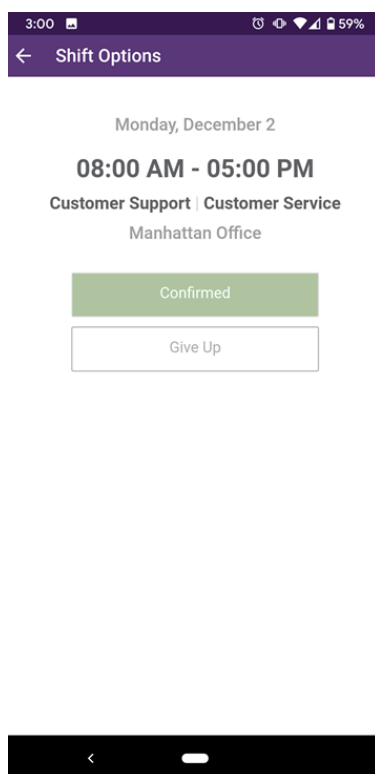


## Tap the Confirm button

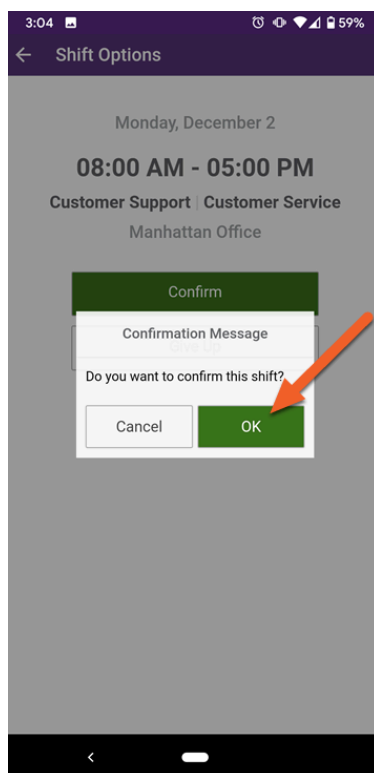


## Why is the button grayed out?

-  If the button is grayed out, it means you've already confirmed this shift or your employer's TimeForge account is not set to enable shift confirmations.



## Tap OK to confirm that you want to confirm



Shifts that are confirmed have green check boxes next to them:

