Availability

Refers to:
person form → Availability tab

Use this as one way to enter the dates and times when a temp is available, in an annual format. When you have entered the information, you can see at a glance when the temp is available to work.

- On the **Availability** tab, Click on the **Enter Availability** button to enter when the temp is available.

The following screen is displayed:

- Select the days available to work by ticking the boxes.
- Enter the times available.

Click on the Monday to Friday button to set the same times for the remaining week days. Click on the Every Day button to set the same times for the remaining days.

- Use the From and to boxes, to select a date range for the pattern.
- Click on the OK button to finish.

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