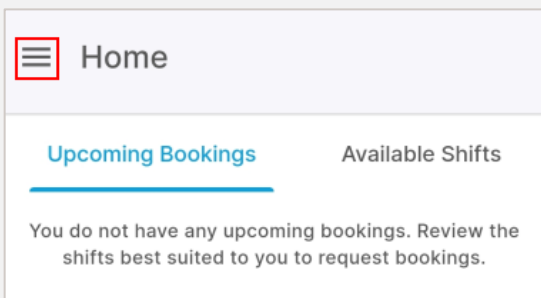


HOW TO SET AVAILABILITY FOR A SHIFT

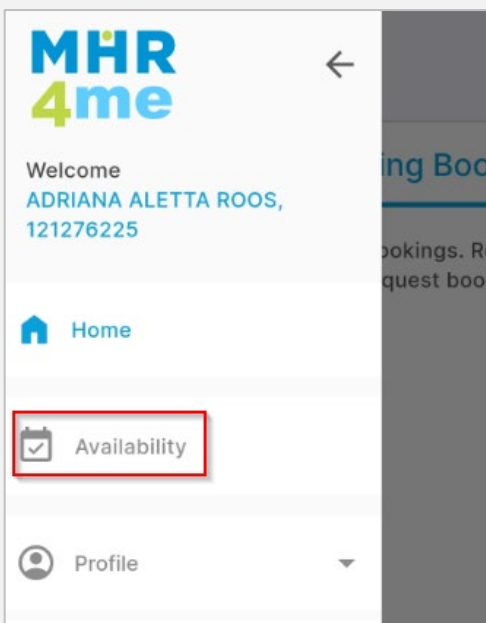
How to set availability for shifts

Follow the steps below:

- 1 From the **Home** screen, tap the **Hamburger** button.

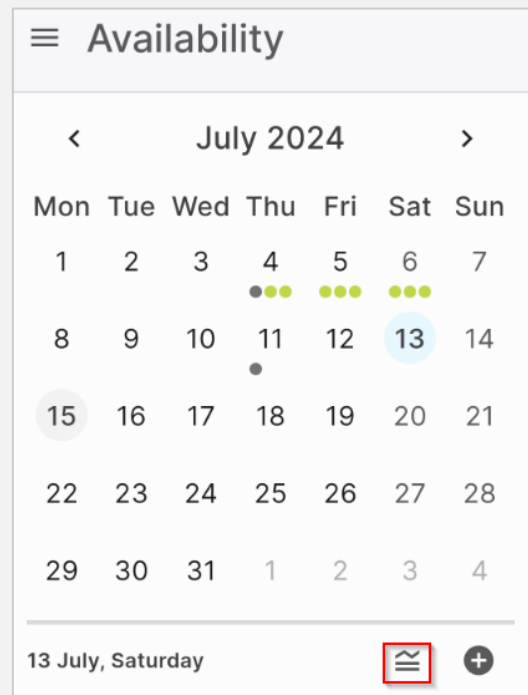


- 2 Tap the **Availability** option.

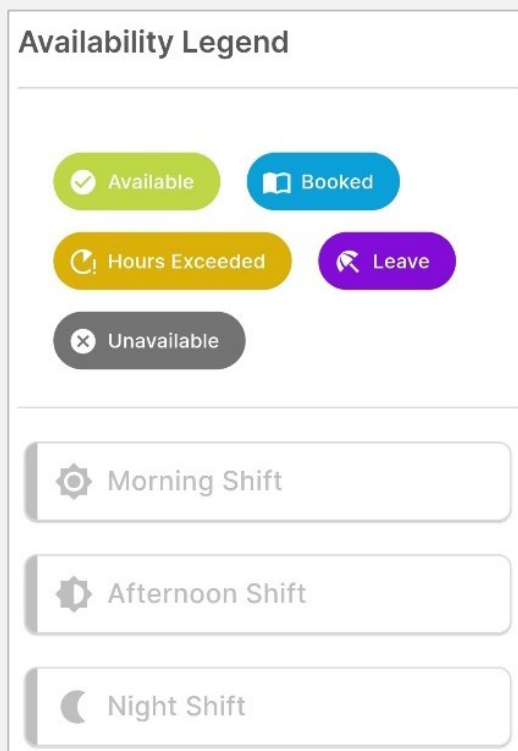


Note: Follow steps **4** and **5** to set availability for a specific date and steps **7** to **10** to set availability for multiple dates.


- 3 To understand the meaning of the availability icons and colours, tap the icon next to the plus sign under the calendar (a zigzag line/wave with two lines underneath).

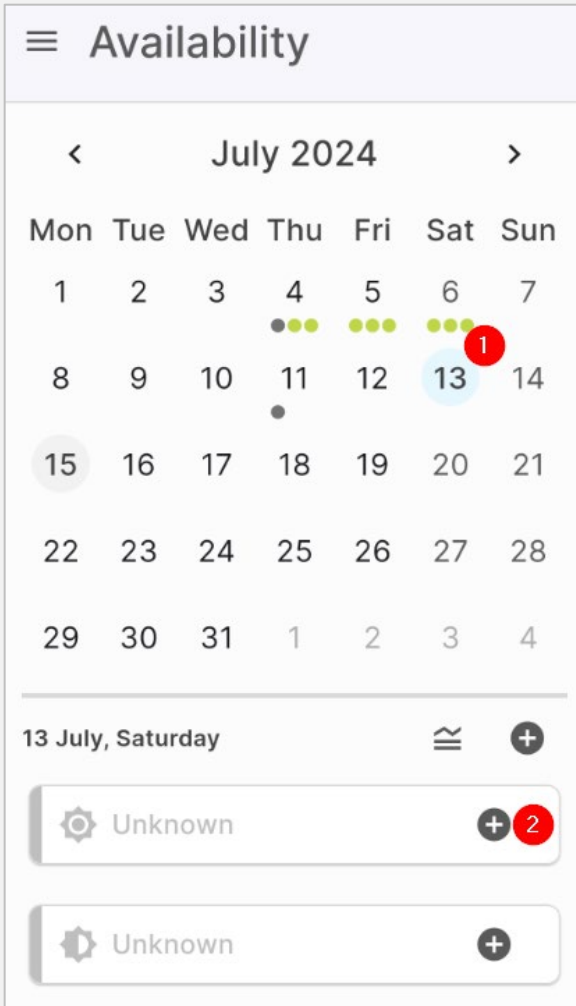


The following screen will display:






How to set availability for a specific date

- 4 **1.** Select the day on the calendar for which you want to indicate your availability, and then
- 2.** Tap the **Plus**  button next to the relevant shift, e.g. Day, Afternoon or Night shift.

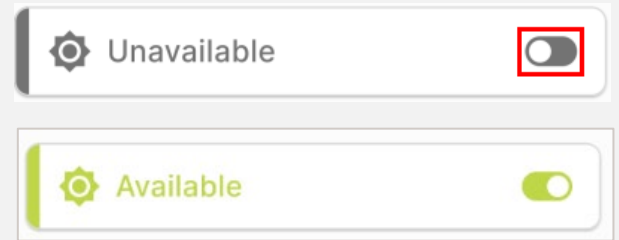


Note: The Shift Types are indicated with the following icons:

-  Indicates **Day** shift.
-  Indicates **Afternoon** shift.
-  Indicates **Night** shift.

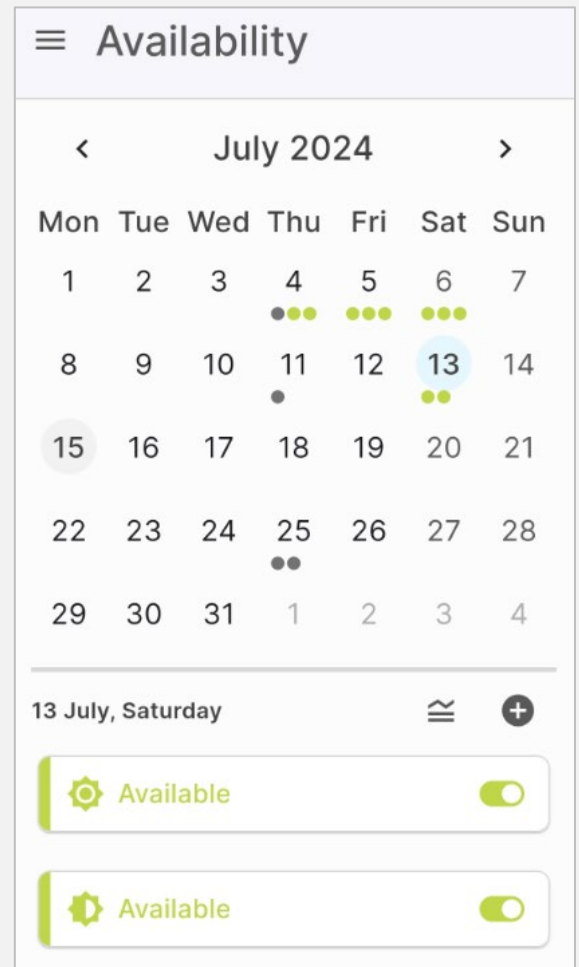
- 5 Slide the slider to the right to change the status to **Available** for the selected date.

The slider will change to 'Available', marked in a green colour as per the screenshot below.

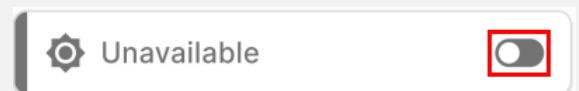


Note: The chosen available date will also be indicated with a green dot or dots on the calendar, as shown in the screenshot below.


Any dates marked as unavailable (as per **step 6** below) will be indicated with a grey dot or dots.

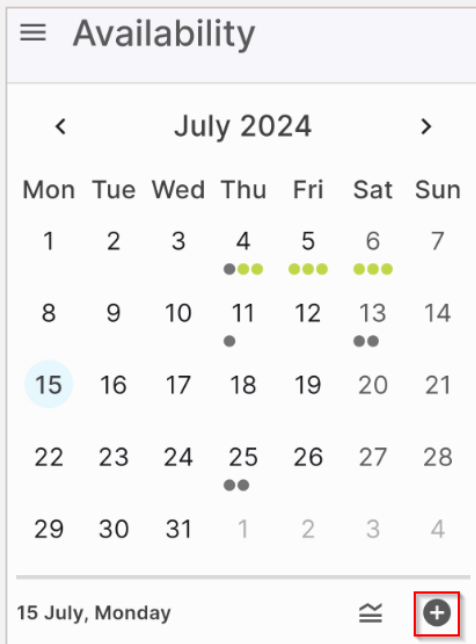


- 6 Use this slider to change Available to **Unavailable** if no longer available for a shift.



How to set availability for multiple dates


- 7 Tap the **Plus**  button under the calendar.



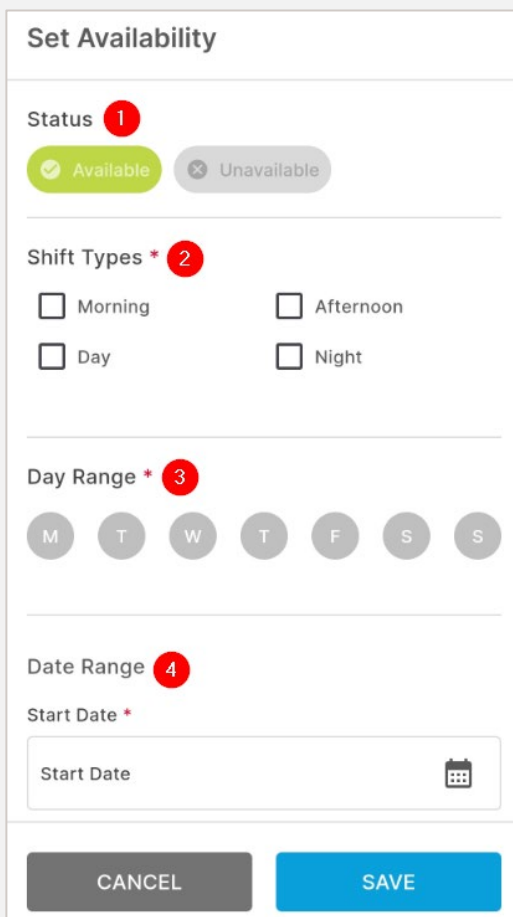
Availability

< July 2024 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

15 July, Monday 

- 8 When the 'Set Availability Screen' displays, select 'Available' at **Status**, and select the relevant **Shift Type(s)**, **Day Range**, **Start Date**, **End Date**, Tick **Recur for 6 months** (if applicable) and tap **Save**.



Set Availability

Status **1**

Available Unavailable

Shift Types * **2**


Morning Afternoon
 Day Night

Day Range * **3**

M T W T F S S

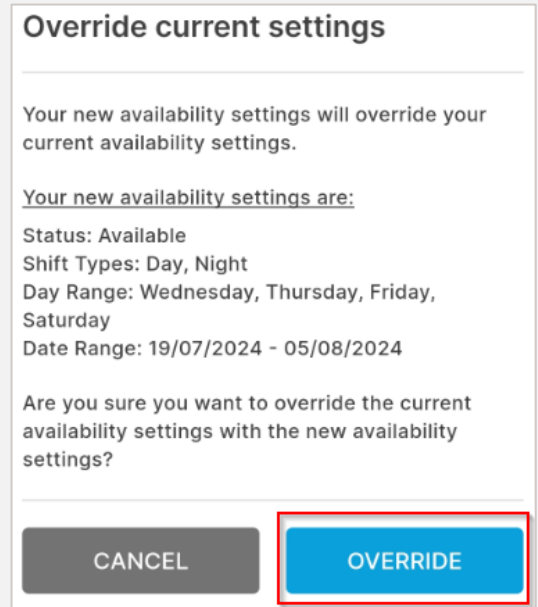
Date Range **4**

Start Date *

Start Date 

CANCEL SAVE

- 9 The following message will be displayed. Read the details in the message and tap **Override** if you are happy to proceed.



Override current settings

Your new availability settings will override your current availability settings.

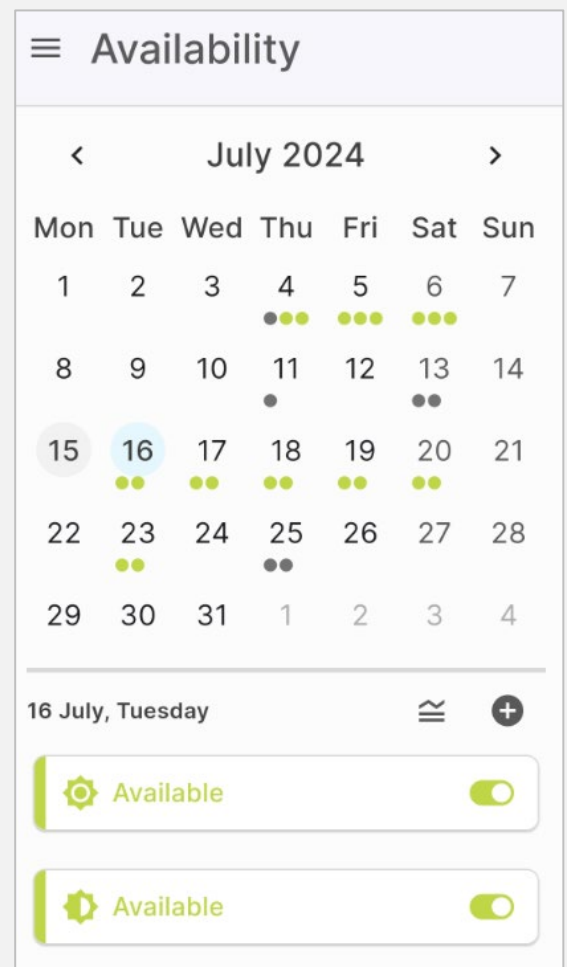
Your new availability settings are:

Status: Available
 Shift Types: Day, Night
 Day Range: Wednesday, Thursday, Friday, Saturday
 Date Range: 19/07/2024 - 05/08/2024

Are you sure you want to override the current availability settings with the new availability settings?

CANCEL **OVERRIDE**


- 10 Once you access the calendar screen, you will see green dots under the applicable dates, indicating availability.



Availability

< July 2024 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

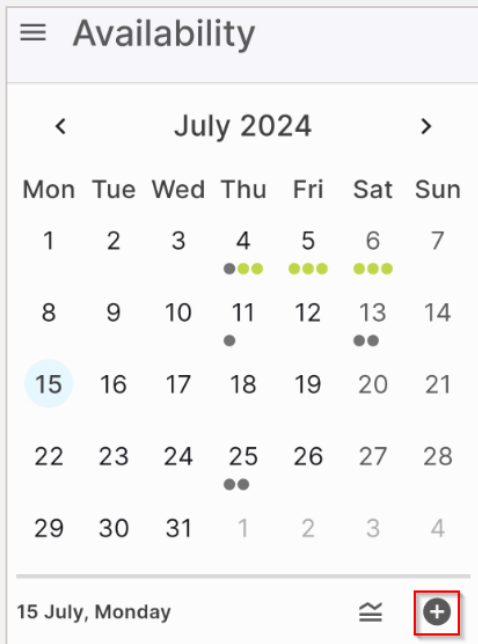
16 July, Tuesday 

Available

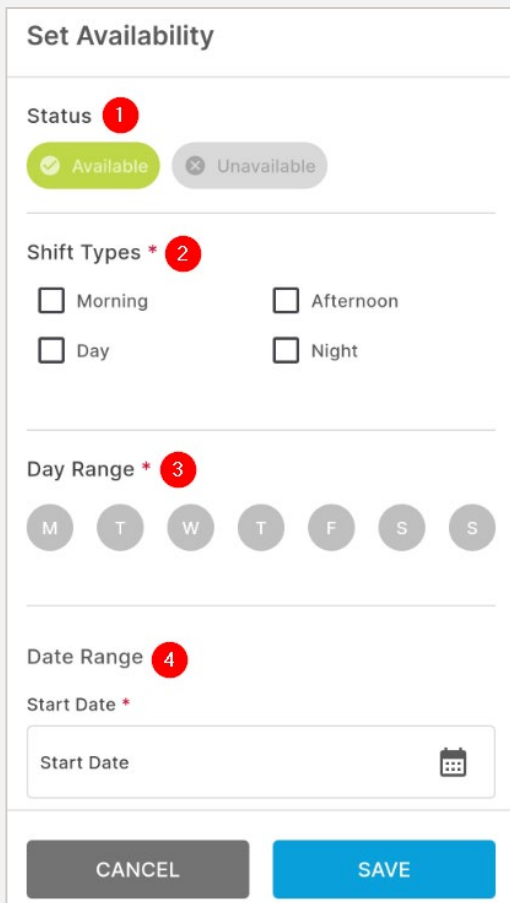
Available

How to set unavailability for multiple dates.

11 Tap the **Plus**  button under the calendar.



12 When the 'Set Availability Screen' displays, select 'Unavailable' at **Status**, and then select the relevant **Shift Types**, **Day Range**, **Start Date**, **End Date**, Tick **Recur for 6 months** if applicable and tap **Save**.



13 Once you access the calendar screen, you will see grey dots under the applicable dates, indicating unavailability.

