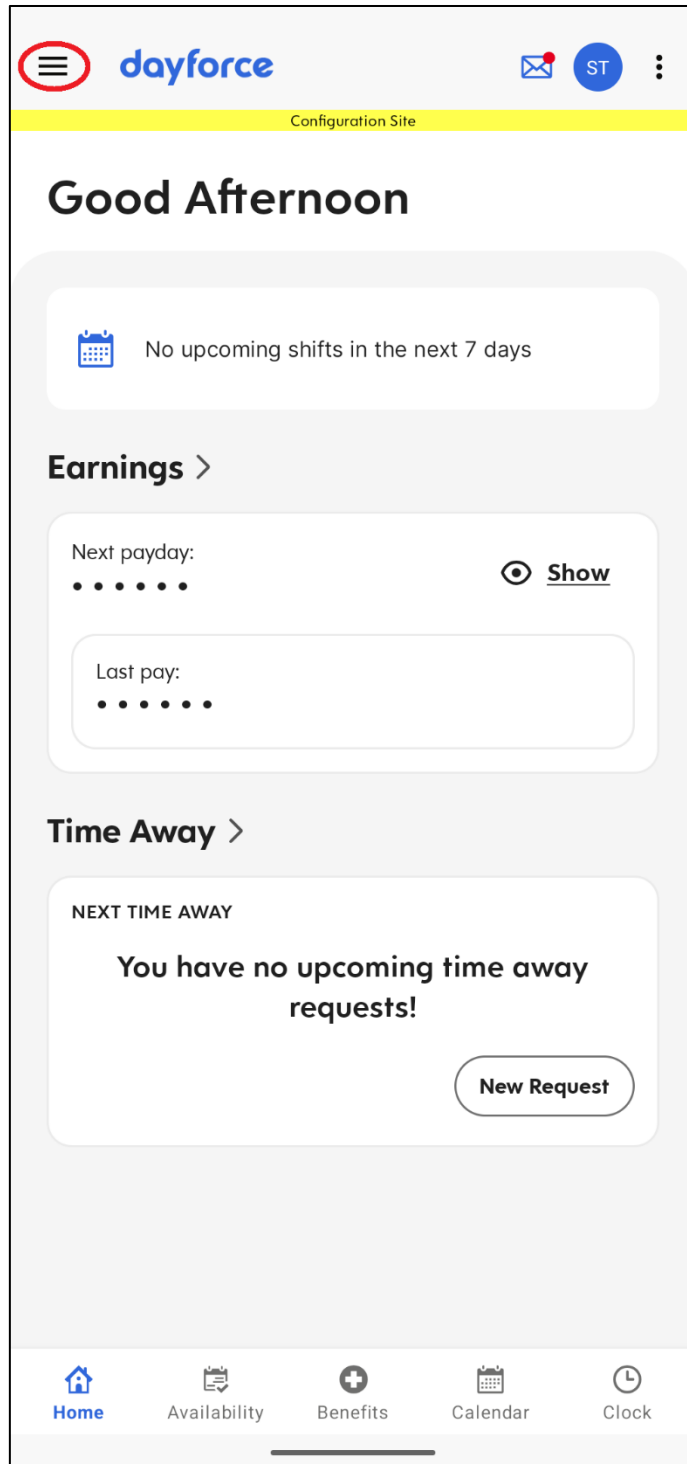
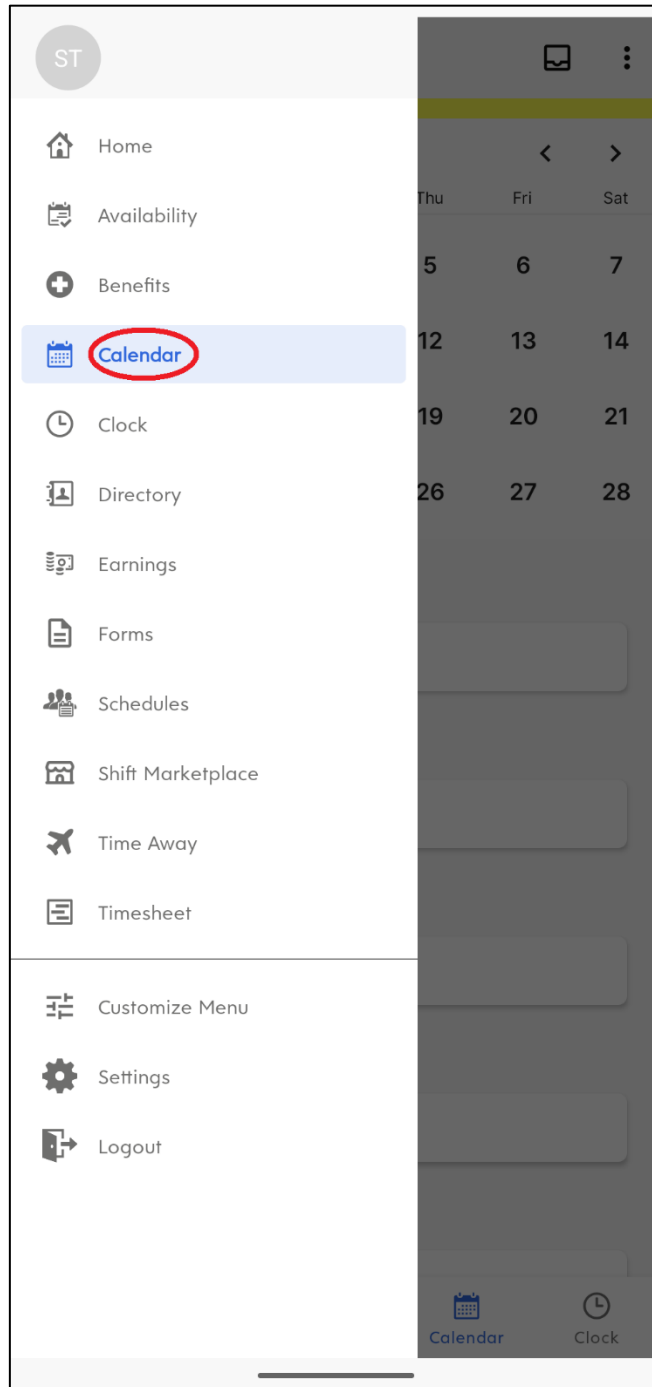


## Quick Guide: Finding Help (Android)

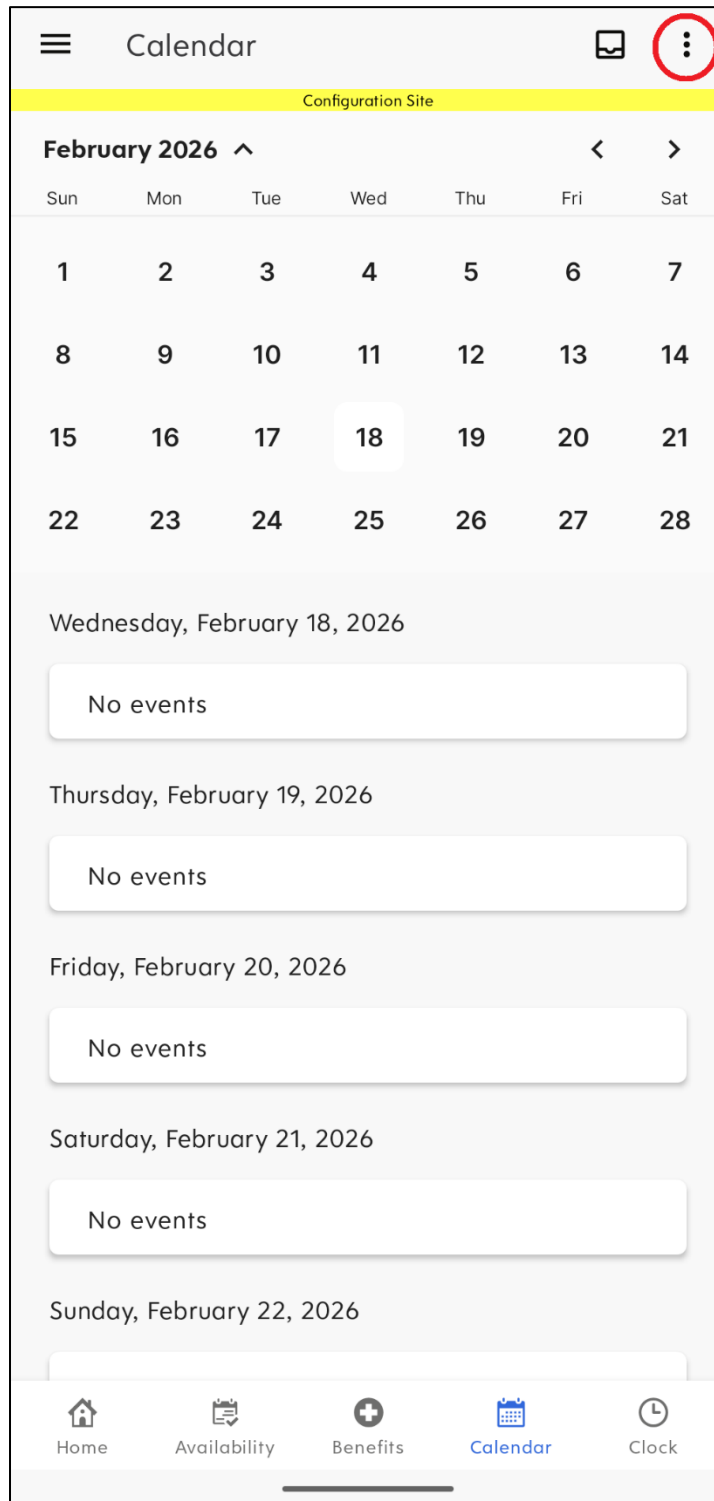
1. From the main screen of your Dayforce app, tap the menu icon on the left.



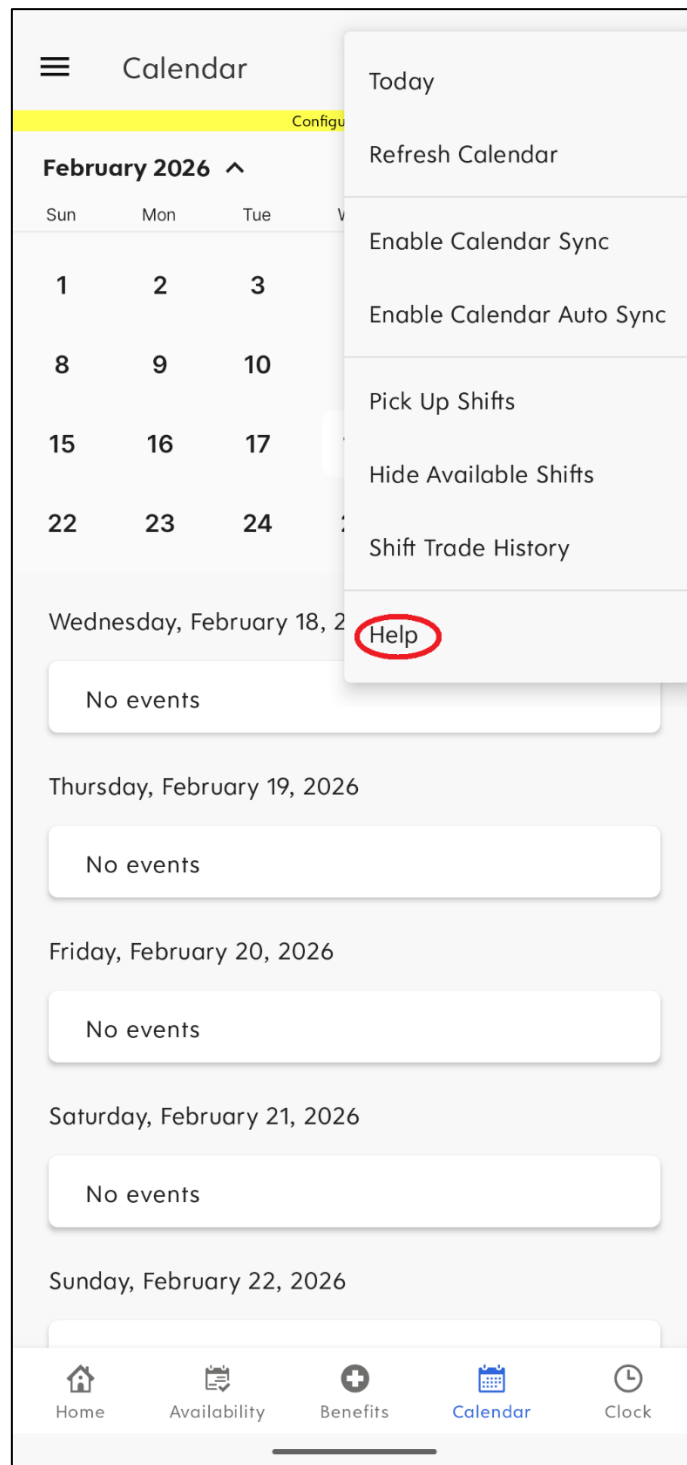
2. Choose from the menu listed the feature you want to learn more about (for example, Calendar).




3. From this screen select on the 3-dotted icon in the top right corner.



4. A menu will appear. Tap on Help.



5. A written guide will appear to show details about the topic you selected (see sample below). Click on the return arrow at the top left corner to return.

 **Calendar**

In the Calendar feature, you can manage your scheduled shifts and other information, such as holidays, on the calendar. You can also sync your Dayforce calendar locally to your device, or to your Google Calendar.

**Review Your Calendar**

When you open the **Calendar** feature, the app displays the current month and highlights the current day. Your scheduled shifts are marked on the calendar with a blue dot, available shifts are marked with a green triangle, and your approved time away from work is highlighted in green.

Tap a day to select it, or tap the arrows to move forward or backward by month (in month view) or by week (in week view).

**Optimize Your Calendar Navigation**

Open the **Context** menu to further optimize your navigation:

- Tap **Today** to jump to the current day on the calendar.
- Tap **Refresh Calendar** to refresh the calendar.
- Tap **Sync Calendar** to sync to your local calendar or to a Google Calendar.
- Tap **Enable Calendar Auto Sync** to allow the app to sync with your calendar automatically.
- Tap **Show Available Shifts** to show available shifts on the calendar, or tap **Hide Available Shifts** to hide them.

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